



AGENDA

REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
Wednesday, July 10, 2019 at 7:00 p.m.

Rules of Decorum

*"Members of the Public are advised that all **ELECTRONIC DEVICES, CELLULAR TELEPHONES and any OTHER COMMUNICATION DEVICES** are to be turned off upon entering the City Council Chambers." If you need to have a discussion with someone in the audience, kindly step out into the lobby.*

Reglas de Comportamiento

*"Al público en general se le avisa que todos los **teléfonos celulares, pagers y demás aparatos de comunicación deben ser apagados** al entrar a la sala de audiencias del Consejo Municipal de la Ciudad." Si usted necesita tener una conversación con alguien que está en la audiencia, amablemente le pedimos que salga del recinto y tenga su conversación en el vestíbulo de la sala de audiencias.*

ROLL CALL:

- Eduardo De La Riva, Mayor
- Ricardo Lara, Mayor Pro Tem
- Ramon Medina, Councilmember
- Carlos Alvarez, Councilmember
- Heber Marquez, Councilmember
- Gloria Viramontes, City Treasurer
- Gerardo Mayagoitia, City Clerk
- Jennifer Vasquez, City Manager
- David Mango, Director of Building and Planning
- Ofelia Mancera, Finance Director
- Roxanne Diaz, City Attorney

*In order to address the Council, please complete a Public Comment Card.
No Public Comment Cards will be accepted after 7:15 p.m. Time allotted per speaker: 3 minutes.
No agenda item may be taken after 9:00 p.m. without a motion to extend time by the majority of Council present.*

INVOCATION* AND PLEDGE OF ALLEGIANCE

**In permitting a nonsectarian invocation, the City does not intend to proselytize, advance, or disparage any faith or belief. Neither the City nor the City Council endorses any particular belief or form of invocation.*

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

PUBLIC PARTICIPATION (Agenda Items Only)

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

PRESENTATION(S)

MaCES CIF Division 5 Champs Certificates of Recognition
Presentation of certificates to coaches and team

Street Name Sign Presentation by Vance Pomeroy of Interwest Group, Inc.
Presentation on design options for all street name signs

PUBLIC HEARING

1. Public Hearing: Resolution approving the Annual Sewer Report and levy of the Annual Sewer Service Charge for Fiscal Year 2019/20 pursuant to Chapter 14 of Title 6 of the Maywood Municipal Code and order the Annual Sewer Service Charge to be collected on the County of Los Angeles tax roll.
2. Public Hearing: Resolution adopting the Fiscal Year (FY) 2019/20 Capital Improvement Program (CIP) and Budget.
3. Public Hearing: Consider resolution approving the final form of the delinquent charges report for past due and payable accounts for residential rubbish services rendered by Republic Services, Inc. and directing that the same be submitted to the Los Angeles County Auditor-Controller for collection on the Property Tax Roll Tax Year 2019 and resolution approving the final form of the delinquent charges report for past due and payable accounts for residential rubbish services rendered by Commercial Waste and Recycling Services (CWS) and directing that the same be submitted to the Los Angeles County Auditor-Controller for collection on the Property Tax Roll Tax Year 2019.

CONSENT CALENDAR

1. Minutes for 06/12/19 Special City Council Meeting.
2. Minutes for 06/12/19 City Council Meeting.

3. Minutes for 06/28/19 Special City Council Meeting.
4. Minutes for 06/28/19 Adjourned Council Meeting.
5. Resolution No. 6036 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants and Payroll.
6. Resolution No. 6049 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants and Payroll.
7. Second reading and adoption of an Ordinance of the City of Maywood adding a new chapter to the Maywood Municipal Code pertaining to the bidding of the Public Works Projects under the Uniform Public Construction Cost Accounting Act.
8. Recommendation for City Council to receive and file the Revenue Report for the month of May 2019.
9. Notice of a Planning Commission decision regarding a Conditional Use Permit appeal of a commercial cannabis dispensary application located at 3580 Fruitland Avenue.
10. Direct staff to file a Notice of Completion for the Street Lighting Conversion from High Pressure Sodium Vapor (HPSV) to Light Emitting Diode (LED) Street Lights Conversion Project. DG
11. Consider the adoption of a resolution granting commercial cannabis cultivation, manufacturing, retail dispensary, vehicle dispensary and distribution licenses for PMB Group LLC, located at 3580 Fruitland Avenue.
12. Consider the adoption of a resolution granting a commercial cannabis vehicle delivery license for Firehouse Healthcare Industries Inc., located at 6118 Atlantic Boulevard.
13. A resolution updating the City's Annual Investment Policy and a resolution authorizing the investment of monies in the local agency investment fund and repealing Resolution No. 5970.

DISCUSSION/ACTION ITEMS

14. Award of a maintenance services contract for Landscape Maintenance Services throughout the City.
15. Award of a City-Wide Tree Maintenance and Emergency Response Services Agreement.

16. Discussion of commercial cannabis regulations and proposed revisions to the municipal code to prohibit the commercial cultivation, dispensing, manufacture, distribution and testing of cannabis, except for legal nonconforming uses, citywide.

CLOSED SESSION

1. Conference with Legal Counsel-Anticipated Litigation-Significant Exposure to Litigation
Government Code Section 54956.9(d)(2)
Number of cases: 1

PUBLIC PARTICIPATION (Non-Agenda Items)

At this time speakers wishing to address the City Council on an item not on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

ADJOURNMENT - The next Regular Meeting of the Maywood City Council is on July 24, 2019.

PUBLIC ACCESS TO CITY COUNCIL MEETING AGENDA AND AGENDA PACKETS

I,  Gerardo Mayagoitia, City Clerk or Priscilla Kinnard, Deputy City Clerk, hereby certify that this agenda was duly posted by law at 4319 E. Slauson Avenue, Maywood, CA 90270 and the City Website. Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the Maywood City Hall, 4319 E. Slauson Avenue, Maywood CA 90270. If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting. In compliance with the ADA, if you need special assistance for the meeting, call (323) 562-5714 within 72 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.





AGENDA 1
ITEM NO. _____

June 12, 2019

**MINUTES OF THE SPECIAL MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the meeting at approximately 5:00 p.m.

ROLL CALL: Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember (Absent)
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
City Clerk, Gerardo Mayagoitia (Absent)
City Manager, Jennifer E. Vasquez
Director of Building and Planning, David Mango
Director of Finance, Ofelia Mancera
Assistant City Attorney, Isra Shah

PUBLIC PARTICIPATION (Agenda Items Only)

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

There were no speakers on any Agenda Items.

PRESENTATION(S)

Fiscal Year 2019-2020 & 2020-2021 Budget Review Study Session.

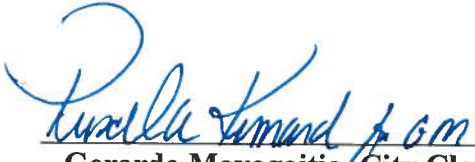
The Council received and discussed a budget presentation with City Staff. The Council did not provide direction to staff as to any budget item.

ADJOURNMENT Meeting adjourned at approximately 6:22 p.m. to June 12, 2019 at 7:00 for an adjourned regular meeting of the Maywood City Council.



Eduardo De La Riva, Mayor

ATTEST:



Gerardo Mayagoitia, City Clerk



AGENDA 2
ITEM NO. _____

June 12, 2019

**MINUTES OF THE REGULAR MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the meeting at approximately 7:00 p.m.

ROLL CALL: Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
City Clerk, Gerardo Mayagoitia (Absent)
City Manager, Jennifer Vasquez
Director of Building and Planning, David Mango
Director of Finance, Ofelia Mancera
Assistant City Attorney, Isra Shah

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

PUBLIC PARTICIPATION (Agenda Items Only)

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

The following spoke on Agenda Items only:

1. Heather Wilson;

PRESENTATION(S)

Presentation by HDL

PUBLIC HEARING

None

CONSENT CALENDAR

1. Minutes for 05/14/19 Adjourned Council Meeting. **Motion to approve by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**
2. Minutes for 05/22/2019 Council Meeting. **Motion to approve by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**
3. Resolution No. 6031 of the City Council of the City of Maywood and Successor Agency to the Maywood Community Redevelopment Agency Approving Prepaid Warrants and Payroll. **Motion to approve by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**
4. Consideration of approval for the issuance of fireworks stand permits.
 - A. Maywood Lions Club - **Motion to approve by Marquez. Second by De La Riva AYES: Marquez, Lara and De La Riva. NOES: Alvarez and Medina. PASSES**
 - B. TR3 City Wildcats Youth Football - **Motion to approve by Marquez. Second by De La Riva AYES: Marquez, Lara and De La Riva. NOES: Alvarez and Medina. PASSES**
5. A Resolution No. 6032 of the City Council of the City of Maywood awarding a professional service contract to Diana Cho and Associates for FY 2019-2019 Community Development Block Grant project. **Motion to approve by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**
6. A Resolution No. 6035 of the City Council of the City of Maywood Amending a professional service agreement Graffiti Protective Coatings, Inc. **Motion to approve by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**
7. Award of a professional service contract to Veronica Tam and Associates, Inc. to provide technical assistance related to the completion of the City of Maywood 2013-2021 General Plan Housing Element. **Motion to approve by Medina. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**
8. Approve a Resolution No. 6033 to authorize the submission of the grant application under the Statewide Park Development and Community Program (SPP), Prop 68. **Motion to approve by Lara. Second by Medina. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**
9. Set public hearing to consider resolution authorizing delinquent rubbish collection charges and liens on real property in the City of Maywood. **Motion to approve by Marquez. Second by Alvarez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**

DISCUSSION/ACTION ITEMS

10. Fiscal Year 2019-20 & 2020-2021 Budget Review.

The City Council discussed budget priorities and provided direction to staff to bring back an amended budget for further review on June 26 as follows: 1) allocate funds to add one motor deputy; 2) increase the community fund to \$75,000. The Council directed staff to bring back an estimate of costs for proposed events at a future Council meeting.

11. Resolution electing to become subject to the Uniform Public Construction Cost Accounting Act (UPCCAA); Ordinance adding a new chapter to the Maywood Municipal Code pertaining to the bidding of Public Works Projects under the UPCCAA. **Motion to approve the resolution and introduce the ordinance, waive further reading and read by title only by De La Riva. Second by Marquez. AYES: Marquez, Alvarez, Medina, Lara and De La Riva. PASSES**

CLOSED SESSION

PUBLIC PARTICIPATION (Non-Agenda Items)

At this time speakers wishing to address the City Council on an item not on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

The following spoke on Non-Agenda Items:

1. Gustavo Pantoja;
2. Ivonne Correa;
3. Mary Mariscal;
4. Evelia Castillo-Rodriguez;
5. German Pena (Filled out a form, did not speak);
6. Veronica Duran.

ADJOURNMENT Meeting adjourned at approximately 8:57 p.m. to June 26, 2019 at 7:00 pm for the regular meeting of the Maywood City Council.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk



AGENDA 3
ITEM NO. _____

June 28, 2019

**MINUTES OF THE SPECIAL MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the adjourned meeting and special meeting together at approximately 4:00 p.m.

ROLL CALL: Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember (arrived during public comment)
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
City Clerk, Gerardo Mayagoitia (Absent)
City Manager, Jennifer Vasquez
Director of Building and Planning, David Mango
Director of Finance, Ofelia Mancera
Assistant City Attorney, Isra Shah

COUNCIL MEMBERS' COMMENTS (3 MINUTES EACH)

PUBLIC PARTICIPATION (Agenda Items Only)

At this time speakers wishing to address the City Council on items on the agenda will be called upon in the order that the speaker card is received. The maximum time allotted for individuals to speak shall not exceed three (3) minutes.

The following spoke on Agenda Items only:

1. Javier Gonzalez;
2. Desidero Valles.

DISCUSSION/ACTION ITEMS

1. Initiate Fiscal Year 2019/20 proceedings for the Annual Levy of Assessments, preliminarily approve the Fiscal Year 2019/20 Engineer's Report, declare intent to levy assessments in Fiscal Year 2019/20, and set a time and place for the Public Hearing associated with the City of Maywood Street Lighting Assessment District.
 - a. **Motion to approve Resolution No. 6038 by De La Riva. Second by Lara. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**
 - b. **Motion to approve Resolution No. 6039 by De La Riva. Second by Lara. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**
 - c. **Motion to approve Resolution No. 6040 by De La Riva. Second by Lara. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**

PUBLIC PARTICIPATION (Non-Agenda Items Only)

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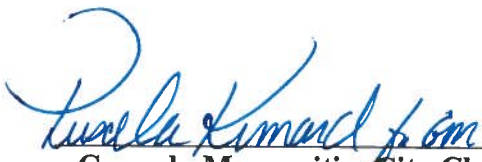
The following spoke on Non-Agenda Items only:

1. Heather Wilson;
2. Javier Gonzalez;
3. Desidero Valles;
4. Veronica Duran.

ADJOURNMENT - The next Regular Meeting of the Maywood City Council is on July 10, 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk



AGENDA 4
ITEM NO. _____

June 28, 2019

**MINUTES OF THE ADJOURNED MEETING
OF THE MAYWOOD CITY COUNCIL HELD IN THE COUNCIL CHAMBERS,
4319 EAST SLAUSON AVENUE, MAYWOOD, CALIFORNIA**

Mayor opened the adjourned meeting and special meeting together
at approximately 4:00 p.m.

ROLL CALL: Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember
Carlos Alvarez, Councilmember (arrived during public comment)
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer (Absent)
City Clerk, Gerardo Mayagoitia (Absent)
City Manager, Jennifer Vasquez
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Director of Finance, Ofelia Mancera
Assistant City Attorney, Isra Shah

PUBLIC PARTICIPATION (Agenda Items Only)

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The following spoke on Agenda Items only:

1. Javier Gonzalez;
2. Desidero Valles.

CONSENT CALENDAR

1. Approval of Municipal Law Enforcement Services Agreement (MLESA) Renewal. **Motion to approve by Medina. Second by De La Riva. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**

2. Adopt a resolution establishing an appropriations limit pursuant to Article XIII B of the California Constitution for Fiscal Year 2019-2020. **Motion to approve and adopt Resolution No. 6041 by De La Riva. Second by Lara. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**
3. Approval of a resolution of the City Council of the City of Maywood, designating new bank signatories. **Motion to approve and adopt Resolution No. 6044 by De La Riva. Second by Lara. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**
4. A Resolution approving the submission of a grant application for grant funds under The California Drought, Water, Park, Climate, Coastal Protection, and Outdoor Access for All Act (Prop. 68), for The City of Maywood Urban Green Project. **Motion to approve and adopt Resolution No. 6042 by De La Riva. Second by Lara. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**

DISCUSSION/ACTION ITEMS

5. Adoption of Resolution approving Fiscal Year 2019-20 and 2020-2021 General Fund and Special Revenue Budget. **Motion to approve and adopt Resolution No. 6043 by Lara. Second by Marquez. AYES: Marquez, Medina, Lara and De La Riva. ABSENT: Alvarez. PASSES**

PUBLIC PARTICIPATION (Non-Agenda Items Only)

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The following spoke on Non-Agenda Items only:

1. Heather Wilson;
2. Javier Gonzalez;
3. Desidero Valles;
4. Veronica Duran.

ADJOURNMENT - The next Regular Meeting of the Maywood City Council is on July 10, 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

COUNCIL AGENDA

ITEM No. 5

RESOLUTION NO. 6036

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT**

WHEREAS, the following listed demands have been audited by the
Director of Finance, and

WHEREAS, the Director of Finance has certified to the accuracy and
availability of funds for payment thereof, and

WHEREAS, the register of audited demands is hereby submitted to the City Council of the City
of Maywood and Successor Agency to the Maywood Community Redevelopment Agency for
approval.

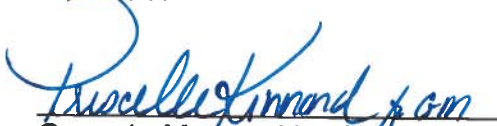
NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire Transfers/ACH
Transactions for \$759,491.85 are hereby ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

PASSED, APPROVED AND ADOPTED THIS 10th day of July, 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

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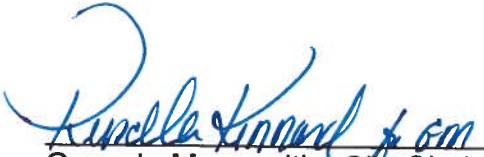
I, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6036 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 10th of July, 2019 by the following roll call vote, to wit:

AYES: Marquez, Lara and DeLaRiva

NAYES:

ABSENT: Alvarez and Medina

ABSTAINED:


Gerardo Mayagoitia, City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, July 10, 2019

Accounts Payable		Amount
Accounts Payable prepaid warrants for payment: Checks No. 086138 - 086149		\$ 33,525.04
Accounts Payable regular warrants for payment: Checks No. 086150 - 086179		\$ 593,782.15
Sub-total		\$ 627,307.19
 Wire Transfers/ACH Transactions		
06/05/19 CalPERS Unfunded Liability Payment Plan - Safety & Misc. Employees		\$ 98,089.77
06/05/19 Lease Payment for Front Counter Cash Registers - June 2019		\$ 129.57
06/05/19 CalPERS Health Premium - June 2019		\$ 26,311.29
06/07/19 ADP Payroll Fees		\$ 186.68
06/14/19 Bank Analysis Fee		\$ 930.13
06/17/19 CalPERS for Employer Contribution - Pay Period 5/26/2019-6/8/2019		\$ 6,537.22
Sub-total		\$ 132,184.66
Total Demands		\$ 759,491.85

City of Maywood
Detail Warrants for Payment
Warrants No. 086138 to 086179

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
086138	P	6/14/2019	Daily Journal Corporation	3,451.34	Publication of Official Notices
086139	P	6/14/2019	Dewey Pest Control	92.00	June 2019 Pest Control City Hall
086140	P	6/14/2019	Dunbar Amored Inc	437.25	June 2019 Cash Handling Service
086141	P	6/14/2019	Five Star Transportation	1,600.00	Helicopter Elementary Bus Trip to Land Forest Training Starbase
086142	P	6/14/2019	G2 Construction, Inc.	14,175.00	04-09-19 & 04-23-19 (Community Benefit Fund) - Council Approved
086143	P	6/14/2019	League of California Cities	1,081.50	Fabrication of Catch Basins (50% Deposit Materials)
086144	P	6/14/2019	Maywood Mutual Water No.3	3,447.30	L.A. County Division Dues for 2019-2020
086145	P	6/14/2019	Southern California Edison	7,807.92	9950 Riverfront Park 05-01-2019 to 05-31-2019
086146	P	6/14/2019	Staples Business Advantage	392.74	Various Locations 04-25-2019 to 05-24-2019
086147	P	6/14/2019	The Gas Company	56.81	Office Supplies
086148	P	6/14/2019	Time Warner Cable	4319	4317 Slauson Ave (05-08-2019 - 06-07-2019)
086149	P	6/18/2019	AFLAC	627.14	4319 Slauson Ave (05-08-2019 - 06-07-2019)
086150 - 086152			VOID	356.04	4323 Slauson Ave (05-08-2019 - 06-07-2019)
086153		6/18/2019	Robert Half Company International / Accountemps	2,164.62	Internt & Phone Service June 2019
086154		6/18/2019	Adrien Perez	VOID	Allue Employee Contributions Payroll Deductions May 2019
086155		6/18/2019	American Guard Services, Inc.	53.36	VOID
086156		6/18/2019	Arturo Sanchez dba Calmes Graphics	7,442.82	Temp Labor Customer Service/Administrative Assistant (May/June)
086157		6/18/2019	CDWG	422.67	CSMFO Training Mileage Reimbursement
086158		6/18/2019	CoreLogic Solutions, LLC	128.29	Crossing Guard Services-May 2019
086159		6/18/2019	Dapeer, Roseblat & Litvak, LLP	150.00	Business Cards Building/Planning
086160		6/18/2019	Dianna Cho & Associates	124.00	City of Maywood Mailing Envelopes
086161		6/18/2019	George Hill Company	2,550.00	Finance Department hardware for PC
086162		6/18/2019	Grafina Protective Coatings	184.80	Property Finder May 2019
086163		6/18/2019	Interwest Consulting Group	17,000.00	Code Enforcement Legal Services May 2019
086164		6/18/2019	John Balderras	93,644.50	CDRG Consulting April 2019
086165		6/18/2019	L.B. Johnson Hardware Co.	74.43	Code Enforcement Project Administration
086166		6/18/2019	Los Angeles County Metropolitan Transportation Authority	3,960.00	Sewer Repair Project
086167		6/18/2019	Municipal Code Corporation	450.00	City Claims/Adjuster Services May 2019
086168		6/18/2019	Susan Contreras dba Municipal Waste Solutions	11,542.50	City Wide Graffiti Removal May 2019
				2,010.00	May 2019 Bus Shelter Maintenance
				74.43	City Engineering Services May 2019
				3,960.00	Riverfront Park Project (General Fund)
				450.00	-DTSC Excavate Clean Up Project (Gas Tax)
				11,542.50	-ADA Transition Plan (Gas Tax)
					-Arterial ITS Committee Meetings (General Fund)
					-Maywood Capital Improvement Program (Gas Tax)
					-Public Works Contractor RFP (General Fund)
					-Sewer and Storm Drain Maintenance Management (Sewer Enterprise Fund)
					-Pavement Rehab FY 18/19 Various Streets (SD1)
					-Shurry Seal Project FY 18/19 (Measure M)
					-Street Light Conversion to LED (SLAD)
					-Bicycle Master Plan (TDA)
					Professional Municipal Reporting Services March 2019
					Code Enforcement Supplies
					June 2019 Metro TAP Cards
					Annual Internet Municipal Code Renewal 06/2019-05/2020
					May 2019 Waste & Recycling Consulting

City of Maywood
Detail Warrants for Payment
Warrants No. 086138 to 086179

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
086169		6/18/2019	Pacheco & Neach PC	24,901.14	May 2019 to June 2019 Retainer- CDS Legal Services June 2019 to July 2019 Retainer- CDS Legal Services
086170		6/18/2019	QDows	58.80	Copier Base Charge: 06/01/2019 - 06/30/2019
086171		6/18/2019	Raul Herrera Pimentel	47.10	CSMFO Training Mileage Reimbursement
086172		6/18/2019	Redline Technology Services	2,419.00	June 2019 I.T. Services Hardware install and Accounting Software update (Finance)
086173		6/18/2019	Richards, Watson & Gershon	21,885.35	Legal Services General (April 2019) Legal Services - Maywood v. YMCA (April 2019)
086174		6/18/2019	Sheriff's Department	394,048.95	Public Safety Services: 03-10-19 to 03-22-19 Public Safety Services: 03-13-2019 to 03-27-2019 Public Safety Services: 04-01-2019 to 04-30-2019 Public Safety Services: City Council Meeting 04-10-2019 Traffic Signal Maintenance May 2019 Traffic Signal Response Call Out May 2019
086175		6/18/2019	Siemens Industry, Inc	868.98	Office Supplies
086176		6/18/2019	Staples Business Advantage	1,015.00	Riverfront Park Slump Removal
086177		6/18/2019	West Coast Arborists, Inc.	356.94	May 2019 Base Charge and Pruning Fee
086178		6/18/2019	Xerox	178.30	Copier Lease: 05-22-2019 - 06-21-2019
086179		6/18/2019	Xerox Financial Services		
TOTAL:				\$627,307.19	



COUNCIL AGENDA

ITEM No. 6

MEMORANDUM

CITY OF MAYWOOD

DATE: JULY 10, 2019
TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS
FROM: JENNIFER E. VASQUEZ, CITY MANAGER
BY: OFELIA MANCERA, FINANCE DIRECTOR
SUBJECT: AGENDA REPORT UPDATE FOR ITEM #6

Attached is an update to Resolution No. 6049 to reflect that check# 086185 has been voided. A new check# 086222 will be issued to reflect the correct amount due to Wells Fargo: \$835, 262.78.

The revised amount will be reflected in the next warrant register for July 24, 2019.

COUNCIL AGENDA

ITEM No. 6

RESOLUTION NO. 6049

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD AND SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY
REDEVELOPMENT AGENCY APPROVING THE WARRANTS FOR PAYMENT**

WHEREAS, the following listed demands have been audited by the
Director of Finance, and

WHEREAS, the Director of Finance has certified to the accuracy and
availability of funds for payment thereof, and

WHEREAS, the register of audited demands is hereby submitted to the City Council of the City
of Maywood and Successor Agency to the Maywood Community Redevelopment Agency for
approval.

NOW, THEREFORE, BE IT RESOLVED, that the listed Warrants and Wire Transfers/ACH
Transactions for \$163,674.99 are hereby ratified:

- Exhibit A – Summary of Warrants and Wire Transfers/ACH Transactions
- Exhibit B – Detail of Warrants

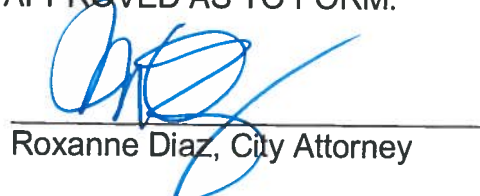
PASSED, APPROVED AND ADOPTED THIS 10th day of July, 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

)
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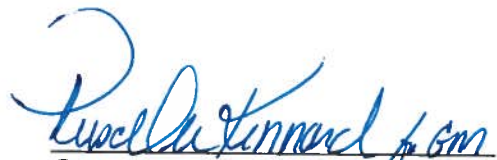
I, Gerardo Mayagoitia, City Clerk of the City Council of the City of Maywood, do hereby certify that foregoing Resolution No. 6049 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting of the City Council held on the 10th of July, 2019 by the following roll call vote, to wit:

AYES: Marquez, Lara, and DeLaRiva

NAYES:

ABSENT: Alvarez and Medina

ABSTAINED:


Gerardo Mayagoitia, City Clerk

City of Maywood
Summary Warrants for Payment and Wire Transfers/ACH Transactions
Council Meeting Date
Wednesday, July 10, 2019

Accounts Payable

Accounts Payable prepaid warrants for payment: Checks No. 086180 - 086204	\$ 46,773.60
Accounts Payable regular warrants for payment: Checks No. 086205 - 086221	\$ 85,188.22
Sub-total	\$ 131,961.82

Wire Transfers/ACH Transactions

06/21/19 ADP Payroll Fees	\$ 200.93
06/21/19 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement June 2019	\$ 12,000.00
06/25/19 Lease Payment for Front Counter Cash Registers - June 2019	\$ 87.04
06/25/19 CalPERS for Employer Contribution - Pay Period 6/9/2019-6/22/2019	\$ 6,525.89
07/01/19 CalPERS 1959 Survivor Billing - Employer Premium	\$ 554.40
07/01/19 California Joint Powers Insurance Authority (CJPIA) repayment plan agreement July 2019	\$ 12,000.00
07/01/19 Merchant Fees	\$ 344.91
Sub-total	\$ 31,713.17
Total Demands	\$ 163,674.99

City of Maywood
Detail Warrants for Payment
Warrants No. 086180 to 086221

EXHIBIT B

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
086180	P	6/27/2019	Amador Rios Santana	73.00	Refund for Citation
086181	P	6/27/2019	County of Los Angeles Registrar-Recorder/County Clerk	75.00	File Notice of Exemption-Maywood Outdoor Fitness Court
086182	P	6/27/2019	G2 Construction, Inc.	15,323.00	Fabrication of Catch Basins (50% Final Payment)
086183	P	6/27/2019	Southern CA Association of Governments	3,078.00	Dues Assessment for FY 18-19
086184	P	6/27/2019	County of Los Angeles Registrar-Recorder/County Clerk	75.00	File Notice of Exemption Maywood Baseball Stadium Replacement
086185			VOID		VOID
086186	P	7/1/2019	AFLAC	237.36	Aflac Employee Contributions Payroll Deductions June 2019
086187	P	7/1/2019	Allen B. McDade	632.25	Retiree Medical Reimbursement July 2019
086188	P	7/1/2019	Angel Villegas	492.63	Retiree Medical Reimbursement July 2019
086189	P	7/1/2019	Brent Talmo	284.77	Retiree Medical Reimbursement July 2019
086190	P	7/1/2019	Bruce Leflar	1,101.28	Retiree Medical Reimbursement July 2019
086191	P	7/1/2019	Christine M. Locher	258.83	Retiree Medical Reimbursement July 2019
086192	P	7/1/2019	Edward Ahrens	1,101.28	Retiree Medical Reimbursement July 2019
086193	P	7/1/2019	Internal Revenue Service	5,011.52	Penalties due for late filing W-2's Year 2011
086194	P	7/1/2019	Maywood Mutual Water No.3	1,963.50	Various Locations 04-24-2019 to 06-14-2019
086195	P	7/1/2019	Paul Pine	1,101.28	Retiree Medical Reimbursement July 2019
086196	P	7/1/2019	Robert Leach	1,005.00	Retiree Medical Reimbursement July 2019
086197	P	7/1/2019	Ronald Lindsey	1,102.61	Retiree Medical Reimbursement July 2019
086198	P	7/1/2019	Salazar Landscaping	8,649.00	Landscape Maintenance June 2019
086199	P	7/1/2019	Scott C. Anderson	1,101.28	Retiree Medical Reimbursement July 2019
086200	P	7/1/2019	Southern California Edison	114.77	5317 Atlantic PED 05/16/19-06/17/19 52nd Place, Heliotrope Ave, Alamo Ave - Sewer Replacement Project Print Costs
086201	P	7/1/2019	Sparkletts Drinking Water	92.39	City Hall Office Water
086202	P	7/1/2019	Sprint	496.23	Cell Phone Service: 05/24/2019-06/23/2019

City of Maywood
Detail Warrants for Payment
Warrants No. 086180 to 086221

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
086203	P	7/1/2019	V & M Iron Works	3,328.38	Payment Plan: Installment 20 of 24 (Council Approved) Payment Plan: Installment 21 of 24 (Council Approved)
086204	P	7/1/2019	Vernon, City of	75.24	Slauson & Downey 05-06-2019 to 06-04-2019
086205		7/1/2019	Abel Hernandez	18.10	Emergency Manager Training Mileage Reimbursement
086206		7/1/2019	Robert Half Company International / Accountemps	713.32	Temp Labor: Customer Service and Administrative Assistant
086207		7/1/2019	American Elevator Co	695.00	City Hall Elevator Maintenance/Emergency Service Repair June 2019
086208		7/1/2019	American Paper Plastic	106.32	Janitorial Supplies: City Hall
086209		7/1/2019	AT&T	20.63	MTA Line 05/17/19 to 06/16/19
086210		7/1/2019	CDWG	2,201.88	Software: Adobe Acrobat Pro 2017 Licensing
086211		7/1/2019	County of L.A. Dept. of Animal Control	9,650.67	Animal Control Services May 2019
086212		7/1/2019	Diana Cho & Associates	2,125.00	CDBG Consulting May 2019 - Code Enforcement Project Administration CDBG Consulting May 2019 - Sewer Repair Project
086213		7/1/2019	Expert Building Maintenance	1,350.00	City Hall Janitorial Service: June 2019
086214		7/1/2019	Gateway Cities Council of Governments	27,350.00	Gateway Cities COG Membership Dues FY 2019-2020 Participation in the I-710 Corridor Report FY 2019-2020
086215		7/1/2019	Hinderliter, de Llamas & Associates	6,600.00	Cannabis Management Program
086216		7/1/2019	Mail Finance	989.66	Postage Machine Lease: July 2019 - October 2019
086217		7/1/2019	Phoenix Group Information Systems	3,436.88	May 2019 Parking Citation Processing Fee
086218		7/1/2019	Priscilla Kinnard	157.10	Mileage Reimbursement Travel Expense Reimbursement City Clerk - TTTC Conference
086219		7/1/2019	PSOMAS	23,497.50	Sewer System Evaluation - Hydraulic Analysis Component
086220		7/1/2019	Staples Business Advantage	205.84	Office Supplies

City of Maywood
Detail Warrants for Payment
Warrants No. 086180 to 086221

Check No.	Prepays	Date	Vendor Name	Check Amt	Transaction Description
086221		7/1/2019	U.S. Bank Corporate Payment System	6,070.32	Staples - HR Personnel File Folders Amazon - City Manager Laptop & Building/Planning Laptop Overstock - Council Chambers Office Furniture Safety Sign - City Street Signs ArcTuition - Building & Planning Software Subscription One Step GPS - Code Enforcement GPS Software Costco - Office Supplies Quality Inn - TTTC Conference Hotel Stay City Clerk League of California Cities - Annual 2019 Conference Registration (City Manager)

TOTAL:

\$131,961.82



AGENDA 7
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

BY: ROXANNE DIAZ, CITY ATTORNEY
MANUEL GOMEZ, PUBLIC WORKS CONSULTANT

RE: SECOND READING AND ADOPTION OF AN ORDINANCE OF
THE CITY OF MAYWOOD ADDING A NEW CHAPTER TO THE
MAYWOOD MUNICIPAL CODE PERTAINING TO THE BIDDING
OF PUBLIC WORKS PROJECTS UNDER THE UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT

RECOMMENDATION

Staff recommends that the City Council adopt the Ordinance Amending Title 3 and Adding a New Chapter 7 to the City of Maywood Municipal Code Pertaining to the Bidding for Public Works Projects Under the Uniform Public Construction Cost Accounting Act.

FISCAL IMPACT

There is no fiscal impact.

LEGAL REVIEW

The City Attorney has reviewed this report.

BACKGROUND

At the June 12, 2019 City Council meeting, the City Council introduced for first reading the ordinance adding a new chapter to the Maywood Municipal code pertaining to the bidding for Public Works projects under the UPCCAA.

DISCUSSION

As required by the Government Code, the ordinance is presented to the City Council for second reading and adoption.

ATTACHMENT(S)

Attachment No. 1 – Ordinance No. 19-02

ORDINANCE NO. 1902

**AN ORDINANCE OF THE CITY OF MAYWOOD AMENDING TITLE 3 AND
ADDING A NEW CHAPTER 7 PERTAINING TO THE BIDDING OF PUBLIC
WORKS PROJECTS UNDER THE UNIFORM PUBLIC CONSTRUCTION
COST ACCOUNTING ACT**

**THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS
FOLLOWS:**

Section 1. Title 3 (Finance) of the Maywood Municipal Code is hereby amended
by adding a new Chapter 7 (Public Projects) to read as follows:

Chapter 7. Public Projects

- 3-7.01. Intent.
- 3-7.02. Definitions.
- 3-7.03. Applicability.
- 3-7.04. Bid requirements, purchasing procedures, and contracting procedures.
- 3-7.05. Delegation of authority to award informal contracts.
- 3-7.06. Delegation of design approval authority.
- 3-7.07. Bid security.
- 3-7.08. Emergencies.

3-7.01. Intent.

Section 3-4.06 provides that the City shall comply with all requirements of the California Public Contract Code for any public works project, as that term is defined therein. Accordingly, the intent of this chapter is to provide standardized procedures for awarding contracts for public projects in conformance with the Uniform Public Construction Cost Accounting Act as set forth in the Public Contract Code.

3-7.02. Definitions.

Unless the context otherwise requires, the following definitions shall govern the construction of this chapter:

"Public Project" shall be defined as that term is defined in Section 22002 of the California Public Contract Code or any successor statute thereto.

"Uniform Public Construction Cost Accounting Act" shall mean the procedures and regulations set forth in Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the California Public Contract Code or any successor act thereto.

3-7.03. Applicability.

All public projects shall be bid and let to contract in accordance with the procedures prescribed by the Uniform Public Construction Cost Accounting Act, or any successor act thereto, and the provisions set forth in this chapter.

3-7.04. Bid requirements, purchasing procedures, and contracting procedures.

This section shall govern the procedures for bidding and awarding all purchase orders and contracts to perform public projects. Bidding requirements and other purchasing and contracting procedures are categorized into three different levels set forth below. Each level shall govern purchases and contracts of different values. Notwithstanding any provision of this chapter, the bidding and other procedures for awarding public project contracts shall not violate the limitations of the Uniform Public Construction Cost Accounting Act, as they may be amended from time to time by the State Controller or the State Legislature.

(a) Level 1 Projects. Public projects that do not exceed the limit in Public Contract Code Section 22032(a), as it now exists or may subsequently be amended, may be performed by City employees by force account or may be awarded by negotiated contract or by purchase order without competitive bidding.

(b) Level 2 Projects. Public projects that do not exceed the limit in Public Contract Code Section 22032(b), as it now exists or may subsequently be amended, may be let to contract by the informal bid procedures set forth in this subsection (b). All Level 2 Project contracts shall require informal competitive written bidding, as follows:

(1) Written Bids.

(i) Bid specifications shall be prepared and written notices soliciting written bids shall be disseminated consistent with paragraph (3) of subsection (b) of this section.

(ii) Bids shall be submitted in writing and must be received prior to the bid closing date to be considered.

(iii) The City Council shall award the contract to the lowest responsible and responsive bidder. If two or more bids are the same and the lowest, the city may accept the one it chooses. The awarding authority may reject all bids, or waive any irregularities or informalities in any bid or bidding.

(2) Contractors List. The City may develop and maintain a list of qualified contractors, identified according to categories of work, in accordance with the provisions of Section 22034(a)(1) of the California Public Contract Code, or any

successor statute thereto, and the minimum criteria for development and maintenance of the Contractors List as determined by the California Uniform Construction Cost Accounting Commission.

(3) Notice Inviting Informal Bids. At least ten (10) calendar days prior to the date informal bids are due, the City shall mail, fax or email a notice inviting informal bids to one or both of the following: (i) all contractors from the applicable category of work to be bid, as shown on the Contractors List developed in accordance with paragraph (2) of subsection (b) of this section, or (ii) all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the California Public Contract Code, or any successor statute thereto. The notice shall describe the project in general terms, shall clearly indicate how to obtain more detailed information about the project, and shall set forth the time and place for the submission of bids.

(4) Minor Exception to Notice Inviting Informal Bids. Additional contractors or construction trade journals may be noticed at the discretion of the City department soliciting bids, provided, however:

(i) If there is no list of qualified contractors maintained by the City for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the California Public Contract Code, or any successor statute thereto.

(ii) If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

(5) Excess bids. If all bids received pursuant to the procedures outlined in this subsection (b) are in excess of the limit in Public Contract Code Section 22032(b), the City Council may, by adoption of a resolution by a four-fifths (4/5) vote, award the contract to the lowest responsible bidder at the amount set forth in Public Contract Code Section 22034(d), if the City Council determines the cost estimate of the City was reasonable.

(c) Level 3 Projects. Public projects that exceed the limit in Public Contract Code Section 22032(b), as it now exists or may subsequently be amended shall, except as otherwise provided by law, be let to contract by the formal bidding procedures set forth in this subsection (c).

(1) Notice Inviting Formal Bids. The City shall publish and mail a notice inviting sealed formal bids in accordance with the provisions of California Public Contract Code Section 22037, or any successor statute thereto. Notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly

describe the project. The notice shall be published at least fourteen (14) calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the City; or, if there is no newspaper printed and published within the City, in a newspaper of general circulation which is circulated within the City, or, if there is no newspaper which is circulated within the jurisdiction of the City, publication shall be by posting the notice in at least three places within the City as have been designated by ordinance or regulation of the City as places for the posting of its notices. The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in Public Contract Code Section 22036. The notice shall be sent at least fifteen (15) calendar days before the date of opening the bids. In addition to notice required by this section, the City Manager, or his or her designee, may give such other notice as he or she deems proper.

(2) **Receipt of Bids.** Bids shall be sealed, and shall not be opened until the time and place designated in the bid specifications. Bids must be received prior to the bid opening to be considered.

(3) **Award.** The City Council shall award the bid to the lowest responsible bidder, or reject all bids pursuant to Public Contract Code Section 22038, or its successor statute. If two or more bids are the same and the lowest, the city may accept the one it chooses. The City Council may waive any irregularities or informalities in any bid or bidding.

(d) **No Bids.** If no bids are received through the formal or informal bid procedures described in this Section 3-7.04, the project may be performed by the employees of the City by force account, or negotiated contract without further complying with this Chapter.

3-7.05. Delegation of authority to award contracts for Level 1 Projects.

The City Manager is authorized to award bids and enter into contracts for Level 1 public projects pursuant to Section 3-7.04(a) of this chapter, provided there exists an unencumbered appropriation in the fund account against which the expense is to be charged. In addition, the City Manager shall cause to be placed on the agenda of the City Council a quarterly report of any contracts or purchase orders awarded under this Section 3-7.05. The quarterly report shall contain the name of the contractor, a summary of the scope of work and the amount of the contract or purchase order.

3-7.06. Delegation of Design Approval Authority.

The City Engineer is authorized to approve plans or designs for purposes of design immunity pursuant to Government Code section 830.6, for all public projects approved by the City Manager pursuant to Section 3-7.05. Nothing in this section is intended to, nor will it, preclude the City Council from separately or additionally approving plans or designs for purposes of design immunity pursuant to Government Code section 830.6.

3-7.07. Bid security.

Bid security shall be required as a condition of submitting a written bid unless deemed unnecessary by the City Manager or his or her designee. Bid security may be a bond issued by a licensed and duly qualified corporate surety, or the equivalent in cash, money order, cashier's check, certified check, unconditional letter of credit, or other form approved by the city attorney. Bid security must equal at least ten percent (10%) of the bid amount.

3-7.08. Emergencies.

In cases of emergency when repair or replacements are necessary, the City may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the City, by contractor, or by a combination of the two. In case of an emergency, if notice for bids to let contracts will not be given, the City shall comply with Chapter 2.5 of the Public Contract Code (commencing with Section 22050 or any successor statute)."

Section 2. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance or its application to any person or circumstance, is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance, or its application to any other person or circumstance. The City Council declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, phrase hereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 3. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption and implementation of this Ordinance may have a significant effect on the environment. This Ordinance is therefore exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations.

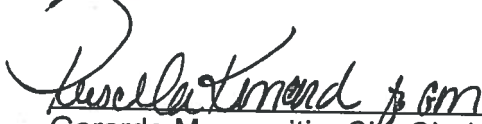
Section 4. The City Clerk shall certify to the adoption of this Ordinance and shall cause the same to be published or posted in the manner prescribed by law.

COPY

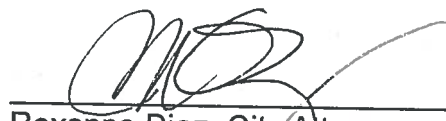
PASSED, APPROVED AND ADOPTED this 10th day of July, 2019


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

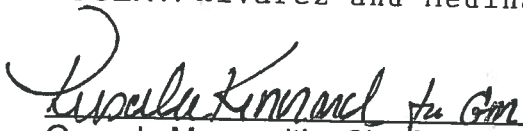
I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Ordinance No. 19-02 was adopted at a regular meeting of the City Council of the City of Maywood held on the 10th of July, 2019 by the following vote:

AYES: Marquez, Lara, and DeLaRiva

NOES:

ABSTAINED:

ABSENT: Alvarez and Medina


Gerardo Mayagoitia, City Clerk



AGENDA 8
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019
TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL
FROM: JENNIFER E. VASQUEZ, CITY MANAGER
BY: OFELIA MANCERA, FINANCE DIRECTOR
RE: REVENUE REPORT FOR THE MONTH OF MAY, 2019.

RECOMMENDATION

Staff recommends that City Council receive and file the attached Revenue Report for the Month of May 2019.

FISCAL IMPACT

None.

LEGAL REVIEW

The City attorney has reviewed this report.

BACKGROUND

In an effort to maintain transparency, the City's Finance Department prepares a monthly Revenue report for City Council's review. This Revenue report, in conjunction with the quarterly Budget to Actuals report and the Mid-year Budget Review, provide City Council relevant and periodic financial information for adequate oversight of City Operations.

DISCUSSION

The attached, May 2019 Revenue report, shows the current status of the City's revenue with respect to the Budgeted revenue for the current fiscal year.

It should be noted, that the total General Fund revenue received during the month of May (\$2,145,300) is on track with our monthly projections.

Lastly, the General Fund projected revenue for the Fiscal Year 2018-19 is \$10,009,000. Considering the total amount the General Fund has received as of May 2019, and the Sales Taxes revenue scheduled to be received during June 2019 and after the closing of the fiscal year, staff projects that the City will reach 100% of the total budgeted revenue for fiscal year 2018-2019.

ATTACHMENT(S)

Attachment No. 1 - May 2019 Revenue Report

City of Maywood
Revenue Summary May 2019

Taxes:

Cannabis Sales Tax (1st Qtr 2019)	219,772.29
Franchise & Collectors Fees	44,088.25
Property Tax Allocation	51,482.77
Property Tax Override (pension levy)	92,979.63
Sales Tax Revenue	126,186.18
Transfer Tax (Real Estate)	2,159.30
Transient Occupancy Tax	7,922.00
Utility Users Tax	75,475.90
Totals	620,066.32

Licenses & Fees:

Title	
Apartment License	250.00
Building Permits	26,300.40
Business License	1,150.00
C & D Waste Div Plan - Admin Fee	195.00
C & D Waste Div Plan - Diversion Deposit	3,000.00
Copies, Maps, Gen., Plans, Etc.	0.80
Disability Access & Education Fee	138.00
Fats, Oils, and Grease (FOG)	3,808.00
Fireworks Applications Fees	745.00
License Processing Fee (Apartment & Business)	368.00
Occupancy Permits	2,234.80
Parking Permits	2,792.20
Plan Check Fees	2,304.82
Pre-sale Property Report Fee	770.00
Public Works Permit Fees	5,090.50
Vehicle License Fee-L.A.County	1,401,832.00
Yard Sale Permits	1,095.00
Totals	1,452,074.52

Fines & Forfeitures

Court Collections	10,451.76
Parking Fines	25,880.27
Penalties: Apt & Bus License	230.65
Totals	36,562.68

Leases and Concessions

Concessions (Cell Tower)	1,890.00
Leased Property Rental Income	27,520.00
Totals	29,410.00

Miscellaneous:

Beverage Container City/County Payment (CAPRS)	7,267.50
Totals	7,267.50

General Fund Totals	2,145,381.02
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Gas Tax:

State Gasoline Tax	46,707.25
Totals	46,707.25

CDBG:

Sewer Repair Project	18,998.00
Code Enforcement	10,056.00
Totals	29,054.00

Metro Funds:

Interest Income	22.92
Measure M	28,811.11
Measure R	25,558.05
MTA Bus Pass Revenue	792.00
Proposition A Allocations	41,200.39
Proposition C Allocations	34,174.53
Totals	130,559.00

SB-1 Transportation Fund:

Road Maintenance & Rehabilitation (Section2032)	36,698.32
Totals	36,698.32

Air Quality Management District (AQMD):

Motor Vehicle Subvention Fund Program	9,486.22
Totals	9,486.22

Environmental Protective Agency (EPA):

Federal Grant	59,721.35
Totals	59,721.35

All Funds Totals	\$ 2,457,607.16
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AGENDA 9
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY:  DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: NOTICE OF A PLANNING COMMISSION DECISION
REGARDING A CONDITIONAL USE PERMIT APPEAL OF A
COMMERCIAL CANNABIS DISPENSARY APPLICATION
LOCATED AT 3580 FRUITLAND AVENUE

RECOMMENDATION

Staff recommends that the City Council receive and file the notice of decision regarding the Planning Commission action, upholding the appeal of an earlier decision to deny a commercial cannabis retail dispensary use, located at 3580 Fruitland Avenue.

BACKGROUND

An application was submitted by Mr. Kintu Patel for Conditional Use Permit and Site Plan Review PC18-06, to obtain permission to operate a commercial cannabis cultivation, manufacturing, retail dispensary, vehicle delivery and distribution facility in a proposed new 28,144 square-foot building on the project site (one parcel) located at 3580 Fruitland Avenue (APN 6311-017-044).

On August 7, 2018, the CUP and Site Plan Review was brought before the Planning Commission. The Planning Commission approved commercial cannabis cultivation, manufacturing, distribution and retail delivery activities but denied the establishment of a storefront retail dispensary. In addition, the Planning Commission approved the Site Plan.

On August 14, 2018, the Applicant filed a timely appeal of the Planning Commission's decision to the City Council solely for the denial of the storefront retail dispensary.

On October 10, 2018, the appeal was subsequently heard by the City Council in a duly noticed public hearing. After the close of the public hearing the Council remanded the

matter back to the Planning Commission for its reconsideration on a 3-1 vote with one member absent.

On November 20, 2018, the Planning Commission held a duly noticed public hearing but continued the matter to the next regularly scheduled Planning Commission meeting.

Subsequent to the November Planning Commission meeting, a quorum was not available to hold any subsequent Planning Commission meeting, in order to hear the appeal. In December, two planning commissioners resigned and new planning commissioners were not appointed until the end of February. Accordingly, the City had no ability to hold a hearing on the appeal. In March, a newly constituted Planning Commission was sworn in and training was provided.

On April 16, 2019, the first regularly scheduled meeting of the Planning Commission was held, but the re-hearing was not scheduled for that meeting. In the first week of May, the Director of Building and Planning transmitted a notice of public hearing for this appeal to the newspaper. The notice was published and posted on May 9, 2019 and provided notice for the May 21, 2019 hearing.

On May 21, 2019, a re-hearing was held before the Planning Commission. After the delivery of a staff report and the taking of testimony from the applicant and the public, the Planning Commission voted to continue the matter, asking for clarification from staff and requesting audio from the August 7, 2018 meeting.

On May 31, 2019, the notice for a Special Meeting of the Planning Commission to hold the continued public hearing was published and posted.

DECISION

On June 10, 2019, the public hearing was held and on a 3-2 vote, the appeal was upheld, approving the CUP for the retail dispensary use, along with the previously approved uses, subject to the following additional conditions:

1. The applicant will provide a minimum of two (2) accessible parking spaces (the original proposal and the California Building Code requires only one).
2. The applicant will demolish the existing structure and clear the lot within 120 days after the effective date of the CUP. In the interim, and at its own cost, the applicant will provide adequate security at all times, to prevent occupancy of the building by transients.

Staff is transmitting this notice of decision to the City Council as a section of the City's Municipal Code implies that decisions regarding conditional use permits are to appear on the City Council's consent agenda after Planning Commission approval.



AGENDA 11
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: CONSIDER THE ADOPTION OF A RESOLUTION GRANTING COMMERCIAL CANNABIS CULTIVATION, MANUFACTURING, RETAIL DISPENSARY, VEHICLE DISPENSARY AND DISTRIBUTION LICENSES FOR PMB GROUP LLC, LOCATED AT 3580 FRUITLAND AVENUE

RECOMMENDATION

Staff recommends that the City Council consider the adoption of a resolution granting of City of Maywood Commercial Cannabis Cultivation, Manufacturing, Retail Dispensary, Vehicle Dispensary, and Distribution Licenses for PMB Group, LLC. ("PMB"), located at 3580 Fruitland Avenue; and if granted, authorize staff to issue said license for a period not to exceed one year.

FISCAL IMPACT

There is no fiscal impact associated with this action.

BACKGROUND

On February 22, 2017, the Maywood City Council approved a fee schedule and reviewed an evaluation procedure for commercial cannabis license applications. This

was accomplished pursuant to Maywood ordinance 16-03 titled "Code Amendment Permitting Marijuana Businesses in Certain Zones of the City." In order to provide a robust framework for the evaluation and licensing of cannabis businesses, fees must be collected to defray the staff and consultant resources expended to support said regulatory framework. Currently, Maywood ordinance 18-12 governs the issuance of commercial cannabis licenses.

To provide expert evaluation, City staff is working with HdL Companies ("HdL"), a consultant who provided a fee study and licensing procedure. HdL has established a specialized division with expert staff that have been working closely with the Department of Consumer Affairs, Department of Food and Agriculture, Department of Public Health and the State Board of Equalization in the implementation of the Adult Use of Marijuana Act (AUMA) and the Medical and Adult Use of Cannabis Regulation and Safety Act (MAUCRSA). In addition, they have partnered with the League of California Cities, CSAC, and the Police Chiefs Association to develop policy and regulatory strategies to manage the Cannabis Industry in California. They also offer the resources and expertise to assist cities and counties with the design and implementation of all aspects of their regulatory and taxation policies and programs.

DISCUSSION

As required by the City's application and evaluation procedures there are four phases to evaluating a license application. Phase 2 requires an "initial rating" of an application based on a point scale that rates the application on the following criteria: location of business, business plan, neighborhood compatibility and safety and security plan. If the applicant receives a minimum score of 80%, the application moves on to Phase 3 for a second rating. Phase 3 requires an evaluation on additional criteria (which is listed below) and a minimum 80% overall score is required.

After the completion of the Phase 3 evaluation and prior to the final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted an application. Upon the completion of the final review process, the final score is tabulated and a minimum 80% overall score is required. Staff will present to the City Council the final rating along with their recommendation in which the City Council may award a license pursuant to MMC Section 5-45.02.

The City Council reserves the right to award any or no licenses at all. All Applicants which are being recommended by Staff for consideration to the City Council are asked to attend the City Council meeting to provide a public presentation before the Mayor and City Council introducing their team and providing an overview of their proposal.

It should be noted that being awarded a Commercial Cannabis license does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including electrical, plumbing, fire,

planning permits or reviews, and any other permits, licenses, or reviews as may be necessary by the relevant departments or governmental entities in charge of said permits.

In this case, the applicant has received the required conditional use permits to operate the various cannabis activities for which a license is being requested.

ANALYSIS

As discussed above, as scored by HdL and evaluated by staff, the PMB application for Commercial Cannabis Cultivation, Manufacturing, Retail Dispensary, Vehicle Dispensary, and Distribution Licenses located at 3580 Fruitland Avenue received a composite score as follows in Phase 2 and Phase 3 of the process:

Category (Phase 2)	Points Given	Points Allowed	Percentage
Proposed Location of Business	182	200	91%
Business Plan	320	400	80%
Neighborhood Compatibility Plan	240	300	80%
Safety & Security	220	300	73%
Air Quality Plan	73	100	73%
Labor & Employment Plan	165	200	83%
Total Points & Percentage Avg.	1,200	1,500	80%

Category (Phase 3)	Points Given	Points Allowed	Percentage
Final Location	180	200	90%
Business Plan	275	300	92%
Community Benefits	258	300	86%
Enhanced Product Safety	175	200	88%
Environmental Benefits	170	200	85%
Labor & Employment	175	200	88%
Local Enterprise	180	200	90%
Neighborhood Compatibility Plan	175	200	88%
Qualifications of Principals	258	300	86%
Safety & Security	155	200	78%
Air Quality Plan	155	200	78%
SUB-TOTAL	2156	2500	84%
TOTAL SCORE (PHASE 2 & 3)	3,356	4,000	84%

It is the assessment of staff that all minimum requirements have been met. Further, no evidence has been found to deny the application, per Maywood Municipal Code section 5-45.04 (Grounds for denial), which states that no license shall be granted under this chapter if the applicant:

- Does not qualify for licensure under this ordinance or state law;
- Has made any false or misleading statements during the application;
- Lacks the adequate right to occupy or use the premises as described in the Application.
- Has failed to demonstrate ability to adequately satisfy requirements of this ordinance, based on evidence submitted during the application process.

Therefore it is the recommendation that the City Council consider the approval of the application for Commercial Cannabis Cultivation, Manufacturing, Retail Dispensary, Vehicle Dispensary and Distribution licenses for PMB Group LLC, located at 3580 Fruitland Avenue.

ATTACHMENT(S)

Attachment No.1 - Application Procedure to Operate a Commercial Cannabis Business

Attachment No. 2 – Resolution No. 6047



APPLICATION PROCEDURE TO OPERATE A COMMERCIAL CANNABIS BUSINESS IN MAYWOOD

The application process to operate a Commercial Cannabis Business ("CCB") in Maywood is open and applications are available at the Building and Planning Department located at City Hall. The following procedure guide outlines the application process, required materials, and other information necessary to operate a CCB in Maywood.

BEFORE YOU APPLY:

- Review the information to learn about the application process and which documents you will need.
- Review the application in its entirety to ensure that it is complete and accurate.
- Review the information contained in, submit or comply with:
 - Local regulations governing Maywood CCB's: Maywood Municipal Code ("MMC") Chapters 5-45-03, 5-45-04, 5-45-06.
 - Background authorization form and/or Live Scan
 - Additional application information: Ordinance No. 16-03.
 - State laws governing CCB's: The California Department of Justice Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use and Senate Bill 420 (Medical Marijuana Program Act).
 - Medical Cannabis Safety Act (MCRSA)
 - Adult Use Marijuana Act (AUMA)
 - Maywood Zoning Ordinance, MMC Title 9

- (1) **Application Process: Evaluation and Rating:** The selection process shall consist of the following Four Phases:

Phase 1: Preliminary determination of eligibility. \$3,524
 Phase 2: Initial rating. \$863
 Phase 3: Second rating. \$1,400
 Phase 4: City Administrator's Final Recommendation to City Council. \$1,200

For more information, see Evaluation and Selection Process below.

- (2) **Criminal History Check:** As part of Phase 1 of the Application Process each principal/owner must undergo a criminal background check demonstrating that they do not provide "good cause" for denial per MMC Section 5-45.01 (M) the background check fee shall be **\$424.15**. The application will be available on the City website or at the Building and Planning Department in City Hall. This process will be required to meet the minimum threshold qualifications pursuant to MMC Section 5-45.01 (M). Principals who do not meet criminal history eligibility requirements will be disqualified.
- (3) Applicants will be required to obtain a "**Zoning Verification Letter**" from the Building and Planning Department in City Hall, located at 4319 E. Slauson Avenue to ensure that the location proposal the applicant is applying for meets locational requirements. The review process typically takes approximately ten (10) working days and will cost **\$305.44**. Please note that the issuance of a "Zoning Verification Letter" does not mean the written evidence of permission given by the City of Maywood or any of its officials to operate a CCB, nor does it not mean "permit" within the meaning of the Permit Streamlining Act, nor does it constitute an entitlement under the Zoning or Building Code. A regulatory permit for regulating a CCB does not constitute a permit that runs with the land on which the CCB is

established. Request for Zoning Verification Letters require a written request from the Building and Planning Department and will not be completed over the counter since it may require additional research and review.

- (4) **Application:** Applicants must hand deliver two (2) complete comprehensive and signed copies of the Maywood Commercial Cannabis Business Form, and all attachments, if any, along with a flash drive which contains one comprehensive and signed copy of the application in a pdf format, and payment of **\$4,387** for the preliminary determination and the Initial rating fee. Payment must be made by a certified check, cashier's check or money order made payable to the City of Maywood. Please note the City will not accept cash and Application Fees are non-refundable. A complete application will consist of the following information:
- a. The Maywood Commercial Cannabis Business Form;
 - b. Background Authorization Form for each of the Principals/landlords; and
 - c. All the information about the CCB to be evaluated in Phase 1, Phase 2 and Phase 3 which is described in the Application and Evaluation Process section below in this procedure. The only information that can be submitted after the initial application is proof of property ownership or lease agreement. However, any change in location will require a new "Zoning Verification Letter" and must be submitted with the application package prior to Phase 3 of the selection process.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

(5) **Amendments to the Application:** Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures or authorized in writing by the City. During Phase 1, applicants will be notified if any of the Principals/Landlords are ineligible and/or if their application is incomplete and will not move forward in the application process. However, in some cases the City may move forward in the application process to other phases should it anticipate that the background check may be delayed to expedite the application process in a timely manner. In this case, applicants wishing to move forward in the process acknowledge by signing the application that they agree to these terms and should they be disqualified because of a background or a Live Scan disqualification they will not be eligible for a refund of any fees collected resulting from the modification of this procedure.

(6) **Payment of Application Fees:** The individual designated as the CCB contact on the application will be notified by e-mail as to whether the application is advancing to Phase 3 and, subsequently, to Phase 4. A payment of **\$2,600** will be due before Phase 3. As part of Phase 4 all eligible Applicants as determined by the Ordinance or by resolution will be presented to City Council.

EVALUATION AND SELECTION PROCESS:

The evaluation and selection process shall consist of the following four phases:

- **Phase 1: Determination of Eligibility and Application**
 - Each Principal must undergo a criminal history check demonstrating compliance with the eligibility requirements of MMC Section 5-45.01 (M) and 5-45.03.
 - Applications must be complete to be considered. Applications will be considered complete only if they include all information required for Phases 1, 2 and 3.
 - Proposed location of business.
 - Execute an agreement indemnifying the City from liability.
- **Phase 2: Initial Rating**
 - Applications will be evaluated based on the following criteria:
 - Proposed Location of business (200 Points)
 - Business Plan (400 Points)
 - Neighborhood Compatibility Plan (300 Points)
 - Safety and Security Plan (300 Points)

- Air Quality Plan (100 Points)
- Labor and Employment Plan (200 Points)
- Those applicants who scored a minimum of 80% in Phase 2 will move on to Phase 3.
- **Failure to score a minimum of 80% on the initial rating will result in a denial of the application. Applicants may re-apply and will be assigned a new application number. However, a minimum deposit of \$1,500 will be required to cover the consultant's cost for scoring of the revised application materials. The effective date of the new application will be the date of re-submittal.**
- **Phase 3: Second Rating**
 - All applications who score at least 80% in Phase 2, will be evaluated by the City staff based on the criteria listed below.
 - Prior to the evaluation in Phase 3, each of the applicants will be required to have their proposed site inspected by the assigned City designee to ascertain current conditions of the facility.
 - The second ranking will be evaluated based on the following criteria:
 - Final Location (proof of ownership or a signed and notarized statement from the Property Owner)
 - Business Plan
 - Community Benefits
 - Enhanced Product Safety
 - Environmental Benefits
 - Labor & Employment
 - Local Enterprise
 - Neighborhood Compatibility Plan
 - Qualifications of Principals
 - Safety and Security Plan
 - Air Quality Plan
 - After the information for Phase 3 has been evaluated and all information from Phase 2 has been verified, applicants who continue to maintain a score of at least 80% will move onto Phase 4 of the selection process.
- **Phase 4: City Administrator's Recommendations and City Council's Final Approval**

Phase 4 Steps to be followed:

1. City staff performs final review and evaluation.
2. City Administrator presents final rankings and recommendation report to City Council.
3. City Council considers Final recommendations.

After the completion of the evaluation in Phase 3 and prior to the Selection Committees final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted a proposal. Upon the completion of the final review process, the City Administrator will present to the City Council the final rating along with his/her recommendation in which the City Council may award a license good for up to one year in duration. The City Council reserves the right to award any number of permits, or to award no permits at all. The Applicants which are being recommended by the City Administrator for consideration to the City Council should be prepared to attend a City Council meeting in Maywood to provide a public presentation before the Mayor and City Council introducing their team and providing an overview of their proposal if requested by the City Administrator.

- Please note that being awarded a CCB does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all

construction including electrical, plumbing, fire, planning permits or reviews, and any other permits, licenses, or reviews as may be necessary by the relevant departments or governmental entities in charge of said permits. Nor does it guarantee that the plans submitted via the CCB application process meet the standards or requirements in Title 9 or any other permit requirement from other city departments or agencies.

DESCRIPTION OF EVALUATION CRITERIA:

- **Proposed Location.** Your application must include the address and a detailed description of the proposed location. (Note that proof of ownership, or a notarized letter of the owner's willingness to lease will not be given any additional consideration until Phase 3). This section should also describe all sensitive uses described in within six hundred (600) feet of the proposed location from the property line of a State accredited K-12 school. The CCB must be in the appropriate zoning and meet all the locational requirements as described in MMC Title 9 and MMC 5-45-02.
 - **Business Plan.** With as much detail as possible, the Business Plan should describe:
 - Description of day-to-day operations which meet industry best practices for the specific type of permit in which they will be applying for in the City.
 - How the CCB will conform to local and state law. See MMC Sections 5-45-3, and MMC Sections 5-45-04, Ordinance 16-03, and the Attorney General's Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use.
 - Mechanisms for ensuring that the CCB will operate on a Not-for-Profit basis until the Medical Cannabis Regulation and Safety Act is fully in effect or until the implementation of the Adult Use Marijuana Act (AUMA) or those requirements stipulated by Chapter 5-45.03
 - How medical and retail cannabis will be tracked and monitored to prevent diversion.
 - A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
- The Business Plan should include:
- A **budget** for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
 - **Proof of capitalization**, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.
 - A **pro forma** for at least three years of operation.
- **Neighborhood Compatibility Plan.** For the proposed location, your application should address how the CCB, including its exterior areas and surrounding public areas, will be managed, to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Furthermore, a site plan (accurate, dimensioned and to-scale [minimum scale of 1/4"] should be included for each potential location.
- **Safety and Security Plan.** For each proposed location, your application should include:
 - A detailed **safety plan**. This plan should describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. **It should include an assessment of the facility's fire safety by a qualified fire prevention and suppression consultant.** An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
 - A detailed **security plan**. This plan should include a description and detailed schematic of the overall facility security. It should have details on operational security, including but not limited to general security policies for the facility, employee specific policies, training, sample written policies, transactional security, visitor security, 3rd party contractor

security, and delivery security. In particular, applications should address ingress and egress access, perimeter security, product security (at all hours), internal security measures for access (area specific), types of security systems (alarms and cameras), and security personnel to be employed. **The security plan shall also include an assessment of site security by a qualified security consultant.** Security plans will not be made public.

- A **floor plan** showing existing conditions. If changes are proposed as part of the project, then a proposed floor plan should also be submitted. The floor plan(s) should be accurate, dimensioned and to-scale (minimum scale of 1/4").
- **Community Benefits.** The application should describe benefits that the CCB would provide to the local community, such as employment for residents of the City, community contributions, or economic incentives to the City.
- **Enhanced Product Safety.** The application should state how the CCB will ensure enhanced consumer safety as required by State or local law.
- **Environmental Benefits.** The application should describe any proposed "green" business practices relating to energy and climate, water conservation, and materials and waste management.
- Labor & Employment.** The application should describe to what extent the CCB will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees. Specific practices that are subject to consideration include the following:
 - Providing compensation to and opportunities for continuing education and training of employees/staff (applications should provide proof of the CCB policy and regulations to employees);
 - Providing a "living wage" to facility staff and employees. Wage scale should be provided in writing for all levels of employment at the facility. "Living Wage" shall mean 150% of the minimum wage mandated by California or Federal law, whichever is greater.
- **Local Enterprise.** The application should state the extent to which the CCB will be a locally managed enterprise whose Principals reside within Maywood and/or the County of Los Angeles.
- **Qualifications of Principals.** The application should include information concerning any special business or professional qualifications or licenses of principals that would add to the number or quality of services that the CCB would provide, especially in areas related to medical cannabis, such as scientific or health care fields.
- **Air Quality Plan.** Must demonstrate the air circulation does not impact the employees' health and welfare nor the surrounding businesses.

The City's Reservation of Right's

The City reserves the right to reject any and/or all proposals, with or without any cause or reason. The City may also, modify, postpone, or cancel the request for permit applications without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. Incomplete proposals WILL BE REJECTED. Furthermore, a proposal RISKS BEING REJECTED for any of the following reasons:

1. Proposal considered not fully responsive to this request for a permit application.
2. Proposal contains excess or extraneous material not called for in the request for permit application.

CONTACT:

If you have any questions or would like an update on the status of your application, please contact David Mango at 323-562-5721 or by email at david.mango@cityofmaywood.org.

RESOLUTION NO. 6047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, GRANTING COMMERCIAL CANNABIS CULTIVATION, MANUFACTURING, RETAIL DISPENSARY, VEHICLE DISPENSARY AND DISTRIBUTION LICENSES FOR PMB GROUP LLC, LOCATED AT 3580 FRUITLAND AVENUE

THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

WHEREAS, On February 22, 2017, the Maywood City Council approved a fee schedule and an application and evaluation procedure for commercial cannabis license applications pursuant to Maywood ordinance 16-03 titled "Code Amendment Permitting Marijuana Businesses in Certain Zones of the City;"

WHEREAS, PMB Group LLC, has been issued a conditional use permit for commercial cannabis cultivation, manufacturing, retail dispensary, vehicle delivery and distribution for the property located at 3580 Fruitland Avenue and has applied for a commercial cannabis license for cultivation, manufacturing, retail dispensary, vehicle dispensing and distribution;

WHEREAS, City staff worked with HdL Companies ("HdL"), a consultant who provided expert evaluation of PMB Group LLC's license application;

WHEREAS, Prior to the final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted an application. Upon the completion of the final review process, the final score is tabulated and a minimum 80% overall score is required;

WHEREAS, Staff presented to the City Council the final rating for PMB Group LLC along with their recommendation in which the City Council may award a license pursuant to MMC Section 5-45.02;

WHEREAS, Based on the application and evaluation process as scored by HdL and evaluated by staff, the PMB Group LLC application for Commercial Cannabis Cultivation, Manufacturing, Retail Dispensary, Vehicle Dispensary and Distribution licenses at 3580 Fruitland Avenue received a composite score as follows:

Category (Phase 2)	Points Given	Points Allowed	Percentage
Proposed Location of Business	182	200	91%
Business Plan	320	400	80%
Neighborhood Compatibility Plan	240	300	80%
Safety & Security	220	300	73%
Air Quality Plan	73	100	73%
Labor & Employment Plan	165	200	83%
Total Points & Percentage Avg.	1,200	1,500	80%

Category (Phase 3)	Points Given	Points Allowed	Percentage
Final Location	180	200	90%
Business Plan	275	300	92%
Community Benefits	258	300	86%
Enhanced Product Safety	175	200	88%
Environmental Benefits	170	200	85%
Labor & Employment	175	200	88%
Local Enterprise	180	200	90%
Neighborhood Compatibility Plan	175	200	88%
Qualifications of Principals	258	300	86%
Safety & Security	155	200	78%
Air Quality Plan	155	200	78%
SUB-TOTAL	2156	2500	84%
TOTAL SCORE (PHASE 2 & 3)	3,356	4,000	84%

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

Section 1. The above recitals are true and correct and incorporated herein as if set forth in full.

Section 2. Based on the entire record before the City Council, including all written and oral evidence including the staff report, and pursuant Section 5-45.04 of the Maywood Municipal Code, the City Council finds as follows: (i) the applicant qualifies for licensure under the provisions of the Maywood Municipal Code; (ii) the applicant has not made any false or misleading statements during the application process; (iii) the applicant has paid the fees associated with its application; (iv) the applicant has the right to occupy or use the premises as described in the application; and (v) the applicant has demonstrated the ability to adequately satisfy the requirements of Ordinance 18-02, based on evidence submitted during the application process.

Section 3. The City Council hereby grants Commercial Cannabis Cultivation, Manufacturing, Retail Dispensary, Vehicle Dispensary and Distribution Licenses to PMB Group LLC for a term not to exceed one year from the date this Resolution is adopted.

Section 4. PMB Group LLC shall comply with all applicable provisions related to the operation of a Commercial Cannabis Cultivation, Manufacturing, Retail Dispensary, Vehicle Dispensary and Distribution facility as set forth in Ordinance No. 18-12.

Section 5. The City Clerk will certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 10th day of July, 2019.

Eduardo De La Riva, Mayor

ATTEST:

Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6047 was adopted at a regular meeting of the City Council of the City of Maywood held on the 10th day of July, 2019 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Gerardo Mayagoitia, City Clerk



AGENDA 13
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: OFELIA MANCERA, ^{OM} FINANCE DIRECTOR

RE: A RESOLUTION UPDATING THE CITY'S ANNUAL INVESTMENT POLICY AND A RESOLUTION AUTHORIZING THE INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND AND REPEALING RESOLUTION NO. 5970

RECOMMENDATION

Staff recommends the City Council review and adopt Resolution No. 6045 updating the City's Annual Investment Policy and Resolution No. 6046 authorizing the investment of monies in the Local Agency Investment Fund and repealing Resolution No. 5970.

FISCAL IMPACT

None

LEGAL REVIEW

The City Attorney has reviewed this Staff report.

BACKGROUND

The investment of funds by a local government agency, including the types of securities in which an agency may invest, is governed by the California Government Code. Previously, State law required the City Council to annually review and adopt an investment policy at a public meeting. In 2004 and 2009, the State Legislature made changes to the law to make the investment policy optional, rather than mandatory, but added language encouraging local agency officials to continue taking the actions formerly mandated by Government Code Section 53646. The City Council's current investment policy was reviewed on June 27, 2018.

In addition to the City Council's review of the investment policy, a Resolution authorizing the investment of the City's monies in the State Local Agency Investment Fund ("LAIF") is also provided for review and adoption. LAIF is an investment alternative for California's local governments under the direction of the State Treasurer.

DISCUSSION

The proposed investment policy is substantially the same as the previous policy reviewed in 2018 with a few minor revisions as follows: (i) update of the discussion of the "prudent investor standard" to make clear that the City is held to this standard; updated the reference to Government Code Section 53601 as it was outdated; and (iii) increased the FDIC insurance limit from \$100,000 to \$250,000 as this amount was increased in 2011.

Currently, the City's investment portfolio consists of funds in LAIF. LAIF was created by statute in 1977 as an investment alternative for California's local governments and special districts. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code. This program offers local agencies the opportunity to participate in the State's investment portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no addition cost to the taxpayer.

The City's short-term investment portfolio as of July 10, 2019 (unaudited) is \$5,559,800. The revenue generated during the first two quarters of the creation of the City's portfolio in October 2018 is \$ 59,500.

Staff is not recommending any modification in the operation liquidity methodology, which currently insures adequate funds available to meet current obligations on a daily basis. After the daily review of the City's cash flow, Staff recommends the increase of the City's current portfolio by \$500,000. Taking into consideration the City's current portfolio and type of investment, an annual revenue of over \$116,000 is expected during Fiscal Year 2019-2020.

In order to invest in LAIF and authorize the City's staff to do so, the City Council is required to consent to the remitting of money (not required for the City's immediate needs) to the State Treasurer for deposit in LAIF for the purpose of investment. The proposed Resolution authorizes the designated staff therein to undertake those transactions.

ATTACHMENT(S)

1. Adopted Resolution No. 5970
2. Proposed Resolution No. 6045 (includes the Investment Policy)
3. Proposed Resolution No. 6046 (LAIF)

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
MAYWOOD AUTHORIZING INVESTMENT OF CITY OF
MAYWOOD MONIES IN LOCAL AGENCY INVESTMENT FUND**

WHEREAS, Pursuant to Chapter 730 of the Statutes of 1976 Section 16429.1 was added to the California Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer: and

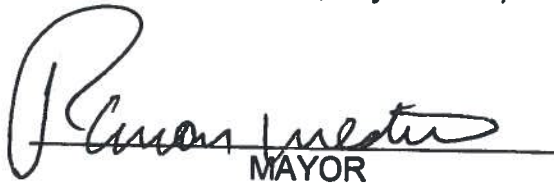
WHEREAS, the City Council does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein as in the best interests of the City of Maywood.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby authorize the deposit and withdrawal of City of Maywood monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED that the following City of Maywood officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

City Administrator
Finance Director
Fund Accountant
Accounting Specialist

PASSED AND ADOPTED by the City Council of the City of Maywood,
County of Los Angeles, State of California on the 27TH, day of June, 2018.


MAYOR

ATTEST:

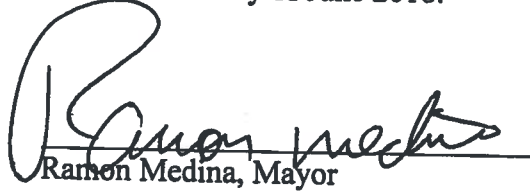

CITY CLERK

COUNCIL AGENDA

ITEM No. 6

SECTION 2. That the Interim City Administrator is hereby authorized to execute the Amendment and related documents that are required for the implementation of the CDBG Program.

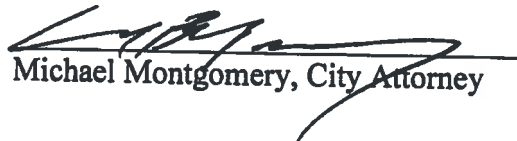
PASSED, APPROVED AND ADOPTED this 27th day of June 2018.


Ramon Medina, Mayor

ATTEST:

APPROVED AS TO FORM:


Gerardo Mayagoitia, City Clerk


Michael Montgomery, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF MAYWOOD)

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify the foregoing Resolution No. 5971 was duly passed and adopted by the City Council of the City of Maywood, at a regular meeting held on the 27th day of June, 2018, by the following roll call vote, to wit:

AYES: Medina, Villarreal, Lanuza, De La Riva and Alvarez

NAYES:

ABSENT:

ABSTAIN:


Gerardo Mayagoitia, City Clerk

STATE OF CALIFORNIA :)
COUNTY OF LOS ANGELES :) ss.
CITY OF MAYWOOD :)

I, GERARDO MAYAGOITIA, City Clerk of the City of Maywood, do hereby certify that the foregoing resolution, being Resolution no. 5970, was passed by the City Council of the City of Maywood, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the 27th day of June, 2018, and that the same was passed and adopted by the following vote, to wit:

AYES: Medina, Villarreal, Lanuza, De La Riva and Alvarez

NAYES:

ABSENT:

ABSTAINED:

Gerardo Mayagoitia
CITY CLERK

RESOLUTION NO. 6045

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD
ADOPTING THE ANNUAL INVESTMENT POLICY FOR FISCAL YEAR
2019-2020**

WHEREAS, Government Code Section 53646 recommends that local agencies review and approve an investment policy on an annual basis at a public meeting;

WHEREAS, the City Council desires to update and make minor revisions to its current investment policy;

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

Section 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

Section 2. The City Council hereby adopts the updated investment policy attached hereto as Exhibit A for the 2019-2020 fiscal year. Such policy supersedes all prior investment policies adopted by the City Council.

Section 3. The City Clerk shall certify to the adoption of the resolution and shall cause a certified resolution to be filed in the book of original resolutions.

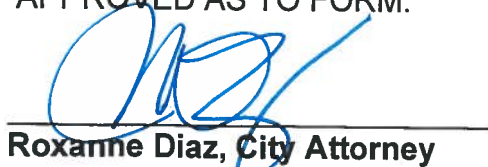
PASSED, APPROVED AND ADOPTED this 10th day of July, 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

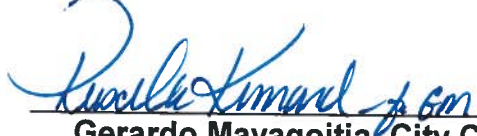
I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6045 was adopted at a regular meeting of the City Council of the City of Maywood held on the 10th day of July, 2019, by the following vote:

AYES: Marquez, Lara and DeLaRiva

NOES:

ABSTAINED:

ABSENT: Medina and Alvarez



Gerardo Mayagoitia, City Clerk

EXHIBIT A
INVESTMENT POLICY



CITY OF MAYWOOD INVESTMENT POLICY Fiscal Year 2019-2020

The purpose of this statement is to comply with California Government Code Sections 53600 et seq. and to provide clear guidelines for the prudent investment of the City and its component unit's pooled cash assets.

The investment policies and practices of the City take into consideration the City's particular investment needs including preservation of capital, appropriate levels of liquidity and yield on invested assets. This Statement of Investment Policy (Policy) is based upon principles of prudent money management and California state law. The City's investment program will be conducted in accordance with the state law, however, where the Policy is more restrictive than the state law, the Policy shall govern investment practices.

OBJECTIVE

The City's investment objectives are to maintain, in order of priority:

Safety – Each investment transaction shall seek to ensure that capital losses are avoided, whether from institution default, broker-dealer default or erosion of market value.

Liquidity – Refers to the ability to “cash in” at any moment in time with minimal chance of losing some portion of principal or accrued interest. Liquidity is an important quality especially when the need for unexpected funds occurs.

Yield – Yield is the potential dollar earnings an investment can provide and sometimes is described as the rate of return. The City desires to obtain the highest possible rate of return consistent with the foremost objectives of safety and liquidity.

POLICY

The City's investment philosophy is to invest conservatively in order to minimize risk. The City is held to the prudent investor standard set forth in Section 53600.3 of the Government Code which states: “When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs

of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims to safeguard the principle and maintain the liquidity needs of the agency.”

Accordingly, this is the standard of prudence to be used and applied by the City in managing its investment portfolio.

This policy will enhance the economic status of the City of Maywood by (a) safeguarding the pooled cash assets of the City and (b) ensuring that the City receives the highest possible rate of return on its money commensurate with the priority of safety. The basic premise underlying the City's investment philosophy is to ensure that the City's cash assets are always safe and available when needed.

LOCAL INVESTMENT VS. DIRECT MARKET INVESTMENT

As a matter of public policy, one of the goals of a public agency's investment program may be local economic development.

Placing funds in a local bank is one method of promoting this goal. It can be argued that the total return to the Government from keeping the money at "home" is the sum of the direct yield on the time deposits and the indirect yield that comes from the added tax revenues generated by local economic growth.

In general, however, it is hard to measure the costs and benefits of such a policy. Private financial institutions that receive public funds can allocate those funds to many different assets. Bank credit is mobile and can be directed to other areas and banks and savings and loans invest in whatever assets will realize the greatest income to them.

The City of Maywood places investments in local banks and savings to the extent it can without sacrificing the other goals of our investment policy; i.e., safety, liquidity and high yield.

A VARIED INVESTMENT PROGRAM

The City of Maywood uses a varied investment program to accomplish all of our goals-safety, liquidity and high yield as well as local investment. Following are the types of investments available to the City and some of the advantages of each: (i) Our savings account allows us to transfer money from checking to savings and earn short-term interest on odd amounts of money which are not available for longer investment; and (ii) The Local Agency Investment Fund of the

State of California offers high liquidity because our deposits can be wired to our checking account in twenty-four hours. Interest is computed on a daily basis.

DEPOSITORY SERVICES AS THEY RELATE TO THE CITY OF MAYWOOD

Legal Constraints

Money must be deposited in state or national banks, state or federal savings associations or state or federal credit unions in the state. It may be in inactive deposits, active deposits or interest-bearing active deposits. The deposits cannot exceed the amount of the bank's or savings and loan's paid up capital and surplus.

The bank or savings and loan must secure the active and inactive deposits with eligible securities having a market value of 110% of the total amount of the deposits. State law also allows as an eligible security, first trust deeds having a value of 150% of the total amount of the deposits. A third class collateral is letters of credit drawn on the Federal Home Loan Bank (FHLB). As a matter of policy, the City of Maywood does not accept 150% collateral in first trust deeds or 105% Letters of Credit drawn on the FHLB, even though the state statutes allow municipalities to accept them.

The treasurer may at his discretion waive security for that portion of a deposit which is insured pursuant to federal law. Currently, the first \$250,000 of a deposit is federally insured. It is to the City's advantage to waive this collateral requirement for the first \$250,000 because we receive a higher interest rate. If funds are to be collateralized, the collateral we accept is 110% of the deposit in government securities.

Depository Services

Active deposits are demand or checking accounts which receive revenues and pay disbursements. The City of Maywood has four demand accounts:

- General checking account
- Restricted Funds checking account
- Payroll checking account
- Trust & Agency Fund Accounts

Interest-bearing active deposits are money market accounts at a financial institution (i.e., bank, savings and loan, credit union). These accounts are demand accounts (i.e., checking accounts) with restricted transaction activity. The City of Maywood has one account of this type.

Inactive deposits are certificates of deposit issued in any amount for periods of time as short as fourteen days and as long as several years. Interest must be calculated on a 360 day basis, actual number of days. At any given time, the City may have certificates of deposit in one to five financial institutions. As a matter of policy, we no longer invest in CD's.

We would require that each financial institution submit current financial statements which are evaluated by staff prior to the investment of funds.

We also require that interest be paid to the City on a monthly basis (current state law only requires quarterly payment).

INVESTMENT VEHICLES AS THEY RELATE TO THE CITY OF MAYWOOD

Legal Constraints

Surplus funds of local agencies may only be invested in certain eligible securities. The City of Maywood invests only in these securities. See Government Code, Section 53601(a) through (o).

Investment Vehicles

Local Agency Investment Fund (LAIF)

This is a special fund in the state Treasury which local agencies may use to deposit funds for investment. There is no minimum investment period and the minimum transaction is \$5,000, in multiples of \$1,000 above that, with a maximum of \$15,000,000 for any agency. It offers high liquidity because deposits can be converted to cash in twenty-four hours and no interest lost. All interest is distributed to those agencies participating on a proportionate share determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly via a direct wire to our bank.

The State keeps an amount for reasonable costs of making the investments, not to exceed one-quarter of one percent of the earnings.

The interest rates are fairly high because of the pooling of the State surplus cash with the surplus cash deposited by local governments. This creates a multi-billion dollar money pool and allows diversified investments. In a high interest rate market, we can do better than LAIF, but in times of low interest rates, LAIF yields are higher. The City of Maywood continually invests in LAIF.

RESOLUTION NO. 6046

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD
AUTHORIZING INVESTMENT OF MONIES IN THE LOCAL AGENCY
INVESTMENT FUND AND REPEALING RESOLUTION NO. 5970**

WHEREAS, Government Code Section 16429.1 creates a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the City Council does find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purposes of investment as stated therein is in the best interests of the City of Maywood;

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

Section 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

Section 2. The City Council does hereby authorize the deposit and withdrawal of City of Maywood monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

Section 3. The following City of Maywood officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

City Manager
Finance Director
Fund Accountant
Accounting Specialist

Section 4. City Council Resolution No. 5970 adopted on June 27, 2018 is hereby repealed.

Section 5. The City Clerk shall certify to the adoption of the resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 10th day of July, 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:


Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6046 was adopted at a regular meeting of the City Council of the City of Maywood held on this 10th day of July, 2019 by the following vote:

AYES: Marquez, Lara and DeLaRiva

NOES:

ABSTAINED:

ABSENT: Alvarez and Medina


Gerardo Mayagoitia, City Clerk



Discussion

AGENDA 14
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

RE: AWARD OF A MAINTENANCE SERVICES CONTRACT FOR
LANDSCAPE MAINTENANCE SERVICES THROUGHOUT THE
CITY

RECOMMENDATION

That the City Council award a Maintenance Services Contract for landscape maintenance services throughout the City, in the contract form approved by the City Attorney.

FISCAL IMPACT

The City has contracted with Salazar Landscaping, Inc., under a Maintenance Services Agreement ("Agreement") since March 24, 2017, to provide landscape maintenance services. The City currently pays for landscape maintenance services utilizing primarily General Fund and Gas Tax revenues. The current monthly cost for landscape maintenance services is \$8,649.00.

LEGAL REVIEW

The City Attorney reviewed this report.

BACKGROUND

On March 24, 2017, the City entered into an Agreement with Salazar Landscaping to provide landscape maintenance services at the following locations:

City Hall Complex - 4319 Slauson Avenue

Maywood Boxing Club - 4717 56th St.

Benito Juarez Park – 5515 Maywood Avenue

Riverfront Park - Slauson Avenue at Alamo Avenue

Maywood Park - 4801 E. 56th St.

Pine Avenue Park – 5313 Pine Avenue

Pixley Park - 3626 E. 56th St.

Atlantic Blvd Landscape Street Medians - 52nd Place to Randolph Street

Slauson Avenue Landscape Street Medians – L.A. River to Downey Road

Slauson Avenue Landscape Parkways – L.A. River to Alamo Avenue

The term of the Agreement commenced on March 24, 2017 and is set to expire on March 30, 2020.

On April 24, 2019, the City Council were provided with all proposals submitted and with a copy of the RFP. The City Council discussed the results of the RFP and continued this item to a date that coincides with the award of the City tree maintenance contract. The purpose of the continuance was to explore the possibility of hiring one company to provide both services. Of the seven (7) landscape maintenance proposals and four (4) City tree maintenance proposals received, only North Star Landscaping submitted proposals for both services.

DISCUSSION

Because of the current burden on the General Fund and the potential for further cost increases, staff recommended that the City Council authorize the issuance of a Request for Proposals (“RFP”) to allow staff to procure for similar services in an effort to contain costs. This was accomplished on February 13th 2019. The RFP was open starting on March 4th and closed on April 3, 2019. Seven (7) bids were received by the April 3 deadline.

All bids were found by staff to be responsive to the RFP and all firms provided sufficient references. All proposals include prevailing wage labor (California Labor Code §1770 et seq.) Listed in order from the lowest to the highest cost proposal:

Salazar Landscaping	\$6,550 per month
Green Tech Landscaping	\$8,275 per month
FarEast Landscaping	\$9,032 per month
North Star Landscaping	\$9,831 per month
Complete Landscaping, Inc.	\$10,575 per month
Orosco Landscape Company	\$10,700 per month
BMC Landscape	\$13,994 per month

Staff recommends that the City Council award the contract landscape maintenance contract to begin August 1, 2019 for a term of 3 years.



Discussion

AGENDA 15
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: ABEL HERNANDEZ, PUBLIC WORKS COORDINATOR

RE: AWARD OF A CITY-WIDE TREE MAINTENANCE AND
EMERGENCY RESPONSE SERVICES AGREEMENT

RECOMMENDATION

Staff recommends that the City Council award a City-wide tree maintenance and emergency response services agreement for a three year term with two one-year optional extensions in the form approved by the City Attorney.

FISCAL IMPACT

The entire City tree inventory (1,858 trees) is recommended to be trimmed at a proposed grid trim rate from \$60 to \$79 per tree depending upon which company is selected. The total range of cost for this service is thus \$111,480 to \$146,782. This service will be paid for from the proposed Fiscal Year 2019/20 Gas Tax fund. An additional \$30,000 per year is recommended to be budgeted for additional services and emergency services (6pm – 6am) as needed by the City. The total budget for these services would total a not to exceed amount from \$201,480 to \$236,782 over the three year initial term.

LEGAL REVIEW

The City Attorney has reviewed this report.

BACKGROUND

In early 2000, the City of Maywood ceased performing tree maintenance and emergency response services using City staff. As a result of an RFP, West Coast Arborists ("WCA") was selected to perform all City and street tree trimming and emergency response services. An RFP was issued in 2013 and WCA was again selected. WCA has been providing the service to the City since 2000, however, the latest contract has expired.

Staff is recommending that the City's entire tree inventory be trimmed, however, in addition to grid trimming, the scope of services would provide for the following additional services as requested by the City: aesthetic pruning, palm tree trimming, tree removal, planting new trees, tree watering, crew rental, specialty equipment, emergency response, and tree inventory updates. All trimming would be performed in accordance with the standards set forth by the International Society of Arboriculture. Grid trimming represents approximately 80 percent of the work that the contractor will perform. This task specifically pre-designates the trimming of trees in a specific district in the City where every tree in the district is trimmed regardless of the size. This proactive trimming reduces the City's liability by preventing structural tree problems to existing trees and for smaller trees encourages good tree structure and shape.

The remaining 20 percent of contractor work will be additional and emergency services consisting of specific tree trimming, felled trees, down or hanging branches, tree planting/removals or other after hour emergency calls and other items listed on the schedule of compensation. The contractor is also required to have a web based computer database that is updated by the contractor as each tree is trimmed. The program shall provide a history of the tree maintenance and a general description of the tree. The program includes internet access for staff to review the data entered for each tree.

On May 1, 2019 City staff released the Request for Proposals (RFP) for Tree Maintenance and Emergency Response Services.

DISCUSSION

The City received proposals from four tree service contractors, which were opened on May 31, 2019. All bids were found by staff to be responsive to the RFP and all firms provided sufficient references. All proposals include prevailing wage labor (California Labor Code § 1770 et. seq.). The proposals received were as follows:

	Grid Trimming (Per Tree)	Tree and Stump Removal (Per Inch Diameter @ BH)	3-Person Emergency Crew (Per Hour)
Mariposa Landscapes	\$79	\$40	\$255
North Star Land Care	\$60	\$35	\$265
Trimming Land Company	\$82	\$33	\$231
West Coast Arborists	\$64	\$40	\$270

Listed in the table are the three most commonly requested services. However, grid trimming comprises 80% of all work requested.

The four bids were then evaluated and rated by City staff, where WCA obtained the highest overall score amongst all vendors on the basis of cost, responsiveness to RFP, qualifications and experience, references and previous performance, and their ability to provide the services. Listed in order of best overall score (scoring detail attached):

	RATER 1	RATER 2	RATER 3	COMPOSITE SCORE
West Coast Arborists	9.25	9.45	9.55	9.42
Mariposa Landscapes	7.15	7.30	8.0	7.48
North Star Land Care	6.45	8.1	7.25	7.27
Trimming Land Company	5.5	5.15	4.95	5.2

Keeping City owned trees maintained promotes the decrease of City liability, tree health, and resident safety by not impeding street light illumination, and supports the city's overall street beautification. Accordingly, Staff recommends that the City Council award the tree maintenance and emergency response services agreement to begin immediately for a term of 3 years. The proposed agreement will allow for the two one-year extensions of the agreement.

ATTACHMENT(S)

Attachment No. 1 - City Grid District Map

Attachment No. 2 - Mariposa Landscapes Proposal

Attachment No. 3 - North Star Land Care Proposal

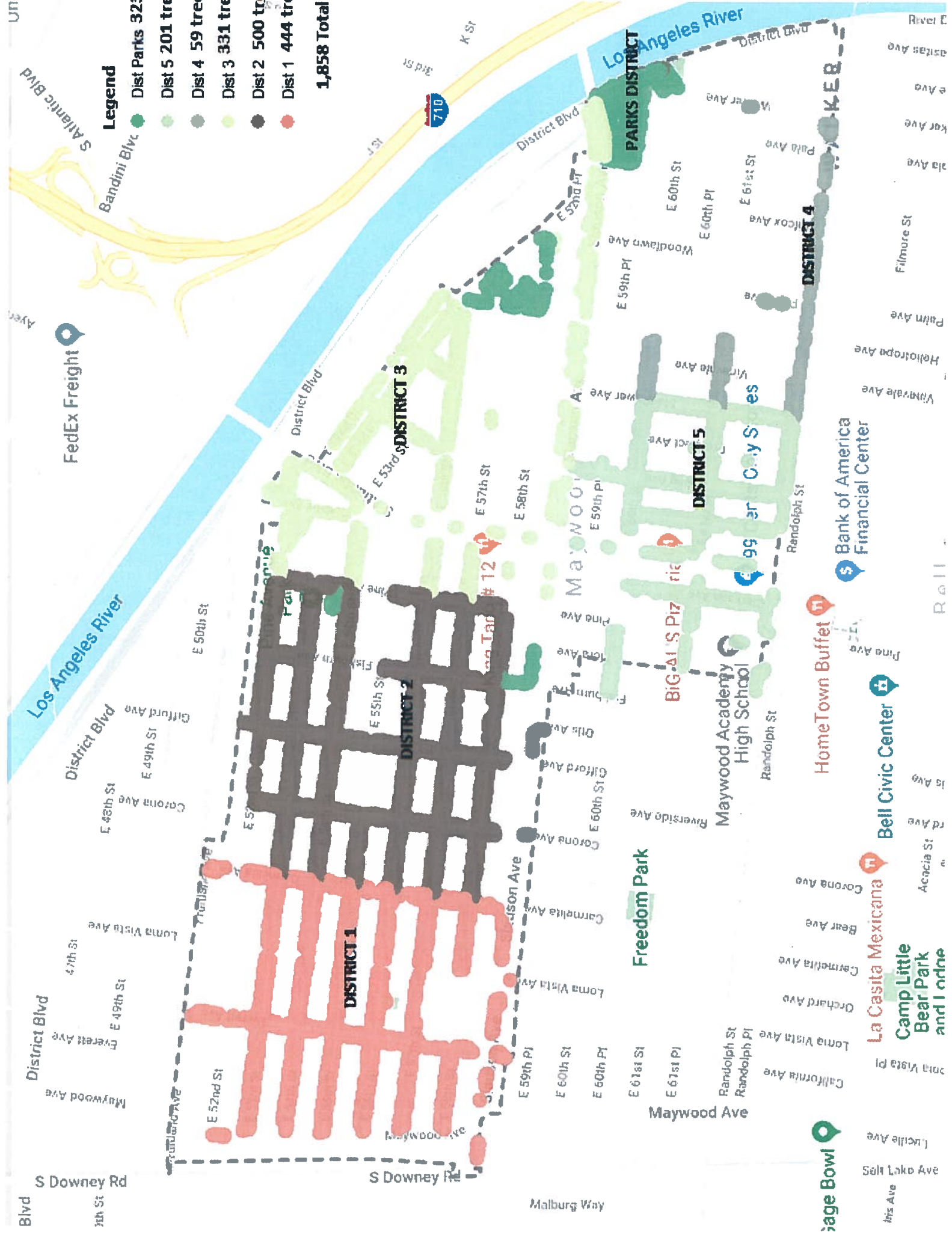
Attachment No. 4 - Trimming Land Company Proposal

Attachment No. 5 - West Coast Arborists Proposal

Attachment No. 6 - Proposal Evaluation Detail

Attachment No.1

- Legend**
- Dist Parks 325
 - Dist 5 201 tre
 - Dist 4 59 tre
 - Dist 3 331 tre
 - Dist 2 500 to
 - Dist 1 444 tri
 - 1,858 Total**



Attachment No.2

City of Maywood

Request for Proposal For Tree Maintenance Services



Bid Due: Wednesday May 29, 2019 at 4:00pm

Submitted by: Mariposa Landscapes Inc.

M A R I P O S A L A N D S C A P E S I N C

May 29, 2019

City of Maywood
4319 E. Slauson Avenue
Maywood Ca 90270

RE: Request for Proposal for Tree Pruning and Maintenance Services.

Mariposa Landscapes Inc. would like to thank you for the opportunity to submit a proposal to the City of Maywood. We look forward to the competitive process and hope to be the successful bidder.

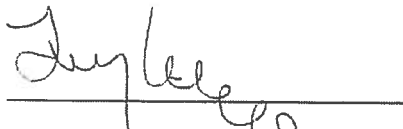
For over 30 years, Mariposa Landscapes Inc. has been providing cities and counties throughout southern California with expert tree care. Our highly experienced management staff provides a resource of knowledge and training capability unmatched by our competitors. Our company has over 600 highly trained and qualified personnel, 40 of which are certified tree care employees. Currently, we provide our services to numerous cities, counties, municipalities, government agencies, and private organizations.

Our many successful years of experience in providing similar tree trimming services for public entities enables us to be the most responsive and responsible firm, who are committed to providing the City of Maywood the highest level of service.

We have thoroughly reviewed all site conditions for this project. Our price reflects all the necessary labor, equipment, and materials needed to perform this work. Our proposal is valid for 90 days after the RFP submittal date. All work will be performed in strict accordance with the specifications of the RFP. We look forward to being the successful contractor in this proposal selection process.

Contact Name: Dennis Jones, Tree Division Manager
Phone: (626) 890-0164 Ext. 329
Fax: (626) 960-3809
Email: dennis@mariposa-ca.com

Respectfully Submitted,



Terry Noriega, President



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Company Profile

Experience

Mariposa Landscapes, Inc. was founded in 1977. Originally incorporated under the name Mariposa Landscapes, we re-incorporated in 1989 as Mariposa Horticultural Enterprises, Inc. In 2009 we re-incorporated back to our original name "Mariposa Landscapes Inc. All ownership has remained the same since 1977. We do not hold controlling or financial interest in any other organization, and are not owned by any other person or organization.

Our company got its start by performing custom residential and small commercial landscape maintenance and installation. After five years of growth we expanded into public works maintenance operations. In 1984 we expanded and started our public works installation department. In 1989 we expanded again and created our tree division. Presently, we provide custom public works and commercial development, installation, and maintenance services.

For over 30 years, Mariposa Landscapes Inc. has been providing cities and counties throughout southern California with expert tree care. Our company has over 600 highly trained and qualified personnel, 40 of which are certified tree care employees.

Tree Care

Our tree division (started in 1989) is set apart from the competition. We offer comprehensive consulting services along with our expert tree care. Our ability to provide such excellent service is due to our staffing of highly trained; safety oriented and certified arborists, and tree workers. Our staff receives the latest in up to date training in arboriculture methods, techniques, and software systems. You may count on expert tree care for your most valued trees. Our consulting services include: tree evaluations, inventory management, risk assessments, hazard reports, tree appraisals, and insect and disease control recommendations. Our comprehensive list of services sets our arbor care tree division apart. We can accommodate all of your tree care needs.

Company Info

President : Terry Noriega

California Corporation: C146953

California Employer ID: 368-4753-1

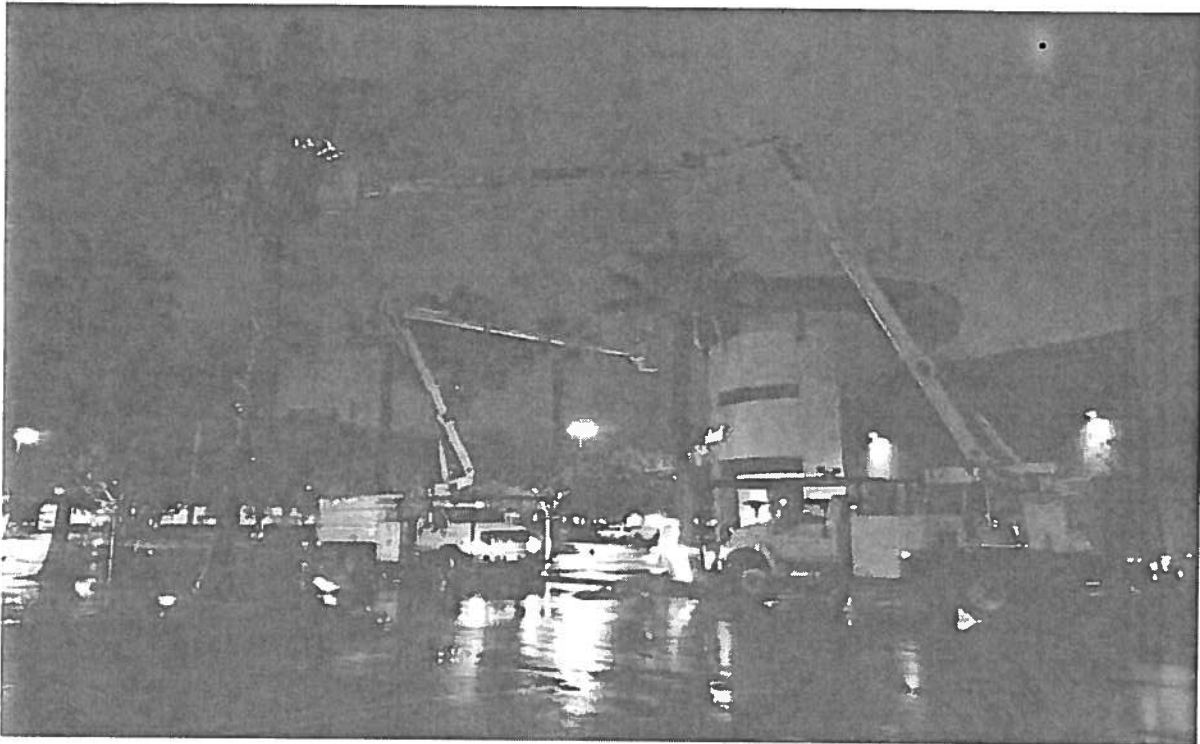
Date Incorporated: October 2nd, 1989



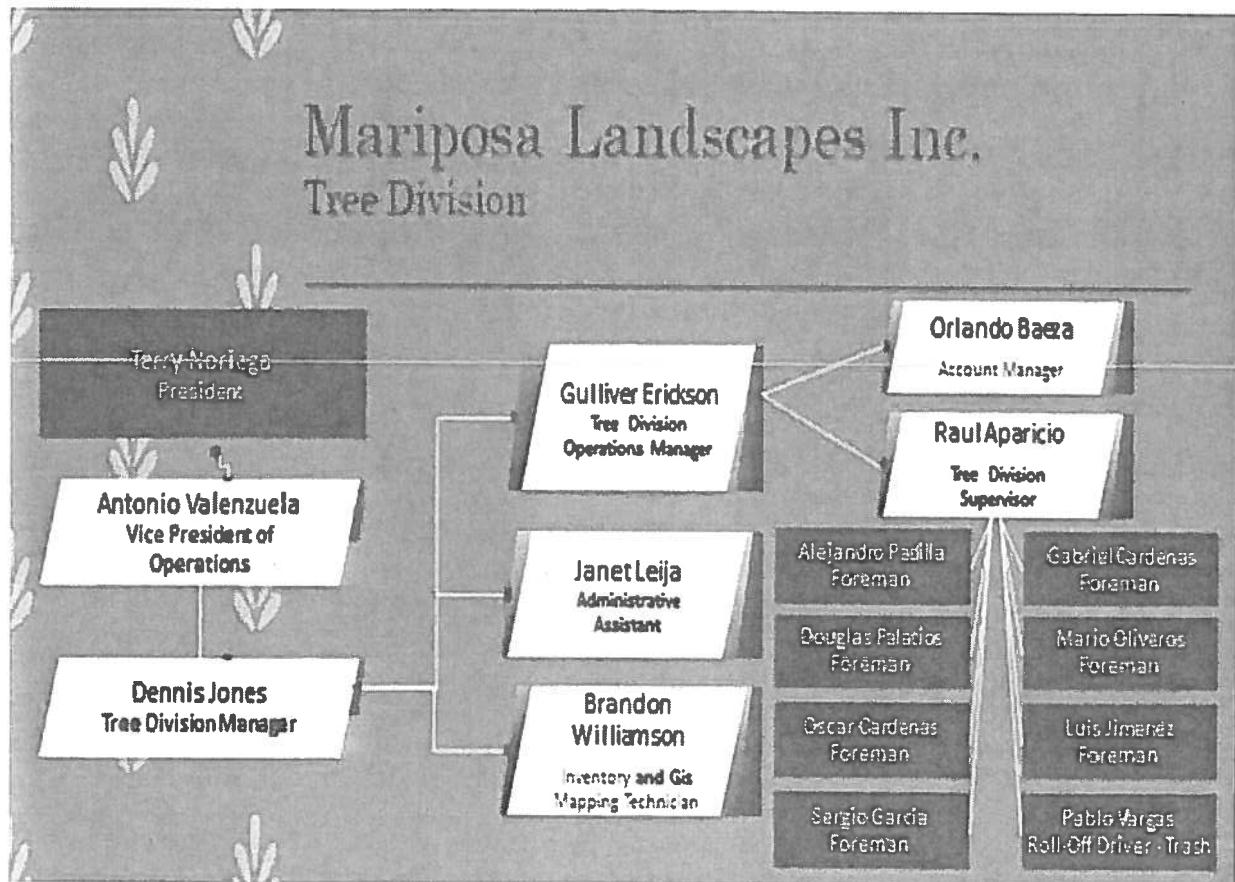
Accreditation

Mariposa Landscapes Inc. received Accreditation in December 2012, becoming one of the few accredited tree care companies in California. This accreditation was received from the TCIA (Tree Care Industry Association, and involves a thorough audit process in the following fields:

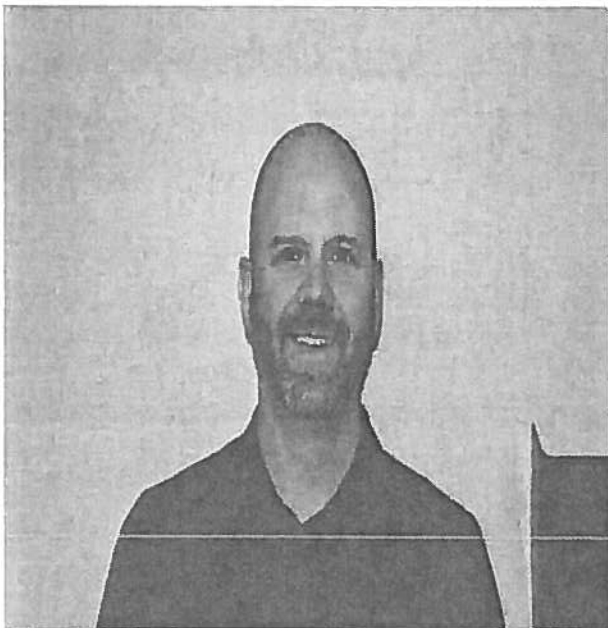
- | | |
|----------------------------|---------------------------------------|
| 1. Consumer Satisfaction | 6. Quality |
| 2. Best Business Practices | 7. Industry Standards |
| 3. Business Ethics | 8. Arborist Certification |
| 4. Employee Training | 9. Insurance Coverage |
| 5. Safety | 10. Work Estimates and Specifications |



Tree Division Staff

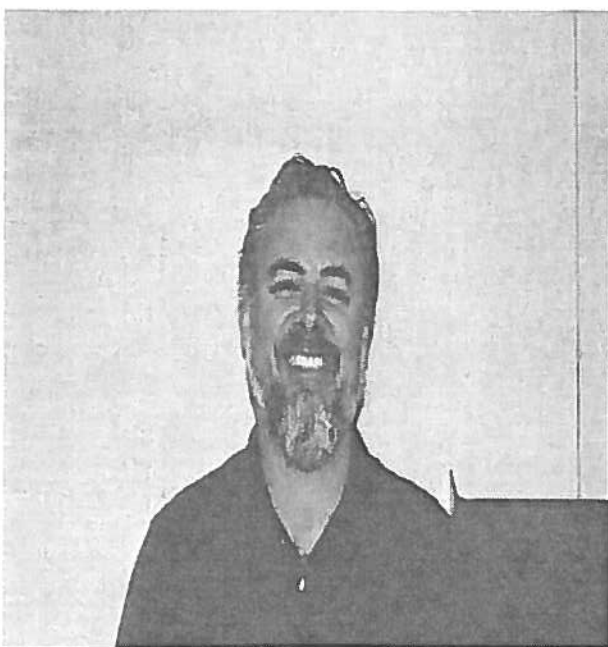


Our Tree Division is based out of Irwindale, California.



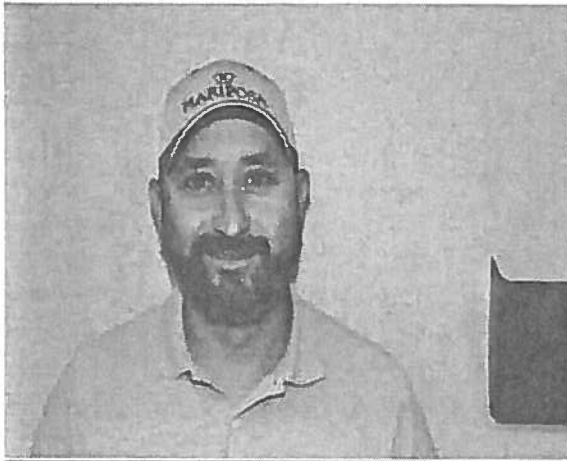
Dennis Jones, Tree Division Manager

- Description of Work – Supervision, scheduling, billing, and consultation.
- Amount of time assigned to project – Duration of Project
- Relevant work experience – 20 years in this capacity
- BS Degree in Urban Forestry from Cal Poly San Luis Obispo
- Certified Arborist WE-5700A
- TCIA Certified Tree Care Safety Professional #00843 (CTSP)
- Qualified Applicators License WAL 108771, Categories B,C, & F
- Tree Risk Assessment Qualified (TRAQ) International Society of Arboriculture
- ISA Municipal Specialist
- Notary Public



Gulliver Erickson, Tree Division Operations Manager

- Description of work – Scheduling, dispatch, emergency contact, and supervision
- Amount of time assigned to project – Duration of project
- Relevant Work Experience – 20 years in this capacity
- ISA Certified Arborist WE-10288A
- Qualified Applicators License #140377
- Certified Traffic Control Technician (ATSSA)
- TCIA Certified Tree Care Safety Professional #1528
- TCIA Certified Ground Operations Specialist
- Tree Risk Assessment Qualified (TRAQ) International Society of Arboriculture



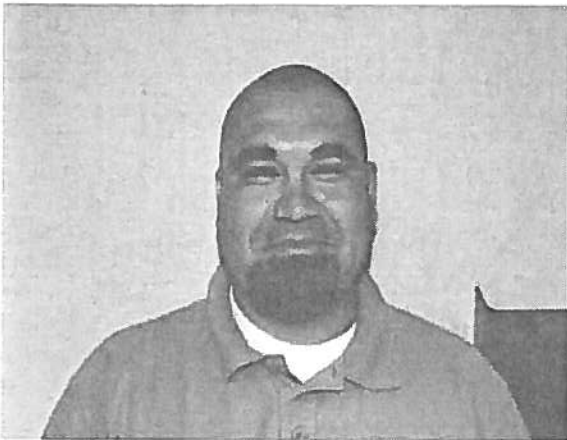
Raul Aparicio, Tree Division Supervisor

- Description of Work – Supervision, scheduling, billing, and consultation
- Amount of time assigned to project – Duration of project
- Relevant work experience – 10 Years' experience in this capacity
- TCIA Tree Climber Specialist
- Certified Traffic Control Technician (ATSSA)



Janet Leija, Administrative Assistant

- Description of Work – Clerical, scheduling, and billing
- Amount of time assigned to project – Duration of project
- Relevant work experience - 10 years' experience in this capacity



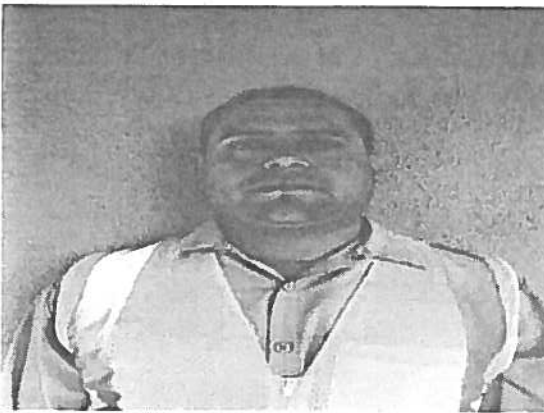
Orlando Baeza, Account Manager

- Description of Work – Supervision, scheduling, billing, and consultation.
- Amount of time assigned to project – Duration of project
- Relevant work experience – 10 years' experience in the industry.
- TCIA Certified Tree Care Safety Professional #1526
- TCIA Certified Ground Operations Specialist



Brandon Williamson, Inventory Software and
Gis Mapping Technician

- Description of Work – Create and manage tree inventory, work orders, and work histories
- Amount of time assigned to project – Duration of project
- Relevant Work History – 2 years' experience in the tree industry, 6 years' experience with the U.S. Army, and 7 years' experience in inventory and distribution.
- AAS Degree in Natural Resource Technology – Forest Recourses From Mt. Hood Community College, Gresham Oregon
- Certified Natural Resource Technician (MHCC)



Alejandro Padilla, Foreman

- Description of Work – On-Site supervision, and pruning while work is in progress
- Amount of time assigned to project – Duration of project
- Relevant Work Experience – 10 years in this capacity
- Certified Tree Worker WE-11047TL
- Certified Aerial Lift Specialist



Gabriel Gardenas, Foreman

- Description of Work – On-Site Supervision, and Pruning while work is in progress
- Amount of time assigned to project – Duration of project
- Relevant Work Experience – 10 years in this capacity
- Certified Tree Worker WE-2378C
- Certified Aerial Lift Specialist
- Certified Aerial Rescue Specialist

Statement of Work

Scope of Work

In order to carry out the proposed scope of work, Mariposa Landscapes Inc. representatives will meet with City Staff to determine priorities and schedules. We have the adaptability to work this project as City staff prefers. The various task items will be scheduled according to the pre-job meeting with the city.

Logistically, we will perform all work as specified in the "Scope of Work" and take City residents/business owners input into account.

Inspection

Tree inspections will be visible inspections only; trees requiring critical action will be addressed in writing to the City. Trees that our Arborists deem "fine", meaning there is no necessary action on them until the next scheduled inspection, will be left alone. Our crews are trained to observe and report potential hazards while they perform their duties. Many times, physical defects in trees are not visible from the ground and can only be seen once the crews are aloft. Our climbers and bucket operators are trained to look for these defects and report them immediately to their supervisor. If we deem an immediate hazard we will follow up with our designated City Point of Contact.

Quality Control Plan

Documentation

Before the actual start of contract work our staff will ensure that all necessary documents and insurances are submitted and approved by the city. Throughout the life of the contract we will maintain and update all records and documentation, which can be made available upon request.

Scheduling

Before the first Mariposa Landscapes, Inc. employee starts work, a detailed schedule will be submitted to the designated point of contact for approval. The schedule will include all approved tree care activities for the fiscal year. We will be ready to start work once we have received confirmation that the schedule has been approved.

Constituent Complaints / Damage

Any complaints that we receive from either City officials or City residents will be handled by the Mariposa Landscapes Inc. Tree Division Departmental supervisory team directly.

Emergency Communication and Yard Location

All communications will be routed through our main office and dispatch center in Irwindale, Ca. A 24-hour "800" number will be provided to the City for emergency calls. We will also use other forms of communications, such as email, two-way radios, and cellular phones. Our response times will meet or exceed the city's expectations.

Traffic Control

Traffic control procedures will be set-up in accordance with Maywood safety and permitting policies and guidelines. Mariposa Landscapes employees will ensure normal flow of traffic over public roads. High visibility signage, cones, and reflective clothing will be used following city, state, and company safety requirements. Unless work sites are completely

barricaded, a designated safety watchperson will coordinate pedestrian and vehicular traffic through the area at all times, while work operations are in progress.

Quality Control

The supervisor assigned to the project will have the direct communication with the city representative. Mariposa Landscapes will ensure that this supervisor can communicate in English, and be knowledgeable in landscape maintenance operations. These methods combined with instant communications via 24-hr telephone monitoring, two-way radios, cellular phones, or fax will ensure a quick response to any maintenance concerns.

Public Safety

The safety of the public and our employees is of paramount importance to Mariposa Landscapes. All work sites will have proper signage, high visibility clothing, lighting, and designated safety coordination personnel to ensure the safety and wellbeing of the public.

Recycling

Mariposa Landscapes is committed to recycling all materials generated from our operations. All material generated from our work sites is collected, and then either re-ground into usable mulch and compost, or it is hauled to firewood retailers.

Conclusion

It is our goal to provide professional tree care services with an emphasis on results. Results are what we as a contractor, and ultimately the City Management will be judged by. It is our goal to provide the professional results that adhere to the intended desires outlined in the specifications of work. We intend to provide clean and well maintained trees that City staff, and Residents can be proud of.



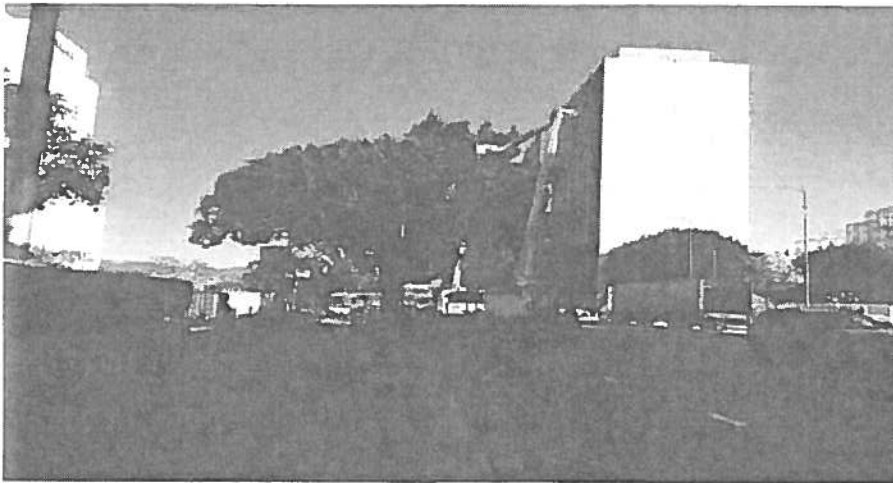
Corporate Capability

Mariposa Landscapes Inc. will comply with all necessary requirements outlined in the specifications of this RFP

Licenses & Certificates

Contractors State License:	592268	C27, A, C61/D49
Qualified Applicators License:	103864	ABCDEFH
Pest Control Advisor License:	74416	ABCDEG
Pest Control Business License:	30977	
Irwindale Business License:	000538	
Supplier Clearinghouse MBE:	94HS0050	
City of Los Angeles MBE:	561730	
LA County MBE:	43914	
LA CO. Agricultural Pest Control:	1000279	
Certified Arborist:	WE-1182A	
DIR No.	1000005079	

Photo copies of Licenses and Certificates are located on page 30-33



Minority Business Enterprise

Our MBE Certification, File No. CCA-7150 for the City of Los Angeles has an expiration date of July 17th, 2021. The Women and Minority Business Enterprise Clearing House has audited and verified our eligibility as an MBE pursuant to the California Public Utilities Commission General Order 156. Our EEO / Affirmative Action Plan is currently approved by the Office of Contract Compliance pursuant to Los Angeles Administrative Code Section 10.8 et seq and is on file with this office. This plan will expire in 2021. The County of Los Angeles Office of Affirmative Action Compliance has recertified Mariposa Landscapes Inc.

as an eligible participant in the county of Los Angeles Community Business Enterprise (CBE) Program and has an expiration date of September 17th, 2020.

Geographic Coverage

Our current geographic service area includes Los Angeles, Orange, Riverside, San Bernardino, and Ventura counties. From our Glendale, Arizona offices, we serve the entire Maricopa County.

Financial Resources

Mariposa Landscapes Inc. has been capable of meeting all financial obligations for over 30 years. Our company has experienced continued growth, and has expanded by opening locations in Santa Ana and Palm Desert

Green Initiatives

Mariposa Landscapes, Inc. actively promotes a “green” environment and energy conservation methods and philosophies. Our company has a recycling program for green waste and paper products. We have implemented this program at all of our local office locations, and all job sites. Mariposa Landscapes Inc. has transitioned to a majority Hybrid vehicle fleet and equipment. At Mariposa Landscapes we strive to be as environmentally conscience as possible, and are expanding our operations to achieve this goal. Mariposa works with all its clients to assure optimum water usage where possible. It is our policy to notify all project managers of the green initiatives, prior to the award of contract.



Equipment

Mariposa Landscapes Inc. has the following, latest model fleet equipment available (including all small tools necessary to complete the work).

- (6) Aerial Lift Trucks
- (6) Chipper Trucks
- (2) Roll-off Trucks
- (4) ¾ Ton Pick-up Trucks
- (7) Chippers
- (3) Stump Grinders
- (1) Cat 908H Loader
- (2) Skid Steer Loaders
- (2) Utility Dump Trucks
- (22) 40-Yard Container Bins
- (1) 200-Gallon Spray Rig
- (1) Trimble State of the Art GPS system



Skid Steer Loader



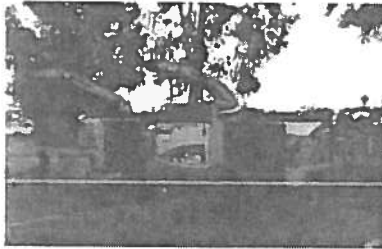
Stump Grinder



Utility Dump Truck



Aerial Lift Bucket Truck



Chipper



Chipper Truck



Roll-off Truck W/40ft
Container



¾ Ton Truck / Crew Vehicle



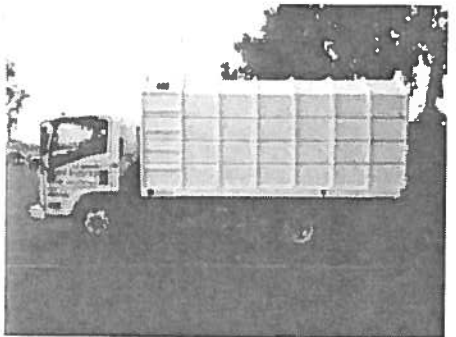
Cat 908H Articulating Wheel
Loader



Toyota Prius Hybrid / Staff
Vehicle



Toyota Tacoma / Foreman
Vehicle



Utility Truck / Debris Hauling

The following is a brief list of large equipment – Chainsaws and small equipment is too numerous to list.

MARIPOSA LANDSCAPES INC.								
No.	Year	Make	Model	Type	No.	Year	Make	Type
595	2019 Isuzu		NRR	Chipper Dump	478	2015 Chevy		3/4T Pickup
549	2018 Freightliner		M2106	Bucket	479	2015 Ford		Chipper Dump
567	2018 Freightliner		M2106	Bucket	480	2015 Ford		Bucket
581	2018 Freightliner		M2106	Chipper Dump	481	2015 Ford		Bucket
585	2018 Freightliner		M2106	Chipper Dump	488	2015 Chevy		3/4T Pickup
594	2018 Toyota		Prius II	Sedan	430	2014 Freightliner		Roll-Off
517	2017 Toyota		Tacoma	Small Pickup	464	2014 Chevy		3/4T Pickup
534	2017 Toyota		Tacoma	Small Pickup	462	2013 Ford		Bucket
535	2017 Toyota		Prius II	Sedan	371	2012 Isuzu		Med Duty Dump
539	2017 CHEVY		2500HD	3/4T PICKUP	426	2012 Ford		Bucket
565	2017 Toyota		Tacoma	Small Pickup	344	2011 Chevy		3/4T Pickup
566	2017 Isuzu		NRR	Chipper Dump	355	2011 Ford		Bucket
568	2017 Toyota		Prius II	Sedan	360	2011 Chevy		3/4T Pickup
471	2015 Ford		F750	Chipper Dump	375	2011 Ford		Chipper Dump
472	2015 Ford		F750	Chipper Dump	315	2008 International		Bucket
475	2015 Chevy		Silverado 2500HD	3/4T Pickup	265	2007 Freightliner		Roll-off
477	2015 Chevy		Silverado 2500HD	3/4T Pickup				

Employee Training



Mariposa Landscapes Inc. provides a complete training program. Our goal is to enable our employees to progress to higher levels of pay and rank through knowledge. By providing training to all of our workers we become more efficient as a whole, and provide better results for our customers.

Currently our training program is a combination of three aspects, Instruction, safety, and practical knowledge. In addition to our new hire training program, our supervisors also conduct regular training sessions. These sessions include instructing and evaluating Foreman and crews on safety, and current techniques of equipment operation, maintenance practices, chemicals, and fertilizers.

Some of the many topics covered are:

- Chipper Safety and Operation
- Chain Saw Safety and Operation
- Pruning Techniques
- Chemical Safety
- Tractor Safety
- Safe Driving Tactics
- Safe Small Equipment Operation
- Planting Techniques
- Traffic Control Safety and Techniques
- Tree I.D. (General and Account Specific)
- Fertilizer Use and Application
- Chemicals: Herbicides, Fungicides, Insecticides
- Aerial Rescue
- Emergency Situations
- Case Studies, or Arboricultural Injuries

EHAP (We currently employ 4 Line Clearance Certified Personnel)

CPR & First Aid Training and certifications are maintained for all employees.

Services Provided

Tree Pruning

Pruning Types

- Prune to Raise – Overall objective is to raise the canopies of trees for vehicular and pedestrian access.
- Prune for Structure – Overall objective is to provide proper clearances for trees in their youth, in order to reduce hazards as they grow and age. This method is the most cost effective means of pruning available. This method addresses trees with a strong central leader by reducing or removing co-dominant stems.
- Prune to Clean – Overall objective is to remove dead, diseased, and hazardous branches from a tree's canopy.
- Prune to Thin – Overall objective is to perform a cleaning, and remove overcrowded branches. This method is used to provide light penetrations, and reduce wind resistance within the canopy. No more than 25% of live foliage should be removed during any single thinning cycle.
- Prune to Reduce – Overall objective is to reduce the size of the trees that have had this method performed repeatedly over many years. This method can also be used to reduce the overall stress on a tree due to recent root cuttings or disruptions.
- Prune Palms – Overall objective is to remove hazardous and messy frond fruit, seeds, and dead or dying fronds.

Tree Removal

Mariposa Landscapes Inc. offers complete tree removal services from start to finish. Our highly trained and safety oriented tree care experts will designate a work area, provide traffic control, use the latest safety equipment, cut the tree, and haul away the debris.

Stump Removal

We offer either full stump removal, or stump grinding services using the latest in tree work equipment.

Tree Planting

Our highly trained tree workers are adept at planting seedlings, and saplings. Using proven planting methods and procedures, we are able to maintain high survivability rates for your young trees.

Debris Hauling

Providing safe and clean environments throughout the tree care process is very important to us at Mariposa. Using our chippers, loaders, containers, and utility dump trucks, hauling away debris from the work site is fast and efficient.

Hazard Tree Analysis

Our certified Arborists and Tree Workers have years of experience in detecting hazards in trees throughout the urban environment, and forests. Any hazard detected while conducting operations is immediately reported to a direct supervisor, who in turn reports the hazard to your designated point of contact.

Mariposa Landscapes Inc. also provides comprehensive hazard tree analysis, and consulting services. These services include detailed reports on which trees are affected, their risk assessment, and our recommended course of action.

Young Tree Pruning/Training

Ensuring that your young trees grow into healthy and structurally sound adults is very important. Using proven sapling training methods we can increase the strength of your young trees, and increase productivity of the best branches. This process includes: removing dead, broken, weak, or diseased branches. Selecting and promoting the growth of a "Central Leader". Selection of the lowest permanent branch. Selecting the main "Scaffolding" branches and removing their competitors. Lastly, we regularly prune temporary branches to maintain health, while reducing nutrient and water competition.

Cabling & Bracing

Mariposa provides expert cabling and bracing services to help reduce the risk of your trees branches and stems from breaking. We use the latest cables and equipment; we also ensure that it is tested before we employ it.

Non-Native Vegetation Removal

Non-Native and Invasive species tend to grow fast and can be difficult to remove once established. Mariposa Landscapes is proud to provide removal services that reduce the ability of unwanted plant species to return once we remove them. We ensure that our employees are careful to remove the plants according to your specifications.

Fire Clearance

Fire Return Intervals in southern California are an increased risk that Mariposa Landscapes Inc. is committed to reducing. We provide pruning and removal services along right of ways, and roadways in order to reduce a potential fires ability to jump from one area to the next. We ensure that proper clearances and distances are maintained in order to reduce a fire's intensity, and ability to spread.

Weed Abatement

Mariposa Landscapes offers weed abatement services. We are proud to employ certified Applicators who are trained to mix and apply herbicides and pesticides that will reduce and remove unwanted vegetation.

Landscape Demolition

Removing unwanted debris and clearing your landscape in preparation for your next project can be a big task. We provide skilled staff and the latest in equipment for even the most difficult situations. From tree removals, yard debris, landscape demolition, and hauling it all away, we provide complete and safe services.

Inventory Management

Software Overview

Mariposa Landscapes Inc. utilizes a web-based software program called "Tree Plotter." This program allows us to manage all of our client's information, and properties in one easy to access location.

Our program allows us to create and manage tree inventories, conduct statistical analysis and provide reports for our client's inventories.

Each client receives their own personal user account, in which they can view their inventory, print reports, and even print maps of their trees.

The Tree Plotter software also allows us to create work orders, submit them to our arborist crew leaders, and maintain an updated work history within the inventory, for maximum transparency.

From inventory creation to billing, every aspect of our inventory management is all in one easy to access website.

Client Information and Client Properties

The tree plotter program provides us with the ability to create and manage an internal roster of clients, and their information. The client information table allows us to enter company names, project manager or point of contact information, property addresses, phone numbers, email addresses, and billing information.

Whether our clients have a single property, or multiple locations to inventory, we can create a "Client Site" for each. This allows us to manage the inventories, work orders, and billing separately for each property.

A "Client Site" is a point on our Gis Mapping software that represents a client's property. After creating a client site we can add client information, billing information, inventory trees, create work orders, create invoices for billing, and once the work is completed, we can update work histories for every tree.



Figure 1 is an example of client properties as yellow pinpoints on the map, we call these Client Site's. Each site contains all client information, tree inventories, work orders, and billing information for that property

Inventory Creation and Management

The Tree Plotter program allows us to create and manage each of our client's inventories separately, within each client site.

After creating a client site and filling in the applicable information, our inventory technicians go into the field and conduct an in depth inventory at each site.

Our inventory includes Gis mapping of each tree, tree measurement estimations, initial tree health assessments, and initial photographs for every tree.



Figure 2 shows all trees inventoried within a client site "property" as a colored dot on the map. Each species has its own color code. The map legend shows each species, which color it is assigned, and how many trees are included in the inventory.

Inventory Analysis and Reporting

The Tree Plotter software provides statistical analysis in easy to print reports. The statistical data also updates itself as the inventory is created or changed.

A few examples of the reporting capabilities within the Tree Plotter program include: Species diversity charts, risk assessment by health condition graphs, tables reflecting the total number of trees by species, and many more.

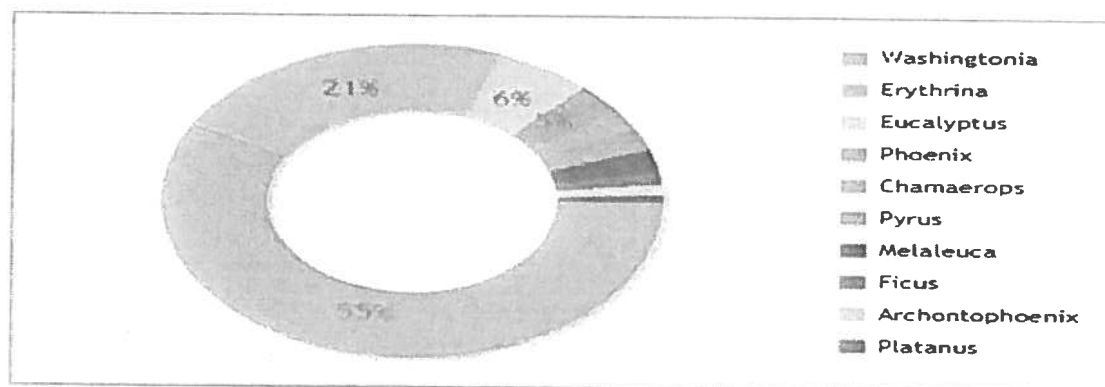


Figure 3 shows the species diversity statistics for a client site ie "Property"

User Accounts

Each client receives a personalized (Read Only) user account, and login access to our software. A personalized user name, and password are assigned to the clients email address, which they can use to change their password at any time.

Our clients can login to our software and view their current inventory, view details of each tree, read and print reports about their inventory, and use each trees individual "Id Number" to request work.

Work Orders

Using the Tree Plotter software to create work orders allows us to have a single software program through the entire inventory management process.

Using each trees "Id Number," we can quickly create work orders, assign crew leaders, provide work tasks, and costs. As the crew leader completes a task, the date completed for each tree is submitted. Each work order includes a map that shows which trees are included, and their assigned tree Id number.

4/19/2019

<https://pg-cloud.com/main/server/printJobEntity.php?app=MariposaTrees&id=58>



Mariposa Landscapes, Inc.
6232 Santos Diaz Street
Irwindale CA 91702
@mariposa-ca.com

Property / Contact Info

Mariposa Landscapes Inc.
15529 Arrow Highway
Irwindale California 91706

Work Order

Work Order ID:
WO Name:
Address Number:
Address Street:
City:
Company Name:
E-Mail:
State:
Website:
Zip:
Created By (Job):
Date Created (Job):

training
44
training hourly rate
6232
Santos Diaz Street
Irwindale
Mariposa Landscapes, Inc.
@mariposa-ca.com
CA
<https://www.mariposa-ca.com>
91702
brandon
04/05/2019

5 work record

Tree Id	Common Name	Work Desc	Hours	Hourly Rate	Subtotal	Date Completed
23	Red ironbark	Remove & Stump Grind	3	\$ 100.00	\$ 300.00	04/12/2019
24	Lemon-Scented Gum	Remove & Stump Grind	3	\$ 100.00	\$ 300.00	04/12/2019
25	Red ironbark	Remove & Stump Grind	3	\$ 100.00	\$ 300.00	04/12/2019
26	Red ironbark	Remove & Stump Grind	3	\$ 100.00	\$ 300.00	04/12/2019
27	Red ironbark	Remove & Stump Grind	3	\$ 100.00	\$ 300.00	04/12/2019
			15		\$ 1,500.00	

<https://pg-cloud.com/main/server/printJobEntity.php?app=MariposaTrees&id=58>

1/2

Figure 4 is an example work order. Each work order can be customized to fit client or contractual needs. This example shows the individual tree Id numbers, species, work tasks, pricing, and completion dates.

Work History

Keeping our client's inventory up to date and accurate is very important. As each work order is completed, it is archived. Once our work orders are closed out, the tree inventory is automatically updated to show the work history. We are able to track each tree and its history over time using Tree Plotter's work order, and work history system.

Billing

Using Tree Plotter's "job" system and "work order" system allows us to create task orders (or Jobs) and assign multiple work orders. At the end of each billing cycle we are able to close out the "Job" and create an invoice for all of the work orders and their assigned trees in a single step. This program allows us to accommodate any type of billing cycle required by our clients. We are able to submit invoices for single work orders, on a monthly basis, or using our clients Task orders. Our invoices include all relevant work, which trees received that work, and a map showing the trees included on the work orders.

4/19/2019

<https://pg-cloud.com/main/server/printJobEntity.php?app=MariposaTrees&id=66>



Mariposa Landscapes, Inc.
8232 Santos Diaz Street
Irwindale CA 91702
@mariposa-ca.com

Property / Contact Info

Mariposa Landscapes Inc.
15528 Arrow Highway
Irwindale California 91706

Invoice

Invoice ID:	training 35
Address Number:	8232
Address Street:	Santos Diaz Street
City:	Irwindale
Company Name:	Mariposa Landscapes, Inc.
E-Mail:	@mariposa-ca.com
State:	CA
Website:	https://www.mariposa-ca.com
Zip:	91702
Created By (Job):	brandon
Date Created (Job):	04/05/2019

7 work record

Tree ID	Common Name	Work Task	Planned Price	Billed At	Date Completed
8	Red ironbark	Remove & Stump Grind	\$ 100.00	\$ 250.00	04/19/2019
9	Red ironbark	Stump Grind	\$ 100.00	\$ 250.00	04/19/2019
10	Red ironbark	Crown Clean	\$ 100.00	\$ 250.00	04/19/2019
11	Red ironbark	Structural Prune & Deadwood Only	\$ 100.00	\$ 250.00	04/19/2019
12	Red ironbark	Crown Thin	\$ 100.00	\$ 250.00	04/19/2019
13	Red ironbark	Foliar Spray	\$ 100.00	\$ 250.00	04/19/2019
14	Red ironbark	Crown Thin	\$ 100.00	\$ 250.00	04/19/2019
				\$ 1,750.00	
				\$ 1,750.0	
				Total	\$ 1,750.0

<https://pg-cloud.com/main/server/printJobEntity.php?app=MariposaTrees&id=66>

1/1

Figure 5 is an example of our invoice and billing form. After all work orders are completed for a job, the invoice reflects all trees in which work was performed, the date the work was completed, and the pricing breakdown for each tree.

Customer Service and Software Training

Our inventory management staff can provide step by step instructions on the use of our software. We can also provide face to face training and guidance in how to login, view client inventory, and view or print reports as needed.

Our staff also has direct access to the software development team, and technical support. Any software questions or concerns can be addressed very quickly.



Satisfied Customers



City of Thousand Oaks

(Parkway Tree Pruning)

Attn: Kevin Wilson

1993 Rancho Conejo Blvd.

Thousand Oaks, Ca 91320

Ph. 805-449-2499 Ext. 383

Email Kwilson@toaks.org



CITY OF
SAN MARINO
CALIFORNIA

City of San Marino

Attn: Sammy Estrada

2200 Huntington Drive

San Marino, Ca 91108

Ph. 626-375-4246

Email Sestrada@SanMarinoCA.gov



CITY OF PALMDALE

a place to call home

City of Palmdale

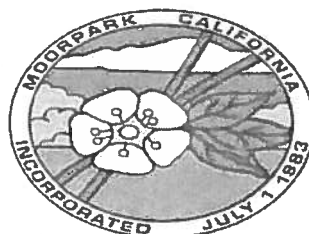
Attn: Steve Montenegro

39110 3rd Street East

Palmdale, Ca 93550

Ph. 661-267-5300

Email Smontenegro@cityofpalmdale.org



City of Moorpark

Attn: Jason La Riva

799 Moorpark Ave

Moorpark, Ca 93021

Ph. 805-390-8891

Email Jlariva@moorparkca.gov



Metro

LA Metro

Attn: Todd Garner

470 Bauchet Street

Los Angeles, Ca 90012

Ph. 213-922-6788

Email GarnerT@metro.net



Ventura County Parks

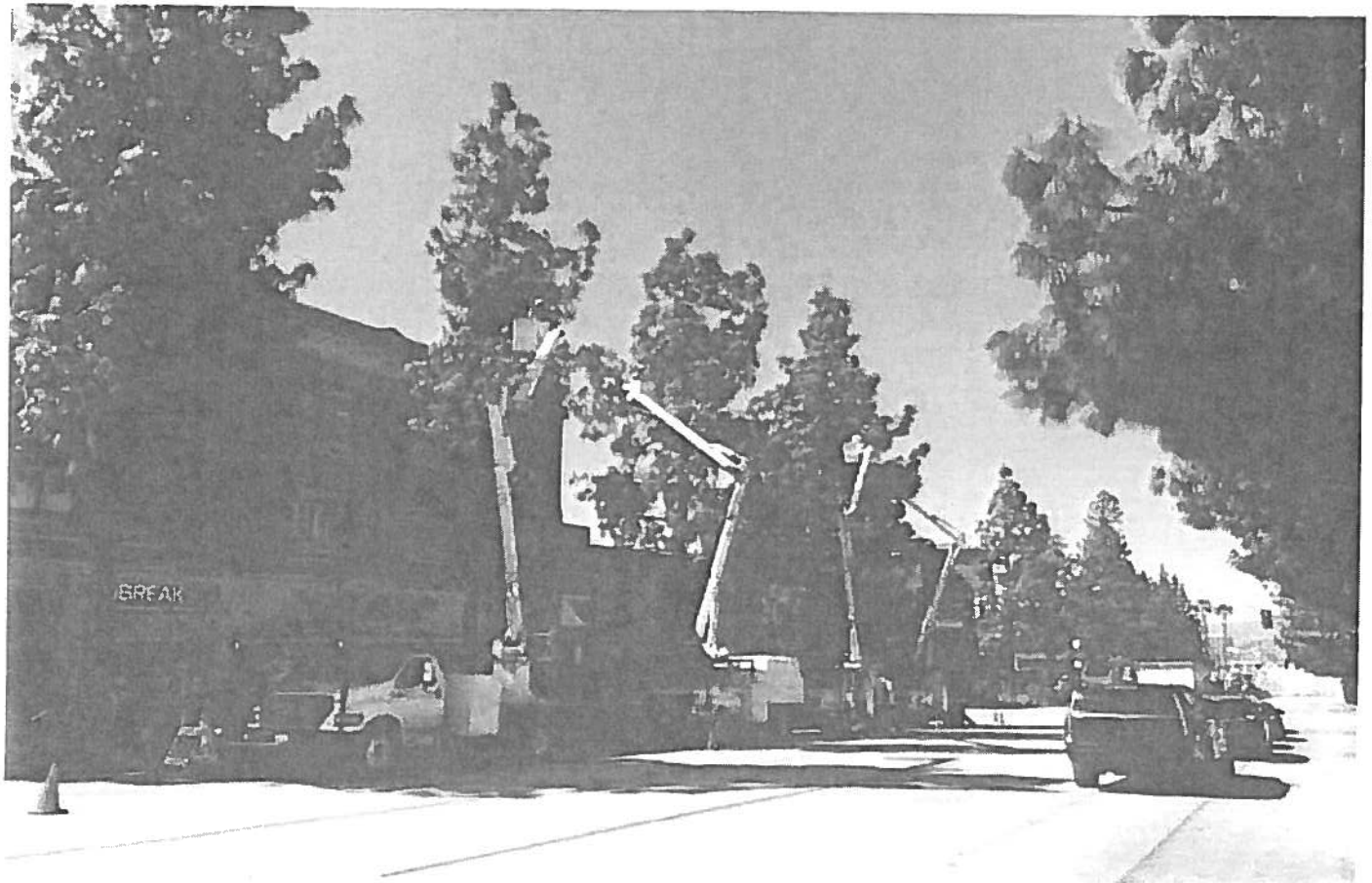
Attn: Theresa Lubin

800 South Victoria Avenue

Ventura, Ca 93009

Ph. 805-654-3968

Email Theresa.Lubin@ventura.org



List of References



City of San Marino

Attn: Sammy Estrada

2200 Huntington Drive

San Marino, Ca 91108

Ph. 626-375-4246

Email Sestrada@SanMarinoCA.gov



City of Palmdale

Attn: Steve Montenegro

39110 3rd Street East

Palmdale, Ca 93550

Ph. 661-267-5300

Email Smontenegro@cityofpalmdale.org



City of Moorpark

Attn: Jason La Riva

799 Moorpark Ave

Moorpark, Ca 93021

Ph. 805-390-8891

Email Jlariva@moorparkca.gov

Certification of Proposal

See Attached

Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal.

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer: Mariposa Landscapes, Inc.

By: _____

(Authorized Signature)

Type Name: Terry Noriega

Title: President

Date: 5/29/19

Schedule of Compensation

Item	Description	Unit	Unit Price \$
BASIC SERVICES: Basic Tree Trimming/Maintenance Services			
1	Grid Trimming - Scheduled Tree Trimming by Grid; includes removing hazardous limbs and crown raising for sign clearance, street light illumination and utility vehicles.	EA	\$ 79.00
2	Computer Database – Tree inventory, use of software & training	LS	No Cost
ADDITIONAL SERVICES – Unscheduled Tree Trimming/Maintenance Services			
3	Clearance Tree Trimming: includes removing hazardous limbs and crown raising for sign clearance, street light illumination, and utility vehicles.	EA	\$ 100.00
4*	Aesthetic Tree Trimming: includes crown raising, removing all dead or dying limbs thinning, and shaping.	EA	\$ 165.00
5	Crown reduction/restoration (i.e. Ficus Pines & Elms etc.)	EA	\$275.00
6	Palm Tree Trimming	EA	\$80.00
7	Coco palm, any size	EA	\$75.00
8	Washingtonia palm, any size	EA	\$85.00
9	Canary Island Date palm, any size	EA	\$175.00
10	Palm Tree Skinning	Linear Foot	\$17.00
11	Tree & Stump Removal	INCH DBH	\$40.00
12	Tree Only Removal	INCH DBA	\$30.00
13	Stump Removal Only	INCH DIA	\$15.00
14	Root Prune	LF	\$25.00
15	15 gallon tree	EA	\$175.00
16	24 inch box tree	EA	\$375.00
17	36 inch box tree	EA	\$1,100.00
18	Tree Watering	Day	\$700.00
19	Specialty Equipment Rental with operator (i.e. Crane)	Hour	\$225.00
20	Written Arborist Reports	Tree Site	\$200.00
EMERGENCY SERVICES			
21	3-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 255.00
22	2-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 180.00
23	1-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 95.00
24	Outside Work Hours (7:00PM to 7:00 AM) – General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 115.00

*Composite rate based on an average species sizes

Proof of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE INWDD/YY/YY
04/02/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED PROVISIONS or be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MANITOBA MUTUAL INSURANCE COMPANY HOME OFFICE: 421, HICK ST OMAHA, NE 68102		CONTACT NAME: CLIENT CONTACT CENTER PHONE (A/C, H, ext): 688-333-1343 FAX (A/C, H, ext): 688-333-1344 E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM INSURER(S) AFFORDING COVERAGE	
INSURED MANITOBA LANDSCAPES INC 2322 SANTOS DIAZ ST IRVINGDALE, CA 91768-3867		INSURER A: FEDERATED SERVICE INSURANCE COMPANY 28334	

COVERAGES CERTIFICATE NUMBER: 0 REVISION NUMBER: 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER INSTRUMENT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY BE A PART. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF EACH POLICY. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR	TYPE OF INSURANCE	COOL	SUBS	POLICY NUMBER	POLICY EFF DATE (A/C, H, EXT)	POLICY EXP DATE (A/C, H, EXT)	UNITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIM-MADE ☒ RETROSPECTIVE ☒ GEN. AGGREGATE LIMIT ATTACHED PER: ☒ POLICY ☐ RETROSPECTIVE ☐ OTHER	Y	N	6088450	04/01/2019	04/31/2020	FROM EXCLUDED DAMAGE TO RENTED EQUIPMENT OR MATERIALS AND EXPENSES FOR REMOVAL AND REPAIRS \$1,000,000 \$100,000 \$1,000,000 \$2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ Hired Autos Only	Y	N	6088450	04/01/2019	04/31/2020	COVERED SINGLE LIMIT (PER ACCIDENT) \$1,000,000 BODILY INJURY (PER PERSON) \$100,000 PROPERTY DAMAGE (PER ACCIDENT) \$100,000
A	☒ WORKERS COMPENSATION ☒ OCCUPERS LIABILITY ☐ FIDELITY AND SURETY ☐ OTHER	Y	N	6088450	04/01/2019	04/31/2020	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/SELF-EMPLOYED OFFICER/OWNER EXCLUDED? ☐ YES ☒ NO If yes, describe under DESCRIPTION OF OPERATIONS BELOW	Y	N				PER STATE/STATE \$1,000,000 \$1,000,000 \$1,000,000

DESCRIPTION OF OPERATIONS (LOCATIONS) (YES/NO) (SECOND SET) Additional Remarks (Schedule, may be attached if necessary or required)

CERTIFICATE HOLDER PROOF OF INSURANCE	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

ACORD 25 (2010/03)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/12/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Global Risk, LLC 800 Washire Blvd., Second Floor Los Angeles, CA 90017 License #0L00381	CONTACT NAME Tanx Guo PHONE (INC. OR EXT.) 213-550-2253 FAX (INC. OR EXT.) 213-550-2258 E-MAIL ADDRESS certs@globalriskcap.com
INSURED Mariposa Landscapes, Inc. 6232 Santos Diaz St. Inwindaale, CA 91702	INSURER(S) AFFORDING COVERAGE INSURER A. Sentry Casualty Company INSURER B. INSURER C. INSURER D. INSURER E. INSURER F.
	NAIC # 28460

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

TYPE OF INSURANCE	ADD/CHG/INT/END	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GENERAL AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROTECT ☐ LOC OTHER:					LIMITS EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EIS OCCURRENCE) \$ MED EXP (ANY AND ALL) \$ PERSONAL & ADJ INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPREH ADD \$ \$
AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EIS OCCURRENCE) \$ BODILY INJURY (P&A) \$ BODILY INJURY (P&A) \$ PROPERTY DAMAGE (P&A) \$ \$
UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY EMPLOYER PARTIAL OR EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in HI) If yes, describe under: DESCRIPTION OF OPERATIONS below	Y/N ☒ Y	10-20720-01	04/01/19	04/01/20	☒ PER STATUTE ☐ EMP-EN E.L. EACH OCCUR \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

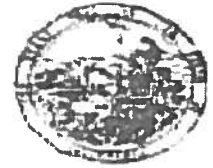
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Addendum Remarks Schedule, may be attached if more space is required)
Proof of insurance Only!

CERTIFICATE HOLDER Mariposa Landscapes Inc. 15529 Arrow Highway Inwindaale, CA 91708	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

Photo Copies of Licenses and Certifications



**CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE**



License Number **592268**

Entity **CORP**

Business Name **MARIPOSA LANDSCAPES INC**

Classification(s) **C27 A C61/D49**

Expiration Date **04/30/2020**

www.cslb.ca.gov



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: January 01, 2018
EXPIRES: December 31, 2019

**Pest Control Business - Main
LICENSE
LICENSE NO 30977**

Licensee must maintain and carry out proper records for record retention.

Mailing Address:

MARIPOSA LANDSCAPES, INC.
6232 SANTOS DIAZ ST
IRVINDALE, CA 91702

Business Location:

MARIPOSA LANDSCAPES, INC.
6232 SANTOS DIAZ ST
IRVINDALE, CA 91702

THIS LICENSE IS NOT TRANSFERABLE. ANY CHANGE IN OWNERSHIP WILL REQUIRE A NEW LICENSE.

- 1 Please make sure the information on your license is correct
- 2 Notify us immediately of any changes to your business (e.g., name, address, insurance carrier or qualified person)
- 3 If you lose your license, then you may request a new one for a \$20 fee
- 4 Please refer to the license number located in the middle of the page when contacting us
- 5 For more information, please contact us at (916) 445-4078 or at LicenseMail@dpr.ca.gov. Or you may write to:

Department of Pesticide Regulation

County of Los Angeles

No. 1000070

PEST CONTROL ADVISER REGISTRATION

For Calendar Year Ending December 31, 2019

Name: MORTEGA, TERRY L.

626-945-1274

Address: 6222 SANTOS DIAZ ST
STREETS

IRVINDALE
CITY

CA
91702
STATE ZIP

THIS CERTIFIES that the above named individual has been duly registered in accordance with Section 12031 Agricultural Code as a Pest Control Adviser, and is authorized to make Agricultural use recommendation in Los Angeles County in the following categories:

☒ (A) Insects, Mites and Other Invertebrates
☒ (B) Plant Pathogens
☒ (C) Nematodes
☒ (D) Vertebrate Pests

☒ (E) Weed Control
☒ (F) Defoliation
☒ (G) Plant Growth Regulation


Agricultural Commissioner/Director of Weights and Measures
County of Los Angeles
Date: December 19, 2018

State License No. **ECA74416**

Revised PCA 04 11-08

SUPPLIER CLEARINGHOUSE CERTIFICATE OF ELIGIBILITY

CERTIFICATION EXPIRATION DATE: July 17, 2021

The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission hereby certifies that it has audited and verified the eligibility of:

Mariposa Landscapes, Inc.
Minority Business Enterprise (MBE)

pursuant to Commission General Order 156, and the terms and conditions stipulated in the Verification Application Package. This Certificate shall be valid only with the Clearinghouse seal affixed hereto.

Eligibility must be maintained at all times, and renewed within 30 days of any changes in ownership or control. Failure to comply may result in a denial of eligibility. The Clearinghouse may reconsider certification if it is determined that such status was obtained by false, misleading or incorrect information. Decertification may occur if any verification criterion under which eligibility was awarded later becomes invalid due to Commission ruling. The Clearinghouse may request additional information or conduct on-site visits during the term of verification to verify eligibility.

This certification is valid only for the period that the above firm remains eligible as determined by the Clearinghouse. Utility companies may direct inquiries concerning this Certificate to the Clearinghouse at (800) 359-7998 in Los Angeles.

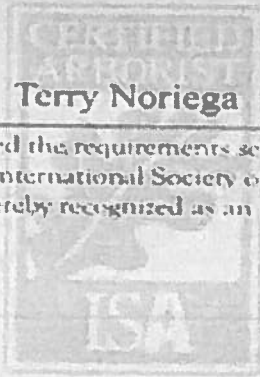
VON: 94HS0050

DETERMINATION DATE: July 17, 2018

INTERNATIONAL SOCIETY OF ARBORICULTURE CERTIFIED ARBORIST™

Terry Noriega

Having successfully completed the requirements set by the Arborist Certification Board of the International Society of Arboriculture, the above named is hereby recognized as an ISA Certified Arborist™



[Signature]
John M. Davis, President, Executive
International Society of Arboriculture
[Signature]
Kevin M. McGee
Director of Professional Development
International Society of Arboriculture

WB-1102A 1 Jan 1997 30 Apr 2026
Certification Number Certified Since Expiration Date

County of Los Angeles

740 1000417

AGRICULTURAL PEST CONTROL REGISTRATION

For Calendar Year Ending December 31, 2019

Name: MARTIN, LAMAR, INC. 828-780-0128
Address: 5112 SANTO ST. IRVING CA 92620
(City) (State) (Zip)

THIS CERTIFIES that the above named individual or firm has been duly registered in accordance with Section 11722 of the California Food and Agricultural Code, and is entitled to engage for hire in the County of Los Angeles in the business of pest control of the types listed below:

- | | |
|--|--|
| ☒ (A) Residential, Industrial and Commercial | ☐ (I) Animal Agriculture |
| ☒ (B) Landscape Maintenance | ☐ (J) Ornamental and Research |
| ☒ (C) Right of Way | ☐ (K) Health Related |
| ☒ (D) Plant Agriculture | ☐ (L) Wood Preservative (the category of L and O) |
| ☒ (E) Forest | ☐ (M) Agricultural Pesticide Consulting (the category of M) |
| ☒ (F) Aquatic | ☐ (N) Sewer Line Pest Control (the category of N) |
| ☒ (G) Regulators | ☐ (O) Field Application |
| ☒ (H) Seed Treatment | ☐ (P) Maintenance Gardening |
| ☐ (P) Municipal Pest Control | |

Agricultural Commissioner, Director of Weights and Measures
County of Los Angeles
Date: December 19, 2018

Agent: LARRY A. MARTIN
Sole Business License No: 20122



BOARD OF SUPERVISORS

Wesley L. Gore
Wesley L. Gore
Chela Kuntz
Janice Kuntz
Kathryn Burger

COUNTY OF LOS ANGELES DEPARTMENT OF CONSUMER AND BUSINESS AFFAIRS

"To Enrich Lives Through Effective and Caring Service"



Joseph M. Nicotola
Interim Director

Joel Ayala
Chief Deputy

Rafael Carrasco
Chief Deputy

September 17, 2018

Terry Nonega, President
MARIPOSA LANDSCAPES, INC
6232 SANTOS DIAZ ST
IRVINDALE, CA 91702-3267

CBE I.D. # 043914
Status: MBE

Dear Terry Nonega,

Congratulations! Your firm has been recertified as an eligible participant in the County of Los Angeles Community Business Enterprise (CBE) Program. This recertification is valid until September 17, 2020.

The County of Los Angeles Department of Consumer and Business Affairs (DCBA) reserves the right to request additional information and/or conduct an on-site visit at any time to verify any documentation submitted by the applicant. If there are any changes during this certification period, you are required to notify DCBA immediately.

Thank you for registering your business with the County's Vendor Registration website (WebVen) at <http://camisyr.co.la.ca.us/webven>. You are now eligible to participate in the County's online access to open bids, be placed on bid lists generated by County departments looking for prospective vendors and periodically be notified automatically via email of County bids by specific commodities/services.

Again, congratulations on your recertification. If you have any questions, please call (855) 230-6430 or email us at cbesbe@dcba.lacounty.gov and refer to the identification number above.

Sincerely,

Erin J. Stoer

Appendix

ADDENDUM No. 1
for
TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES
MAY 21, 2019

TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES ANSWERS TO QUESTIONS

1) Who is the current contractor and can we see their contract pricing?

WEST COAST ARBORISTS. CONTRACT PRICING BELOW... (UNIT PRICE PER CONTRACT FOR LATE 2013)

GRID TRIMMING - \$33/TREE

REGULAR CALLOUT DURING BUSINESS HOURS – \$50/MAN HOUR

EMERGENCY RESPONSE \$79/MAN HOUR

2) What is the expected annual budget for this work? If no budget is had, what was the expenditures during FY 2018, FY2017?

AT THIS TIME THERE IS NO OFFICIAL ADOPTED BUDGET FOR THE TREES TO BE TRIMMED IN FISCAL YEAR 2019/20. THE CITY DOES PLAN TO TRIM AT LEAST HALF OF ALL CITY TREES IN FISCAL YEAR 19/20.

3) Along the lines of above, please provide an approximate breakdown of work per listed line item pricing - (IE - what percentage of expenditures is in "grid pruning", what % is in removals and so on per each line item requested)

ESTIMATED WORK IS APPROXIMATELY 80% GRID TRIMMING AND 20% EMERGENCY SERVICES IN ANY GIVEN YEAR.

4) Does the City have a current GPS/GIS inventory?

YES

5) If the answer to number 4 is yes, can we see it? If not, will the winning contractor gain access in the form of a shapefile of the data?

THE SHAPEFILE WILL BE SHARED WITH THE WINING BID/CONTRACTOR.

6) If we cannot see the current inventory or you don't have one, can you approximate the number of trees within the City overall and how many get pruned each year?

SEE BELOW TABLE

	Botanical	Common	Total	Pct.	Estimated Value
	<i>Syagrus romanzoffianum</i>	QUEEN PALM	207	11.17%	\$616,540.00
	<i>Geijera parviflora</i>	AUSTRALIAN WILLOW	172	9.28%	\$244,920.00
	<i>Afrocarpus gracilior</i>	FERN PINE	116	6.26%	\$187,120.00
	<i>Cupaniopsis anacardioides</i>	CARROTWOOD	88	4.75%	\$274,920.00
	<i>Brachychiton populneus</i>	BOTTLE TREE	82	4.43%	\$420,480.00
	<i>Ulmus parvifolia</i>	CHINESE ELM	81	4.37%	\$434,460.00
	<i>Lagerstroemia indica</i>	CRAPE MYRTLE	77	4.16%	\$103,540.00
	<i>Jacaranda mimosifolia</i>	JACARANDA	68	3.67%	\$240,810.00
	<i>Ficus benjamina</i>	WEeping FIG	64	3.45%	\$134,230.00
	<i>Koelreuteria bipinnata</i>	CHINESE FLAME TREE	61	3.29%	\$96,110.00
	Other	OTHER	937	45.17%	\$2,423,320.00
	Total Trees		1,853	100%	\$5,176,450.00

7) In the specs, it says that a Certified Arborist is expected to perform routine/periodic inspections of trees for 8 hours a week. Is this required for the duration of the year, or only when the contractor is working within the City? Also is the Certified Arborist required to be checking trees away from where crews are working, or in the same general grid they are working. Further information on this item would be helpful, as 8 hours a week for inspections is quite an investment (especially if it's required year round)

A SPECIFIC AMOUNT OF INSPECTION HOURS PER WEEK WILL NOT BE REQUIRED. INSPECTIONS AND ARBORIST REPORTS WILL BE REQUESTED BY CITY STAFF ON AN "AS NEEDED" BASIS. TREE CONDITIONS ARE TO BE REPORTED TO CITY STAFF WHEN CONTRACTOR CONDUCTS THEIR INITIAL TREE INVENTORY UPDATE AT THE START OF GRID TRIMMING WORK. ARBORIST IS TO UPDATE TREE INVENTORY IN THE AREA WHERE GRID WORK IS BEING CONDUCTED.

8) Since the initial contract is 3 years and wages go up each July 1st, are annual increases available or are prices expected to remain the same for the initial 3 years?

PRICING SHOULD REMAIN STATIC FOR THE INITIAL 3 YEARS OF THE CONTRACT, INCREASES CAN BE PROPOSED FOR ANY POSSIBLE CONTRACT EXTENSIONS THEREAFTER.

9) Palm pruning specifications, call for "palm skinning" on Washingtonia palms as needed. A total number of palms within the City that are in need of skinning would be helpful in pricing this item? This can be an extremely costly service if not already done on the trees - can we get the palm tree total numbers and their locations?

207 QUEEN PALMS ARE CURRENTLY IN OUR INVENTORY. LOCATIONS ARE NOT READILY AVAILABLE AT THIS MOMENT.

10) Are parks included in the grids?

PARKS ARE CONSIDERED A SEPARATE DISTRICT. THE CITY GRID IS BROKEN DOWN AS SHOWN BELOW.

1. DISTRICT 1 - 444 TREES

4. DISTRICT 4 - 59 TREES

2. DISTRICT 2 - 500 TREES

5. DISTRICT 5 - 201 TREES

3. DISTRICT 3 - 331 TREES

6. PARKS DISTRICT - 323 TREES

11) What was the most recent grid pruned?

PARKS DISTRICT WAS THE MOST RECENT AREA PRUNED.

12) Could we please see previous contract prices?

YES. SEE ANSWER TO QUESTION 1 ABOVE.

13) Does the City plan on ordering Grid Pruning or Pruning by Species?

BY GRID/DISTRICT.

14) Is the Contractor required to collect a new inventory as part of this contract?

YES

15) Will the City require a mobile application for the urban forest management platform?

NO MOBILE APP REQUIRED, BUT A SOFTWARE-INTERNET BASED INVENTORY IS REQUIRED.

16) Will traffic control plans be required? If so, how will this be charged?

PLANS WILL NOT BE REQUIRED BUT CONTRACTOR IS EXPECTED TO FOLLOW ALL ATSSA AND MUTCD TRAFFIC CONTROL PROCEDURES TO ENSURE PUBLIC SAFETY.

17) How will the skinning of palm trees be charged?

BY LINEAR FOOT. PLEASE SEE PAGE 18 OF RFP.

18) For tree removals and tree planting, will the City mark the sites for Underground Service Alert?

CONTRACTOR IS TO CALL DIGALERT/UNDERGROUND SERVICE ALERT.

19) What size trees are typically planted in the City?

MOST RECENTLY, 20 TO 30 FOOT TREES THAT ARE NON-ROOT INVASIVE SUCH AS TIPUANAS AND YELLOW TRUMPETS FOR CITY PARKWAYS AND PARKS.

20) Will there be a site provided for parking of vehicles & equipment and/or staging of materials?

YES, LOCATION TO BE DETERMINED.

21) Will there be a need for pesticide treatment of trees?

YES, ADDITIONAL SERVICES AND PRICING CAN BE ADDED TO PAGE 18, SCHEDULE OF COMPENSATION.

22) Will Park trees be included in this contract?

YES, PARK TREES WILL BE INCLUDED IN THIS CONTRACT.

23) Will the City require an ISA Certified Treeworker or Arborist on-site at all times while work is being performed?

NO

24) Will the City require copies of certified payroll records?

YES, THE CITY WILL REQUIRE FOR CONTRACTOR TO KEEP COPIES OF CERTIFIED PAYROLL RECORDS AND MAY ASK FOR THESE RECORDS AT ANY TIME.

25) Are any bonds required for this contract?

NOT AT THIS TIME.

26) Please clarify the traffic clearances. In Section 8 - Pruning for Traffic Clearances, requires a clearance over right-of-way to be 14 feet and 9 feet over the curb. However, in Section 10 - Service Request Tree Pruning, the requirements are 15 feet over the roadway and 7 feet over walkways.

15 FEET OVER ROADWAY, 9 FEET OVER CURB, AND 7 FEET OVER WALKWAYS/SIDEWALKS.

Attachment No.3



May 29, 2019

City of Maywood Proposal for: Tree Maintenance and Emergency Response Services



NORTH STAR
LANDCARE

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3. References.....	14
4. Insurance.....	15
5. Certification of Proposal.....	16
6. Rate Sheet.....	17

Abel Hernandez
City Hall
City of Maywood
4319 E. Slauson Avenue
Maywood, CA 90272

Cover Letter

RE: Tree Maintenance and Emergency Response Services
Due: Wednesday, May 29, 2019 at 4PM

North Star Land Care ("North Star") is pleased to submit a proposal for the City of Maywood's Tree Maintenance and Emergency Services. Our proposal will highlight our previous experience of providing similar services to many surrounding Cities such as Huntington Park, Los Angeles County and City of Lynwood. We have the breadth and depth of resources, skills, equipment and expertise needed to provide professional tree maintenance services. We have reviewed, understand, and agree to the terms and conditions described in this RFP. We also acknowledge that we meet the minimum requirements and responded to each of these requirements to the best of our ability with no exceptions.

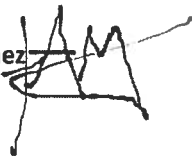
North Star management has a track record of working with many cities throughout Southern California. Our contractor license, #1034669 specializes in Class C61/D49 (Tree Service) and Class C27 (Landscaping) is set to expire 1/31/2020. We are also registered and qualified with the DIR (1000056611). North Star is insured and bonded, and will obtain a City of Maywood business license upon being awarded this Tree Maintenance contract.

We strive to build long-term partnerships with agencies that expect and require quality, accuracy, efficiency, and integrity. We do this by offering our clients years of expertise with professional in-house arborists, diligent staff who provide the best tree maintenance by using industry approved equipment, effective employee training, strong field leadership, and competitive pricing to keep our clients within their allocated budgets. We have a full understanding of the City and its tree related needs.

As the President of North Star Land Care I, Jose Antonio Martinez have the official authority to bind our company to the City of Maywood proposal requests. Corporate Office is located at 10831 Downey Avenue, Downey California, 90241. I certify that this proposal being submitted is valid for 90 days. As the contact person for this proposal, please feel free to contact me directly if you have any questions or need further information at (562)674-3076 or info@northstarlandcare.com

Sincerely,

Jose A. Martinez



EXECUTIVE SUMMARY

North Star Land Care is a new venture founded by Mr. Jose Antonio Martinez. Although North Star is a new venture, Mr. Martinez brings over 25 years' experience providing complete tree care maintenance. Mr. Martinez is responsible for running all aspects of the business but has assembled a multi-faceted team which makes North Star not only subject matter experts but progressive in its approach to managing the company. Quality and continuous improvement are at the forefront of day to day operations. We strive to provide superior customer service. With this in mind, North Star specializes in the full tree care maintenance services and prides itself on the quality of properly maintaining all trees for our clients in a professional and timely manner ensuring tree related public safety at all times. Currently there are three (3) Certified Arborist on staff and two (2) team members have been identified as candidates for certification. We provide a web-based database, "NS TREE CLOUD", with complete tree inventory and relevant service data and characteristics.

Please see table below for complete company details.

Company Name	North Star Land Care
Address	10831 Downey Ave
Phone Number	Downey, CA 90241 (562)674-3076
Federal Tax Identification Number	82-4619683
DIR Registration Number	1000056611
California Contractor License	1034669
License Types	D49, C27, (Tree Services & Landscaping)
Type of Business	California Corporation
Industry	Tree Maintenance
Combined Years of Personnel Experience	50+ years

North Star has a current value contract with the City of Huntington Park for \$153,000 per year in addition to the private company contracts. In 2018 North Star Completed over \$1,400,000 in municipal tree work as a subcontractor for Trimming Land Company Incorporated.

North Star prides itself hiring the best employees and retaining them. We quickly introduce new employees and immerse them into our company culture and properly train them for their specific job classification. We provide our employee with an environment that is fulfilling therefore, keeping our team motivated and happy which in turn results in excellent service and low turnover. Staffing and relevant experience is provided in the next section.

PROJECT TEAM, KEY PERSONNEL AND RESUMES



North Star employs over 20 full-time professionals. Our experienced professionals are led by an accomplished management team. We believe in the representation of our employees. Eligible personnel are members of Laborers' International Union of North America (LIUNA Local 1184).

Below are brief backgrounds on North Star's management team and key team members.



The following are three (3) projects similar to this project:

Note- North Star Land Care is a new venture formed by two former key executives from Trimming Land Company (TLC). The City of Lynwood and City of Compton are two contracts acquired by TLC however, Jose A. Martinez and Angel Sotelo were instrumental in securing and managing the day to day operations of those respective contracts.

City of Huntington Park

- Tree Maintenance Services currently under contract for \$153,000 per year. The contract was acquired in 2015. The contract entails trimming the City's approximate 5,500 trees which is performed on annually on a pruning schedule. The city is divided into 9 zones and the entire tree inventory is processed within a three-year time period. In addition, North Star provides emergency responses to the City on a as needed basis per the contract terms.
- Daniel Hernandez, Director of Public Works (323) 395-1480
- Currently under contract

City of Compton

- **Managed Tree Maintenance Services under Trimming Land Company INC for \$400,000 per year. The contract was acquired in 2012. The contract entails trimming the City's approximate 14,000 trees which are serviced on a grid trimming cycle. North Star provides tree removal, emergency response, weed abatement and tree planting services.**
- **Renea Ferrell, Manager (310) 922-8370**
- **Currently under contract under Trimming Land Company INC.**

City of Lynwood

- **Tree Maintenance Services currently under contract for \$320,000 per year. The contract was acquired in 2009. The contract entails trimming the City's approximate 15,000 trees. North Star provides tree removal, emergency response, pesticides application, weed abatement, tree risk assessment and tree planting services. North Star currently manages special tree trimming services for City of Lynwood.**
- **Salvador Menendez, former Public Works Director (626) 806-2044**
- **Currently under contract**

Jose Antonio Martinez, President, Certified Utility Arborist (WE-1278AU)

Mr. Martinez has over 25 years of experience in the tree care and landscaping industry. Mr. Martinez has managed over 45 Municipal contracts throughout Southern California and has inventoried over 12 Municipal Urban forests. He started his career as a ground-man while attending college. In previous roles, he was responsible for field operations, scheduling and the management of all crews. He was also actively involved with the implementation of a proprietary web-based database that supports the tree inventory. Mr. Martinez is a Certified Arborist and Utility Specialist under the International Society of Arboriculture (WE-1278AU) since 1993 which made him the youngest Certified Arborist that year. Mr. Martinez is also Certified as a Wildlife Protector (#582) with the Wildlife Training Institute. Mr. Martinez holds a B.A. in Political Science from Cal Poly San Luis Obispo and has completed over two years of Landscape Architecture and Ornamental Horticulture.

Angel J. Sotelo, Chief Operating Officer, Certified Arborist (WE-9850A)

Angel has over 12 years' experience in the tree care industry and is a Certified Arborist. Mr. Sotelo oversees North Star's existing contracts and is involved in the procurement of new contracts. Mr. Sotelo has successfully secured over 70 government contracts since 2007. He is instrumental in developing and maintaining public agency relationship thru community involvement and great

customer service. He serves as the key person between the city to North Star in order to best serve the community.

Gina Ramirez, Accounting/Human Resources Manager, Cal-Osha Certified

Gina manages North Star Land Care corporate office daily operations in Accounting and Human Resources. Gina also ensures North Star Land Care meets Cal OSHA, Federal and State Labor Law requirements and compliance. Gina possesses 7 plus years' experience in Accounting and Human Resources and is a certified Human Resources Professional through CSUSB and CPR/First Aid/BLS certified. Gina also assists in new bid requirements and effective procedures for North Star Land Care to run more efficiently.

Raul Hernandez-Supervisor EHAP Certified

Raul has 15 plus years' experience in the Tree Maintenance/Landscaping Industry. Raul supervises the crew in the field for productivity, safety and ensures all work is completed by deadlines and to expectation.

Angel Sanchez-Foreman EHAP Certified

Angel has 12 plus years' experience in the Tree maintenance/Landscaping Industry. Angel works with and assists crew in completing work according to expectations.

Alex Rojas- Field Manager, Certified Arborist (WE-9493A)

Alex has over 12 years of experience in the tree maintenance Industry. Alex has managed over 20 tree maintenance contracts throughout Southern California.

Alex Rojas, Certified Arborist(WE-9493A)

12 Years Industry Experience

Juan Carlos Manzo, Senior Supervisor

24 Years Industry Experience

Orlando Rosales, Certified Ground Specialist

5 Years Industry Experience

Saul Barajas, Trimmer

20 Years Industry Experience

Vivian Valencia, Safety Consultant Cal-Osha Certified

4 years industry Experience

TYPICAL ANTICIPATED DELIVERY OF SERVICES

TIMELINE

Upon award of contract our firm would begin the tree inventory on the area that is scheduled for this fiscal year. We can collect an estimated 400 tree sites per day via a Global Positioning System device. The collected information will be available to the City and the GPS tree inventory will also be available for use in the City's Geographical Information System (GIS). The City inventory is estimated at approximately 1,858 trees. The City is currently divided into pre-designed districts. We should have the entire City collected in about 5 days. Once we have the pre-designed districts collected, we will have our tree crew notify the residents and begin scheduled work.

Our process is as follows;

Week 1 Collect, organize and upload City inventory onto our Proprietary Tree Database called;

' NS Tree Cloud '

Week 2 Notify Residents that we will begin work on their streets by passing out City approved door hangers in English and Spanish with City and Company contact information. We will also post City approved 'NO PARKING' signs with work dates. Our tree crew will begin the scheduled tree pruning cycle and work history will be updated daily.

Along with the scheduled tree pruning for the year our company is prepared to have a Special Request crew available to perform urgent tree work to help ease resident requests on trees that require immediate attention. We will also have a dedicated Tree Removal Crew available for city-wide removals with tree stumps removed the same day. All tree stumps will be scheduled for removal once we have notified 'Dig Alert'.

Emergency Crew staff contact information will be shared with key City Staff in order to provide prompt 24/7 tree emergency response.

Every two weeks a billing detail with all work performed will be generated via the Tree Cloud and submitted to the City for review. Once City staff approves the work performed an invoice will be generated and submitted to the City. The tree crew will NOT move from one grid until it is fully completed, once completed they will continue onto the next scheduled grid.

Below is the typical technical approach and define quality control plan. However, the technical approach can be modified to meet the needs of the City.

PERFORMANCE OF WORK.

1. Daily – Weekly Supervision:

- a. Report to City representative on a daily basis.
- b. Supervise tree services crew to maintain proper trim patterns.
- c. Supervise traffic control.
- d. Report any damages or injuries within one hour of occurrence.
- e. Respond to any residents'/personnel complaints or questions concerning project.
- f. Final inspection of tree work to insure proper clean-up on daily basis.
- g. Maintain daily records of hours worked by each employee and work completed.
- h. Authorized staff shall meet with the City representative each Friday between 8:30 and 9:00 am, or anytime specified by the City Grounds Supervisor for the purpose of reviewing the week's work, receiving special instructions, and to discuss any problems encountered on the job. Also, North Star shall on each Friday, or as specified by the City, submit to the City (Engineer a weekly copy of daily work reports throughout the term of the contract. In addition, the contractor shall advise the Grounds Supervisor of the following Week's schedule. Daily work records shall be formatted for easy translation in the AGENCY" S Excel program or as directed by city staff.
- i. Staff will notify the City of any changes in start date of each tree maintenance operations at least 48 hours in advance. Should North Star discontinue work for any reason, the City must be notified immediately as to the rationale behind the shut-down and the restarting date of operations.

2. Work Schedule:

- a. Staff will start the tree trimming project within ten (10) working days of award of contract or as to be determined by the City. Prior to commencing work, submit and gain approval of a weekly work schedule indication the order, location, and completion of work based on the information provided by the City representative or Grounds Supervisor.
- b. Staff will notify the City of the work schedule on a daily and weekly basis. The schedule will be submitted for approval in writing at least 48 hours prior to the commencement of any tree work in the City or as directed by the City representative and Grounds Supervisor.
- c. Staff must notify residents 72 hours in advance prior to restricting street parking or access to work area and will post "No-Parking" signs with the date of work to be performed including notification of tree trimming on each sign 72 hours in advance of operations.
- d. Only one job site shall be worked at a time unless specifically approved in advance by the City Inspector or his authorized representative.
- e. As soon as notified by the City of award of contract North Star representatives will meet with City Representative to develop a preliminary work schedule for accomplishing the work. Tree trimming schedule will be modified, as necessary, during the course of the contract, based on City trimming needs.

3. Tree Work Performed:

- a. Will be according to the International Society of Arboriculture or National Arborist Association and to the City specifications (see detailed specifications of Request for Proposal).

- b. Staff will maintain a written log of all complaints including the date, time of occurrence, location, problem, and action to be taken pursuant thereto or reasoning for non-action. Log is to be reviewed by the City representative at the end of each day or as directed by the City. Pictures are to be taken at time of incident.
 - c. Hazardous Tree Notifications: Staff will report to the City Arborist/ Grounds Supervisor of any tree defects or hazardous trees within an hour of notice.
 - d. Any activities found by the City to be unacceptable will be rectified immediately. All other complaints shall be abated within 24 hours of occurrence by North Star.
 - e. North Star will be responsible to see that private property and vehicles at work locations are not endangered or damaged during the course of work. The City authorized representative will serve as mediator between the contractor and resident if property or vehicular damage should occur during the course of work. Sign stands, delineators and/or cones shall be used to identify work site for vehicular and pedestrian safety.
 - f. Staff will exercise precaution as necessary when working adjacent to aerial utilities. In the event that aerial utility wires present a hazard to personnel or others near work site, work is to immediately cease and the appropriate utility company notified by North Star.
 - g. Sprinkler repair will be made immediately. All North Star Supervisors' trucks are equipped to handle most sprinkler repairs as they occur.
 - h. No hooks, gaffs, spurs, or climbers will be used by anyone employed by North Star for tree trimming. Plants or other material growing on the trees shall be removed at ground level at time of trimming.
- 4. **Wildlife Protection Plan:**
 - a. North Star understand the importance of the wildlife protection plan. We currently instruct all of our employees that if they come across any birds, nests, feathers, eggs, etc... they are to stop any tree work immediately and NOT touch or remove it themselves. They have also been instructed to notify their supervisor immediately so that he/she can notify the City officials and make the proper determinations.
 - b. North Star currently has employees certified with the Wildlife Training Institute...after careful research we felt the need to be completely certified as a wildlife protector, in order to address these issues properly and safely.
 - c. Our Company has partnered up with a Biologist that from time to time inspects specific trees for wildlife nests.
- 5. **Hours of work in City:**
 - a. North Star will observe all holidays recognized by the City and the City shall provide inspection for a 40-hour work shift (7:00 am to 4:00 pm or as directed by the City)
 - b. Before performing any work at said times, staff shall give written notice to the City so that proper inspection may be provided and so that appropriate noise and lighting standards may be imposed.
 - c. No maintenance functions that generate excess noise which would cause annoyance to residents of the area shall be commenced before 7:00 am.
- 6. **Emergency – On Call Work**
 - a. North Star will provide the City with 24-hour emergency phone numbers and names of at least two (2) assigned individuals to be contacted in case of an emergency or call out.
 - b. Staff will respond and begin emergency work/call out within 1 hour and will communicate with assigned City staff of the completion of assigned work via, telephone call, text or email.
 - c. City staff will be immediately notified if any changes in assigned North Star personnel, telephone numbers.

7. Clean-Up & BMP

- a. North Star shall clean all job sites when work is completed, including the raking of leaves, twigs, etc. from the lawns and parkways and the sweeping of streets.
- b. Each day's scheduled work shall be completed and cleaned up and under no circumstances shall any brush, leaves, debris or equipment be left on the street overnight unless authorized by the Director, her/his designee, and residents adjacent to equipment are all notified.
- c. City authorized representative shall be the sole judge as to the adequacy of the clean-up.
- d. Staff shall fully adhere to the City's BMP practices.
- e. Temporary Sediment Control shall be utilized to prevent any green-waste material from entering the storm drains.
- f. Vehicle washing, mechanic or other non-storm or other activities shall be contained within the project site using the right BMPs.
- g. Staff will adhere to Federal, State and local requirements for BMPs.

8. Compliance with Laws and Regulations:

- a. North Star shall keep employees fully informed of and shall observe and comply with, and shall cause any and all persons employed to observe and comply with, all State, Federal, County and City, laws, ordinances, regulations, orders, and decrees which in any manner affect the conduct of the work.

9. Drug Free Workplace:

- a. North Star published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibitions.
- b. North Star has established a Drug Free Awareness Program to inform employees about the dangers of drug abuse in the workplace.
- c. North Star's existing policy of maintaining a drug free workplace and the penalties that will be imposed upon employees for drug abuse violations occurring in the workplace. Taking appropriate personnel action against such employee, up to and including termination.

10. Brochure/letter:

- a. North Star will provide the City a sample brochure *"Public Notice of the Tree Trimming Program"* for approval before starting any tree work in the City. Once sample brochure has been approved, final draft will be printed and distributed 24 to 48 hours prior to commencing any tree trimming work. A sample copy has been included in this proposal.

11. Photographs:

- a. North Star will supply the City representative photographs of "Before and After" trimming that is suitable for reproduction if required.
- b. North Star will supply the City representative photographs of any damages that occur to public and or private property or persons.

12. Disposal of Materials:

- a. All tree branches produced as a result of North Star's operations will be reduced reused, recycled, and/or transformed.
- b. Weight slips or load slips for material removed from the City will be submitted to the City once a month as proof of final disposal to a recycling facility for documenting reuse per AB 939.

- c. All tree branches chipped and/or mulched shall be made available free of charge to the City.
- d. Staff operates a fully licensed and permitted Green Waste Transfer & Recycling facility in the County of Riverside and County of Los Angeles.

13. Public Safety/ Traffic Control:

- a. North Star shall furnish, erect and maintain such lights, barricades, bridges and other devices as required by the City, State, Federal and County "Public Safety" of the Standard Specifications. Should the City point out the inadequacy of warning devices or should the City approve the location of warning devices, such action shall not relieve North Star of responsibility for public safety, nor abrogate its obligation to furnish and pay for these devices.
- b. All construction signs to be used on the job site and on the approaches to the job site shall conform to those standards set forth by the State of California, Business and Transportation Agency, Department of Transportation, Manual of Traffic Controls, latest edition and WATCH (Work Area Traffic Control Handbook).
- c. Barricades shall be effectively reflectorized by having not less than one-half of the top board of the barricade covered with reflectorized sheeting surface or two 3-inch diameter reflector units. All other types of delineators shall have reflectorized sheeting, other reflective surfacing, or 3-inch unit reflectors.
- d. All warning flashers shall be kept in good working order and each flasher shall have some type of reflective surface.
- e. No material or equipment shall be stored where it will interfere with the safe passage of public traffic, and at the end of each day's work and at other times when tree trimming operations are suspended for any reason, North Star shall remove all equipment and other obstructions from that portion of the roadway open for use by the public traffic.
- f. Spillage resulting from hauling operations along or across any public traveled way shall be removed promptly.
- g. Whenever North Star's operations require one-way traffic or create a condition hazardous to the public traffic, staff shall provide and station competent flagmen whose sole duties shall consist of directing the movement traffic through or around the work. Staff shall also furnish such flaggers as are necessary to give adequate warning to traffic or public of any dangerous conditions as included in the various bid items.
- h. Under no circumstances will any City street be closed to thru traffic unless authorized by City official.

14. Customer Service:

- a. North Star has highly trained customer service representatives in speaking with the public on any concerns they might have. All of our customer service representatives are very patient and courteous, they have been trained to use the best possible approach to address any concerns or issues that might arise from the residents or public. At North Star we understand the importance of listening to a resident's complaint NOT interrupting them while they are speaking at all times we are respectful and calm. This will at all times help resolve the issues on hand immediately and efficiently.
- b. Our protocol is to have complaints resolved within 24 to 48 hours of the incident. Our representatives are trained to specifically handle and resolve damage to any property, both private and public. North Star has the capability to immediately address and dispatch our incidents representative to the incident site to take the proper measurements and take action right away. All repairs should be acceptable to the City, and the private property/resident.

TREE INVENTORY

Computer Software System "NS TREE CLOUD"

North Star has a propriety web-based database that is user friendly and very reliable. This system uses the most modern and innovative technology out in the market. It provides real-time updates on work-history and makes it a viable tool for city users.

How Inventory Is Collected or Imported?

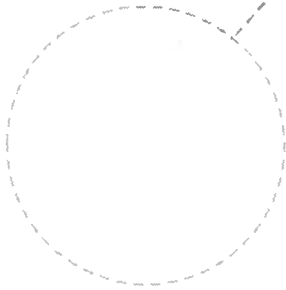
A Certified Arborist will walk the streets with a Handheld GPS System and Create an Arc View File, with each tree site entering the information to be imported into the database. This will include but not limited: Address, On Address, Tree Site, Tree Side, Species of Tree, DBH of Tree, Height of Tree Health of Tree, and if there are Power Lines. If the city already has inventory and work history for prior years, we will take the information and import it into our system along with the work history provided for the prior years.

Important and Detailed Information for Each Site

The system provides very accurate and up to date records of each tree being worked on in the city with real-time updates. Each Tree has a specific ID and is unique to our system, so no tree has the same ID. You have the capability to print or export any of the important characteristics of each site. For example, a before and after photo of each site being completed. By clicking the arrow next to work history, you will have the full entire history of this tree by the click of a key.

Work Orders and Billing

City staff will have access to create work orders, track them down on real time basis, know what the progress of that individual job and receive an invoice instantly for the work completed. All of our supervisors are equipped with Laptops, and Blackberry's so they instantly get the work orders and update the status of each individual job.



CITY OF MAYWOOD

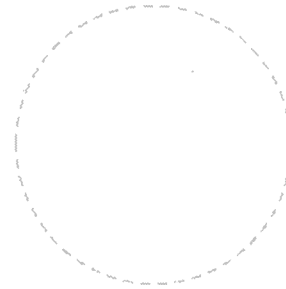


TREE MAINTENANCE NOTICE

The City of Maywood has awarded the pruning of parkways trees to NORTH STAR LAND CARE a private contractor. The contractor will be pruning trees on your street within the next couple of days. There will be **"NO PARKING"** signs posted due to the danger of falling limbs. There will be **"NO PARKING"** between the hours of 7:00 am to 4:30 pm. Please do not park on the street until the trees have been pruned and the area cleaned. Additionally, due to the hazard of falling limbs we ask that you clear your front yard of cars, furniture, and other valuables (especially children) during the pruning operations. Your cooperation is very much appreciated. If you should have any questions please feel free to contact:

CITY OF MAYWOOD
PUBLIC WORKS
(323)562-5700

NORTH STAR LAND CARE
(562) 674-3076



CIUDAD DE MAYWOOD



NOTIFICATION DE MANTENIMIENTO DE ARBOLES

La ciudad de MAYWOOD ha concedido el mantenimiento y el corte de Arboles de la Ciudad a NORTH STAR LAND CARE un contratista privado autorizado. El contratista podara los arboles de su calle en los próximos días. Habrá anuncios de **NO ESTACIONARSE "NO PARKING"** Para avisar a los ciudadanos de posibles peligros de caída de ramas. No Habrá estacionamiento entre las horas siguientes: 7:00 am a 4:30 pm. Por favor no se estacione durante este horario hasta que el trabajo haya terminado y la calle este completamente limpia y segura. Agradecemos su cooperación y comprensión. Si tiene alguna pregunta por favor llame:

CIUDAD DE MAYWOOD
DEPARTAMENTO DE OBRAS PUBLICAS
(323)562-5700

NORTH STAR LAND CARE
(562) 674-3076

REFERENCES

North Star Land Care provides the following three references

Reference # 1

Name:	Daniel Hernandez
Organization:	City of Huntington Park
Type of Service	Tree Maintenance
Contact Information	(323) 395-1480 dhernandez@hpca.gov 6900 Bissell St. Huntington Park, CA 90255

Reference # 2

Name:	Renea Ferrell
Organization:	City of Compton
Type of Service	Tree Maintenance
Contact Information	(310) 922-8370 rferrell@klimtllc.com 205 S. Willowbrook Ave. Compton, CA 90220

Reference # 3

Name:	Salvador Mendez
Organization:	City of Lynwood
Type of Service	Tree Maintenance
Contact Information	(626) 806-2044 smendez@elmonteca.gov 11750 Alameda St. Lynwood, CA 90262



NORTSTA-01

RSMITH

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 4/9/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TOR Insurance Services, Inc. 1840 W. Whittier Blvd #94 La Habra, CA 90631		CONTACT Jose Laris NAME PHONE (A/C, No, Ext): E-MAIL Address: Jose@torinsurance.com FAX (A/C, No):	
INSURED NORTH STAR LAND CARE & North Star Landscape 10831 Downey Avenue Downey, CA 90241		INSURER(S) AFFORDING COVERAGE INSURER A : Argonaut Great Central Insurance Company 19860 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP
LTR		INSD		(MM/DD/YYYY)	(MM/DD/YYYY)
A	☒ COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		LAN2901417-00	3/6/2019	3/6/2020
					LIMITS EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Pesticide/Herbi \$ 1,000,000
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		LAN2901417-00	3/6/2019	3/6/2020
					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB ☒ OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION \$		LAN2901417-00	3/28/2019	3/28/2020
					EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		
					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					

CERTIFICATE HOLDER Insureds File Copy	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2018/03)

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Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal.

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer: NORTH STAR LAND CARE

By: 
(Authorized Signature)

Type Name: Jose Antonio Martinez

Title: President

Date: May 29th, 2019

Schedule of Compensation

Item	Description	Unit	Unit Price \$
<u>BASIC SERVICES: Basic Tree Trimming/Maintenance Services</u>			
1	Grid Trimming - Scheduled Tree Trimming by Grid; includes removing hazardous limbs and crown raising for sign clearance, street light illumination and utility vehicles.	EA	60.00
2	Computer Database – Tree inventory, use of software & training	LS	No Cost
<u>ADDITIONAL SERVICES – Unscheduled Tree Trimming/Maintenance Services</u>			
3	Clearance Tree Trimming: includes removing hazardous limbs and crown raising for sign clearance, street light illumination, and utility vehicles.	EA	195.00
4*	Aesthetic Tree Trimming: includes crown raising, removing all dead or dying limbs thinning, and shaping.	EA	225.00
5	Crown reduction/restoration (i.e. Ficus Pines & Elms etc.)	EA	385.00
6	Palm Tree Trimming	EA	225.00
7	Coco palm, any size	EA	135.00
8	Washingtonia palm, any size	EA	275.00
9	Canary Island Date palm, any size	EA	305.00
10	Palm Tree Skinning	Linear Foot	17.00
11	Tree & Stump Removal	INCH DBH	35.00
12	Tree Only Removal	INCH DBA	30.00
13	Stump Removal Only	INCH DIA	15.00
14	Root Prune	LF	0.00
15	15 gallon tree	EA	168.00
16	24 inch box tree	EA	345.00
17	36 inch box tree	EA	975.00
18	Tree Watering	Day	675.00
19	Specialty Equipment Rental with operator (i.e. Crane)	Hour	295.00
20	Written Arborist Reports	Tree Site	325.00
<u>EMERGENCY SERVICES</u>			
21	3-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	265.00
22	2-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	176.00
23	1-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	88.00
24	Outside Work Hours (7:00PM to 7:00 AM) – General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	95.00

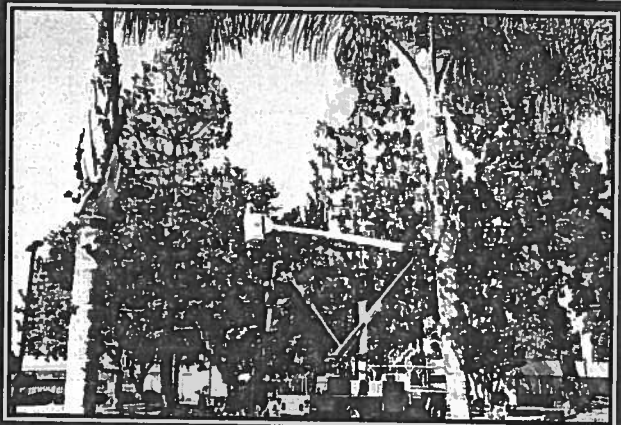
*Composite rate based on an average species sizes

Attachment No.4

Original



Request for Proposal to Provide ***Tree Maintenance and Emergency Response Services***



Submitted By
TRIMMING LAND CO., INC.



May 29, 2019



SECTION 1

COVER LETTER

Since our inception back in 1977, Trimming Land Co., Inc. (TLC) has done complete tree maintenance work with over 50 municipalities in Southern California.

TLC's professional arborists have been contracted for many years to service trees throughout the communities to provided services that include grid tree trimming, routine tree trimming for safety and clearance purposes, tree removals, emergency response services, tree inventory and consultation services. Since many cities have opted to contract out tree maintenance services, our professional arborists and staff have diligently worked with many clients to provide the best tree maintenance by using industry approved equipment and very competitive bid prices to keep our clients within the allocated budgets.

All of our staff members are dedicated professionals who work in accordance with regulations related to the tree care industry. Through our experience and performance over the years, we have built a company that is made up of our reputation of high quality work, highly trained field personnel, great customer service, and competitive prices.

Enclosed for your review we have attached summaries of our company's experience, personnel/management, references, governmental work history, tree inventory database and quality control plan. Please note that Trimming Land Co., Inc. meets all of the minimum requirements to be able to completely service the City of Maywood. After careful review of the complete RFP, TLC understands and accepts all conditions listed in the Maintenance Services, Request for Proposal.

Management Team assigned to this important project are as follow:

Basilio Martinez, *President* 323-479-7675 (basilio@trimmingland.com)

Basilio Martinez, *Vice President* 310-469-2607 (jr@trimmingland.com)

Raul Gonzalez, *Field Operations* 562-735-7474 (raul@trimmingland.com)

Jackie Morales, *Office Manager* 213-785-4036 (jackie@trimmingland.com)

Please free to contact any of your assigned management team directly, if you have any questions or need further information or you may contact our Corporate Office at 323-569-4498.

It will be our pleasure to continue a great working relationship with the City of Maywood on this very important project.

Proposal for Citywide Tree Maintenance Services is valid for a period of **90 days** from the date submitted.

Sincerely,

Basilio Martinez
President/CEO

Company Snapshot

- ✓ **40+ Years in Business**
- ✓ **California Corporation**
- ✓ **Licensed Contractor**
- ✓ **DIR Registered**
- ✓ **Fully Insured**



EXECUTIVE SUMMARY

Trimming Land Co., Inc. (TLC) is a California Corporation that has been providing complete tree care maintenance for over 40 years and is currently operated by its principals Basilio Martinez, Chief Executive Officer and Ana Martinez, Chief Financial Officer. TLC specializes in the FULL circle tree care maintenance services and prides itself on the quality of properly maintaining all trees for our clients in a professional and timely manner ensuring tree related public safety at all times. Our company provides a web based database to store our clients' complete tree inventory.

Our contractor's State license is in good standing with the State of California. We are fully insured with "A" rating insurance companies. Please see "Exhibit A" for complete legal name of company details.

"Exhibit A"

Company Legal Name	Trimming Land Co., Inc.
Physical and Mailing Address	10513 Dolores Avenue South Gate, CA 90280
Telephone Number	(323) 569-4498
Federal Tax Identification Number	95-3930843
DIR Registration Number	1000020810
Type of Legal Entity	California Corporation
Industry	Tree Maintenance
Total Number of Years in Business	40 + years

TLC has current value contracts/projects of similar nature ranging from \$50,000 a year to \$1.2 million a year. All projects are treated with high priority.

TLC prides itself on not having a high turnover, currently 85% of our employees have been with TLC for over 10 years. The structure in our company is to organize small work units, unless otherwise instructed by client on large work unit groups. TLC quickly introduces new employees to the organization's culture and properly trains them for their assigned job/tasks. Keeping our employees motivated and happy provide for good service and very low turnover.

Trimming Land Co., Inc. has no significant transactional events in the past three (3) years such as bankruptcies, mergers, acquisitions or any other legal liabilities.





CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



License Number **612918** Entity **CORP**
Business Name **TRIMMING LAND CO INC**

Contract Classification **C61/D49 C27**

Expiration Date **02/28/2021**

www.cslb.ca.gov

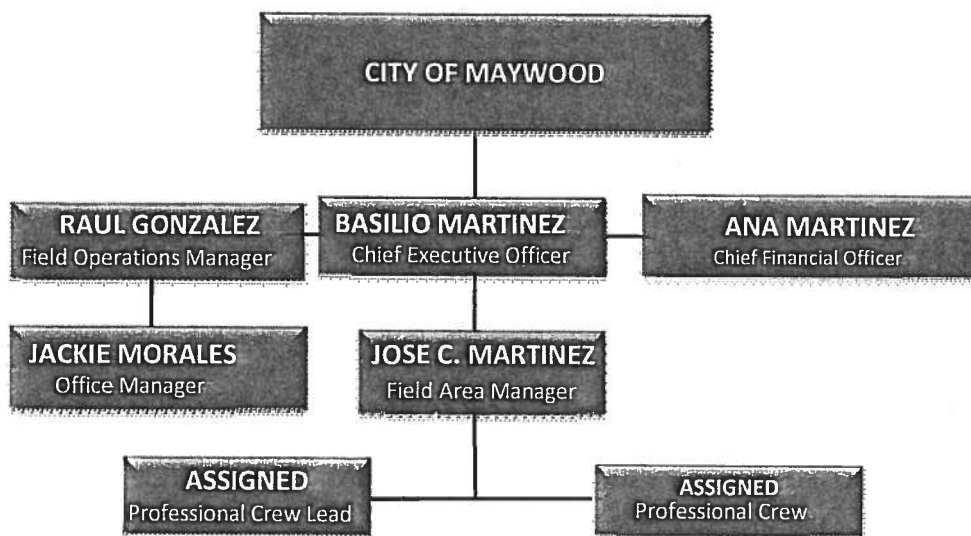




SECTION 2

PROJECT TEAM, KEY PERSONNEL AND RESUMES

Trimming Land Co., Inc. employs over 30 full-time professionals. Our experienced professionals are led by an accomplished management team. Following are brief backgrounds on TLC's management team. An organizational chart has been shown below.



Basilio Martinez, Chief Executive Officer

As one of our newest addition to the TLC family, Basilio brings to TLC his Public Relations and Marketing experience from the solid waste industry. His professionalism, enthusiasm and great attitude is exactly why Trimming Land is excited to have him on board. Basilio develops high quality business strategies and plans ensuring their alignment with short term and long-term objectives. Overseeing all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission.

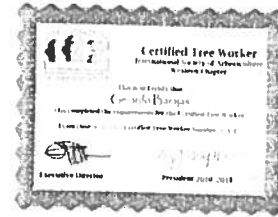
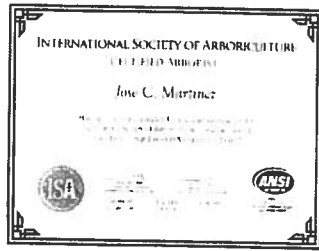
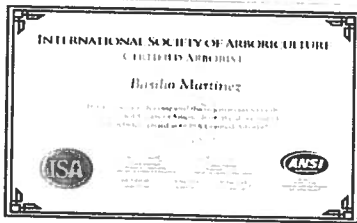
Raul Gonzalez, Field Operations Manager

Raul has over 10 years' experience in the tree and landscaping industry. He oversees all operations taking place in the field. He provides field personnel with high quality training, monitors performance, planning, analyzing, and ensures that field personnel are working effectively and efficiently.



Request for Proposal to Provide Tree Maintenance and Emergency Response Services

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Ana Martinez, CFO

Ana is the Chief Financial Officer for Trimming Land Co., Inc. She is responsible for the accounting, she oversees and manages TLC's accounting functions; accounts payable, accounts receivable, payroll and preparation of the Corporation's monthly financial statements.

Jackie Morales, Office Manager

Jackie is the Office Manager for Trimming Land Co. since 2016, she has over 15 years' experience in the tree care and landscaping industry. Her experience lies in project managing and administration. She supervises the day to day operations internally, in addition to managing the integration of all services at TLC. Jackie makes the ideal manager to help TLC succeed in today's evolving tree care and landscaping industry.

Jose C. Martinez, Field Area Manager

Jose has been with Trimming Land Co., Inc. since 1986, he has over 25 years' experience in the tree care and landscaping industry. Mr. Martinez began his career with TLC as a ground man, tree trimmer, foreman and is now a Field Area Supervisor. He is a Certified Arborist and a Certified Tree Worker under the International Society of Arboriculture (WE-4589A); also, he is certified in CPR, First Aid and Aerial Rescue. As the Field Area Supervisor he supervises the field operations, assists with safety meetings and management of field crews.



TECHNICAL APPROACH/QUALITY CONTROL PLAN

Trimming Land Company, Inc. (TLC) would assign Jose Martinez, Field Area Supervisor to the tree maintenance project.

Mr. Martinez has over 20 years' experience in tree maintenance projects and is an I.S.A. Certified Arborist (#WE-4589A), and is also an I.S.A. Certified Tree Worker. He is also certified in Cardio-Pulmonary Resuscitation (CPR), Certified in First Aid and Aerial Rescue. Mr. Martinez is currently the Field Operations Manager of Trimming Land Co., Inc. and has supervised the completion of contracts with the County of Los Angeles, City of Los Angeles, Orange, San Bernardino, South Gate, San Diego and Ventura. Currently he is supervising TLC's tree maintenance contract within the County of Los Angeles.

PERFORMANCE OF WORK.

A. Daily – Weekly Supervision:

1. Report to City representative on a daily basis.
2. Supervise tree services crew to maintain proper trim patterns.
3. Supervise traffic control.
4. Report any damages or injuries within one hour of occurrence.
5. Respond to any residents'/personnel complaints or questions concerning project.
6. Final inspection of tree work to insure proper clean-up on daily basis.
7. Maintain daily records of hours worked by each employee and work completed.
8. TLC's authorized representative shall meet with the City representative each Friday between 8:30 and 9:00 am, or anytime specified by the City Grounds Supervisor for the purpose of reviewing the week's work, receiving special instructions, and to discuss any problems encountered on the job. Also TLC shall on each Friday, or as specified by the City, submit to the City (Engineer a weekly copy of daily work reports throughout the term of the contract. In addition, the contractor shall advise the Grounds Supervisor of the following Week's schedule. Daily work records shall be formatted for easy translation in the AGENCY'S Excel program or as directed by city staff.
9. Trimming Land will notify the City of any changes in start date of each tree maintenance operations at least 48 hours in advance. Should Trimming Land discontinue work for any reason, the City must be notified immediately as to the rationale behind the shut-down and the restarting date of operations.

B. Work Schedule:

1. Trimming Land will start the tree trimming project within ten (10) working days of award of contract or as to be determined by the City. Trimming Land will, prior to commencing work, submit and gain approval of a weekly work schedule indication the order, location, and completion of work based on the information provided by the City representative or Grounds Supervisor.
2. TLC will notify the City of the work schedule on a daily and weekly basis. The schedule will be submitted for approval in writing at least 48 hours prior to the commencement of any tree work in the City or as directed by the City representative and Grounds Supervisor.





Request for Proposal to Provide Tree Maintenance and Emergency Response Services

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3. TLC must notify residents 72 hours in advance prior to restricting street parking or access to work area. TLC will post "No-Parking" signs with the date of work to be performed including notification of tree trimming on each sign 72 hours in advance of operations.
4. Only one job site shall be worked at a time unless specifically approved in advance by the City Inspector or his authorized representative.
5. As soon as notified by the City of award of contract Trimming Land representatives will meet with City Representative to develop a preliminary work schedule for accomplishing the work. Tree trimming schedule will be modified, as necessary, during the course of the contract, based on City trimming needs.

C. Tree Work Performed:

1. Will be according to the International Society of Arboriculture or National Arborist Association and to the City specifications (see detailed specifications of Request for Proposal).
2. Trimming Land will maintain a written log of all complaints including the date, time of occurrence, location, problem, and action to be taken pursuant thereto or reasoning for non-action. Log is to be reviewed by the City representative at the end of each day or as directed by the City. Pictures are to be taken at time of incident.
3. Hazardous Tree Notifications: TLC will report to the City Arborist/ Grounds Supervisor of any tree defects or hazardous trees within an hour of notice.
4. Any activities found by the City to be unacceptable will be rectified immediately. All other complaints shall be abated within 24 hours of occurrence by Trimming Land.
5. Trimming Land will be responsible to see that private property and vehicles at work locations are not endangered or damaged during the course of work. The City authorized representative will serve as mediator between the contractor and resident if property or vehicular damage should occur during the course of work. Sign stands, delineators and/or cones shall be used to identify work site for vehicular and pedestrian safety.
6. Trimming Land will exercise precaution as necessary when working adjacent to aerial utilities. In the event that aerial utility wires present a hazard to TLC's personnel or others near work site, work is to immediately cease and the appropriate utility company notified by TLC.
7. Sprinkler repair will be made immediately. All TLC Supervisors' trucks are equipped to handle most sprinkler repairs as they occur.
8. No hooks, gaffs, spurs, or climbers will be used by anyone employed by Trimming Land for tree trimming. Plants or other material growing on the trees shall be removed at ground level at time of trimming.

D. Wildlife Protection Plan:

1. Trimming Land Co., Inc. (TLC) understand the importance of the wildlife protection plan. We currently instruct all of our employees that if they come across any birds, nests, feathers, eggs, etc... they are to stop any tree work immediately and NOT touch or remove it themselves. They have also been instructed to notify their supervisor immediately so that he/she can notify the City officials and make the proper determinations.



Request for Proposal to Provide Tree Maintenance and Emergency Response Services

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2. Trimming land Co., Inc. currently has employees certified with the Wildlife Training Institute...after careful research we felt the need to be completely certified as a wildlife protector, in order to address these issues properly and safely.
3. Our Company has partnered up with a Biologist that from time to time inspects specific trees for wildlife nests.

E. Hours of work in City:

1. TLC will observe all holidays recognized by the City and the City shall provide inspection for a 40-hour work shift (7:00 am to 4:00 pm or as directed by the City)
2. Before performing any work at said times, TLC shall give written notice to the City so that proper inspection may be provided and so that appropriate noise and lighting standards may be imposed.
3. No maintenance functions that generate excess noise which would cause annoyance to residents of the area shall be commenced before 7:00 am.

F. Emergency – On Call Work

1. TLC will provide the City with 24-hour emergency phone numbers and names of at least two (2) assigned individuals to be contacted in case of an emergency or call out.
2. TLC will respond and begin emergency work/call out within 1 hour and will communicate with assigned City staff of the completion of assigned work via, telephone call, text or email.
3. City staff will be immediately notified if any changes in assigned TLC personnel, telephone numbers and or pagers.

G. Clean - up & BMP

1. TLC shall clean all job sites when work is completed, including the raking of leaves, twigs, etc. from the lawns and parkways and the sweeping of streets.
2. Each day's scheduled work shall be completed and cleaned up and under no circumstances shall any brush, leaves, debris or equipment be left on the street overnight unless authorized by the Director, her/his designee, and residents adjacent to equipment are all notified.
3. City authorized representative shall be the sole judge as to the adequacy of the clean-up.
4. TLC shall fully adhere to the City's BMP practices.
5. Temporary Sediment Control shall be utilized to prevent any green-waste material from entering the storm drains.
6. Vehicle washing, mechanic or other non-storm or other activities shall be contained within the project site using the right BMPs.
7. TLC will adhere to Federal, State and local requirements for BMPs.

H. Compliance with Laws and Regulations:

1. TLC shall keep employees fully informed of and shall observe and comply with, and shall cause any and all persons employed to observe and comply with, all State, Federal, County and City, laws, ordinances, regulations, orders, and decrees which in any manner affect the conduct of the work.



TRIMMING LAND CO., INC.



I. Drug Free Workplace:

1. TLC published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in Contractor's workplace, specifically the job site or location included in this contract, and specifying the actions that will be taken against the employees for violation of such prohibitions.
2. TLC has established a Drug Free Awareness Program to inform employees about the dangers of drug abuse in the workplace.
3. TLC's existing policy of maintaining a drug free workplace and the penalties that will be imposed upon employees for drug abuse violations occurring in the workplace. Taking appropriate personnel action against such employee, up to and including termination.

J. Brochure/letter:

1. Trimming Land will provide the City a sample brochure "*Public Notice of the Tree Trimming Program*" for approval before starting any tree work in the City. Once sample brochure has been approved, final draft will be printed and distributed 24 to 48 hours prior to commencing any tree trimming work. A sample copy has been included in this proposal.

K. Photographs:

1. Trimming Land will supply the City representative photographs of "Before and After" trimming that is suitable for reproduction if required.
2. Trimming Land will supply the City representative photographs of any damages that occur to public and or private property or persons.

L. Disposal of Materials:

1. All tree branches produced as a result of TLC's operations will be reduced reused, recycled, and/or transformed.
2. Weight slips or load slips for material removed from the City will be submitted to the City once a month as proof of final disposal to a recycling facility for documenting reuse per AB 939.
3. All tree branches chipped and/or mulched shall be made available free of charge to the City.
4. Trimming Land operates a fully licensed and permitted Green Waste Transfer & Recycling facility in the County of Riverside and County of Los Angeles.





M. Public Safety/ Traffic Control:

1. TLC shall furnish, erect and maintain such lights, barricades, bridges and other devices as required by the City, State, Federal and County "Public Safety" of the Standard Specifications. Should the City point out the inadequacy of warning devices or should the City approve the location of warning devices, such action shall not relieve Trimming Land of responsibility for public safety, nor abrogate its obligation to furnish and pay for these devices.
2. All construction signs to be used on the job site and on the approaches to the job site shall conform to those standards set forth by the State of California, Business and Transportation Agency, Department of Transportation, Manual of Traffic Controls, latest edition and WATCH (Work Area Traffic Control Handbook).
3. Barricades shall be effectively reflectorized by having not less than one-half of the top board of the barricade covered with reflectorized sheeting surface or two 3-inch diameter reflector units. All other types of delineators shall have reflectorized sheeting, other reflective surfacing, or 3-inch unit reflectors.
4. All warning flashers shall be kept in good working order and each flasher shall have some type of reflective surface.
5. No material or equipment shall be stored where it will interfere with the safe passage of public traffic, and at the end of each day's work and at other times when tree trimming operations are suspended for any reason, TLC shall remove all equipment and other obstructions from that portion of the roadway open for use by the public traffic.
6. Spillage resulting from hauling operations along or across any public traveled way shall be removed promptly.
7. Whenever TLC's operations require one-way traffic or create a condition hazardous to the public traffic, TLC shall provide and station competent flagmen whose sole duties shall consist of directing the movement traffic through or around the work. TLC shall also furnish such flaggers as are necessary to give adequate warning to traffic or public of any dangerous conditions as included in the various bid items.
8. Under no circumstances will any City street be closed to thru traffic unless authorized by City official.



N. Customer Service:

1. TLC has highly trained customer service representatives in speaking with the public on any concerns they might have. All of our customer service representatives are very patient and courteous, they have been trained to use the best possible approach to address any concerns or issues that might arise from the residents or public. At TLC we understand the importance of listening to a resident's complaint NOT interrupting them while they are speaking at all times we are respectful and calm. This will at all times help resolve the issues on hand immediately and efficiently.
2. Our protocol is to have complaints resolved within 24 to 48 hours of the incident. Our representatives are trained to specifically handle and resolve damage to any property, both private and public. TLC has the capability to immediately address and dispatch our incidents



representative to the incident site to take the proper measurements and take action right away. All repairs should be acceptable to the City, and the private property/resident

TLC dBASE Computer Software System

Trimming Land Company Inc., (TLC) has created a propriety web-based database that is user friendly and very reliable. This system uses the most modern and innovative technology out in the market. It provides real-time updates on work-history and makes it a viable tool for city users.

How Inventory Is Collected or Imported?

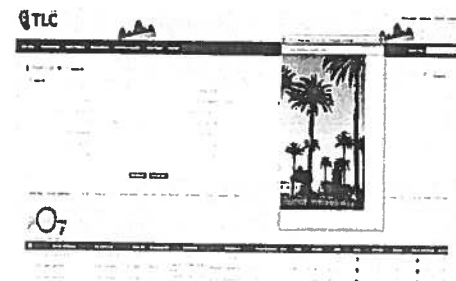
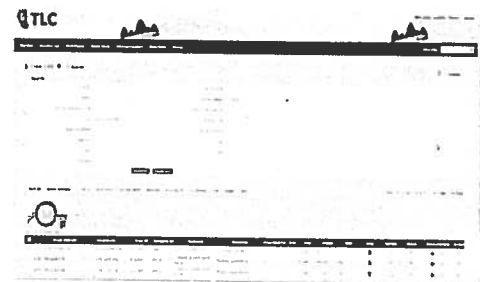
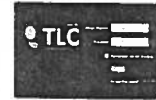
A Certified Arborists will walk the streets with a Handheld GPS System and Create an Arc View File, with each tree site entering the information to be imported into the database. This will include but not limited: Address, On Address, Tree Site, Tree Side, Species of Tree, DBH of Tree, Height of Tree Health of Tree, and if there are Power Lines. If the city already has inventory and work history for prior years we will take the information and import it into our system along with the work history provided for the prior years.

Important and Detailed Information for Each Site

Our state of the Art System provides very accurate and up to date records of each tree being worked on in the city with real-time updates. Each Tree has a specific ID and is unique to our system so no tree has the same ID. You have the capability to print or export any of the important characteristics of each site. For example, a before and after photo of each site being completed. By clicking the arrow next to work history, you will have the full entire history of this tree by the click of a key.

Work Orders and Billing

You will be able to create work orders, track them down on real time basis, know what the progress of that individual job and receive instantly an invoice for that work performed. All of our supervisors are equipped with Laptops, and Blackberry's so they instantly get the work orders and update the status of each individual job.





EQUIPMENT LIST

Equipment listed is tentative and subject to change.

Motor Vehicles/Equipment:

- ✓ 2 Aerial bucket trucks 55' to 95' in height
- ✓ 2 Chipper Dump Trucks
- ✓ 1 3/4 ton pick up
- ✓ 1 Stump Grinder
- ✓ 1 65' crane
- ✓ 1 skip loader
- ✓ 1 roll-off truck
- ✓ 1 BC1800xl Vermeer Chipper
- ✓ 1 Arrow board
- ✓ 1 130' Aerial bucket truck
- ✓ 1 One-ton dump truck
- ✓ 1 small trailer

Tree Trimming/Pruning Equipment/Tools/Safety Equipment:

- ✓ 10 Power chainsaws (large and small)
- ✓ 6 pole pruners, 4 hand loppers, 4 had saws, 4 small hand pruners
- ✓ 2 power extensions 12' chain saws
- ✓ 3 sets of climbing gears
- ✓ 30 to 40 28" safety cones
- ✓ Misc. Safety Equipment (Traffic and Pedestrian Signs)- Glove, safety Glasses, Hard Hats, Ear Plugs, Safety Vests, Stop & Slow Hand Signs and Safety Flags, Traffic Control Orange Cones, Orange Cones with Reflectors, Traffic Control Arrow boards

Our company has more than enough equipment and resources to fulfill our contract obligations with the City of Maywood in a very professional manner. In the event more equipment is needed for this project will get it from our maintenance facility. We have a major inventory of equipment as mentioned above to fulfill all of our other contractual agreements with our other City Clients.





SECTION 3

REFERENCES

For over 40 years we have been providing complete urban forestry and landscaping services to over fifty (50) municipalities along with an extensive list of school districts, parks, and business associations, commercial and residential clients. During this time frame we have successfully completed municipal and county contracts in California, for which we have trimmed in excess of 2,000,000 trees and removed over 50,000 trees during this same time period. In addition, the Company has experience in the planting of 15 gallon, 24", 36" and 48" box trees as well as transplanting various trees and palm trees. All work is performed in a very professional manner by highly qualified tree professionals with years of experience in the tree care and landscaping industry.

Enclosed are a few of our clients as reference that are similar to the size, complexity and scope of services, please feel free to contact them. All work is performed in a very professional manner by highly qualified tree professionals with years of experience.

CLIENT NAME: CITY OF CHINO
ADDRESS: 13220 CENTRAL AVENUE, CHINO CA 91710
PROJECT NAME: TREE MAINTENANCE SERVICES
CLIENT NAME: RENE VASQUEZ (909) 664-3584 (RENE.VASQUEZ@CITYOFCHINO.ORG)
PROJECT DATE: 2016 to Present
CONTRACT AMOUNT: \$929,455

Tree pruning and maintenance services for the City of Chino. Provide tree trimming services to meet the requirements of the Public Works Department. Trim trees, palm tree trimming, tree removals, tree planting and perform stump grinding.

CLIENT NAME: CITY OF INGLEWOOD, CA
ADDRESS: ONE MANCHESTER BLVD. INGLEWOOD, CA 90301
PROJECT NAME: TREE MAINTENANCE SERVICES
CLIENT NAME: FLYNN MARINE (310) 412-5422 (fmarine@cityofinglewood.org)
PROJECT DATE: 2014 to Present
CONTRACT AMOUNT: \$975,000

Trimmed trees for the annual citywide tree maintenance program. Completely removed various trees and performed stump grinding, root pruning/root barriers. TLC also provides the City for emergency call out services. Responsible of taking complete tree inventory throughout the City of Inglewood and maintain all information on a web-based database.





Request for Proposal to Provide Tree Maintenance and Emergency Response Services

May 29, 2019

CLIENT NAME: CITY OF ROLLING HILLS ESTATES
ADDRESS: 4045 PALOS VERDES DRIVE NORTH, ROLLING HILLS ESTATES CA 90274
PROJECT NAME: TREE MAINTENANCE SERVICES
CLIENT NAME: MIKE GOLDSMITH (310) 378-4504 (mikeg@ci.rolling-hills-estates.ca.us)
PROJECT DATE: 2016 to Present
CONTRACT AMOUNT: \$680,000

Provide our professional services upon their request, completely removed various trees and palm trees as well as perform stump grinding. Tree pruning, tree maintenance and responded to emergencies.



Request for Proposal to Provide Tree Maintenance and Emergency Response Services *May 29, 2019*

Agencies	Amount Per Year	Total Amount	Type of Work	Contact Person	Start Date	Completion Date
City of Bell Gardens	\$238,400	\$700,000	Complete Tree Maintenance Throughout the City of Bell Gardens	Carlos Marin Contracts Supervisor (562) 806-7780	7/2016	Currently working on this Project.
City of Compton	\$400,000	\$1.2 million	Complete Tree Maintenance Throughout the City of Compton	Jo Stewart Superintendent (310) 502-8587	02/2018	Currently working on this Project.
Los Angeles World Airports	\$303,550	\$1,001,715 million	Palm and Tree Trimming Services at Los Angeles International and Van Nuys Airport	Art Rios Senior Park Maintenance Supervisor (424) 646-7681	01/2019	Currently working on this project.



Request for Proposal to Provide Tree Maintenance and Emergency Response Services May 29, 2019

City of Los Angeles, Public Works C-127659	\$1,971,813.55	Tree Trimming in parkways of City Streets	Anne M. Veal Contracts Admin (213) 847-3031	6/21/16	12/20/18
City of Los Angeles, Public Works C-127657	\$1,163,611.50	Tree Trimming in parkways of City Streets	Anne M. Veal Contracts Admin (213) 847-3031	6/21/16	11/23/18
City of Los Angeles, Public Works C-127658	\$839,781.60	Tree Trimming in parkways of City Streets	Anne M. Veal Contracts Admin (213) 847-3031	6/21/19	12/2017
City of Pico Rivera	\$238,000.00	Tree Maintenance Services – Contract expired and extended.	Martin Rios, Public Works Inspector (562) 801-4415	2014	Present



Request for Proposal to Provide Tree Maintenance and Emergency Response Services May 29, 2019

City of Los Angeles, Public Works C-133134	\$365,000.00	Tree Trimming for Street Lighting in the parkways	Anne M. Veal Contracts Admin (213) 847-3031	5/3/19	Present
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TRIMLAN-01

WCOHL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Peter C. Foy & Associates Insurance Services Inc. 6200 Canoga Ave. Suite 325 Woodland Hills, CA 91367	CONTACT NAME: Wendy Cohl		
	PHONE (A/C, No, Ext): (818) 456-5365	FAX (A/C, No): (818) 703-0935	
	E-MAIL ADDRESS: wendy@pcfoy.com		
INSURED Trimming Land Company, Inc. 10513 Dolores Ave. South Gate, CA 90280	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Admiral Ins. Co.		24856
	INSURER B: Navigators Insurance Company		42307
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ \$5M Max Gen Agg GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC OTHER:			CA000032824-01	12/6/2018	12/6/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			FA18BAP02080800	12/6/2018	12/6/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of Insurance as respects the coverages listed above.

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



TRIMLAN-01

RSMITH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/28/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER TOR Insurance Services, Inc. 1840 W. Whittier Blvd #94 La Habra, CA 90631	CONTACT NAME: Jose Laris	
	PHONE (A/C, No, Ext):	FAX (A/C, No): (818) 446-4749
INSURED Trimming Land Co., Inc. 10513 Dolores Avenue South Gate, CA 90280	E-MAIL ADDRESS: jose@torinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A :	
	INSURER B :	
	INSURER C : Midwest Employers Casualty Company	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC #		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMP/OP AGG \$
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ EXCESS LIAB ☐						EACH OCCURRENCE \$
	☐ OCCUR ☐ CLAIMS-MADE						AGGREGATE \$
	DED ☐ RETENTION \$						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			BNUWC0139453	01/28/2019	01/28/2020	☒ PER STATUTE ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof

CERTIFICATE HOLDER

CANCELLATION

Insureds File Copy

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

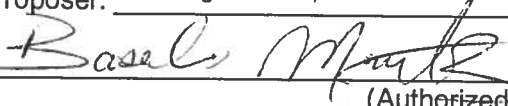
AUTHORIZED REPRESENTATIVE

Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal.

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer: Trimming Land Co., Inc.

By: 

(Authorized Signature)

Type Name: Basilio Martinez

Title: President

Date: 05/29/2019

Schedule of Compensation

Item	Description	Unit	Unit Price \$
<u>BASIC SERVICES: Basic Tree Trimming/Maintenance Services</u>			
1	Grid Trimming - Scheduled Tree Trimming by Grid; includes removing hazardous limbs and crown raising for sign clearance, street light illumination and utility vehicles.	EA	\$ 82.00
2	Computer Database – Tree inventory, use of software & training	LS	No Cost
<u>ADDITIONAL SERVICES – Unscheduled Tree Trimming/Maintenance Services</u>			
3	Clearance Tree Trimming: includes removing hazardous limbs and crown raising for sign clearance, street light illumination, and utility vehicles.	EA	\$ 70.00
4*	Aesthetic Tree Trimming: includes crown raising, removing all dead or dying limbs thinning, and shaping.	EA	\$ 198.00
5	Crown reduction/restoration (i.e. Ficus Pines & Elms etc.)	EA	\$235.00
6	Palm Tree Trimming	EA	\$ 78.00
7	Coco palm, any size	EA	\$ 78.00
8	Washingtonia palm, any size	EA	\$ 125.00
9	Canary Island Date palm, any size	EA	\$230.00
10	Palm Tree Skinning	Linear Foot	\$15.00
11	Tree & Stump Removal	INCH DBH	\$33.00
12	Tree Only Removal	INCH DBA	\$19.00
13	Stump Removal Only	INCH DIA	\$12.00
14	Root Prune	LF	\$22.00
15	15 gallon tree	EA	\$195.00
16	24 inch box tree	EA	\$340.00
17	36 inch box tree	EA	\$1,125.00
18	Tree Watering	Day	\$600.00
19	Specialty Equipment Rental with operator (i.e. Crane)	Hour	\$225.00
20	Written Arborist Reports	Tree Site	\$150.00
<u>EMERGENCY SERVICES</u>			
21	3-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 231.00
22	2-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 154.00
23	1-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 77.00
24	Outside Work Hours (7:00PM to 7:00 AM) – General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$ 315.00 per hr for 3 men crew

*Composite rate based on an average species sizes

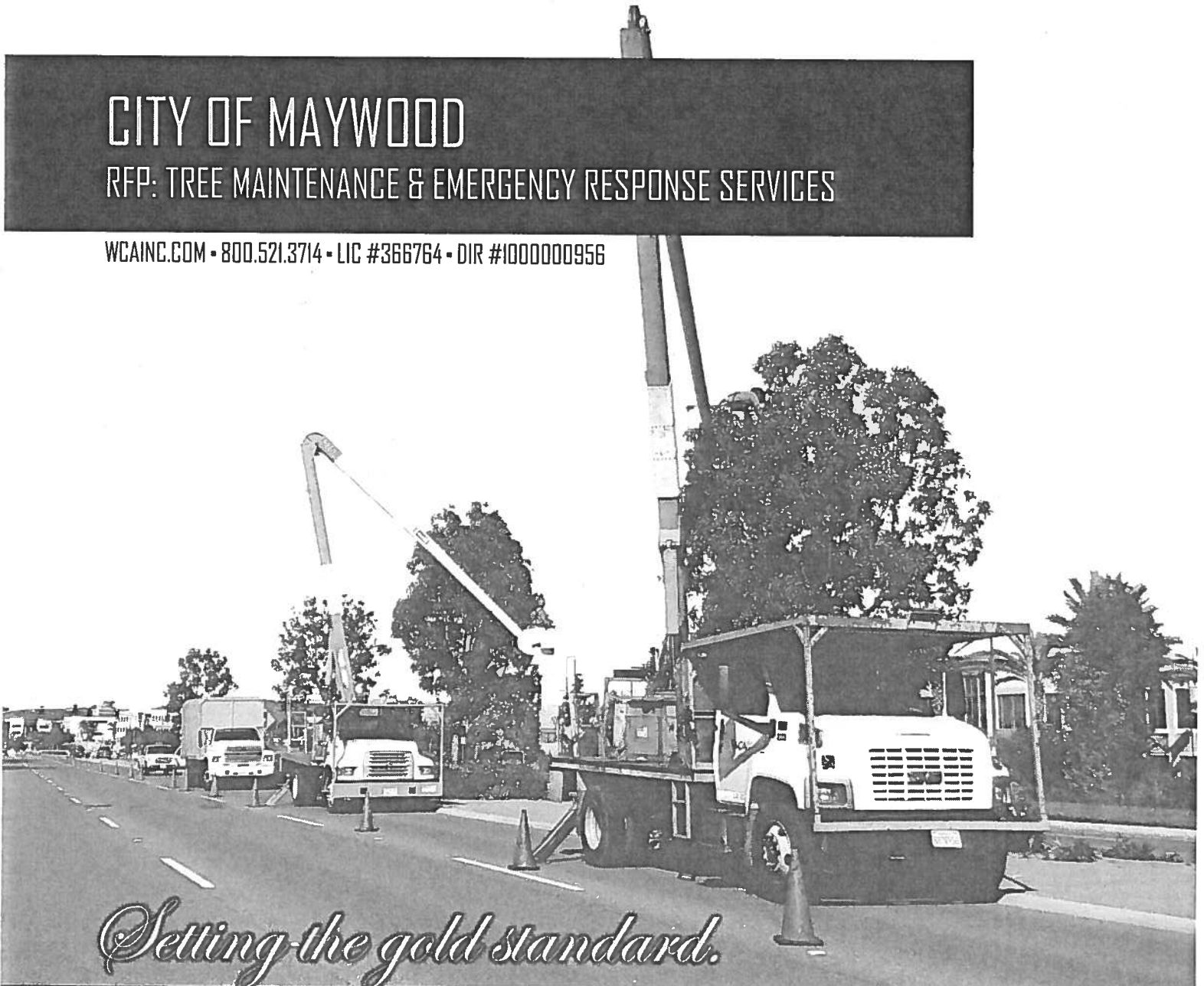
Attachment No.5



CITY OF MAYWOOD

RFP: TREE MAINTENANCE & EMERGENCY RESPONSE SERVICES

WCAINC.COM • 800.521.3714 • LIC #366764 • DIR #1000000956



Setting the gold standard.



Tree
Pruning



Tree
Removal



Tree
Planting



GPS Tree
Inventory



Emergency
Response



Plant
Health Care



ISA
Certified

CITY OF MAYWOOD

RFP: TREE MAINTENANCE & EMERGENCY RESPONSE SERVICES

SECTION 1: COVER LETTER/ EXECUTIVE SUMMARY



Tree Care Professionals Serving Communities Who Care About Trees

www.WCAINC.com

May 28, 2019

City of Maywood
Attn: Abel Hernandez, City Hall
4319 E. Slauson Avenue
Maywood, CA 90270

RE: RFP: Tree Maintenance and Emergency Response Services

Due: Wednesday, May 29, 2019 at 4:00PM

To whom it may concern;

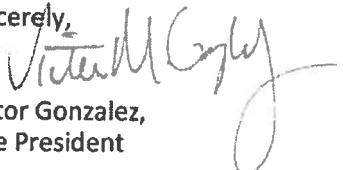
Thank you for allowing West Coast Arborists, Inc. (WCA) with the opportunity to submit a proposal for tree maintenance services for the City of Maywood. WCA is a family-owned and operated company employing over 850 full-time employees providing various tasks to achieve one goal: serving communities who care about trees and landscape. We have reviewed, understand, and agree to the terms and conditions described in this RFP. We also hereby acknowledge that we meet the minimum requirements and responded to each of these requirements to the best of our ability.

WCA's corporate values include listening to customers and employees that will help to improve services offered. By establishing clear goals and expectations for the organization, supporting its diverse teams, and exchanging frequent feedback from customers and employees. WCA's top management team has created a culture where employees become accountable for actions and results.

WCA has a 47-year track record of working for more than 250 California and Arizona municipalities as well as other various agencies. Our company has been in business since 1972 and is licensed by the California State Contractors License Boards under license #366764. We have held this license in good standing since 1978. The license specializes in Class C61 (Tree Service) as well as Class C27 (Landscaping). We currently employ over 80 Certified Arborists and over 110 Certified Tree workers, as recognized by the Western Chapter of the International Society of Arboriculture. WCA is also registered with the Department of Industrial Relations (DIR) for Public Works projects, our registration number is 1000000956. Should we be awarded this project, we shall use full-time, in-house employees; no subcontractors will be used. Federal ID: #95-3250682. The submittal is valid for 90 days.

Our employees will operate from one of our seven California Offices: Stockton Office, 3625 E. Stevenson Avenue, Stockton, CA 95205. For questions related to this proposal and who has the authority to negotiate/present please contact Victor Gonzalez, V.P. Marketing, at (714) 991-1900 or at vgonzalez@wcainc.com. Gonzalo Regalado, Area Manager, will be assigned to this project should WCA be awarded a contract. He can be reached at (626) 255-7618 or gregalado@wcainc.com.

Sincerely,


Victor Gonzalez,
Vice President

West Coast Arborists, Inc.

2200 E. Via Burton Street • Anaheim, CA 92806 • 714.991.1900 • 800.521.3714 • Fax 714.956.3745



A CONTRACTORS
ORGANIZATION

WEST COAST ARBORISTS, INC. (WCA) is a family-owned and operated union company employing over 950 full-time employees providing tree maintenance and management services. We are proudly serving over 275 municipalities and public agencies. We provide superior and safe tree care operations seven days a week, 24 hours a day throughout California and Arizona.

COMPANY INFORMATION

President: Patrick Mahoney
Organization Type: Corporation
Established: 1972
Federal Tax ID: 95-3250682
DIR Registration: 1000000956
Members of Laborers' Union: LiUNA!

CORPORATE OFFICE

2200 E. Via Burton St.
Anaheim, CA 92806

REGIONAL OFFICES

Fresno, CA
Phoenix, AZ
Riverside, CA
San Diego, CA
San Francisco, CA
San Jose, CA
Stockton, CA
Ventura, CA

CONTRACT ADMINISTRATION

Victor Gonzalez, Vice President
Corporate Office
Phone (714) 991-1900
Fax (714) 956-3745
Email: vgonzalez@wcainc.com

FIELD MANAGEMENT

Gonzalo Regalado, Area Manager
Corporate Office
Phone (714) 991-1900
Fax (714) 956-3745
Email: gregalado@wcainc.com

EMERGENCY RESPONSE 24/7
866-LIMB-DOWN

OUR VISION

As a corporate citizen, WCA's responsibility and accountability are to the communities where we do business. We hold ourselves to the highest standards of ethical conduct and environmental responsibility, communicating openly with our customers and the communities in which we work. It is our goal and vision to lead the industry in state-of-the-art urban tree care and management services.

*Tree care professionals serving
communities who care about trees.*

100% CUSTOMER SATISFACTION

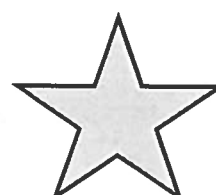
Customer satisfaction is our top priority. We guarantee your complete satisfaction with every facet of our services. Our dedication to customer service has earned WCA a reputation unrivaled in the industry for dependability, integrity, quality and courtesy. We authorize our employees to do whatever is necessary to achieve the highest quality results. We know that high quality work saves our customer's valuable time and is far more cost effective if we do our work properly the first time. We are committed to courteous and prompt customer service to fully resolve any issue.



**80+ ISA Certified
Arborists**



**40+ Years Experience
(Similar Size & Scope)**



**900+ Qualified
Employees**



**16 NCCCO Certified
Crane Operators**



**Local Office & Nursery
(Anaheim & Placentia)**



**1250+ Pieces of
Equipment (Owned)**

CORPORATE CAPABILITIES

West Coast Arborists, Inc., is committed to successfully completing each project in accordance with the specifications, budget, schedule and with the highest quality of service. Our customers' satisfaction is a direct result of our means to carry out each project. Listed below are some of our corporate capabilities, which not only provide a sense of comfort and confidence to our customers, but also assure them of our continuous ability to carry out the duties of managing their urban forest.

- In business continuously and actively since 1972
- Contractor's License C61/D49 & C27
- Over \$8,500,000 line of credit available
- Bonded by CBIC, an A+ rated company
- Over 950 employees
- Over 275 contracts with public agencies
- 80+ Certified Arborists
- Over 140 Certified Tree Workers
- Drug-free workplace
- 14,000 sq. ft. company-owned Headquarters (Anaheim)
- Department of Agriculture Nursery license
- Avg. 500,000 trees **pruned** annually over past 3 years
- Avg. 18,000 trees **removed** annually over past 3 years
- Avg. 14,000 trees **planted** annually over past 3 years
- Avg. 250,000 trees **inventoried** annually over past 3 years
- Fully insured with insurance up to \$10 million
- Federal Tax ID #95-3250682, current on all taxes and fillings with state and federal government
- Sales volume over \$110 million annually
- Fleet of approximately 1,250 pieces of equipment



Active Memberships:

- Tree Care Industry Association (TCIA)
- International Society of Arboriculture (ISA)
- League of California Cities (LCC)
- California Parks & Recreation Society (CPRS)
- Association of California Cities- Orange County (ACCOC)
- Maintenance Superintendents Association (MSA)
- California Landscape Contractors Association (CLCA)
- Street Tree Seminar (STS)
- California Urban Forest Council (CaUFC)
- American Public Works Association (APWA)



CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE



License Number: **366764** Entity: **CORP**
Business Name: **WEST COAST ARBORISTS INC**

Classifications: **C61/D49 C27**

Expiration Date: **12/31/2020**

www.cslb.ca.gov



State of California
Department of Industrial Relations

Labor Law Cal/OSHA - Safety & Health Workers' Comp Self Insurance Apprenticeship

Public Works Contractor (PWC) Registration Search

Enter at least one search criteria to display registered public works contractors (matching your selections).
Note: Search results will display all of the public works contractor registrations, both current and expired.
Make sure the proper registration fiscal year is selected when performing a search.

Registration Fiscal Year: 2018-2019

PWC Registration Number: Example: 123456789

Contractor Legal Name: YARD COAST ARBORISTS INC

License Number: Example: 123456

County: Select a County

Search Reset

This is a listing of PWC registrations pursuant to Division 2, Part 2, Chapter 1 (commencing with section 10000) of the Public Works Contractors Act.

Search Results
One registered contractor found: 1

Contractor Legal Name	Registration Number	County	City	License Type/Number
WEST COAST ARBORISTS, INC.	123456789	ORANGE	ANAHEIM	C61/D49/C27

DIR # 1000000956



CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: January 01, 2018
EXPIRES: December 31, 2019

Pest Control Business - Main
LICENSE
LICENSE NO. 39575

Invalid if insurance and/or qualified personnel lapse before expiration date.

Mailing Address
WEST COAST ARBORISTS, INC.
2200 E VIA BURTON ST
ANAHEIM, CA 92806

Business Location
WEST COAST ARBORISTS, INC.
2200 E VIA BURTON ST
ANAHEIM, CA 92806

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE - ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

PRUNE CLASSIFICATIONS

Grid Prune- Grid tree pruning is based on pruning in pre-designed districts, or grids on a set cycle and includes all trees (small, medium and large-sized.) Pruning will include structural pruning, crown raising, and crown cleaning in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices) and shall have no more than 25% of the live foliage removed at a given time.

Full Prune/Crown Reduction- Crown reduction is performed when conditions within the crown of a hardwood tree are such that the entire tree needs to be reduced. A full prune is recommended when the primary objective is to maintain or improve tree health and structure, and includes pruning to reduce overall canopy mass and excessive wood weight. Trees that are identified for a full prune shall have more than 25% of the live foliage removed at a given time.

Service Requests

A Service Request Prune includes tree maintenance services on designated tree(s) as ordered by the Agency Arborist or designee. Pruning may include structural pruning, crown raising, crown cleaning or pruning to reduce/restore the crown. Whichever work type is ordered by the Agency, pruning will be performed in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards and the Best Management Practice, Tree Pruning Guidelines. Work assignments from the Agency may require mobilization from one tree site to another within the Agency.

Line Clearance

Trees that interfere or have the possibility of interfering with utility lines will be trimmed in a manner to achieve the required clearances as specified and in accordance with the California Public Utilities Commission. It is our goal to protect the current health and condition of the tree and to maintain its symmetry and direct growth away from the utility lines.

Small Tree Care

Proper pruning and care during the early stages of the tree's life will save money in the future, and create a safer, more beautiful, healthy, easy-to-maintain tree. We believe that tree care that is performed early will affect its shape, strength and life span. Our specialized small tree care team consists of certified personnel trained to perform the following:

- Selective structural pruning
- Removal of dead, interfering, split and/or broken limbs
- Pre-conditioning the water retention basin built around the tree
- Staking or re-staking
- Adjusting tree ties
- Adjusting trunk protectors
- Weed abatement

Each tree is inspected to determine specific needs and maintenance activities are then performed accordingly.

B

METHODOLOGY OF SERVICES

Palm Trunk Skinning

Palm tree skinning consists of the removal of dead frond bases (only), at the point they make contact with the trunk without damage to the live trunk tissue.

Root Pruning

We strongly recommend against any root pruning, however, should the Agency elect to proceed, we recommend that it be done no closer than 3 times the diameter of the trunk. Roots will be pruned to a depth of approximately 12 inches by cleanly slicing through the roots, so as not to tear or vibrate the root causing damage to the tree. The excavated area will be backfilled with native soil and debris will be hauled away.

Tree Removal Operations

With a minimum of 48 hours advanced notice, WCA will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. The removal process consists of lowering limbs delicately onto the ground to prevent any hardscape damage. Immediately following the removal, the stump will be ground down, if ordered to do so and with proper USA notification.

Tree Planting

We can replace trees that have been removed and plant new trees in accordance with specifications. We are prepared financially and logistically to acquire and purchase selected tree species for tree planting. At a minimum of 48 hours in advance we will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. A well-trained planting team will perform the soil preparation and installation of the tree.

Tree Watering

Tree watering will be performed by a full-time, WCA team member on various routes, when requested by the Agency. This team will also be responsible for reporting special care needs to the small tree care team. This could include reporting weeds, soil that has

Emergency Response

We are prepared for emergency calls 24 hours a day, 7 days a week, including holidays. The toll free number is 866-LIMB-DOWN (866-546-2369). This number will be provided to the Agency, Police Department and/or Fire Department. Our emergency response team will do what is necessary to render the hazardous tree or tree-related condition safe until the following workday.

Crew Rental

Due to our vast amount of resources, including our specialty equipment and qualified personnel we are able to extend our commitment to our customers by providing various miscellaneous services outside of the most common tree maintenance services:

- Flag hanging
- Holiday light installation
- Changing ball park lights
- Misc. use of aerial towers and cranes (including equipment rental)
- Crown reduction
- Crown restoration

Arborist Reports

We have full-time Certified Arborists on staff that can prepare detailed arborist reports, tree evaluations and site inspections based on your specific needs. Reporting can be generated for one tree or an entire selection and is handled on a case-by-case basis.

Plant Health Care

Tim Crothers, Plant Health Care Manager

- ISA Board Certified Master Arborist WE-7655 BUM
- DPR Qualified Pest Control Applicator #145321
- QAL Category B & D

Our PHC program managed by Tim goes beyond standard chemical applications. We have developed an efficient Integrated Pest Management Program (IPM) that requires diagnosis before treatment. WCA is staffed with licensed applicators and advisors that are environmentally conscious as well as compliant with the California Department of Pesticide Regulation. This service allows us to provide you with:

- Proper diagnosis based on on-site inspection with laboratory testing when necessary
- Proactive and preventative recommendations that reduce the amount of potential pest and disease issues
- Follow-up evaluations to ensure that the recommended treatments result in a healthy and balanced urban forest

Shot Hole Borer

They Polyphagous Shot Hole Borer (PSHB) is a new pest in Southern California. This boring beetle drills into trees and brings with it a pathogenic fungus (*Fusarium euwallacea*), as well as other fungal species. When heavily infested, the resulting Fusarium causes the decline and death of trees. Over 120 different tree species are affected in Southern California and over 30 reproductive hosts are of high concern. As tree care professionals, we have a responsibility to understand and report when we see a tree we are working on infested with PSHB.

ABILITY TO ACQUIRE, PURCHASE & STAGE TREES

Cities expect the highest quality of new trees, proven varieties and an organization with the knowledge and skills to provide them with the latest and most reliable information available related to tree planting. By meeting these expectations, we're able to contribute to the success of reforestation projects within communities. In order to complete successful tree planting programs, cities can rely on us to locate, acquire and purchase different tree species.

As part of our Corporate Capability, we are financially able to purchase large quantities of trees for planting projects. Being familiar with over 50 nurseries in California, allows us to obtain the best tree available from a broad and plentiful stock. The process by which we obtain trees is quite simple: First, we utilize our database of nurseries, and contact several of them requesting specific trees with their prices.

Upon locating the availability of trees, we then perform a tree pre-inspection at the nursery. When time is of the essence, nurseries will provide us with photos either by mail or by e-mail for our review. Once the trees are purchased, and depending on the size of the project, we have them delivered to our facility in Placentia, Brea, or if possible, at a staging area within the City of Agency. It is through this process that we have planted an average of 14,000 trees for all of our customers each year during the past three years.

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
1220 N STREET
SACRAMENTO, CALIFORNIA 95811
916 634 0435

LICENSE NUMBER
B0680.001

LICENSE TO SELL NURSERY STOCK

WEST COAST ARBORISTS, INC.
9900 S PLACENTIA AVE
PLACENTIA

CA 92870

SIGNATURE



ORANGE COUNTY

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW



PROPOSED SERVICES

IMPLEMENTATION PLAN

To ensure the quality of work and the level of service expected, WCA abides by a well-defined quality control plan that incorporates the following:

- Certified personnel
- Safety
- Pruning specifications and guidelines
- Sound equipment
- Public relations
- Proper traffic control
- State-of-the-art communication systems

Special shifts including weekends and evenings can be arranged in accordance with the Agency's specifications.

Area Manager: Gonzalo Regalado

ISA Certification #: WE-9952 A

The project Area Manager will be the central point of contact and will work cooperatively with Agency staff, local residents and business owners, etc. The Area Manager will provide overall field supervision and crew management.

Daily Management

Daily management will consist of, but not be limited to:

- Email notification complete with location, crew, equipment type, and work description
- Supervise crew personnel to insure proper pruning standards are followed in a safe manner
- Traffic control setup and maintenance of work zone
- Ensure work area is left free of debris at the end of shift
- Maintain record of work completed each day
- Maintain good public relations at all times
- Provide immediate notification to Agency Inspector upon damage of personal property including a plan for corrective measures to take place within 48 hours

Weekly Management

Weekly management will consist of, but is not limited to:

- Weekly inspection of work completed
- Meet with the Agency to review work schedule and progress
- Insure standards of pruning are performed in accordance with Agency specifications
- Maintain open communication with the Agency Inspector and field crew

Scheduling of Work

The Area Manager is responsible for scheduling work which shall conform to the Agency's schedule of performance. We recommend equal distribution of work throughout the course of the fiscal year. Notifications will be provided to residents prior to the start of pruning operations in said area. All work will be performed in a cooperative manner as to cause the least amount of interference or inconvenience.

Public Notification

Upon Agency staff approval, WCA will post a door hanger notice prior to commencement of grid pruning (within 24-48 hours). After tree plantings, door hangers will be provided to residents instructing them on the proper care for their newly planted tree. For more comprehensive outreach we can also submit a press release for special projects or routine maintenance. The Agency may modify the procedures and materials to which we notify residents.

Communication Systems

Our use of modern and reliable communication systems affect our daily job performance by increasing our efficiency. Management and Field Personnel utilize smart phones as both navigational and communication devices in the field. Smart phones have proven to be a convenient method to input data as related to tree inventories, daily work records, timesheets, photos, and billing information; eliminating the need to handwrite data and improving customer service by minimizing response time.

Permits and Licensing

WCA will procure a City Business License as necessary and any "no-fee" permits prior to commencement of work. Permits (i.e., encroachment, traffic control, etc.) requiring fees will be charged back to the Agency.

Right-of-Way

All work will be performed in the public right-of-way. Employees will not utilize private property for eating, breaks or any other reason or use water or electricity from such property without prior written permission of owner.

Cooperation and Collateral Work

WCA will give right to operate within the project to the Agency workers and/or other contractors, utility companies, street sweepers, and others as needed in a cooperative effort to minimize interference in daily operations.

EMERGENCY CONTACTS

TOLL FREE
866.546.2369

in case of emergency
after normal business hours

Leave a message, if you do not receive a
call back within 10 minutes, call the
following contacts in order:

HERMINIO PADILLA, SUPERVISOR
714.412.7577

TIM CROTHERS, AREA MANAGER
714.412.1980

JOSE NAVEJA, SUPERVISOR
714.981.0527

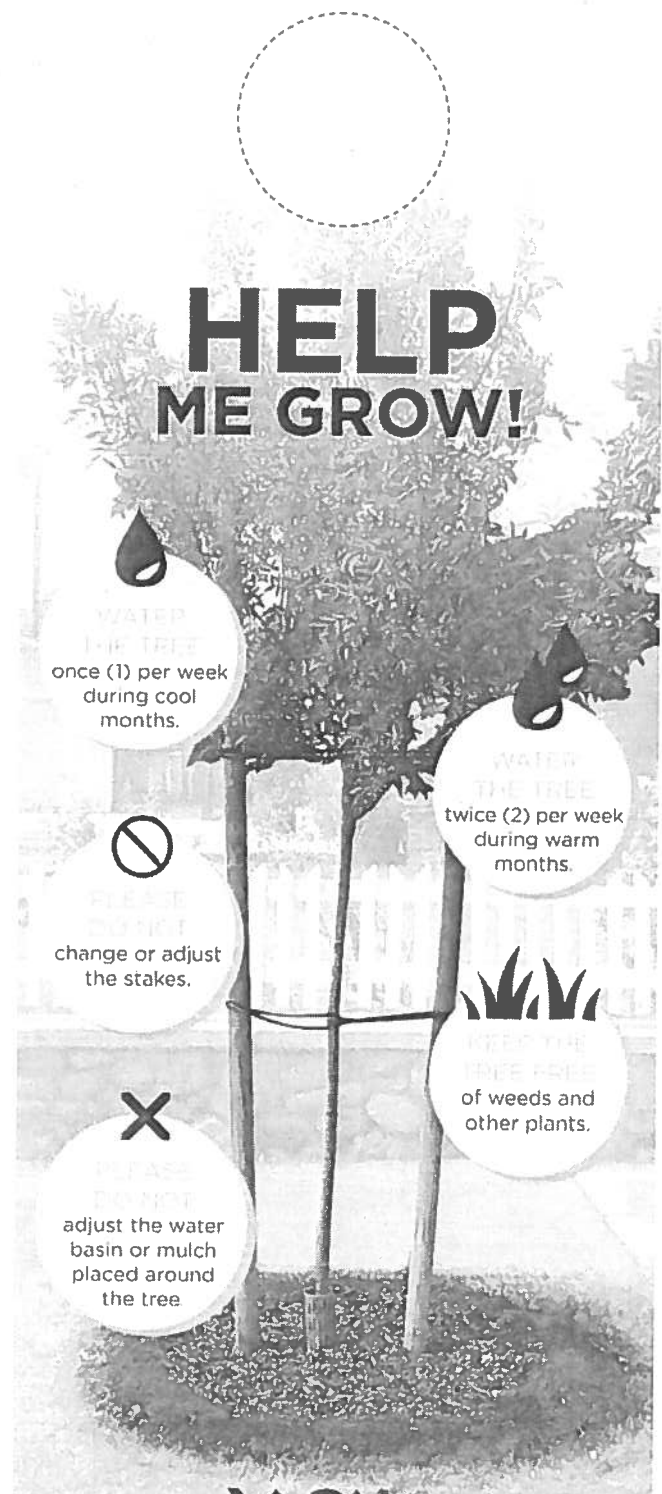
GONZALO REGALADO, SUPERVISOR
626.255.7618

ROB THOMPSON, AREA MANAGER
714.240.1645

After confirmation from on call Manager, you can
email multiple locations to:
LIMBDOWN@WCAINC.COM



SAMPLE PLANTING DOOR HANGER



Services Provided By:

West Coast Arborists, Inc., 2200 E. Via Burton St., Anaheim, CA 92806

800.521.3714

TREE CARE PROFESSIONALS
SERVING COMMUNITIES WHO CARE ABOUT TREES

Project Site Maintenance

Work site will be left free of debris at the end of each workday. We will not discharge smoke, dust, or any other air containments in quantities that violate the regulations of any legally constituted authority.

Protection of Public and Private Property

WCA will provide all safety measures necessary to protect the public and worker within the work area. We will maintain good public relations at all times. The work will be conducted in a manner which will cause the least disturbance.

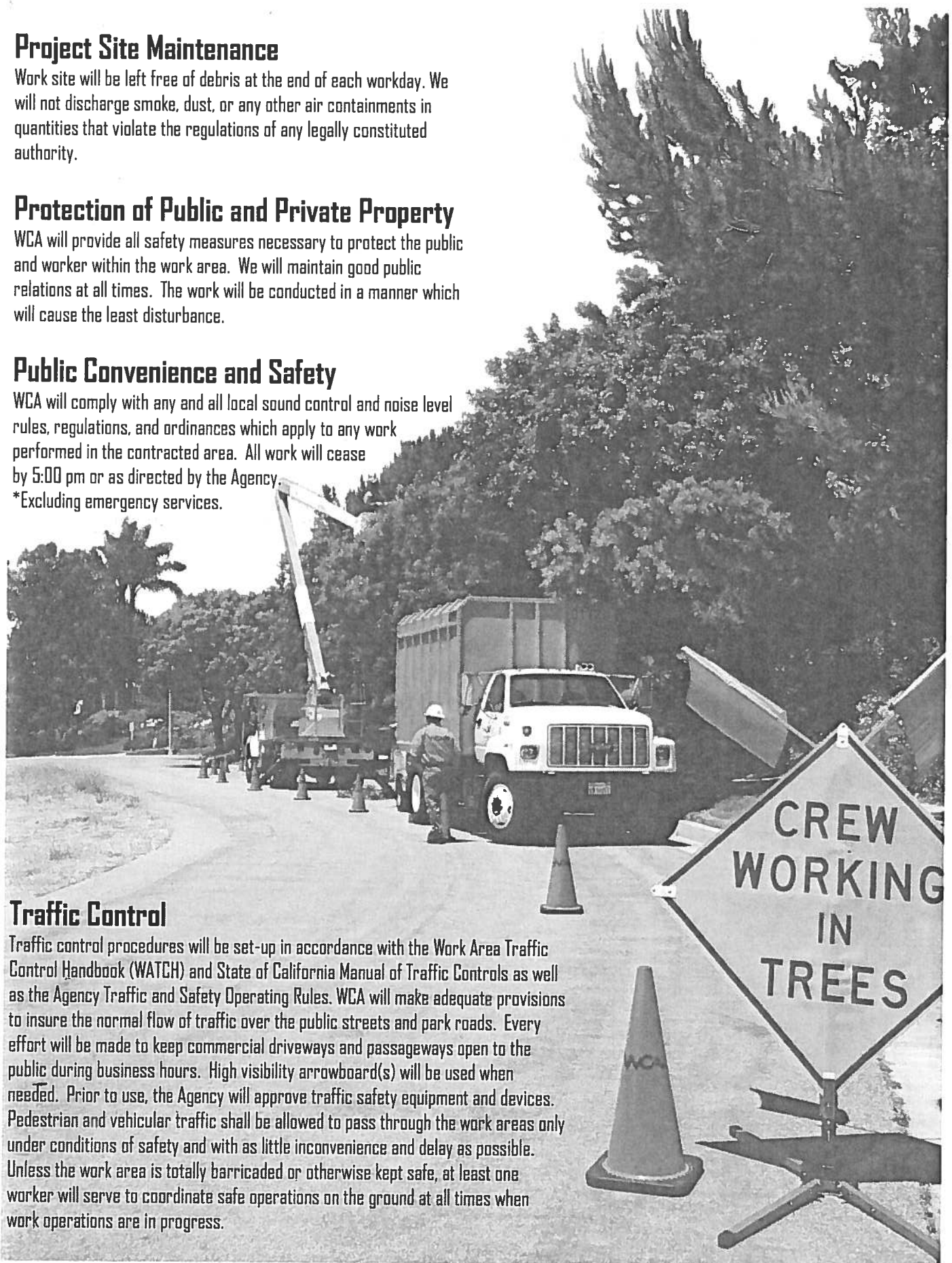
Public Convenience and Safety

WCA will comply with any and all local sound control and noise level rules, regulations, and ordinances which apply to any work performed in the contracted area. All work will cease by 5:00 pm or as directed by the Agency.

*Excluding emergency services.

Traffic Control

Traffic control procedures will be set-up in accordance with the Work Area Traffic Control Handbook (WATCH) and State of California Manual of Traffic Controls as well as the Agency Traffic and Safety Operating Rules. WCA will make adequate provisions to insure the normal flow of traffic over the public streets and park roads. Every effort will be made to keep commercial driveways and passageways open to the public during business hours. High visibility arrowboard(s) will be used when needed. Prior to use, the Agency will approve traffic safety equipment and devices. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible. Unless the work area is totally barricaded or otherwise kept safe, at least one worker will serve to coordinate safe operations on the ground at all times when work operations are in progress.



Customer Service Department

As we work with, or near, the public, we are mindful that we will most likely be the first person the public contacts. We have a full-time Customer Service Department with each Customer Service Representative (CSR) trained in addressing concerned residents and bystanders.

Complaints & Damage Resolution

Should there be any property damage, we adhere to specific procedures to resolve the problem. The Foreman on the job site will notify the resident and the Inspector immediately.

If the resident is not at home, then we will leave a WCA card with instructions to call our Claims Coordinator in our corporate office. The ultimate goal at each work site is to leave the property in the same condition as before we entered it. We will notify the Agency Representative immediately upon damage of personal property including plans for corrective measures to take place within 48 hours.

All WCA vehicles are equipped with an Accident Kit should anything happen during the work day. Each kit has an Incident Report, an Accident Report, an Injury Report, a camera, First Aid instructions and protocol for contacting the corporate office. A computerized log of all incidents is maintained to include the date, time of occurrence, location, problem and action to be taken pursuant thereto or reasoning for non-action.

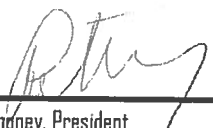
Any activities found by the Agency to be unacceptable will be rectified immediately. All other complaints will be abated or resolved within twenty-four (24) hours of the occurrence. We have teams specifically assigned for handling damage to properties, both private and public. Through our communication system, we have the ability to dispatch either of these teams and have them respond immediately to the site for proper repair. We pride ourselves on professional workmanship to avoid these types of incidents, however, should one occur, we take all appropriate measures to resolve the matter in a timely and efficient manner.



OATH OF COMMITMENT

WCA is committed to working with the City of Maywood to develop and maintain a work schedule that will provide the citizens with the most effective and efficient means to perform tree care services. We will adhere to the schedule established by the agency and ensure residents of our dedication to completing work in a timely manner. We understand that there may be fluctuations in the agency's budget and that the agency may ask us to reduce service levels in an effort to meet the current economic demands. By being flexible, we can help to ease any financial strain, promote contractor stability and guarantee residents with quality tree care & customer service.

This is our oath of commitment to uphold the prestigious namesake of the City of Maywood by providing gold standard tree care services.


Patrick Mahoney, President

5/29/19



ARBORACCESS FEATURES

- Ease of use
- Create work orders
- View tree site details
- View work history
- View invoices
- Mobile app
- Live data
- GIS/GPS mapping

LIST TRACKING SYSTEM

The List Tracking Report in ArborAccess is a useful tool in the management of incoming work. This report allows both parties to track specific jobs as they are ordered by the Agency. Proper use of this system enables the Agency and WCA to track the completion of work that is ordered.

D TECHNICAL ABILITY

INVENTORY SOFTWARE- ARBORACCESS

Our tree management program sets us apart from other companies. With nearly 2,000 active users, ArborAccess and our mobile app will help you easily manage your urban forest with ease and convenience. Tree site attributes include location (utilizing GPS coordinates), species type, and parkway size. Features allow you to view and edit work history records and create work orders directly from the field, all from our secure cloud.

The information contained in ArborAccess is live data that can also be linked directly to a GIS program, such as ArcView, for geo-coding purposes and can assist your Agency in meeting GASB34 requirements. ArborAccess provides an unlimited resource of information regarding your urban forest.

SOFTWARE TRAINING

Our IT Department is based out of our corporate office in Anaheim, CA with regional offices located throughout California and Arizona. Each office has the ability to provide software training to our customers. We are also available to provide training sessions on-site at the customer's discretion. On-site training is proven to be effective as it provides a guided hands-on experience.

We offer periodic tree maintenance and management workshops each year. These free workshops are provided to our customers regionally and educate over 250 people annually. They have proven to be a great round-table and networking opportunity for the different agencies in attendance. Presentations are provided by WCA management staff and complimented with guest speakers in the industry. Certified Arborists and Tree Workers who attend are eligible to receive continuing education credits (CEU's) from the International Society of Arboriculture.

The success of any urban forest program depends on the proper management of information. Unlimited telephone and/or email support is available to answer technical questions and aid staff in the use of the software system. Software training and support is included in the cost associated with the inventory data collection.

WCA has completed **300+** GPS tree inventories.

BILLING

WCA, Inc. operates a modern invoicing system that is updated on a daily basis. Progress billings will be submitted to the Customers on a bi-weekly basis, unless otherwise requested. Invoices will reflect an amount complete for the billing period, along with a year-to-date total for that job. Each billing will include a listing of completed work by address, tree species, work performed and appropriate data acceptable to the customer. This information will be supplied in hardcopy and immediately accessible on ArborAccess. Job balances reflecting the percent of completion for each job can be viewed on ArborAccess.

SAMPLE MANAGEMENT TOOLS DETAILED TREE SITE CHARACTERISTICS

The advanced technology provides a valuable tool to urban forestry professionals by displaying specific tree site information along with a representative photograph of the species type and a recommended maintenance field. ArborAccess' built-in quality control features assist in data accuracy. As maintenance is performed, the work history is updated and accompanied with bi-weekly invoices. This process eliminates the need for dual-inputting and helps keep the tree inventory current and accurate.

MAINTENANCE RECORDS

Accurate maintenance records for each location oftentimes can assist the Agency with liability claims. Maintaining a detailed history of the work performed at each location demonstrates good faith in preserving its urban forest. It is imperative that work requests are pulled from the system prior to the work being performed, otherwise inventory accuracy is not guaranteed.

SAMPLE SPECIES FREQUENCY REPORT

	Botanical	Common	Total
	Magnolia grandiflora	SOUTHERN MAGNOLIA	4,256
	Ulmus parvifolia	CHINESE ELM	3,857
	Lagerstroemia indica	CRAPE MYRTLE	2,638
	Jacaranda mimosifolia	JACARANDA	1,927
	Cinnamomum camphora	CAMPOR TREE	1,456
	Pinus canariensis	CANARY ISLAND PINE	1,401
	Schinus terebinthifolius	BRAZILIAN PEPPER	1,129
	Quercus ilex	HOLLY OAK	1,077
	Cupaniopsis anacardioides	CARROTWOOD	905
	Lophostemon confertus	BRISBANE BOX	836
	Other	OTHER	14,330
	Total Trees		33,812

The Species Frequency report can assist your Agency in identifying the tree population within the urban forest. This type of information is valuable in the event of an insect infestation, deadly disease, or even estimating future maintenance costs. In addition, an analysis can be performed to evaluate the history of the performance of a particular species within your Agency.

DETAILED REPORTING OPTIONS

- Inventory
- View Invoices
- Job Balances
- Green Waste
- Work History
- Work Type by District
- DBH Frequency
- Height Frequency
- District Frequency
- Species Frequency (sample above)
- All Tees at an Address
- Estimated Tree Value



**Modern Fleet consisting of
1000+ pieces of equipment.**

E

COMPLETE EQUIPMENT LIST

EQUIPMENT

Our modern fleet undergoes daily inspection prior to use to ensure efficiency and safety. All equipment is routinely serviced, painted, and detailed. All equipment used during the duration of this project will meet state and federal safety requirements and have all up-to-date certifications as required.

CHP Biennial Inspection of Terminal Certification

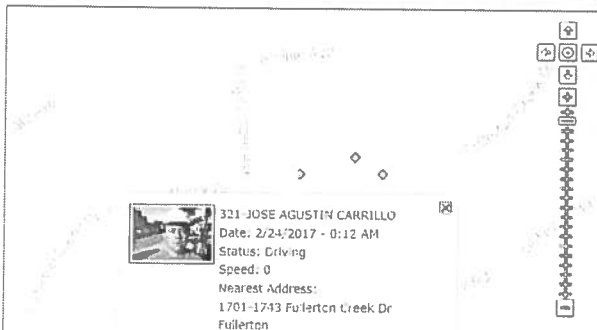
We have successfully been awarded the CHP Biennial Inspection Award of Recognition. This inspection has assisted our company in instituting several safety programs, as well as our Preventative Maintenance Program utilized by our in-house fleet department. The inspection reviews our vehicle maintenance and repair records, our procedural methods and policies for vehicle maintenance and operations. This certification ensures that our vehicles operate safely.

GEO-TAB Fleet Solutions

WCA has partnered with Geo-Tab to provide GPS units on all vehicles and equipment. This investment has given us and our customers the following benefits:

- Provide faster response times and more efficient routing allowing us to service more customers
- Lower operational costs by optimizing our fleet size, reducing labor, overtime, and insurance, and minimizing costly vehicle repairs
- Decrease fuel use by monitoring fleet fuel economy and saving on unnecessary fuel expenditures
- Reduce emissions by helping drivers improve their habits such as speed and idle time, and reducing total miles driven which will significantly reduce harmful greenhouse gas emissions
- Improve dispatching with landmarks and driving directions, GPS units helps us to better dispatch so that we can service more customers, faster
- Recover stolen vehicles reducing liability costs which can be passed on to customers

GIS MAP - CITY OF FULLERTON



EQUIPMENT LIST SUMMARY:

Pick Up Trucks	261
Aerial Lift Devices	252
95' Aerial Devices	15
Dump Trucks	147
Flat Beds	39
Forklifts	6
Arrowboards	60
ATVs	4
Stump Grinders	48
Loaders	65
Rubber Track Loader	1
Root Pruners	2
Rolloff Trucks	39
Saw Mill	2
Log Skidder	1
Back Hoes	1
Brush Chippers	152
Cranes	5
Toyota Prius	10
Toyota Yaris	8
Ford CMAX	4



E EQUIPMENT INVENTORY

Through our ability to dedicate specific pieces of equipment for this project, we believe it will lead to a successful program. In addition to aerial lift devices, dump trucks, flatbed trucks and roll off containers, we will also have additional equipment for use throughout the project such as cranes, loaders, and special aerial lift devices for higher elevated trees. Specific vehicles and equipment that are available to the City of Maywood are listed below with additional equipment listed in inventory available as-needed:

Type	Year/Make	Model	License Plate	VIN
Aerial Tower	2019 FORD	F750 / TEREX XT PRO 60	91945P2	1F0NF7AY8KDF03767
Aerial Tower	2007 GMC	C7500 W/HI-RANGER 5FC-60	8L97482	1G0J7C1G27F425509
Aerial Tower	1993 FORD	F700 W/HI-RANGER 5FB-55	4R59682	1F0NF70J8PVA36775
Aerial Tower	1999 GMC	C6500 W/HI-RANGER 5FB-55	8801262	1G0J6H103XJ510359
Aerial Tower	2013 FORD	F650/TECO V6-651P-IFET2	03801JI	3FRNF6HP6CV246851
Aerial Tower	2019 FORD	F750 / TEREX - XT PRO 60/70	91664P2	1F0PF7AY0KDF03450
Aerial Tower	2019 FORD	F550 / TEREX LT 40	91392P2	1F0UF56Y0KDA04856
Aerial Tower	2017 FORD	F750W/TEREX XTPRO 60-70	30689H2	1F0PF7AY1H0B07052
Aerial Tower	2008 GMC	C7500 W/HI-RANGER 5FC-60	8R94757	1G0J7C1G18F413921
Aerial Tower	2017 FORD	F750W/TEREX XTPRO 60-70	31296H2	1F0PF7AY2H0B07061
Aerial Tower	2017 DODGE	RAM 5500/HI RANGER LT40	36067J2	3C7WRMAJ5HG753841
Arrowboard	2000 WANCO	SOLAR ARROWBOARD	SE631693	1W91S101XY149685
Arrowboard	2018 WANCO	ARROW BOARD	SE691331	5F11S1011J1006834
Chipper	2012 VERMEER	BC1000-49	SE621164	1VRY1119801D18815
Chipper	2015 VERMEER	BC1500 BRUSH CHIPPER	SE683418	1VR2161V0F1006659
Chipper	2018 VERMEER	BC1500 BRUSH CHIPPER	SE705383	1VR2181V0K1009406
Dump Truck	2017 FORD	F550 CHIPPER TRUCK	12726H2	1F0UF5HY1HE072044
Dump Truck	2008 GMC	C7500 CHIPPER TRUCK	80676Y1	1G0J7C1G38F408266
Dump Truck	2002 GMC	C6500 CHIPPER TRUCK	1248101	1G0J7H1E92J900851

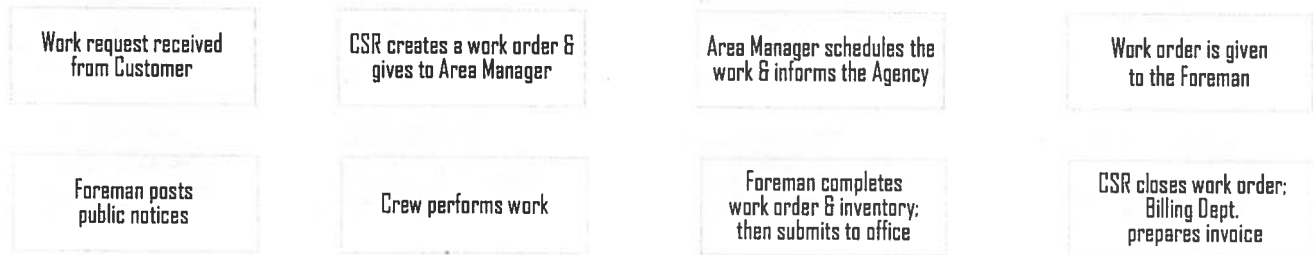


E EQUIPMENT INVENTORY

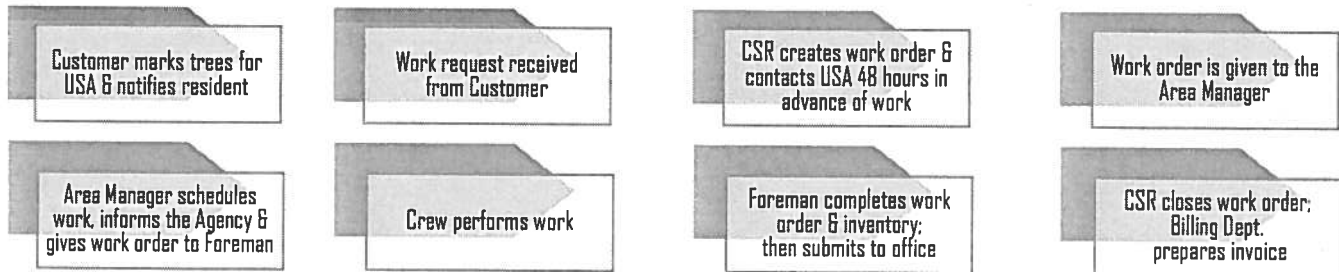
Type	Year/Make	Model	License Plate	VIN
Flatbed	2015 FORD	F550 SUPER DUTY	45405YI	1FDUF5G6Y1GEA85030
Flatbed	2013 FORD WT	F350 FLATBED	98151JI	1FDRF3G66CE005278
Loader	2013 CATERPILLAR	908H2	SE658303	CAT0908HLJR001655
Loader	2016 CATERPILLAR	908M WHEEL LOADER	SE683150	CAT0908MVH8800943
Loader	2012 CATERPILLAR	908H2	SE658306	CAT0908HPJR000586
Loader	2016 CATERPILLAR	908M WHEEL LOADER	SE683146	CAT0908MLH8800878
Pickup Truck	2009 DODGE	RAM 1500SLT	8P03461	1D3HB16P79J516183
Pickup Truck	2018 DODGE	RAM 1500	73520K2	3C6JR6ET8JG214206
Pickup Truck	2010 DODGE	RAM 1500SLT	8L72590	3D7J81EP78G518542
Pickup Truck	2017 DODGE	RAM 1500 PICKUP	55133J2	3C6JR6ET4JG143344
Pickup Truck	2018 TOYOTA	TACOMA SR5	89120M2	3TMBZ5DN3JMD15849
Pickup Truck	2004 DODGE	RAM 1500 SLT PICKUP	8D25847	1D7HA16N74J193052
Roll Off Truck	2015 FREIGHTLINER	108 SD ROLL OFF	6487IXI	1FVHG5CY5GHH07898
Roll Off Truck	2015 FREIGHTLINER	108 SD ROLL OFF	86909U1	3ALHG5CY7F0GT0652
Roll Off Truck	2013 FREIGHTLINER	108 SD ROLL OFF	35293G1	1FVHG5BSX0HBZ9986
Roll Off Truck	2017 FRIEHTLINER	SD 108 ROLL OFF	62335M2	1FVHG5FE7JHJM3808
Stump Grinder	2005 VERMEER	SC802 STUMP GRINDER	SE576867	1VR2151J261000143
Stump Grinder	2011 VERMEER	SC802 STUMP GRINDER	SE615945	1VR2151J9C1001088
Stump Grinder	2014 VERMEER	SC802 STUMP GRINDER	SE641422	1VR2151J1E1001265
Stump Grinder	2017 VERMEER	SC802 STUMP CUTTER	SE650220	1VR2151J9H1003026

WORKFLOW TIMELINE

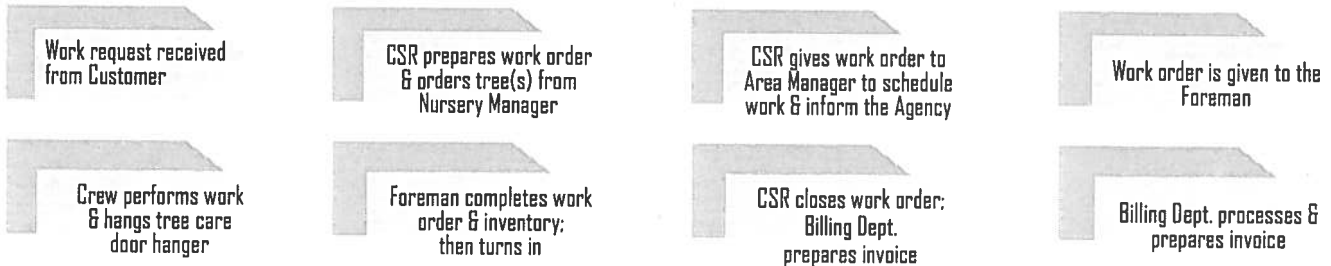
Grid Pruning Flowchart (30 day Completion)



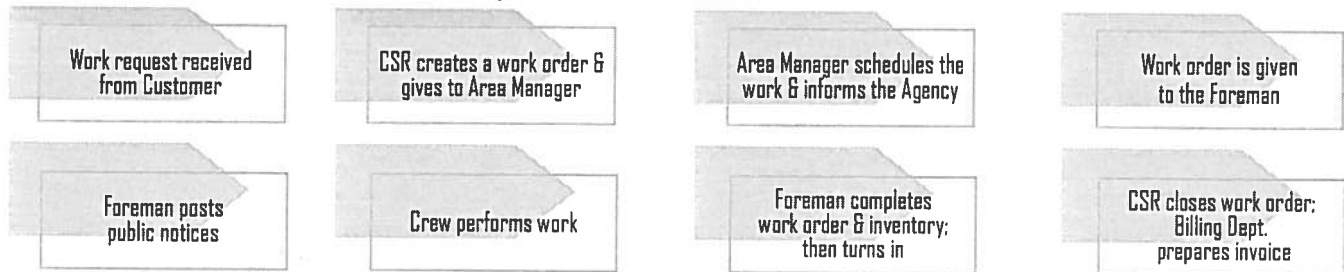
Removal Flowchart (15 day Completion)



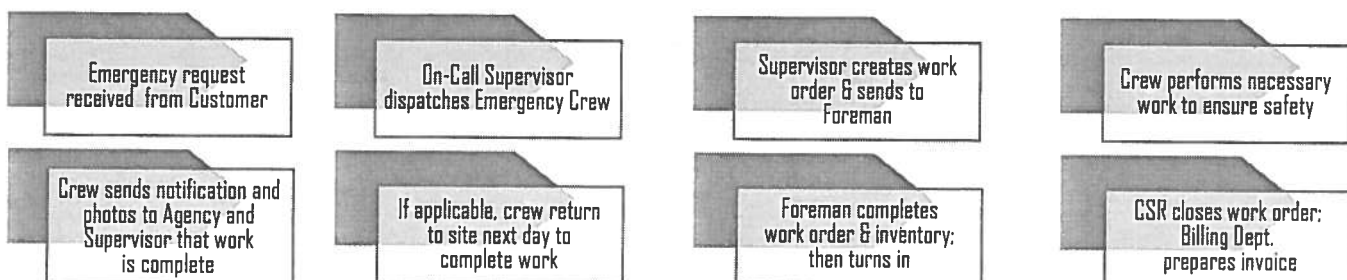
Planting Flowchart (15 day Completion)



Service Request Flowchart (15 day Completion)



Emergency Flowchart (1 Hour Response/ 24 Hour Completion)



CITY OF MAYWOOD

RFP: TREE MAINTENANCE & EMERGENCY RESPONSE SERVICES

SECTION 2: PROJECT TEAM



2

QUALIFICATIONS & STAFF CERTS



Staff members have diverse educational backgrounds including accounting, business administration, engineering, and forestry.

INTRODUCTION

West Coast Arborist's (WCA) is a company comprised of a management team and a safety committee. Staff members have diverse educational backgrounds including accounting, business administration, engineering and forestry.

WORK FORCE

WCA actively maintains ongoing processes to assure that only qualified and competent staff provides safe and quality tree maintenance services. These skilled employees can only be achieved through both training and work experience. We believe that essential experience should always be obtained through qualified supervision; this includes both basic and extended skills. WCA makes every attempt to ensure that this is undertaken before performing work, leading a crew, or career advancement. The work performed on this contract is routine, recurring and usual. The work includes watering, trimming, pruning, planting, removal and replacement of trees and plants, and servicing of irrigation. The rates included in the Cost Proposal are based on the current prevailing wage determination for "Tree Maintenance (Laborer)."

CERTIFICATION

WCA encourages its employees to get certified through the International Society of Arboriculture, in an effort to raise the standard of professional tree care companies. This standard exemplifies our company's commitment to providing customers with competent, knowledgeable certified workers. WCA employs a large number of ISA Certified Arborists and ISA Certified Tree Workers.

CREW EVALUATION

WCA employees are evaluated through an internal mechanism supervised by our Management Team. Each employee performs their duties according to a criteria-based job description that reflects safety, quality workmanship, productivity, appropriateness of care, problem solving and customer service. A performance appraisal is conducted for each employee upon completion of the probationary period and at least annually thereafter. Each worker is also required to complete a competency assessment and orientation upon hire and annually thereafter in selected areas to assure that ongoing requirements are met and opportunities for improvement are identified.

Patrick Mahoney, President



Rose Epperson, Vice President



Chris Crippen, VP IT



Andy Trotter, VP Field Operations



Jason Pinegar, Regional Manager



Richard Mahoney, Vice President

Debbie DePasquale, VP Contract Services

Victor Gonzalez, VP Marketing

Randy Thompson, VP Operations



UPPER MANAGEMENT TEAM

From marketing, contract administration, field and fleet management, to information technology, our Upper Management Team is involved in the day-to-day operations supporting each Project Team and Customer to ensure the highest quality of tree care is being achieved in the industry.

PROJECT TEAM

GONZALO REGALADO, AREA MANAGER

ISA Certified Arborist #WE 9952A • ATSSA Traffic Control Technician #459653 • TLC Wildlife Aware

Gonzalo has nearly 20 years experience in the tree care industry as he joined WCA, Inc. in 2002. During his career, he has earned many promotions within the company; from Groundman to Tree Trimmer to Foreman to Supervisor and now Area Manager. As an Area Manager, he will be the Agency's main point of contact as he is responsible for providing customer service, estimating work, while managing filed operations and crews throughout the Los Angeles region.

NICOLE ANGENE CUSTOMER SERVICE REPRESENTATIVE (CSR)

As the CSR (Customer Service Representative), Nicole is responsible for providing support to the Area Manager, Site Supervisor and crew. She is to act as a liaison between the company and it's clients as well as the general public. Nicole is responsible for responding to customer service inquires and facilitating contracting functions, such as: mapping, underground service alert, data entry, field book preparation, list preparation, etc.

JOSE LUIS DELREAL, AREA SUPERVISOR

ISA Certified Treeworker WE-11231 T • TLC Wildlife Aware • WCISA Certified Treeworker Climber #2211C

Responsibilities of these Supervisors includes assisting the Area Manager in scheduling, overseeing the crew's daily activities, employee training programs and ensuring proper safety procedures are being followed. Regular communication with the customer and citizens can be expected as related to scheduling, work being performed and any other inquiries that may arise while on the job site.

ERNESTO MACIAS, SAFETY MANAGER/ UNION LIAISON

ISA Certified Arborist #WE 7120AUM • TICA Safety Professional #1115

Ensures safety company-wide which includes the development, implementation and review of the company's in-house training programs, crew safety audits, and the company's Injury & Illness Prevention Program.

TIM CROTHERS, PLANT HEALTH CARE MANAGER

WCA's PHC program is managed in-house; no subcontracting. Staff is licensed by the CA Dept. of Pesticide Regulation. Our program goes beyond standard chemical applications as Tim has helped WCA develop an efficient Integrated Pest Management program as well. Inspection, diagnosis and treatments are available as-needed.



Gonzalo Regalado
Area Manager



Nicole Angene
Customer Service Rep.



Jose Luis DelReal
Supervisor

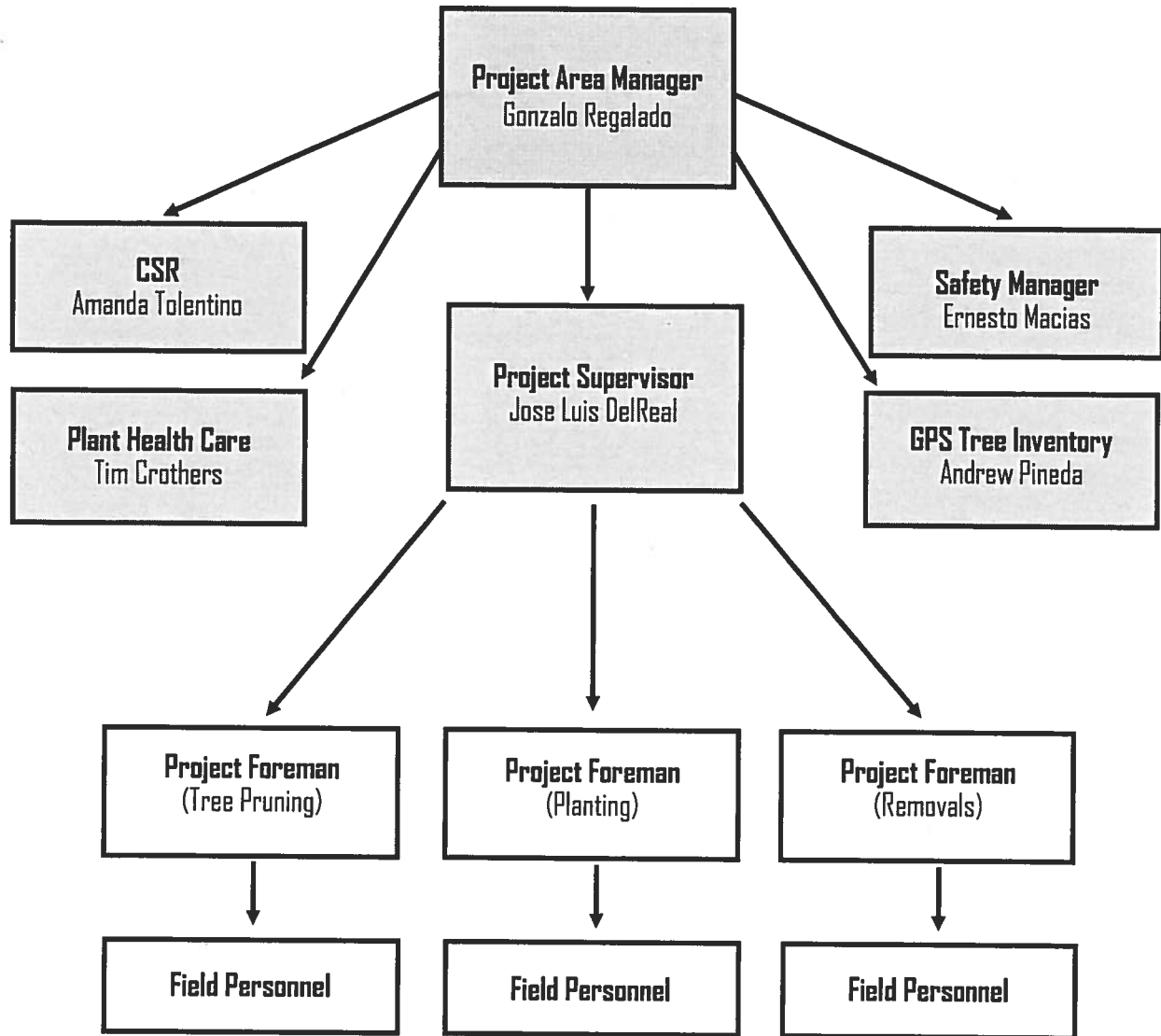


Ernesto Macias,
Safety Manager



Tim Crothers
PHC Manager

ORGANIZATION CHART



LiUNA!

WCA has forged a successful partnership with the Laborer's International Union of North America (LiUNA!).

Higher Standards + Exemplary Training = Superior Employees

ISA Certified

81

Arborists

5

Board Certified Master Arborists

142

Tree Workers

WCA staff is trained to design and implement Traffic Control Plans.

ATSSA



1

Certified Urban Forester

74

WCA Certified Utility Line Clearance Workers

18

ISA Certified Utility Specialists

25

TCIA Certified Treecare Safety Professionals

8

ISA Municipal Specialists

1

Nursery in Placentia & Dedicated Manager

6

Information Technology Specialists

75

Fleet Mechanics

16

NCCCO Certified Crane Operators

Unique Capabilities

PHC

WCA has developed an exemplary Plant Health Care Program that goes beyond standard chemical applications.

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

2

Advisors

10

Applicators



WILDLIFE PROTECTION

WCA's VP of Field Operations is a key contributor in identifying and developing the first ever Best Management Practices guidelines for Tree Care for Birds and Other Wildlife.



70

WCA has 70 staff members certified through the Wildlife Aware and Wildlife Training Institute.

ISA Board Certified Master Arborists

Michael Palat WE 6541 BUM
Kelley Gilleran WE 7061 B
Tim Crothers WE 7655 BUM
Cris Falco WE 7490 B
Glenn Reeve WE 10177 B

ASCA Consulting Arborist

Michael Mahoney, ASCA Consulting Academy #0022/ Registered Member #353 • WC 0216 A • BA CSUF
Mr. Mahoney has over thirty-six years in practical and management experience in arboriculture and urban forestry; 20 years full-time as an arboriculture practitioner; 5 years full-time as manager of large arboricultural contracting firm; 5 years full-time as CEO of arboricultural and urban forestry consulting firm; 6 years full-time as an independent arboricultural and urban forestry consultant. Approximately 45 hours credit, annually, arboricultural continuing education.

WCA's ISA Certified Arborists

Employee Name	Cert #	Employee Name	Cert #
ADAM BALTAZAR REYNAGA	WE-7786AT	JESUS RAYA	WE-3449A
AL EPPERSON	WE-0719A	JOEL LOPEZ	WE-10871A
ANDREW R. TROTTER	WE-0942A	JOHN LEE PINEDA	WE-10367A
ARLENE BISCAN	WE-9806A	JORGE MAGANA	WE-3460A
BENJAMIN EUGENE BORDSON	WE-10777A	JOSE A. GONZALEZ MENDEZ	WE-6475A
BRIAN C. KIRKEGAARD	WE-10476A	JOSE M. CORTEZ TORRES	WE-8539A
BRIAN M. KOCH	WE-0341A	JOSE M. CHAVARRIA MANZO	WE-11210AT
CALVIN F. HAUPT	WE-7634A	JOSE MANUEL PEREZ	WE-0818A
CARLOS BRACAMONTES	WE-8557A	JOSEPH BARTOLO	WE-20344U
CHARLES PATRICK MADSEN	WE-0462A	JOSEPH NICK ALAGO	WE-4395A
CORINNE GRUNDER BASSETT	WE-11625A	JUAN ORTIZ	WE-8514A
CRISTAN ANGELO FALCO	WE-7490A	JUAN C. IXTA	WE-10144A
CURTIS PATRICK WORTH	WE-10972A	JUSTIN LEE MENZEL	WE-11755A
DANIEL CHAVARRIA	WE-10292A	KELLEY LEWIS GILLERAN	WE-7061A
DANIEL MAHONEY	WE-10434A	KRIS BURBIDGE	WE-9566A
DAVID COOPER	WE-0497A	LEONEL CORTEZ	WE-8625A
DEBORAH DEPASQUALE	WE-3812A	LORENZO PEREZ	WE-7443A
EDUARDO VARGAS	WE-11058AT	MANUEL BRIAND	WE-8791A
ELOY MARQUEZ	WE-11566AT	MARCO A. PADILLA JIMENEZ	WE-8621A
ERICK SERRANO	WE-6750A	MARIA MUNOZ-CAMPOS	WE-8267A
ERNESTO J. F. MACIAS	WE-7120A	MATED ARVIZU	WE-10151A
EUGENE BARRIENTOS	WE-8701A	MICHAEL W. PALAT	WE-6541A
FELIX HERNANDEZ	WE-2037A	NESTOR VALENCIA	WE-11359A
GERARDO PEREZ	WE-9131AT	PATRICK O. MAHONEY	WE-1172A
GERARDO MARTINEZ GARCIA	WE-11358A	RANDY J. THOMPSON	WE-1043A
GLENN D. WHITLOCK REEVE	WE-10177A	REBECCA A. MEJIA	WE-2355A
GONZALO REGALADO	WE-9952A	RENE ROSALES	WE-7941AT
HECTOR MONTES	WE-8079A	RICHARD R. MAHONEY	WE-1171A
HERMINIO PADILLA	WE-7552A	ROBERT O. THOMPSON	WE-0915AU
HUGO ANGEL RINCON	WE-8710A	RODNEY LYNN MORGAN	WE-9546A
IGNACIO LOPEZ	WE-7329A	ROSE M. EPPERSON	WE-1045A
ISIDRO ESTRADA BARBOZA	WE-11685A	SEAN PATRICK SULLIVAN	WE-10050A
J. ALONSO GARCIA-LOPEZ	WE-8499A	SHAWN A. GUZIK	WE-3182A
JAIME ROGELIO HERNANDEZ	WE-5297A	STEFAN B. KALLENBERG	WE-10730A
JAMES CHARLES WORKING	WE-1592A	STEPHEN GLENN DAVIS JR	WE-10894A
JAMES PAUL SPECK II	WE-10858AT	STEVE B. HUNT	WE-1044A
JARED LEE MAYSEY	WE-11510A	TIMOTHY CROTHERS	WE-7655A
JASON PINEGAR	WE-2039AU	VICTOR M. GONZALEZ	WE-7175A
JASON ROSS DAVLIN	WE-7628A	WALLACE BURCH	WE-0713A
JEFFERY B. WILLIAMS	WE-1100A	WILLIAM STEVE PONCE	WE-6461A
JOSE INEZ MANGILLA	WE-10983T	JULIO C. GARCIA VAZQUEZ	WE-11175T
JOSE JUAN PEREZ	WE-11246T	KYLE JAMES VIGNEAU	WE-10962T
JOSE LUIS DELREAL	WE-11231T	LEONARDO RAMOS	WE-11264T
JOSE M. CORTEZ TORRES	WE-8539AUT	LEONEL CORTEZ	WE-8625AT
JOSE M. MUNIZ GARCIA	WE-11686T	LETUSA MUJAU JR	WE-11021T
JOSE M. CHAVARRIA MANZO	WE-11210T	LORENZO PEREZ	WE-7443AT
JOSE MANUEL PEREZ	WE-0818AT	LUIS A. MUNOZ RAMIREZ	WE-11023T
JOSE R. GRANADOS	WE-11186T	LUIS P. PEREZ	WE-11245T
JOSEPH ANTHONY NUNN	WE-11034T	MANUEL BARRAGAN	WE-10925T
JUAN BECERRA	WE-10932T	MANUEL BRIAND	WE-8791AT
JUAN MARQUEZ	WE-10987T	MARCO A. PADILLA JIMENEZ	WE-8621AT
JUAN ORTIZ	WE-8514AT	MARCO ANTONIO VERGARA	WE-11065T
JUAN TELLEZ TAPIA	WE-11337T	MARCOS RICHARD-MARTINEZ	WE-10989T
JUAN AMADOR ARCE	WE-11480T	MARCOS GAMINO	WE-11482T
JUAN C. PENNA-ARIAS	WE-11327T	MARTIN BARRERA	WE-10928T
JUAN CARLOS MORA	WE-11019T	MATED ARVIZU	WE-10918T

WCA's ISA Certified Tree Workers

Employee Name	Cert #	Employee Name	Cert #
ADAM RODRIGUEZ	WE-11281T	FELIX HERNANDEZ	WE-2037AT
ADAM BALTAZAR REYNAGA	WE-7786AT	FRANCISCO LOPEZ	WE-10952T
AGUSTIN LOZANO	WE-11306T	FRANCISCO RAMIREZ	WE-11259T
ALEJANDRO VALENZUELA	WE-11674T	FRANCISCO VILLANUEVA	WE-10965T
ALFREDO ANGEL LOPEZ	WE-11334T	FRANCISCO URENA JIMENEZ	WE-11075T
ANDRES ROMAN	WE-11285T	GABRIEL GAMINO	WE-11167T
ANTONIO CASTELLANOS	WE-11203T	GABRIEL MERCADO RUIZ	WE-11568T
ANTONIO GRADILLA	WE-11195T	GERARDO PEREZ	WE-9131AT
ANTONIO GARCIA CONTRERAS	WE-11173T	GERARDO A. ORDUNO	WE-11036T
ARIEL ALONSO	WE-10906T	GERARDO MARTINEZ GARCIA	WE-10997T
ARMANDO SOTO	WE-11131T	GLENN D. WHITLOCK REEVE	WE-10177ATM
ARMANDO D. LOPEZ	WE-10953T	GONZALO REGALADO	WE-9952AT
AUDOMAR CORRAL	WE-11220T	HECTOR MONTES	WE-8079AUT
AURELIO COVARRUBIAS	WE-11629T	HERIBERTO CORONEL WENCESLAD	WE-11218T
AURELIO PAZ-GUZMAN	WE-11084T	HUGO ANGEL RINCON	WE-8710AT
BRIAN C. KIRKEGAARD	WE-10476AT	HUMBERTO CHAVARRIA	WE-11207T
CARLOS IXTA	WE-11106T	ISAIAS MACIAS	WE-10979T
CARLOS RAMOS	WE-11263T	ISRAEL A. RAMIREZ	WE-11567T
CELEDONIO R. MANZANO OLEA	WE-10984T	J. REFUGIO ESCAMILLA	WE-11153T
CELESTINO PEREZ	WE-11243T	J. SOCORRO GARCIA	WE-11172T
CESAR WENCESLAD	WE-10968T	JAIME ROGELIO HERNANDEZ	WE-5297AT
CESAR G. VALENZUELA REYES	WE-11076T	JAMES CHARLES WORKING	WE-1592AT
CHARLES F.M. INSCO	WE-11368T	JEFFERY B. WILLIAMS	WE-1100AT
CURTIS PATRICK WORTH	WE-10972AT	JESUS RAYA	WE-3449AT
DANIEL CHAVARRIA	WE-10292AT	JESUS A. MONTES	WE-11014T
DANIEL RIVAS	WE-10850T	JESUS M. SARABIA PENA	WE-11450T
DANIEL GEORGE POTTS	WE-11534T	JOEL LOPEZ	WE-10871AT
DANIEL J. KNUTSEN JR	WE-11715T	JOEL MARTINEZ	WE-10992T
DANNY AVITA	WE-11638T	JOEL ORTIZ	WE-11039T
DELFINO AGUILAR-MORALES	WE-10900T	JOEL M. RIVERA	WE-11273T
DEMETRIO LIRA	WE-11323T	JOHN LEE PINEDA	WE-10367AT
DEMETRIO DSEGUEIRA	WE-11043T	JORGE ARREDOLA-HERNANDEZ	WE-11321T
EDIBERTO SERNA SALAZAR	WE-11051T	JORGE DUENAS	WE-1144T
EDUARDO AVILA	WE-10812T	JORGE JIMENEZ	WE-1110T
EDUARDO MARTINEZ BECERRA	WE-10991T	JOSAFAT MONTOYA	WE-11015T
EDUARDO VARGAS	WE-11058T	JOSE AGUAYO	WE-10899T
ELIGIO IBARRA CARDOSO	WE-11197T	JOSE JIMENEZ	WE-11108T
ELOY MARQUEZ	WE-11566T	JOSE JIMENEZ HERNANDEZ	WE-1113T
ENRIQUE SANDOVAL	WE-11302T	JOSE VEGA	WE-11062T
ERNESTO GONSALEZ	WE-11461T	JOSE A. ALVAREZ	WE-10908T
EUGENE BARRIENTOS	WE-8701AUT	JOSE A. GONZALEZ MENDEZ	WE-6475AT
FAUSTO GUZMAN	WE-11083T	JOSE ABEL CANCINO	WE-11192T
FELIX GARCIA	WE-11170T	JOSE AGUSTIN CARRILLO	WE-11200T
MELCHOR LEMUS	WE-11237T	JOSE F. ORELLANA	WE-11483T
MICHAEL LOUIS YOUNG	WE-11687T	ROBERT JAY ADDISON JR	WE-10898T
MIGUEL AYALA	WE-10924T	RODNEY LYNN MORGAN	WE-9546AUT
MIGUEL MACIAS	WE-10978T	ROMUALDO GAETA LUNA	WE-11165T
NELSON R. AGUIRRE	WE-10901T	SALOMON SILVA	WE-11053T
OSCAR IGNACIO RIVERA	WE-11424T	SALUSTIO SANCHEZ	WE-11462T
PEDRO CUEVAS	WE-11765T	SAMUEL JIMENEZ	WE-11109T
PEDRO GARCIA	WE-11168T	SANTOS MACIAS LEMUS	WE-10980T
PEDRO SANDOVAL	WE-11301T	SERGIO LOPEZ-RIVERA	WE-10957T
PEDRO ALTAMIRANO	WE-11095T	STEFAN B. KALLENBERG	WE-10730AT
RAMON ZUNIGA GOMEZ	WE-10977T	STEPHEN GLENN DAVIS	WE-10894AT
RANULFO PERALTA CASTANEDA	WE-11202T	STEVE B. HUNT	WE-1044A
RAUL MANZO HERNANDEZ	WE-10985T	VENTURA GOMEZ	WE-11180T
RAUL TELLEZ TAPIA	WE-11138T	WALLACE BURCH	WE-0713AT
RAYMUNDO GUTIERREZ	WE-11080T		
RENE ROSALES	WE-7941AT		

SPECIALIZED SAFETY TRAINING

Our ISA Certified Tree Workers go through specialized testing that proves they are competent to work in trees in a safe manner that protects themselves as well as the general public. We also qualify our employees to operate in a safe and efficient manner that meets and exceeds the industry standards, these programs are WCA Qualified Level 1 Tree Trimmer, WCA Qualified Level 2 Tree Trimmer, WCA Qualified Level 3 Tree Trimmer, WCA Qualified Big Boom Operator, WCA Qualified Loader Operator, WCA Qualified Roll-Off Driver. We also qualify all drivers that operate our vehicles by conducting 2 driving test and entering them into the California DMV pull program that monitors their driving record to ensure safe driving operators.

SAFETY TRAINING PROGRAMS

Jobsite Briefing - Conducted each work day.

Weekly Tailgate - Meetings held for each crew.

On the Job Training - New employees are assigned a "buddy" with experience to assist them.

Video Training - Programs included are Professional Tree Care, Electrical Hazards, Aerial Rescue, Chipper Safety, Chain Saw Safety and Pruning Technique. Video presentations in cooperation with Tree Care Industry Association (TCIA).

Safety Crew Lunch - This program rewards employees company-wide quarterly.

Safety Team - A 10 person committee that reviews and discusses safety procedures, problems and incentives.

Injury & Illness Prevention - Integral program to WCA's overall safety program.

Leadership Training - Continued training and study utilizing the Crew Leader Home Study Program, available through the Tree Care Industry Association (TCIA).

Certification Training - Continued study sessions are held in preparation for the International Society of Arboriculture Certification Programs.



EMPLOYEE SAFETY IMPROVEMENT ACTION

Issued To: _____

Issued By: _____

DEVIATIONS FROM COMPANY POLICY (only when appropriate)

Personal Protective Equipment:	Work Practices:
Hard Hat	Improper
Hearing Protection	Improper
Eye/Face Protection	Improper
Leg Protection	Improper
Work Clothing	Improper
Footwear	Improper
Climbing Saddle	Improper
Ropes	Worked On
Lanyard/Snaps/Etc.	Unapproved
Other	Other
Other	Other

Equipment:

Truck - Driving	
Seatbelt Not Fastened	
Equipment Abuse - explain below	
Key Left In Ignition	
Wheels Not Chocked	
Misuse of Hand Tools	
Misuse of Power Tools	
Improper Tools Used Near Electrical Conductors	
Other	
Other	

Has the employee previously been trained in this aspect of company policy?

If Yes, how were they trained? (verbal/video/OJT, etc.) _____

Corrective Action for Employee: _____

Date of Compliance: _____ Acknowledged By: _____

Company Disciplinary Action Taken: _____

Comments: _____

Distribution: _____ Employee _____ Manager _____ Foreman _____



SAFETY RULES AND SAFE WORK PRACTICES

GENERAL SAFETY RULES

It is the duty of each worker to obey all Company Safety Rules and to use all required safety equipment. Listed below are the minimum safety rules that each worker must follow:

- Report all injuries to management immediately, no matter how minor.
- Learn the hazards of your job by discussing them in detail with your Supervisor.
- When job conditions change, so do hazards; therefore, each worker should learn to anticipate new hazards and plan their avoidance.
- Report all new hazards to the attention of your Foreman or Supervisor.
- Develop a daily routine of checking your job area, equipment and machinery for any potential hazards or deficiencies.
- Check equipment daily and report all defective tools and equipment, machinery and/or dangerous work conditions to the Foreman.
- Wear all personal protective devices, i.e., glasses, belts, shoes and proper clothing, as required by your position or the job task.
- Avoid the use of equipment and machinery that are defective.
- Become familiar with the performance limitations of your tools and/or machines.
- A clean and orderly workplace is a safe place.
- Provide suggestions concerning safety to your Supervisor or Manager.
- Keep all emergency equipment such as fire extinguishers and exit doors clear of obstacles.
- Know the location of fire and safety exits.

PERSONAL SAFETY

- Each employee is expected to be responsible for his/her safety and at the same time to exercise care to avoid injury to his fellow workers and others.
- Be prepared to perform your job. Do not come to work fatigued or hung over.
- Drug testing will be provided for any employee who appears to be under the influence of drugs and/or alcohol.
- Do not speed while driving. Always walk, do not run in work areas.
- Horseplay, practical jokes or sports activities are forbidden at all times.
- Lift correctly and safely, with your legs, not your back. Ask for help whenever in doubt.
- Observe all warning, caution and danger signs as well as safety and health notices.
- No loose clothing or dangling jewelry (i.e. earrings, chains, necklaces, bracelets, etc.) can be worn while working in production areas.
- Smoking is restricted to designated areas only.
- Learn the location of first aid kits and fire suppression equipment in your work area.

EQUIPMENT AND MACHINERY SAFETY

- Do not attempt to clear jams while machines are in operation. **MACHINES MUST BE TURNED OFF.**
- Guards must be in place on every machine while in operation. No safety devices may be bypassed or disengaged.
- Any equipment that appears to have been damaged or defective should not be used until a Mechanic or Supervisor has had an opportunity to examine it.
- Unauthorized use of equipment is prohibited.
- Do not handle or tamper with any equipment or machinery that is not within the scope of your duties or job.
- Never operate, repair or adjust equipment until you have been trained on the safe operating or maintenance procedures. Ask for help from your Supervisor.
- Do not put your hands or any part of your body into moving equipment at any time.
- No one other than the driver is allowed to ride on a fork/lift or loader. This means NO PASSENGERS!
- Employees will not stand or jump over machinery or conveyor belts.
- Nothing is to be placed within three (3) feet of the electrical panel/s and transformers.
- Equipment shall only be used for its specified purpose.
- Use a ladder when required. Do not climb machinery.
- Electrical power extension cords must be grounded and in good condition.

Pictured left: Sample Safety Improvement Action Plan Form & Safety Rules and Safe Work Practices review sheet.

CITY OF MAYWOOD

RFP: TREE MAINTENANCE & EMERGENCY RESPONSE SERVICES

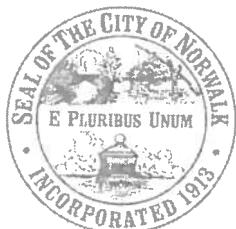
SECTION 3: REFERENCES

West Coast Arborists understands the challenge that many cities face to reduce the cost of tree maintenance services, while increasing the level of performance. Utilizing our services as a valuable, cost-effective resource, cities are able to provide better services to their community. These contracts cover a range of services from providing emergency response to maintaining the Agency's entire urban forest.

3

REFERENCES/ WORK EXPERIENCE

CITY OF NORWALK- SINCE 1997



WCA performs various tree maintenance services for the City. The City is currently on a 3 year maintenance cycle which includes major arterials, residential areas, parks, and facilities. WCA maintains all tree maintenance records in ArborAccess.

ANNUAL BUDGET: \$260,000

CONTACT: Gary DiCorpo, Director of Public Services

ADDRESS: 12700 Norwalk Blvd., Norwalk, CA 90650

PHONE: (562) 929-5527

EMAIL: dicorpo@ci.norwalk.ca.us

CITY OF WHITTIER- SINCE 2005



WCA performs various tree maintenance services for the City and maintains the work records for 22,623 city-owned tree sites including parkway, parks, facilities. The City of Whittier is currently on a 5 year grid trim maintenance cycle. Emergency response is also provided.

ANNUAL BUDGET: \$350,000

CONTACT: Mike Montoya, Park Supervisor

ADDRESS: 13230 Penn St., Whittier, CA 90602

PHONE: (562) 464-3375

EMAIL: mmontoya@whittierch.org

COUNTY OF LOS ANGELES - SINCE 2010



WCA trims nearly 25,000 trees of the county's 500,000 tree population annually. We also perform tree removals and tree planting on an as-needed basis. Part of our work requirements include palm tree inspection and bird nesting inspections as work is performed.

ANNUAL BUDGET: \$4,300,000

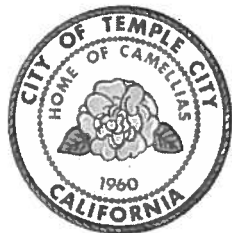
CONTACT: Nathan Birdwell, Tree Superintendent

ADDRESS: 38126 N. Sierra Highway, Palmdale, CA 93550

PHONE: (661) 974-7173 x. 257

EMAIL: nbirdwell@dpw.lacounty.gov

CITY OF TEMPLE CITY - SINCE 2002



WCA performs tree maintenance in several areas including blocks, medians, trails, facilities and parks. The ficus trees are on an annual maintenance cycle. WCA assisted the City in developing a Master Plan for the urban forest. In 2012 the GPS inventory was updated to reflect the circumstantial changes effected by the storm damage in 2011.

ANNUAL BUDGET: \$260,000

CONTACT: Cathy Burroughs, Director of Parks & Rec.

ADDRESS: 9701 Las Tunas, Temple City, CA 91780

PHONE: (626) 285-2171

EMAIL: cburroughs@templecity.us

ALHAMBRA PARKS & GOLF COURSE - SINCE 2006



Tree pruning and removals are provided for the golf course on an as-needed basis. Work history is recorded in our online tree inventory and management system, ArborAccess.

ANNUAL BUDGET: \$55,000

CONTACT: Joel Gomez

ADDRESS: 111 S. First St., Alhambra, CA 91801

PHONE: (626) 625-8309

EMAIL: jsgomez@cityofalhambra.org

EXPERIENCE- CURRENT CALIFORNIA CITIES/COUNTIES UNDER CONTRACT WITH WCA

CITY OF AGOURA HILLS
CITY OF ALAMEDA
CITY OF ALHAMBRA
CITY OF ANAHEIM
CITY OF ARTESIA
CITY OF AZUSA
CITY OF BALDWIN PARK
CITY OF BELL
CITY OF BELLFLOWER
CITY OF BEVERLY HILLS
CITY OF BREA
CITY OF BRENTWOOD
CITY OF BUENA PARK
CITY OF BURBANK
CITY OF CAMARILLO
CITY OF CARLSBAD
CITY OF CARMEL-BY-THE-SEA
CITY OF CARPINTERIA
CITY OF CARSON
CITY OF CERRITOS
CITY OF CHINO HILLS
CITY OF CHOWCHILLA
CITY OF CHULA VISTA
CITY OF CITRUS HEIGHTS
CITY OF CLAREMONT
CITY OF COACHELLA
CITY OF CONCORD
CITY OF CORONA
CITY OF CORDONADO
CITY OF COSTA MESA
CITY OF COVINA
CITY OF CULVER CITY
CITY OF DANA POINT
CITY OF DAVIS
CITY OF DEL MAR
CITY OF DIAMOND BAR
CITY OF DUARTE
CITY OF EL CAJON
CITY OF EL CERRITO
CITY OF ENCINITAS
CITY OF FILLMORE
CITY OF FONTANA
CITY OF FRESNO
CITY OF FULLERTON
CITY OF GARDEN GROVE
CITY OF GARDENA
CITY OF GILROY
CITY OF GLENDALE
CITY OF GLENDORA
CITY OF HUNTINGTON BEACH
CITY OF IMPERIAL BEACH

CITY OF INDIO
CITY OF IRVINDALE
CITY OF LA CANADA FLINTRIDGE
CITY OF LA HABRA
CITY OF LA MESA
CITY OF LA MIRADA
CITY OF LA PALMA
CITY OF LA PUENTE
CITY OF LA VERNE
CITY OF LAGUNA BEACH
CITY OF LAGUNA HILLS
CITY OF LAGUNA NIGUEL
CITY OF LAKE ELSINORE
CITY OF LAKEWOOD
CITY OF LODI
CITY OF LOMITA
CITY OF LOMPOC
CITY OF LONG BEACH
CITY OF LOS ALAMITOS
CITY OF LOS ALTOS
CITY OF LOS ANGELES
CITY OF MADERA
CITY OF MANHATTAN BEACH
CITY OF MAYWOOD
CITY OF MENLO PARK
CITY OF MILPITAS
CITY OF MISSION VIEJO
CITY OF MONROVIA
CITY OF MONTECLAIR
CITY OF MONTEBELLO
CITY OF MONTEREY
CITY OF MONTEREY PARK
CITY OF MOORPARK
CITY OF MORENO VALLEY
CITY OF MORBAN HILL
CITY OF MOUNTAIN VIEW
CITY OF MURRIETA
CITY OF NEWARK
CITY OF NORCO
CITY OF NORWALK
CITY OF OAKLEY
CITY OF OCEANSIDE
CITY OF ONTARIO
CITY OF ORANGE
CITY OF OXNARD
CITY OF PALO ALTO
CITY OF PARAMOUNT
CITY OF PERRIS
CITY OF PLACENTIA
CITY OF PLEASANTON
CITY OF POMONA
CITY OF PORTERVILLE
CITY OF POWAY
CITY OF RANCHO PALOS VERDES

CITY OF REDLANDS
CITY OF RIALTO
CITY OF RIVERSIDE
CITY OF ROSEMEAD
CITY OF ROSEVILLE
CITY OF SACRAMENTO
CITY OF SAN BERNARDINO
CITY OF SAN DIEGO
CITY OF SAN DIMAS
CITY OF SAN FERNANDO
CITY OF SAN GABRIEL
CITY OF SAN JACINTO
CITY OF SAN JOSE
CITY OF SAN JUAN CAPISTRANO
CITY OF SAN MARCOS
CITY OF SAN RAMON
CITY OF SANTA ANA
CITY OF SANTA BARBARA
CITY OF SANTA CLARA
CITY OF SANTA FE SPRINGS
CITY OF SANTA MARIA
CITY OF SANTA MONICA
CITY OF SANTA PAULA
CITY OF SANTEE
CITY OF SIERRA MADRE
CITY OF SIGNAL HILL
CITY OF SOLANA BEACH
CITY OF SOUTH PASADENA
CITY OF SOUTH SAN FRANCISCO
CITY OF STOCKTON
CITY OF SUNNYVALE
CITY OF TEMECULA
CITY OF TEMPLE CITY
CITY OF THOUSAND OAKS
CITY OF TORRANCE
CITY OF TRACY

CITY OF TULARE
CITY OF TUSTIN
CITY OF UNION CITY
CITY OF UPLAND
CITY OF VENTURA
CITY OF VICTORVILLE
CITY OF VISALIA
CITY OF VISTA
CITY OF WALNUT
CITY OF WEST COVINA
CITY OF WEST HOLLYWOOD
CITY OF WEST SACRAMENTO
CITY OF WHITTIER
CITY OF WOODLAND
CITY OF YORBA LINDA
COUNTY OF ALAMEDA
COUNTY OF COLUSA
COUNTY OF CONTRA COSTA
COUNTY OF FRESNO
COUNTY OF LOS ANGELES
COUNTY OF MONTEREY
COUNTY OF ORANGE
COUNTY OF RIVERSIDE
COUNTY OF SAN BERNARDINO
COUNTY OF SAN DIEGO
COUNTY OF SAN JOAQUIN
COUNTY OF TULARE
COUNTY OF YOLO
TOWN OF ATHERTON
TOWN OF LOS GATOS



FIRM EXPERIENCE

Listed below are current contracts (in alphabetical order) valued over \$1,000,000 annually.

CUSTOMER	DURATION	ANNUAL CONTRACT AMOUNT
City of Anaheim/Anaheim Utilities	Since 2007	\$ 1,750,000.00
City of Beverly Hills	Since 2000	\$ 1,375,000.00
City of Corona	Since 2010	\$ 1,300,000.00
City of Fullerton	Since 1998	\$ 1,000,000.00
City of Glendale	Since 2015	\$ 1,056,000.00
City of Huntington Beach	Since 2008	\$ 1,000,000.00
City of Long Beach	Since 2016	\$ 1,200,000.00
City of Palo Alto	Since 2016	\$ 1,400,000.00
City of Sacramento	Since 2015	\$ 1,000,000.00
City of San Diego	Since 2015	\$ 2,000,000.00
City of Santa Ana	Since 2015	\$ 1,082,000.00
City of Santa Monica	Since 2011	\$ 1,723,000.00
County of LA	Since 2015	\$ 4,300,000.00
County of Orange	Since 2013	\$ 1,800,000.00
Riverside Public Utilities	Since 2016	\$ 2,000,000.00

EXPERIENCE (SIZE & SCOPE)

The references listed above are all current contracts displaying WCA's capabilities to provide the necessary manpower, experience, and equipment to manage prestigious Cities and Counties that require a heightened level of attention, expectation and need in comparison to other types of customers (i.e., HOA's, commercial and residential).

WCA, Inc. specializes in tree care for municipalities and public agencies. WCA, Inc. does not provide residential service or sub-contract.

CITY OF MAYWOOD

RFP: TREE MAINTENANCE & EMERGENCY RESPONSE SERVICES

SECTION 4: INSURANCE

Certificate of Insurance

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON YOU THE CERTIFICATE HOLDER. THIS CERTIFICATE IS NOT AN INSURANCE POLICY AND DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW. POLICY LIMITS ARE NO LESS THAN THOSE LISTED. ALTHOUGH POLICIES MAY INCLUDE ADDITIONAL SUBLIMITS/LIMITS NOT LISTED BELOW.

This is to Certify that

WEST COAST ARBORISTS, INC
2200 EAST VIA BURTON
ANAHEIM CA 92806

NAME AND
ADDRESS
OF INSURED



Liberty Mutual.
INSURANCE

is, at the issue date of this certificate, insured by the Company under the policy(ies) listed below. The insurance afforded by the listed policy(ies) is subject to all their terms, exclusions and Conditions and is not altered by any requirement, term or condition of any contract or other document with respect to which this certificate may be issued.

TYPE OF POLICY	EXP DATE	POLICY NUMBER	LIMIT OF LIABILITY	
	☐ CONTINUOUS ☐ EXTENDED ☒ POLICY TERM			
WORKERS COMPENSATION Statutory Limits	7/1/2019	WA7-66D-039499-078	COVERAGE AFFORDED UNDER WC LAW OF THE FOLLOWING STATES: All States Except: ND, OH, WA, WY	EMPLOYERS LIABILITY Bodily Injury by Accident \$1,000,000 Each Accident Bodily Injury By Disease \$1,000,000 Policy Limit Bodily Injury By Disease \$1,000,000 Each Person
COMMERCIAL GENERAL LIABILITY ☒ OCCURRENCE ☐ CLAIMS MADE	7/1/2019	TB2-661-039499-018	General Aggregate \$2,000,000 Products / Completed Operations Aggregate \$2,000,000 Each Occurrence \$1,000,000 Personal & Advertising Injury \$1,000,000 Per Person / Organization Other Damage to premises rented to you \$300,000 Other Medical Expense \$5,000	
AUTOMOBILE LIABILITY ☒ OWNED ☒ NON-OWNED ☒ HIRED	7/1/2019	AS7-661-039499-038		Each Accident—Single Limit \$2,000,000 B.I. And P.D. Combined Each Person Each Accident or Occurrence Each Accident or Occurrence
OTHER Umbrella Excess Liability	7/1/2018 - 7/1/2019	TH7-661-039499-048	\$5,000,000 Per Occurrence/Aggregate	
ADDITIONAL COMMENTS				

* If the certificate expiration date is continuous or extended term, you will be notified if coverage is terminated or reduced before the certificate expiration date.

NOTICE OF CANCELLATION: (NOT APPLICABLE UNLESS A NUMBER OF DAYS IS ENTERED BELOW.) BEFORE THE STATED EXPIRATION DATE THE COMPANY WILL NOT CANCEL OR REDUCE THE INSURANCE AFFORDED UNDER THE ABOVE POLICIES UNTIL AT LEAST 30 DAYS NOTICE OF SUCH CANCELLATION HAS BEEN MAILED TO:

Liberty Mutual
Insurance Group

Certificate
Holder

Evidence Only
2200 E Via Burton
Anaheim CA 92806

Elaine Ulan

Elaine Ulan

Los Angeles / 0603 AUTHORIZED REPRESENTATIVE
818 W 7th Street, Suite 850 0564408
Los Angeles CA 90017 213-443-0782 6/12/2018
OFFICE PHONE DATE ISSUED

This certificate is executed by LIBERTY MUTUAL INSURANCE GROUP as respects such insurance as is afforded by those Companies NM 772 07-10

CITY OF MAYWOOD

RFP: TREE MAINTENANCE & EMERGENCY RESPONSE SERVICES

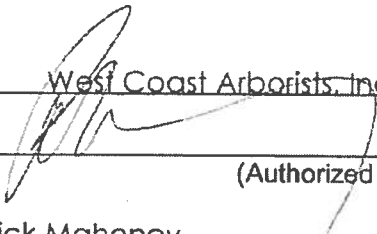
SECTION 5: CERTIFICATION OF PROPOSAL

Certification of Proposal

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal.

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or any work connected with this proposal. Should any agreement be approved in connection with this Request for Proposal, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFP.
3. Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
5. The proposal response includes all of the commentary, figures and data required by the Request for Proposal
6. The proposal shall be valid for 90 days from the date of submittal.

Name of Proposer: West Coast Arborists, Inc.

By: 
(Authorized Signature)

Type Name: Patrick Mahoney

Title: President

Date: 5/28/19

Schedule of Compensation

Item	Description	Unit	Unit Price \$
<u>BASIC SERVICES: Basic Tree Trimming/Maintenance Services</u>			
1	Grid Trimming - Scheduled Tree Trimming by Grid; includes removing hazardous limbs and crown raising for sign clearance, street light illumination and utility vehicles.	EA	\$ 64.00
2	Computer Database – Tree inventory, use of software & training	LS	No Cost
<u>ADDITIONAL SERVICES – Unscheduled Tree Trimming/Maintenance Services</u>			
3	Clearance Tree Trimming: includes removing hazardous limbs and crown raising for sign clearance, street light illumination, and utility vehicles.	EA	\$ 64.00
4*	Aesthetic Tree Trimming: includes crown raising, removing all dead or dying limbs thinning, and shaping.	EA	\$ 240.00
5	Crown reduction/restoration (i.e. Ficus Pines & Elms etc.)	EA	\$290.00
6	Palm Tree Trimming	EA	\$64.00
7	Coco palm, any size	EA	\$64.00
8	Washingtonia palm, any size	EA	\$64.00
9	Canary Island Date palm, any size	EA	\$164.00
10	Palm Tree Skinning	Linear Foot	\$10.00
11	Tree & Stump Removal	INCH DBH	\$40.00
12	Tree Only Removal	INCH DBA	\$29.00
13	Stump Removal Only	INCH DIA	\$11.00
14	Root Prune	LF	\$18.00
15	15 gallon tree	EA	\$185.00
16	24 inch box tree	EA	\$315.00
17	36 inch box tree	EA	\$790.00
18	Tree Watering	Day	\$675.00
19	Specialty Equipment Rental with operator (i.e. Crane)	Hour	\$140.00
20	Written Arborist Reports	Tree Site	\$225.00
<u>EMERGENCY SERVICES</u>			
21	3-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$270.00
22	2-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$180.00
23	1-person crew rental - During Work Hours (7:00 AM to 7:00 PM) General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$90.00
24	Outside Work Hours (7:00PM to 7:00 AM) – General Tree Trimming/Removal on Streets, or Parks. Includes all species heights dbh, etc.	Hour	\$120.00

*Composite rate based on an average species sizes

ADDENDUM No. 1
for
TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES
MAY 21, 2019

TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES ANSWERS TO QUESTIONS

1) Who is the current contractor and can we see their contract pricing?

WEST COAST ARBORISTS. CONTRACT PRICING BELOW... (UNIT PRICE PER CONTRACT FOR LATE 2013)

GRID TRIMMING - \$33/TREE

REGULAR CALLOUT DURING BUSINESS HOURS – \$50/MAN HOUR

EMERGENCY RESPONSE - \$79/MAN HOUR

2) What is the expected annual budget for this work? If no budget is had, what was the expenditures during FY 2018, FY2017?

AT THIS TIME THERE IS NO OFFICIAL ADOPTED BUDGET FOR THE TREES TO BE TRIMMED IN FISCAL YEAR 2019/20. THE CITY DOES PLAN TO TRIM AT LEAST HALF OF ALL CITY TREES IN FISCAL YEAR 19/20.

3) Along the lines of above, please provide an approximate breakdown of work per listed line item pricing - (IE - what percentage of expenditures is in "grid pruning", what % is in removals and so on per each line item requested)

ESTIMATED WORK IS APPROXIMATELY 80% GRID TRIMMING AND 20% EMERGENCY SERVICES IN ANY GIVEN YEAR.

4) Does the City have a current GPS/GIS inventory?

YES

5) If the answer to number 4 is yes, can we see it? If not, will the winning contractor gain access in the form of a shapefile of the data?

THE SHAPEFILE WILL BE SHARED WITH THE WINING BID/CONTRACTOR.

6) If we cannot see the current inventory or you don't have one, can you approximate the number of trees within the City overall and how many get pruned each year?

SEE BELOW TABLE

	Botanical	Common	Total	Pct.	Estimated Value
	<i>Syagrus romanzoffianum</i>	QUEEN PALM	207	11.17%	\$616,540.00
	<i>Geijera parviflora</i>	AUSTRALIAN WILLOW	172	9.28%	\$244,920.00
	<i>Afrocarpus gracilior</i>	FERN PINE	116	6.26%	\$187,120.00
	<i>Cupaniopsis anacardioides</i>	CARROTWOOD	88	4.75%	\$274,920.00
	<i>Brachychiton populneus</i>	BOTTLE TREE	82	4.43%	\$420,480.00
	<i>Ulmus parvifolia</i>	CHINESE ELM	81	4.37%	\$434,460.00
	<i>Lagerstroemia indica</i>	CRAPE MYRTLE	77	4.16%	\$103,540.00
	<i>Jacaranda mimosifolia</i>	JACARANDA	68	3.67%	\$240,810.00
	<i>Ficus benjamina</i>	WEeping FIG	64	3.45%	\$134,230.00
	<i>Koelreuteria bipinnata</i>	CHINESE FLAME TREE	61	3.29%	\$96,110.00
	Other	OTHER	837	45.17%	\$2,423,320.00
	Total Trees		1,853	100%	\$5,176,450.00

7) In the specs, it says that a Certified Arborist is expected to perform routine/periodic inspections of trees for 8 hours a week. Is this required for the duration of the year, or only when the contractor is working within the City? Also is the Certified Arborist required to be checking trees away from where crews are working, or in the same general grid they are working. Further information on this item would be helpful, as 8 hours a week for inspections is quite an investment (especially if it's required year round)

A SPECIFIC AMOUNT OF INSPECTION HOURS PER WEEK WILL NOT BE REQUIRED. INSPECTIONS AND ARBORIST REPORTS WILL BE REQUESTED BY CITY STAFF ON AN "AS NEEDED" BASIS. TREE CONDITIONS ARE TO BE REPORTED TO CITY STAFF WHEN CONTRACTOR CONDUCTS THEIR INITIAL TREE INVENTORY UPDATE AT THE START OF GRID TRIMMING WORK. ARBORIST IS TO UPDATE TREE INVENTORY IN THE AREA WHERE GRID WORK IS BEING CONDUCTED.

8) Since the initial contract is 3 years and wages go up each July 1st, are annual increases available or are prices expected to remain the same for the initial 3 years?

PRICING SHOULD REMAIN STATIC FOR THE INITIAL 3 YEARS OF THE CONTRACT, INCREASES CAN BE PROPOSED FOR ANY POSSIBLE CONTRACT EXTENSIONS THEREAFTER.

9) Palm pruning specifications, call for "palm skinning" on Washingtonia palms as needed. A total number of palms within the City that are in need of skinning would be helpful in pricing this item? This can be an extremely costly service if not already done on the trees - can we get the palm tree total numbers and their locations?

207 QUEEN PALMS ARE CURRENTLY IN OUR INVENTORY. LOCATIONS ARE NOT READILY AVAILABLE AT THIS MOMENT.

10) Are parks included in the grids?

PARKS ARE CONSIDERED A SEPARATE DISTRICT. THE CITY GRID IS BROKEN DOWN AS SHOWN BELOW.

1. DISTRICT 1 - 444 TREES

4. DISTRICT 4 - 59 TREES

2. DISTRICT 2 - 500 TREES

5. DISTRICT 5 - 201 TREES

3. DISTRICT 3 - 331 TREES

6. PARKS DISTRICT - 323 TREES

11) What was the most recent grid pruned?

PARKS DISTRICT WAS THE MOST RECENT AREA PRUNED.

12) Could we please see previous contract prices?

YES. SEE ANSWER TO QUESTION 1 ABOVE.

13) Does the City plan on ordering Grid Pruning or Pruning by Species?

BY GRID/DISTRICT.

14) Is the Contractor required to collect a new inventory as part of this contract?

YES

15) Will the City require a mobile application for the urban forest management platform?

NO MOBILE APP REQUIRED, BUT A SOFTWARE-INTERNET BASED INVENTORY IS REQUIRED.

16) Will traffic control plans be required? If so, how will this be charged?

PLANS WILL NOT BE REQUIRED BUT CONTRACTOR IS EXPECTED TO FOLLOW ALL ATSSA AND MUTCD TRAFFIC CONTROL PROCEDURES TO ENSURE PUBLIC SAFETY.

17) How will the skinning of palm trees be charged?

BY LINEAR FOOT. PLEASE SEE PAGE 18 OF RFP.

18) For tree removals and tree planting, will the City mark the sites for Underground Service Alert?

CONTRACTOR IS TO CALL DIGALERT/UNDERGROUND SERVICE ALERT.

19) What size trees are typically planted in the City?

MOST RECENTLY, 20 TO 30 FOOT TREES THAT ARE NON-ROOT INVASIVE SUCH AS TIPUANAS AND YELLOW TRUMPETS FOR CITY PARKWAYS AND PARKS.

20) Will there be a site provided for parking of vehicles & equipment and/or staging of materials?

YES, LOCATION TO BE DETERMINED.

21) Will there be a need for pesticide treatment of trees?

YES, ADDITIONAL SERVICES AND PRICING CAN BE ADDED TO PAGE 18, SCHEDULE OF COMPENSATION.

22) Will Park trees be included in this contract?

YES, PARK TREES WILL BE INCLUDED IN THIS CONTRACT.

23) Will the City require an ISA Certified Treeworker or Arborist on-site at all times while work is being performed?

NO

24) Will the City require copies of certified payroll records?

YES, THE CITY WILL REQUIRE FOR CONTRACTOR TO KEEP COPIES OF CERTIFIED PAYROLL RECORDS AND MAY ASK FOR THESE RECORDS AT ANY TIME.

25) Are any bonds required for this contract?

NOT AT THIS TIME.

26) Please clarify the traffic clearances. In Section 8 - Pruning for Traffic Clearances, requires a clearance over right-of-

way to be 14 feet and 9 feet over the curb. However, in Section 10 - Service Request Tree Pruning, the requirements are 15 feet over the roadway and 7 feet over walkways.

15 FEET OVER ROADWAY, 9 FEET OVER CURB, AND 7 FEET OVER WALKWAYS/SIDEWALKS.

Acknowledged By: _____

Patrick Mahoney, President

Attachment No.6

Proposal Evaluation: TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES

Evaluator: Rater 1

Date: 06/14/2019

Criteria	Mariposa Landscapes, Inc. Points (1-10)	North Star Land Care Points (1-10)	Trimming Land Co., Inc. (TLC) Points (1-10)	West Coast Arborists, Inc. (WCA) Points (1-10)	Comments
30% - Cost	7 2.1	8 2.4	5 1.5	9 2.7	
15% - Responsiveness to RFP	9 1.35	7 1.05	5 0.75	10 1.5	
20% - Qualifications and Experience	8 1.6	8 1.6	7 1.4	10 2	
10% - References and Previous Performance	5 0.5	8 0.8	5 0.5	10 1	Mariposa Landscape: did not include previous performance.
25% - Ability to Provide Services	7 1.75	9 2.25	4 1	9 2.25	
Total	7.3	8.1	5.15	9.45	

*** Please insert your score in the yellow fields. Your score will be automatically calculated and result the TOTAL score.

Proposal Evaluation: TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES

Evaluator: Rater 2 Date: 6/12/19

Criteria	Mariposa Landscapes, Inc. Points (1-10)	North Star Land Care Points (1-10)	Trimming Land Co., Inc. (TLC) Points (1-10)	West Coast Arborists, Inc. (WCA) Points (1-10)	Comments
30% - Cost	6 1.8	8 2.4	4 1.2	9 2.7	
15% - Responsiveness to RFP	8 1.2	7 1.05	7 1.05	10 1.5	
20% - Qualifications and Experience	8 1.6	7 1.4	7 1.4	9 1.8	
10% - References and Previous Performance	8 0.8	6 0.6	6 0.6	10 1	
25% - Ability to Provide Services	7 1.75	4 1	5 1.25	9 2.25	
Total	7.15	6.45	5.5	9.25	

*** Please insert your score in the yellow fields. Your score will be automatically calculated and result the TOTAL score.

Proposal Evaluation: TREE MAINTENANCE AND EMERGENCY RESPONSE SERVICES

Evaluator: _____ Rater 3

Date: 6/11/2019

Criteria	Mariposa Landscapes, Inc. Points (1-10)	North Star Land Care Points (1-10)	Trimming Land Co., Inc. (TLC) Points (1-10)	West Coast Arborists, Inc. (WCA) Points (1-10)	Comments
30% - Cost	8 2.4	6 1.8	4 1.2	10 3	TLC: Incomplete proposal, lack of attention to detail as some numbers appear to be backwards (lack of attention to detail in the proposal).
15% - Responsiveness to RFP	9 1.35	7 1.05	7 1.05	10 1.5	-North Star: did not provide an inventory list of equipment/technology, therefore unable to fully determine their ability to provide service.
20% - Qualifications and Experience	8 1.6	8 1.6	7 1.4	9 1.8	-All four companies have experience working with small and large municipalities. However, some companies detailed their qualifications thoroughly
10% - References and Previous Performance	9 0.9	8 0.8	8 0.8	10 1	-All four companies provided strong references from municipalities of same size as our City. Some companies provided more detailed information than others. F20
25% - Ability to Provide Services	7 1.75	8 2	2 0.5	9 2.25	- WCA: Offers phone app to submit tree requests. The app was tested and confirmed to be working. They listed the number of employees (950) and their lack of equipment.
Total	8	7.25	4.95	9.55	

*** Please insert your score in the yellow fields. Your score will be automatically calculated and result the TOTAL score.



Discussion

AGENDA 16
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

RE: DISCUSSION OF COMMERCIAL CANNABIS REGULATIONS AND PROPOSED REVISIONS TO THE MUNICIPAL CODE TO PROHIBIT THE COMMERCIAL CULTIVATION, DISPENSING, MANUFACTURE, DISTRIBUTION AND TESTING OF CANNABIS, EXCEPT FOR LEGAL NONCONFORMING USES, CITYWIDE

RECOMMENDATION

Staff recommends that the City Council discuss and provide direction to staff regarding potential commercial cannabis regulations.

FISCAL IMPACT

There is no fiscal impact.

LEGAL REVIEW

The City Attorney reviewed this report.

BACKGROUND

On December 28, 2016, the Maywood City Council approved Ordinance No. 16-03, allowing commercial cannabis businesses in the Commercial ("C"),

Commercial Manufacturing ("CM") and Manufacturing ("M") zones, subject to approval of a license and Planning Commission approval of a Conditional Use Permit. The following commercial cannabis activities were allowed:

- (1) Cultivation;
- (2) Distribution;
- (3) Dispensary; and
- (4) Product manufacturing/Processing.

Cannabis regulations were subsequently revised in 2017 and 2018. To date, a total of twelve commercial cannabis businesses have been approved in the City. Recently, the Planning Commission has expressed concern about such businesses being located too close to residential uses. Potential adverse impacts such as increased traffic, noise and odor have been cited.

The Planning Commission has also cited a perceived overconcentration of cannabis businesses in the City as a cause for concern. According to the State of California Bureau of Cannabis Control website, Maywood does have a significantly greater concentration of licensed cannabis businesses per square mile, in comparison to many local communities who permit cannabis businesses.

Local Communities	Maywood	Cudahy*	Lynwood*	Montebello*	Huntington Park
Number of Licensees	12	11	13	17	3
Land Area	1.18 mi. ²	1.23 mi. ²	4.84 mi. ²	8.37 mi. ²	3.02 mi. ²
Licensed Facilities per mi. ²	10.9	8.9	2.7	2.0	1

**No retail storefront dispensaries permitted*

Further, Maywood also has a high concentration of retail storefront dispensaries in comparison to the surrounding communities. Currently there are five licensed dispensaries of which four are operating in Maywood. The majority of similar communities do not permit storefronts. Huntington Park does permit storefronts, but is currently capped at two.

In response to these concerns, the City Council directed that the Planning Commission review the regulations regarding cannabis businesses in the City. Accordingly, staff brought a proposed ordinance to the Planning Commission that would prohibit the approval of any new commercial cannabis businesses in the City. Existing businesses with a valid State license issued prior to the effective date of this chapter and a valid Conditional Use Permit issued under the MMC will be permitted to continue operation as legal nonconforming uses.

It is further proposed that all potential licensees who submitted complete Maywood cannabis license applications prior to the effective date of this ordinance will also be considered for licensing. Thus, the figure of eleven licensees per square mile could increase due to the number of pending applications for cannabis business licenses, which is currently at six (6).

DISCUSSION

On June 18, a public hearing was held before the Planning Commission on a proposed new ordinance that would prohibit new commercial cannabis activity in the City. While this ordinance will come before the City Council at a noticed public hearing likely in July, Staff desired to have an informal discussion with the City Council regarding policy issues that were raised by the Planning Commission as further discussed in this report. At this meeting, no action will be taken by the City Council on the proposed ordinance.

The proposed ordinance would prohibit all activities for which a State license is required pursuant to State cannabis laws. Accordingly, if the proposed ordinance is approved, the City shall not issue any permit, license or other entitlement for any commercial cannabis activity for which a State license is required under State cannabis laws. The proposed ordinance provides limited exceptions for carrying out commercial cannabis activities. Those exceptions apply to:

1. Existing cannabis businesses operating with a valid State license issued prior to the effective date of this chapter and a valid Conditional Use Permit issued under the MMC;
2. Cannabis businesses issued a Conditional Use Permit and in the process of obtaining any remaining approvals prior to commencing operations; and
3. Applicants with completed City cannabis license applications as of the effective date of the proposed ordinance.

Any activity authorized under these exceptions shall additionally comply with new regulations of the proposed ordinance and State law at all times and shall be considered nonconforming uses as defined in Section 2020.140 of the MMC.

PLANNING COMMISSION RECOMMENDATION

At the June 18 Planning Commission public hearing, the Commission adopted a resolution recommending the City Council adopt the proposed ordinance with the following suggested amendments to the ordinance:

1. Section 5-45.06(e) *Approval and License* states that "The license shall be valid for a term of one year unless another term is specified." The Commission suggested the amended to provision to read "The license

shall be valid for a term of one year.” This is intended to prevent the granting of licenses for periods greater than one year.

2. Section 5-45.09 *Transfer* provides a procedure for a legal transfer of Maywood cannabis business licenses. The Commission suggested that all transfers should be prohibited. Thus section 5-45.09(a-f) should be replaced with:

- The owner of a cannabis business permit shall not transfer ownership or control of the license to another person or entity.

Staff recommends that subsection 5-45.09(f) which reads “*Any attempt to transfer a commercial cannabis business license either directly or indirectly in violation of this section is hereby declared void, and such a purported transfer shall be deemed a ground for revocation of the license, subject to an appeal to the City Council*” should be retained.

The Planning Commission also suggested that the City Council should consider and discuss other potential procedures or amendments to the new Cannabis ordinance.

1. The Commission believes that the City Building and Planning department should create a log to document inspections and code enforcement activity at all licensed cannabis business that could be inspected and reviewed by the public, to promote transparency.
2. The Commission suggested that the Council discuss requiring an expansion of the sensitive uses requiring a buffer, and the minimum distance required. The current ordinance requires that (a. Cannabis businesses maintain a minimum 600 foot buffer from any K-12 State accredited school. (b. Cannabis retail storefront dispensaries must maintain a minimum 100 foot buffer from any other cannabis use that is not on the same parcel. The minimum buffer that the Commission recommended that the Council consider “All cannabis businesses must maintain a minimum 1,000 foot buffer from any church, residence, school or park.”

This buffer would be applied to all pending license applications in locations that have not been issued a Conditional Use Permit. The separation from the pending applications to the proposed sensitive uses (measured in feet):

Address	Church	Residence	School	Park
3908 Slauson Avenue	220	0	800	1600
3626 Fruitland Avenue	1800	0	1800	1600
4006 Slauson Avenue	800	0	800	1800
4000 Slauson Avenue	800	0	800	1800
3744 Fruitland Avenue	1500	0	1500	1700

The application of the suggested buffer would thus disqualify all pending license applications.

As previously stated, Staff is requesting that the City Council discuss these and other policy matters and provide appropriate direction to staff, regarding the regulation or prohibition of commercial cannabis businesses in the City. A noticed public hearing will be held on the proposed ordinance in July; but during the interim period Staff desired that the City Council provide its input on the above policy issues.

ATTACHMENT(S)

Attachment No. 1 - Proposed Ordinance 19-03

ORDINANCE NO. 1903

AN ORDINANCE OF THE CITY OF MAYWOOD AMENDING CHAPTER 45 OF THE MAYWOOD MUNICIPAL CODE TO PROHIBIT THE COMMERCIAL CULTIVATION, DISPENSING, MANUFACTURE, DISTRIBUTION AND TESTING OF CANNABIS, EXCEPT FOR LEGAL NONCONFORMING USES, CITYWIDE

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MAYWOOD DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 5-45.01 through 5-45.08 of Chapter 45 of Title 5 of the Maywood Municipal Code are repealed and replaced in their entirety as follows:

"5-45.01 Definitions.

The purpose and intent of this chapter, Appendix A-1 of the Maywood Zoning Ordinance, and Appendix C of the Maywood Zoning Ordinance is to regulate commercial cannabis activity in the City of Maywood that is conducted in accordance with State law in order to promote the health, safety, morals, and general welfare of residents and businesses within the City.

For the purposes of this chapter and the Maywood Zoning Ordinance, the following definitions shall apply. Except as otherwise specifically designated below, all terms in this chapter and the Maywood Zoning Ordinance retain the definitions used in the Maywood Municipal Code or the State cannabis laws, as those sources may be amended from time to time.

- (a) "Applicant" means the owner or owners of a proposed facility, including all persons or entities having ownership interest other than a security interest, lien, or encumbrance on property that will be used by the facility. If the applicant is an entity, "owner" includes within the entity each person participating in the direction, control, or management of, or having a financial interest in, the proposed facility. If the applicant is a publicly traded company, "owner" means the chief executive officer or any person or entity with an aggregate ownership interest of 5 percent or more.
- (b) "Building Official" means the Director of the Department of Building and Planning, or designee.
- (c) "Cannabis brick-and-mortar dispensing" means commercial cannabis activity involving the retail sale of cannabis or marijuana to qualified patients, primary caregivers, or customers within a licensed premises.
- (d) "Cannabis cultivation" means commercial cannabis activity involving the propagation, cutting, planting, growing, harvesting, drying, curing, grading, or trimming of cannabis or marijuana.
- (e) "Cannabis distribution" means commercial cannabis activity involving the procurement, sale, or transport of cannabis or marijuana between persons engaged in commercial cannabis activity.
- (f) "Cannabis manufacturing" means commercial cannabis activity where cannabis or marijuana products are produced, prepared, propagated, or compounded, directly or indirectly,

by extraction methods, independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis.

(g) "Cannabis microbusiness" means engaging in at least three of the following five commercial cannabis activities in accordance with State law: cannabis brick-and-mortar dispensing, cannabis cultivation, cannabis distribution, cannabis manufacturing, or cannabis vehicle dispensing.

(h) "Cannabis testing" means commercial cannabis activity involving the performance of tests on cannabis or marijuana pursuant to a valid certificate of accreditation.

(i) "Cannabis vehicle dispensing" means commercial cannabis activity involving the retail sale of cannabis or marijuana to qualified patients, primary caregivers, or customers where a vehicle is used to convey the cannabis or marijuana from a licensed premises to the qualified patient, primary caregiver, or customer. The licensed facility shall not be open to the public.

(j) "Commercial cannabis activity" means any cultivation, possession, manufacture, processing, storing, testing, labeling, transporting, delivering, distribution, or sale of cannabis or marijuana within the City that may be permitted by the City under the State cannabis laws.

U) "Enclosed locked structure" means a structure that:

(1) does not allow for the visibility of the interior from the outside;

(2) is secured with a lock;

(3) is completely surrounded on all sides by a wall or other barrier; and

(4) is roofed or otherwise secured from entry. Enclosed locked structures may include greenhouses and accessory buildings. All enclosed locked structures shall comply with the city building code, fire code, and all other applicable laws.

(k) "Fire Chief" means the Chief of the Los Angeles County Fire Department, or designee.

(l) "Good cause" means:

(1) The licensee or applicant has violated any of the terms, conditions or provisions of this chapter, of state law, of any regulations and rules promulgated pursuant to state law, any applicable local rules and regulations, or any special terms or conditions placed upon its state license, local license or conditional use permit;

(2) The licensed premises have been operated in a manner that adversely affects the public health, safety or welfare or the safety of the immediate neighborhood in which the establishment is located;

(3) The licensee or applicant has knowingly made false or misleading statements, misrepresentations or material omissions on an application form, renewal form, or any other document submitted to the City;

(4) The applicant or licensee has been convicted of an offense that is substantially related to the qualifications, functions, or duties of the business or profession for which the application is made; except that if the local licensing authority has issued a local license to the

applicant or licensee the planning commission shall not consider any criminal history of the applicant or licensee that was disclosed to or discovered by the local licensing authority prior to the issuance of the local license. For any criminal history that was not disclosed to or discovered by the local license authority prior to the issuance of the local license, or that arose after the issuance of the local license, the Planning Commission shall conduct a thorough review of the nature of the crime, conviction, circumstances, and evidence of rehabilitation of the applicant or licensee, and shall evaluate the suitability of the applicant or licensee based on the evidence found through the review. In determining which offenses are substantially related to the qualifications, functions, or duties of the business or profession for which the application is made, the planning commission shall consider the factors as set forth in Section 19323(b)(5) of the Business and Professions Code;

(5) The applicant or licensee fails to allow inspection of the security recordings, activity logs, or business records of the licensed premises by the city officials; or

(6) The applicant or licensee operated a commercial cannabis business in violation of this chapter; or

(7) The applicant is not a legal representative of the proposed licensee; or

(8) The applicant or licensee has failed to pay any fees or taxes associated with the conduct of commercial cannabis activity.

(m) "License" means a document issued under this chapter, specifically authorizing a person to engage in commercial cannabis activity pursuant to the terms and conditions of this chapter and the conditions of approval for the license and may also be referred to as a "Commercial Cannabis Business Permit".

(n) "Licensed premises" means premises to which a valid license issued under this chapter applies. A "licensed premises" is only one premises.

(o) "Licensee" means a person holding a license issued under this chapter.

(p) "Live plants" means living cannabis or marijuana flowers and plants, including seeds, immature plants, and vegetative stage plants.

(q) "Outdoors" means any location within the city that is not within an enclosed locked structure.

(r) "Person" means an individual, firm, partnership, joint venture, association, corporation, limited liability company, estate, trust, business trust, receiver, syndicate, or any other group or combination acting as a unit and includes the plural as well as the singular number.

(s) "Police Chief" means the Chief of the Los Angeles County Sheriff's Department, or designee.

(t) "Premises" means a single parcel of land or any portion thereof, whether vacant or occupied by a building, group of buildings, or accessory buildings, and includes the buildings, structures, yards, open spaces, lot width, and lot area where commercial cannabis activity is or will be conducted.

(u) "Processing room" means a room used for the propagation, cutting, drying, curing, grading, and storage of cannabis or marijuana.

(v) "State cannabis laws" means Section 11362.5 of the Health and Safety Code, Article 2.5 of Chapter 6 of Division 10 of the Health and Safety Code, Chapter 3.5 of Division 8 of the Business and Professions Code, or Division 10 of the Business and Professions Code, as those laws may be amended from time to time.

(w) "Total canopy size" means the aggregate area of vegetative growth of live plants within a licensed premises.

(x) "Vehicle" means a device by which any person or property may be propelled, moved, or drawn upon a street, sidewalk or waterway, including but not limited to a device moved exclusively by human power. A "vehicle" is not a location.

5-45.02 Prohibition

(a) Commercial cannabis activity is expressly prohibited in all zones and all specific plan areas in the City of Maywood except as provided by this chapter. No person shall establish, operate, maintain, conduct or allow commercial cannabis activity anywhere within the city. No application for a building permit, conditional use permit, business license, or any other entitlement authorizing the establishment, operation, maintenance, development, or construction of any use that allows for commercial cannabis activity shall be approved during the term of the prohibition established in this chapter.

(b) This chapter is meant to prohibit all activities for which a State license is required pursuant to State cannabis laws. Accordingly, the City shall not issue any permit, license or other entitlement for any commercial cannabis activity for which a State license is required under State cannabis laws.

(c) "Event" type license temporary or otherwise, or any other type of on-premises cannabis consumption license is prohibited.

5-45.03 Exception; Nonconforming uses

(a) Notwithstanding the prohibition in Section 5-45.02, a person with a valid license issued prior to the effective date of this chapter and a valid conditional use permit issued under the Maywood Municipal Code Zoning Ordinance may engage in commercial cannabis activity within the City of Maywood. Any activity authorized under such a license shall additionally comply with all provisions of this chapter and state law at all times and shall be considered a nonconforming use as defined by Section 2020.140 of the Maywood Municipal Code Zoning Ordinance.

(b) A person with a license and conditional use permit to engage in commercial cannabis activity as described in Subsection (a) above, existing at the time this chapter became effective may continue to engage in such activity provided that:

(1) The person obtains a renewed license in the manner prescribed by this chapter prior to the expiration of the license under which the commercial cannabis activity is authorized as of the effective date of this chapter; and

(2) The person does not have any uncured violations of the Maywood Municipal Code as of the effective date of this chapter.

- (c) In addition to the exception described in Subsection (a) above, an application for a new commercial cannabis activity that is filed and deemed complete in the sole and absolute discretion of the City prior to the effective date of this Ordinance, shall be processed in accordance to the ordinances, standards, and policies that exist at that time. In the event of the application's approval, the authorized commercial cannabis activity shall be considered a nonconforming use as defined by Section 2020.140 of the Maywood Municipal Code, and subject to the provisions of this Chapter.
- (d) No nonconforming commercial cannabis activity shall in any way be expanded or extended either on the same or adjoining property, or changed, except to a conforming use.

5-45.04 Renewal of Previously Issued License

- (a) An application for renewal of a commercial cannabis license shall be filed at least sixty (60) calendar days prior to the expiration date of a valid, current commercial cannabis license.
- (b) The applicant shall provide a list of all owners and managers. All owners and managers shall submit to a complete criminal background check administered by the City. All background check fees shall be paid by the applicant.
- (c) The applicant shall provide the name and address, and a copy of a valid State driver's license or identification card for all employees, including contractors and volunteers, who are involved in commercial cannabis activities in the facility.
- (d) The applicant shall pay a license renewal fee, set by the City Council by Resolution, in an amount sufficient to recover any past, present or future costs incurred by the City in the course of investigating the renewal application including consultant fees incurred for facility inspections, and financial audits.

5-45.05 Grounds for Denial; One Year Term

- (a) No license shall be renewed under this chapter if the applicant:
 - (1) Does not qualify for licensure under this chapter or state law;
 - (2) Files the application less than sixty (60) days before its expiration;
 - (3) Has made any false or misleading statements during the renewal application;
 - (4) Failed to regularly and continuously operate the business for six successive months at any time in the prior year;
 - (5) Failed to pay any fees associated with the renewal application;
 - (6) Lacks the adequate right to occupy or use the premises as described in the renewal application; or
 - (7) Failed to demonstrate ability to adequately satisfy requirements of this ordinance, based on evidence submitted during the renewal application process.
- (b) The Council shall have the right to refuse any such renewal if the Council shall determine that

the granting of such renewal will be contrary to the preservation of the public peace, safety, or welfare of the City or its inhabitants, or a renewed license issuance would violate any other state or local law.

(c) The license shall be valid for a term of one year unless another term is specified. Otherwise, neither a license nor any other provision of the Maywood Municipal Code or action, failure to act, statement, representation, certificate, approval, or permit issued by the City or its departments, or their respective representatives, agents, employees, attorneys or assigns, shall create, confer, or convey any vested or nonconforming right or benefit regarding commercial cannabis activity.

5-45.06 Approval and Issuance.

- (a) Based on the information set forth in the application, the Council may impose such terms, conditions, and restrictions upon the operation, management, and conduct of such business, not in conflict with any paramount law, as the Council may deem necessary or expedient to protect the health, safety, or welfare of the City of its inhabitants. Any failure to comply with such terms, conditions or restrictions shall constitute a violation of this chapter.
- (b) If the license is renewed, the City Clerk shall issue the license. The City Clerk, in issuing licenses, shall strictly limit such licenses to the terms of the application and such to other terms as the Council may specify.
- (c) Any applicant for such license shall be entitled to a hearing thereon before the Council open a request thereof.
- (d) The license shall provide a unique identifier- including a number or alphanumeric code- specifically designating the business. Such number may be used for any verification of license validity.
- (e) The license shall be valid for a term of one year unless another term is specified.
- (f) As part of the application fee required in section 5-45.04, the city may require the applicant submit a bond or other security (including cash or other assets) in order to cover expected liabilities or risks presented by the application. Such bond or security requirement shall be reasonably related to the probable financial risks presented by the proposed operation.

5-45.07 Operation Requirements.

- (a) It shall be unlawful for any person with a license to operate any commercial cannabis activity to violate any of the following rules and regulations:
 - (1) All licensees shall comply with state law at all times;
 - (2) All licensees shall maintain a record system which provides adequate tracking capability, including, but not limited to, a point of sale and a track-and-trace system.
 - (3) All licensees shall pay any applicable sales tax or other tax obligations under state or local law
 - (4) All products shall be secured in a safe and lawful manner, including the use of commercial grade locks, security alarms, and camera systems;

- (5) All food product handling or preparation shall comply with applicable California Department of Public Health and County of Los Angeles Public Health Department rules, and regulations.
- (6) All licensees shall provide a sufficient odor absorbing ventilation and exhaust system so that odor generated inside the facility that is distinctive to its operation is not detected outside the facility, anywhere on adjacent property or public rights-of-way, on or about any exterior or interior common area walkways, hallways, breezeways, foyers, lobby areas, or any other areas available for common use by tenants or the visiting public, or within any other unit located within the same building as the facility in a manner to constitute a nuisance.

5-45.08 Inspections.

The Building Official or designated officials shall have the right to enter all cannabis businesses from time to time unannounced for the purpose of making reasonable inspections to observe and enforce compliance with this chapter. Such inspections shall be limited to observing the licensed premises for purposes of determining whether the commercial cannabis business is being operated or maintained in compliance with this code, state law, and other applicable laws and regulations. Failure to comply shall result in commercial cannabis license revocation.

SECTION 2. Section 5-45.09 of Chapter 45 of Title 5 of the Maywood Municipal Code is hereby replaced to read as follows:

5-45.09 Transfer

- (a) The owner of a cannabis business permit shall not transfer ownership or control of the license to another person or entity unless and until the transferee obtains an amendment to the license from the City Manager or his/her designee stating that the transferee is now the licensee. Such an amendment may be obtained only if the transferee files an application with the City Manager or his/her designee in accordance with all provisions of this Chapter (as though the transferee were applying for an original cannabis business permit) accompanied by a transfer fee in an amount set by resolution of the City Council (or if not set, shall be the same amount as the application fee), and the City Manager or his/her designee determines, after hearing, in accordance with this section that the transferee passed the background check required for licensees and meets all other requirements of this Chapter.
- (b) Commercial cannabis business licenses issued through the grant of a transfer by the City Manager or his/her designee shall be valid for a period of one year beginning on the day the City Manager or his/her designee approves the transfer of the license. Before the transferee's license expires, the transferee shall apply for a renewal license in the manner described by this Chapter.
- (c) Changes of a licensee's business structure or a substantial change in the ownership of a licensee business entity (changes that result in a change of more than 51% of the original ownership), are not permitted and will result in license revocation.
- (d) A licensee may change the form of business entity without applying to the City Manager or his/her designee for a transfer of license, provided that either:

- (1) The membership of the new business entity is substantially similar to original license holder business entity (at least 51% of the membership is identical), or
 - (2) If the original licensee is an unincorporated association, mutual or public benefit corporation, agricultural or consumer cooperative corporation and subsequently transitions to or forms a new business entity as allowed under the MAUCRSA and to comply with this section, provided that the Board of Directors (or in the case of an unincorporated association, the individual(s) listed on the City license application) of the original licensee entity are the same as the new business entity.
 - (3) Although a transfer is not required in these two circumstances, the license holder is required to notify the City Manager in writing of the change within ten (10) days of the change. Failure to comply with this provision is grounds for license revocation.
- (e) No commercial cannabis business license may be transferred when the City Manager or his/her designee has notified the licensee that the license has been or may be suspended or revoked.
 - (f) Any attempt to transfer a commercial cannabis business license either directly or indirectly in violation of this section is hereby declared void, and such a purported transfer shall be deemed a ground for revocation of the license, subject to an appeal to the City Council.

SECTION 3. Section 5-45.10 through 5-45.12 of Chapter 45 of Title 5 of the Maywood Municipal Code as follows:

5-45.10 Confidentiality

- (a) The City shall treat all financial information provided pursuant to this chapter as financial data in accordance with the California Open Records Act (Sections 6254 (d), (k), (l), and 6276).
- (b) The City shall Maintain information identifying the names, addresses, or social security numbers of qualified patients, ID card holders, disclosing an individual's medical conditions and any treatment prescribed, recommended, or discussed, or disclosed, or the names of their primary caregivers received pursuant to this chapter in a manner that is in compliance with the Confidentiality of Medical Information Act (Civil Code Section 56, et seq.) and shall not be disclosed by any City official except in accordance with the restrictions on disclosure of "individually identifiable medical information" under the Confidentiality of Medical Information Act (Civil Code Section 56, et seq.).
- (c) The information required by section 5-45.07, including recordings from security cameras, as well as operating plans and security plans required by section 5- 45.04, shall be confidential and shall not be subject to public inspection or disclosure except to City employees for purposes of law enforcement.

5-45.11 Suspension; Revocation

- (a) Any license issued pursuant to the provisions of this chapter may be summarily and temporarily suspended by the Chief of Police or City official in the event the licensee has violated any of the rules and regulations set forth in this chapter or has violated or permitted the infraction of any law of the State or of the City. Such suspension shall be accomplished by posting a notice thereof on the premises or by direct courier to the owner. Within twenty-four (24) hours thereafter, a copy of such notice, together with the reason for such suspension, shall be transmitted to the Council. The Council shall, at its next regular meeting, hear the matter, giving

at least three (3) days' notice of such hearing to the licensee. The hearing may be continued from time to time at the discretion of the Council and, on the conclusion thereof, the Council may continue the suspension, may revoke the license, or may terminate the suspension and reinstate the license. The Council may avail itself of a retired Superior Court Judge as a hearing officer. The decision of the Council shall be final and conclusive. The Council shall revoke the license of any person convicted of violating any provision of this chapter and shall not grant another license to such person or to the same premises.

- (b) In lieu of the summary suspension of paragraph (a), the City may negotiate an offer in compromise whereby a licensee may remedy a violation through the payment of fines or other affirmative acts sufficient to establish compliance.

5-45.12 Violations

- (a) Any commercial cannabis activity conducted contrary to the provisions of this chapter is unlawful and a public nuisance, will be grounds for license revocation, and the city attorney may in the exercise of discretion, in addition to or in lieu of prosecuting a criminal action hereunder, commence an action or actions, proceeding or proceedings, for the abatement, removal and enjoinder thereof, in a manner provided by law.
- (b) The prohibition in Subsection (a), above, includes renting, leasing, or otherwise permitting a person to occupy or use a location, vehicle, or other mode of transportation for the conduct of commercial cannabis activity contrary to the provisions of this chapter.
- (c) Any person violating the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished in accordance with the provisions of Title 1, Chapter 2 of the Maywood Municipal Code. In addition to the provisions of Title 1, Chapter 2 of the Maywood Municipal Code, any person violating the provisions of this chapter shall be punishable by an administrative fine of up to one-thousand dollars (\$1,000.00) per offense.
- (d) Each day of violation shall constitute a separate offense.
- (e) The penalties and remedies contained in this Section and chapter are cumulative, and in addition to any other penalties and remedies available to the City.

SECTION 4. Section 5-45.13 is added to Chapter 45 of Title 5 of the Maywood Municipal Code as follows:

5-45.13 Indemnification

To the fullest extent permitted by law, the city shall not assume any liability whatsoever, with respect to approving any license pursuant to this chapter or the operation of any cannabis business approved for such license pursuant to this chapter. As a condition of approval of a license granted under this chapter, the applicant or its legal representative shall.

- (a) Execute an agreement indemnifying and holding the city harmless from any and all claims, damages, legal or enforcement actions, including, but not limited to, any actions or claims associated with violation of federal law associated with the operation of the commercial cannabis business, and
- (b) Agree to defend, at its sole expense, any action against the city, its agents, officers, and employees related to the approval of a license or the operation of the commercial cannabis business; and

- (c) Agree to reimburse the city for any court costs and attorney fees that the city may be required to pay as a result of any legal challenge (or federal enforcement action) related to the city's approval of a license. The city may, at its sole discretion, participate at its own expense in the defense of any such action, but such participation shall not relieve the operator of its obligation hereunder."

SECTION 5. Appendix A-1 of the Maywood Municipal Code Zoning Ordinance is amended to reflect the prohibition of commercial cannabis activity in Section 5-45.02.

SECTION 6. COMPLIANCE WITH STATE LAW

Commercial cannabis activity under this Ordinance shall be conducted in accordance with state laws and regulations. In the event of a conflict between the City's laws and regulations regarding commercial cannabis activity and state laws and regulations regarding commercial cannabis activity, the state laws and regulations shall control.

SECTION 7. SEVERABILITY

The City Council declares that, should any provision, section, paragraph, sentence, or word of this Ordinance be rendered or declared invalid by any final court action in a court of competent jurisdiction or by reason of any preemptive legislation, the remaining provisions, sections, paragraphs, sentences, or words of this Ordinance as hereby adopted shall remain in full force and effect.

SECTION 8. NO WAIVER OF SOVEREIGNTY

By the regulation of commercial cannabis activity, the City Council is seeking to preserve the general welfare through the implementation of state laws permitting the conduct of commercial cannabis activity. The City Council is not assuming, nor is it imposing on its agent, officers, or employees, an obligation for which a breach thereof would expose the City to a liability in money damages, or otherwise, to any person who claims that such breach proximately caused injury. To the fullest extent permitted by law, the City shall assume no liability whatsoever, and expressly does not waive sovereign immunity, with respect to any provision of this Ordinance or for the activities of any commercial cannabis activity licensee. To the fullest extent permitted by law, any actions taken by a public officer or employee under the provisions of this Ordinance shall not become a personal liability of any public officer or employee of the City. Nothing in this Ordinance shall be deemed in any respects to constitute authorization to violate any state law or regulation.

SECTION 9. EXEMPT FROM CEQA

The City Council finds that the actions contemplated by this Ordinance are exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15061(b)(3) and 15305 of Title 14 of the California Code of Regulations, in that the amendment does not have the potential for causing a significant effect on the environment.

SECTION 10. PRE-EMPTION

This Ordinance Supersedes Any Language in Any Prior Ordinances that is Contrary to the Provisions of this Ordinance.

SECTION 11. The Mayor shall sign and the City Clerk shall certify passage and adoption of this Ordinance, and shall cause the same to be published and posted pursuant to the provisions of law in this regard, and this Ordinance shall take effect thirty (30) days after its final passage.

PASSED, APPROVED and ADOPTED this ____ day of _____, 2019.

Eduardo De La Riva
Mayor

ATTEST:

APPROVED TO AS FORM:

Gerardo Mayagoitia
City Clerk

Roxanne Diaz
City Attorney

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF MAYWOOD

)
) SS.
)

I, Gerardo Mayagoitia, City Clerk for the City of Maywood, hereby certify that the foregoing Ordinance, being Ordinance No. 19-03, was duly passed and adopted by the City Council of the City of Maywood at a regular meeting of said Council held on the ____ day of _____ 2019, and that said Ordinance was adopted by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

Gerardo Mayagoitia
City Clerk



AGENDA 10
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER VASQUEZ, CITY ADMINISTRATOR *JV*
DAN GARCIA, CITY ENGINEER

RE: DIRECT STAFF TO FILE A NOTICE OF COMPLETION FOR THE STREET LIGHTING CONVERSION FROM HIGH PRESSURE SODIUM VAPOR (HPSV) TO LIGHT EMITTING DIODE (LED) STREET LIGHTS CONVERSION PROJECT

RECOMMENDATION

It is recommended that the City Council accept the completed project and direct staff to file a Notice of Completion for the Street Lighting Conversion from HPSV to LED Street Lights Project.

FISCAL IMPACT

This action has no fiscal impact.

LEGAL REVIEW

Reviewed by the City Attorney.

BACKGROUND

On July 25, 2018, the City Council awarded a contract to Siemens Mobility, Inc. in an amount not-to-exceed \$193,550.40 for the Street Lighting Conversion from HPSV to LED Street Lights Project. A Street Lighting Assessment District appropriation in the amount of \$193,550.40 was approved for the project. The project involved converting existing HPSV street light fixtures owned by the City of Maywood to LED street light fixtures citywide.

DISCUSSION

The Project was completed on April 29, 2019 to the satisfaction of the City Engineer. A total of 581 City-owned lights were converted throughout the City. The Project was inspected and it meets all standards and requirements within the Project Specifications. There was a total of one change order which resulted in a net increase of \$12,909.02 with a final contract cost of \$206,459.42. However, due to unused contract quantities, the final construction cost was \$204,372.05. It is requested that the City Council formally accept the Project and direct the City Clerk to file a Notice of Completion with the Los Angeles County Clerk-Recorder for the Project. If there are no claims from subcontractors within 30 days after such filing the 5% retention payment can then be released to Siemens Mobility, Inc.

ATTACHMENT(S)

1. Notice of Completion for the Street Light LED Conversion Project

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20190717103



Pages:
0002

Recorded/Filed in Official Records
Recorder's Office, Los Angeles County,
California

07/23/19 AT 08:34AM

FEES:	0.00
TAXES:	0.00
OTHER:	0.00
PAID:	0.00



LEADSHEET



201907232830015

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SEQ:
01

DAR - Mail (Intake)



THIS FORM IS NOT TO BE DUPLICATED

**RECORDING REQUESTED BY
CITY OF MAYWOOD**

WHEN RECORDED MAIL TO:

City of Maywood

4319 East Slauson Avenue

Attn: David Mango, Director of Building and Planning

16892206



Batch Number: 9979259



**Official Business Document Entitled
To Free Recording Per Government Code
Sections 6103 and 27383**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

NOTICE PURSUANT TO CIVIL CODE SECTION 3093, MUST BE FILED WITHIN 10 DAYS AFTER COMPLETION

Notice is hereby given that:

1. The undersigned is owner of or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is CITY OF MAYWOOD.
3. The full address of the owner is 4319 East Slauson Avenue, Maywood, California 90270.
4. The nature of the interest or estate is: In the City right-of-way.
5. The work of improvements(s) on the property hereinafter described was completed on April 9, 2019. The work done was the Street Lighting Conversion from HPSV to LED Street Lights Project.
6. The name of Contractor for such work improvement was Siemens Mobility, Inc.
7. The property on which said work of improvement was completed is in the City of Maywood, County of Los Angeles, State of California, and is described as follows: The project includes converting existing HPSV street light fixtures to LED street fixtures. The street light fixtures are located on public streets, which the City has a right-of-way.

DATED: July 10, 2019

CITY OF MAYWOOD



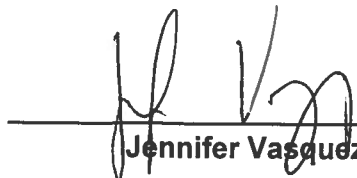
Jennifer Vasquez
City Manager

VERIFICATION

I, the undersigned, say, I am the Chief Administrative Officer of the City, the declarant of the foregoing notice of completion: I have read said notice of completion and know the contents thereof; the same is true of my knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on July 10, 2019, at Maywood, California



Jennifer Vasquez



AGENDA 12
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER

BY: DAVID MANGO, DIRECTOR OF BUILDING AND PLANNING

SUBJECT: CONSIDER THE ADOPTION OF A RESOLUTION GRANTING A COMMERCIAL CANNABIS VEHICLE DELIVERY LICENSE FOR FIREHOUSE HEALTHCARE INDUSTRIES INC, LOCATED AT 6118 ATLANTIC BOULEVARD

RECOMMENDATION

Staff recommends that the City Council consider the adoption of a resolution granting a City of Maywood Commercial Cannabis Vehicle Delivery License for Firehouse Healthcare Industries Inc. ("Firehouse"), located at 6118 Atlantic Boulevard, and if granted, authorize staff to issue said license for a period not to exceed one year.

FISCAL IMPACT

There is no fiscal impact associated with this action.

BACKGROUND

On February 22, 2017, the Maywood City Council approved a fee schedule and reviewed an evaluation procedure for commercial cannabis license applications. This was accomplished pursuant to Maywood ordinance 16-03 titled "Code Amendment Permitting Marijuana Businesses in Certain Zones of the City." In order to provide a robust framework for the evaluation and licensing of cannabis businesses, fees must be

collected to defray the staff and consultant resources expended to support said regulatory framework. Currently, Maywood ordinance 18-12 governs the issuance of commercial cannabis licenses.

To provide expert evaluation, City staff is working with HdL Companies ("HdL"), a consultant who provided a fee study and licensing procedure. HdL has established a specialized division with expert staff that have been working closely with the Department of Consumer Affairs, Department of Food and Agriculture, Department of Public Health and the State Board of Equalization in the implementation of the Adult Use of Marijuana Act (AUMA) and the Medical and Adult Use of Cannabis Regulation and Safety Act (MAUCRSA). In addition, they have partnered with the League of California Cities, CSAC, and the Police Chiefs Association to develop policy and regulatory strategies to manage the Cannabis Industry in California. They also offer the resources and expertise to assist cities and counties with the design and implementation of all aspects of their regulatory and taxation policies and programs.

On April 24, 2019, this item was continued to allow the City Council time to receive information regarding the scoring system devised by HdL, so that the Council could make a more informed decisions regard the granting of licenses. To this end, HdL provided a presentation at the June 12 City Council meeting, detailing the contents of commercial cannabis applications, and answering all questions asked by the City Council.

DISCUSSION

As required by the City's application and evaluation procedures there are four phases to evaluating a license application. Phase 2 requires an "initial rating" of an application based on a point scale that rates the application on the following criteria: location of business, business plan, neighborhood compatibility and safety and security plan. If the applicant receives a minimum score of 80%, the application moves on to Phase 3 for a second rating. Phase 3 requires an evaluation on additional criteria (which is listed below) and a minimum 80% overall score is required.

After the completion of the Phase 3 evaluation and prior to the final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted an application. Upon the completion of the final review process, the final score is tabulated and a minimum 80% overall score is required. Staff will present to the City Council the final rating along with their recommendation in which the City Council may award a license pursuant to MMC Section 5-45.01-12.

The City Council reserves the right to award any or no licenses at all. All Applicants which are being recommended by Staff for consideration to the City Council are asked to attend the City Council meeting to provide a public presentation before the Mayor and City Council introducing their team and providing an overview of their proposal.

It should be noted that being awarded a Commercial Cannabis license does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including electrical, plumbing, fire, planning permits or reviews, and any other permits, licenses, or reviews as may be necessary by the relevant departments or governmental entities in charge of said permits.

Firehouse is licensed by the City of Maywood and is currently operating a retail storefront dispensary at 6118 Atlantic Boulevard. This cannabis vehicle delivery license will supplement their existing retail business. Although Maywood ordinance 18-12 requires separate licenses for storefront retail and vehicle delivery retail activities, the State of California Bureau of Cannabis Control does not.

ANALYSIS

As discussed above, as scored by HdL and evaluated by staff, the Firehouse application for a Commercial Cannabis Vehicle Delivery license at 6118 Atlantic Boulevard received a composite score as follows in Phase 2 and Phase 3 of the process:

Category (Phase 2)	Points Given	Points Allowed	Percentage
Proposed Location of Business	200	200	100%
Business Plan	320	400	80%
Neighborhood Compatibility Plan	300	300	100%
Safety & Security	235	300	78%
Air Quality Plan	100	100	100%
Labor & Employment Plan	200	200	100%
Total Points & Percentage Avg.	1,355	1,500	90%

Category (Phase 3)	Points Given	Points Allowed	Percentage
Final Location	170	200	85%
Business Plan	240	300	80%
Community Benefits	240	300	78%
Enhanced Product Safety	170	200	85%
Environmental Benefits	170	200	85%
Labor & Employment	170	200	85%
Local Enterprise	170	200	85%
Neighborhood Compatibility Plan	170	200	85%
Qualifications of Principals	260	300	87%
Safety & Security	170	200	85%
Air Quality Plan	170	200	85%
SUB-TOTAL	2100	2500	84%
TOTAL SCORE (PHASE 2 & 3)	3,455	4,000	86%

It is the assessment of staff that all minimum requirements have been met. Further, no evidence has been found to deny the application, per Maywood Municipal Code section 5-45.04 (Grounds for denial), which states that no license shall be granted under this chapter if the applicant:

- Does not qualify for licensure under this ordinance or state law;
- Has made any false or misleading statements during the application;
- Lacks the adequate right to occupy or use the premises as described in the Application.
- Has failed to demonstrate ability to adequately satisfy requirements of this ordinance, based on evidence submitted during the application process.

Therefore it is the recommendation that the City Council consider the approval of the application for a Commercial Cannabis Vehicle Dispensing license for Firehouse, located at 6118 Atlantic Boulevard.

ATTACHMENT(S)

Attachment No. 1 - Application Procedure to Operate a Commercial Cannabis Business

Attachment No. 2 – Resolution No. 6048



APPLICATION PROCEDURE TO OPERATE A COMMERCIAL CANNABIS BUSINESS IN MAYWOOD

The application process to operate a Commercial Cannabis Business ("CCB") in Maywood is open and applications are available at the Building and Planning Department located at City Hall. The following procedure guide outlines the application process, required materials, and other information necessary to operate a CCB in Maywood.

BEFORE YOU APPLY:

- Review the information to learn about the application process and which documents you will need.
- Review the application in its entirety to ensure that it is complete and accurate.
- Review the information contained in, submit or comply with:
 - Local regulations governing Maywood CCB's: Maywood Municipal Code ("MMC") Chapters 5-45-03, 5-45-04, 5-45-06.
 - Background authorization form and/or Live Scan
 - Additional application information: Ordinance No. 16-03.
 - State laws governing CCB's: The California Department of Justice Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use and Senate Bill 420 (Medical Marijuana Program Act).
 - Medical Cannabis Safety Act (MCRSA)
 - Adult Use Marijuana Act (AUMA)
 - Maywood Zoning Ordinance, MMC Title 9

- (1) **Application Process: Evaluation and Rating:** The selection process shall consist of the following Four Phases:

Phase 1: Preliminary determination of eligibility. \$3,524

Phase 2: Initial rating. \$863

Phase 3: Second rating. \$1,400

Phase 4: City Administrator's Final Recommendation to City Council. \$1,200

For more information, see Evaluation and Selection Process below.

- (2) **Criminal History Check:** As part of Phase 1 of the Application Process each principal/owner must undergo a criminal background check demonstrating that they do not provide "good cause" for denial per MMC Section 5-45.01 (M) the background check fee shall be **\$424.15**. The application will be available on the City website or at the Building and Planning Department in City Hall. This process will be required to meet the minimum threshold qualifications pursuant to MMC Section 5-45.01 (M). Principals who do not meet criminal history eligibility requirements will be disqualified.
- (3) Applicants will be required to obtain a **"Zoning Verification Letter"** from the Building and Planning Department in City Hall, located at 4319 E. Slauson Avenue to ensure that the location proposal the applicant is applying for meets locational requirements. The review process typically takes approximately ten (10) working days and will cost **\$305.44**. Please note that the issuance of a "Zoning Verification Letter" does not mean the written evidence of permission given by the City of Maywood or any of its officials to operate a CCB, nor does it not mean "permit" within the meaning of the Permit Streamlining Act, nor does it constitute an entitlement under the Zoning or Building Code. A regulatory permit for regulating a CCB does not constitute a permit that runs with the land on which the CCB is

established. Request for Zoning Verification Letters require a written request from the Building and Planning Department and will not be completed over the counter since it may require additional research and review.

- (4) **Application:** Applicants must hand deliver two (2) complete comprehensive and signed copies of the Maywood Commercial Cannabis Business Form, and all attachments, if any, along with a flash drive which contains one comprehensive and signed copy of the application in a pdf format, and payment of **\$4,387** for the preliminary determination and the Initial rating fee. Payment must be made by a certified check, cashier's check or money order made payable to the City of Maywood. Please note the City will not accept cash and Application Fees are non-refundable. A complete application will consist of the following information:
- a. The Maywood Commercial Cannabis Business Form;
 - b. Background Authorization Form for each of the Principals/landlords; and
 - c. All the information about the CCB to be evaluated in Phase 1, Phase 2 and Phase 3 which is described in the Application and Evaluation Process section below in this procedure. The only information that can be submitted after the initial application is proof of property ownership or lease agreement. However, any change in location will require a new "Zoning Verification Letter" and must be submitted with the application package prior to Phase 3 of the selection process.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

(5) **Amendments to the Application:** Applicants will not be allowed to make amendments to their application or to supplement their application, except as otherwise specifically permitted in these procedures or authorized in writing by the City. During Phase 1, applicants will be notified if any of the Principals/Landlords are ineligible and/or if their application is incomplete and will not move forward in the application process. However, in some cases the City may move forward in the application process to other phases should it anticipate that the background check may be delayed to expedite the application process in a timely manner. In this case, applicants wishing to move forward in the process acknowledge by signing the application that they agree to these terms and should they be disqualified because of a background or a Live Scan disqualification they will not be eligible for a refund of any fees collected resulting from the modification of this procedure.

(6) **Payment of Application Fees:** The individual designated as the CCB contact on the application will be notified by e-mail as to whether the application is advancing to Phase 3 and, subsequently, to Phase 4. A payment of **\$2,600** will be due before Phase 3. As part of Phase 4 all eligible Applicants as determined by the Ordinance or by resolution will be presented to City Council.

EVALUATION AND SELECTION PROCESS:

The evaluation and selection process shall consist of the following four phases:

- **Phase 1: Determination of Eligibility and Application**
 - Each Principal must undergo a criminal history check demonstrating compliance with the eligibility requirements of MMC Section 5-45.01 (M) and 5-45.03.
 - Applications must be complete to be considered. Applications will be considered complete only if they include all information required for Phases 1, 2 and 3.
 - Proposed location of business.
 - Execute an agreement indemnifying the City from liability.
- **Phase 2: Initial Rating**
 - Applications will be evaluated based on the following criteria:
 - Proposed Location of business (200 Points)
 - Business Plan (400 Points)
 - Neighborhood Compatibility Plan (300 Points)
 - Safety and Security Plan (300 Points)

- Air Quality Plan (100 Points)
 - Labor and Employment Plan (200 Points)
- Those applicants who scored a minimum of 80% in Phase 2 will move on to Phase 3.
- **Failure to score a minimum of 80% on the initial rating will result in a denial of the application. Applicants may re-apply and will be assigned a new application number. However, a minimum deposit of \$1,500 will be required to cover the consultant's cost for scoring of the revised application materials. The effective date of the new application will be the date of re-submittal.**
- **Phase 3: Second Rating**
 - All applications who score at least 80% in Phase 2, will be evaluated by the City staff based on the criteria listed below.
 - Prior to the evaluation in Phase 3, each of the applicants will be required to have their proposed site inspected by the assigned City designee to ascertain current conditions of the facility.
 - The second ranking will be evaluated based on the following criteria:
 - Final Location (proof of ownership or a signed and notarized statement from the Property Owner)
 - Business Plan
 - Community Benefits
 - Enhanced Product Safety
 - Environmental Benefits
 - Labor & Employment
 - Local Enterprise
 - Neighborhood Compatibility Plan
 - Qualifications of Principals
 - Safety and Security Plan
 - Air Quality Plan
 - After the information for Phase 3 has been evaluated and all information from Phase 2 has been verified, applicants who continue to maintain a score of at least 80% will move onto Phase 4 of the selection process.
- **Phase 4: City Administrator's Recommendations and City Council's Final Approval**

Phase 4 Steps to be followed:

1. City staff performs final review and evaluation.
2. City Administrator presents final rankings and recommendation report to City Council.
3. City Council considers Final recommendations.

After the completion of the evaluation in Phase 3 and prior to the Selection Committees final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted a proposal. Upon the completion of the final review process, the City Administrator will present to the City Council the final rating along with his/her recommendation in which the City Council may award a license good for up to one year in duration. The City Council reserves the right to award any number of permits, or to award no permits at all. The Applicants which are being recommended by the City Administrator for consideration to the City Council should be prepared to attend a City Council meeting in Maywood to provide a public presentation before the Mayor and City Council introducing their team and providing an overview of their proposal if requested by the City Administrator.

- Please note that being awarded a CCB does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all

construction including electrical, plumbing, fire, planning permits or reviews, and any other permits, licenses, or reviews as may be necessary by the relevant departments or governmental entities in charge of said permits. Nor does it guarantee that the plans submitted via the CCB application process meet the standards or requirements in Title 9 or any other permit requirement from other city departments or agencies.

DESCRIPTION OF EVALUATION CRITERIA:

- **Proposed Location.** Your application must include the address and a detailed description of the proposed location. (Note that proof of ownership, or a notarized letter of the owner's willingness to lease will not be given any additional consideration until Phase 3). This section should also describe all sensitive uses described in within six hundred (600) feet of the proposed location from the property line of a State accredited K-12 school. The CCB must be in the appropriate zoning and meet all the locational requirements as described in MMC Title 9 and MMC 5-45-02.
- **Business Plan.** With as much detail as possible, the Business Plan should describe:
 - Description of day-to-day operations which meet industry best practices for the specific type of permit in which they will be applying for in the City.
 - How the CCB will conform to local and state law. See MMC Sections 5-45-3, and MMC Sections 5-45-04, Ordinance 16-03, and the Attorney General's Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use.
 - Mechanisms for ensuring that the CCB will operate on a Not-for-Profit basis until the Medical Cannabis Regulation and Safety Act is fully in effect or until the implementation of the Adult Use Marijuana Act (AUMA) or those requirements stipulated by Chapter 5-45.03
 - How medical and retail cannabis will be tracked and monitored to prevent diversion.
 - A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.

The Business Plan should include:

- A **budget** for construction, operation, maintenance, compensation of employees, equipment costs, utility costs, and other operation costs. The budget must demonstrate sufficient capital in place to pay startup costs and at least three months of operating costs, as well as a description of the sources and uses of funds.
Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets.
- A **pro forma** for at least three years of operation.
- **Neighborhood Compatibility Plan.** For the proposed location, your application should address how the CCB, including its exterior areas and surrounding public areas, will be managed, to avoid becoming a nuisance or having impacts on its neighbors and the surrounding community. Furthermore, a site plan (accurate, dimensioned and to-scale [minimum scale of 1/4"]) should be included for each potential location.
- **Safety and Security Plan.** For each proposed location, your application should include:
 - A detailed **safety plan**. This plan should describe the fire prevention, suppression, HVAC and alarm systems the facility will have in place. **It should include an assessment of the facility's fire safety by a qualified fire prevention and suppression consultant.** An appropriate plan will have considered all possible fire, hazardous material, and inhalation issues/threats and will have both written and physical mechanisms in place to deal with each specific situation.
 - A detailed **security plan**. This plan should include a description and detailed schematic of the overall facility security. It should have details on operational security, including but not limited to general security policies for the facility, employee specific policies, training, sample written policies, transactional security, visitor security, 3rd party contractor

security, and delivery security. In particular, applications should address ingress and egress access, perimeter security, product security (at all hours), internal security measures for access (area specific), types of security systems (alarms and cameras), and security personnel to be employed. **The security plan shall also include an assessment of site security by a qualified security consultant.** Security plans will not be made public.

- A **floor plan** showing existing conditions. If changes are proposed as part of the project, then a proposed floor plan should also be submitted. The floor plan(s) should be accurate, dimensioned and to-scale (minimum scale of 1/4").
- **Community Benefits.** The application should describe benefits that the CCB would provide to the local community, such as employment for residents of the City, community contributions, or economic incentives to the City.
- **Enhanced Product Safety.** The application should state how the CCB will ensure enhanced consumer safety as required by State or local law.
- **Environmental Benefits.** The application should describe any proposed "green" business practices relating to energy and climate, water conservation, and materials and waste management.
- Labor & Employment.** The application should describe to what extent the CCB will adhere to heightened pay and benefits standards and practices, including recognition of the collective bargaining rights of employees. Specific practices that are subject to consideration include the following:
 - Providing compensation to and opportunities for continuing education and training of employees/staff (applications should provide proof of the CCB policy and regulations to employees);
 - Providing a "living wage" to facility staff and employees. Wage scale should be provided in writing for all levels of employment at the facility. "Living Wage" shall mean 150% of the minimum wage mandated by California or Federal law, whichever is greater.
- **Local Enterprise.** The application should state the extent to which the CCB will be a locally managed enterprise whose Principals reside within Maywood and/or the County of Los Angeles.
- **Qualifications of Principals.** The application should include information concerning any special business or professional qualifications or licenses of principals that would add to the number or quality of services that the CCB would provide, especially in areas related to medical cannabis, such as scientific or health care fields.
- **Air Quality Plan.** Must demonstrate the air circulation does not impact the employees' health and welfare nor the surrounding businesses.

The City's Reservation of Right's

The City reserves the right to reject any and/or all proposals, with or without any cause or reason. The City may also, modify, postpone, or cancel the request for permit applications without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to request and obtain additional information from any candidate submitting a proposal. Incomplete proposals WILL BE REJECTED. Furthermore, a proposal RISKS BEING REJECTED for any of the following reasons:

1. Proposal considered not fully responsive to this request for a permit application.
2. Proposal contains excess or extraneous material not called for in the request for permit application.

CONTACT:

If you have any questions or would like an update on the status of your application, please contact David Mango at 323-562-5721 or by email at david.mango@cityofmaywood.org.

RESOLUTION NO. 6048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, GRANTING A COMMERCIAL CANNABIS VEHICLE DISPENSING LICENSE FOR FIREHOUSE HEALTHCARE INDUSTRIES INC, LOCATED AT 6118 ATLANTIC BOULEVARD

THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

WHEREAS, On February 22, 2017, the Maywood City Council approved a fee schedule and an application and evaluation procedure for commercial cannabis license applications pursuant to Maywood ordinance 16-03 titled "Code Amendment Permitting Marijuana Businesses in Certain Zones of the City;"

WHEREAS, Firehouse Healthcare Industries, Inc., ("Firehouse"), an existing cannabis brick and mortar dispensary located at 6118 Atlantic Boulevard, applied for a Commercial Cannabis Vehicle Dispensing License;

WHEREAS, City staff worked with HdL Companies ("HdL"), a consultant who provided expert evaluation of Firehouse's license application;

WHEREAS, prior to the final review and evaluation, the City reserves the right to request and obtain additional information from any candidate who submitted an application. Upon the completion of the final review process, the final score is tabulated and a minimum 80% overall score is required;

WHEREAS, Staff presented to the City Council the final rating for Firehouse along with their recommendation in which the City Council may award a license pursuant to MMC Section 5-45.01-12;

WHEREAS, Based on the application and evaluation process as scored by HdL and evaluated by staff, the Firehouse application for a Commercial Cannabis Dispensary license at 6118 Atlantic Boulevard received a composite score as follows:

Category (Phase 2)	Points Given	Points Allowed	Percentage
Proposed Location of Business	200	200	100%
Business Plan	320	400	80%
Neighborhood Compatibility Plan	300	300	100%
Safety & Security	235	300	78%
Air Quality Plan	100	100	100%
Labor & Employment Plan	200	200	100%
Total Points & Percentage Avg.	1,355	1,500	90%

Category (Phase 3)	Points Given	Points Allowed	Percentage
Final Location	170	200	85%
Business Plan	240	300	80%
Community Benefits	240	300	78%
Enhanced Product Safety	170	200	85%
Environmental Benefits	170	200	85%
Labor & Employment	170	200	85%
Local Enterprise	170	200	85%
Neighborhood Compatibility Plan	170	200	85%
Qualifications of Principals	260	300	87%
Safety & Security	170	200	85%
Air Quality Plan	170	200	85%
SUB-TOTAL	2100	2500	84%
TOTAL SCORE (PHASE 2 & 3)	3,455	4,000	86%

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

Section 1. The above recitals are true and correct and incorporated herein as if set forth in full.

Section 2. Based on the entire record before the City Council, including all written and oral evidence including the staff report, and pursuant Section 5-45.04 of the Maywood Municipal Code, the City Council finds as follows: (i) the applicant qualifies for licensure under the provisions of the Maywood Municipal Code; (ii) the applicant has not made any false or misleading statements during the application process; (iii) the applicant has paid the fees associated with its application; (iv) the applicant has the right to occupy or use the premises as described in the application; and (v) the applicant has demonstrated the ability to adequately satisfy the requirements of Ordinance 18-02, based on evidence submitted during the application process.

Section 3. The City Council hereby grants a Commercial Cannabis Vehicle Dispensing License to Firehouse Healthcare Industries, Inc. for a term not to exceed one year from the date this Resolution is adopted.

Section 4. Firehouse Healthcare Industries, Inc. shall comply with all applicable provisions related to the operation of a Cannabis Vehicle Dispensing operation as set forth in Ordinance No. 18-12.

Section 5. The City Clerk will certify to the passage and adoption of this Resolution and shall enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 10th day of July, 2019.

Eduardo De La Riva, Mayor

ATTEST:

Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6048 was adopted at a regular meeting of the City Council of the City of Maywood held on the 10th of July, 2019 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Gerardo Mayagoitia, City Clerk



Public Hearing

AGENDA 2
ITEM NO. _____

CITY COUNCIL STAFF REPORT

DATE: JULY 10, 2019

TO: HONORABLE MAYOR, AND MEMBERS OF THE CITY COUNCIL

FROM: JENNIFER E. VASQUEZ, CITY MANAGER *JV*

RE: PUBLIC HEARING: RESOLUTION ADOPTING THE FISCAL YEAR (FY) 2019/20 CAPITAL IMPROVEMENT PROGRAM (CIP) AND BUDGET

RECOMMENDATION

Staff recommends that the City Council conduct the public hearing, deliberate and take the following action by adopting a resolution approving the proposed FY 2019/20 CIP and budget.

FISCAL IMPACT

The CIP will serve as the basis for planning the Capital Improvement Projects Budget over the next two (2) fiscal years and will be updated annually.

If the recommended CIP is approved, the budget for CIP is estimated at \$2,410,573.00. The funding for these projects will come from special revenue sources. The attached Capital Projects Proposed budget proposes the specific funding sources for each individual project.

LEGAL REVIEW

The City Attorney has reviewed this report.

BACKGROUND

The City of Maywood's CIP, represents the budgeting process for establishing the City's capital priorities and financing plan. The attached CIP includes projects that have been approved previously and new projects.

Prior to City Council approval, the CIP must go to the Planning Commission for a General Plan Consistency Review per Maywood Municipal Code Section 9-1.07 and California Government Code Section 65103. Consequently, on May 21st, the Planning Commission considered Resolution PC 19-0443 and made the finding that the proposed CIP is consistent with the City's General Plan.

DISCUSSION

The goal of the CIP is to identify, prioritize and coordinate the financing and timing of major public improvements. The CIP addresses the repair, replacement and expansion of the City physical infrastructure system, which includes, for example, streets, sewers, storm drains, lighting, buildings and parks.

ATTACHMENT(S)

Attachment No. 1 – Resolution No. 6051 adopting the FY 2019/20 CIP and Budget

RESOLUTION NO. 6051

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MAYWOOD, CALIFORNIA, ADOPTING THE CAPITAL IMPROVEMENT PROGRAM (CIP) AND BUDGET FOR THE CITY OF MAYWOOD FOR THE FISCAL YEAR 2019/2020

WHEREAS, on May 21, 2019 the Planning Commission made the finding that the CIP is in compliance with the General Plan; and

WHEREAS, the City Council has provided the opportunity for public comment at a public meeting held on June 12, 2019, and conducted a detailed review of expenditure proposals; and

WHEREAS, the City Council has provided the opportunity for public comment at a public hearing held on July 10, 2019, and conducted a detailed review of expenditure proposals.

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

Section 1. The recitals set forth above are true and correct and incorporated herein as if set forth in full.

Section 2. That certain document entitled "City of Maywood Capital Improvement Program" and "Capital Projects Budget FY 2019-2020", a copy of both which are attached as Exhibit "A" and Exhibit "B", respectively, to this resolution.

Section 3. The City Clerk shall certify to the adoption of the resolution and shall cause a certified resolution to be filed in the book of original resolutions.

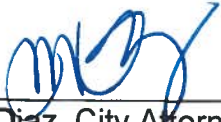
PASSED, APPROVED AND ADOPTED this 10th day of July 2019.


Eduardo De La Riva, Mayor

ATTEST:


Gerardo Mayagoitia, City Clerk

APPROVED AS TO FORM:



Roxanne Diaz, City Attorney

I, Gerardo Mayagoitia, City Clerk of the City of Maywood, do hereby certify that the foregoing Resolution No. 6051 was adopted at a regular meeting of the City Council of the City of Maywood held on the 10th day of July, 2019 by the following vote:

AYES: Marquez, Lara, and DeLaRiva

NOES:

ABSTAINED:

ABSENT: Alvarez and Medina



Gerardo Mayagoitia, City Clerk

EXHIBIT A

FY 2019-2020 Capital Improvement Program

CAPITAL IMPROVEMENT PROGRAM



FISCAL YEAR 2019-2020

Mayor Eduardo De La Riva

Mayor Pro-Tem Ricardo Lara

Councilmember Ramon Medina

Councilmember Herber Marquez

Councilmember Carlos Alvarez

City Manager, Jennifer Vasquez

Director of Building and Planning David Mango

Finance Director Ofelia Mancera

City Engineer Daniel R. Garcia, PE, REA, CPP

Project Manager Oranos Mekwian



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

July 10, 2019

SEWERS

6101. Sewer Master Plan Update

6102. Hydraulic Analysis

6103. Sanitary Sewer Management Plan Update

6104. Randolph/Heliotrope Emergency Overflow Project

6105. 52nd Place Sewer Replacement Project

6106. 55th Street Sewer Replacement Project



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6101 PROJECT TITLE	Sewer Master Plan
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Provide Sewer Master Plan Update for Maywood's Sewer System.

JUSTIFICATION

Per Section VIII of the August 9, 2017 SSMP Update, the City is required to develop a Sewer Master Plan based on a GIS in its update of the 2008 Sewer Master Plan performed by AAE. It must include the hydraulic analysis to detail the capacity issues in its compiling of the Sewer Capital Improvement Program. This is also required by the Attorney General and the LARWQCB. A delay in the hydraulic analysis allows Maywood to offset the completion of the Sewer Master Plan until FY 2020/21.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
\$ 262,781.00	\$ 180,958.35	\$ 151,751.00	\$ 45,490.00	\$ 106,261.00	\$ 3,000.00	\$ 78,822.65	
DCA ENGINEERING		\$ 29,207.35	\$ 29,207.35				

FUNDING SOURCES			COST BREAKDOWN	
FUND	EXP. TO DATE	AMOUNT	DESCRIPTION	ESTIMATED COST
SEF Gas Tax	\$ 151,751.00	\$ 259,781.00	1. PROJECT MANAGEMENT	\$ 60,000.00
	\$ 29,207.35		2. ENGINEERING/GIS	\$ 100,000.00
			3. SURVEY (DCA)	\$ 29,207.35
			4. REPORT	\$ 40,000.00
			5. CONTINGENCY	\$ 33,573.65
TOTAL	\$ 180,958.35	\$ 262,781.00	TOTAL	\$ 262,781.00

All costs shown in current dollars



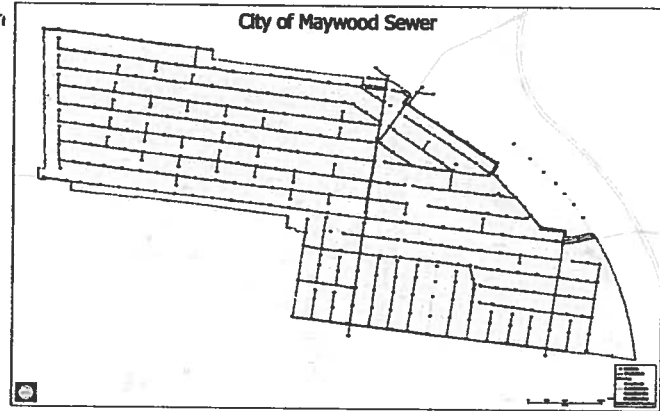
CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6102 PROJECT TITLE	Hydraulic Analysis
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Provide Hydraulic Analysis for LARWQCB and the Attorney General.

JUSTIFICATION

Per Section VIII of the August 9, 2017 SSMP Update, the City is require



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21
\$ 286,500.00	\$ 113,296	\$ 80,713.75	\$ 74,386.25	\$ 6,327.50	\$ 11,672.50	\$ 10,631.00
PSOMAS		\$ 32,582.50	\$ 11,465.00	\$ 21,117.50	\$ 100,900.00	\$ 50,000.00

FUNDING SOURCES			COST BREAKDOWN	
FUND	EXP. TO DATE	AMOUNT	DESCRIPTION	ESTIMATED COST
SEF	\$ 80,713.75	\$ 163,296.00	1. PROJECT MANAGEMENT	\$ 66,000.00
	\$ 32,582.50		2. PSOMAS/INFO SEWER/SURVEY	\$ 204,600.00
GAS TAX		\$ 112,573	3. GIS	\$ 6,400.00
Unknown			4. CONTINGENCY	\$ 9,500.00
		\$ 10,631.00	5.	
TOTAL	\$ 113,296.25	\$ 286,500.00	TOTAL	\$ 286,500.00

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6103 PROJECT TITLE	Sanitary Sewer Management Plan (SSMP) Update
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Update the Maywood SSMP in an effort to gain compliance with the State Waste Discharge Requirements 2006-0003-DWQ.

JUSTIFICATION

The Los Angeles Regional Water Quality Control Board (LARWQCB) criticized the Maywood SSMP approved by City Council on July 26, 2017 due to the fact that most of the required elements were planned and not funded or executed. Since then, staff has implemented many of the required elements with the approval and funding of City Council. The Attorney General and the LARWQCB will meet with Maywood. A delay in the hydraulic analysis allows Maywood to offset the completion of the SSMP until FY 2020/21.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	
\$ 84,000.00		\$ 25,340.00	\$ 23,340.00	\$ 2,000.00	\$ 5,000.00	\$ 53,660.00	
FUNDING SOURCES			COST BREAKDOWN				
FUND	AMOUNT	DESCRIPTION		ESTIMATED COST			
Sewer Enterprise Funds	\$ 25,340.00	1. Engineering SSMP Update		\$ 84,000.00			
Gas Tax	\$ 5,000						
Unknown	\$53,660.00						
TOTAL	\$ 84,000.00	TOTAL		\$ 84,000.00			

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6104 PROJECT TITLE	Randolph & Heliotrope Emergency Overflow Project
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Sewer overflow to prevent SSO's on Heliotrope Avenue

JUSTIFICATION

From 2009 to present, there have been 18 Sanitary Sewer Overflows (SSO's). Six of those can be attributed to the siphon on Randolph & Heliotrope. This project mitigates the known existing condition there and the likeiness of an SSO's at this location. This project is scheduled to be completed this fiscal year.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	
\$ 90,220.00	\$ -	\$ 7,220.00	\$ 5,220.00	\$ 2,000.00	\$ 83,000.00	

FUNDING SOURCES			COST BREAKDOWN	
FUND	EXP. TO DATE	AMOUNT	DESCRIPTION	ESTIMATED COST
SEF CDBG	\$ 7,220.00	\$ 47,220	1. DESIGN	\$ 15,000.00
			2. CONSTRUCTION	\$ 60,000.00
			3. MANAGEMENT/INSPECTION	\$ 8,000.00
			4. GEOTECHNICAL	\$ 7,000.00
			5. CONTINGENCY	\$ 220.00
TOTAL	\$ 7,220.00	\$ 90,220	TOTAL	\$ 90,220.00

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6105 PROJECT TITLE	52 nd Place Sewer Replacement Project
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Sewer replacement of undersized sewers.

JUSTIFICATION

The June, 2018 Sewer Flushing and Documentation project revealed a string of sewer deficiencies from Heliotrope Avenue (MH (04)388) to Alamo Avenue



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2018/19	FY 2019/20	FY 2020/21	
\$ 1,303,260.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 30,000.00	\$ 1,253,260.00	

FUNDING SOURCES			COST BREAKDOWN	
FUND	EXP. TO DATE	AMOUNT	DESCRIPTION	ESTIMATED COST
CDBG	\$ -	\$ 30,000.00	1. DESIGN	\$ 50,000.00
UNKNOWN	\$ -	\$ 1,273,260.00	2. CONSTRUCTION	\$ 1,003,260.00
			3. MANGEMENT/INSPECTION	\$ 100,000.00
			4. GEOTECHNICAL	\$ 50,000.00
			5. CONTINGENCY	\$ 100,000.00
TOTAL	\$ -	\$ 1,303,260.00	TOTAL	\$ 1,303,260.00

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6106 PROJECT TITLE	55th Street Sewer Replacement Project
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Sewer replacement of undersized sewers.

JUSTIFICATION

In the first Hydraulic Model, it indicated that this stretch of sewer was the most undersized sewer in the City. It was shown as 0.76 of capacity. It is being upsized to an 18-inch sewer to accommodate the flow that is known to flow through this section of sewer pipe.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2018/19	FY 2019/20	FY 2020/21	
\$ 184,152.50	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 174,153.00	

FUNDING SOURCES			COST BREAKDOWN	
FUND	EXP. TO DATE	AMOUNT	DESCRIPTION	ESTIMATED COST
Unknown CDBG	\$ -	\$ 174,153	1. DESIGN	\$ 11,000.00
			2. CONSTRUCTION	\$ 112,152.50
			3. MANGEMENT/INSPECTION	\$ 11,000.00
			4. GEOTECHNICAL	\$ 20,000.00
			5. CONTINGENCY	\$ 30,000.00
TOTAL	\$ -	\$ 184,153	TOTAL	\$ 184,152.50

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

STREETS

6201. Slauson Avenue Street Improvements

6202. Atlantic Boulevard and Slauson Avenue Intersection

6203. Atlantic Boulevard Corridor Study

6204. Pavement Rehabilitation Project FY19-20 on Various Streets

6205. Slurry Seal Project FY19-20

6206. ADA Self-Evaluation

6207. Citywide Street Traffic Sign Inventory Project

6208. Citywide Street Name Sign Design

6209. City Entry/Exit Sign Project

6210. 6.6KV Street Lighting Project

6211. Option E SCE LED Conversion Project

6212. Bicycle Master Plan



JUSTIFICATION

An aerial photograph of a city street intersection. The street runs vertically through the center of the image. On the left side of the street, there are several large, multi-story buildings with flat roofs. On the right side, there are more buildings, some with flat roofs and others with more complex structures. A crosswalk is visible at the bottom of the image, with a zebra crossing pattern. Several cars are visible on the street, including a white car in the foreground and a dark car further back. The overall scene is a dense urban environment.

ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
\$ 5,000,000.00	\$ -	\$ -	\$ 50,000.00	\$ 170,000.00	\$ 2,390,000.00	\$ 2,390,000.00	
FUNDING SOURCES			COST BREAKDOWN				
FUND	AMOUNT	DESCRIPTION				ESTIMATED COST	
Measure R Regional Funds	\$ 5,000,000.00	1. DESIGN				\$ 220,000.00	
		2. CONSTRUCTION				\$ 3,780,000.00	
		3. CM MANAGEMENT / INSPECTION				\$ 500,000.00	
		4. CONTINGENCIES				\$ 500,000.00	
		5. OTHER (LIST)				\$ -	
TOTAL	\$ 5,000,000.00	TOTAL				\$ 5,000,000.00	
All costs shown in current dollars							



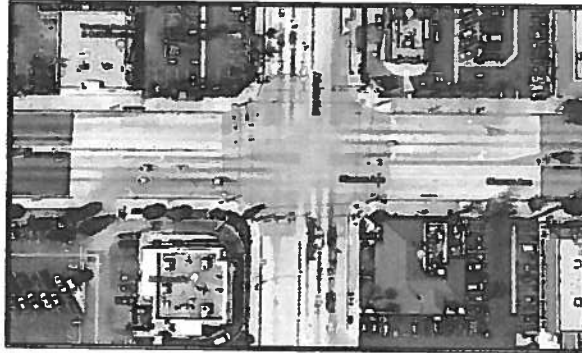
CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6202 PROJECT TITLE	Atlantic Boulevard and Slauson Avenue Intersection Improvements
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Provide intersection improvements including Traffic signal upgrades/replacement, Turn lane extensions, Modifying intersection geometrics and Traffic Synchronization with adjacent Intersections, adding turning lanes if necessary, etc.

JUSTIFICATION

The I-710 Study flagged this intersection as deficient for the regional issues with regard to this freeway project. Many improvements will need to be studied, conceptualized and implemented for regional benefit of the I-710 Freeway. The I-710 TAC has included this project with the Slauson Avenue Improvements that includes Huntington Park's Slauson Avenue Improvements for a Regional Project. \$445,000 has been approved by Gateway Cities and Metro for the design of the two projects. \$225,000 has been designated for this projects design efforts. A funding agreement with Metro needs to be executed before City can be reimbursed.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
\$ 4,070,000.00		\$ -	\$ -	\$ 50,000.00	\$ 175,000.00	\$ 1,920,000.00	\$ 1,925,000.00

FUNDING SOURCES		COST BREAKDOWN	
FUND	AMOUNT	DESCRIPTION	ESTIMATED COST
I-710 Early Action Funds	\$ 4,070,000.00	1. CONCEPTUAL DESIGN/PRELIMINARY ENGINEERING	\$ 100,000.00
		2. DESIGN	\$ 300,000.00
		3. INSPECTION/CONSTRUCTION MANAGEMENT	\$ 300,000.00
		4. CONSTRUCTION	\$ 3,000,000.00
		5. CONTINGENCY	\$ 370,000.00
TOTAL	\$ 4,070,000.00	TOTAL	\$ 4,070,000.00

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6203 PROJECT TITLE:	Atlantic Boulevard Corridor Study
REQUESTING DEPARTMENT:	Engineering
DESCRIPTION:	This is a Regional Study being performed by the Gateway Cities to study the Atlantic Blvd. Corridor.

JUSTIFICATION:

This project will study Atlantic Boulevard in Maywood and make it consistent with the entire Corridor through the Gateway Cities. This fee is Maywood's contribution to the Gateway Cities effort. City Council approved in agreement with Gateway Cities for this project on March 27, 2019 paid the \$112,646.48. Gateway Cities will seek Federal State and other funding for implementation of the final Master Plan.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20
\$ 112,646.48		\$ 12,646.48	\$ -	\$ 12,646.48 (City Contribution)	\$ 100,000.00

FUNDING SOURCES		COST BREAKDOWN	
FUND	AMOUNT	DESCRIPTION	ESTIMATED COST
I-710 Early Action Funds	\$ 112,646.48	1. CONCEPTUAL DESIGN CONTRIBUTION	\$ 12,646.48
		2. Maywood Design Contribution	\$100,000.00
TOTAL:	\$ 112,646.48	TOTAL	\$ 112,646.48

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6204 PROJECT TITLE	Pavement Rehabilitation Project FY 2019/2020 on Various Streets
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Resurfacing and Reconstruction of Street Sections Throughout the City

JUSTIFICATION

This project resurfaces 36 street segments as identified in the City's 5-Year Pavement Management Plan. The project also includes the repair of damaged curb and gutter, driveway approaches, and sidewalks. ADA compliant curb ramps will be installed as necessary. Streets included in this project are: 57th St, 58th St, Alamo Ave, Atlantic Blvd, Fruitland Ave, Palm Ave, Randolph St and Slauson Ave.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
\$ 1,464,155.00		\$ -	\$ -	\$ -	\$1,100,000.00	\$364,155.00	
FUNDING SOURCES		COST BREAKDOWN					
FUND	AMOUNT	DESCRIPTION		ESTIMATED COST			
Unknown	\$ 384,155.00	1.	DESIGN	\$ 15,000.00			
SB1 - Allotment #3	\$ 550,000.00	2.	CONSTRUCTION	\$ 1,200,127.00			
Measure M	\$ 200,000.00	3.	MANAGEMENT / INSPECTION	\$ 120,012.70			
Proposition C	\$ 50,000.00	4.	MATERIALS TESTING	\$ -			
Measure R	\$300,000.00	4.	CONTINGENCIES	\$ 129,015.30			
		5.	OTHER (LIST)				
TOTAL	\$ 1,464,155.00	TOTAL		\$1,464,155.00			

All costs shown in current dollars



JUSTIFICATION



All-American Asphalt:

(Contractor)

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6206 PROJECT TITLE	ADA Self-Evaluation
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Perform Self-Evaluation and Transition Plan to Fulfill Requirements Set Forth in Title II of the ADA

JUSTIFICATION

The Americans with Disabilities Act (ADA) is a comprehensive civil rights law for persons with disabilities in both employment and the provision of goods and services passed in Congress on July 26, 1990. The Department of Justice's Title II regulation adopts the general prohibitions of discrimination established under Section 504 and incorporates specific prohibitions of discrimination for the ADA. Title II provides protections to individuals with disabilities that are at least equal to those provided by the nondiscrimination provisions of Title V of the Rehabilitation Act.

Title II of the ADA stipulates that public entities must identify and evaluate all programs, activities, and services and review all policies, practices, and procedures that govern administration of the programs, activities, and services for all government entities employing more than fifty people.

This ADA Self-Evaluation and Transition Plan is prepared to fulfill the requirements set forth in Title II of the ADA. The services provided here will assist the City of Maywood in identifying policy, program, and physical barriers to accessibility and in developing barrier removal solutions that will facilitate the opportunity of access to all individuals in accordance with Americans with Disabilities Accessibility Guidelines (ADAAG) and the California State Accessibility Standards (CSAS).



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
\$ 50,450.00	\$ -	\$ 13,148.75	\$ 640.00	\$ 12,509.00	\$ 37,300.00		

FUNDING SOURCES		COST BREAKDOWN	
FUND	AMOUNT	DESCRIPTION	ESTIMATED COST
Gas Tax	\$ 50,450.00	1. STUDY AND REPORT	\$ 50,450.00
TOTAL	\$ 50,450.00	TOTAL	\$ 50,450.00

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6207 PROJECT TITLE	Citywide Traffic Sign Inventory and Replacement Program
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Field survey traffic signage to quantify into a report

JUSTIFICATION

This project will conduct a full inventory of all City signs, assess condition and map exact location using GIS compatible software. Recommendations for a sign replacement program will be made and presented to City Council for implementation.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2018/19	FY 2019/20		
\$ 64,100.00		\$ 34,058.00	\$ 34,058.00	\$ 30,000.00		

FUNDING SOURCES		COST BREAKDOWN	
FUND	AMOUNT	DESCRIPTION	ESTIMATED COST
Gas Tax	\$ 34,100.00	1. FIELD INSPECTION	\$ 25,000.00
Proposition C	\$ 30,000.00	2. GIS/MAPPING	\$ 25,000.00
		3. REPORT	\$ 14,100.00
TOTAL	\$ 64,100.00	TOTAL	\$ 64,100.00

All costs shown in current dollars



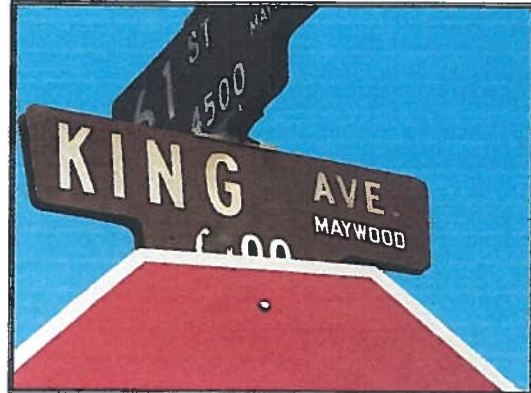
CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6208 PROJECT TITLE	Citywide Street Name Sign Design
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Design street name signs for Maywood. Construction will be determined later for Citywide application.

JUSTIFICATION

Design street name signs for Maywood. An inventory of the number and placement of these signs will take place as part of this project. When City and consultant staff determines these numbers, a construction estimate can then be achieved.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
\$ 62,000.00		\$ -	\$ -	\$ 12,000.00	\$ 50,000.00		\$ -

FUNDING SOURCES		COST BREAKDOWN	
FUND	AMOUNT	DESCRIPTION	ESTIMATED COST
Gas Tax Measure R	\$ 12,000.00 \$50,000.00	1 PROJECT MANAGEMENT/DESIGN	\$ 62,000.00
		2 CONSTRUCTION	TBD
TOTAL	\$ 62,000.00	TOTAL	\$ 62,000.00

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6209 PROJECT TITLE	City Entry/Exit Sign Project
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Provide alternatives for City Planning/City Council consideration for implementation on Atlantic Boulevard and Slauson Avenue at the City borders.

JUSTIFICATION

Currently, most once existing City Entry/Exit signs no longer exist. In order to replace the signs, the City would like to review alternatives. Planner to assist Director of Planning.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	
\$ 118,300.00		\$ 18,406.46	\$ 4,080.00	\$ 14,327.00		
FUNDING SOURCES		COST BREAKDOWN				
FUND	AMOUNT	DESCRIPTION		ESTIMATED COST		
Gas Tax	\$ 118,300	1. DESIGN, PLANNING, COUNCIL&PUBLIC REVIEW		\$ 20,300.00		
		2. CONSTRUCTION		\$ 80,000.00		
		3. MANAGEMENT / INSPECTION		\$ 8,000.00		
		4. CONTINGENCIES		\$ 10,000.00		
		5. OTHER (LIST)				
TOTAL:	\$ 118,300	TOTAL		\$ 118,300.00		

All costs shown in current dollars

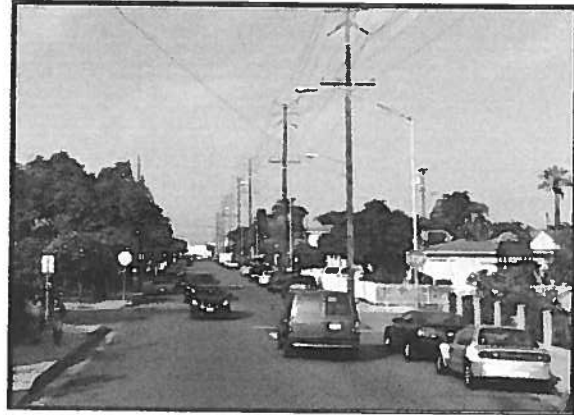


CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020 JULY 10, 2019

6210 PROJECT TITLE	6.6 KV Street Lighting Project
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	Replace 6.6 KV Lighting System with LED Lights.

JUSTIFICATION

Currently Loma Vista Avenue from Slauson Avenue to Fruitland Avenue contains a string of 16 streetlights on east side of the street that are still connected to the ancient 6.6 KV system and parts cannot be purchased anymore. The project will connect possibly to the Slauson Avenue grid and replace the incandescent 6.6 KV lights with LED lighting.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22
\$ 289,700.00		\$ 310.00	\$ 310.00	\$ -	\$ 289,690.00		

FUNDING SOURCES		COST BREAKDOWN	
FUND	AMOUNT	DESCRIPTION	ESTIMATED COST
Measure M	\$ 89,700.00	1. DESIGN	\$ 20,000.00
SLAD	\$ 200,000.00	2. CONSTRUCTION	\$ 200,000.00
		3. MANAGEMENT / INSPECTION	\$ 20,000.00
		4. CONTINGENCIES	\$ 49,700.00
		5. OTHER (LIST)	\$ -
TOTAL	\$ 289,700.00	TOTAL	\$ 289,700.00

All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020

JULY 10, 2019

6211 PROJECT TITLE	Option E SCE LED Conversion Project
REQUESTING DEPARTMENT	Engineering
DESCRIPTION	SCE LS-1 Lights to be converted to LED technology must apply for the SCE Program entitled Option E.

JUSTIFICATION

This project is initiated by filling out the Option E application. The City will agree to pay for the capital improvement of converting the SCE owned (LS-1) lights to LED and SCE will adjust Maywood's bill upwards to reflect the increased costs. SCE will manage the installation and conversion to LED. The costs below are theoretical and would need to be clarified. to determine if this option is beneficial for Maywood.



ESTIMATED COST	FUNDS ALLOCATED TO DATE	EXPENSES TO DATE	FY 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	
\$ 20,000.00		\$ -	\$ -	\$ -	\$ 10,000.00	\$10,000.00	

FUNDING SOURCES		COST BREAKDOWN	
FUND	AMOUNT	DESCRIPTION	ESTIMATED COST
Measure M	\$ 20,000.00	1. PROJECT MANAGEMENT	\$ 20,000.00
SCE LS-1 Billing	\$ (200,000.00)	2. LS-1 CIP BUDGET	\$ (200,000.00)
TOTAL	\$ 20,000.00	TOTAL	\$ 20,000.00

All costs shown in current dollars



All costs shown in current dollars



CAPITAL IMPROVEMENT PROGRAM FISCAL YEAR 2019 - 2020
JULY 10, 2019

END
FISCAL YEAR 19/20
CAPITAL
IMPROVEMENT
PROGRAM

EXHIBIT B

FY 2019-2020 Capital Improvement Projects Budget

EXHIBIT B

**CITY OF MAYWOOD
CAPITAL PROJECTS
Proposed Budget
FY 2019-2020 2020-2021**

TYPE	Project #	PROJECT NAME		Estimated Total Project Cost	YTD Actual Expenditures	Budget 2019-20	FUNDING SOURCES 2019-20											Projected Budget 20-21
							MTA- I-710 Early Action Funds	MTA Regional Measure R	CDBG	Measure M	Gas Tax	Street Lighting Assesment District (SLAD)	SB-1	Prop C	TDA Article 3 Bike and Pedestrians Funds	Sewer Enterprise Fund	Measure R	
Sewers	6101	Sewer Master Plan Update	Carry Over	262,781	180,959	3,000					3,000							78,822
Sewers	6102	Hidraulic Analysis	Carry Over	286,500	113,296	112,573					112,573							60,631
Sewers	6103	Sanitary Sewer Management Plan (SSMP) Update	Carry Over	84,000	25,340	5,000					5,000							53,660
Sewers	6104	Randolph & Heliotrope Emergency Overflow Project	New	90,220	7,220	83,000			43,000							40,000		-
Sewers	6105	52nd Place Sewer replacement Project	New	1,303,260	20,000	30,000			30,000									1,253,260
Sewers	6106	55th Street Sewer Replacement Project	New	184,153	-	10,000			10,000							-		174,153
Streets	6201	Slauson Avenue Corridor Improvements	New	5,000,000	-	50,000		50,000										170,000
Streets	6202	Atlantic Blvd & Slauson Intersection Improvement	New	4,070,000		50,000	50,000										-	175,000
Streets	6203	Atlantic Boulevard Corridor Study	New	112,646	12,646	100,000	100,000											-
Streets	6204	Pavement Rehabilitation- Various Streets	New	1,464,155	-	1,100,000	-	-	-	200,000	-	-	550,000	50,000	-	-	300,000	364,155
Streets	6205	Slurry Seal	New	431,700		420,000				200,000	170,000			50,000			-	11,700
Streets	6206	ADA Self Evaluation	Carry Over	50,450	13,150	37,300	-	-	-	-	37,300	-	-	-	-	-	-	
Streets	6207	Inventory Citywide Street Traffic Sign and Design	Carry Over	64,100	34,100	30,000	-	-	-	-		-	-	30,000	-	-		-
Streets	6208	Citywide Street Name sign and design	Carry Over	62,000	12,000	50,000											50,000	
Streets	6209	City Entry/Signs	Carry Over	118,300	18,400	-												99,900
Streets	6210	6.6KV Conversion in Loma Vista	New	289,700		289,700				89,700		200,000						-
Streets	6211	Option E SCE LED Conversion Project	New	20,000		10,000				10,000								10,000
Streets	6212	Bicycle Master Plan	New	110,000		30,000									30,000			80,000
		Total Capital Projects		14,003,965	437,111	\$ 2,410,573	\$ 150,000	\$ 50,000	\$ 83,000	\$ 499,700	\$ 327,873	\$ 200,000	\$ 550,000	\$ 130,000	\$ 30,000	\$ 40,000	\$ 350,000	\$ 2,531,281
		Fund Balance							262,900	272,500	504,027	77,700	74,900	144,700	400	-	241,300	-

* 5 year Capital Improvement Project. Fiscal year 2019-21 budgeted cost is pending approval of funding agreement with MTA.

Tally Sheet for Council Meetings - Revised 12202018

Roll call		
	Here	Absent
Councilman Marquez	✓	
Councilman Alvarez		✓
Councilman Medina		✓
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	

We have Quorum

If Councilman is absent: Let the Record Show that _____ is absent

Date: 7/10/19

Start: 7:04

End: 10:39

Notes:

Item: PH #1		
Motion	De La Riva	
2nd	Marquez	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	

Motion Carries ✓ Motion is Lost _____

Direction to staff

Listen to audio around

1:06

Item: PH #2		
Motion	De La Riva	
2nd	Lara	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	0

Motion Carries ✓ Motion is Lost _____

Item: PH #3 Republic		
Motion	Marquez	
2nd	De la Riva	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	0

Motion Carries ✓ Motion is Lost _____

Motion to adopt Reso

6052

Item: P# 3 CWS		
Motion		
2nd		
Votes		
	Yes	No
Councilman Marquez		
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara		
Mayor De La Riva		
Total:		

Motion Carries _____ Motion is Lost _____

6053

No action is taken

Tally Sheet for Council Meetings - Revised 12202018

Item: 1, 2, 3, 4, 5, 6, 7, 8, 13		
Motion	Lara	
2nd	Marquez	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	0

Motion Carries ☒ Motion is Lost ☐

Item: 9		
Motion	DeLa Riva	
2nd	Lara	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:		

Motion Carries ☒ Motion is Lost ☐

Item: 10		
Motion	De La Riva	
2nd	Marquez	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	0

Motion Carries ☒ Motion is Lost ☐

Item: 11		
Motion	De la	
2nd		
Votes		
	Yes	No
Councilman Marquez		
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara		
Mayor De La Riva		
Total:		

Motion Carries ☐ Motion is Lost ☐

Lack of a second
Continued to next meeting

Item: 12		
Motion	DeLa	
2nd		
Votes		
	Yes	No
Councilman Marquez		
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara		
Mayor De La Riva		
Total:		

Motion Carries ☐ Motion is Lost ☐

Lack of a second
Continued to next
Meeting

Item: 14		
Motion	Lara	
2nd	DeLa	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	0

Motion Carries ☒ Motion is Lost ☐

Motion for Northstar

Tally Sheet for Council Meetings - Revised 12202018

Item: <u>Extend time</u>		
Motion	<u>De la Riva</u>	
2nd	<u>Lara</u>	
Votes		
	Yes	No
Councilman Marquez	<u>✓</u>	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	<u>✓</u>	
Mayor De La Riva	<u>✓</u>	
Total:	<u>3</u>	

Motion Carries ✓ Motion is Lost _____

10:30

Item: 15		
Motion	Lara	
2nd	De la	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	0

Motion Carries ✓ Motion is Lost _____

Motion to award tree Contract to North Star

Item: 16		
Motion		
2nd		
Votes		
	Yes	No
Councilman Marquez		
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara		
Mayor De La Riva		
Total:		

Motion Carries _____ Motion is Lost _____

Adopt Recommendation from Planning & staff, Listen to Recording Establishing written procedures

Item: <u>Extend</u>		
Motion	<u>De la</u>	
2nd	<u>marquez</u>	
Votes		
	Yes	No
Councilman Marquez	✓	
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara	✓	
Mayor De La Riva	✓	
Total:	3	

Motion Carries ✓ Motion is Lost _____

11:00pm

Item:		
Motion		
2nd		
Votes		
	Yes	No
Councilman Marquez		
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara		
Mayor De La Riva		
Total:		

Motion Carries _____ Motion is Lost _____

Item:		
Motion		
2nd		
Votes		
	Yes	No
Councilman Marquez		
Councilman Alvarez		
Councilman Medina		
Mayor ProTem Lara		
Mayor De La Riva		
Total:		

Motion Carries _____ Motion is Lost _____



AGENDA

REGULAR MEETING OF THE MAYWOOD CITY COUNCIL AND THE SUCCESSOR AGENCY TO THE MAYWOOD COMMUNITY REDEVELOPMENT AGENCY

Maywood City Council Chambers
4319 E. Slauson Avenue, Maywood, CA 90270
Wednesday, July 10, 2019 at 7:00 p.m.

Rules of Decorum

*"Members of the Public are advised that all **ELECTRONIC DEVICES, CELLULAR TELEPHONES** and any **OTHER COMMUNICATION DEVICES** are to be turned off upon entering the City Council Chambers." If you need to have a discussion with someone in the audience, kindly step out into the lobby.*

Reglas de Comportamiento

*"Al público en general se le avisa que todos los **teléfonos celulares, pagers y demás aparatos de comunicación deben ser apagados** al entrar a la sala de audiencias del Consejo Municipal de la Ciudad." Si usted necesita tener una conversación con alguien que está en la audiencia, amablemente le pedimos que salga del recinto y tenga su conversación en el vestíbulo de la sala de audiencias.*

ROLL CALL:

Eduardo De La Riva, Mayor
Ricardo Lara, Mayor Pro Tem
Ramon Medina, Councilmember *Absent*
Carlos Alvarez, Councilmember *Absent*
Heber Marquez, Councilmember
Gloria Viramontes, City Treasurer *Absent*
Gerardo Mayagoitia, City Clerk *Absent*
Jennifer Vasquez, City Manager
David Mango, Director of Building and Planning
Ofelia Mancera, Finance Director
Roxanne Diaz, City Attorney

*In order to address the Council, please complete a Public Comment Card.
No Public Comment Cards will be accepted after 7:15 p.m. Time allotted per speaker: 3 minutes.
No agenda item may be taken after 9:00 p.m. without a motion to extend time by the majority of Council present.*