Members of the public may address the City Council on any item shown on the agenda or matter of the Council's authority after completion of "Request to Address the Council Form" available in the lobby of the Council Chambers or in the City Clerk's office. This form must be completed 15 minutes prior to the scheduled meeting time. Pursuant to Section 54957.5 of the California Government Code, Any writings (Except for those writings which are exempt from disclosure) which are distributed to all or a majority of the members of the City Council are available for public inspection in the lobby of the City Council Chambers and in the office of the City Clerk during regular business hours.

COMPTON CITY COUNCIL
AGENDA
09/12/2023

CLOSED SESSION 4:30 PM
PUBLIC MEETING 5:30 PM

CITY COUNCIL CHAMBERS
205 SOUTH WILLOWBROOK AVENUE
COMPTON, CALIFORNIA 90220

OPENING

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMENTS ON CLOSED SESSION ITEMS ONLY

CLOSED SESSION
Compton Property Group, LLC v. City of Compton, et al.
Los Angeles County Superior Court Case No. 23STCP02247
Los Angeles County Superior Court Case No. 23STCP02754
Pursuant to Sections 54956.9(a), 54956.9(d)(1)

OPENING

PUBLIC MEETING – 5:30 PM

REPORT ON CLOSED SESSION ACTION(S)

COMMENDATORY RESOLUTIONS/PRESENTATIONS

1. SPECIAL CERTIFICATE PRESENTATION - RECOGNIZING ALBERTO GONZALEZ FOR HIS HEROIC ACTIONS THAT TOOK PLACE ON SUNDAY, SEPTEMBER 3, 2023 AFTER AN AIRPLANE CRASH. - MAYOR SHARIF

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA MATTERS

REGULAR AGENDA

CITY MANAGER'S REPORT

2. A REQUEST TO SCHEDULE A PUBLIC HEARING – TO AMEND RESOLUTION NUMBER 25,337 RESCINDING THE 2020-2021 ANNUAL ACTION PLAN, 2020-2024 CONSOLIDATED PLAN, AND CDBG-CV FUNDING PLAN SUBMITTED TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR OCTOBER 17, 2023 at 5:35 P.M.

NEW BUSINESS

3. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER WITH TETRA TECH FOR PROVIDING PROFESSIONAL ENGINEERING CONSULTANT SERVICES AND PROJECT MANAGEMENT IN AN AMOUNT NOT TO EXCEED TWO HUNDRED THIRTY-NINE THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS ($239,666) ANNUALLY FOR FISCAL YEARS 2023-2024, 2024-2025 AND 2025-2026 ($720,000)

4. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE-YEAR SERVICE AGREEMENT
(SEPTEMBER 2024 – JUNE 2026) AND AUTHORIZATION TO PERFORM NEEDED REPAIRS TO THE POOLS AND TO ISSUE A PURCHASE ORDER TO HASA DBA COMMERCIAL AQUATIC SERVICES TO
PROVIDE MONTHLY COMMERCIAL SWIMMING POOL MAINTENANCE SERVICES AND "AS NEEDED" REPAIRS FOR THE CITY'S TWO (2) SWIMMING POOLS
(LOCATED AT LUEDERS AND GONZALES PARKS).

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER FOR RALPH ANDERSON & ASSOCIATES TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE POSITION OF CITY MANAGER ($35,000)

6. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO AMEND THE FISCAL YEAR BUDGET AND AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH REVENUE & COST SPECIALISTS TO UPDATE THE CITY OF COMPTON'S FISCAL YEAR 2023 - 2024 BUDGET ($73,620) AND TO ISSUE A PURCHASE ORDER FOR REVENUE & COST SPECIALISTS (RCS) IN THE AMOUNT OF ($73,620)

7. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING AMENDED CLASSIFICATION SPECIFICATIONS FOR ACCOUNTANT II

8. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO AMEND THE FISCAL YEAR 2023-24 FIRE DEPARTMENT BUDGET AND ISSUE PURCHASE ORDERS TO ONE OR MORE VENDORS (JANKOVICH, SC FUELS AND WOOD OIL) FOR THE PURCHASE OF DIESEL FUEL, MOTOR COOLANT AND MOTOR LUBRICANTS FOR THE COMPTON FIRE DEPARTMENT ($120,000.00)

9. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH AND ESTABLISH A PURCHASE ORDER FOR NEW WEST LANDSCAPING FOR PROPERTY MAINTENANCE AND LANDSCAPING SERVICES ON SUCCESSOR AGENCY-OWNED PARCELS IN THE CITY OF COMPTON ($47,400)

COUNCIL COMMENTS

ADJOURNMENT

NEXT REGULAR MEETING: 9/19/2023 5:30:00 PM @ 9/19/2023 5:30:00 PM.

Visit our website at http://www.comptoncity.org

View Meetings Live at http://www.comptoncity.org/officials/clerk/agendas/video.asp

September 12, 2023

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **TURMEL WOODS, GRANTS COMPLIANCE MANAGER**

SUBJECT: **A REQUEST TO SCHEDULE A PUBLIC HEARING – TO AMEND RESOLUTION NUMBER 25,337 RESCINDING THE 2020-2021 ANNUAL ACTION PLAN, 2020-2024 CONSOLIDATED PLAN, AND CDBG-CV FUNDING PLAN SUBMITTED TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR OCTOBER 17, 2023 @ 5:35 P.M.**

SUMMARY

City staff is requesting modifications to the City of Compton's CDBG-CV funding plan of City Council Resolution 25,337 in which City Council approved on July 28, 2020. This request would allow staff to expand COVID-19 related services to businesses and residents of the city, city staff is requesting authorization to revise the CDBG-CV funding plan and submit a substantial amendment to HUD.

Staff recommends that Council schedule a public hearing on this matter for **Tuesday, October 17, 2023 at 5:35 p.m.**

TURMEL WOODS
GRANTS COMPLIANCE MANAGER

JERRY GROOMES
CITY MANAGER

September 12, 2023

TO: **MAYOR AND CITY COUNCIL MEMBERS**

FROM: **MUNICIPAL WATER DEPARTMENT**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER WITH TETRA TECH FOR PROVIDING PROFESSIONAL ENGINEERING CONSULTANT SERVICES AND PROJECT MANAGEMENT IN AN AMOUNT NOT TO EXCEED TWO HUNDRED THIRTY-NINE THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS ($239,666) ANNUALLY FOR FISCAL YEARS 2023-2024, 2024-2025 AND 2025-2026 ($720,000)**

SUMMARY

The City Council will consider a resolution authorizing the City Manager to enter into an agreement with and establish a purchase order with Tetra Tech for providing professional engineering consultant services and project management in an amount not to exceed Two Hundred Thirty-Nine Thousand Six Hundred Sixty-Six Dollars ($239,666) annually for the following three (3) Fiscal Years 2023-2024, 2024-2025 and 2025-2026.

BACKGROUND

The Municipal Water Department (Department) is responsible for overseeing the City's utility services. The water system is approximately 7.8 square miles, composed of approximately 156 miles of main lines, eight (8) water wells, two (2) reservoir locations with corresponding booster pump stations, approximately 3,500 gate valves, 1,700 fire hydrants and 19,001 service connections.

On May 17, 2022, City Council appropriated Seven Million Nine Hundred Eighty-Eight Thousand Dollars ($7,988,000.00) of the American Rescue Plan Act (ARPA) funds to the Department to invest in necessary improvements that will upgrade the aging water infrastructure.

On December 20, 2022, City Council authorized the re-appropriation of ARPA funds to the Department's capital budget. The Department intends to utilize these funds for ongoing projects throughout the current and subsequent fiscal years through December 31, 2026.

The Department is seeking to move forward with the capital improvement projects and needs the services of a professional engineering consultant to analyze the water infrastructure and evaluate its water production, conveyance, storage, and distribution infrastructure, including its production wells and associated groundwater quality and

prepare recommendations, related design services, project management of all recommended approved projects and overseeing construction of approved projects.

STATEMENT OF THE ISSUE

On April 5, 2023, the Department opened the Request for Proposal (RFP) process to solicit bids for Professional Engineering Consultant Services and Project Management, which closed on April 26, 2023. The Department solicited quotes from ten (10) reputable professional engineering firms.

The firms that submitted proposals are listed as follows:

Vendor	Hourly Rate Schedule	
Infrastructure Engineers	Principal in Charge	$ 238
	Project Manager	$ 185
	Principal Engineer	$ 180
Tetra Tech	**Program Manager**	**$ 300**
	Project Manager	**$ 210**
	Principal Engineer	**$ 365**
Stetson Engineers, Inc.	Principal	$ 249
	Senior Project Manager	$ 216
	Special Project Director	$ 249

After a thorough review of the quotes submitted, staff has determined that Tetra Tech has been deemed the most responsive and responsible bidder to provide professional engineering consulting services and project management for all new projects and water wells, with the exception of Well 20.

Tetra Tech was not the lowest bidder; however, the firm was selected because of their extensive experience as a leading provider of consulting and engineering services.

The services to be rendered will be provided on a task-by-task basis and will include, but not limited to the following tasks and deliverables:

- Evaluating available water quality data from the City's productions wells, including the possible presence of volatile organic compounds (VOCs), 1,4-dioxane, per- and polyfluoroalkyl substances (PFAS), and other organic and inorganic contaminants, and making recommendations as appropriate for treatment,

blending, and/or mitigation measures to help the City meet and exceed State and Federal water quality standards.

- Evaluating the City's production wells in terms of their production capacity, vertical screened intervals, integrity, and overall condition and making recommendations as appropriate for rehabilitation and repairs, including redevelopment, sealing parts of the well screen, re-casing the wells, replacing pumps, and the like.

- Evaluating other water-related City infrastructure, including but not limited to security, lighting, safety, and the overall condition of the production wells, conveyance and distribution piping, storage facilities, pump houses, grading and paving of well sites, reservoirs and treatment facilities, the adequacy of existing Supervisory Control and Data Acquisition (SCADA) systems, pressure stations, Metropolitan Water District (MWD) connections and related electrical systems and making recommendations as appropriate for repairs, upgrades, or replacement.

- Project management of related recommended upgrades.
- Employing or engaging all persons necessary, including subcontractors and project managers to perform the services of the related recommended upgrades.

ALTERNATIVES

Staff does not recommend any alternatives.

FISCAL IMPACT

Increase Expenditure		Description	Amount
2810-86-000-4262	Grant	Other Professional Services	$35,666
2810-86-001-4262	Well 11	Other Professional Services	$41,000
2810-86-002-4262	Well 13	Other Professional Services	$41,000
2810-86-003-4262	Well 15	Other Professional Services	$41,000

2810-86-005-4262	Well 17	Other Professional Services	$41,000
2810-86-009-4262	SCADA	Other Professional Services	$40,000
		Total	$239,666

RECOMMENDATIONS

Staff recommends that the City Council adopt the attached Resolution, which authorizes the City Manager to enter into an agreement with Tetra Tech and issue a purchase order for providing professional engineering consultant services and project management in an amount not to exceed Two Hundred Thirty-Nine Thousand Six Hundred Sixty-Six Dollars ($239,666) annually for the following three (3) Fiscal Years 2023-2024, 2024-2025 and 2025-2026.

VICTOR MEZA
WATER DEPARTMENT GENERAL MANAGER

APPROVED FOR FORWARDING:

JERRY GROOMES
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER WITH TETRA TECH FOR PROVIDING PROFESSIONAL ENGINEERING CONSULTANT SERVICES AND PROJECT MANAGEMENT IN AN AMOUNT NOT TO EXCEED TWO HUNDRED THIRTY-NINE THOUSAND SIX HUNDRED SIXTY-SIX DOLLARS ($239,666) ANUALLY FOR FISCAL YEARS 2023-2024, 2024-2025 AND 2025-2026 ($720,000)

WHEREAS, the the Municipal Water Department (Department) is responsible for overseeing the City's utility services; and

WHEREAS, the water system approximately 7.8 square miles, composed of approximately 156 miles of main lines, eight (8) water wells, two (2) reservoir locations with corresponding booster pump stations, approximately 3,500 gate valves, 1,700 fire hydrants and 19,001 service connections; and

WHEREAS, the Department is seeking to move forward with the capital improvement projects and needs the services of a professional engineering firms to provide consultant and project management services to assist in utilizing the American Rescue Plan Act (ARPA) funds; and

WHEREAS, on April 5, 2023, the Department opened the Request for Proposal process to solicit bids, which closed on April 26, 2023; and

WHEREAS, the Department solicited quotes from ten (10) reputable professional engineering consulting firms, the firms that submitted proposals are listed as follows:

Vendor	**Hourly Rate Schedule**	
Infrastructure Engineers	Principal in Charge	$ 238
	Project Manager	$ 185
	Principal Engineer	$ 180
Tetra Tech	**Program Manager**	**$ 300**
	Project Manager	**$ 210**
	Principal Engineer	**$ 365**
Stetson Engineers, Inc.	Principal	$ 249
	Senior Project Manager	$ 216
	Special Project Director	$ 249

WHEREAS, staff has determined that Tetra Tech was deemed the most responsive and responsible bidder to provide professional engineering consulting services and project management for all new recent projects and water wells, with the exception of Well 20, for the following three (3) Fiscal Years 2023-2024, 2024-2025 and 2025-2026; and

WHEREAS, Tetra Tech was not the lowest bidder; however, the firm was selected because of their extensive experience as a leading provider of consulting and engineering services; and

WHEREAS, the expenditures for Tetra Tech are not to exceed $239,666 per year; and

WHEREAS, funds for this expenditure are available in the American Rescue Plan Act (ARPA) accounts 2810-86-4262.

.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: That the quote from Tetra Tech is hereby accepted.

SECTION 2: That the City Manager is hereby authorized to enter into an agreement with Tetra Tech and issue a purchase order in an amount not to exceed Two Hundred Thirty-Nine Thousand Six Hundred Sixty-Six Dollars ($239,666) annually for professional engineering consulting services and project management for all new recent projects and water wells, with the exception of Well 20, for the following three (3) Fiscal Years 2023-2024, 2024-2025, and 2025-2026.

Increase Expenditure		Description	Amount
2810-86-000-4262	Grant	Other Professional Services	$35,666
2810-86-001-4262	Well 11	Other Professional Services	$41,000
2810-86-002-4262	Well 13	Other Professional Services	$41,000
2810-86-003-4262	Well 15	Other Professional Services	$41,000
2810-86-005-4262	Well 17	Other Professional Services	$41,000
2810-86-009-4262	SCADA	Other Professional Services	$40,000
		Total	$239,666

.

SECTION 3. That $239,666 be allocated in the 2810 Fund, on an annual basis for the duration of this agreement.

SECTION 4. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, City Clerk and the Water Department.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this_____day of_____, 2023.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, do hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the_____ day of_____, 2023.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

CITY OF COMPTON
Incorporated in 1888

CY23 IEW STANDARD RATES



TETRA TECH

TETRA TECH

Schedule of Hourly Rates

Rates Effective Starting: January 1, 2023

Personnel	Hourly Rate
Management	
Project and Program Management	
Project Manager 1	$210.00
Project Manager 2	$230.00
Sr Project Manager	$290.00
Program Manager	$300.00
A/E Services	
Engineers	
Engineer 1	$115.00
Engineer 2	$130.00
Engineer 3	$145.00
Project Engineer 1	$185.00
Project Engineer 2	$200.00
Sr Engineer 1	$240.00
Sr Engineer 2	$260.00
Sr Engineer 3	$280.00
Principal Engineer	$365.00
Engineering Designers	
Engineering Technician	$80.00
Engineering Designer 1	$100.00
Engineering Designer 2	$120.00
Engineering Designer 3	$140.00
Sr Eng Designer 1	$175.00
Sr Eng Designer 2	$185.00
Sr Eng Designer 3	$200.00
Information Technology	
Jr Sys Analyst / Programmer	$120.00
Sys Analyst / Programmer	$180.00
Sr Sys Analyst / Programmer 1	$200.00
Sr Sys Analyst / Programmer 2	$285.00
Sci Svcs	
Scientists	
Scientist 1	$85.00
Scientist 2	$105.00
Scientist 3	$130.00
Sr Scientist 1	$145.00
Sr Scientist 2	$175.00
Sr Scientist 3	$235.00
Principal Scientist	$270.00
Field Services	
Construction Observation	

TETRA TECH

Schedule of Hourly Rates

Rates Effective Starting: January 1, 2023

Personnel	Hourly Rate
Construction Project Rep 1	$120.00
Construction Project Rep 2	$130.00
Sr Constr Project Rep 1	$160.00
Sr Constr Project Rep 2	$165.00
Construction Administration	
Construction Administrator	$105.00
Sr Construction Administrator	$130.00
Construction Management	
Construction Manager 1	$200.00
Construction Manager 2	$220.00
Sr Construction Manager	$250.00
Construction Director	$290.00
Surveying	
Survey Tech 1	$75.00
Survey Tech 2	$110.00
Survey Tech 3	$115.00
Survey Crew Chief	$125.00
Surveying Specialist	$140.00
Land Surveyor	$150.00
Sr Land Surveyor	$180.00
Technical Services	
Technicians	
Technician 1	$80.00
Technician 2	$95.00
Technician 3	$110.00
Sr Technician 1	$150.00
Sr Technician 2	$155.00
Sr Technician 3	$160.00
Project Support	
Computer Aided Design (CAD)	
CAD Technician 1	$80.00
CAD Technician 2	$95.00
CAD Technician 3	$110.00
CAD Designer	$125.00
Sr CAD Designer 1	$155.00
Sr CAD Designer 2	$170.00
CAD Director	$200.00
Geographic Information Systems (GIS)	
GIS Analyst 1	$80.00
GIS Analyst 2	$110.00
Sr GIS Analyst	$135.00

TETRA TECH

Schedule of Hourly Rates

Rates Effective Starting: January 1, 2023

Personnel	Hourly Rate
GIS Application Developer	$145.00
Sr GIS Application Developer	$180.00
Business Support	
Project Administration	
Project Assistant 1	$75.00
Project Assistant 2	$85.00
Project Administrator	$115.00
Sr Project Administrator	$130.00
Contracts / Legal	
Contract Administrator	$95.00
Sr Contract Administrator	$130.00
Finance / Accounting	
Project Analyst 1	$100.00
Project Analyst 2	$130.00
Sr Project Analyst	$175.00
Project Accounting Director	$250.00
Graphics	
Graphic Artist	$150.00
Consulting	
Consultant 1	$95.00
Consultant 2	$135.00
Sr Consultant 1	$175.00
Sr Consultant 2	$215.00
Sr Consultant 3	$225.00

FEE PROPOSAL

FOR

PROFESSIONAL ENGINEERING SERVICES/ PROJECT MANAGEMENT

SUBMITTED TO:
CITY OF COMPTON
CITY CLERK'S OFFICE
VERNELL MCDANIEL
205 S. WILLOWBROOK AVENUE
COMPTON, CA 90220

APRIL 26, 2023

STETSON ENGINEERS INC.

861 Village Oaks Drive, Suite 100 • Covina , California 91724
Phone: (626) 967-6202 • FAX: (626) 331-7065 • Web site: www.stetsonengineers.com

Northern California • Southern California • Arizona • Colorado

STETSON
ENGINEERS INC.

2171 E. Francisco Blvd., Suite K • San Rafael, California 94901
Phone: (415) 457-0701 • Fax: (415) 457-1638 • Website: www.stetsonengineers.com

Northern California • Southern California • Arizona • Colorado • Oregon

Standard Billing Rate Schedule

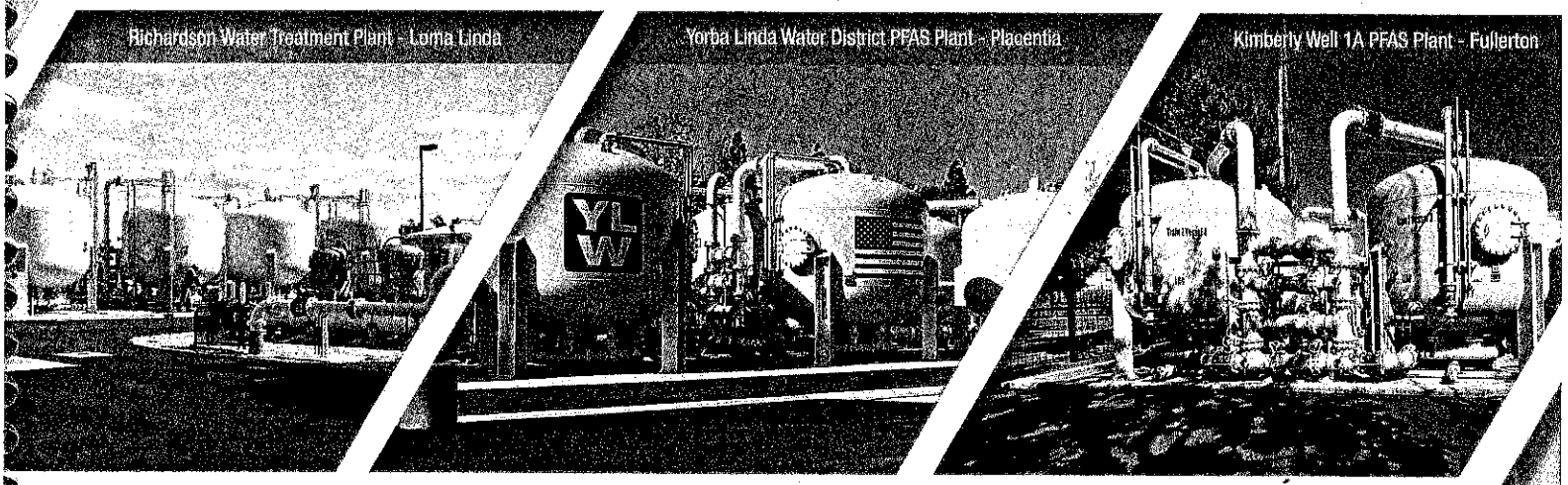
Professional Fees

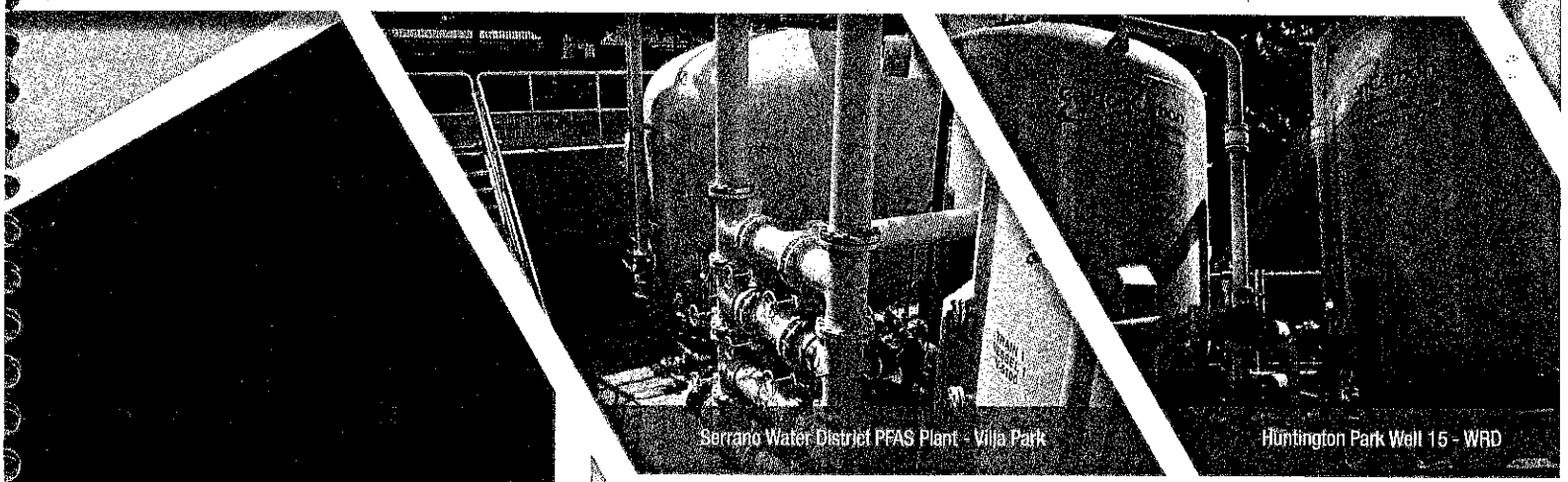
Principal	**$249.00**	**Per Hour**
Special Project Director	**$249.00**	**Per Hour**
Project Manager, Senior	**$216.00**	**Per Hour**
Supervisor I	**$216.00**	**Per Hour**
Supervising Soil Scientist	**$201.00**	**Per Hour**
Supervisor II	**$201.00**	**Per Hour**
Supervisor III	**$195.00**	**Per Hour**
Senior I	**$173.00**	**Per Hour**
Senior II	**$156.00**	**Per Hour**
Senior III	**$141.00**	**Per Hour**
Construction Manager	**$141.00**	**Per Hour**
Construction Manager / Oversight	**$124.00**	**Per Hour**
Senior Construction Inspector	**$124.00**	**Per Hour**
Senior Field Geologist	**$141.00**	**Per Hour**
Senior Associate	**$135.00**	**Per Hour**
Associate I	**$129.00**	**Per Hour**
Associate II	**$121.00**	**Per Hour**
Associate III	**$116.00**	**Per Hour**
Associate Soil Scientist	**$116.00**	**Per Hour**
Senior Assistant	**$108.00**	**Per Hour**
Assistant I	**$103.00**	**Per Hour**
Assistant II	**$98.00**	**Per Hour**
Assistant Soil Scientist	**$98.00**	**Per Hour**
Assistant III	**$93.00**	**Per Hour**
GIS Manager	**$129.00**	**Per Hour**
GIS Specialist I	**$106.00**	**Per Hour**
GIS Specialist II	**$96.00**	**Per Hour**
Technical Illustrator	**$93.00**	**Per Hour**
AutoCAD Technician	**$93.00**	**Per Hour**
Soil Technician	**$81.00**	**Per Hour**
Aide I	**$75.00**	**Per Hour**
Aide II	**$65.00**	**Per Hour**
Aide III	**$60.00**	**Per Hour**
Project Coordinator I	**$141.00**	**Per Hour**
Project Coordinator II	**$103.00**	**Per Hour**
Project Coordinator III	**$93.00**	**Per Hour**
Contract Management	**$108.00**	**Per Hour**
Administrative I	**$75.00**	**Per Hour**
Administrative II	**$70.00**	**Per Hour**
Administrative III	**$65.00**	**Per Hour**

Effective January 1, 2023

PROPOSAL FOR

PROFESSIONAL ENGINEERING SERVICES/PROJECT MANAGEMENT

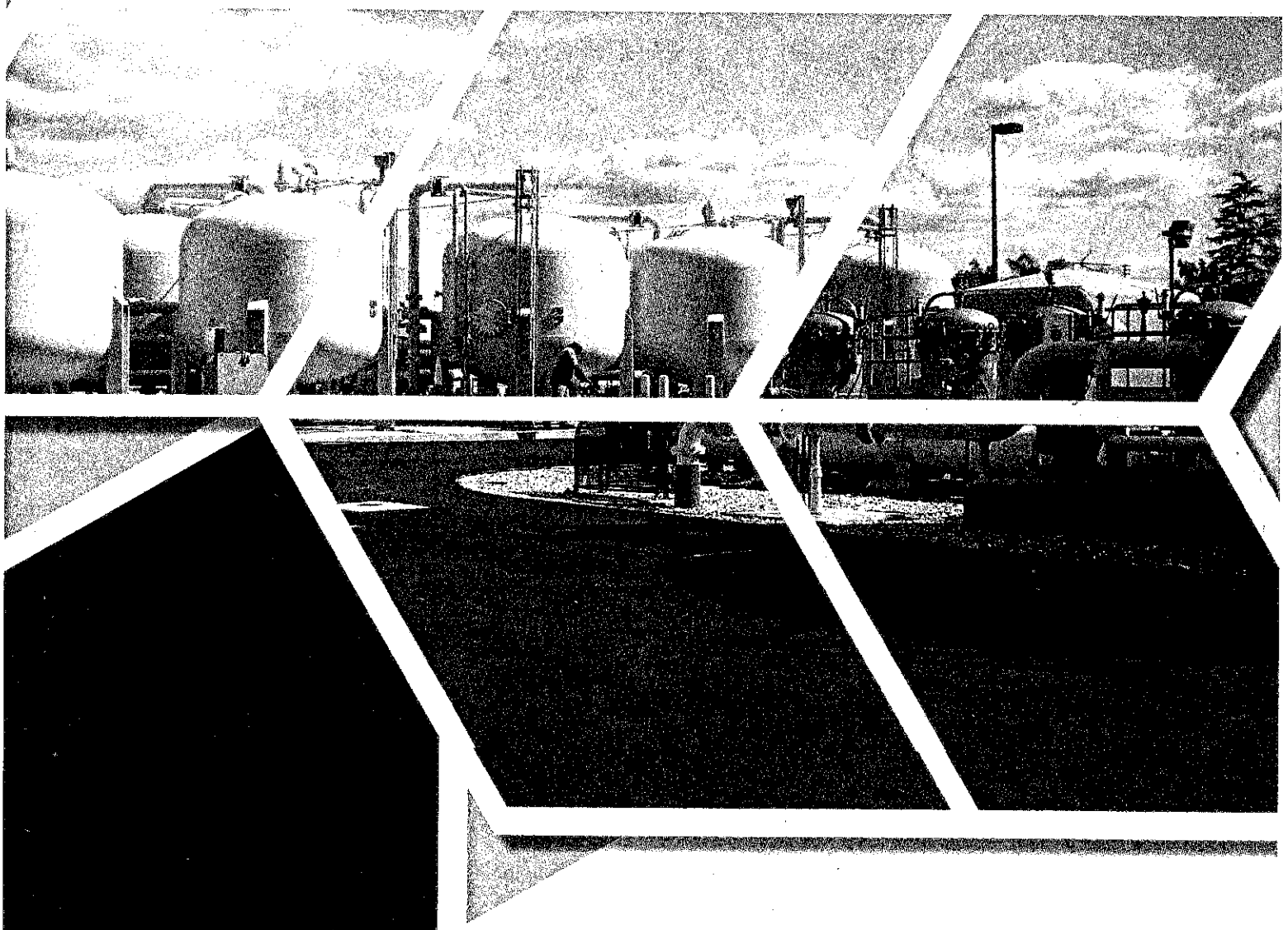




APRIL 26, 2023

TETRA TECH

COVER LETTER



TETRA TECH

TETRA TECH

April 26, 2023

Vernell McDaniel
City of Compton
City Clerk's Office
205 S. Willowbrook Avenue
Compton, CA 90220

Reference: Request for Proposals for Professional Engineering Services/Project Management

Dear Mr. McDaniel,

Tetra Tech is very pleased to provide our proposal for your On-Call Engineering Design Services for PFAS Treatment Systems. In the last four years Tetra Tech has been performing similar On-Call engineering services for public agencies in both Orange and Los Angeles Counties. **We are also one of only a few firms that have completed the design of six PFAS projects, including the first operating project in Orange County and the largest PFAS Ion Exchange (IX) project in the United States.**

The Team we are proposing has extensive, local experience developed over the last five years on PFAS projects. Steve Tedesco, PE, our Project Manager has directed each of these projects making sure the Team provides high-quality engineering while meeting project budgets and schedule. Over the last four years our team has developed a large data base of costs on completed projects that can be used to provide cost certainty in this time of rapidly changing prices.

To accelerate the schedule and reduce costs, Tetra Tech has developed an implementation strategy that will provide the City of Compton with two separate design teams working under the direction of a single Project Manager and reviewed by a single QA/QC Manager for consistency. Each team includes a Task Leader and key design team members in the following engineering disciplines:

- Civil
- Process/Mechanical
- Structural
- Electrical, Instrumentation & Control
- Security & Fencing
- Survey
- Pipeline Design
- Water Quality
- Groundwater Hydrogeology
- 3D CADD

Proposal at a Glance

- Team with Experience on Municipal Water On-Call contracts. Our Team can provide all the services the City of Compton needs to improve their water supply and distribution system.
- **A Proven Approach** to providing a complete, accurate analysis along with a proven design each well, reservoir treatment plant site.
- **Relevant Project Experience** including numerous successful On Call contracts, four completed PFAS studies and 6 completed PFAS design projects in the last 5 years.
- **References** from 5 public entities which our Team has completed PFAS studies and/or designs in the past 5 years.

Our detailed approach was developed by our Team based on our successfully completed past studies and design projects. In our approach we propose to review each project and determine the best way to

17885 Von Karman Avenue, Suite 500, Irvine, CA 92614-5227
Tel 949.809.5000 Fax 949.809.5010 tetratech.com

maximum value to the City of Compton. Throughout the project we will listen City staff and get them involved in the design process. We will also make sure the our design efforts are closely coordinated with the California Division of Drinking Water (DDW) and all other regulatory agencies that have jurisdiction over the project.

Our Corporate Office is in Pasadena, CA. Work on your project will be performed out of our Irvine Office is located at 17885 Von Karman Ave, Suite 500, Irvine, California, 92614. Tetra Tech is organized into two major business groups that align with our core markets and enhance the development of high-end consulting and technical solutions to meet our growing client demand:

Government Services Group (GSG) provides consulting and engineering services worldwide for a broad range of U.S. government clients (federal, state, and local) and all activities with development agencies. Services include water and waste management, environmental restoration, international development, sustainable infrastructure design, and a broad range of civil infrastructure design for facilities, transportation, and regional and local development.

Commercial/International Services Group (CIG) provides consulting and engineering services worldwide for a broad range of commercial and international clients. Services include management consulting, environmental remediation, geotechnical investigations, and design engineering.

Steve Tedesco, PE, BCEE, Project Manager, has worked in the water industry in California for the majority of his 39-year career with an emphasis on planning, analysis, design, and construction of water and wastewater, treatment design using GAC, IX, and centralized treatment approaches. Steve has an innovative and forward thinking personality and is always looking for the best solution and opportunity to best support his client's needs. He has recently led the team on six PFAS water treatment plants and three PFAS well studies.

We have reviewed the City's Sample Standard Agreement attached to the Request for Proposal and concur with the provisions contained in the Agreement. Additionally, this proposal shall remain valid for a period of not less than 120 days from the date of submittal.

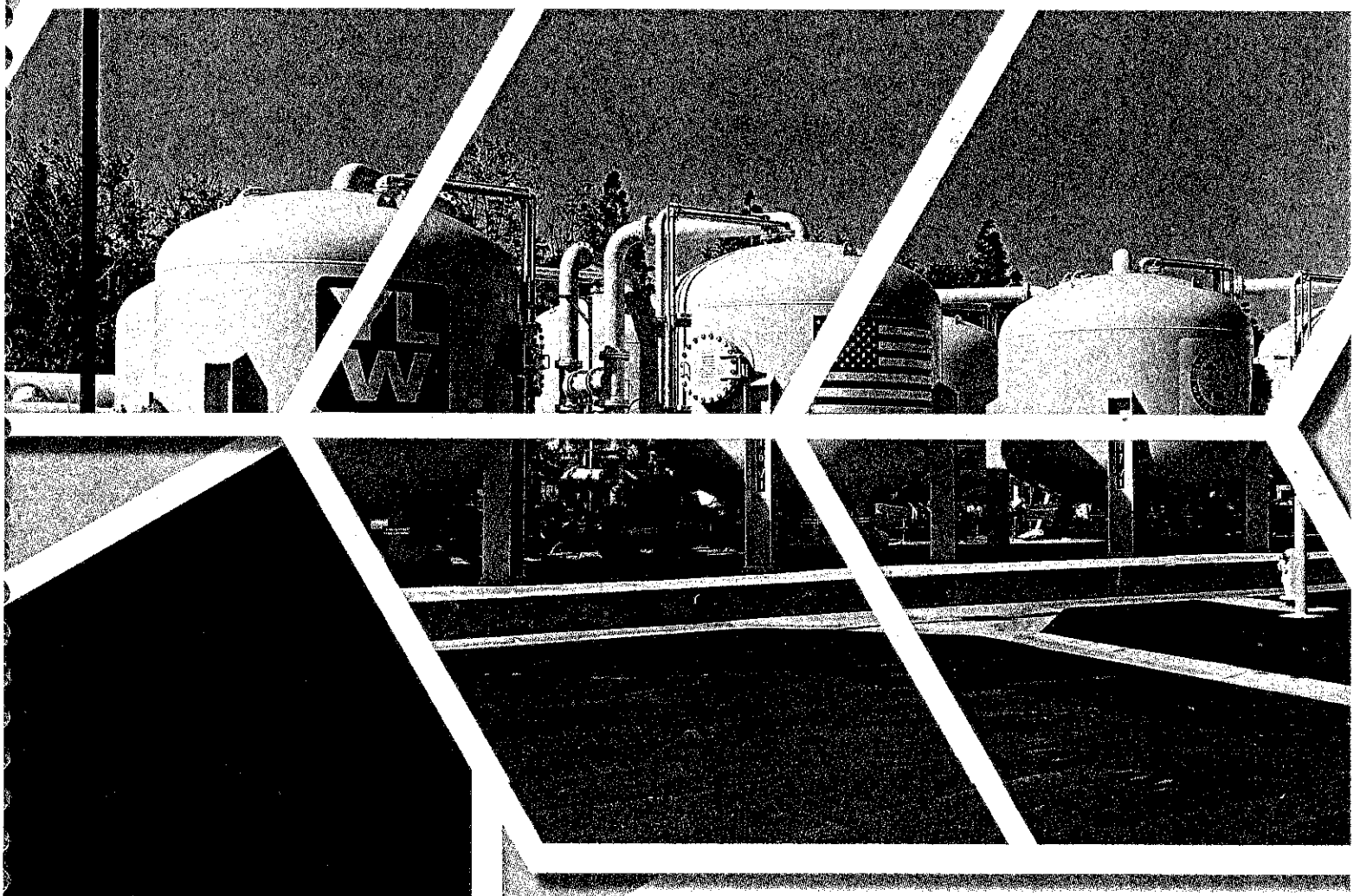
Tetra Tech and members of our team for this project have worked together on water projects for over 30 years. Let us assure you that our entire team understands the importance of this project. As Tetra Tech's local office manager, I promise to ensure that our work will not only be timely but also of the highest quality that the City expects and deserves. If you have any questions, please feel free to contact Steve Tedesco, our sole source of contact at (949) 632-2169 or Steve.Tedesco@tetratech.com.

Sincerely,

Molly Mell, PE
Vice President

CITY OF
COMPTON
Incorporated in 1888

EXPERIENCE & TEAM



TETRA TECH

FIRM AND TEAM EXPERIENCE

Overview of Tetra Tech

Since 1966, Tetra Tech has helped provide safe, abundant water supplies from treatment to distribution; planning and implementation of wastewater collection and treatment systems and management of stormwater that meet these objectives in a way that maximizes benefit for investment and incorporates a combination of state-of-the-art techniques and demonstrated best practices. Today, Tetra Tech is a full-service global engineering firm with more than 21,000 engineers, technology specialists, scientists, and technical support personnel in 450 offices worldwide.

Leading with Science® drives our core principles and passion to deliver safe accessible water resources. Our ranking as the No. 1 engineering firm in Water for 19 years straight by *Engineering News-Record* represents our commitment for a successful project. We will provide services with the innovation and capabilities our national rankings represent and will deliver this program with the responsiveness and attentiveness one should expect from your local engineering company.

This project will be managed and designed from our Irvine Office (17885 Von Karman Ave, Suite 500, Irvine, CA) with a staff of 162 personal.

Overview of PFAS Experience

Tetra Tech has sampled and analyzed PFAS on over 100 military, commercial, and municipal sites throughout the United States. We fully understand that PFAS treatment is dependent on the concentrations of competing contaminants such as total organic carbon, iron, manganese, sulfate, nitrate, chloride, oil and grease, suspended solids and other compounds present throughout groundwater basins.

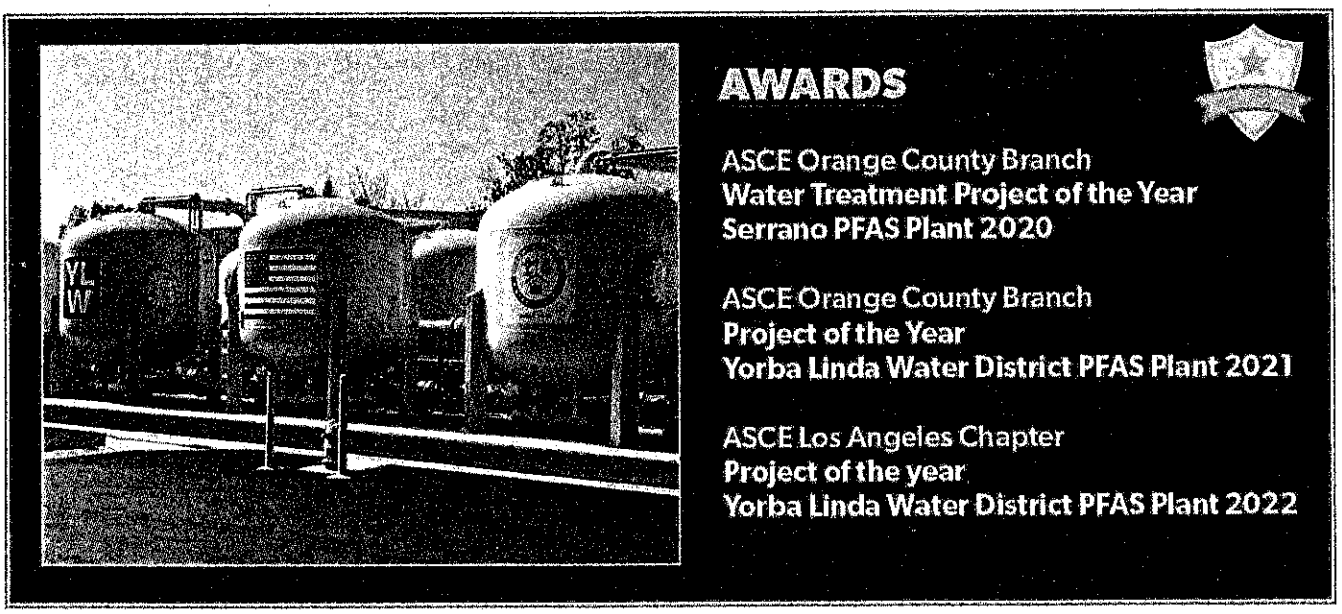
We pride ourselves in working diligently to understand our clients' needs, the specific elements of the project at hand and the political and community drivers.

Tetra Tech has exceptional qualifications in planning, permitting, design, and construction management of large water infrastructure projects. We will bring the best local resources supported by our national expertise.

NATIONWIDE PFAS EXPERIENCE	
Project/Location	**Client Type**
PFAS Groundwater Remediation Pilot Test at former Naval Air Station Joint Reserve Base, PA	Government
Drinking Water and Groundwater PFOA/PFOS at Former Pease Air Force Base, NH	Government
Nationwide PFOS and PFOA ARNG owned/operated drinking water systems, Nationwide	Government
PFAS Groundwater Testing, City of Cape Canaveral, FL	Municipal
Muskogee Mill Water PFAS Sampling, OK	Industrial
Facility Wide PFAS PA/SI, Bethpage, NY	Government
Site Investigation for PFAS Contamination, Brunswick, ME	Government
Swanson PFAS Engineering Investigation, Georgetown, Washington, D.C.	Industrial
On-Site Perfluoroalkyl Substances Investigation, Former Naval Air Station, Cecil Field, FL	Government
Land use control management, real estate support and PFAS, CNC Charleston, SC	Government
Owosso Wastewater PFAS Assessment, MI	Industrial
NAS Corpus Christi PFAS PA/SI, Corpus Christi, TX	Government
PFAS Treatment System Design, Wallops Flight Facility, VA	Government
PFAS Excavation Dewatering Fluids Treatment, Kennedy Space Center, FL	Government
PFAS Site Investigation, Kalamazoo, MI	Industrial
Martha's Vineyard/PFAS MCP Services, Marlborough, MA	Municipal
Tank Farms Groundwater PFAS Investigations (39 Wells), Newport, RI	Government

LOCAL TREATMENT PLANT EXPERIENCE (STUDY, DESIGN & COST ESTIMATING)			
Project/Location	**Capacity (MGD)**	**Contaminant Removal**	**Treatment**
Serrano Water PFAS WTP, Villa Park, CA	4.0	PFOA, PFOS	IX
Kimberley 1A PFAS WTP, Fullerton, CA	4.3	PFOA, PFOS	IX
Fullerton Main PFAS Plant, Fullerton, CA	12.0	PFOA, PFOS, TCE	GAC
YLWD Headquarters PFAS Plant, Placentia, CA	25.0	PFOA, PFOS	IX
Well ET-1 PFAS Study & Design, Irvine, CA	1.4 to 4.5	PFOA, PFOS, TCE	GAC
Well SGU PFAS Study & Design, Irvine, CA	0.7	PFOA, PFOS, TCE	GAC
PFAS Compliance Study for City Well, South Gate, CA	7.0	PFOA, PFOS, TCE, 1,4-Dioxane	IX, GAC, UVAOP
Citywide PFAS Study for City Wells	20.0	PFOA, PFOS, 1,4-Dioxane	IX, GAC, UVAOP
PFAS Study & Design Well #2, Downey, CA	4.0	PFOA, PFOS	IX
PFAS Study & Design Well #4, Downey, CA	4.0	PFOA, PFOS	IX
Well #15, Huntington Park, CA	2.0	TCE	GAC
Well #9 WTP, Signal Hill, CA	2.6	Color, TOC, Benzene	NF, GAC
MTBE WTP, San Juan Capistrano, CA	5.3	MTBE	GAC
Well #9 WTP, Signal Hill, CA	2.6	Color, TOC, Benzene	NF, GAC
Richardson WTP, Loma Linda, CA	6.9	TCE, Perchlorate	GAC, IX
Tippecanoe Final Expansion, Redlands, CA	3.5	TCE, Perchlorate	GAC, IX
Burbank Operable Unit, Burbank, CA	13.0	TCE, PCE, 1,2,3-TCP, 1, 4-Dioxane	GAC, UVAOP
Deep Aquifer Treatment Plant, Santa Ana, CA	8.0	Color, TOC	NF
Irvine Desalter Potable Treatment Plant, Irvine, CA	8.0	TDS, Mn	RO, Greensand Filters
Wells #21 and #22 Desalter, Tustin, CA	6.6	TDS, Nitrates	RO
Groundwater Recovery Plant, Dana Point, CA	1.7	TDS, Fe, MN	RO, Greensand Filters
Temescal Desalter, Corona, CA	10.0	TDS	RO

Legend: GAC – Granular Activated Carbon, IX – Ion Exchange, UVAOP – Ultraviolet Light Advanced Oxidation Process, RO – Reverse Osmosis



PROJECT TEAM

The Tetra Tech team brings to the City the following key attributes:

- **Innovation** - In-depth technical experience that can bring ingenuity and practicality
- **Implementation** - Mindset of flexibility that will promote original and creative solutions
- **Collaboration** - Local core team comprised of key decision makers, technical, and support staff

Tetra Tech is committed to providing the City with the most qualified staff to complete this project. **Tetra Tech has assembled a uniquely qualified team who is available and committed to successfully delivering the professional engineering services needed for this project.** Our team has proven experience working together to deliver similar projects for other clients across Southern California.

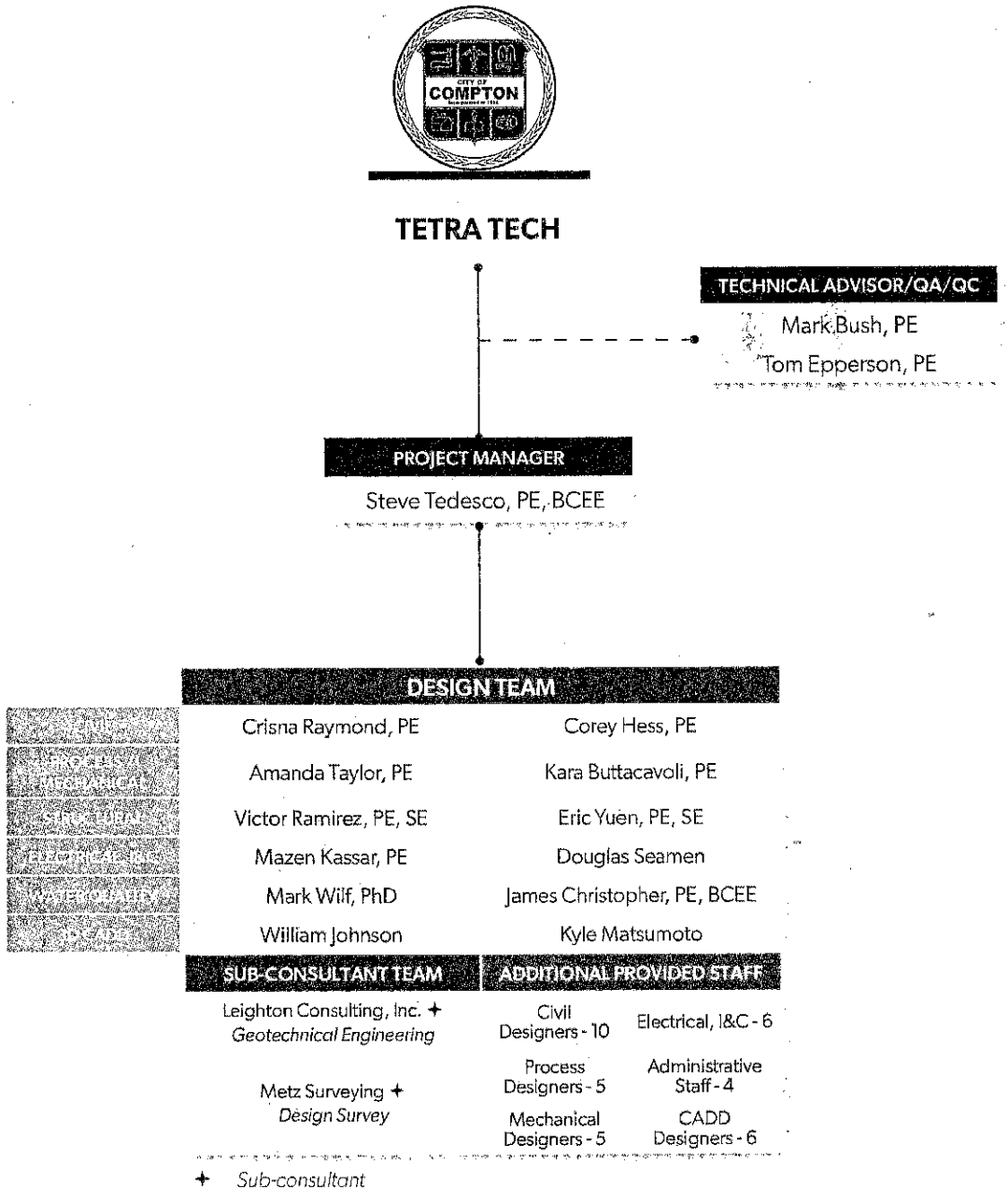
Our local **Project Manager, Steve Tedesco, PE,** has worked in the water industry in California for the majority of his 39 years with an emphasis on water and wastewater, treatment design using GAC, IX, and centralized treatment approaches. Steve has an innovative and forward thinking personality and is always looking for the best solution and opportunity to best support his client's needs.

The table below provides an overview of our team's relevant experience, availability, and home office. Resumes of key team members and project descriptions where our key staff have contributed to the successful delivery of these projects are also provided.

Team Member	Home Office Location	Availability	Years of Experience	GAC	IX	Centralized Treatment
Tom Epperson, PE	Irvine, CA	50%	41			▲
Steve Tedesco, PE, BCEE	Irvine, CA	90%	39	▲	▲	▲
Mark Bush, PE	Irvine, CA	50%	28	▲	▲	▲
Gary Revoir, PE	Orlando, FL	10%	34			▲
Alan Ludwig	Ontario, CA	10%	45	▲	▲	▲
Kara Buttacavoli, PE	Irvine, CA	100%	25	▲	▲	▲
Crisna Raymond, PE	Irvine, CA	100%	25	▲	▲	▲
Amanda Taylor, PE	Irvine, CA	90%	13	▲	▲	▲
Victor Ramirez, PE, SE	San Dimas, CA	50%	41	▲	▲	▲
Mazen Kassar, PE	Irvine, CA	90%	30	▲	▲	▲
Mark Wilf, PhD	San Diego, CA	50%	44	▲	▲	▲
William Johnson	Irvine, CA	90%	20	▲	▲	▲
Corey Hess, PE	Irvine, CA	100%	19	▲	▲	▲
Peter Yu, PE	Irvine, CA	100%	15	▲	▲	▲
Eric Yuen, PE, SE	San Dimas, CA	80%	15	▲	▲	▲
Doug Seaman	Irvine, CA	90%	10	▲	▲	▲
Kyle Matsumoto	Irvine, CA	90%	4	▲	▲	▲

In order to provide the most comprehensive services possible, our team has been thoughtfully assembled to capitalize on the strengths of each team member and provide you with unparalleled technical excellence. Through our past experience we fully understand how to successfully complete this type of engineering contract.

Project Team Organization Chart



Meet our Team

Management Team

Steve Tedesco, PE, BCEE, Project Manager, has worked in the water industry in California for the majority of his 39-year career with an emphasis on planning, analysis, design, and construction of water and wastewater, treatment design using GAC, IX, and centralized treatment approaches. Steve has an innovative and forward thinking personality and is always looking for the best solution and opportunity to best support his client's needs. He has recently lead the team on six PFAS water treatment plants and three PFAS well studies.

Tom Epperson, PE, QA/QC Manager, has more than 41 years of professional experience in water, wastewater, and reclaimed water engineering; and has completed the design, bidding, and construction management of over 300 miles of water/reclaimed water sewer mains, 40 water/reclaimed water pump stations, 15 well head facilities, 12 sewer lift stations and 25 water/reclaimed water storage reservoirs throughout Southern California. Using experience from his 20-plus year relationship with the City's Water Resources team, Tom will share his knowledge with the Team to produce projects of the highest-quality.

Mark Bush, PE, Technical Advisor/QA/QC, has more than 28 years of professional experience in water, wastewater and recycled water engineering. He has been responsible for the completion of over 100 miles of potable water, recycled water and sewer mains, 20 potable water and recycled water pump station and well projects and 14 potable and recycled water reservoirs.

Crisna Raymond, PE, Civil , has 25 years of professional experience in water, wastewater, site grading, construction and roadway engineering. She has been responsible for the planning, design and construction support of water/wastewater and transportation projects. Her water/wastewater projects include pipelines, wells, ump stations, reservoirs, treatment facilities, site improvements and site grading. Crisna has worked on the design and was the Construction Manager on the recently completed PFAS plants in Orange County.

Corey Hess, PE, Civil, Corey has 19 years of professional experience in the design and master planning of water, wastewater, and recycled water pipelines, pump stations and reservoirs. He has led the design and performed project management tasks on pump station, pipeline, master planning and hydraulic analysis reports. Corey is knowledgeable in the use of computer software including, AutoCAD, hydraulic modeling software, and various hydraulic analysis spreadsheets and programs.

Kara Buttacavoli, PE, Process/Mechanical, has 25 years of experience in analysis, design, and construction management for various types of public works projects. She is experienced with treatment design using GAC, IX, and centralized treatment approaches. Kara has recently completed the design of six other PFAS plants ranging in size from 4 to 25 MGD. She fully understands all the tasks needed for completing this type of project. Kara will provide overall design direction, coordination, and technical oversight.

Amanda Taylor, PE, Process/Mechanical, brings to the team extensive experience in process engineering for water treatment facilities. In her 13 years of experience she has provided analysis, studies, design, and construction management for various types of public works projects including five PFAS projects, two advanced water treatment plants and numerous wellhead treatment plants for nitrates, iron, manganese, and TDS.

Victor Ramirez, PE, SE, Structural, has over 41 years of structural engineering design experience with special emphasis in the design of water storage/water containment and water conveyance related structures. This includes various types of public works projects including five PFAS projects. Victor will be responsible for the design of all the structures, management and oversight of the structural design team, and interdisciplinary coordination.

Eric Yuen, PE, SE, Structural, has over 15 years of experience in the design, analysis and detailing in structural engineering. He is knowledgeable in reinforced concrete, masonry,

structural steel and wood frame design, and construction for a variety of building and infrastructure projects including reservoirs, water/wastewater treatment facilities, as well as seismic retrofit of existing structures.

Mazen Kassar, PE, Electrical, I&C, is experienced in the electrical design of water and wastewater facilities, system studies, power distribution, emergency power supply, motor and instrumentation control. During his 30 years of experience his projects have included designing water and wastewater facilities, desalination plants, lift stations, pump stations, drinking water wells, pipelines, and odor control systems. Mazen has also worked with the team on the recently completed PFAS plants in Orange County.

Doug Seaman, Electrical, I&C, responsibilities include the design and specification of instrumentation systems that monitor, control, and record the various stages of crude oil as it progresses through the refining process. More recently, he has stepped into the role of control system programming and configuration which involves the Honeywell Distributed Control System and its link with various Programmable Logic Controllers.

Mark Wilf, PhD, Water Quality, provides his expertise to clients in the engineering and scientific community worldwide and participates in professional forums defining future directions for membrane technology and application development. This includes membrane technology for reverse osmosis, nanofiltration, ultrafiltration, and microfiltration technologies applied for water desalination, potable water treatment, and industrial and municipal wastewater reclamation.

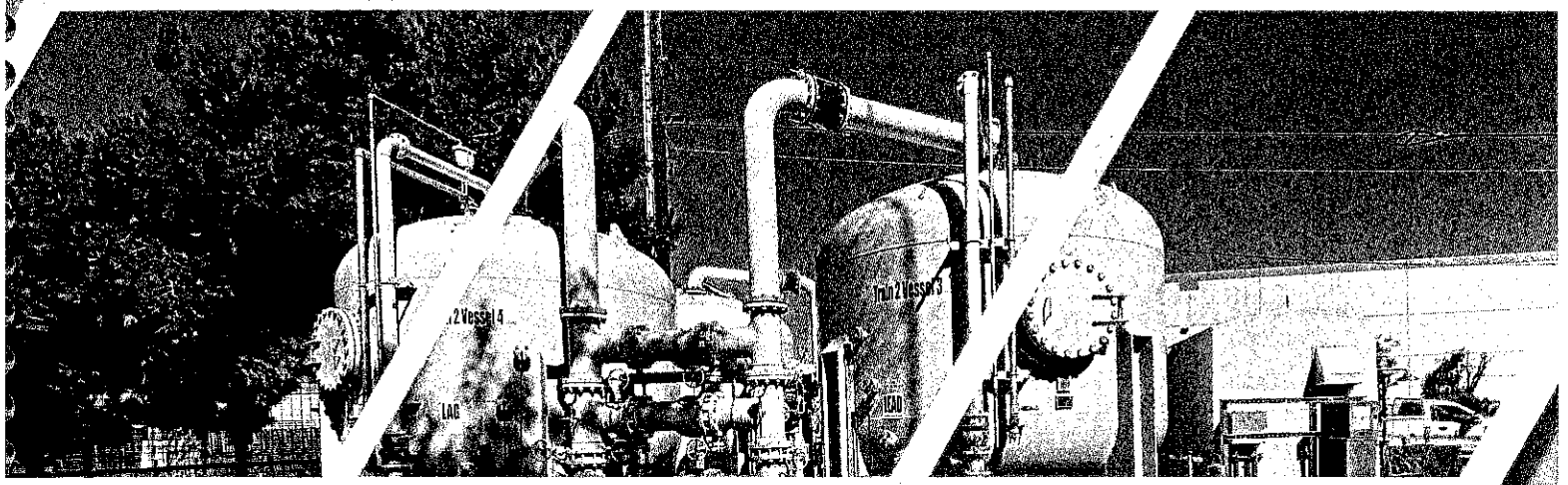
William Johnson, 3D CADD, has more than 20 years of CADD experience covering electrical, telecommunications, roadway, highway, traffic, freeway, and water/recycled water/wastewater design and drafting using AutoCAD, Revit, and Civil 3D. Mr. Johnson works with various staff members to meet the needs of our designers as well as our clients. He has experience coordinating multi-office, multi-discipline projects that utilize the latest Autodesk application software, industry-leading technologies, and managing project documents so the client receives a complete set of required documents.

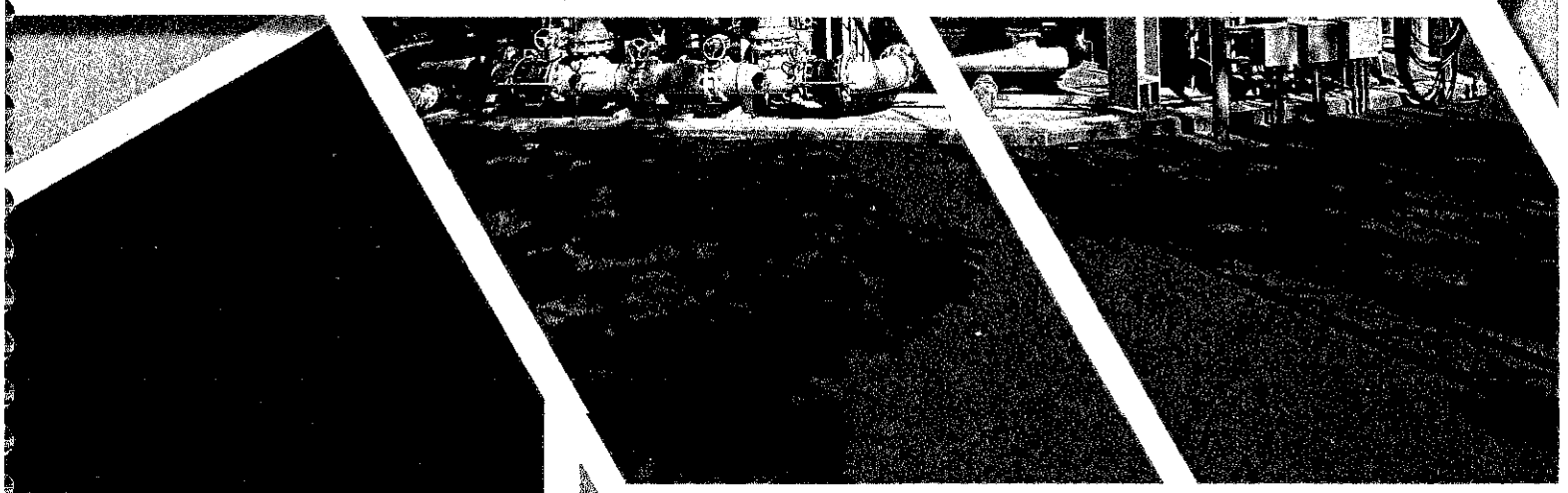
James Christopher, PE, BCEE, Water Quality, is a Vice President and the practice leader for drinking water treatment for Tetra Tech. His knowledge of water chemistry and water infrastructure design makes him highly qualified in defining, evaluating, and implementing water quality solutions to the most challenging problems. James has 42 years of professional engineering experience and is highly qualified in environmental engineering, with special expertise in water resources, water quality and treatment, reverse osmosis and nanofiltration, granular activated carbon, pumping system analysis/station design, facility planning, construction and administration, and overall project administration and coordination.

Kyle Matsumoto, Design Engineer, has experience in the design of various water/wastewater municipality projects such as advanced water purification systems, hydraulic modeling, nanofiltration and advanced membrane treatment plants, booster pump stations, pipeline distribution systems, wells, and reservoirs.

CITY OF COMPTON

APPROACH





TETRA TECH

PROJECT APPROACH

Project Management

Tetra Tech fully understands the importance of our services to the City of Compton. Our team has therefore developed a plan and a system that can complete a group of projects in the most expeditious manner possible.

We have available over 20 staff members (All of which are local) who can work on your projects. They will be grouped into teams which will each have a leader along with six other key staff members from various disciplines (civil, process/mechanical, structural, electrical, I&C, water quality, and 3D CADD) under the direction of our Project Manager, Steve Tedesco, PE.

On a monthly basis, Tetra Tech will establish and maintain a repository of project-related information to ensure pertinent documentation and data are available for project reviews, monthly reports, and to provide a clear record of the project findings to support the final design.

This approach will allow our team to work on multiple sites at the same time. Each team will also be assisted, from a pool of 20 additional staff members, to provide both technical and production assistance. Members of the pool will work on certain specifications, details, and control descriptions that are common to both teams.

Our Project Manager, Steve Tedesco, will meet weekly with the City to review progress and resolve any issues. At these meetings, our team will roll out the latest plans, review the design, and solicit input. In this manner we expect to have most issues resolved before our submittals, allowing for review periods to be shortened to one to two weeks per submittal.

Tetra Tech will develop and maintain a Project Management Plan (PMP) to ensure successful execution of the project. The draft PMP will be submitted within 10 days of project award, and the final PMP will be submitted within five days of receiving the City's draft comments. The purpose of the PMP is to clearly define Tetra Tech's approach, personnel, resources, project schedule, and milestones in executing and managing scope, schedule, cost, and to comply with the requirements of the project. We propose a concise document organized as follows:

- Project Management Organization
- Key Personnel Roles and Responsibilities
- Project Scope, Work Breakdown Structure (WBS), and Technical Approach that defines activities and milestones
- Detailed Activity-Based Schedule (organized consistently with the WBS)
- A plan to keep the City up to date on the project
- Permitting Plan to ensure that each project obtains the required permits and approvals
- Staffing Plan that includes all services the City requires including:
    - Survey
    - Fencing & Security
    - Well Rehabilitation
    - Grading & Paving
    - Well Site Improvements including new housing, water lube systems, sand seperators, wiring, automatic transfer switches, shutoff valves, chemical feed systems, media replacement for treatment filters, generators
    - Reservoir rehabilitation including coating systems, safety rails & ladders, earthquake valves, level indicators, mixers,
    - New electrical, MCC, control systems and SCADA
    - Permit approvals from Division of Drinking Water (DDW) at all sites
    - Evaluation and testing of all well and booster pumps
    - Watermain replacement where required for proper operations

Technical Approach

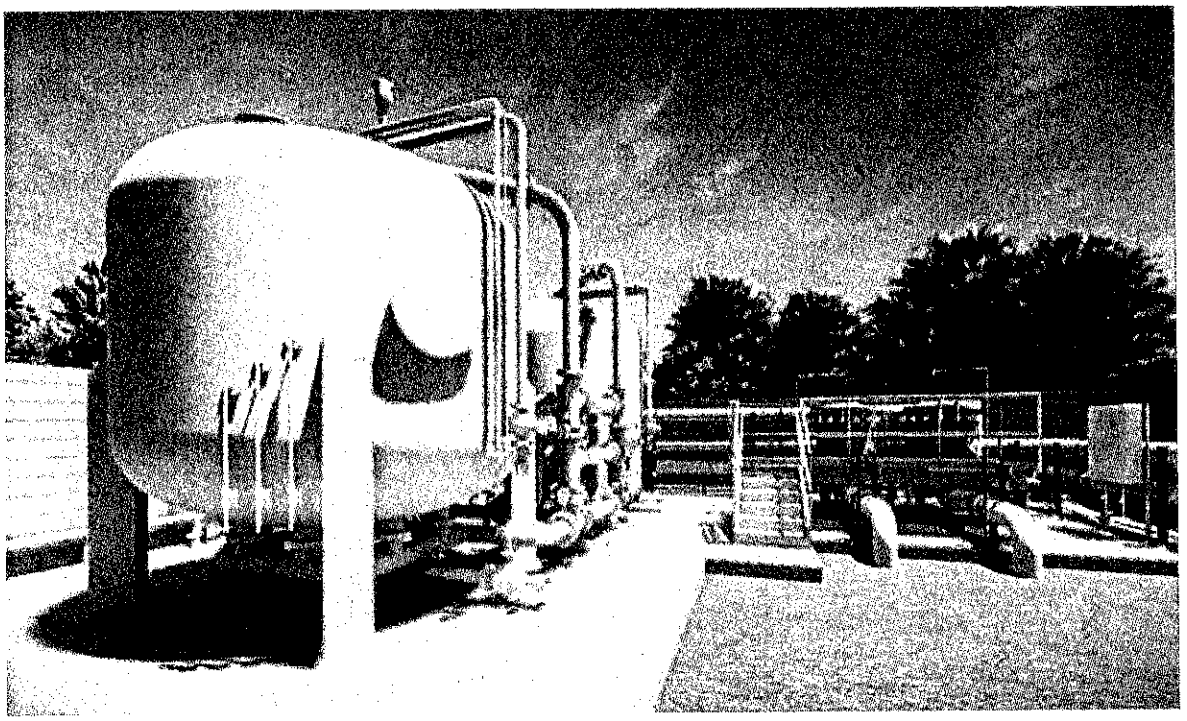
We are very familiar with the municipal water wells, reservoirs, and distribution from our many years of service. Our team will obtain and review all relevant information on the proposed sites so we can determine the best way to treat all affected wells and cost effectively get the treated to the water distribution system. As we work on each project, the first thing, we will do is confirm available information and provide a design criteria document that is site specific to each well. The following is typical approach for a PFAS treatment project:

Pre-purchasing vessels for the project can be a significant time savings. It is critical that our design team incorporate the pre-purchased vessels correctly into our construction bid packages. Tetra Tech has done this in the past on several PFAS projects.

In order to take full advantage of the time saved through pre-purchased vessels, we recommend the following:

- Design the concrete slab as a single mat foundation to hold all vessels, piping, pipe racks, drain system, and conduits.
- Design the slab with no pipe or conduit penetrations. This will allow slab work to begin as soon as the contract is approved.
- Design late proof packets to allow ease of installation of vessels and anchor bolts. No matter how good the vessel quality control is, it is impossible for all bolt locations to be exact in the field.
- Layout for each site is extremely important. Design needs to accommodate large tanker trucks to deliver the GAC or IX media. These trucks need room to access the site, unload spent media, and install new replacement media.
- We highly recommend the use of 5 micron filters as a pre-treatment step prior to IX media. This prevents fine sediments that may come from the wells or pipelines from potentially clogging the filters and/or damaging the media.
- On large systems where there is available space it is good to have a waste backwash tank. This tank stores the waste backwash during change outs, and allows suspended particles to settle and then be pumped back to the front of the plant. Due to the "forever nature" of PFAS, it is not a good idea to send waste into either sewer or storm drain systems.
- Installation of a drainage system on the tank slab will allow drainage water from rainfall to be collected and disposed of. It can also be used to collect, store, and alarm the operators when a leak has occurred. Since the sites are in highly urban areas, it is best to prevent any leakage from discharging off the site.
- Consider replacing rupture disks with pressure relief valves that contain limit switches that can signal an over pressurization and alarm the wells to shut down. Rupture disk needs to be replaced after every over pressurization.

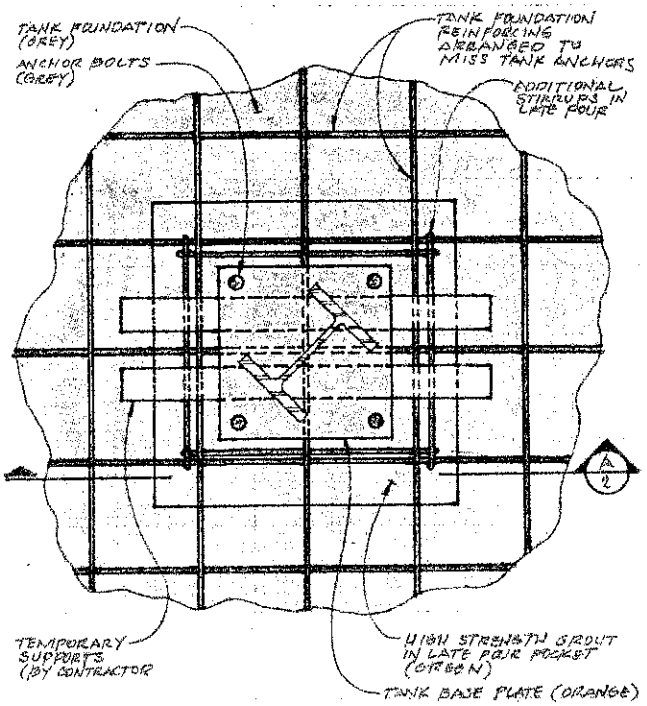
All our designs will be performed using 3D CADD Revit design drawings. As each site is completed, we will provide the City with a visualization of the proposed site. The following is an example of one of our sites currently in final design.



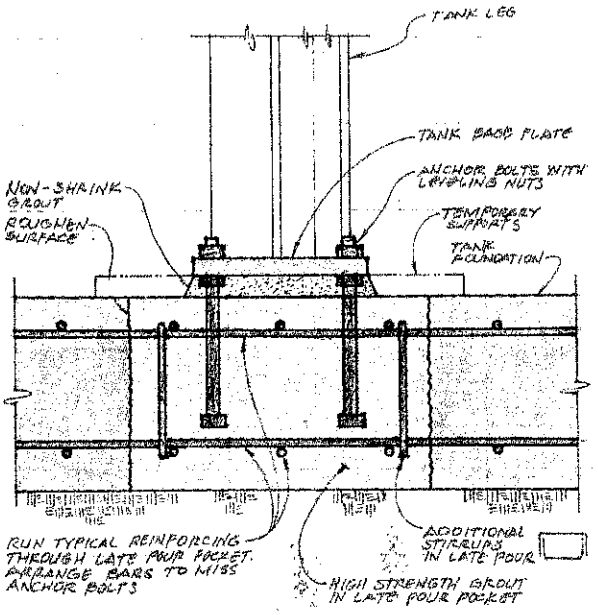
Preferred layout for a lead/lag configuration with pretreatment filters and backwash tank.

Current code provisions for the anchorage of tanks and vessel contain specific requirements for the strength of the anchor bolts. These requirements can be found in Chapter 15 of the ASCE 7-16 and Chapter 17 of the ACI 318. The intent of these provisions is to avoid catastrophic, brittle failures of the concrete at anchor bolts by ensuring that the concrete at an anchor bolt group has significantly more strength than the anchors themselves. The anchor design provisions effectively prevent the use of post-installed anchors because of their limited bond strength. Cast-in-place anchors must be used for tanks and vessels, but cast-in-place anchor bolts are difficult to locate accurately. The use of cast-in-place anchors requires additional time and cost during construction, as full-size anchor layout templates must be created for each vessel, the templates must be field located by surveyors and secured to the formwork to keep the anchors from shifting as the concrete is placed.

The convenience of post-installed anchors can be reclaimed by the use of late pour pockets at each of the tank legs. Please refer to the sketches below for a typical plan and section of the late pour pockets. A small portion of the tank foundation will be blocked out with formwork so that the space within the block-out will not be filled with concrete at the time the rest of the foundation concrete is placed. The reinforcing for the foundation will run through the late pour block-out, and it will be located to miss the tank anchors. This will create relatively clear areas at each tank base plate where the cast-in-place anchor bolts can be located with some freedom for field adjustments. Additional reinforcing stirrups (if required) may be placed in the late pour pocket for increased concrete strength. After the tanks are properly located and temporarily supported, the late pour pockets will be filled with high strength cementitious grout. After the grout in the late pour pocket sets, final adjustments to the tank height may be made, to plumb and level the tanks. These adjustments are made using the leveling nuts under the base plates.



LATE POUR POCKET PLAN



A LATE POUR POCKET SECTION

IX Preliminary Treatment Sizing

IX system sizing is based on the minimum Empty Bed Contact Time (EBCT) required to successfully adsorb a particular pollutant and the allowable superficial velocity, or hydraulic loading rate of the vessel. IX treatment for PFAS removal is configured in 2-vessel trains, with one train acting as the lead and the second train acting as the lag (i.e. the vessels operate in series).

The following sample analysis assumes a well production from 2010 to 2022 varied from 1,565 gpm to 2,454 gpm. Design criteria of the sample well are summarized in Table 1.

TABLE 1. SAMPLE WELL DESIGN CRITERIA SUMMARY

Criteria	Value
Maximum Production Rate	2,454 gpm
Pump Rating	2050 gpm / 220 ft TDH
Pump Motor Size	125 HP
Well Pump Depth	310 ft bgs
Well Casing Diameter	18 in. ID
Total Well Depth	1152 ft bgs
Maximum Pumping Water Level	240 ft bgs
Minimum Pumping Water Level	214 ft bgs

The standard train (2 vessels) IX treatment systems are widely commercially available in 2 sizes for treatment plants of similar size to Santa Ana Well 26: 10-ft diameter with or 12-ft diameter. Ion exchange resin has a high headloss per ft of bed depth, and for this reason many facilities cap their treatment capacity based on a maximum resin depth of 3.7-ft per vessel. The recommended treatment capacity for PFAS removal is 500 to 1,100 gpm per 10-ft vessel train and 700 gpm to 1,600 gpm per 12-ft vessel train.

Sample Well could be configured with two (2) 12-ft trains and treat the maximum production currently reported, or two (2) 10-ft trains to treat the well pump design flow rate of 2,050 gpm. Either IX system should also consider the installation of 5-micron pre-treatment cartridge or bag filters ahead of the IX vessels.

TABLE 2. IX TREATMENT SIZING FOR SANTA ANA WELL 26

Parameter	Alternative A: 10-ft Vessel 294 ft³ IX	Alternative B: 12-ft Vessel 420 ft³ IX
Design Flow Rate (gpm)	2,050	2,454
PFAS Treatment Concept:		
Number of IX Trains	2 Trains	2 Trains
Flow per Train (gpm)	1,025 gpm	1,227 gpm
EBCT (min)	2.15 min	2.56 min
Superficial Flow (gpm/sf)	13.1 gpm/SF	10.8 gpm/SF
IX Resin per Vessel (ft³)	294	550
Vessel Diameter (ft)	10	12
System Height (ft)	20' – 4"	15 – 9"
Vessel Surface Area (sf)	78.5	113
Allowable Superficial Flow (gpm/sf)	6 – 18	
Design Minimum EBCT (min)	2	

Sample Well Hydraulic Evaluation

Hydraulic calculations for the expected pressure losses through the PFAS treatment plant using the IX vessels and pretreatment bag filters were estimated based on the information provided for Sample Well based on Alternative B, as presented above. The head loss for the IX vessels is calculated as a function of the resin depth as it relates to the flow through the IX train. The system losses were calculated for both clean pre-treatment filters and pre-treatment filters with maximum dP prior to replacement. Table 3 summarizes the design points at the maximum and minimum lifts for the pretreatment conditions as well as the proposed IX treatment condition.

TABLE 3. SAMPLE WELL PFAS TREATMENT PROJECTED HYDRAULIC IMPACT TO EXISTING WELL PUMP TDH

Condition	Flow (gpm)	Required TDH (ft) at Minimum Lift Condition	Required TDH (ft) at Maximum Lift Condition
Existing Condition (No PFAS)	2,454	256	285
Proposed IX Treatment with Clean Filters	2,454	302	328
Proposed IX Treatment with Dirty Filters	2,454	317	343

A system curve for Well 26 with PFAS treatment is presented in Figure 1. The existing well pump curve is not provided at this time, therefore a generic curve is included to indicate a pump curve that would be capable of incorporating treatment. During the design process Tetra Tech will evaluate all of the actual existing well pump curves against the calculated new system curve to determine the well pump's ability to meet the new system pressure requirements with PFAS treatment. The maximum flow rate the pump will operate at with the new treatment will be presented, and if unacceptable recommendations made for modifications such as adding bowls, changing motor size, or replacing the well pump entirely.

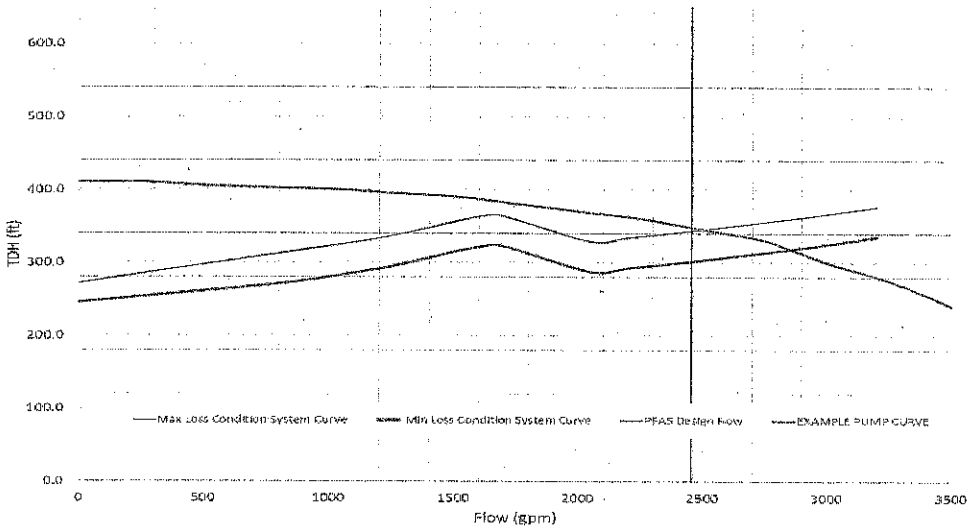


Figure 1. Preliminary system curve for Sample Well and example pump curve.

note: actual pump curve not available, shown is an example for demonstrative purposes.

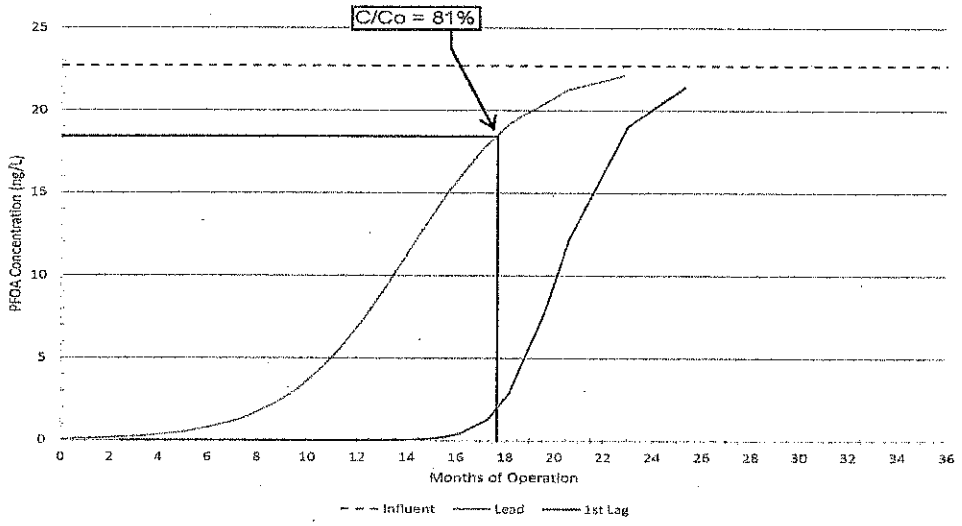


Figure 2. Example lead lag model for use to establish increased monitoring and resin change-out frequency requirements.

Pilot Testing Data and DDW Permitting

Orange County Water District (OCWD) pilot test of non-potable well (Bessie Well) located in Anaheim, CA near Warner Basin and pilot results at neighboring Water Replenishment District (WRD) sites have all demonstrated excellent ability of many IX resins to successfully remove PFAS containments.

Table 4 compares key organic and inorganic water quality data from a generic well with WRD and OCWD PFAS pilot tests. It is observed that the water quality of the example well is generally similar in PFOA, PFOS, and other relevant IX water quality parameter concentrations to that of OCWD-BESS. Given that the pertinent water quality parameter concentrations are similar between the pilot test source water and the example well, and that the pilot testing has shown several IX products successfully remove PFOA and PFOS, DDW permitted implementation of IX at the example site based off of the OCWD pilot data and a site specific lead-lag performance model to approximate lag performance at the specific example well site. Once water quality data is received a similar comparison would be provided for any Compton wells that require treatment.

TABLE 4. COMPARISON OF GENERIC OCWD WELL WATER QUALITY AND RECENT PILOTING DATA IN SOUTHERN CALIFORNIA

Description			Example Raw Water from Well in Orange County	OCWD Pilot	WRD Pilot	
		Units	Well 1A	Bessie Well	LHHCWD Well #10	MTBLW Well #7
Test Type			-	Full Scale Pilot	Full Scale Pilot	
IX Resin Tested		-	-	Calgon Cal Res 2301, ECT2 SRBIX IC4, Evoqua PSR2+, Purolite Purofine PFA694E	Evoqua PSR2+, Purolite Purofine PFA694E, SIR-110-HP, PFCR-2	
Sulfate		mg/L	89.8	131	174.0	77.5
Nitrate (as N)		mg/L as N	2.44	0.3	2.8	2.5
Alkalinity (as $CaCO_3$)		mg/L	123	195	200.0	168.0
Chloride		mg/L	55.6	130	107.0	51.1
Arsenic		ppb	1.05	6.2	3.0	2.0
Calcium		mg/L	50.3	82.2	109.0	65.0
Iron		ug/L	3.3	8.83		ND
Manganese		ug/L	0.7	236		3.0
Sodium		mg/L			69.0	54.0
Potassium		mg/L	3.4		5.0	4.0
Magnesium		mg/L	9.35	21.7	21.0	13.0
pH		Units	7.82	7.66		
TDS		mg/L	366	624	643.0	410.0
Total Organic Carbon		mg/L	0.22	1.3	0.77	0.81
Perfluoro hexanoic acid	PFHxA	ng/L (ppt)	5.4	2.8	3.4	5.1
Perfluorodecanoic acid	PFDA	ng/L (ppt)	ND	3.1		2.0
Perfluoro heptanoic acid	PFHpA	ng/L (ppt)	2.8		2.2	3.7
Perfluoro octanoic acid	PFOA	ng/L (ppt)	9.47	16	12.4	15.0
Perfluoro nonanoic acid	PFNA	ng/L (ppt)	ND	2.2	3.0	3.6
Perfluoro butane sulfonic acid	PFBS	ng/L (ppt)	4.2	14	6.3	9.0
Perfluoro hexane sulfonic acid	PFHxS	ng/L (ppt)	8.7	11	6.4	6.6
Perfluoro octane sulfonic acid	PFOS	ng/L (ppt)	22	23	32.2	35.7

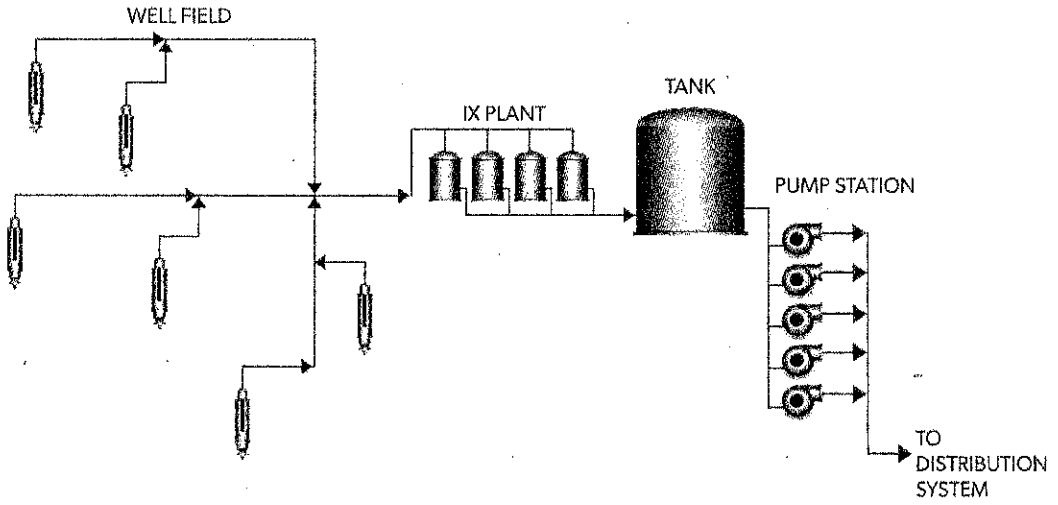
Notes:
1. Blue cells impact IX performance.
2. Green cells can impact IX performance, depending on amount of metals that are undissolved and could clog the filter. Pre-treatment recommended to remove any particulates prior to IX treatment.

PFAS Study

Our team has been involved in numerous PFAS Studies for water systems in Southern California. Our approach is to start with a site visit to each proposed well site followed by a detailed review of available record drawings. It is our understanding that the City has several wells that may need to be considered for PFAS treatment and possible future 1,4 Dioxane treatment. Once we have completed this work we would proceed with the following:

- Obtain and review 3 to 5 years of water quality data from each well. This data will be reviewed and analyzed to confirm that the water quality is within the range required for effective PFAS treatment with IX media.
- Determine if any of the wells have issues with sand, turbidity or suspended solids that would affect the 5 micron pretreatment filter and/or the IX media.
- Prepare a comparison of each wells water quality to the pilot results in the OCWD Pilot Report. This data will be used to determine if the City wells could use the existing pilot test results or if they would require additional pilot testing be performed.
- Using areal photographic mapping determine proposed layouts for each site considering both construction working room and room for future maintence including IX media change outs.
- Determine which sites could be piped together to allow for a centralized treatment system to treat all or some of the wells. See the figure below for a typical centralized treatment system layout.

CENTRALIZED TREATMENT SYSTEM



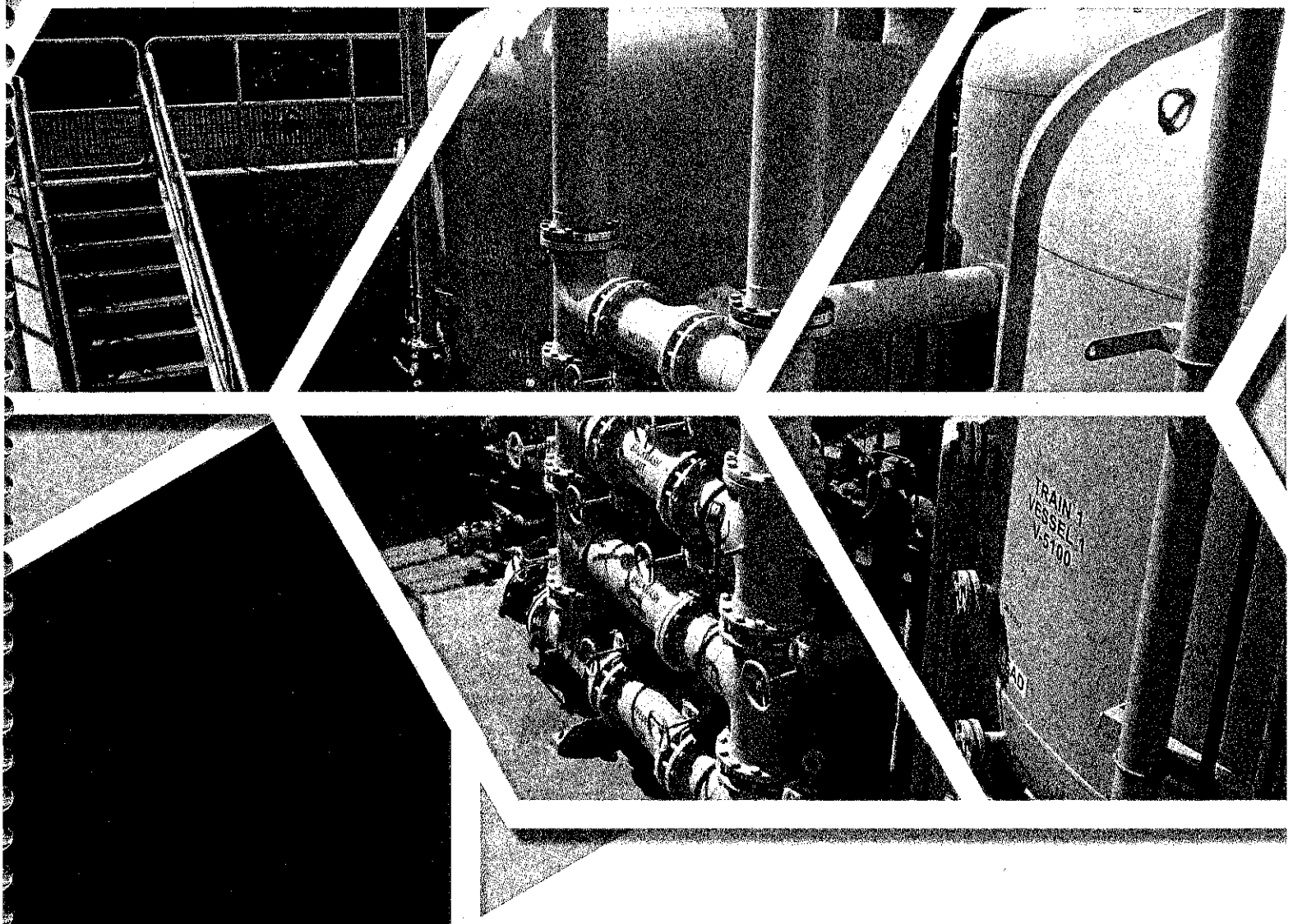
We would then work closely with the City staff to narrow down the options to 3 or 4 which include both centralized and single well treatment plants. The next step in the process would be to build a hydraulic computer model that could analyze the operations of each of the 3 to 4 options. The hydraulic computer model would include the following inputs:

- Pump curves for all affected wells
- New Pipelines from the Wells to the centralized treatment plant
- Storage reservoirs (if required)
- Booster Pumps (if required)
- Existing City Distribution pipeline size and pressure where treated water will be delivered to

The models are run and updated to obtain the optimum pipe diameter, pump, and motor sizing for each option. Once this is completed our team will then prepare capital and operational costs for each option. Our draft and final reports will provide the costs indicating the total capital cost, annual operating costs and the cost per acre feet of water produced.

CITY OF COMPTON
Incorporated in 1888

RELEVANT PROJECT EXPERIENCE



TETRA TECH

TETRA TECH

RELEVANT PROJECT EXPERIENCE

Our team's success has been built on technical expertise, quality design, fiduciary duty, and development of practical solutions that meet industry standards for good engineering practices. Our goal is to provide the expertise and resources to deliver projects on time, within budget and in compliance with the design and construction standards set by WRD and approval agencies.

Well Head Treatment: During the last 15 years, members of our project team have been involved in the design and/or construction support services of more than 40 well projects, many of which included well head treatment.

Pipelines: Since the 1960s Tetra tech has provided public and private clients with innovative answers to complex engineering problems. With a professional focus on water resources management, we have extensive experience that is ideally applicable to the planning, design, construction, and construction management of small and large diameter water transmission. During the last 15 years, members of our project team have been involved in the design and/or construction of more than 200 miles of water, recycled water, and sewer mains within fully developed areas having extensive traffic control and utility conflicts.

Treatment Plant: Tetra Tech has extensive experience in the planning, design, and construction management of water, wastewater, and recycled water treatment plants. We incorporate a variety of conventional treatment processes in our designs. We have also designed numerous treatment facilities that employ advanced membrane technologies, such as micro- and ultrafiltration systems, nanofiltration, and reverse osmosis. Tetra Tech offers highly skilled treatment experts with extensive knowledge in the design of new water treatment facilities, upgrading of facilities, and replacing facility components that will meet local, state, and federal standards.

Planning/Feasibility Studies: Tetra Tech has a broad range of experience preparing feasibility, evaluation and planning studies for various Public Water Agencies. During the last 15 years, members of our project team have completed over 15 master plans and/or hydraulic modeling, and more than 20 engineering studies within Southern California.

Tetra Tech has served on numerous On-Call Engineering Services Programs for clients throughout Southern California:

- City of Compton
- Los Angeles BOE
- Los Angeles Department of Water & Power
- Los Angeles SAN
- Orange County WD
- Orange County WD PFAS
- Moulton Niguel WD
- City of Santa Ana
- West Basin Municipal WD
- Eastern Municipal WD
- City of Anaheim
- Long Beach Water Department
- City of Fullerton
- City of Downey
- City of Yorba Linda
- Metropolitan WD
- Water Replenishment District
- Western Municipal WD
- Upper San Gabriel Municipal WD

PFAS: Tetra Tech has sampled and analyzed PFAS on over 100 military, commercial, and municipal sites throughout the United States. We fully understand that PFAS treatment is dependent on the concentrations of competing contaminants such as total organic carbon, iron, manganese, sulfate, nitrate, chloride, oil and grease, suspended solids and other compounds present throughout WRD's groundwater basin. Our team is very proud to have been selected by OCWD to design the first three PFAS projects (6 affected wells) as part of their program to construct treatment facilities for 66 affected wells in Orange County.

TETRA TECH

In this section we have included a list of relevant Projects. The design of each project was completed in the last five years for a local Public Agency.

Liberty Utilities-East Compton Reservoir and Booster Pump Station | City of Compton

Owner: Liberty Utilities
Number of Wells: 1
Capacity: 2,500 GPM
Status: Completed 03/2020
Construction Costs: $4,288,359
Concrete Dome Reservoir and Booster Pump Station
Reference: James Elliott, PE, Liberty Utilities Co. (Owner)
(562) 599-5124

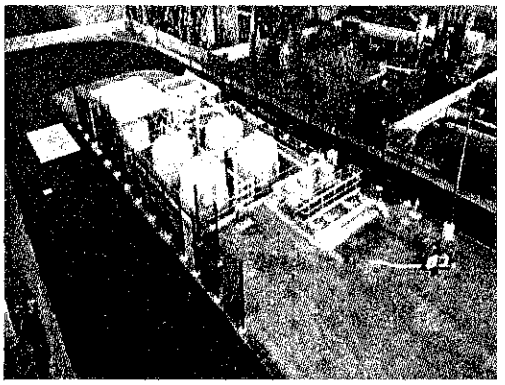


Project Benefits:

- 650,000 gallon pre-stressed concrete reservoir, site improvements and the new booster pump station
- BPS integrated Liberty's SCADA system
- Standby generator for improved reliability of station and provided capability of meeting operational demands during power outages
- Site landscaping, paving, fencing and other pertinent site improvements to meet Liberty's operating requirements and the City of Compton's permitting requirements

Serrano Water District | C.L. "Larry" Pharris Jr. Filtration Plant

Owner: Serrano Water District
Number of Wells: 2
Capacity: 3,000 GPM
Status: Operational since February 2022
Construction Costs: $3.8 million
PFAS Treatment: Ion Exchange
Reference: Benjamin Smith, PE, Orange County Water District
(714) 378-3211

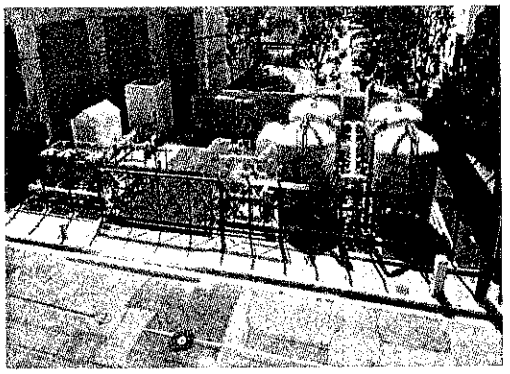


Project Benefits:

- Online within one year of construction start
- Fully utilizes local groundwater
- Designed partially below grade to soften the view of neighbors
- Second project placed into service by OCWD PFAS program
- **Winner of ASCE Orange County Branch Water Treatment Project of the Year 2020**

TETRA TECH

City of Fullerton | Kimberly Well 1A Water Treatment Plant

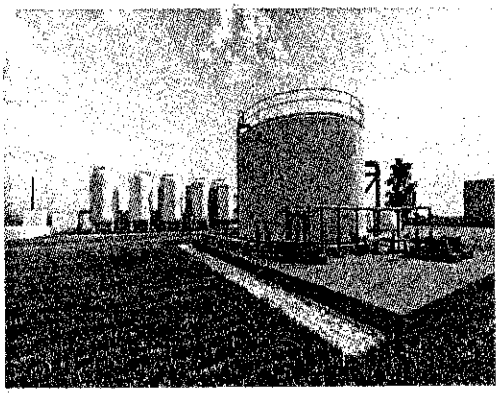


Owner: City of Fullerton
Number of Wells: 1
Capacity: 3,200 GPM
Status: Operational since June 2021
Construction Costs: $1.7 million
PFAS Treatment: Ion Exchange
Reference: Benjamin Smith, PE, Orange County Water District
(714) 378-3211

Project Benefits:

- Constructed on extremely small site
- Upgrades to well, pump, motor and VFD added to project
- First Orange County Project to obtain a Division of Drinking Water Permit
- First project placed into service by OCWD PFAS program

City of Fullerton | Main Plant Water Treatment Plant

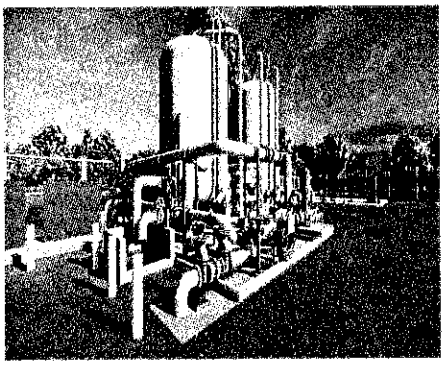


Owner: City of Fullerton
Number of Wells: 5
Capacity: 9,400 GPM
Status: Design Completed & Under Construction
Construction Costs: $11.3 million
PFAS Treatment: Granular Activated Carbon
Reference: Ryan Bouley, PE, Orange County Water District
(714) 378-8207

Project Benefits:

- GAC used due to presence of VOCs & PFAS in the groundwater
- Designed to be built within existing operating City Water Plant
- Layout included planning for future expansion
- 3D renderings used to provide visual view of the completed site during CEQA process

Irvine Ranch Water District | ET-1 PFAS Treatment Plant



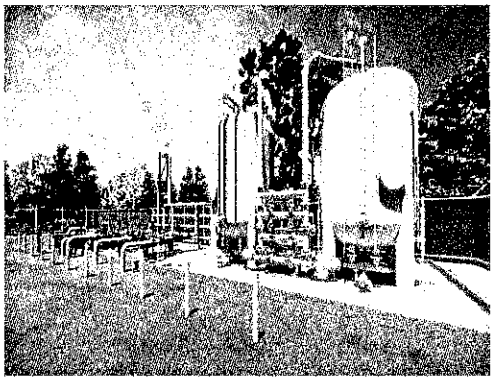
Owner: Irvine Ranch Water District
Number of Wells: 1
Capacity: 1,100 GPM
Status: Design Completed & Under Construction
Construction Costs: $3.0 million
PFAS Treatment: Granular Activated Carbon
Reference: Rich Mori, PE, Irvine Ranch Water District
(949) 453-5571

Project Benefits:

- GAC used due to presence of VOCs & PFAS in the groundwater
- Designed to be built on an existing operating well site
- Layout included planning for future expansion
- City permits were required for piping connection

Irvine Ranch Water District | SGU PFAS Treatment Plant

Owner: Irvine Ranch Water District
Number of Wells: 12 Shallow Wells
Capacity: 600 GPM
Status: Design Completed & Under Construction
Construction Costs: $2.9 million
PFAS Treatment: Granular Activated Carbon
Reference: Rich Mori, PE, Irvine Ranch Water District
(949) 453-5571

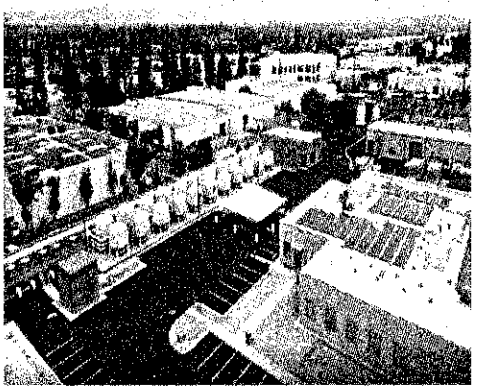


Project Benefits:

- GAC used due to presence of very high VOC levels & PFAS in the groundwater
- Designed to replace existing air stripper system
- Located on site of former El Toro Marine Base
- Permitting required from City on required pipeline

Yorba Linda Water District | Headquarters PFAS Treatment Plant

Owner: Yorba Linda Water District
Number of Wells: 10
Capacity: 17,360 GPM (25.0 MGD)
Status: Operational since May 2022
Construction Costs: $32.5 million
PFAS Treatment: Ion Exchange (IX)
Reference: Chris Olsen, PE, Orange County Water District
(714) 378-3211

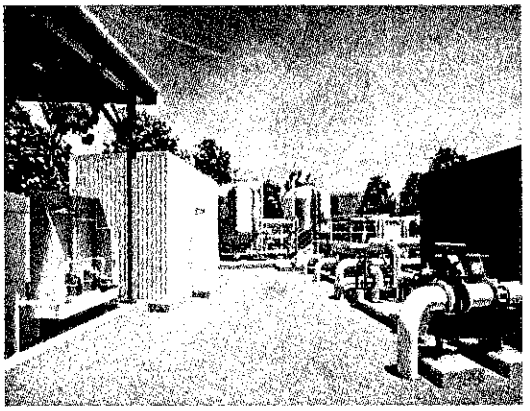


Project Benefits:

- Largest PFAS IX treatment plant in the United States
- Studied options to treat at 3 sites or at one combined site
- Project includes a 25.0 MGD pump station and emergency generators
- Competed detailed blending analysis required for DDW permitting
- **Winner of ASCE Orange County Branch Project of the Year 2021**
- **Winner of ASCE Los Angeles Chapter Section Project of the Year 2022**
- **Winner of ASCE Region 9 Water Treatment Project of the year 2023**

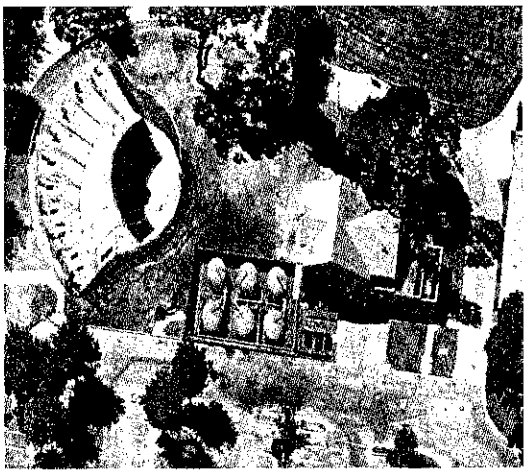
TETRA TECH

City of Downey | PFAS Study for Five Wells
Owner: City of Downey
Number of Wells: 5
Capacity: 1,100 GPM to 1600 GPM
Status: Study Completed July 2021
Construction Costs: $3.0 million to $5.5 million
PFAS Treatment: Ion Exchange & Granular Activated Carbon
Reference: Dan Mueller, PE, City of Downey
(562) 904-7110



Project Benefits:
- Analyzed Water Quality
- Reviewed Well pumps & motors
- Analyzed centralized treatment option
- Provided site layouts
- Developed Capital & Operations costs
- Provided Treatment Design and costs for future 1,4 Dioxane Treatment

City of South Gate | PFAS Compliance Study
Owner: City of South Gate
Number of Wells: 4
Capacity: 5,000 GPM
Status: Study Completed September 2022
Construction Costs: $5.0 million
PFAS Treatment: Ion Exchange & Granular Activated Carbon
Reference: Chris Castillo, City of South Gate
(323) 563-5779



Project Benefits:
- Analyzed Water Quality
- Reviewed Well pumps & motors
- Analyzed centralized treatment option
- Provided site layouts
- Developed Capital & Operations costs
- Provided Treatment Layout and Costs for 1,4-Dioxane treatment if needed in future

ON-CALL ENGINEERING EXPERIENCE

Tetra Tech's portfolio includes hundreds of projects involving water and sewer infrastructure design and rehabilitation, storm drain improvements, curb and gutter replacements, sidewalks, transportation and complete streets, bike paths, land surveying, and mapping and legal descriptions. Through efficient management and leadership, our professional staff are currently providing similar engineering services on an as-needed basis for more than 35 clients in Southern California. Many of these clients are repeat clients as Tetra Tech has provided responsive service and innovative solutions on time and within budget. We understand the privilege of on-call contracts and the necessity to provide timely responses while maintaining schedules and budgets.

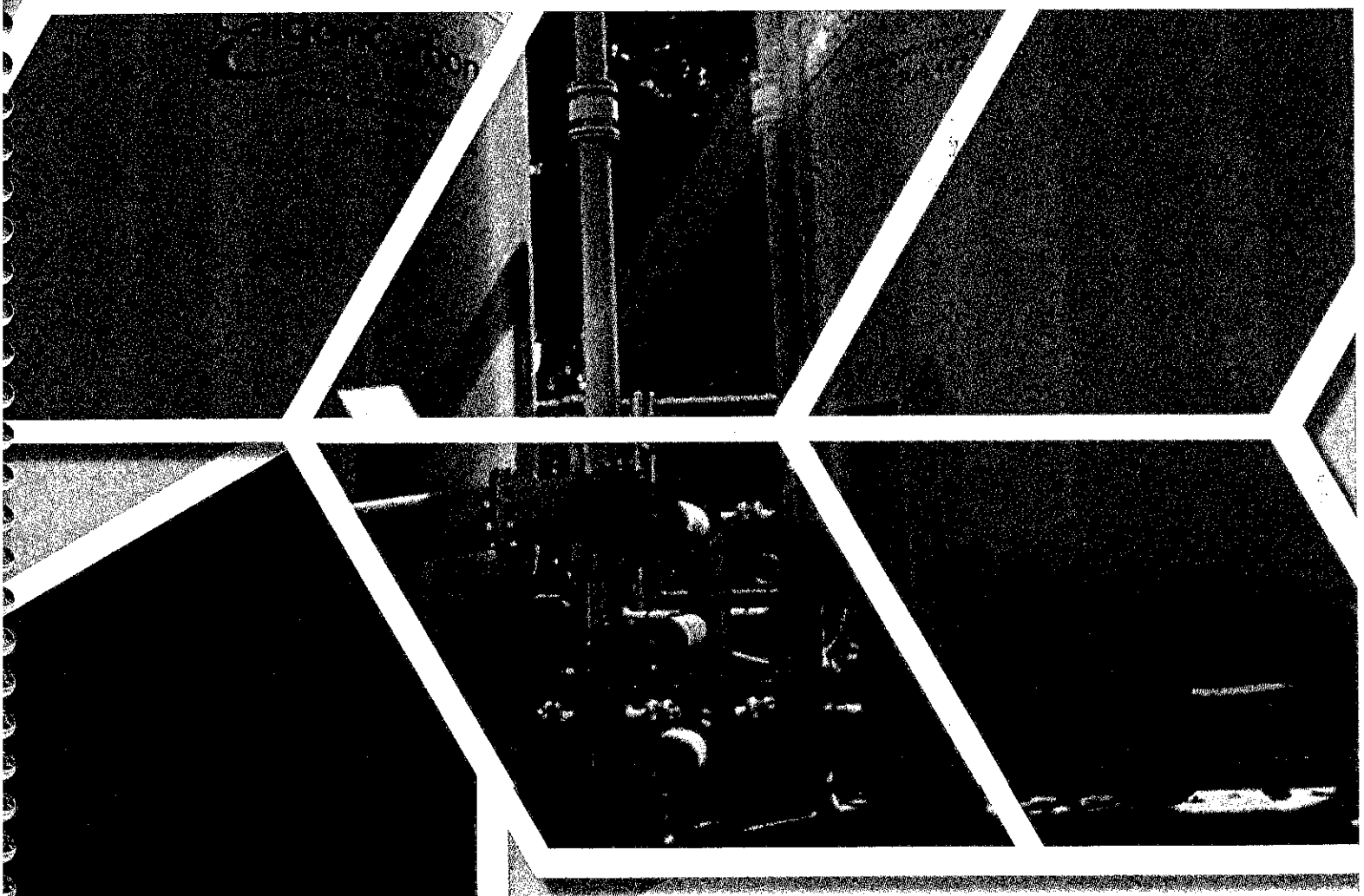
TETRA TECH

We believe our best relevant experience is the projects that we have completed as part of our past and ongoing as-needed contracts with southern California clients. We are confident these past projects will attest to our technical excellence, responsible staff, and our complete understanding of every aspect of an on-call engineering services contract. As part of these on-call contracts, our projects have included a wide range of engineering services including feasibility studies, detailed design, plan review, design support during construction, and construction management services.

Public Agency Client	Years of Service	Contract Amount or Limit	Water	Wastewater	Recycled Water	Storm Drain	Hydraulics	Pump Stations	Pipelines	Reservoirs	Structural	Electrical	Transportation/Traffic	Land Surveying
West Basin MWD	26	$13,800,000			■				■	■	■			
Central Basin MWD	6	$260,000			■				■	■				
Moulton Niguel WD	21	$2,000,000	■	■	■				■	■	■			
City of Anaheim	6	$500,000	■						■	■				
Upper San Gabriel Valley MWD	9	$800,000			■				■	■				
City of Paramount	15	$2,000,000	■		■				■	■	■			
San Diego County WA	9	$2,300,000									■			
City of Oceanside	5	$1,500,000		■	■				■	■				
City of Tustin	18	$1,000,000	■						■	■	■			
Long Beach WD	8	$745,000	■	■					■	■				
City of Huntington Beach	8	$1,300,000	■						■	■	■			
Los Angeles County	11	$3,125,000	■	■	■	■		■	■	■	■	■		■
City of Los Angeles BOS	8	Unlimited		■	■	■					■	■		
City of Los Angeles DWP	15	$60,000,000	■		■				■	■	■			
City of Los Angeles BOE	25	Unlimited				■	■	■	■	■	■	■	■	■
City of Pasadena	3	$1,500,000				■	■		■			■	■	■
Pacific Gas & Electric	9	Unlimited							■	■	■	■		■
City of Buellton	6	$2,000,000	■	■		■	■	■	■	■	■	■	■	■
City of San Luis Obispo	3	$150,000							■	■				■
NAVFAC Southwest	9	$15,000,000							■	■				■
California Military Department	10	$30,000,000				■	■		■	■		■	■	■
City of Santa Clarita	3	$50,000				■	■	■	■		■	■		■

CITY OF COMPTON

REFERENCES



TETRA TECH

REFERENCES

Chris Olsen, Orange County Water District
18700 Ward Street
Fountain Valley, CA 92708
Phone: (714) 378-3232
Email: colsen@ocwd.com
Contract Amount: $5,234,000
Year: 2020 to Current
Description: Design and construction management of 4 On-Call PFAS projects for City of Fullerton, Serrano Water District and Yorba Linda Water District.

Rich Mori, Irvine Ranch Water District
P.O. Box 57000
Irvine, CA 92619
Phone: (949) 453-5571
Email: mori@IRWD.com
Contract Amount: $702,740
Year: 2021 & 2022
Description: Design of 2 PFAS treatment plants (Well ET-1 & Well SGU) treating PFOA, PFAS, PCE and TCE. Design of Three Well Rehabilitation Projects for PAP Project

Dan Mueller, City of Downey
11111 Brookshire Ave.
Downey, CA 90241
Phone: (562) 904-7110
Email: dmueller@downeyca.org
Contract Amount: $48,000
Year: 2020 & 2021
Description: PFAS studies performed on Wells #2, #4, #11, #16, #24 and Wells #8, #10 & #12. Studies included water quality analysis, siting options, design criteria development, capital, and O&M Costs. Design layouts and costs for possible future 1,4 Dioxane Treatment.

Chris Castillo, City of South Gate
4244 Santa Ana Street
South Gate, CA 90280
Phone: (323) 563-5779
Email: ccastillo@sogate.org
Contract Amount: $165,000
Year: 2022
Description: Prepared a City Wide PFAS Compliance Study. Study analyzed options to comply with PFAS regulations including installing well packers, blending with imported water, IX and GAC treatment at 2 sites. Provided Layouts and costs for 1,4 Dioxane if required in the future.

Phuong Watson, Water Replenishment District
4040 Paramount Blvd.,
Lakewood, CA 90712
Phone: (562) 275-4246
Email: Pwatson@wrd.org
Contract Amount: $1,250,000
Year: 2023
Description: On Call Engineering services for WRD PFAS program. Provided technical and financial services for WRD funding program for PFAS including design reviews, cost analysis, invoice review, coordination, and permit assistance.

List of City of Compton Contracts

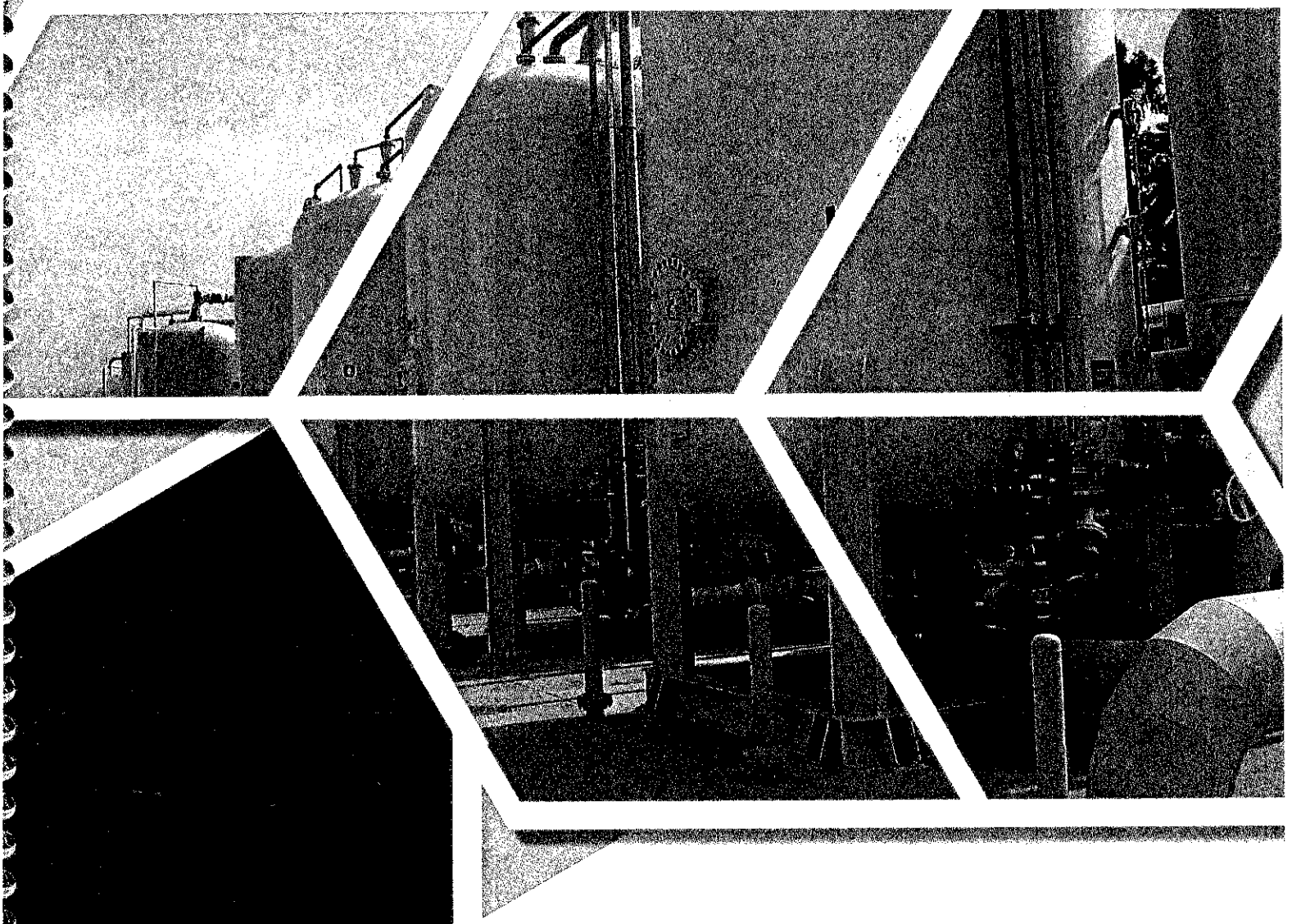
Tetra Tech has not had any contracts with the City of Compton in the last five years:

Hourly Rates

Attached is our hourly rate charge for a minimum of 1 year from the commencement of the contract. The rate chart includes the following requested information:

- Hourly Rates per Classification
- Mileage Costs will be charged per current year IRS rates
- Pricing for large reproduction and other expenses will be at cost plus 10%
- We have no minimum hours for each City Visit
- No Overtime rates will be charged to the City
- Prices are subject to CPI increase after 1 year
- Hourly rates quoted at the start of a project will remain firm until the project is completed
- A signed W-9 form is also attached

RESUMES



TETRA TECH

Steve Tedesco, PE, BCEE

Project Manager

Steve is experienced in the planning, analysis, design, and construction of water supply, water treatment, and water distribution. His experience includes water master planning, water treatment plant design, construction management and Design-Build delivery methods. Steve has extensive design experience in the water and wastewater treatment, including Desalination, Membrane Filtration, Reverse Osmosis, Ultraviolet Treatment, Nanofiltration, Granular Activated Carbon (GAC), Ion Exchange (IX), and waste disposal projects.

Education

BS, Civil Engineering, Polytechnic Institute of New York, 1979

Registrations

Professional Civil Engineer, California, No. 39261, 1985

Board Certified Environmental Engineer (BCEE), California, No. 11-20037, 2011

Years of Experience

39

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Principal-in-Charge for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

- Serrano Water District Well #5 and #9 (In Operation): This project consists of a 3,000 GPM IX System with a bag filter pre-treatment, 3,000 GPM Booster Pump Station and new chemical feed system for disinfection.
- Kimberley Well 1A (In Operation): Located on a very small site with a single well this facility is designed to produce 3,000 GPM using an IX System with a bag filter pre-treatment and new chemical feed system for disinfection.
- Fullerton Main Plant (Completed Design): The Fullerton Main Plant will treat six onsite wells with a total capacity of 10,100 GPM. PFOS, PFOA and VOCs will be removed using 6 to 12 ft diameter, 40,000 lb. GAC vessels that will discharge into an existing forebay then pumped into the distribution system. The remaining wells will be treated with an IX system consisting of 8 vessels and bag filters for pre-treatment.
- Yorba Linda Water District Headquarters Plant (In Operation): This system will treat water from 10 wells with a total capacity of 17,400 GPM. An IX System consisting of 11 pairs of Lead/Lag Vessels (22 vessels total), bag filter pre-treatment, Booster Pump Station, and new Onsite Generation System for chlorine disinfection. In order to get the system on the existing site an extensive analysis of the site improvements was completed.

PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. Principal-in-Charge for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

PFAS Study for Five Wells, City of Downey, CA. 2021. Project Director for a study to determine the options to add PFAS treatment to five existing wells in Downey affected by PFOS and PFOA. Study included analysis of water quality, siting study, comparison of IX and GAC treatment, evaluation of piping wells to a central location for treatment, capital cost estimates, O&M estimates and lifecycle cost analysis. The report was used as an attachment to the City of Downey's funding application to Water Replenishment District of Southern California.

Well No. 29 and PFOS/PFOA Treatment Systems, City of Orange, CA. 2020 - Ongoing. QA/QC. Tetra Tech is providing design and construction support services for the City's new Well No. 29 and PFOS/PFOA treatment system. The proposed Well No. 29 will pump water to 370 Zone and is expected to produce approximately 3,000 GPM. The PFOS/PFOA treatment system shall be designed to treat approximately 3,500-4,500 GPM, which includes the total production of proposed Well No. 29 and existing Well No. 9.

Tom Epperson, PE

Client Manager

Education

BS, Environmental Engineering, University of California, Irvine, 1978

Registrations

Professional Civil Engineer, California, No. 36399, 1983

Years of Experience

41

Tom has more than 41 years of professional experience in water, wastewater, and reclaimed water engineering. He has been responsible for the preparation of water, wastewater, and reclaimed water master plans; project design reports for various water, wastewater, and reclaimed water facilities; and the planning and design of water, wastewater, and reclaimed water pipelines, along with pump stations and reservoirs. Tom has completed the design, bidding, and construction management of over 300 miles of water/reclaimed water sewer mains, 40 water/reclaimed water pump stations, 15 well head facilities, 12 sewer lift stations and 25 water/reclaimed water storage reservoirs throughout Southern California.

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. QA/QC Manager for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

- Serrano Water District Well #5 and #9 (In Operation): This project consists of a 3,000 GPM IX System with a bag filter pre-treatment, 3,000 GPM Booster Pump Station and new chemical feed system for disinfection.
- Kimberley Well 1A (In Operation): Located on a very small site with a single well this facility is designed to produce 3,000 GPM using an IX System with a bag filter pre-treatment and new chemical feed system for disinfection.
- Fullerton Main Plant (Completed Design): The Fullerton Main Plant will treat six onsite wells with a total capacity of 10,100 GPM. PFOS, PFOA and VOCs will be removed using 6 to 12 ft diameter, 40,000 lb. GAC vessels that will discharge into an existing forebay then pumped into the distribution system. The remaining wells will be treated with an IX system consisting of 8 vessels and bag filters for pre-treatment.
- Yorba Linda Water District Headquarters Plant (In Operation): This system will treat water from 10 wells with a total capacity of 17,400 GPM. An IX System consisting of 11 pairs of Lead/Lag Vessels (22 vessels total), bag filter pre-treatment, Booster Pump Station, and new Onsite Generation System for chlorine disinfection. In order to get the system on the existing site an extensive analysis of the site improvements was completed.

PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. QA/QC Manager for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

Equipping Well No. 15 and Treatment Plant, City of Paramount, CA. 2010. Project Manager. Design and construction support for a new bulk sodium hypochlorite and ammonia chemical delivery system at the City's new Well No. 15. Design included the equipment for the well including the pump and motor, the discharge piping, and a manganese and future arsenic treatment system. Included within the facility are an arsenic manganese filtration system, backwash tank, backwash recirculation pumps, sludge mixer pumps, sodium hypochlorite and ammonia treatment systems, and an emergency generator. The facility included a well building removable sound enclosure, a pre-engineered, prefabricated precast concrete electrical building, and a prefabricated fiberglass insulated building for the backwash pump enclosure.

Mark Bush, PE

Technical Advisor/QA/QC

Mark has more than 28 years of professional experience in water, wastewater and recycled water engineering. He has been responsible for the completion of over 100 miles of potable water, recycled water and sewer mains, 20 potable water and recycled water pump station and well projects and 14 potable and recycled water reservoirs. Mr. Bush is an integral part of the Water/Wastewater Department and brings leadership, strong work ethic, technical knowledge and dedication to overall client satisfaction on every project.

Education

BS, Civil and Environmental Engineering, University of California, Irvine, 1997

Registrations

Professional Civil Engineer, California, No. 60477, 2000

Years of Experience

28

EXPERIENCE

Water Resources Integration Program, Phase 2 Pump Station Improvements, San Antonio Water System, San Antonio, TX. 2020. QA/QC. Phase 2 project elements included two additional 1,250 hp vertical turbine pumps installed in existing cans with VFDs at Twin Oaks West Pump Station, a booster pump station with variable frequency drives in addition to hydropneumatic surge tanks, a second 7.5 MG ground storage tank No. 2, and a fourth pump at the PZ 4 Pump Station at Old Pearsall Road Pump Station, and approximately 3,000 feet of 48-inch water pipeline with a control valve assembly to transition from production mode to recharge mode on site.

City Trunk Line North Unit 2, Los Angeles Department of Water & Power, Los Angeles, CA. 2018. QA/QC Manager. Design of the City Trunk Line North Unit 2, which will consist of 12,200 linear feet of 54-inch diameter welded steel pipe. The design includes three bore and jack tunnels and 3,500 linear feet of slip-lining, where new 54-inch steel pipe will be pushed through an existing 72-inch riveted steel pipeline.

San Jacinto Valley Water Banking Project - Enhanced Recharge and Recovery Program, Phase 1 Well Equipping, Phase 1B Pipelines and Treatment Facilities Final Design, Eastern Municipal Water District, San Jacinto, CA. 2018 - Ongoing. Pipeline Design Lead. Final design for the well equipping, associated piping and central groundwater treatment plant. The scope of work includes survey, geotechnical investigation, final plans for civil site, mechanical, process, electrical and instrumentation components of the treatment and blending facility, final plans for well site work, final plans for pipeline plan and profile sheets, specifications and cost estimates.

Central Water Integration Pipeline, San Antonio Water System, San Antonio, TX. 2017 - Ongoing. Technical Reviewer. Pump station improvements included a new 30.0 MGD horizontal split case BPS consisting of four pumps located at the Terminus Treatment Facility and a new 30.0 MGD vertical turbine pump station consisting of three pumps located at the Bitters Pump Station. The Maltsberger pump station improvements included the replacement of all electrical facilities including the switchgear, transformers and ductbanks for six water wells and eight booster pumps. The new electrical pump switchgear and Maltsberger pump station will be housed in a new electrical building. The integration of the water at the three existing pump stations will be controlled with sleeve valve flow control assemblies up to 20 inches allowing for flows up to 45 MGD at each pump station providing for controlled pressure dissipation without cavitation issues.

La Salina Wastewater Treatment Plant (LSWWTP), City of Oceanside, CA. 2015 - Ongoing. Technical Design Lead. The LSWWTP was originally constructed in 1948 and has been expanded and rehabilitated over the years. LSWWTP serves as the connection point for multiple regional discharge pipelines including treated effluent from Fallbrook, Camp Pendleton, and the San Luis Rey Water Reclamation Facility (SLRWRF). This project consists of demolishing the LSWWTP and replacing it with a new 5 MGD raw wastewater lift station to convey wastewater from the LSWWTP collection area to San Luis Rey Water Reclamation Facility. The scope of work also includes the relocation of an existing 1 MGD UV storm water treatment facility and preliminary design of a new 24-inch HDPE force main that will be used to convey the raw wastewater to the SLRWRF.

Crisna Raymond, PE

Civil Lead

Crisna has 25 years of engineering experience in design and construction support in water/wastewater and transportation. Her experience in water/wastewater projects includes pressure and gravity pipelines, wells, pump stations, water treatment plants and reservoirs. Crisna's experience in transportation projects includes new arterials, street improvement/widening projects, storm drainage, grading and site improvement.

Education

BS, Civil Engineering, University of Washington, Seattle WA, 1996

Registrations

Professional Civil Engineer, California, No. 69403, 2006

Years of Experience

25

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Project Engineer for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

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PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. Project Engineer for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

PFAS Study for Five Wells, City of Downey, CA. 2021. Project Engineer for a study to determine the options to add PFAS treatment to five existing wells in Downey affected by PFOS and PFOA. Study included analysis of water quality, siting study, comparison of IX and GAC treatment, evaluation of piping wells to a central location for treatment, capital cost estimates, O&M estimates and lifecycle cost analysis. The report was used as an attachment to the City of Downey's funding application to Water Replenishment District of Southern California.

Huntington Park Well No. 15 Wellhead Treatment Plant, Water Replenishment District of Southern California, Huntington Park, CA. 2019. Project Engineer for the preliminary design report, final design, construction management and inspections services to upgrade the Wellhead Treatment system at Huntington Park Well No. 15. Design included removal of the existing air stripping units at Well No. 15 and replaced with liquid phase GAC treatment system to remove contamination, particularly volatile organic compounds from the well.

Corey Hess, PE

Civil Lead

Corey has more than 19 years of professional experience in the design of water, wastewater, and recycled water facilities. He has led design and performed project management tasks for the design of pump stations, pipelines, various water and wastewater treatment plant process areas, as well as site civil and drainage design. The early years of his career consisted of master planning, hydraulic analysis, and written reports.

Education

BS, Civil Engineering, Specialization: Water Resources, University of California, Irvine, 2002

Registrations

Professional Civil Engineer, California, No. 68499, 2005

Years of Experience

19

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Project Engineer for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

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Carlsbad Desalination Intake Pump Station, Design of a 300 MGD Dilution Pump Station, Phase 1, Kiewit Infrastructure West, Carlsbad, CA. 2019 - Ongoing. Project Engineer. This design-build project provides for the design and construction of brine dilution pumps at the existing Carlsbad Desalination Plant (CDP) with minimal production shutdown. The project consists of hydraulic pump modeling and design of dilution pumps, discharge piping, brine piping, and flowmeter facilities, NRG forebay modifications including new screen backwash pumps and tunnel bulkheads, a new electrical building, and the associated civil and grading work. The project has extensive structural rehabilitation work and a new floating dock in the lagoon. The project provides instrumentation and controls for the operation of the new facility and will tie in new signals to the existing CDP control system. The project has many environmental factors and requires working closely with local permitting agencies, the City, the CDP operators, and the Encina Power Station.

Pure Water Oceanside, Conveyance and Injection Facilities, City of Oceanside, CA. 2019 - Ongoing. Project Engineer. As part of the Pure Water Oceanside project Tetra Tech designed the pipelines that will be constructed as part of the Advanced Water Purification Facility (AWPF) that convey the advanced treated water to the existing Lower Recycled Water Pump Station and to the Upper Recycled Water Pump Station that will be built along with the AWPF. In addition, Tetra Tech designed three new injection wells (Well 1, Well 3 and Well 6) and conveyance pipelines to the wells, totaling a maximum capacity of 6.0 MGD.

Kara Buttcavoli, PE

Process/Mechanical

Kara has more than 25 years of experience in analysis, design, and construction management for various types of public works projects including, but not limited to, water pipeline distribution systems, water and wastewater treatment plants, wastewater collection mains, water booster pump stations, reservoirs, hydraulic analysis, storm drainage systems, and site improvement design.

Education

BS, Civil and Environmental Engineering, University of California, Irvine, 1997

Registrations

Professional Civil Engineer, California, No. 60452, 2000

Years of Experience

25

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Team Leader for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

- Serrano Water District Well #5 and #9 (In Operation): This project consists of a 3,000 GPM IX System with a bag filter pre-treatment, 3,000 GPM Booster Pump Station and new chemical feed system for disinfection.
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PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. Project Manager for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

PFAS Study for Five Wells, City of Downey, CA. 2021. Lead Project Engineer for a study to determine the options to add PFAS treatment to five existing wells in Downey affected by PFOS and PFOA. Study included analysis of water quality, siting study, comparison of IX and GAC treatment, evaluation of piping wells to a central location for treatment, capital cost estimates, O&M estimates and lifecycle cost analysis. The report was used as an attachment to the City of Downey's funding application to Water Replenishment District of Southern California.

Albert Robles Center for Water Recycling and Environmental Learning (Formerly known as GRIP), Water Replenishment District of Southern California, Pico Rivera, CA. 2019. Project Engineer for a new 13,000 acre-feet per year of fully advanced treated recycled water. Treatment process includes influent facilities, MF/UF system, RO system, UV Advanced Oxidation system, post-treatment/stabilization/disinfection, product water wet well, and brine/waste disposal connection.

Amanda Taylor, PE

Process/Mechanical

Amanda is experienced in analysis and process design of various municipal and industrial water/wastewater projects. Amanda has experience with traditional and advanced water and wastewater projects, including Title 22, Microfiltration, Ultrafiltration, Reverse Osmosis, and Ultraviolet Treatment.

Education

MS, Environmental Engineering and Science, Johns Hopkins University, Baltimore, MD, 2011

BS, Biological Systems Engineering, Virginia Polytechnic Institute and State University, Blacksburg, VA, 2008

Registrations

Professional Chemical Engineer, California, No. 6700, 2015

Professional Engineer, Virginia, No. 0402050760, 2013

Years of Experience

13

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Process Engineer for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

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PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. Process Engineer for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

PFAS Study for Five Wells, City of Downey, CA. 2021. Process Engineer for a study to determine the options to add PFAS treatment to five existing wells in Downey affected by PFOS and PFOA. Study included analysis of water quality, siting study, comparison of IX and GAC treatment, evaluation of piping wells to a central location for treatment, capital cost estimates, O&M estimates and lifecycle cost analysis. The report was used as an attachment to the City of Downey's funding application to Water Replenishment District of Southern California.

Albert Robles Center for Water Recycling and Environmental Learning (Formerly known as GRIP), Water Replenishment District of Southern California, Pico Rivera, CA. 2019. Process Engineer for a new 13,000 acre-feet per year of fully advanced treated recycled water. Treatment process includes influent facilities, MF/UF system, RO system, UV Advanced Oxidation system, post-treatment/stabilization/disinfection, product water wet well, and brine/waste disposal connection.

Victor Ramirez, PE, SE

Structural

Victor has more than 41 years of structural engineering design experience with special emphasis in the design of water storage/water containment and water conveyance related structures. His experience includes reservoirs, water/wastewater treatment plants, booster pump stations, flow control facilities, pressure reducing stations and pipelines. Victor is thoroughly knowledgeable in all types of construction, including reinforced concrete, masonry, structural steel, and timber.

Education

BS, Civil Engineering, California State University, Los Angeles, 1995

Registrations

Professional Civil Engineer, California, No. 56863, 1997

Professional Structural Engineer, California, No. 4720, 2004

Years of Experience

41

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Lead Structural Engineer for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

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PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. Lead Structural Engineer for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

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Hunting Horn Reservoir Evaluation, Golden State Water Company, North Tustin, CA. 2019. QA/QC Structural Manager for the structural and seismic evaluation and study of Hunting Horn Reservoir, a partially buried, cylindrical, reinforced concrete tank with a wood framed roof. The tank has a capacity of 0.44 MG and is about 72 feet in diameter by 16 feet deep. It has a flat concrete floor, concrete masonry walls, and a wood framed roof.

Eric Yuen, PE, SE

Structural

Eric has more than 15 years of experience in the design, analysis and detailing in structural engineering. Mr. Yuen is knowledgeable in reinforced concrete, masonry, structural steel and wood frame design, and construction for a variety of building and infrastructure projects including reservoirs, water/wastewater treatment facilities, as well as seismic retrofit of existing structures.

Education

BS, Civil Engineering, California State Polytechnic University, Pomona, 2007

MS, Structural Engineering, California State Polytechnic University, Pomona, 2016

Registrations

Professional Civil Engineer, California, No. 75983, 2009

Professional Structural Engineer, California, No. 6177, 2014

Years of Experience

15

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Structural Engineer for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

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Pure Water Oceanside, Advanced Water Purification Facility, City of Oceanside, CA. 2018 - Ongoing. Structural Engineer. To counteract the growing reliance on imported water supply while increasing local water supplies, and to meet the City's long-term goal of 50% water independence by 2030, the City has selected a team led by Tetra Tech to design a new Advanced Water Purification Facility (AWPF). The newly proposed AWPF will provide highly-treated water supply with the specific purpose to recharge the MGB in the upper San Luis Rey recycled water service area through indirect potable reuse as a component of the overall Pure Water Oceanside project. The AWPF will be built on an existing former recycled water storage pond at the San Luis Rey Water Reclamation Facility. The AWPF process will be designed as a multi-barrier treatment process including microfiltration, reverse osmosis, and ultraviolet advanced oxidation process. In addition to these three main unit treatment processes, the AWPF will include chemical storage and feed equipment for conditioning, stabilizing and membrane cleaning.

Albert Robles Center for Water Recycling and Environmental Learning (Formerly known as GRIP), Water Replenishment District of Southern California, Pico Rivera, CA. 2019. Structural Engineer for a new 13,000 acre-feet per year of fully advanced treated recycled water. The structures include a two-story administration building with a rooftop garden, a 45,000 square foot process building, a 3 MG buried concrete equalization tank, and a dozen ancillary structures. The administration building has rigid floor and roof diaphragms with concentric steel braced frames as the lateral force resisting elements. The process building has a steel framed roof and concrete masonry shear walls. An extensive network of cable trays and piping are supported from the roof for gravity and seismic loads.

Mazen Kassar, PE

Electrical, I&C

Mazen has more than 30 years of experience in electrical engineering and industry standard that include electrical engineering staff management, project management, construction management and supervision, water and wastewater treatment, petro-chemical design, and environmental soil and groundwater treatment. Mazen's background includes designing medium and low voltage power distribution, designing instrumentation, control systems and SCADA systems for a wide-variety of projects, and the installation of electrical systems for remediation projects, including soil vapor extraction systems and groundwater pump and-treat systems.

Education

BS, Electrical Engineering, California State University, Long Beach, 1990

Registrations

Professional Electrical Engineer, California, No. 15809, 1998

General Construction, Class B, California, No. 77845, 2008

Years of Experience

30

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Lead Electrical Engineer for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

- Serrano Water District Well #5 and #9 (In Operation): This project consists of a 3,000 GPM IX System with a bag filter pre-treatment, 3,000 GPM Booster Pump Station and new chemical feed system for disinfection.
- Kimberley Well 1A (In Operation): Located on a very small site with a single well this facility is designed to produce 3,000 GPM using an IX System with a bag filter pre-treatment and new chemical feed system for disinfection.
- Fullerton Main Plant (Completed Design): The Fullerton Main Plant will treat six onsite wells with a total capacity of 10,100 GPM. PFOS, PFOA and VOCs will be removed using 6 to 12 ft diameter, 40,000 lb. GAC vessels that will discharge into an existing forebay then pumped into the distribution system. The remaining wells will be treated with an IX system consisting of 8 vessels and bag filters for pre-treatment.
- Yorba Linda Water District Headquarters Plant (In Operation): This system will treat water from 10 wells with a total capacity of 17,400 GPM. An IX System consisting of 11 pairs of Lead/Lag Vessels (22 vessels total), bag filter pre-treatment, Booster Pump Station, and new Onsite Generation System for chlorine disinfection. In order to get the system on the existing site an extensive analysis of the site improvements was completed.

PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. Lead Electrical Engineer for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

Well No. 32 Rehabilitation, City of Santa Ana, CA. 2017 - Present. Electrical Project Manager. The project involved the preparation of a Preliminary Design Report and plans/specifications for the rehabilitation of the well facility. The underground well would be scraped, cleaned and modified to be within an above ground CMU block control building (housing mechanical and electrical rooms). The design also included a separate on-site generation sodium hypochlorite building, 3,500 feet of 12-inch discharge pipe to John Garthe Reservoir and modification at the reservoir to connect to the on-site piping.

Douglas Seaman

Electrical, I&C

Education

BS, Electrical Engineering, California State University, Long Beach, 2012

Years of Experience

10

As a Control Systems Engineer, Doug's responsibilities include the design and specification of instrumentation systems that monitor, control, and record the various stages of crude oil as it progresses through the refining process. More recently, he has stepped into the role of control system programming and configuration which involves the Honeywell Distributed Control System and its link with various Programmable Logic Controllers.

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. Electrical Engineer for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

- Serrano Water District Well #5 and #9 (In Operation): This project consists of a 3,000 GPM IX System with a bag filter pre-treatment, 3,000 GPM Booster Pump Station and new chemical feed system for disinfection.
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- Yorba Linda Water District Headquarters Plant (In Operation): This system will treat water from 10 wells with a total capacity of 17,400 GPM. An IX System consisting of 11 pairs of Lead/Lag Vessels (22 vessels total), bag filter pre-treatment, Booster Pump Station, and new Onsite Generation System for chlorine disinfection. In order to get the system on the existing site an extensive analysis of the site improvements was completed.

Pure Water Oceanside Advanced Water Purification Facility, City of Oceanside, Oceanside, CA. 2018 – Ongoing. Instrument and Control Systems Engineer. To counteract the growing reliance on imported water supply while increasing local water supplies, and to meet the City's long-term goal of 50 % water independence by 2030, the City of Oceanside has selected a team led by Tetra Tech to design a new Advanced Water Purification Facility (AWPF). The newly proposed AWPF will provide highly treated water supply with the specific purpose to recharge the Mission Groundwater Basin in the upper San Luis Rey recycled water service area through indirect potable reuse as a component of an overall project titled Pure Water Oceanside. The AWPF will be built on an existing former recycled water storage pond at the San Luis Rey Water Reclamation Facility. The AWPF process will be designed as a multi-barrier treatment process including microfiltration, reverse osmosis, and ultraviolet advanced oxidation process. In addition to these three main unit treatment processes, the AWPF will include chemical storage and feed equipment for conditioning, stabilizing and membrane cleaning. Influent flow storage, flow diversion, and associated pumping will also be included in the facilities design.

Well No. 32 Rehabilitation, City of Santa Ana, CA. 2017 - Present. Electrical Engineer. The project involved the preparation of a Preliminary Design Report and plans/specifications for the rehabilitation of the well facility. The underground well would be scraped, cleaned and modified to be within an above ground CMU block control building (housing mechanical and electrical rooms). The design also included a separate on-site generation sodium hypochlorite building, 3,500 feet of 12-inch discharge pipe to John Garthe Reservoir and modification at the reservoir to connect to the on-site piping.

James Christopher, PE, BCEE

Water Quality

James is a Vice President and the practice leader for drinking water treatment for Tetra Tech. His knowledge of water chemistry and water infrastructure design makes him highly qualified in defining, evaluating, and implementing water quality solutions to the most challenging problems. James has 42 years of professional engineering experience and is highly qualified in environmental engineering, with special expertise in water resources, water quality and treatment, reverse osmosis and nanofiltration, granular activated carbon, pumping system analysis/station design, facility planning, and construction planning and administration.

Education

MS, Environmental Engineering and Science, University of Central Florida, 1980

BS, Chemistry, Duke University, 1976

Registrations

Professional Engineer, Florida, No. 34204

Board Certified Environmental Engineer (BCEE) Water Supply Wastewater Management

Years of Experience

42

EXPERIENCE

Hidden Springs Water Treatment Plant Pilot Testing Program, Orange County, FL. 2022 - Ongoing. Lead Process Engineer. Providing technical support for the design and implementation of a pilot testing program to select a process for removal of total sulfides and total organic carbon from the existing ground water source. The pilot test will test ozonation, catalytic GAC, GAC in the adsorption and biological removal modes following ozonation and anion exchange resin following ozonation.

Lily Pond WTP-GAC Pilot Test and Final Design, Town of Cohasset, MA. 2020 - Ongoing. Lead Process Engineer. Developed testing plan and permitted through Massachusetts Department of Environmental Protection a GAC pilot program to test the removal of TOCs from the filtered water at the 3 MGD Lily Pond surface water treatment plant to reduce the level of disinfection byproducts within the distribution system. The pilot test was run for six months across the summer, fall and winter seasons and tested the removal in the adsorption and biologically active modes. Sampling and analysis of the influent and GAC columns' effluent was performed twice per week. Testing also included limited sampling of PFAS compounds in the pilot column feed and effluent to assess the occurrence and the removal effectiveness of the GAC. A summary report was prepared to document the results, provide design criteria and costs for implementation of the full-scale system.

Ellms Meadow PFAS Pilot Testing and Final Design, Town of Cohasset, MA. 2021. Project Manager for the RSSCT testing of ion exchange and GAC for the removal of six regulated PFAS compounds to comply with the Massachusetts maximum contaminant level of 20 ng/L. The work was funded by a grant from the Massachusetts Department of Environmental Protection. The scope of work included the design of the testing program using RSSCT to test GAC and IX resin, interpretation and presentation of the results and design of a full-scale system to remove PFAS from this groundwater supply to the potable water system. Ion exchange was selected for the full-scale design.

Buena Ventura Lakes Water Treatment Plant Full Scale GAC Pilot, Toho Water Authority, Kissimmee, FL. 2021. Technical Advisor. Toho Water needed to provide service from their Buena Ventura Lakes WTP to an area outside its normal service area which caused THMs to exceed the regulatory limit and the Florida Department of Environmental Protection requested the utility take corrective action to lower the concentrations. GAC treatment was considered as an alternative that could be implemented quickly within the constraints of the existing plant site. The full-scale installation was proposed as a pilot test to expedite permitting. Four 20,000 pound carbon contactors were installed operating in parallel. Water quality and supplemental disinfection byproduct (DBP) testing was performed during the initial 90 day operating period. Review, comment and editing of the testing plan and final report were provided along with directions for the DBP testing and a GAC isotherm test to estimate the carbon usage rate. A data analysis report and modelling of carbon change out frequencies versus TOC removal was prepared to assist the utility with ongoing operation and optimization of system performance.

Kyle Matsumoto

3D CADD

Kyle is an aspiring engineer with more than four years experience in the water and wastewater industry; including water pipeline distribution systems, water booster pump stations, hydraulic analysis, storm drainage systems, site improvement design, and membrane treatment design. Kyle's most recent experience includes working on advanced water purification systems, injection and monitoring wells, and reservoirs.

Education

BS, Civil and Environmental Engineering, SUNY College of Technology at Canton, New York, 2018

Years of Experience

4

EXPERIENCE

PFAS On-Call Contract, Orange County Water District, CA. 2021. 3D CADD for IX/GAC treatment for PFOS and PFOA design for 18 affected wells in the main Orange County Basin. Projects included design, estimating of capital and operating costs, coordinating with vessel suppliers, and construction management for the following projects:

- Serrano Water District Well #5 and #9 (In Operation): This project consists of a 3,000 GPM IX System with a bag filter pre-treatment, 3,000 GPM Booster Pump Station and new chemical feed system for disinfection.
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PFAS Study for Wells ET-1, ET-2 and 78, Irvine Ranch Water District, Irvine, CA. 2021. Design Engineer for a study to determine the options to add PFAS treatment to an operating VOC air stripper project. Well ET-1 operates at 2.0 MGD through one tray air stripper that discharges into a small wet well with a single booster pump station. The existing plant is located on a small lot with limited space. Project included analysis of water quality, options for IX or GAC treatment and analysis of adding wells ET-2 and 78 to the project if they become affected by PFAS. Capital and O&M costs were also prepared.

Albert Robles Center for Water Recycling and Environmental Learning (Formerly known as GRIP), Water Replenishment District of Southern California, Pico Rivera, CA. 2019. Design Engineer for a new 13,000 acre-feet per year of fully advanced treated recycled water. Treatment process includes influent facilities, MF/UF system, RO system, UV Advanced Oxidation system, post-treatment/stabilization/disinfection, product water wet well, and brine/waste disposal connection.

Pure Water Oceanside, Conveyance and Injection Facilities, City of Oceanside, CA. 2019 - Ongoing. Design Engineer. As part of the Pure Water Oceanside project Tetra Tech designed the pipelines that will be constructed as part of the Advanced Water Purification Facility (AWPF) that convey the advanced treated water to the existing Lower Recycled Water Pump Station and to the Upper Recycled Water Pump Station that will be built along with the AWPF. In addition, Tetra Tech designed three new injection wells (Well 1, Well 3, and Well 6) and conveyance pipelines to the wells, totaling a maximum capacity of 6.0 MGD.

City of Compton

MUNICIPAL WATER DEPARTMENT

205 South Willowbrook Avenue, Compton, California 90220
Phone (310) 605-5595

Request for Proposals
for
Professional Engineering Services/Project Management

The City of Compton Municipal Water Department is requesting proposals from professional engineering consultants to analyze the water infrastructure, prepare recommendations and related RFP design services, including project management.

To be considered responsive to the RFP requirements, consultants must submit a proposal indicating their knowledge and experience related to the services being sought. **If you have any questions, please contact Victor Meza, Water Department General Manager by phone at 310-605-5555 or by email at vmeza@comptoncity.org.**

In order for your proposal to be considered, **submit four (4) copies marked "RFP-Professional Engineering Services/Project Management" with one (1) fee proposal in a separate sealed envelope to**:

City of Compton
City Clerk's Office
Vernell McDaniel
205 S. Willowbrook Avenue
Compton, CA 90220

Submission Deadline: **Wednesday, April 26, 2023 at 4:00 p.m.**

INTRODUCTION

The City of Compton Municipal Water Department is requesting proposals from professional engineering consultants to analyze the water infrastructure and evaluate its water production, conveyance, storage, and distribution infrastructure, including its production wells and associated groundwater quality and prepare recommendations, related design services, project management of all recommended approved projects and overseeing construction of approved projects.

PROJECT INFORMATION

The City of Compton's water system is approximately 7.8 square miles, composed of approximately 156 miles of water mains, eight (8) water wells, two (2) reservoir locations with corresponding booster pump stations, approximately 3,500 gate valves, 1,700 fire hydrants and 19,001 service connections.

The services to be rendered will be provided on a task-by-task basis and will include, but not limited to the following tasks and deliverables:

- Evaluating available water quality data from the City's production wells, including the possible presence of volatile organic compounds (VOCs), 1,4-dioxane, per- and polyfluoroalkyl substances (PFAS), and other organic and inorganic contaminants, and making recommendations as appropriate for treatment, blending, and/or other mitigation measures to help the City meet and exceed State and Federal water quality standards.

- Evaluating the City's production wells in terms of their production capacity, vertical screened intervals, integrity, and overall condition and making recommendations as appropriate for rehabilitation and repairs, including redevelopment, sealing parts of the well screen, re-casing the wells, replacing pumps, and the like.

- Evaluating other water-related City infrastructure, including but not limited to security, lighting, safety, and the overall condition of the production wells, conveyance and distribution piping, storage facilities, pump houses, grading and paving of well sites, reservoirs and treatment facilities, the adequacy of existing Supervisory Control and Data Acquisition (SCADA) systems, pressure stations, MWD connections and related electrical systems and making recommendations as appropriate for repairs, upgrades, or replacement.

- Project management of related recommended upgrades.

- Employing or engaging all persons necessary, including subcontractors and project managers to perform the services of the related recommended upgrades.

PROPOSAL INFORMATION

The purpose of this Request for Proposal (RFP) is to select a consultant for the City of Compton to provide various services as listed in the Project Information. The City intends to select one (1) Consultant to perform all the items listed in the Project Information; however, joint proposals will be considered providing a lead engineer is identified.

The City recognizes there may be questions or items requiring discussion prior to the consultant preparing its proposal. If questions arise, please contact Victor Meza, Water Department General Manager, at 310-605-5555. If it appears a formal session with candidate consultants is required, such will be, scheduled. The City's objective is to ensure an appropriate exchange of information prior to proposal preparation to minimize both wasted effort by engineers during proposal preparation and unnecessary follow-up by City personnel during the evaluation process.

A Pre-Proposal Meeting and Project Site Tour has been scheduled as follows:

Date & Time: Tuesday, April 18, 2023 at 9:00 a.m.
Location: 18604 S Wilmington Avenue
Compton, CA 90220

The term of the Consultant Agreement will be three (3) years, beginning on effective date of the agreement. The following is a general consultant selection outline and anticipated schedule:

- Request for Proposals — April 5, 2023
- Proposals Due *(Early submittals preferred)* — April 26, 2023
- Evaluation of Proposals — May 3, 2023
- Tentative Recommendation to City Council and Award — May 23, 2023

No amendments, additions, or alternates will be, accepted after the above submission date.

Each proposal shall be considered valid and binding for a period of 90 days after the proposal due date. All proposals and documents submitted will become the property of the City of Compton. Anything considered to be proprietary should be so designated.

CONSULTANT SELECTION

Criteria for the evaluation of the proposals may include, but are not limited to the following:

- Completeness of proposal
- Qualifications and experience of the proposer related to the services described in this RFP
- Explicit understanding of the project and subject matter expertise

- Ability and available resources to perform the requested services within the timeline identified within this proposal
- Projected Costs

RIGHT TO REJECT

The City of Compton reserves the right to reject any or all proposals, to waive any informalities in any proposal, and to select the proposal that best meet the City's needs. Proposals will be considered only in their entirety. Late or incomplete proposals will not be considered and the City reserves the right to determine the completeness of all proposals. The City reserves the right to negotiate the specific requirements and costs using the selected proposal as a basis.

COST OF PROPOSAL PREPARATION

The consultant is responsible for any costs incurred by the consultant or their subcontractors in responding to the request for proposal.

PROPOSAL SUBMITTAL

Proposals must be for the entire scope of services outlined in this RFP. Incomplete proposals will not be considered. The proposer shall submit a package clearly marked on the outside as "**RFP-Professional Engineering Services/Project Management**" to the City Clerk's Office. The package shall contain the following:

- State the legal name of your firm, its address and telephone number.
- Describe your firm's background and experience and the structure of your organization (i.e., individual, partnership, corporation, joint venture, etc.).
- Describe the proposed Project Manager's background and experience (where applicable).
- Provide general contact information including the name of the proposed Project Manager, the office from which he/she will work, address, phone, and e-mail address.
- Provide a minimum of three and a maximum of five references for similar contracts performed within the past five years paying particular attention to those in Compton and its vicinity.
- Provide a list of contracts you have had with the City of Compton during the preceding five years.
- Describe your firm's approach to the scope of work.
- Describe your firm's ability to perform the requested services, including experience and credentials of the personnel who will be assigned to the project.

- Provide a list or describe your experience in designing and/or developing water treatment plants within the last 5 years, including your experience with PFAS and PFOS.

- Provide a quotation for the hourly rates and minimum hours for each City visit applicable to all staff proposed to work on City projects by classification (not name) including Project Manager (where applicable). Also include overtime hourly rates, mileage costs, and pricing for any additional billing requirements (such as blueprint fees, etc.) if applicable. Rates shall remain firm for a minimum of one (1) year from contract commencement date. Prices are subject to Consumer Price Index (CPI) increases after the first year during the term of the agreement. Hourly rates quoted at the commencement of any specific project shall remain firm throughout the duration of that project unless specified otherwise.

- A signed W-9

SUBMITTAL INSTRUCTIONS

Submit four (4) copies marked "RFP-Professional Engineering Services/Project Management" with one (1) fee proposal in a separate sealed envelope to the address below no later than:

City of Compton
City Clerk's Office
Vernell McDaniel
205 S. Willowbrook Avenue
Compton, CA 90220

Submission Deadline: **Wednesday, April 26, 2023 at 4:00 p.m.**

Early submittals are preferred. Late proposals will not be accepted.

2022-2023 HOURLY RATE SCHEDULE
(effective March 1, 2022)

Principal in Charge	$238

Civil Engineering/Traffic Engineering

Project Manager	$185
Principal Engineer	$180
Senior Engineer	$170
Senior Plan Check Engineer	$175
Plan Check Engineer	$165
Associate Engineer	$155
Assistant Engineer	$145
Engineering Associate	$135
Engineering Assistant	$115
GIS Analyst	$150
CAD Manager	$135
CAD Designer	$110
CAD Technician	$100
Engineering Technician	$105
Principal Traffic Engineer	$185
Senior Traffic Engineer	$170
Traffic Engineer	$150

Water/Wastewater/NPDES

Senior Water Engineer	$167
Water Engineer	$158
Program Manager (NPDES)	$168
Inspector (NPDES)	$110
Environmental Scientist	$105

Surveying

Project Manager	$185
Plan Checker (Subdivision & Survey Document)	$162
Survey Analyst	$150
Survey Crew (2-man)	$236
Survey Crew (2-man, prevailing wages)	$278

Construction Management

Construction Manager	$188
Resident Engineer	$188
Scheduler/Controller	$163
Utilities Coordinator	$138
Senior PW Observer/Inspector	$130
Senior PW Observer/Inspector (prevailing wages)	$191
PW Observer/Inspector	$113
PW Observer/Inspector (prevailing wages)	$159

Community Development—Environmental & Planning

Director	$195
Development Services Manager	$189
Project Manager	$173
Planning Manager	$167
Principal Planner	$163
Senior Planner	$153
Associate Planner	$139
Assistant Planner	$129
Planning Technician	$98
CEQA/NEPA Specialist	$175
Environmental Specialist	$170
Senior Environmental Planner	$165
Environmental Planner II	$155
Environmental Planner I	$144
Environmental Technician	$ 100

Municipal Engineering Support

Interim City Manager	$220
Assistant/Deputy City Manager	$197
City Engineer	$178
City Traffic Engineer	$169
Deputy City Engineer	$169
Deputy City Traffic Engineer	$161
Plan Check Engineer	$178
Plan Examiner	$155
CIP Manager	$178
Associate Engineer	$149
Engineering Associate	$142
Engineering Assistant	$118
Engineering Technician	$106

Building & Safety

Building Official	$175
Plan Check Engineer	$165
Landscape Plan Checker	$162
Senior Certified Access Specialist	$165
Certified Access Specialist	$155
Plans Examiner	$145
Code Enforcement Manager	$145
Code Enforcement Officer	$127
Senior Building Inspector	$127
Building Inspector	$120
Grading Inspector	$120
Counter Technician	$105

Fire Prevention

Fire Marshal	$165
Fire Investigator	$154
Fire Plans Examiner	$143
Senior Fire Inspector	$138
Fire Inspector	$120
Counter Technician	$93

Architectural Services

Director	$200
Studio Manager	$184
Senior Project Manager/ Senior Architect	$176
Project Manager/Project Architect	$155
Senior Job Captain	$126
Job Captain	$105
Drafter	$90

Program Management/Public Outreach

Program Director	$184
Web Designer	$150
Media Specialist	$145
Program Coordinator	$135
Photographer	$128
Outreach Specialist	$125
Interpreter/Translator	$125
Production Assistant	$85
Fund Administrator	$138
Labor Compliance Coordinator	$105

Administrative & Clerical Services

Organizer/Supervisor	$108
Administrative Assistant	$90
Clerk Typist	$80

Other Charges

Delivery	$110
Mileage (Current federal guideline rate @ time of billing)/Mile	
Travel	Cost + 15%
Reimbursements	Cost + 15%

Additional billing classifications may be added to the above list throughout the year as new positions are created. The above schedule is for straight time. Overtime will be charged at 1.5 times. Sundays and Holidays are charged at 2.0 times the standard time. Deposition and court appearances will be charged at 1.5 times the listed billing rates.

3060 Saturn Street, Suite 250 ● Brea, CA 92821 ● Tel: (714) 940-0100 ● Fax: (714) 940-0700 ● www.infrastructure-engineers.com

September 12, 2023

TO: **HONORABLE MAYOR AND CITY COUNCIL**

FROM: **DIRECTOR OF RECREATION**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A THIRTY-FOUR MONTH SERVICE AGREEMENT (SEPTEMBER 2023 – JUNE 2026) AND AUTHORIZATION TO PERFORM NEEDED REPAIRS TO THE POOLS AND TO ISSUE A PURCHASE ORDER TO HASA DBA COMMERCIAL AQUATIC SERVICES TO PROVIDE MONTHLY COMMERCIAL SWIMMING POOL MAINTENANCE SERVICES FOR THE CITY'S TWO (2) COMMERCIAL SWIMMING POOLS LOCATED AT LUEDERS AND GONZALES PARKS.**

SUMMARY

A resolution of the City Council of the City of Compton authorizing the City Manager to enter into a thirty-four month service agreement (September 2023 – June 2026) and authorization to perform needed repairs to the pools and to issue a purchase order to HADA dba Commercial Aquatic Services to provide monthly commercial swimming pool maintenance services for the two (2) commercial swimming pools located at Lueders and Gonzales parks.

BACKGROUND

The City totals approximately 10.2 square miles in size and is home to more than 93,597 residents (2022). The City has five (5) major parks with recreational facilities, eight (8) neighborhood parks, one (1) Par 3 Golf Course and two (2) commercial swimming pools; the Gonzales Park Aquatic Center which has a lap pool and a wading (kiddie) pool and Lueders Park Aquatic Center which has a lap pool.

The swimming pools in the City of Compton are operated by the Recreation Department. The City of Compton's Recreation Department ("Department") provides comprehensive aquatics programming that meets the needs of the community through highly accessible, enjoyable and varied opportunities for learning and recreation. The Department strives to offer a safe, responsive and a welcoming environment that promotes the health and well-being of our City's residents.

Prior to the COVID 19 scare, the Department provided lap swimming, recreational swim, swim lessons, adult exercise classes, and special needs swim programming. The Department also offered; Summer Swim Day Camp, Lifeguard training for City youth and Water Safety instruction.

The City desires to revitalize its Recreation Department to reinstate these swimming programs again.

STATEMENT OF THE ISSUE

In an effort to provide maintenance for the swimming pools, on February 1, 2023 the City released a Request for Proposal for Commercial Swimming Pool Maintenance Services.

As a result of the Request for Proposal, two (2) qualified commercial swimming maintenance companies responded; LA Pool Guys and HASA dba Commercial Aquatics Services:

Both of the respondents:

- Submitted their proposals on time
- Submitted their bid price sheets
- Met the minimum requirements for commercial swimming pool maintenance

Vendor	Proposal
LA POOL GUYS	$22,800/annual
HASA DBA COMMERCIAL AQUATICS SERVICES	$33,600/annual

The Public Works Superintendent and staff reviewed, rated and ranked the proposals that were received in accordance with the City's procurement policies, taking into consideration factors such as pricing, the thoroughness of each proposal, quality of work with other municipalities, experience of the staff, resources and equipment available to manage the program.

The ranking was as follows:

Ranking	Contractor	Score
1	HASA dba Commercial Aquatics Services	89.00
2	LA Pool Guys	81.75

After ranking the contractors, the Department interviewed the companies via telephone conference to further evaluate services. The award of the Commercial Swimming Pool Maintenance Services was based upon the ability to vacuum pools as part of the maintenance service and "as-needed" in-house repair services offered. LA Pool Guys was deemed as non-responsive since vacuum services cannot be provided by their agency. HASA dba Commercial Aquatics Services was deemed the most responsive bidder to manage the Commercial Swimming Pool Maintenance Services contract for the City of Compton.

HASA dba Commercial Aquatic Services boasts that their company is committed to ensure their professional service technicians understand higher-level pool chemistry, filtration systems, and local code requirements to ensure a healthy pool. HASA dba

Staff Report – Commercial Swimming Pool Maintenance Services 2023
September 12, 2023

Commercial Aquatics Services invests in industry training programs to support their field teams with the tools they need to provide unparalleled service to their clients. Within the first few months of employment, their pool technicians earn their Certified Pool Operator (CPO) certification.

In order to award a three -year service agreement effective September 1, 2023- June 30, 2026 to HASA dba Commercial Aquatics Services to provide monthly maintenance services and "as needed" repairs for the City's two (2) commercial swimming pools, City Council's approval is necessary.

RECOMMENDATION

Staff recommends the City Council accepts the bid submitted by HASA dba Commercial Aquatic Services and authorize the City Manager to enter into a three-year service agreement to HASA dba Commercial Aquatics Services and to issue a purchase order for commercial swimming pool maintenance.

FISCAL IMPACT

Funds are available in the 2023-2024 Adopted Fiscal Year Budget in Account Number 1004-610-000-4238 for pool maintenance ($33,600.00). Additionally, funds in the amount of Thirty-Three Thousand Six Hundred Dollars ($33,600) for annual commercial swimming pool maintenance will be budgeted in future fiscal year budgets; FY2024-2025, and FY2025-2026.

BRYAN SPRAGG
DIRECTOR OF RECREATION

APPROVED FOR FORWARDING

JERRY GROOMES
CITY MANAGER

RESOLUTION NO._____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A THREE-YEAR SERVICE AGREEMENT (SEPTEMBER 2023 – JUNE 2026) AND AUTHORIZATION TO PERFORM NEEDED REPAIRS TO THE POOLS AND TO ISSUE A PURCHASE ORDER TO HASA DBA COMMERCIAL AQUATIC SERVICES TO PROVIDE MONTHLY COMMERCIAL SWIMMING POOL MAINTENANCE SERVICES FOR THE CITY'S TWO (2) COMMERCIAL SWIMMING POOLS LOCATED AT LUEDERS AND GONZALES PARKS.

WHEREAS, the City has five (5) major parks with recreational facilities, eight (8) neighborhood parks, one (1) Par 3 Golf Course and two (2) commercial swimming pools, the Gonzales Park Aquatic Center which has a lap pool and a wading (kiddie) pool and Lueders Park Aquatic Center which has a lap pool; and

WHEREAS, the City of Compton's Recreation Department ("Department") provides comprehensive aquatics programming that meet the needs of the community through highly accessible, enjoyable and varied opportunities for learning and recreation; and

WHEREAS, prior to the COVID 19 scare, the Department provided lap swimming, recreational swim, swim lessons, adult exercise classes, and special needs swim programming; and

WHEREAS, the Department also offered; Summer Swim Day Camp, Lifeguard training for City youth and Water Safety instruction; and

WHEREAS, the City desires to revitalize its Recreation Department to reinstate these swimming programs again; and

WHEREAS, on February 1, 2023 the City released a Request for Proposal for Commercial Swimming Pool Maintenance Services and staff reviewed the proposals that were received in accordance with the City's Municipal Code (§ 4-11.5. Lowest Responsible Bidder) taking into consideration factors such as pricing, the thoroughness of each proposal, quality of work with other municipalities, experience of the staff, resources and equipment available to manage the program, and

Vendor	Proposal
LA POOL GUYS	$22,800/annual
HASA DBA COMMERCIAL AQUATICS SERVICES	$33,600/annual

WHEREAS, the Department interviewed the companies via telephone conference to further evaluate staffing, equipment and services; and determined the following ranking:

Ranking	Contractor	Score
1.	HASA dba COMMERCIAL AQUATIC SERVICES	89.00
2.	LA POOL GUYS	81.75

WHEREAS, staff determined HASA dba Commercial Aquatics Services had the most responsive bid which offered pool vacuuming and in-house repair services; and

WHEREAS, funds are available in the 2023-2024 Adopted Fiscal Year Budget in Account Number 1004-610-000-4238 for pool maintenance ($33,600.00). Additionally, funds in the amount of Thirty-Three Thousand Six Hundred Dollars ($33,600) for annual commercial swimming pool maintenance will be budgeted in future fiscal year budgets; FY2024-2025, and FY2025-2026.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the proposal from HASA dba Commercial Aquatics Services is hereby accepted.

Section 2. That the City Manager, is hereby authorized, on the advice and approval of the City Attorney, to enter into a three-year service contract (i.e., September 12, 2023 – June 30, 2026).

.

Section 3. That a purchase order is authorized to be established for HASA dba Commercial Aquatic Services in an amount of Thirty-Three Thousand Six Hundred Dollars ($33,600). Funds should be drawn from account # 1004-610-000-4238.

Section 4. That funds are available in the 2023-2024 Adopted Fiscal Year Budget in Account Number 1004-610-000-4238, for pool maintenance ($33,600). Additionally, funds in the amount of Thirty-Three Thousand Six Hundred Dollars ($33,600) for annual commercial swimming pool maintenance will be budgeted in fiscal year budgets; 2024-2025, and 2025-2026.

Section 5. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Attorney, City Manager, Public Works Street Maintenance, Recreation and the City Controller.

Section 6. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2023.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this ___ day of _____, 2023.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS-
NOES: COUNCILMEMBERS-
ABSTAIN: COUNCILMEMBERS-
ABSENT: COUNCILMEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

REQUEST FOR PROPOSAL

COMMERCIAL SWIMMING POOL MAINTENANCE SERVICES FOR THE CITY OF COMPTON

The City of Compton is soliciting proposals for commercial swimming pool maintenance services covering all recreational pools within the City of Compton.

Proposals will be received in the office of the City Clerk, City of Compton, 205 South Willowbrook Avenue, Compton, California, 90220 until 5:00 pm on March 2, 2023. POSTMARKS WILL **NOT** BE ACCEPTED. All proposals must be clearly marked, "PROPOSAL TO PROVIDE COMMERCIAL SWIMMING POOL MAINTENANCE SERVICES IN THE CITY OF COMPTON – DO NOT OPEN WITH REGULAR MAIL" and shall be delivered during the business hours of 7:00 a.m. to 6:00 p.m., Monday through Thursday, except holidays, to the City Clerk's office.

Submit five (5) copies of your service proposal, one must be digital. It should be understood that the final annual costs will be as negotiated with the City. As part of the proposal please indicate the unit costs that are associated with each phase.

All submitted proposals will be reviewed and analyzed by City staff and the proposal which best meets the City's needs will be selected for further analysis and negotiation.

The City of Compton proposes to enter into an Agreement for a two (2) plus year term.

The City of Compton reserves the right, in its sole discretion during this selection process, to reject any or all proposals or any portion without exception or explanation.

Parties interested in obtaining a Request for Proposal (RFP) package should check the City's website at www.comptoncity.org or contact the:

Public Works Department
City of Compton
205 South Willowbrook Avenue
Compton, CA 90220
(310) 605-5691

SUBMITTAL DEADLINE

To be considered, proposals must be submitted no later than **Thursday, March 2, 2023 at 5:00 p.m.** to the City Clerk's Office, 205 South Willowbrook Avenue, Compton, California, 90220. Postmarks will not be accepted. The City may extend the deadline at its option.

During this period of restricted contact, any attempt by a proposing firm, its representative or agent to contact, lobby, or make a representation to a member of the City Council, or any other official, employee, or agent of the City will be grounds for disqualification.

Vernell McDaniel
City Clerk

Publish: **2/8/2023**
2/15/2023
2/22/2023
3/2/2023

REQUEST FOR PROPOSAL
CITY OF COMPTON
COMMERCIAL SWIMMING POOL MAINTENANCE SERVICES

INTRODUCTION TO THE CITY OF COMPTON

The City of Compton was incorporated in 1888. The City totals approximately 10.2 square miles in size, and is home to more than 93,597 residents (2022). The City has approximately five (5) major parks with recreational facilities, eight (8) neighborhood parks, one (1) Par 3 Golf Course and two (2) commercial swimming pools, (1) wading pool; Gonzales Park Aquatic Center located at 1100 W. Cressey Avenue and Lueders Park Aquatic Center located at 1500 E. Rosecrans Avenue. Both Aquatic Centers provide swimming lessons, a swim day camp program and open recreational swim times. Classes for Lifeguard Training and Water Safety Instruction are also offered.

SCOPE OF WORK

Pool Information

Aquatic Center	Gallons	Pool Type	Feet
Lueders Park – William Love Pool	220K	Lap Pool	3-11 feet
Gonzales Park Aquatic Center	200K	Lap Pool	3-12 feet
Gonzales Park Kiddie Pool	85K	Wading Pool	1-3 feet

Contractors Responsibility

Pool Management

- Prepare for and work with local County of Los Angeles Department of Health and Environmental Services for yearly opening of pools.
- Start up and calibrate pool controller.
- Achieve water balance (alkalinity/calcium hardness/pH).
- Achieve water clarity (metal out/water clarifier).
- Brush pool surfaces.
- Assure pool reached chlorine and pH balances for opening inspection.
- Fill pools to appropriate levels.
- Vacuum pool to desired cleanliness.
- Wash, clean apply protectant to exterior of slides' plastic/fiberglass fixtures.
- Adjust variable drive pumps needed.

Water Management

- Maintain proper water chemistry:
    - Test pH, Chlorine, Calcium, Alkalinity and Stabilizer levels.
    - Load chemical feeders and add calcium, bi-carb and other chemicals to pool as needed.

    - Program, calibrate and clean chemical automation systems as needed.
- Maintain proper record keeping for each visit
    - Record all pool water test readings.
    - Record all events such as cleaning of pump baskets, backwash of filters, etc.
    - Record other events such as: recommended repairs, repairs made, etc.
- Clean pump strainer baskets each trip or as needed.
- Backwash filter systems as needed.
- Clean pool skimmer baskets each trip or as needed.
- Consult with Parks Maintenance Supervisor or other assigned staff regarding pool operations and/ or needed repairs/ improvements. Provide yearly operation training to employees as directed.
- Maintain sufficient inventory of pool chemicals and advise Pool Manager and/or others of pool chemical needs.
- Provide telephone consultation, as needed, for any water clarity, water chemistry and/ or mechanical issues that may arise.

City's' Responsibility

- Maintain proper water levels
- Keep proper water testing records
- Report any water quality issues and /or mechanical issues in a timely manner

PROPOSAL FORMAT

Your proposal should be submitted in the following format:

Section 1: Describe your firm, including your area of specialization; number of employees; prior experience performing similar services; current workload; current financial environments, etc.

Section 2: Describe your firm's or employees' experience working for or with municipal governments.

Section 3: Describe how you typically communicate with City staff regarding your status. Please provide any report format you currently use to keep City staff informed about the status.

Section 4: Provide the names and backgrounds of the individuals who will be providing the actual services to the City. Include their prior experience providing sweeping services to municipalities and/or their previous experience working with municipalities.

Section 5: Provide the total annual cost to perform the City's Commercial Swimming Pool Maintenance Services for the activity levels described in the Proposal Form herein. This shall be the total amount payable to the Service Provider by the City. The total amount shall be divided by twelve (12) and invoiced and paid monthly.

Section 6: Provide any additional information you believe will be helpful to assist in the review of your proposal. Include any attachments, exhibits, or reports which you feel will help us to gain a better understanding of your firm's ability to provide this service to the City of Compton.

Your proposal must respond to and conform to the "Commercial Swimming Pool Maintenance Services" specifications listed in this document.

PROPOSED SCHEDULE OF EVENTS

The following is the proposed schedule for the selection process:

Release of RFP by the City to Service Providers	**02/08/2023**
RFP's final submittal date	**03/02/2023**
Council approval of Agreement (Tentative)	**03/21/2023**
Agreement commencement (Tentative)	**04/03/2023**

DEFINITION OF TERMS

Whenever the terms listed below appear in the Contract Documents, they shall be defined as follows:

1. City shall mean the City of Compton, California, as it now exists or as its boundaries may from time to time be change.
2. Contractor, Service Provider, Bidder, Firm, Corporation shall mean the person with whom the City has executed the Agreement and who is fully responsible for performance of the work.

MISCELLANEOUS PROVISIONS

These specifications and the draft agreement are complementary. This RFP does not commit the City to enter into an agreement or to pay any costs incurred by proposers in the preparation of a proposal.

The City reserves the right to accept or reject any or all proposals received as a result of this RFP. The City reserves the right to cancel in part, or in its entirety, this RFP.

Any changes to the RFP requirements will be made by addendum. All addendum shall be signed by bidders and attached to the proposal. Failure to attach any addendum may render the proposal non-responsive and cause it to be eliminated from consideration.

The City may require the selected bidder(s) to participate in negotiations and to submit such prices, technical or other revisions to their proposals as may result from negotiations. Bidder(s) selected for an interview may be asked to submit "best and final" cost proposals as a final step in the selection process.

All responses to the RFP become the property of the City of Compton. At such time a final award is made, all proposals submitted in response to this RFP become a matter of public record and shall be regarded as public records, with the exception of those elements in each proposal which are defined by the bidder as business or trade secrets, and marked "Trade Secret," "Confidential," or "Proprietary."

SELECTION

All proposals will be reviewed by the Public Works Street Superintendent, Assistant City Manager and other relevant staff. The Public Works Street Superintendent and staff will evaluate the proposals based upon price, service plan, experience, and customer service experience.

During the evaluation process, the Public Works Street Superintendent, at his discretion, may request any or all service providers to provide oral presentations. Such presentations will provide service providers with an opportunity to answer any questions the selection committee may have on a service provider's proposal. Not all firms may be asked to make oral presentations.

There is no expressed or implied obligation for the City to reimburse responding service providers for any expenses incurred in making an oral presentation to the selection committee.

Upon completion of the evaluation process, the Public Works Street Superintendent will recommend a service provider for selection to the City Council.

1.0 GUIDELINES

1.1 Purpose of Procurement

The purpose of the Request for Proposal (RFP) is to outline the City of Compton's interest in obtaining the services of a qualified company to provide on-call commercial swimming pool maintenance services. Commercial swimming pool maintenance services must meet all federal, state and local regulations. Proposing companies are hereby invited to submit their qualifications in accordance with the terms of this document.

1.2 Basic Guidelines for this Request for Proposal

The qualifications shall be evaluated in accordance with the criteria set forth in this Request for Proposal (RFP). Proposing firms shall be afforded fair and equal treatment with respect to any opportunity for discussion and revisions; and such revisions may be permitted after submissions prior to the deadline date for the purpose of obtaining the best and final offers.

Selection shall be made to the proposing firm whose qualifications are determined in writing to be the most advantageous for the City, considering all of the evaluation factors set forth in this RFP. No other factors or criteria shall be used in the

evaluation. The City reserves the right to reject any and all proposals submitted in response to this request.

1.3 Contract Term

No award shall be binding upon the City unless and until consummated by a written, fully executed contract. The contract duration is expected to begin April 1, 2023 through June 30, 2027, with two (2) one-year options to renew. The annual renewal of the contract shall be at the sole discretion of the City. The City will retain the right to terminate the contract at any time.

1.4 Withdrawal of Proposal

Proposals submitted early may be withdrawn by the proposing firm prior to the proposal due date specified. Following the proposal date, the proposal constitutes a binding offer and may not be withdrawn prior to the award.

1.5 Costs of Preparation

The proposing firm shall be solely responsible for any and all costs associated with developing and preparing the proposal.

1.6 Reservation of Right

The City of Compton reserves the right to: (a) waive minor irregularities or variances, non-material bid formalities or defects in any proposal; (b) reject any and all proposals, in whole or in part, submitted in response to this RFP; (c) request clarifications from all proposing firms; (d) request resubmissions from all proposing firms; (e) make partial, progressive or multiple awards; and (f) withdraw or cancel this RFP without prior notice, at any time, at its sole discretion.

2.0 DESCRIPTION OF REQUIREMENTS

2.1 Objective of the Procurement

The overall and ultimate objective of this Request for Proposal is to provide on-call commercial swimming pool maintenance services within the recreational pools in the City of Compton from the selected or contracted firm ("Contractor").

2.2 Duties and Procedures

The Contractor shall adhere to the following duties and procedures in the fulfillment of the scope of services.

2.3 **Personnel and Equipment.** The work consists of furnishing all labor, materials, machinery, tools, means of transportation, supplies, equipment and services necessary for the maintenance of commercial swimming pools in the City.

1. **Work Orders and Communication.** Work orders for commercial swimming pool maintenance services will be provided by e-mail to the Contractor from the City's representative. The Contractor shall respond by e-mail promptly with

an acknowledgment of receipt; if sent before 12:00 pm, the Contractor shall respond by 5:00 pm the same day or if sent after 12:00 pm, the Contractor shall respond by 9:00 am the next day.

Each time work is completed, the Contractor is responsible for cleaning and removing from each area worked in, all debris, materials and equipment associated with the work performed.

2. **Notice To Proceed and Schedule**. Once the commercial swimming pool maintenance plan is approved by the City representative, a notice to proceed (NTP) will be issued to the Contractor. The commercial swimming pool maintenance services plan shall commence 48 hours of receiving assignments and 24 hours for designated emergencies. The Contractor is not to commence work until an NTP is issued.

3. **Responsiveness**. The City expects the Contractor to respond promptly through the weekends and holidays. Work shall be performed during or after business hours, on weekends and during holidays as directed.

4. **Property Damage**. Services performed under this contract, the Contractor shall notify the City representative within 24 hours if damage occurs and replacement and/or repair shall be done at no cost.

2.4 Additional Requirements

1. Contractor will have ten (10) days to correct any unsatisfactory performance as determined by the City representative for no extra compensation. If the correction is not made within ten (10) days, no payment shall be rendered for the work. If two of these instances occur within a 12-month period without correction in 10 days, the contract may terminate for cause upon 7 days' notice by the City. Additionally, the contract will be terminated by the City upon 30 days' notice.

2. The Contractor shall maintain all permits, certificates, and licenses necessary to perform the sign installation and replacement services described herein.

3. The Contractor may not assign this contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the City. All correspondence authorizing subcontracting must reference the contract and identify the specific job being subcontracted.

3.0 PROPOSAL PACKAGE

A complete proposal package must be submitted to be considered and included one digital copy and four (4) hard copies. The proposal shall consist of the elements within the following sections. E-mail submittals are not accepted.

3.1 Basic Information

1. Provide basic company information: owner, company name, address, name of primary contact, telephone number, fax number, e-mail address, and company website (if available). If the firm has multiple offices, the qualification statement shall include information about the parent company and branch office separately. Provide form of ownership, including state of residency or incorporation, and number of years in business. Indicate if the proposing firm is a sole proprietorship, partnership, corporation, Limited Liability Corporation (LLC), or other structure.

2. Identify and provide the name of the project manager who will be assigned to this contract. The project manager is the foreman or responsible person overseeing and/or participating in the actual work. Provide all relevant experience along with references for the project manager, completed projects and contact information for references.

3. Provide the overall qualifications and experience for the firm itself with references. These references may overlap with those for the project manager.

4. Overall at least three (3) references must be provided, illustrating similar and relevant experience with services provided to organizations, communities or agencies, highlighting successfully completed related projects. Please include references of people, firms, or agencies that may be contacted to verify this experience. Please provide name, e-mail address, and phone number. References should be able to validate firm experience and project manager experience. Demonstrating successful experience with public agencies is highly desired.

3.2 Cost and Pricing

1. (a) Provide a complete list of rates for services from which the cost of each on-call service request shall be priced.

2. The cost proposals must be inclusive of all related costs including but not limited to: materials, labor, and administrative costs and any taxes that may be levied. It is the responsibility of the bidder to determine any and all taxes and/or fees and include same in the proposal.

3. Pricing shall include all cost, both direct and indirect to perform the work.

3.3 Insurance Requirements

Demonstrate ability to fulfill insurance requirements as follows:

1. Commercial General Liability Insurance. $1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

2. Automobile Liability. $1,000,000 combined single-limit per accident for bodily injury and property damage.

3. Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of $1,000,000 per accident for bodily injury. Workers' Compensation and Employer's Liability

insurance will not be required if Contractor has no employees and provides, to City's satisfaction, a declaration stating this.

4. Professional Liability. Errors and omissions liability appropriate to Contractor's profession with limits of not less than $1,000,000 per claim. The coverage shall also provide an extended two (2) year reporting period commencing upon termination or cancellation of this Agreement.

Endorsements. For Commercial General Liability Insurance and Automobile Liability Insurance, Contractor will ensure that the policies are endorsed to name the City of Compton and its respective elected and appointed officers, officials, employees, agents and volunteers as **"additional insured"** with respect to liability arising out of the activities of the Contractor. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City. ***Prior to City's execution of this Agreement, Contractor will furnish certificates of insurance and endorsements to City.***

Waiver of Subrogation. The policies shall contain a waiver of subrogation for the benefit of City.

4.0 EVALUATION

4.1 Proposals

Each response shall be prepared simply and economically, providing straight-forward, concise delineation of proposing firm's capabilities to satisfy the requirements of this RFP. Emphasis on each proposal must be on completeness and clarity of content. To expedite the evaluation of qualifications, it is essential that proposing firms follow the format and instruction contain herein.

4.2 Proposal Submission

Proposals are due at the location specified below no later than:
Thursday, March 2, 2023 at 5 pm

One digital and Four (4) bound originals are to be delivered to:

City of Compton
City Clerk's Office
205 South Willowbrook Avenue
Compton, CA 90220
Attention: Damion Timmons
Street Superintendent

4.3 Evaluation Criteria and Process

The following items are evaluation criteria for all qualifying proposals and will be rated on a point system basis by the evaluation team. Submittals must provide all information as required in this RFP.

1. Firm's qualifications and experience (5 points max)
2. Firm's references for experience (10 points max)
3. Proposed project manager's qualifications and experience (10 points max)
4. Proposed project manager's references for experience (15 points max)
5. Overall examples of similar and relevant work (15 points max)

6. Demonstrated successful experience with public agencies (10 points max)
7. Approach and responsiveness to sign removal and installation services (15 points)
8. Completeness and responsiveness to RFP requirements (10 points)
9. Familiarity with the City of Compton (5 points)
10. Local Hiring Credit (5 points)

4.4 Review of Qualifications

All qualifications received will be reviewed by the City to ensure that all administrative requirements of the RFP package have been met by the proposing firm. Failure to meet these requirements may be cause for rejection of a qualification. All technical qualifications that meet the administrative requirements will then be turned over to the technical evaluation team members for further evaluation.

4.5 Selection and Evaluation Process

The City will complete the selection process and in its sole discretion, and in the course of its evaluation, may request interviews or presentations with one or more selected proposing firms. The selection process shall be completed at the pleasure of the City, but is anticipated to conclude within thirty (30) days after submittal. An invitation will be extended to the finalist to complete a contract for services.

4.6 Preliminary Award of Contract Schedule

The following dates reflect the anticipated schedule for proposal solicitation, selection of Consultant and award of contract.

- Solicit Proposals for Services — February 8, 2023
- Proposals Due — March 2, 2023
- Review Proposals — March 6, 2023 (week of)
- Recommend Award to City Council — March 21, 2023 (tentative)
- Agreement commencement (tentative) — April 1, 2023 (tentative)

5.0 ADDENDUM

All inquiries and questions of this RFP must be submitted in writing by e-mail to dtimmons@comptoncity.org. Written responses to all written questions will be addressed in the form of an addendum and available on the City's website at www.comptoncity.org **Questions and inquiries will not be answered by any other means. If the website is down, responses will be provided by e-mail or fax upon request.**

During this period of restricted contact, any attempt by a proposing firm, its representative or agent to contact, lobby, or make a representation to a member of the City Council, or any other official, employee, or agent of the City will be grounds for disqualification

APPENDIX A

The proposal prices are to include and cover the furnishings of all labor, materials, equipment, fees, taxes, incidentals, and overhear necessary to perform the work described in the **"SCOPE OF WORK"** of this proposal document. The City maintains the right to award to contractor(s) Based on the demonstrated best value to the City.

The Contractor affirms that in the event they ae selected as the successful Contractor, the Contractor assures that all work will be performed in the specified manner and under the term and conditions specified at the prices listed below. Contractor's Signature_____ Date_____

Service Description	Cost
Gonzales Park Aquatic Center – Lap Pool (annual)	
Gonzales Park Aquatic Center – Wading Pool (annual)	
Lueders Park Aquatic Center – Lap Pool (annual)	
Repair/Emergency Work Per Hour	
Other Charges (if any, please describe)	
Other Charges (if any, please describe)	

Company information

HASA Inc. DBA Commercial Aquatic Services

1121 N Hawk Circle

Anaheim, CA 92807

Contact – Ann Marie Rees

714-258-0700 X4

annmarierees@hasapool.com Monday 11:00 am

APPENDIX A

The proposal prices are to include and cover the furnishings of all labor, materials, equipment, fees, taxes, incidentals, and overhear necessary to perform the work described in the **"SCOPE OF WORK"** of this proposal document. The City maintains the right to award to contractor(s) Based on the demonstrated best value to the City.

The Contractor affirms that in the event they ae selected as the successful Contractor, the Contractor assures that all work will be performed in the specified manner and under the term and conditions specified at the prices listed below.

Contractor's Signature AROD Date 3/1/23

Service Description	Cost
Gonzales Park Aquatic Center – Lap Pool (annual) 1X a week Service	$13,200/year
Gonzales Park Aquatic Center – Wading Pool (annual) 1X a week Service	$7200/year
Lueders Park Aquatic Center – Lap Pool (annual) 1X a week Service	$13,200/year
Repair/Emergency Work Per Hour →	$220/hr
Other Charges (if any, please describe) emergency calls	$250/hr
Other Charges (if any, please describe)	

SECTION 1 - ABOUT US

Commercial Aquatic Services (CAS) was founded in 2004 to address the overwhelming need for a reliable aquatic sales and service company for the commercial consumer. We offer commercial swimming pool equipment, supplies, services, and repair to School Districts, College, Municipalities, Country Clubs, Swim Schools, Homeowner Associations, and YMCAs. In 2009, Commercial Aquatic Services launched our commercial chemical delivery division.

Staying current with technology and maintaining a well-trained staff both in the field and in the office has established us as a leader in the aquatic industry. Our commitment to delivering superior sales, service, and repair workmanship has earned us a reputation that speaks for itself,

"Service You Can Trust."

Our service technicians combine to amass over 60 years of pool industry experience and knowledge!!! There is literally no issue that we cannot work to correct. In addition to the general experience, our technicians can boast that they are manufacturer trained and carry multiple swimming pool licenses and certifications. We currently employ 23 techs, inside office staff and chemical drivers.

May 2022, CAS joined forces with HASA, Inc. HASA Inc has been around since 1964. They are the leading producer and distributor of high-quality water treatment products used to sanitize and maintain swimming pools.

United, HASA and CAS make a strong team that can address all your swimming pool needs.

Our current workload consists of regular service customers. These customers receive service anywhere from 1-5X a week to once a month. We also provide repairs for commercial pool equipment.

Financially, CAS is backed by HASA which is a billion dollar company. We have the resources and the man power to handle the jobs we have as well as take on more if we wish.

SECTION 2- FIRMS EXPERIENCE/EMPLOYEE'S EXPERIENCE

Chris Aparicio is our Service Manager. Chris has been with us since April, 2014. Chris holds a contractors license; C53, and is the individual that oversees all of the service techs that our company employs. Please see attached resume for him. Chris is also CPO certified, LA County Health Department

Greg Rodriguez is our lead technician. Greg started with us in November, 2020. He is currently our lead technician who works out in the field and is a source for other techs who may have questions or need assistance while visiting a site. Greg also hold his contractors license; C53. Greg is certified to handle dive jobs, is CPO certified as well as LA County Department of Health Certified. He is trained in confined space as well

These are the two main service techs. Our other service techs all have their LA County Health Department certificates. They are all CPO trained. Each service tech has spent numerous hours with either Chris or Greg to train on service as well as repairs as well as training with vendors such as Raypak and Lochinvar.

90% of our service contracts are with municipalities, so all techs have extensive knowledge working in this area.

SECTION 3- COMMUNICATION

We communicate with our sites in a variety of ways.

- We have a log that is used each visit. On this we note what we have done while there as well as chemical readings. Attached is this log for your review.
- Emails – many of our customers like to communicate their needs via email. Customers will email us pictures or descriptions of issues they may be having, we then address it by either sending a tech out to review or writing up an estimate to get the repair done if that is what is needed. If the customer wishes a weekly update via email, we do that as well.
- Service AutoPilot – all of our techs use the Service AutoPilot app which is where they document their chemical testing, any issues/repairs that might be needed and the work that they did. This is reviewed daily by office staff. If there is an issue, the office staff will write an estimate and send it in to you so that you can review.
- We also use the phone and have an emergency number you can use in the event of an urgent need.

COMMERCIAL AQUATIC SERVICES

Commercial Aquatic Services

1121 North Hawk Circle, Anaheim, CA 92807

Phone: (877) 794 - 6227 Fax: (877) 794 - 6329

Facility Name	Technician	Service Date	Service Time

Controller Display					
ORP/PPM Reading		ORP/PPM Setpoint		ORP/PPM Adjustment	
pH Reading		pH Setpoint		pH Adjustment	

Manual Water Chemistry Test Results			
pH		Calcium Hardness	PPM
Free Chlorine	PPM	Cyanuric Acid	PPM
Total Chlorine	PPM	TDS	PPM
Total Alkalinity	PPM	LSI	

Manual Dosing Performed			
	acid added		Calcium Chloride added
	chlorine added		oz Soda Ash added
	Sodium Bicarbonate added		oz Sodium Thiosulfate added

System Observations			
Filter Influent Pressure	PSI	Chlorine Tank Capacity	Gallons
Filter Effluent Pressure	PSI	Chlorine Tank Level	%
System Flow Rate	GPM	Acid Tank Capacity	Gallons
Water Temperature	°F	Acid Tank Level	%

Equipment Inspections & Service Tasks (Circle one)		Notes
Controller Safety Flow Switch	Working Properly / Leaking / Non-Operational	
Controller Flow Cell	Clean / Needs Cleaning / Need Repair	
Chemical Pumps	Working Properly / Leaking / Non-Operational	
Chemical Injectors	Clean / Cleaned / Need Replacement	
Chemical Tubing	Good Condition / Repaired Small Leak / Need Replacement	
Filter Backwash	Not Needed / Performed / Service Needed	
Circulation Pump Strainer Basket	Clean / Cleaned / Need Replacement	
Circulation Loop Plumbing	Good / Potential Issues / Repair Needed	
Auto Fill System	Working Properly / Service Needed / Need Replacement	

Notes: _____

SECTION 4- NAMES AND BACKGROUND OF TECHS

Chris Aparicio is our Service Manager. Chris has been with us since April, 2014. Chris holds a contractors license; C53, and is the individual that oversees all of the service techs that our company employs. Please see attached resume for him. Chris is also CPO certified, LA County Health Department

Applicant Information

Full Name: Aparicio (Last) Christopher (First) (M.I.) Date: 03/05/14

Address: 11892 Nearing Drive (Street Address) (Apartment/Unit #)

Anaheim (City) CA (State) 92804 (ZIP Code)

Phone: (714)404-6344 Email: umapalooza@yahoo.com

Date Available: 03/05/14 Social Security No.: 608-50-6300 Desired Salary: $ 15/hr

Position Applied for: Lead Service Technician; Maintenance/Service Technician

Are you a citizen of the United States? YES ☒ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when?

Have you ever been convicted of a felony? YES ☐ NO ☒ If yes, explain:

Education

High School: Western High School Address: 501 S Western Ave Anaheim, CA 92804

From: 08/03 To: 06/07 Did you graduate? YES ☒ NO ☐ Diploma: Yes

College: N/a Address: N/a

From: To: Did you graduate? YES ☐ NO ☐ Degree:

Other: Address:

From: To: Did you graduate? YES ☐ NO ☐ Degree:

References

Please list three professional references.

Full Name: Victor Esquivel Relationship: Supervisor

Company: Waterworks Aquatics Phone: (714)363-6179

Address: 25 Waterworks Way Irvine, CA 92618

Full Name: Fred Coomer
Company: FRC Electric
Address: 2662 Andover Ave Fullerton, CA 92831
Relationship: Work Acquaintance
Phone: (714)595-8436

Full Name: Felipe Gomez-Torres
Company: Waterworks Aquatics
Address: 2290 E Foothill Blvd Pasadena, CA 91107
Relationship: Co-Worker
Phone: (323)362-3501

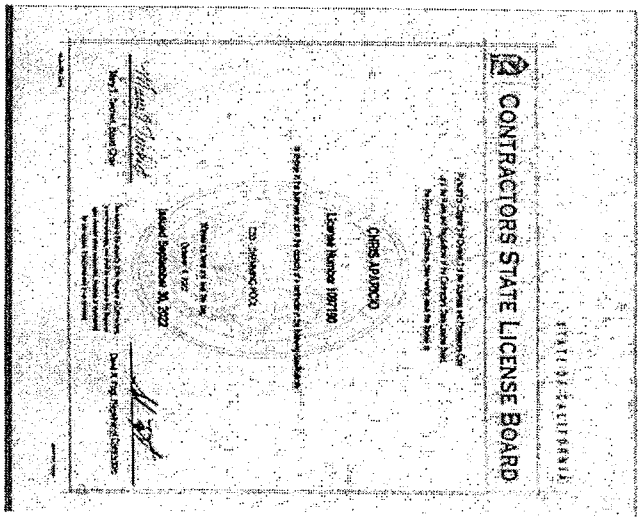
Previous Employment

Company: Waterworks Aquatics - Irvine
Address: 25 Waterworks Way Irvine, CA 92618
Phone: (949)450-0777
Supervisor: Victor Esquivel
Job Title: Maintenance
Starting Salary: $ 10/hr
Ending Salary: $ 13.50/hr
Responsibilities: Installation, troubleshooting, repair of all components of pool systems for multiple facilities
From: 01/09 To: Current
Reason for Leaving: N/A

May we contact your previous supervisor for a reference? YES ☒ NO ☐

Full Time

Chris Aparicio Contractors State License



SECTION 4 – CONTINUED

GREGORIO RODRIGUEZ

Mechanical technician with 6+ years of experience in lightweight materials innovation, production and maintenance. Possess a certification on Residental Electricity. Bilingual, CPR-First aid certificated. Seeking to leverage my solidWorks expertise, leadership abilities, and materials development competency in A brighter an solid company.

8815 Conway dr
Riverside, CA 92503
(951)427-7963
gregfarfan21@yahoo.com

Work Experience

Aquatic Balance — Tech
05/2016 to Present, Orange , CA

Equipment Installation
Pentair warranty's
Repairs/ upgrades
Salt systems an uv
Controls Rola chems
Stenner
Plumbing an electrical
Acid wash

Weekly maintenance
Water chemistry balance for health department
Inspect and report Damaged units create estimates for property managers

City Pool an Spa service — service manager
07/2011 to 04/2016, Santa Ana, Ca

Report an repair damage equipment
Report to health department
Maintaining service crew on daily route

Education

Arlington High School — diploma
07/2007 to 07/2011

The Red Cross — American Red Cross First Aid Certificate
07/2019 to 07/2021

The Red Cross — American Red Cross Community CPR/ADE Certificate which includes infants, children, and adults
07/2019 to 07/2021

Riverside Training Center, INC. — Certificate
06/2012 to 01/2024
Residental Electricity

Greg Rodriguez is our lead technician. Greg started with us in November, 2020. He is currently our lead technician who works out in the field and is a source for other techs who may have questions or need assistance while visiting a site. Greg also hold his contractors license; C53. Greg is certified to handle dive jobs, is CPO certified as well as LA County Department of Health Certified. He is trained in confined space as well

Employment Application COMMERCIAL AQUATIC SERVICES

Applicant Information

Full Name: Rodriguez (Last) Gregory (First) G (M.I.) Date:

Address: 8015 Conway Dr (Street Address) (Apartment/Unit #)

Riverside (City) CA (State) 92503 (ZIP Code)

Phone: 951-427-7963 Email: Gregforkam21@yahoo.com

Date Available: Social Security No.: 270-48-3397 Desired Salary: $ 25

Position Applied for: Repairs

Are you a citizen of the United States? YES ☐ NO ☒ If no, are you authorized to work in the U.S.? YES ☒ NO ☐

Have you ever worked for this company? YES ☐ NO ☒ If yes, when?

Previous Employment

Company: Aquatic Balance Phone:

Address: 310 Goetz Supervisor:

Job Title: tech Starting Salary: $ 19 Ending Salary: $ 22

Responsibilities: Repairs

From: To: Reason for Leaving:

May we contact your previous supervisor for a reference? YES ☒ NO ☐

SECTION 6 – ADDITIONAL INFORMATION

RELEVANT PROJECT EXPERIENCE

References:

City of Corona

Auburndale Pool, Ridgeline Splash Pad and Citrus Splash Pad
400 S. Vicentia Ave
Corona, CA 92882
Contact Moses Cortez
Phone 951-736-2326
Done work at this site for 12 years
Project description: 4x per week pool service- chemical balancing, vacuum, net, clean pool tiles, backwash as needed, cleaning of pool decks, surge pit maintenance, calibrate controllers, minor equipment maintenance, logs and equipment inspections.

Claremont McKenna College
742 Amherst
Claremont, CA 91711
Contact: Rob Lawrence
909-607-1832
Done work at this site for 10 years
Project description: 5X per week service on pool, hydrotherapy spas and fountains. Chemical balancing, vacuum, net, clean pool tiles, backwash as needed, cleaning of pool decks, surge pit maintenance, calibrate controllers, minor equipment maintenance, logs and equipment inspections.

RELEVANT PROJECT EXPERIENCE

The City of Anaheim
200 S Anaheim Blvd. Suite 620
Anaheim, CA 92805
714-765-4462
Contact: Robert Gomes
Done work at this site for over 5 years
Project description: 3X per week service on pool and fountain. Chemical balancing, vacuum, net, clean pool tiles, backwash as needed, cleaning of pool decks, surge pit maintenance, calibrate controllers, minor equipment maintenance, logs and equipment inspections.

The City of Colton
670 Colton Ave
Colton, CA 92324
909-370-5569
Contact: Heidi Strutz
Done work for this site for 7 years
Project description: 2X week winter and 5X a week summer. Chemical balancing, vacuum, net, clean pool tiles, backwash as needed, cleaning of pool decks, surge pit maintenance, calibrate controllers, minor equipment maintenance, logs and equipment inspections.

**Above are only a few customers we deal with. We have been in the commercial pool industry for over 14 years. Our techs are CPO trained, confined space trained, LA County health dept certified and more.

LA PoolGuys
Taking pool service to a higher level

&

City of Compton Aquatic Centers RFP
Due Date Mar 2, 2023

LA Pool Guys
Bryan Barnes - CEO
Don Porter - Director of Operations
Carlee Barnes - President
Phone - (213) 999 7665
Email: lapool@lapoolguys.com
servicequote@lapoolguys.com

P.O. Box 50224
Long Beach
CA 90815

CSLB Contractors State License Board
C61/D35 License # 1053282

City of Compton
Public Works Department
City of Compton
205 South Willowbrook Avenue
Compton, CA 90220

Tracy Watkins - Procurement Watkins@comptoncity.org
Adreena Wheeler awheeler@comptoncity.org
(310) 605-5691
Manual Earls Superintendent
(310) 650-9793

SCOPE OF WORK

Pool Information

Aquatic Center	Gallons	Pool Type	Feet
Lueders Park – William Love Pool	220K	Lap Pool	3-11 feet
Gonzales Park Aquatic Center	200K	Lap Pool	3-12 feet
Gonzales Park Kiddie Pool	85K	Wading Pool	1-3 feet

Q&A

Your proposal should be submitted in the following format:

Section 1: Describe your firm, including your area of specialization; number of employees; prior experience performing similar services; current workload; current financial environments, etc.

LA Pool Guys was established in 2001. We have over 20 years experience as a primarily commercial pool service provider for Los Angeles and surrounding areas. Bryan Barnes the firm's owner started the company in 2001 and in 2020 LA Pool Guys became a NMSDC certified minority owned company. LA Pool Guys is a local business with the office located in Long Beach, CA. LA Pool Guys specializes in commercial services including HOA's, Hotels, Apartment Complexes and Condominiums. We currently have 14 established professionals through out LA, Orange County and San Fernando Valley with approximately 200 residential and commercial accounts

Section 2: Describe your firm's or employees' experience working for or with municipal

Governments.

LA Pool Guys Owner Bryan Barnes actually got started working for multiple cities as a young employee. Through High School Bryan worked as a referee for the city of San Jose and continued his Journey through working in the Parks and Recreation department for the City Santa Barbara where he attended college. Bryan was a supervisor for the city of Santa Barbara for the Teen programs Department. One of the main city accounts that Bryan serviced personally was the City of Carson Fountains. Bryan Serviced this account for several years until they decided to go in house.

Section 3: Describe how you typically communicate with City staff regarding your status. Please provide any report format you currently use to keep City staff informed about the status.

LA Pool Guys maintains communication with management and staff on site each visit per the requirements of the site expectations. In some cases we meet with maintenance supervisors upon each visit, and other locations have on site log sheets. As a policy LA Pool Guys maintains on site log sheets at all of our properties in order to track chemicals, weekly visits, and all other required documentation by the Los Angeles Health Department. Log sheets are a way for all supervising parties to be up to speed on the services being provided.

Section 4: Provide the names and backgrounds of the individuals who will be providing the actual services to the City. Include their prior experience providing sweeping services to municipalities and/or their previous experience working with Municipalities.

Rene Zarate is a professional and veteran pool technician who specializes in Commercial Pool Service. There is no technician more qualified than Rene as he has been a Senior Technician for LA Pool Guys for 15 years. Rene is also a Compton resident (Rene actually lives 2 minutes from the Gonzalez Park Location). We were excited to see that "Familiarity with Compton" and "Local Hiring" were considerations in this proposal. For Rene, being a Compton native and having the opportunity to provide his professional service for his city and neighborhood would be a blessing and he looks forward to the opportunity to provide this service to his city.

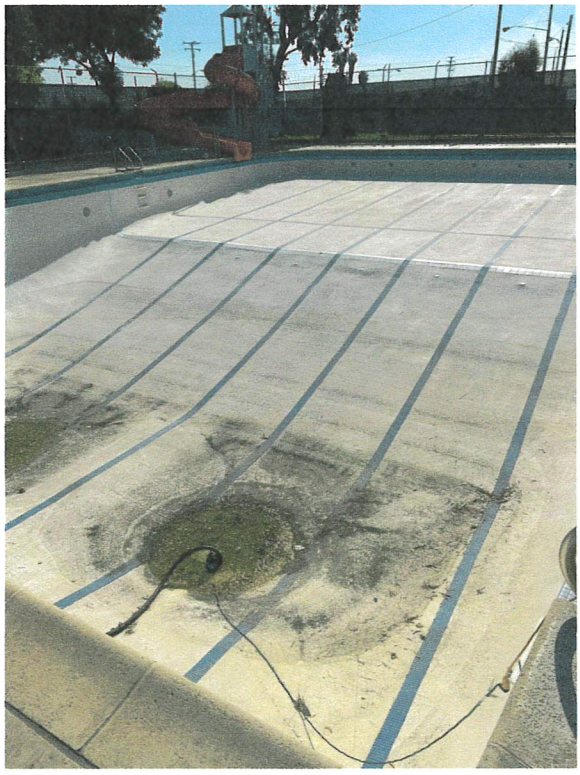
Section 5: Provide the total annual cost to perform the City's Commercial Swimming Pool Maintenance Services for the activity levels described in the Proposal Form herein. This shall be the total amount payable to the Service Provider by the City. The total amount shall be divided by twelve (12) and invoiced and paid monthly.

CHEMICAL DELIVERY FOR ALL AQUATIC CENTERS

Chemical Delivery will be a Separate Service and Charge.

LA Pool Guys Will Set up a wholesale chemical account with Delivery Service For each Aquatic Center or set up an account on your behalf for accurate chemical charges as needed. This will be extraordinary savings compared to if chemicals are included and marked up in the service charge. All quotes below are the LA Pool Guys service charge only.

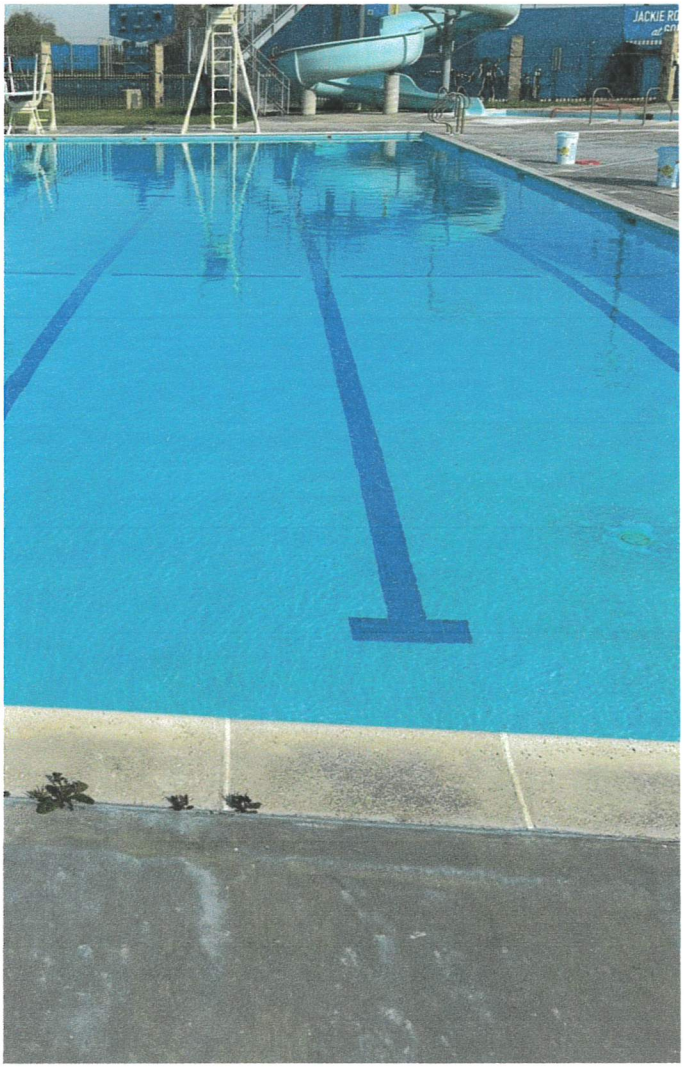
Lueders Park – William Love Pool
220K Lap Pool 3-11 feet



5 Visits Per Week Price Per year - $42,000
5 Visits Per Week Price Per Month - $3500

3 Visits Per Week Price Per year - $22,800
3 Visits Per Week Price Per Month - $1900

Gonzales Park Aquatic Center
200K Lap Pool 3-12 feet

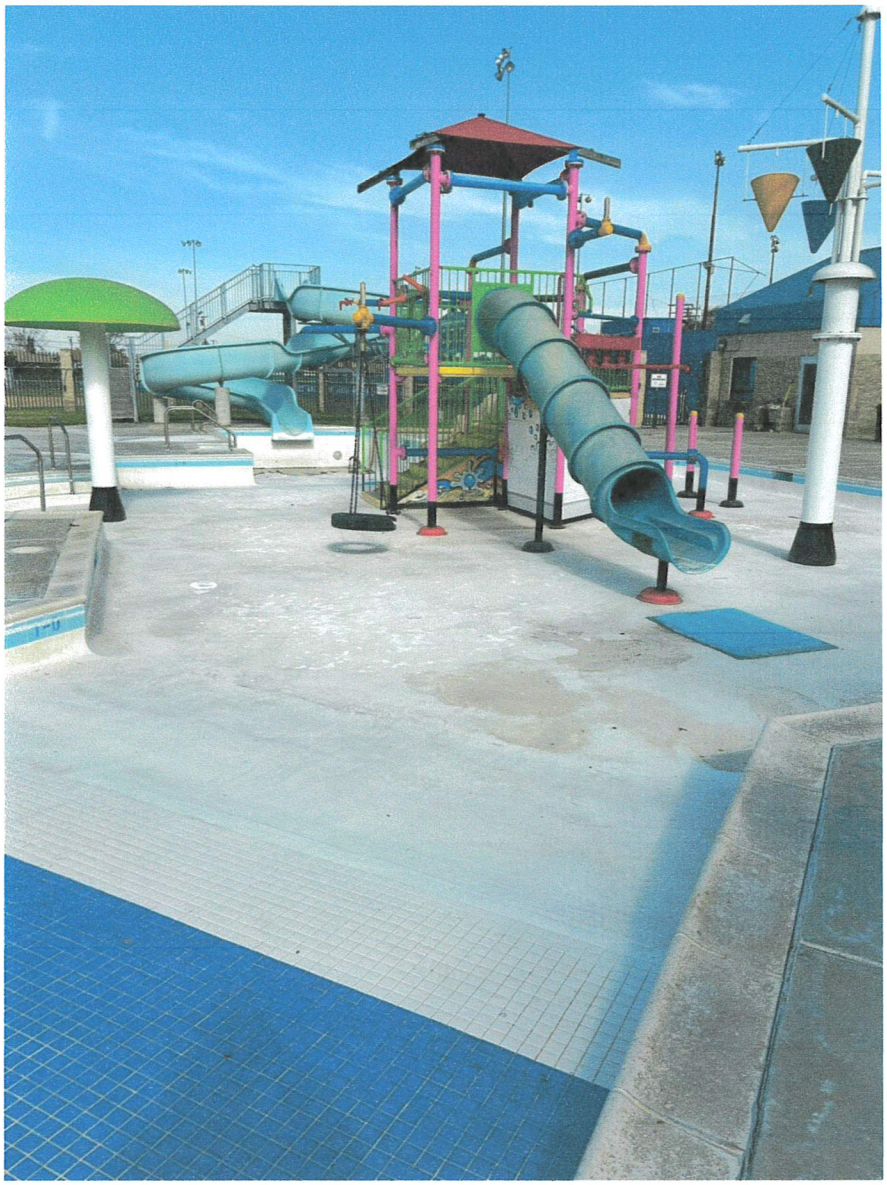


Chemical Delivery Separate

5 Visits Per Week Price Per year - $42,0000
5 Visits Per Week Price Per Month - $3500

3 Visits Per Week Price Per year - $22,800
3 Visits Per Week Price Per Month - $1900

Gonzales Park Kiddie Pool
85K Wading Pool 1-3 feet



Chemical Delivery Separate

5 Visits Per Week Price Per year - $16,800
5 Visits Per Week Price Per Month - $1400

3 Visits Per Week Price Per year - $13,200
3 Visits Per Week Price Per Month - $1100

GRAND TOTAL ALL LOCATIONS

Grand total 5 Visits Per Week Price Per year

$100,800

Grand Total 5 Visits Per Week Price Per Month

$8400

Grand Total 3 Visits Per Week Price Per year

$60,000

Grand Total 3 Visits Per Week Price Per Month

$5000

OPTION	TOTAL Per Month	INITIALS
1. 5 Visits Per Week All Year Round All Locations	$8400	
2. 3 Visits Per Week All Year Round All Locations	$5000	

Section 6: Provide any additional information you believe will be helpful to assist in the review of your proposal. Include any attachments, exhibits, or reports which you feel will help us to gain a better understanding of your firm's ability to provide this service to the City of Compton.

Lueders Park – William Love Pool
Issues/Recommendations

No Skimmer available for Manual Vacuuming that we were able to locate.
Recommendation- Portable Vacuum available Onsite. Portable Vacuum Costs $1500-$2500. These can be purchased online and kept on site for weekly usage

Gonzales Park Aquatic Center
Issues/Recommendations

Gonzales Park Kiddie Pool
Issues/Recommendations

The following items are evaluation criteria for all qualifying proposals and will be rated on a point system basis by the evaluation team. Submittals must provide all information as required in this RFP.

LA POOL GUYS REFERENCES

Oscar Ballast

Cal State Long Beach Property Manager (562) 985-3038

Joshua Ramsay

Pico Lanai Operations Manager (310) 828-9389

RENE ZARATE REFERENCES

Gerri Dorsey

Yukon Townhomes Manager (424) 456-4706

Tom Richey

Facilities Manager at Cerritos College

Rene worked at this facility years ago. We are not sure if Tom is retired now, but we found his linkedin profile for reference. I will continue to see if I can get a new phone number for him as well.

https://www.linkedin.com/in/tom-richey-48632647/

NICK DIAZ

Breakwater Pools and Repair - (310) 948-8180

COMMERCIAL SWIMMING POOL MAINTENANCE SERVICES AGREEMENT
BETWEEN
HASA dba COMMERCIAL AQUATIC SERVICES
AND
CITY OF COMPTON

This **AGREEMENT** is made by and between the **CITY OF COMPTON**, a municipal corporation of the State of California (hereinafter referred to as **"CITY"**) located at 205 South Willowbrook Avenue, Compton, California 90220, and HASA dba Commercial Aquatic Services (hereinafter referred to as "**CONTRACTOR")** located at 1121 N. Hawk Circle, Anaheim, California 92807.

RECITALS:

WHEREAS, the City has five (5) major parks with recreational facilities, eight (8) neighborhood parks, one (1) Par 3 Golf Course and two (2) commercial swimming pools, the Gonzales Park Aquatic Center which has a lap pool and a wading (kiddie) pool and Lueders Park Aquatic Center which has a lap pool; and

WHEREAS, on February 1, 2023 the City released a Request for Proposal for Commercial Swimming Pool Maintenance Services and staff reviewed two proposals that were received in accordance with the City's Municipal Code (§ 4-11.5. Lowest Responsible Bidder) taking into consideration factors such as pricing, the thoroughness of each proposal, quality of work with other municipalities, experience of the staff, resources and equipment available to manage the program, and;

WHEREAS, staff determined HASA dba Commercial Aquatics Services had the most responsive bid; and

WITNESSETH:

That the City and Contractor, for the consideration, terms and conditions herein described, mutually agree as follows:

1. <u>Services to be Performed by Contractor:</u>

Contractor shall perform, in a professional manner, everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment and all utility and transportation services for providing "Commercial Swimming Pool Maintenance" services. More specifically, Contractor shall provide and perform the following services at the City of Compton commercial swimming pools as requested by the City:

<u>Pool Management</u>

- Prepare for and work with local County of Los Angeles Department of Health and Environmental Services for yearly opening of pools.
- Start up and calibrate pool controller.
- Achieve water balance (alkalinity/calcium hardness/pH).
- Achieve water clarity (metal out/water clarifier).
- Brush pool surfaces.
- Assure pool reached chlorine and pH balances for opening inspection.

- Fill pools to appropriate levels.
- Vacuum pool to desired cleanliness.
- Wash, clean apply protectant to exterior of slides' plastic/fiberglass fixtures.
- Adjust variable drive pumps needed.

Water Management

- Maintain proper water chemistry:
  - Test pH, Chlorine, Calcium, Alkalinity and Stabilizer levels.
  - Load chemical feeders and add calcium, bi-carb and other chemicals to pool as needed.
  - Program, calibrate and clean chemical automation systems as needed.
- Maintain proper record keeping for each visit
  - Record all pool water test readings.
  - Record all events such as cleaning of pump baskets, backwash of filters, etc.
  - Record other events such as: recommended repairs, repairs made, etc.
- Clean pump strainer baskets each trip or as needed.
- Backwash filter systems as needed.
- Clean pool skimmer baskets each trip or as needed.
- Consult with Parks Maintenance Supervisor or other assigned staff regarding pool operations and/ or needed repairs/ improvements. Provide yearly operation training to employees as directed.
- Maintain sufficient inventory of pool chemicals and advise Pool Manager and/or others of pool chemical needs.
- Provide telephone consultation, as needed, for any water clarity, water chemistry and/ or mechanical issues that may arise.

Contractor shall not proceed with any work not specified until the City has approved an itemized cost proposal presented to the City by the Contractor for the requested services.

Contractor agrees to perform all the said work and furnish all the said materials at its own cost and expense, as are necessary to complete in a good worker-like and substantial manner and to the satisfaction of the City**.** Contractor shall bear all costs associated with this work, including, but not limited to all professional, technical, clerical services, materials, tools, equipment, transportation, telephone, etc., used by Contractor in connection with this work.

Contractor will be responsible for employing or engaging all persons necessary to perform the services. All of Contractor's staff will be qualified by training and experience to perform their assigned tasks. Contractor will give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and will keep the services under its control.

1.1 Key Personnel.

. a Contractor's Representative. Contractor hereby designates _____of Contractor as Contractor's Representative, who shall be deemed to be Contractor's agent with express authority to bind

Contractor with respect to all matters requiring Contractor's approval or authorization.

. b City's Representative. City hereby designates the **City Manager or his/her designated representative** City's Representative for this Agreement.

2. Compensation:

The method of payment for this Contract shall be based on a maximum monthly sum amount of Eleven Hundred Dollars $1100,00 per month (Gonzales Park Lap Pool), Six Hundred Dollars $600.00 per month (Gonzales Park Kiddie Pool) and Eleven Hundred Dollars $1100.00 per month (Lueders Park Lap Pool), Thirty-Three Thousand Six Hundred Dollars ($33,600.00) annually for pool maintenance.

The agreed amount charged by the Contractor shall include compensation for all work and labor, including travel, materials, supplies, vendor services, expenses and subcontracted work. No additional compensation will be paid the Contractor, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total compensation will be negotiated between the Contractor and the City. Adjustment in the total compensation payable for each project to be completed will not be effective until authorized by written approval by the City.

The agreed amount charged by the Contractor shall include compensation for all work and labor, including travel, materials, supplies, vendor services, expenses and subcontracted work. No additional compensation will be paid the Contractor, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total compensation will be negotiated between the Contractor and the City. Adjustment in the total compensation payable for each project to be completed will not be effective until authorized by written approval by the City.

Progress payments may be made in arrears for each project completed by the Contractor. If Contractor fails to complete the work according to schedule and as agreed, the City shall have the right to delay payment and/or terminate this Agreement in accordance with the provisions noted herein.

Contractor shall be reimbursed within thirty (30) days, or as promptly as fiscal procedures may permit, upon receipt by the City of itemized invoice(s) for all services completed. Invoice(s) shall be submitted no later than 45 calendar days after the performance of work for which the Contractor is billing. Invoice(s) shall be delivered or mailed to the Street Superintendent at the following address: **City of Compton, 205 South Willowbrook Avenue, Compton, California 90220.**

The Contractor is required to comply with all federal, state and local laws and ordinances applicable to the work.

For the work agreed to be performed pursuant to this Agreement, it is understood between the parties that the maximum compensation payable to the Contractor for any and all services rendered during the term of this Agreement is limited to One Hundred Six Thousand

Four Hundred Dollars ($106,400) for monthly pool maintenance plus an “additional amount for “as-needed” repair services for three (3) fiscal year periods (2023-2026).

In the event of termination, the Contractor shall be entitled to non-disputed compensation for the reasonable value of services performed to the effective date of termination; provided, however, that the City may condition payment of such compensation upon the Contractor’s delivery to the City of any and all City property, documents, reports, records and material associated with the performance of this Agreement.

3. Commencement of Services:

The term of this Agreement shall be effective as of September 1, 2023. Contractor’s services shall be supplied to the City**.** This Agreement shall expire on June 30, 2026..

4. Safety:

4.1 Contractor shall have overall responsibility for safety precautions and programs in the performance of the services.

4.2 Contractor shall seek to avoid injury, loss or damage to persons or property by taking reasonable steps to protect:

. a Employees and all other persons at the location where services are rendered (“Site”);

. b Materials and equipment stored on the Site or off the Site at locations for use in performance of the work; and

.c The assigned project Site and all property located at the Site, whether or not said property or structures are part of the project or involved in the work.

4.3 Contractor shall designate an individual at the Site of the assigned project in the employ of Contractor who shall act as Contractor’s designated safety representative with a duty to prevent accidents.

4.4 Losses not insured under property insurance which may arise from the performance of the work, to the extent of the negligence attributed to such acts or omissions of Contractor or anyone for whose acts Contractor may be liable, shall be promptly remedied by Contractor at Contractor’s cost and without reimbursement by City as a cost of work, or in any other manner.

4.5 If City deems any part of the work or Site unsafe, City may require Contractor, without assuming responsibility for Contractor’s safety program, to immediately stop performance of the work or take corrective measures. Neither City’s order nor Contractor’s action in response thereto shall be the basis for adjustment in the contract price or contract time.

4.6 Contractor shall immediately notify the City of any illegal dumping of hazardous materials and other emergency public safety issues observed at the Sites where services are performed.

5. Indemnity:

Contractor shall indemnify and save harmless the City**,** its officials, officers, employees, agents and volunteers (collectively hereafter the "CITY") against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City and shall defend, indemnify and save the City from any and all liability or expense, including defense costs and legal fees, and claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, of or by anyone whomsoever in any way resulting from or arising out of the negligent or intentional acts or omissions of the Contractor in the performance of this Contract, including operations of subcontractors and acts or omissions of employers or agents of the Contractor or its subcontractors.

This indemnification and hold harmless obligation do not extend to claims arising out of the sole negligence or willful misconduct of the City.

6. Insurance:

The Contractor shall not commence work under this Contract until it has provided evidence satisfactory to the City that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

As a condition precedent to the effectiveness of this Contract for work to be performed hereunder and without limiting the Contractor's indemnification of the City, Contractor shall provide and maintain at its own expense during the term of this Agreement the following program(s) of insurance covering its operations hereunder. ***Failure on the part of the Contractor to procure or maintain insurance shall constitute a material breach upon which the City may immediately terminate this Agreement.*** Contractor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the City.

6.1 Minimum Scope of Insurance. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Contractor under the terms of the Agreement. Contractor shall procure and maintain, at its own costs and expense, any additional kinds and amounts of insurance that, in its own judgment, may be necessary for its proper protection of the work.

All insurance required hereunder shall be primary with respect to any insurance maintained by the City and shall not call on the City's program for contributions. Program(s) of insurance shall include:

. a Commercial General Liability. Contractor shall provide and maintain at its own expense during the term of this Agreement a policy of Commercial General Liability Insurance, inclusive of personal injury liability and broad form property damage

coverage, in an amount not less than **One Million Dollars ($1,000,000.00)** per occurrence. The coverage shall be written on an occurrence basis. Claims made coverage is not acceptable.

. b Automobile Liability. A program of insurance with a limit of liability of not less than **Five Hundred Thousand Dollars ($500,000.00)** for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

.c Workers' Compensation. Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance, with a limit of not less than $1,000,000 per accident for bodily injury and disease. Workers' Compensation and Employer's Liability insurance may not be required if Contractor has no employees and provides, to City's satisfaction, a declaration stating this.

6.2 Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval.

. a The policy of insurance required by Section 6.1.a (Commercial General Liability) shall be endorsed to provide the following:

(1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be named as ***"additional insured"*** with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

(2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City, except ten (10) days written notice shall be provided for non-payment of premium.

. b The policy of insurance required by Section 6.1.b (Automobile Liability) shall be endorsed to provide the following:

(1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City, except ten (10) days written notice shall be provided for non-payment of premium.

.c The policy or policies of insurance required by Section 6.1.c (Workers' Compensation) shall be endorsed to provide the following:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

(2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City, except ten (10) days written notice shall be provided for non-payment of premium.

6.3 Waiver of Subrogation. Required insurance coverages shall not prohibit Contractor from waiving the right of subrogation prior to a loss. Contractor shall waive all

subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the City and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. The Contractor, concurrently with the execution of the Contract, and as a condition precedent to the effectiveness thereof, shall deliver certified copies of the required policies to the City. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.7 Insurance for Subcontractors. All subcontractors shall be included as additional insureds under the Contractor's policies, or the Contractor shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City as an ***"additional insured"*** to the subcontractor's policies.

7. <u>Nondiscriminatory Employment Practices:</u>

During the performance of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this nondiscrimination clause.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract, this Contract may be canceled, terminated or suspended in whole or in part.

8. <u>Successor and Assigns</u>:

City and the Contractor each binds themselves, their partners, successors, assigns and legal representatives to the other party hereto and to partners, successors, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations contained in the Contract Documents. Neither party to the Agreement shall assign the Contract or sublet it in whole or part without the written consent of the other, nor shall the Contractor assign any monies due or to become due to it hereunder, without the previous written consent of the City. Any attempted assignment of this Contract without the written consent of both parties is void.

9. Independent Contractor Status:

Contractor, its officers, employees, subcontractors, agents and volunteers (collectively hereinafter the "Contractor"), is a wholly independent Contractor and not an officer, employee, subcontractor or agent of the City. Neither the City nor any of its officers, employees, agents or volunteers shall have any control over the conduct of the Contractor, except as expressly set forth in this Agreement. Contractor expressly warrants that while engaged in carrying out and complying with any terms and conditions of this Agreement that Contractor shall not at any time or in any manner, represent that Contractor is in any manner officers, employees, agents or volunteers of the City. Contractor shall obtain no rights to retirement, health care or any other benefit that accrue to City officials, officers, or employees. Contractor expressly waives any claim to such rights. Contractor retains the right to provide services for other during the term of this Contract.

10. Subcontracting:

Except as may be agreed to by the City, Contractor will not subcontract any portion of the services without prior written approval of City Manager or his/her designee. If Contractor subcontracts any of the services, Contractor will be fully responsible to City for the acts, errors and omissions of Contractor's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained in this Agreement will create any contractual relationship between any subcontractor of Contractor and City. Contractor will be responsible for payment of subcontractors. Contractor will bind every subcontractor and every subcontractor of a subcontractor by the terms of this Agreement applicable to Contractor's work unless specifically noted to the contrary in the subcontract and approved in writing by City.

11. Other Contractors:

The City reserves the right to employ other Contractors in connection with the services.

12. Permits and Licenses:

Contractor, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate business and professional permits, licenses and certificates that may be required in connection with the performance of services by Contractor.

Prior to or at the time of execution of this Agreement, the Contractor shall purchase a business license permit in conformance with *Section 9-1.2* of the *Compton Municipal Code*.

13. Termination:

Notwithstanding any other provisions of this Agreement, this Agreement may be terminated as follows:

13.1 If the Contractor becomes insolvent; that is, it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not it has committed an act of bankruptcy, and whether or not insolvent within the meaning of the federal Bankruptcy law, then, the City may, without prejudice to any other right or remedy and after giving the Contractor five (5) days written notice, terminate this Agreement.

13.2 If the Contractor persistently or repeatedly refuses or fails, except in cases in which extensions of time are provided, to supply enough properly skilled workers, property or material, or if he fails to make prompt payment to subcontractors or for materials or labor, or he persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, then, the City may, without prejudice to any other right or remedy and after giving the Contractor five (5) days written notice, terminate this Agreement.

13.3 If the Contractor fails to perform or breaches any material obligation under this Agreement, then, the City may, without prejudice to any other right or remedy and after giving the Contractor five (5) days written notice, terminate this Agreement.

13.4 Either party may terminate this Agreement for convenience upon the giving of thirty (30) days advance written notice of such termination to the other party.

If the City gives notice of termination, Contractor shall cease immediately all work in progress unless otherwise directed in writing by the City. Upon termination, Contractor shall furnish to the City a final invoice for work performed.

14. Force Majeure:

In the event that performance by either party is rendered impossible (permanently or temporarily) due to acts of war, acts of terrorism, fires, floods, epidemics, quarantine restrictions, or other natural occurrences, strikes, work slowdowns, lockouts (other than lockout by Contractor or any of Contractor's subcontractors), or other similar acts to those described above or other causes beyond the reasonable control of such party, and without fault or negligence, said event shall excuse performance by such party, or in the case of temporary impossibility, shall excuse performance only for a period commensurate with the period of impossibility. Notwithstanding the foregoing, City shall have the right to terminate this Contract upon any event that renders performance impossible. In such case, City shall be responsible for payment of all expenses incurred to the point at which this Contract is terminated.

15. Waivers:

A waiver by either party to this Agreement of any breach of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

16. Amendments:

This Agreement may be modified or amended only by written document executed by both Contractor and City's City Manager and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

17. Notice:

All notices, demands or requests to be given under this Agreement shall be given in writing and conclusively shall be deemed received when: (a) delivered personally, or (b) on the fifth day after the deposit thereof in the United States mail, postage prepaid and addressed as hereinafter provided, or (c) one business day after sent by facsimile transmission.

Contractor:

HASA dba COMMERCIAL AQUATIC SERVICES
1121 N. Hawk Circle
Anaheim, California 92807
Attn: Ann Marie Rees, General Manager
(714) 258-0700
AnnMarieRees@hasapool.com

City:

City of Compton
205 South Willowbrook Avenue
Compton, California 90220
Attn: Damion Timmons, Street Superintendent
(310) 605-5691
dtimmons@comptoncity.org

18. Contractor's Books and Records:

Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to work, services, expenditures and disbursements charges to the City for the period and to the extent required by laws relating to audits of public agencies and their expenditures.

Contractor shall maintain all documents and records which demonstrate performance under this Agreement for the period and to the extent required by laws relating to audits of public agencies and their expenditures.

Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City or a designated representative. Copies of such documents shall be provided to the City, at its expenses, for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Contractor's address indicated for receipt of notices in this Agreement.

19. Examination and Audit:

This Contract shall be subject to examination and audit of the City**,** State Auditor of the State of California and/or any duly authorized representative of the federal government, at the request of the City, or as part of any audit of the City, for a period of three (3) years, or longer if required by law, after final payment under this Agreement.

20. Extent of Agreement:

This Agreement and any attachments hereto, constitute the entire understanding and agreement of the parties. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties with respect to all and any part of the subject matter hereof. Neither party has been induced to make or enter into this Agreement by reason of promise, agreement, representation, statement or warranty other than as herein contained. Nothing in this Agreement shall create any contractual relations between any subcontractor and the City.

21. Governing Law, Jurisdiction and Venue:

This Agreement shall be governed by and construed under the laws of the State of California. In the event of litigation between the parties, venue shall lie exclusively in a court of competent jurisdiction in the County of Los Angeles, state of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county.

Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the parties.

22. Waiver of Jury Trial:

Contractor voluntarily waives its right to a jury trial of any cause of action, claim, counter-claim or cross-complaint in any action, proceeding or hearing on any matter whatsoever arising out of, or in any way connected with, this Agreement, the relationship between City and Contractor, Contractor's performance on each project, or the enforcement of any remedy under any law, statute or regulation now or hereafter in effect. Contractor shall include this provision for waiver of jury trial right in its contracts with its subcontractors who provide work on any assigned projects, waiving the right of a jury trial in any action involving City as a party, whether by joinder, consolidation, counter-claim, cross-complaint or otherwise.

23. Federal and State Withholding Taxes:

Contractor shall be responsible for paying when due all federal and state income withholding taxes for all earning under this Agreement. Contractor agrees to indemnify City for any claims, costs, losses, fees, penalties, interest, or damages suffered by City resulting from Contractor's failure to comply with this provision. Contractor shall be responsible for paying all federal and state income withholding taxes for all earning under this Agreement.

24. Miscellaneous:

No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

Should either party hereto, or any representative, successor or assign of either party hereto, resort to litigation to enforce the provisions of this Agreement, the party or parties prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorney's fees and costs in such litigation from the party or parties against whom enforcement is sought.

IN WITNESS WHEREOF, CONTRACTOR has executed this Agreement and the **CITY**, by its City Manager, who is authorized to do so, has executed this Agreement.

HASA dba COMMERCIAL AQUATIC SERVICES
CONTRACTOR

Dated: _____ **By _____**
Ann Marie Rees, General Manager

By_____ **Dated: _____**
Damion Timmons, Street Superintendent

Approved by:

Dated:_____ **By_____**
Thomas Thomas, City Manager

Approved as to form:

By_____ **Dated: _____**
Eric J. Perrodin, City Attorney

ATTEST:

Dated: _____ **By _____**
Vernell McDaniel, City Clerk

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
4/17/2023	E23-1281

Name / Address	Ship To
City of Compton Gonzales Park Aquatic Center 1101 Cressey St Compton, CA 90220	Compton, City of Attn: Aquatics 1101 W Cressey St Compton, CA 90222

Terms	
Net 30	
Rep	Due Date
CAS	5/17/2021

Description	Qty	Cost	Total
Estimate to provide preventative maintenance service and cleaning for one (1) Lochinvar CPN0992 swimming pool heater. Service will include full cleaning of the combustion chamber, fans, and replacement of the hot surface igniter and all burner gaskets. NOTE: If tech finds burners that need replacement, a seperate quote will be issued to reflect this cost. PREVAILING WAGE LABOR & MATERIALS: LABOR QUOTED AT PREVAILING WAGE RATES FOR THIS JOB LOCHINVAR CPN0992 HEATER PM SERVICES - Disassemble heater to inspect upper cabinet and fans - Clean fan assemblies and oil motors - Test air proving switches for abnormal amount of resistance - Remove and clean gas manifolds and burners, then pressure air dry - De-soot and/or clean heat exchanger and inspect for any irregularities - Clean and inspect the combustion chamber and inspect refractory for cracks - Reinstall burners with new burner gaskets and install new hot surface igniter - Test and set gas manifold and combustion chamber pressures - Confirm proper negative draft in vent stack - Visually inspect boost pump, bearing assembly, and bypass valve - Test and set inlet water temperature and delta temperature - Provide detailed report on physical condition with any recommendations	6	235.00	1,410.00
PLT3400 Hot Surface Ignitor (QTY: 2) Burner Gasket (QTY: 11)		272.19	272.19T

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

Sales Tax (10.25%)

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Total

Customer Signature

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
4/17/2023	E23-1281

Name / Address	Ship To
City of Compton Gonzales Park Aquatic Center 1101 Cressey St Compton, CA 90220	Compton, City of Attn: Aquatics 1101 W Cressey St Compton, CA 90222

Terms	
Net 30	
Rep	Due Date
CAS	5/17/2021

Description	Qty	Cost	Total
This service includes labor, materials, tax, testing, travel and standard parts necessary to perform the stated scope of work. It does not include any additional parts or labor if other repairs or equipment replacement is required.			

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Sales Tax (10.25%)	$27.90
Total	$1,710.09

Customer Signature _____

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
4/17/2023	E23-1280

Name / Address	Ship To
City of Compton Gonzales Park Aquatic Center 1101 Cressey St Compton, CA 90220	Compton, City of Attn: Aquatics 1101 W Cressey St Compton, CA 90222

Terms	
Net 30	
Rep	Due Date
CAS	5/17/2023

Description	Qty	Cost	Total
Estimate to replace the failed backwash PAS pump for the pool.			
PREVAILING WAGE LABOR & MATERIALS: LABOR QUOTED AT PREVAILING WAGE RATES FOR THIS JOB	4	235.00	940.00
Scope of work: •Shut off incoming power and isolate power from main breaker panel •Disconnect and remove existing PAS pump and tubing •Install new PAS pump secure to existing service pad •Install new tubing to backwash solenoid block and secure with new fittings •Wire pump to power and restore power to confirm rotation •Perform complete backwash cycle to verify proper operation			
1/2 HP Boost Pump	1	1,268.07	1,268.07T
2 Gal Expansion Tank			
: ¾" spring check valve	1	57.20	57.20T
•Misc stainless fittings and Fast tite tubing connectors	1	81.00	81.00T
o(2) ¾" x ½" BUSHING SS 316			
o(1) ½" X CLOSE NIPPLE SS 316			
o(1) ½" TEE SS 316			
o(1) ½" X ¼" BUSHING SS 316			
o(1) 1-¼" X ¾" BUSH SS 316			
o(2) 3/8" TUBE X ½" MIP FAST & TITE			
o(2) ½" TUBE X ½" MIP FAST & TITE			
o(1) ¾" CLOSE SS NIPPLE			
o(1) ¼" - 0- 60 PSI PRESSURE GUAGE			

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

Sales Tax (10.25%)

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Total

Customer Signature

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
4/17/2023	E23-1280

Name / Address	Ship To
City of Compton Gonzales Park Aquatic Center 1101 Cressey St Compton, CA 90220	Compton, City of Attn: Aquatics 1101 W Cressey St Compton, CA 90222

Terms	
Net 30	
Rep	Due Date
CAS	5/17/2023

Description	Qty	Cost	Total
This estimate includes labor, materials, tax, testing equipment, travel and standard parts necessary to perform the stated scope of work. It does not include any additional parts or labor if other repairs or equipment replacement is required.		0.00	0.00T

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Sales Tax (10.25%)	$144.14
Total	$2,490.41

Customer Signature _____

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
4/17/2023	E23-1286

Name / Address	Ship To
City of Compton Gonzales Park Aquatic Center 1101 Cressey St Compton, CA 90220	Compton, City of Attn: Aquatics 1101 W Cressey St Compton, CA 90222

Terms	
Net 30	
Rep	Due Date
CAS	5/17/2023

Description	Qty	Cost	Total
Estimate for Gonzalez Park pool - Kiddie area- replastering POOL/SPA FINISHES DEMO (Standard): Chip off, haul, and dispose of existing plaster surface. Additional cost for more than single layer of plaster. Chipping off plaster removes layer of pool shell. Exposed rebar and/or soft spots on shell will require additional work to repair. WHITE PLASTER: Install standard white commercial plaster surface. DRAIN COVERS AND FITTINGS: Install new VGB compliant suction drain covers on main drain and equalizer lines, return and jet fittings. BEACH ENTRY TILE (Group 1-4): Remove and dispose of old tile, grind bond beam, regrout and set tile. Includes tile and labor. Material Selection: Group 1-4 Pool Tile of Owners Choice. TRIM TILE: Install trim tile on the steps and benches DECK DEPTH MARKERS: Install non slip deck depth markers and no dive tiles per health department code. PLANS AND PERMIT FEES: Draft and prepare drawings. Process plans with the County Health Department Agency. Gain approval and obtain permit(s) for pool.	1	93,063.17	93,063.17

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

Sales Tax (10.25%)

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Total

Customer Signature

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
4/17/2023	E23-1286

Name / Address	Ship To
City of Compton Gonzales Park Aquatic Center 1101 Cressey St Compton, CA 90220	Compton, City of Attn: Aquatics 1101 W Cressey St Compton, CA 90222

Terms	
Net 30	
Rep	Due Date
CAS	5/17/2023

Description	Qty	Cost	Total
START UP: Add sequestriant agent for maxiumn cure strength, balance chemicals, brush walls and floor, and vacuum plaster dust. Proper plaster curing requires no heat above 80 degrees in pool for 7 days and spa for 14 days from refill date. Duration of start up varies from 2-7 days.			
Optional items:			
WATERLINE DEPTH MARKERS: Install smooth waterline depth markers per health department code.		1,181.47	1,181.47
WATERLINE TILE (Group 1-4): Remove and dispose of old tile, grind bond beam, regrout and set tile. Includes tile and labor. Material Selection: Group 1-4 Pool Tile of Owners		15,147.00	15,147.00
ENTRY HANDRAIL(S): Install (5) ADA compliant entry handrails.		10,602.90	10,602.90
DEEP END GRAB RAIL(S): Install one (1) set of P grab rails in deep end.		2,187.90	2,187.90
WALL STEPS: Install new set of ADA Compliant wall steps in deep end.		1,093.95	1,093.95
LIGHTS: Install three (2) 5G Brightwhite LED Lights		2,928.42	2,928.42
MASTIC (EXPANSION JOINT SEAL): Remove and dispose of old mastic between deck and coping. Fill cracks with silica sand and foam. Install new Deck O Seal Mastic in pool/spa expansion joint.		3,029.40	3,029.40
LEAK TEST POOL/SPA PLUMBING: Pressure test all underground pool/spa lines, including all suction, return, and jet lines. Inspect any structural causes of leaks around fittings, skimmers, and bond beam.		1,211.76	1,211.76

Estimate valid for 30 days	
Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.	**Sales Tax (10.25%)**
CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.	**Total**

Customer Signature

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
4/17/2023	E23-1286

Name / Address	Ship To
City of Compton Gonzales Park Aquatic Center 1101 Cressey St Compton, CA 90220	Compton, City of Attn: Aquatics 1101 W Cressey St Compton, CA 90222

Terms	
Net 30	
Rep	Due Date
CAS	5/17/2023

Description	Qty	Cost	Total
This estimate includes labor, materials, tax, testing equipment, travel and standard parts necessary to perform the stated scope of work. It does not include any additional parts or labor if other repairs or equipment replacement is required.		0.00	0.00T

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Sales Tax (10.25%)	$0.00
Total	$130,445.97

Customer Signature _____

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
5/1/2023	E23-1332

Name / Address	Ship To
City of Compton Leuders Park Aquatics 1500 E. Rosecrans Ave Compton, CA 90221	City of Compton Leuders Park Aquatics 1500 E. Rosecrans Ave Compton, CA 90221

Terms	
Net 30	
Rep	Due Date
CAS	5/31/2023

Description	Qty	Cost	Total
Estimate to provide preventative maintenance service and cleaning for one (1) Lochinvar CPN0992 swimming pool heater. Service will include full cleaning of the combustion chamber, fans, and replacement of the hot surface igniter and all burner gaskets. NOTE: If tech finds burners that need replacement, a seperate quote will be issued to reflect this cost.			
PREVAILING WAGE LABOR & MATERIALS: LABOR QUOTED AT PREVAILING WAGE RATES FOR THIS JOB LOCHINVAR CPN0992 HEATER PM SERVICES - Disassemble heater to inspect upper cabinet and fans - Clean fan assemblies and oil motors - Test air proving switches for abnormal amount of resistance - Remove and clean gas manifolds and burners, then pressure air dry - De-soot and/or clean heat exchanger and inspect for any irregularities - Clean and inspect the combustion chamber and inspect refractory for cracks - Reinstall burners with new burner gaskets and install new hot surface igniter - Test and set gas manifold and combustion chamber pressures - Confirm proper negative draft in vent stack - Visually inspect boost pump, bearing assembly, and bypass valve - Test and set inlet water temperature and delta temperature - Provide detailed report on physical condition with any recommendations	6	235.00	1,410.00
PLT3400 Hot Surface Ignitor (QTY: 2) Burner Gasket (QTY: 11)		272.19	272.19T

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

Sales Tax (10.25%)

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Total

Customer Signature

COMMERCIAL AQUATIC SERVICES

1121 N. Hawk Circle
Anaheim, CA 92807
Office: 1-877-794-6227
Fax: 1-877-794-6329
Email: info@swimcas.com

Estimate

Date	Estimate #
5/1/2023	E23-1332

Name / Address	Ship To	Terms	
City of Compton Leuders Park Aquatics 1500 E. Rosecrans Ave Compton, CA 90221	City of Compton Leuders Park Aquatics 1500 E. Rosecrans Ave Compton, CA 90221	Net 30	
		Rep	Due Date
		CAS	5/31/2023

Description	Qty	Cost	Total
This service includes labor, materials, tax, testing, travel and standard parts necessary to perform the stated scope of work. It does not include any additional parts or labor if other repairs or equipment replacement is required.			

Estimate valid for 30 days

Commercial Aquatic Services is a state licensed and bonded contractor, CSLB #1099878 C53 classification - Swimming Pool Contractor.

CAS Warranty Information: Workmanship will be covered by CAS for 30 days from date of repair/installation. Equipment/parts are covered under manufacturer warranty.

Sales Tax (10.25%)	$27.90
Total	$1,710.09

Customer Signature _____

September 12, 2023

TO: **MAYOR AND CITY COUNCIL MEMBERS**

FROM: **CITY MANAGER**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER FOR RALPH ANDERSON & ASSOCIATES TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE POSITION OF CITY MANAGER ($35,000)**

SUMMARY

Adoption of the attached resolution will authorize the execution of a Professional Service Agreement with and establishment of a purchase order in the amount of Thirty-Five Thousand Dollars ($35,000.00) for Ralph Anderson & Associates to conduct an executive recruitment search for the position of City Manager of the City of Compton.

BACKGROUND

Section 703 of the Compton City Charter provides that the City Council shall appoint the City Manager of the City of Compton. Section 705 of the Compton City Charter provides that the City Manager shall be chosen on the basis of his/her executive and administrative qualifications and be paid a salary commensurate with his/her responsibilities as Chief Administrative Officer of the City.

STATEMENT OF ISSUE

In order to develop a highly qualified candidate pool to fill this critical position, it has been recommended by staff to utilize the services of a reputable executive recruitment firm. The Human Resources Department solicited proposals from executive recruiters nationally to conduct the recruitment for City Manager, with the following firms presenting proposals for their services; T2L Professional Consulting – Fort Worth, TX, Jacob Green & Associates - Orange, CA and Ralph Anderson & Associates - Rocklin, CA.

Ralph Anderson & Associates submitted a comprehensive and competitively priced (i.e. $35,000) proposal that offers cost savings, including the cost of all necessary meetings in their initial price. Their recruitment firm is among the top tier in the State of California and they have an extensive track record for successful recruitment and placement of City Managers.

FISCAL IMPACT

Funds in the amount of $35,000.00 for this expenditure are available in the Human Resources Department's 2023-2024 adopted Fiscal Year budget in Account No. 1001-560-000-4262.

RECOMMENDATION

It is recommended that the attached Resolution be adopted by the City Council.

JEROME GROOMES
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH AND ESTABLISH A PURCHASE ORDER FOR RALPH ANDERSON & ASSOCIATES TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE POSITION OF CITY MANAGER ($35,000)

WHEREAS, Section 703 of the Compton City Charter provides that the City Council shall appoint the City Manager of the City of Compton; and

WHEREAS, Section 705 of the Compton City Charter provides that the City Manager shall be chosen on the basis of his/her executive and administrative qualifications and be paid a salary commensurate with his/her responsibilities as Chief Administrative Officer of the City; and

WHEREAS, in July 2023, Jerome Groomes was appointed by the City Council and agreed to temporarily serve in the position of City Manager of the City of Compton; however, the City Council is seeking to appoint an individual on a permanent basis; and

WHEREAS, in order to develop a highly qualified candidate pool to fill this critical position, the Human Resources Division ("Division") of the Internal Services Department solicited proposals from executive recruiters nationally to conduct the recruitment for City Manager, with the following firms presenting proposals for their services; to wit: T2L Professional Consulting – Fort Worth, TX, Jacob Green & Associates, Orange, CA and Ralph Anderson & Associates - Rocklin, CA; and

WHEREAS, Ralph Anderson & Associates submitted a comprehensive and competitively priced (i.e. $35,000) proposal that offers cost savings, including the cost of all necessary meetings in their initial price; and

WHEREAS, funds for this expenditure are available in the 2023-2024 Fiscal Year budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the City Manager, on the advice and the approval of the City Attorney, is hereby authorized to accept the proposal of and enter into a professional services agreement with Ralph Anderson & Associates to conduct a recruitment search for the position of City Manager of the City of Compton at the cost of Thirty-Five Thousand Dollars ($35,000.00).

Section 2. That the funds for this expenditure are available in the Human Resources Department's 2023-2024 adopted Fiscal Year budget in Account No. 1001-560-000-4262.

Section 3. That a purchase order is authorized to be established in the amount of Thirty-Five Thousand Dollars ($35,000.00).

Section 4. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Attorney, City Manager, City Controller and the Internal Services Department (Human Resources Division).

Section 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2023.

_____

MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

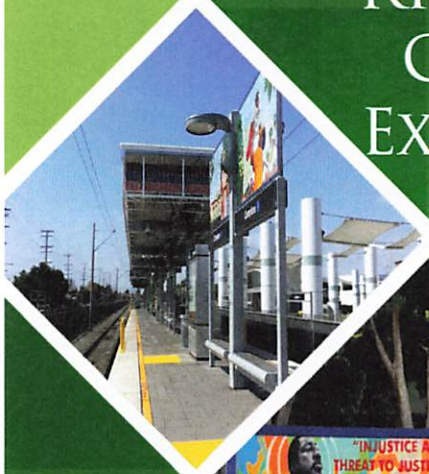
I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this _____ day of _____, 2023.

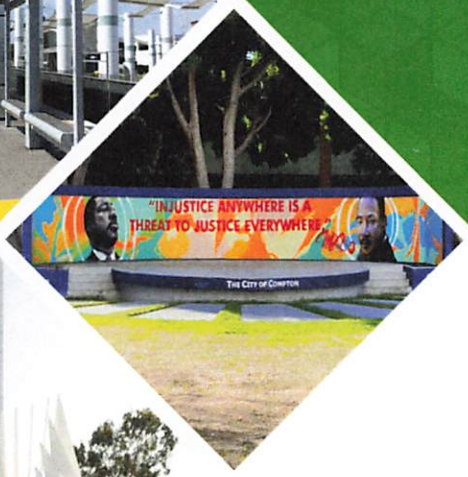
That said Resolution was adopted by the following vote, to wit:

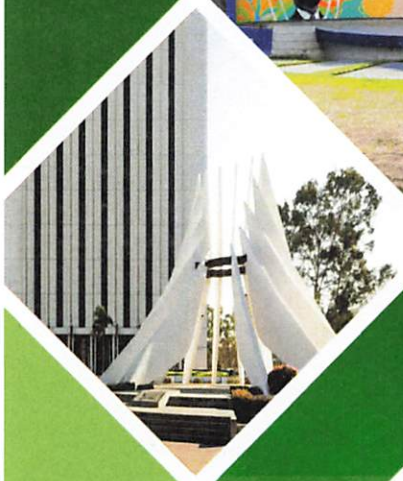
AYES: COUNCILMEMBERS-
NOES: COUNCILMEMBERS-
ABSTAIN: COUNCILMEMBERS-
ABSENT: COUNCILMEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

Proposal For RFP - Human Resources Consulting Services Executive Search Firms





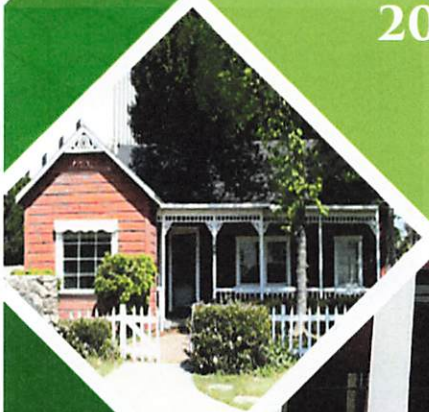


Proposal For

CITY OF COMPTON
Incorporated in 1888

JACOB GREEN
& ASSOCIATES

AUGUST 30 2023





Contact Name - Jacob Green
Address - 13217 Jamboree Rd., Suite 248
Tustin, CA 92782
Telephone Number - 888.454.2178
JacobGreenAndAssociates.com

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JACOB GREEN & ASSOCIATES

1.888.4.JGA.1ST | INFO@JACOBGREENANDASSOCIATES.COM

August 30, 2023

Shristie N. Torres, Human Resource Director
City of Compton
205 South Willowbrook Avenue
Compton, CA 90220

Dear Director Torres,

Jacob Green and Associates, Inc. (JGA) is pleased to submit a proposal in response to the Human Resources Consulting Services Executive Search Firms RFP. Our firm is dedicated to delivering expertise and experience in executive-level recruiting, aligning with the City of Compton's vision to secure an innovative and diverse pool of candidates for this critical leadership role.

JGA takes a unique approach to executive-level recruiting that goes beyond the conventional methods. Our commitment to excellence and innovation is deeply ingrained in our DNA, and it's evident in the way we handle each recruitment assignment.

One of the key differentiators of JGA, is our deep understanding of the significance of the City Manager's role in shaping the trajectory of a city's progress. Our track record of successful partnerships across diverse sectors underscores our ability to tailor our recruitment solutions to align seamlessly with the distinct requirements, values, and aspirations of each client. We don't offer generic solutions; rather, we craft strategies that resonate specifically with the essence of the City we are working with.

What truly sets our executive search team apart is the caliber of expertise and experience they bring to the table. Our lead recruiter, Greg Devereaux, has a rich history as the former City Manager of Ontario and Fontana, and as the former Chief Executive Officer of San Bernardino County. Mr. Devereaux possesses a profound understanding of the intricacies of city management. His extensive background of over 40 years in assessing and appointing local government executives brings an unparalleled level of insight to the search process. Mr. Devereaux's experience ensures that every facet of the recruitment aligns harmoniously with the needs of the Council, Executive Team, and the entire municipal organization. This holistic perspective guarantees that the selected candidate not only meets the technical qualifications but also resonates with the values and long-term goals of the city.

In a field where conformity can often overshadow creativity, JGA'S dedication to crafting custom-tailored solutions, coupled with the seasoned expertise, guarantees a recruitment experience that is not only effective but transformative for the City of Compton.

Contact Information

Legal name:	**Jacob Green & Associates, Inc.**
Address:	13217 Jamboree Rd., Suite 248 Tustin, CA 92782
Telephone/Fax:	909.238.8536
Website:	www.JacobGreenAndAssociates.com
Email:	Jacob@JacobGreenAndAssociates.com

We look forward to joining forces with the City of Compton to find a City Manager who not only possesses the skills and experience necessary for effective governance but also demonstrates a deep commitment to fostering inclusivity, empathy, and a sense of community for the City of Compton.

Sincerely,

Jacob Green,
President & CEO

COMPANY INFORMATION

SECTION A

COMPANY INFORMATION

Legal Name: Jacob Green & Associates, Inc.

Legal Form of the Company: S. Corporation

Location of Office: 17731 Irvine Blvd. Suite 102, Tustin, CA 92780

ORGANIZATIONAL CHART



JACOB GREEN
President & CEO



GREGORY C. DEVEREAUX. JD
Managing Principal Representative
Lead Recruiter



LINDA MATTHEWS
Senior Search Advisor



LISA BARTLETT
Senior Search Advisor



CAPRICE ROBINSON
Search Specialist



MEGHAN MURRAY
Search Specialist



NICOLI HILSCHER
Senior Project Manager

GRESS TAX SERVICE

1/20/2023

To whom it may concern,

I, Daren L. Gress E.A. serve as the Enrolled Agent for Jacob Green & Associates, Inc. Myself and my firm Gress Tax Service provide the tax preparation, planning, and financial consulting for Jacob Green and Jacob Green & Associates, Inc. I can attest that the company is well equipped to complete all requirements of the proposed project and is a going concern, the company through my experience is financially stable and based on all available information is profitable.

Sincerely,

Daren L. Gress, E.A. #136739
Gress Tax Service

202 W. Lincoln Ave
Suite M
Orange
CA 92865

PHONE (714) 450-6903
FAX (714) 450-6903
EMAIL daren@gresstax.com
WEBSITE www.gresstax.com

SCOPE OF SERVICES

SECTION B

SCOPE OF SERVICES

JGA was established to redefine local government consulting, and our executive search approach is one example of successful innovation. We focus on the end result; finding an Executive that is a match for the City's vision and the executive team's approach.

Working with the City Manager's Office and the Human Resource Department, we start the process by gaining a clear understanding of the needs of the City, interviewing the City Council members, key staff, and stakeholders and/or community members that are invested in the position's success. Once the City confirms that our grasp of the ideal candidate is accurate, we develop an engaging opportunity flyer and begin proactive outreach, contacting potential candidates that aren't searching for a new opportunity but have been identified as a great fit for the organization. We conduct in-person meetings with candidates who demonstrate enthusiasm and significant interest in the position, as well as conduct preliminary background checks to ensure that all finalists have a career that showcases exceptional public service. Finalists are presented to the City for consideration and our team assists with the contract negotiation process. Following the selection of the candidate, JGA will assist with the transition activities in the role of City Manager.

The key to our search process is confidentiality. We take significant measures to ensure that top-tier candidates remain protected in the process. Resumes, applications, and personal information are not collected by the City; JGA maintains all of this information until the final candidate is selected by the City and provided a conditional offer of employment. In previous searches conducted by our team, this significant shift in the search approach has created a much higher candidate pool for JGA clients. Candidates who are able to maintain anonymity and their great standing at their home agency, if not ultimately selected, are much more likely to engage in the City's recruitment process.

✔ STEP 1: DEFINE THE POSITION PROFILE

- JGA will meet with City Manager's Office, Human Resource Department, City Council members, key staff, and stakeholders and/or community members to determine needs and issues, requirements of the job, and to obtain information about the environment in which the position functions either in-person or via Zoom to receive input on ideal candidate profile.
- JGA will identify the preferred management style, personal traits, demonstrated performance criteria, and previous experience and accomplishments of the successful candidate.
- JGA will develop a professional recruitment brochure (customized 1-pager) that will include information on the City, challenges and issues, the position, and selection criteria. In our experience working with candidates, the customized 1-pager solicits attention more effectively than a lengthy brochure. Please see sample brochures on pages 10-13.

✔ Step 2: Sourcing Qualified Candidates

Comprehensive Advertising Plan

- JGA will develop and execute a comprehensive plan for the recruitment to include appropriate channels such as print, web, social media, etc.

Advertisement

- JGA's local government executive search team has a vast network, including broad social media reach, which will be used to advertise the position. Advertisements in professional journals, websites and diversity-oriented specialty publications can be handled by JGA.

Pro-Active Outreach

- JGA will conduct one-on-one outreach to prospective candidates that fit the agreed-upon candidate profile. The process may attract top candidates both locally and nationally who best satisfy the requirements and qualifications of the position using methods to ensure that competitive candidates from diverse backgrounds apply. JGA will seek referrals and cold sourcing.
  We consider our team to be pro-active headhunters and City champions.

✔ Step 3: Evaluating Prospective Candidates

- JGA will develop a preliminary screening on education, experience, technical knowledge, accomplishments, management style, personal traits, any other criteria included in the position profile.
- JGA will acknowledge receipt of candidates' application materials and maintain communication with all candidates throughout the recruitment process. Additionally, JGA will develop a candidate landing page that is password protected and accessible to designated staff of the City Manager's Office, the hiring committee, and the City Council, as needed by the City.
- JGA will conduct a thorough screening of all applicants, including an initial screening interview with the most qualified candidates. To ensure the candidates have backgrounds of high integrity, screening shall include appropriate media and reference checks while protecting the confidentiality of the candidate.
- JGA will advise the City team on final recommended candidates for interviews and provide a verbal, confidential profile presentation of experience, strengths and opportunities.

Step 4: Selection of Finalists

- JGA will conduct personal interviews of semifinalists.

Step 5: Identification of Top Candidate

- JGA will support and assist the City during all finalist candidate interviews. This will include:
  - Arrange candidate interviews
  - Design interview questions
  - Prepare City and hiring authority for the interviews
  - Execute interview process
  - Assist with the assessment process
- Consultant will provide in-depth references and background checks for final candidates including candidate litigation history and publicly available websites.

Step 6: Selection of Top Candidates

- JGA will assist with negotiation of an employment agreement between the City and selected candidate once the top candidate has been identified.

Additional Requirements

JGA will work with the City Manager's Office and Human Resources staff through all phases of the City Manager search and selection process. JGA will attend meetings of the City Council and other meetings as requested during selection interviews and other stages of the recruitment process.

If requested by the City, JGA will conduct and incorporate community feedback into the recruitment process and provide this information to the City as requested.

JGA guarantees that if the selected finalist is terminated or resigns within twelve months from the employment date, JGA will immediately conduct a search for a replacement candidate. Within twelve weeks of the request from the City for the replacement search, a slate of qualified candidates shall be submitted to the City. If JGA is unable to provide the candidates as stated above, the City will be refunded the fee paid.

ONT ONTARIO INTERNATIONAL AIRPORT
So Cal. So Easy.
@flyONT

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

CHIEF ADMINISTRATIVE OFFICER



Want to help lead one of the fastest growing airports in the United States? If you have a passion for creating and overseeing public sector systems and business procedures in areas such as Contracts, Procurement, Human Resources, Risk Management, and more... this might be the position for you! The Chief Administrative Officer will lead a multi-disciplinary group of administrative and business-focused disciplines responsible for developing, directing, and coordinating the execution of key initiatives across all business aspects of the organization. Come join the Inland Empire's celebrated economic engine!

Salary Top Step of $240,000

CHIEF ADMINISTRATIVE OFFICER BENEFITS

RETIREMENT
Airport contributes 12%of base salary to a 401(a) through VOYA.

DEFERRED COMPENSATION
Voluntary 457(b) Deferred Compensation plan available through VOYA.

HEALTH BENEFITS
85% Employer paid medical and 100% paid dental and vision for employee & dependents.

EDUCATION
Reimbursement - up to $5,000 per fiscal year for tuition, books, and fees.

AUTO ALLOWANCE
Choice of $750 per month or use of take-home vehicle.

LIFE INSURANCE
Airport provides a $200,000 life insurance policy.



ANNUAL LEAVE ACCRUALS

PTO: 272 HOURS | MANAGEMENT: 48 HOURS | HOLIDAY: 13 DAYS

Apply today at: https://ontmktg.info/ONT-CAO

FOR MORE INFORMATION, CONTACT JACOB GREEN & ASSOCIATES (909) 238-8536

SAMPLE

ADMINISTRATIVE SERVICES DIRECTOR

Open Position!

JOB DESCRIPTION

Are you an innovative municipal Finance Director or finance professional ready to expand your horizons? This newly created Administrative Services Director will oversee finance, budgeting, purchasing, payroll, human resources, risk management, workers compensation, labor relations, information services, business license, revenue management and utility billing.

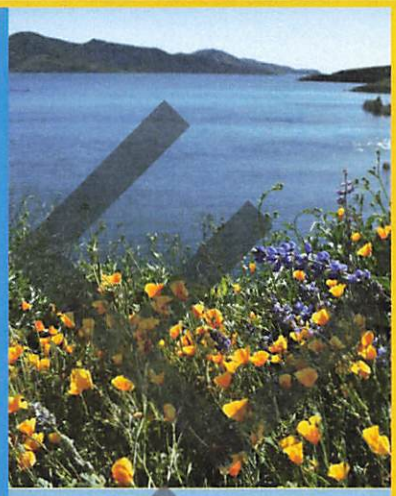
The City of Hemet has a visionary City Manager and City Council, a cohesive executive group, and a talented team of finance, HR and IT professionals. Be part of a team who thrives on identifying opportunities, addressing challenges, and making great things happen for this fabulous family-friendly community!

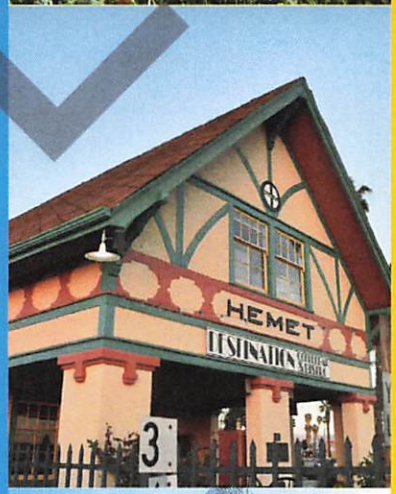
Competitive candidates will have a strong background in municipal finance and accounting, leadership experience, and a Bachelor's degree in a related field.

SALARY RANGE: $149,273 - $200,040 ANNUALLY

BENEFITS

- Medical: Kaiser or Aetna HMO (City Contribution of $1,100/mo)
- Dental for employee and dependents
- Vision – reimbursement up to $450 annually
- Classic members - 2.5% @ 55 or PEPRA
- Deferred Compensation – 2% City contribution
- Life Insurance: 1x annual salary
- Long Term Disability – Employer Paid
- Holidays: 14 holidays (including fixed and floating)
- Vacation Leave: 256 hours annually
- Sick Leave: 4 hours per month
- Administrative Leave: 40 hours







SAMPLE

This is a confidential recruitment. To start the process, simply contact Linda Matthews, Executive Recruiter, Jacob Green and Associates, email linda@jacobgreenandassociates.com or call (909) 559-7266.

CITY OF MENIFEE

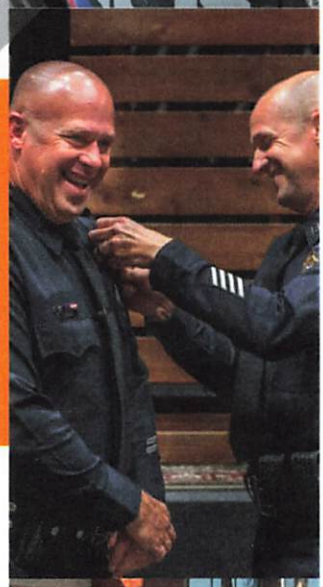
POLICE CHIEF



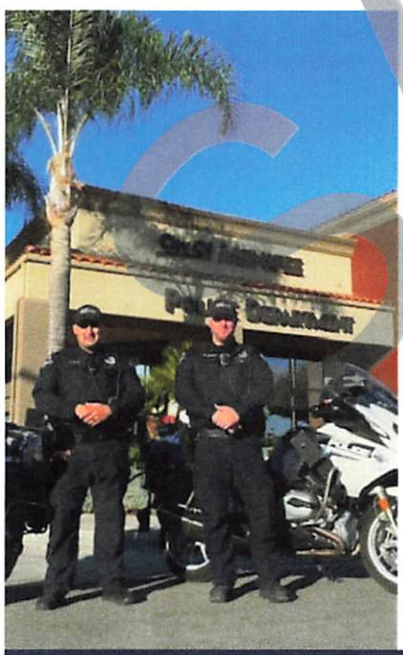
- LEAD A NEW MUNICIPAL POLICE DEPARTMENT, FORMED IN JULY 2020.
- ENJOY VOCAL COMMUNITY AND CITY COUNCIL SUPPORT.
- CREATE AND IMPLEMENT YOUR VISION FOR INNOVATIVE LAW ENFORCEMENT SERVICE EXCELLENCE.

THE CITY AND COMMUNITY

Situated in the heart of southern Riverside County along Interstate 215, Menifee is a vibrant, new city of more than 105,000 residents who enjoy a pleasant year-round climate, abundant recreational offerings, reasonably priced housing and convenient proximity of some of Southern California's premier attractions and employment centers. Within its 50 square miles, Menifee's business, retail, and entertainment outlets are starting to share the community's character and this growing economic base is also contributing favorably to the City's strong financial position. Menifee's growing family-oriented population values the City's ongoing commitment to public safety, community events, smart growth for the future. All of these elements are working together to support the City's strategic vision to make Menifee one of the State's most promising new cities.



SALARY TOP STEP $235,699



POLICE CHIEF BENEFITS

RETIREMENT
Safety employees receive the "new member" formula of 2.7% @ 57

DEFFERRED COMPENSATION
City contributes 5% of base salary
457(b) Deferred Compensation plan available through Mission Square

HEALTH AND LIFE INSURANCES
$1500/month (for employee only) or $1850/month (for employee plus dependent(s)) for medical, dental, vision, and other ancillary benefits
The City provides $200,000 Life Insurance policy

EDUCATION
Incentive pay - 5% of base salary (master's degree or professional certification)
Reimbursement - up to $3,000 per fiscal year for tuition, books, and fees

AUTO ALLOWANCE
$400 per month or use of take home City vehicle as determined by City Manager

UNIFORM ALLOWANCE
$1,000 per fiscal year



LEAVE ACCRUALS (PER YEAR)

Executive - 80 hours
Vacation - 120 hours
Sick - 104 hours
Holiday - 13.5 days
Floating Holiday - 9 hours
Wellness Day - 9 hours

APPLY TODAY AT WWW.CITYOFMENIFEE.US/JOBS (CLOSES MAY 20, 2022)
FOR MORE INFORMATION, CONTACT JACOB GREEN & ASSOCIATES AT (909) 509-1152

SAMPLE

CITY OF
BIG BEAR LAKE *California*

WE'RE HIRING!
COME JOIN OUR TEAM



POSITION: FINANCE MANAGER

The City of Big Bear Lake is seeking an experienced municipal finance professional to join an innovative and family-focused work culture. The Finance Manager will oversee an energized team looking for a leader to help maintain the City's award-winning municipal finance services program.

If you like the idea of working closely with others to manage the budget, purchasing, accounts payable/receivable systems, assets, and all other financial activities while looking out your office window at some of the world's best ski slopes, hiking trails, and year-round recreational activities, this is the opportunity for you!

As an added bonus, this is a SBCERA retirement system opportunity! So, you can be a current CalPERS employee and transfer into the system with reciprocity OR, retire from CalPERS and enjoy a second retirement future!

TOP STEP
$120,000 / year

SBCERA RETIREMENT
2% @ 55 with prior qualifying public service or, effective January 1, 2013, a formula of 2.5% @ 67 for new participants.

INSURANCE
Top Tier! Paid family HMO health and dental coverage. Life insurance and family vision coverage are provided.

PTO
- Vacation Leave
- Personal Days
- Sick Leave

SCHEDULE
- 9/80 Work Schedule

SAMPLE

This is a confidential recruitment. You do not need to submit a resume/application to proceed in the process. If you are interested in being considered, simply contact Linda Matthews, Executive Recruiter, Jacob Green & Associates, at linda@jacobgreenandassociates.com / (909) 559-7266.

QUALIFICATIONS AND REFERENCES QUALIFYING EXPERIENCE

SECTION C

JGA's Team Video Link: Jacob Green and Associates - JGA - Your First Call

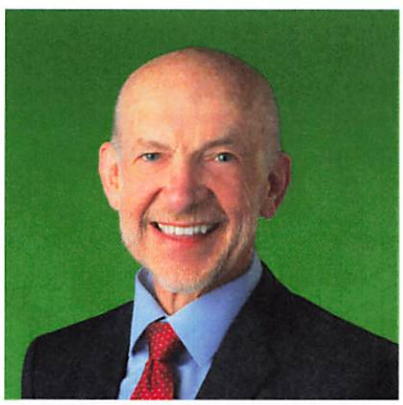
Managing Principal Representative and Lead Recruiter Greg Devereaux is the former City Manager of Ontario and Fontana, and former Chief Executive Officer of San Bernardino County. Mr. Devereaux has successfully led numerous search engagements in the region and has over 40 years of experience assessing and appointing local government executives. Mr. Devereaux will help ensure that the needs of the City and the entire municipal organization are considered during the search process. The JGA team will support the City throughout the entire recruitment process.



JACOB GREEN, MPA

President & CEO

Jacob is a nationally recognized local government expert in organization and leadership development. As an Assistant City Manager for the City of San Juan Capistrano and the City of Ontario, he has managed hundreds of employees and managed numerous government departments. As a trainer, keynote speaker, facilitator and coach, Jacob has worked with municipal clients, as well as commercial clients such as Mattel, FedEx, Hyundai Capital, ADP and many others. In 2019, Jacob distilled his personal and professional experiences into an Amazon Best-Selling book: "See Change Clearly: Leveraging Adversity to Sharpen Your Vision and Build Resilient Teams." Jacob has received numerous awards for his leadership, including the National Caring Award, the Orange County Human Relations Award, Most Inspiring Student at UC Irvine, and is the youngest recipient of the Gene Lentzner Humanitarian Award. Jacob has his Bachelor of Arts in Social Sciences with a Minor in Management from the University of California, Irvine, his Master of Public Administration (MPA) degree from California State University, Long Beach, and was recently awarded an honorary doctorate degree from Western University School of Health Sciences.



GREGORY C. DEVEREAUX, JD

Managing Principal Representative // Lead Recruiter

Greg Devereaux served in state and local government for 40 years, holding a variety of leadership positions including City Manager of both Fontana and Ontario, where he worked with the city councils to improve each city's finances, as well as Chief Executive Officer of San Bernardino County where he helped the Board of Supervisors lead the County in a new direction which emphasized fiscal responsibility and working as a team. He worked with the Board and the San Bernardino Associated Governments in a community-driven effort to develop a Countywide Vision. Greg is a Past President of the California Redevelopment Association and has served on numerous committees at both the League of California Cities and the California State Association of Counties. Greg is a fellow at the congressionally chartered National Academy of Public Administration.



LINDA MATTHEWS, MBA

Senior Search Advisor

Linda Matthews is a proven human resources expert who is passionate about working with management and employees to find win-win solutions for challenging issues. Linda has over 25 years of experience in human resources administration and executive leadership over a wide variety of human resources areas, such as employee and labor relations, classification, and compensation, hiring, benefits, and training. She served as human resources director for the City of Pomona and the City of Ontario. She also held a variety of positions for San Bernardino County and Riverside County. She holds a Bachelor's in Psychology from UCLA and an MBA from the Drucker School of Management at Claremont Graduate University. She currently serves as the Associate Director of Administration for Shoes that Fit, a non-profit organization, on a part-time basis.



LISA BARTLETT, MBA

Senior Search Advisor

Lisa Bartlett is a proven and skilled leader in both the private and public sector. For decades she has led teams, delivered results, and set the highest standards of excellence. She held executive positions in a technology company, project management firm and several law firms. During her tenure in the public sector, she was elected and served on the city council and most recently, as a County Supervisor on the Orange County Board of Supervisors, providing governance to the 6th largest county in the country. She has extensive expertise and experience in the areas of healthcare, transportation, technology, administration, public safety, infrastructure, coastline projects/issues and public-private partnerships (P3) and is driven to streamline delivery of projects and initiatives while improving organizational effectiveness. Lisa has served on several statewide boards including the California State Association of Counties (CSAC), serving as its President in 2020 and continues to serve on the California Transportation Commission (CTC), Technical Advisory Committee for Road Usage Charge. Lisa holds a Bachelor's degree in Finance and an MBA from Pepperdine University. She is also a licensed real estate Broker. She is passionate about her community and is involved with several local non-profits.



CAPRICE ROBINSON

Search Specialist

Caprice Robinson is an accomplished Professional who has served over 20 years in the United States Air Force. She has experience in organizational leadership, training and development, program management, and operations management. Caprice is a multi-faceted leader who has held various strategic and operational roles within Air Force Healthcare facilities and Air Force Basic Military Training with emphasis on organizational and employee development and regulatory compliance. One of Caprice's most notable projects was designing an action plan for the Air Force's Basic Military Training command to allow the accession pipeline to remain open during a world-wide pandemic. Her efforts ensured the Air Force was able to continue to train new recruits safely and was highlighted as a best practice in preventing the spread of the Coronavirus by the Center of Disease Control. Caprice holds a Bachelor of Science degree in Healthcare Management and certifications in Human Resources and Diversity, Equity and Inclusion.



MEGHAN MURRAY

Search Specialist

Meghan Murray has over 20 years of experience in the United States Air Force with a background in Operations Management, Program Management, Personnel Management, Executive Communication, and Continuous Process Improvement. Meghan holds a Secret clearance and has directed multiple programs valued at $1B while managing risk, safety, and compliance. Additionally, Meghan holds a Masters of Science degree with a specialty in Human Resource Management bringing to the team an extensive knowledge in team leadership, strategic planning, and data driven decision making. One of Meghan's most notable projects was being a strategic team lead of the Organization of the Future that led to the building of the latest branch of the military, the United States Space Force. Using her extensive knowledge in team management, the team successfully transitioned over 300 subject matter experts to be the face of the Space Force.



NICOLI HILSCHER

Senior Project Manager

Nicoli Hilscher has over 21 years of experience in Federal and Local Government. She retired from the United States Air Force in the top two percent of the active enlisted force, as a Senior Master Sergeant. Nicoli has an extensive background in Leadership Development, Training, Facilitation, Project Management, and Instructional Development. She has held positions internationally in various levels of leadership providing long-term organizational growth in diverse, fast-paced environments. Nicoli is a cross-functional leader overseeing operations, professional development, and recognition programs for organizations ranging from 20 to 300 personnel. She oversees JGA's Project Management Office, ensuring high quality service delivery to all JGA clients.

REFERENCES AND LITIGATION

SECTION D

REFERENCES

CITY OF HEMET

- Mark Prestwich, City Manager
- 951.765.2301
- mprestwich@hemetca.gov
- 445 E. Florida Avenue, Hemet, CA 92543
- Current - One searches in work
- City Manager Search, Administrative Services Director Search, Community Development Director Search

CITY OF FONTANA

- Matthew C. Ballantyne, City Manager
- 909.350.7654
- mballantyne@fontanaca.gov
- 8353 Sierra Ave, Fontana, CA 92335
- January 2022
- City Manager Executive Search, Contract Negotiations, Placement

ONTARIO INTERNATIONAL AIRPORT AUTHORITY

- Atif Elkadi, Chief Executive Officer
- 858.361.9319
- aelkadi@flyontario.com
- 1923 East Avion Street, Ontario, CA 91761
- June 2022
- Chief Administrative Officer Executive Search, Contract Negotiations, Successful Placement

CITY OF MENIFEE

- Rochelle Clayton, Assistant City Manager
- 951.723.3701
- rclayton@cityofmenifee.us
- 29844 Haun Road, Menifee, CA 92586
- April 2022
- Police Chief Executive Search, Contract Negotiations, Successful Placement

CITY OF BIG BEAR LAKE

- Erik Sund, City Manager
- 909.866.5832
- esund@citybigbearlake.com
- 39707 Big Bear Blvd., PO Box 10000, Big Bear Lake, CA 92315
- January 2022
- Finance Manager Executive Search

LITIGATION

Jacob Green and Associates, Inc. does not have any outstanding litigation in which the proposed respondent is a named party for a related study or audit.

CONFLICT OF INTEREST DISCLOSURE STATEMENT

SECTION E

Jacob Green and Associates, Inc. does not have any conflicts of interest as they relate to any transactions with the City of Compton.

COST PROPOSAL

SECTION F

PROPOSAL COST

The Professional Fee for conducting the City Manager recruitment is $24,600. The professional fee covers all JGA staff time, travel, advertising, and materials required to conduct the recruitment as defined in the scope of services above. There are no hidden/additional JGA service fees.



The costs outlined in this proposal are considered valid and binding for a period of 90 days, commencing from the date of the proposal's issuance. During this timeframe, the provided pricing and estimates for products, services, and associated expenses will remain unchanged, subject to the terms and conditions specified in the proposal document. Any modifications or alterations to the proposal, as well as adjustments to the costs, will require mutual agreement between the involved parties.

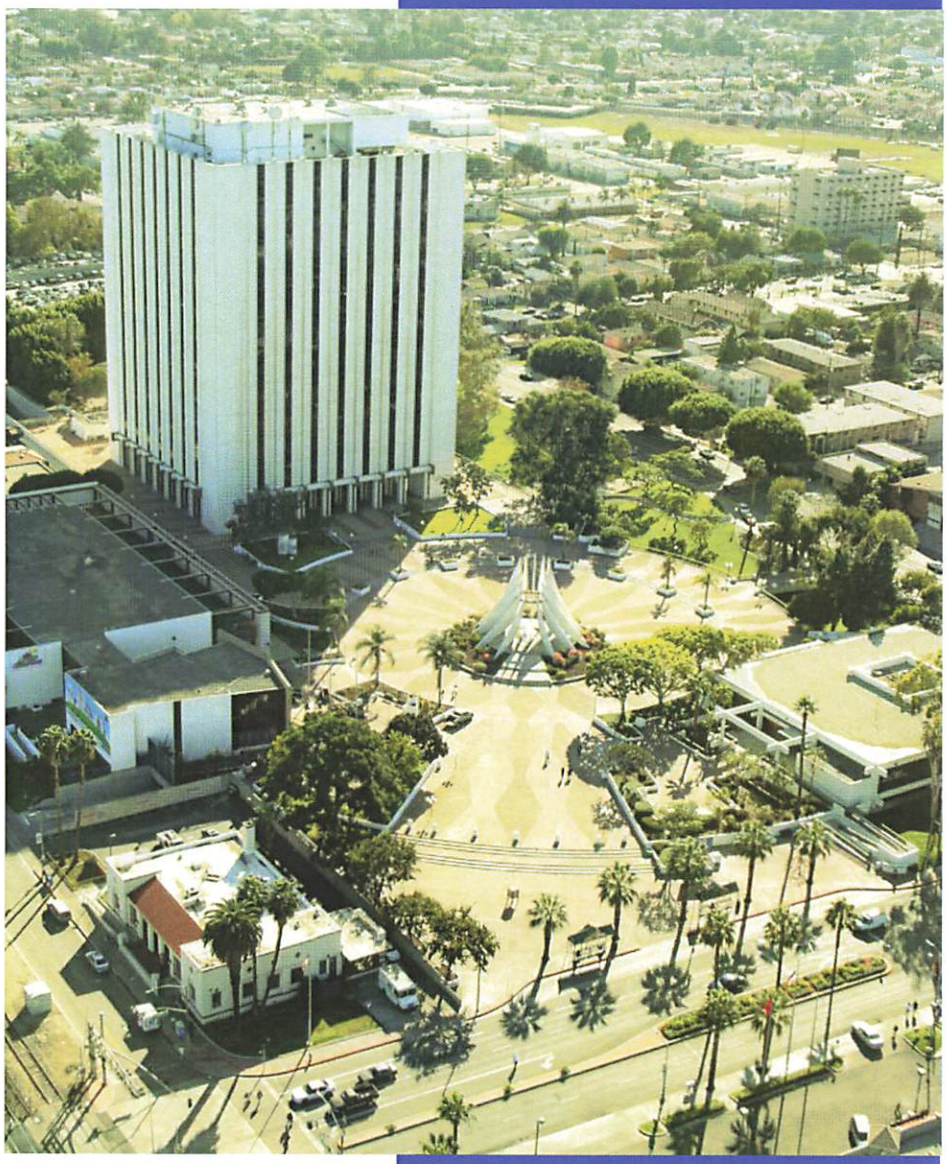
Proposal to Provide
Executive Search Services

for the

City of Compton
California

for the position of

City Manager



Submitted on August 23, 2023

Prepared by
Ralph Andersen & Associates
5800 Stanford Ranch Road,
Suite 410
Rocklin, California 95765
916.630.4900

Consultant:
Fred Wilson

www.ralphandersen.com

Ralph Andersen & Associates
A Tradition of Excellence Since 1972

5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

August 23, 2023

Mayor Emma Sharif
and Members of the City Council
City of Compton
205 South Willowbrook Avenue
Compton, California 90220

Dear Mayor Sharif and Members of the City Council:

Ralph Andersen & Associates is pleased to submit three copies plus one unbound original proposal to conduct an executive search for the position of City Manager for the City of Compton.

The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than half of a century. With the reputation of Ralph Andersen & Associates you will have the opportunity to consider candidates located throughout California. If selected to conduct this search, Mr. Fred Wilson, Senior Consultant with Ralph Andersen & Associates will be the Project Director.

Our proposal outlines the firm's experience in conducting City Manager recruitments, the methodology/work plan and timeline to accomplish the search tasks, as well as the cost to conduct a comprehensive search.

We are proud of our record of success in presenting a diverse pool of candidates for consideration. This is something we do as part of our current recruitment practice and throughout the years offering this service to local government agencies.

To see samples of our recruitment brochures and current engagements, as well as the way in which we market our clients digitally, please visit the Career Opportunities page of our website at www.ralphandersen.com.

As a principal in the firm, I am legally able to bind the firm and enter into a contractual agreement to provide these services.

Mr. Fred Wilson, Project Director, can be reached at (916) 630-4900, directly on his cell at (714) 421-3258, or via email at fred@ralphandersen.com.

Should you need any clarification, please feel free to contact me directly at (916) 630-4900 or more directly on my cell (916) 804-2885. Thank you very much for your consideration of this proposal.

Respectfully Submitted,

Heather Renschler

Heather Renschler
President/CEO

Ralph Andersen & Associates
A Tradition of Excellence Since 1972

5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

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Ralph Andersen & Associates
A Tradition of Excellence Since 1972

5800 Stanford Ranch Road
Suite 410
Rocklin, California 95765
916.630.4900

Company / Firm Information

Executive Summary

Attracting top talent has never been more complex and Ralph Andersen & Associates is highly qualified to assist the City of Compton with recruiting its new City Manager. *We have conducted more successful executive recruitments than any other recruitment firm in California since 1972.* From helping the City Council to create a competency-based interviewing framework for the new City Manager to assessing candidates and attracting top human capital, our search professionals offer an unparalleled depth of experience, national reach, and knowledge.

The City Council has requested our proposal to assist in the identification and recruitment of a highly qualified group of candidates for the new City Manager. In particular, the City of Compton is seeking a firm with a strong national presence and the professional experience to clearly assess the City's needs and formulate a strategy to ***deliver results.***

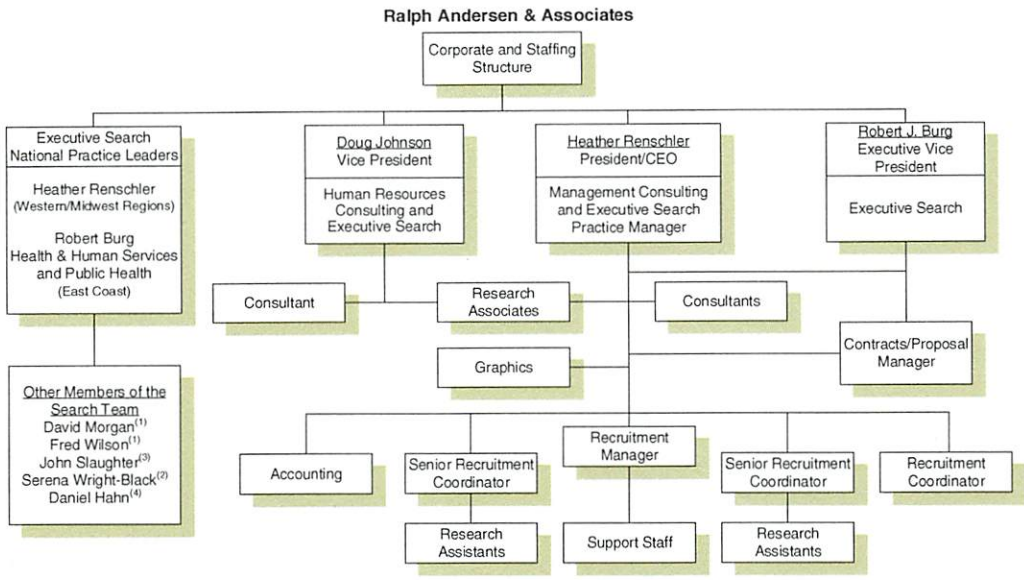
At Ralph Andersen & Associates, we believe that gaining a complete understanding of our client's specific objectives and priorities is essential prior to launching any search assignment. This process includes the identification and incorporation of a variety of important details such as the candidate's desired skills and experience as well as the critical "soft skills" related to temperament, personality, management philosophy, and other factors that will ultimately determine the candidate's "fit" with the organization.

We begin each search by working closely with the City's leadership, stakeholders, staff, and, if desired, the community to ensure a complete picture of the desired candidate pool is developed. Our team-oriented approach, matched with this 360-degree perspective, means we ensure that a complete understanding of the organization's mission and culture translates into those specific traits and characteristics necessary to ensure the selected candidate is successful in the position.

We understand that the City Council expects aggressive, personalized outreach to identify a diverse and highly qualified applicant pool and a selection process that includes comprehensive candidate reports based on thorough reference and background checks. We will begin with the desired characteristics and build a recruitment strategy that is tailored to meet the City of Compton's specific needs. The resulting outreach and advertising campaign will incorporate the extensive use of personal outreach to recruit a highly qualified group of candidates.

Ralph Andersen & Associates, a California Corporation, serves a nationwide clientele through its Corporate Office in the Sacramento area. The Corporate Office is located at 5800 Stanford Ranch Road, Suite 410, Rocklin, California 95765; phone number (916) 630-4900. The firm currently has 17 employees.

The firm's organization chart is provided on the following page.



(1)Former City Manager
(2)Former Assistant City Manager
(3)Former County Manager
(4)Former Chief of Police

Updated July 2023

Our national staff of professionals and support staff include acknowledged leaders in their respective fields. Supplementing their extensive consulting backgrounds, all senior staff have personal, hands-on executive experience in the operation of public agencies and private businesses.

The principals of the firm are Heather Renschler, President/CEO, and Robert Burg, Executive Vice President. Both Ms. Renschler and Mr. Burg are legally able to bind the firm.

Why Choose Ralph Andersen & Associates?

Ralph Andersen & Associates, a California Corporation, has been providing executive search and management consulting services since 1972. As such, the executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

With Ralph Andersen & Associates, there is an entire team behind every recruitment. Our firm takes a multi-disciplined, team approach to executive search. Successful outreach relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. By drawing on the combined expertise of our associates and our network of professional contacts, we address outreach from a wide variety of perspectives and find unique ways to identify and recruit the best and brightest.

Financial Stability

Ralph Andersen & Associates has been a financially stable organization since its inception in 1972. Our range of consulting and recruitment services is diverse and varied. For this reason, we have been able to remain nimble and flexible in a very competitive environment. We continue to tailor our search and consulting services offered and remain responsive and prepared to address complex issues and problem solving on behalf of our clients. This has been a hallmark of our success.

Should Ralph Andersen & Associates be selected to conduct recruitments for the City, we would be pleased to have our firm's CPA firm available to confirm our financial solvency.

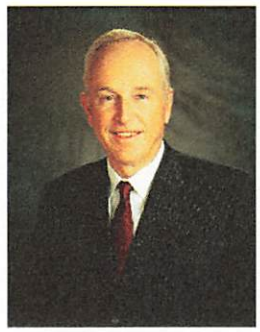
Qualifying Experience

Project Staffing

The reputation of the search firm and personal commitment of the recruiters define the difference between the success and failure of any given recruitment. Ralph Andersen & Associates' search professionals are acknowledged leaders in the field and possess a broad range of skills and experience in the areas of local government management, executive search, and related disciplines. Only senior members of Ralph Andersen & Associates are assigned to lead search assignments, ensuring that their broad experience and knowledge of the industry is brought to bear on our clients' behalf.

The City of Compton will have Mr. Fred Wilson, Senior Consultant of Ralph Andersen & Associates, as the Project Director on this engagement. Mr. Wilson will have all the resources and full support of our firm fully dedicated to ensuring the highest quality outcome during this important recruitment process.

Mr. Fred Wilson, Project Director



Mr. Wilson, Senior Consultant with Ralph Andersen & Associates, brings more than 35 years of experience as a local government executive, including 21 years serving as City Manager in two California cities. Working in full-service cities, he brings a strong background in identifying and recruiting top quality executive staff. His skills in identifying, recruiting, and retaining high quality employees and talent management, coupled with succession planning, have contributed significantly to the successes of those organizations. This experience gives Mr. Wilson a unique perspective to identifying high quality candidates that "fit" the organization.

Since joining Ralph Andersen & Associates, Mr. Wilson has completed many successful recruitments and brings a vast network of contacts throughout the region. He has successfully completed searches for executives and professionals for local government organizations including City Managers, Community Development Directors, Public Works Directors, Finance Directors, and other General Managers.

Mr. Wilson's clients have found his knowledge of city management, experience working with City Council members, and expertise in recruitment and selection an asset.

As a long-tenured local government executive, Mr. Wilson has extensive experience in all aspects of governance including organizational development, succession planning, municipal finance, community development, and general management. His experience includes serving in multiple leadership roles in various organizations including the League of California Cities and has been active on various advisory boards throughout his career.

Mr. Wilson holds a Bachelor of Science degree in Urban Planning from Cal Poly Pomona, and a Master's degree in Public Administration from California State University, Northridge.

Mr. Wilson may be reached at (916) 630-4900 or directly on his cell at (714) 421-3258 or via email at fred@ralphandersen.com.

Paraprofessional and Support Staff

Paraprofessional, graphics, and support staff will provide administrative support to the consultant team on recruitment assignments. These may include Ms. Diana Haussmann, Ms. Christen Sanchez, Ms. Hannah Jones, Ms. Karen AllGood, Ms. Tina Keller, and Ms. Teresa Heple.



Relevant Search Experience

Ralph Andersen & Associates conducts a wide array of searches in the public sector specializing in the top executive in local government – the City Manager. Our experience spans populations of all sizes, from the largest in the country to small and mid-size municipalities.

Ralph Andersen & Associates' significant experience in city management searches is supported by a successful track record of highly regarded managers.

Expansive network of City Manager Searches (In-State and Nationally) – We have one of the strongest track records of conducting City Manager searches. The following listing represents contracts that were awarded to Ralph Andersen & Associates and staffed by a member of our search team. Recruitments conducted by Mr. Wilson have been noted with ("*"). The first listing included here is for recruitments conducted in California since 2020, followed by our out-of-state engagements:

California Recruitments:

- Artesia, CA – City Manager (2022)*
- Barstow, CA – City Administrator (2021)*
- Calabasas, CA – City Manager (2021)
- California City, CA – City Manager (2022)*
- Calistoga, CA – Assistant City Manager (Newly Awarded)
- Carpinteria – City Manager (Current Search)*
- Citrus Heights, CA – City Manager (2022)
- Colma, CA – City Manager (Current Search)
- Compton, CA – City Manager (2022)*
- Coronado, CA
    - Assistant City Manager (2022)
    - City Manager (2021)

- Costa Mesa – Assistant City Manager (Current Search)*
- Eastvale, CA – City Manager (2022)*
- El Segundo, CA – City Manager (2022)
- Emeryville, CA – City Manager (2022)*
- Encinitas, CA – City Manager (2020)
- Fairfax, CA – Town Manager (2021)
- Foster City, CA – City Manager (2022)*
- Goleta, CA – City Manager (2022)
- Grand Terrace, CA – City Manager (2021)*
- Gustine, CA – City Manager (2022)*
- Huntington Beach, CA – City Manager (2022)
- Indio, CA – City Manager (2021)
- La Palma, CA – City Manager (2020)*
- La Verne, CA – City Manager (2022)*
- Lincoln, CA – City Manager (2022)
- Los Altos, CA – City Manager (2021)*
- Mill Valley, CA – City Manager (2020 & 2022)
- Modesto, CA – Deputy City Manager (2022 & Current Search)
- Montebello, CA – City Manager (Newly Awarded)
- Nevada City, CA – City Manager (2022)
- Norco, CA – City Manager (2022)*
- Oakland, CA – City Administrator (2020 & 2023)
- Orange, CA – City Manager (2022)
- Palm Desert, CA – City Manager (2021)
- Palm Springs, CA – Assistant City Manager (2021)
- Palos Verdes Estates, CA – City Manager (2023)
- Pismo Beach, CA – City Manager (Current Search)
- Riverside, CA – City Manager (2022)*
- Rossmoor, CA (Golden Rain Foundation) – General Manager (2022)
- Santa Monica, CA – City Manager (2021)
- Sierra Madre, CA – City Manager (2021)*
- Solvang, CA – City Manager (2023)
- Stockton, CA – Deputy City Manager II (Two Placements) (2020)
- Upland, CA – City Manager (2021)*

National Recruitments:

- Alexandria, VA – Deputy City Manager (2022)
- Avondale, AZ – City Manager (2022)
- Charlotte, NC – Assistant City Manager (2022)
- Cottonwood, AZ – City Manager (2023)
- Goodyear, AZ – Deputy City Manager (2022)
- Green Valley Recreation, Inc. – Chief Executive Officer (2020)
- Miami Beach, FL – City Manager (2021)
- Naples, FL – City Manager (2022)
- Oro Valley, AZ – Town Manager (2023)
- Powell, OH – City Manager (2020)
- Queen Creek, AZ – Assistant Town Manager (2023)
- Scottsdale, AZ – Assistant City Manager (Newly Awarded)
- Vancouver, WA
    - Deputy City Manager – Community and Economic Development (2021)
    - Deputy City Manager for Enterprise Services (2021)

References

At Ralph Andersen & Associates, we feel strongly that our past client relationships will attest to the professionalism of our services. We would be pleased to provide additional references upon the City's request.

- **City of Artesia**
  18747 Clarkdale Avenue, Artesia, CA 90701
  Mayor Monica Manalo
  (562) 865-6262
  mmanalo@cityofartesia.us
  Recruitment: City Manager

- **City of Norco**
  2870 Clark Avenue, Norco, CA 92860
  Greg Newton, Mayor
  (951) 316-9494
  gnewton@ci.norco.ca.us
  Recruitment: City Manager

Litigation

Request No Public Release of this Information.

Ralph Andersen & Associates (the "Company") entered into a classification and compensation consulting services agreement with the County of Sonoma effective December 1, 2014 (as amended, the "Sonoma County Agreement"). No formal notification was initiated by Sonoma County to terminate the contract with the Company for non-compliance or failure to perform. On November 19, 2020, the County of Sonoma, together with the Sonoma County Water Agency, the Sonoma County Agricultural Preservation and Open Space District, and the Sonoma County Community Development Commission, filed a complaint against the Company and one of its employees with the Superior Court of the State of California for the County of Sonoma. This complaint contains causes of action for breach of contract and professional negligence specifically related to compensation services provided. In May 2021, at the request of the Company, a transfer to Superior Court for the County of Contra Costa was requested as a neutral location for both parties.

As of this submittal date, Sonoma County has now initiated the transfer of files. The parties have not yet commenced discovery and no trial date has been yet set.

Conflict of Interest

Ralph Andersen & Associates will ensure that no conflict of interest with any member of the project team exists currently or during the duration of this assignment. It is the firm's policy that consultants are not assigned or permitted to work on any project in which any of their assigned clients has an economic interest or may be expected to have a material financial interest.

Additionally, we carefully determine if there is any other type of conflict of interest with candidates and other parties. We update our client as needed on these concerns.

Search Outline and Timeline

Summary of Our Search Process

The successful search process relies heavily on person-to-person contact to identify outstanding potential candidates and, in the evaluation phase, to gain a complete understanding of the background, experience, and management style of the top candidates. The executive recruitment techniques used by Ralph Andersen & Associates have been developed and used successfully with hundreds of clients for more than 51 years.

We feel that the key elements of the search process, which can be tailored to fit the specific needs of the City of Compton, should include:

- Developing a comprehensive position profile based upon information obtained in video meetings with the City Council, City Manager's Office, and Human Resources staff, as well as key staff members and others as directed (i.e., key stakeholder groups).
- Extensive personal outreach, via telephone and through internet technology, to qualified candidates throughout California, the Western Region, and across the nation.
- A marketing strategy that uses selected advertising to supplement the extensive candidate identification process, uses the Internet and social media, and also uses our already established professional contacts in the field of city management.
- A screening and assessment process that narrows the field of candidates to those that most closely match the needs of the City and is based on extensive reference checks and telephone interviews with the top candidates.
- Delivering a product in the form of a search report that recommends the top group of candidates and provides the decision-makers with detailed information about their backgrounds and experience.
- Assistance during the interview and selection process and in the negotiation of a compensation package.

Search Work Plan

This section describes the usual steps in the search for a new City Manager for the City of Compton. This recruitment will be under the direction of Mr. Fred Wilson, Project Director/Search Consultant.

Task 1 – Review Project Management Approach

The Project Director, Mr. Wilson, will begin work on this project within 10 days (or sooner) after the City provides a contract or, alternatively, an official notice to proceed. The first task will include established individual and/or group meetings with the City Council, City Manager's Office, Human Resources, and others, as appropriate, to finalize the recruiting and selection process (preference to be done using Zoom Video Technologies application). This will include discussion of the project management for this search, review of the work plan, confirmation of timing, and communication methods. Working collaboratively with the City Council, City Manager's Office, Human Resources, and key City staff, this task will result in a more definitive timetable.

As part of our overall approach to this project, the Project Director will deliver regular updates (typically done orally) throughout each stage of the search. In addition, Mr. Wilson will be highly accessible and responsive to client requests and inquiries.

Task 2 – Develop Position Profile

The position profile for the City Manager is the guide for the entire search process. The development of the profile includes the collection of technical information and recruitment criteria.

Technical Information

Mr. Wilson will conduct video meetings with the City Council, key staff members, and others as directed by the City to gain an understanding of the experience and professional background requirements desired in the City Manager. These meetings will also help the Project Director gain an understanding of the work environment and the issues facing the City of Compton. In-person meetings can be arranged with sufficient advance notice.

Recruitment Criteria

The recruitment criteria are those personal and professional characteristics and experiences desired in the City Manager. The criteria should reflect the goals and priorities of the City of Compton.

Subsequent to the development and adoption of the candidate profile, the technical information and recruitment criteria will be documented in an information brochure prepared by Ralph Andersen & Associates. The brochure will be reviewed by the City in draft format, revised as appropriate, and published for use throughout the search.

Optional Service (Community Survey) – The City Council may desire obtaining input from the Community on the qualities they would like to see in the new City Manager. To facilitate Community input, the Project Director can conduct an on-line survey. Additionally, our process can allow for email comments to Ralph Andersen & Associates relative to the desired qualities in the next City Manager. See Cost Section for more details on pricing.

Task 3 – Outreach and Recruiting

This task is among the most important of the entire search. It is the focus of the activities of the Project Director and includes specific outreach and recruiting activities briefly described below.

Outreach

An accelerated outreach and advertising campaign will be developed. It will include the placement of ads in publications such as *Western City Magazine, International City/County Management Association (ICMA),* and other professional publications. Specific Internet sites related to government will be used as a method of extending the specific outreach in a short period of time.

Additionally, the advertisement and the full text of the position profile (the recruitment brochure) will be placed on Ralph Andersen & Associates' website, which is accessed by a large number of qualified candidates. This method of outreach to potential applicants provides a confidential source that is monitored by many key level executives on an on-going basis.

Candidate Identification

Ralph Andersen & Associates will use their extensive contacts to focus the recruiting effort. In making these contacts, the Project Director will target those individuals who meet the criteria set by the City. Each of the candidates identified through the recruiting efforts will

be sent an information brochure. Candidates will also be contacted directly to discuss the position and to solicit their interest in being considered.

Both the outreach and recruiting activities will result in applications and resumes from interested candidates. As they are received, resumes will be acknowledged and candidates will be advised of the general timing of the search process. The following tasks involve the actual selection process, once all resumes have been received.

Task 4 – Candidate Evaluation

This task will be conducted following the application closing date. It includes the following specific activities:

Screening

All of the applications will be carefully reviewed. Those that meet the recruitment criteria and minimum qualifications will be identified and subject to a more detailed evaluation. This evaluation will include consideration of such factors as professional experience, and size and complexity of the candidate's current organization as compared to the candidate profile.

Preliminary Research and Internet Review

The research staff of Ralph Andersen & Associates, under the direction of the Project Director, will conduct preliminary research and internet review for those candidates identified as the most qualified as a result of the screening process. This level of research will be done on a limited number of candidates to learn more about each candidate's public profile and related information that is available on the internet.

Preliminary Interviews via Video Technology

The Project Director will conduct preliminary interviews with the top group of candidates identified through the screening and preliminary research and Internet review processes. The interviews are extensive and designed to gain additional information about the candidates' experience, management style, and "fit" with the recruitment criteria. Interviews will be conducted using video technology.

The screening portion of the candidate evaluation process typically reduces a field of applicants to approximately four (4) to six (6) individuals. Those individuals will be reviewed with the City prior to proceeding with the individual interviews.

Task 5 – Search Report

After completing Task 4, all documentation will be supplied to the City electronically. No hard copies will be supplied to the City for any phase of this search engagement. Mr. Wilson will prepare detailed information for review including resumes uploaded to a file sharing system (i.e., DropBox or ShareFile). Mr. Wilson will conduct a video conference call or in-person meeting with the City Council Search or other designated representative to review the search report on the top candidates. The report divides all of the candidates into four groups including 1) the top group of candidates that are recommended to be interviewed via video by the City Council; 2) a backup group to the first group; 3) no further consideration group; and 4) lacks minimum qualifications. The search report will include candidate resumes and cover letters. The results of preliminary media research will be included. This meeting will result in a confirmed group of top candidates for the City to further consider.

Important to note, we typically do not conduct references on all of the finalist candidates. The more standard process is to do a partial background on the top 2-3 candidates with various verifications, internet search, and limited references (outside of current employer). References for current employers are often not released by candidates until the final stage of the search process when they are assured of being the candidate of choice. Verifications such as credit check, DMV Report, and civil/criminal are typically conducted once a contingent offer is made to the selected candidate unless

the finalist candidate(s) give explicit approval and sign a release to proceed. Education checks are conducted *before* the slate of candidates interviews with the City Council.

The results of the Search Report will be a confirmed group of finalist candidates that the City Council will interview.

Task 6 – Selection

The final selection process will vary depending upon the desires of the City Council. The typical services provided by Ralph Andersen & Associates in the selection process are described briefly below:

- Mr. Wilson will coordinate the selection process for the finalist group of candidates. This includes handling the logistical matters with candidates and with the City.
- Ralph Andersen & Associates will prepare an electronic interview booklet (uploaded to a file sharing program such as DropBox or ShareFile referenced by the City's RFP as a "landing page" to house key information) that includes the resume, cover letter, and preliminary media research for each candidate. In addition, this electronic information will contain suggested questions and areas for discussion based upon the recruitment criteria. Electronic copies of the interview booklet will be provided in advance of the candidate interviews. No hard copies of material will be provided. Should the City desire hard copies, that will be the responsibility of the City to produce and distribute.
- Mr. Wilson will facilitate the Interviews to assist the City through the selection process. This assistance will include an initial orientation, candidate introductions, and facilitation of discussion of candidates after all interviews have been completed.
- Additionally, verifications will be made on the top two candidates and will include education verifications, Department of Motor Vehicle check, and credit check. Due to legislation, criminal checks ("Ban the Box") are only permissible when a contingent offer of employment is made. The results of these verifications will be discussed with the City at the appropriate time.
- Reference checks will be conducted on the top candidate. The results of these reference checks will be discussed with the City Council at the appropriate time during a closed session.
- As needed, the Project Director is available to provide assistance to the City Council in the final selection as may be desired. This assistance may include providing or obtaining any additional information desired to assist in making the final selection decision.

Task 7 – Negotiation

The Project Director is available to assist the City Council in negotiating a compensation package with the selected candidate. This includes recommendations on setting compensation levels.

Additionally, if desired by the City Council, Ralph Andersen & Associates will coordinate with the City Attorney to prepare a draft employment agreement and work with the City Council on the finalization of this document. As required by the Brown Act, the employment agreement for the new City Manager will be required to be approved and voted on in a public meeting at a regularly scheduled City Council meeting.

Task 8 – Close Out

After the City has reached agreement with the individual selected for the position, the Project Director will close out the search. These activities will include advising all of the finalist candidates of the status of the search by telephone.

Strategy for Recruitment of Diverse Candidates

As a firm, we are committed to principles of diversity, equity, and inclusion. The diverse pool of applicants that we present to our clients as "finalists" is a very important set of metrics and a solid demonstration of our broad and successful outreach for our recruitment efforts. Additionally, we also believe another important measure of success is whether the client has a choice of gender within the candidate pool. We are equally proud of these statistics as well.

Brochure

The brochure not only outlines the recruitment criteria, but it builds a visual identity that communicates the importance of diversity within the recruitment. Images used in the brochure often reflect the various diversity that exists within the organization and/or the community.

Targeted Outreach to Minority Candidates

Outreach to traditional associations primarily dedicated to the advancement of equity and justice for their members is a strong source for minority and female candidates. Personal contacts within these types of organizations will assist the firm by identifying top talent within their respective memberships, which will result in a more diverse candidate pool for the position. The Search Team's focus will include specific outreach to members of the National Forum of Black Public Administrators (NFBPA), League of Women in Government, and International Hispanic Network (IHN), and other affinity groups that would support the specific position.

Ralph Andersen & Associates has a presence on LinkedIn, Twitter, and Facebook and uses social media to reach potential candidates.

Ralph Andersen & Associates is very proud or our track record with minority and female placements. A copy of Ralph Andersen & Associates' Women and Minority placements can be provided upon request.

Schedule

We anticipate approximately a 90 to 120-day time frame for this entire recruitment process. Importantly, there is the ability to begin this process effectively with the use of video technology and file sharing methods that support a very strategic approach under Mr. Wilson's direction, although most if not all meetings will be done in person, if possible.

A sample timeline is provided below.

Task	Estimated Week of Completion
Task 1 – Review Project Management Approach	Week One
Task 2 – Develop Position Profile and Recruitment Brochure	Week One – Week Two
Task 3 – Outreach and Recruiting	Week Two – Seven
Task 4 – Candidate Evaluation	Ongoing Throughout Process (typically more focused during Week Six and Week Seven)
Task 5 – Search Report	Week Eight – Week Nine
Task 6 – Selection	Week Nine - Week Ten
Task 7 – Negotiation	Week Ten – Week Eleven
Task 8 – Close Out	Week Twelve

Cost

The recruitment effort for a new City Manager for the City of Compton will be a national search process with a focus on California and the Western Region. The review of resumes and qualifications will be conducted on all candidates that submit giving the City the ability to select from a broad field of qualified candidates. The professional services fee to perform this search will be a **fixed fee of $35,000*** for recruitment services and all related expenses.

***Note** – Expenses included in this fixed fee include such items as advertising, consultant interaction (anticipated to be done primarily through videoconferencing except for finalist interviews), clerical, graphic design, research, and long-distance telephone charges. On top candidates, Internet and Lexis/Nexis searches will be conducted. Additionally, education verifications, DMV check, wants and warrants, civil and criminal litigation search, and credit check will be conducted on the top two candidates. Detailed reference checks will be conducted on the top candidate. Should the City desire to conduct detailed reference calls on more than one candidate, a background fee of $1,800 per candidate will be billed in addition to the above stated fees.

Invoicing for Services – Ralph Andersen & Associates will bill the fixed fee to the City in four installments as follows:

- Following kick-off and finalization of recruitment brochure – $10,500
- After the closing date – $10,500
- After finalist interviews – $10,500
- Upon placement – $3,500

Progress payments will be due upon receipt.

Brochure – A full color electronic brochure will be developed for the City Manager recruitment. All pictures will be the responsibility of the City. The City will also be responsible for ensuring that there are no copyright restrictions on the photographs supplied to Ralph Andersen & Associates and that the City will agree to pay any and all related charges or fines if a copyright violation is incurred either during the search itself or subsequently.

Optional Service (Community Survey) – Should the City choose to conduct a Community Survey with summarized results, this would be conducted for an additional $3,500.

Exception – Any candidate travel is the full responsibility of the City.

Guarantee

Ralph Andersen & Associates offers the industry-standard guarantee on our full search services. If within a one-year period after appointment, the City Manager resigns or is dismissed for cause, we will conduct another search free of all charges for professional services. The City of Compton would be expected to pay for the reimbursement of all incurred expenses.

If a placement is not made in the first outreach effort, the Consultant will conduct a second outreach effort with no charge for Professional Services. The City would be expected to pay for all incurred expenses.

Ralph Andersen & Associates
5800 Stanford Ranch Rd, Ste 410
Rocklin, California 95765
Tel: 916.630.4900
Fax: 916.630.4911
www.ralphandersen.com

T2L Professional Consulting

Mike Wilson, CEO
Mica A. Lunt, COO
PO Box 7130
Fort Worth, Texas 76111
P: 817.743.4500
EIN: 87-3174027

RFP: HUMAN RESOURCES CONSULTING SERVICES

Transmittal Authorization

Mica A. Lunt, COO

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T2L
Professional Consulting

Mike Wilson, CEO
Mica A. Lunt, COO
PO Box 7130
Fort Worth, Texas 76111
P: 817.743.4500
EIN: 87-3174027

August 27, 2023

Office of the City Clerk
City of Compton
205 South Willowbrook Avenue
Compton, CA 90220
Re: T2LPC response to RFP

RFP: Human Resources Consulting Services

Project Overview

A thorough examination of City of Compton's culture and the effectiveness of its policies and procedures will help City of Compton chart a strong and sustainable path forward. Once analyzed, the City of Compton needs a specific action plan to improve any weaknesses, maximize strengths, realize opportunities, mitigate threats, and accomplish set objectives. City of Compton will need assistance and guidance in recruiting and selecting personnel.

T2L Professional Consulting (T2LPC) is a collaboration of government and corporate experts who provide a host of services and tools that foster a healthier work environment for our clients. We help organizations establish a sustainable trajectory for success. We utilize the most accurate, research-backed hiring and training tools to help organizations achieve their goals. Members of T2LPC have provided consulting, training, and software solutions designed to enhance efficiencies, effectiveness, community engagement, communication, wellness, and safety to over 100 private and public organizations across the United States.

The Texas Attorney General has affirmed T2LPC's right to keep our process confidential, R002883012723. Texas Government Code: 552.110 (a) (1) the owner of a trade secret has taken reasonable measures under the circumstances to keep this information secret; and 2) the information derives independent economic value, actual, or potential from not being generally known to and not being readily ascertainable through proper means by, another person who can obtain economic value from the disclosure or use of the information.

T2LPC recognizes that every organization we work with has unique needs. In addition to working with the leaders and project managers of the City of Compton, our approach differs from other firms in that we conduct a comprehensive

organizational assessment that drives our continued work and partnership with the City of Compton. Similarly, when we engage in recruitment and selection projects, we work with subject matter experts including those both internal and external to the City of Compton to determine the key characteristics of the position of City Manager. Our analysis also includes the ways a successful candidate must be motivated, the conduct they must exhibit, and the drivers and competence they must possess to sustain long-term success. Our process is unique to T2LPC, cutting edge, legally defensible, patented and in use by world-class organizations such as American Express, Deloitte, GE, Pepsi Company, Mercedes-Benz, and over 100,000 organizations across the globe. The Texas Attorney General has affirmed T2LPC's right to keep our process confidential. Finally, T2LPC is adept at and has considerable experience in providing consulting services, coaching, and guidance to executive leaders, elected leaders, and department directors.

Goals

- The City of Compton will receive a comprehensive strengths, weaknesses, opportunities, and threats (SWOT) analysis. Specifically, the City of Compton will understand:
    - The current perceptions of workplace culture and the quality of life in the City of Compton;
    - If the workplace culture promotes employee engagement and how to facilitate a more engaged culture if necessary;
    - If employee relations policies are current and compliant with the law regarding protected classes and if patterns or practices exist that foster hostile, discriminatory, or other negative and litigiously risky environments;
    - If employee relations policies foster accountability and due process;
    - If existing policies, programs, and patterns of communication are effective; and
    - If employees, supervisors, and managers have received the necessary training for their roles.
- By partnering with T2LPC, the City of Compton should experience clarity and confidence that the path forward that will give employees, citizens, business owners, and other stakeholders peace of mind that their community is moving forward with its best interests in mind.
- The City of Compton will receive data-driven recommendations to improve workforce engagement and the quality of life in the City of Compton. These recommendations will cover organizational development, communication, executive advising, organizational processes, structural/positional recommendations (if needed), policy revising/creation (if needed), supervision, management, and leadership tools, promotional processes (if needed), and team development.
- The City of Compton will be presented with finalists for position of City Manager who are not only a good fit but are likely to have the most success and sustain a positive trajectory for the City Manager due to T2LPC's unique, proven process of recruiting and selection.
- Upon completion of this project, the City of Compton will have a highly qualified candidate selected for City Manager, who will be able to hit the ground running with a current, comprehensive assessment of the organization coupled with your goals for the future.
- If requested, T2LPC can extend our partnership with City of Compton to provide ongoing consulting to the new City Manager.

Success Metrics

As a result of this engagement, the City of Compton will realize:

- Significant improvements in post-project organizational assessments compared to pre-project assessments. These improvements will represent noticeable enhancements to communication and overall efficacy across the organization. *If these improvements result in retaining even one employee, the* City of Compton *can expect to save 33% of that employee's annual salary from cost savings attributed to replacing employees who resign – especially when three of four employee turnovers are preventable* (Work Institute, 2020).
- Significant reductions in legal risk from a lack of training in supervisory and management principles including to what employees can specifically be held accountable, and how to focus on performance, conduct, and attendance that drives mission-accomplishment without fear of protected class membership or other EEOC violations. *The prevention of one EEOC claim saves an organization on average of $125,000 to defend the claim (Simpson, 2015) and more if that claim was found or settled unfavorably for the* City Manager.
- Based upon the provided SWOT analysis and the implementation of the T2LPC's data-driven recommendations, the City of Compton will achieve an organizational culture anchored in civility, professionalism, and mission-driven process. *Research shows that the experience of incivility in the workplace costs approximately $14,000 per employee per year in lost productivity, leave usage, benefits usage, etc.* (Schilpzand, De Pater, & Erez, 2014).
- The recruitment and selection of a highly qualified executive leader for City of Compton. By using T2LPC's unique approach, that is scientifically backed, legally defensible, and patented to construct the ideal candidate profile and measure candidates against the profile, the City Manager, will be more likely to experience years of excellence in leadership.

Return on Investment

By partnering with T2LPC, the City of Compton will experience clarity and have confidence in a path forward that will give employees, citizens, business owners, and other stakeholders peace of mind that their community is moving forward with its best interests in mind. Other firms may provide recruitment and selection services, but often those services are the same or very similar to the services the firm provided to their last customer. T2LPC not only embraces and utilizes scientifically reliable, proven, patented, and cutting-edge tools, we approach each client with fervor to understand their unique needs. All our services and recommendations and ultimately the candidates we recruit and help you select are tailored to the City of Compton needs.

While T2LPC endeavors to be a partner and resource for life to City of Compton, our intent is to "teach others to fish" and share resources. From the results of the organizational assessment alone, the City of Compton is going to gain knowledge and insight about improving employee engagement and overall effectiveness. *Gallup research shows that organizations with employee engagement levels in the top quartile enjoy 23% higher profitability (or return of value per taxpayer dollar), 14% greater production, and 10% higher customer loyalty (or citizen satisfaction).*

Options & Projected Timeline

Item/Task	Deliverable	Time Frame
Phase I: Comprehensive Evaluation and Assessment	▪ Survey issued to all employees. ▪ Interviews and focus groups with selected/random employees. ▪ Diagnostic interviews/focus groups with external community stakeholders (citizens, faith leaders, business owners, other government units). ▪ Review of existing policies and procedures	4 Weeks, including 3-5 days on-site for in-person interviews and focus-groups.
Phase II: Preparation of SWOT Analysis and Presentation of Findings & Recommendations to Governing Body	▪ Written report presented to governing body. ▪ Presentation of report to governing body. ▪ Action plan to address SWOT findings and accomplish governing body's goals.	2 Weeks, including 1-3 days on-site for presentation of findings and action plan along with discussing strategy to accomplish the action plan with key personnel.
Phase III: Job Benchmarking Process for City Manager	▪ Assist with selection of Job Benchmark Committee. ▪ Conduct the Job Benchmark process. ▪ Revise the City Manager job description. ▪ Prepare position marketing collateral and job posting. ▪ Finalize selection process with governing body.	2-3 Weeks, which can occur concurrently with Phase II. (Compressed time frame due to concurrent work)
Phase IV: Manage Applicant Processing & Selection Process	▪ Receive applications from candidates; verify minimum qualifications. ▪ Conduct initial interviews based on job benchmark and conduct open-source investigations. ▪ Present hiring body with executive summary of top candidates. ▪ Formally assess top candidates using T2LPC's unique approach. ▪ Present governing body with finalists and coordinate final interviews/final selection process with governing body.	8-14 Weeks. This expanded time frame is based on the number and speed of applications received. T2LPC is experienced and has had success in successfully marketing to and developing a large applicant pool. Barring a smaller than typical applicant pool, it is entirely possible that Phase IV can be conducted in 8 weeks.
Phase V (Optional): Training	▪ Conduct customized training based upon the SWOT analysis and assessment findings. ▪ Conduct training on leadership transitions that prepare the organization for smoother changes in leadership.	1-2 Weeks. We would be present on-site for 2-8 days depending upon the City of Compton's ability to maintain operations and schedule personnel

		to attend training as well as deliver the necessary blocks of instruction.
Phase VI (Optional): Employee Handbook Development & Training in Supervision, Management, and Leadership for all Formal Leaders	▪ Custom employee handbook for City of Compton that is compliant with the law and addresses any deficient employee relations policies. ▪ 16 hours of training on the handbook, how to use the step-by-step scripts for employee relations issues, and how to blend supervision and management tactics with the art and science of leadership.	4 Weeks for employee handbook development after the completion of Phase I. 16 Hours of training delivered when feasible.

As shown in the table above, Phases I-IV (including the comprehensive assessment of the City of Compton to the selection of a candidate for City Manager, the total time is estimated to be 15-19 weeks (i.e. 3.5-4.5 months). This is the time required to gather the level of quality information necessary to assess and obtain clarity of direction and identify a well-fitting executive leader who will sustainably and positively guide the City of Compton forward.

Investment

Phases (Required/Optional)	Investment
Phases I-IV (Required) are critical to the success of the City of Compton. As members of its governing body, you and your constituents can confidently invest in the services of T2LPC and expect to receive excellent value as well as the return on investment presented above.	**$48,860**
Phase V is optional and includes the referenced training to prepare the workforce for a leadership change and to begin addressing the findings from the SWOT analysis. Phase V adds to the overall value of City of Compton's investment and provides the additional benefit of receiving tailored training from T2LPC based specifically on your needs.	**$2000/ training day + travel expenses at direct cost** **(Optional)**
Phase VI is optional and includes a customized employee handbook for City of Compton along with associated training on how to use the manual and how formal leaders must engage in supervisory, management, and leadership conduct that is both lawful and effective. Phase VI adds to the overall value of City of Compton's investment and provides the additional benefit of receiving a tailored employee handbook that is compliant with the law and literally provides formal leaders with a step-by-step guide in how to handle employee relations issues that are both effective and prevents litigation.	**$24,670 + travel expenses at direct cost for the two days of training** **(Optional)**
Phases I-IV, V, & VI (recommended, best value, most comprehensive solution).	**$77,530** **(dependent on total number of training days)**

Responsibilities

T2LPC will provide all the aforementioned deliverables, materials, assessments, expertise, and availability as described for the selected options as well as necessary ongoing coaching and consulting for the governing body and executive leaders via phone, video-conference, text message, and email to facilitate the completion of this project. There are no additional costs.

City of Compton will provide a suitable location for on-site work and training (A/V capabilities) and refreshments for attendees at any in-person events.

Warranty

T2LPC agrees to re-initiate the search for City Manager, at no fee to the City of Compton, if a selected candidate recommended by T2LPC leaves employment either through resignation or termination (with or without cause) within one year of placement (i.e. official hire date).

Terms

The project will begin upon the execution of a professional services agreement between T2LPC and the City of Compton. Executing agreement on this proposal indicates intent to move forward and sign a formal contract that reflects the content of this proposal.

T2LPC Qualifications

T2LPC represents decades of experience and expertise in business administration development and training, and in the design of organizational ethics systems. We have over 120 years of combined experience in consulting and providing solutions to promote individual and organizational wellness and safety, efficiency and effectiveness, and mitigation of risk. T2LPC members and affiliates have served over 100 private and public organizations across the United States.

- Developing and delivering Comprehensive Assessment and Evaluation Programs and Training Programs.
- Public Relations and Communication Experts
- Provide National and International training services.
- Established client and consultant partnerships.
- Assess critical factors and develop recommendations.
- Responsive to client requests and feedback
- Deliverables that meet personal and organizational goals
- Provides a business perspective with emotionally intelligent leadership.
- Excellent customer service designed to exceed expectations.

T2LPC **CEO Michael Wilson** is a proven leader, known for initiating and delivering sustained results and effective, fundamental change. A retired police chief and municipal executive, he puts his passion and acumen into smart solutions to work with T2LPC. Mike quickly rose through the ranks of the Keller Police Department, retiring in 2019 as Chief of Police after 20 years of service with the agency. During that time, his measurable accomplishments and penchant for cross-organizational teamwork covered a wide spectrum of functions: enterprise software; financial processes; design, development, and construction of government facilities; threat identification and mitigation; campus security; governmental mergers and inter-local negotiations; and public information.

As a recognized trailblazer in community policing, implementing technology and taking data-driven approaches to reduce crime and traffic collisions, to advancing the department's relationships with public and private partners, Mike's management and enterprise led to unprecedented progress, collaboration, and initiative during his tenure with the City of Keller. Collaborations with non-profits, surrounding cities, and the school district that resulted in more than $3.5 million in revenue, minimizing the financial impact on taxpayers and saving more than $1.2 million annually, and under Mike's supervision the design and implementation of software solutions and workflows that facilitated communications between regional agencies to enhance transparency and implement financial controls.

Mike Wilson holds bachelor's and master's degrees in business administration, with a concentration in finance earned during his career in law enforcement. He also received graduate-level education in communications and organizational leadership. Mike's career is punctuated with distinguished affiliations and certifications including the Texas Police Chiefs Association Training Advisory Board, and Instructor and Master Peace Officer licenses with the Texas Commission on Law Enforcement. As an expert in strategy, process, and effectiveness, Mike now utilizes the skills and knowledge refined during his extensive law enforcement career to serve as an elite consultant across industries.

T2LPC **COO Mica A. Lunt**'s unique experience of serving in the private and public sectors as a leader, follower, and facilitator has fueled his passion for understanding and applying the art and science of people engagement to accomplish organizational objectives in the most efficacious way possible. At a basic level, Mica believes that effective supervision, management, leadership, and followership are skills to be continuously studied and refined. In service to the clients of T2LPC, Mica continues his mission by helping create cultures where people are excited to go to work!

Prior to devoting full-time effort to T2LPC, Mica served at the Director level in Lexipol, an organization that provides policy, training, and wellness solutions to police, fire, and local government organizations across the United States. Merging an industry business model with Mica's 14 years of service as a police professional, he personally facilitated a 42.5% increase in sales over the same period in the previous year and led his team to an accelerated 22% increase in sales compared to the previous quarter under different leadership.

While Mica continues to serve the public as a Reserve Deputy Sheriff in his Oklahoma community, he is the former Police Chief for the Forney Police Department (FPD) in Texas. During his tenure with the City of Forney, Mica brought about progressive enhancements such as geographic and community-based policing techniques and philosophies which directly resulted in a 9% decrease in violent crime, faster response times, and the highest citizen and prosecutor satisfaction scores in the city's history. Rising through the ranks at the Plano Police Department, Mica commanded the Homeland Security, Training, and Special Events units where he formed strong partnerships with local businesses and faith-based communities to improve community-wide emergency preparedness. As a police professional, Mica specialized in drug and alcohol impairment investigations, public safety leadership, and emergency management.

Mica is scheduled to complete an Executive MBA in the Spring of 2024, and has earned a graduate certificate in Criminal Justice, a Master of Science degree in Psychology (and Management), and a bachelor's degree with honors in Psychology and Physics.

For executive search and placement projects, T2LPC also leverages the talents and successes of **Ms. Risa King and Ms. Suzie Price**. Ms. King is a communications professional and project manager with over 25 years of experience; she publishes our recruiting collateral and manages social and mainstream media engagement. Ms. Price is a human resources expert with multiple certifications in administering and evaluating the formal assessments used during the selection process – including one of only 24 people in the world to obtain the prestigious Advanced Master Axiologist certification. Ms. Price brings over 25 years of recruiting, hiring, and promoting experience across private and public sectors.

Proposal Commitment & Conflict of Interest Statement

This is a commitment that all information contained herein is accurate and tailored to meet City of Compton specific proposal request. T2LPC has no conflict of interest with the City of Compton, CA.

T2L Professional Consulting

Authorized Official:

Mica A. Lunt, Chief Operations Officer

Authorized Official Signature:

Date of Signature: 8/27/2023

Citations

Andre, L. (2023). 112 Employee Turnover Statistics: 2023 Causes, Cost & Prevention Data. *Finance Online.* Retrieved from https://financesonline.com/employee-turnover-statistics/

Schilpzand, P., De Pater, I. E., & Erez, A. (2014). Workplace incivility: A review of the literature and agenda for future research. *Journal of Organizational Behavior, 37.*

Simpson, A. (2015). What are changes a US business will face an employee lawsuit? *Insurance Journal.* Retrieved from: insurancejournal.com

Work Institute (2020). 2020 Retention Report. Retrieved from https://info.workinstitute.com/hubfs/2020%20Retention%20Report/Work%20Institutes%202020%20Retention%20Report.pdf

September 12, 2023

TO: **MAYOR AND CITY COUNCIL MEMBERS**

FROM: **CITY CONTROLLER**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO AMEND THE FISCAL YEAR BUDGET AND AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH REVENUE & COST SPECIALISTS TO UPDATE THE CITY OF COMPTON'S FISCAL YEAR 2023 - 2024 BUDGET ($73,620) AND TO ISSUE A PURCHASE ORDER FOR REVENUE & COST SPECIALISTS (RCS) IN THE AMOUNT OF ($73,620)**

SUMMARY

Adoption of the attached resolution will amend the 2023-2024 Fiscal Year Budget to transfer Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620) between various accounts. Also, to authorize the City Manager to accept the proposal of Revenue & Cost Specialist (RCS), for Budget Update Services and to authorize a purchase order in an amount not to exceed Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620.00).

BACKGROUND

The Budget Officer is responsible for compiling a budget that will allow the organization to operate effectively in the coming year and is tasked with monitoring actual expenditures against planned revenues.

Due to an unforeseen vacancy of the Budget Officer position the City has an immediate need of assistance to update and finalize the City's budget, at the request of the City Manager, the City Controller has solicited the expertise of the firm Revenue & Cost Specialists (RCS) that has over 40 years of experience in the financial service business.

SCOPE OF SERVICE

The firm has submitted to the City of Compton a proposal based on the immediate service needs of the City:

Tasks are separated into three categories, based on the timeline to complete.

Category A. Complete Immediately – Does Not Require City Council Action

These tasks allow the Controller's Office to "open" FY24 in the finance software system.

Task #1- Create position control sheets to allocate staffing FTE, salary and fringe expenses accurately in the City general ledger.

Category B. End of September/October – Require City Council Action to Adjust Budget

These tasks are mostly to correct errors and omissions in the FY24 budget approved by the City Council in June 2023.

Task #2- Review and update revenues and expenditures and include them in the FY24 Adjusted Budget. Update the allocation methodology for the City's Internal Service Funds.

Task #3- Review and update the debt service schedules and include them in the FY24 Adjusted Budget. Review all debt service schedules and create a journal entry to charge the appropriate funds for departments and divisions.

Task #4- Implement updated Cost Allocation Plan amounts into the Budget. The changes will affect the overhead charges to the funds for the departments and divisions. Create the related journal entries for the Cost Allocation Plan.

Task #5- Develop and update the Capital Improvement Projects (CIP) list designated for American Rescue Plan (ARPA) money.

Task #6- Train and work with staff to calculate the GANN Limit for the FY24 Budget. Create the spreadsheet to calculate the City's GANN Limit and train staff how to update it.

Task #7- Update the budget policy. Review the policy with Management and include it with the FY24 Budget documents for full implementation by the City Manager. Work with the Controller's Office to develop best practices for budget policies and procedures. Prepare a budget manual.

Task #8- Produce an updated FY24 Budget using Microsoft Word, Excel or Adobe Acrobat. Create the updated FY24 Budget in pdf format. Provide the City with working files that are easy to update in the future.

Task #9- Prepare the Power Point presentation for the budget, which includes budgetary highlights, prior year comparisons, and explanations for budget adjustments. Attend the City Council meeting(s) related to the FY24 Adjusted Budget. Once approved by the City Council, provide the Controller's office with the adjusted budget.

Category C. Complete by January 2024 - Requires City Council Participation

These additional tasks were requested by the Controller's Office. This will provide the City Council a financial update in September/October and again in January 2024.

Task #10- In January 2024, present to the City Council an FY24 Mid-Year update and coordinate a FY25 City Council budget prioritization exercise.

Task #11- Review and provide recommendations for the budget process, policies, procedures and best practices.

Task #12- Compile the City's comprehensive lists and schedules for risk assessment.

STATEMENT OF ISSUE

With the unforeseen vacant position of the Budget Officer, the City needs immediate assistance in updating and finalizing the City's Fiscal Year 2023 – 2024 Budget in order to keep the City operating on a daily basis. The Human Resources Department will be working on recruiting to fill the position of Budget Officer, but the day-to-day operations of the City must continue. The Budget Officer's daily activities play a vital role in the operations of City Business.

RCS is currently contracted by the City to prepare the Cost Allocation Plan and Fiscal Sustainability Plan. Efficiencies will be gained by the City with the use of this firm for urgent budget assistance. RCS has already obtained detailed information regarding operations of finances for each department during communications with staff while preparing the Cost Allocation Plan and Fiscal Sustainability Plan.

FISCAL IMPACT

The cost for these services is not to exceed Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620.00).

A budget amendment to the FY 2023-2024 Budget is being requested:

From:

Account Code	Account Name	Amount
1001-650-000-4294	Contingency	$73,620.00

To:

Account Code	Account Name	Amount
1001-650-000-4269	Other Contract Services	$73,620.00

A purchase order for Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620.00) is being requested to be authorized to be issued out of the following account:

Account Code	Account Name	Amount
1001-650-000-4269	Other Contract Services	$73,620.00

ALTERNATIVE

Delay the required updates and implementations until Human Resources can complete the recruitment for the Budget Officer position.

RECOMMENDATION

The City Manager recommends that the City Council adopt the attached Resolution.

SHARON RHABAN
CITY CONTROLLER

APPROVED FOR FORWARDING

JERRY GROOMES
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON TO AMEND THE FISCAL YEAR BUDGET AND AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH REVENUE & COST SPECIALISTS TO UPDATE THE CITY OF COMPTON'S FISCAL YEAR 2023 - 2024 BUDGET ($73,620) AND TO ISSUE A PURCHASE ORDER FOR REVENUE & COST SPECIALISTS (RCS) IN THE AMOUNT OF ($73,620)

WHEREAS, the Budget Officer is responsible for compiling a budget that will allow the organization to operate effectively in the coming year and is tasked with monitoring the actual expenditures against planned revenues; and

WHEREAS, due to an unforeseen vacancy of the Budget Officer position, the City has an immediate need of assistance to update and finalize the City's budget; and

WHEREAS, Revenue & Cost Specialists (RCS) has be solicited for their expertise in financial services.

WHEREAS, the firm has submitted to the City of Compton a proposal based on the immediate service needs of the City: and

WHEREAS, tasks are separated into three categories, based on the timeline to complete them; and

WHEREAS, Category A- Complete Immediately - Does Not require City Council action, and allows the Controller's Office to "open" FY24 in the finance software system; and

WHEREAS, Task #1- Create position control sheets to allocate staffing FTE, salary and fringe expenses accurately in the City general ledger; and

WHEREAS, Category B- September/October - Requires City Council's action to adjust the budget; these tasks are mostly to correct errors and omissions in the FY24 budget approved by the City Council in June 2023; and

WHEREAS, Task #2- Review and update revenues and expenditures and include them in the FY 24 Adjusted Budget, will update the allocation methodology for the City's Internal Service Funds; and

WHEREAS, Task #3- Review and update the debt service schedules and include them in the FY24 Adjusted Budget. Review all debt service schedules and create a journal entry to charge the appropriate funds for departments and divisions; and

WHEREAS, Task #4- Implement updated Cost Allocation Plan amounts into the Budget. The changes will affect the overhead charges to the funds for the departments and divisions. Create the related journal entries for the Cost Allocation Plan; and

WHEREAS, Task #5- Develop and update the Capital Improvement Projects (CIP) list designated for American Rescue Plan (ARPA) money**;** and

WHEREAS, Task #6- Train and work with staff to calculate the GANN Limit for the FY24 Budget. Create the spreadsheet to calculate the City's GANN Limit and train staff how to update it; and

WHEREAS, Task #7- Update the budget policy. Review the policy with Management and include it with the FY24 Budget documents for full implementation by the City Manager. Work with the Controller's Office to develop best practices for budget policies and procedures. Prepare a budget manual; and

WHEREAS, Task #8- Produce an updated FY24 Budget using Microsoft Word, Excel or Adobe Acrobat. Create the updated FY24 Budget in pdf format. Provide the City with working files that are easy to update in the future; and

WHEREAS, Task #9- Prepare the Power Point presentation for the budget, which includes budgetary highlights, prior year comparisons, and explanations for budget adjustments. Attend the City Council meeting(s) related to the FY24 Adjusted Budget. Once approved by the City Council, provide the Controller's office with the adjusted budget; and

WHEREAS, Category C- Complete by January 2024- Requires City Council's Participation; and

WHEREAS, these additional tasks will provide the City Council a financial update in September/October and again in January 2024; and

WHEREAS, Task #10- In January 2024, present to the City Council an FY24 Mid-Year update and coordinate a FY25 City Council budget prioritization exercise; and

WHEREAS, Task #11- Review and provide recommendations for the budget process, policies, procedures and best practices; and

WHEREAS, Task #12- Compile the City's comprehensive lists and schedules for risk assessment.

WHEREAS, the cost for these services is not to exceed Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620.00), a budget amendment to the FY 2023-2024 Budget is being requested:

From:

Account Code	Account Name	Amount
1001-650-000-4294	Contingency	$73,620.00

To:

Account Code	Account Name	Amount
1001-650-000-4269	Other Contract Services	$73,620.00

WHEREAS, a purchase order for Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620.00) is being requested to be authorized to Revenue & Cost Specialists from account 1001-650-000-4269.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the 2023-2024 Fiscal Year budget is hereby amended to transfer funds between accounts as follows:

From:

Account Code	Account Name	Amount
1001-650-000-4294	Contingency	$73,620.00

To:

Account Code	Account Name	Amount
1001-650-000-4269	Other Contract Services	$73,620.00

SECTION 2. That the City Manager is hereby authorized to enter into a professional services agreement, on the advice and approval of the City Attorney, with Revenue & Cost Specialists for budget update services in the amount of Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620.00).

SECTION 3. That a purchase order shall be issued to Revenue & Cost Specialists not-to-exceed Seventy-Three Thousand Six Hundred Twenty Dollars ($73,620.00), out of the following account:

Account Code	Account Name	Amount
1001-650-000-4269	Other Contract Services	$73,620.00

SECTION 4. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Attorney, City Manager, and City Controller.

SECTION 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this _____ day of _____, 2023.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON)

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on this _____ day of _____, 2023.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCILMEMBERS -
NOES: COUNCILMEMBERS -
ABSTAIN: COUNCILMEMBERS -
ABSENT: COUNCILMEMBERS –

_____
CITY CLERK OF THE CITY OF COMPTON

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CITY OF COMPTON
AND
REVENUE & COST SPECIALISTS, LLC

This **AGREEMENT** is entered by and between the **CITY OF COMPTON**, a municipal corporation of the State of California (hereinafter referred to as **"City"**) located at 205 South Willowbrook Avenue, Compton, California 90220, and **REVENUE & COST SPECIALISTS, LLC.** (hereinafter referred to as **"Consultant"**), located at 1519 E Chapman Ave, Suite C, Fullerton, CA 92831.

RECITALS:

WHEREAS, the City has determined that it will be prudent to engage the services of a professional and experienced consultant firm to assist the City with preparation of a budget amendment to the Fiscal Year 2023-2024 budget.

WHEREAS, Consultant warrants that it is specifically trained, experienced, competent, and has the resources to provide such services which will be required by this Agreement; and

WHEREAS, Consultant is willing to render such professional services subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, Consultant and City**,** for the consideration, terms and conditions herein described, mutually agree as follows:

AGREEMENT:

1. SCOPE OF SERVICES TO BE RENDERED BY CONSULTANT

Task(s) FY24 Budget Amendment Preparation:

Tasks are separated into three categories, based on the timeline to complete.

Category A. Complete Immediately – Does Not Require City Council Action

These tasks should have occurred on or before July 1, 2023. They allow the Controller's Office to "open" FY24 in the finance software. It also allows Human Resources to take actions related to recruitments, reclassifications, title changes, and position control.

1. Create position control sheets to allocate staffing FTE, salary and fringe expenses accurately in the City's general ledger. Share the requested information with HR.

Category B. September/October – require City Council Action to Adjust Budget
These tasks are mostly to correct errors and omissions in the FY 24 budget approved by the City Council in June 2023. These changes require the City Council adoption of an FY24 Adjusted Budget.

2. Review and update ISF revenues and expenditures and include them in the FY24 Adjusted Budget.
3. Review and update debt service schedules and include them in the FY 24 Adjusted Budget. RCS will review all debt service schedules and create a journal entry to charge the appropriate funds/departments/divisions. This will require the City Council to adopt budget adjustments.
4. Implement updated Cost Allocation Plan amounts into the Budget – The changes above will affect the Cost Allocation Plan and the overhead charges to funds/departments/divisions. RCS will create a journal entry, and this will require the City Council to adopt budget adjustments.

5. Develop CIP/Capital Improvement Plan as requested by the State Auditor – RCS will review the City's current CIP and work with City staff to ensure there are appropriate project details and adequate funding. This work includes update the Capital Improvement Projects (CIP) list designated for American Rescue Plan (ARPA) money. Ensure PO's are opened by Dec 2024.

6. Train and work with staff to calculate the GANN Limit for the FY24 Budget. Create the spreadsheet to calculate the City's GANN Limit and train staff how to update it.
7. Update the budget policy, review the policy with management and include it with the FY 24 Budget document for adoption by the City Council (24 hours) – RCS will work with the Controller's Office to develop best practices for budget policies and procedures. Prepare a budget manual.
8. Produce the Updated FY 24 Budget– RCS will build and include revenue and expenditure summary reports with history, the appropriate ISF schedules, administrative overhead schedule, debt service schedules, transfer schedules, and staffing summary schedule. RCS will include a budget message, department descriptions, org charts and goals provided by the City. This document will be attached to the staff report requesting City Council action to adopt updated FY Budget numbers. RCS will utilize Microsoft Word, Excel and Adobe Acrobat to create the updated FY 24 Budget in .pdf format. The City will receive working files that are easy to update in the future.
9. Prepare budget presentation which include budgetary highlights, comparisons to prior year, and explanation for budget adjustments – RCS will prepare the PowerPoint presentation, prepare budget amendment and attend the City Council meeting related to the FY 24 Adjusted Budget. Once approved by the City Council,

RCS will provide the Controller's office with an adjusted budget data file for import into the ERP. If there are few changes, RCS will update the budget document in Task 7 for publishing on the City's website.

Category C. (Optional) End of December – require City Council participation

These additional tasks were requested by the Controller's Office; however RCS believe there are currently too many uncertainties to successfully perform, or would require significant coordination and City participation. These tasks could also be performed by City staff.

10. In January 2024, present to the City Council an FY 24 Mid-Year Update and FY 25 City Council Budget Prioritization exercise – RCS recommends coordinating an FY 24 Mid-Year Review in January 2024, in which the City Council can provide service delivery direction for the remainder of FY 24, and budget prioritization for FY 25. January is the optimum time for a mid-year update, because the City would have six months of FY 24 year-to-date revenues and expenditures, and improved projections. RCS will focus on the General Fund, Measure P fund, PERS fund, Water Enterprise Fund and all internal service funds.

11.. Budget Process, Policies, Procedures and Best Practices (No charge for review, recommendations, or consultation. RCS' hourly rate to perform task of Budget Manager) – RCS understands that the City intends to recruit and hire a City Manager and Budget Manager by January 2024, and it is uncertain which day the new Budget Manager would start. RCS can perform the task of the Budget Manager prior to his/her start date at RCS' hourly rate. Once the new Budget Manager is on board, RCS will share resources; offering sample budget policies, procedures, and documents/templates we have available. We can offer recommendations and/or review of any City of Compton documents.

12. Risk Assessment– RCS can compile Compton's comprehensive lists and schedules for risk assessment. These include complete inventories of vehicles, facilities, and equipment, worker's compensation case history, liability case history, actuarial studies on pension costs and health care costs. RCS can also look for available risk management training programs for the City.

Consultant acknowledges that in entering into this Agreement the City is relying on Consultant's special skills and experience to do and perform the services in accordance with best standards of professional practice. While performing the Services, Consultant agrees to perform all the said work and furnish all the necessary materials at its own cost and expense necessary to complete said services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and to the reasonable satisfaction of the City.

Consultant services hereunder shall be performed in good, workmanlike and professional manner. Consultant shall be responsible for correcting and completing all errors and omissions related to the services provided by the Consultant for this Agreement at no additional cost to the City**.** "Errors" and "Omissions" for purposes of this paragraph are defined to mean a failure by the Consultant to meet the standards of its profession as set forth in the preceding paragraph. The acceptance of the services by City does not release Consultant from these obligations.

Consultant will be responsible for employing or engaging all persons necessary to perform the services. All of Consultant's staff will be qualified by training and experience to perform their assigned tasks. Consultant will give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and will keep the services under its control. On demand of City, if any employee or subcontractor of Consultant fails or refuses to carry out the provisions of this Agreement or appears to be incompetent or to act in a disorderly or improper manner, he or she will be discharged immediately from the services.

Chu Thai, Partner of Consultant, will serve as the **Project Manager** and shall be primarily responsible for representing Consultant in performance of this Agreement.

2. Duration of Contract. Consultant agrees to commence the services provided for herein upon written Notification to Proceed from the City and to continue in a diligent and professional manner until the project is complete, or upon exhaustion of authorized funding, whichever occurs first, unless this Agreement is terminated as provided herein. The parties anticipate that **Consultant's services will be completed by or before June 30, 2024.**

Consultant will generally adhere to the schedule set forth within Consultant's Proposal provided that City will grant reasonable extensions of time for the performance of the services occasioned by unusually lengthy governmental reviews of Consultant's work product or other unavoidable delays occasioned by unforeseen circumstances; provided, further, that such unavoidable delay will not include strikes, lockouts, work stoppages, or other labor disturbances conducted by, or on behalf of, Consultant's officers or employees.

Consultant acknowledges the importance to City of City's project schedule and agrees to put forth its best professional efforts to perform the services in a manner consistent with that schedule. City understands, however, that Consultant's performance must be governed by sound practices. Consultant will work such overtime or engage such personnel and equipment as necessary to maintain the schedule, without additional compensation.

3. Compensation. The method of payment for these services will be billed on a time-and-materials basis, as identified in Consultant's attached/incorporated **Proposal**. The total price paid the Consultant will include compensation for all work, including travel,

materials, supplies, vendor services, expenses and subcontracted work. No additional compensation will be paid to the Consultant, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total compensation will be negotiated between the Consultant and the City. Adjustment in the total compensation will not be effective until authorized and approved in writing by the City**.**

Progress payments may be made in arrears based on the percentage of work and deliverables completed by the Consultant. If Consultant fails to submit the required deliverable items according to schedule or as required by the Agreement, except for those amounts that are due and not reasonably in dispute, the City shall have the right to delay payment and/or terminate this Agreement in accordance with the provisions noted herein.

Consultant shall be reimbursed within thirty (30) days, or as promptly as fiscal procedures may permit, upon receipt by the City of itemized invoices for services completed. Invoices shall be submitted no later than 45 calendar days after the performance of work for which the Consultant is billing. Invoices shall detail the work performed on each task as applicable. Invoices shall be delivered or mailed to the City Controller Department at the following address: **City of Compton, 205 South Willowbrook Avenue, Compton, California 90220.**

The Consultant is required to comply with all federal, state and local laws and ordinances applicable to the services provided under this Agreement.

As full and complete compensation for performance of all the services performed by the Consultant as described in Section 1 of this Agreement, City shall pay, and Consultant agrees to accept, a not-to-exceed maximum sum of **Seventy-Three Thousand Six-Hundred Twenty Dollars ($73,620.00).**

Consultant agrees to provide all professional services at the following hourly rates:

Task	Hours	Rate	Total Cost
Category A. Complete Immediately	56	$195	10,920
Category B. Complete by October 2023	236	$165	38,940
Category C. Conduct in January 2024	144	$165	23,760
TOTAL PROJECT COST	436		$73,620

In the event of termination, the Consultant shall be entitled to compensation for the undisputed reasonable value of services performed to the effective date of termination, including any non-cancellable obligations incurred prior to termination; provided, however, that the City may condition payment of such compensation upon the Consultant’s delivery to the City of any and all City property, documents, records, materials and work product associated with the performance of this Agreement.

4. Ownership of Materials. All product produced by Consultant or its agents, employees, and subcontractors pursuant to this Agreement (the "Work Product") is the property of City. In the event this Agreement is terminated, all Work Product produced by Consultant or its agents, employees and subcontractors pursuant to this Agreement will be delivered to City pursuant to the termination clause of this Agreement. Consultant will have the right to make one (1) copy of the Work Product for Consultant's records.

The Work Product may be used by City and its agents, employees, representatives, and assigns, in whole or in part, or in modified form, for all purposes City may deem advisable, without further employment of or payment of any compensation to Consultant; provided, however, that if this Agreement is terminated for any reason prior to completion of the Project and if under such circumstances City uses, or engages the services of and directs another consultant to use, the Work Product, City agrees to hold Consultant harmless from any and all liability, costs, and expenses relative to claims arising out of matters and/or events which occur subsequent to the termination of this Agreement as a result of causes other than the fault or negligence of Consultant, or anyone for whose acts it is responsible, in preparation of the Work Product. Consultant will not be responsible for deficiencies solely attributable to modifications of the Work Product performed by others, or that arise from use of the Documents in connection with a project or site other than that shown in the Work Product.

5. Independent Contractor Status. Consultant, its officers, employees, subconsultants, subcontractors, agents and volunteers (collectively hereinafter the "Consultant"), will perform the services in Consultant's own way and pursuant to this Agreement as an independent contractor and in pursuit of Consultant's independent calling, and not as an employee of City. The persons used by Consultant to provide the services under this Agreement will not be considered employees of City for any purposes. Neither the City nor any of its officers, employees, agents or volunteers shall have any control over the conduct of the Consultant, except as expressly set forth in this Agreement. Consultant expressly warrants that while engaged in carrying out and complying with any terms and conditions of this Agreement that Consultant shall not at any time or in any manner, represent that Consultant is in any manner officers, employees, agents or volunteers of the City. Consultant shall obtain no rights to retirement, health care or any other benefit that accrue to City officials, officers, or employees. Consultant expressly waives any claim to such rights.

The payment made to Consultant pursuant to the Agreement will be the full and complete compensation to which Consultant is entitled. City will not make any federal or state tax withholdings on behalf of Consultant or its agents, employees or subcontractors. City will not pay any workers' compensation insurance, retirement contributions or unemployment contributions on behalf of Consultant or its employees or subcontractors. Consultant agrees to indemnify and pay City within thirty (30) days for any tax, retirement contribution, social security, overtime payment, unemployment payment or workers' compensation payment which City may be required to make on behalf of Consultant or any agent, employee, or contractor of Consultant for work done under this Agreement.

At the City's election, City may deduct the amounts paid pursuant to this Section, from any balance owing to Consultant.

6. Successors, Assignment and Delegation. City and the Consultant each binds themselves, their partners, successors, assigns and legal representatives to the other hereto and to partners, successors, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations contained in this Agreement.

The expertise and experience of Consultant are material considerations for this Agreement. Consultant shall not assign or transfer any interest in this Agreement or the performance of any of Consultant's obligations under this Agreement without the prior written consent of the City. Any attempted assignment or transfer of any of Consultant's rights, duties or obligations arising under this Agreement shall be null and void.

7. Nondiscriminatory Employment Practices. During the performance of this Agreement, the Consultant agrees not to discriminate against any employee or applicant for employment because of race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. Such actions shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees, applicants and subcontractors for employment, notices setting forth the provisions of this non-discrimination clause.

In the event of the Consultant's non-compliance with the non-discrimination clause of this Agreement, this Agreement may be immediately canceled, terminated or suspended in whole or in part.

8. Subcontracting. Consultant's services are unique and personal. Except as may be specified in Consultant's Proposal and agreed to by the City, Consultant will not subcontract any portion of the services without prior written approval of City Manager or his/her designee. If Consultant subcontracts any of the services, Consultant will be fully responsible to City for the acts, errors and omissions of Consultant's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Consultant is for the acts and omissions of persons directly employed by Consultant. Nothing contained in this Agreement will create any contractual relationship between any subcontractor of Consultant and City. Consultant will be responsible for payment of subcontractors. Consultant will bind every subcontractor and every subcontractor of a

subcontractor by the terms of this Agreement applicable to Consultant's work unless specifically noted to the contrary in the subcontract and approved in writing by City.

9. Other Consultants. The City reserves the right to employ other consultants in connection with the services.

10. Indemnification. Consultant shall indemnify and save harmless the City, its officials, officers, employees, agents and volunteers (collectively hereinafter the "City"), against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the City and shall indemnify and save the City from any and all liability and expense including reimbursement of reasonable defense costs and legal fees, and claims, demands, suits, actions or proceedings of any kind or nature, including Workers' Compensation claims, of or by anyone whomsoever to the extent resulting from or arising out of the negligent, reckless or willful misconduct for the Consultant, its officers, employees, subconsultants, subcontractors or agents in the performance of the duties undertaken by Consultant pursuant to this Agreement.

This indemnification and hold harmless obligation does not extend to claims arising out of the negligence or willful misconduct of the City.

11. Insurance. Without limiting the Consultant's indemnification of the City, Consultant shall obtain and maintain, at its cost and expense, for the duration of the Agreement and any and all amendments, insurance against claims for injuries to persons or damage to property which may arise out of or in connection with performance of the services by Consultant or Consultant's agents, representatives, employees or subcontractors. The insurance will be obtained from an insurance carrier admitted and authorized to do business in the State of California. Such evidence shall specifically identify this Agreement and shall contain express conditions that the City is to be given written notice at least thirty (30) days in advance of any termination or implementation of a reduction of limits or material change of insurance coverage as specified herein. Failure on the part of the Consultant to procure or maintain insurance shall constitute a material breach upon which the City may immediately terminate this Agreement. All insurance required hereunder shall be primary with respect to any insurance maintained by the City.

Coverages and Limits. Consultant will maintain the types of coverages and minimum limits indicated below, unless the Risk Manager or City Manager, in consultation with the City Attorney approves a lower amount. These minimum amounts of coverage will not constitute any limitations or cap on Consultant's indemnification obligations under this Agreement. City, its officers, agents, volunteers and employees make no representation that the limits of the insurance specified to be carried by Consultant pursuant to this Agreement are adequate to protect Consultant. The coverage will contain no special limitations on the scope of its protection to the above-designated insureds except for Workers Compensation and Professional Liability (i.e. errors and omissions insurance). Consultant will obtain occurrence coverage, excluding Professional Liability, which will be written as claims-made coverage. If Consultant believes that any required

insurance coverage is inadequate, Consultant will obtain such additional insurance coverage, as Consultant deems adequate, at Consultant's sole expense.

11.1 Commercial General Liability Insurance. $1,000,000 combined single-limit per occurrence for bodily injury, personal injury and property damage. If the submitted policies contain aggregate limits, general aggregate limits will apply separately to the work under this Agreement or the general aggregate will be twice the required per occurrence limit.

11.2 Automobile Liability. $1,000,000 combined single-limit per accident for bodily injury and property damage.

11.3 Workers' Compensation and Employer's Liability. Workers' Compensation limits as required by the California Labor Code and Employer's Liability limits of $1,000,000 per accident for bodily injury. Workers' Compensation and Employer's Liability insurance will not be required if Consultant has no employees and provides, to City's satisfaction, a declaration stating this.

11.4 Professional Liability. Errors and omissions liability appropriate to Consultant's profession with limits of not less than $1,000,000 per claim. The coverage shall also provide an extended two (2) year period commencing upon termination or cancellation of this Agreement.

Endorsements. For Commercial General Liability Insurance and Automobile Liability Insurance, Consultant will ensure that the policies are endorsed to name the City of Compton and its respective elected and appointed officers, officials, employees, agents and volunteers as **"additional insureds"** with respect to liability arising out of the activities of the Consultant. Any failure to comply with provisions of the policies shall not affect coverage provided to the City. ***Prior to City's execution of this Agreement, Consultant shall furnish certificates of insurance and endorsements to City.***

Waiver of Subrogation. The policies shall contain a waiver of subrogation for the benefit of City.

12. Permits and Licenses. Consultant, at its own expense, during the term of this Agreement, shall obtain and maintain all appropriate business and professional permits, licenses and certificates that may be required in connection with the performance of services by the Consultant. Upon execution of this Agreement, the Consultant shall show evidence of a business license permit in conformance with *Section 9-1.2* of the *Compton Municipal Code*.

13. Maintenance of Records. Consultant will maintain complete and accurate records with respect to costs incurred under this Agreement. All records will be clearly identifiable. Consultant will allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of records and any other documents created pursuant to this Agreement. Consultant will allow inspection of all work, data,

documents, proceedings, and activities related to the Agreement for a period of seven (7) years, or longer if required by law, from the date of final payment under this Agreement.

14. Warranties. Consultant represents and warrants (i) that Consultant has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with Consultant's undertaking this relationship with City, (ii) that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party, (iii) that Consultant will not use in the performance of his responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and (iv) that Consultant has not knowingly entered into or will enter into any agreement (whether oral or written) in conflict with this Agreement.

15. Federal and State Withholding Taxes. Consultant shall be responsible for paying when due all federal and state income withholding taxes for all earning under this Agreement. Consultant agrees to indemnify City for any claims, costs, losses, fees, penalties, interest, or damages suffered by City resulting from Consultant's failure to comply with this provision.

16. General Compliance with Laws. Consultant will keep fully informed of federal, state and local laws and ordinances and regulations which in any manner affect those employed by Consultant, or in any way affect the performance of the services by Consultant. Consultant will at all times observe and comply with these laws, ordinances, and regulations and will be responsible for the compliance of the services with all applicable laws, ordinances and regulations.

17. Termination. In the event of the Consultant's failure to prosecute, deliver, or perform the services, after giving written notice of default and two (2) days to correct the same, then, in addition to any other remedies, City may terminate this Agreement for nonperformance by notifying Consultant in writing. Consultant has five (5) business days to deliver any documents owned by City and all work in progress to City address contained in this Agreement. City will make a determination of fact based upon the work product delivered to City and of the percentage of work that Consultant has performed. Based upon that finding City will determine the final payment of the Agreement. In the event City elects to terminate, City will have the right to immediate possession of all Work Product and work in progress prepared by Consultant, whether located at the project site, at Consultant's place of business, or at the offices of a subconsultant.

The City's obligation is payable only from funds appropriated for the purpose of this Agreement. All funds for payments after the end of the current fiscal year are subject to the City's legislative appropriation for this purpose. In the event this Agreement extends into succeeding fiscal year periods and the City Council does not allocate sufficient funds for the next succeeding fiscal year payments, this Agreement shall terminate immediately upon written notice from the City.

Either Party, upon tendering thirty (30) calendar days written notice to the other Party, may terminate this Agreement for convenience. In this event and upon request of City, Consultant will assemble the work product without charge and put it in order for proper filing and closing and deliver it to City. Consultant will be paid for work performed to the termination date; however, the total will not exceed the lump sum fee payable under this Agreement. City will make the final determination as to the portions of tasks completed and the compensation to be made.

18. Covenants Against Contingent Fees. Consultant warrants that Consultant has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that Consultant has not paid or agreed to pay any company or person, other than a bona fide employee, 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, City will have the right to terminate this Agreement for nonperformance, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of the fee, commission, percentage, brokerage fees, gift, or contingent fee.

19. Claims And Lawsuits. By signing this Agreement, Consultant agrees that any Agreement claim submitted to City must be asserted as part of the Agreement process as set forth in this Agreement and not in anticipation of litigation or in conjunction with litigation. Consultant acknowledges that if a false claim is submitted to City by Consultant, it may be considered fraud and Consultant may be subject to criminal prosecution. Consultant acknowledges that California Government Code sections 12650 *et seq.*, the False Claims Act, applies to this Agreement and, provides for civil penalties where a person knowingly submits a false claim to a public entity. These provisions include false claims made with deliberate ignorance of the false information or in reckless disregard of the truth or falsity of information. If City seeks to recover penalties pursuant to the False Claims Act, it is entitled to recover its litigation costs, including attorney's fees. Consultant acknowledges that the filing of a false claim may subject Consultant to an administrative proceeding as the result of which Consultant may be prevented to act as a Consultant on any public work or improvement for a period of up to five (5) years. Consultant acknowledges debarment by another jurisdiction is grounds for City to terminate this Agreement.

20. Certifications. The Consultant, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- is not currently under suspension, voluntary exclusion, or determination of ineligibility by any Federal, State or local agency;
- has not been suspended, voluntarily excluded or determined ineligible by any Federal, State or local agency within the past 3 years;
- has not been indicted, convicted, or had a civil judgment rendered against he/she/it by a court of competent jurisdiction in any matter involving fraud or official

misconduct in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction; violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property within the past 3 years; and

- are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in the preceding paragraph; and
- have not had one or more public transactions (Federal, State or local) terminated for cause or default within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space.

[Supply exceptions on separate page]

For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

[Attach separate page]

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction. The above certifications are part of this contract. Signing this agreement on the signature portion thereof shall also constitute signature of the above Certifications.

_____ _____

Chu Thai, Partner **(Date)**

21. <u>Jurisdiction, Venue and Governing Law</u>. Any action at law or in equity brought by either of the Parties for the purpose of enforcing a right or rights provided for by this Agreement will be tried in a court of competent jurisdiction in the County of Los Angeles, State of California, and the Parties waive all provisions of law providing for a change of venue in these proceedings to any other county. This agreement will be governed by the laws of the State of California.

22. <u>Testimony</u>. Consultant will testify at City's request if litigation is brought against City in connection with Consultant's services under this agreement. Unless the action is brought by Consultant, or is based upon Consultant's actual or alleged negligence or other wrongdoing, City, upon prior written agreement with Consultant will compensate Consultant for time spent in preparation for testimony, testimony, and travel at Consultant's standard hourly rates at the time of actual testimony.

23. <u>Waivers</u>. The waiver by either Party of any breach or violation of any term, covenant, or condition of this Agreement or of any applicable law will not be deemed to

be a waiver of such term, covenant, condition or law or of any subsequent breach or violation of same or of any other term, covenant, condition or law. The acceptance by either Party of any fee or other payment which may become due under this Agreement will not be deemed to be a waiver of any preceding breach or violation by the other Party of any term, covenant, or condition of this Agreement or any applicable law.

24. Authority. The individuals executing this Agreement and the instruments referenced in it on behalf of Consultant each represent and warrant that they have the legal power, right and actual authority to bind Consultant to the terms and conditions of this Agreement.

25. Severability. If any term, provision, condition or covenant of this Agreement or its application to any party or circumstances shall be held, to any extent, invalid or unenforceable, the remainder of this Agreement, or the application of the term, provision, condition or covenant to persons or circumstances other than those as to whom or which it is held invalid or unenforceable, shall not be affected, and shall be valid and enforceable to the fullest extent permitted by law.

26. Amendments. This Agreement may be modified or amended only be written document executed by both Consultant and City's City Manager and approved as to form by the City Attorney. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

27. Confidentiality. All documents, information, data, and exhibits prepared or assembled by Consultant in connection with the performance of the Services pursuant to the Agreement are confidential until released by the City to the public, and the Consultant will not make any of these documents or information available to any individual or organization not employed by the Consultant or the City without the written consent of the City before any such release.

28. Entire Agreement. This Agreement, together with any other written document referred to or contemplated by it embody the entire Agreement and understanding between the parties relating to the subject matter of it. The City Manager is authorized, in consultation with the City Attorney, to agree to non-material amendments to this Agreement. Neither this Agreement nor any of its provisions may be amended, modified, waived or discharged except in a writing signed by both parties.

29. Notices. Any notices required or permitted under this Agreement shall be effective when delivered in person; and effective one (1) business day after delivery by facsimile transmission; and effective five (5) days after mailing by U.S. Mail, postage prepaid and properly addressed as follows:

TO CONSULTANT: **Revenue & Cost Specialists, LLC.**
1519 E Chapman Ave, Suite C
Fullerton, CA. 92831
Attn: Chu Thai, Partner

(714) 992-9020

TO CITY: **CITY OF COMPTON**
205 South Willowbrook Avenue
Compton, California 90220
Attn: Sharon Rahban Navizadeh, City Controller
City Controller Department
(310) 605-5678

Note: A copy of any notice provided to the Director shall also be provided to: City Manager, 205 South Willowbrook Avenue, Compton, California 90220.

30. **Miscellaneous.** No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

Should either party hereto, or any representative, successor or assign of either party hereto, resort to litigation to enforce the provisions of this Agreement, the party or parties prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorney's fees and costs in such litigation from the party or parties against whom enforcement is sought.

IN WITNESS WHEREOF, Consultant has executed this Agreement, and the City, by its City Manager, who is authorized to do so, has executed this Agreement.

REVENUE & COST SPECIALISTS, LLC

Dated: _____ **By** **_____**

Chu Thai, Partner

CITY OF COMPTON
Recommended for Approval:

By _____ **Dated: _____**
Sharon Rahban Navizadeh, City Controller
City Controller Department

Approved by:

Dated: _____ **By** **_____**

Jerry Groomes, City Manager

Approved as to form:

By _____ **Dated: _____**

Eric Perrodin, City Attorney

ATTEST:

Dated: _____ **By** **_____**

Vernell McDaniel, City Clerk

Proposal for the City of Compton

FY 2023-24 BUDGET UPDATE



1519 E Chapman Ave
Suite C
Fullerton, CA 92831
(714) 992-9020
www.revenuecost.com

August 28, 2023

Sharon Rahban Navizadeh CPA, City Controller
City of Compton
205 S Willow Brook Ave
Compton, Ca 90220

Proposal for FY 2023-24 Budget Update

Revenue & Cost Specialists, LLC (RCS) appreciates this opportunity to provide the City of Compton with this proposal to update the City's FY 2023-24 Budget. The Scope of Work addresses the City's desire to review and update the City's budget, and engage the City Council, and improve the budget process.

The terms of this proposal will be honored for 90 calendar days from the date of submittal. Please contact Chu at (714) 992-9024 or chu@revenuecost.com with any questions.

Sincerely,

CHU THAI
Partner

FY 24 BUDGET UPDATE – SCOPE OF WORK

Tasks are separated into three categories, based on the timeline to complete.

Category A. Complete Immediately – Does Not Require City Council Action
These tasks should have occurred on or before July 1, 2023. They allow the Controller's Office to "open" FY 24 in the finance software. It also allows Human Resources to take actions related to recruitments, reclassifications, title changes, and position control.

1. Create budget upload spreadsheets to populate the finance software with the budget data so requisitions and PO's can be opened **(0 hours)** – Compton staff is already combining the adopted expenditures from the budget document and creating the data file (.xlsx, .txt, .csv, etc.) to import into the City's ERP. This task also identifies any errors and omissions within the FY 24 Budget. RCS needs a copy of all the electronic budget files to complete the remaining tasks of this proposal.
2. Create position control sheets to allocate staffing FTE, salary and fringe expenses accurately in the City general ledger. Share the requested information with HR. **(56 hours)** – Merging the position schedules from the budget document should take 16 hours. Discussing with HR and matching the position control sheets may take 40 hours). This task will likely result in a revised position control schedule for the City.

Category B. September/October – Require City Council Action to Adjust Budget
These tasks are mostly to correct errors and omissions in the FY 24 budget approved by the City Council in June 2023. These changes require the City Council adoption of an FY 24 Adjusted Budget.

3. Review and update ISF revenues and expenditures **(24 hours)** and include them in the FY 24 Adjusted Budget – Compton Internal Service Funds include Equipment Rental, Central Duplication, Worker's Comp and Liability. RCS will update the allocation methodology for the City's Internal Service Funds. This task may require finding data (i.e. FTE, claims history, etc.) to properly allocate charges. RCS will create a journal entry to charge all funds/departments/divisions their proper ISF expenses. This will require the City Council to adopt budget adjustments.
4. Review and update debt service schedules and include them in the FY 24 Adjusted Budget **(24 hours)** – RCS will review all debt service schedules and create a journal entry to charge the appropriate funds/departments/divisions. This will require the City Council to adopt budget adjustments.
5. Implement updated Cost Allocation Plan amounts into the Budget **(8 hours)** – The changes above will affect the Cost Allocation Plan and the overhead charges to funds/departments/divisions. RCS will create a journal entry, and this will require the City Council to adopt budget adjustments.

6. Develop CIP/Capital Improvement Plan as requested by the State Auditor **(40 hours)** – RCS will review the City's current CIP and work with City staff to ensure there are appropriate project details and adequate funding. This work includes update the Capital Improvement Projects (CIP) list designated for American Rescue Plan (ARPA) money. Ensure PO's are opened by Dec 2024.
7. Train and work with staff to calculate the Gann Limit for the FY 24 Budget **(16 hours)** – RCS will create the spreadsheet to calculate the City's Gann Limit and show staff how to update in future years.
8. Update the budget policy, review the policy with management and include it with the FY 24 Budget document for adoption by the City Council **(24 hours)** – RCS will work with the Controller's Office to develop best practices for budget policies and procedures.
9. Produce the Updated FY 24 Budget **(60 hours)** – RCS will build and include revenue and expenditure summary reports with history, the appropriate ISF schedules, administrative overhead schedule, debt service schedules, transfer schedules, and staffing summary schedule. RCS will include a budget message, department descriptions, org charts and goals provided by the City. This document will be attached to the staff report requesting City Council action to adopt updated FY Budget numbers. RCS will utilize Microsoft Word, Excel and Adobe Acrobat to create the updated FY 24 Budget in .pdf format. The City will receive working files that are easy to update in the future.
10. Prepare budget presentation which include budgetary highlights, comparisons to prior year, and explanation for budget adjustments **(40 hours)** – RCS will prepare the PowerPoint presentation, prepare budget amendment and attend the City Council meeting related to the FY 24 Adjusted Budget. Once approved by the City Council, RCS will provide the Controller's office with an adjusted budget data file for import into the ERP. If there are few changes, RCS will update the budget document in Task 8 for publishing on the City's website.

<u>Category C. January 2024 – Requires City Council Participation</u>

These additional tasks were requested by the Controller's Office. The benefit of our proposal is that the City Council will receive a financial update in September/October and again in January 2024.

11. In January 2024, present to the City Council an FY 24 Mid-Year Update and FY 25 City Council Budget Prioritization exercise **(120 hours)** – RCS recommends coordinating an FY 24 Mid-Year Review in January 2024, in which the City Council can provide service delivery direction for the remainder of FY 24, and budget prioritization for FY 25. January is the optimum time for a mid-year update, because the City would have six months of FY 24 year-to-date revenues and expenditures, and improved projections. RCS will focus on the General Fund, Measure P fund, PERS fund, Water Enterprise Fund and all internal service funds.

12. Budget Process, Policies, Procedures and Best Practices **(No charge for review, recommendations, or consultation. RCS' hourly rate to perform task of Budget Manager)** – RCS understands that the City intends to recruit and hire a City Manager and Budget Manager by January 2024, and it is uncertain which day the new Budget Manager would start. RCS can perform the task of the Budget Manager prior to his/her start date at RCS' hourly rate. Once the new Budget Manager is on board, RCS will share resources; offering sample budget policies, procedures, and documents/templates we have available. We can offer recommendations and/or review of any City of Compton documents.
13. Risk Assessment **(24 hours)** – RCS can compile Compton's comprehensive lists and schedules for risk assessment. These include complete inventories of vehicles, facilities, and equipment, worker's compensation case history, liability case history, actuarial studies on pension costs and health care costs. RCS can also look for available risk management training programs for the City.

COMPTON PROJECT TEAM

Chu Thai, a Partner at RCS, will serve as project manager and conduct most of the work within this proposal. Eric Johnson will coordinate with HR to produce the position control list and provide alternative support to Chu.

Chu has developed and worked with city budgets for over 20+ years. While working for various cities, his budget received recognition for excellence. Chu served as Chair of the CSFMO Budget Award Committee and reviewed over two dozen budget documents for the CSMFO and GFOA budget award programs. Since joining RCS in 2017, Chu has worked with approximately 60 agency budgets and ACFR's and can quickly analyze the city's financial conditions based on these documents. RCS resumes for the project team are available upon request.

PROJECT COST

Task	Hours	Rate	Total Cost
Category A. Complete Immediately	56	$195	10,920
Category B. Complete by October 2023	236	$165	38,940
Category C. Conduct in January 2024	144	$165	23,760
TOTAL PROJECT COST	**436**		**$73,620**

During the project, the City may provide written notice to eliminate or modify any task(s), in which RCS will recalculate the project cost.

The billing rate for any additional work not covered by this proposal would be $195 per hour. Our proposal covers all costs except for the following additional costs that the City may incur:

- Insurance coverage beyond our basic general liability and workers compensation requiring an additional premium. RCS standard coverage includes workers compensation pursuant to state law, comprehensive liability Insurance with a combined single limit coverage of $2,000,000 and professional liability insurance with a combined coverage of $2,000,000.

RCS will submit three invoices plus any miscellaneous costs from the previous paragraph. The first invoice will be submitted ten days after notice to proceed. Each invoice will be due within 30 days of submission.

September 12, 2023

TO: **MAYOR AND CITY COUNCIL MEMBERS**

FROM: **HUMAN RESOURCES DEPARTMENT**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING AMENDED CLASSIFICATION SPECIFICATIONS FOR ACCOUNTANT II**

SUMMARY

The City Council will consider a resolution amending the Position Classification Plan to amend the classification specifications for the position of Accountant II.

BACKGROUND

The City Manager authorized a review of the City's current Position Classification Plan to include amendments to the Accountant II specification.

The City and representative(s) of the applicable employee bargaining union, AFSCME 3947, conferred and agreed to amend the Position Classification Plan to include the amended classification.

After conducting a properly noticed public hearing pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter on January 19, 2023, the Personnel Board approved amendment to the classification plan to include the amended classification specifications for Accountant II and recommend approval and adoption thereof to the City Council on January 19, 2023.

STATEMENT OF ISSUE

After review, staff has determined that in order to better classify the position according to authority, duties and responsibilities and to meet the current departmental needs it is necessary to amend the Classification Plan by amending the Accountant II classification. The revision will update the existing Classification Plan.

FISCAL IMPACT

The salary for the revised classification is already included in the City's 2023-2024 Fiscal Year's budget in the Controller's Office; therefore, no anticipated fiscal impact will result from approving the requested action.

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution.

SHRISTIE NAIR TORRES
HUMAN RESOURCES DIRECTOR

APPROVED FOR FORWARDING:

JERRY GROOMES
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON APPROVING AN AMENDMENT TO THE POSITION CLASSIFICATION PLAN BY ADOPTING AMENDED CLASSIFICATION SPECIFICATIONS FOR ACCOUNTANT II

WHEREAS, the City Manager authorized a review of the City's current Position Classification Plan to include amendments to the Accountant II specification; and

WHEREAS, the City and representative(s) of the applicable employee bargaining union, AFSCME 3947, conferred and agreed to amend the Position Classification Plan to include the amended classification; and

WHEREAS, after conducting a properly noticed public hearing pursuant to the provisions of Sections 1010 and 1103 of the Compton City Charter on January 19, 2023, the Personnel Board approved amendment to the classification plan to include the amended classification specifications for Accountant II and recommend approval and adoption thereof to the City Council on January 19, 2023; and

WHEREAS, after review, staff has determined that in order to better classify the position according to authority, duties and responsibilities and to meet the current departmental needs it is necessary to amend the Classification Plan by amending the Accountant II classification. The revision will update the existing Classification Plan; and

WHEREAS, the salary for the revised classification is already included in the City's 2023-2024 Fiscal Year's budget in the Controller's Office; therefore, no anticipated fiscal impact will result from approving the requested action; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. That the proposed classification plan include the amended classification specifications for Accountant II is hereby approved and added to the Position Classification Plan of the City of Compton.

Section 2. The salary for the above classifications are included in the City's 2023-2024 adopted Fiscal Year budget; therefore, no anticipated fiscal impact will result from approving this resolution.

Section 3. That a copy of this Resolution shall be filed in the offices of the City Clerk, City Attorney, Human Resources, City Manager, and the City Controller.

Section 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this ____ day of _____, 2023.

_____

MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss
CITY OF COMPTON:)

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2023.

That said Resolution was adopted by the following vote, to wit:

AYES: COUNCIL MEMBERS-
NOES: COUNCIL MEMBERS-
ABSENT: COUNCIL MEMBERS-
ABSTAIN: COUNCIL MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

City of Compton		
ACCOUNTANT II		
Department: City Controller	**Class Code:**	
Revised Date: December 15, 2022	**FLSA Status:**	Non-Exempt
Personnel Board Approved: January 19, 2023	**Bargaining Unit:** Local 3947	
Council Approved: ***Resolution No.***		

GENERAL PURPOSE ~~DEFINITION~~: ~~Under direction,~~ Under general supervision, to perform and supervise professional accounting and auditing work, and to do other related work as may be required.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the City Controller and/or Deputy City Controller and/or the Accounting Supervisor.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Analyses, controls, projects, and summarizes financial data
- Prepares, supervise and reviews estimates of revenue, reimbursements, expenditures, fund conditions and other investments and budgetary appropriations
- Reconciles general ledger accounts, the bank accounts and cash receipts
- audits cash and other general ledger account transactions
- reviews and researches accounting problems, developing and implementing problem-solving mechanism;
- records interest bearing profits and verifies interest earned on City or departmental funds;
- prepares and post journal entries and closing entries;
- maintains accounting records for various accounts;
- prepares financial reports and statements;
- prepares the monthly expenditure and revenue report;
- keeps records of capital asset purchases; and
- forecast financial position and trends
- Utilizes financial and spreadsheet programs on personal computer and mainframe platforms.
- Monitors grant expenditures and capital improvement projects, prepares reports, and verifies that grant requirements are satisfied.
- Participates in training sessions for related topics
- Performs training for peers, subordinates, and for staff in other departments for accounting or finance related topics

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with yearly audit process.
- Manages special projects as directed;
- Performs other accounting and reporting duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's Degree from an accredited college or university in Accounting, Economics Finance, Business Administration or related field; AND ~~four (4) years municipal government accounting experience; OR an equivalent combination of education and experience.~~ Equivalent to two years of professional experience performing accounting or auditing work in the capacity of an Accountant I. Additional two years of qualifying experience may be substituted for one year of required education.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Public sector accounting and budgeting systems and procedures.
- Accounting policies, procedures, and standards.
- City ordinances, codes, policies, resolutions, and agreements related to accounting activities.
- Generally Accepted Accounting Principles for public sector finance.
- Accounting software relative to local government financial operations.

Required Skill in:

- Establish and maintain financial records and procedures;
- analyze and prepare comprehensive financial statements and reports
- establish and maintain cooperative working relationships
- ability to estimate trends in expenditures and revenues
- ability to apply legal and administrative concepts to departmental and divisional accounting systems and budget administration
- Understanding and applying accounting standards and procedures, internal controls, and applicable Federal and state rules and regulations.
- Reviewing and verifying mathematical calculations, maintaining accurate accounting records, and identifying and reconciling errors.
- Performing and coordinating a variety of professional accounting functions.
- Monitoring and ensuring compliance with accounting regulations, policies, and standards.
- Reconciling general ledgers and bank accounts.
- Effective verbal and written communication.
- Assessing and prioritizing multiple tasks, projects and demands.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.

- May be exposed to minor amounts of dust and occasional sounds of office equipment running.

PERSONNEL BOARD – CITY OF COMPTON
205 SOUTH WILLOWBROOK AVE., COMPTON, CA 90220
REGULAR MEETING
JANUARY 19, 2023
6:00 P.M.

AGENDA

Officers, employees and others desiring to be heard on any of the matters shown on the agenda may address the Personnel Board after a completed "Request to Address the Personnel Board" form is submitted to the Clerk to the Personnel Board not less than five (5) minutes prior to the scheduled meeting time. A separate request form must be submitted for each agenda item. The request forms are available in the Human Resources Department and in the lobby area of the meeting room. If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the American with Disabilities Act ("ADA") please contact the Human Resources Office at (310) 605-5535 or email **contactpersonnelboard@comptoncity.org** prior to the meeting for assistance.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

A. PUBLIC HEARING – 6:05 PM

The Personnel Board, pursuant to Sections 1010 (c) and 1103 of the Compton City Charter, will hold a public hearing to consider the following proposed amendments to the Classification Plan:

A-1. **Meter Reader II**
(Proposed amended classification specification)

A-2. **Accountant II**
(Proposed amended classification specification)

NEW BUSINESS

B. Oral and Written Communications, Reports and Requests

B-1. Report of Temporary and Exempt Appointments as of January 12, 2023 **(receive & file)**

B-2. Request to approve the following Eligible List:
a. Risk Manager – Open-Competitive

B-3. Request to Abolish Eligible Lists

a. Human Resources Specialist (Expires July 21, 2023)

B-4. Request for Temporary Appointment

a. Lead Parking Control Officer
Community Improvement
(Effective 01/14/2023)

b. Budget Officer
City Manager's Office
(Effective 01/01/23)

c. Paralegal
City Attorney's Office
(Effective 01/01/23)

d. Fire Battalion Chief
Fire
(Effective 01/23/23)

e. Human Resources Specialist
Human Resources
(Effective 01/01/23)

f. Building Inspector II
Building and Safety
(Effective 01/23/23)

g. Anti-Graffiti Painter
Public Works
(Effective 01/30/23)

h. Human Resources Analyst
Human Resources
(Effective 01/01/23)

i. Office Assistant III
City Clerk's Office
(Effective 01/01/23)

j. Water Serviceworker II
Water
(Effective 01/23/23)

AUDIENCE COMMENTS

PERSONNEL BOARD COMMENTS

ADJOURNMENT

The next regular meeting of the Personnel Board is scheduled for Thursday, February 16, 2023 at 6:00 p.m.

Posted: JANUARY 12, 2023

Pursuant to Section 54957.5 of the California Government Code, any writings (except for those writings, which are exempt from disclosure) which are distributed to all or a majority of the members of the Personnel Board are available for public inspection in the Human Resources Department during regular business hours on JANUARY 12, 2023.

A

PLEASE POST PLEASE POST

NOTICE OF PUBLIC HEARINGS

Notice is hereby given that the Personnel Board of the City of Compton, in accordance with the provisions of Sections 1010 (c) and 1103 of the Compton City Charter, will hold public hearings on Thursday, January 19, 2023 at 6:05 p.m., relative to the proposed amendments to the Classifications Plans:

Meter Reader II
(Proposed amendment to Classification)

Accountant II
(Proposed amendment to Classification)

Officers, employees affected and others interested and desiring to be heard on these matters shall be given an opportunity to do so, at the time and place given above. If you are an individual with a disability and need a reasonable modification or accommodation pursuant to the American with Disabilities Act (ADA), please contact the Human Resources Office at (310) 605-5635 at the time and place mentioned above. At the conclusion of these hearings, the Personnel Board will approve or deny the request.

The proposed classification specifications may be reviewed in the City's Human Resources Department.

CITY OF COMPTON

Vernell McDaniel
Chief Deputy City Clerk

Posted: 1/9/2023

CURRENT

A-2

City of Compton

ACCOUNTANT II

DEFINITION

Under direction, to perform and supervise professional accounting and auditing work, and to do other related work as may be required.

EXAMPLE OF TASKS

Analyzes, controls, projects, and summarizes financial data; prepares, supervise and reviews estimates of revenue, reimbursements, expenditures, fund conditions and other investments and budgetary appropriations; reconciles the bank accounts and cash receipts; audits cash transactions; reviews and researches accounting problems developing and implementing problem-solving mechanism; records interest bearing profits and verifies interest earned on City or departmental funds; prepares and post journal entries and closing entries; maintains accounting records for various accounts; prepares financial reports and statements; prepares the monthly expenditure and revenue report; keeps records of capital asset purchases; and forecast financial position and trends.

ACCEPTABLE QUALIFICATIONS

Education: Equivalent to graduation from an accredited college or university with a major in accounting, economics, business administration or a related field.

Experience: Equivalent to two years of professional experience performing accounting or auditing work in the capacity of an Accountant I. Additional two years of qualifying experience may be substituted for one year of required education.

Required Abilities and Knowledge and Skills:
Establish and maintain financial records and procedures; analyze and prepare comprehensive financial statements and reports; establish and maintain cooperative working relationships; ability to estimate trends in expenditures and revenues; ability to apply legal and administrative concepts to departmental and divisional accounting systems and budget administration.

Public Hearing: 11/17/77
Approved/Adopted: 12/27/77

REVISED
A-2

City of Compton		
ACCOUNTANT II		
Department: City Controller	**Class Code:**	
Revised Date:	**FLSA Status:**	Non-Exempt
Personnel Board Approved:	**Bargaining Unit:**	
Council Approved: *Resolution No.*		

GENERAL PURPOSE **DEFINITION:** ~~Under direction,~~ Under general supervision, to perform and supervise professional accounting and auditing work, and to do other related work as may be required.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the City Controller and/or Deputy City Controller and/or the Accounting Supervisor.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following essential functions are those that are critical, integral, necessary, crucial, primary and fundamental to the job. Incumbents who possess the requisite skill, experience, education, and other job-related requirements of a position are expected to perform the essential functions of the job with or without a reasonable accommodation.

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Analyses, controls, projects, and summarizes financial data
- Prepares, supervise and reviews estimates of revenue, reimbursements, expenditures, fund conditions and other investments and budgetary appropriations
- Reconciles general ledger accounts, the bank accounts and cash receipts
- audits cash and other general ledger account transactions
- reviews and researches accounting problems, developing and implementing problem-solving mechanism;
- records interest bearing profits and verifies interest earned on City or departmental funds;
- prepares and post journal entries and closing entries;
- maintains accounting records for various accounts;
- prepares financial reports and statements;
- prepares the monthly expenditure and revenue report;
- keeps records of capital asset purchases; and
- forecast financial position and trends
- Utilizes financial and spreadsheet programs on personal computer and mainframe platforms.
- Monitors grant expenditures and capital improvement projects, prepares reports, and verifies that grant requirements are satisfied.
- Participates in training sessions for related topics
- Performs training for peers, subordinates, and for staff in other departments for accounting or finance related topics

PRIMARY DUTIES AND RESPONSIBILITIES (Continued):

- Assists with yearly audit process.
- Manages special projects as directed;
- Performs other accounting and reporting duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Possession of a Bachelor's Degree from an accredited college or university in Accounting, Economics Finance, Business Administration or related field; AND Equivalent to two years of professional experience performing accounting or auditing work in the capacity of an Accountant I. Additional two years of qualifying experience may be substituted for one year of required education.

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.

Required Knowledge of:

- City organization, operations, policies and procedures.
- Public sector accounting and budgeting systems and procedures.
- Accounting policies, procedures, and standards.
- City ordinances, codes, policies, resolutions, and agreements related to accounting activities.
- Generally Accepted Accounting Principles for public sector finance.
- Accounting software relative to local government financial operations.

Required Skill in:

- Establish and maintain financial records and procedures;
- analyze and prepare comprehensive financial statements and reports
- establish and maintain cooperative working relationships
- ability to estimate trends in expenditures and revenues
- ability to apply legal and administrative concepts to departmental and divisional accounting systems and budget administration
- Understanding and applying accounting standards and procedures, internal controls, and applicable Federal and state rules and regulations.
- Reviewing and verifying mathematical calculations, maintaining accurate accounting records, and identifying and reconciling errors.
- Performing and coordinating a variety of professional accounting functions.
- Monitoring and ensuring compliance with accounting regulations, policies, and standards.
- Reconciling general ledgers and bank accounts.
- Effective verbal and written communication.
- Assessing and prioritizing multiple tasks, projects and demands.

Physical Demands / Work Environment:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.

- May be exposed to minor amounts of dust and occasional sounds of office equipment running.

A-2

MEET AND CONFER

CITY OF COMPTON
AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES (AFSCME LOCAL 3947)

On December 15, 2022, the City of Compton (City) and AFSCME, Local 3947 (the Union) met and agreed to the following revisions to the Accountant II job specifications. Both parties agreed to the below outlined job specifications:

GENERAL PURPOSE:

Delete: Under direction,

Add: Under general supervision, to perform and supervise professional accounting and auditing work, and to do other related work as may be required.

SUPERVISION RECEIVED/EXERCISED:

Add: and/or the Accounting Supervisor

PRIMARY DUTIES AND RESPONSIBILITIES:

Add:

- Reconciles general ledger accounts, the bank accounts and cash receipts
- audits cash and other general ledger account transactions
- Utilizes financial and spreadsheet programs on personal computer and mainframe platforms.
- Monitors grant expenditures and capital improvement projects, prepares reports, and verifies that grant requirements are satisfied.
- Participates in training sessions for related topics
- Performs training for peers, subordinates, and for staff in other departments for accounting or finance related topics.
- Assists with yearly audit process.
- Manages special projects as directed;
- Performs other accounting and reporting duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

Add:

Possession of a Bachelor's Degree from an accredited college or university in Accounting, Economics Finance, Business Administration or related field; AND Equivalent to two years of professional experience performing accounting or auditing work in the capacity of an Accountant I. Additional two years of qualifying experience may be substituted for one year of required education.

A-2

Required Licenses or Certifications:

- Must possess a valid California Class C Driver's License.

Required Knowledge of:

Add:

- City organization, operations, policies and procedures.
- Public sector accounting and budgeting systems and procedures.
- Accounting policies, procedures, and standards.
- City ordinances, codes, policies, resolutions, and agreements related to accounting activities.
- Generally Accepted Accounting Principles for public sector finance.
- Accounting software relative to local government financial operations.

Required Skill in:

Add:

- Understanding and applying accounting standards and procedures, internal controls, and applicable Federal and state rules and regulations.
- Reviewing and verifying mathematical calculations, maintaining accurate accounting records, and identifying and reconciling errors.
- Performing and coordinating a variety of professional accounting functions.
- Monitoring and ensuring compliance with accounting regulations, policies, and standards.
- Reconciling general ledgers and bank accounts.
- Effective verbal and written communication.
- Assessing and prioritizing multiple tasks, projects and demands.

Physical Demands / Work Environment:

Add:

- Work is primarily performed indoors in a standard office environment.
- Work requires frequent light lifting, sorting, filing, typing and on occasion climbing (up to 4 feet).
- Moderate finger dexterity and near vision is required.
- May be exposed to minor amounts of dust and occasional sounds of office equipment running.

The City and the Union hereby agree to the above revisions to the Accountant II job specification:

CITY:

Thomas Thomas
City Manager

UNION:

Enrique Benitez
AFSCME 3947 President

A-2

Date: 1/17/23

Date: 1/17/23

R Duran

Lupita Duran
AFSCME 3947 Vice-President

Date: 1/17/2023

This agreement by the parties is subject to City Council's approval

REPORT OF TEMPORARY AND EXEMPTED APPOINTMENTS
AS OF 01/12/2023

DEPARTMENT	CLASSIFICATION	INITIAL REQUEST		BOARD ACTION	EXTENSION EXEMPTED		BOARD ACTION	OCCUPIED	EXAMINATION			Eligible List	Eligible List Expiration Date
		EFFECTIVE DATE	EXPIRATION DATE		EFFECTIVE DATE	EXPIRATION DATE			I/P	NOTES	N/S		
City Attorney	Paralegal	02/21/22	**05/22/22**	02/17/22	05/22/22	**11/22/22**	06/16/22	Y				**No**	
City Clerk	Office Assistant III	12/20/21	**03/19/22**	12/16/21	03/20/22	**09/20/22**	03/17/22	Y				**No**	
City Controller	Financial Analyst	03/28/22	**06/25/22**	03/17/22	06/26/22	**12/26/22**	08/18/22	Y					
City Controller	Accounting Supervisor	07/01/22	**09/28/22**	06/16/22	09/30/22			Y					
City Controller	Accountant II	08/01/22	**10/29/22**	07/28/22	10/30/22			Y					
City Manager	Budget Officer	01/18/22	**04/17/22**	01/20/22	04/18/22	**10/18/22**	03/17/22	Y				**No**	
City Treasurer	Deputy City Treasurer	08/15/22	**11/12/22**	08/18/22				Y					
Building & Safety	Building Inspector I	07/25/22	**10/22/22**	07/28/22									
Community Improvement	Security Officer	08/01/22	**10/29/22**	08/18/22									
General Services	Electrician	09/19/22	**12/17/22**	09/15/22	12/19/22	06/19/23	11/17/22	Y					
General Services	Plumber	09/19/22	**12/17/22**	09/15/22	12/14/22	06/19/23	11/17/22						
Human Resources	Deputy Director of Human Resources	05/02/22	**07/30/22**	06/16/22	07/31/22	**01/31/22**	08/18/22	Y				**No**	
Human Resources	Human Resources Analyst	02/14/22	**05/14/22**	01/20/22	05/15/22	**11/15/22**	06/16/22	Y				**No**	
Human Resources	Human Resources Specialist	11/22/21	**02/19/22**	11/18/21	02/22/22	**08/22/22**	02/17/22	Y				**No**	
Public Works-Engineering	Office Assistant III	11/22/21	**02/19/22**	11/18/21	02/20/22	**08/20/22**	03/17/22	Y				**No**	
Public Works-Engineering	Senior Civil Engineer	06/19/22	**09/16/22**	06/16/22	09/17/22			Y				**Yes**	
Public Works-Street Maintenance	Administrative Assistant	06/27/22	**09/24/22**	06/16/22	10/10/22	**04/11/23**	10/21/22						
Public Works-Street Maintenance	Maintenance Worker I	08/08/22	**11/05/22**	08/18/22	11/06/22	**05/05/23**	10/21/22						
Public Works-Parks Maintenance	Park Maintenance Worker II	07/25/22	**10/22/22**	08/18/22	10/23/22	**04/23/23**	10/21/22						
Public Works-Street Maintenance	Anti-Graffitti Painter	10/25/21	**01/22/22**	10/21/21	01/23/22	**07/23/22**	01/20/22	Y				**No**	

Recruitment Status:

IP - In Progress
NS - Not Started
N/A - Not Applicable
C - Completed
EP - Employee Processing (may be a delay in background check, etc.)

COLUMN DESCRIPTION:

Classification: Indicate the actual classification title of the budgeted position.
Department: Indicate the department where the budgeted position is allocated.
Initial Request: Indicate the effective date and expiration date of the initial request approved by the Personnel Board
Extension: Indicate the effective date and the expiration date of the request to extend a temporary appointment beyond 90 days that has been approved by the Personnel Board.
Board Action: Indicate the date of the Personnel Board's most recent action.
Vacant: Indicate (Y) for Yes if the position is occupied in a permanent or temporary capacity. Indicate (N) for No if the position is not occupied by neither a permanent or temporary placement.

Eligible List Status: Indicate the status of certification list(s) for the classification. (OC) represents Open Competitive exams. (P) represents Promotional exams. If there is in existence a valid certification, mark an (X) in the respective column(s) and indicate the list expiration date. If a certification does not exist for either an OC of Promotional exam, mark an (X) in the (N/A) column.

Examination Status: Indicate the exam status anticipated for the next 90 days from the date of the request. (IP) represents an exam is in Progress, (Pending) represents an exam will be ran within 90 days from the date of the request. (NS) represents Not Started and is not anticipated to start within 90 days from the date of the request.

B-1

CITY OF COMPTON
PERSONNEL BOARD

ELIGIBLE LIST

This is to certify that the following list has been legally prepared and represents relative ratings of the candidates and is, hereby, approved by the undersigned members of the Personnel Board.

CLASSIFICATION: **RISK MANAGER**
Written Examination Date:
Assessment Center/Oral Examination Date: January 12, 2023
Performance Test Date: NA
Other:

Promotional
Open-Competitive x

STATUS OF LIST

Established: January 19, 2023
Expires: January 19, 2024
Extended:
Expiration of Extension No. 1:
Personnel Board Meeting:
Expiration of Extension No. 2:
Personnel Board Meeting:
Abolished:

RANK	APPLICANT'S NAME		GRADE	STATUS OF LIST Certification Dates		
	LAST NAME	FIRST NAME		1) Date/Dept/Dispo	2) Date/Dept/Dispo	3) Date/Dept/Dispo
1			90.45			
2			83.33			
3						
4						
5						
6						
7						
8						
9						
10						

By:
Human Resources Department

Personnel Board Members

B-2

CITY OF COMPTON
PERSONNEL BOARD

ELIGIBLE LIST

This is to certify that the following list has been legally prepared and represents relative ratings of the candidates and is, hereby, approved by the undersigned members of the Personnel Board.

CLASSIFICATION: **Human Resources Specialist**
Written Examination Date: June 23, 2022
Assessment Center/Oral Examination Date: July 18, 2022
Performance Test Date: NA
Other:

Promotional
Open-Competitive X

STATUS OF LIST
Established: July 21, 2022
Expires: July 21, 2023
Extended:
Expiration of Extension No. 1:
Personnel Board Meeting:
Expiration of Extension No. 2:
Personnel Board Meeting:
Abolished:

RANK	APPLICANT'S NAME		GRADE	STATUS OF LIST Certification Dates		
	LAST NAME	FIRST NAME		1) Date/Dept/Dispo	2) Date/Dept/Dispo	3) Date/Dept/Dispo
1			85.80			
2			84.51			
3						
4						
5						
6						
7						

By:
Human Resources Department

Personnel Board Members

B13

CITY OF COMPTON
PERSONNEL BOARD

ELIGIBLE LIST

This is to certify that the following list has been legally prepared and represents relative ratings of the candidates and is, hereby, approved by the undersigned members of the Personnel Board.

CLASSIFICATION: **Human Resources Specialist**
Written Examination Date: June 23, 2022
Assessment Center/Oral Examination Date: July 18, 2022
Performance Test Date: NA
Other:

Promotional X
Open-Competitive

STATUS OF LIST
Established: July 21, 2022
Expires: July 21, 2023
Extended:
Expiration of Extension No. 1:
Personnel Board Meeting:
Expiration of Extension No. 2:
Personnel Board Meeting:
Abolished:

RANK	APPLICANT'S NAME		GRADE	STATUS OF LIST Certification Dates		
	LAST NAME	FIRST NAME		1) Date/Dept/Dispo	2) Date/Dept/Dispo	3) Date/Dept/Dispo
1			85.80			
2						
3						
4						
5						
6						
7						

By:
Human Resources Department

Personnel Board Members

B-3

B-4a

City of Compton

Received by H R 1/12/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: LEAD PARKING CONTROL OFFICER

Proposed Effective Date of Appointment: 01/14/23 Department: COMMUNITY IMPROVEMENT

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? ( ) Yes (X) No

3 Why do you want to make a temporary appointment? TO FILL THE CURRENT VACANY WHICH WOULD ALLOW FOR THE CONTINUED SAFETY OF CITIZENS BY ENFORCING CITY ORDINANCES AND ESTABLISH CITY CODES THROUGHOUT THE CITY

Regular, Full-Time, Classified status? Yes

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: ANTHONY WARD Title: DIRECTOR
(Full Name - Type or Print)

Department Manager's Signature: Simone on behalf of A Ward Date: 1/12/23

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/12/23

NOTED AND APPROVED BY CITY MANAGER

_____ Date: 1-13-23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____
(Signature/Clerk to the Personnel Board) Date:

B-46

City of Compton

Received by H R 1/11/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: BUDGET OFFICER

Proposed Effective Date of Appointment: 01/01/23 Department: CITY MANAGER OFFICE

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? ( ) Yes (X) No

3 Why do you want to make a temporary appointment? PER THE CITY MANAGER REQUEST THE CITY MANGER'S OFFICE IS IN NEED OF A BUDGET OFFICER TO COORDINATE THE FUNCTION OF THE OFFICE AND PREPARE FOR THE UPCOMING BUDGET YEAR

Regular, Full-Time, Classified status? Yes

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: THOMAS THOMAS (Full Name - Type or Print) Title: CITY MANAGER

Department Manager's Signature: _____ Date: 1-12-23

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/12/23

NOTED AND APPROVED BY CITY MANAGER

_____ Date: 1-12-23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:

Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____

(Signature/Clerk to the Personnel Board) Date:

B-4c

City of Compton

Received by H R 1/12/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: Paralegal

Proposed Effective Date of Appointment: 01/01/23 Department: City Attorney

x Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 2

2 Is there a current eligible list on file? ( ) Yes x No

3 Why do you want to make a temporary appointment? The Office of the City Attorney has two vacancies that need to be filled immediately. The present demands of the office exceed the personnel available to do the work. In addition, the paralegal handles parking citations, subpoenas, Municipal Code violations, Public Record Requests and small claims court appearances. The office cannot do this work without a paralegal.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? x Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? x Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? x Yes ( ) No

Comments: _____

This request is submitted by: Eric J. Perrodin (Full Name - Type or Print) Title: City Attorney

Department Manager's Signature: Eric J. Perrodin Date: 1-12-23

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/12/23

NOTED AND APPROVED BY CITY MANAGER

_____ Date: 1-12-23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____

Rev 10/5/20 (Signature/Clerk to the Personnel Board) Date:

City of Compton

B-4d Received by H R 1/11/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: Fire Battalion Chief

Proposed Effective Date of Appointment: 01/23/23 Department: Fire

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? ( ) Yes (X) No

3 Why do you want to make a temporary appointment?
We currently have three (3) shifts for the City. The Battalion Chief recently retired in December 2022 and a temporary appointment is needed unti. recruitment is completed.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: Jimmy McCombs (Full Name - Type or Print) Title: Interim Fire Chief

Department Manager's Signature: JMCombs Date: 01/12/2023

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

Date: 1/12/23

NOTED AND APPROVED BY CITY MANAGER

Date: 1-12-23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____
(Signature/Clerk to the Personnel Board) Date:

City of Compton

B-4 e Received by H R 1/12/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: Human Resources Specialist

Proposed Effective Date of Appointment: 01/01/23 Department: Human Resources

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? (X) Yes ( ) No

3 Why do you want to make a temporary appointment? Human Resources Specialist is very crucial and is an essential position in the Human Resources department. Some of the responsibilities are to carry out the City's personnel selection process, including preparation of recruitment bulletins and advertising, conducts or assists in planning and coordination of employee training and other duties.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: Shristie Nair Torres (Full Name - Type or Print) Title: Human Resources Director

Department Manager's Signature: _____ Date: 1/12/2023

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/12/23

NOTED AND APPROVED BY CITY MANAGER

_____ Date: 1-12-23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____

Rev 10/5/20 (Signature/Clerk to the Personnel Board) Date:

City of Compton

B-4f Received by Clerk 1/18/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: Building Inspector II

Proposed Effective Date of Appointment: 01/23/23 Department: Building and Safety

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? ( ) Yes (X) No

3 Why do you want to make a temporary appointment? The Building Department desires to fill this position on a temporary basis until the testing process is completed. This position is critical to the daily operations of the department.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: Victor Orozco (Full Name - Type or Print) Title: Chief Building Official

Department Manager's Signature: _____ Date: 1/17/23

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/17/2023

NOTED AND APPROVED BY CITY MANAGER

Comment for T Thomas _____ Date: 1/17/23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____

Rev 10/1/20 (Signature/Clerk to the Personnel Board) Date:

City of Compton

B-49 Received by H R 1/12/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: Anti-Grafitti Painter

Proposed Effective Date of Appointment: 01/30/23 Department: PW Street Maintenance

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? ( ) Yes (X) No

3 Why do you want to make a temporary appointment? This position is critical in carrying out the department' graffiti removal program, which includes removal of graffiti from walls, buildings and other related structures

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: Damion Timmons Title: Street Superintendent
(Full Name - ~~Type or~~ Print)

Department Manager's Signature: _____ Date: 1/12/23

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/12/2023

NOTED AND APPROVED BY CITY MANAGER

Numana for T Thomas Date: 1/12/23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____
Rev 10/5/20 (Signature/Clerk to the Personnel Board) Date:

City of Compton B-4h. Received by H R

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: Human Resources Analyst

Proposed Effective Date of Appointment: 01/01/23 Department: Human Resources

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? ( ) Yes ( ) No

3 Why do you want to make a temporary appointment? Human Resources Analyst is a very essential position in the Human Resources department. Some of the responsibilities are to perform a wide range of professional human resources duties in the areas of recruitment, selection, classification, benefit administration and may provide administrative support for employee labor relations.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: Shristie Nair Torres (Full Name - Type or Print) Title: Human Resources Director

Department Manager's Signature: _____ Date: 1/12/23

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/12/2023

NOTED AND APPROVED BY CITY MANAGER

Duncan for T Thomas Date: 1/12/23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ Date:

Rev 10/5/20 (Signature/Clerk to the Personnel Board)

City of Compton B-41 Received by H R 1/12/23

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: OFFICE ASSISTANT III

Proposed Effective Date of Appointment: 01/01/23 Department: City Clerk

( ) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 1

2 Is there a current eligible list on file? ( ) Yes (X) No

3 Why do you want to make a temporary appointment? The Office Assistant III position is in the City Clerk's Office is responsible for assisting resident ce at the front lobby counter. In addition this position intakes passport applications .This vacancy would cause a delay in the City Clerk's office day to day operations; which includes our passport acceptance function.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: Vernell McDaniel (Full Name - Type or Print) Title: Chief Deputy City Clerk

Department Manager's Signature: [signature] Date: 1/12/2023

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

[signature] Date: 1-12-23

NOTED AND APPROVED BY CITY MANAGER

[signature] Date: 1-12-23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____
(Signature/Clerk to the Personnel Board) Date:

Rev 10/5/20

City of Compton B-4j Received by H R _____

REQUEST FOR TEMPORARY APPOINTMENT

Position/Classification Title: Water Service Worker II

Proposed Effective Date of Appointment: 01/23/23 Department: Water Department

(X) Initial Request (Reference: Section 1106, City Charter)

( ) Request for exemption of this position was initially approved by the Personnel Board _____ (Reference: Section 1101(a)6, City Charter)

1 How many positions, in the above classification, do you propose to fill by temporary appointment? 2

2 Is there a current eligible list on file? ( ) Yes (X) No

3 Why do you want to make a temporary appointment? The Water Service Worker II is journey level in the Water Service Worker series and performs the difficult or challenging tasks in the repair and maintenance of water mains, water services and other appurtenances. Without having a full complement of Water Service II's, maintenance may be deferred or have to be completed with the use of overtime.

4 Is/are the position(s) in question, included in the budget for the current fiscal year, and identified as Regular, Full-Time, Classified status? (X) Yes ( ) No

5 Is there an official classification, with written specifications, established for this position? (X) Yes ( ) No

6 Have you submitted a request for certification, or a request for an examination? (X) Yes ( ) No

Comments: _____

This request is submitted by: Victor Meza Title: Water General Manager
(Full Name - Type or Print)

Department Manager's Signature: VM Date: 01/12/23

NOTED AND REVIEWED BY HUMAN RESOURCES DIRECTOR

_____ Date: 1/12/2023

NOTED AND APPROVED BY CITY MANAGER

Approved for T Thomas Date: 1/12/23

DISPOSITION OF REQUEST

This request is placed on the agenda for a meeting, which is scheduled for _____

(Clerk shall transmit a copy of this request to the originator, confirming this action)

The Personnel Board reviewed the request on _____ ACTION: ( ) Approved ( ) Denied

Condition of Approval:
Approval is granted for up to ninety (90) calendar days in a calendar year. Before an approved temporary appointment expires, the appointing authority may request that the Personnel Board extend the appointment by exempting the position from the Classified Service - pursuant to Section 1101(a)6 of the City Charter. Such a request must be submitted for the Board's receipt before the initial appointment expires, or the initial temporary appointment shall be terminated on its expiration date.

Comment: _____

Noted by: _____ _____
(Signature/Clerk to the Personnel Board) Date:

September 12, 2023

TO: **HONORABLE MAYOR AND COUNCIL MEMBERS**

FROM: **COMPTON FIRE DEPARTMENT**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO AMEND THE FISCAL YEAR 2023-24 FIRE DEPARTMENT BUDGET AND ISSUE PURCHASE ORDERS TO ONE OR MORE VENDORS (JANKOVICH, SC FUELS AND WOOD OIL) FOR THE PURCHASE OF DIESEL FUEL, MOTOR COOLANT AND MOTOR LUBRICANTS FOR THE COMPTON FIRE DEPARTMENT ($120,000.00)**

SUMMARY

This resolution will authorize the City Manager to amend the Fiscal Year 2023-24 Fire Department budget and establish purchase orders to one or more vendors (Jankovich, SC Fuels and Wood Oil) for the purchase of diesel fuel, motor oil, transmission fluids and radiator coolants in the amount not to exceed One Hundred Twenty Thousand Dollars and Zero Cents ($120,000.00).

BACKGROUND

The City of Compton Fire Department is responsible for the acquisition of diesel fuel for Fire Department use for emergency vehicles. The Fire Department manages delivery of fuel to the fuel station located at Fire Station 3, 1133 W. Rosecrans Avenue. The Fire Department conducts daily fuel site inspections to meet local, state and federal reporting requirements and repairs, monitors and maintains the fuel site.

The price and availability of fuel has been unpredictable during previous fiscal years and has caused the Fire Department to request the ability to purchase from multiple fuel vendors during the fiscal year. The Fire Department is requesting the authority to obtain the lowest fuel prices per gallon from three (3) fuel providers: Jankovich, SC Fuels and Wood Oil who all provide fuel service to local governments and other business fueling stations.

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STATEMENT OF ISSUE

Staff solicited formal quotes for diesel fuel (Red DF of 7600 Gallons) from three vendors: The Jankovich Company ($0.0716 per gallon), SC Fuels ($0.02 per gallon) and Wood Oil Company ($0.18 per gallon). Staff is requesting the ability to purchase fuel for fiscal year 2023-2024 (i.e. July 1, 2023 – June 30, 2024) for the Fire Department in the amount of One Hundred Twenty Dollars ($120,000.00).

The funding to be allocated to one or more of the following vendors:

- Jankovich
- SC Fuels
- Wood Oil

City Council approval is needed because the expenditure is in excess of $25,000.00 Dollars.

FINANCIAL IMPACT

Funding is available in Measure P Fund Balance and shall be appropriated as follows by:

Increase in expenditure appropriations to the Fire Department FY23-24 Budget:

Account Code	Account Name	Amount
1004-690-000-4228	Measure P Fund, Fuel Expense	$120,000

RECOMMENDATION

It is recommended that the Mayor and City Council adopt the attached Resolution.

RONERICK SIMPSON
FIRE CHIEF

APPROVED FOR FORWARDING

JERRY GROOMES
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO AMEND THE FISCAL YEAR 2023-24 FIRE DEPARTMENT BUDGET AND ISSUE PURCHASE ORDERS TO ONE OR MORE VENDORS (JANKOVICH, SC FUELS AND WOOD OIL) FOR THE PURCHASE OF DIESEL FUEL, MOTOR COOLANT AND MOTOR LUBRICANTS FOR THE COMPTON FIRE DEPARTMENT ($120,000.00)

WHEREAS, this resolution will authorize the City Manager to establish purchase orders to one or more vendors (Jankovich, SC Fuels and Wood Oil) for the purchase of regular and diesel fuel for the City of Compton's Fire Department; and

WHEREAS, the Fire Department is responsible for the acquisition of diesel fuel and other petroleum products; and

WHEREAS, Diesel Fuel and lubricants are provided by the Jankovich, SC Fuels and Wood Oil; and

WHEREAS, the price of fuel has been so unpredictable during previous years which has caused the Fire Department to request the authority to obtain the lowest fuel prices per gallon from three (3) fuel providers such as: Jankovich, SC Fuels and Wood Oil who provide satisfactory fuel service to local government and other business fueling stations; and

WHEREAS, staff solicited the following fuel quotes from providers: Jankovich Company ($0.0716 per gallon), SC Fuels ($0.02 per gallon) and Wood Oil ($0.018); and

WHEREAS, funding for this expenditure is available in Measure P Fund Balance and shall be appropriated as follows:
Increase in expenditure appropriations to the Fire Department FY23-24 Budget:

Account Code	Account Name	Amount
1004-690-000-4228	Measure P Fund, Fuel Expense	$120,000

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City Manager is hereby authorized to issue purchase orders to one or more fuel vendors (Jankovich, SC Fuels and Wood Oil) for the purchase of gasoline and diesel fuel for the City of Compton Fire Department not to exceed One Hundred Twenty Thousand Dollars and Zero Cents, ($120,000.00).

SECTION 2. That the Fire Department Fiscal Year 2023-24 Budget be amended as follows to appropriate from Measure P Fund Balance:

Increase in expenditure appropriations to the Fire Department FY23-24 Budget:

Account Code	Account Name	Amount
1004-690-000-4228	Measure P Fund, Fuel Expense	$120,000

SECTION 3. That a copy of this resolution shall be forwarded to the offices of the City Clerk, City Manager, City Attorney, City Controller and the Fire Department.

SECTION 4. That the Mayor shall sign and the City Clerk shall attest to the adoption of this resolution.

ADOPTED this _____ day of _____ 2023.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing resolution was adopted by the City Council, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2023.

That said resolution was adopted by the following vote, to wit:

AYES: **COUNCIL MEMBER-**
NOES: **COUNCIL MEMBER-**
ABSENT: **COUNCIL MEMBER-**
ABSTAIN: **COUNCIL MEMBER-**

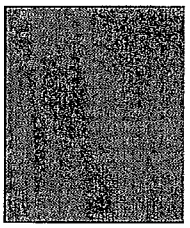
_____
CITY CLERK OF THE CITY OF COMPTON

The Jankovich Company

Fuel Proposal

Date: May 5, 2023

Customer Name: City of Compton
Contact Name:
Address: 458 S. Alameda St., Compton CA 90220
Ship To: See Below
Phone: 310-645-6272
Cell: (909) 731-7502
Email: jmccombs@comptoncity.org



	Fire Dept. 1133 W. Rosecrans Ave. Compton CA 90222	Public Works 458 S. Alameda St. Compton CA 90220	Public Works 458 S. Alameda St. Compton CA 90220
Product	Red DF	Red DF	87 REG
Gallons	3000	7600	7600
Margin over LA Opis Daily Av.	$0.0900	$0.0716	$0.0700

****The Jankovich Company does not charge a Regulatory Compliance Fee****

The Jankovich Company / 14066 Garfield Ave. / Paramount, CA 90723 / (800) 650-0200 / Fax (562) 531-2638

P.O. Box 4159
1800 West Katella Ave. Suite 400
Orange, CA 92863-4159
(888) SCFUELS (723-8357)
www.scfuels.com

5/17/2023

SC Fuels formula price quote with CAR

UNL LA OPIS Same Day Average with CAR minus <$0.06> delivered (8800 gallons)

RED LA OPIS Same Day Average with CAR plus $0.02 delivered (7600 gallons)

Thank you.

Wood Oil Company
Fueling California Forward Since 1942

1532 W. 132ND Street • Gardena, CA 90249 • (323) 321-3864 (24 hours)
10) 324-5138 • Fax: (310) 769-0629 • woodoil@woodoilcompany.com • woodoilcompany.com

PRICE QUOTE

May 19, 2023

Fuel Quote:

Gallons	Product	Margin Over L.A OPIS Daily Average
1. 7600	Red Dyed Diesel	.18
2. 7600	87 Regular Unleaded	.18

September 12, 2023

TO: **HONORABLE MAYOR AND CITY COUNCIL**

FROM: **CITY MANAGER**

SUBJECT: **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH AND ESTABLISH A PURCHASE ORDER FOR NEW WEST LANDSCAPING FOR PROPERTY MAINTENANCE AND LANDSCAPING SERVICES ON SUCCESSOR AGENCY-OWNED PARCELS IN THE CITY OF COMPTON ($47,400)**

SUMMARY

Adoption of this resolution will authorize the City Manager to enter into a Property Maintenance Service Agreement with New West Landscaping ("New West") for the remainder of Fiscal Year 2023-2024; with authority to exercise a two-year renewal option; to provide routine monitoring, maintenance and landscaping services for all properties owned by the Successor Agency to the Community Redevelopment Agency of the City of Compton ("Successor Agency"), and establish a purchase order in the amount of Forty Seven Thousand Four Hundred Dollars ($47,400.00) for services rendered.

BACKGROUND

As part of the winding down of the former Community Redevelopment Agency's ("CRA") activities, the Successor Agency is required to provide maintenance and landscaping services on Successor Agency-owned parcels slated for disposition and development pursuant to AB 26 and 1484 (collectively known as the "Dissolution Act"). The intent is to prepare the subject sites for future development while ensuring public safety, discourage vandalism and illegal dumping on the Successor Agency-owned parcels.

STATEMENT OF THE ISSUE

The Successor Agency has fourteen (14) parcels held for resale in its inventory. These parcels continuously require property maintenance, landscaping services, illegal dumping removal, graffiti removal, weed abatement, board-up services, tree trimming and regular inspections to alleviate visual blight. In order to accomplish such objectives, the Successor Agency needs to employ the services of a contractor to perform maintenance of the Successor Agency-owned parcels.

On June 28, 2023, staff issued a Request for Proposal ("RFP") for Maintenance and Landscaping Services for each of the properties owned by the Successor Agency and the Housing Successor Agency, which was published in the Compton Bulletin. Staff also sent e-mails of the RFP to various vendors. Six (6) proposals were received as follows:

Contractor	**Successor Agency**	**Housing Successor Agency**	**Total Annual Cost**
New West Landscaping	$47,400.00	$14,400.00	$61,800.00
JAS Landscape	Not Broken Down by Agency	Not Broken Down by Agency	$40,960/monthly
Mariposa Landscapes Inc.	$91,867.08	$52,589.16	$144,456.24
Swayzer Landscapes	$88,060	$40,200	$128,260.00
Green Garden Inc.	Not Broken Down by Agency	Not Broken Down by agency	$17,928.50/monthly
Four Seasons landscaping	Not Broken Down by Agency	Not Broken Down by Agency	$222,900.00

The Staff Evaluation Committee reviewed the proposals based on the following criteria:

I.
(a) Company's contact information.
(b) Years of experience in and description of similar work in lawn care, park (recreational space) improvement, and lot clearing.
(c) Staff qualifications, training, and expertise.
(d) Amount and types of equipment that the contractor currently has on hand for completion of similar work. (photographs encouraged)
(e) Provide a fee schedule for project, including the hourly-rate and total number of anticipated staff hours. Please separate the properties by Successor Agency and Housing Successor Agency properties as set forth in the previous charts.
(f) List contact names and telephone numbers of three (3) professional references that can verify your experience.

(g) Provide proof of insurance coverage and licensure:

1. Valid Contractor's License issued by the California State License Board (CCSB)-please provide copy- detailed verification printout (can be accessed at the State of California Department of Consumer Affairs Contractors State License Board)
2. Valid City of Compton Business License
3. Worker's Compensation Insurance

II. Provide other relevant documentation for consideration of the contract.

The Evaluation Committee found that the proposal of New West was the lowest cost and most responsive bidder based on the criteria above and is recommending that New West be awarded a contract to provide regularly scheduled landscape and maintenance services for Successor Agency-owned properties.

FISCAL IMPACT

Funding for this expenditure is available in the Redevelopment Property Tax Fund Trust Low Cost Housing Fund. The amount of $47,400.00 is available in Account No. 1201-910-000-4269. Should the option to renew each fiscal year after up to two fiscal years be exercised, the costs for services rendered during each fiscal year (i.e. FY 2024-2025 and FY 2025-2026) will be $47,400.00, which will be appropriated in future Successor Agency budgets.

Even though services rendered for Fiscal Year 2023-2024 will be for less than 12 months, it is anticipated that the $47,400.00 requested will be needed because there has not been any maintenance services performed on the properties since the end of Fiscal Year 2022-2023.

RECOMMENDATION

Staff respectfully recommends that the City Council adopt the attached Resolution.

JERRY GROOMES
CITY MANAGER

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF COUNCIL OF THE CITY OF COMPTON AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH AND ESTABLISH A PURCHASE ORDER FOR NEW WEST LANDSCAPING FOR PROPERTY MAINTENANCE AND LANDSCAPING SERVICES ON SUCCESSOR AGENCY-OWNED PARCELS IN THE CITY OF COMPTON ($47,400)

WHEREAS, as part of the winding down of the former Community Redevelopment Agency's ("CRA") activities, the Successor Agency to the Community Redevelopment Agency of the City of Compton ("Successor Agency") is required to provide maintenance, landscaping services and monitoring activities on Successor Agency-owned parcels slated for disposition and development pursuant to AB 26 and 1484 (collectively known as the "Dissolution Act"); and

WHEREAS, the Successor Agency has fourteen (14) parcels held for resale in its inventory which continuously require property maintenance, landscaping services, illegal dumping removal, graffiti removal, weed abatement, board-up services, tree trimming and regular inspections to alleviate visual blight; and

WHEREAS, in order to accomplish such objectives, the Successor Agency needs to employ the services of a contractor to perform maintenance of the Successor Agency-owned properties; and

WHEREAS, on June 28, 2023, staff issued a Request for Proposal ("RFP") for Maintenance and Landscaping Services for each of the parcels owned by the Successor Agency and the Housing Successor Agency, which was published in the Compton Bulletin. Staff also sent e-mails of the RFP to various vendors. Six (6) proposals were received as follows:

Contractor	**Successor Agency**	**Housing Successor Agency**	**Total Annual Cost**
New West Landscaping	$47,400.00	$14,400.00	$61,800.00
JAS Landscape	Not Broken Down by Agency	Not Broken Down by Agency	$40,960/month
Mariposa Landscapes Inc.	$91,867.08	$52,589.16	$144,456.24
Swayzer Landscapes	$88,060	$40,200	$128,260.00
Green Garden Inc.	Not Broken Down by Agency	Not Broken Down by agency	$17,928.50/month
Four Seasons landscaping	Not Broken Down by Agency	Not Broken Down by Agency	$222,900.00

WHEREAS, staff found that the proposal of New West was the lowest cost and most responsive bidder based on the criteria identified within the RFP and is recommending that New West be awarded a contract to provide regularly scheduled landscape and maintenance services for Successor Agency-owned properties; and

WHEREAS, funding for this expenditure are available in the Redevelopment Property Tax Fund Trust Low Cost Housing Fund.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COMPTON HEREBY RESOLVES AS FOLLOWS:

Section 1. That the City Manager, upon the advice and approval of City Attorney is hereby authorized to enter into a Property Maintenance Service Agreement with New West Landscaping ("New West") for the remainder of Fiscal Year 2023-2024; with an option to renew each fiscal year after up to two fiscal years (i.e. FY 2024-2025 and FY 2025-2026) to provide routine monitoring, maintenance, and landscaping services for all Successor Agency-owned properties.

Section 2. That funds for this expenditure in the amount of $47,400.00 are available in Account No. 1201-910-000-4269.

Section 3. That a purchase order is authorized to be established in the amount of $47,400.00 for services rendered during the remainder of Fiscal Year 2023-2024. That if the option to renew the term of the agreement is exercised, funds in the amount of $47,400.00 for such expenditure will be appropriated in future Successor Agency budgets.

Section 4. That a certified copy of this Resolution shall be filed in the offices of the City Manager, City Attorney, City Controller, Successor Agency and City Clerk.

Section 5. That the Mayor shall sign and the City Clerk shall attest to the adoption of this Resolution.

ADOPTED this day _____ of _____, 2023.

_____
MAYOR OF THE CITY OF COMPTON

ATTEST:

_____
CITY CLERK OF THE CITY OF COMPTON

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF COMPTON: ss

I, Vernell McDaniel, City Clerk of the City of Compton, hereby certify that the foregoing Resolution was adopted by the City Council of the City of Compton, signed by the Mayor and attested by the City Clerk at a regular meeting thereof held on the _____ day of _____, 2023.

That said Resolution was adopted by the following vote, to wit:

AYES: BOARD MEMBERS-
NOES: BOARD MEMBERS-
ABSENT: BOARD MEMBERS-
ABSTAIN: BOARD MEMBERS-

_____
CITY CLERK OF THE CITY OF COMPTON

CITY OF COMPTON

And The

SUCCESSOR AGENCY



REQUEST FOR PROPOSAL

FOR

PROPERTY MAINTENANCE AND LANDSCAPING SERVICES

Issued by:
City of Compton
Successor Agency
205 South Willowbrook Avenue
Compton, CA 90220
Phone Number (310) 605-5585
Website: www.comptoncity.org

Date of Issue:
June 28, 2023

Submission:
City Clerk's Office
Re: RFP Landscape & Maintenance
205 South Willowbrook Avenue, 1st Floor
Compton, CA 90220

Proposal Due Date & Time
Thursday, July 13, 2023 by 5:00 p.m.

Proposals will not be accepted after
Thursday, July 13, 2023 by 5:00 p.m.
For questions regarding the submission of this proposal, please contact:
cfields@comptoncity.org

INTRODUCTION

The City of Compton Successor Agency (Agency) is soliciting proposals from qualified companies to perform Landscaping and Maintenance services on Successor Agency and Housing Successor Agency properties within the City. The Agency is requesting proposals to service the properties listed below:

Address	Size	Current Status
Successor Agency Properties		
250 North Central	107,208 sq. ft.	Vacant Land and Building
1113 – 1125 West Rosecrans Avenue	18,352 sq. ft.	Vacant Land
413 – 415 West Compton Boulevard	24,463 sq. ft.	Vacant Land
1425 East Compton Boulevard	13,392 sq. ft.	Vacant Land
110 – 114 North Bowen Avenue	11,505 sq. ft.	Vacant Land
409, 413 – 415 North Alameda Street	33,570 sq. ft.	Vacant Land
2901 West Alondra Boulevard	40,075 sq. ft.	Vacant Land
2815 – 2875 West Alondra Boulevard	779,724 sq. ft.	Vacant Land
412 West Alondra Boulevard	18,509 sq. ft.	Vacant Land
1434 West Compton Boulevard	62,262 sq. ft.	Vacant Land
1117 S. Long Beach Blvd.	56,509 sq. ft.	Vacant Land
501 – 545 East Compton Boulevard	42,801 sq. ft.	Vacant Land
107 North Santa Fe Avenue 601 East Compton Boulevard 607 East Compton Boulevard 625 East Compton Boulevard 112 North Willow Avenue	43,090 sq. ft.	Vacant Land
217 East Indigo Street	7,750 sq. ft.	Vacant Land
2000-2024 West Compton Boulevard	88,114 sq. ft.	Vacant Land
206 E. Elm Street	4,967 sq. ft.	Vacant Land
Housing Successor Agency Properties		
16208 South Atlantic Avenue	40,511 sq. ft.	Vacant Land
Small area adjacent to 16208 S. Atlantic Avenue	0.17 sq. ft.	Vacant Land
16216 South Atlantic Avenue	7,836 sq. ft.	Vacant Land
1716 E. Rosecrans Avenue	13, 257 sq. ft.	Vacant Land
1950 North Central Avenue	51,987 sq. ft.	Vacant Land
1434 W. Compton Blvd.	62,262 sq. ft.	Vacant Land

SCOPE OF SERVICES

This section describes the specifics regarding the actual work to be performed during the duration of the contract. These parcels require continuous and regular property landscape and maintenance services for the abatement of items such as: illegal dumping, trash and debris removal, graffiti removal, weed abatement, board-up services, and tree trimming.

Maintenance and Landscape Services:

- Grass to be mowed routinely. Staff reserves the right to notify the contractor of when to change the mowing height to accommodate the various growing patterns and weather conditions throughout the year. Damage to turf areas as evidenced by the use of dull blades could be considered grounds for cancellation of any contract agreement.
- Edging to be completed at each service will include all around curbs, sidewalks, streets, and flower beds.
- Clippings to be blown off drives and walkways and removed off the site.
- Contractor must only use state of California approved herbicides
- Trimming around all obstacles as needed.
- Litter to be removed from all areas prior to each mowing.
- Direction of mowing pattern to be altered on a regular basis to avoid worn spots.
- Perform weed abatement.
- Emptying of all trash containers.
- Inspect irrigation system and report any repairs required to City staff.
- Provide photo-documentation of all on a bi-weekly-basis, or as specified by city staff, proof of work performed and verifying any abnormal conditions as necessary.
- Submit a bi-weekly report describing work performed for all locations with Invoice.
- Perform work in a professional manner in accordance with City regulations and standards.
- Monitor property for illegal dumping and homeless encampments and clean-up dumping or encampments and notify staff of each occurrence.

SCHEDULE OF MAINTENANCE AND LANDSCAPING

City staff will determine the frequency of maintenance of service. In the event that frequency augmentations are required, standard per unit rates fees shall apply. Also, the total number of vacant lots serviced is subject to increase or decrease. (As a result, proposal should base costs/fees on a per unit basis or itemized list). The general schedule of maintenance of service will include:

General Schedule of Maintenance and Landscaping

Address	Size	Maintenance Required
SUCCESSOR AGENCY PROPERTY		
1113 – 1125 West Rosecrans Avenue	18,352 sq. ft.	Bi-Weekly
413 – 415 West Compton Boulevard	24,463 sq. ft.	Bi-Weekly
1425 East Compton Boulevard	13,392 sq. ft.	Bi-Weekly
110 – 114 North Bowen Avenue	11,505 sq. ft.	Bi-Weekly
413 – 415 North Alameda Street	11,030 sq. ft.	Bi-Weekly
2901 West Alondra Boulevard	40,075 sq. ft.	Bi-Weekly
2815 – 2875 West Alondra Boulevard	779,724 sq. ft.	Quarterly
1434 West Compton Boulevard	62,262 sq. ft.	Bi-Weekly
501 – 545 East Compton Boulevard	42,801 sq. ft.	Bi-Weekly
107 North Santa Fe Avenue 601 East Compton Boulevard 607 East Compton Boulevard 625 East Compton Boulevard 112 North Willow Avenue	43,090 sq. ft.	Bi-Weekly
217 East Indigo Street	7,750 sq. ft.	Bi-Weekly
1117 South Long Beach Boulevard	56,509 sq. ft.	Bi-Weekly
2000-2024 West Compton Boulevard	88,114 sq. ft.	Bi-Weekly
206 E. Elm Street	4,967 sq. ft.	Bi-Weekly
HOUSING SUCCESSOR AGENCY PROPERTY		
16208 South Atlantic Avenue Small area adjacent to 16208 S. Atlantic Avenue 16216 South Atlantic Avenue	40,511 sq. ft 0.17 sq. ft. 7,836 sq. ft.	Bi-Weekly
1716 E. Rosecrans Avenue	13, 257 sq. ft.	Bi-Weekly
1434 W. Compton Blvd.	62,262 sq. ft.	Bi-Weekly
930 W Compton Blvd.	107,020 sq. ft.	Bi-Weekly

RIGHT OF REVERSION

The City of Compton or the Successor Agency/Housing Successor Agency reserves the right to cancel or to postpone any scheduled service without cause by giving the contractor at least seven (7) business days' notice. The contractor will not be allowed to charge the City of Compton Successor Agency/ Housing Successor Agency for any cancellations.

RFP PACKAGE REQUIREMENTS AND ELEMENTS

When preparing your RFP proposal, please address all components listed below.

Please submit four (4) copies of your RFP by the due date. A failure to comply with these or any other requirement listed in this notice will invalidate your proposal. Proposals should include the following information:

I. Narrative describing the contractor's qualifications which include:
   a. Company's contact information.
   b. Years of experience in and description of similar work in lawn care, park (recreational space) improvement, and lot clearing.
   c. Staff qualifications, training, and expertise.
   d. Amount and types of equipment that the contractor currently has on hand for completion of similar work. (photographs encouraged)
   e. Provide a fee schedule for project, including the hourly-rate and total number of anticipated staff hours. Please separate the properties by Successor Agency and Housing Successor Agency properties as set forth in the previous charts.
   f. List contact names and telephone numbers of three (3) professional references that can verify your experience.
   g. Provide proof of insurance coverage and licensure:
      1. Valid Contractor's License issued by the California State License Board (CCSB)- please provide copy- detailed verification printout (can be accessed at the State of California Department of Consumer Affairs Contractors State License Board)
      2. Valid California Driver's License
      3. Valid Automobile Insurance
      4. Valid City of Compton Business License
      5. Worker's Compensation Insurance
      6. Errors and Omissions Insurance

II. Provide other relevant documentation for consideration of the contract.

III. Contract period is for FY 2023-24 with an option to renew each fiscal year after up to two fiscal years.

RFP SUBMISSION

Proposals must be received by
Thursday, July 13, 2023 by 5:00 p.m.

Your submission **must** be in a sealed envelope **and** addressed as follows:

City Clerk's Office
Re: RFP Landscape & Maintenance
205 South Willowbrook Avenue, 1st Floor
Compton, CA 90220

Attachment A

SUCCESSOR AGENCY PROPERTY
MAINTENANCE AND LANDSCAPING SERVICES FY 22/23

	Address	Size	Current Status
	Successor Agency Properties		
1	1113 – 1125 West Rosecrans Avenue	18,352 sq. ft.	Vacant Land
2	413 – 415 West Compton Boulevard	24,463 sq. ft.	Vacant Land
3	110 – 114 North Bowen Avenue	11,505 sq. ft.	Vacant Land
4	409, 413 – 415 North Alameda Street	33,570 sq. ft.	Vacant Land
5	2901 West Alondra Boulevard	40,075 sq. ft.	Vacant Land
6	2815 – 2875 West Alondra Boulevard	779,724 sq. ft.	Vacant Land
7	1117 S. Long Beach Blvd.	56,509 sq. ft.	Vacant Land
8	501 – 545 East Compton Boulevard	42,801 sq. ft.	Vacant Land
9	107 North Santa Fe Avenue 601 East Compton Boulevard 607 East Compton Boulevard 625 East Compton Boulevard 112 North Willow Avenue	43,090 sq. ft.	Vacant Land
10	217 East Indigo Street	7,750 sq. ft.	Vacant Land
11	2000-2024 West Compton Boulevard	88,114 sq. ft.	Vacant Land
12	106 E. Cedar Street	7,497 sq. ft.	Vacant Land
13	206 E. Elm Street	4,967 sq. ft.	Vacant Land
14	Lot 14 (Additional Successor Property)		

New West Landscaping

d.) **Fee Schedule:**

SUCCESSOR AGENCY PROPERTIES
MAINTENANCE AND LANDSCAPNG SERVICES FY 23/24 FEE

	Address	Size	Frequency	Fee
	Successor Agency Properties			
1	1113 — 1125 West Rosecrans Avenue	18,352 sq. ft.	Bi-Weekly	25.00
2	413 — 415 West Compton Boulevard	24,463 sq. ft	Bi-Weekly	100.00
3	110 — 114 North Bowen Avenue	11,505 sq. ft	Bi-Weekly	50.00
4	409, 413 — 415 North Alameda Street	33,570 sq. ft	Bi-Weekly	150.00
5	2901 West Alondra Boulevard	40,075 sq. ft	Bi-Weekly	100.00
6	2815 - 2875 West Alondra Boulevard	779,724 sq. ft.	Quarterly @ 4,500.00	18,000.00
7	1117 S. Long Beach Blvd.	56,509 sq. ft	Bi-Weekly	200.00
8	501 — 545 East Compton Boulevard	42,801 sq. ft	Bi-Weekly	100.00
9	107 North Santa Fe Avenue 601 East Compton Boulevard 607 East Compton Boulevard 625 East Compton Boulevard 112 North Willow Avenue	43,090 sq. ft	Bi-Weekly	100.00
10	217 East Indigo Street	7,750 sq. ft.	Bi-Weekly	75.00
11	2000-2024 West Compton Boulevard	88,114 sq. ft	Bi-Weekly	100.00
12	206 E. Elm Street	4,967 sq. ft	Bi-Weekly	50.00
13	Lot 14 (Additional Successor Property)		Bi-Weekly	100.00
14	1425 East Compton Blvd.	13,392 sq. ft	Bi-Weekly	75.00

Successor Agency Properties = 47,400.00
Rate= 36.00 Per Hour x 1,316 Staff Hours

Change order will apply if there is excessive illegal dumping of construction material ,green waste, installation of plants, re-landscaping or sprinkler repairs or upgrades.

New West Landscaping

d.) **Fee Schedule:**

SUCCESSOR AGENCY HOUSNG PROPERTIES
MANTENANCE AND LANDSCAPNG SERVICES FY 22/23 FEE SCI-EDULE.

	Housing Successor Properties			
1	16208 South Atlantic Avenue Small area adjacent tol 6208 S. Atlantic Ave- 16216 S. Ave.	400.17 sq. 0.17 sq. ft. 7,836 sq.	Bi-Weekly	250.00
2	1716 E. Rosecrans Avenue	13, 257 sq. ft.	Bi-Weekly	75.00
3	1434 W. Compton Blvd.	62262 sq. ft.	Bi-Weekly	75,00
4	930 W. Compton Blvd.	107,020 sq. ft.	Bi-Weekly	200.00

Successor Housing Properties = 14,400.00
Rate =36.00 Per Hour x 400 Staff Hours

Change order will apply if there is excessive illegal dumping of construction material, green waste, installation of plants ,re-landscaping or sprinkler repairs or upgrades.

CITY OF COMPTON AND THE SUCCESOR AGENCY

REQUEST FOR PROPOSAL FOR PROPERTYMAINTENANCE AND LANDSCAPING SERVICES

JAS LANDSCAPE LLC 2225 River Ridge Road Oxnard, CA 93036 (805) 432-1438

jas.llc.landscape@gamil.com

JAS Landscape, LLC., has over 30 years of experience in landscaping services in residential, commercial, homeowners' associations, and public works. We pride ourselves in providing exceptional service and never overlooking the smallest detail. As a family-owned business, we take great pride in providing our services within our community, servicing throughout Ventura and Santa Barbara counties and in the greater Los Angeles County.

P.O.C. – Jesus Lopez CEO (805) 207-1594

25 years of experience in landscaping and hardscape construction

Alejandro Lopez Manager (805) 432-1438

15 years of experience in landscaping and hardscape construction. 7 years of managing landscape projects and overseeing day to day.

Equipment on hand – Toro 36" stand on mower, Wright 36" stand on mower, Echo blower backpacks (if required, battery operated as well, Echo Hedge Trimmers, Echo Brushbutters, Echo String Trimmers, Rakes, Buckets, Plastic Poly Sheets, Ladders, Backpack Sprayers.

Fee Schedule

Hourly Rate Landscape Laborer 29.00/hour

Hourly Rate Supervisor/Foreman 35.00/hour $64 per hour

Anticipated Staff Hours Per Week – 6-8 person crew, 640 proposed hours per month. $40,960

Mariposa Landscapes Inc.

Fee Schedule and Hourly Rate

SUCCESSOR AGENCY PROPERTY	Monthly	Yearly
1113 – 1125 West Rosecrans Avenue	$ 368.33	$ 4,419.96
413 – 415 West Compton Boulevard	$ 112.95	$ 1,355.40
1425 East Compton Boulevard	$ 268.78	$ 3,225.36
110 – 114 North Bowen Avenue	$ 230.91	$ 2,770.92
413 – 415 North Alameda Street	$ 203.72	$ 2,444.64
2901 West Alondra Boulevard	$ 740.15	$ 8,881.80
2815 – 2875 West Alondra Boulevard	$ 208.56	$ 2,502.72
1434 West Compton Boulevard	$ 1,249.60	$ 14,995.20
501 – 545 East Compton Boulevard	$ 395.25	$ 4,743.00
107 North Santa Fe Avenue		
601 East Compton Boulevard		
607 East Compton Boulevard	$ 830.33	$ 9,963.96
625 East Compton Boulevard		
112 North Willow Avenue		
217 East Indigo Street	$ 143.14	$ 1,717.68
1117 South Long Beach Boulevard	$ 1,043.68	$ 12,524.16
2000-2024 West Compton Boulevard	$ 1,768.45	$ 21,221.40
206 E. Elm Street	$ 91.74	$ 1,100.88
SA	7,655.54	91,867.03
HOUSING SUCCESSOR AGENCY PROPERTY		
16208 South Atlantic Avenue	$ 748.21	$ 8,978.52
Small area adjacent to 16208 S. Atlantic Avenue	$ 18.47	$ 221.64
16216 South Atlantic Avenue	$ 144.72	$ 1,736.64
1716 E. Rosecrans Avenue	$ 244.85	$ 2,938.20
1434 W. Compton Blvd.	$ 1,249.60	$ 14,995.20
930 W Compton Blvd.	$ 1,976.58	$ 23,718.96
TOTAL	$ 12,038.02	$144,456.24
HSA	4,382.43	52,589.16

Extra Labor – Per Hour

$75 Irrigation Technician

$63 Forman

$45 Laborer

$70 Spray Technician

$85 Tree Trimming

Swayzer Landscapes

SCHEDULE OF MAINTENANCE AND LANDSCAPING

City staff will determine the frequency of maintenance of service. In the event that frequency augmentations are required, standard per unit rates fees shall apply. Also, the total number of vacant lots serviced is subject to increase or decrease. (As a result, proposal should base costs/fees on a per unit basis or itemized list). The general schedule of maintenance of service will include:

General Schedule of Maintenance and Landscaping

Address	Size	Maintenance Required	Total Bi-Weekly Cost	Yearly
SUCCESSOR AGENCY PROPERTY				
1113 – 1125 West Rosecrans Avenue	18,352 sq. ft.	Bi-Weekly	$150.00	3,600
413 – 415 West Compton Boulevard	24,463 sq. ft.	Bi-Weekly	$170.00	4,080
1425 East Compton Boulevard	13,392 sq. ft.	Bi-Weekly	$170.00	4,080
110 – 114 North Bowen Avenue	11,505 sq. ft.	Bi-Weekly	$305.00	7,320
413 – 415 North Alameda Street	11,030 sq. ft.	Bi-Weekly	$150.00	3,600
2901 West Alondra Boulevard	40,075 sq. ft.	Bi-Weekly	$305.00	7,320
* 2815 – 2875 West Alondra Boulevard	779,724 sq. ft.	* Quarterly Cost	$4,375.00	17,500
1434 West Compton Boulevard	62,262 sq. ft.	Bi-Weekly	$305.00	7,320
501 – 545 East Compton Boulevard	42,801 sq. ft.	Bi-Weekly	$150.00	3,600
107 North Santa Fe Avenue 601 East Compton Boulevard 607 East Compton Boulevard 625 East Compton Boulevard 112 North Willow Avenue	43,090 sq. ft.	Bi-Weekly	$305.00	7,320
217 East Indigo Street	7,750 sq. ft.	Bi-Weekly	$305.00	7,320
1117 South Long Beach Boulevard	56,509 sq. ft.	Bi-Weekly	$305.00	7,320
2000-2024 West Compton Boulevard	88,114 sq. ft.	Bi-Weekly	$150.00	3,600
206 E. Elm Street	4,967 sq. ft.	Bi-Weekly	$170.00	4,080
			SA Yearly	$88,060
HOUSING SUCCESSOR AGENCY PROPERTY				
16208 South Atlantic Avenue Small area adjacent to 16208 S. Atlantic Avenue 16216 South Atlantic Avenue	40,511 sq. ft 0.17 sq. ft. 7,836 sq. ft.	Bi-Weekly	$760.00	18,240
1716 E. Rosecrans Avenue	13, 257 sq. ft.	Bi-Weekly	$305.00	7,320
1434 W. Compton Blvd.	62,262 sq. ft.	Bi-Weekly	$305.00	7,320
930 W Compton Blvd.	107,020 sq. ft.	Bi-Weekly	$305.00	7,320
			HSA Yearly	$40,200

Yearly $128,260

Green Garden Inc.

Successor Agency Properties
21 properties total

Total amount per month $14,421.49 X 12 = 173,057.88

Housing Successor Agency Properties
6 properties total

Total amount per month $3,507.01 X 12 = 42,084.12

Total amount of contract per month is $17,928.50

$50.45/hr

Estimated 347 staff hours per month. May adjust if needed.

References (See attached)

Proof of Insurance (See Attached)

Pictures (See attached)

Four Seasons Landscaping

SGD ENTERPRISES dba Four Seasons Landscaping
Proposal for Property Maintenance and Landscape Maintenance Services for the City of Compton
6/20/2023

1. 2815 – 2875 West Alondra Boulevard- $100 per hour, expected 8 hours, $800 per visit

Total Hours per Visit for all properties above- 8 Hours Rate per Hour- $100

Price for 1 Visit of each property- $800 Price for 4 Visits—3,200

EXPECTED ANNUAL COST FOR ALL PROPERTIES: $222,900

PROPERTY MAINTENANCE SERVICES AGREEMENT
BETWEEN
NEW WEST LANDSCAPING
AND
SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY
OF THE CITY OF COMPTON

This **AGREEMENT** is made by and between the **SUCCESSOR AGENCY TO THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF COMPTON**, a distinct and separate legal entity from the City of Compton created pursuant to the laws of the State of California, (hereinafter referred to as **"AGENCY"**) located at 205 South Willowbrook Avenue, Compton, California 90220, and **NEW WEST LANDSCAPING** (hereinafter referred to as "**CONTRACTOR")** located at 1019 West 133rd Street, Gardena, California 90247, pursuant to Resolution No., adopted by the Board of Directors of the **AGENCY** on____, 2023.

WITNESSETH:

That the Agency and Contractor, for the consideration, terms and conditions herein described, mutually agree as follows:

1. <u>Services to be Performed by Contractor:</u>

Contractor shall perform, in a professional manner, everything required to be performed, shall provide and furnish all the labor, materials, necessary tools, expendable equipment and all utility and transportation services for providing monthly property maintenance and landscaping services on the Agency-owned parcels, identified within the attachment titled **"ATTACHMENT A",** which is incorporated herein. Services include, but are not limited to abatement of all dumped materials and debris, weed abatement, trash removal, shrub and tree trimming, and removal and disposal of all materials abated.

Contractor agrees to perform all the said work and furnish all the said materials at its own cost and expense, as are necessary to complete in a good worker-like and substantial manner and to the satisfaction of the Agency**.** Contractor shall bear all costs associated with this work, including, but not limited to all professional, technical, clerical services, materials, tools, equipment, transportation, telephone, etc., used by Contractor in connection with this work.

Contractor will be responsible for employing or engaging all persons necessary to perform the services. All of Contractor's staff will be qualified by training and experience to perform their assigned tasks. Contractor will give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subcontractors, if any, and will keep the services under its control.

1.1 Key Personnel.

. a Contractor's Representative. Contractor hereby designates **Keith Dickerson, Owner** of Contractor as Contractor's Representative, who shall be deemed to be Contractor's agent with express authority to bind Contractor with respect to all matters requiring Contractor's approval or authorization.

. b Agency's Representative. Agency hereby designates the **Executive Director of the Agency** or his/her designated representative as Agency's Representative for this Agreement.

2. Compensation:

The method of payment for this Contract shall be based on lump sum fee amounts for each of the specified Agency-owned parcels, as agreed to by the Agency. The agreed amount charged by the Contractor shall include compensation for all work and labor, including travel, materials, supplies, vendor services, expenses and subcontracted work. No additional compensation will be paid to the Contractor, unless there is a change in the scope of the work or the scope of the project. In the instance of a change in the scope of work or scope of the project, adjustment to the total compensation will be negotiated between the Contractor and the Agency. Adjustment in the total compensation payable for each project to be completed will not be effective until authorized by written approval by the Agency.

Progress payments may be made in arrears for each project completed by the Contractor. If Contractor fails to complete the work according to schedule and as agreed, the Agency shall have the right to delay payment and/or terminate this Agreement in accordance with the provisions noted herein.

Contractor shall be reimbursed within thirty (30) days, or as promptly as fiscal procedures may permit, upon receipt by the Agency of itemized invoice(s) for all services completed. Invoice(s) shall be submitted no later than 45 calendar days after the performance of work for which the Contractor is billing. Invoice(s) shall be delivered or mailed to the **Executive Director of the Agency** at the following address: **Successor Agency of the City of Compton, 205 South Willowbrook Avenue, Compton, California 90220.**

The Contractor is required to comply with all federal, state and local laws and ordinances applicable to the work.

For the work agreed to be performed pursuant to this Agreement, it is understood between the parties that the maximum compensation payable to the Contractor for any and all services rendered during Fiscal Year 2019-20 of this Agreement is limited to a total not-to-exceed amount of **fourty-seven thousand and four hundred dollars ($47,400).** It is further understood that maximum compensation payable for Fiscal Year 2023-24 will be determined by the ROPS 2023-24 approved by DOF which will be added to this contract as an Amendment.

In the event of termination, the Contractor shall be entitled to non-disputed compensation for the reasonable value of services performed to the effective date of termination; provided, however, that the Agency may condition payment of such compensation upon the Contractor's delivery to the Agency of any and all Agency property, documents, reports, records and material associated with the performance of this Agreement.

3. Commencement of Services:

The term of this Agreement shall be effective as of, add Date and shall expire on June 30, 2024, or when the above-specified total compensation has been exhausted, whichever occurs first, unless this Agreement is terminated as provided herein.

4. Safety:

4.1 Contractor shall have overall responsibility for safety precautions and programs in the performance of the services.

4.2 Contractor shall seek to avoid injury, loss or damage to persons or property by taking reasonable steps to protect:

. a Employees and all other persons at the locations where services are rendered ("Sites");

. b Materials and equipment stored on the Sites or off the Sites at locations for use in performance of the work; and

.c the assigned project Sites and all property located at the Sites, whether or not said property or structures are part of the project or involved in the work.

4.3 Contractor shall designate an individual at the Sites of the assigned project in the employ of Contractor who shall act as Contractor's designated safety representative with a duty to prevent accidents.

4.4 Losses not insured under property insurance which may arise from the performance of the work, to the extent of the negligence attributed to such acts or omissions of Contractor or anyone for whose acts Contractor may be liable, shall be promptly remedied by Contractor at Contractor's cost and without reimbursement by Agency as a cost of work, or in any other manner.

4.5 If Agency deems any part of the work or Site unsafe, Agency may require Contractor, without assuming responsibility for Contractor's safety program, to immediately stop performance of the work or take corrective measures. Neither Agency's order nor Contractor's action in response thereto shall be the basis for adjustment in the contract price or contract time.

4.6 Contractor shall immediately notify the Agency of any illegal dumping of hazardous materials and other emergency public safety issues observed at the Sites were services are performed.

5. Indemnity:

Contractor shall indemnify and save harmless the Agency and the City of Compton**,** its officials, officers, employees, agents and volunteers (collectively hereafter the "Agency") against any and all damages to property or injuries to or death of any person or persons, including property and employees or agents of the Agency and shall defend, indemnify and save the Agency from any and all liability or expense, including defense costs and legal fees, and claims, demands, suits, actions or proceedings of any kind or nature, including Worker's Compensation claims, of or by anyone whomsoever in any way resulting from or arising out of the negligent or intentional acts or omissions of the Contractor in the performance of this Contract, including

operations of subcontractors and acts or omissions of employers or agents of the Contractor or its subcontractors.

This indemnification and hold harmless obligation do not extend to claims arising out of the sole negligence or willful misconduct of the Agency.

6. Insurance:

The Contractor shall not commence work under this Contract until it has provided evidence satisfactory to the Agency and the City of Compton that it has secured all insurance required under this section. In addition, Contractor shall not allow any subcontractor to commence work on any subcontract until it has secured all insurance required under this section.

As a condition precedent to the effectiveness of this Contract for work to be performed hereunder and without limiting the Contractor's indemnification of the Agency and the City of Compton, Contractor shall provide and maintain at its own expense during the term of this Agreement the following program(s) of insurance covering its operations hereunder. ***Failure on the part of the Contractor to procure or maintain insurance shall constitute a material breach upon which the Agency may immediately terminate this Agreement.*** Contractor agrees to suspend and cease all operations hereunder during such period of time as the required insurance coverage is not in effect and evidence of insurance has not been furnished to the Agency.

6.1 Minimum Scope of Insurance. Insurance coverage specified herein constitutes the minimum requirements and said requirements shall in no way lessen or limit the liability of the Contractor under the terms of the Agreement. Contractor shall procure and maintain, at its own costs and expense, any additional kinds and amounts of insurance that, in its own judgment, may be necessary for its proper protection of the work.

All insurance required hereunder shall be primary with respect to any insurance maintained by the Agency and the City of Compton and shall not call on the Agency's or the City of Compton's program for contributions. Program(s) of insurance shall include:

. a Commercial General Liability. Contractor shall provide and maintain at its own expense during the term of this Agreement a policy of Commercial General Liability Insurance, inclusive of personal injury liability and broad form property damage coverage, in an amount not less than **One Million Dollars ($1,000,000.00)** per occurrence. The coverage shall be written on an occurrence basis. Claims made coverage is not acceptable.

. b Automobile Liability. A program of insurance with a limit of liability of not less than **Five Hundred Thousand Dollars ($500,000.00)** for each accident. Such insurance shall include coverage for all "owned", "hired" and "non-owned" vehicles, or coverage for "any auto".

.c Workers' Compensation. Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance, with a limit of not less than $1,000,000 per accident for bodily injury and disease. Workers' Compensation and

Employer's Liability insurance may not be required if Contractor has no employees and provides, to Agency's satisfaction, a declaration stating this.

6.2 Endorsements. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the Agency for approval.

. a The policy of insurance required by Section 6.1.a (Commercial General Liability) shall be endorsed to provide the following:

(1) Additional Insured: The Successor Agency/City of Compton, its officials, officers, employees, agents, and volunteers shall be named as ***"additional insured"*** with regard to liability and defense of suits or claims arising out of the performance of the Agreement.

(2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the Agency, except ten (10) days written notice shall be provided for non-payment of premium.

. b The policy of insurance required by Section 6.1.b (Automobile Liability) shall be endorsed to provide the following:

(1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the Agency, except ten (10) days written notice shall be provided for non-payment of premium.

.c The policy or policies of insurance required by Section 6.1.c (Workers' Compensation) shall be endorsed to provide the following:

(1) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the indemnified parties.

(2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the Agency, except ten (10) days written notice shall be provided for non-payment of premium.

6.3 Waiver of Subrogation. Required insurance coverages shall not prohibit Contractor from waiving the right of subrogation prior to a loss. Contractor shall waive all subrogation rights against the indemnified parties. Policies shall contain or be endorsed to contain such provisions.

6.4 Deductible. Any deductible or self-insured retention must be approved in writing by the Agency and shall protect the indemnified parties in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

6.5 Evidence of Insurance. ***The Contractor, concurrently with the execution of the Contract, and as a condition precedent to the effectiveness thereof, shall deliver certified copies of the required policies to the Agency.*** The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the Agency. If such coverage is cancelled or reduced, Contractor shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the Agency evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

6.6 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A: VII and authorized to do business in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

6.7 Insurance for Subcontractors. All subcontractors shall be included as additional insured under the Contractor's policies, or the Contractor shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the Successor Agency/City of Compton as an ***"additional insured"*** to the subcontractor's policies.

7. Nondiscriminatory Employment Practices:

During the performance of this Contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief in accordance with requirements of City, State or Federal laws and regulations. The Contractor will take affirmative action to ensure that applicants are employed and that employees are

treated during employment without regard to their race, sex, creed, color, religion, age, sexual orientation, marital status, national origin, political affiliation, handicap or belief. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth provisions of this nondiscrimination clause.

In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract, this Contract may be canceled, terminated or suspended in whole or in part.

8. Successor and Assigns:

Agency and the Contractor each binds themselves, their partners, successors, assigns and legal representatives to the other party hereto and to partners, successors, assigns and legal representatives of such other party in respect to all covenants, agreements and obligations contained in the Contract Documents. Neither party to the Agreement shall assign the Contract or sublet it in whole or part without the written consent of the other, nor shall the Contractor assign any monies due or to become due to it hereunder, without the previous written consent of the Agency. Any attempted assignment of this Contract without the written consent of both parties is void.

9. Independent Contractor Status:

Contractor, its officers, employees, subcontractors, agents and volunteers (collectively hereinafter the "Contractor"), is a wholly independent Contractor and not an officer, employee, subcontractor or agent of the Agency. Neither the Agency nor any of its officers, employees, agents or volunteers shall have any control over the conduct of the Contractor, except as expressly set forth in this Agreement. Contractor expressly warrants that while engaged in carrying out and complying with any terms and conditions of this Agreement that Contractor shall not at any time or in any manner, represent that Contractor is in any manner officers, employees, agents or volunteers of the Agency. Contractor shall obtain no rights to retirement, health care or any other benefit that accrue to Agency officials, officers, or employees. Contractor expressly waives any claim to such rights.

10. Subcontracting:

Except as may be agreed to by the Agency, Contractor will not subcontract any portion of the services without prior written approval of Executive Director or his/her designee. If Contractor subcontracts any of the services, Contractor will be fully responsible to Agency for the acts, errors and omissions of Contractor's subcontractor and of the persons either directly or indirectly employed by the subcontractor, as Contractor is for the acts and omissions of persons directly employed by Contractor. Nothing contained in this Agreement will create any contractual relationship between any subcontractor of Contractor and Agency. Contractor will be responsible for payment of subcontractors. Contractor will bind every subcontractor and every subcontractor of a subcontractor by the terms of this Agreement applicable to Contractor's

work unless specifically noted to the contrary in the subcontract and approved in writing by Agency.

11. Other Contractors:

The Agency reserves the right to employ other contractors in connection with the services.

12. Permits and Licenses:

Contractor, at its sole expense, shall obtain and maintain during the term of this

Agreement, all appropriate business and professional permits, licenses and certificates that may be required in connection with the performance of services by Contractor.

Prior to or at the time of execution of this Agreement, the Contractor shall purchase a business license permit in conformance with *Section 9-1.2* of the *Compton Municipal Code*.

13. Termination:

Notwithstanding any other provisions of this Agreement, this Agreement may be terminated as follows:

13.1 If the Contractor becomes insolvent; that is, it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether or not it has committed an act of bankruptcy, and whether or not insolvent within the meaning of the federal Bankruptcy law, then, the Agency may, without prejudice to any other right or remedy and after giving the Contractor five (5) days written notice, terminate this Agreement.

13.2 If the Contractor persistently or repeatedly refuses or fails, except in cases for which extensions of time are provided, to supply enough properly skilled workers, property or material, or if he fails to make prompt payment to subcontractors or for materials or labor, or he persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, then, the Agency may, without prejudice to any other right or remedy and after giving the Contractor five (5) days written notice, terminate this Agreement.

13.3 If the Contractor fails to perform or breaches any material obligation under this Agreement, then, the Agency may, without prejudice to any other right or remedy and after giving the Contractor five (5) days written notice, terminate this Agreement.

If the Agency gives notice of termination, Contractor shall cease immediately all work in progress unless otherwise directed in writing by the Agency. Upon termination, Contractor shall furnish to the Agency a final invoice for work performed.

14. Force Majeure:

In the event that performance by either party is rendered impossible (permanently or temporarily) due to acts of war, acts of terrorism, fires, floods, epidemics, quarantine restrictions, or other natural occurrences, strikes, work slowdowns, lockouts (other than lockout by Contractor or any of Contractor's subcontractors), or other similar acts to those described above or other causes beyond the reasonable control of such party, and without fault or negligence, said event shall excuse performance by such party, or in the case of temporary impossibility, shall excuse performance only for a period commensurate with the period of impossibility. Notwithstanding the foregoing, Agency shall have the right to terminate this Contract upon any event that renders performance impossible. In such case, Agency shall be responsible for payment of all expenses incurred to the point at which this Contract is terminated.

15. Waivers:

A waiver by either party to this Agreement of any breach of any term, covenant or condition contained herein shall not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant or condition contained herein, whether of the same or a different character.

16. Amendments:

This Agreement may be modified or amended only by written document executed by both Contractor and Agency's Executive Director and approved as to form by the General Counsel to the Agency. Such document shall expressly state that it is intended by the parties to amend the terms and conditions of this Agreement.

17. Notice:

All notices, demands or requests to be given under this Agreement shall be given in writing and conclusively shall be deemed received when: (a) delivered personally, or (b) on the fifth day after the deposit thereof in the United States mail, postage prepaid and addressed as hereinafter provided, or (c) one business day after sent by facsimile transmission.

To Contractor:

New West Landscaping
1019 West 133rd Street
Gardena, California 90247
Attn: Keith Dickerson, Owner
(310) 617-9667
(310) 769-6614 – fax.

To Agency:

Successor Agency to the Community Redevelopment Agency of the City of Compton
205 South Willowbrook Avenue
Compton, California 90220
Attn: Executive Director
(310) 605-5585
(310) 761-1429 – fax.

18. Contractor's Books and Records:

Contractor shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to work, services, expenditures and disbursements charges to the Agency for the period and to the extent required by laws relating to audits of public agencies and their expenditures.

Contractor shall maintain all documents and records which demonstrate performance under this Agreement for the period and to the extent required by laws relating to audits of public agencies and their expenditures.

Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the Agency or a designated representative. Copies of such documents shall be provided to the Agency**,** at its expenses, for inspection when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Contractor's address indicated for receipt of notices in this Agreement.

19. Examination and Audit:

This Contract shall be subject to examination and audit of the City**,** State Auditor of the State of California and/or any duly authorized representative of the federal government, at the request of the Agency, or as part of any audit of the Agency, for a period of three (3) years, or longer if required by law, after final payment under this Agreement.

20. Covenants Against Contingent Fees:

Contractor warrants that Contractor has not employed or retained any company or person, other than a bona fide employee working for Contractor, to solicit or secure this Agreement, and that Contractor has not paid or agreed to pay any company or person, other than a bona fide employee, 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, Agency will have the right to terminate this Agreement for nonperformance, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of the fee, commission, percentage, brokerage fees, gift, or contingent fee.

21. Extent of Agreement:

This Agreement and any attachments hereto, constitute the entire understanding and agreement of the parties. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto and supersedes all negotiations or previous agreements between the parties with respect to all and any part of the subject matter hereof. Neither party has been induced to make or enter into this Agreement by reason of promise, agreement, representation, statement or warranty other than as herein contained. Nothing in this Agreement shall create any contractual relations between any subcontractor and the Agency.

22. Governing Law, Jurisdiction and Venue:

This Agreement shall be governed by and construed under the laws of the State of California. In the event of litigation between the parties, venue shall lie exclusively in a court of competent jurisdiction in the County of Los Angeles, State of California, and the parties waive all provisions of law providing for a change of venue in these proceedings to any other county.

Should any part of this Agreement be declared by a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexcised portion, can be reasonably interpreted to give effect to the intentions of the parties.

23. Waiver of Jury Trial:

Contractor voluntarily waives its right to a jury trial of any cause of action, claim, counter-claim or cross-complaint in any action, proceeding or hearing on any matter whatsoever arising out of, or in any way connected with, this Agreement, the relationship between Agency and Contractor, Contractor's performance on each project, or the enforcement of any remedy under any law, statute or regulation now or hereafter in effect. Contractor shall include this provision for waiver of jury trial right in its contracts with its subcontractors who provide work on any assigned projects, waiving the right of a jury trial in any action involving Agency as a party, whether by joinder, consolidation, counter-claim, cross-complaint or otherwise.

24. Federal and State Withholding Taxes:

Contractor shall be responsible for paying when due all federal and state income withholding taxes for all earning under this Agreement. Contractor agrees to indemnify Agency for any claims, costs, losses, fees, penalties, interest, or damages suffered by Agency resulting from Contractor's failure to comply with this provision. Contractor shall be responsible for paying all federal and state income withholding taxes for all earning under this Agreement.

25. Miscellaneous:

No provision of this Agreement is to be interpreted for or against either party because that party or that party's legal representative drafted such provision.

Should either party hereto, or any representative, successor or assign of either party hereto, resort to litigation to enforce the provisions of this Agreement, the party or parties prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to recover its or their reasonable attorney's fees and costs in such litigation from the party or parties against whom enforcement is sought.

IN WITNESS WHEREOF, CONTRACTOR has executed this Agreement and the **AGENCY** by its Executive Director, who is authorized to do so, has executed this Agreement.

NEW WEST LANDSCAPING
CONTRACTOR

By _____ **Dated: _____**
Keith Dickerson, Owner

SUCCESSOR AGENCY TO THE
COMMUNITY REDEVELOPMENT
AGENCY OF THE CITY OF COMPTON

Approved By:

By _____ **Dated: _____**
Jerry Groomes, Executive Director

Approved as to form:

By _____ **Dated: _____**
Eric Perrodin, General Counsel

ATTEST:

By _____ **Dated: _____**
Vernell McDaniel, Successor Agency Clerk