

**CITY OF SAN GABRIEL
CITY COUNCIL
REGULAR MEETING AGENDA**

JANUARY 3, 2017 - 7:30 P.M.

**City Hall Council Chamber
425 South Mission Drive, San Gabriel,
California, 91776**

Chin Ho Liao
Mayor

Kevin B. Sawkins
Vice Mayor

Juli Costanzo
Council Member

John R. Harrington
Council Member

Jason Pu
Council Member



Steven A. Preston
City Manager

Robert L. Kress
City Attorney

Eleanor K. Andrews
City Clerk

John Janosik, C.C.M.T.
City Treasurer

Materials Available for Inspection. The City Clerk's Department has on file copies of written documentation relating to each item of business on this Agenda available for public inspection. You may also view agenda items online at www.sangabrielcity.com/agendacenter. Materials related to an item on this Agenda, submitted to the City Council after distribution of the Agenda packet, are available for public inspection at the meeting or in the City Clerk's Department, located at City Hall, 425 South Mission Drive, San Gabriel, California, during regular office hours, Monday through Friday 8:00 a.m. to 5:00 p.m. except for Tuesdays until 6:30 p.m.

Persons with Disabilities. Upon request, this Agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990.

Questions about this Agenda? Should any person have a question concerning any of the above Agenda items prior to the meeting, please contact the City Clerk in person or by telephone at (626) 308-2816 during regular office hours.

NOTE: CITY HALL IS AN ACCESSIBLE FACILITY PER THE AMERICANS WITH DISABILITIES ACT. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such a request to the City Clerk's Department at (626) 308-2816 at least 48 hours before the meeting, if possible.

City Council Meeting Agenda
January 3, 2017

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE LED BY:** Council Member Pu
- **ROLL CALL:** Mayor Liao, Vice Mayor Sawkins, Council Members Costanzo, Harrington and Pu

1. PRESENTATION

A. Introduction of New Planning Manager Tracy Steinkruger. Introduction to be made by Community Development Director Arminé Chaparyan.

2. PUBLIC COMMENT

This is the time set aside for members of the public to address the City Council on items of interest that are not on the Agenda, but are within the subject matter jurisdiction of the San Gabriel City Council. Pursuant to the Brown Act, the City Council cannot answer any questions or take any action until such time as the matter may appear as an item on a future agenda.

If you wish to address the City Council, please complete a speaker's request card and hand it to the Assistant City Clerk before the start of the meeting. When speaking, please state your NAME for the record.

3. CONSENT CALENDAR

All items listed under the Consent Calendar are considered routine and recommendations will be approved in one motion unless a member of the City Council or audience requests separate discussion.

A. MINUTES OF THE REGULAR COUNCIL MEETING OF DECEMBER 6, 2016

The minutes are a record of the official actions taken at the City Council meeting.

Recommended Action: Approval

B. MATERIAL DEMANDS

This is the presentation of the "Register of Demands and Warrants" for the payment of City expenditures.

Recommended Action: Approval

C. INVESTMENT REPORT

This is a presentation of City investments for the month of November 2016.

Recommended Action: Approval

D. REQUEST FOR TEMPORARY STREET CLOSURE – 400 W. BROADWAY, SAN GABRIEL MISSION HIGH FOUNDER’S DAY CARNIVAL CELEBRATION

The Public Works Department received a request from Raquel Cagigas for a temporary street closure. The purpose of this event is for the San Gabriel Mission High School to hold their annual Founder’s Day Carnival Celebration on Friday, February 10, 2017 from 7:00 a.m. – 2:00 p.m. on the 400 block of W. Broadway between Santa Anita Street and Junipero Place. No direct residents or commercial properties will be affected by this closure; therefore, the Neighbor Consent Form does not apply.

Recommended Action: Staff recommends that the City Council approve this request, subject to the conditions listed in the staff report dated January 3, 2017.

E. AUTHORIZATION TO ANALYZE AND AUDIT PREPAID WIRELESS REMITTANCES

Assembly Bill (AB) 1717, enacted on January 1, 2015 with collection commencing January 1, 2016 established the Prepaid Mobile Telephony Services Surcharge Collection Act, which created a statewide standard of collection on prepaid wireless services. Resolution No. 17-02 contains amending language to maintain the City and MuniServices compliance with provisions of AB 1717.

Recommended Action: Staff recommends that the City Council approve Resolution No. 17-02 as requested by the State Board of Equalization to amend an existing Utility Users Tax contract that the City has with MuniServices, LLC and authorize the City Manager to specifically authorize the company to analyze and audit prepaid wireless.

RESOLUTION NO. 17-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL AUTHORIZING THE EXAMINATION OF PREPAID MOBILE TELEPHONY SERVICES SURCHARGE AND LOCAL CHARGE RECORDS

4. PUBLIC HEARING: NONE

5. NEW BUSINESS

A. RESOLUTION NO. 17-01 ADOPTING A COMPLETE STREETS POLICY

The Complete Streets Policy would guide the development of the City's transportation system to ensure that all users are accommodated regardless of the mode of travel they use. Additionally, a Complete Streets Policy is required to ensure eligibility for future funding through the Los Angeles County Metropolitan Transportation Authority.

Recommended Action: Staff recommends that the City Council approve Resolution No. 17-01 adopting a Complete Streets Policy for the City of San Gabriel.

RESOLUTION NO. 17-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL ADOPTING A COMPLETE STREETS POLICY

B. PROFESSIONAL SERVICES AGREEMENT WITH EMERGENCY SERVICES CONSULTING INTERNATIONAL

City Council approval of a Professional Services Agreement with Emergency Services Consulting International for professional services to conduct a deployment study, facilities study, and a review of the command structure for the San Gabriel, San Marino, and South Pasadena Fire Departments known as the Verdugo Cities Fire Rescue.

Recommended Action: Staff recommends that the City Council approve the Professional Services Agreement with Emergency Services Consulting International and authorize the City Manager to execute said agreement and approve a purchase order in the amount of \$49,569.

C. APPROVAL OF RESOLUTION NO. 17-04, AMENDING THE SALARY SCHEDULE TO ADD THE HUMAN RESOURCES DIRECTOR CLASSIFICATION

In anticipation of potential upcoming organizational changes and needs, staff is recommending the creation of a Human Resources Director classification; this particular item is anticipatory only and will not change current staffing levels, assignments, or budgets. To do this, the salary schedule must be amended to add the Human Resources Director classification. According to CalPERS and 2 CCR 570.5 and 571(b) guidelines, any amendments to the salary schedule must be formally approved by Council.

Recommended Action: Staff recommends that the City Council approve Resolution No. 17-04, Amending the Salary Schedule to add the Human Resources Director Classification.

RESOLUTION NO. 17-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, AMENDING THE SALARY SCHEDULE TO ADD A HUMAN RESOURCES DIRECTOR CLASSIFICATION

D. ADOPTION OF RESOLUTION NO. 17-05, APPROVING AN EMPLOYMENT AGREEMENT WITH THERESA ST. PETER AS INTERIM HUMAN RESOURCES DIRECTOR

Assistant City Manager Marcella Marlowe has informed the City of a pending leave of absence for maternity reasons. We expect the leave to last approximately seven months and to commence at some point between January and April, 2017. Staff recommends that the City Council approve Resolution No. 17-05, approving a post-retirement employment agreement for Interim Human Resources Director services with Theresa St. Peter to conclude no later than December 31, 2017 or whenever Assistant City Manager Marlowe returns from her leave.

Recommended Action: Staff recommends that the City Council:

1. Approve Resolution No. 17-05, authorizing an employment agreement between Theresa St. Peter and the City of San Gabriel;
2. Approve the allocation of \$42,000 from general fund reserves to account number 121-710-12-000 for the remainder of the FY 2016-17 year; and

3. Direct staff to include an additional allocation for interim services in the FY 2017-18 budget, in an amount to be determined based on the Assistant City Manager's projected return-from-leave date.

RESOLUTION NO. 17-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, APPOINTING THERESA ST. PETER AS AN INTERIM APPOINTMENT RETIRED ANNUITANT TO THE TEMPORARILY VACANT POSITION OF HUMAN RESOURCES DIRECTOR FOR THE CITY OF SAN GABRIEL UNDER GOVERNMENT CODE SECTION 21221(G), EFFECTIVE JANUARY 7, 2017

E. PROFESSIONAL SERVICES AGREEMENT WITH TRUE NORTH RESEARCH FOR PROFESSIONAL BUDGET INPUT AND OUTREACH SERVICES

The City of San Gabriel conducts outreach programs and surveys during its budget process to give the San Gabriel community and its residents the opportunity to share their valuable input. In order to enhance the upcoming FY 2017-18 budget process, staff is recommending the use of a research firm to provide professional budget input and outreach services to assess community opinion on City services, evaluate City Staff expectations and measure input and perceptions of the City's budget.

Recommended Action: Staff recommends that the City Council:

1. Appropriate additional funding in the amount of \$25,950 to 121-706-00-22-000;
2. Approve the Professional Services Agreement with True North Research, Inc. and authorize the City Manager to execute the Agreement; and
3. Authorize the City Manager to execute the purchase order in the amount of \$25,950.

F. SPECIAL ELECTION OF BOARD MEMBER AND ALTERNATE REPRESENTING CITIES WITHOUT PRESCRIPTIVE WATER PUMPING RIGHTS TO THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY BOARD OF DIRECTORS

The San Gabriel City Council will consider adopting Resolution No. 17-03 casting its four (4) votes to either Rosemead Council Member Margaret Clark or La Puente Mayor Valerie Munoz, to serve on the San Gabriel Basin Water Quality Authority Board of Directors to represent the cities without prescriptive water pumping rights.

Recommended Action: Staff recommends that the City Council approve Resolution No. 2017-03 casting its four (4) votes to either La Puente Mayor Valerie Munoz or Rosemead Council Member Margaret Clark, to serve on the San Gabriel Basin Water Quality Authority Board of Directors to represent cities without prescriptive water pumping rights.

RESOLUTION NO. 17-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL CASTING ITS VOTES FOR _____ TO REPRESENT CITIES WITHOUT PRESCRIPTIVE WATER PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

6. CITY MANAGER ITEMS

7. COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS

Each Council Member may address the City Council and public on matters of general information and/or concern. This is also the time for Council Members to report on conferences and/or meetings they have attended.

8. ADJOURN COUNCIL MEETING

The next regular City Council meeting will be held on Tuesday, January 17, 2017 at 7:30 p.m. in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California. Information regarding matters to be considered at each meeting will be available on the Friday before the City Council Meeting on the City's website at www.sangabrielcity.com.

SAN GABRIEL CITY COUNCIL
MINUTES OF THE REGULAR CITY COUNCIL MEETING
TUESDAY, DECEMBER 6, 2016

- CALL TO ORDER

Mayor Liao called the regular meeting of the San Gabriel City Council to order at 7:35 p.m. on Tuesday, December 6, 2016, in the Council Chamber at City Hall, 425 South Mission Drive, San Gabriel, California, 91776.

- PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Council Member Harrington.

- ATTENDANCE: Mayor Liao, Vice Mayor Sawkins, Council Members Costanzo, Harrington, and Pu.

Present: Mayor Liao, Vice Mayor Sawkins, Council Member Harrington, Council Member Pu, City Manager Preston, City Attorney Kress, and Assistant City Clerk Isbell.

Absent: Council Member Costanzo

1. PRESENTATIONS

A. San Gabriel's Annual Employee Services Recognition Awards.

The City Council and City Manager Preston presented the service and annual employee awards.

2. PUBLIC COMMENT

This is the time set aside for members of the public to address the City Council on items of interest that are not on the agenda, but are within the subject matter jurisdiction of the San Gabriel City Council or items appearing on the Consent Calendar. The City Council values your comments; however, pursuant to the Brown Act, the City Council cannot answer any questions or take any action until such time as the matter may appear as an item on a future agenda. The Council will refer matters, as appropriate, to the responsible department for research, response or to provide further information.

There were no public comments.

3. CONSENT CALENDAR

All items listed under the Consent Calendar are considered routine and recommendations will be approved in one motion unless a member of the City Council or audience requests separate discussion.

Council Member Pu pulled Item 3H for discussion.

A. MINUTES OF THE ADJOURNED COUNCIL MEETING OF NOVEMBER 15, 2016

The minutes are a record of the official actions taken at the City Council meeting.

Recommended Action: Approval

Approved as part of the Consent Calendar.

B. MINUTES OF THE REGULAR COUNCIL MEETING OF NOVEMBER 15, 2016

The minutes are a record of the official actions taken at the City Council meeting.

Recommended Action: Approval

Approved as part of the Consent Calendar.

C. MATERIAL DEMANDS

This is the presentation of the “Register of Demands and Warrants” for the payment of City expenditures.

Recommended Action: Approval

Approved as part of the Consent Calendar.

D. INVESTMENT REPORT

This is a presentation of City investments for the month of October 2016.

Recommended Action: Approval

Approved as part of the Consent Calendar.

E. ORDINANCE NO. 630 C.S. ADOPTION OF THE 2016 CALIFORNIA BUILDING AND FIRE CODES – SECOND READING

Ordinance No. 630 adopts the California Building Standards Commission's new building and fire codes to take effect on January 1, 2017. The Building and Safety Division and Fire Department staffs have monitored the development of these codes closely, and are engaging in training to ensure that the City's building and safety and fire personnel are properly trained to implement the new standards. The implementation and enforcement of the most current building codes result in safer buildings and communities that offer less damage when natural disasters occur. First reading and introduction took place at the regular City Council meeting of November 15, 2016.

Recommended Action: Staff recommends that the City Council adopt Ordinance No. 630 C.S. at its second reading.

ORDINANCE NO. 630 C.S. – SECOND READING

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL ADOPTING BY REFERENCE, PURSUANT TO GOVERNMENT CODE SECTION 50022.2, THE CALIFORNIA BUILDING STANDARDS CODE INCORPORATING THE CALIFORNIA ADMINISTRATIVE CODE, 2016 EDITION, THE CALIFORNIA BUILDING CODE, VOLUMES 1 & 2, INCLUDING APPENDIX CHAPTERS A, C, H, I, & J, 2016 EDITION, THE CALIFORNIA HISTORICAL BUILDING CODE, INCLUDING APPENDIX CHAPTER A, 2016 EDITION, THE EXISTING BUILDING CODE, INCLUDING APPENDIX CHAPTER A1, 2016 EDITION, THE RESIDENTIAL CODE, INCLUDING APPENDIX CHAPTERS A-E, G, H, J, K, O, & P, 2016 EDITION, THE CALIFORNIA ELECTRICAL CODE, INCLUDING ANNEXES A-I, 2016 EDITION, THE CALIFORNIA MECHANICAL CODE, INCLUDING APPENDIX CHAPTERS B-D, & F, 2016 EDITION, THE CALIFORNIA PLUMBING CODE, INCLUDING APPENDIX CHAPTERS A-D, G, & H-K, 2016 EDITION, THE CALIFORNIA ENERGY CODE, INCLUDING APPENDIX CHAPTER 1-A, 2016 EDITION, THE CALIFORNIA FIRE CODE, INCLUDING APPENDIX CHAPTERS B, BB, C, CC, & D-I, & K, 2016 EDITION, THE CALIFORNIA GREEN BUILDING STANDARDS CODE, INCLUDING APPENDIX CHAPTERS A4 & A5, 2016 EDITION, THE CALIFORNIA REFERENCED STANDARDS CODE, 2016 EDITION, AND THE STATE OF CALIFORNIA TITLE 24, PARTS 1 - 6, & 8 - 12, AND THE CALIFORNIA CODE AMENDMENTS OF 2016, INCLUDING ERRATA'S AND SUPPLEMENTS HEREAFTER, AMENDING TITLE IX; CHAPTERS 96, 98, AND TITLE XV; CHAPTER 150 OF THE SAN GABRIEL MUNICIPAL CODE, AND ADOPTING LOCAL AMENDMENTS THERETO

Approved as part of the Consent Calendar.

F. PROFESSIONAL SERVICES AGREEMENT WITH MASSADI ENTERPRISES, INC. FOR INSPECTION SERVICES FOR THE MARSHALL PARK IMPROVEMENT PROJECT

In November 2010, the City of San Gabriel was awarded a grant through the Statewide Park Development Program for the construction of a new community park on the site of the John Marshall Elementary School. Pursuant to Education Code 17280-17317, the Department of General Services shall make inspection of the school buildings and of the work of construction or alteration. Tony Massadi of Massadi Enterprises, Inc. is certified as a Class 1 Inspector by the Division of the State Architect and is the preferred inspector for the Garvey School District. Mr. Massadi has submitted a scope of work and fee proposal to provide the continuous inspection services for the duration of the project.

Recommended Action: Staff recommends that the City Council approve the Professional Services Agreement with Massadi Enterprises, Inc. and authorize the City Manager to execute said Agreement and approve a purchase order in the amount of \$78,000.

Approved as part of the Consent Calendar.

G. PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 3 WITH PROJECT PARTNERS FOR TEMPORARY ENGINEERING SUPPORT SERVICES

On December 16, 2014, City Council approved a professional services agreement with Project Partners to provide temporary engineering support services. Due to a planned leave of absence of the current Associate Civil Engineer, the Public Works Department is now seeking short-term temporary engineering support services until the Associate Civil Engineer returns in early 2017. The engineering services would be utilized four days per week, eight hours per day, for a period up to six months during FY 16-17.

Recommended Action: Staff recommends that the City Council:

- 1) Approve the Third Amendment to the Professional Services Agreement with Project Partners, Inc. and authorize the City Manager to execute the Amendment; and
- 2) Approve a purchase order increase in the amount of \$24,500.

Approved as part of the Consent Calendar.

H. 2017 LUNAR NEW YEAR FESTIVAL

As part of the FY 16-17 budget, the City Council allocated funding for community engagement events and programs. Staff designated a portion of that funding for the third annual Lunar New Year Festival to be hosted by the City on Saturday, January 28, 2017 from 11:00 a.m. to 10:00 p.m. in the historic Mission District. The City plans to work once again with KCM Agency to produce a unique event for our community, with a modern approach to the Lunar New Year tradition.

Recommended Action: Staff recommends that the City Council:

- 1) Adopt Resolution No. 16-24 authorizing closure of Mission Drive between Carmelita Avenue and Mission Road and closure of Santa Anita Street between Broadway and McGroarty Street from Friday, January 27 at 10:00 p.m. to Sunday, January 29 at 7:00 a.m.;
- 2) Approve the Professional Services Agreement with KCM Agency; and
- 3) Authorize an expenditure of \$30,000 from the Community Engagement account for production of the 2017 San Gabriel Lunar New Year Festival.

RESOLUTION NO. 16-24

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL TEMPORARILY CLOSING STREETS IN THE MISSION DISTRICT TO CONDUCT THE "SAN GABRIEL LUNAR NEW YEAR FESTIVAL"

Council Member Pu amended section 4.3 of the Agreement to reflect "intentionally omitted", adding that the original statement was contradictory to section 4.1. City Attorney Kress amended the year 2016 references in section 5.3 to reflect 2017.

Approved as part of the Consent Calendar.

Council Member Harrington moved, seconded by Council Member Pu, to approve the Consent Calendar as presented with amendments to the Professional Services Agreement with KCM Agency. Motion passed by a vote of 4 ayes, 0 noes, and 0 abstentions, with Council Member Costanzo absent.

4. PUBLIC HEARING: - **NONE**
5. NEW BUSINESS: - **NONE**
6. CITY MANAGER ITEMS: - **NONE**

7. COUNCIL COMMENTS AND CONFERENCE/MEETING REPORTS

Each Council Member addressed the Council and the public on matters of general information and/or concern, including reports on meetings each had attended.

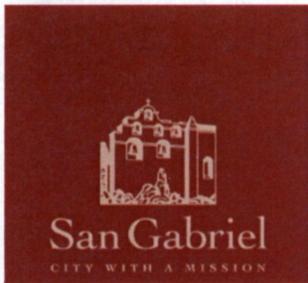
8. ADJOURNMENT OF COUNCIL MEETING

Mayor Liao adjourned the City Council meeting at 8:15 p.m. in memory of Ms. Nancy Hall. He announced that the City Council meeting of Tuesday, December 20, 2016 at 7:30 p.m. is cancelled.

CITY OF SAN GABRIEL

ELEANOR K. ANDREWS, CITY CLERK

CHIN HO LIAO, MAYOR



City of San Gabriel
STAFF REPORT

DATE: December 20, 2016
TO: Steven A. Preston, City Manager
FROM: Thomas C. Marston, Finance Director
SUBJECT: **Material Demands**

SUMMARY

The City Council will receive and approve the Material Demands from the Finance Department

FACTS

Below are the processed expenditures.

Date	Voucher	Amount
November 17, 2016	111838 – 111901	\$ 1,399,271.96
November 23, 2016	111902 – 111991	\$ 197,875.26
December 1, 2016	111992 – 112046	\$ 1,361,381.53
Total		\$ 2,958,528.75

RECOMMENDATION

Approve Material Demands as presented.

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111838	11/16/2016	000006 CITY OF SAN GABRIEL-PAYROLL	PAYROLL PPE 11/11/16		PAYROLL PERIOD: 10/29/16 - 11/11/16	1,207,019.09
					Total :	1,207,019.09
111839	11/17/2016	000019 WALLIN KRESS REISMAN & KRANITZ	11/01/16 LGL SVCS 11/01/16 STMT		LEGAL SVCS - NON-RETAINER LEGAL SVCS - RETAINER	13,114.54 8,000.00
					Total :	21,114.54
111840	11/17/2016	000090 IRON CHEF INC.	OCT 2016		P.D. JAIL MEALS: OCT 2016	13.96
					Total :	13.96
111841	11/17/2016	000117 UNDERGROUND SRVC ALERT/SC CORP	1020160655		UNDERGROUND SRVC.: 77 SGAB0	115.50
					Total :	115.50
111842	11/17/2016	000139 SPRAGUES' READY MIX	202402		CONCRETE	656.18
					Total :	656.18
111843	11/17/2016	000152 LANGUAGE LINE SERVICES	3910723		MONTHLY SRVC BILL: COMM SVCS	71.31
					Total :	71.31
111844	11/17/2016	000162 AT&T	30931101 11/01/16		SRVC CHARGES: POLICE DEPT	83.45
					Total :	83.45
111845	11/17/2016	000176 POSTMASTER	#918238 10/16		REQUIRED DEPOSIT - EXPRESS M.	49.08
					Total :	49.08
111846	11/17/2016	000177 VERIZON WIRELESS	9773802998 CH		MONTHLY SRVC: CITY HALL/DEPT	4,557.35
					Total :	4,557.35
111847	11/17/2016	000290 K L M, INC.	54279 54280		A/C & HEATING MAINT/SVC: CITY H A/C & HEATING MAINT/SVC: SR. CT	285.00 174.50
					Total :	459.50
111848	11/17/2016	000308 JHM SUPPLY	81088/1		LANDSCAPE/IRRIGATION SUPPLIE	7.36
					Total :	7.36
111849	11/17/2016	000312 SOUTHERN CALIFORNIA GAS CO	0632171026 10/26/16		MONTHLY GAS BILL: MISSION PLA	145.77

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111849	11/17/2016	000312	000312 SOUTHERN CALIFORNIA GAS CO	(Continued)	Total :	145.77
111850	11/17/2016	000321	STANLEY PEST CONTROL	881467	FUMIGATION @ 250 S MISSION DR	47.00
				881468	FUMIGATION @ 324 S MISSION DR	47.00
					Total :	94.00
111851	11/17/2016	000347	TRANS UNION LLC	10607435	CREDIT SUMMARY/HAWK/PEER RE	82.17
					Total :	82.17
111852	11/17/2016	000373	SAN GABRIEL VALLEY MEDICAL CTR	30742668002EB8	PD REQ SRVC: 09/29/16; DOB: 11/2/	48.00
				30744962001EB8	PD REQ SRVC: 10/16/16; DOB: 10/2/	48.00
					Total :	96.00
111853	11/17/2016	000414	ALLSTAR FIRE EQUIPMENT	193833	MISC FIRE EQPMT/UNIFORM SUPP	1,959.82
					Total :	1,959.82
111854	11/17/2016	000480	MISSION SUPER HARDWARE	386480/1	HRDWR/BLDG & ELEC SUPPLIES: I	10.38
				386551/1	HRDWR/BLDG & ELEC SUPPLIES: I	226.40
				386561/1	HRDWR/BLDG & ELEC SUPPLIES: I	17.60
				386564/1	HRDWR/BLDG & ELEC SUPPLIES: I	14.06
				386574/1	HRDWR/BLDG & ELEC SUPPLIES: I	15.67
					Total :	284.11
111855	11/17/2016	000650	ZUMAR INDUSTRIES, INC.	0167407	MISC SIGN(S) & RELATED SUPPLIE	98.53
				0167408	MISC SIGN(S) & RELATED SUPPLIE	747.83
					Total :	846.36
111856	11/17/2016	000822	SUP. COURT OF CA, CNTY OF L.A.	OCT 2016	COURT SURCHARGE: OCT 2016	20,438.50
				SEP 2016	COURT SURCHARGE: SEP 2016	20,235.50
					Total :	40,674.00
111857	11/17/2016	000908	NORMAN'S NURSERY	589471	LANDSCAPE SUPPLIES (PLANTS/B	783.44
					Total :	783.44
111858	11/17/2016	000960	ART STAFFORD	REIM 11/03/16	CRSE: INCIDENT SAFETY OFCR	495.00
					Total :	495.00
111859	11/17/2016	001778	LAWRENCE R. MOSS & ASSOC	92690	007473 DESIGN OF PICNIC SHELTERS FOF	10,875.00

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111859	11/17/2016	001778	001778 LAWRENCE R. MOSS & ASSOC	(Continued)		Total : 10,875.00
111860	11/17/2016	002628	SAKAIDA NURSERY, INC.	9145	PLANTS/OUTDOOR SUPPLIES	997.35
						Total : 997.35
111861	11/17/2016	003070	GALLS, LLC	006287930	UNIFORMS/EQUIPMNT/GEAR: SGFI	63.11
						Total : 63.11
111862	11/17/2016	003446	CHRISTINE NOLASCO	NON-POST 11/03-04/16	REIM CRSE: WLLE CONF (CPOA)	60.81
						Total : 60.81
111863	11/17/2016	003511	ALL STATE POLICE EQUIPMENT CO., INC	0098337-IN	POLICE GEAR/ARMOR/ACCESSOR	729.21
						Total : 729.21
111864	11/17/2016	004213	JULI COSTANZO	AUG 2016 JUL 2016 SEP 2016	MO. EXPS. - AUG 2016 MO. EXPS. - JUL 2016 MO. EXPS. - SEP 2016	179.62 167.84 235.00
						Total : 582.46
111865	11/17/2016	004323	TERMINIX PROCESSING CENTER	359398818	PEST CTRL @ 625 S DEL MAR	60.00
						Total : 60.00
111866	11/17/2016	004818	OFFICE DEPOT	1997919510 1997920229 874166318001	OFFC SUPPLIES: PWD OFFC SUPPLIES: PWD OFFC SUPPLIES: POLICE DEPT	60.48 19.61 257.15
						Total : 337.24
111867	11/17/2016	004833	CITIZENS BUSINESS BANK	11/07/16 INT PYT 11/07/16 PRN PYT	PYT #22 - PW YARD LOAN (INTERE PYT #22 - PW YARD LOAN (PRINCIF	10,118.82 21,666.66
						Total : 31,785.48
111868	11/17/2016	005225	BRIAN KOTT	NON-POST 11/01/16	REIM CRSE: LEIU 20/20	17.11
						Total : 17.11
111869	11/17/2016	005266	CHARTER COMMUNICATIONS	11/01/16 SMITH PRK	#0328812 MNTHLY SVC: 11/01 - 12/01	125.00
						Total : 125.00
111870	11/17/2016	005505	ANDY TEXEIRA	NON-POST 11/03/16	REIM CRSE: DVR/FRCE OP SIMULT	4.10

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111870	11/17/2016	005505 ANDY TEXEIRA	(Continued) POST 11/03/16		REIM CRSE: DVR/FRCE OP SIMULT	8.00
					Total :	12.10
111871	11/17/2016	005949 TURNOUT MAINTENANCE COMPANY, LL 15703			CLEAN/REPAIR/ADDITION-TURNOL	69.00
					Total :	69.00
111872	11/17/2016	007389 VSP - VISION SERVICE PLAN-(CA)	NOV 2016 NOV 2016 (PT)		PREMIUM FOR: NOV 2016	4,788.19
					PREMIUM FOR: NOV 2016	43.58
					Total :	4,831.77
111873	11/17/2016	007409 AT&T GLOBAL SERVICES, INC.	SB963616		TECH ON SITE @ 625 S DEL MAR (S	200.00
					Total :	200.00
111874	11/17/2016	007625 CALOX INC	269229		CYLNDRS: OXYGEN "H" &/OR OXYG	61.75
					Total :	61.75
111875	11/17/2016	007631 CSMFO	'17 DUES (TANG)		'17 DUES FOR: LINDA TANG	110.00
					Total :	110.00
111876	11/17/2016	008054 THE UPS STORE - #4833	'16 JUN-AUG (PD) '16 MAR-MAY (PD)		RE: SHIPPING, PACKAGING & COP	237.27
					RE: SHIPPING, PACKAGING & COP	157.89
					Total :	395.16
111877	11/17/2016	008190 AT&T LONG DISTANCE	131284376		INTERNET SVC: ADULT CENTER (C	74.00
					Total :	74.00
111878	11/17/2016	008385 BRUCE D. MATTERN PE, TE	2016-10	006634	AMENDED AGMT FOR ACE PJT COI	1,840.00
					Total :	1,840.00
111879	11/17/2016	008582 SCMAF	4347 4737		JOB WIRE POST: REC COORD	75.00
					JOB WIRE POST: REC SUPVSR	75.00
					Total :	150.00
111880	11/17/2016	009426 YOUNGBLOOD & ASSOCIATES	2393A		POLYGRAPH EXAM - 10/31 & 11/01	600.00
					Total :	600.00
111881	11/17/2016	009844 JTB SUPPLY COMPANY, INC.	244.35		206L POWER SUPPLIES	244.35

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111881	11/17/2016	009844	009844 JTB SUPPLY COMPANY, INC.		(Continued)	Total : 244.35
111882	11/17/2016	009971	RED DOT UNIFORMS		67029 STAFF APPAREL: PWD 67328 STAFF APPAREL: PWD 67414 STAFF CAPS: PWD 67701 STAFF APPAREL + CAPS: PWD	41.59 840.26 95.27 192.11 Total : 1,169.23
111883	11/17/2016	010331	WEI (GILBERT) LEE		NON-POST 11/03/16 POST 11/03/16	REIM CRSE: DVR/FRCE OP SIMULT 3.88 REIM CRSE: REIM CRSE: DVR/FRC 16.64 Total : 20.52
111884	11/17/2016	010527	U.S. BANK		10/24/16 STMT 10/24/16 STMT (C)	SRVCS/ITEMS PURCHASED W/CAL 47,913.06 CREDIT FOR RTND ITEM(S) -4,160.47 Total : 43,752.59
111885	11/17/2016	010682	AT&T CALNET		6264586742 8713063 CLAPDSANGABRI 0818	9391023666: POLICE DEPT 17.94 MNTLY CHRGS: POLICE DEPT 341.67 Total : 359.61
111886	11/17/2016	010695	KEYSTONE UNIFORM DEPOT		063105 063124	UNIFORM - SGPD (MARTINEZ) 547.73 50 - HAT W/EMB - SGPD 1,087.28 Total : 1,635.01
111887	11/17/2016	011040	GILLIS + PANICHAPAN ARCHITECTS, INC	106870J	006424	ARCHITECTURAL DESIGN OF NEW 940.00 Total : 940.00
111888	11/17/2016	011127	ROOFING PLUS CONSTRUCTION INC.		11/07/16 INV	RE-ENFORCEMENT OF (3) RAFTER 4,300.00 Total : 4,300.00
111889	11/17/2016	012267	BEACON MEDIA, INC.		A78838	RUN DATE: 11/03/16;REF;NOTICES- 828.00 Total : 828.00
111890	11/17/2016	012451	TIM HENDERSHOTT		TA-105 TA-109	1 - CHIEF CHAIR FABRIC - SGFD 703.62 1 - CHIEF CHAIR FABRIC - SGFD 703.62 Total : 1,407.24
111891	11/17/2016	012598	EMPIRE CLEANING SUPPLY INC		914153	RESTRM/CLEANING SUPPLIES: PV 616.40

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111891	11/17/2016	012598 EMPIRE CLEANING SUPPLY INC	(Continued) 916327		RESTRM/CLEANING SUPPLIES: PD	83.03
					Total :	699.43
111892	11/17/2016	012701 WHITE NELSON DIEHL EVANS LLP	'16 GOV TAX SEMNR		ATTENDEES: L. TANG & A. (DIQUI) \	650.00
					Total :	650.00
111893	11/17/2016	012902 UNIVAR USA INC	LA287938		PERENNIAL RYE BLEND + ADDL PF	736.84
					Total :	736.84
111894	11/17/2016	012970 GLADIATOR PEST CONTROL INC, '	71411		10/03/16 SVC @ 410 MCGROARTY	50.00
					Total :	50.00
111895	11/17/2016	012993 ALL CITY MANAGEMENT SVCS. INC	45324		SCHL XING GUARD SVCS: 09/25-10	5,379.20
					Total :	5,379.20
111896	11/17/2016	013770 ALFREDO REYES	REIM 10/21/16		CACEO SEMINAR (MEALS)	10.04
					Total :	10.04
111897	11/17/2016	013792 ALLSTATE BUILDING & OFFICE, MAINTENANCE	1259816 (AUG) 1259816 (OCT/NOV)		CLEANING SVC: 917 E GRAND CLEANING SVC: 917 E GRAND (CN	425.00 1,100.00
					Total :	1,525.00
111898	11/17/2016	013809 DAVID MARTINEZ	REIM 10/22/16		CRSE: EVOC BSC DVR TRAINING	1,000.00
					Total :	1,000.00
111899	11/17/2016	013810 DAREN GRILLEY	PW PETTY\$11/09/16		PWD PETTY CASH FUND	800.00
					Total :	800.00
111900	11/17/2016	013811 TYBALT PARHAD	REIM 11/15/16		PURCHASE OF CNDTE HND BK (CIT	109.51
					Total :	109.51
111901	11/17/2016	013812 KING POWER EQUIPMENT RENTAL & SERVICE	3224		SANSTONE ROCK BOX - PWD/PRK	70.85
					Total :	70.85

64 Vouchers for bank code : gen

Bank total : 1,399,271.96

64 Vouchers in this report

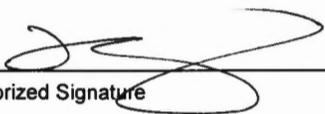
Total vouchers : 1,399,271.96

Bank code : gen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
----------------	-------------	---------------	----------------	-------------	----------------------------	---------------

11/22/16
Date

I hereby certify that the claims or demands covered by the above checks in the amount of \$ 1,399,271.96 have been reviewed and that said claims or demands are accurate, are in conformance with the adopted budget, and that the funds are available.


Authorized Signature

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111902	11/23/2016	000052 LAW OFFICES OF BURKE, WILLIAMS, &	207538		PROF SVCS THRU 10/31/16: GENL I	1,650.00
					Total :	1,650.00
111903	11/23/2016	000097 JOANNE MOSER	FALL 11/17/16		BALNCE FOR: YTH DANCE CLASSE	1,678.40
					Total :	1,678.40
111904	11/23/2016	000102 DON McGUIRE	FALL 11/17/16		BALNCE FOR: VARIOUS DANCE CL	553.51
					Total :	553.51
111905	11/23/2016	000149 SAN GABRIEL POSTMASTER	PMT #263 11/04/16		DPT-BULK MAIL: REC GUIDE/GRPV	10,000.00
					Total :	10,000.00
111906	11/23/2016	000162 AT&T	276018018-101516	007332	MUNICIPAL AREA NETWORK (MAN)	4,772.35
					Total :	4,772.35
111907	11/23/2016	000182 ALTEC INDUSTRIES, INC.	50045525 50047270		VARIOUS TOOLS & ACCESSORIES VARIOUS TOOLS & ACCESSORIES	1,908.39 805.12
					Total :	2,713.51
111908	11/23/2016	000236 BLANCA CASTRO	C.H. - NOV '16 MCGRTY - NOV '16 P.D. - NOV '16		GEN'L CLEANING AT: 425 S MISSIO GEN'L CLEANING AT: 416 MCGROA GEN'L CLEANING AT: 625 S DEL MA	900.00 325.00 1,600.00
					Total :	2,825.00
111909	11/23/2016	000290 K L M, INC.	54351 54353 54354 54356		A/C & HEATING MAINT/SVC: P&R (F A/C & HEATING MAINT/SVC: POLICI A/C & HEATING MAINT/SVC: MP A/C & HEATING MAINT/SVC: POLICI	191.49 285.00 625.00 821.35
					Total :	1,922.84
111910	11/23/2016	000307 CALIFORNIA AMERICAN WATER	15087063 11/16		BILLING PERIOD: 10/06 - 11/03/16 F	79.26
					Total :	79.26
111911	11/23/2016	000361 JOBS AVAILABLE	1624034		11/15/16 DSPLY AD: MAINT LEAD PE	312.00
					Total :	312.00
111912	11/23/2016	000380 SUSAN SAXE-CLIFFORD, PH.D.	16-1107-1		PSYCH. EVAL. - PST INCNT CONS	350.00

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111912	11/23/2016	000380 000380 SUSAN SAXE-CLIFFORD, PH.D.	(Continued)			Total : 350.00
111913	11/23/2016	000447 HAAKER EQUIPMENT COMPANY	W44157		PARTS FOR: PW SWR TRK (410)	379.09
						Total : 379.09
111914	11/23/2016	000481 A & I REPROGRAPHICS INC.	RC00052430		REPROGRAPHICS / BLUEPRINTS	357.21
						Total : 357.21
111915	11/23/2016	000634 TRAVEL TIME TOURS	N5833-1116		11/04-06/16 TRIP; DEATH VALLEY V	2,032.22
						Total : 2,032.22
111916	11/23/2016	000650 ZUMAR INDUSTRIES, INC.	0167573 0167576 0167577		MISC SIGN(S) & RELATED SUPPLIE MISC SIGN(S) & RELATED SUPPLIE MISC SIGN(S) & RELATED SUPPLIE	81.75 37.06 71.94
						Total : 190.75
111917	11/23/2016	000741 STANDARD INSURANCE COMPANY	NOV 2016		#643016-0001 LIFE & LTD INS.- NOV	8,414.76
						Total : 8,414.76
111918	11/23/2016	000952 SPYING EYE SURVEILLANCE, INC.	72011-1		UPGRADE FOR PD FACILITY CLOS	3,968.46
						Total : 3,968.46
111919	11/23/2016	001156 APA	016435-16102		'17 RNWL FOR: STEVEN A PRESTO	680.00
						Total : 680.00
111920	11/23/2016	001395 ALEXANDER QUIJADA	NON-POST 11/01/16		REIM CRSE: LEIU 20/20	17.00
						Total : 17.00
111921	11/23/2016	001412 JEFFERY WHITNEY	NON-POST 11/09/16 POST 11/19/16		REIM CRSE: MNTL HLTH DCSN MKI REIM CRSE: MNTL HLTH DCSN MKI	6.40 8.00
						Total : 14.40
111922	11/23/2016	001437 EMPLOYMENT DEVELOPMENT DEPT.	LTR ID: L0580216864		EMPLOYMENT TAX THRU: 09/30/16	3,616.00
						Total : 3,616.00
111923	11/23/2016	002587 LOUIS L. LITWIN	10/21/16 INV		HEARING OFFICER FEE: 3 HOURS	105.00
						Total : 105.00

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111924	11/23/2016	002628 SAKAIDA NURSERY, INC.	9222		PLANTS/OUTDOOR SUPPLIES	997.35
					Total :	997.35
111925	11/23/2016	002974 AT&T	81110011101	11/01/16	MONTHLY SRVC BILL: POLICE DEP	41.32
					Total :	41.32
111926	11/23/2016	003029 ENGSTROM-SMITH LITHOGRAPHY	62589		5,000 - #10 LFT WDW ENVS	626.75
					Total :	626.75
111927	11/23/2016	003279 JAMES DRABOS	NON-POST	11/10/16	REIM CRSE: LEIU 20/20	46.00
					Total :	46.00
111928	11/23/2016	003382 ATHENS SERVICES	2780257		STREET SWEEPER SVCS: NOV 201	8,492.27
					Total :	8,492.27
111929	11/23/2016	003446 CHRISTINE NOLASCO	NON-POST	11/10/16	REIM CRSE: PRCDRE JSTC & PD LI	26.55
					Total :	26.55
111930	11/23/2016	003772 BOB WONDRIES FORD	1088851		VEHICLE PARTS / SUPPLIES/SVC	342.21
			1088980		VEHICLE PARTS / SUPPLIES/SVC	142.90
			1089449		VEHICLE PARTS / SUPPLIES/SVC	493.45
					Total :	978.56
111931	11/23/2016	004468 FABIAN VALDEZ	NON-POST	11/01/16	REIM CRSE: LEIU 20/20	70.99
					Total :	70.99
111932	11/23/2016	004799 STAPLES BUSINESS ADVANTAGE	3319774596		OFFC SUPPLIES & FURNSHNGS: P	28.33
			3319775500		OFFC SUPPLIES & FURNSHNGS: P	10.99
			3319775501		OFFC SUPPLIES & FURNSHNGS: P	95.64
			3319775502		OFFC SUPPLIES & FURNSHNGS: P	152.33
			3319775503		OFFC SUPPLIES & FURNSHNGS: P	278.28
			3319775504		OFFC SUPPLIES & FURNSHNGS: P	112.83
					Total :	678.40
111933	11/23/2016	004818 OFFICE DEPOT	869995814001		CDT INV#869775596001: COMM SV	-6.52
			870391429001		OFFC SUPPLIES: COMM SVCS	6.08
			870391506001		OFFC SUPPLIES: COMM SVCS	6.75
			870391507001		OFFC SUPPLIES: COMM SVCS	85.55

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111933	11/23/2016	004818 OFFICE DEPOT	(Continued) 870391508001 871246135001		OFFC SUPPLIES: COMM SVCS OFFC SUPPLIES: COMM SVCS Total :	83.59 89.99 265.44
111934	11/23/2016	005266 CHARTER COMMUNICATIONS	11/03/16 FIRE EOC 11/03/16 FIRE STA 52		#0150588 MNTHLY SVC: 11/13 - 12/1 #0319001 MNTHLY SVC: 11/13 - 12/1 Total :	41.21 294.30 335.51
111935	11/23/2016	005375 DEPARTMENT OF JUSTICE	197624		FINGERPRINT APPS - PD - OCT 201 Total :	185.00 185.00
111936	11/23/2016	005590 LISA RUEDA	FALL 11/17/16		FULL PYT FOR: ZUMBA CLASS Total :	90.00 90.00
111937	11/23/2016	005798 CRUZ HERNANDEZ	NON-POST 10/24-26/16 POST 10/24-26/16		REIM CRSE: FLD TRNG PGM REIM CRSE: FLD TRNG PGM Total :	103.39 74.28 177.67
111938	11/23/2016	005842 THOMAS PARADA	FALL 11/17/16		BALNCE FOR: BSKTBLL FNDMNTL Total :	101.25 101.25
111939	11/23/2016	006412 CORELOGIC SOLUTIONS, LLC.	81745419		REALQUEST ONLINE SVC: OCT 201 Total :	200.00 200.00
111940	11/23/2016	006416 RKA CONSULTING GROUP, INC.	25471	007295	CONSTRUCTION MGMT SVCS Total :	411.25 411.25
111941	11/23/2016	006628 MERCURY PRINTING	148965		250 - CONSIGNMENT FORMS (MP) Total :	138.04 138.04
111942	11/23/2016	008085 RAY LARA	POST 09/12-16/16 POST 09/19-23/16		REIM RE: SUPVSRY CRSE - WEEK REIM RE: SUPVSRY CRSE - WEEK Total :	69.96 39.96 109.92
111943	11/23/2016	009126 WOODS MAINTENANCE SERVICES, INC	00012170		GRAFFITI REMOVAL - OCT 2016 Total :	2,750.00 2,750.00

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111944	11/23/2016	009128 CHINESE AMERICAN DANCING GROUP	REFND 16/17-12		OVERPYT AGMT 16/17-12 ON 11/05-	1,255.50
					Total :	1,255.50
111945	11/23/2016	009493 QIAN YU	11172016		BALNCE FOR: PIANO CLASSES	675.02
					Total :	675.02
111946	11/23/2016	009498 MICHAEL MUNOZ	NON-POST 11/07/16		REIM CRSE: FREARMS/TCTCL PSP	29.16
					Total :	29.16
111947	11/23/2016	009613 TRIVO COMPANY, INC.	11/04/16 INV		ORGAN PIP REPAIR SVC	96.55
					Total :	96.55
111948	11/23/2016	009949 WITTMAN ENTERPRISES LLC	1609057		AMBULANCE BILLING SRVCS: SEP	4,680.57
					Total :	4,680.57
111949	11/23/2016	010624 FIVE DOLLAR BLINDS INC.	1595		ROLLER SHADE FOR NEW PW FAC	173.01
					Total :	173.01
111950	11/23/2016	010660 GWMA - GATEWAY WATER MGMT, AUTH	HT-TMDL49		TDML MONITORING PGM - HARBOF	475.20
			HT-TMDL49 (PO)	007357	TDML MONITORING PGM - HARBOF	251.50
					Total :	726.70
111951	11/23/2016	010682 AT&T CALNET	6262814638 8781963		#9391023641: PUBLIC WORKS	39.79
			6262851009 8782692		#9391055717: PW DEPT (GRAND)	81.65
			6262991964 8743021		#9391023651: CITY HALL CC LINE	73.58
			6263080228 8789588		#9391023652: POLICE DEPT	19.13
			6263080604 8789589		#9391023653: RECREATION FAX (C	73.90
			6263082828 8789592		#9391023656: POLICE DEPT CENTF	670.63
			6263082865 8789593		#9391023657: MISSION PLAYHOUSI	173.97
			6263082875 8789594		#9391023658: RECERATION OFFC	209.72
			6263089194 8789597		#9391023661: PARKS & REC (CS)	104.78
			6263089288 8789598		#9391023662: MISSION PLAYHOUSI	114.78
			6264582830 8713062		#9391023665: CITY HALL FAX	84.20
			6264589738 8713064		#9391023667: CITY HALL CC LINE	19.82
			6265700876 8781964		#9391023669: POLICE DEPT	114.78
			6265708413 8781966		#9391023671: MISSION PLAYHOUSI	37.71
					Total :	1,818.44

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111952	11/23/2016	010683 ALFRED TSE	FALL 11/17/16		BALNCE FOR: AIR PAINTING CLAS	210.00
					Total :	210.00
111953	11/23/2016	010686 JANETH QUINTERO	FALL 11/17/16		BALNCE FOR: ZUMBA CLASS	347.63
					Total :	347.63
111954	11/23/2016	010880 ONYX ARCHITECTS, INC.	21571 21634 21639	007474	PROF SVCS ENDING 09/07/16; PJT PJT MGMT SVCS RE MISSION PLAY PROF SVCS ENDING 10/31/16; PJT	5,207.50 806.00 1,365.00
					Total :	7,378.50
111955	11/23/2016	010941 TCI - TIRE CENTERS, LLC	8650215891		6 - #LT225/75R16 TIRES: FIRE 263 (957.82
					Total :	957.82
111956	11/23/2016	010980 COMMERCIAL AQUATIC SERVICES, INC.	I16-5632		POOL CHEMICALS: 10/28/16	227.27
					Total :	227.27
111957	11/23/2016	011070 DIANE BEGLIN	FALL 11/17/16		BALNCE FOR: YOGA CLASSES	1,534.50
					Total :	1,534.50
111958	11/23/2016	011191 ADVANCED BATTERY SYSTEMS	332196		BATTERY PRODUCTS: SGPD MTRC	189.01
					Total :	189.01
111959	11/23/2016	011219 O'REILLY AUTOMOTIVE, INC.	3153-402249		AUTO PARTS & SUPPLIES	86.09
					Total :	86.09
111960	11/23/2016	011360 THE SAUCE CREATIVE SERVICES, CORP	1138 1241		PYT FOR: SG AFTER SCHL PGM SC PYT FOR: SG YTH BSKTBLL FLYER	461.08 517.76
					Total :	978.84
111961	11/23/2016	011546 ARK INTERNATIONAL INC	11172016		FALL FULL PYT FOR: ADLT/YTH VO	149.25
					Total :	149.25
111962	11/23/2016	011661 ICON ENTERPRISES INC DBA	161516		ANNL RNWL: 11/01 - 10/31/17	5,756.15
					Total :	5,756.15
111963	11/23/2016	011812 JMDIAZ, INC DBA JMD	003 (16-182)	007564	ENGINEERING DESIGN SERVICES	17,657.52

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111963	11/23/2016	011812 011812 JMDIAZ, INC DBA JMD	(Continued)			Total : 17,657.52
111964	11/23/2016	011996 FRANK CHOI	FALL 11/17/16		BALNCE FOR: YTH/ADLT TENNIS C	225.75
					Total :	225.75
111965	11/23/2016	012011 LAUSD//TALENT ACQUISITION &, SELEC 1844			11/01/16 BLNGL ORAL: D. MARTINE	90.00
					Total :	90.00
111966	11/23/2016	012032 MARLIN BUSINESS BANK	14521183		#1396872 - PW&CS - WELLSYS CO	87.20
					Total :	87.20
111967	11/23/2016	012104 IPMA - HR	INV-24287-T4S9N8		AGENCY MMBRS: 241818/66584	393.00
					Total :	393.00
111968	11/23/2016	012111 TOYETTA L BEAUKES, A PROF., NURSIN 10-24-16			DOS: 10-24-16; CS#2016-02271; N.F	730.00
					Total :	730.00
111969	11/23/2016	012227 WHEELER & GRAY, INC.	20368		MARQEE CONSTRUCTION PHASE:	330.00
					Total :	330.00
111970	11/23/2016	012285 ALYSIA HUANG	FALL 11/17/16		BALNCE FOR: KARATE CLASS	441.00
					Total :	441.00
111971	11/23/2016	012292 PARS	35857		PARS ARS/ B2-ARS12A: SEP 2016	467.64
					Total :	467.64
111972	11/23/2016	012404 M&M COURT REPORTERS INC	35053R		10/31/16 SVCS; ADMIN HRNG	700.00
					Total :	700.00
111973	11/23/2016	012440 GROSSBERG & HOEHN	10243		PROF SVCS: SAKHRANI V CITY OF	11,696.60
					Total :	11,696.60
111974	11/23/2016	012677 INTELICOM COMMUNICATIONS INC	0051001-3	007461	PHONE SYS FOR NEW PUBLIC WC	1,398.63
					Total :	1,398.63
111975	11/23/2016	012993 ALL CITY MANAGEMENT SVCS. INC	44792 45628		SCHL XING GUARD SVCS: 08/28-09 SCHL XING GUARD SVCS: 10/09-22	4,774.04 5,362.39
					Total :	10,136.43

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111976	11/23/2016	013047 CWEA - CALIFORNIA WATER	ID 000290680I 16/17		MMBER RNWL: PATRICIA PENA	172.00
					Total :	172.00
111977	11/23/2016	013072 GKK WORKS	17-1466	007278	CONSTRUCTION MGMT SERVICES	1,970.00
					Total :	1,970.00
111978	11/23/2016	013219 JULIE CROUCH	FALL 11/17/16		BALNCE FOR: WATERCOLOR CLAS	717.75
					Total :	717.75
111979	11/23/2016	013359 CINTAS CORPORATION #693	693700434 693702497		UNIFORM & SAFETY SVCS & PROC	101.58
					UNIFORM & SAFETY SVCS & PROC	101.58
					Total :	203.16
111980	11/23/2016	013430 WATCHARA PHOMICINDA	11/08/16 INV		PROF. PHOTO SVCS: TREE LGHTN	250.00
					Total :	250.00
111981	11/23/2016	013444 DANNY R REDMOND	11/07/16 PYT		SANTA RNTL: HOLIDAY TREE LIGH	350.00
					Total :	350.00
111982	11/23/2016	013605 DND BANDEK INC	11101610860		2 - BATTERY JUMPERS	806.58
					Total :	806.58
111983	11/23/2016	013631 PUMPMAN, INC	69453	007604	SEWER LIFT STATION EMERGENC'	2,416.00
					Total :	2,416.00
111984	11/23/2016	013650 TREVOR STAMP	11/08/16 PYT		PHOTOGRAPHY SVCS: 41ST TURK	300.00
					Total :	300.00
111985	11/23/2016	013813 BC RENTALS DBA BC TRAFFIC, SPECIAL 0011587-IN			TRFFC DELINEATORS + BASE	979.04
					Total :	979.04
111986	11/23/2016	013814 DBA SHREE SHAKTI AUDIO, PRODUCTIC REFND 16/17-05			OVERPYT AGMT 16/17-05 ON 11/12,	807.10
					Total :	807.10
111987	11/23/2016	013815 BRYAN SOBOLESKI	REIM 11/16/16		PURCHASE OF CLASS A UNIFORM	404.02
					Total :	404.02
111988	11/23/2016	013816 BAUMAN'S TOW SERVICE INC	135419		09/29/16 TOW SVC: SGPD VEH	350.00

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111988	11/23/2016	013816	013816 BAUMAN'S TOW SERVICE INC	(Continued)		Total : 350.00
111989	11/23/2016	013817	PRG (CALIFORNIA) INC, AKA PRG GROL 58603		STAGE SUPPLIES: MISSION PLAYH	939.80
					Total :	939.80
111990	11/23/2016	013823	SUSAN WOOLLEY	11/09/16 INV	PROF SVCS THRU 10/31/16: SGFD	9,938.00
					Total :	9,938.00
111991	11/23/2016	013824	THE OLSON COMPANY	REFND 11/11/16	IMPACT FEES RE: 270-308 S ARRO'	42,294.00
					Total :	42,294.00
90 Vouchers for bank code : gen						Bank total : 197,875.26
90 Vouchers in this report						Total vouchers : 197,875.26

11/29/16
Date

I hereby certify that the claims or demands covered by the above checks in the amount of \$ 197,875.26 have been reviewed and that said claims or demands are accurate, are in conformance with the adopted budget, and that the funds are available.


Authorized Signature

Voucher List
City of San Gabriel

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
111992	11/29/2016	000006 CITY OF SAN GABRIEL-PAYROLL	PAYROLL PPE 11/25/16		PAYROLL PERIOD: 11/12/16 - 11/25/16	1,053,640.88 Total : 1,053,640.88
111993	12/1/2016	000113 SPARKLETTS	16029328 111816		GALLON BTTLED WATER SVC: POL	49.51 Total : 49.51
111994	12/1/2016	000142 INTRANET	5044 5051		ON SITE SVCS: 10/31 - 11/11/16; VAI AV WALL SHELF: CITY CLERK	3,380.00 315.39 Total : 3,695.39
111995	12/1/2016	000162 AT&T	83241113 11/13/16		SRVC CHARGES: POLICE DEPT	377.54 Total : 377.54
111996	12/1/2016	000168 SAN GABRIEL VALLEY HUMANE	12-2016SG		ANIMAL CARE/CTRL CNTRCT SVCS	14,751.67 Total : 14,751.67
111997	12/1/2016	000177 VERIZON WIRELESS	9775473436 PD 9775473437 CH		MONTHLY SRVC: POLICE DEPT MONTHLY SRVC: CITY HALL/DEPT	1,794.46 3,621.29 Total : 5,415.75
111998	12/1/2016	000178 SAN GABRIEL COUNTY WATER DIST.	1829-3 11/17/16 1971-2 11/17/16 2153-1 11/17/16 2154-1 11/17/16 2155-1 11/17/16 2156-1 11/17/16 2164-1 11/17/16 2166-1 11/17/16 2167-1 11/17/16 8982-1 11/17/16 9348-1 11/17/16		PERIOD: 09/15-11/16/16 DRNG FO PERIOD: 09/15-11/16/16 MCGROAR PERIOD: 09/15-11/16/16 M. DR X S./ PERIOD: 09/15-11/16/16 CITY HALL PERIOD: 09/15-11/16/16 PLAZA PAR PERIOD: 09/15-11/16/16 ISLAND BT PERIOD: 09/15-11/16/16 GRAPEVINI PERIOD: 09/15-11/16/16 SMITH PRK PERIOD: 09/15-11/16/16 SMITH PRK PERIOD: 09/15-11/16/16 PARK & RIC PERIOD: 09/15-11/16/16 M. DR X J.S	37.18 37.18 34.48 209.80 1,080.29 53.09 260.46 78.17 2,513.34 683.64 170.50 Total : 5,158.13
111999	12/1/2016	000190 IRON MOUNTAIN INC	NDN2070		SVC AGMT DOCS SHRDDNG.: 09/28/16	173.47 Total : 173.47
112000	12/1/2016	000241 VINA ENGRAVING & TROPHIES	20908		CSTM PLATE: ANDREW JOSEPH I	65.40

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112000	12/1/2016	000241 VINA ENGRAVING & TROPHIES	(Continued) 20948		CSTM PLATE CHANGE: ANDREW J	54.50
					Total :	119.90
112001	12/1/2016	000290 K L M, INC.	54352 54355		A/C & HEATING MAINT/SVC: FIRE S	244.42
					A/C & HEATING MAINT/SVC: FIRE S	74.00
					Total :	318.42
112002	12/1/2016	000307 CALIFORNIA AMERICAN WATER	86032375 11/16		BILLING PERIOD: 10/21 - 11/17/16 P	17.54
					Total :	17.54
112003	12/1/2016	000308 JHM SUPPLY	81901/1 82075/1		LANDSCAPE/IRRIGATION SUPPLIE	65.17
					LANDSCAPE/IRRIGATION SUPPLIE	22.37
					Total :	87.54
112004	12/1/2016	000480 MISSION SUPER HARDWARE	386601/1 386606/1 386682/1		HRDWR/BLDG & ELEC SUPPLIES: I	27.99
					HRDWR/BLDG & ELEC SUPPLIES: I	4.40
					HRDWR/BLDG & ELEC SUPPLIES:C	48.83
					Total :	81.22
112005	12/1/2016	000742 CA PUBLIC EMPLOYEES RETIREMENT, : STMT 2163			[EMP. CODE: 0192] PREM. - DEC 20	205,187.28
					Total :	205,187.28
112006	12/1/2016	000952 SPYING EYE SURVEILLANCE, INC.	32083		THUMBDRVE SERVICE FOR: SGPD	471.25
					Total :	471.25
112007	12/1/2016	001156 APA	166681-16102		'17 RNWL FOR: LARISSA DE LA CRI	385.00
					Total :	385.00
112008	12/1/2016	001506 DOOLEY ENTERPRISES, INC.	53289	007601	WINCHESTER TRAINING AMMUNIT	1,252.80
					Total :	1,252.80
112009	12/1/2016	001882 SOUTH COAST EMERGENCY VEHICLE	481948		EMERGENCY VEH SUPPLIES/SRVC	1,470.84
					Total :	1,470.84
112010	12/1/2016	002384 LIFE-ASSIST, INC.	772925 773005 773213		MISC EMERGENCY MEDICAL SUPP	623.50
					MISC EMERGENCY MEDICAL SUPP	1,885.18
					MISC EMERGENCY MEDICAL SUPP	104.91

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112010	12/1/2016	002384	002384 LIFE-ASSIST, INC.		(Continued)	Total : 2,613.59
112011	12/1/2016	003029	ENGSTROM-SMITH LITHOGRAPHY	62590	500 - BUS. CARDS: A. FOWLER	54.50 Total : 54.50
112012	12/1/2016	003511	ALL STATE POLICE EQUIPMENT CO., INC	0098550-IN	007582	AIMPOINT OPTICAL EQUIPMENT Total : 3,478.85
112013	12/1/2016	003722	PPG ARCHITECTURAL FINISHES INC	807102027798	VARIOUS PAINTS/SUPPLIES: MP	152.28 Total : 152.28
112014	12/1/2016	003798	CALED -CALIFORNIA ASSOC. FOR	300000086	MMBRSHIP FOR: A. FRAUSTO-LUPC	100.00 Total : 100.00
112015	12/1/2016	003873	FIRST TRANSIT, INC.	11284178	DIAL-A-RIDE FOR: OCT 2016	28,527.25 Total : 28,527.25
112016	12/1/2016	005266	CHARTER COMMUNICATIONS	11/12/16 MP STMT 11/16/16 C.H. STMT	#0311289 MNTHLY SVC: 11/22 - 12/2 #0020914 MNTHLY SVC: 11/25 - 12/2	125.00 198.30 Total : 323.30
112017	12/1/2016	005505	ANDY TEXEIRA	NON-POST 11/10/16	REIM CRSE: PCDRL JSTCE AND PC	65.60 Total : 65.60
112018	12/1/2016	006368	THOMSON REUTERS	834613097 834970430 835014334	CLEAR SVCS: AUG 2016 (CDD) CLEAR SVCS: OCT 2016 (CDD) WEST INFO CHRGS: OCT 2016 (PD)	131.25 134.00 430.50 Total : 695.75
112019	12/1/2016	006877	UC REGENTS	1654	CE/QI SERVICES: SEP 2016 +-~	3,390.00 Total : 3,390.00
112020	12/1/2016	007066	HEWLETT-PACKARD COMPANY	57804319 57809952 57816702	HP PURCHASE: FIRE DEPT HP 8GB DDR4: FIRE DEPT HP PURCHASE: FIRE DEPT	970.11 64.58 1,034.41 Total : 2,069.10
112021	12/1/2016	007306	AT&T MOBILITY	X11252016	WIRELESS SRVC BILL: POLICE DEI	83.73

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112021	12/1/2016	007306	007306 AT&T MOBILITY		(Continued)	Total : 83.73
112022	12/1/2016	007625	CALOX INC	268393	CYLNDRS: OXYGEN "H" &/OR OXYC	81.75
					Total :	81.75
112023	12/1/2016	007819	GE MOBILE WATER INC	98491609	RNTL,DI,MIX,BED,3.6 - 2: '16 NOV @	23.98
				98492041	RNTL,DI,MIX,BED,1.6 - 4: '16 NOV @	39.24
					Total :	63.22
112024	12/1/2016	008190	AT&T LONG DISTANCE	827200208 11/09/16	MNTHLY LONG DISTANCE: POLICE	17.24
					Total :	17.24
112025	12/1/2016	008902	SUNNY SLOPE WATER	1288 LAS TUNAS 10/16	WATER SVC: 08/16 - 10/15/16	50.98
					Total :	50.98
112026	12/1/2016	008940	COMPRESSED AIR SPECIALTIES, INC.	00030633	LABOR & REPAIR @ 1303 S DEL MA	240.00
					Total :	240.00
112027	12/1/2016	009425	DENIS LAMOTHE	REIM 11/18/16	WORK BOOT ALLOWANCE	136.24
					Total :	136.24
112028	12/1/2016	009426	YOUNGBLOOD & ASSOCIATES	2393A	POLYGRAPH EXAM - 10/31 & 11/01	400.00
					Total :	400.00
112029	12/1/2016	010549	DATA TICKET INC.	72687	ONLINE ACCESS-TKT WIZARD FOF	385.00
				73751	ONLINE ACCESS-TKT WIZARD FOF	602.00
					Total :	987.00
112030	12/1/2016	010637	LAMBDA ALPHA/LA CHAPTER, LAI	LAI 2017 DUES	MMBR DUES: STEVEN A PRESTON	250.00
					Total :	250.00
112031	12/1/2016	010682	AT&T CALNET	6262806474 8796859	#9391023638: FIRE DEPT FAX	35.84
					Total :	35.84
112032	12/1/2016	010695	KEYSTONE UNIFORM DEPOT	063135	POLO SHIRT W/EMB - SGPD (BARA	59.90
					Total :	59.90
112033	12/1/2016	012220	WEST COAST SHOPPING CART SVC, IN	SG-52	CARTS RETRIEVED: OCT 2016	200.00

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112033	12/1/2016	012220	012220 WEST COAST SHOPPING CART SV(Total : 200.00
112034	12/1/2016	012341	TOWERSTREAM CORPORATION		345358 WIRELESS INTERNET SVC: FIRE E	798.00 Total : 798.00
112035	12/1/2016	012877	MLA GREEN INC	007167	7088 LANDSCAPE ARCHITECT CONSULT	552.50 Total : 552.50
112036	12/1/2016	013097	ARROW INTERNATIONAL INC		94352661 VARIOUS EZ-10 NEEDLE BOX: FIRE	1,210.00 Total : 1,210.00
112037	12/1/2016	013483	BARBARA G WONG		1704 STORYTELLING SVCS ON 01/28/17	375.00 Total : 375.00
112038	12/1/2016	013574	MELVIN PONCE		COSG-12-6-16 12/06/16 RNTL SVC: CITY HOLIDAY	480.00 Total : 480.00
112039	12/1/2016	013656	GLEN JOHN APRAMIAN M.D.INC DBA		ACCT #108114 CLASS 3 LAB: T.S. DOB: 12/27/79 (C	195.00 Total : 195.00
112040	12/1/2016	013690	COSTAR REALTY INFORMATION INC	007560	104177953 COMM REAL ESTATE DATABASE: N	395.00 Total : 395.00
112041	12/1/2016	013798	J. GUZMAN ENTERTAINMENT		10/22/16 BOX OFFC PROCEEDS RE: TRADICION, ARTE	8,150.65 Total : 8,150.65
112042	12/1/2016	013818	TAKAHIRO SUZUKI		REIM 11/17/16 PURCHASE OF CLASS A UNIFORM	397.61 Total : 397.61
112043	12/1/2016	013819	AKIN GUMP STRAUSS HAUER &, FELD L		1685059 PROF SVCS THRU 10/31/16; FLORE	2,484.00 Total : 2,484.00
112044	12/1/2016	013820	GREENPLAY LLC	007609	5627 CONSULTING SERVICES FOR PARI	8,745.00 Total : 8,745.00
112045	12/1/2016	013825	BRENT PATTISON		REIM 11/14/16 PURCHASE OF CLASS A UNIFORM	348.52 Total : 348.52
112046	12/1/2016	013826	TOM GUERRERO DBA		W2016-11119 PHOTO BOOTH RNTL: CITY HOLIDAY	520.00

Bank code : gen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
112046	12/1/2016	013826	013826 TOM GUERRERO DBA		(Continued)	Total : 520.00
55 Vouchers for bank code : gen						Bank total : 1,361,381.53
55 Vouchers in this report						Total vouchers : 1,361,381.53

12/02/16
Date

I hereby certify that the claims or demands covered by the above checks in the amount of \$ 1,361,381.53 have been reviewed and that said claims or demands are accurate, are in conformance with the adopted budget, and that the funds are available.


Authorized Signature

**CITY OF SAN GABRIEL
FINANCE DEPARTMENT
MEMORANDUM**

DATE: December 20, 2016

TO: Mayor and City Council
City Treasurer

FROM: Thomas C. Marston, Finance Director

SUBJECT: **INVESTMENT REPORT - November 2016**

INVESTMENT	PURCHASE DATE	MATURITY DATE	INTEREST RATE	EFFECTIVE YIELD	INVESTMENT AMOUNT	MARKET VALUE
Bank Accounts						
General Account	06/25/99	Open	-	-	515,263.33	515,263.33
Payroll Account	06/25/99	Open	-	-	1,000,000.00	1,000,000.00
Workers' Compensation	03/01/93	Open	0.01%	0.01%	200,000.00	200,000.00
Ace Trench Funds	06/30/12	Open	-	-	883,855.00	883,855.00
Ambulance Billing	01/18/01	Open	0.01%	0.01%	68,223.24	68,223.24
Administrative Citations	07/11/08	Open	-	-	13,397.00	13,397.00
Parking Citation Processing	03/18/04	Open	-	-	61,433.50	61,433.50
Petty Cash	06/25/99	Open	-	-	4,250.00	4,250.00
Change Machine Fund	11/11/11	Open	-	-	1,500.00	1,500.00
Escrow Account Cash	06/30/15	Open	-	-	369,579.43	369,579.43
Local Agency Investment Fund	07/01/88	Open	0.68%	0.68%	1,056,861.64	1,056,861.64
Mutual Funds						
Deutsche Strategic Govt Sec. Fund	11/26/86	Open	1.61%	1.61%	197,202.72	197,202.72
Certificates of Deposit						
Trailwest Bank	10/11/16	10/11/21	1.25%	1.25%	100,000.00	100,000.00
Americas United Bank	10/03/16	10/03/21	1.35%	1.35%	95,000.00	95,000.00
State Bank of India	09/21/16	09/21/21	1.40%	1.40%	100,000.00	100,000.00
Hanmi Bank	09/13/16	09/13/19	1.00%	1.00%	100,000.00	100,000.00
Golden Pacific Bank	09/12/16	09/13/21	1.55%	1.55%	200,000.00	200,000.00
Spirit Bank	09/06/16	09/06/19	1.30%	1.30%	100,000.00	100,000.00
Bank of Hope	06/26/16	06/26/21	1.70%	1.70%	100,000.00	100,000.00
Central Valley Community Bank	06/22/16	06/22/21	1.25%	1.25%	100,000.00	100,000.00
Stearns Bank	06/13/16	06/14/21	1.30%	1.30%	100,000.00	100,000.00
State Bank of India	06/13/16	06/14/21	1.40%	1.40%	100,000.00	100,000.00

INVESTMENT	PURCHASE DATE	MATURITY DATE	INTEREST RATE	EFFECTIVE YIELD	INVESTMENT AMOUNT	MARKET VALUE
Certificates of Deposit (Cont'd)						
Asian Pacific National Bank	06/03/16	06/02/17	0.90%	0.90%	200,000.00	200,000.00
Securant Bank & Trust	05/26/16	05/26/21	1.50%	1.50%	100,000.00	100,000.00
Home Savings Bank	05/20/16	05/20/20	1.60%	1.60%	100,000.00	100,000.00
Newburyport Five Cents Bank	05/19/16	05/19/21	1.40%	1.40%	100,000.00	100,000.00
Monterey County Bank	05/04/16	05/04/21	1.10%	1.10%	100,000.00	100,000.00
Seneca Federal Savings	04/26/16	04/26/21	2.00%	2.00%	100,000.00	100,000.00
First National Bank of Syracuse	04/12/16	04/12/21	1.30%	1.30%	100,000.00	100,000.00
Community Bank of Oelwein	03/29/16	03/29/21	1.65%	1.65%	100,000.00	100,000.00
East West Bank	03/14/16	03/13/21	1.14%	1.14%	200,000.00	200,000.00
Prime Alliance Bank	02/25/16	02/25/21	1.85%	1.85%	100,000.00	100,000.00
State Savings Bank	02/02/16	02/02/21	2.15%	2.15%	100,000.00	100,000.00
CIT Bank National Association	01/19/16	01/19/21	1.75%	1.75%	100,000.00	100,000.00
ACB Bank	01/07/16	01/07/21	2.15%	2.15%	100,000.00	100,000.00
Security Bank of Pulaski	12/28/15	12/28/20	1.65%	1.65%	100,000.00	100,000.00
First Internet Bank of Indiana	09/15/15	09/15/20	2.15%	2.15%	100,000.00	100,000.00
Bank of the Orient	08/26/15	08/26/20	1.24%	1.24%	150,000.00	150,000.00
Frost State Bank	08/11/15	08/15/20	1.85%	1.85%	100,000.00	100,000.00
Tipton Latham Bank	07/02/15	07/02/20	2.10%	2.10%	100,000.00	100,000.00
Sonabank	05/28/15	11/28/18	2.00%	2.00%	100,000.00	100,000.00
Continental Bank	05/11/15	05/11/20	1.30%	1.30%	100,000.00	100,000.00
Pacific Commerce Bank	04/25/15	04/24/19	1.10%	1.10%	100,000.00	100,000.00
Isabella Bank	04/14/15	04/14/20	1.75%	1.75%	100,000.00	100,000.00
Metropolitan Bank	02/10/15	02/10/20	1.50%	1.50%	99,000.00	99,000.00
State Savings Bank	02/02/15	02/03/20	1.55%	1.55%	100,000.00	100,000.00
Citizens Business Bank	01/21/15	01/20/25	0.60%	0.60%	7,800,000.00	7,800,000.00
Kaw Valley State Bank & Trust	01/20/15	01/21/20	1.50%	1.50%	99,985.00	99,985.00
Dakota Community Bank	12/15/14	12/16/19	1.50%	1.50%	100,000.00	100,000.00
Live Oak Banking Company	10/07/14	10/07/19	2.30%	2.30%	100,000.00	100,000.00
Enterprise Bank	10/06/14	10/06/19	2.05%	2.05%	100,000.00	100,000.00
First General Bank	09/18/14	09/18/19	1.38%	1.38%	90,000.00	90,000.00
American Plus Bank	09/16/14	09/16/19	1.85%	1.85%	100,000.00	100,000.00
Spencer Savings Bank	06/10/14	06/10/19	1.60%	1.60%	100,000.00	100,000.00
Saigon National Bank	05/30/14	05/30/19	1.45%	1.45%	100,000.00	100,000.00
Mission National Bank	05/05/14	05/06/19	1.85%	1.85%	99,000.00	99,000.00
Great Midwest Bank	03/13/14	03/13/19	1.60%	1.60%	100,000.00	100,000.00
United Bankshares	03/03/14	03/04/19	1.24%	1.24%	100,000.00	100,000.00
DMB Community Bank	02/24/14	02/25/19	1.35%	1.35%	100,000.00	100,000.00
Capitol Community Bank	01/28/14	01/28/19	1.95%	1.95%	100,000.00	100,000.00
Old National Bank	09/23/13	09/24/18	1.15%	1.15%	100,000.00	100,000.00

INVESTMENT	PURCHASE DATE	MATURITY DATE	INTEREST RATE	EFFECTIVE YIELD	INVESTMENT AMOUNT	MARKET VALUE
Certificates of Deposit (Cont'd)						
United National Bank	09/03/13	09/04/18	1.50%	1.50%	100,000.00	100,000.00
Luana Savings Bank	08/29/13	08/29/18	1.50%	1.50%	100,000.00	100,000.00
Cathay Bank	08/28/13	08/28/18	1.65%	1.65%	100,000.00	100,000.00
First Citizens Bank	08/26/13	08/27/18	1.50%	1.50%	100,000.00	100,000.00
Merrick Bank	08/14/13	08/14/18	1.50%	1.50%	100,000.00	100,000.00
Brunswick State Bank	08/06/13	08/06/18	1.40%	1.40%	100,000.00	100,000.00
Essa Bank and Trust	07/26/13	07/26/18	1.75%	1.75%	100,000.00	100,000.00
Mound City Bank	07/24/13	07/24/18	1.34%	1.34%	100,000.00	100,000.00
Redding Bank of Commerce	06/21/13	06/21/18	1.07%	1.07%	100,000.00	100,000.00
Thurston First Bank	06/20/13	06/20/18	1.14%	1.14%	100,000.00	100,000.00
Fifth Third Bank	06/06/13	06/06/18	1.36%	1.36%	250,000.00	250,000.00
BMO Harris Bank	05/30/13	02/28/17	0.70%	0.70%	100,000.00	100,000.00
BMO Harris Bank	05/29/13	02/28/17	0.70%	0.70%	100,000.00	100,000.00
Enterprise Bank	05/01/13	05/01/18	1.10%	1.10%	100,000.00	100,000.00
Pacific Mercantile Bank	10/09/12	10/09/17	1.02%	1.02%	100,000.00	100,000.00
IDB Bank	09/12/12	09/12/17	1.50%	1.50%	100,000.00	100,000.00
Central Valley Community Bank	08/23/12	08/23/17	1.24%	1.24%	99,000.00	99,000.00
ESB Bank	07/16/12	07/17/17	1.05%	1.05%	100,000.00	100,000.00
Torrey Pines Bank	07/16/12	07/17/17	1.11%	1.11%	100,000.00	100,000.00
Five Star Bank	06/22/12	06/22/17	1.15%	1.15%	100,000.00	100,000.00
Pender State Bank	02/29/12	02/28/17	1.15%	1.15%	100,000.00	100,000.00
Seacoast Commerce Bank	02/28/12	02/28/17	1.83%	1.83%	100,000.00	100,000.00
First National Bank of N. Cal	02/02/12	02/02/17	1.47%	1.47%	100,000.00	100,000.00
Essa Bank and Trust	01/31/12	01/31/17	1.55%	1.55%	100,000.00	100,000.00
TriSummit Bank	01/31/12	01/31/17	1.50%	1.50%	100,000.00	100,000.00
Frontier State Bank	01/23/12	01/23/17	1.94%	1.94%	99,000.00	99,000.00
Frontier State Bank	01/23/12	01/23/17	1.94%	1.94%	99,000.00	99,000.00
First Cornerstone Bank	01/10/12	01/10/17	1.60%	1.60%	100,000.00	100,000.00
Slovak Savings Bank	12/22/11	12/22/16	1.65%	1.65%	100,000.00	100,000.00
Slovak Savings Bank	12/15/11	12/15/16	1.65%	1.65%	100,000.00	100,000.00
El Dorado Savings Bank	11/07/11	Matured	1.93%	1.93%	-	-
					20,451,550.86	20,451,550.86

INVESTMENT	PURCHASE DATE	MATURITY DATE	INTEREST RATE	EFFECTIVE YIELD	INVESTMENT AMOUNT	MARKET VALUE
------------	---------------	---------------	---------------	-----------------	-------------------	--------------

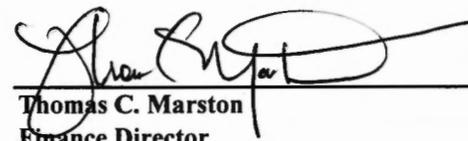
Portfolio Composition

		<u>% of Portfolio</u>
Bank Accounts	\$ 3,117,501.50	15%
L.A.I.F	1,056,861.64	5%
Mutual Funds	197,202.72	1%
Certificates of Deposit	16,079,985.00	79%
Federal Agency Bonds	-	0%
Total Cash and Investments	<u>20,451,550.86</u>	100%

Portfolio Compliance

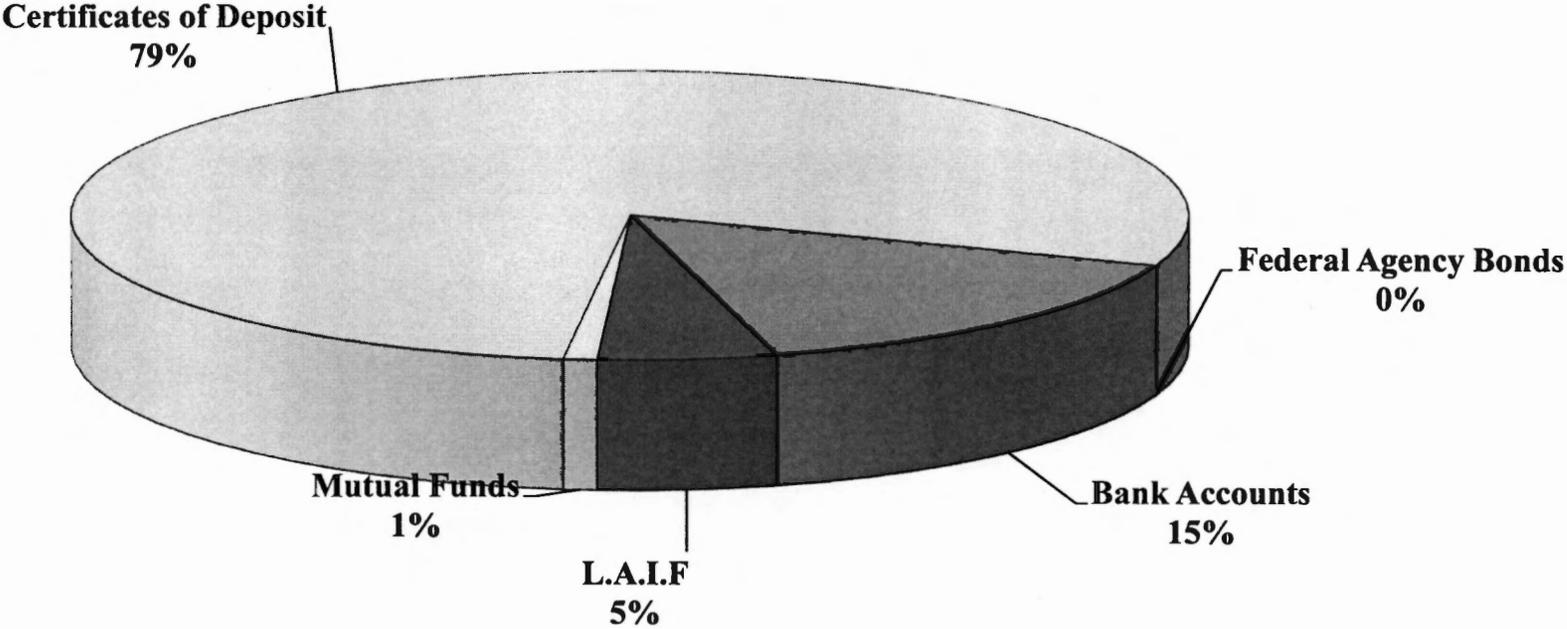
This is to certify that the above report accurately reflects all City investments and is in conformity with the City's investment policy. The investments shown provide sufficient cash flow liquidity to meet the next six month's estimated expenditures. The weighted average maturity of the pooled investments program is approximately 49 months. Market prices of securities are obtained directly from Citizens Business Bank. The following percentage limitations are mandated by the City's Investment Policy. Actual percentages are disclosed to ensure compliance.

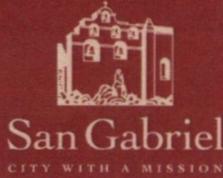
	<u>Investment Policy Compliance</u>	<u>Actual Investments</u>
Maturity within one year	At least 15% of Portfolio	31% of Portfolio
Single Federal Agency	No more than 20% of Portfolio	0% of Portfolio
Mutual Funds	No more than 15% of Portfolio	1% of Portfolio



 Thomas C. Marston
 Finance Director

**City of San Gabriel
November 2016 Investment Portfolio
\$20,451,551**





City of San Gabriel
STAFF REPORT

DATE: January 3, 2017
TO: Steven A. Preston, City Manager
FROM: Daren Grilley, PE, Public Works Director *AG*
BY: Laura Castillo, Counter Specialist *L.C.*
SUBJECT: **Request for Temporary Street Closure – 400 W. Broadway**
San Gabriel Mission High Founder’s Day Carnival Celebration

BACKGROUND

The Public Works Department received a request from Raquel Cagigas for a temporary street closure. The purpose of this event is for the San Gabriel Mission High School to hold their annual Founder’s Day Carnival Celebration on Friday, February 10, 2017 from 7:00a.m. – 2:00p.m. on the 400 block of W. Broadway between Santa Anita and Junipero Place. No direct residents or commercial properties will be affected by this closure; therefore, the Neighbor Consent Form does not apply.

RECOMMENDATION

The Public Works Department, Fire Department and Police Department have reviewed and approved the request. Staff recommends that the City Council approve this request, subject to the following conditions:

1. A minimum width of 20 feet of one side of the street shall remain unobstructed for access by public safety vehicles.
2. Fire hydrants shall remain unobstructed at all times.
3. There shall be no consumption of alcohol within the public right-of-way.
4. There shall be no fireworks or other pyrotechnic displays.
5. City staff will set up and take down street barricades and any traffic control devices.
6. Contact Public Works at (626) 308-2825 at least 48 hours prior to the event regarding installing the street barricades.

7. Parties are subject to disturbing the peace laws.
8. The street closure shall only be between the hours as indicated on the request form.
9. Contact the San Gabriel Police Department immediately at (626) 308-2828 or 9-1-1 for emergencies in the event of any problems.

ATTACHMENTS

1. Block Party/Temporary Street Closure Request Form
2. Map of location

CITY OF SAN GABRIEL BLOCK PARTY/TEMPORARY STREET CLOSURE REQUEST FORM

REQUEST MUST BE SUBMITTED AT LEAST SIX WEEKS PRIOR TO THE DATE YOU WISH TO HOLD THE BLOCK PARTY.

SUBMIT COMPLETED FORM TO:

PUBLIC WORKS
CITY OF SAN GABRIEL
425 SOUTH MISSION DRIVE
SAN GABRIEL, CA 91776

RECEIVED

SEP 23 2016
CWS

PUBLIC WORKS

PLEASE PRINT CLEARLY!

Responsible person for all contacts by City agencies and for installing and removing the street barricades:

Name Raquel Cagigas

Address 254 S. Santa Anita Ave.

Daytime Phone Number 626-4282-3181x117

Evening Phone Number 626 485-6085

Date Block Party to be Held: San Gabriel Mission High

Type of Event: School Celebration/Carnival Day

Location: 400 West Broadway
Block Number(s) Street Name

Between the streets of Santa Anita St. and Junipero Place

Block party to be held between the hours of 7 (a.m.) p.m. and 2 a.m./p.m.

Will any residential driveways be blocked during the party?

No The block barricades will not be in front of resident driveway it will be moved to the end of our field.
Yes **Please attach the REQUIRED Neighbor Consent Form.**

February 10 2017

For OFFICE USE ONLY

Date submitted to Public Works: _____ Received by: _____

Date Approved by: _____ Police Dept. _____ Fire Dept. _____ Public Works

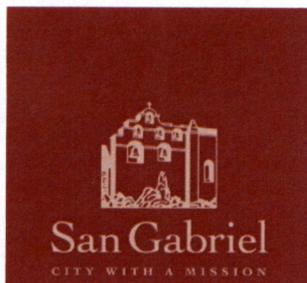
Comments: _____

Get Google Chrome
Try a fast, secure browser with updates built in

NO THANKS YES

Sign in





City of San Gabriel

STAFF REPORT

DATE: January 3, 2017

TO: Steven A. Preston, City Manager

FROM: Thomas C. Marston, Finance Director

SUBJECT: Authorization to analyze and audit prepaid wireless remittances

SUMMARY

Assembly Bill (AB) 1717, enacted on January 1, 2015 with collection commencing January 1, 2016 established the Prepaid Mobile Telephony Services Surcharge Collection Act, which created a statewide standard of collection on prepaid wireless services. The attached resolution contains amending language to maintain the City and MuniServices compliance with the provisions of AB 1717.

INTRODUCTION

Assembly Bill (AB) 1717, enacted on January 1, 2015 with collection commencing January 1, 2016 established the Prepaid Mobile Telephony Services Surcharge Collection Act, which created a statewide standard of collection on prepaid wireless services. This resolution will amend an existing Utility Users Tax audit contract that the City has with MuniServices, LLC to authorize the company to analyze and audit prepaid wireless.

ANALYSIS

During recent months and as part of the administrative steps with respect to the implementation of AB1717 (Collection of Prepaid Wireless Utility Users Tax) the State Board of Equalization (BOE) has required participating jurisdictions to have certain documents in place in order to participate in the AB 1717 program.

The purpose of this report is to provide information and the necessary steps as per MuniServices communication with BOE staff to help finish the process. The final document that is needed is a signed and certified "contract amendment." This document, after approval by the BOE, will allow the City of San Gabriel's third party consultant, MuniServices, access to the City of San Gabriel's specific payment data for review and audit purposes.

The list below provides the remaining steps to the process:

- **Contract Amendment:** This jurisdiction-specific "contract amendment" includes language that the BOE has approved and is requiring of jurisdictions in order to allow MuniServices access to the City of San Gabriel's specific payment data. *This specific language came from Section 3 of the attached BOE's "04 Record Examination Resolution."*
- **Contract Amendment Signatures:** The "contract amendment" needs to be signed by both the City of San Gabriel (authorized signature) and MuniServices.
- **Certifications of the Signed Contract Amendment:** The BOE has asked that the City of San Gabriel's official clerk certify the document once it has been signed by both the City and MuniServices.
- **BOE Approval Process:** The BOE provided this specific language from Section 3 of the Record Examination Resolution because the specific requirements to allow third parties access to certain taxpayer/ confidential data is in compliance with state law. The BOE's team (noted below) will review each final and signed contract amendment to ensure compliance with the laws and regulations.
 - **Note:** Per the BOE, if a jurisdiction alters the BOE-approved language, the approval and processing time for these contract amendments will lengthen. Alternative, the contract amendments may be rejected.

RECOMMENDATION

Staff recommends approving Resolution 17-02 as requested by the State Board of Equalization to amend an existing Utility Users Tax contract that the City has with MuniServices, LLC and to authorize the City Manager to specifically authorize the company to analyze and audit prepaid wireless.

FISCAL IMPACT

There is no direct fiscal impact due to the passage of this resolution.

ATTACHMENTS

Resolution 17-02

Amendment #1 to MuniServices UUT Contract

RESOLUTION NO. 17-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL AUTHORIZING THE EXAMINATION OF PREPAID MOBILE TELEPHONY SERVICES SURCHARGE AND LOCAL CHARGE RECORDS

WHEREAS, pursuant to Utility Users Tax Ordinance No., 578 of the City of San Gabriel and the Local Prepaid Mobile Telephony Services Collection Act, the City of San Gabriel, hereinafter called Local Jurisdiction, entered into a contract with the State Board of Equalization, hereafter referred to as the Board, to perform all functions incident to the administration and collection of the prepaid mobile telephony services surcharge and local charges (Rev. & Tax. Code, § 42101.5); and

WHEREAS, the Local Jurisdiction deems it desirable and necessary for authorized representatives of the Local Jurisdiction to examine confidential prepaid mobile telephony services surcharge and local charge records pertaining to the prepaid mobile telephony services surcharge and local charges collected by the Board for the Local Jurisdiction pursuant to that contract;

WHEREAS, the Board will make available to the Local Jurisdiction any information that is reasonably available to the Board regarding the proper collection and remittance of a local charge of the Local Jurisdiction by a seller, including a direct seller, subject to the confidentiality requirements of Sections 7284.6, 7284.7 and 19542 of the Revenue and Taxation Code; and

WHEREAS, Sections 42110 and 42103 of the Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Board of Equalization records and establishes criminal penalties for the unlawful disclosure of information contained in or derived from the prepaid mobile telephony services surcharge and local charge records of the Board;

NOW, THEREFORE IT IS RESOLVED AND ORDERED AS FOLLOWS:

Section 1. That the City Manager or other officer or employee of the Local Jurisdiction designated in writing by the City Manager to the Board is hereby appointed to represent the Local Jurisdiction with authority to examine prepaid mobile telephony services surcharge and local charge records of the Board pertaining to prepaid mobile telephony services surcharge and local charges collected for the Local Jurisdiction by the Board pursuant to the contract between the Local Jurisdiction and the Board. The information obtained by examination of Board records shall be used only for purposes related to the collection of the Local Jurisdiction's prepaid mobile telephony services surcharge and local charges by the Board pursuant to the contract.

Section 2. That the City Manager and the UUT Tax Administrator (Finance Director) or other officer or employee of the Local Jurisdiction designated in writing by the City Manager to the Board is hereby appointed to represent the Local Jurisdiction with

authority to examine those prepaid mobile telephony services surcharge and local charge records of the Board for purposes related to the following governmental functions of the Local Jurisdiction:

- a) compliance and enforcement of the utility users tax (local charge)
- b) administrative functions set out in City's utility users tax ordinance
- c) legal interpretation and enforcement of utility users tax ordinance, including but not limited to refunds and defense of claims against ordinance

The information obtained by examination of Board records shall be used only for those governmental functions of the Local Jurisdiction listed above.

Section 3. That MuniServices, LLC is hereby designated to examine the prepaid mobile telephony services surcharge and local charges records of the Board of Equalization pertaining to prepaid mobile telephony services surcharge and local charges collected for the Local Jurisdiction by the Board. The person or entity designated by this section meets all of the following conditions (Rev. & Tax. Code, § 42110, subd. (b)(2)):

- a) has an existing contract with the Local Jurisdiction that authorizes the person to examine the prepaid mobile telephony services surcharge and local charge records;
- b) is required by that contract with the Local Jurisdiction to disclose information contained in or derived from, those records only to an officer or employee of the Local Jurisdiction authorized by the resolution to examine the information;
- c) is prohibited by that contract from performing consulting services for a seller during the term of that contract;
- d) is prohibited by that contract from retaining information contained in, or derived from, those prepaid mobile telephony services surcharge and local charge records, after that contract has expired.

The contract between the Local Jurisdiction and MuniServices, LLC designated by the Local Jurisdiction to request information from the Board shall be subject to the following limitations (Rev. & Tax. Code, § 42103, subd. (g)):

- a) MuniServices, LLC shall, to the same extent as the Board, be subject to Section 55381, relating to unlawful disclosures.
- b) the contract between the Local Jurisdiction and MuniService, LLC shall not provide, in whole or in part, in any manner a contingent fee arrangement as payment for services rendered.

BE IT FURTHER RESOLVED THAT the information obtained by examination of the Board records shall only be used for purposes related to the collection of the Local Jurisdiction's prepaid mobile telephony services surcharge and local charges by the Board pursuant to the contract between the Local Jurisdiction and Board, or for purposes related to other governmental functions of the Local Jurisdiction, as identified above in section 2.

PASSED, APPROVED and ADOPTED this 3rd day of January 2017.

Chin Ho Liao, Mayor
City of San Gabriel, California

ATTEST:

Eleanor K. Andrews, City Clerk
City of San Gabriel, California

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF SAN GABRIEL)

I, Eleanor K. Andrews, City Clerk of the City of San Gabriel DO HEREBY CERTIFY that foregoing Resolution No. _____ was duly passed and adopted by the City Council of the City of San Gabriel at their regular meeting held on ____, 20__ by the following roll call vote, to wit:

AYES: COUNCIL MEMBERS PU, COSTANZO, HARRINGTON VICE
 MAYOR SAWKINS, MAYOR LIAO

NOES: NONE

ABSENT: NONE

Eleanor K. Andrews, City Clerk

(SEAL)

The foregoing is the original of Resolution No. _____ duly passed and adopted by the San Gabriel City Council at their regular meeting held on _____, 20__.

Eleanor K. Andrews, City Clerk

**AMENDMENT TO SERVICES CONTRACT BETWEEN
MUNISERVICES, LLC AND CITY OF SAN GABRIEL**

THIS CONTRACT AMENDMENT No. 1 (the "Amendment") is entered into between City of San Gabriel ("City") and MuniServices, LLC ("MuniServices").

The City and MuniServices agree as follows:

WHEREAS, the City and MuniServices (formerly MBIA MuniServices Company/Municipal Resource Consultants "MMC") entered into an agreement, dated March 1, 2002 (hereinafter "Contract") to perform, among other things, certain compliance and protective services in connection with the City's utility users tax (hereinafter "UUT"), including a telecommunications UUT;

WHEREAS, AB 1717 (Ch. 885, Stat. 2014), the Prepaid Mobile Telephony Services Surcharge Collection Act ("AB 1717") was enacted with an effective date of January 1, 2015, and a collection date commencing January 1, 2016, and establishes a statewide method of collecting the City's UUT on prepaid wireless services;

WHEREAS, AB 1717 imposes certain restrictions on third party consultants of the City who are designated and authorized by the City to examine certain State Board of Equalization (hereinafter "BOE") documents relating to the collection of the City's utility users tax on prepaid wireless services, as covered by AB 1717;

NOW THEREFORE, in order to satisfy the requirements of AB 1717, the parties agree to amend the Contract by adding the following authorizations and restrictions to the services described in the Contract:

1. MuniServices is authorized to examine the prepaid mobile telephony services surcharge and local charge records of the Board pertaining to the prepaid mobile telephone services surcharge and local charges to be collected for the City of San Gabriel by the Board (collectively, the "Records") and to use such information only for purposes related to such collection;

2. MuniServices shall disclose information contained in or derived from, the Records only to an officer or employee of the City authorized by resolution to examine the information;

3. MuniServices shall not perform any consulting services for a "seller" (as defined in AB 1717) during the term of the Contract;

4. MuniServices shall not retain information contained in, or derived from, the Records after the Contract has expired;

5. MuniServices shall, to the same extent as the BOE, be subject to Revenue and Tax Code Section 55381, relating to unlawful disclosures;

6. All services performed by MuniServices relating to prepaid mobile telephony services surcharge and local charges under the Contract, other than a "city specific audit", shall be included as part of the fixed fee compensation as provided in the Contract, and nothing shall be construed therein as permitting a contingent fee arrangement as payment for such services. Upon request of the City,

MuniServices may perform a city specific audit of a "seller" of prepaid mobile telephony services surcharge and local charge remitting to the BOE, and such work shall only be performed via separate contract.

7. Furthermore, MuniServices address has changed. In accordance with the requirements of Section 9.16 of the Contract, all notices shall now be directed to MuniServices as follows:

MuniServices, LLC
Attn: Legal Department
7625 N. Palm Ave., Ste. 108
Fresno, CA 93711

8. In case of a conflict between the terms of this Amendment and the terms of the Contract, the terms of this Amendment shall strictly prevail.

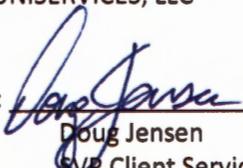
IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized representatives as of the date set forth below.

DATED: _____, 2016

CITY OF SAN GABRIEL

MUNISERVICES, LLC

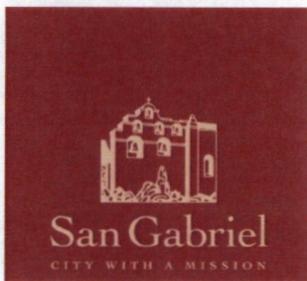
By: _____

By:  _____

Name: _____

Doug Jensen
SVP Client Services

Title: _____



City of San Gabriel
STAFF REPORT

DATE: January 3, 2017
TO: Steven A. Preston, City Manager
FROM: Daren Grilley P.E., Public Works Director/City Engineer 
SUBJECT: **Resolution 17-01 Adopting a Complete Streets Policy**

SUMMARY

Staff is recommending that the City Council approve Resolution 17-01 Adopting a Complete Streets Policy. The Complete Streets Policy would guide the development of the City's transportation system to ensure that all users are accommodated regardless of the mode of travel they use. Additionally, a Complete Streets Policy is required to ensure eligibility for future funding through the Los Angeles County Metropolitan Transportation Authority.

INTRODUCTION

Complete Streets are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. There is no single description for what constitutes a Complete Street. Rather, each one is unique in response to its context in the community. A complete street may include sidewalks, bicycle lanes, shared use lanes, dedicated bus lanes, crosswalk enhancements, median islands, bus shelters or other street furniture, lighting, accessible pedestrian signals, curb extensions, or narrower travel lanes.

The California Complete Streets Act of 2008 (AB 1358) requires cities and counties to include Complete Streets policies as part of their General Plans at the time that any substantive revisions of the circulation element are made. In addition, the Los Angeles County Metropolitan Transportation Authority (Metro) has adopted a Complete Streets policy that requires cities and the County to have an adopted Complete Streets policy, an Adopted City Council Resolution supporting Complete Streets, or an adopted General Plan consistent with the Complete Streets Act of 2008 no later than January 2017 in order to be eligible for Metro transportation funding programs.

ANALYSIS

Over 730 agencies at the local, regional, and state levels have adopted Complete Streets policies. Complete Streets policies formalize a community's intent to plan, design, and maintain streets so

they are safe for all users of all ages and abilities. Policies direct transportation planners and engineers to consistently design and construct the right-of-way to accommodate all anticipated users, including pedestrians, bicyclists, public transportation users, motorists, and freight vehicles.

The National Complete Streets Coalition, a non-profit organization which launched the Complete Streets "movement" in 2004 has identified these elements as essential to a comprehensive Complete Streets Policy:

- Set forth a vision for how and why the community wants to complete its streets.
- Specify that 'all users' includes pedestrians, bicyclists and transit passengers of all ages and abilities, as well as trucks, buses and automobiles.
- Apply the policy to both new and retrofit projects, including design, planning, maintenance, and operations, for the entire right of way.
- Make exceptions specific and sets a clear procedure that requires high-level approval of exceptions.
- Encourage street connectivity and aims to create a comprehensive, integrated, connected network for all modes.
- Make the policy adoptable by all agencies to cover all roads.
- Direct the use of the latest and best design criteria and guidelines while recognizing the need for flexibility in balancing user needs.
- Direct that Complete Streets solutions will complement the context of the community.
- Establish performance standards with measurable outcomes.
- Include specific steps for implementation of the policy.

Staff has prepared a Complete Streets Policy which is based on these elements. The policy is included as Exhibit A to Resolution 17-01 (Attachment 1).

FISCAL ANALYSIS

There is no direct financial impact by adoption of this policy. Implementation of this policy will require future consideration of options for Complete Street features as streets are maintained or reconstructed.

STAFF RECOMMENDATION

Staff recommends that the City Council approve Resolution 17-01 Adopting a Complete Streets Policy for the City of San Gabriel.

ATTACHMENTS

1. Resolution 17-01
2. Complete Streets Policy

RESOLUTION NO. 17-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN
GABRIEL ADOPTING A COMPLETE STREETS POLICY**

WHEREAS, the City of San Gabriel (City) recognizes that streets are our most prominent public spaces and great streets must achieve a balance between the needs of mobility, adjoining land uses, the natural environment, community character and economic interests; and

WHEREAS, Complete Streets that integrate and support multiple transportation choices including pedestrians, bicyclists, automobiles, transit, emergency services, and goods movement contribute to the public life of a community, sustainable economic development, and the safe and efficient movement of people and goods; and

WHEREAS, encouraging active, non-motorized transportation improves public health, advances environmental stewardship, reduces fuel consumption and greenhouse gas emissions, and maximizes the use of the city infrastructure; and

WHEREAS, over 730 agencies at the local, regional, and state levels have adopted Complete Streets policies; and

WHEREAS, the California Complete Streets Act of 2008 (AB 1358) requires cities and counties to include Complete Streets policies as part of their General Plans at the time that any substantive revisions of the circulation element are made; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (Metro) has adopted a Complete Streets policy that requires cities and the County to have an adopted Complete Streets policy, an Adopted City Council Resolution supporting Complete Streets, or an adopted General Plan consistent with the Complete Streets Act of 2008 no later than January 2017 in order to be eligible for the Metro transportation funding programs; and

Resolution 17-01

WHEREAS, the concept and principles of Complete Streets are compatible with the goals and actions indicated in the Mobility Chapter of the City's General Plan as well as the Valley Boulevard Sustainability Plan and the Bicycle Master Plan.

NOW, THEREFORE, the City Council of the City of San Gabriel does hereby find, resolve, determine, and order as follows:

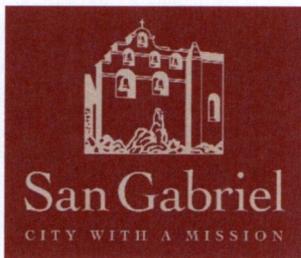
1. That the City of San Gabriel adopts the Complete Streets Policy attached hereto as Exhibit A.
2. The City Clerk shall certify the adoption of this Resolution.

APPROVED and **ADOPTED** this 3rd day of January, 2017.

Chin Ho Liao, Mayor
City of San Gabriel

ATTEST:

Eleanor K. Andrews
City Clerk



City of San Gabriel Complete Streets Policy

1. Vision

The City of San Gabriel (City) recognizes that streets are our most prominent public spaces and great streets must achieve a balance between the needs of mobility, adjoining land uses, the natural environment, community character and economic interests.

Promoting pedestrian, bicycle, and public transportation travel promotes healthy living, advances the well-being of travelers, and meets the needs of the diverse populations that comprise our community.

The vision of the City of San Gabriel Complete Streets Policy is to create a transportation system that serves all residents and visitors, regardless of their age, ability, or financial resources, in a safe and efficient manner that meets their transportation needs regardless of their preferred mode of travel.

2. Guiding Principles

The City will plan for, design, construct, operate, and maintain an appropriate and integrated transportation system that will meet the needs of motorists, pedestrians, bicyclists, transit vehicles and riders, freight haulers, emergency responders, and residents of all ages and abilities.

The system's design will be consistent with innovative best practices and supportive of local neighborhoods, recognizing that transportation needs vary and must be balanced in a flexible, safe, and cost-effective manner.

Complete Streets will not be achieved immediately, but instead developed over time through various measures that support the vision stated above. This includes broad planning efforts, large construction or rehabilitation projects, series of small improvements built in phases, and through maintenance activities.

Those involved in the planning and design of projects within the public right-of-way will give consideration to all users and modes of travel from the start of planning and design work. All transportation improvements shall be viewed as opportunities to create safer, more accessible streets for all users. This shall apply to new construction, reconstruction, and rehabilitation.

Transportation improvements may include street and sidewalk construction or rehabilitation, crosswalk improvements, landscaped median or parkway construction, lighting, Americans with Disabilities (ADA) accessibility improvements, transit systems and amenities such as bus shelters,

bicycle lanes or shared use lanes, storm water quality or infiltration projects, signage, wayfinding and street furniture.

3. Implementation

- a. *Capital Improvement Project Prioritization.* The City will reevaluate Capital Improvement Projects prioritization to encourage implementation of bicycle, pedestrian, and transit improvements.
- b. *Revisions to Existing Plans and Policies.* The City will incorporate Complete Streets principles into: The City's General Plan, Strategic Plan, Specific Plans, and other plans, manuals, rules, regulations and programs.
- c. *Other Plans.* The City will prepare, implement, and maintain a Bicycle Master Plan, a Safe Routes to School Plan, an ADA Transition Plan, and a Street Tree Master Plan.
- d. *Storm Water Management/Green Streets.* In conjunction with the Green Streets Policy, the City will strive to incorporate sustainable storm water management techniques into street rehabilitation projects.
- e. *Staff Training.* The City will train appropriate City staff on the content of the Complete Streets principles and best practices for implementing the policy.
- f. *Coordination.* The City will utilize inter-departmental project coordination to promote the most responsible and efficient use of fiscal resources for activities that occur within the public right of way.
- g. *Funding.* The City will actively seek sources of appropriate funding to implement Complete Streets.

4. Design Criteria

The City, through the Public Works and Community Development Departments, shall maintain design criteria, standards and guidelines based upon recognized best practices in street design, construction and operation. Resources to be referenced in developing these standards shall include, but not necessarily be limited to: National Association of City Transportation Officials (NACTO) Street, Bikeway and Transit Design Guides, American Association of State Highway Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets, United States Access Board Guidelines for Pedestrian Facilities in the Public Right-of-Way, Caltrans Highway Design Manual, and the Manual on Uniform Traffic Control Devices (MUTCD).

5. Community Context

Implementation of this Policy shall take into account the goal of enhancing the context and character of the surrounding built and natural environments. The application of design standards will be flexible to permit context-sensitive solutions to fit the existing unique conditions that may be encountered.

6. Exceptions

Exceptions to this policy may be determined by the Public Works Director, City Manager, or City Council under the circumstances listed below:

- a. Ordinary routine maintenance activities (e.g., sweeping, pothole repair, pavement sealing, etc.).
- b. Excessive and disproportionate costs for establishing facilities for alternate modes of travel as part of a project.
- c. Construction is not practically feasible because of adverse environmental impacts or due to impacts on neighboring land uses.

7. Performance Measures

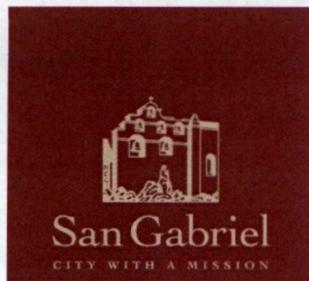
Designs shall include performance measures for tracking progress of the implementation of Complete Streets projects, such as miles of sidewalk or bicycle facilities added.

As part of the Capital Improvement Program update process, the Public Works Director shall report to the City Council on an annual basis on the transportation projects undertaken within the prior year and planned within the coming five-year period and the extent to which each of these projects has met the objectives of this policy.

8. Network Connectivity & Interagency Cooperation

Appropriate attention should be given to projects which enhance the overall transportation system and its connectivity for access to parks or recreation areas, schools, retail/commercial areas, public transportation, civic buildings, existing pedestrian or bicycle networks, or regional transportation plans.

The City will cooperate with school districts, transit operators, neighboring municipalities, and transportation agencies including the Los Angeles County Metropolitan Transportation Authority (Metro) and Caltrans to ensure the principles and practices of complete streets are included within their planning, design, construction, and maintenance activities. The City will specifically cooperate to ensure the transportation network flows seamlessly between jurisdictions in accordance with local and regional road, transit, bicycle, and pedestrian plans.



City of San Gabriel
STAFF REPORT

DATE: January 3, 2017
TO: Steven A. Preston, City Manager
FROM: M.D. Rueda, Fire Chief 
SUBJECT: **Professional Services Agreement with Emergency Services Consulting International**

SUMMARY

Staff recommends that the City Council approve a Professional Services Agreement with Emergency Services Consulting International for professional services to conduct a deployment study, facilities study, and a review of the command structure for the San Gabriel, San Marino, and South Pasadena Fire Departments known as the Verdugo Cities Fire Rescue.

INTRODUCTION

On August 16, 2016, the City Council approved the release of a Request for Qualifications (RFQ) from qualified consultants to conduct a deployment study, facilities study, and a review of the command structure for the San Gabriel, San Marino, and South Pasadena Fire Departments known as the Verdugo Cities Fire Rescue.

ANALYSIS

RFQ's were sent to three firms that were known to the Fire Department, and two of the firms that were contacted responded with proposals. The two firms that responded with proposals were: Citygate Associates, LLC, and Emergency Services Consulting International. Both firms submitted detailed proposals that were responsive to the RFQ, and met and exceeded the minimum qualification requirements.

Citygate Associates, LLC, has extensive experience in fire and emergency services consulting, including fire department deployment studies throughout the nation, the State of California, and Los Angeles County. All of the references provided by Citygate Associates provided positive reviews of their product and process. Cost for services by Citygate Associates is quoted at \$83,550.

Emergency Services Consulting International also has extensive experience in fire and emergency services consulting; however, not as extensive in the State of California and less local experience as compared to Citygate Associates. Emergency Services Consulting International does have experience with several Southern California Fire Departments, including Burbank Fire Department, Monterey Park Fire Department, and most recently the Newport Beach Fire Department.

A review of references provided by Emergency Services Consulting International indicated that all three Fire Departments used as references also completed deployment studies using this vendor: the Palo Alto Fire Department, the San Rosa Fire Department, and the Newport Beach Fire Department all reported a high degree of satisfaction with the process and product. Cost for services by Emergency Services Consulting International is quoted at \$49,569.

Given the moderate complexity of evaluating fire department service delivery, facilities, and shared command in the Cities of San Gabriel, San Marino, and South Pasadena, I believe the more cost effective proposal will satisfactorily meet the requirements as established for the consultant to complete this study.

RECOMMENDATION

Staff recommends that the City Council approve the Professional Services Agreement with Emergency Services Consulting International and authorize the City Manager to execute said agreement and approve a purchase order in the amount of \$49,569.

FISCAL IMPACT

Consistent with the Shared Fire Department Command Agreement between the Cities of San Gabriel, San Marino, and South Pasadena the costs of this study will be shared among the three Cities. San Gabriel's portion of the cost of the study will be \$19,827.60. South Pasadena will be billed \$14,870.70 and San Marino will also be billed \$14,870.70 by the City of San Gabriel which represents their portions of the study. As described in the August 16, 2016 Request for qualifications for Deployment agenda report, in order to provide a budget for the Standards of Coverage, facilities, and command review, the Station 52 Upgrade budget (Account #122-761-15-97-315) will be reduced proportionately using the General Funds portion of that project's budget.

ATTACHMENTS

1. Professional Services Agreement with Emergency Services Consulting International.
2. Attachment A, Emergency Services Consulting International Proposal to Develop Standards of Coverage, Facilities, and Shared Command Study.

**CITY OF SAN GABRIEL
PROFESSIONAL SERVICE AGREEMENT FOR STANDARDS OF COVERAGE,
FACILITIES AND SHARED COMMAND STUDY**

This PROFESSIONAL SERVICE AGREEMENT (PSA) FOR STANDARDS OF COVERAGE, FACILITIES AND SHARED COMMAND STUDY ("AGREEMENT"), is made and effective as of January 3, 2017, between the ("AGENCY") the City of San Gabriel, a municipal corporation and Emergency Services Consulting International (ESCI), [Inc.] ("CONSULTANT"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This AGREEMENT shall commence on January 3, 2017 and shall remain and continue in effect until tasks described herein are completed, but in no event later than September 15, 2017 unless sooner terminated pursuant to the provisions of this AGREEMENT.

II. SERVICES

CONSULTANT shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. CONSULTANT shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from CONSULTANT, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this AGREEMENT unless specifically agreed to in writing.

III. PERFORMANCE

CONSULTANT shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. CONSULTANT shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of CONSULTANT hereunder in meeting its obligations under this AGREEMENT.

IV. AGENCY MANAGEMENT

Fire Chief M. D. Rueda shall represent the Agency in all matters pertaining to the administration of this AGREEMENT, review and approval of all products submitted by CONSULTANT, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to CONSULTANT. The Fire Chief shall be authorized to act on the Agency's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change CONSULTANT's compensation, subject to Section 5 hereof.

V. PAYMENT

- A. The City of San Gabriel agrees to pay CONSULTANT 10% upon contract signing and then monthly, in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit A, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed dollars \$49,569.00 for the total term of the AGREEMENT unless additional payment is approved as provided in this AGREEMENT.
- B. CONSULTANT shall not be compensated for any services rendered in connection with its performance of this AGREEMENT which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the Fire Chief. CONSULTANT shall be compensated for any additional services in the amounts and in the manner as agreed to by the Fire Chief and CONSULTANT at the time AGENCY's written authorization is given to CONSULTANT for the performance of said services. The Agency Manager may approve additional work not to exceed ten percent (10%) of the amount of the AGREEMENT, but in no event shall such sum exceed ten-thousand dollars (\$10,000.00). Any additional work in excess of this amount shall be approved by the Governing Board.
- C. CONSULTANT will submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. Payment shall be made within thirty (30) days of receipt of each invoice as to all non-disputed fees. If the AGENCY disputes any of CONSULTANT's fees it shall give written notice to CONSULTANT within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice. Any final payment under this AGREEMENT shall be made within forty-five (45) days of receipt of an invoice therefore.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The AGENCY may at any time, for any reason, with or without cause, suspend or terminate this AGREEMENT, or any portion hereof, by serving upon the CONSULTANT at least ten (10) days prior written notice. Upon receipt of said notice, the CONSULTANT shall immediately cease all work under this AGREEMENT, unless the notice provides otherwise. If the AGENCY suspends or terminates a portion of this AGREEMENT such suspension or termination shall not make void or invalidate the remainder of this AGREEMENT.

- B. In the event this AGREEMENT is terminated pursuant to this Section, the AGENCY shall pay to CONSULTANT the actual value of the work performed up to the time of termination, provided that the work performed is of value to the AGENCY. Upon termination of the AGREEMENT pursuant to this Section, the CONSULTANT will submit an invoice to the AGENCY pursuant to Section 5.

VII. DEFAULT OF CONSULTANT

- A. The CONSULTANT's failure to comply with the provisions of this AGREEMENT shall constitute a default. In the event that CONSULTANT is in default for cause under the terms of this AGREEMENT, AGENCY shall have no obligation or duty to continue compensating CONSULTANT for any work performed after the date of default and can terminate this AGREEMENT immediately by written notice to the CONSULTANT. If such failure by the CONSULTANT to make progress in the performance of work hereunder arises out causes beyond the CONSULTANT's control, and without fault or negligence of the CONSULTANT, it shall not be considered a default.
- B. If the Agency Manager or his/her designee determines that the CONSULTANT is in default in the performance of any of the terms or conditions of this AGREEMENT, he/she shall cause to be served upon the CONSULTANT a written notice of the default. The CONSULTANT shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the CONSULTANT fails to cure its default within such period of time or fails to present the AGENCY with a written plan for the cure of the default, the AGENCY shall have the right, notwithstanding any other provision of this AGREEMENT, to terminate this AGREEMENT without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this AGREEMENT.

VIII. OWNERSHIP OF DOCUMENTS

- A. CONSULTANT shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by AGENCY that relate to the performance of services under this AGREEMENT. CONSULTANT shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. CONSULTANT shall provide free access to the representatives of AGENCY or its designees at reasonable times to such books and records; shall give AGENCY the right to examine and audit said books and records; shall permit AGENCY to make transcripts or copies therefrom as necessary; and shall allow inspection of all work,

data, documents, proceedings, and activities related to this AGREEMENT. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

- B. Upon completion of, or in the event of termination or suspension of this AGREEMENT, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this AGREEMENT shall become the sole property of the AGENCY and may be used, reused, or otherwise disposed of by the AGENCY without the permission of the CONSULTANT. With respect to computer files, CONSULTANT shall make available to the AGENCY, at the CONSULTANT's office and upon reasonable written request by the AGENCY, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. CONSULTANT hereby grants to AGENCY all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by CONSULTANT in the course of providing the services under this AGREEMENT.

IX. INDEMNIFICATION

A. Indemnity for professional liability

When the law establishes a professional standard of care for CONSULTANT'S Services, to the fullest extent permitted by law, CONSULTANT shall indemnify, protect, defend and hold harmless AGENCY and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by any negligent or wrongful act, error or omission of CONSULTANT, its officers, agents, employees or subconsultants (or any agency or individual that CONSULTANT shall bear the legal liability thereof) in the performance of professional services under this AGREEMENT.

B. Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless AGENCY, and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest, defense costs, and expert witness fees), where the same arise

out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this AGREEMENT by CONSULTANT or by any individual or AGENCY for which CONSULTANT is legally liable, including but not limited to officers, agents, employees or subcontractors of CONSULTANT.

C. Duty to defend

In the event the AGENCY, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this AGREEMENT, and upon demand by AGENCY, CONSULTANT shall have an immediate duty to defend the AGENCY at CONSULTANT's cost or at AGENCY's option, to reimburse AGENCY for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters. Payment by AGENCY is not a condition precedent to enforcement of this indemnity. In the event of any dispute between CONSULTANT and AGENCY, as to whether liability arises from the sole negligence of the AGENCY or its officers, employees, or agents, CONSULTANT will be obligated to pay for AGENCY's defense until such time as a final judgment has been entered adjudicating the AGENCY as solely negligent. CONSULTANT will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

X. INSURANCE

CONSULTANT shall maintain prior to the beginning of and for the duration of this AGREEMENT insurance coverage as specified in Exhibit B attached to and part of this AGREEMENT.

XI. INDEPENDENT CONSULTANT

A. CONSULTANT is and shall at all times remain as to the AGENCY a wholly independent consultant and/or independent contractor. The personnel performing the services under this AGREEMENT on behalf of CONSULTANT shall at all times be under CONSULTANT's exclusive direction and control. Neither AGENCY nor any of its officers, employees, or agents shall have control over the conduct of CONSULTANT or any of CONSULTANT's officers, employees, or agents, except as set forth in this AGREEMENT. CONSULTANT shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the AGENCY. CONSULTANT shall not incur or have the power to incur any debt, obligation, or liability whatever against AGENCY, or bind AGENCY in any manner.

- B. No employee benefits shall be available to CONSULTANT in connection with the performance of this AGREEMENT. Except for the fees paid to CONSULTANT as provided in the AGREEMENT, AGENCY shall not pay salaries, wages, or other compensation to CONSULTANT for performing services hereunder for AGENCY. AGENCY shall not be liable for compensation or indemnification to CONSULTANT for injury or sickness arising out of performing services hereunder.

XII. LEGAL RESPONSIBILITIES

The CONSULTANT shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this AGREEMENT. The CONSULTANT shall at all times observe and comply with all such laws and regulations. The AGENCY, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the CONSULTANT to comply with this Section.

XIII. UNDUE INFLUENCE

CONSULTANT declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the AGENCY in connection with the award, terms or implementation of this AGREEMENT, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the AGENCY has or will receive compensation, directly or indirectly, from CONSULTANT, or from any officer, employee or agent of CONSULTANT, in connection with the award of this AGREEMENT or any work to be conducted as a result of this AGREEMENT. Violation of this Section shall be a material breach of this AGREEMENT entitling the AGENCY to any and all remedies at law or in equity.

XIV. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of AGENCY, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this AGREEMENT.

XV. RELEASE OF INFORMATION/CONFLICTS OF INTEREST

- A. All information gained by CONSULTANT in performance of this AGREEMENT shall be considered confidential and shall not be released by CONSULTANT without AGENCY's prior written authorization. CONSULTANT, its officers, employees, agents, or subconsultants, shall not without written authorization from the Agency Manager or unless

XVII. ASSIGNMENT

The CONSULTANT shall not assign the performance of this AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the AGENCY. Because of the personal nature of the services to be rendered pursuant to this AGREEMENT, only CONSULTANT shall perform the services described in this AGREEMENT. [Insert name] may use assistants, under his/her direct supervision, to perform some of the services under this AGREEMENT. CONSULTANT shall provide AGENCY fourteen (14) days' notice prior to the departure of [Insert name] from CONSULTANT's employ. Should he/she leave CONSULTANT's employ, the AGENCY shall have the option to immediately terminate this AGREEMENT, within three (3) days of the close of said notice period. Upon termination of this Agreement, CONSULTANT's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the CONSULTANT. Before retaining or contracting with any CONSULTANT for any services under this AGREEMENT, CONSULTANT shall provide AGENCY with the identity of the proposed CONSULTANT, a copy of the proposed written contract between CONSULTANT and such sub-consultant which shall include and indemnity provision similar to the one provided herein and identifying AGENCY as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this AGREEMENT or obtain a written waiver from AGENCY for such insurance.

XVIII. LICENSES

At all times during the term of this AGREEMENT, CONSULTANT shall have in full force and effect, all licenses required of it by law for the performance of the services described in this AGREEMENT.

XIX. GOVERNING LAW

The AGENCY and CONSULTANT understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this AGREEMENT and also govern the interpretation of this Agreement. Any litigation concerning this AGREEMENT shall take place in the municipal, superior, or federal district court with jurisdiction over the AGENCY.

XX. ENTIRE AGREEMENT

This AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this AGREEMENT. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this AGREEMENT or

with respect to the terms and conditions of this AGREEMENT, are merged into this AGREEMENT and shall be of no further force or effect. Each party is entering into this AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this AGREEMENT on behalf of CONSULTANT warrants and represents that he/she has the authority to execute this AGREEMENT on behalf of the CONSULTANT and has the authority to bind CONSULTANT to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed the day and year first above written.

CONSULTANT

By: _____
(Signature)

(Typed Name)

(Title)

City of San Gabriel
A Municipal Corporation

Steven A. Preston, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments: Exhibit A Consultant's Proposal

EXHIBIT A
CONSULTANT'S PROPOSAL

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting CONSULTANT's indemnification of AGENCY, and prior to commencement of Work, CONSULTANT shall obtain, provide and maintain at its own expense during the term of this AGREEMENT, policies of insurance of the type and amounts described below and in a form satisfactory to AGENCY.

General liability insurance. CONSULTANT shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. CONSULTANT shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this AGREEMENT, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. CONSULTANT shall maintain professional liability insurance that covers the Services to be performed in connection with this AGREEMENT, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this AGREEMENT and CONSULTANT agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this AGREEMENT.

Workers' compensation insurance. CONSULTANT shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

CONSULTANT shall submit to AGENCY, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of AGENCY, its officers, agents, employees and volunteers.

Other provisions or requirements

Proof of insurance. CONSULTANT shall provide certificates of insurance to AGENCY as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by Agency's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with AGENCY at all

times during the term of this contract. AGENCY reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by CONSULTANT, his agents, representatives, employees or subconsultants.

Primary/noncontributing. Coverage provided by CONSULTANT shall be primary and any insurance or self-insurance procured or maintained by AGENCY shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of AGENCY before the AGENCY's own insurance or self-insurance shall be called upon to protect it as a named insured.

Agency's rights of enforcement. In the event any policy of insurance required under this AGREEMENT does not comply with these specifications or is canceled and not replaced, AGENCY has the right but not the duty to obtain the insurance it deems necessary and any premium paid by AGENCY will be promptly reimbursed by CONSULTANT or AGENCY will withhold amounts sufficient to pay premium from CONSULTANT payments. In the alternative, AGENCY may cancel this AGREEMENT.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the Agency's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against AGENCY, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow CONSULTANT or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. CONSULTANT hereby waives its own right of recovery against AGENCY, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non estoppel). CONSULTANT acknowledges and agrees that any actual or alleged failure on the part of the AGENCY to inform CONSULTANT of non-compliance with any requirement imposes no additional obligations on the AGENCY nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other

requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the AGENCY requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the AGENCY.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to AGENCY with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

Additional insured status. General liability policies shall provide or be endorsed to provide that AGENCY and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to AGENCY and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. CONSULTANT agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by CONSULTANT, provide the same minimum insurance coverage and endorsements required of CONSULTANT. CONSULTANT agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. CONSULTANT agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to AGENCY for review.

Agency's right to revise specifications. The AGENCY reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the CONSULTANT ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the CONSULTANT, the AGENCY and CONSULTANT may renegotiate CONSULTANT's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by AGENCY. AGENCY reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by AGENCY.

Timely notice of claims. CONSULTANT shall give AGENCY prompt and timely notice of claims made or suits instituted that arise out of or result from CONSULTANT's performance under this AGREEMENT, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. CONSULTANT shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.



Verdugo Cities Fire Rescue Command

**PROPOSAL TO DEVELOP
Standards of Coverage,
Facilities, and Shared
Command Study**

October 3, 2016

ESCI, INC
25030 SW PARKWAY AVENUES, SUITE 330
WILSONVILLE OREGON 97070
INFO@ESCI.US



**Emergency Services
Consulting International**

*Providing Expertise and Guidance
that Enhances Community Safety*

LETTER OF SUBMITTAL

September 23, 2016

Mark Phillips, Deputy Chief
Via: City of San Gabriel
City Clerk's Department
425 S. Mission Dr
San Gabriel, CA 91776

Dear Deputy Chief Phillips:

Emergency Services Consulting International (ESCI) is pleased to submit the following Proposal Submission in response to your RFQ for a Standards of Coverage, Facilities, and Shared Command Study. We recognize the importance of this engagement and appreciate your consideration of our proposal.

ESCI has completed numerous fire department and emergency service studies utilizing our team of highly qualified staff. Our competitive edge includes a working knowledge and understanding of contemporary fire service and EMS organizations internationally. We recognize the magnitude and complexity of current delivery systems in which we utilize state-of-the-art analytical technology and methodology to ensure accuracy and validity of observations and recommendations.

Through a detailed, focused process, ESCI will develop a comprehensive analysis of the current deployment of resources for the provision of emergency services to the three communities. This will include recommendations for fire protection service-level standards and proposed adjustments or enhancements, staffing and apparatus deployment, fire station locations and equipment utilized, and recommended implementation strategies. This will also include addressing the context of the recommendations in terms of the financial and political realities of the community. Further we will evaluate the effectiveness and efficiency of the shared command organization serving all three communities.

We appreciate your consideration of our proposal and look forward to working with you in this important endeavor. If you have any questions, or would like further detail about the approach provided herein, please do not hesitate to contact me by phone at 503-570-7778, or by email andrea.hobi@esci.us. We thank you for your consideration of our proposal and suggested scope of work.

Sincerely,



Andrea Hobi
General Manager

CONTENTS

LETTER OF SUBMITTAL1

SECTION I PROFILE OF PROPOSING FIRM3

 ESCI Capabilities3

 Firm Experience—The ESCI Advantage3

 ESCI Offices5

 ESCI Organizational Chart5

Project Understanding and Methodology6

 Project Understanding6

 Methodology6

 Effective Project Coordination and Management.....7

 Assumptions7

SECTION II – WORK PLAN AND WORK SCHEDULE.....8

SECTION III - FIVE YEAR EXPERIENCE.....13

SECTION IV - REFERENCES18

SECTION V - PROJECT PERSONNEL.....20

 PROJECT TEAM..... 20

 Joe Parrott, Project Manager 20

 Peter M. Bryan, Associate Consultant..... 22

 Rob Strong, Associate Consultant—GIS Specialist 23

 M. Stuart McElhaney, Eastern Regional Director..... 24

 Steve Streissguth, Associate Consultant 26

SECTION VI – Compensation Schedule based on hard deliverables27

 Project Completion Timelines 27

 Project Rate/Fee Schedule..... 28

DISCLOSURE AND PRACTICES.....29

SECTION I PROFILE OF PROPOSING FIRM

ESCI Capabilities

Emergency Services Consulting International (ESCI) is an international firm providing specialized, high quality, professional fire, police, communications, and EMS consulting services to organizations throughout the United States and Canada. ESCI has been meeting the needs of emergency services agencies since 1976, and is considered by many to be the nation's leader in emergency services consulting. Utilizing a staff of three personnel and over 40 field consultants nationwide, ESCI provides consulting services to municipalities, districts, non-profit organizations, and the industrial and commercial community.

ESCI is recognized as an expert in the field by the emergency services community. This is confirmed by our ongoing relationship with the International Association of Fire Chiefs (IAFC), the Western Fire Chiefs Association, the National Fallen Firefighters Foundation, the National Volunteer Fire Council, and the hundreds of clients we serve from coast to coast.

Since the beginning, ESCI has operated on the principles of honesty, integrity, and service. ESCI's philosophy is to maintain an active involvement within the emergency service disciplines and related fields, staying ahead of the rapid changes and issues facing our clients.

The mission of ESCI is to **Provide Expertise and Guidance that Enhances Community Safety**. We will accomplish this by providing the highest value of consulting services and educational programs.

*... Provide Expertise and
Guidance that Enhances
Community Safety*

ESCI utilizes a team of professionals committed to offering highly beneficial programs covering current and anticipated fire, police, communications, emergency management, and emergency medical services issues and needs.

We provide a wide array of services including organization audits and evaluations; cooperative effort and consolidation; health and safety evaluations; master, strategic, and growth management plans; deployment planning; hazard mitigation planning; executive searches; assessment centers; and customized consulting. ESCI has helped improve emergency services in hundreds of communities throughout the country. Our innovative training programs are improving the way organizations and people work.

ESCI encourages creative solutions to complex system dilemmas. The firm recognizes the cultural, economic, operational, legal, and political realities of the local environment. ESCI avoids pre-conceived biases in order to develop and implement imaginative and long-lasting solutions. In addition, ESCI equips its clients with the background, understanding, and confidence to tackle future problems as they arise.

All of ESCI's field associates have been active practitioners in their respective fields, with many involved in highly visible and responsible national leadership positions in law enforcement and fire/rescue services. We understand your issues, challenges, responsibilities, and offer proven methods to improve your effectiveness.

Firm Experience—The ESCI Advantage

ESCI's advantage begins with our technical expertise and capability, extends to our experienced and highly qualified staff, and concludes with a product that will enable the Verdugo Cities Fire Rescue Command (VFR) to meet the challenges of providing fire protection and emergency medical services into the future.

ESCI's team has first-hand experience in the process of analyzing emergency service providers and recommending an array of opportunities that are economically, culturally, and operationally feasible. Each team member is a

ESCI at a Glance

- Mission: Provide Expertise and Guidance that Enhances Community Safety
- Established in 1976
- Headquartered in Wilsonville, Oregon; with branch offices in Argyle, Texas, and Fairfax, Virginia
- Extensive fire and EMS consulting throughout the US and Canada
- Three employees, over 50 expert field consultants

specialist in fire, rescue, EMS, or related fields. The team will work collaboratively to create the best possible strategies and options for VFR decision-makers.

The *ESCI Advantage* includes:

- A clear understanding and appreciation of the complexity of the local and regional environment in California with emergency services consulting engagements with Chula Vista, Burbank, Costa Mesa, Fontana, Orange, Pacifica, Modesto, Hemet, Imperial County, Valley Center Fire Protection District, and many other cities and fire districts, large and small.
- Over 40 years of public safety consulting experience; the successful completion of hundreds of consulting engagements. Some recent standards of cover projects include the following:
 - Newport Beach, CA
 - Palo Alto, CA
 - Lompoc, CA
 - Chino Valley Independent Fire District, CA
 - Vancouver, WA
 - Washoe County, NV
 - Scottsdale, AZ
 - Boise, ID
 - Hialeah, FL
- The ability to deliver a high-quality product on time and with organizational support and endorsement.
- Knowledge of contemporary issues associated with delivery of emergency services.
- Experience with a variety of jurisdictions including municipalities, counties, and state government.
- A highly skilled and knowledgeable team of professionals with skill-sets necessary to meet your expectations.

In order to better serve our clients, ESCI maintains four regional offices. Contact information for each office and a complete organization chart are provided on the following page.

ESCI Offices

Corporate Headquarters

Andrea Hobi, General Manager
 25030 SW Parkway Avenue, Suite 330
 Wilsonville, OR 97070
 Phone: 800.757.3724
 Email: info@esci.us

Western Region

Don Bivins, Western Regional Director
 9505 NE 19th Street
 Vancouver, WA 98664
 Phone: 360.608.1326
 Email: don.bivins@esci.us

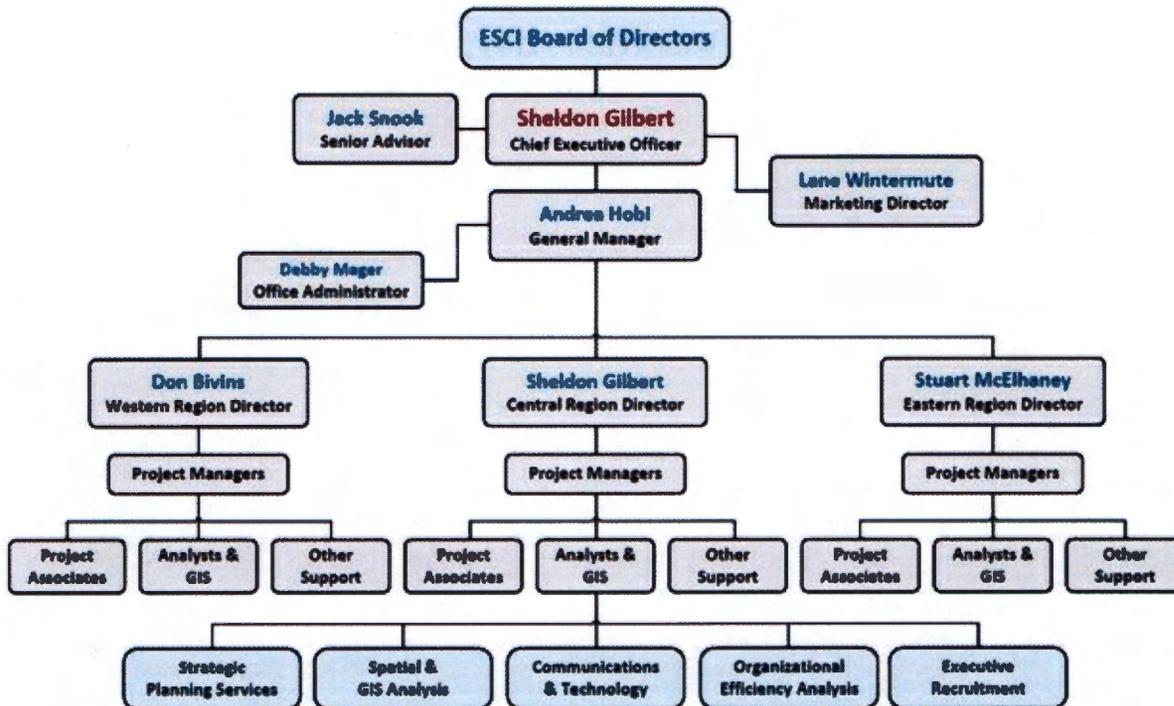
Central Region

Sheldon Gilbert, ESCI CEO/Regional Director
 Po Box 641
 Argyle, TX 76226-9998
 Phone: 940.453.1366
 Email: sheldon.gilbert@esci.us

Eastern Region

Stuart McElhane, Eastern Regional Director
 Phone: 352.572.5190
 Email: stuart.mcelhane@esci.us

ESCI Organizational Chart



Project Understanding and Methodology

Project Understanding

The intent of this scope of work is to produce a Standards of Cover document that is fully compliant with industry best practices in the field of deployment analysis. This evaluation and analysis of data will be based on nationally recognized guidelines and criteria, including recognized National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to emergency services, and generally accepted practices within emergency services. All methodology used in this Standard of Cover analysis of the department will closely follow the methodology described in the *Standards of Response Coverage, 5th Edition*, published by the Commission on Fire Accreditation International (CFAI) and the Center for Public Safety Excellence. Further the intent is to provide a detailed analysis of the current command structure for efficiency and effectiveness.

ESCI understands the complexity and realized benefits of cooperative service models such as the Verdugo Cities Fire and Rescue Command. Enhancing economies of scale, reducing redundancy and increasing service delivery capacity are key elements to the existing fire rescue command structure that have the potential to be enhanced in the future. ESCI has conducted many studies in California that utilize a variety of statutory, regulatory, CAL LAFCO and other cooperative service options that have successfully addressed the core elements of greater efficiency, effectiveness and increased service levels while preserving local control, local identity and desired local determination of service levels.

ESCI is prepared to conduct a Standards of Cover study, with an enhanced focus on facilities and shared command staff structures and functions. ESCI will provide administrative, operational, geo- special, financial and cost allocation analyses that provide in-depth analysis of current conditions and models, which will provide future options and methods for enhanced effectiveness and service delivery. Current and future analyses will be accompanied by realistic and sustainable recommendations for the future. In addition, ESCI will provide Verdugo Command Staff with financial and staffing modeling tools that can be utilized after the report is delivered to conduct additional analysis and modeling with varied assumptions, staffing levels, cost allocation and participation options.

Methodology

ESCI's methodology reflects our understanding of your expectations and our experience in working with fire protection agencies in communities of similar size and character throughout North America. Key elements of ESCI's methodology include:

- A clear understanding of the project background, goals and objectives, and the complex issues that must be addressed.
- A comprehensive, well designed, and practical work plan that provides opportunities for stakeholder input.
- The utilization of the latest web-based communications technology, computer modeling, and geographic information systems (GIS).
- The commitment of sufficient professional resources and an ability to complete the project successfully meeting or exceeding the outlined scope and deliverables within the desired period at a reasonable cost.
- The production of a written report that provides systematic observation, analysis, and recommendations for all components and organizational systems.

ESCI's project methodology is augmented by the utilization of web-based communication technology. Utilizing Dropbox®, ESCI will create a secure project site that enables the client and project team members to collaborate and communicate throughout nearly every phase of the project. ESCI can also conduct virtual meetings via web conferencing software. This capability allows the project team to display and review documents, maps, and

illustrations in real-time, and provides the client with the opportunity to give immediate feedback to the project team. In addition to creating a more efficient work environment, the client benefits from lower travel costs by eliminating on-site reviews of draft documents.

Effective Project Coordination and Management

When engaged, all work progress is measured against a work plan, timetable, budget, and deliverables. During the project, team members confer frequently to discuss progress as well as new or unanticipated issues. Our project management methodology ensures that services and activities are efficiently conducted and are focused, coordinated, and logical. All project team members are available for the duration of the project.

The selection and experience of the project manager is important to the success of this project. ESCI is offering in Joe Parrott a project manager who will:

- Manage the development and coordination of a project work plan.
- Have the ability to work closely with VFR representatives.
- Facilitate project team meetings to share project findings and ideas.
- Provide direction based on experience in similar situations and knowledge of organizational staff analyses.

The following phases and tasks will be completed to produce the final report and recommendations. This methodology has been developed specifically for this project based on our understanding of your expectations. ESCI will utilize approaches, tools, and techniques proven through experience to provide the kind and quality of information needed to make objective, informed decisions.

The evaluation and analysis of data and other information will be based on local standards, National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, Commission on Fire Accreditation International (CFAI¹) self-assessment criteria, health and safety requirements, federal and state mandates relative to emergency services.

The proposed methods, procedures, and anticipated deliverable items of this project have been organized into phases. Each project phase is described in detail below and on the following pages.

Assumptions

This scope of work is developed on the premise that the necessary information to adequately assess the VFR's current and potential future state is readily available and in a form, which facilitates external analysis. This contemporary information includes but is not limited to financial records, service demand data, GIS data files, and other records and data necessary to conduct a thorough external analysis. ESCI assumes the VFR will fully cooperate in this study and will provide the requested data without cost and in a timely manner. If any of these assumptions are found not to be the case causing significant delay or excessive effort on ESCI's part to gather or recreate data, ESCI will immediately notify the VFR and discuss appropriate remedies. Such delays or excessive effort beyond ESCI's control may result in additional effort performed on a time and materials basis over and above the mutually agreed contracted amount.

¹ The CFAI organization is now a subsection of the Center for Public Safety Excellence (CPSE) but maintains its prime function of accrediting fire agencies.

SECTION II – WORK PLAN AND WORK SCHEDULE

Phase I: Project Initiation

Project Initiation & Development of Work Plan

ESCI will develop a project work plan based on the scope of work and converse with the community's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for this project. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Time table for each task to be completed
- Method of evaluating results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This exchange will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual arrangements.

Acquisition & Review of Background Information

ESCI will request pertinent information and data from the organization's assigned project manager. This data will be used extensively in the analysis and development of the master plan document. The documents and information relevant to this project will include, but not be limited to, the following:

- Past or current fire department studies or research
- Community Comprehensive Plan documents, including current and future land use information
- Local census and demographics data
- Zoning maps and zoning code
- Financial data, including expenditure and revenue budget summaries for 3 to 5 years
- Department Standard Operating Guidelines (SOGs) and service delivery practices
- Current service delivery objectives and targets
- Facilities and apparatus inventories and condition assessments
- Automatic and mutual aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data in computer format
- Computer-Aided Dispatch (CAD) incident records in computer format
- Local Geographic Information Systems (GIS) data

Phase II: Evaluation of Current Conditions

ESCI will conduct an analysis of the department and its current performance based on the elements included in the following components. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery can be measured.

Component A: Description of Community Served

An overview of the organization and communities will be developed evaluating:

- Service area general population and environment
- History, formation, and general description of the fire agency
- Governance and lines of authority
- Organizational design
- Operating budget, funding, fees, taxation, and financial resources

Component B: Review of Services Provided

The services currently provided by the department will be evaluated. Areas to be considered include:

- Description of the current service delivery infrastructure
- Review firefighter/EMS staff distribution and assignment
- Review administration and support staffing levels. This will include a detailed review of the effectiveness and efficiency of the shared command structure serving all three communities
- Review operational staffing levels
- Review staff allocation to various functions and divisions
- Review any current or draft performance goals, objectives, and measures
- During this component, an inventory of current major capital assets (facilities and apparatus) will be provided. An assessment of the current condition and suitability for delivery of services will be provided. This evaluation will include:
 - Facilities – List and make observations about the condition and location of current fire stations. Items to be contained in the report include:
 - Design
 - Location
 - Condition
 - Functionality
 - Apparatus / Vehicles - List and make observations regarding inventory of apparatus and equipment. Items to be reviewed include:
 - Age, condition, and serviceability
 - Distribution and deployment

Component C: Definition of Performance Zones

Within this analysis, the service area will be evaluated based on population density that will be used in the development of current performance objectives and future performance goals. The following fire management zones, or service delivery zones, will be used:

- Metropolitan – Populations over 200,000 with a density of over 3,000 per square mile
- Urban – Populations over 30,000 with a density of over 2,000 per square mile
- Suburban – Populations over 10,000 with a density of 1,000 to 2,000 per square mile
- Rural – Populations less than 10,000 with a density of less than 1,000 per square mile
- Wilderness – Areas not readily accessible by publicly or privately maintained roadways

ESCI will use the fire management zones noted above combined with input from stakeholders to recommend the appropriate level of service for each zone.

Component D: Community Risk Assessment

ESCI will conduct an analysis of community fire protection risks, growth projections, land uses and interpret their impact on emergency service planning and delivery. Land use, zoning classifications, ISO fire flow data, occupancy data, and demographic information will be used, along with specific target hazard information, to analyze community fire protection risk by geography and type. The assessment will identify risk at the sub-regional level using geographic divisions that are compatible with other community planning activities if possible.

ESCI will use local data combined with available Geographic Information System (GIS) data to evaluate the physical risks of the community to include:

- Overall geospatial characteristics including political and growth boundaries, construction and infrastructure limitations
- Topography including response barriers, elevation extremes, and open space/wildland interface
- Transportation network including roads, rail lines, airports, and waterways
- Physical assets protected including buildings, utility systems and other important infrastructure

An interpretation of available census data, community development data, and other information will be provided indicating:

- Population history
- Census-based population and demographic information
- Community planning-based population information
- Transient population and demographic information (to the extent data is available)
- Population density
- Community risk by land use designation
- Hazardous substances and processes
- Non-structural risk

ESCI will evaluate the current and potential workload of the department and relate that analysis to the previously described community risk

- Demand study that will analyze and geographically display current service demand by incident type and temporal variation.
- Unit workload and current unit hour utilization
- Potential workload based on current and projected utilization rates compared with expected community growth

Component E: Review of Historical System Performance

Review and make observations in areas specifically involved in, or affecting, service levels and performance. Areas to be reviewed shall include, but not necessarily be limited to:

- Historical Performance Summary
 - Analysis of actual system reflex time performance, analyzed by individual components from initial receipt of call to arrival of the first-due and full effective response force.
- Distribution Study
 - Assessment of the current facility and apparatus deployment strategy, analyzed through geographical information systems software, with identification of service gaps and redundancies in initial unit arrival.
- Concentration Study
 - Analysis of capability to achieve full effective response force within target response times
 - Analysis of company and staff distribution as related to effective response force assembly
- Reliability Study
 - Review of actual or estimated failure rates of individual companies (to the extent data is available)
 - Analysis of call concurrency
- Mutual and automatic aid system contribution to performance

Phase III: Client Review of a Findings Report and Community and Stakeholder Input

The ESCI project team will conduct interviews with and gather information from key personnel including:

- Elected or appointed officials
- Fire department managers and other key staff members
- Community planning staff
- Community members and key stakeholders (Town Hall Meetings)
- External Fire and EMS agencies within the region, if applicable
- Medical facilities, medical director for regional or community EMS, if applicable
- Employee groups
- Others as they may contribute to this project

From these interviews, ESCI will obtain additional perspective on operational, economic, and policy issues facing the agency. In addition, the project team will learn more about the community's expectations of its fire agency.

Phase IV: Establishment of Performance Goals

Component F: Performance Goals and Measures

An appropriate set of goals will be developed for the department specific to the nature and type of risks identified as common and predictable to the community. The goals and objectives shall be developed with respect to the following:

- Distribution – Initial attack (first due) resources for risk-specific intervention
- Concentration – Effective response force assembly, or the initial resources necessary to stop the escalation of the emergency for each risk type

Phase IV: Development, Review, and Delivery of Standards of Cover Report

Component G: Overall Evaluation, Conclusions, and Recommendations to Policy Makers

ESCI will develop and analyze various operational models for providing emergency services with the specific intent of identifying those options that can deliver the optimum levels of service identified in the previous task at the most efficient cost. Recommendations will be provided identifying the best long-range strategy for service delivery and the impact of initiating such a strategy.

ESCI will develop one or more short, mid, and/or long-range options for resource deployment that will improve the region's level of service towards the identified performance goals and/or provide desired levels of service at a reduced cost. This may include, but is not necessarily limited to, specific recommendations regarding:

- Operational changes that would improve performance
- Non-traditional deployment opportunities
- Any relocation of existing facilities.
- General locations of future necessary fire stations.
- Selection and deployment of apparatus by type.
- Deployment of operations personnel.
- Deployment of special units or resources
- Structure and function of the Verdugo Cities Fire Rescue Command for improvement of the shared command structure

ESCI will evaluate and present in graphical and descriptive format for the deployment option(s):

- Degree of benefit to be gained through its implementation.
- Extent to which it achieves established performance goals.
- Potential negative consequences

Development and Review of Draft Project Report - ESCI will develop and produce three copies of a draft version of the written report for review by the client and client representatives. Client feedback is a critical part of this project and adequate opportunity will be provided for review and discussion of the draft report prior to finalization. Review of the draft will be performed through web-based video conferencing. The report will include:

- An executive summary describing the nature of the report, the methods of analysis, the primary findings, and critical recommendations.
- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary
- Appendices, exhibits, and attachments as necessary

Delivery of Final Standards of Cover Document - ESCI will complete any necessary revisions of the draft and produce ten publication-quality bound and electronic final versions of the written report.

As directed by the Verdugo Fire Rescue Command ESCI will make up to, four formal presentations of the project report will be made by ESCI project team member(s) to staff, elected officials, and/or the general public and will include the following:

- A summary of the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Supportive audio-visual presentation
- Review and explanation of primary supportive charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed

All presentation materials, graphics, and written material will be provided to the client at the conclusion of the presentation(s)

SECTION III - FIVE YEAR EXPERIENCE

Select Clientele, 2010 – 2016

Client	Project
Alachua County, FL	Master Plan
Alameda, CA	Strategic Plan
Albany/Corvallis, OR	Collaborative Effort Feasibility Study
Albemarle CO FR, VA	Officer Development Program
Albion, NY (Village of)	Fire and EMS Review
Anacortes FD/West Skagit County, WA	Fire and EMS Cooperative Services Facilitation
North Snohomish County, WA	Cooperative Services
Arvada Fire Protection, CO	Standards of Cover
Arvada/Fairmont, CO	Feasibility Study
Astoria, OR	Internal Review
Avon Lake, OH	Cooperative Agreement/Consolidation
Bainbridge Township, OH	Facility Deployment and Staffing Study
Bangor, ME	Fire Department Management Study
Barnstable Fire Department, MA	Facility Location Study
Bay Area Economics, CA	Financial Consulting
Bemidji, MN	Feasibility Study
Bend, OR	Cooperative Services Study
Benson, MN	Shared Services Feasibility Study
Berger ABAM, WA	Vancouver (WA) Fire Service Delivery Assessment
Boise, ID	EMS Master Plan, Standards of Cover
BonTerra Consulting	Evacuation Plan
Boone County, MO	Executive Search
Boring FD, OR	Administrative Support Plus
Boring/Clackamas Fire Districts, OR	Cooperative Services
Boulder Rural, CO	Retreat Facilitation, Strategic Plan
Boulder Rural/Mt. View, CO	Feasibility Study
Brook Park, OH	Emergency Services Facility Closure Study
Brookhaven, NY	Financial Analysis, Fire Department Dissolution Feasibility Study

Client	Project
Brookline, MA	Technology Integration Consulting
Brooklyn Park (North Hennepin), MN	Fire Department Shared Services Study
Buhl, ID	Annexation Feasibility Study
Burbank, CA	Fire Department Comprehensive Review
Burning Mountains, CO	Management Consulting
Canby Rural Fire District #62, OR	Sustainability Study
Carlisle, PA	Deployment Analyses
Carlton, MN	Shared Services Feasibility Study
Central Jackson County (Blue Springs), MO	Dispatch Evaluation/Feasibility Regionalization
Central Kitsap Fire & Rescue, WA	Executive Search
Central Valley, MT Fire District	Station Location
Chaffee County, CO	Feasibility Study
Charleston, SC	Executive Recruitment
Chino Valley Independent Fire District, CA	Standards of Cover
Chula Vista, CA	Deployment Analysis, EUC Modeling Update, Fiscal Analysis of Fire Facility Master Plan, Deployment Analysis, Trigger Points for Village 9 Fire/EMS Services
Clark County, WA FD #5	Annexation Feasibility Analysis, Fire Authority Feasibility Study
Clark County, WA FD #6	Executive Search
Clayton, MO	Consolidation Study
Cloquet Area Fire District, MN	Strategic Plan, Review & Financial Analysis
Coeur D'Alene, ID	Kootenai County EMS System
Cohocton, NY (Town of)	EMS Consolidation Feasibility Study
Columbia 911 Communication District, OR	Executive Search
Columbia Heights, MN	Shared Services
Corcoran, MN	RFP Support Services
Corvallis PD, OR	Regional Communications Center Feasibility
Costa Mesa, CA	Fire Station Location/Response Time Modeling

Client	Project
Cowlitz #2 F & R, WA	Admin Services Retainer
Curry County Health District, OR	Community Attitude Survey
Danville, VA	EMS Agency Evaluation, Fire Station Location Study
Dauphin County, PA	Comprehensive Emergency Services Study
Davidson, NC	Station Location Study
Depoe Bay FPD/Newport FD, OR	Impact Assessment of Consolidation Study
Douglas County, OR	Dispatch Center Feasibility Study
Eagle Fire Department, ID	Agency Evaluation
East Pierce County FPD #22, WA	Capital Facilities Consulting
East Pierce Fire & Rescue, WA	Staffing and Deployment Analysis
Edmond, OK	Organizational and Operational Efficiency Analysis
Estacada Fire District, OR	Volunteer Recruitment Retention Strategic Plan and Administration Support Plus
Eugene Fire & EMS Department, OR	Feasibility Study
Evans, CO	Fire and Emergency Services Study
Everett, WA	Strategic Plan
Ferndale (Michigan Muni League), MI	Shared Services Study
Florence County, SC	Fire and EMS Evaluation
Franklin Township, NJ	Update of the Resource Deployment Analysis, Master Plan
Ft. Lauderdale, FL (With Stewart Cooper Newell Architects)	Station Location
Georgetown, TX	Master Plan
Gladstone, OR	Focused Management Review
Grand Traverse Metro Emergency Services Authority, MI	Evaluation of Potential Regionalization/Consolidation of Operations
Groton, CT	Survey of Fire Staffing Services
Guilford County, NC	Fire Service Agency Evaluation
Hailey-Wood River FPD, ID	Fire and Emergency Medical Services Study
Hamel-Lorretto, MN	Cooperative Efforts Feasibility Study

Client	Project
Hermiston, OR	Regional Fire and EMS Consolidation Study
Hibbing, MN	Shared Services
Highlands Ranch Metropolitan District, CO	Emergency Services Options Analysis
Hillsboro, OR	Executive Search
Hillsborough County, FL	Performance Audit
Honolulu Fire Department, HI	Merger Feasibility Study – EMS and Fire
Houston, TX	Executive Recruitment
IAFC, VA	Conference Facilitation
Imperial County, CA	Strategic Master Plan
Irvine, CA	Services Cost Analysis
Island County FD #3, WA	Executive Search
Jackson County FD #3, OR	Interim Chief, Executive Search Fire Chief, Facilities and Equipment Maintenance Study, Focused Management Review
Kannapolis, NC	Standards of Cover Analysis
Kansas City, MO	Fire/EMS CAD and RMS Integration, Standards of Cover and Strategic Plan
Kansas City/MAST, MO	Strategic Integration
Keizer Fire District, OR	Executive Search, Citizen's Advisory Group
King County Fire District 20, WA	Executive Recruitment
Kirkland, WA	Strategic Plan, Standards of Cover
Kootenai County EMS System, ID	Master Plan
La Pine Rural Fire District, OR	Executive Search
Lafayette, OR	Cooperative Services
Lake and McHenry Counties Fire Departments, IL	Strategic Plan Facilitation
Lakeside-Show Low-Pinetop, AZ	Cooperative Services Study
Lane County FD #1, OR	Executive Search with a Comprehensive Background Investigation
Larkspur Fire Protection District, CO	Fiscal Analysis
Lewiston, ID	EMS Master Plan
Lincoln County (Depoe Bay), OR	Collaborative Effort Feasibility Study
Littleton, CO	SOC and Strategic Plan

Client	Project
Littleton/Englewood, CO	Feasibility Study
Lompoc, CA	Master Plan, Assessment Center
Madison, OH	Evaluation and Master Plan
Malta, NY	Master Plan
Maplewood, MO	Consolidation Study, Standard of Cover
McKinney, TX	Operational Review of the Fire Department
McMinnville Police Department, OR	Strategic Plan Facilitation
McNulty People's Utility District, OR	Community Attitude Survey
Medford, OR	Master Plan
Medford/Jackson Co. 3, OR	Cooperative Services Study
Meeker (Rio Blanco) CO	EMS Director Recruitment, Master Plan
Meridian, ID	Fire Department Strategic Plan
Mid-Columbia Fire and Rescue, OR	Division Chief Executive Recruitment, Strategic Plan
Minneapolis, MN	Fire Department Evaluation/Master Plan
Minnetrissa, MN	Shared Services Feasibility Study, Police Feasibility Study
Missoula Rural Fire District, MT	Emergency Services Master Plan
Monterey Park, CA	Fire Service Analysis
Mound, MN	Police Feasibility Study
Mt. Angel Rural Fire Protection, OR	Administration Support
N Washington FPD/SW Adams Co FD, CO	Financial Feasibility Study
North Kitsap Fire & Rescue, WA	Cooperative Efforts Feasibility Study
Nehalem Bay, OR	Executive Search
New Hanover County, NC	Master Plan/Feasibility Study
Newport Beach Fire Department, CA	Agency Evaluation, Standards of Coverage, Cooperative Services Feasibility Study, Strategic Plan
North Suburban 911 Center Des Plaines, IL	Quality Dispatch Solutions Communications Study
Northern Lakes Fire Protection District, ID	Service Contract Development, Validation of Perceived Needs
Northfield, MN	Consolidating Fire Services
Northshore, WA	Evaluation/Cooperative Efforts

Client	Project
Olivette, MO	Consolidation Study
Orange County Fire Authority, CA	Strategic Plan, Standards of Coverage
Palatine Rural Fire Protection District, IL	Strategic Plan Facilitation
Parkersburg, WV	Master Plan
Patterson/West Stanislaus, CA	Joint Agencies Strategic Plan
Polson Fire District, MT	Agency Evaluation
Port Ludlow Fire and Rescue, WA	Executive Search, Strategic Plan, Executive Recruitment
Poulsbo, WA	Feasibility Study
Quincy, WA	Fire Services Alternatives Study
Ramsey, MN	Shared Services Study
Regional Emergency Dispatch Center (Red Center), IL	Comprehensive Plan Update and Expansion Review
Reno, NV	Standards of Coverage Study with Truckee Meadows Fire Protection District
Richmond Heights, MO	Consolidation Study
Rifle Fire Protection District, CO	Cooperative Feasibility Study
Rifle/Burning Mountain, CO	Management Consulting
Salem, OR	Standards of Cover
Shaker Heights/University Heights, OH	Feasibility Study
Smyrna, GA	Executive Recruitment
Spokane, WA	Standards of Coverage and Annual Update
Tualatin Valley Fire and Rescue, OR	Volunteer Recruitment and Retention
Wausau, WI	Organizational Review of the Fire Department

SECTION IV - REFERENCES

Santa Rosa – Rincon Valley, California

Project: Feasibility Study Analysis Report

Project Manager: Sheldon Gilbert

Contact: Tony Gossner, Fire Chief

2373 Cercadian Way

Santa Rosa, CA 95407

Phone: (707) 543-3530

Email: agossner@srcity.org

Project Description: Emergency Services Consulting International (ESCI) was engaged by the city of Santa Rosa Fire Department (SRFD) to conduct a Cooperative Services Study involving the Santa Rosa Fire Department and the Rincon Valley Fire Protection District (RVFPD). Both agencies have a long-standing and established integrated working relationship. As a result of the long-standing history and coordination between these

<p>agencies, the question was raised regarding the ability and practicality of the City of Santa Rosa Fire Department (SRFD) providing contract for service fire protection to the Rincon Valley Fire Protection District (RVFPD). As a result of this inquiry, this study was commissioned.</p>	
<p>Newport Beach, California</p>	
<p>Project: Agency Evaluation, Standards of Cover, Cooperative/Shared Services Study, and a Strategic Plan</p>	<p>Contact: Scott Poster, Fire Chief 100 Civic Drive/PO Box 1768 Newport Beach, CA 92658</p> <p>Phone: 949-644-3101</p> <p>Email: nswiontek@nbfd.net</p>
<p>Project Description: ESCI conducted an Agency Evaluation, Standards of Cover, Cooperative/Shared Services Study, and a Strategic Plan for the Newport Beach Fire Department (Nbfd). The project report was broken into three different reports. The first report included the Agency Evaluation and Cooperative/Shared Services portion that reviewed the current operations and management, and was meant to evaluate and improve efficiency and effectiveness of the services provided to the community. The second report included the Standards of Cover portion, which closely followed the Center for Fire Public Safety Excellence (CPSE) Standards of Coverage model. The purpose of this report was to assist Nbfd in ensuring a safe and effective response force for fire suppression, emergency medical services, and specialty response situations. Finally, the third report was the Strategic Plan, which created mission, vision, value statements, and identified important functions and services that are provided to the community. The strategic planning process then created goals, and objectives to meet those goals along with a timeline of completion.</p>	
<p>Palo Alto, California</p>	
<p>Project: Standards of Coverage Project Manager: Joe Parrott</p>	<p>Contact: Amber Cameron, Strategic Operations Manager Eric Nickel, Fire Chief City of Palo Alto Public Safety Department 250 Hamilton Avenue, Palo Alto, CA 94301</p> <p>Phone: 650-329-2184</p> <p>Email: fire@cityofpaloalto.org</p>
<p>Project Description: Emergency Services Consulting International (ESCI) was engaged by the city of Palo Alto, California, to produce a Standards of Cover document that was fully compliant with industry best practices in the field of deployment analysis. This evaluation and analysis of data was based on nationally recognized guidelines and criteria, including recognized National Fire Protection Association (NFPA) standards, Insurance Services Office (ISO) schedules, any federal and state mandates relative to emergency services, and generally accepted practices within emergency services. All methodology used in the Standard of Cover analysis of the department was closely followed the methodology described in the "Standards of Response Coverage, 5th Edition", published by the Commission on Fire Accreditation International (CFAI).</p>	

SECTION V - PROJECT PERSONNEL

PROJECT TEAM

Emergency Services Consulting International has assigned the following associates to the project. All team members will be available for the duration of the project. Along with the project team, ESCI's staff will be available to assist on the project as needed.

Team Member	Responsibilities
Joe Parrott, Project Manager	Project Manager/Client Liaison; responsible for the content and quality of the project and will ensure that the project is accomplished on schedule and within budget. Specific focus on community risk, system performance, and recommendations for improvement.
Peter Bryan, Associate Consultant	Community and other stakeholder interviews, evaluation of the shared command structure
Rob Strong, GIS Analyst	Community risk, system performance, historic and future workload, GIS analysis, recommendations for improvement
Stuart McElhaney, Regional Manager	Financial Analysis and evaluation of the shared command structure
Steve Streissguth	Facilities and apparatus assessment

Joe Parrott, Project Manager



Chief Parrott recently retired after 38 years of very diverse fire and emergency services experience. Chief Parrott served for 15 years as fire chief for the City of Gresham, Oregon and six years as deputy fire chief/fire marshal for the City of Salem, Oregon. He has attained the professional designation of Chief Fire Officer awarded by the Center for Public Safety Excellence.

Chief Parrott has managed emergency services evaluations, growth management studies, strategic planning processes, and fire service standards of coverage and deployment plans across the country. Previous clients include the Kansas City Fire Department (MO), Orange County Fire Authority (CA), Spokane Fire Department (WA), Philadelphia Fire Department (PA) San Bernardino County Fire Department (CA), Reno Fire Department (NV) and numerous similar sized and smaller fire agencies. He has also facilitated strategic plans for state and national organizations including the National Fallen Firefighters Foundation, National Volunteer Fire Council, and others.

Chief Parrott is a frequent presenter at regional, state, and national conferences including the Western Fire Chiefs Association, the Oregon Fire Chiefs Association, and the IAFC Webinar series.

Chief Parrott has an Associate Degree in Fire Science and a Bachelor Degree in Management, as well as extensive incident command and emergency management education and experience.

Educational Background

- BS Degree in Management, City University, Bellevue, WA
- AS Degree in Fire Command and Administration, Fort Steilacoom CC
- Extensive Incident Command System Training including: Operations Section Chief; Incident Commander; Command and General Staff

Professional Experience

- 43 years diverse and progressive fire and emergency services experience
- 18 years as Fire Chief – 15 at Gresham, Oregon
- Deputy Chief/Fire Marshal, Salem Fire Department, Salem, OR
- Senior Consultant, Emergency Services Consulting International

Relative Experience

- Chairman, Regional Incident Command System Steering Committee
- Chairman Bureau of Emergency Communications Users Board
- Oregon Fire Chiefs Association
- International Association Fire Chiefs
- Oregon Fire Chiefs Association representative to the League of Oregon Cities
- Urban Interface Specialist, National Wildfire Incident Management Team
- Interim Community Development Director, Gresham, Oregon
- Emergency Services sub-committee chair – Oregon Seismic Rehabilitation Grant Program

Associated Professional Accomplishments

- Oregon Incident Command System Task Force
- League of Oregon Cities “Innovation Award”
- International Association of Fire Chiefs “Award of Merit”
- Oregon Jaycee’s “Great Young Person”
- Created regional service delivery system - four cities and one fire district
- Created partnerships with local police agency for dive rescue and hazardous materials emergency response

Summary of Projects

Chief Parrott has been the project manager of some of the more challenging projects undertaken by ESCI. Following is a partial list of the projects he has managed.

Evaluations

Orange County Fire Authority, CA	Polk County Fire District No. 1, OR
North Los Angeles County Fire Agencies	Pierce County Fire District 8, WA
Maui County Fire Department, HI	Jefferson Fire District, WA
North San Diego County Fire Agencies	North County Fire Protection District, CA
Washoe County, NV	

Standards of Cover, Staffing/Resource Deployment, and Station Location Studies

Carmel, IN	Spokane, WA
Billings, MT	Orange, CA
Kansas City, MO	Nanaimo, BC
Reno, NV	Richland, WA
Salem, OR	Belton, TX
Meridian, ID	Winston-Salem, NC
Monroe Fire Department, WA	Maple Valley Fire District, WA

Washoe County, NV
 Medford, OR
 Palo Alto, CA
 Newport Beach, CA
 Scottsdale, AZ

Vancouver, WA
 Arvada, CO
 Kirkland, WA
 Littleton, CO
 Sandy Fire District, OR

Master Plans

Paso Robles, CA
 Battle Creek, MI
 Keizer Fire Department, OR
 Medford, OR
 Lompoc, CA

Hesperia Fire Department, CA
 Tamarac, FL
 Bonita Springs, FL
 South Lane Fire & Rescue, OR

Strategic Plans

Kansas City, MO
 Polk County Fire Department No. 1, OR
 National Volunteer Fire Council
 National Fallen Firefighters Foundation
 Maui County Fire Department, HI
 Truckee Meadows FPD, NV

Clark County Fire Department No. 6, WA
 Orange County Fire Authority, CA
 Oregon Fire District Directors Association
 Oregon Volunteer Firefighters Association
 Salem Fire Department, OR

Fleet Management Evaluation

Olympia Fire Department, WA

Financial Assessment

San Bernardino County Fire Department, CA

Resource Re-deployment Analysis

Philadelphia Fire Department, PA

Peter M. Bryan, Associate Consultant



Summary of Qualifications

Mr. Bryan has enjoyed 40 years in Public Safety with 28 years of Public Administration in Fire Chief and Chief Officer Positions. He has developed four comprehensive fire and emergency services strategic plans and responsible for adoption by the governing City Council. Serving as Interim Fire Chief for agencies in 2010; 2011-12; and 2014 his experience included implementing Paramedic programs and improving services in two other agencies. Mr. Bryan offers extensive experience in developing and implementing fees and other revenues, and cost containment practices in four agencies.

Work Experience

- California State University *Adjunct Faculty – Part Time*
- Mt. San Antonio College *Adjunct Faculty – Part Time*
- Chaffey College *Adjunct Faculty – Part Time*

- City of Hemet Fire Department *Interim Fire Chief*
- City of Norco Fire Department *Interim Fire Chief*
- Wheatland Fire Authority *Interim Fire Chief*
- City of Rancho Cucamonga Fire District *Fire Chief*
- City of Monrovia Fire Department *Fire Chief*
- City of Norco Fire Department *Fire Chief*

Education

- Pacific Western University - *Master of Science Fire Protection Administration*
- California State University - *Bachelors of Science Fire Protection Administration and Technology*
- California State Fire Marshal Training and Education System - *Fire Chief and Chief Officer Certification*

Publications and Instructor Experience

- Author: *Fire Engineering*
- League of CA Cities 2013 and 2015 *Leading Change in the New Reality*
- IAFC FRI 2013 Performance Evaluations, *Leading Change in the New Reality; 2012 Wellness and Workers Compensation*
- CA Fire Chiefs - *2012 Managing the Difficult Times*

Professional Affiliations

- Governor's Appointment: California 911 Advisory Board – 2005-2013
- Professional Member: Society of Fire Protection Engineers
- Committee Member: International Association of Fire Chiefs
- Board Member: California Fire Chiefs Association – 1996-2010

Rob Strong, Associate Consultant—GIS Specialist



Rob Strong has been involved in emergency services in Oregon over 30 years. Mr. Strong has 13 years of experience performing geographic information system (GIS) analysis and cartography work while serving as a fire captain/paramedic with the Bend Fire Department in Bend, Oregon. Rob retired as a fire captain/paramedic in 2006 after 26 years with the Bend Fire Department. He continues to work part time as a GIS and statistical analyst for the Department.

Mr. Strong's GIS duties at the Bend Fire Department have included developing a GIS data set to replace hand drawn map books, integrating fire department GIS data with a regional 911 communication center's data, and GIS analysis of the local road network to support a proposed fire station location. He performed GIS analysis as part of a deployment plan written by the Bend Fire Department and adopted by the Bend city council. Additionally, he has worked with a private vendor-ALSEAGEOSPATIAL, Inc., to develop a mobile mapping GIS data set that is used on both fire and police department mobile data terminals. Mr. Strong is responsible for GIS analysis of incident data and makes recommendations concerning staff and apparatus placement to insure compliance with department response goals.

Educational Background

- Data Analysis & Presentation For the Fire Service Using Microsoft Excel, Center for Public Safety Excellence
- Associate of Applied Science – Structural Fire Science, Central Oregon Community College, Bend Oregon
- 35 quarter credit hours course work – GIS, Central Oregon Community College, Bend Oregon
- GIS Specialist for Incident Management Teams, National Wildfire Coordination Group – Department of Public Safety Standards and Training, Salem Oregon

- EMT-Paramedic, Central Oregon Community College, Bend Oregon

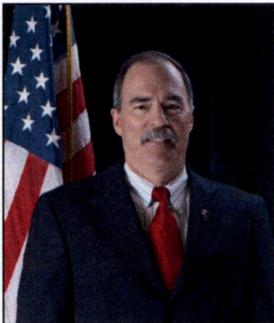
Professional Experience

- Associate Consultant, Emergency Services Consulting International
- GIS Analyst, Bend Fire Department
- Fire Department Consultant, Alseageospatial, Inc., Corvallis Oregon
- Fire captain/Paramedic, Bend Fire Department
- Flight Medic, Air life of Oregon, Bend Oregon
- Fire engineer/Paramedic, Bend Fire Department
- Volunteer Firefighter, Hoodland Fire Protection District, Welches Oregon

Professional Accomplishments

- GIS Specialist, Oregon State Fire Marshal-Incident Management Teams
- Successful Department of Homeland Security Grant Process – resulted in the purchase of mobile data terminals and software for Bend Fire Department.
- Implementation of GIS position and purchase of GIS software and hardware for Bend Fire Department

M. Stuart McElhane, Eastern Regional Director-Finance



Stuart joined Marion County as Fire Chief in March of 1994, and was appointed Assistant County Administrator for Public Safety in April 2009 serving in a dual capacity. Stuart was born in Virginia and raised primarily in Virginia and Texas. His post-secondary educational experiences included the U.S. Merchant Marine Academy followed by the College of William and Mary where, in 1979, he received a B.S. in Geology. He attended the University of Tennessee earning an M.S. in Geology in 1981. For the next thirteen years, Stuart worked for Shell Oil Company as an exploration geologist in different regions around the world. While working for Shell in Houston, he volunteered for almost ten years with a large combination fire department where he served as Assistant Chief, earning a B.S. in Fire Administration from the University of Maryland in 1992. He

is a graduate of the four-year Executive Fire Officer (EFO) Program at the National Fire Academy in Emmitsburg, Maryland.

Stuart has served on the State of Florida Incident Management (Red) Team since 1998 in multiple capacities, including Planning/Ops Chief and Liaison Officer, on numerous major wildfire and hurricane deployments. He is nationally credentialed as a Liaison Officer and Structure Protection Specialist. He has been active on the Florida Region 3 Domestic Security Task Force since its inception and was instrumental in developing a multi-agency USAR Task Force. His key strengths are long range strategic and master planning using an analytical approach to optimize service delivery under a variety economic conditions and he has successfully completed several large multi-agency consolidation efforts saving taxpayers millions in annual recurring costs while achieving significant service level improvements. His role as Assistant County Administrator, several times acting in the absence of the County Administrator, has provided him with a broad view across all governmental functions.

Stuart is committed to the local community. As a graduate of Leadership Ocala/Marion Class IX, he served a combined six years on the Leadership Ocala/Marion Board of Directors. He has served as a trustee of Camp Kiwanis, on the Board of Directors of the Southeast-Burn Foundation at Shands and on a technical committee to the St. Johns River Water Management District. Stuart has a long history with the Florida Fire Chiefs Association (FFCA), serving as Vice Chair of the Wildland Urban Interface Committee and on the board of directors since 2000; serving as FFCA President from July 2009-July 2010. Stuart served as an adjunct fire service instructor at the bachelor's degree level at the University of Florida and consults nationally on local government public safety issues, including providing expert testimony to the US Department of Justice in coastal regions. Stuart is a Florida

licensed professional geologist and an American Association of Petroleum Geologists certified Petroleum Geologist.

He and his wife Sharla enjoy a variety of outdoor activities and miss their son Kyle, a 2010 graduate of the University of Florida who is currently proudly serving his country as a 1st Lieutenant in the USAF.

PROFESSIONAL EXPERIENCE

Eastern Regional Director, Emergency Services Consulting International (ESCI), 2016 - Present

- Develops/mentors teams of subject matter experts in emergency service fields of law enforcement, fire rescue, EMS, emergency management and communications to provide clients with high level, relevant and sustainable agency studies to improve service levels in their respective communities
- Conducts studies, special projects and provides input into professional reports in emergency services and general government service areas
- Leads teams performing executive search and professional testing services in the emergency services fields

Professional Consultant (Individually and with Almont Associates), 1994 - 2015

- Conducts studies, special projects and provides input into professional reports in the primary areas of fire rescue and EMS services and geotechnical evaluations.
- Conducts presentations, interviews and studies in all aspects of governmental service delivery including organization, planning, budgeting and operational concerns.

Assistant County Administrator, Marion County, Ocala, Florida 2008 - Present

- Senior leadership team member responsible for providing wide range of governmental services to 330,000 residents as well as visitors of 1650 sq. mile county, which included Ocala National Forest.
- Serves in absence of county administrator managing 1400 employees with oversight of a \$520 million annual budget and five elected county commissioners.
- Direct daily management of 842 employees and \$122.6 million budget for Fire Rescue/EMS, Public Safety Communications, Building Safety, 911 Management, Animal Services, Fleet Management, Facilities Management, Information Technology, Community Services and
- Veterans' Service and Airport Departments.
- Also served briefly as Acting Human Resources Director.

Fire Chief, Marion County Fire-Rescue Department, Ocala, Florida 1994 – Present

- Master planning for all aspects of a countywide full service Fire and EMS department.
- Manages 600 full-time paid personnel and 200 volunteers with \$53 million annual budget.
- Services managed include fire suppression, first responder medical, both emergency and nonemergency ambulance service, hazardous materials mitigation, USAR, medevac helicopter service delivery, dispatch center, communication systems, fire prevention, code enforcement, public education, Emergency Management, station location analysis, capital projects and all aspects of budgeting and service delivery.
- Member of the Florida Fire Chiefs Association Board of Directors, 2000-2011.

Adjunct Instructor, University of Florida, Gainesville, Florida 2010 – 2013

Assistant Fire Chief, Cy-Fair Volunteer Fire Department, Houston, Texas 1985-1994

- Master planning for all aspects of a combination Fire and EMS department.
- Managed 10 stations with 300 volunteer and part-time paid personnel.
- Services included fire suppression, EMS, first responder medical, hazardous materials mitigation, dispatch center, fire prevention.

Staff Geologist, Pecten International (Shell Oil Company subsidiary) 1988 – 1994

- International oil and gas exploration, supervised teams exploring for new petroleum opportunities in North Africa, Middle East and Eastern Europe.

Senior Geologist, Shell Oil Company, Houston, Texas 1981 - 1988

- Team member and team leader exploring for new petroleum opportunities in Alaska and mid-continental United States.

EDUCATIONAL BACKGROUND

- Bachelor of Science, Fire Service Administration, University of Maryland, 1992.
- Master of Science, Geology, University of Tennessee, 1981.
- Bachelor of Science, Geology, College of William and Mary, 1979.
- Executive Fire Officer Program, U.S. Fire Academy, 1998.

Steve Streissguth, Associate Consultant



Steve has been involved with the fire service for nearly 40 years, beginning as a volunteer firefighter at age 16. He began his professional career as a firefighter in 1977, during which he rose through the ranks holding the positions of Lieutenant, Battalion Chief, Division Chief, and Deputy Chief. Steve participated in 2 fire department consolidations. The result of the mergers left the City of Vancouver as the fourth largest fire department in Washington State. Steve held assignments of Training Chief, Fire Marshal, and Administration/Logistics Chief where he managed budget, facilities, and fire apparatus acquisition and replacement. Now retired after 33 years of professional service, Steve continues as a volunteer firefighter in his community assisting with apparatus and logistical support.

Educational Background

- Two years community college
- Executive Fire Officer-National Fire Academy
- Washington State Fire Service Instructor

Professional Experience

- Volunteer Firefighter 2010 to present
- Deputy Fire Chief 1998-2011
- Division Chief 1996-1998
- Battalion Chief 1983-1996
- Lieutenant 1980-1983
- Firefighter 1977-1980
- Volunteer Firefighter 1972-1978

Relative Experience

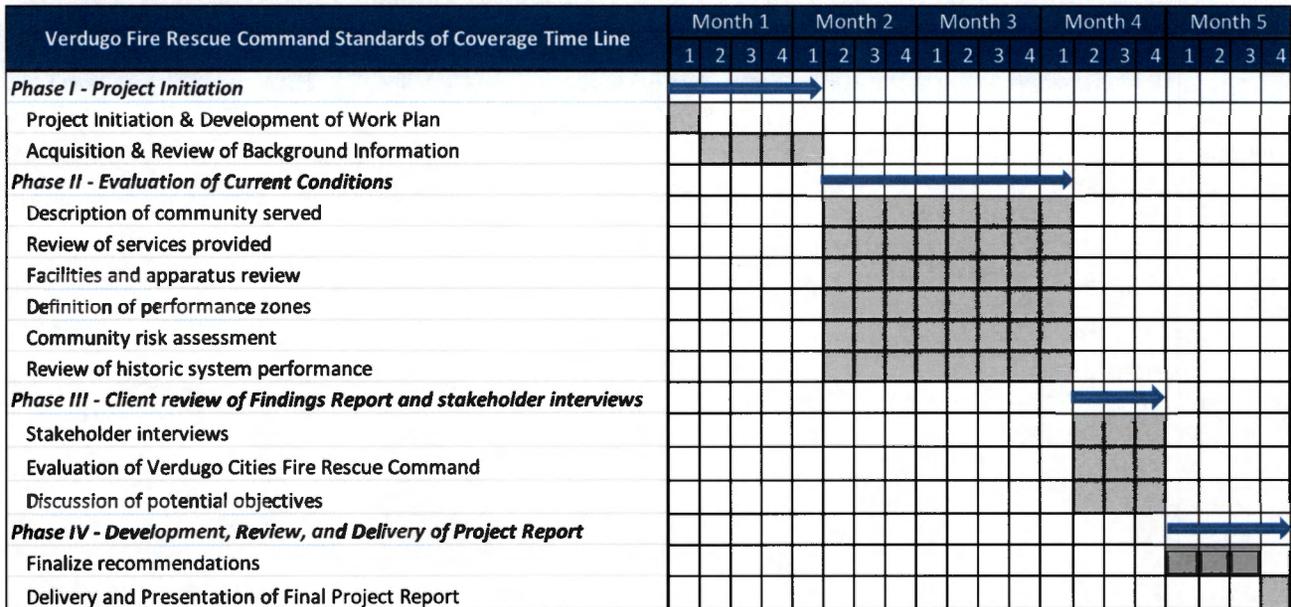
- Battle Ground Rose Float Committee board member 2009 to present
- Fort Vancouver 4th of July Celebration committee member 1977-1995
- Washington Type 2 Incident Management Team (Team 3) Supply Unit Leader 2008 to present
- 25-years of experience with specification/bid process management
- Fire station Project Manager on 3 new stations and numerous remodel projects
- Fire service architectural consultant 2009 to present
- Fire apparatus Enterprise Fund Manager for 18 years
- Washington State Fire Training Officers board member 1985-1991
- Member IAFC and Washington State Chiefs Association 1985-2010
- Emergency Vehicle Technician exam proctor 1998-2010

SECTION VI – Compensation Schedule based on hard deliverables

Project Completion Timelines

ESCI offers the following project timeline, which is subject to change based upon the mutual agreement of Verdugo Cities Fire Rescue Command (VFR) and ESCI during the project work-plan development. ESCI understands that it is important to VFR to have this study completed, including presentation of the finished report to VFR within a five- month time frame from the date of having an executed contract. ESCI has provided a chart below to show the timeline for this project. Some phases of the project will occur concurrently.

Slippage of the timeline may occur if requested data and background information is not available to ESCI within two weeks of the awarding of the contract. Additionally, slippage may occur if the review of the first report draft requires more than 14 days for examination and input, or significant revisions of the draft report are made. Monthly go to meeting status reports and /or oral reports to VFR Project Team creates an effective flow of communications and the information-sharing process. This process assures the report, findings, and recommendations are anticipated, and not a surprise; and supports the issues, concerns, and progress discussed and presented by ESCI during the life of the project.



Project Rate/Fee Schedule

Emergency Services Consulting International is pleased to present the following formal cost proposal for the project outlined in the Work Plan.

The fee ESCI is proposing to perform this study is **\$49,569.00** inclusive of expenses.

Proposed Payment Schedule

- 10% payment due upon contract signing.
- Monthly invoicing thereafter as work progresses based on work completed.

Information relative to cost quotation

- **Bid quotation is valid for 90 days.**
- ESCI Federal Employer Identification Number – 23-2826074.
- ESCI will receive full cooperation from person(s) representing VFR's Standards of Coverage, Facilities, and Shared Command Study.
- While engaged in the project, ESCI will report to a single point of contact.
- When requested, and in a timely manner, the client representative will provide to the ESCI project manager, data, information, and materials required for the completion of the objectives outlined in the detailed work plans submitted in this proposal.
- ESCI shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

DISCLOSURE AND PRACTICES

Conflict of Interest Statement

ESCI has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including but not limited to the prior discussion of terms, conditions, pricing or other offer parameters required by this solicitation. ESCI is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither ESCI nor anyone associated with ESCI has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. In the event that a conflict of interest is identified in the provision of services, ESCI will immediately notify the client in writing.

Insurance

ESCI is insured in excess of \$2,000,000. Insurance certificates will be provided upon award of contract.

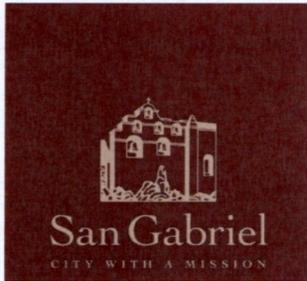
Litigation

ESCI has no past and/or pending litigation or unresolved lawsuits.

Employment Practices

ESCI is an equal opportunity employer. The company is guided by recognized industry standards, policies, and procedures. ESCI offers a wide range of employee benefits and ongoing training opportunities that has enabled ESCI to attract and retain quality consultants who are recognized as experts in emergency service organization, management, and service delivery. ESCI will not refuse to hire, discharge, promote, demote, or otherwise discriminate in matters of compensation against any person otherwise qualified, because of age, race, creed, color, sex, national origin, ancestry, or handicap.

PAGE INTENTIONALLY LEFT BLANK



City of San Gabriel

STAFF REPORT

DATE: January 3, 2017

TO: Steven A. Preston, FAICP, City Manager

FROM: Marcella Marlowe, Ph.D., Assistant City Manager *mm*

BY: Krystle Murillo, MPA, Human Resources Specialist *km*

SUBJECT: **Approval of Resolution No. 17-04, Amending the Salary Schedule to Add the Human Resources Director Classification**

SUMMARY

In anticipation of potential upcoming organizational changes and needs, staff is recommending the creation of a Human Resources Director classification; this particular item is anticipatory only and will not change current staffing levels, assignments, or budgets.

To do this, the salary schedule must be amended to add the Human Resources Director classification. According to CalPERS and 2 CCR 570.5 and 571(b) guidelines, any amendments to the salary schedule must be formally approved by Council. As a result, staff is requesting that the City Council approve Resolution No. 17-04, amending the salary schedule to add a Human Resources Director classification.

BACKGROUND

In 2010, at the request and recommendation of the City Manager, the City Council approved the creation of an Assistant City Manager classification who would also oversee human resources operations. This organizational structure has been successfully in place over the last several years; however, we realize that the City's staffing needs may change. To anticipate these changes, we propose the creation a Human Resources Director classification, so that every department head position is represented in a stand-alone manner.

To do this, the Human Resources Director classification needs to be added to the salary schedule. As explained in the staff report presented to the Council on September 20, 2016, to remain in compliance CalPERS and California Code Regulations 570.5 and 571(b), any amendments to the salary schedule must be formally approved by the Council. This will be the first time we are presenting an amendment to the salary schedule.

DISCUSSION

The purpose of this recommendation is to grant maximum flexibility to the City Manager and/or City Council when considering the staffing needs of the organization. At some point in time, the Assistant City Manager position may vacate. When that happens, the organization may want to assign those duties and responsibilities to another department head; for example, the Deputy City Manager title was previously assigned to the Community Development Director. Similarly, if the Assistant City Manager position vacates temporarily, as we expect to happen within the next several months, this would permit the City Manager to appoint a Human Resources Director to focus on those particular duties in a more cost-savings manner.

The Human Resources Director position would still be responsible for a broad range of highly complex human resources tasks, providing executive level support to the City Manager and City Council, and overseeing the day-to-day activities of the department. The main difference is that the Human Resources Director would not automatically function as the Assistant City Manager and/or second-in-command.

Please note that this item *only* requests approval to add the title and salary range to the classification system. This item also does *not* contain staffing or budgetary recommendations; there are no changes recommended to the City's current organizational structure or staffing. Approval of this item would enable a change to be made at a later day, likely with a recommendation to the City Council from the City Manager.

FISCAL IMPACT

There is no fiscal impact to the budget. Once again, the purpose of this staff report and Resolution No. 17-04 is only to add the Human Resources Director classification to the salary schedule so that we maximize future organizational flexibility and remain in compliance with CalPERS and CCR guidelines.

RECOMMENDATION

Staff recommends that the City Council approve **Resolution No. 17-04, Amending the Salary Schedule to Add the Human Resources Director Classification.**

ATTACHMENT

Resolution No. 17-04

RESOLUTION NO. 17-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SAN GABRIEL, AMENDING THE SALARY SCHEDULE TO
ADD A HUMAN RESOURCES DIRECTOR
CLASSIFICATION**

WHEREAS, in anticipation of potential upcoming organizational changes and needs, staff recommends the creation of a Human Resources Director classification;

WHEREAS, the Human Resources Director position would be responsible for a broad range of highly complex human resources tasks, providing executive level support to the City Manager and City Council, and overseeing the day-to-day activities of the Human Resources Department;

WHEREAS, to create this position, the salary schedule must be amended to add the Human Resources Director classification;

WHEREAS, according to CalPERS and 2 CCR 570.5 and 571(b) guidelines, any amendments to the salary schedule must be formally approved by the City Council;

THEREFORE, BE IT RESOLVED THAT, effective January 3, 2017, the City Council of the City of San Gabriel hereby approves amending the salary schedule, attached hereto as Exhibit A, to add a Human Resources Director classification.

PASSED, APPROVED AND ADOPTED ON this 3rd day of January, 2017.

Chin Ho Liao, Mayor
City of San Gabriel, California

ATTEST:

Eleanor K. Andrews, City Clerk
City of San Gabriel, California

CITY OF SAN GABRIEL SALARY MATRIX

Effective 01/03/17

Page 1 of 4

CITY OFFICIALS	Monthly			80 hour			75 hour		
City Manager	\$17,860			\$103.04			\$109.91		
City Council	\$893.70								
City Clerk	\$250								
City Treasurer	\$150								

EXECUTIVE TEAM	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Police Chief	\$13,087	\$75.50	\$80.54	\$13,741	\$79.28	\$84.56	\$14,428	\$83.24	\$88.79	\$15,150	\$87.40	\$93.23	\$15,907	\$91.77	\$97.89
Fire Chief	\$12,168	\$70.20	\$74.88	\$12,776	\$73.71	\$78.62	\$13,415	\$77.40	\$82.56	\$14,086	\$81.27	\$86.68	\$14,790	\$85.33	\$91.02
Assistant City Manager	\$12,135	\$70.01	\$74.68	\$12,742	\$73.51	\$78.41	\$13,379	\$77.19	\$82.33	\$14,048	\$81.04	\$86.45	\$14,750	\$85.10	\$90.77
Finance Director	\$11,418	\$65.87	\$70.26	\$11,989	\$69.17	\$73.78	\$12,588	\$72.63	\$77.47	\$13,218	\$76.26	\$81.34	\$13,879	\$80.07	\$85.41
Human Resources Director	\$11,418	\$65.87	\$70.26	\$11,989	\$69.17	\$73.78	\$12,588	\$72.63	\$77.47	\$13,218	\$76.26	\$81.34	\$13,879	\$80.07	\$85.41
Public Works Director/City Engineer	\$11,418	\$65.87	\$70.26	\$11,989	\$69.17	\$73.78	\$12,588	\$72.63	\$77.47	\$13,218	\$76.26	\$81.34	\$13,879	\$80.07	\$85.41
Community Development Director	\$10,875	\$62.74	\$66.92	\$11,419	\$65.88	\$70.27	\$11,990	\$69.17	\$73.78	\$12,589	\$72.63	\$77.47	\$13,219	\$76.26	\$81.35
Chief City Clerk	\$10,330	\$59.60	\$63.57	\$10,847	\$62.58	\$66.75	\$11,389	\$65.70	\$70.09	\$11,958	\$68.99	\$73.59	\$12,556	\$72.44	\$77.27
Community Services Director	\$10,330	\$59.60	\$63.57	\$10,847	\$62.58	\$66.75	\$11,389	\$65.70	\$70.09	\$11,958	\$68.99	\$73.59	\$12,556	\$72.44	\$77.27
Mission Playhouse Director	\$10,330	\$59.60	\$63.57	\$10,847	\$62.58	\$66.75	\$11,389	\$65.70	\$70.09	\$11,958	\$68.99	\$73.59	\$12,556	\$72.44	\$77.27

MANAGEMENT	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Police Captain	\$10,622	\$61.28	\$65.37	\$11,153	\$64.34	\$68.63	\$11,711	\$67.56	\$72.07	\$12,296	\$70.94	\$75.67	\$12,911	\$74.49	\$79.45
Fire Division Chief * Deputy Chief	\$10,366	\$59.80	\$63.79	\$10,884	\$62.79	\$66.98	\$11,428	\$65.93	\$70.33	\$11,999	\$69.23	\$73.84	\$12,599	\$72.69	\$77.53
Fire Division Chief * Shared Services (Shift)	\$9,872			\$10,366			\$10,884			\$11,428			\$11,999		
Fire Division Chief (Shift)	\$9,402			\$9,872			\$10,366			\$10,884			\$11,428		
Police Lieutenant	\$8,900	\$51.35	\$54.77	\$9,345	\$53.91	\$57.51	\$9,812	\$56.61	\$60.38	\$10,303	\$59.44	\$63.40	\$10,818	\$62.41	\$66.57
Building Official	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Economic Development Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Financial Services Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Planning Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Principal Civil Engineer	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Risk Manager	\$7,824	\$45.14	\$48.15	\$8,215	\$47.40	\$50.56	\$8,626	\$49.77	\$53.08	\$9,057	\$52.25	\$55.74	\$9,510	\$54.87	\$58.52
Assistant City Clerk	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Community Services Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Field Operations Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Fleet Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Mission Playhouse Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
NIS Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Parks & Facilities Manager	\$7,313	\$42.19	\$45.00	\$7,679	\$44.30	\$47.25	\$8,063	\$46.51	\$49.62	\$8,466	\$48.84	\$52.10	\$8,889	\$51.28	\$54.70
Police Sergeant	\$7,097	\$40.94	\$43.67	\$7,452	\$42.99	\$45.86	\$7,825	\$45.14	\$48.15	\$8,216	\$47.40	\$50.56	\$8,627	\$49.77	\$52.09

CITY OF SAN GABRIEL SALARY MATRIX

Effective 01/03/17

Page 2 of 4

SUPERVISORY/PROFESSIONAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Fire Captain (Shift)	\$7,313	\$42.19	\$45.00	\$7,678	\$44.30	\$47.25	\$8,062	\$46.51	\$49.61	\$8,465	\$48.84	\$52.09	\$8,889	\$51.28	\$54.70
Fire Captain * Deputy Fire Marshal	\$7,313	\$42.19	\$45.00	\$7,678	\$44.30	\$47.25	\$8,062	\$46.51	\$49.61	\$8,465	\$48.84	\$52.09	\$8,889	\$51.28	\$54.70
Senior Civil Engineer	\$7,022	\$40.51	\$43.21	\$7,373	\$42.54	\$45.37	\$7,742	\$44.66	\$47.64	\$8,129	\$46.90	\$50.02	\$8,535	\$49.24	\$52.52
Senior Planner	\$6,459	\$37.26	\$39.75	\$6,782	\$39.13	\$41.74	\$7,121	\$41.08	\$43.82	\$7,477	\$43.14	\$46.01	\$7,851	\$45.29	\$48.31
Plan Check Engineer	\$6,167	\$35.58	\$37.95	\$6,475	\$37.36	\$39.85	\$6,799	\$39.23	\$41.84	\$7,139	\$41.19	\$43.93	\$7,496	\$43.25	\$46.13
Information Systems Specialist	\$6,165	\$35.57	\$37.94	\$6,473	\$37.35	\$39.84	\$6,797	\$39.21	\$41.83	\$7,137	\$41.17	\$43.92	\$7,494	\$43.23	\$46.11
Recreation Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Human Resources Analyst	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Management Analyst	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Police Records Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Production Supervisor	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Revenue Collection Administrator	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Accountant	\$5,193	\$29.96	\$31.96	\$5,453	\$31.46	\$33.55	\$5,725	\$33.03	\$35.23	\$6,012	\$34.68	\$36.99	\$6,312	\$36.42	\$38.84
Stage Manager	\$5,193	\$29.96	\$31.96	\$5,453	\$31.46	\$33.55	\$5,725	\$33.03	\$35.23	\$6,012	\$34.68	\$36.99	\$6,312	\$36.42	\$38.84
Maintenance Leadperson	\$4,646	\$26.80	\$28.59	\$4,878	\$28.14	\$30.02	\$5,122	\$29.55	\$31.52	\$5,378	\$31.03	\$33.10	\$5,647	\$32.58	\$34.75
Park Maintenance Leadperson	\$4,646	\$26.80	\$28.59	\$4,878	\$28.14	\$30.02	\$5,122	\$29.55	\$31.52	\$5,378	\$31.03	\$33.10	\$5,647	\$32.58	\$34.75

TECHNICAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Associate Civil Engineer	\$6,198	\$35.76	\$38.14	\$6,508	\$37.55	\$40.05	\$6,833	\$39.42	\$42.05	\$7,175	\$41.39	\$44.15	\$7,534	\$43.46	\$46.36
Fire Engineer (Shift)	\$6,187			\$6,496			\$6,821			\$7,162			\$7,520		
Associate Planner	\$5,617	\$32.41	\$34.57	\$5,898	\$34.03	\$36.29	\$6,193	\$35.73	\$38.11	\$6,502	\$37.51	\$40.01	\$6,827	\$39.39	\$42.02
Police Officer	\$5,560	\$32.08	\$34.22	\$5,836	\$33.67	\$35.91	\$6,129	\$35.36	\$37.72	\$6,434	\$37.12	\$39.59	\$6,757	\$38.98	\$41.58
Building Inspector	\$5,461	\$31.51	\$33.61	\$5,734	\$33.08	\$35.29	\$6,021	\$34.74	\$37.05	\$6,322	\$36.47	\$38.90	\$6,638	\$38.30	\$40.85
Public Works Inspector	\$5,461	\$31.51	\$33.61	\$5,734	\$33.08	\$35.29	\$6,021	\$34.74	\$37.05	\$6,322	\$36.47	\$38.90	\$6,638	\$38.30	\$40.85
Assistant Civil Engineer	\$5,389	\$31.09	\$33.16	\$5,658	\$32.64	\$34.82	\$5,941	\$34.28	\$36.56	\$6,238	\$35.99	\$38.39	\$6,550	\$37.79	\$40.31
Firefighter (Shift)	\$5,364			\$5,632			\$5,914			\$6,210			\$6,520		
Crime Prevention Officer	\$5,023	\$28.98	\$30.91	\$5,274	\$30.43	\$32.46	\$5,538	\$31.95	\$34.08	\$5,815	\$33.55	\$35.78	\$6,105	\$35.22	\$37.57
Engineering Technician	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Event Coordinator	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Permit Center Coordinator	\$4,983	\$28.75	\$30.66	\$5,232	\$30.19	\$32.20	\$5,494	\$31.69	\$33.81	\$5,768	\$33.28	\$35.50	\$6,057	\$34.94	\$37.27
Assistant Planner	\$4,928	\$28.43	\$30.33	\$5,174	\$29.85	\$31.84	\$5,433	\$31.34	\$33.43	\$5,705	\$32.91	\$35.11	\$5,990	\$34.56	\$36.86
Auto Mechanic II	\$4,363	\$25.17	\$26.85	\$4,581	\$26.43	\$28.19	\$4,810	\$27.75	\$29.60	\$5,051	\$29.14	\$31.08	\$5,303	\$30.60	\$32.64
Police Recruit	\$4,349	\$25.09	\$26.76												
Management Assistant	\$4,239	\$24.46	\$26.09	\$4,451	\$25.68	\$27.39	\$4,673	\$26.96	\$28.76	\$4,907	\$28.31	\$30.20	\$5,153	\$29.73	\$31.71
Dispatcher	\$4,083	\$23.56	\$25.13	\$4,287	\$24.73	\$26.38	\$4,502	\$25.97	\$27.70	\$4,727	\$27.27	\$29.09	\$4,963	\$28.63	\$30.54
GIS Officer	\$4,057	\$23.41	\$24.97	\$4,260	\$24.58	\$26.21	\$4,473	\$25.80	\$27.53	\$4,696	\$27.10	\$28.90	\$4,931	\$28.45	\$30.35
Deputy City Clerk	\$4,019	\$23.19	\$24.73	\$4,220	\$24.35	\$25.97	\$4,431	\$25.56	\$27.27	\$4,652	\$26.84	\$28.63	\$4,885	\$28.18	\$30.06
Auto Mechanic I	\$3,960	\$22.85	\$24.37	\$4,158	\$23.99	\$25.59	\$4,366	\$25.19	\$26.87	\$4,584	\$26.45	\$28.21	\$4,813	\$27.77	\$29.62
Maintenance Specialist	\$3,960	\$22.85	\$24.37	\$4,158	\$23.99	\$25.59	\$4,366	\$25.19	\$26.87	\$4,584	\$26.45	\$28.21	\$4,813	\$27.77	\$29.62

CITY OF SAN GABRIEL SALARY MATRIX

Effective 01/03/17

Page 3 of 4

Human Resources Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Payroll Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Counter Specialist	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Recreation Coordinator	\$3,923	\$22.63	\$24.14	\$4,119	\$23.76	\$25.35	\$4,325	\$24.95	\$26.62	\$4,541	\$26.20	\$27.95	\$4,768	\$27.51	\$29.34
Maintenance Worker II	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.70	\$26.35	\$4,496	\$25.94	\$27.67
Park Maintenance Worker II	\$3,699	\$21.34	\$22.76	\$3,884	\$22.41	\$23.90	\$4,078	\$23.53	\$25.10	\$4,282	\$24.70	\$26.35	\$4,496	\$25.94	\$27.67
Maintenance Worker I	\$3,440	\$19.85	\$21.17	\$3,612	\$20.84	\$22.23	\$3,793	\$21.88	\$23.34	\$3,982	\$22.97	\$24.51	\$4,181	\$24.12	\$25.73
Park Maintenance Worker I	\$3,440	\$19.85	\$21.17	\$3,612	\$20.84	\$22.23	\$3,793	\$21.88	\$23.34	\$3,982	\$22.97	\$24.51	\$4,181	\$24.12	\$25.73
Groundswoker II	\$2,910	\$16.79	\$17.91	\$3,056	\$17.63	\$18.80	\$3,208	\$18.51	\$19.74	\$3,369	\$19.43	\$20.73	\$3,537	\$20.41	\$21.77
Groundswoker I	\$2,109	\$12.17	\$12.98	\$2,214	\$12.78	\$13.63	\$2,325	\$13.41	\$14.31	\$2,441	\$14.09	\$15.02	\$2,564	\$14.79	\$15.78
Police Reserve Officer	\$29.19														

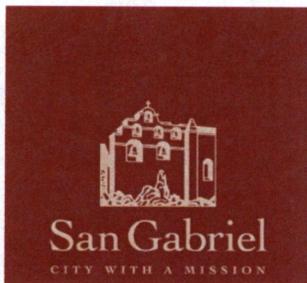
GENERAL	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Specialist III	\$4,714	\$27.20	\$29.01	\$4,950	\$28.56	\$30.46	\$5,197	\$29.98	\$31.98	\$5,457	\$31.48	\$33.58	\$5,730	\$33.06	\$35.26
Property & Evidence Technician	\$4,088	\$23.58	\$25.16	\$4,292	\$24.76	\$26.41	\$4,507	\$26.00	\$27.74	\$4,732	\$27.30	\$29.12	\$4,969	\$28.67	\$30.58
Community Service Officer	\$3,541	\$20.43	\$21.79	\$3,718	\$21.45	\$22.88	\$3,904	\$22.52	\$24.02	\$4,099	\$23.65	\$25.23	\$4,304	\$24.83	\$26.49
Specialist II	\$3,455	\$19.93	\$21.26	\$3,628	\$20.93	\$22.32	\$3,809	\$21.98	\$23.44	\$4,000	\$23.07	\$24.61	\$4,200	\$24.23	\$25.84
Pool Manager	\$2,981	\$17.20	\$18.34	\$3,130	\$18.06	\$19.26	\$3,287	\$18.96	\$20.22	\$3,451	\$19.91	\$21.24	\$3,623	\$20.90	\$22.30
Custodian	\$2,779	\$16.03	\$17.10	\$2,918	\$16.83	\$17.96	\$3,064	\$17.68	\$18.85	\$3,217	\$18.56	\$19.80	\$3,378	\$19.49	\$20.79
Police Assistant	\$2,572	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,977	\$17.18	\$18.32	\$3,126	\$18.04	\$19.24
Police Cadet	\$2,572	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,977	\$17.18	\$18.32	\$3,126	\$18.04	\$19.24
Assistant Pool Manager	\$2,547	\$14.69	\$15.67	\$2,674	\$15.43	\$16.46	\$2,808	\$16.20	\$17.28	\$2,948	\$17.01	\$18.14	\$3,096	\$17.86	\$19.05
Administrative Intern	\$2,485	\$14.34	\$15.29	\$2,609	\$15.05	\$16.06	\$2,740	\$15.81	\$16.86	\$2,877	\$16.60	\$17.70	\$3,021	\$17.43	\$18.59
Senior Recreation Leader	\$2,450	\$14.13	\$15.08	\$2,573	\$14.84	\$15.83	\$2,701	\$15.58	\$16.62	\$2,836	\$16.36	\$17.45	\$2,978	\$17.18	\$18.33
Specialist I	\$2,194	\$12.66	\$13.50	\$2,304	\$13.29	\$14.18	\$2,419	\$13.96	\$14.89	\$2,540	\$14.65	\$15.63	\$2,667	\$15.39	\$16.41
Lifeguard Instructor	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Recreation Leader	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Parking Attendant	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Stage Technician	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Senior Usher	\$2,042	\$11.78	\$12.57	\$2,144	\$12.37	\$13.19	\$2,251	\$12.99	\$13.85	\$2,364	\$13.64	\$14.55	\$2,482	\$14.32	\$15.27
Park Maintenance Helper	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Parking Lot Attendant	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Pool & Concession Attendant	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Stage Technician	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Usher	\$1,820	\$10.50	\$11.20	\$1,911	\$11.03	\$11.76	\$2,007	\$11.58	\$12.35	\$2,107	\$12.16	\$12.97	\$2,212	\$12.76	\$13.61
Pool Cashier	\$1,818	\$10.49	\$11.19	\$1,909	\$11.01	\$11.75	\$2,004	\$11.56	\$12.33	\$2,105	\$12.14	\$12.95	\$2,210	\$12.75	\$13.60

CITY OF SAN GABRIEL SALARY MATRIX

Effective 01/03/17

Page 4 of 4

ADMINISTRATIVE	STEP A			STEP B			STEP C			STEP D			STEP E		
	Monthly	80 Hour	75 Hour												
Executive Assistant to the City Manager	\$5,026	\$29.00	\$30.93	\$5,277	\$30.45	\$32.48	\$5,541	\$31.97	\$34.10	\$5,818	\$33.57	\$35.80	\$6,109	\$35.25	\$37.59
Executive Assistant	\$4,019	\$23.19	\$24.73	\$4,220	\$24.35	\$25.97	\$4,431	\$25.56	\$27.27	\$4,652	\$26.84	\$28.63	\$4,885	\$28.18	\$30.06
Administrative Assistant II	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Finance Clerk II	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Police Records Specialist	\$3,594	\$20.73	\$22.12	\$3,774	\$21.77	\$23.22	\$3,962	\$22.86	\$24.38	\$4,161	\$24.00	\$25.60	\$4,369	\$25.20	\$26.88
Finance Clerk I	\$3,196	\$18.44	\$19.67	\$3,356	\$19.36	\$20.65	\$3,524	\$20.33	\$21.68	\$3,700	\$21.34	\$22.77	\$3,885	\$22.41	\$23.91
Administrative Assistant I	\$2,698	\$15.57	\$16.60	\$2,833	\$16.34	\$17.43	\$2,975	\$17.16	\$18.30	\$3,123	\$18.02	\$19.22	\$3,279	\$18.92	\$20.18



City of San Gabriel
STAFF REPORT

DATE: January 3, 2017

TO: Honorable Mayor and City Council

FROM: Steven A. Preston, City Manager
Marcella Marlowe, Assistant City Manager 

SUBJECT: **Adoption of Resolution No. 17-05, Approving an Employment Agreement with Theresa St. Peter as Interim Human Resources Director**

SUMMARY

Assistant City Manager Marcella Marlowe has informed the City of a pending leave of absence for maternity reasons. We expect the leave to last approximately seven months and to commence at some point between January and April, 2017.

We recommend that the City Council approve attached Resolution No. 17-05, approving a post-retirement employment agreement for Interim Human Resources Director services with Theresa St. Peter to conclude no later than December 31, 2017 or whenever Assistant City Manager Marlowe returns from her leave.

Background

Assistant City Manager Marlowe has announced her pregnancy to the City, with a due date of April 22, 2017. We have been informed that her medically necessary leave is likely to last approximately seven months, and could begin as early as January or as late as April, depending on health considerations.

It is standard in situations like this to make an interim appointment. It is not an option to appoint someone internally, for reasons relating to both the current staffing level of the department and the expertise and experience required for this type of position. The Assistant City Manager and I have therefore concluded that the most appropriate appointment for this interim period is Theresa St. Peter, a retired annuitant.

Legal Standards

Under those California laws that govern public sector retirements, a retired annuitant may be employed by a CalPERS agency for no more than 960 hours in a fiscal year, and may be paid no more than a regular employee in the same capacity.

The controlling provision for this circumstance is Government Code 21221(g), which is as follows:

Upon employment by a contracting agency to a position found by the governing body, by resolution, to be available because of a leave of absence granted to a person on payroll status for a period not to exceed one year and found by the governing body to require specialized skills. The temporary employment shall be terminated at the end of the leave of absence. Appointments under this section shall be reported to the board and shall be accompanied by the resolution adopted by the governing body.

Selected Candidate

Department directors are selected and appointed by the City Manager. Accordingly, as City Manager, I have considered two candidates and recommend the appointment of Theresa St. Peter to serve as the Interim Human Resources Director. Ms. St. Peter retired from the City of Monrovia as Human Resources Director, after a career in the field. Since her retirement in 2011, she has served other interim appointments in the City of West Covina, the Chino Valley Fire District, the City of Azusa, and, most recently, the City of San Clemente.

Pursuant to Government Code Section 21221(g), the selection of a retired annuitant by the City Manager requires approval of Resolution No. 17-05 and the attached employment agreement.

Proposed Terms

The proposed agreement provides:

- **Salary Range.** The interim human resources director will be paid an hourly rate of \$65.87 through approximately June 30, 2017, which is Step A of the Human Resources Director salary range. On or around July 1, 2017, if the salary schedule is altered by action of the City Council, the Retired Annuitant shall receive the adjusted Step A rate for the Human Resources Director classification. If no change is made to the salary schedule by the City Council, then the Interim Human Resources Director will continue to receive \$65.87 per hour.
- **Flexible scheduling,** estimated to be an average of 20-30 hours per week for the period of the agreement.
- **Term.** The agreement will commence on January 7, 2017, with services to begin in coordination with the Assistant City Manager's leave, and conclude no later than December 31, 2017.

Fiscal Impact

The only net cost to the City would be the base salary amount noted above and specified in the agreement. There are no benefit or retirement costs paid by the City beyond the hourly rate specified in the agreement. Costs will be limited by both the 960-hour per fiscal year limit specified in the law and by the duration of the agreement. Since the Assistant City Manager will likely be paid using accrued leave balances, an additional budget allocation will be necessary to ensure that this interim assignment is properly funded.

Using an hourly wage of \$65.87 and a maximum of thirty (30) hours per week for thirty (30) weeks, the anticipated total amount for interim services will be \$59,283. Of course, the actual amount could be higher or lower depending on a number of factors, including whether the City Council approves a revised salary schedule on July 1, 2017 (after the meet-and-confer process concludes), or whether the Interim Human Resources Director actually works fewer hours per week than thirty (30).

Please note that the appointment will almost certainly cross budget years. The appointment could begin as early as January, probably concluding in August - or as late as April, probably concluding in November. This means that the total cost of approximately \$60,000 will be divided between two budget years, instead of needing to all come out of one budget year or the other.

To be as transparent and conservative as possible, we recommend budgeting the maximum potential amount for FY 2016-17, which means assuming my leave begins in January. If that happens, approximately 21 weeks of coverage would be necessary for this fiscal year, resulting in a maximum of approximately \$42,000. The remaining additional money will need to be included for the next budget year.

Recommendation

We recommend that Council:

1. Approve Resolution No. 17-05, authorizing an employment agreement between Theresa St. Peter and the City of San Gabriel;
2. Approve the allocation of \$42,000 from general fund reserves to account number 121-710-12-000 (Human Resources Part-Time Services) for the remainder of the FY 2016-17 year; and
3. Direct staff to include an additional allocation for interim services in the FY 2017-18 budget, in an amount to be determined based on the Assistant City Manager's projected return-from-leave date.

Attachments

- A. Resolution No. 17-05
- B. Employment Agreement

ATTACHMENT A

RESOLUTION NO. 17-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, APPOINTING THERESA ST. PETER AS AN INTERIM APPOINTMENT RETIRED ANNUITANT TO THE TEMPORARILY VACANT POSITION OF HUMAN RESOURCES DIRECTOR FOR THE CITY OF SAN GABRIEL UNDER GOVERNMENT CODE SECTION 21221(G), EFFECTIVE JANUARY 7, 2017

WHEREAS, in compliance with Government Code section 7522.56, the City Council of the City of San Gabriel may not retain a retired annuitant prior to 180 days from the date of that employee's retirement except in the case of limited exceptions; and

WHEREAS, Theresa St. Peter, CalPERS ID #1199454814 retired from the City of Monrovia in the position of Human Resources Director, effective June 30, 2011; and

WHEREAS, the function of Human Resources Director is currently filled by the Assistant City Manager, who will be taking an extended leave of absence; and

WHEREAS, the City Council of the City of San Gabriel hereby appoints Theresa St. Peter as an interim appointment retired annuitant to the position of Human Resources Director for the City of San Gabriel to serve in the Assistant City Manager's absence under Government Code section 21221(g), effective January 7, 2017, or whenever the Assistant City Manager's maternity leave begins; and

WHEREAS, an appointment under Government Code section 21221(g) requires the approval of the City's legislative body; and

WHEREAS, this section 21221(g) appointment is permitted to last no longer than one year and therefore will end in conjunction with when the Assistant City Manager returns from maternity leave, but in no case later than December 31, 2017; and

WHEREAS, the entire employment agreement between Theresa St. Peter and the City of San Gabriel has been reviewed by this body and is attached herein; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, through approximately June 30, 2017, the maximum base salary for this

position is \$13,879 per month and the hourly equivalent is \$80.07, and the minimum base salary for this position is \$11,418 per month and the hourly equivalent is \$65.87; and

WHEREAS, on and after approximately July 1, 2017, if the City Council of City of San Gabriel alters the salary schedule as a result of various meet and confer processes with employee groups, the maximum and minimum base salaries for the Human Resources Director classification may change to a currently unknown amount; and

WHEREAS, the hourly rate paid to Theresa St. Peter will be \$65.87, which is Step A of the Human Resources Director salary range;

WHEREAS, if the City Council of the City of San Gabriel alters the salary schedule on or after July 1, 2017, the hourly rate paid to Theresa St. Peter shall reflect the hourly pay rate associated with the minimum base salary (Step A) of the Human Resources Director salary range; and

WHEREAS, Theresa St. Peter has not and will not receive any other benefit, incentive, compensation in lieu of benefit, or other form of compensation in addition to this hourly pay rate; and

THEREFORE, BE IT RESOLVED THAT the City Council of the City of San Gabriel hereby certifies the nature of the appointment of Theresa St. Peter as described herein and detailed in the attached employment agreement/contract/appointment document, and that this appointment is necessary to fill the critically needed position of Human Resources Director for the City of San Gabriel for the duration of the leave of absence of the incumbent Assistant City Manager.

PASSED, APPROVED AND ADOPTED ON this 3rd day of January, 2017.

Chin Ho Liao, Mayor
City of San Gabriel, California

ATTEST:

Eleanor K. Andrews, City Clerk
City of San Gabriel, California

ATTACHMENT B

Employment Agreement

This employment agreement is effective as of January 7, 2017 between the City of San Gabriel ("Employer") and Theresa St. Peter ("Retired Annuitant").

1. The City of San Gabriel desires to retain the services of Retired Annuitant in order to utilize her experience, abilities and knowledge for the duration of time that the incumbent Assistant City Manager, who also serves as the Human Resources Director, is on maternity leave.
2. Retired Annuitant desires to be in the employ of Employer and is willing to do so under the terms and conditions set forth below.

THEREFORE, in consideration of the above recitals and of mutual promises and conditions in this AGREEMENT, it is agreed as follows:

- A. TERM OF EMPLOYMENT.** Subject to earlier termination as provided for in this AGREEMENT, Retired Annuitant shall be employed as an at-will employee while the Assistant City Manager is on maternity leave. The Retired Annuitant will be on-call to begin employment with the effective date of this agreement, and ending on or before December 31, 2017, subject to the 960-hour per fiscal year limitation placed on CalPERS retirees.
- B. DUTIES AND AUTHORITY.** Employer shall employ Retired Annuitant as Interim Human Resources Director, overseeing the operations of the Human Resources Department.
- C. REASONABLE TIME AND EFFORT.** During her employment, Retired Annuitant shall devote such time, interest and effort to the performance of this AGREEMENT as is necessary. However, absent a mandated schedule, Retired Annuitant shall be expected to devote between 20-35 hours weekly to the performance of these described duties. In no event shall Retired Annuitant work more than 960 hours per fiscal year during the term of this AGREEMENT.
- D. WAGES.** During the term of this AGREEMENT, Employer agrees to pay Retired Annuitant the hourly rate of \$65.87 (Step A of the Human Resources Director salary range) through approximately June 30, 2017. On or around July 1, 2017, if the salary schedule is altered by action of the City Council, then, thereafter, the Retired Annuitant shall receive the new Step A rate for the Human Resources Director classification. If no change is made to the salary schedule by the City Council, then Retired Annuitant will

continue to receive \$65.87 per hour. Payments will be made in bi-weekly installments subject to all applicable withholdings and deductions.

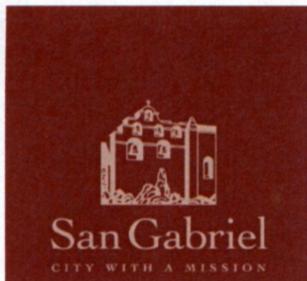
- E. ADDITIONAL BENEFITS.** Except as provided for above, or as required by state and federal law, during the employment term, Retired Annuitant shall not be entitled to receive other benefits of employment generally available to Employer's other employees.
- F. TERMINATION OF AGREEMENT.** Employer may terminate Retired Annuitant's employment at any time during the term of this AGREEMENT.
- G. TERMINATION OR RESIGNATION.** Retired Annuitant may terminate this AGREEMENT by giving Employer at least two weeks' prior written notice of resignation. Unless otherwise agreed to by the parties, termination of employment by resignation shall result in no post-resignation compensation being paid to Retired Annuitant.
- H. CONFORMANCE WITH RETIREMENT LAW.** This AGREEMENT may be modified in writing by Retired Annuitant and City Manager or their designee provided that changes are in conformance with current California Public Employee's Retirement law involving post-retirement employment under Section 21221(g).
- I. CITY COUNCIL APPROVAL.** This AGREEMENT shall be of no force and effect unless or until approved by the City Council of the City of San Gabriel.

Executed on this 3rd day of January, 2017, in the City of San Gabriel, Los Angeles County.

SIGNATURES:

Steven A. Preston, City Manager, City of San Gabriel

Theresa St. Peter, Retired Annuitant



City of San Gabriel
STAFF REPORT

DATE: January 3, 2017

TO: Steven A. Preston, City Manager

FROM: Thomas C. Marston, Finance Director

BY: Jonathan J. Nih, Management Analyst 

SUBJECT: **Professional Services Agreement with True North Research for Professional Budget Input and Outreach Services**

SUMMARY

The City of San Gabriel conducts outreach programs and surveys during its budget process to give the San Gabriel community and its residents the opportunity to share their valuable input. In-order to enhance the upcoming Fiscal Year 2017-18 budget process, staff is recommending the use of a research firm to provide professional budget input and outreach services to assess community opinion on City services, evaluate City staff expectations and measure input and perceptions of the City's budget.

Staff is recommending that the City Council approve the Professional Services Agreement with True North Research, Inc. for Professional Budget Input and Outreach Services in the amount of \$25,950.

INTRODUCTION

In 2015, the City of San Gabriel created its first ever online budget survey to capture community input during the fiscal year 2015-16 budget process, which the City conducted again during the 2016-17 budget process. Even though these online budget surveys provided an aspect of the community's opinion, it wasn't significant data due to its structural design and the low amount of responses received.

For the upcoming 2017-18 budget process, staff is recommending the use of a professional research firm to provide budget input and outreach services that will produce comprehensive data from San Gabriel residents, which will help the City Council make strategic budget decisions. On November 15, 2016, staff issued a Request for Proposals (RFP) for Professional Budget Input and Outreach Services. The City received three proposals before the RFP closed on December 1, 2016 from: Fairbank, Maslin, Maullin Metz & Associates (FM3), Probolsky Research and True North Research.

ANALYSIS

Out of the three research firms that applied, True North Research provides the best service and most comprehensive data for its cost. While also having excellent experience working with the City of San Gabriel on previous surveys and polls, True North Research has conducted over 1000 survey research studies for public agencies.

Comparison

	FM3	Probolsky Research	True North Research
Cost	\$26,750	\$37,500	\$25,950
Number of Questions	40-55	45	65
Number of Respondents	300	300	400

Not only does True North Research provide more questions per interview and guarantee more respondents, leading to a more accurate data, but they also provide translation services for their survey, invitations and interviews in Spanish and Chinese. Using a mixed methodology approach to receive more reliable respondents, True North Research will be conducting survey interviews on the telephone and online. Below is a proposed timeline for this project:

Activity	Dates
Kickoff	January 10
Questionnaire Draft	January 10 – January 23
City Review Questionnaire	January 24 – January 30
Revise & Finalize Questionnaire	January 31 – February 2
CATI & Web Program	February 3 – February 9
Sample Design	January 30 – February 9
Produce & Send Mail & Email Invitations	February 10 – February 15
Conduct Interviews	February 16 – March 1
Data Processing	March 2 – March 7
Topline Summary	March 9
Draft Report	March 10 – March 22
City Review Report	March 24 – March 28
Finalize Report	March 30 – April 3
Develop PowerPoint Summary	April 3 – April 5
Presentation of Findings	April 18

FISCAL IMPACT

This task was previously performed in-house with City staff, with no additional funding necessary. Consequently, hiring an outside firm to perform this task would require additional funding be

appropriated, in the amount of \$25,950, as this item was not included in this fiscal year due to the status quo budget.

RECOMMENDATION

Staff recommends that the City Council:

1. Appropriate additional funding in the amount of \$25,950 to 121-706-00-22-000;
2. Approve the Professional Services Agreement with True North Research, Inc. and authorize the City Manager to execute the Agreement;
3. Authorize the City Manager to execute the purchase order in the amount of \$25,950.

ATTACHMENTS

1. Attachment A - Professional Services Agreement with True North Research, Inc.
2. Exhibit A – Tasks to be Performed
3. Exhibit B – Payment Schedule
4. Exhibit C – Request for Proposal

CITY of SAN GABRIEL
PROFESSIONAL SERVICE AGREEMENT
(For Non-Construction Projects)

This Agreement ("Agreement") is made and entered into this 3rd day of January, 2017, by and between the City of San Gabriel ("City"), a municipal corporation of the State of California and True North Research (Consultant), a sole corporation. In consideration of the mutual covenants and conditions set herein, the parties agree as follows:

I. TERM

This Agreement shall commence on January 3, 2017 and shall remain and continue in effect until tasks described are completed, but in no event later than January 3, 2018 unless sooner terminated pursuant to the provisions of the Agreement.

II. SERVICES

Consultant shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full. Consultant shall complete the tasks according to the schedule of performance which is also set forth in Exhibit A. To the extent that Exhibit A is a proposal from Consultant, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing.

III. PERFORMANCE

Consultant shall at all times faithfully, competently, and to the best of his/her ability, experience, and talent, perform all tasks described herein. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

IV. CITY MANAGEMENT

The City's Finance Director shall represent the City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Consultant, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to Consultant. The City's Finance Director shall be authorized to act on the City's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change Consultant's compensation, subject to Section 5 hereof.

V. PAYMENT

- A. The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed Twenty-Five Thousand Nine Hundred Fifty dollars (\$25,950.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.
- B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City's Finance Director. Consultant shall be compensated for any additional services in the amounts and in the manner as agreed to by the City's Finance Director and Consultant at the time the City's written authorization is given to Consultant for the performance of said services. The City's Finance Directory may approve additional work not to exceed ten percent (10%) of the amount of the

Agreement, but in no event shall such sum exceed Twenty-Eight Thousand Five Hundred and Forty-Five dollars (\$28,545.00). Any additional work in excess of this amount shall be approved by City Council.

- C. Consultant will submit invoices at the conclusion of services performed. Payment shall be made within thirty (30) days of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

VI. SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE

- A. The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Consultant at least ten (10) days prior written notice. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalid the remainder of this Agreement.
- B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the Agreement pursuant to this Section, the Consultant will submit an invoice to the City pursuant to Section 5.

VII. DEFAULT OF CONSULTANT

- A. The Consultant's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Consultant is in default for cause under the terms of this Agreement, the City shall have no obligation or duty to continue compensating Consultant for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Consultant. If such failure by the Consultant to make progress in the performance of work hereunder arises out of causes beyond the Consultant's control, and without fault or negligence of the Consultant, it shall not be considered a default.
- B. If the City Manager or his/her designee determines that the Consultant is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such a period of time or fails to present the City with a written plan for the cure of the default, the City shall have the right, notwithstanding any other provision of this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

VIII. OWNERSHIP OF DOCUMENTS

- A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by the City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the representatives of the City or its designees at reasonable times to such books and records; shall give the City the right to examine and audit said books and records; shall permit the City to make transcripts or copies

therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

- B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying, and/or printing computer files. Consultant hereby grants to the City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement.

IX. INDEMNIFICATION

A. Indemnity for professional liability

When the law establishes a professional standard of care for Consultant's Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend and hold harmless the City and any and all of its officials, employees and agents ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs and expenses, including legal counsel's fees and costs, caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub consultants (or any City or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

B. Indemnity for other than professional liability

Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, defend and hold harmless the City and any and all of its employees, officials and agents from and against any liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including legal counsel fees and costs, court costs, interest defense costs and expert witness fees), where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or City for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

C. Duty to defend

In the event the City, its officers, employees, agents and/or volunteers are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by the City, Consultant shall have an immediate duty to defend the City at Consultant's cost or at the City's option, to reimburse the City for its costs of defense of such matters. Payment by the City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Consultant and the City, as to whether liability arises from the sole negligence of the City or its officers, employees, or agents, Consultant will be obligated to pay for the City's defense until such time as a final judgment has been entered adjudicating the City as solely negligent. Consultant will not be entitled in the absence of such a

determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees, and costs of litigation.

X. INDEPENDENT CONSULTANT

- A. Consultant is and shall at all times remain as to the City a wholly independent consultant and/or independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither the City nor any of its officers, employees, or agents shall have control over the conduct of Consultants or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligations, or liability whatever against the City, or bind the City in any manner.
- B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, the City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. The City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

XI. LEGAL RESPONSIBILITIES

The Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.

XII. UNDUE INFLUENCE

Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

XIII. NO BENEFIT TO ARISE TO LOCAL EMPLOYEES

No member, officer, or employee of the City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

McLarney from Consultant's employ. Should he/she leave Consultant's employ, the City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including the date of termination or as may be otherwise agreed to in writing between the City Council and the Consultant. Before retaining or contracting with any Consultant for any services under this Agreement, Consultant shall provide the City with the identity of the proposed Consultant, a copy of the proposed written contract between Consultant and such sub-consultant which shall include and indemnity provision similar to the one provided herein and identifying the City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed sub-consultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from the City for such insurance.

XVII. LICENSES

At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

XVIII. GOVERNING LAW

The City and the Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

XIX. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

XX. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of the City's Request for Proposal, Exhibit "C" hereto. In the event of conflict, the requirements of the City's Request for Proposals and this Agreement shall take precedence over those contained in the Consultant's proposals. The incorporation of the Consultant's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this Agreement or the relationship between Consultant and/or the City, unless expressly agreed to in writing.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that he/she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

CITY OF SAN GABRIEL

TRUE NORTH RESEARCH

By: _____
Steven A. Preston
City Manager

By: _____
Timothy McLarney
President

Date: _____

Date: _____

APPROVED AS TO FORM:

CITY ATTORNEY

By: _____

Attachments:	Exhibit A	Tasks To Be Performed
	Exhibit B	Payment Schedule
	Exhibit C	Request for Proposal

EXHIBIT A

TASKS TO BE PERFORMED

PURPOSE

The purpose of this project is to have the selected research firm conduct a professional budget input and outreach effort to San Gabriel residents to assess community opinion on City services, evaluate City staff expectations, and measure input and perceptions of the City's budget. The selected firm will work with City staff to develop an approach to the survey and the questions. The firm shall conduct a large random sample of surveys involving data entry, cleaning, analysis and a final written report with actionable findings. City staff will then present the results to the City Council and the public. The selected firm may be required to participate in the live presentation followed by a questions and answer session.

PROJECT OBJECTIVES AND DELIVERABLES

Outline/Work Plan

The selected firm shall develop a high-level outline of the project, including a specific timeline and a work plan describing strategies to ensure completion of deliverables.

Deliverable 1: Detailed written outline of timeline and work plan describing strategies for the completion of Deliverables.

Research Plan and Methodology

The selected firm shall draft a survey methodology that follows generally accepted survey research or best practice protocols within the industry and results in statistically representative responses, particularly regarding demographic or geographic subgroups of the population.

Deliverable 2: Written description of the survey methodology including all tools that will be utilized to achieve the project objectives.

Deliverable 3: Written description of the plan for sampling the population, including sample methodologies and size, to produce representative findings. Criteria shall include, but not limited to, a sample size to produce findings that are geographically and demographically representative of San Gabriel.

Survey Materials and Implementation

The selected firm shall develop a survey questionnaire using the multiple modes noted in the Deliverables to conduct a data collection process. It shall follow and utilize accepted survey research protocols within the industry. The survey instruments may be in multiple languages such as English, Spanish and Chinese.

Data Analysis and Management

Upon completion of the survey implementation, the selected firm shall conduct data analysis. This shall focus on identifying insights that are actionable for future planning, using statistically significant findings to support the results.

Deliverable 4: Written data analysis plan that details the quantitative and qualitative analyses to be performed with the data collected in the survey

Deliverable 5: Clean database of responses to the survey, provided to the City upon completion of the project.

The file shall include weights for each observation if applicable. Qualitative findings shall be provided in the same database, and shall include any coding performed by the selected firm. All Spanish and Chinese survey data shall be translated to English.

Final Reports

The selected firm shall produce a clear, well-written final report. The report will include results and responses of San Gabriel residents. Data analysis must be presented in a format understandable to a lay audience, emphasizing the key and actionable findings. The selected firm shall produce a spreadsheet encompassing all findings as a result of this project, including analyses that did not rise to the level of the Final Reports.

Deliverable 6: Written final reports comprising sections on the population surveyed, research methodology and findings, including graphical displays and contextual explanations of findings.

Deliverable 7: Spreadsheet of the data findings used to create the final report in tabular format, including analytical tests performed and appropriate explanations.

EXHIBIT B

PAYMENT SCHEDULE

C O S T S

The following table presents True North’s fixed-fee cost estimate to design and conduct the survey as described in this proposal. The costs shown are inclusive—there will be no additional charges for travel, incidentals, meetings, post-project advising, or any other matter.¹¹ If selected as the City’s research partner for this study, our payment terms are simple: we request full payment at the *conclusion* of the study. No interim or up-front payments are needed.



When comparing our costs to those of other bidders, please note that our costs include value-added services that may not be provided by other firms. Our value-added services include:

- Using a **stratified sampling methodology** that ensures a representative sample of households regardless of whether they use land lines, cell phones, a combination, or neither.
- Using a **three-pronged recruiting strategy** of mailed letters, email invitations, and telephone calls to recruit participation in the survey and a **mixed-method data collection methodology** that allows sampled respondents the flexibility of participating by telephone or online at a password protected web site. This approach will increase participation rates, reduce response bias, and provide more reliable results than possible if one uses telephone-only recruiting and data collection.
- **Professionally translating** the survey questionnaire, mailed invitations, *and* email invitations into Mandarin/Cantonese and Spanish, **distributing invitations** in all languages, and conducting interviews and hosting the survey online in all languages.
- Providing the **most thorough and insightful report in the industry**. We don’t just report the results—we put the findings into context and explain their meaning based upon related questions in the survey, the City’s goals, relevant secondary information, the results of prior surveys, as well as our experience working with California municipalities and special districts on hundreds of similar studies.

Although some of these services are likely not included in the proposals submitted by other bidders (and we could similarly follow suit and offer a lower cost), our experience is that these additional services are necessary to ensure that the City receives statistically reliable survey results and the maximum return for its investment in this study.

TABLE 1 COST ESTIMATE

Task	Cost	
	15 Min.	
Sample	\$	1,750
CATI Program	\$	800
Web Program/Host	\$	1,750
Language Translation	\$	1,500
Invitation Letters	\$	2,200
Data Collection	\$	8,750
Data Processing	\$	1,450
Research Fee	\$	7,500
Miscellaneous Expenses	\$	250
TOTAL	\$	25,950

¹¹ These costs assume up to two in-person meetings/presentations and unlimited conference calls throughout the study, which is standard for a community survey project.

EXHIBIT C

REQUEST FOR PROPOSAL

**CITY OF SAN GABRIEL
NOTICE OF REQUEST FOR PROPOSALS
Professional Budget Input and Outreach Services**

NOTICE IS HEREBY GIVEN the City of San Gabriel (City) will receive proposals for providing professional budget input and outreach services in anticipation for the upcoming Fiscal Year (FY) 2017-2018 Budget. The professional budget input and outreach will provide the City with community opinion on current city services and strong input and data to be used during the FY2017-18 budget process, which will assist the City Council to make strategic budget decisions in the best interest of the community.

Proposals will be received at the City Hall City Clerk's Department, 425 S. Mission Drive, San Gabriel, California, 91776 until 5:00 p.m. on Thursday, December 1, 2016. All proposals must be clearly marked, "**CITY OF SAN GABRIEL PROFESSIONAL BUDGET INPUT AND OUTREACH SERVICES PROPOSAL,**" and shall be delivered to the City Clerk's Department Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m., except holidays and days which City Hall is closed. **POSTMARKS WILL NOT BE ACCEPTED.**

Submit three (3) hard copies and one (1) digital copy of your Proposal. It should be understood that the final fee will be negotiated with the City. As part of the Cost Proposal, please provide a breakdown of the hourly rates and any other applicable fees.

All submitted proposals will be reviewed and analyzed by City staff and the proposals which best meet the City's needs will be selected for further analysis and negotiation. The City reserves the right, in its sole discretion during the selection process, to reject any or all proposals or any portion without exception or explanation.

Parties interested in obtaining a Request for Proposals (RFP) Package (at no cost) can email the City Clerk Department at cityclerk@sgch.org. For questions regarding this RFP you may contact Jonathan Nih, Management Analyst, at 626-308-2812, extension 5122, or jnih@sgch.org.

SUBMITTAL DEADLINE

TO BE CONSIDERED, PROPOSAL MUST BE SUBMITTED NO LATER THAN Thursday, December 1, 2016, at 5:00 p.m. at the City Clerk Department, 425 South Mission Drive, San Gabriel, California, 91776. Postmarks will not be accepted. Failure of, or disturbances in any mail service is not a legitimate reason for proposals submitted after the above due date. Electronic mail or facsimiles will not be accepted. *The City may extend the deadline at its discretion.*

I. BACKGROUND

The City of San Gabriel (City) is seeking proposals from qualified research firms for professional budget input and outreach services to conduct a citywide budget survey to assess community opinion on City services, evaluate City staff expectations, and measure input and perceptions of the City's budget. The comprehensive data received will not only give the residents of the City a bigger voice, but it will also help the City Council make strategic decisions during the City's budget process. The successful research firm must have the knowledge, expertise, staff, and availability to perform all the work as specified within this RFP.

II. SCOPE OF SERVICES

PURPOSE

The purpose of this RFP is to select a research firm to conduct a professional budget input and outreach effort to San Gabriel residents to assess community opinion on City services, evaluate City staff expectations, and measure input and perceptions of the City's budget. The selected firm will work with City staff to develop an approach to the survey and the questions. The firm shall conduct a large random sample of surveys involving data entry, cleaning, analysis and a final written report with actionable findings. City staff will then present the results to the City Council and the public. The selected firm may be required to participate in the live presentation followed by a questions and answer session.

PROJECT OBJECTIVES AND DELIVERABLES

Outline/Work Plan

The selected firm shall develop a high-level outline of the project, including a specific timeline and a work plan describing strategies to ensure completion of deliverables.

Deliverable 1: Detailed written outline of timeline and work plan describing strategies for the completion of Deliverables.

Research Plan and Methodology

The selected firm shall draft a survey methodology that follows generally accepted survey research or best practice protocols within the industry and results in statistically representative responses, particularly regarding demographic or geographic subgroups of the population.

Deliverable 2: Written description of the survey methodology including all tools that will be utilized to achieve the project objectives.

Deliverable 3: Written description of the plan for sampling the population, including sample methodologies and size, to produce representative findings.

Criteria shall include, but not limited to, a sample size to produce findings that are geographically and demographically representative of San Gabriel.

Survey Materials and Implementation

The selected firm shall develop a survey questionnaire using the multiple modes noted in the Deliverables to conduct a data collection process. It shall follow and utilize accepted survey research protocols within the industry. The survey instruments may be in multiple languages such as English, Spanish and Chinese.

Data Analysis and Management

Upon completion of the survey implementation, the selected firm shall conduct data analysis. This shall focus on identifying insights that are actionable for future planning, using statistically significant findings to support the results.

Deliverable 4: *Written data analysis plan that details the quantitative and qualitative analyses to be performed with the data collected in the survey*

Deliverable 5: *Clean database of responses to the survey, provided to the City upon completion of the project. The file shall include weights for each observation if applicable. Qualitative findings shall be provided in the same database, and shall include any coding performed by the selected firm. All Spanish and Chinese survey data shall be translated to English.*

Final Reports

The selected firm shall produce a clear, well-written final report. The report will include results and responses of San Gabriel residents. Data analysis must be presented in a format understandable to a lay audience, emphasizing the key and actionable findings. The selected firm shall produce a spreadsheet encompassing all findings as a result of this project, including analyses that did not rise to the level of the Final Reports.

Deliverable 6: *Written final reports comprising sections on the population surveyed, research methodology and findings, including graphical displays and contextual explanations of findings.*

Deliverable 7: *Spreadsheet of the data findings used to create the final report in tabular format, including analytical tests performed and appropriate explanations.*

III. SCHEDULE

A time frame for survey development, fielding, results and presentations has been developed to ensure adequate time for development, implementation, analysis and summary. It is the City's intention to work with the successful firm to fully develop a schedule to allow for presentation of the final reports to the City Council in April 2017.

Schedule below:

Date	Action/Events
November 15, 2016	RFP Issued
December 1, 2016	RFP Due/Closed
January 3, 2017	City Council Approval of Contract
January 2017 – March 2017	Schedule to be Developed with Selected Firm
End of March 2017	Preliminary Results due to City Staff
April 2017	Survey Results Presented to City Council

IV. PROPOSAL FORMAT GUIDELINES

Interested firms are to provide the City with a thorough proposal using the following guidelines:

COVER

The cover should clearly display the title of this RFP, "City of San Gabriel Professional Budget Input and Outreach Services Proposal."

EXECUTIVE SUMMARY

Provide a cover letter that states the title of the RFP. Include the following information:

- Primary contact for the submittal
- Street address (post office boxes are not acceptable)
- Telephone number
- Fax number
- E-mail address
- Web address, if applicable

INTRODUCTION

Provide general information about your operations, whether you are an individual or a firm, include size, scope of practice, years in business, number of employees, if any, and office location(s). State the legal name, address and legal structure of your firm.

PROGRAM TEAM AND MANAGEMENT

Organization

This section should include a listing of the staff and management proposed for the services to be provided, as well as an organization chart.

Prior Experience

Indicate the relevant experience in undertaking this work. Provide a description of at least three previous Service Agreements. For each Service Agreement, identify the client and client contact, type of funding, and cost.

Key Staff

Indicate the education, background and relevant experience of the individuals principally responsible for the completion of the work. Indicate years with your firm and whether qualifying experience was with your firm. Identify the roles, responsibilities and time commitment of all key staff. Include resumes of key staff.

APPROACH TO REQUESTED SERVICES

State your understanding, approach to the services, proposed methodology and any suggestion for the City. Provide digital copies of sample projects you have worked on for evaluation.

Survey Materials & Methodology

Provide a list of survey materials and methodology that you will utilize to complete all professional budget input and outreach services related to the RFP.

Data and Final Report

Provide a detailed description of the different data and final reports you will be producing.

CITY PROVIDED SUPPORT

State any support you will require from the City.

ADMINISTRATIVE REQUIREMENTS

Signature

The Proposal will be signed by company officers authorized to bind the firm and will contain a statement indicating that the proposal is valid for ninety (90) days.

Questions

Please direct any question regarding this RFP in writing to Jonathan Nih, Management Analyst, at jnih@sqch.org.

FEE PROPOSAL

Pricing shall be all inclusive unless indicated otherwise on separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional, technical and support personnel. All other charges related to completion of work shall be itemized.

V. GENERAL TERMS AND CONDITIONS

AGREEMENTS BETWEEN CONSULTANT AND CITY

The City will prepare a Professional Services Agreement with the successful firm using the template in **Appendix A**. Proposal must state the firm's willingness to enter into City's agreement as represented in Appendix A, or list any amendments that may be proposed.

LATE SUBMITTALS

It is the firm's sole responsibility to ensure proposals are received at the City Hall City Clerk Desk prior to the scheduled closing time specified in this RFP. Submittals will not be accepted after the deadline. Postmarks will not be accepted. Failure of, or disturbances in any mail service is not a legitimate reason for Statements of Proposals to be submitted after the above due date. Proposals submitted by e-mail or facsimile will not be accepted.

EVALUATION OF SUBMITTALS

The City will evaluate submittals with the intent of selecting the most qualified firm. Evaluation criteria include but are not limited to the following:

<u>Evaluation Factor</u>	<u>%Weight</u>
Fee Proposal	50
Experience providing Input and Outreach Services	15
Past record with municipal and/or other government agency agreements	10
Compliance with RFP requirements (Scope of Services, Proposal Format, etc)	10
Responsiveness and thoroughness of proposal	5
Level of care and support provided to internal and external customers	10
(Any other factors determined by City to be relevant to the performance of these services)	
Total	100

Note: The apparent most qualified proposer may be selected to be interviewed by City Representatives. The City reserves the right to interview as many or few proposers as deemed appropriate by the City. The City also reserves the right to make its selection without conducting interviews.

After evaluation of the proposals, negotiation for the price of the agreement will commence with the top ranked proposer based on the submitted cost proposals. If agreement cannot be reached, negotiations may be initiated with the next ranked proposer.

REJECTION OF PROPOSALS

The City reserves the right to reject all proposals received in response to this RFP and to waive any informality in any proposal if it is determined to be in the best interest of the City to do so.

PROPOSAL VALIDITY PERIOD

Submission of a proposal will signify the proposer's agreement that the proposal, and contents thereof, are valid for at least ninety (90) days following the submission of the proposal and will become part of the agreement that is negotiated with the successful firm.

SUBSTITUTION OF PERSONNEL

If one or more of the key personnel represented in the proposal becomes unavailable during the course of the programs, then the selected firm may substitute other personnel of at least equal competence upon written approval of the City. In the event that the City and the selected firm cannot agree as to the substitution of key personnel, the City will be entitled to terminate the Agreement for Services with the selected firm.

DOCUMENTS TO BE CONSTRUED TOGETHER

The RFP and all documents incorporated by reference in an agreement entered into between the selected firm and the City, and all modifications of said documents, will be construed together as one document.

MINIMUM INSURANCE REQUIREMENTS

The selected firm will maintain, at a minimum, the insurance requirements specified in the Professional Services Agreement.

ADDITIONAL SERVICES

The City will have the right to make alterations, eliminations, and additions to the scope of services. Exercise of such right will in no way void the agreement. The City and the Consultant will agree upon the value of such additional services or deleted work prior to proceeding with the said additional services.

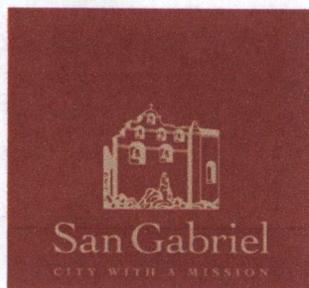
SUBMITTALS

Three (3) hard copies and one (1) digital copy of the proposal must be received by the date and time specified above in this RFP. Hand deliver, express, or mail proposals only to:

**City of San Gabriel
City Clerk Department
Attn: Jonathan Nih, Management Analyst
425 S. Mission Drive
San Gabriel, CA 91776**

Attachments:

Appendix A: Sample Professional Services Agreement



City of San Gabriel
STAFF REPORT

DATE: January 3, 2017

TO: Steven A. Preston, FAICP, City Manager

FROM: Gloria Molleda, MMC, Chief City Clerk *GM*

SUBJECT: **Special Election of Board Member and Alternate Representing Cities without Prescriptive Water Pumping Rights to the San Gabriel Basin Water Quality Authority Board of Directors**

SUMMARY

The San Gabriel City Council will consider adopting Resolution No. 17-03 casting its four (4) votes to either Rosemead Council Member Margaret Clark or La Puente Mayor Valerie Munoz, to serve on the San Gabriel Basin Water Quality Authority Board of Directors to represent the cities without prescriptive water pumping rights.

BACKGROUND

On September 22, 1992, Senate Bill 1679 was signed into law by Government Pete Wilson, authorizing the establishment of the San Gabriel Basin Water Quality Authority (WQA) to develop, finance and implement groundwater treatment programs in the San Gabriel Basin. The WQA is empowered by the State to address the problem of the migration of contaminated groundwater within the San Gabriel Basin and, in particular, the migration of contaminated water through the Whittier Narrows into the Central Basin. The WQA also currently operates the only groundwater cleanup projects in the San Gabriel Valley that are actively intercepting contaminated groundwater flowing toward the Whittier Narrows.

The WQA is under the direction and leadership of a seven (7) member board. The board is comprised of one member from each of the overlying municipal water districts, one from a city with prescriptive water pumping rights, one from a city without prescriptive water pumping rights and two members representing water procedures in the San Gabriel Basin. The three municipal water districts are:

1. San Gabriel Valley Municipal Water District;
2. Three Valley Municipal Water District; and
3. Upper San Gabriel Valley Municipal Water District.

The City of San Gabriel is designated as a city without prescriptive water pumping rights. The other cities without prescriptive rights include: Baldwin Park, Bradbury, Duarte, La Puente; La

Verne; Rosemead; San Dimas; San Marino; Sierra Madre; South El Monte; Temple City; and West Covina.

DISCUSSION

The nomination period for the special election of the WQA board member representing cities without water pumping rights was closed on November 18, 2016. La Puente Mayor Valerie Munoz and Rosemead Council Member Margaret Clark have both been nominated to represent cities without prescriptive water pumping rights. Mayor Munoz received nominations from the cities of Baldwin Park, West Covina, South El Monte, and La Puente. Council Member Clark received nominations from the cities of Bradbury, La Verne, Rosemead, San Dimas, and Sierra Madre.

The WQA has contacted cities without prescriptive water pumping rights to cast their ballots for either Mayor Munoz or Council Member Clark. The candidate with the greatest number of votes will serve as the WQA Board Member and the candidate with the second highest number of votes will be designated as the alternate. Each city without prescriptive water pumping rights is allowed to cast all their votes for one candidate, with cities receiving one vote per 10,000 in population as determined by the 2010 United States Census. San Gabriel has four (4) of the total possible forty-nine (49) possible votes. The City is not allowed to split their votes to more than one candidate. Attached is the letter from the WQA outlining the election process, candidates, and the number of votes per city (Attachment A).

Staff has prepared a draft resolution to allow the City Council to cast San Gabriel's four (4) votes to either Mayor Munoz or Council Member Clark. City Council Options:

1. The City Council could cast San Gabriel's four (4) votes to La Puente Mayor Valerie Munoz to represent cities without prescriptive water pumping rights;
2. The City Council could cast San Gabriel's four (4) votes to Rosemead Council Member Margaret Clark to represent cities without prescriptive water pumping rights; or
3. The City Council could choose not to cast any votes and not participate in the WQA election to select a board member or alternate to represent cities without prescriptive water pumping rights to the WQA Board of Directors.

RECOMMENDATION

Staff recommends that the City Council approve Resolution No. 2017-03 casting its four (4) votes to either La Puente Mayor Valerie Munoz or Rosemead Council Member Margaret Clark, to serve on the San Gabriel Basin Water Quality Authority Board of Directors to represent cities without prescriptive water pumping rights.

ATTACHMENTS

1. WQA Letter
2. Resolution No. 17-03
3. Letter from Rosemead Council Member Clark



San Gabriel Basin Water Quality Authority

1720 W. Cameron Avenue, Suite 100, West Covina, CA 91790 • 626-338-5555 • Fax 626-338-5775

December 2, 2016

RE: SPECIAL ELECTION FOR WQA BOARD MEMBER CITIES WITHOUT WATER PUMPING RIGHTS

Dear City Manager:

The nomination period for the special election of the WQA board member representing cities without water pumping rights was closed on November 18, 2016 at 5:00 p.m. Enclosed is an election ballot, a sample resolution, a list of nominees, and a list of cities without pumping rights and the number of votes each is entitled.

Each city may cast their votes for only one of the listed nominees in the form of a resolution. **The resolution must be received at the above address by January 17, 2017 at 12:00 p.m. via hand delivery, certified mail, FedEx, or UPS WITH SIGNATURE REQUIRED.**

ANY RESOLUTIONS THAT ARE RECEIVED AFTER 12:00 P.M. ON JANUARY 17, 2017 WILL NOT BE ACCEPTED.

Our office hours are Monday through Friday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Votes will be officially counted during the Water Quality Authority's regular meeting on January 18, 2017 at 12:00 p.m.

Each city has one vote for each 10,000 residents or majority thereof, as determined by the 2010 U.S. census data. The enclosed ballot indicates the number of votes your city may cast. Please note that a city must cast all of their votes to only one candidate and cannot split their votes. Please also note that a city is not limited to voting for its own city council members and that a city may vote in an election whether or not it nominated a candidate.

If you should have any questions, please contact me at (626) 338-5555 or by email at Stephanie@wqa.com

Sincerely,

A handwritten signature in blue ink that reads 'Stephanie Moreno'.

Stephanie Moreno
San Gabriel Basin Water Quality Authority
Stephanie@wqa.com
Enclosures

RECEIVED

DEC 07 2016

ADMINISTRATION OFFICE
City of San Gabriel

BALLOT

SPECIAL ELECTION OF CITY MEMBER FROM
CITIES WITHOUT PUMPING RIGHTS
TO THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY
PURSUANT TO SB 1679

CITY: SAN GABRIEL

NUMBER OF VOTES TO BE CAST: 4

TO THE CITY COUNCIL:

The following candidates have been duly nominated by qualified cities for the office of city member of the Board of the San Gabriel Basin Water Quality Authority ("the Authority") from cities without pumping rights.

The election of the city member will take place at an adjourned meeting of the Board of the Authority set for January 18, 2017, at 12:00 p.m., at 1720 W. Cameron Ave., Suite 100, West Covina, California.

Your city may cast its votes for one candidate by resolution of the city council. The number of votes to which your city is entitled, based upon population, is set forth above.

The resolution of the city council casting its votes must be delivered by certified mail, FedEx, UPS with signature required or hand delivered to the Authority by January 17, 2017 at 12:00 p.m. or will not be counted.

This Ballot may accompany the resolution of the city council casting its votes for city member and alternate from cities without pumping rights.

**SPECIAL ELECTION FOR WQA BOARD MEMBER
REPRESENTING CITIES WITHOUT
PRESCRIPTIVE PUMPING RIGHTS**

LIST OF NOMINATIONS

(In the order in which they were received)

Name

Nominated by

Margaret Clark
City of Rosemead

City of Rosemead
City of San Dimas
City of Sierra Madre
City of Bradbury
City of La Verne

Valerie Munoz
City of La Puente

City of Baldwin Park
City of West Covina
City of South El Monte
City of La Puente

(SAMPLE RESOLUTION)

Please contact Stephanie at stephanie@wqa.com to request this resolution in a Word document.

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____, CALIFORNIA, CASTING ITS VOTE(S) FOR COUNCILMEMBER TO REPRESENT CITIES WITHOUT PRESCRIPTIVE PUMPING RIGHTS ON THE BOARD OF THE SAN GABRIEL BASIN WATER QUALITY AUTHORITY

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority; and

WHEREAS, the Board of the San Gabriel Basin Water Quality Authority is composed of seven members with three appointed members from each of the three municipal water districts, one elected city council person from cities in the San Gabriel Basin with prescriptive pumping rights, and one elected city council person from cities in the San Gabriel Basin without prescriptive pumping rights, and two appointed members representing water producers; and

WHEREAS, the City of _____ is one of the cities in the San Gabriel Basin without prescriptive pumping rights;

WHEREAS, the City of _____ may cast its vote(s) for a representative by resolution and delivered to the San Gabriel Basin Water Quality Authority no later than January 17, 2014 at 12:00 p.m.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF _____, CALIFORNIA DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

Section 1. The City Council of the City of _____ casts its full vote(s) for Councilmember _____ as the representative for cities in the San Gabriel Basin without prescriptive pumping rights.

PASS, APPROVED AND ADOPTED this _____ day of _____, 20_____.

Cities without Pumping Rights

2010 U.S. Census Data

City	2010 Population	# of Votes
Baldwin Park	75,390	8
Bradbury	1,048	1
Duarte	21,321	2
La Puente	39,816	4
La Verne	31,063	3
Rosemead	53,764	5
San Dimas	33,371	3
San Gabriel	39,718	4
San Marino	13,147	1
Sierra Madre	10,917	1
South El Monte	20,116	2
Temple City	35,558	4
West Covina	106,098	11
	Total votes	49

SB 1679, Article 5. Sec. 505 (a)

Each City has one vote for each 10,000 residents or majority fraction thereof, as determined by the most recent U. S. decennial census data.

RESOLUTION NO. 17-03

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF SAN GABRIEL CASTING ITS
VOTES FOR _____ TO
REPRESENT _____ CITIES WITHOUT
PRESCRIPTIVE WATER PUMPING RIGHTS
ON THE BOARD OF THE SAN GABRIEL
BASIN WATER QUALITY AUTHORITY**

WHEREAS, on September 22, 1992, Senate Bill 1679 was signed into law by Governor Pete Wilson authorizing the creation of the San Gabriel Basin Water Quality Authority;

WHEREAS, the San Gabriel Basin Water Quality Authority is composed of seven members, with three appointed members from each of the three municipal water districts, one elected City Council person from cities in the San Gabriel Basin with prescriptive water pumping rights, one elected City Council person from cities in the San Gabriel Basin without prescriptive water pumping rights and two members representing water producers in the San Gabriel Basin;

WHEREAS, the City of San Gabriel is one of the cities in the San Gabriel Basin without prescriptive water pumping rights and is allotted four (4) votes; and

WHEREAS, the City of San Gabriel may cast its four (4) votes for a representative by resolution no later than January 17, 2017 at 12:00 p.m.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN GABRIEL, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council of San Gabriel casts its four (4) votes for _____ as the representative for cities in the San Gabriel Basin without prescriptive water pumping rights.

SECTION 2. The City Clerk of the City of San Gabriel is directed to attest to this Resolution which shall thereupon become in full force and effect.

PASSED, APPROVED AND ADOPTED ON this 3rd day of January, 2017.

Chin Ho Liao, Mayor
City of San Gabriel, California

ATTEST:

**Eleanor K. Andrews, City Clerk
City of San Gabriel, California**