

# CITY OF HUNTINGTON PARK

## City Council Regular Meeting Agenda Tuesday, October 4, 2016

6:00 p.m.  
City Hall Council Chambers  
6550 Miles Avenue, Huntington Park, CA 90255

**Graciela Ortiz**  
Mayor

**Marilyn Sanabria**  
Vice Mayor

**Jhonny Pineda**  
Council Member



**Karina Macias**  
Council Member

**Valentin Palos Amezcuita**  
Council Member

All agenda items and reports are available for review in the City Clerk's Office and [www.hpca.gov](http://www.hpca.gov). Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

Any person who requires a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the public meeting may request such modification, accommodation, aid or service by contacting the City Clerk's Office either in person at 6550 Miles Avenue, Huntington Park, California or by telephone at (323) 584-6230. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION. Thank you.**

**PLEASE NOTE**--The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Members of the City Council. Members of the City Council and the public are reminded that they must preserve order and decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

- The conduct of City Council meetings is governed by the portion of the California Government Code commonly known as the "Brown Act" and by the Huntington Park City Council Meeting Rules of Procedure.
- The City Council meeting is for conducting the City's business, and members of the audience must obey the rules of decorum set forth by law. This means that each speaker will be permitted to speak for three minutes to address items that are listed on the City Council agenda or topics which are within the jurisdictional authority of the City.
- No profanity, personal attacks, booing, cheering, applauding or other conduct disruptive to the meeting will be permitted. Any person not adhering to the Rules of Procedure or conduct authorized by the Brown Act may be asked to leave the Council Chambers.
- All comments directed to the City Council or to any member of the City Council must be directed to the Mayor (or Chairperson if Mayor is absent).

We ask that you please respect the business nature of this meeting and the order required for the proceedings conducted in the Council Chambers.

### **Public Comment**

The Council encourages all residents of the City and interested people to attend and participate in the meetings of the City Council.

If you wish to address the Council, please complete the speaker card that is provided at the entrance to the Council Chambers and give to City Clerk prior to the start of Public Comment.

For both open and closed session each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another. **This is the only opportunity for public input except for scheduled public hearing items.**

All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

### **Additions/Deletions to Agenda**

Items of business may be added to the agenda upon a motion adopted by a minimum two-thirds vote finding that there is a need to take immediate action and that the need for action came to the attention of the City or Agency subsequent to the agenda being posted. Items may be deleted from the agenda upon the request of staff or Council.

### **Important Notice**

The City of Huntington Park shows replays of City Council Meetings on Local Access Channel 3 and over the Internet at [www.hpca.gov](http://www.hpca.gov). NOTE: Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

## **CALL TO ORDER**

## **ROLL CALL**

Mayor Graciela Ortiz  
Vice Mayor Marilyn Sanabria  
Council Member Valentin Palos Amezcuita  
Council Member Karina Macias  
Council Member Jhonny Pineda

## **INVOCATION**

## **PLEDGE OF ALLEGIANCE**

## **PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from the California Highway Patrol (CHP), "Certificates of Recognition" Presented to City of Huntington Park Police Officers for the "10851" Auto Theft Recovery Award

"Certificates of Recognition" Presented to Students who Volunteered at the 8<sup>th</sup> Annual Student Recovery Day (SRD), Implemented by the Los Angeles Unified School District held September 9, 2016

Proclamation Proclaiming "October as Breast Cancer Awareness Month"

## **PUBLIC COMMENT**

*Pursuant to Government Code Section 54954.3(a) Members of the public will have an opportunity to address the City Council on items listed on this regular meeting agenda. For items on this agenda each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207. Time limits may not be shared with other speakers and may not accumulate from one period of public comment to another or from one meeting to another.*

## **STAFF RESPONSE**

RECESS TO CLOSED SESSION

## **CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATOR  
(Government Code Section 54957.6(a)) - Regarding Represented Employees City's Designated Representative(s) for Negotiations: Edgar Cisneros, City Manager  
Employee Organization: Police Officers Association (POA)

## RECONVENE TO OPEN SESSION

### CLOSED SESSION ANNOUNCEMENT

#### CONSENT CALENDAR

All matters listed under the Consent Calendar are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time the Council votes on the motion unless members of the Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

#### OFFICE OF THE CITY CLERK

1. **Approve Minute(s) of the following City Council Meeting(s):**

1-1 Regular City Council Meeting held Tuesday, September 20, 2016.

#### FINANCE

2. **Approve Accounts Payable and Payroll Warrants dated October 4, 2016**

#### END OF CONSENT CALENDAR

#### REGULAR AGENDA

#### PUBLIC WORKS

3. ***Continued from the September 20<sup>th</sup> Regular City Council Meeting* – Approve First Amendment to Contract with Bennett Landcare for Landscaping Maintenance Services**

#### RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve first amendment to contract with Bennett Landcare for the Landscaping Maintenance Services contract;
2. Authorize the City Manager to execute such agreement; and
3. Approve budget appropriation of \$162,810 for account #111-8095-431.56-60 and \$2,186 for account #231-8010-415.56-41.

## **REGULAR AGENDA (Continued)**

### **FINANCE**

4. **Approve Additional Budget Appropriation for MTA Grant Funds to Complete a General Plan Update**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize Finance Director to make an additional budget appropriation for \$70,000 in account 222-5030-431.56-41.

5. **Resolution Establishing Fund Balance Policies as Required Pursuant to the Governmental Accounting Standards Board (GASB) Statement No. 54**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2016-45, Establishing fund balance policies that are consistent with the Governmental Accounting Standards Board (GASB) Statement No. 54

### **PUBLIC WORKS**

6. **Authorize a Pledged Revenue and Funds Resolution for Publically Owned Entities Pursuant to the Submittal of an Application to the State Water Resources Control Board for Financial Assistance and/or Grant Funding for Well No. 17**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2016-46, as part of the grant funding for improvements to Well 17; and
2. Authorize the City Manager to sign financing agreement, amendments, and certifications for funding under the Drinking Water State Revolving Fund.

### **COMMUNITY DEVELOPMENT**

7. **Resolution of the City Council Supporting Los Angeles County Metropolitan Transportation Authority (MTA) Sponsored Measure M to Fund Local Transportation Improvements**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2016-47, Supporting the Los Angeles County Metropolitan Transportation Authority (MTA) sponsored Measure M to fund local transportation improvements

**END OF REGULAR AGENDA**

**DEPARTMENTAL REPORTS** (Information only)

**WRITTEN COMMUNICATIONS**

**COUNCIL COMMUNICATIONS**

**Council Member Valentin Palos Amezquita**

**Council Member Karina Macias**

**Council Member Jhonny Pineda**

**Vice Mayor Marilyn Sanabria**

**Mayor Graciela Ortiz**

**ADJOURNMENT**

The City of Huntington Park City Council will adjourn to a Regular Meeting on Tuesday, October 18, 2016, at 6:00 P.M.

I Donna G. Schwartz, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted within 72 hours at City of Huntington Park City Hall and made available at [www.hpca.gov](http://www.hpca.gov) on the 29<sup>th</sup> of September 2016.

  
Donna G. Schwartz, CMC  
City Clerk

## **MINUTES**

Regular Meeting of the  
City of Huntington Park City Council  
Tuesday, September 20, 2016

Sergeant at Arms read the Rules of Decorum

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:04 p.m. on Tuesday, September 6, 2016, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Graciela Ortiz presiding.

PRESENT: Council Member(s): Valentin Palos Amezquita, Jhonny Pineda, Karina Macias, Vice Mayor Marilyn Sanabria and Mayor Graciela Ortiz. CITY OFFICIALS/STAFF: Edgar Cisneros City Manager; Noel Tapia, Assistant City Attorney; Cosme Lozano, Chief of Police; Josette Espinosa, Director of Parks and Recreation; Jan Mazyck, Interim Finance Director; Manuel Acosta, Economic Development Manager and Donna Schwartz, City Clerk. ABSENT: Michael Ackerman, Acting Public Works Director/City Engineer, and Martha Castillo, Human Resources Director.

### **INVOCATION**

The invocation was led by Mayor Ortiz.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Abiel Mendoza, Miles Elementary School.

### **PRESENTATIONS AND ANNOUNCEMENTS**

Council presented a "Certificate of Appreciation" to Abiel Mendoza for leading the Pledge of Allegiance.

Council presented a "Certificate of Recognition" to Retiring Senior Officer Steve Castro for His Outstanding Service to the City of Huntington Park Police Department and the City of Huntington Park Community.

City Manager Cisneros announced staff requested agenda item #7 be continued to the next regular City Council Meeting of October 4, 2016.

### **PUBLIC COMMENT**

1. Berenice Rodriguez, Ingenium School, spoke in support of charter schools and is opposed to the moratorium.
2. Aurora Hernandez, parent of a student attending Ingenium School, also spoke in support of charter schools and opposed to the moratorium
3. Jaime De La Torre, Kipp Comienza, spoke in opposition to the temporary moratorium.
4. Alejandro Muñoz, Prepa Tech High School, spoke in opposition to the moratorium and asked that it be lifted.
5. Leticia Bernal, spoke in support of the charter schools asked that they not be closed.

Mayor Ortiz stated the charter schools are not being closed and asked Assistant City Attorney Noel Tapia to clarify the temporary moratorium.

Assistant City Attorney Noel Tapia explained that a zoning code regulates uses throughout the city, to place certain uses with compatible uses that are of the most benefit to the residents. Mr. Tapia clarified that the moratorium is an urgency ordinance that is a temporary prohibition on a certain use for a 45 day period. In order to enact this type of ordinance the city has to make certain findings that there are certain impacts related to certain uses that the city is experiencing so the ordinance allows the city to study the impact of that use and to consider how to regulate that use in such a way to make it

compatible with the city's existing uses and create optimum efficiencies for the quality of life for their residents. The current temporary moratorium is to study charter schools and to review what types of changes the city wants to make to the zoning code, it is not a ban on existing uses or a permanent regulation but to allow the city to study a specific use to see if there is a better way to regulate that use.

6. Eva Rodriguez, spoke in support of charter schools and in opposition to the moratorium.
7. Maria Pinedo, Alliance Public Charter School, spoke in support of charter schools and opposed to the moratorium.
8. Xavier Reyes, Alta Public Schools, spoke in support of charter schools and asked to stop the moratorium.
9. Bertha Olmedo, parent to students who attend Kipp Comienza, spoke in support of charter schools.
10. Nina Trujillo Jimenez, Kipp Comienza, spoke in support of charter schools and in opposition to the moratorium and feels a solution can be found with regard to traffic.
11. Maria Silva, parent to student who attend charter schools, spoke in support of charter schools, wants choices and asked to stop the moratorium.
12. Yeni Villalba, Kipp Comienza, asked to stop the moratorium, pointed out all schools have traffic and asked for support so our children can go to better schools.
13. Tessy Garcia, Prepa Tech Middle/High School, spoke in support of charter schools.
14. Claudia Santes, Prepa Tech, spoke in support of charter schools, feels the schools are safe and asked to help with community safety and charter schools.
15. Arcevia Lopez, Academia Moderna, spoke in support of charter schools.
16. Josie Estrada, Academia Moderna, spoke in support of charter schools and hopes to build more schools.
17. Ebony Wheaton, California Charter Schools Association, spoke in support of charter schools and urged the council not to extend the moratorium.
18. Martha Mariano, parent of students who attend Academia Moderna, spoke in support of charter schools and asked to stop the moratorium.
19. Marisol Lopez, spoke in support of charter schools and asked that council stop the moratorium.
20. Brenda Lopez, Magnolia Science Academy 8, spoke in support of charter schools, quoted Benito Juarez, asked to listen to the community, opposed to the moratorium and asked to look for solutions.
21. Antonio Padilla, upset with the destruction of sidewalks in the city, noted he has walked through the city and sees nothing wrong with the existing sidewalks and supports marijuana dispensaries.
22. Maria Salas, Prepa Tech Middle School, spoke in support of charter schools and education for the kids.
23. Elva Carreon, spoke in support of charter schools.
24. Joan Lias, spoke in opposition to the protestors that attend the council meetings and speak about the two commissioners, she feels they shouldn't have been appointed, and that there are qualified people in Huntington Park but are not interested and are more concerned with city services, she noted she has called

regarding the repainting of the parking stalls and nothing has been done and also feels the streets should not have been resurfaced, hopes that the dialysis center is still under consideration and wishes more residents attended the meetings.

Mayor Ortiz asked staff to obtain Ms. Lias' information regarding the parking stalls.

25. Henry Garcia, commented on parking being an issue in the city, worried about residents not using their driveways and suggested city should charge for parking like other cities, commented on charter schools vs. public schools, and doesn't blame council for anything.
26. Rodolfo Cruz, voiced concern with communication with the residents, commented on the effect the project on Pacific Boulevard has on the businesses, an incident that occurred regarding a person shooting a bb gun in the park and kids not able to attend school, commented on poor decision by the new council, and not enough Dial-A-Ride vehicles.
27. Arthur Schaper, We the People Rising, spoke in opposition to the following: marijuana dispensaries, temporary moratorium, and appointment of the two "illegals." He feels Amezcuita should be Mayor, he feels offended when there are remarks regarding racism, spoke in opposition to council and decisions being made, and commented on charter schools.
28. Valentin Amezcuita, thanked all for coming, clarified that he voted against marijuana dispensaries and the moratorium, and spoke in support of the charter schools and the good education it provides to the kids.
29. Margaret Fuentes, noted her kids attend a charter school and spoke in support of the schools.

#### **STAFF RESPONSE**

Mayor Ortiz asked staff to respond to Mr. Padilla's comment regarding the sidewalks on Pacific Boulevard noting that it is a beautification project paid by grant funds and not city funds. City Manager Edgar Cisneros explained that there are grant funds being used for aesthetic improvements and functionality as well, storm water drainage, increased lighting and making the sidewalks more ADA accessible. Mr. Cisneros also responded to other comments regarding vehicles being purchased for the Dial-A-Ride service stating no vehicles were purchased by the City for the Dial-A-Ride program that the vehicles were bought by the contractor. In response to the comment regarding the person shooting a bb gun. Mr. Cisneros stated this person was caught and arrested and that staff will follow-up to Ms. Lias' concern regarding the repainting of parking stalls.

Mayor Ortiz explained the reason for the moratorium stating it had went before the Planning Commission. Explaining just the same way parents have a choice, the city also has the right to have a choice on where schools go in the community to make sure there are no mistakes or issues that will affect the resident's quality of life. Currently there are three schools, one charter and two LAUSD which are within a block of each other which makes it difficult for the residents who live in the community. Mayor Ortiz stated that the Chief of Police and the task force are trying to make as many adjustments as they can that the schools and the city including Council are working together having meetings each month. She thanked staff and the police for trying to make the quality of life the best possible for the residents. Mayor Ortiz noted that buildings are being purchased for charter schools before the location is approved by the city and unfortunately some locations are not safe for the kids or other projects are already in place in the area. Mayor Ortiz stated parents have a choice of 20 schools in the City of Huntington Park and that LAUSD schools are taking kids from the LA area on permits to attend schools in Huntington Park but the city needs revenue and that there are request for different types of businesses but the city has no place to put them but that staff is trying to find locations where to put schools and what locations to put businesses and where the next major department store can be to bring in revenue and shopping to establish the city economically. Mayor Ortiz notes that the moratorium isn't to prevent parents an opportunity to educate their children that the Council and City has supported every project

that the charter and LAUSD schools have proposed that she is all for education but the city needs to figure out where to put additional schools, adding that all the schools are doing well and that all the LAUSD schools have the space to house double the amount of the population of children in the City of Huntington Park and many of the children at the schools do not live in the city and the city has to make decisions that are going to help the residents that live in the City of Huntington Park.

Council Member Amezquita commented on the funds used for the improvements on Pacific Boulevard coming from grant monies and a portion from the city. City Manager Edgar Cisneros stated that funds are also used for other upgrades, aesthetics as well as to enhance lighting for pedestrians to feel safe, adding drought tolerant plants and in addition, new parking pay stations. Council Member Amezquita reiterated his comment from last meeting, placing plywood in those places where there is dirt for the safety of the residents.

Council Member Macias supports the Mayor's comments regarding the schools, but the city is tasked with difficult decisions to see where another school can be placed and decisions on where to place businesses and asked for patience and understanding.

Assistant City Attorney Noel Tapia again explained that the zoning code is to improve the quality of life for the residents and to get compatible uses to make sure all the different uses in the area can coexist and there's also the public safety issue where there is an area where three schools operate, one being a charter school working under a conditional use permit pointing out they are having a significant problem with traffic during the pickup and drop off times, so the concern is the area not being clear in case of an emergency, so the moratorium is a temporary prohibition to allow the city to consider restrictions regarding traffic and how to deal with the issue in the area along with safety and that the moratorium is not to close the charter schools.

At 7:54 p.m. Mayor Ortiz called for a RECESS.

At 8:07 p.m. Mayor Ortiz RECONVENED the meeting with all Council Members present.

### **CONSENT CALENDAR**

**Motion:** Council Member Macias motioned to approve consent calendar items, seconded by Council Member Pineda. Motion passed 5-0 by the following vote:

ROLL CALL:

AYES: Council Member(s): Amezquita, Pineda, Macias, Vice Mayor Sanabria and Mayor Ortiz

NOES: Council Member(s): None

### **OFFICE OF THE CITY CLERK**

1. Approved Minute(s) of the following City Council Meeting(s):

1-1 Regular City Council Meeting held Tuesday, September 6, 2016.

### **HUMAN RESOURCES**

2. Adopted Resolution No. 2016-39, Repealing Resolution No. 2009-103 and adopting New Class Specifications for the Position of Director of Public Works, adopted Resolution No. 2016-40, Repealing Resolution No. 2009-71, and adopting New Class Specifications for the Position of Director of Community Development, and adopted Resolution No. 2016-41, adopting New Class Specifications for the Position of Director of Human Resources

### **END OF CONSENT CALENDAR**

## REGULAR AGENDA

### OFFICE OF THE CITY CLERK

3. Los Angeles County Elections Division – Information Re: Voter Outreach  
- DISCUSSION ONLY -
4. **Approve Resolutions Pertaining to the City of Huntington Park’s General Municipal Election to be held Tuesday, March 7, 2017**

Edgar Cisneros, City Manager presented the item.

**Motion:** Vice Mayor Sanabria motioned to adopt Resolution No. 2016-42, Calling a General Municipal Election to be held on Tuesday, March 7, 2017, for the Election of Certain Officers and Requesting the Board of Supervisors of the County of Los Angeles to Consolidate the Election with any and all Elections also called to be held on Tuesday, March 7, 2017, adopt Resolution No. 2016-43, Adopting Regulations for Candidates for Elective Office Pertaining to Candidate Statements Submitted to the Voters at an Election to be held on Tuesday, March 7, 2017, and adopt Resolution No. 2016-44, Providing for the Conduct of a Special Runoff Election for Elective Offices in the Event of a Tie Vote at any Municipal Election, seconded by Mayor Ortiz Motion passed 5-0 by the following vote:

ROLL CALL:

AYES: Council Member(s): Amezcuita, Pineda, Macias, Vice Mayor Sanabria and Mayor Ortiz  
NOES: Council Member(s): None

### CITY MANAGER

5. **Approve Proclamation Recognizing Hall of Fame Broadcaster Vin Scully, Declaration of September 23<sup>rd</sup> as “Vin Scully Day” in the City of Huntington Park**

Edgar Cisneros, City Manager presented the item.

**Motion:** Council Member Macias motioned to approve proclamation recognizing Hall of Fame Broadcaster Vin Scully, and approve the declaration of September 23<sup>rd</sup> as Vin Scully Day, seconded by Vice Mayor Sanabria. Motion passed 5-0 by the following vote:

ROLL CALL:

AYES: Council Member(s): Amezcuita, Pineda, Macias, Vice Mayor Sanabria and Mayor Ortiz  
NOES: Council Member(s): None

### FINANCE

6. Fiscal Year (FY) 2015-2016 Update/Review  
- DISCUSSION ONLY -

### PUBLIC WORKS

Item continued to the next regular City Council Meeting of October 4, 2016.

7. **Approve First Amendment to Contract with Bennett Landcare for Landscaping Maintenance Services**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve first amendment to contract with Bennett Landcare for the Landscaping Maintenance Services contract;
2. Authorize the City Manager to execute such agreement; and
3. Approve budget appropriation of \$162,810 for account #111-8095-431.56-60 and \$2,186 for account #231-8010-415.56-41.

## **END OF REGULAR AGENDA**

### **PUBLIC HEARING**

#### **COMMUNITY DEVELOPMENT**

#### **8. Adoption of the Fiscal Year (FY) 2015-2016 Consolidated Annual Performance and Evaluation Report (CAPER)**

Manuel Acosta, Economic Development Manager, presented the item.

Mayor Ortiz opened the item up for public comment, there being none, closed public comment.

**Motion:** Vice Mayor Sanabria motioned to adopt the Fiscal Year 2015-016 Consolidated Annual Performance and Evaluation Report (CAPER) and authorize the City Manager to transmit this report to the U.S. Department of Housing and Urban Development (HUD) by September 30, 2016, seconded by Council Member Macias. Motion passed 5-0 by the following vote:

ROLL CALL:

AYES: Council Member(s): Amezcuita, Pineda, Macias, Vice Mayor Sanabria and Mayor Ortiz

NOES: Council Member(s): None

#### **DEPARTMENTAL REPORTS** (Information only)

#### **WRITTEN COMMUNICATIONS** - None

#### **COUNCIL COMMUNICATIONS**

Council Member Valentin Palos Amezcuita, feels issues that the charter schools are experiencing should have been addressed during the process, thanked everyone and wished everyone a good night.

Council Member Karina Macias, thanked staff for all their support, acknowledged the finance department winning a trophy at the employee appreciation picnic and thanked those who attended, announced that Proyecto Vecindad is having a voter outreach in front of Cruzita's on Saturday, thanked her colleagues and wished everyone a good night.

Council Member Jhonny Pineda, nothing to report.

Vice Mayor Marilyn Sanabria, noted that the fence that was mentioned during last City Council Meeting, public comment portion, has been fixed, thanked those who attended the employee appreciation picnic as well as thanking four of her colleagues who donated towards the picnic, and wished everyone a good night.

Mayor Graciela Ortiz, thanked staff for all their support, acknowledged the employee appreciation picnic noting how much council appreciates staff, reminded residents about the sign-up for girls' softball, announced a City wide clean-up on Saturday at Aspire School, and thanked everyone.

**ADJOURNMENT**

At 9:11p.m. Mayor Ortiz adjourned the City of Huntington Park City Council to a Regular Meeting on Tuesday, October 4, 2016, at 6:00 P.M.

Respectfully submitted,

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Donna G. Schwartz, CMC, City Clerk

DRAFT

## City of Huntington Park List of Funds

<b>Fund</b>	<b>Description</b>	<b>Fund</b>	<b>Description</b>
111	General Fund	237	Community Planning
112	Waste Collection/Disposal	239	Federal CDBG Fund
114	Spec Events Contrib Rec	240	HUD EZ/EC Soc Sec Block
115	Contingency Fund	242	HUD Home Program
120	Special Revenue DNA ID	243	HUD 108 B03MC060566
121	Special Revnu Welfare Inm	245	EPA Brownfield
150	Emergency Preparedness	246	LBPHCP-Lead Base
151	Economic Development	247	Neighborhood Stabilization
201	Environmental Justice	248	Homelessness Prevention
212	P & R Grants	252	ABC
213	Park Facilities	275	Successor Agency
214	Recreation Field Charter	283	Sewer Maintenance Fund
216	Employees Retirement Fund	285	Solid Waste Mgmt Fund
217	OPEB	286	Illegal Disposal Abatemnt
219	Sales Tax-Transit Fund A	287	Solid Waste Recycle Grant
220	Sales Tax-Transit C	288	COMPBC
221	State Gasoline Tax Fund	334	Ped/Bike Path Fund
222	Measure R	349	Capital Improvement Fund
223	Local Origin Program Fund	475	Public Financng Authority
224	Office of Traffc & Safety	533	Business Improv Dist Fund
225	Cal Cops Fund	535	Strt Lght & Lndscp Assess
226	Air Quality Improv Trust	681	Water Department Fund
227	Offc of Criminal Justice	741	Fleet Maintenance
228	Bureau of Justice Fund	745	Worker's Compensation Fnd
229	Police Forfeiture Fund	746	Employee Benefit Fund
231	Parking System Fund	748	Veh & Equip Replacement
232	Art in Public Places Fund	779	Deferred Comp. Trust Fund
233	Bullet Proof Vest Grant	800	Pooled Cash
234	Congressional Earmark	801	Pooled Cash Fund
235	Federal Street Improvmnt	802	Pooled Interest

**CITY OF HUNTINGTON PARK  
DEMAND REGISTER  
10-04-16**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
1-800-TIMECLOCKS INC	41301	111-1010-411.61-20	Dept Supplies & Expense	33.45	N
				<b>33.45</b>	
ADMIN SURE	9608	745-9030-413.33-70	Contractual Srv 3rd Party	7,080.40	N
				<b>7,080.40</b>	
AFSCME COUNCIL 36	PPE 9-11-2016	802-0000-217.60-10	Association Dues	664.20	Y
				<b>664.20</b>	
ALBERTO BESADA	20993-7978	681-0000-228.70-00	Deposit Refund	30.87	N
				<b>30.87</b>	
ALMA NAVARRO	60574/60897	111-0000-347.50-00	Deposit Refund	30.00	N
				<b>30.00</b>	
ALVAREZ-GLASMAN & COLVIN	2016-07-15347	745-9031-413.32-70	Contractual Srv Legal	435.00	N
	2016-07-15346	745-9031-413.32-70	Contractual Srv Legal	157.50	N
	2016-07-15345	745-9031-413.32-70	Contractual Srv Legal	1,507.50	N
	2016-07-15348	745-9031-413.32-70	Contractual Srv Legal	945.00	N
	2016-07-15385	111-0220-411.32-70	Contractual Srv Legal	18,126.45	N
				<b>21,171.45</b>	
AMERICAN CELEBRATIONS	165548	111-7010-421.61-20	Dept Supplies & Expense	11.58	N
				<b>11.58</b>	
AMERICAN FAMILY LIFE ASSURANCE	PPE 9-11-2016	802-0000-217.50-40	Life-Cancer Insurance	106.58	Y
				<b>106.58</b>	
AMERICAN TRANSPORTATION SYSTEMS	56371	219-0250-431.57-70	Recreation Transit	879.22	N
				<b>879.22</b>	
AMTECH ELEVATOR SERVICES	DVL04010916	111-8022-419.56-41	Contractual Srv - Other	647.91	N
				<b>647.91</b>	
ANDREW TORRES	09/13/2016	111-6030-451.33-90	Referee Services	88.00	N
				<b>88.00</b>	
ANGEL MAURICIO	58566/60579	111-0000-228.20-00	Deposit Refund	500.00	N
				<b>500.00</b>	
ANGELA CORNEJO	505	111-0110-411.61-20	Dept Supplies & Expense	10.98	N
	505	111-0210-413.61-20	Dept Supplies & Expense	10.98	N
				<b>21.96</b>	
ANNDY FERRO SALAZAR	59264/60578	111-0000-228.20-00	Deposit Refund	500.00	N
	59264/60578	111-0000-347.70-00	Deposit Refund	75.00	N
				<b>575.00</b>	
ARAMARK UNIFORM & CAREER APPAREL	531856020	741-8060-431.61-20	Dept Supplies & Expense	81.00	N
	531838753	741-8060-431.61-20	Dept Supplies & Expense	81.01	N
	531821473	741-8060-431.61-20	Dept Supplies & Expense	81.01	N
	531804228	741-8060-431.61-20	Dept Supplies & Expense	81.01	N

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ARAMARK UNIFORM & CAREER APPAREL	531787018	741-8060-431.61-20	Dept Supplies & Expense	84.27	N
	531769751	741-8060-431.61-20	Dept Supplies & Expense	81.01	N
				<b>489.31</b>	
AT&T MOBILITY	X09142016	111-7010-421.53-10	Telephone & Wireless	639.20	N
	X09142016	111-7010-421.53-10	Telephone & Wireless	3,400.48	N
	X09142016	111-8010-431.53-10	Telephone & Wireless	170.94	N
	X09142016	111-7010-421.53-10	Telephone & Wireless	70.93	N
	X09142016	239-5055-419.53-10	Telephone & Wireless	289.36	N
	X09142016	111-6010-419.53-10	Telephone & Wireless	39.53	N
				<b>4,610.44</b>	
BENNETT LANDSCAPE	155516	535-6090-452.61-20	Dept Supplies & Expense	400.00	N
				<b>400.00</b>	
BLISS COLLECTION INC	20555-10604	681-0000-228.70-00	Deposit Refund	36.89	N
				<b>36.89</b>	
CALIF PUBLIC EMPLOYEES RETIREMENT	PPE 9-11-2016	802-0000-217.30-10	PERS	33,649.95	Y
	PPE 9-11-2016	802-0000-218.10-10	PERS Employer	17,493.42	Y
	PPE 9-11-2016	802-0000-218.10-10	PERS Employer	40,584.59	Y
				<b>91,727.96</b>	
CALIFORNIA BACKGROUND INVESTIGATORS	10/25-10/27/16	111-7010-421.59-20	Professional Develop Post	325.00	N
				<b>325.00</b>	
CALPERS	100000014827354	111-0110-411.23-50	Unfunded PERS Contr-Misc	0.96	Y
	100000014827329	111-0110-411.23-50	Unfunded PERS Contr-Misc	1,200.20	Y
	100000014827329	111-0210-413.23-50	Unfunded PERS Contr-Misc	3,223.97	Y
	100000014827329	111-1010-411.23-50	Unfunded PERS Contr-Misc	1,269.25	Y
	100000014827329	111-0230-413.23-50	Unfunded PERS Contr-Misc	1,936.46	Y
	100000014827329	111-3010-415.23-50	Unfunded PERS Contr-Misc	9,979.48	Y
	100000014827329	111-5010-419.23-50	Unfunded PERS Contr-Misc	6,529.61	Y
	100000014827329	111-6010-451.23-50	Unfunded PERS Contr-Misc	3,511.95	Y
	100000014827329	111-7010-421.23-50	Unfunded Pers Contr-Sworn	4,291.94	Y
	100000014827329	111-8010-431.23-50	Unfunded PERS Contr-Misc	12,258.48	Y
	100000014827342	111-8010-431.23-50	Unfunded PERS Contr-Misc	2.94	Y
	100000014827335	111-7010-421.24-50	Unfunded PERS Contr-Misc	100,177.56	Y
				<b>144,382.80</b>	
CANON	16484853	111-9010-419.43-15	Financial Systems	728.20	N
				<b>728.20</b>	
CARLA ENRIQUETA TORRES GARCIA	58928/59015	111-6060-466.33-20	Contractual Srv Class	271.20	N
				<b>271.20</b>	

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CCAP AUTO LEASE LTD	8242957	226-9010-419.74-20	Vehicle Leases	284.56	N
	8663327	226-9010-419.74-20	Vehicle Leases	274.30	N
				<b>558.86</b>	
CELL BUSINESS EQUIPMENT	IN1817091	111-0110-411.43-05	Office Equip - O S & M	194.16	N
	IN1817091	111-0210-413.43-05	Office Equip - O S & M	194.15	N
				<b>388.31</b>	
CENTRAL BASIN MWD	HP-AUG16	681-8030-461.41-00	Water Purchase/Resource	148,853.33	N
				<b>148,853.33</b>	
CENTRAL FORD	284518	741-8060-431.43-20	Vehicles - O S & M	224.05	N
	284494	741-8060-431.43-20	Vehicles - O S & M	315.35	N
	284231	741-8060-431.43-20	Vehicles - O S & M	17.25	N
	284139	741-8060-431.43-20	Vehicles - O S & M	121.57	N
	284564	741-8060-431.43-20	Vehicles - O S & M	133.98	N
	284220	741-8060-431.43-20	Vehicles - O S & M	79.00	N
	283354	741-8060-431.43-20	Vehicles - O S & M	110.76	N
	283846	741-8060-431.43-20	Vehicles - O S & M	531.83	N
	283748	741-8060-431.43-20	Vehicles - O S & M	51.31	N
	283126	741-8060-431.43-20	Vehicles - O S & M	147.84	N
	283159	741-8060-431.43-20	Vehicles - O S & M	240.50	N
	283400	741-8060-431.43-20	Vehicles - O S & M	16.44	N
	283785	741-8060-431.43-20	Vehicles - O S & M	79.95	N
					<b>2,069.83</b>
CHAMPION CJD	453510	741-8060-431.43-20	Vehicles - O S & M	1,219.06	N
				<b>1,219.06</b>	
CHARTER COMMUNICATIONS	10/1-10/30/16	121-7040-421.56-14	Welfare Inmate Fd Expense	206.14	N
				<b>206.14</b>	
CINTAS CORPORATION	5005962260	111-8020-431.61-20	Dept Supplies & Expense	66.40	N
	5005962244	111-7010-421.61-20	Dept Supplies & Expense	588.32	N
	5005962261	111-6010-451.61-20	Dept Supplies & Expense	166.00	N
				<b>820.72</b>	
CITY OF HUNTINGTON PARK FLEXIBLE	PPE 9-11-2016	802-0000-217.30-30	Med Reimb 125	487.52	Y
				<b>487.52</b>	
CITY OF HUNTINGTON PARK GEA	PPE 9-11-2016	802-0000-217.60-10	Association Dues	133.15	Y
				<b>133.15</b>	
CITY OF SOUTH GATE	1	252-7010-421.59-15	Contract/Other	1,250.00	N
	2	252-7010-421.56-41	Professional Development	134.00	N
				<b>1,384.00</b>	

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CLINICAL LAB OF SAN BERNARDINO, INC	951977	681-8030-461.56-41	Contractual Srvc - Other	673.50	N
				<b>673.50</b>	
COLONIAL SUPPLEMENTAL INSURANCE	PPE 9-11-2016	802-0000-217.50-40	Life-Cancer Insurance	1,422.25	Y
				<b>1,422.25</b>	
COMSERCO, INC.	74996	111-7010-421.56-41	Contract/Other	476.25	N
	75069	741-8060-431.43-20	Vehicles - O S & M	91.00	N
	75075	741-8060-431.56-41	Contractual Srvc - Other	778.00	N
				<b>1,345.25</b>	
COUNTY OF L.A. DEPT OF PUBLIC WORKS	16081101419	221-8014-429.56-41	Contractual Srvc - Other	267.94	N
				<b>267.94</b>	
DAPPER TIRE CO.	43581399	741-8060-431.43-20	Vehicles - O S & M	382.34	N
	43549804	741-8060-431.43-20	Vehicles - O S & M	599.61	N
				<b>981.95</b>	
DATA TICKET INC.	72798	111-9010-419.56-41	Contractual Srvc - Other	377.67	N
	73604	111-9010-419.56-41	Contractual Srvc - Other	244.67	N
				<b>622.34</b>	
DATAPROSE, INC.	DP1602440	681-3022-415.53-20	Postage	1,518.59	N
	DP1602440	681-3022-415.56-41	Contractual Srvc - Other	1,104.69	N
				<b>2,623.28</b>	
DAVE BANG ASSOCIATES, INC.	42146	535-6090-452.61-20	Dept Supplies & Expense	868.58	N
				<b>868.58</b>	
DE LAGE LANDEN	51605174	111-9010-419.44-10	Rent (Incl Equip Rental)	1,711.93	N
	51556406	111-7010-421.44-10	Rent ( Incl Equip Rental)	680.79	N
				<b>2,392.72</b>	
DELTA DENTAL	BE001786896	802-0000-217.50-20	Dental Insurance	7,535.00	N
				<b>7,535.00</b>	
DELTA DENTAL INSURANCE COMPANY	BE01783531	802-0000-217.50-20	Dental Insurance	2,510.81	N
				<b>2,510.81</b>	
DEPARTMENT OF JUSTICE	184671	111-7030-421.56-41	Contract/Other	1,374.00	N
				<b>1,374.00</b>	
DF POLYGRAPH	2016/5	111-7010-421.56-41	Contract/Other	1,225.00	N
				<b>1,225.00</b>	
DOLORES PALMAS	60364/60784	111-0000-347.50-00	Deposit Refund	35.00	N
				<b>35.00</b>	
E.B. BRADLEY CO.	1583308-00	111-8024-421.43-10	Buildings - O S & M	18.11	N
	1583308-00	111-8024-421.43-10	Buildings - O S & M	9.01	N
				<b>27.12</b>	

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ENTERPRISE FM TRUST	FBN3078769	226-9010-419.74-20	Vehicle Leases	2,191.25	N
	FBN3078769	229-7010-421.74-10	Equipment	330.41	N
				<b>2,521.66</b>	
EWING IRRIGATION PRODUCTS, INC.	2050657	535-6090-452.61-20	Dept Supplies & Expense	174.65	N
	2082081	535-6090-452.61-20	Dept Supplies & Expense	1,157.87	N
				<b>1,332.52</b>	
EXPERT ROOTER	93107	111-8024-421.43-10	Buildings - O S & M	310.00	N
				<b>310.00</b>	
F&A FEDERAL CREDIT UNION	PPE 9-11-2016	802-0000-217.60-40	Credit Union	16,035.50	Y
				<b>16,035.50</b>	
FIRST CHOICE SERVICES	545403	111-9010-419.61-20	Dept Supplies & Expense	184.00	N
				<b>184.00</b>	
GABRIELA MARTINEZ	60566/60895	111-0000-347.50-00	Deposit Refund	40.00	N
				<b>40.00</b>	
GARDA CL WEST, INC.	20179472	111-9010-419.33-10	Bank Services	16.76	N
				<b>16.76</b>	
GERALD M. CHAVARRIA	60210/60687	111-6060-466.33-20	Contractual Srv Class	233.60	N
				<b>233.60</b>	
GERARDO CERNA	57193/60782	111-0000-228.20-00	Deposit Refund	250.00	N
	57193/60782	111-0000-347.70-00	Deposit Refund	130.00	N
				<b>380.00</b>	
GERARDO GUILLEN	60686/60894	111-0000-347.50-00	Deposit Refund	80.00	N
				<b>80.00</b>	
GRAFFITI PROTECTIVE COATINGS INC.	1005-0716	111-8095-431.56-75	Contract Grafitti Removal	32,250.00	N
				<b>32,250.00</b>	
GUADALUPE FLORES	60320/60545	111-0000-347.50-00	Deposit Refund	30.00	N
				<b>30.00</b>	
GWMA	2017-1012	111-8030-461.56-42	Storm Water WMP	15,000.00	N
	LAR UR2 FS-005	111-8030-461.56-42	Storm Water WMP	46,768.00	N
				<b>61,768.00</b>	
HOME DEPOT - PARKS & RECREATION	8263607	111-6020-451.61-35	Recreation Supplies	36.59	N
				<b>36.59</b>	
HUNTINGTON PARK CAR WASH	AUGUST 2016	741-8060-431.43-20	Vehicles - O S & M	497.00	N
				<b>497.00</b>	
HUNTINGTON PARK POLICE MGMT ASSN.	PPE 9-11-2016	802-0000-217.60-10	Association Dues	150.00	Y
				<b>150.00</b>	
HUNTINGTON PARK POLICE OFFICER ASSN	PPE 9-11-2016	802-0000-217.60-10	Association Dues	3,682.83	Y
				<b>3,682.83</b>	

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IBE DIGITAL	38778A	111-1010-411.61-20	Dept Supplies & Expense	106.28	N
				<b>106.28</b>	
INTER VALLEY POOL SUPPLY, INC	89617	681-8030-461.41-00	Water Purchase/Resource	205.13	N
	89619	681-8030-461.41-00	Water Purchase/Resource	288.51	N
	89229	681-8030-461.41-00	Water Purchase/Resource	290.18	N
	89405	681-8030-461.41-00	Water Purchase/Resource	210.13	N
	89618	681-8030-461.41-00	Water Purchase/Resource	206.79	N
	89228	681-8030-461.41-00	Water Purchase/Resource	241.82	N
	89227	681-8030-461.41-00	Water Purchase/Resource	178.44	N
				<b>1,621.00</b>	
INTERLOG HYM ENGINEERING	I-HYM_001	220-8010-431.73-10	Improvements	83,739.84	N
	I-HYM_001	226-9010-419.73-10	Improvements	140,924.83	N
				<b>224,664.67</b>	
IRMA ZARAGOZA	60043/60577	111-0000-228.20-00	Deposit Refund	150.00	N
				<b>150.00</b>	
ITRON, INC.	421990	681-3022-415.56-41	Contractual Srvc - Other	598.25	N
	421990	681-8030-461.61-20	Dept Supplies & Expense	10.13	N
				<b>608.38</b>	
JCL TRAFFIC	87325	221-8012-429.61-20	Dept Supplies & Expense	455.62	N
				<b>455.62</b>	
JIMENEZ'S BRAKES & ALIGNMENTS INC	37120	741-8060-431.43-20	Vehicles - O S & M	75.00	N
				<b>75.00</b>	
JOBS AVAILABLE INC	1620014	111-0230-413.54-00	Advertising & Publication	596.70	N
				<b>596.70</b>	
JOEL GORDILLO	09/21/2016	111-1010-411.56-41	Contractual Srvc - Other	1,650.00	N
				<b>1,650.00</b>	
JORGE CONTRERAS	17899-15246	681-0000-228.70-00	Deposit Refund	9.09	N
				<b>9.09</b>	
JOSE CAMPOS	59915/60747	111-0000-228.20-00	Deposit Refund	150.00	N
				<b>150.00</b>	
JOSEPH JORDAN	8275-12344	681-0000-228.70-00	Deposit Refund	4.95	N
				<b>4.95</b>	
KARINA CUEVAS	60358/60896	111-0000-347.50-00	Deposit Refund	30.00	N
				<b>30.00</b>	
LA COUNTY SHERIFF'S DEPT	170548SS	111-7022-421.56-41	Contract/Other	928.95	N
				<b>928.95</b>	
LACMTA	800064985	219-0250-431.58-50	Bus Passes	5,720.00	N
				<b>5,720.00</b>	

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LAN WAN ENTERPRISE, INC	56234	111-7010-421.56-41	Equipment	189.42	N
	56263	111-7010-421.56-41	Equipment	1,900.80	N
	56067	111-9010-419.43-15	Contract/Other	420.00	N
	56353	229-7010-421.74-10	Contract/Other	4,800.00	N
	56354	229-7010-421.74-10	Financial Systems	20,000.00	N
	56223	111-9010-419.43-15	Financial Systems	22,600.00	N
	56284	111-9010-419.43-15	Financial Systems	1,790.25	N
	56259	239-5040-463.61-20	Equipment	964.35	N
	56260	239-5040-463.61-20	Equipment	655.83	N
	56271	111-6010-451.74-10	Dept Supplies & Expense	1,263.93	N
	56272	111-6010-451.74-10	Dept Supplies & Expense	418.55	N
				<b>55,003.13</b>	
LAURA GOMEZ	60524/60748	111-0000-347.50-00	Deposit Refund	80.00	N
	60524/60748	111-0000-347.20-00	Deposit Refund	65.00	N
				<b>145.00</b>	
LAW OFFICES OF CARPENTER & ROTHANS	27656	745-9031-413.32-70	Contractual Srv Legal	3,842.00	N
	27774	745-9031-413.32-70	Contractual Srv Legal	6,034.68	N
				<b>9,876.68</b>	
LB JOHNSON HARDWARE CO #1	683877	111-8022-419.43-10	Street Lighting Supplies	50.10	N
	683873	111-8022-419.43-10	Buildings - O S & M	26.13	N
	683809	535-6090-452.61-20	Buildings - O S & M	66.41	N
	682671	535-8016-431.61-45	Metor Transit O S & M	81.90	N
	684222	219-0250-431.43-21	Dept Supplies & Expense	27.23	N
				<b>251.77</b>	
LEAD TECH ENVIRONMENTAL	10400	246-5098-463.56-41	Contractual Srv - Other	603.00	N
	10417	246-5098-463.56-41	Contractual Srv - Other	603.00	N
				<b>1,206.00</b>	
LEGAL SHIELD	09/15/2016	802-0000-217.60-50	Legal Shield Plan	186.30	N
				<b>186.30</b>	
LGP EQUIPMENT RENTALS INC	37994	535-6090-452.61-20	Dept Supplies & Expense	551.70	N
				<b>551.70</b>	
LIDIA LEGAZPI	60301/60893	111-0000-347.50-00	Deposit Refund	55.00	N
				<b>55.00</b>	
LILIANA GARCIA	09/08/2016	111-7010-421.61-20	Dept Supplies & Expense	159.00	N
				<b>159.00</b>	
LOGAN SUPPLY COMPANY, INC.	88633	535-6090-452.61-20	Materials	81.11	N
	88606	111-8010-431.61-21	Dept Supplies & Expense	185.16	N
				<b>266.27</b>	

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LOS ANGELES COUNTY CLERK'S OFFICE	9/29/2016	111-6020-451.61-35	Recreation Supplies	75.00	Y
				<b>75.00</b>	
LYNBERG & WATKINS APC	43490	745-9031-413.32-70	Contractual Srv Legal	3,212.94	N
	43777	745-9031-413.32-70	Contractual Srv Legal	5,303.10	N
	43492	745-9031-413.32-70	Contractual Srv Legal	5,776.12	N
	43762	745-9031-413.32-70	Contractual Srv Legal	762.13	N
	43489	745-9031-413.32-70	Contractual Srv Legal	59.25	N
	43756	745-9031-413.32-70	Contractual Srv Legal	13.50	N
	43512	745-9031-413.32-70	Contractual Srv Legal	714.00	N
	43491	745-9031-413.32-70	Contractual Srv Legal	8,656.75	N
	43746	745-9031-413.32-70	Contractual Srv Legal	3,982.80	N
				<b>28,480.59</b>	
MALLORY SAFETY AND SUPPLY LLC	4139690	227-7112-421.74-10	Equipment	2,539.70	N
				<b>2,539.70</b>	
MANAGED HEALTH NETWORK	3200004672	802-0000-217.50-60	Employee Mental Wellness	1,332.80	N
				<b>1,332.80</b>	
MAOF	60347/60741	111-0000-228.20-00	Deposit Refund	500.00	N
				<b>500.00</b>	
MARIA CORTES	60106/60740	111-0000-228.20-00	Deposit Refund	500.00	N
				<b>500.00</b>	
MARIA ESCOBAR	58766/60903	111-0000-228.20-00	Deposit Refund	500.00	N
				<b>500.00</b>	
MARICELA ENCISO	60651/60942	111-0000-347.20-00	Deposit Refund	70.00	N
				<b>70.00</b>	
MARICELA MAGALLANES	60546/60744	111-0000-347.50-00	Deposit Refund	40.00	N
				<b>40.00</b>	
MERRIMAC ENERGY GROUP	2162418	741-8060-431.62-30	Metro Transit Fuel & Oil	15,825.57	N
				<b>15,825.57</b>	
METRO TRANSIT SERVICES	201606-R1	220-0250-431.56-43	Fixed Route Transit	2,764.09	N
				<b>2,764.09</b>	
MIKE RAAHAUGE SHOOTING ENTERPRISES	907	111-7010-421.56-41	Contract/Other	240.00	N
				<b>240.00</b>	
MIRACLE RECREATION EQUIPMENT	779163	535-6090-452.61-20	Dept Supplies & Expense	375.72	N
	779107	535-6090-452.61-20	Dept Supplies & Expense	159.13	N
				<b>534.85</b>	
MUNIMETRIX SYSTEM CORP	1610010	111-1010-411.56-41	Contractual Srv - Other	499.00	N
				<b>499.00</b>	

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NATION WIDE RETIREMENT SOLUTIONS	PPE 9-11-2016	802-0000-217.40-10	Deferred Compensation	17,253.91	Y
				<b>17,253.91</b>	
NATIONWIDE ENVIRONMENTAL SERVICES	27773	220-8070-431.56-41	Contractual Srvc - Other	9,288.50	N
				<b>9,288.50</b>	
NICK ALEXANDER RESTORATION	3267	741-8060-431.43-20	Vehicles - O S & M	112.70	N
				<b>112.70</b>	
OK PRINTING DESIGN & DIGITAL PRINT	252	111-4010-431.61-20	Dept Supplies & Expense	62.25	N
	251	231-7060-421.61-20	Dept Supplies & Expense	67.25	N
	244	111-3010-415.61-20	Dept Supplies & Expense	47.25	N
				<b>176.75</b>	
OLIVAREZ MADRUGA, LLP	13771	111-0220-411.32-70	Contractual Srv Legal	222.56	N
	14038	111-0220-411.32-70	Contractual Srv Legal	32,916.38	N
	13971	745-9031-413.32-70	Contractual Srv Legal	578.71	N
				<b>33,717.65</b>	
OSUNA SINALOA AUTO GLASS CORP	C002601	741-8060-431.43-20	Vehicles - O S & M	247.60	N
	C002610	741-8060-431.43-20	Vehicles - O S & M	295.00	N
	C002599	741-8060-431.43-20	Vehicles - O S & M	295.00	N
	C002600	741-8060-431.43-20	Vehicles - O S & M	276.20	N
				<b>1,113.80</b>	
PAC HP HOLDINGS LLC	09/21/2016	111-7022-421.44-10	Rent (Incl Equip Rental)	127.55	N
				<b>127.55</b>	
PACIFIC ALTERNATORS	4667	741-8060-431.43-20	Vehicles - O S & M	370.60	N
				<b>370.60</b>	
PACIFIC PRODUCTS & SERVICES	21115	221-8012-429.61-20	Dept Supplies & Expense	1,884.99	N
				<b>1,884.99</b>	
PARKHOUSE TIRE, INC.	1010515569	741-8060-431.43-20	Vehicles - O S & M	224.72	N
				<b>224.72</b>	
PENSKE CHEVROLET	197698	741-8060-431.43-20	Vehicles - O S & M	53.98	N
	198839	741-8060-431.43-20	Vehicles - O S & M	862.75	N
				<b>916.73</b>	
PRUDENTIAL OVERALL SUPPLY	50900109	111-8022-419.43-10	Contractual Srvc - Other	29.00	N
	50888957	111-8022-419.43-10	Contractual Srvc - Other	29.00	N
	50894549	111-8022-419.43-10	Buildings - O S & M	29.00	N
	50913940	111-6010-451.56-41	Buildings - O S & M	42.43	N
	50913941	111-6010-451.56-41	Buildings - O S & M	78.57	N
				<b>208.00</b>	
PSYCHOLOGICAL CONSULTING ASSOC, INC	522167	111-7010-421.56-41	Contract/Other	350.00	N
	522166	111-7010-421.56-41	Contract/Other	700.00	N
				<b>1,050.00</b>	

**CITY OF HUNTINGTON PARK  
DEMAND REGISTER  
10-04-16**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
RAFAEL DIAZ	58330/60780	111-0000-228.20-00	Deposit Refund	450.00	N
				<b>450.00</b>	
RAUL JUSTO BOCANEGRA	HP-01	111-0220-411.32-70	Contractual Srv Legal	960.00	N
				<b>960.00</b>	
READYREFRESH	06I0034574871	111-7010-421.61-20	Dept Supplies & Expense	224.87	N
				<b>224.87</b>	
RENE VASQUEZ	18363-2172	681-0000-228.70-00	Deposit Refund	118.47	N
				<b>118.47</b>	
REUBEN PACHECO	09/20/2016	111-6030-451.33-90	Referee Services	30.00	N
				<b>30.00</b>	
RUBY PEREZ	58889/60580	111-0000-228.20-00	Deposit Refund	425.00	N
				<b>425.00</b>	
SANTA FE BUILDING MAINTENANCE	15240	111-6020-451.56-41	Contractual Srv - Other	200.00	N
	15241	111-6020-451.56-41	Contractual Srv - Other	255.00	N
	15227	111-6020-451.56-41	Contractual Srv - Other	450.00	N
	15228	111-6020-451.56-41	Contractual Srv - Other	200.00	N
	15229	111-6020-451.56-41	Contractual Srv - Other	200.00	N
	15230	111-6020-451.56-41	Contractual Srv - Other	600.00	N
	15125	111-8020-431.56-41	Contractual Srv - Other	1,034.43	N
	15125	111-8022-419.56-41	Contractual Srv - Other	3,806.30	N
	15125	111-8023-451.56-41	Contractual Srv - Other	8,152.59	N
	15125	111-8024-421.56-41	Contract/Other	5,135.26	N
				<b>20,033.58</b>	
SEVERN TRENT ENVIRONMENTAL SERVICES	12642	283-8040-432.56-41	Contractual Srv - Other	11,540.57	N
	12642	681-8030-461.56-41	Contractual Srv - Other	90,731.21	N
				<b>102,271.78</b>	
SMART & FINAL	180683	111-6020-451.61-35	Recreation Supplies	34.90	N
	182295	111-6020-451.61-35	Recreation Supplies	66.75	N
	183153	111-6020-451.61-35	Recreation Supplies	47.60	N
	170517	111-7010-421.61-20	Dept Supplies & Expense	8.19	N
	175860	111-7010-421.61-20	Dept Supplies & Expense	48.24	N
	179887	111-7065-441.61-20	Dept Supplies & Expense	42.80	N
				<b>248.48</b>	
SMITH PAINT & SUPPLY INC	763154	535-6090-452.61-20	Dept Supplies & Expense	332.99	N
	763685	535-6090-452.61-20	Dept Supplies & Expense	324.22	N
	763411	535-6090-452.61-20	Dept Supplies & Expense	216.15	N
	763262	535-6090-452.61-20	Dept Supplies & Expense	246.65	N
				<b>1,120.01</b>	

**CITY OF HUNTINGTON PARK  
DEMAND REGISTER  
10-04-16**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
SONIA VICUNA-GUDINO	60534/60786	111-0000-347.50-00	Deposit Refund	55.00	N
				<b>55.00</b>	
SOURCE ONE OFFICE PRODUCTS, INC.	WO-23439-1	111-3010-415.61-20	Dept Supplies & Expense	62.84	N
				<b>62.84</b>	
SOUTH COAST AIR QUALITY MGMT DISTR.	2994520	741-8060-431.43-20	Vehicles - O S & M	124.35	N
	2991485	741-8060-431.43-20	Vehicles - O S & M	354.86	N
				<b>479.21</b>	
SOUTHERN CALIFORNIA EDISON	8/5/16-9/6/16	111-8024-421.62-10	Heat Light Water & Power	7,434.40	N
	8/4/16-9/2/16	231-8010-415.62-10	Heat Light Water & Power	469.77	N
	7/7/16-8/5/16	221-8014-429.62-10	Heat Light Water & Power	3,075.96	N
	8/5/16-9/6/16	221-8014-429.62-10	Heat Light Water & Power	45.93	N
				<b>11,026.06</b>	
SPARKLETTS	15187658 083116	741-8060-431.43-20	Dept Supplies & Expense	10.84	N
	15010561 082716	111-5010-419.61-20	Dept Supplies & Expense	23.09	N
	15010561 082716	239-5040-463.61-20	Dept Supplies & Expense	25.97	N
	15010561 082716	242-5060-463.61-20	Dept Supplies & Expense	49.06	N
	15142085 091516	111-3010-415.61-20	Vehicles - O S & M	80.02	N
				<b>188.98</b>	
ST FRANCIS, LLC.	1661001	221-8014-429.56-41	Contractual Srvc - Other	1,583.50	N
				<b>1,583.50</b>	
STANDARD INSURANCE COMPANY	09/01/2016	802-0000-217.50-70	Life, ADD, LT Disability	7,197.36	N
	09/01/2016	802-0000-217.50-70	Life, ADD, LT Disability	1,774.38	N
				<b>8,971.74</b>	
SUNFLOWER SYSTEMS	HP0716FIX	111-7022-421.52-30	Contract/Other	5,000.00	N
	HP0716FIX	229-7010-421.56-41	Contract/Other	5,000.00	N
	HP0716FIX	122-7010-421.56-41	Contract/Other	5,000.00	N
	HP0716FIX	121-7040-421.56-41	Contract/Other	2,654.00	N
				<b>17,654.00</b>	
SUNGARD PUBLIC SECTOR INC.	124301	111-9010-419.43-15	Financial Systems	10,646.57	N
				<b>10,646.57</b>	
SUPERIOR ELECTRIC MOTOR SERV INC	105537	535-6090-452.61-20	Dept Supplies & Expense	970.02	N
				<b>970.02</b>	
U.S. BANK	PPE 9-11-2016	802-0000-217.30-20	PARS	1,907.35	Y
	PPE 9-11-2016	802-0000-217.30-20	PARS	2,408.71	Y
	PPE 9-11-2016	802-0000-218.10-05	PARS EMPLOYER	11,562.95	Y
	PPE 9-11-2016	802-0000-218.10-10	PERS Employer	3,275.00	Y
				<b>19,154.01</b>	

**CITY OF HUNTINGTON PARK  
DEMAND REGISTER  
10-04-16**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
U.S. HEALTH WORKS	2981224-CA	111-0230-413.56-41	Contractual Srvc - Other	76.00	N
	2978820-CA	111-0230-413.56-41	Contractual Srvc - Other	76.00	N
				<b>152.00</b>	
UNITED PACIFIC WASTE & RECYCLING	1822730	111-8027-431.56-59	Contract-Trash Collection	16,680.00	N
	1818296	111-8027-431.56-59	Contract-Trash Collection	16,680.00	N
				<b>33,360.00</b>	
VERIZON WIRELESS	9772130301	111-0110-411.53-10	Cell Phone Allowance	124.52	N
	9772130301	111-0210-413.53-10	Cell Phone Allowance	62.91	N
	9772130301	111-6010-419.53-10	Telephone & Wireless	24.90	N
	9772130301	111-9010-419.53-10	Telephone & Wireless	24.90	N
				<b>237.23</b>	
VICTOR ACEVEDO	56994/60582	111-0000-228.20-00	Deposit Refund	306.00	N
				<b>306.00</b>	
VISION SERVICE PLAN-CA	OCTOBER 2016	802-0000-217.50-30	Vision Insurance	3,729.76	N
	OCTOBER 2016	802-0000-217.50-30	Vision Insurance	121.80	N
				<b>3,851.56</b>	
VIZANT TECHNOLOGIES, LLC	64371435	111-9010-419.33-10	Bank Services	48.72	N
				<b>48.72</b>	
VULCAN MATERIALS COMPANY	71222789	111-8010-431.61-21	Materials	80.31	N
				<b>80.31</b>	
WALTERS WHOLESALE ELECTRIC COMPANY	S106161308.001	535-8016-431.61-45	Street Lighting Supplies	39.33	N
	S106260477.001	535-8016-431.61-45	Street Lighting Supplies	74.96	N
				<b>114.29</b>	
WATER REPLENISHMENT DISTRICT OF	2016-06-2216	681-8030-461.41-00	Water Purchase/Resource	5,231.00	N
	7/31/2016	681-8030-461.41-00	Water Purchase/Resource	69,394.05	N
				<b>74,625.05</b>	
WELLS FARGO BANK-FIT	PPE 9-11-2016	802-0000-217.20-10	Federal W/Holding	55,862.31	Y
				<b>55,862.31</b>	
WELLS FARGO BANK-MEDICARE	PPE 9-11-2016	802-0000-217.10-10	Medicare	6,962.24	Y
				<b>6,962.24</b>	
WELLS FARGO BANK-SIT	PPE 9-11-2016	802-0000-217.20-20	State W/Holding	18,000.67	Y
				<b>18,000.67</b>	
WEST GOVERNMENT SERVICES	834656420	111-7030-421.56-41	Contract/Other	525.20	N
				<b>525.20</b>	
				<b>1,390,005.23</b>	



## **CITY OF HUNTINGTON PARK**

Department of Public Works  
City Council Agenda Report

October 4, 2016

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

### **APPROVE FIRST AMENDMENT TO CONTRACT WITH BENNETT LANDCARE FOR LANDSCAPE MAINTENANCE SERVICES**

#### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Approve first amendment to contract with Bennett Landcare for the Landscaping Maintenance Services contract;
2. Authorize the City Manager to execute such agreement; and
3. Approve budget appropriation of \$162,810 for account #111-8095-431.56-60 and \$2,186 for account #231-8010-415.56-41.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The City of Huntington Park (City) currently contracts with Bennett Landcare Services (Contractor) for the City's landscaping maintenance. Responsibilities include but are not limited to landscaping maintenance, water conservation, sprinkler system functionality, fertilizing, weed abatement, turf and field seeding, and trimming and planting of shrubs on City property and within the City right-of-way (R/W). This includes work after hours and emergency work to address such things as downed trees or large branches due to wind storms. The Contractor is required to have resources, workers, and equipment to meet the needs of the City during regular business hours and as well as after hours.

As part of the solicitation of the landscaping maintenance service contractor, Staff conducted a request for proposals on July 30, 2015 and selected the lowest qualified bidder's proposal. Bennett Landcare was selected at a cost not-to-exceed of the annual budget for landscaping maintenance services.

The agreement with Bennett expires on November 9, 2016, however Council's prior approval included options for up to 1-year extensions. Due to additional work and modifications to the agreement which are required by the City and which Bennett has absorbed during the first year at their cost. Staff is recommending that Council consider entering into a three (3) year agreement with a one-time 2% increase in the 2<sup>nd</sup> year for

**APPROVE FIRST AMENDMENT TO CONTRACT WITH BENNETT LANDCARE FOR LANDSCAPE MAINTENANCE SERVICES**

October 4, 2016

Page 2 of 2

the continuation of such services. The proposed agreement would be effective on November 1, 2016 and will terminate on October 31, 2019. Bennett Landcare Services will hold its rates with no price increase for the term of the contract and will not request CPI increases for the life of the contract with the exception of the 2<sup>nd</sup> year of this amended agreement.

**FISCAL IMPACT/FINANCING**

With an agreement that becomes effective for a three (3) year term beginning November 1, 2016, the total contract value is \$744,000 or \$248,000 for each of the 3 years with a 2% increase in the 2<sup>nd</sup> year. Therefore for the current budget year, the portion of the contract budgeted would be \$164,996. City staff will need to ensure that the remaining \$87,964 is budgeted and available in the subsequent year (FY 17/18) and so on through the end of the contract period.

<b>Fiscal Year</b>	<b>Fund/Account</b>	<b>Description</b>	<b>Amount</b>
2016/17	111-8095-431.56-60	Contract/Landscape	\$162,810
2016/17	231-8010-415.56-41	Contract/Landscape	\$2,186

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A contractor is required to maintain the landscaping, as the City does not have the in-house personnel, equipment and resources required for these services.

**CONCLUSION**

Upon City Council authorization, staff will perform the recommended actions.

Respectfully submitted,



Edgar P. Cisneros  
City Manager



Michael J. Ackerman, RCE  
City Engineer/Acting Public Works Director

**ATTACHMENT(S)**

- A. Current Bennett Landcare Contract
- B. Draft Proposed First Amendment to Contract



RECEIVED  
CITY OF HUNTINGTON PARK  
BENNETT LANDSCAPE

CONTRACT SERVICES AGREEMENT  
(LANDSCAPING MAINTENANCE SERVICES)

THIS CONTRACT SERVICES AGREEMENT (“Agreement”) is made and entered into this **9<sup>th</sup> day of November, 2015** (hereinafter, the “Effective Date”), by and between the CITY OF HUNTINGTON PARK, a municipal corporation (“CITY”) and Bennett Landscape a Corporation (hereinafter, “CONTRACTOR”). For the purposes of this Agreement CITY and CONTRACTOR may be referred to collectively by the capitalized term “Parties.” The capitalized term “Party” may refer to CITY or CONTRACTOR interchangeably.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONTRACTOR agree as follows:

I.  
ENGAGEMENT TERMS

1.1 SCOPE OF SERVICES: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONTRACTOR agrees to perform the services and tasks set forth in **Exhibit “A”** (hereinafter referred to as the **“Scope of Services”**). CONTRACTOR further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term “Work.”

- 1.2 TERM: This Agreement shall have a term of 1 year. Prior to the conclusion of the Term, this Agreement may be extended for a maximum of 2 terms with a maximum duration of 1 year each, by a CITY issued written notice of its intent to authorize the term extension. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause.
- 1.3 COMPENSATION:
- A. CONTRACTOR shall perform the various services and tasks set forth in the Scope of Services, Exhibit A, in accordance with the compensation schedule which is Exhibit B (hereinafter, the "Approved Rate Schedule").
  - B. Section 1.3(A) notwithstanding, CONTRACTOR'S total compensation during the Term of this Agreement or any extension term shall not exceed the budgeted aggregate sum of Two Hundred and Forth Eight Thousand (\$248,000.00) (hereinafter, the "Not-to-Exceed Sum"), unless such added expenditure is first approved by the CITY acting in consultation with the City Manager and the Director of Finance. In the event CONTRACTOR'S charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of the Term or any single extension term, CITY may suspend CONTRACTOR'S performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY approved amendment to the compensation terms of this Agreement.
- 1.4 PAYMENT OF COMPENSATION: Following the conclusion of each calendar month, CONTRACTOR shall submit to CITY an itemized invoice indicating the services and tasks performed during the recently concluded calendar month, including services and tasks performed. If the amount of CONTRACTOR'S monthly compensation is a function of hours worked by CONTRACTOR'S personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONTRACTOR in writing of any disputed amounts included in the invoice. Within forty-five (45) calendar day of receipt of each invoice, CITY shall pay undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONTRACTOR.
- 1.5 ACCOUNTING RECORDS: CONTRACTOR shall maintain complete and accurate records with respect to all matters covered under this Agreement during and for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access and examine such records, without charge. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings,

and activities. The City shall own all accounting records maintained by the CONTRACTOR and be provided these records upon demand.

- 1.6 ABANDONMENT BY CONTRACTOR: In the event CONTRACTOR ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONTRACTOR shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONTRACTOR in the performance of this Agreement. Furthermore, CONTRACTOR shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONTRACTOR'S cessation or abandonment.

## II.

### PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager, Director of Public Works, and the Public Works Superintendent (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONTRACTOR shall not accept directions or orders from any person other than the CITY Representatives or their designee.
- 2.2 CONTRACTOR REPRESENTATIVE AND CONTACT INFORMATION: CONTRACTOR hereby designates Marty Blankenship or designee to act as its representative for the performance of this Agreement (hereinafter, "CONTRACTOR Representative"). CONTRACTOR Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. CONTRACTOR Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONTRACTOR Representative shall constitute notice to CONTRACTOR.
- 2.3 COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS: CONTRACTOR agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONTRACTOR shall be subject to inspection and approval by CITY Representatives or their designees.

2.4 STANDARD OF CARE; PERFORMANCE OF EMPLOYEES: CONTRACTOR represents, acknowledges and agrees to the following:

- A. CONTRACTOR shall perform all Work skillfully, competently and to the highest standards of CONTRACTOR'S profession;
- B. CONTRACTOR shall perform all Work in a manner reasonably satisfactory to the CITY;
- C. CONTRACTOR shall comply with all applicable federal, state, and local laws and regulations, including the conflict of interest provisions of Government Code section 1090 and the Political Reform Act (Government Code section 81000 *et seq.*);
- D. CONTRACTOR understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- E. All of CONTRACTOR'S employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONTRACTOR; and
- F. All of CONTRACTOR'S employees and agents (including but not limited to SUB-CONTRACTOR) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONTRACTOR shall perform, at CONTRACTOR'S own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONTRACTOR'S failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONTRACTOR'S employees, agents, and SUB-CONTRACTOR. Such effort by CONTRACTOR to correct any errors or omissions shall be commenced immediately upon their discovery by either Party and shall be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the CITY Representatives in writing and in their sole and absolute discretion. The Parties acknowledge and agree that CITY'S acceptance of any work performed by CONTRACTOR or on CONTRACTOR'S behalf shall not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand, and agree that CITY has relied upon the foregoing representations of CONTRACTOR, including but not limited to the representation that CONTRACTOR possesses the skills, training, knowledge and experience

necessary to perform the Work skillfully, competently, and to the highest standards of CONTRACTOR'S profession.

ASSIGNMENT: The skills, training, knowledge and experience of CONTRACTOR are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONTRACTOR or on behalf of CONTRACTOR in the performance of this Agreement. In recognition of this interest, CONTRACTOR agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONTRACTOR'S duties or obligations under this Agreement without the prior written consent of CITY. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.

2.5 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT

CONTRACTOR: The Work shall be performed by CONTRACTOR or under CONTRACTOR'S strict supervision. CONTRACTOR will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONTRACTOR on an independent CONTRACTOR basis and not as an employee. CONTRACTOR reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONTRACTOR'S competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONTRACTOR are not employees of CITY and shall at all times be under CONTRACTOR'S exclusive direction and control. CONTRACTOR shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONTRACTOR shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

2.6 REMOVAL OF EMPLOYEES OR AGENTS:

If any of CONTRACTOR'S officers, employees, agents, or SUB-CONTRACTOR is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONTRACTOR, a threat to persons or property, or if any of CONTRACTOR'S officers, employees, agents, or SUB-CONTRACTOR fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, or SUB-CONTRACTOR shall be promptly removed by CONTRACTOR and shall not be reassigned to perform any of the Work.

- 2.7 COMPLIANCE WITH LAWS: CONTRACTOR shall keep itself informed of and in compliance with all applicable federal, state, or local laws to the extent such laws control or otherwise govern the performance of the Work. CONTRACTOR'S compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements.
- 2.8 NON-DISCRIMINATION: In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, CONTRACTOR, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability, or medical condition.
- 2.9. INDEPENDENT CONTRACTOR STATUS: The Parties acknowledge, understand, and agree that CONTRACTOR and all persons retained or employed by CONTRACTOR are, and shall at all times remain, wholly independent CONTRACTOR and are not officials, officers, employees, departments or subdivisions of the CITY. CONTRACTOR shall be solely responsible for the negligent acts and/or omissions of its employees, agents, CONTRACTOR and SUB-CONTRACTOR. CONTRACTOR and all persons retained or employed by CONTRACTOR shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONTRACTOR under this Agreement or is otherwise expressly conferred by CITY in writing.

### III. INSURANCE

- 3.1 DUTY TO PROCURE AND MAINTAIN INSURANCE: Prior to the beginning of and throughout the duration of the Work, CONTRACTOR will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONTRACTOR shall procure and maintain the following insurance coverage, at its own expense:
- A. Commercial General Liability Insurance: CONTRACTOR shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
- B. Automobile Liability Insurance: CONTRACTOR shall procure and maintain Automobile Liability Insurance as broad as Insurance Services

Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.

- C. Workers' Compensation Insurance / Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure, and provide legal defense for both CONTRACTOR and CITY against any loss, claim, or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONTRACTOR in the course of carrying out the Work contemplated in this Agreement.
- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A: VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.
- 3.4 PRIMACY OF CONTRACTOR'S INSURANCE: All policies of insurance provided by CONTRACTOR shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONTRACTOR'S insurance and shall not contribute with it.
- 3.5 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR officers, employees, agents, CONTRACTOR or SUB-CONTRACTOR from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against CITY.
- 3.6 VERIFICATION OF COVERAGE: CONTRACTOR acknowledges, understands and agrees, that CITY's ability to verify the procurement and maintenance of the

insurance required under this Article is critical to safeguarding CITY's financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONTRACTOR warrants, represents and agrees that it shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the CITY if requested.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONTRACTOR'S commencement of any work or any of the Work. Upon CITY's written request, CONTRACTOR shall also provide CITY with certified copies of all required insurance policies and endorsements.

#### IV. INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONTRACTOR acknowledges that CITY would not enter into this Agreement in the absence of CONTRACTOR'S commitment to indemnify, defend, and protect CITY as set forth herein.
- 4.2 To the fullest extent permitted by law, CONTRACTOR shall indemnify, hold harmless, and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees, and all other costs and fees of litigation) of every nature arising out of or in connection with CONTRACTOR'S performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement.
- 4.3 CITY shall have the right to offset against the amount of any compensation due CONTRACTOR under this Agreement any amount due CITY from CONTRACTOR as a result of CONTRACTOR'S failure to pay CITY promptly any indemnification arising under this Article and related to CONTRACTOR'S failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONTRACTOR under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to CITY

and CITY's elected and appointed officials, officers, employees, agents and volunteers.

- 4.5 CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every CONTRACTOR or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. In the event CONTRACTOR fails to obtain such indemnity obligations from others as required herein, CONTRACTOR agrees to be fully responsible and indemnify, hold harmless, and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONTRACTOR'S, SUB-CONTRACTOR or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.
- 4.6 CITY does not, and shall not, waive any rights that it may possess against CONTRACTOR because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost, or expense.
- 4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

## V. TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: CITY may terminate this Agreement at any time for convenience and without cause by giving CONTRACTOR a minimum of five (5) calendar day's prior written notice of CITY's intent to terminate this Agreement. Upon such termination for convenience, CONTRACTOR shall be compensated only for those services and tasks which have been performed by CONTRACTOR up to the effective date of the termination. CONTRACTOR may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONTRACTOR to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONTRACTOR in connection with the performance of the Work. CONTRACTOR shall be required to provide such Documents and Data within

fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.
- B. CONTRACTOR shall cure the following Events of Defaults within the following time periods:
- i. Within three (3) business days of CITY's issuance of a Default Notice for any failure of CONTRACTOR to timely provide CITY or CITY's employees or agents with any information and/or written reports, documentation, or work product which CONTRACTOR is obligated to provide to CITY or CITY's employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2 B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or
  - ii. Within fourteen (14) calendar days of CITY's issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced

efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONTRACTOR to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONTRACTOR shall include, but shall not be limited to the following: (i) CONTRACTOR'S refusal or failure to perform any of the services or tasks called for under the Scope of Services; (ii) CONTRACTOR'S failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONTRACTOR'S and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONTRACTOR, whether voluntary or involuntary; (v) CONTRACTOR'S refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vi) CITY's discovery that a statement representation or warranty by CONTRACTOR relating to this Agreement is false, misleading or erroneous in any material respect.

- C. CITY shall cure any Event of Default asserted by CONTRACTOR within forty-five (45) calendar days of CONTRACTOR'S issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONTRACTOR as provided under Section 1.4, above, shall be cured by CITY within five (10) calendar days from the date of CONTRACTOR'S Default Notice to CITY.
- D. CITY, in its sole and absolute discretion, may also immediately suspend CONTRACTOR'S performance under this Agreement pending CONTRACTOR'S cure of any Event of Default by giving CONTRACTOR written notice of CITY's intent to suspend CONTRACTOR'S performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONTRACTOR shall be compensated only for those services

and tasks which have been rendered by CONTRACTOR to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.

- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
  
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
  - i. Upon written notice to CONTRACTOR, CITY may immediately terminate this Agreement in whole or in part;
  - ii. Upon written notice to CONTRACTOR, CITY may extend the time of performance;
  - iii. CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONTRACTOR'S breach of the Agreement or to terminate the Agreement; or
  - iv. CITY may exercise any other available and lawful right or remedy.

CONTRACTOR shall be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY's exercise of its remedies under this Agreement.

- G. In the event CITY is in breach of this Agreement, CONTRACTOR'S sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONTRACTOR under this Agreement for completed services and tasks.

5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily

given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

- 5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

## VI. MISCELLANEOUS PROVISIONS

- 6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONTRACTOR in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONTRACTOR shall require all SUB-CONTRACTORS working on behalf of CONTRACTOR in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any CONTRACTOR as applies to Documents and Data prepared by CONTRACTOR in the performance of this Agreement.
- 6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONTRACTOR or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONTRACTOR without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONTRACTOR shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.
- 6.3 FALSE CLAIMS ACT: CONTRACTOR warrants and represents that neither CONTRACTOR nor any person who is an officer of, in a managing position with, or has an ownership interest in CONTRACTOR has been determined by a court

or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., section 3789 et seq. and the California False Claims Act, Government Code section 12650 et seq.

- 6.4 NOTICES: All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

**CONTRACTOR:**

Bennett Landscape  
25889 Bell Porte Ave  
Harbor City, CA 90710  
Atten: Marty Blankenship  
General Manager  
(310) 534-3543

**CITY:**

City of Huntington Park  
Engineering and Public Works Dept.  
655 Miles Avenue  
Huntington Park, CA 90255  
Attn: Janie Pichardo  
Phone: (323) 584-6225  
Fax: (323) 588-4577

Such notices shall be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the Party at its applicable address.

- 6.5 COOPERATION; FURTHER ACTS: The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.
- 6.6 SUBCONTRACTING: CONTRACTOR shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with Sub-CONTRACTOR'S), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.
- 6.7 CITY'S RIGHT TO EMPLOY OTHER CONTRACTOR: CITY reserves the right to employ other CONTRACTOR in connection with the various projects worked upon by CONTRACTOR.
- 6.8 PROHIBITED INTERESTS: CONTRACTOR warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONTRACTOR, to solicit or secure this Agreement. Further, CONTRACTOR warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONTRACTOR, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the

award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.
- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

- 6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.
- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONTRACTOR prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.
- 6.20 COUNTERPARTS: .This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONTRACTOR and the remaining two original counterparts shall be retained by CITY.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above.

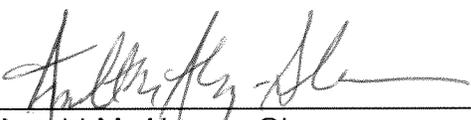
**CITY OF HUNTINGTON PARK:**

By:   
John A. Ornelas,  
Interim City Manager

**CONTRACTOR:**

By:   
Name: SEAN BENNETT  
Title: PRES.

**APPROVED AS TO FORM:**

By:   
Arnold M. Alvarez-Glasman,  
City Attorney

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## **EXHIBIT "A"**

### **SCOPE OF WORK**

The City of Huntington Park is seeking the services of a highly qualified Contractor to provide Landscaping Maintenance Services for the City of Huntington Park.

The Contractor shall utilize green products whenever possible. A list of green products to be utilized by the Contractor shall be pre-approved by the City prior to use. The Scope of Services are as follows:

#### **LAWN CARE**

Lawns shall be mowed turf-grass one (1) time per week during the months of January through September, Turf-grass shall be mowed every-other-week during the months of October through December. The Contractor may mow one (1) time per week during the months of October thru December a no additional cost to the City as directed by the City. The cutting edge of all mowing equipment shall be kept in a sharp condition, free of organic material, and they shall be kept in proper adjustment. Rough cutting of grass will not be permitted. Prior to mowing, all trash and foreign materials are to be removed from lawn areas. All areas containing Kikuyu grass or Bermuda grass, as the primary grass shall be mowed at 3/4 height. All areas with bluegrass or perennial rye grass as the primary grass shall be mowed with a rotary or reel type mower at a minimum height of 2 inches in dry warm weather and 1 1/2 inches during the cool rainy season as determined by the City. Edging of all turf areas adjacent to hardscape including but not limited to paving, curbs, gutter, sidewalk, etc. must be completed monthly and on an as needed basis so that no turf overhangs hardscape area to the satisfaction of the Director of Public Works or designee. Trimming of vegetation around all trees, fences, walls, and any other vertical surfaces and/or obstacles shall be completed at a minimum of monthly and as needed to the satisfaction of the Director of Public Works or designee.

Lawns shall be kept free of weeds. Weeding may be done manually or by the use of selective weed killers. Extreme caution shall be observed, if selective weed killers are used, not to damage any other plants. If spraying is done, it shall only be done at times when there is no wind.

The Contractor is responsible to over seed all damaged or bare turf areas on a continual basis to re-establish turf to an acceptable quality as determined by the City. This task shall be performed at no additional cost to the City. Reseeded areas shall receive supplemental water by hand or portable sprinkler as needed to establish turf. The top dress material, seed, and application rate shall be as approved by the City.

The Contractor shall be responsible for removal of all litter and debris from turf prior to mowing. All trash receptacles shall be emptied, all debris or litter created by or worsened by the mowing operation shall be removed prior to the crew leaving the site.

Failure to do so will result in the issuing of a Deficiency Notice and a deduction from the monthly payment reflecting the cost to clean up the debris.

## **IRRIGATION SYSTEMS**

Before beginning the maintenance program, the Contractor shall inspect all systems and report damages or incorrect operation to the Director. The Contractor will be responsible for the operation of the irrigation system and maintenance of sprinkler heads, risers, solenoid valves, mainline, and lateral lines.

Specifically, the Contractor shall:

Where the installed sprinkler system does not cover the area adequately, the Contractor shall provide his own sprinklers and hoses to adequately water the area, until he makes permanent changes to correctly cover the area.

Repair and adjust all heads to maintain proper coverage.

Remove the last head from each system and flush the lines, if required.

Repair and replace any equipment damaged as a result of contract operations at the Contractor's expense. All replacements to be original type equipment or equal.

Contractor to provide materials for repair and extension of irrigation systems, including piping, connections, risers, sprinkler heads and valves.

Inspect all automatic systems on a weekly basis to insure proper operation of system. Repair or replace valve or other malfunctions.

Contractor shall provide automatic moisture sensitive control irrigation systems which shall restrict the operation of said systems during rainy periods.

Contractor shall be responsible for cascading and setting controllers.

All irrigation systems shall automatically turn off during rainy days.

Watering of planters shall be controlled to avoid excessive drainage on sidewalk and/or hardscape creating a hazard and staining.

Irrigation of general areas controlled by automatic time clocks shall be watered between 11:00 p.m. and 6:00 a.m.

Manual irrigation shall be performed during normal working hours except when prohibited by Local, Regional, State, or Federal regulations or mandates.

## **MEDIANS**

All specifications listed for Shrub, Groundcover, and General Turf Maintenance shall apply to Median Service Areas. In addition to landscape and turf maintenance the Contractor is responsible for the maintenance of all hard surface areas such as curbs, gutters, concrete safety strips, sidewalks, and patterned concrete surfaces, which are part of the median.

All hard surface areas on all medians shall be inspected weekly and maintained in a neat, clean, and safe condition at all times. The hard surface areas shall be kept “weed free” at all times.

All hard surface areas shall be cleaned monthly or more frequently as needed to remove all deposits of litter, silt, sand, dirt, weeds, grass or other debris. The use of vacuums is required for the monthly service on all hardscape areas on the medians. All materials shall be removed from the site and be properly disposed of by the Contractor.

Plant material shall not be allowed obstruct any site line of vehicular traffic, and shall be kept below thirty-six (36”) in height as measured from the road surface in any area where traffic site lines may be impacted. A City representative may provide direction as requested for proper maintenance.

Contractor shall be responsible for controlling, by mechanical or chemical means, weeds growing in turf, planters, cracks, curbs and gutters, or expansion joints and areas contiguous to the City landscape.

All maintenance personnel shall wear safety vests and personal protective equipment while working in the public right-of-way and when working on medians, and at no time shall work be performed in the roadway without a City approved Traffic Control Plan in compliance with the CAMUTCD and all required traffic control signage in place.

Contractor is responsible for insuring that all median maintenance is performed in a safe manner and that no hazard is created by such operation.

## **PICNIC SHELTERS**

Contractor shall be responsible for the cleaning and trash pickup of all City shelters including the below shelters. A City representative will provide weekly schedule of Picnic Shelter reservation(s):

Senior Park – 1 Shelter

6923 Salt Lake Avenue

Huntington Park, CA 90255

Keller Park – 1 Shelter

6550 Miles Avenue

Huntington Park, CA 90255

## **LAWN TRIMMING**

All edges shall be trimmed after each cutting or more often as necessary. Trimming shall include cutting all grass along walls, fences, curbs, sidewalks, shrubs, tree trunks, poles, or any other object immediately adjacent to the lawn areas.

The trimming shall be done by power edgers or by hand, but in no case will soil sterilants or other types of herbicides be permitted for use in edging. Immediately after trimming, a contact herbicide approved by the State Department of Agriculture and the City may be applied around the base of trees and sprinkler heads but shall not exceed 2" beyond the perimeter of the head. Spray around trees shall not exceed 6" from the base of the tree. No herbicide is to come in contact with the tree. Herbicides used along walls shall not exceed 4" from the base of wall.

Trim around sprinkler heads as necessary to provide maximum water coverage.

Care shall be taken to avoid damage to tree trunks, shrubs, sprinklers, buildings and other structures. Damage shall be reported to the Director and repairs made at the Contractor's expense.

After trimming, all debris shall be raked off the lawn, swept off of sidewalks and paved areas, and collected for disposal.

## **LAWN RENOVATING**

Lawns at the Civic Center and the Recreation Center shall be renovated (*Dethatching and top dressing*) once each year. Dethatching shall be done in October. Contractor shall over seed all turf areas immediately after dethatching. Seed with perennial rye grass approved by the Director, at recommended seed rates with sodding as needed, in January/February. This shall include dugout areas.

All lawn depressions shall be brought level to grade with topsoil and reseeding as necessary.

Infield turf areas on Baseball Diamonds shall be renovated to include, dethatching, over seeding, top dressing, and sodding as needed, in January/February. This shall include dugout areas.

## **LAWN WATERING**

Lawns shall be deeply watered, as weather conditions require providing adequate moisture for optimum growth. Lawns shall at no time show a lack of fresh green color or a loss of resilience due to lack of water. Irrigation shall be done between 11:00 p.m. and 6:00 a.m.

Wherever the permanently installed sprinkler system does not adequately cover the areas, the Contractor shall set out additional hoses and sprinklers as required to uniformly irrigate all areas.

Excessive water in streets shall be avoided. Every effort will be made to conserve water. Automatic controllers shall be programmed so as to keep lawn areas in a green healthy condition, utilizing the least amount of water.

All recently reseeded areas shall be watered to prevent excessive run-off or ponding, but shall also be watered on a regular basis to ensure germination.

Manual watering of newly planted trees and/or any trees that do not have automatic irrigation and/or are not fully established is required.

### **LAWN FERTILIZING**

Lawns shall be fertilized at least two times a year. Application shall be at the rate of 3 to 4 pounds of actual nitrogen per 1,000 square feet per year. One of the applications shall be of a complete or balanced fertilizer containing not less than 4 percent phosphorous and 4 percent potassium in addition to nitrogen. Iron and other elements shall be included if required to correct soil deficiencies.

The Director shall be notified prior to application of fertilizers. All turf areas shall be aerated prior to fertilization by removing 2" deep cores of sod with an aerator machine at not more than 6" spacing.

The second application shall be of straight nitrogen fertilization. Lawns shall be watered immediately after fertilization to prevent burning of grass.

### **SHRUB AND GROUND COVER WATERING**

Contractor shall water trees, shrubs and ground cover deeply and slowly to establish moisture to the full depth of the root zone. Watering shall be done in a manner to avoid erosion, excessive run-off, or creation of a waterlogged soil condition. Hoses and sprinklers shall be used to supplement the sprinkler system where necessary to insure complete coverage. In areas where no such sprinkler system exists, the Contractor shall water with hoses or other apparatus as necessary, to insure deep watering. Areas having manual valves to operate, bubbler heads, or skinner lines will be used to irrigate by the Contractor.

Trees and shrubs shall be deeply watered as weather conditions require to provide adequate moisture for optimum growth. Trees and shrubs shall at no time show a lack of fresh green color due to lack of water.

Wherever the permanently installed sprinkler system does not adequately cover the areas, the Contractor shall install a permanent irrigation system as required to uniformly irrigate all areas, at the Contractors expense.

Excessive water in streets shall be avoided. Every effort will be made to conserve water. Automatic controllers shall be programmed so as to keep planted areas in a green, healthy condition, utilizing the least amount of water practicable.

## **SHRUB AND GROUND COVER PRUNING**

Pruning shall be done according to the natural growth of each individual plant to maintain proper plant health by cutting out dead, diseased or injured wood and to control growth when an unshapely shrub might result. Excessive pruning or stubbing back will not be permitted. All cuts over one inch in diameter shall be painted with approved tree wound dressing. All pruning cuts shall be made flush and shall be cut with no damage to the surrounding bark. All dead or damaged branches shall be removed

Pruning of shrubs shall be done as needed to achieve the following:

To shape, particularly to correct misshaping caused by the wind. Maintain shape where hedged.

To raise the lower branches of trees above 7' minimum head height from ground.

Public safety shall be a prime consideration in trimming trees.

To cut back shrubs and ground cover where they encroach on the paved areas or become intertwined.

To cut back branches that are rubbing on walls, fences, and buildings, or overhanging header board areas.

To remove suckers, waterspouts, and other undesirable growths from the trees.

Oleanders shall be kept trimmed as necessary to keep all City signs clearly visible by traffic at all times.

All pruning operations will be conducted so as to provide maximum safety for the public, and shaped to conform to horticultural standards.

Major pruning of shrubs shall be done during the dormant season. Minor pruning may be done at any time.

Oleander shrubs and trees shall be trimmed after bloom season.

Contractor shall remove all dead trees, including stump grinding and turf repair.

Pruning of tree roses shall be done at the end of January/February by cutting and removing all dead and old wood and spraying with oil emulsion after pruning.

Uniformity is important, encourage weak side by pruning to produce more bloom, leave more lateral wood.

### **SHRUB AND GROUND COVER WEEDING**

Weed and cultivate the ground cover areas and other areas as needed to keep them free of weeds. Pre-emergent weed control chemical can be used to control weeds on the railroad right-of-way only.

### **SHRUB AND GROUND COVER STAKING**

Maintain and replace stakes and guys with material equal to existing. Maintain and replace plant ties to provide support without damage to bark.

### **SHRUB AND GROUND COVER FERTILIZING**

Fertilize all trees, shrubs, and ground cover once a year with an approved complete fertilizer. Fertilizer shall be applied in April. Fertilize at the following rates at each application: 1/4 pound per shrub; 1 pound per tree of less than 1-inch trunk diameter; 3/4 pound per tree with more than 1-inch trunk diameter; 20 pounds per 1,000 square feet of ground cover. The fertilizer for roses shall be a slow release organic-type with a 6-6-6 compositions or equal. Application of an iron fertilizer shall be used as needed throughout the year, where necessary, to maintain healthy, vigorous growth and good foliage.

### **SHRUB AND GROUND COVER TRIMMING**

All ground cover shall be edged and cut back once every month to promote good health and appearance. A cleared circle 18" to 24" in diameter shall be maintained at base of tree in ground cover area to reduce competition for nutrients. Edge ground cover to keep in bounds as necessary to achieve an overall even appearance. Trim around sprinkler heads as needed to provide maximum water coverage. Trim Ivy and other ground cover as necessary to restrict growth from encroaching on curbs or other adjacent areas. Growth retardants may be used.

Contractor shall remove dead and damaged shrubs, and ground cover and replant with material of equivalent size, condition and variety, subject to the approval of the Director.

The Contractor, at the Contractor's expense, shall replace all plant material that has died as determine by the Director. This includes turf, ground cover, shrubs, and trees.

Plants destroyed by vandalism, outside construction, or by City forces shall be the responsibility of the Contractor and replaced at the Contractor's expense.

Annual flowers shall be replaced and planted three times a year and more often, if required, by the Contractor as determined by the Director. Flowers to be furnished by Contractor. There shall be no alterations in existing landscape without prior consent by the Director.

### **SHRUB PLANTING**

Planting located within 50 feet of any railroad crossing shall not be permitted to grow to a height in excess of four feet above the top of the railroad's adjacent tracks. Adequate cultural care shall be undertaken by Contractor to insure strict compliance with said height restriction. Planting shall not be permitted to foul any water lines nor shall planting be located less than 15 feet from the centerline of railroad tracks.

### **SHRUB CARE - CIVIC CENTER**

Camellias and Azaleas and all plants located between the County Court Building, City Hall Building, and the Police Building shall be raked out weekly or more often as needed to keep areas free of leaves and litter. Azalea and Camellia shrubs and trees shall be trimmed after the bloom season.

### **PLANTS**

As plants expire, Contractor will replace with drought tolerant plants per the City's direction and approval at the Contractor's expense.

### **REQUIRED REPORTS/MEETINGS**

Contractor shall be responsible for the filing of all required records and reports, including but not limited to the Notice of Intent to Apply and Pesticide Use Reports, as specified by all county, state, and federal agencies. Said reports shall contain accurate and valid information. Copies of all records and reports shall be submitted to the City and Agricultural Commissioner monthly, with the exception of the Notice of Intent to Apply, which shall be submitted prior to the application of pesticides.

Contractor shall record and maintain accurate records of all pesticide applications. Records to include date, time of day, location, type of chemical, quantity of chemical, method of application, and environmental data. A copy of this report shall be submitted to the City at the end of each month. Failure to do so will result in a deficiency and possible deduction in payment.

A pest monitoring report for each site shall be submitted to the City by the first day of each month. This report shall include the site number, date identification, extent, and location of pest problems (if any), record of previous control measures, name of inspecting personnel, and proposed control measures if deemed necessary.

The City shall be notified verbally within forty-eight (48) hours and in writing within five (5) working days of any new pest problems previously unreported and observed by the Contractor.

Contractor shall provide Public Works and Parks and Recreations with a weekly report of what was completed and what the Contractor will be working on. Contractor will also have bi-monthly meetings with Public Works and Parks and Recreations.

## **PEST CONTROL**

Landscaped areas (shrub and ground cover)

### **Weed control**

All landscaped areas shall be treated with appropriate pre-emergent herbicide at the recommended rate according to the label.

All areas within the boundaries of the site, which are not landscaped, shall be treated monthly to eliminate weeds. All weeds that are four (4) inches and above shall be removed mechanically or by hand.

### **Snail Control**

Snails shall be controlled on an as needed basis on all plan material, as determined by the Director.

### **Insect and Disease Control**

All landscaped areas shall receive appropriate treatment with EPA registered pesticides for any insect or disease which causes or may cause damage to plants.

## **WEED CONTROL – PAVED SURFACES**

Contractor shall be responsible for controlling, by mechanical or chemical means, weeds growing in concrete walkways, sidewalks, cracks, or expansion joints, within each site and in areas contiguous to the City landscape. All weeds that are four (4) inches and above shall be removed mechanically or by hand.

**HOLIDAYS**

The following ten (10) days are City holidays on which Contractor shall provide service. Contractor shall also provide service on the day after these holidays. Parks shall be serviced by 12 P.M. There will be a fine, the cost to replace these services, if Contractor does not provide service on the following day after a holiday.

- |                          |                                |
|--------------------------|--------------------------------|
| New Year's Day           | Labor Day                      |
| Martin Luther King's Day | Veteran's Day                  |
| President's Birthday     | Thanksgiving Day               |
| Memorial Day             | Day after Thanksgiving         |
| Independence Day         | Christmas Day thru January 1st |

**Summer**

The Contractor shall provide service, including the cleaning of restrooms twice a day, on every Saturday and Sunday during the summer months of June thru September at all parks.

**Weekends**

Contractor will open and close the below parks on weekends:

- |                             |                             |
|-----------------------------|-----------------------------|
| Salt Lake Park at 6:00 a.m. | Perez Park at 9:00 a.m.     |
| Keller Park at 6:00 a.m.    | Chesley Circle at 6:00 a.m. |
| Freedom Park at 6:00 a.m.   |                             |

## **MAINTENANCE WORK AREAS**

Salt Lake Park  
Municipal Bldg.  
3401 East Florence Ave.

Huntington Park  
Community Center  
6923 Salt Lake Ave.

Robert Keller Park  
6550 Miles Ave

Raul R. Perez  
Memorial Park  
6208 Alameda St.

Freedom Park  
3801 E. 61<sup>st</sup> Street

Chesley Park  
Corner of Zoe Ave  
and Albany St.

City –Owned  
Parking Lots/Rita Street

City-Owned Parking  
Lots/Ruby Street

Medians  
Various Locations

Skate Park  
3401 E. Florence Ave

Community Center  
6923 Salt Lake Ave

Any and all City owned  
properties and buildings

City Hall Bldg.  
6500 Miles Ave

Police Dept. Bldg.  
6542 Miles Ave

Police Annex Bldg.  
6538 Miles Ave

Library  
6518 Miles Ave

### **Shelters two (2):**

Senior Park – One (1) shelter  
6923 Salt Lake Avenue, Huntington Park, CA 90255

Keller Park – One (1) shelter  
6550 Miles Avenue, Huntington Park, CA 90255

## **SPORTS FIELD MAINTENANCE**

### **Baseball/Softball Infield Maintenance – Salt Lake Park**

#### Skin/Baseline Areas

Maintain a level surface with uniform consistency throughout the areas. Problems areas include edges, player position areas, sliding, and lead-off areas.

Daily Maintenance: Drag, level, rake, wet down.

Weekly Maintenance: Scarify ½” deep, level depressions (pack firm with 3-ton roller if rain eminent).

Monthly Maintenance: Re-screen surface, scarify, and add Hilltopper mound clay, level.

Annual Maintenance: Scarify and add Angel Mix as needed. Laser level every two (2) years. Add Hilltopper mound clay as needed. Salt Lake Park dethatching the perimeter of the infield (2' from infield edge) and around the warning track of fields once (1) per year.

Laser Leveling – Every 2 years.

**Dragging Equipment / Techniques:** The following dragging techniques shall be applied to all baseball/softball infields. All dragging should avoid the grass edges by staying at least one foot away – the area next to the grass edge should be hand raked.

a. Scarifying drag: loosens and mixes the top ½", or so, of skin material (Hilltopper mound clay) with the conditioner (topdressing) material typically consisting of Hilltopper mound clay. Scarifying drags also level the cleat marks created in the skin base Hilltopper mound clay. Baselines should be dragged by hand if there is grass on both sides.

b. Leveling drag: fills in minor swales created from sliding and concentrated cleat activity at the player position areas and baselines. Care should always be taken when dragging near the grass edges to avoid moving any loose soil into the grass thus contributing to the lip problem. For best results on the skin area, dragging with a level drag should be in circles with a minimum turning radius of the equipment used to pull the drag. A medium turning radius at a slow speed prevents the tires on the equipment from digging into the Hilltopper mound clay base. Keeping the turning radius the same and overlapping the drag width half way from the previous drag pass will help ensure a more uniform and level surface.

c. Grooming drag: puts the finishing touches on the leveling process by eliminating any ridges created by the scarifying and leveling drags. It also helps establish a more uniform distribution of the conditioner or top dressing material.

**Edges:** The infield/outfield edges require daily maintenance. Lightly raking or sweeping away any loose infield material in the grass on a daily basis will greatly reduce lip buildup. Periodically, the edges will require reestablishment every week by setting up a taught string line stretched from one base cutout to the other. Then, with a power edger, cut along the string line to cut grass stolon's and straighten the edge line. Once the edge has been cut remove any loose grass debris – this may involve the use of a hoe to remove any Bermuda grass that has become anchored on the skin side of the edge. With a re-defined edge add enough infield skin mix necessary to re-level the edge line and compact with a small hand roller. One should be able to stand on the edge line (straddling the grass and skin) without feeling any elevation difference.

Daily Maintenance: Rake/broom level.

Weekly Maintenance: Maintain level grade.

Monthly Maintenance: Re-screen surface, scarify, and add Hilltopper mound clay, level.

Annual Maintenance: Scarify, add Angel Mix as needed, laser level, add Hilltopper mound clay as needed.

**Moisture Management:** The key component to any good infield skin and baseline is proper moisture within the soil profile. Proper moisture can take a poor performing infield and turn it into one of superior performance.

Daily Maintenance: Apply even moisture.

**Pitcher's Mound / Home Plate Area:**

Daily pitcher's mound and home plate maintenance is required.

Repair holes on the mound and in the batter and catcher boxes utilizing this 5-step process:

Step 1: Using a kitchen broom remove all loose soil from holes – the base of the hole should be firm and hard.

Step 2: Using a pump-up sprayer or a hose with an on/off nozzle set to a trickle wet the base of the hole to the point where the Hilltopper mound clay in the bottom of the hole becomes sticky and slightly slimy – make sure the edges of the hole are wet as well.

Step 3: Add moist Hilltopper mound clay material to the hole.

Step 4: Compact the applied Hilltopper mound clay material with a tamper making sure the compaction is occurring throughout the entire area of the hole. Compact area until it is level with the surrounding surface.

Step 5: Keep Hilltopper mound clay moist for best playability and minimal disruption – apply light amounts of water as needed to prevent Hilltopper mound clay from drying out and cracking. Use of tarps will help retain moisture within the Hilltopper mound clay during hot sunny days.

Key mound repair areas will include the launch area (next to the rubber), the landing area (approximately 5 feet down the slope from the rubber), and the follow-through area (approximately 3 feet to the right and left of the landing area).

Key home plate areas will include the holes in both batters boxes, the catchers box, the start line toward 1st base (typically located just outside the right batter's box and in line with the foul line), and the sliding area into home plate from the 3rd base side.

**Mound Maintenance**

Daily Maintenance: Repair holes with Hilltopper mound clay.

Weekly Maintenance: Reestablish perch/slope.

Monthly Maintenance: Reestablish circle, reestablish height.

Annual Maintenance: Reestablish circle, height, perch, slope, rotate rubber, and laser level.

### **Batter Boxes**

Daily Maintenance: Repair holes with Hilltopper mound clay.

Weekly Maintenance: Re-level area.

### **Bullpen Maintenance**

Daily Maintenance: Repair holes with Hilltopper mound clay.

Weekly Maintenance: Reestablish perch/slope.

Monthly Maintenance: Reestablish height.

Annual Maintenance: Rotate pitching rubber.

### **Baseline Maintenance**

Daily Maintenance: Drag, level, rake, chalk.

Weekly Maintenance: Power edge, scarify, level.

Monthly Maintenance: Add Angel Mix as needed.

Annual Maintenance: Edge, scarify, laser level.

### **Base Maintenance**

Daily Maintenance: Check anchors/sleeves and rubber.

Weekly Maintenance: Paint white on Fridays with paint diluted 10:1 (water: paint).

Monthly Maintenance: Repair/replace as needed.

Annual Maintenance: Repair/replace as needed.

## **Field Turf Maintenance Guidelines – Salt Lake Park (SEE ATTACHMENT “A”)**

### **Bermuda grass maintenance (Apr-Oct)**

Mowing: Once Bermuda grass comes out of dormancy begin mowing at  $\frac{3}{4}$ " height to reduce shade from cool-season grasses and allow more heat to the crown of the

Bermuda plant with a reel mower. Mowing frequency should be 1x per week. Clippings can be left if the 1/3 rule is followed. Hybrid Bermuda prefers a mowing height of ½"- ¾".

Fertilization: Apply a complete fertilizer at a rate of 1 lb. of N per 1000 sf every month. In June and July the amount of N shall be increased to 1.5 lbs. per 1000 square feet or an additional application of ½ lb. per 1000 square feet can be applied two weeks following the 1 lb. N application. The ratio of nitrogen (N) to potassium (K) should be close to equal with phosphorous (P) and ¼ that of N and K. Fertilizer selected should include some secondary nutrients (calcium, magnesium, and sulfur) as well. Apply micro nutrients (iron, manganese, zinc, copper and boron) at the label rate in June and July – this can be either in granular form or liquid form if spray equipment is available.

Dethatching: Vertical mow all turf grass areas in June or July at the completion of field activity. Vertical cutting blades should be spaced approximately every ¾" and set to the depth of the soil surface. If equipment has vertical blade spacing greater than 2" then make 2 passes at right angles over entire area. Debris should be removed. Vertical mowing will provide some viable stolon's that can be placed in heavily worn areas for establishment. Aeration: All sports field turf areas should be core aerified every month. Deep-tine aeration is to be performed once a year in the summer when the fields are not in use. Depending on the depth of irrigation pipes aerating to a 12" depth is required. If deep-tine aeration is not an option then core aerating to a minimum of 3" is recommended. Cores must be collected from the field at the conclusion of each work day.

Topdressing: Topdressing should be performed at the same time aeration takes place. Topdressing mix should consist of 90% washed medium sand (.5mm-.25mm) and 10% finely composted organic material. Application rate should be approximately 40 cubic yards per acre.

### **Perennial Ryegrass / Tall Fescue Maintenance (Oct-Apr)**

Mowing: Raise the height of cut to 1" and mow 1x per week. Mowing should be done with a reel type mower. Clippings can be left if the 1/3 rule is followed. Aeration: All sports field turf areas should be core aerified every month. Deep-tine aeration is to be performed once a year in the summer when the fields are not in use. Depending on the depth of irrigation pipes aerating to a 12" depth is required. If deep-tine aeration is not an option then core aerating to a minimum of 3" is recommended. Cores must be collected from the field at the conclusion of each work day.

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Mowing: Raise the height of cut to 1" and mow 1x per week. Mowing should be done with a reel type mower. Clippings can be left if the 1/3 rule is followed.

## **Adherence to All Local, State and Federal Laws and Requirements**

The Contractor shall adhere to all current applicable federal, state, and local laws, codes and ordinances, including, but not limited to, those promulgated by CAL-OSHA, FEDOSHA, EPA, and the California State Department of Health Services.

### **Key Personnel**

It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The Contractor must agree to assign specific individuals to the key positions.

A. The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.

B. If key personnel are not available for work under this contract for a continuous period exceeding thirty calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

The Contractor shall be responsible for, but not limited to, the following:

- 1) Adherence to schedules;
- 2) Maintenance or replacement of cleaning equipment;
- 3) Notifying City of any personnel changes; and
- 4) Training of new personnel.

### **A. Supervisors**

The Contractor shall provide qualified English speaking supervision in all areas of operations. The supervision shall work with City of Huntington Park personnel in planning and scheduling work for completion of tasks. The Contractor shall furnish only employees who are authorized, competent, and skilled for work under this contract.

The Contractor shall designate in writing to the City's Supervisor, the name of the person assigned as the Contractor's Project Manager with full authority to administer the terms of this contract. The Contractor's Project Manager shall have the capability to receive complaints by telephone, pager, or e-mail to facilitate timely corrective actions. An answering service or answering machine shall NOT be an acceptable means of contact for the Contractor's Project Manager. This representative shall be available Monday through Sunday 7:30 a.m. through 5:00 p.m. The Contractor's Project Manager

shall be the contract supervisor. Two working supervisors are required during all shifts. The working supervisors shall verify the cleanliness of facilities prior to releasing Contractor personnel each day.

The Contractor shall have two competent working supervisors on the job at all times when custodial services are being performed. Supervisors shall be thoroughly familiar with the content of the bid specifications and intent of the complete agreement. Any violation by the Contractor's personnel of these requirements, or others established by the City, shall result in the removal of the employee from this contract. Termination of this contract may result, at the discretion of the Supervisor, for repeated non-compliance of these requirements or for any or no reason.

Contractor shall meet in conference with the City's Supervisor or designee at a time to be agreed upon for administration of work, including review of inspection reports if requested. (Contractor will be responsible for completing weekly inspection reports on all facilities). At a minimum, inspection reports for the previous one month period shall be reviewed by the City's Supervisor or designee and the Contractor's Project Manager at the first meeting of the following month.

## ***B. Personnel***

Personnel employed by the Contractor shall be competent, trustworthy and properly trained for the work requirements. The Contractor and employees shall be required to comply with all applicable regulations of the City, as directed, and full cooperation shall be expected and required at all times. Contractor shall notify the Public Works Superintendent immediately in writing of all changes on contract personnel by submitting name and address of employee and effective date of employment or termination. When, in the opinion of the City, an employee constitutes a security risk, his/her employment on the contract will be denied.

**1. Background Check:** The Contractor's employees who will work in buildings owned by the City of Huntington Park shall be required to be cleared through the City of Huntington Park Police Department Criminal Investigation procedure prior to employment. The cost of this background check will be the responsibility of the Contractor. Upon receipt of notice of award from City of Huntington Park, the Contractor must supply personnel information within ten (10) working days.

**2. Health:** All personnel shall be in good health and free of contagious diseases.

The Contractor shall not allow any person(s) under the influence of alcohol or drugs on the premises or in the buildings. Neither shall the Contractor allow the use or presence of alcohol or drugs on the premises or in the building.

**3. Identification and Uniforms:** All personnel shall wear uniforms, furnished by the Contractor, at all times during the performance of this work. The Contractor's work force shall be neat and clean in appearance and shall wear a uniform with the Contractor's name and/or logo permanently affixed to it. Uniforms shall consist of shirt and full-length pants, and be mutually agreed to by the Contractor and City. Uniforms will at all times be clean and neat in appearance. Closed-toe and heeled shoes shall be worn for proper

safety during tasks being performed. Employees shall wear an identification badge with the employee's picture, name and company name on the face of the badge. The badge must be worn in plain sight, above the waist at all times while the employee is on City property. This requirement includes all remote locations. The Contractor's employees are required to provide proper identification when requested by City or security personnel. Any employee that does not comply with this requirement shall be required to leave the City facilities. There is no exception to this requirement, which is to ensure only authorized Contractor's employees are in City facilities.

4. **Conduct:** No person(s) shall be employed for this work that is found to be incompetent, disorderly, and troublesome, under the influence of alcohol or drugs, which fails or otherwise refuses to perform the work properly and acceptably, or is otherwise objectionable. Any person found to be objectionable shall be discharged immediately and not reemployed on this work at the sole direction and discretion of the City.

5. **Supervision:** Contractor shall provide a supervisor or foreman who shall be present at all times during contract operations, and who shall be responsible for both conduct and workmanship. The said supervisor or foreman shall be able to communicate effectively in both written and oral English.

6. **Training:** Contractor shall have an ongoing training program for all staff. Contractor shall provide only personnel that have been fully trained for performance of this work. Supervisors shall have been trained in supervision as well as technical training in janitorial services.

7. **Nondiscrimination:** The Contractor shall not engage in discrimination in employment of persons because of race, color, national origin, ancestry, sex, or religion of such persons. Violation of this provision may result in the imposition of penalties under the Labor Code Section 1735.

### ***C. Employee List***

The Contractor shall provide to the City an accurate list of all personnel who have any relationship to work performed within the scope of this contract, prior to the employee starting work. List data shall indicate personnel by building(s) in which they are assigned to work, and must include full names, aliases, home addresses, home telephone numbers, copies of drivers licenses, and social security cards. Changes to the list shall be reported, in writing, to the City within one working day. Employees terminated by the Contractor shall be reported the day to the City, unless it is after hours, then the next business morning shall be acceptable.

### ***D. Removal of Staff***

The City requires the Contractor to remove all Contractor personnel from City property who are deemed careless, incompetent, insubordinate, objectionable, or whose continued employment on the job is deemed to be contrary to public health, safety and welfare. If, in the opinion of the City, an employee of the Contractor is incompetent or disorderly, refuses to perform in accordance with the terms and conditions of the

contract, threatens or uses abusive language while on City property, or is otherwise unsatisfactory, upon City request, the Contractor shall remove that employee from all work under this contract. It is the responsibility of the Contractor to provide the proper training for their employees.

#### ***E. Backup Staff***

The Contractor shall provide sufficient backup staff to cover absenteeism or extend existing work force hours to compensate for absent staff. The backup staff shall adhere to the same background and security screenings as regular staff. The City reserves the right to request additional backup staff as deemed necessary.

#### ***F. Unauthorized Personnel***

Employees of the Contractor shall not be assisted nor accompanied by any individual that is not an employee of the Contractor, while performing duties related to the contract. This includes friends, children and/or other relatives. Employees of the Contractor that violate this stipulation shall be deemed objectionable to the City and shall not be allowed to work in or on City facilities or premises.

#### ***G. Prohibited Items***

Contractor's employees shall be prohibited in the use or possession of the following items while working on City premises: guns, knives, other weapons, alcohol and/or controlled substances. Contractor's employees shall not be under the influence of alcohol or illegal drugs. Any employee violating this policy shall be removed immediately from City facilities and replaced with acceptable personnel.

#### ***H. City & Personal Property of City Personnel***

The Contractor shall direct their employees against the unauthorized reading and disclosing of materials and documents available in the facilities of the City and against unauthorized use of City and personal property, such as: telephones, radios, copy machines, computers, terminals, fax machines, calculators, etc., which may be in any of the City facilities. The Contractor shall be responsible to see that Contractor's employees do not disturb papers on desks, tables, or cabinets, and do not open desk drawers or cabinets. Found item(s) shall be turned in at the end of each shift to the Contractor's supervisor. The supervisor shall return the item(s) to the City's Public Works Superintendent within twenty-four (24) hours.

***I. Telephones*** shall not be used by the Contractor or its employees for personal or business reasons with the following exception(s): to report need of emergency medical aid, fire or need of law enforcement, (use '911') and notification to the Huntington Park Police Department of damage as required in this contract. Any calls to numbers other than those above will be considered a violation of this contract and grounds for immediate termination.

#### ***J. Hours of Work***

The Contractor shall provide no less than the minimum number of estimated hours per evening as provided in the Contractor's proposal and subsequent contract award. Any amount less than this minimum per building may be deducted from the Contractor's billing. The amount of deduction will be calculated on an hour-for-hour basis, utilizing the Contractor's hourly proposal amount (total dollars divided by total hours). The City shall be the sole judge of any performance discrepancies.

#### **K. Care of Facilities**

Contractor's employees shall regularly observe the general condition of all buildings and report problem areas to Contractor's supervisor or lead custodian. Contractor shall be responsible for knowledge of and use of all fire alarms and fire prevention equipment. In case of emergency, Contractor's employees shall notify the City's Communication Center by dialing 911 and shall then call or Public Works Superintendent, or his designee, immediately. Contractor shall report all required non-emergency repairs by contacting the Public Works Superintendent, or his designee.

**1. Security:** Contractor's personnel shall not be allowed in City facilities outside of normal business hours unless they are performing work for the Contractor. All Contractor personnel are required to provide proof of identity when requested to do so by City personnel. Keys shall not be left in the door locks. The Contractor shall be responsible for securing/locking the interior and exterior portions of the building during hours to be specified by the Public Works Superintendent or his/her designee.

All work spaces shall be locked and the lights turned off when cleaning in each area has been completed. Security lights (as directed) shall be turned on prior to leaving the facility. Keys required by the Contractor will be furnished by the City to designated Contractor employees and shall be returned to the City on demand. Electronic security systems (where installed) shall be properly disarmed and armed each time after-hours access is made. All exit doors are to remain locked while the Contractor is in the space.

The Contractor is not to block open occupant or exterior doors for any reason. The Contractor is not to assist entry of anyone except Contractor, employees, or Police/Fire personnel. Close and lock any exterior windows. Contractor's personnel shall immediately report to their supervisor and City personnel problems dealing with unauthorized or suspicious persons, conditions indicating theft, break-in or vandalism, and building system failures. The Contractor's employees shall report to emergency personnel situations such as fire, smoke, unusual odors, broken pipes or floods, and take appropriate safety measures.

**2. Keys:** The Contractor may be issued building keys, where applicable, for the performance of services as specified herein. Should a lost or stolen key jeopardize the security of the particular City facility, the Contractor shall be solely responsible for all costs incurred by the City in re-keying the lock system. No keys shall be duplicated.

**3. Alarm System:** Where applicable, the Contractor shall be charged a minimum of one hundred dollars (\$100.00) per call-out should the Contractor, while in the process of entering or leaving the facility, misuse the security alarm system.

**4. Damages:** The Contractor will be responsible for all damages to the facility or contents caused by the Contractor or their staff during the performance of their duties.

**5. Protection & Restoration:** The Contractor shall protect all furnishings and improvements from damage by its operations. All damage shall be repaired or replaced, at the option of the City, at the Contractor's expense within a reasonable time after notification of such damage. Repairs and/or replacements shall be equal to original in all aspects.

**6. Removal of items:** The Contractor's employees shall not remove any items from the job sites except that which has been specifically authorized by the City of Huntington Park in writing.



**2016**

**FIRST AMENDMENT TO CONTRACT SERVICES AGREEMENT**

**(Engagement: Landscape Maintenance Services for the City)**

**(Parties: City of Huntington Park – Bennett Landscape)**

THIS FIRST AMENDMENT (the "First Amendment") to Landscape Maintenance Services Agreement is made and entered into this 1<sup>st</sup> day of November, 2016 by and between the City of Huntington Park, a municipal corporation (hereinafter, "CITY") and Bennett Landscape, a Corporation (hereinafter, "CONTRACTOR") and expiring on October 31, 2019. For the purposes of this Agreement, CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties."

**RECITALS**

This First Amendment is made and entered into with respect to the following facts:

WHEREAS, on or about September 21, 2015, the Parties executed and entered into that certain agreement titled, Contract Services Agreement (Landscape Maintenance Services) (hereinafter, the "Master Agreement") which is attached hereto as Exhibit "A"; and

WHEREAS, the Master Agreement provides that the initial term would be for one (1) year, with the option of two (2) one (1) year extensions. The option to extend may be exercised in the CITY's sole discretion by providing written notice of its intent to extend the Master Agreement; and

WHEREAS, the Parties desire to amend the Master Agreement by modifying the term of the Master Agreement from a one (1) year term with two (2) one (1) year options to extend, to a three (3) year, with one-time 2% increase on the 2<sup>nd</sup> year.

WHEREAS, Section 6.16 of the Master Agreement provides for written amendments and modifications if approved by both Parties.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and intending to be legally bound hereby, the Parties agree as follows:

1. Term. Section 1.2 of the Master Agreement is hereby amended to be replaced with the following: This Agreement shall have a term of three (3) years beginning November 1, 2016 and expiring on October 31, 2019 with no extensions of term. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause.

2. Scope of Services. Section 1.1 of the Master Agreement is hereby revised. Contractor agrees to perform the services set for in Exhibits B and C of this First Amendment, attached hereto, which is incorporated herein by the reference, in accordance with the terms and conditions of the Master Agreement.

3. Except as otherwise set forth in this First Amendment and Exhibits B and C, the terms of the Master Agreement shall control. This First Amendment and Exhibits together with the Master Agreement shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents.

4. In the event of any conflict or inconsistency between this First Amendment and the Master Agreement, the provisions of this First Amendment and Exhibits B and C shall control, but only to the extent necessary to resolve the conflict or inconsistency.

5. This First Amendment may be executed in counterparts, which together shall comprise a single instrument.

IN WITNESS THEREOF, the Parties hereto have caused this First Amendment to the Master Agreement to be executed on the day and year first appearing above.

**CITY OF HUNTINGTON PARK:**

By: \_\_\_\_\_  
Edgar P. Cisneros  
City Manager

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Arnold M. Alvarez-Glasman  
City Attorney

Date: \_\_\_\_\_

**BENNETT LANDCARE:**

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

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit A to Attachment B

-See Current Bennett Landcare Contract (Attachment A)-

## **ATTACHMENT "A"**

### **SCOPE OF WORK**

The Contractor shall utilize green products whenever possible. A list of green products to be utilized by the Contractor shall be pre-approved by the City prior to use. The Scope of Services are as follows:

#### **LAWN CARE**

Lawns shall be mowed turf-grass one (1) time per week during the months of January through September, Turf-grass shall be mowed every-other-week during the months of October through December. The Contractor may mow one (1) time per week during the months of October thru December a no additional cost to the City as directed by the City. The cutting edge of all mowing equipment shall be kept in a sharp condition, free of organic material, and they shall be kept in proper adjustment. Rough cutting of grass will not be permitted. Prior to mowing, all trash and foreign materials are to be removed from lawn areas. All areas containing Kikuyu grass or Bermuda grass, as the primary grass shall be mowed at 3/4 height. All areas with bluegrass or perennial rye grass as the primary grass shall be mowed with a rotary or reel type mower at a minimum height of 2 inches in dry warm weather and 1 1/2 inches during the cool rainy season as determined by the City. Edging of all turf areas adjacent to hardscape including but not limited to paving, curbs, gutter, sidewalk, etc. must be completed monthly and on an as needed basis so that no turf overhangs hardscape area to the satisfaction of the Director of Public Works or designee. Trimming of vegetation around all trees, fences, walls, and any other vertical surfaces and/or obstacles shall be completed at a minimum of monthly and as needed to the satisfaction of the Director of Public Works or designee.

Lawns and hardscapes on City property or within City right-of-way shall be kept free of weeds. Weeding may be done manually or by the use of selective weed killers. Extreme caution shall be observed, if selective weed killers are used, not to damage any other plants. If spraying is done, it shall only be done at times when there is no wind.

The Contractor is responsible to over seed all damaged or bare turf areas on a continual basis to re-establish turf to an acceptable quality as determined by the City on any City owned property, field or otherwise, and within the City right-of-way. This task shall be performed at no additional cost to the City. Reseeded areas shall receive supplemental water by hand or portable sprinkler as needed to establish turf. The top dress material, seed, and application rate shall be as approved by the City.

The Contractor shall be responsible for removal of all litter and debris from turf, hardscape, and any City property and right-of way prior to mowing and performing landscape maintenance services. All trash receptacles shall be emptied and liners replaced as needed and directed by the City, all debris or litter created by or worsened by the mowing operation shall be removed prior to the crew leaving the site. Failure to do so will result in the issuing of a Deficiency Notice and a deduction from the monthly payment reflecting the cost to clean up the debris. Termination notice may be issued at any time for any reason without notice or cause as determined by the City.

Landscape maintenance and replacement of landscaping and landscaping materials, weed abatement City wide including City owned properties such as (bus stops, benches, and Parklet locations), and within all City right-of-way shall be included at no additional cost.

Contractor shall be responsible for controlling, by mechanical or chemical means, weeds growing in turf, planters, cracks, curbs and gutters, or expansion joints on City property, City right-of-way, and areas contiguous to the City landscape.

### **IRRIGATION SYSTEMS**

Before beginning the maintenance program, the Contractor shall inspect all systems and report damages or incorrect operation to the Director or designee. The Contractor will be responsible for the operation of the irrigation system and maintenance of sprinkler heads, risers, solenoid valves, mainline, and lateral lines.

Specifically, the Contractor shall perform the following:

Where the installed sprinkler system does not cover the area adequately, the Contractor shall provide his own sprinklers and hoses to adequately water the area, until he makes permanent changes to correctly cover the area.

Repair and adjust all heads to maintain proper coverage.

Remove the last head from each system and flush the lines, as required or directed.

Repair and replace any equipment damaged as a result of contract operations at the Contractor's expense. All replacements to be original type equipment or equal.

Contractor to provide materials for repair and extension of irrigation systems, including piping, connections, risers, sprinkler heads and valves.

Inspect all automatic systems as needed but not less than on a weekly basis to insure proper operation of system. Repair or replace valve or other malfunctions.

Contractor shall provide automatic moisture sensitive control irrigation systems which shall restrict the operation of said systems during rainy periods.

Contractor shall be responsible for cascading and setting controllers.

All irrigation systems shall automatically turn off during rainy days.

Watering of planters shall be controlled to avoid excessive drainage on sidewalk and/or hardscape creating a hazard and staining.

Irrigation of general areas controlled by automatic time clocks shall be watered between 11:00 p.m. and 6:00 a.m.

Manual irrigation shall be performed during normal working hours except when prohibited by Local, Regional, State, or Federal regulations or mandates.

## **MEDIANS**

All specifications listed for Shrub, Groundcover, and General Turf Maintenance shall apply to Median Service Areas. In addition to landscape and turf maintenance the Contractor is responsible for the maintenance and weed abatement of all hard surface areas such as curbs, gutters, concrete safety strips, sidewalks, and patterned concrete surfaces, which are part of the median.

All hard surface areas on all medians shall be inspected weekly and maintained in a neat, clean, and safe condition at all times. The hard surface areas shall be kept “weed free” at all times.

All hard surface areas shall be cleaned monthly or more frequently, as needed, to remove all deposits of litter, silt, sand, dirt, weeds, grass or other debris. The use of vacuums is required for the monthly service on all hardscape areas on the medians. All materials shall be removed from the site and be properly disposed of by the Contractor.

Plant material shall not be allowed obstruct any site line of vehicular traffic, and shall be kept below thirty-six (36”) in height as measured from the road surface in any area where traffic site lines may be impacted. A City representative may provide direction as requested for proper maintenance.

Contractor shall be responsible for controlling, by mechanical or chemical means, weeds growing in turf, planters, cracks, curbs and gutters, or expansion joints on City property, City right-of-way, and areas contiguous to the City landscape.

All maintenance personnel shall wear safety vests and personal protective equipment while working in the public right-of-way and when working on medians, and at no time shall work be performed in the roadway without a City approved Traffic Control Plan in compliance with the CAMUTCD and all required traffic control signage in place.

Contractor is responsible for insuring that all median maintenance is performed in a safe manner and that no hazard is created by such operation.

## **PICNIC SHELTERS**

Contractor shall be responsible for the cleaning and trash pickup of all City shelters including the below shelters as needed and directed but not less than once daily. A City representative may provide weekly schedule of Picnic Shelter reservation(s):

Senior Park – 1 Shelter

6923 Salt Lake Avenue

Huntington Park, CA 90255

Keller Park – 1 Shelter

6550 Miles Avenue

Huntington Park, CA 90255

## **LAWN TRIMMING**

All edges shall be trimmed after each cutting or more often as necessary. Trimming shall include cutting all grass along walls, fences, curbs, sidewalks, shrubs, tree trunks, poles, or any other object immediately adjacent to the lawn areas and weed removal.

The trimming shall be done by power edgers or by hand, but in no case will soil sterilants or other types of herbicides be permitted for use in edging. Immediately after trimming, a contact herbicide approved by the State Department of Agriculture and the City may be applied around the base of trees and sprinkler heads but shall not exceed 2" beyond the perimeter of the head. Spray around trees shall not exceed 6" from the base of the tree. No herbicide is to come in contact with the tree. Herbicides used along walls shall not exceed 4" from the base of wall.

Trim around sprinkler heads as necessary to provide maximum water coverage.

Care shall be taken to avoid damage to tree trunks, shrubs, sprinklers, buildings and other structures. Damage shall be reported to the Director or designee and repairs made at the Contractor's expense.

After trimming, all debris shall be raked off the lawn, swept off of sidewalks and paved areas, and collected for disposal.

## **LAWN RENOVATING**

Lawns at all City properties shall be renovated (*Dethatching and top dressing*) once each year. Dethatching shall be done in October. Contractor shall over seed all turf areas immediately after dethatching. Seed with perennial rye grass approved by the Director or designee, at recommended seed rates with sodding as needed, in January/February. This shall include dugout areas and any areas as directed by the City.

All lawn depressions shall be brought level to grade with topsoil and reseeding as necessary and as directed by the City.

Infield turf areas on Baseball Diamonds shall be renovated to include, dethatching, over seeding, top dressing, and sodding as needed and as directed by the City, in January/February. This shall include dugout areas and any area as directed by the City.

## **LAWN WATERING**

Lawns shall be deeply watered, as weather conditions require providing adequate moisture for optimum growth. Lawns shall at no time show a lack of fresh green color or a loss of resilience due to lack of water. Irrigation shall be done between 11:00 p.m. and 6:00 a.m.

Wherever the permanently installed sprinkler system does not adequately cover the areas, the Contractor shall set out additional hoses and sprinklers as required to uniformly irrigate all areas.

Excessive water in streets shall be avoided. Every effort will be made to conserve water. Automatic controllers shall be programmed so as to keep lawn areas in a green healthy condition, utilizing the least amount of water.

All recently reseeded areas shall be watered to prevent excessive run-off or ponding, but shall also be watered on a regular basis to ensure germination.

Manual watering of newly planted trees and/or any trees that do not have automatic irrigation and/or are not fully established is required.

### **LAWN FERTILIZING**

Lawns shall be fertilized at least two times a year. Application shall be at the rate of 3 to 4 pounds of actual nitrogen per 1,000 square feet per year. One of the applications shall be of a complete or balanced fertilizer containing not less than 4 percent phosphorous and 4 percent potassium in addition to nitrogen. Iron and other elements shall be included if required to correct soil deficiencies.

The Director or designee shall be notified prior to application of fertilizers. All turf areas shall be aerated prior to fertilization by removing 2" deep cores of sod with an aerator machine at not more than 6" spacing.

The second application shall be of straight nitrogen fertilization. Lawns shall be watered immediately after fertilization to prevent burning of grass.

### **SHRUB AND GROUND COVER WATERING**

Contractor shall water trees, shrubs and ground cover deeply and slowly to establish moisture to the full depth of the root zone. Watering shall be done in a manner to avoid erosion, excessive run-off, or creation of a waterlogged soil condition. Hoses and sprinklers shall be used to supplement the sprinkler system where necessary to insure complete coverage. In areas where no such sprinkler system exists, the Contractor shall water with hoses or other apparatus as necessary, to insure deep watering. Areas having manual valves to operate, bubbler heads, or skinner lines will be used to irrigate by the Contractor.

Trees and shrubs shall be deeply watered as weather conditions require to provide adequate moisture for optimum growth. Trees and shrubs shall at no time show a lack of fresh green color due to lack of water.

Wherever the permanently installed sprinkler system does not adequately cover the areas, the Contractor shall install a permanent irrigation system as required to uniformly irrigate all areas, at the Contractors expense.

Excessive water in streets shall be avoided. Every effort will be made to conserve water. Automatic controllers shall be programmed so as to keep planted areas in a green, healthy condition, utilizing the least amount of water practicable.

## **SHRUB AND GROUND COVER PRUNING**

Pruning shall be done according to the natural growth of each individual plant to maintain proper plant health by cutting out dead, diseased or injured wood and to control growth when an unshapely shrub might result. Excessive pruning or stubbing back will not be permitted. All cuts over one inch in diameter shall be painted with approved tree wound dressing. All pruning cuts shall be made flush and shall be cut with no damage to the surrounding bark. All dead or damaged branches shall be removed

Pruning of shrubs shall be done as needed to achieve the following:

To shape, particularly to correct misshaping caused by the wind. Maintain shape where hedged.

To raise the lower branches of trees above 7' minimum head height from ground.

Public safety shall be a prime consideration in trimming trees.

To cut back shrubs and ground cover where they encroach on the paved areas or become intertwined.

To cut back branches that are rubbing on walls, fences, and buildings, or overhanging header board areas.

To remove suckers, waterspouts, and other undesirable growths from the trees.

Oleanders shall be kept trimmed as necessary to keep all City signs clearly visible by traffic at all times.

All pruning operations will be conducted so as to provide maximum safety for the public, and shaped to conform to horticultural standards.

Major pruning of shrubs shall be done during the dormant season. Minor pruning may be done at any time.

Oleander shrubs and trees shall be trimmed after bloom season.

Contractor shall remove all dead trees, including stump grinding and turf repair.

Pruning of tree roses shall be done at the end of January/February by cutting and removing all dead and old wood and spraying with oil emulsion after pruning.

Uniformity is important, encourage weak side by pruning to produce more bloom, leave more lateral wood.

## **SHRUB AND GROUND COVER WEEDING**

Weed and cultivate the ground cover areas, hardscape areas, and other areas as needed to keep them free of weeds. Pre-emergent weed control chemical can be used to control weeds on the hardscape.

### **SHRUB AND GROUND COVER STAKING**

Maintain and replace stakes and guys with material equal to existing. Maintain and replace plant ties to provide support without damage to bark.

### **SHRUB AND GROUND COVER FERTILIZING**

Fertilize all trees, shrubs, and ground cover once a year with an approved complete fertilizer. Fertilizer shall be applied in April. Fertilize at the following rates at each application: 1/4 pound per shrub; 1 pound per tree of less than 1-inch trunk diameter; 3/4 pound per tree with more than 1-inch trunk diameter; 20 pounds per 1,000 square feet of ground cover. The fertilizer for roses shall be a slow release organic-type with a 6-6-6 compositions or equal. Application of an iron fertilizer shall be used as needed throughout the year, where necessary, to maintain healthy, vigorous growth and good foliage.

### **SHRUB AND GROUND COVER TRIMMING**

All ground cover shall be edged and cut back once every month to promote good health and appearance. A cleared circle 18" to 24" in diameter shall be maintained at base of tree in ground cover area to reduce competition for nutrients. Edge ground cover to keep in bounds as necessary to achieve an overall even appearance. Trim around sprinkler heads as needed to provide maximum water coverage. Trim Ivy and other ground cover as necessary to restrict growth from encroaching on curbs or other adjacent areas. Growth retardants may be used.

Contractor shall remove dead and damaged shrubs, and ground cover and replant with material of equivalent size, condition and variety, subject to the approval of the Director.

The Contractor, at the Contractor's expense, shall replace all plant material that has died as determine by the Director. This includes turf, ground cover, shrubs, and trees. Plants destroyed by vandalism, outside construction, or by City forces shall be the responsibility of the Contractor and replaced at the Contractor's expense.

Annual flowers shall be replaced and planted three times a year and more often, if required, by the Contractor as determined by the Director. Flowers to be furnished by Contractor. There shall be no alterations in existing landscape without prior consent by the Director.

### **SHRUB PLANTING**

Planting located within 50 feet of any railroad crossing shall not be permitted to grow to a height in excess of four feet above the top of the railroad's adjacent tracks. Adequate cultural care shall be undertaken by Contractor to insure strict compliance with said height restriction. Planting shall not be permitted to foul any water lines nor shall planting be located less than 15 feet from the centerline of railroad tracks.

## **SHRUB CARE - CIVIC CENTER**

Camellias and Azaleas and all plants located between the County Court Building, City Hall Building, and the Police Building shall be raked out weekly or more often as needed to keep areas free of leaves and litter. Azalea and Camellia shrubs and trees shall be trimmed after the bloom season.

## **PLANTS**

As plants expire, Contractor will replace with drought tolerant plants per the City's direction and approval at the Contractor's expense.

## **REQUIRED REPORTS/MEETINGS**

Contractor shall be responsible for the filing of all required records and reports, including but not limited to the Notice of Intent to Apply and Pesticide Use Reports, as specified by all county, state, and federal agencies. Said reports shall contain accurate and valid information. Copies of all records and reports shall be submitted to the City and Agricultural Commissioner monthly, with the exception of the Notice of Intent to Apply, which shall be submitted prior to the application of pesticides.

Contractor shall record and maintain accurate records of all pesticide applications. Records to include date, time of day, location, type of chemical, quantity of chemical, method of application, and environmental data. A copy of this report shall be submitted to the City at the end of each month. Failure to do so will result in a deficiency and possible deduction in payment.

A pest monitoring report for each site shall be submitted to the City by the first day of each month. This report shall include the site number, date identification, extent, and location of pest problems (if any), record of previous control measures, name of inspecting personnel, and proposed control measures if deemed necessary.

The City shall be notified verbally within forty-eight (48) hours and in writing within five (5) working days of any new pest problems previously unreported and observed by the Contractor.

Contractor shall provide Public Works and Parks and Recreations with a weekly report of what was completed and what the Contractor will be working on. Contractor will also have bi-monthly meetings with Public Works and Parks and Recreations.

## **PEST CONTROL**

Landscaped areas (shrub and ground cover)

### **Weed control**

All landscaped areas, hardscape areas, and all City owned and within City right-of-way areas including sidewalks and parkways shall be treated with appropriate pre-emergent herbicide at the recommended rate according to the label.

All areas within the boundaries of the site, which are not landscaped, shall be treated monthly to eliminate weeds. All weeds that are four (4) inches and above shall be removed mechanically or by hand.

### **Snail Control**

Snails shall be controlled on an as needed basis on all plan material, as determined by the Director.

### **Insect and Disease Control**

All landscaped areas shall receive appropriate treatment with EPA registered pesticides for any insect or disease which causes or may cause damage to plants.

### **WEED CONTROL – PAVED SURFACES**

Contractor shall be responsible for controlling, by mechanical or chemical means, weeds growing in concrete walkways, sidewalks, cracks, or expansion joints on all City owned and City right-of-way property, and in areas contiguous to the City landscape. All weeds that are four (4) inches and above shall be removed mechanically or by hand.

### **HOLIDAYS**

The following ten (10) days are City holidays on which Contractor shall provide service. Contractor shall also provide service on the day after these holidays. Parks shall be serviced by 12 P.M. There will be a fine, the cost to replace these services, if Contractor does not provide service on the following day after a holiday.

New Year's Day	Labor Day
Martin Luther King's Day	Veteran's Day
President's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day thru January 1st

### **Restrooms**

The Contractor shall provide service, including the cleaning of restrooms twice a day, on every Saturday and Sunday.

### **Weekends**

Contractor will open and close the below parks on weekends:

Salt Lake Park at 6:00 a.m.	Perez Park at 9:00 a.m.
Keller Park at 6:00 a.m.	Chesley Circle at 6:00 a.m.
Freedom Park at 6:00 a.m.	

**MAINTENANCE WORK AREAS INCLUDE ALL CITY PROPERTY AND CITY RIGHT-OF-WAY INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

Salt Lake Park  
Municipal Bldg.  
3401 East Florence Ave.

Huntington Park  
Community Center  
6923 Salt Lake Ave.

Robert Keller Park  
6550 Miles Ave

Raul R. Perez  
Memorial Park  
6208 Alameda St.

Freedom Park  
3801 E. 61<sup>st</sup> Street

Chesley Park  
Corner of Zoe Ave  
and Albany St.

City –Owned  
Parking Lots/Rita Street

City-Owned Parking  
Lots/Ruby Street

Medians  
Various Locations

Skate Park  
3401 E. Florence Ave

Community Center  
6923 Salt Lake Ave

Any and all City owned  
properties and buildings

City Hall Bldg.  
6500 Miles Ave

Police Dept. Bldg.  
6542 Miles Ave

Police Annex Bldg.  
6538 Miles Ave

Library  
6518 Miles Ave

**All Shelters including but not limited to the following:**

Senior Park – One (1) shelter  
6923 Salt Lake Avenue, Huntington Park, CA 90255

Keller Park – One (1) shelter  
6550 Miles Avenue, Huntington Park, CA 90255

**ALL CITY OWNED SPORTS FIELDS MAINTENANCE**

**Baseball/Softball Infield Maintenance**

Skin/Baseline Areas

Maintain a level surface with uniform consistency throughout the areas. Problems areas include edges, player position areas, sliding, and lead-off areas.

Daily Maintenance: Drag, level, rake, wet down.

Weekly Maintenance: Scarify ½” deep, level depressions (pack firm with 3-ton roller if rain eminent).

Monthly Maintenance: Re-screen surface, scarify, and add Hilltopper mound clay, level.

Annual Maintenance: Scarify and add Angel Mix as needed. Laser level every two (2) years. Add Hilltopper mound clay as needed. Salt Lake Park dethatching the perimeter of the infield (2' from infield edge) and around the warning track of fields once (1) per year.

Reseed, water, and maintain all soccer fields and turf at parks and all city landscape areas and hardscape including Pacific Boulevard as directed at no additional cost to the City.

Laser Leveling – Every 2 years.

**Dragging Equipment / Techniques**: The following dragging techniques shall be applied to all baseball/softball infields. All dragging should avoid the grass edges by staying at least one foot away – the area next to the grass edge should be hand raked.

a. Scarifying drag: loosens and mixes the top ½", or so, of skin material (Hilltopper mound clay) with the conditioner (topdressing) material typically consisting of Hilltopper mound clay. Scarifying drags also level the cleat marks created in the skin base Hilltopper mound clay. Baselines should be dragged by hand if there is grass on both sides.

b. Leveling drag: fills in minor swales created from sliding and concentrated cleat activity at the player position areas and baselines. Care should always be taken when dragging near the grass edges to avoid moving any loose soil into the grass thus contributing to the lip problem. For best results on the skin area, dragging with a level drag should be in circles with a minimum turning radius of the equipment used to pull the drag. A medium turning radius at a slow speed prevents the tires on the equipment from digging into the Hilltopper mound clay base. Keeping the turning radius the same and overlapping the drag width half way from the previous drag pass will help ensure a more uniform and level surface.

c. Grooming drag: puts the finishing touches on the leveling process by eliminating any ridges created by the scarifying and leveling drags. It also helps establish a more uniform distribution of the conditioner or top dressing material.

**Edges**: The infield/outfield edges require daily maintenance. Lightly raking or sweeping away any loose infield material in the grass on a daily basis will greatly reduce lip buildup. Periodically, the edges will require reestablishment every week by setting up a taught string line stretched from one base cutout to the other. Then, with a power edger, cut along the string line to cut grass stolon's and straighten the edge line. Once the edge has been cut remove any loose grass debris – this may involve the use of a hoe to remove any Bermuda grass that has become anchored on the skin side of the edge. With a re-defined edge add enough infield skin mix necessary to re-level the edge line and compact with a small hand roller. One should be able to stand on the edge line (straddling the grass and skin) without feeling any elevation difference.

Daily Maintenance: Rake/broom level.

Weekly Maintenance: Maintain level grade.

Monthly Maintenance: Re-screen surface, scarify, and add Hilltopper mound clay, level.

Annual Maintenance: Scarify, add Angel Mix as needed, laser level, add Hilltopper mound clay as needed.

**Moisture Management:** The key component to any good infield skin and baseline is proper moisture within the soil profile. Proper moisture can take a poor performing infield and turn it into one of superior performance.

Daily Maintenance: Apply even moisture.

### **Pitcher's Mound / Home Plate Area:**

Daily pitcher's mound and home plate maintenance is required.

Repair holes on the mound and in the batter and catcher boxes utilizing this 5-step process:

Step 1: Using a kitchen broom remove all loose soil from holes – the base of the hole should be firm and hard.

Step 2: Using a pump-up sprayer or a hose with an on/off nozzle set to a trickle wet the base of the hole to the point where the Hilltopper mound clay in the bottom of the hole becomes sticky and slightly slimy – make sure the edges of the hole are wet as well.

Step 3: Add moist Hilltopper mound clay material to the hole.

Step 4: Compact the applied Hilltopper mound clay material with a tamper making sure the compaction is occurring throughout the entire area of the hole. Compact area until it is level with the surrounding surface.

Step 5: Keep Hilltopper mound clay moist for best playability and minimal disruption – apply light amounts of water as needed to prevent Hilltopper mound clay from drying out and cracking. Use of tarps will help retain moisture within the Hilltopper mound clay during hot sunny days.

Key mound repair areas will include the launch area (next to the rubber), the landing area (approximately 5 feet down the slope from the rubber), and the follow-through area (approximately 3 feet to the right and left of the landing area).

Key home plate areas will include the holes in both batters boxes, the catchers box, the start line toward 1st base (typically located just outside the right batter's box and in line with the foul line), and the sliding area into home plate from the 3rd base side.

### **Mound Maintenance**

Daily Maintenance: Repair holes with Hilltopper mound clay.

Weekly Maintenance: Reestablish perch/slope.

Monthly Maintenance: Reestablish circle, reestablish height.

Annual Maintenance: Reestablish circle, height, perch, slope, rotate rubber, and laser level.

### **Batter Boxes**

Daily Maintenance: Repair holes with Hilltopper mound clay.

Weekly basis or as often as directed maintenance: Re-level area.

### **Bullpen Maintenance**

Daily Maintenance: Repair holes with Hilltopper mound clay.

Weekly Maintenance: Reestablish perch/slope.

Monthly Maintenance: Reestablish height.

Annual Maintenance: Rotate pitching rubber.

### **Baseline Maintenance**

Daily Maintenance: Drag, level, rake, chalk.

Weekly Maintenance: Power edge, scarify, level.

Monthly Maintenance: Add Angel Mix as needed.

Annual Maintenance: Edge, scarify, laser level.

### **Base Maintenance**

Daily Maintenance: Check anchors/sleeves and rubber.

Weekly Maintenance: Paint white on Fridays with paint diluted 10:1 (water: paint).

Monthly Maintenance: Repair/replace as needed.

Annual Maintenance: Repair/replace as needed.

## **Field Turf Maintenance Guidelines – All Parks (SEE ATTACHMENT “B”)**

### **Bermuda Grass Maintenance**

Mowing: Once Bermuda grass comes out of dormancy begin mowing at  $\frac{3}{4}$ " height to reduce shade from cool-season grasses and allow more heat to the crown of the Bermuda plant with a reel mower. Mowing frequency should be 1x per week. Clippings can be left if the 1/3 rule is followed. Hybrid Bermuda prefers a mowing height of  $\frac{1}{2}$ "-  $\frac{3}{4}$ ".

Fertilization: Apply a complete fertilizer at a rate of 1 lb. of N per 1000 sf every month. In June and July the amount of N shall be increased to 1.5 lbs. per 1000 square feet or an additional application of  $\frac{1}{2}$  lb. per 1000 square feet can be applied two weeks following the 1 lb. N application. The ratio of nitrogen (N) to potassium (K) should be close to equal with phosphorous (P) and  $\frac{1}{4}$  that of N and K. Fertilizer selected should include some

secondary nutrients (calcium, magnesium, and sulfur) as well. Apply micro nutrients (iron, manganese, zinc, copper and boron) at the label rate in June and July – this can be either in granular form or liquid form if spray equipment is available.

Dethatching: Vertical mow all turf grass areas in June or July at the completion of field activity. Vertical cutting blades should be spaced approximately every  $\frac{3}{4}$ " and set to the depth of the soil surface. If equipment has vertical blade spacing greater than 2" then make 2 passes at right angles over entire area. Debris should be removed. Vertical mowing will provide some viable stolon's that can be placed in heavily worn areas for establishment. Aeration: All sports field turf areas should be core aerified every month. Deep-tine aeration is to be performed once a year in the summer when the fields are not in use. Depending on the depth of irrigation pipes aerating to a 12" depth is required. If deep-tine aeration is not an option then core aerating to a minimum of 3" is recommended. Cores must be collected from the field at the conclusion of each work day.

Topdressing: Topdressing should be performed at the same time aeration takes place. Topdressing mix should consist of 90% washed medium sand (.5mm-.25mm) and 10% finely composted organic material. Application rate should be approximately 40 cubic yards per acre.

### **Perennial Ryegrass / Tall Fescue Maintenance**

Mowing: Raise the height of cut to 1" and mow 1x per week. Mowing should be done with a reel type mower. Clippings can be left if the 1/3 rule is followed. Aeration: All sports field turf areas should be core aerified every month. Deep-tine aeration is to be performed once a year in the summer when the fields are not in use. Depending on the depth of irrigation pipes aerating to a 12" depth is required. If deep-tine aeration is not an option then core aerating to a minimum of 3" is recommended. Cores must be collected from the field at the conclusion of each work day.

Topdressing: Topdressing should be performed at the same time aeration takes place. Topdressing mix should consist of 90% washed medium sand (.5mm-.25mm) and 10% finely composted organic material. Application rate should be approximately 40 cubic yards per acre.

### **Perennial Ryegrass / Tall Fescue Maintenance**

Mowing: Raise the height of cut to 1" and mow 1x per week. Mowing should be done with a reel type mower. Clippings can be left if the 1/3 rule is followed.

**YOU BOUGHT THE BEST.**  
NOW GIVE IT THE CARE IT DESERVES



# MAINTENANCE GUIDELINES



## WELCOME TO FIELDTURF!

It is my great pleasure to welcome you to the FieldTurf family. Thank you for putting your trust in our hands. Together, we are making a commitment to thousands of athletes who will play on your new field for years to come. This is the beginning of a long-term partnership between our two organizations.

Please take the opportunity to read through these maintenance guidelines. They are here to make your life as easy as possible. We recommend that all maintenance personnel review the guidelines and watch FieldTurf's maintenance DVD that demonstrates procedures, equipment usage, general maintenance guidelines, cleaning products, and frequently asked questions.

Have a question that you need answered? Our dedicated team is there to help with any questions. Our team guarantees fast and effective solutions for all your needs.

Phone: 1-800-724-2969

E-Mail: [customerservice@fieldturf.com](mailto:customerservice@fieldturf.com)

Welcome to the family!

Sincerely,

**Eric Dalieri**

President

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## GETTING STARTED – THE ESSENTIALS MAINTENANCE GUIDELINES ACCEPTANCE FORM

Ensure that the Maintenance Guidelines are read and understood by the proper maintenance personnel and that the Maintenance Guidelines Acceptance Form is signed and sent back to FieldTurf within 30 days of completed installation.

# FieldTurf Owner's Manual Acceptance Form



**Field Name:** \_\_\_\_\_ **Field Location:** \_\_\_\_\_

**Owner Representatives Present:** (Name & Title)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Training Session:**

Date provided: \_\_\_\_\_ Duration: \_\_\_\_\_

**The following were reviewed during the session:**

- FieldTurf Maintenance Guidelines  BARS  
 Infill Replenishment Practices (High Traffic Areas)  FieldCare – New Field Program Offer

**Description of Equipment Provided:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Maintenance equipment assembled by installation crew  
 Equipment demonstration set up on utility vehicle provided by field owner  
 Field maintenance training provided by installer with "Field Demo"

	Quantity Stock
Field rolls - quantity:	<input type="text"/>
Sand - quantity (tons):	<input type="text"/>
Rubber - quantity (tons):	<input type="text"/>
Colored turf:	<input type="text"/>
Other:	<input type="text"/>
Date received	<input type="text"/>
maintenance equipment:	<input type="text"/>

I the undersigned acknowledge having received the FieldTurf Owner's Manual for the product purchased by the owner. By signing this document the Owner confirms that the above listed items have been provided/completed in conformance with the project requirements and delivered/accepted by the owner.

Please give original copy to FieldTurf Representative and keep a photocopy for your records. **Read, Agreed and Accepted**

Authorized Personnel Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Organization: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Installation Foreman: \_\_\_\_\_ Foreman Signature: \_\_\_\_\_  
Certified Installer's Company: \_\_\_\_\_

# MAINTENANCE LOG

Make sure all maintenance is done on a timely basis and use our maintenance log chart to keep an up to date reference of all work done on your field. This will help you keep a record of all maintenance procedures performed. It is necessary, in accordance with your FieldTurf warranty policy, to send in a copy of the completed maintenance log once a year.



THE ULTIMATE  
SURFACE EXPERIENCE

## Official FieldTurf Maintenance Log

Date Form Submitted: .....  
(M/D/Y)

Organization: ..... Name of Field: .....

Name of Maintainer: ..... Tel.: .....

STAGES	Date	Signature	Date	Signature
<b>Surface Brushing</b> Recommended Frequency: Every 4-6 weeks	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
<b>Surface Aerating</b> Recommended Frequency: Maximum 3 times/year, ideally after every sport season and after snow clearing, if applicable (beginning in 2nd year)	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
<b>Surface Raking</b> Recommended Frequency: Every 4-6 weeks	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
<b>Surface Sweeping</b> Recommended Frequency: As needed	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
<b>Additional maintenance activities (specify)</b> Recommended Frequency: As needed	Month / Day / Year	.....	Month / Day / Year	.....
	Month / Day / Year	.....	Month / Day / Year	.....
<b>Complete inspection of line markings, seams and high traffic areas</b> Recommended Frequency: As needed				
<b>Infill top dressing</b> Recommended Frequency: As needed				
<b>Snow removal (if applicable)</b> Recommended Frequency: As needed				

**There are three ways to submit this completed form:**

① **Fax:** 514-340-9374      ② **Email:** customerservice@fieldturf.com      ③ **Physical Mail:** 8088 Montview, Montreal, QC, Canada H4P2L7  
Attn: FieldTurf Customer Service

White form to be sent to FieldTurf Customer Service / Pink form is your copy

## APPROVED ACTIVITIES

OUR FIELDTURF SURFACE HAS BEEN DESIGNED FOR THE FOLLOWING APPROVED AND PERMITTED ACTIVITIES, IN ADDITION TO A WIDE RANGE OF NON-SPORTING ACTIVITIES:

Athletics such as shot put, hammer throw, discus and even javelin (fitted with a rubber tip), can be occasionally performed on FieldTurf. Ideally, the landing area should be outside the playing area but if unavoidable the field should be covered with a special protective piece of turf or a tarp to prevent damage to the FieldTurf surface.

To insure optimum performance of your FieldTurf field we recommend that repetitive training drills and activities be rotated to prevent continuous wear at a single location.

- Football
- Field Hockey
- Baseball/Softball
- Lacrosse
- Soccer
- Rugby
- Physical Education
- Pedestrian traffic
- Graduation
- Concerts
- Events
- Outdoor Ice Hockey Games



## PROHIBITIONS

Your FieldTurf field should be kept free from food, gum, sunflower seeds, glass, cigarettes, fireworks, driving stakes and any sharp objects that will risk damage to the field and injury to players. Your field should also be kept free from debris, leaves, paper and windblown material. It is imperative that your FieldTurf field be a designated non-smoking area. Unauthorized maintenance equipment and personnel are prohibited.

**FIELDTURF SUPPLIES ITS CLIENTS WITH 2 COMPLIMENTARY SIGNS TO HANG AT THE ENTRANCE OF THE FIELD AND AROUND THE PERIMETER IN ORDER TO CLEARLY DEMONSTRATE THE MAJOR PROHIBITIONS ON FIELDTURF.**



### Protect Your Turf

- NO food
- NO sunflower seeds
- NO tobacco products
- NO chewing gum
- NO smoking
- NO driving stakes

Questions? Call FieldTurf 800-724-2969

## FIELDTURF FIELD SETTLING

**FIELDTURF HAS PROVEN TO BE THE HIGHEST PERFORMING AND THE MOST DURABLE BRAND OF ARTIFICIAL TURF IN THE WORLD. THE FIELDTURF SYSTEM IS AN ENGINEERED PRODUCT CONSISTING OF SPECIALIZED COMPONENTS ALL GEARED TOWARDS MAXIMIZING ATHLETE SAFETY AND FIELD PERFORMANCE.**

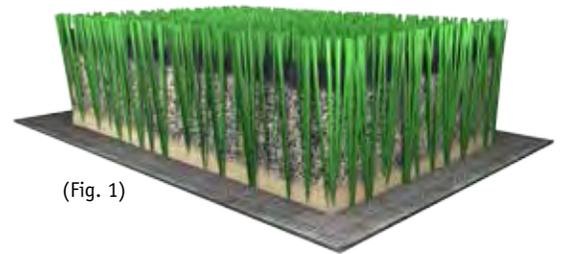
In addition to industry-leading manufacturing and service standards, what sets FieldTurf apart is the patented 9 lb / square foot sand and rubber infill system, along with the world's most durable fiber that is exclusive to FieldTurf.

It is important for field owners to understand what constitutes normal behavior of these vital components over time. Below are the three major stages that a field will go through in order to achieve its optimal level of performance. These three stages are not only normal but a necessary progression in the life of an artificial turf field.

### INITIAL

The field has just been installed. Fibers are upright and infill is slightly higher and looser.

Approximate duration for this stage depending on use and proper maintenance: years 0-1 (Fig. 1)



(Fig. 1)

### SETTLED

Fibers are not as upright and are beginning to layover in order to encapsulate the infill and provide for a more grass-like appearance. The infill height has been lowered and has settled to its ideal level of 3/4" below the tip of the fiber held in an upright position.

Approximate duration for this stage depending on use and proper maintenance: years 2-5 (Fig. 2)



(Fig. 2)

### MATURED

The fibers have laid over and the infill height remains at its ideal level. In these later years, the consistency and durability of the FieldTurf system is brought to the forefront as the product continues to exude ideal levels of safety and performance after heavy use.

Approximate duration for this stage depending on use and proper maintenance: years 6-8+ (Fig. 3)



(Fig. 3)

## ROUTINE MAINTENANCE

### REMOVAL OF WEEDS AND MOSS

FieldTurf's superior artificial grass surfaces may look like grass, feel like grass and play like grass; however if not properly maintained, much like its natural grass cousin, it may still become susceptible to some of grass lovers natural foes: weeds and moss. It is important to prevent weeds and moss from growing on FieldTurf as it can affect the playability of the surface. Although routine maintenance will prevent this from happening, weeds and/or moss may occur at the interface between the synthetic grass and the perimeter curb.

Should this occur, treat the area with a biodegradable weed killer such as Round Up®, which leaves no residue and more importantly, won't negatively affect the fibers or the coloring of your field. If problems should arise, a 3-prong tool can be used to remove weeds and moss from the affected areas. This should be done carefully so as not to tear the backing and damage the fabric.

Moss could grow on the field surface if the following conditions are present:

- The field surface has not been maintained or groomed over a long period of time.
- If there is an unusual amount of shade on the field and the field has been neglected.
- If the field surface has been left covered with vinyl tarps over a long period of time.
- If there is sufficient moisture and any/all other conditions for growth are met.



## SHOE CLEANING

Cleaning mud and dirt from cleated shoes with the use of brushes or cleat cleaners placed near the field will prevent soiling and staining of the field surface.

- Cleaning tools should not be placed directly on the FieldTurf surface.
- Various models are available online or in most sports stores.



## MAINTENANCE CARE PRODUCTS



Depth Gauge



Turf Bond  
10 oz Tube



Turf Bond Kit  
4 x 10oz Tubes & 40' Seaming Tape



Emergency Repair Kit

# EMERGENCY REPAIR KIT INSTRUCTIONS

## FieldTurf is very proud to introduce you to its “Emergency Repair Kit”

The FieldTurf Emergency Repair Kit contains the following; Brush, Putty Knife, Rags, Depth Gauge, Caulking Gun, Turf Bond Adhesive, Seaming Tape, Scoring Knife and Angle Irons. Other items you will need are: A leaf rake and/or a stiff bristled broom or brush and a clean Shop Vac. You might also need; a small quantity of Rubber Infill and/or Silica Sand and possibly a Leaf Blower, if conditions are not perfectly dry, and a shovel.

1. Make sure that the area is reasonably dry. If the area is damp, you can use the reverse function on the Shop Vac, or aim a Leaf Blower approximately 2' from the area and in a back and forth motion to dry the area as much as possible or you can peel back the area and let mother nature help if the sun comes out.
2. With the aid of a Shop Vac, making sure that it is clean; as you will re-use the infill, lift the affected area and pull on the turf a bit further in order to insure that the rest of the area is secure. Vacuum the infill from the carpet backing, as well as a bit of infill from each side.
3. Use the angle irons provided to hold back the turf of both sides of the inlay being repaired.
4. Apply the “Turf Bond” adhesive to the area to be re-glued. The Putty Knife provided can be used to help even out the adhesive. A spray mist of water will help the bonding process.
5. Replace the turf onto the glued area by using a rolling method, additional adhesive can be added to this step, if required. Check the area in about 15 minutes to insure the bonding process has begun. The longer you can wait before re-infilling the better (1 hour minimum).
6. Replace the infill mix that has been removed during the gluing process by layering the infill in small quantities, while making sure no fibers get trapped during the process.
7. If pure rubber is available to you, you can touch up the top layer, if needed, to bring the infill depth back to the specified level.
8. Void from the top of the infill to the top of the fibers should be  $\frac{3}{4}$ " – 1" (this can be verified by using the Depth Gauge included in the kit).

**The repaired area should take about 24 hours to dry completely, however the area can usually be played on in approximately 2 hours.**

Please make sure that you have reported the repairs to us, by phone 1-800-724-2969 or by email [customerservice@fieldturf.com](mailto:customerservice@fieldturf.com) indicating exact locations and photographs, if possible, so that we can record and track your field performance over your field's longevity. Your Customer Service representative will schedule a field visit from a repair technician as soon as they are available to be in your area.

You can also watch our repair video at [www.fieldturf.com/repair](http://www.fieldturf.com/repair)

**If you have any questions, please contact FieldTurf's Customer Service team at 1-800-724-2969**



# What to Expect



Surfactant & Anti-Static Application

FieldTurf CoolPlay systems feature an infill mix made up of SBR rubber and sand with a layer of cork granules. There are many real benefits associated with CoolPlay systems such as proven top surface level heat reduction, fire-resistance, and a very natural aesthetic – due primarily to the layer of granulated cork infill used in the CoolPlay system.

The settling process of natural infill material is different than that of traditional infill materials. The three points below are what to expect with the CoolPlay system material upon initial installation.

## 1. Additional Installation Procedures that FieldTurf will undertake on CoolPlay Fields

FieldTurf will ensure that the infill material is well aerated prior to applying the final cork top layer. A surfactant and anti-static liquid will also be applied to the infill layer to combat naturally-occurring static and surface tension that could, under the right outdoor conditions, contribute to infill displacement and prevent water flow through. This is a preventative measure.



Aeration Activity

## 2. A Prolonged Natural Settling Process

Due to the lighter weight of the natural cork granule, some cork infill displacement is expected to occur after the first couple of heavy rainfalls and/or in temperatures that are prone to create temporary static charge of the infill. This is expected and part of the infill's natural progression to a more settled state. Any displaced infill can be brushed back into the body of the field.

## 3. Regular Brushing & Anti-Static Application

The minor additional maintenance items associated with the CoolPlay system is that you will need to brush the field every 2 weeks and after each heavy rainfall. It is also advised to apply the FieldTurf anti-static treatment to your field if static is occurring within the first few months of the life of your field. This is an environmentally friendly product that is diluted in water. The cork infill is the best known infill heat reducer in the industry and also provides for a fire-retardant surface. Clients report that the benefits of this system far outweigh the tasks of having to brush the surface and apply anti-static liquid to smooth out any infill that may or may not have been displaced.



Groom Right



# Maintenance Guidelines Addendum for FieldTurf CoolPlay Fields

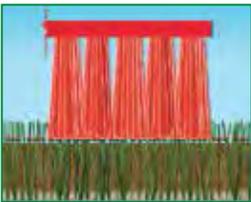


Static Conditioner

## Surface Anti-Static & Water Treatment

### RECOMMENDED FREQUENCY:

On an as needed basis for the initial break-in period of the field. Applying the FieldTurf anti-static treatment in recommended dilution rates with water will help alleviate infill static that commonly occurs on new infilled turf fields.

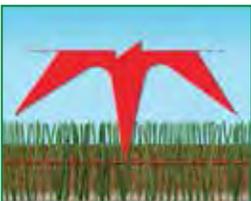


Brushing

## Surface Brushing

### RECOMMENDED FREQUENCY:

Every 2 weeks and after heavy rainfalls.



Aerating

## Surface Aerating

### RECOMMENDED FREQUENCY:

Maximum 3 times/year, ideally after every sport season and after snow clearing, if applicable (beginning in 2nd year).



Raking

## Surface Raking

### RECOMMENDED FREQUENCY:

Every 4-6 weeks.



Sweeping

## Surface Sweeping

### RECOMMENDED FREQUENCY:

As needed.

## Complete Inspection (of line markings, seams and high traffic areas)

### RECOMMENDED FREQUENCY:

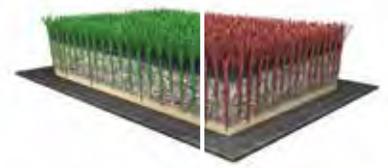
As needed.

## Infill Top Dressing

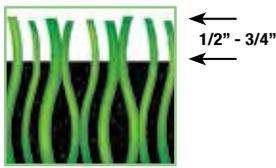
### RECOMMENDED FREQUENCY:

As needed to keep 3/4" of the fiber exposed and proper infill depth. This will be a necessary periodic maintenance item given the light-weight and organic nature of the PureFill cork grain.

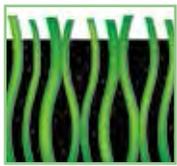
# Maintenance Guidelines Addendum for FieldTurf DoublePlay Baseball Fields



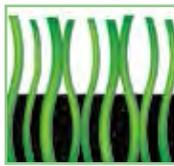
## DOUBLEPLAY



Proper Infill Level



Over Filled



Under Filled



Brushing



Aerating



Raking



Sweeping



**Thank you for purchasing a high performance FieldTurf baseball field. You now join the likes of hundreds of others around the country that play on our surface.**

In addition to our standard maintenance guidelines we recommend that you pay special attention to the following DoublePlay specific items:

### Proper Infill Depth

At all times, there must be no less than 1/2" and no more than 3/4" fiber showing above infill. Maintaining the infill level is critical to fiber performance and player safety. Specific attention must be given to the home plate and first base areas (if covered by FieldTurf). We recommend that the infill levels be measured and remediated at these areas after every game and practice.

### Surface Brushing

**RECOMMENDED FREQUENCY:** Every 2 weeks or as needed to maintain proper infill depth and fiber appearance

### Surface Aerating

**RECOMMENDED FREQUENCY:** Maximum 3 times/year, ideally after every sport season and after snow clearing, if applicable (beginning in 2nd year)

### Surface Raking

**RECOMMENDED FREQUENCY:** Every 4-6 weeks or as needed to maintain proper infill planarity and infill depth

### Surface Sweeping

**RECOMMENDED FREQUENCY:** As needed

### Complete inspection (of line markings, seams and high traffic areas)

**RECOMMENDED FREQUENCY:** As needed

### Infill top dressing

**RECOMMENDED FREQUENCY:** As needed to keep proper infill depth. This will be a necessary periodic maintenance item given the nature of athletic activity on most baseball fields, especially in the high traffic areas – home plate, first base, second base, third base.

### Home Plate Area

**We recommend that the home plate area, when covered with FieldTurf, be protected with an alternative turf surface during practices.**



## FieldTurf DoublePlay Infill Depth Maintenance

In order to properly maintain the infill depth on FieldTurf baseball fields, it is essential to have the following simple tools available at all times.

### Essential Infill Depth Maintenance Tools

- Plastic Handheld Rake
  - Plastic Handheld Infill Scooper
  - Infill Depth Gauge
- (Provided by FieldTurf)

With a few simple steps using your essential infill depth maintenance tools, infill can easily be added and leveled out for areas on the field that are low on infill. These areas are typically high traffic spots such as the home plate area, first base, second base, and third base.

### Step 1

Using the infill depth gauge, loosen the black screw at the bottom of the depth gauge, place the flat circular part flush with the top of the infill and move the top lever down until the needle penetrates the infill to the turf backing. Verify and record that the depth level is within specification. The infill depth should always be such that 0.5" to 0.75" of fiber is showing above the infill. That translates to an infill depth of 1.25" for any of FieldTurf's standard baseball products featuring turf fiber heights of 2" or 1.75".



**\*Note:** When inserting the needle into the infill, do not press overly hard so as to break the depth gauge and ensure that the needle is not bending in order to get an accurate depth measurement.

### Step 2

Identify the areas with low infill using your infill depth gauge and brush or lightly rake the fibers in given area to an upright position.



### Step 3

Add required amount of SBR cryogenic rubber infill to get the low infill area to its proper specified depth using the plastic handheld infill scooper.

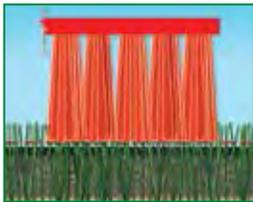
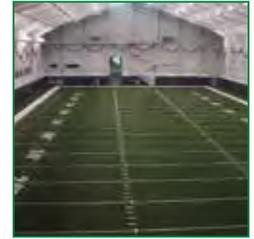


### Step 4

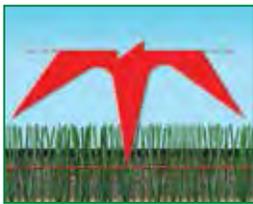
Rake the infill into the turf with the plastic handheld rake. Minimal force is required to work the added infill into the turf. Once complete, ensure that the infill is evenly placed in the given area using your infill depth gauge.



# Maintenance Guidelines Addendum for FieldTurf Indoor Fields



Brushing



Aerating



Raking



Sweeping

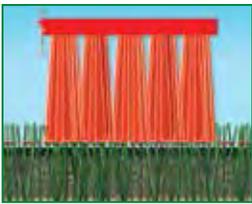


Turf Doctor Sample Kit

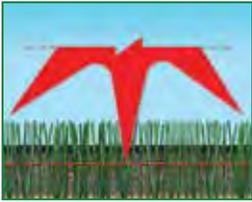
<b>Surface Brushing</b>	Every 2 to 3 weeks. Maximum.
<b>Surface Aerating</b>	Max 3 times per year, beginning in 2nd year.
<b>Surface Raking</b>	Every 3 to 4 weeks. Maximum.
<b>Surface Sweeping</b>	As needed (see “Direction of Operation” on page 13 of the Maintenance Guidelines).
<b>Infill Replenishment</b>	Weekly in high traffic areas. As needed elsewhere to maintain proper infill depth with 3/4” of fiber exposed.
<b>Infill Re-Distribution</b>	A leaf blower may be required to clear infill from perimeter/board/wall areas.
<b>Complete Inspection</b>	Inspection of line markings, seams and high traffic areas as needed.
<b>Cleaning / Sanitizing</b>	Use FieldScrub minimum once per year.
<b>Anti-Static Conditioning</b>	As needed.

**PLEASE NOTE:** All entrance areas should be covered to avoid premature wear.

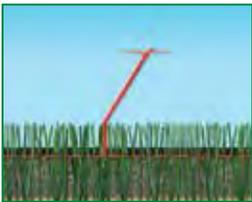
# Maintenance Guidelines Addendum for FieldTurf Lacrosse Fields



Brushing



Aerating



Raking



Sweeping

<b>Surface Brushing</b>	Every 4 weeks. Maximum.
<b>Surface Aerating</b>	Twice per year, for entire field.
<b>Surface Raking</b>	Every 6 weeks. Maximum.
<b>Surface Sweeping</b>	As needed (see “Direction of Operation” on page 13 of the Maintenance Guidelines).
<b>Infill Replenishment</b>	Weekly or as needed in high traffic areas to maintain proper infill depth with 3/4” of fiber exposed.
<b>Complete Inspection</b>	Inspection of line markings, seams and high traffic areas as needed.
<b>Weekly:</b>	<ul style="list-style-type: none"> <li>• Verify inlaid markings at crease areas, fans, and center face off for infill levels and fiber layover.</li> <li>• Practice and “Drill” areas, in and around the goal also need to be checked more regularly to make sure infill depth is within the normal range.</li> <li>• Add infill to all key critical field areas.</li> </ul>
<b>Annually:</b>	Field inspection by trained FieldTurf “FieldCare” personnel is recommended. If needed, yearly or bi-annual additional inspection and grooming can be discussed with our trained personnel, depending on field usage.

# BARS

BRUSHING AERATING RAKING SWEEPING

**THERE ARE 4 BASIC MAINTENANCE OPERATIONS THAT ALL FIELDTURF FIELDS REQUIRE ACCORDING TO OUR RECOMMENDED MAINTENANCE SCHEDULE.**

**WE SIMPLY CALL IT BARS  
BRUSHING, AERATING, RAKING AND SWEEPING.**

**SETTING SWEEPERS:** When setting Sweepers for use, make sure that the brushes never penetrate the infill. Proper removal of debris will only require the brushes to penetrate the top of the fibers.

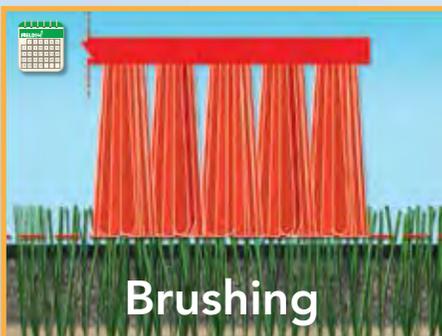
**SETTING GROOMERS:** When setting the Groomer components for use, the rotating tines should penetrate the infill by 3/4". The rakes should penetrate the infill by 1/2". The brushes should not penetrate the infill.

N.B. If you are subscribed to a Field Care Program, please consult your Field Care Manager for recommended grooming frequencies. Grooming systems equipped with internal/external rotary brushes should be limited to frequencies of 2-3 times per year.

## A SUMMARY OF THE STEPS TO FOLLOW FOR LONG-LASTING PERFORMANCE

**BRUSHING** - Rejuvenates the matted fibers and levels the top portion of the infill.

**EVERY 4-6 WEEKS**



**AERATING** - Rotating tines are designed to penetrate and loosen the infill to avoid minor compaction.

**MAXIMUM 3 TIMES/YEAR (BEGINNING 2ND YEAR)**



**RAKING** - Prevents fibers from matting down and ensures that the infill is loosened.

**EVERY 4-6 WEEKS**



**SWEEPING** - A clean field ensures that foreign material or debris does not get into the infill.

**AS NEEDED**



**OTHER NECESSARY MAINTENANCE PROCEDURES SHOULD BE DONE PERIODICALLY AND ACCORDING TO USAGE.**

## INSPECT LINES & MARKINGS

It is important to notify our Customer Service department if any line markings or seams come apart.



as needed



## INFILL TOPDRESSING

Adding rubber to the top layer of infill may be necessary in high traffic areas.



as needed



## SNOW REMOVAL

If you need to remove snow from your field, adhering to proper guidelines is vital. (See page 27)



as needed



## FIELD COVERING

Use FieldTurf Armour protection systems for any events that require field covering and vehicle access. (See page 28-33)



## EQUIPMENT

FieldTurf has a complete lineup of custom equipment engineered to facilitate all your maintenance requirements. All equipment or vehicles used on FieldTurf must be equipped with turf tires. Equipment must be stored indoors or outdoors with proper covering, such as a tarp.

The list of approved maintenance equipment includes the FieldTurf GroomRight, the FieldTurf GroomRight Wings, the FieldTurf SweepRight, the FieldTurf SweepRight Pro and the FieldTurf Tow Behind Magnet.

Please be aware that “off the shelf” maintenance equipment can damage your field. If you are unsure if your maintenance equipment is allowable or prohibited, please contact the FieldTurf Customer Service Department.



**NOTE:** Sweeping of the field must be done right after any other maintenance procedure to prevent any foreign material from settling into the infill before usage.



## FIELDTURF GROOMRIGHT

The FieldTurf GroomRight is the turf industry’s most efficient piece of maintenance equipment. It consists of multiple brushes, rakes and rotating tines. Each of these components can be used individually or all together.

The aerating component features rotating tines located at the center of the unit, to loosen the infill without damage to the fibers.

The brushing and raking components are designed to level the infill while at the same time rejuvenating fibers.



### SETTING:

When setting the FieldTurf Groomright for use, the rotating tines should penetrate the infill by ¾”. The rakes should penetrate the infill by ½”. The brushes should not penetrate the infill.

- **FREQUENCY:**
  - Raking: 4 - 6 weeks
  - Brushing: 4 - 6 weeks
  - Aerating: Maximum of 3 times / year, ideally after every sport season, and after snow clearing, if applicable (beginning in 2nd year)
- **RECOMMENDED VEHICLE:** Small garden tractor, gator or larger vehicle
- **SPEED: 3 MPH** – always make wide turns

# BARs

BRUSHING AERATING RAKING SWEEPING



## FIELDTURF SWEEPRIGHT

FieldTurf SweepRight is a mechanically driven unit designed to remove larger fallen debris from the FieldTurf surface and it is the most economical and efficient machine for sweeping. Debris should always be removed as soon as possible. With a dual-speed, dual-brush pickup system, Sweepright is the ultimate turf sweeper. It contains a unique ratcheting device that allows the outside wheel to drive the brushes during a turn so you never lose sweeper efficiency. The system also features a mesh plate to facilitate debris pick-up.



### SETTING:

When setting the SweepRight for use, make sure that the brushes never penetrate the infill. Proper removal of debris will only require the brushes to penetrate the top of the fibers.

- Frequency: As needed
- Recommended Vehicle: Small garden tractor, gator or larger vehicle
- Speed: 3 mph – always make wide turns
- Same setting for the SweepRight and SweepRight Pro.



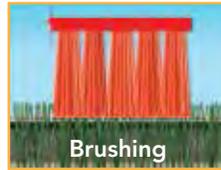
## FIELDTURF SWEEPRIGHT PRO

FieldTurf SweepRight Pro is a gear driven sweeping system with 6' brush and vibrating debris hopper to sift infill material.



# BARs

BRUSHING AERATING RAKING SWEEPING



## FIELDTURF STATIC BRUSH

FieldTurf Static Brush has a 7' static drag brush and spring tine system. Designed to lift synthetic fibers and level infill material. Brush height and spring tines are independently adjustable.

### SETTING:

When setting the Static Brush for use, the brushes should not penetrate the infill. The rakes should penetrate the infill by 1/2".

- Frequency:
  - Raking: 4 - 6 weeks
  - Brushing: 4 - 6 weeks
- Recommended Vehicle: Small garden tractor, gator or larger vehicle
- Speed: 3 mph – always make wide turns



## ACCESSORIES

### FIELDTURF GROOMRIGHT WINGS

Removable and adjustable brush extensions extend the unit to 14 feet in order to level off infill and raise fibers for better field playability.



### FIELDTURF TOW BEHIND MAGNET

- 7' tow behind magnet
- Detachable tow hitch
- Works independently or as an attachment for the SweepRight Pro or GroomRight.
- Quick release pull handle for debris removal



## DIRECTION OF OPERATION

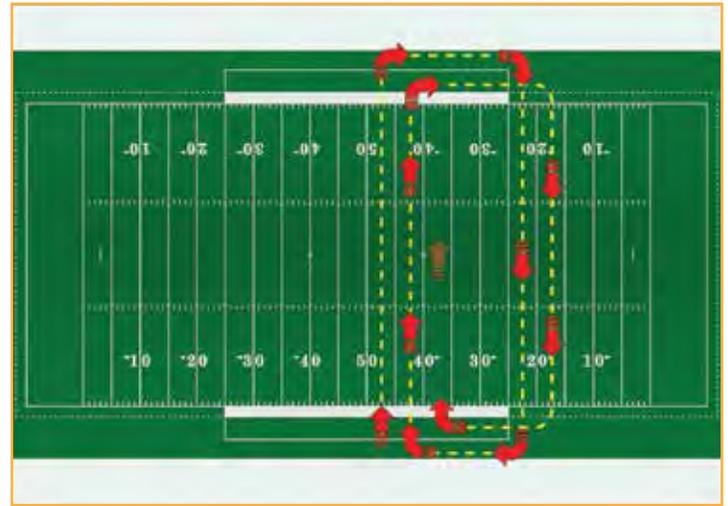
This diagram indicates the ideal method of operation for all FieldTurf machines and BARS procedures. Starting on the sidelines at the edge of the center of the field, cross the field from one side to the other in a straight line. Then go down the sidelines 25 yards and cross the field again to the other side. Next, go up the field 20 yards and cross the field again. Repeat this procedure from the center to both ends of the field until the grooming is complete. Rotating start position and end direction is recommended. The last passes should be end to end on the side panels.

## KEY FACTS ABOUT FIELDTURF MAINTENANCE EQUIPMENT

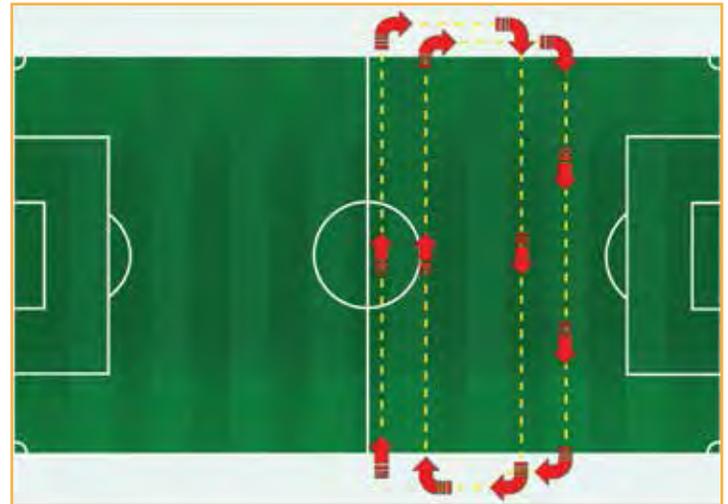


**IMPROPER USE CAN DAMAGE YOUR EQUIPMENT AND YOUR FIELD. PLEASE TAKE NOTE OF THE FOLLOWING KEY FACTS:**

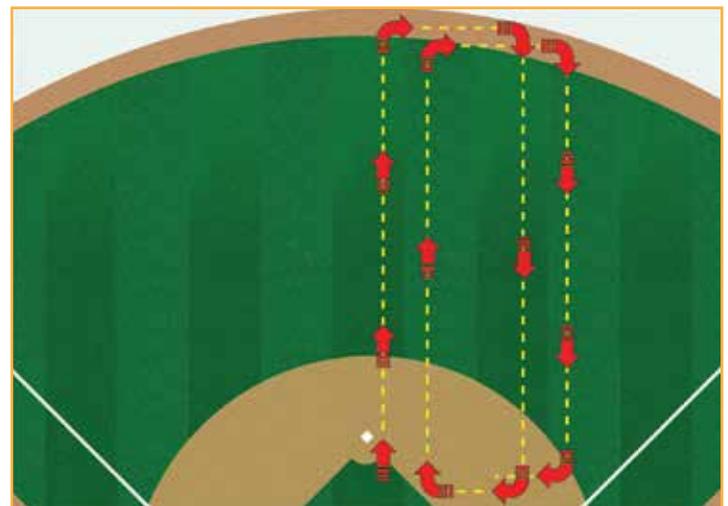
- Make sure all equipment is clean before entering the field
- Do not operate any equipment until it is on the field
- Do not operate any equipment while in a stationery position
- Always turn off equipment just before stopping
- When sweeping, check your collector basket immediately after starting and do so often
- Collecting too much rubber while sweeping will indicate improper settings
- Pay special attention to high traffic areas, where the fibers and infill levels may be different from other parts of the field, and adjust your settings accordingly. As with any equipment, always read the manual before operating.



FOOTBALL



SOCCER



BASEBALL

## CLEANING PRODUCTS

FieldTurf has a variety of environmentally friendly products to keep your field completely clean. For unit conversions, please note that we are using the following conversion rate:  
1 Gallon = 4 Liters.

### FIELDTURF SCRUB DETERGENT

FieldTurf Scrub is a powerful industrial cleaner and conditioner, which can be used for removal of grease and oil, and is chemically formulated to be compatible with other FieldTurf treatment products, such as liquid static conditioners. This product may also be used to clean the field surface as well as decontaminate surrounding surfaces, such as benches, equipment, and other items.

#### HOW TO USE:

Dilute FieldScrub as follows in warm or cold water and apply with a spray bottle, hand-sprayer, back-pack sprayer for small areas or an industrial Boom Sprayer for full field application. If possible, the area should be brushed and rinsed with clean water.

Suggested application rate of 1:40 will require 4 liters (1 US Gallon) to cover 10,000 square feet

- Heavy dirt, grease, oil, hydraulic fluids, bodily fluids - 1:4
- Sport drinks, carbonated beverages, etc. - 1:20
- General purpose cleaning - 1:40

Please consult the label on the FieldTurf Scrub bottle for important safety information and precautions.



1 L



4 L



20 L pail



205 L

## FIELDTURF STATIC CONDITIONER

FieldTurf Static Conditioner is specifically formulated for the effective control of electrical static buildup on artificial grass surfaces. The product can be purchased in a liquid or powder form and is safe for applications on FieldTurf surfaces without affecting the color and appearance of your FieldTurf field.

### HOW TO USE:

Apply either with hand sprayer for smaller areas, or with an industrial Boom Sprayer for full field use. Allow to dry. The suggested application rate is 850 to 1000 sq.ft per gallon. Reapply as necessary to maintain desired level of protection. 1 liter will make 22 US Gallons and will cover approximately 20,000 square feet. To minimize aerosol generation application pressure should be kept below 40 psi.

Please consult the label on the FieldTurf Static Conditioner bottle for important safety information and precautions.



1L

## FIELDTURF GUM REMOVER

FieldTurf Gum Remover is an effective biodegradable solvent formulated for removing gum, tar, and adhesives from FieldTurf surfaces.



Always wear chemical resistant gloves when applying FieldTurf Gum Remover

### HOW TO USE:

#### STEP 1:

Using a 2.5 - 3 inch wide metal putty knife, isolate the gum with the attached turf fibers by placing the end of the knife at the base of the affected fiber at a 45 degree angle. Push the gum onto the knife.

#### STEP 2:

Saturate a small area of a clean white terry rag with FGR and apply to the gum resting on the knife surface. Let the solvent penetrate for 1 to 2 minutes to soften the gum, leaving the rag in place. **DO NOT POUR FGR DIRECTLY ON THE GUM, AS THIS MAY DAMAGE THE INFILL AND AFFECT THE BACKING.**

#### STEP 3:

Holding the knife firmly (taking care not to cut the fibers), gently rub the gum up the putty knife surface towards the handle. This will remove the gum from the FieldTurf surface.

Please consult the label on the FieldTurf Gum Remover bottle for important safety information and precautions.

**NOTE:** To place an order for FieldTurf Scrub, FieldTurf Static Conditioner, and/or FieldTurf Gum Remover, please contact our FieldTurf Customer Service Department at 1-800-724-2969 or at [service@fieldturf.com](mailto:service@fieldturf.com)



1L

## PAINTING

### PAINTING ON FIELDTURF'S FIBERS

Before beginning to paint on your field, it is imperative that you contact FieldTurf's Customer Service Department for guidance on specific types of paint to use, recommended suppliers, machines, and proper PSI machine settings.

It should be noted that paint build up over time will affect paint adhesion, aesthetics and possibly drainage, in those areas. It is recommended that paint removal be done approximately after every 5 applications before paint re-application is done. It will be equally important to verify the infill below the surface for paint contamination. This area should be flushed through if necessary. In severe cases, where the infill is totally covered in paint, the infill might have to be removed and replaced.

BELOW IS A LIST OF PAINTING SPECIFICATIONS

#### TYPE OF MACHINE: AIRLESS SPRAYER

PSI: 800-1000 psi for end zones, logos: tip must be handheld 18" above the surface. 700 psi for 4" lines: tip must be held 4" above the surface. It is important to note that the pressure should be adjusted accordingly so that only the fibers are being painted and NOT the infill. Spray angle should be between 45 and 60 degrees.

SPRAY TIP	
415/417	For painting logos and large end zone areas with handheld wand
315/317	For painting 4" lines with airless sprayer lining equipment

#### ANGLE TO SPRAY: 45 TO 60 DEGREES

Recommended Application Temperature: above 50°F ambient (temperature should not fall below 50°F within 24 hours after the application).

**NUMBER OF COATS:** Apply in 2 directions to cover both sides of each blade. Fibers have to be dry before recoating (depending on the climatic conditions). End zones and/or logos may need more than 2 applications. Applying a white primer coat is recommended for logos only.

**TIME TO DRY:** Preferably overnight; otherwise 6 to 8 hours at 70°F and 50% humidity.

**PAINT COVERAGE:** For two medium coats each way: approximately 200 square feet or 600-700 linear feet per gallon based on a 4" wide line.

**REMOVER COVERAGE:** Approximately 500 square feet per gallon or 1500 linear feet based on a 4" wide line.



LIFE EXPECTANCY	OPEN	UNOPENED
Paint	Up to 6 months with lid properly replaced	At least 6 months
Remover	Up to 6 months with lid properly replaced	At least 12 months

## DIRECTIVES FOR THE REMOVAL OF LOGOS, END ZONES AND ALL FIELD MARKINGS

1. First and foremost, the surface should be brushed in both directions to allow the fibers to stand up.
2. Apply removing solution, either pure or diluted, depending on what type of paint you are using (only approved removers should be used based on the paint manufacturer's recommendations – contact FieldTurf Customer Service if you are unsure). Brush in both directions, this will ensure full saturation of the grass fibers. Apply the remover a second time and let stand 10 minutes, depending on the climatic conditions. Remover will dry almost on contact in extremely hot conditions. If this is the case, removal should be attempted in short segments.
3. Use of a broom, brush or any grooming or removing equipment approved for the FieldTurf surface might be necessary.
4. Rinse the surface with clean water to remove any extra paint residue. For best results, use hot water.
5. Leave sufficient time for the surface to dry completely before allowing any activity to resume on your field.
6. The rate of removal may vary due to conditions beyond your control (type of paint, number of coats, exposure, etc). It may be necessary for a second application; if so, repeat the process in the opposite direction.
7. Some infill may be displaced. To avoid this, make sure the brushes used do not penetrate too deep into the infill.
8. Any excess paint will likely be deposited into the infill. Buildup over time will cause the infilled surface to harden. FLUSHING THE SYSTEM WITH WATER (PREFERABLY HOT) IS IMPERATIVE.
9. The use of a paint extracting unit is also very effective to prevent buildup over time. It should be noted that if the above steps are followed your FieldTurf system can be painted multiple times over its life.
10. FieldTurf cannot be responsible for any consequences due to non-compliance of the above directives.



ANY SUBSEQUENT MEASURES NECESSARY TO RESTORE THE INFILLED SYSTEM BACK TO ITS ORIGINAL STATE IS NOT COVERED UNDER OUR WARRANTY AND WOULD BE AT THE OWNER'S EXPENSE.

## SNOW REMOVAL

There are a couple of methods that can be used to successfully remove snow depending on the situation. This is a highly sensitive operation and the key is to avoid infill removal.

**METHOD 1.** If a rain tarp is available to cover the surface of the field, this will allow you to remove the snow as soon as it begins to fall with large olathe p.t.o driven blowers attached to a tractor. The snow has to be a dry snow for this to work. If it's a wet snow you can then remove the snow by using gators with rubber tip plows. Once again, do not allow the snow to accumulate too much before beginning removal.

**METHOD 2.** Plowing the uncovered surface with pickup trucks/gators works fine, however you will have to retro-fit the plow blade. Here's how.

- Hardware needed: long lag bolts, washers, and nuts. One 2×4×8 or 4×6×8 lumber.
- Remove the snow shoes from the plow. Then fit a 2×4×8 or a 4×6×8 PVC pipe or alternate material to the blade in order to keep the blade from coming in contact with the surface.
- Drill the wood to allow for a lag bolt head to recess flush with the bottom of the board. Place a washer at the head of the bolt. Run the lag bolt thru the snow shoe ring on the back of the plow. Add washers above and below the bolt as you would with the snow shoe spacers and attach the nut.

When plowing do not try to scrape the surface clean. Doing so will result in the removal of crumb rubber or worse. Drop the plow to the surface and then raise it slightly, leaving a ¼ inch of snow between the top of the surface and the edge of the plow. After the snow has been removed, spread ice melt or black crumb rubber over the field. Allow this to sit 20–30 minutes and then run the field groomer over the remaining snow to help dissolve it quickly.

**METHOD 3.** Snow blowers work. Remember to avoid scraping it clean. Leave a ¼ inch of snow for this option, followed by an application of rubber or ice melt.



**BE VERY CAUTIOUS USING ICE MELT ON A FIELD THAT WILL BE USED BY ATHLETES. THE ICE MELT CAN CAUSE SKIN IRRITATION. USE ICE MELT SPARINGLY. CALCIUM CHLORIDE IS PREFERRED OVER SODIUM CHLORIDE BUT CRUMB RUBBER IS PREFERRED OVER ANY TYPE OF SALT.**

Generally, the components that make up the FieldTurf system themselves don't freeze, but of course the moisture that seeps into the Infill does. This creates good conditions that allow you to plow it without moving, or removing, much Infill. The temperature will usually be just below freezing, early morning, late afternoon or early evening.

Infill tends to stick to the snow when temperatures are above freezing and Infill is not so easy to add to mature fields and can be costly to add, period, so please be aware of these conditions. Ideally, if the weather then goes above freezing the snow and moisture that's left will melt through on its own, especially when sunny.

Typically, the load bearing capacity of the FT system and sub-base (this should be verified with the Base Contractor) can withstand pressure up to 70psi (See Page 34). Factors to consider are always if the weather goes above freezing and both the Fieldturf and base are starting to thaw and are wet, then the PSI is affected by these changes in atmospheric conditions, no different than a natural grass surface.

Page 21 of the Guidelines; show a direction of Operation for Grooming Equipment, from sideline to sideline as opposed to the length of the field. This is also recommended for snow removal, if possible. If space restrictions prevent you from doing so then a direction Up and Down the field is acceptable, as long as you are not scraping the surface clean and are taking your time, it will be fine. If you try to proceed with the removal too quickly, the plow will begin to bounce and prevent thorough snow removal across the surface.

If there is only a small crust of Ice on the top of the surface, many have successfully used the Rotating Tines on the GroomRight (Page 18) to break up the ice, some extra weight might be required on the unit.

Even recommended de-icers should always be tested off the main field of play, to insure the safety of the surface & the lack of residue left behind.

If a large amount of snow is expected, begin removal if possible as soon as there is an inch of accumulation and keep repeating throughout the storm. If the field is to be used in early spring (April), try to maintain the removal of the snow throughout the winter. It will be easier than removing 3 feet of naturally compacted snow at one time.

## VEHICLE CIRCULATION

YOUR FIELDTURF FIELD IS DESIGNED TO ACCOMMODATE VEHICLE LOADS WITHOUT CAUSING DAMAGE TO THE FIELD SURFACE PROVIDED THE FOLLOWING CONDITIONS AND RECOMMENDATIONS ARE FOLLOWED:

- Ensure that the machines being used on the field are not leaking.
- Typically, bases supporting your FieldTurf field are designed for a maximum load-bearing capacity of 70 pounds per square inch (70 psi). Vehicles circulating on your field should conform to this load-bearing capacity limit, unless your base has been specially designed to support heavier loads. Please refer to your internal design criteria to verify the maximum acceptable load your field can accommodate.
- Only vehicles equipped with pneumatic rubber turf tires should be allowed to circulate directly on the field surface.
- Turning of the vehicle on the surface should be done in a wide radius.
- Turning of the vehicle should only be done when the vehicle is in forward motion.
- All vehicles should circulate at slow speeds at all times.
- Abrupt and sudden braking must be avoided.
- Sudden acceleration and spinning of wheels must be avoided.
- Vehicle wheels should be clean at all times to prevent mud or dirt from being deposited on the field surface.
- All vehicles in direct contact with FieldTurf surfaces should be inspected for possible leakage of oil or hydraulic fluids prior to accessing the field.
- In order to avoid rutting of the infill and of the underlying base, circulation of vehicles on outdoor saturated fields must be avoided.
- To protect against heavy and larger sized vehicle circulation, a layer of ¾" thick plywood must be placed over a vinyl tarp covering the field to a minimum distance of 40' to 60' (12 to 20m) and should be installed at all entrance and exit points to the field.
- Please note: The FieldTurf surface should be groomed and swept following heavy traffic.
- **Important:** Do not leave vehicles idling or unattended. Heat generated by the exhaust could singe fibers.

## HELP

In addition to these guidelines, there are three ways to get answers to any FieldTurf questions you may have:

- 1 – Contact our Customer Service Department at 1-800-724-2969
- 2 – Consult our Maintenance DVD
- 3 – Visit [www.fieldturf.com/maintenance](http://www.fieldturf.com/maintenance)
- 4 – Please contact customer service for any hard copies needed.

# FieldTurf **ARMOUR**

## TRUST YOUR FIELD TO FIELDTURF ARMOUR THE WORLD'S BEST TURF PROTECTION SYSTEM

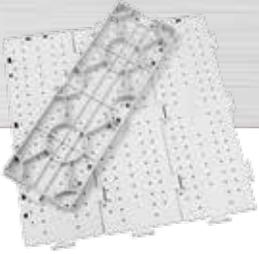
FieldTurf Armour turf protection systems are in use worldwide at prestigious arenas and stadiums and have proven themselves through extensive use. Whether you are having a large concert or a small on-field gathering, FieldTurf Armour will protect your turf against damage and keep your visitors safe and comfortable.

Increase revenue and flexibility and open your building to trade shows, concerts, corporate events, graduations and anything else you can conceive of. We have the experience, the expertise and the range of products to satisfy nearly any flooring requirement.

You can install chairs, staging and other equipment without damage. Drive forklifts, move carts and place equipment easily on artificial turf, running tracks and other sensitive surfaces.

All of our systems are interlocking, modular, expandable, and allow for unique configurations and customized layouts. FieldTurf Armour is easy to install, dismantle and store. Sections can be installed quickly and are designed for regular and repeated use.





### FIELDTURF ARMOUR GP

General Purpose Turf Protection

- Tile size: 4" x 12" x 3/4"
- Module Size: 36" x 48" x 3/4"
- Weight: 0.81 lbs per sq ft
- Supports: 8,000 lbs per sq ft
- Suitable for guest areas, chairs and light equipment
- Does not require tools - snap connection system
- Expansion joint modules to control expansion issues outdoors
- Transition edging



### FIELDTURF ARMOUR MD

Medium-Duty Turf Protection

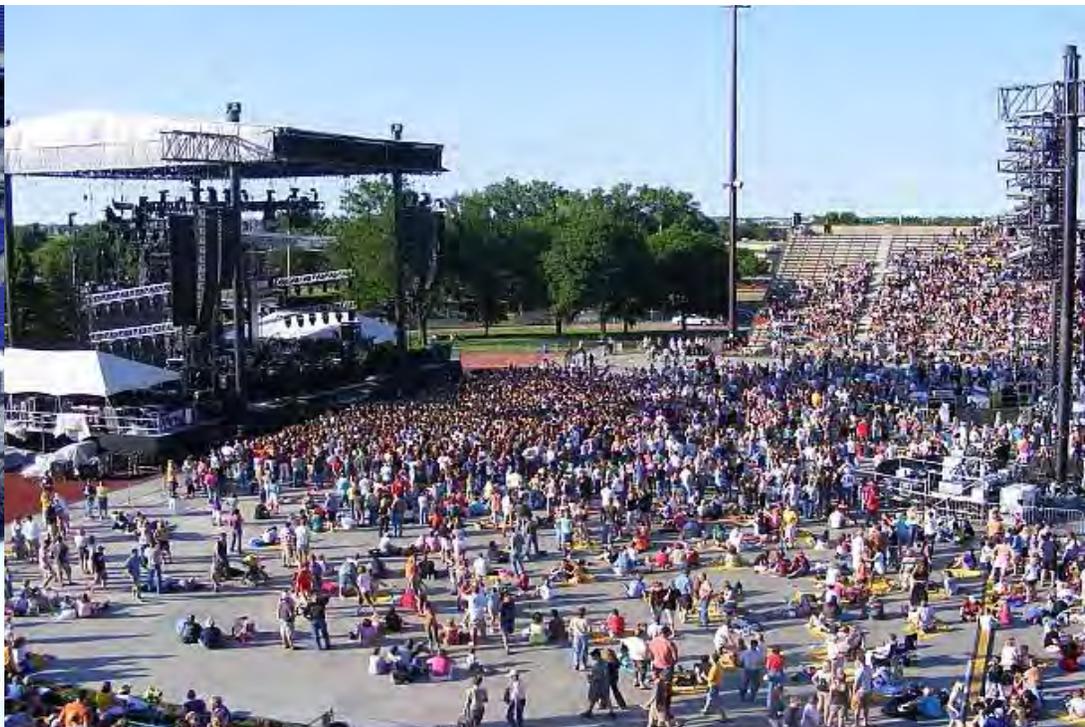
- Tile Size: 12" x 24" x 1-1/8"
- Module Size: 36" x 48" x 1-1/8"
- Weight; 1.44 lbs per sq ft
- Supports: 20,000 lbs per sq ft
- Suitable for guest areas, chairs, equipment and staging areas
- Does not require tools - snap connection system
- Expansion joint modules to control expansion issues outdoors
- Transition edging



### FIELDTURF ARMOUR HU

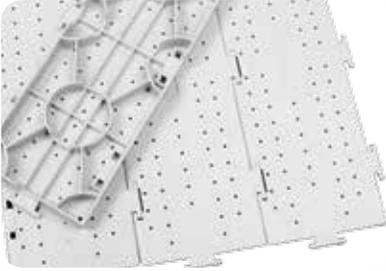
Heavy-Use Turf Protection & Portable Roadway

- Module size: 42" x 42" x 2"
- Weight: 2.45 lbs per sq ft
- Supports: 25,000 lbs per sq ft
- Suitable for guest areas, chairs, equipment, staging, trailers, vehicles and trucks
- Integrated self-aligning hook-and-loop connection system
- Secondary camlock system adds ballast
- Transition edging



# FIELDTURF ARMOUR GP

## FieldTurf **ARMOUR** GENERAL PURPOSE PROTECTION



FieldTurf Armour GP was designed specifically for all types of synthetic turf and offers a greater level of protection against debris, liquids and dirt.

Designed to minimize wear and damage to your turf, FieldTurf Armour GP protects against surface abrasion, surface and base compaction and contamination of the turf and the infill as a result of attendee traffic.

Underside channels are contoured to eliminate sharp edges and prevent shifting of infill and of the flooring. After your event is over, simply brush your synthetic grass back into shape. Unlike older systems, it will be nearly impossible to see any distinguishable pattern in the turf.

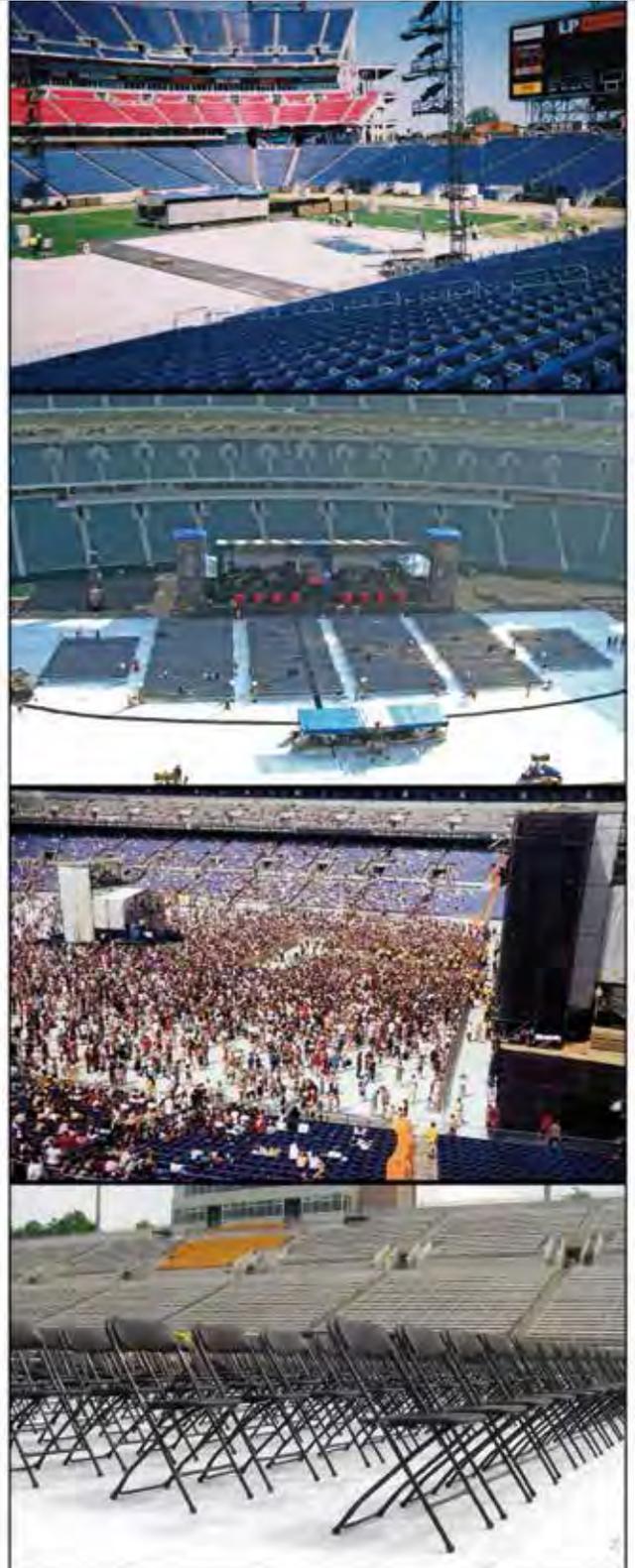
### FIELDTURF ARMOUR GP DEPLOYS RAPIDLY IN ANY STADIUM

- Designed to be easily deployed without tools
- Completely expandable and configurable as required on-site
- Pre-assembled sections are packed efficiently for easy transport and storage
- Unique inter-module connection system enables tiles to snap into place in both directions
- System contours to the field as needed to accommodate surface imperfections
- An 80,000 sq/ft (7,432 sqm) stadium can be deployed in 5-6 hours with about 20 people
- Expansion joints make installation even easier

### FIELDTURF ARMOUR GP IS MADE USING THE HIGHEST QUALITY MATERIALS

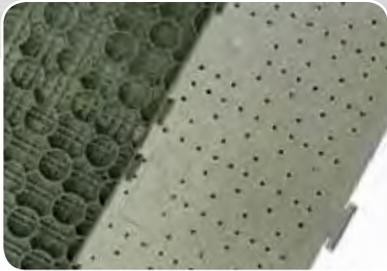
- High quality co-polymer plastic has izod impact value
- Specific no-break characteristics
- 5-year UV package prevents brittleness
- High ethylene content provides flexure and prevents cracking
- Connector tabs are designed with flexure to prevent breakage

As a result of our quality material formulation, FieldTurf Armour GP is able to resist the rigors of regular use and will not break, crack, fade or become brittle. It has proven itself worldwide in all climates and conditions.



# FIELDTURF ARMOUR MD

**FieldTurf** **ARMOUR**  
MEDIUM-DUTY PROTECTION



Designed to offer a greater level of protection, rigidity and weight-loading capability than our GP system, FieldTurf Armour MD is perfect for large areas that require additional support for vehicles, staging and equipment.

Designed to minimize wear and damage to your turf, FieldTurf Armour MD protects against surface abrasion, surface and base compaction and contamination of the turf and the infill as a result of attendee traffic.

Underside channels are contoured to eliminate sharp edges and prevent shifting of infill and of the flooring. After your event is over, simply brush your synthetic grass back into shape. Unlike older systems, it will be nearly impossible to see any distinguishable pattern in the turf.

## FIELDTURF ARMOUR MD DEPLOYS RAPIDLY IN ANY STADIUM

- An 80,000 sq/ft (7,432 sqm) stadium field surface can be deployed in 6 hours with about 15 people
- Quick turnarounds minimize the impact to the grass surface
- Pre-assembled 3' x 4' panels make storage and installation efficient
- Designed to be easily installed without the use of tools
- Completely expandable and may be configured as required on-site
- Transported and stored on standard shipping pallets for efficiency
- Robust connection system enables tiles to snap together in both directions
- System contours to the field as needed to accommodate "crowned" fields and other surface imperfections
- Robust enough to handle heavy weights, equipment, and traffic
- Flexible joints prevent breakage
- Integrated bi-directional cable

## FIELDTURF ARMOUR MD IS MADE USING THE HIGHEST QUALITY MATERIALS

- High quality co-polymer plastic has high izod impact value
- Specific no-break characteristics
- Built-in 5 year UV package prevents brittleness
- High ethylene content provides flexure and prevents cracking
- Connector tabs are specially designed with flexure to prevent breakage



# FIELDTURF ARMOUR HU

**FieldTurf** **ARMOUR**  
HEAVY USE PROTECTION



Our premium turf protection system is designed to handle heavy loads and to provide the ultimate in stability and ground protection. It is the most advanced engineered stadium flooring system on the market today and offers superior protection for all types of surfaces and infills.

FieldTurf Armour HU is a large panel system that features an integrated connection system, a durable aluminum cam lock system and unsurpassed liquid spill protection. Each section has a useable surface area of 42" x 42" and is 2 inches thick, thus providing maximum rigidity and surface protection. Sections connect more quickly than other stadium flooring systems - thus minimizing labor and installation time.

FieldTurf Armour HU tile overlap, incorporates a liquid capture channel which prevents unwanted liquids from flowing through the seam to the protected surface.

FieldTurf Armour HU offers greater protection against moisture and debris. All underside ribbing features a radius edge that eliminates any sharp edges and provides additional peace of mind when transporting heavier payloads over the floor.

## FIELDTURF ARMOUR HU IS DESIGNED TO HANDLE HEAVY WEIGHTS

- Handles heavy weights from vehicles, forklifts, and other moving loads
- Ideal choice for both front of house and backstage areas
- Aluminum cam lock system is stronger than any other cam lock systems
- Provides superior life span and long-term durability
- FieldTurf Armour HU's integrated hook and loop system provides additional torsional stability and strength



**FieldTurf ARMOUR**



**FIELDTURF ARMOUR HU IS MANUFACTURED USING THE HIGHEST QUALITY MATERIALS.**

- Made from the finest High Density Plastic (HDPE)
- Reinforced with additives for added strength, flex modulus, and izod impact value.
- Built in 5-year UV package prevents degradation and brittleness.
- Our cam locks are manufactured in aluminum (others are made of plastic), providing considerable increased strength.

**FIELDTURF ARMOUR HU IS THE MOST COMPREHENSIVELY ENGINEERED SYSTEM, DESIGNED TO HANDLE THE RIGORS OF CONCERT AND STADIUM USE.**

- FieldTurf Armour HU is the lowest maintenance heavy duty system available.
- Attractive anti-slip sandblast finish is easy to clean.
- No unsightly patterns to catch dirt.
- No submerged channels to trap food or debris.





## FieldCare by FieldTurf

The proper maintenance of your FieldTurf surface will not only keep your field looking and playing its best, but can extend the lifespan of your field. As a result, we've developed a specialized program called **FieldCare**, which is designed to supplement your standard maintenance.

FieldTurf fields have been in the ground for over 18 years of consistent play, season after season. The two main reasons for this long-lasting performance are the product's built-in durability features and continuous proper maintenance. **FieldCare** is designed to help your field perform at its optimal level for even longer.

You bought the best – so why not let the experts ensure a long-lasting investment? FieldTurf's **FieldCare** Maintenance Program will add to your field's life resulting in consistent high performance and very significant cost savings. Consult with your new **FieldCare** Service Manager to select a **FieldCare** program appropriate to your field.

A FieldTurf technician performs a thorough Field Inspection before and after every maintenance session and provides a Field Summary Report upon completion.



**Currently there are over 500 satisfied customers taking advantage of the **FieldCare** program. Don't just take it from us...**



*"Villanova athletics has been extremely satisfied with the professionalism and the expertise of your FieldCare technicians. I imagine Villanova is one of the more difficult Athletic Departments to work with based mainly on the fact that our field is constantly in use. We have always been satisfied with FieldTurf and our FieldCare program."*

**Chuck Young** - Villanova University,  
Coordinator of Athletic Facilities and Events

A high-tech field requires a high-tech analysis by a specialized crew, trained specifically for the maintenance of FieldTurf installations. Our **FieldCare** teams work on FieldTurf fields exclusively. We make the best fields and train the best maintainers to look after them. It cannot be done any other way. You should not trust anyone other than FieldTurf for direction on properly servicing your FieldTurf field. **FieldCare** Maintenance Crew visits can be scheduled at your convenience, and will arrive with the customized equipment and supplies necessary to complete the job accurately and within your schedule.

# Maintenance Summary Report



**NAME OF FIELD/SITE:**

Time of Arrival: \_\_\_\_\_ Time of Departure: \_\_\_\_\_ Service Visit Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Classification of Service: \_\_\_\_\_

Phone #: \_\_\_\_\_ Site Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Field Square Footage: \_\_\_\_\_

GMAX: Y \_\_\_\_\_ N \_\_\_\_\_ Primary Sports: \_\_\_\_\_

Service Provider/Technicians: \_\_\_\_\_ Field Fiber Type: \_\_\_\_\_

Fiber Height: \_\_\_\_\_ Install Date: \_\_\_\_\_

Report Submitted by: \_\_\_\_\_ Date of Last FC Service Session: \_\_\_\_\_  
(If no date: Please write "NEW FC Customer")

**PRE-FIELD INSPECTION NOTES BY TECHNICIAN (FROM WALKTHROUGH):**

**MAINTENANCE SERVICES PROVIDED:**

STANDARD CARE  ADVANCED CARE  OTHER \_\_\_\_\_

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Aggressive Brushing / Leveling                               | <input type="checkbox"/> General Field Sweeping  | <input type="checkbox"/> Gmax Testing  | <input type="checkbox"/> Standard Infill Decompaction<br><small>(Not to exceed 1 inch depth)</small> |
| <input type="checkbox"/> Static Brush   | <input type="checkbox"/> Field Metal Magnet Sweep  | <input type="checkbox"/> Anti-Microbial Spray  | <input type="checkbox"/> Tier 2 Decompaction<br><small>(Deep Time Decompaction)</small>              |
| <input type="checkbox"/> Power Static Brushing  | <input type="checkbox"/> Static Drag Mat   | <input type="checkbox"/> Anti-Static Spray   | <input type="checkbox"/> Infill Cleaning / Sifting / Fiber Rejuvenation                              |
| <input type="checkbox"/> Power Brush & Vac  | <input type="checkbox"/> 3 Step Deep Power Broom   | <input type="checkbox"/> Refill Infill in High Traffic Areas<br><small>(Refill not to exceed 250 lbs. Additional rubber is a billable repair).</small> |  |
| <input type="checkbox"/> 3-Step Power Grooming<br><small>(Only advanced care)</small> | <input type="checkbox"/> Power Broom<br><small>(Perimeter edges &amp; specialty areas)</small> | <input type="checkbox"/> Total Vegetation Control<br><small>(Perimeter edge only)</small>  |  |

**Post Maintenance Field Inspection: Inlays/Seams/Field Markings**

Number of repairs pre-inspection: \_\_\_\_\_ Post-inspection: \_\_\_\_\_

Qty: # of total repairs: \_\_\_\_\_ Estimated # of linear feet repaired: \_\_\_\_\_

Picture Submission:

**Warranty Billable**

Minor inlay and/or seam repairs conducted:

Turf Replacement:

**FIELD INSPECTION:**

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Logo Analysis            | <input type="checkbox"/> 5. UV Fade Inspection            |
| <input type="checkbox"/> 2. Seam Separation Analysis | <input type="checkbox"/> 6. Infill - Consistency in Depth |
| <input type="checkbox"/> 3. Perimeter Anchoring      | <input type="checkbox"/> 7. Infill - Migration Analysis   |
| <input type="checkbox"/> 4. Excessive Wear Analysis  | <input type="checkbox"/> 8. Inlaid Line Analysis          |

**POST MAINTENANCE TECHNICIAN NOTES:**

**INFILL LEVELS CHECKED PRE MAINTENANCE:**

<b>Description</b>	1	2	3	4	5	6	7	8	9	10	AVERAGE
Infill Level:	<input type="checkbox"/>										
Additional Testing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time of Day: _____						

(ASTM Locations Using Primary Sport)

**INFILL LEVELS CHECKED POST MAINTENANCE:**

<b>Description</b>	1	2	3	4	5	6	7	8	9	10	AVERAGE
Infill Level:	<input type="checkbox"/>										
Additional Testing:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time of Day: _____						

(ASTM Locations Using Primary Sport)

Reviewed by FieldTurf Personnel: \_\_\_\_\_ Date: \_\_\_\_\_

## FREQUENTLY ASKED QUESTIONS

### WHAT ARE THE BEST TYPES OF SHOES TO WEAR ON FIELDTURF?

The superior playing characteristics of your FieldTurf surface are directly associated with correct footwear and include: torque release, surface friction and traction. The best types of shoes are molded cleats or screw-ins (maximum recommended is ½"). The footwear designated for natural grass is easily transferable to use on FieldTurf.

- While use of long steel jagged cleats on FieldTurf will not void the warranty, they are not recommended. Limited use is allowable.
- It is important to note that flat-soled shoes and steel cleats do not result in ultimate athlete performance.
- Metal and aluminum rounded molded cleats are acceptable.
- A complete traction study of footwear on FieldTurf is available upon request.

### WE HAVE HAD SOME VANDALISM ON OUR FIELD, WHAT DO WE DO?

In all cases, photographs should be taken immediately of any vandalism that has taken place. These will be needed for insurance purposes and should also be sent to the FieldTurf Customer Service Department in order to evaluate the scope of the required repairs.

Burn or singe marks should be evaluated immediately. In some cases, a qualified crew might be able to repair these without replacing sections of the turf. In the case of paint vandalism, it will be imperative to remove the paint as soon as possible, as the longer it stays on the surface, especially in the hot sun, the more difficult it becomes to remove.

#### **Two commercially available removers are safe for use with the FieldTurf system;**

- 1) Graffiti remover by Goof-Off
- 2) Zep Heavy Duty Citrus Degreaser

Both of these are most effective when used in conjunction with warm/hot water.

#### **A PRESSURE WASHER IS IDEAL WHEN AVAILABLE; A FEW GUIDELINES TO FOLLOW:**

- 1) Apply approved remover first.
- 2) Work it in with a brush, first one way against the fibres, then the other. Hot/warm water can be used on the brush to further activate the remover.
- 3) The pressure washer nozzle should be held no closer than 2' from the grass & at no less than a 45 degree angle.
- 4) Again, going in one direction of the fibers, then back the other way.
- 5) All steps should be repeated if necessary.

It should be noted that in most cases it is not known what kind of paint we are dealing with. The above mentioned removers might not give the results needed. Please contact the FieldTurf Customer Service Department as several paint suppliers also manufacture various removers that are safe on our surface. They are also very helpful and knowledgeable with removal methods and will be a good phone or on-site resource, if needed.

### WE HAVE A SPORTING EVENT ON OUR FIELD WITH NO TIME TO CONFIGURE THE FIELD PROPERLY. CAN WE USE LIME, CHALK, OR TAPE FOR TEMPORARY LINES?

The use of pulverized lime stone such as used on a natural grass field for baseball is not ideal as it tends not to stick to fibers, but simply settle into the Infill. Their prolonged use tends to "gum" up the infill and could eventually affect drainage in those areas.

One time use, if time is a constraint and there are no other options, might be permitted. Please contact FieldTurf Customer Service before proceeding.

Testing the chalk off the field of play is ideal, as it helps adjust your flow rates and allows you to apply as little as possible, while still allowing the players and officials to see the lines. Unfortunately, all the tests and attempts that have been done with "tapes" to line fields have not been successful. They are either too tacky, risk pulling out fibers and also risk leaving a residue that has to be taken off with a gum remover or are too flimsy and risk being a tripping hazard.

A chalk paint is ideal for short term use. Please contact the FieldTurf Customer Service Department for a list of recommended suppliers.

### WHAT EQUIPMENT CAN BE USED TO PAINT AND REMOVE PAINT?

A list of recommended painting and paint removal equipment, as well as painting and removal tips and guidelines can be obtained by contacting your FieldTurf Customer Service Department.

## **CAN WE HOLD GRADUATION CEREMONIES ON OUR FIELD?**

Yes, though it is always preferable to cover the surface as shown on pages 28-33, it is possible to hold this event without covering the main area of the field itself.

Though post chairs will generally not damage the surface, they do tend to sink a bit and therefore cause the unevenness, which is more uncomfortable than anything else. A quick test will show you the end result. However, if post chairs are used without a field covering, those equipped with rubber stoppers are a must. The chairs should only create small "divot" holes that generally disappear when the field is groomed after the event, again testing the end results off the main field of play is always recommended.

*Chairs with "full contact to the surface" are ideal, if available.*

Though no damage will likely occur, ladies will find high heels very difficult to walk in. If the surface is dry you will see many patrons with shoes in their hands. Many have recommended that the ladies either wear/or bring "flats" for their own comfort. Another option would be to cover the aisles with a recommended covering or plywood, then conventional carpeting over the top.

It will be imperative to cover the area under the staging. Either a recommended covering (i.e. FieldTurf Armour - Pages 19-20), an equivalent protection or with 4' X 8' (3/4") plywood sheets (doubled or tripled under the stage footings). The thickness used will depend on the PSI that exceeds the allowable 70 psi (as indicated in the "Vehicle Circulation" guidelines (Page 34). A tarp or plastic covering underneath should be used to avoid splinters getting into the grass.

The FieldTurf warranty covers the components and installation of your FieldTurf product. Though all efforts are made to provide appropriate directives for the staging of events other than the sporting activities set out in the warranty; the responsibility remains on the owner for any mishaps or damages that might occur, however no breach in warranty exists with the staging of such events.

A thorough grooming is recommended after the event.

## **WE USED TO HAVE FIREWORKS ON THE 4TH OF JULY, CAN WE STILL HAVE THEM WITH OUR NEW FIELD?**

Whenever possible, direct contact of fireworks should be avoided near our synthetic grass system. However though some polyethylene fibers could be singed when in contact with live ambers or fireworks, water will immediately alleviate any damage. A fire extinguisher can be used, but water is preferable since it leaves no residue to penetrate the infill, however, either one is fine.

Watering the field will certainly help reduce potential damage, however, whenever possible, the field should be covered by a "fire resistant" covering. Contact the Customer Service Department for a list of recommended suppliers.

## **CAN A LEAF BLOWER BE USED ON THE FIELD?**

Yes, this is an effective method of getting rid of leaves, pine needles, dried sunflower seeds etc. The blower should be held no closer than 2' from the surface and at a 45 degree angle as to avoid displacing any of the infill from the field.

## **HOW DOES CLIMATE AFFECT THE FIELDTURF SURFACE I.E. SNOW, RAIN, AND SALT WATER?**

Your FieldTurf surface is designed to withstand a wide range of climatic and atmospheric conditions, such as ultraviolet rays (UV), snow, ice, salt water and sea climates without damage. However, it is essential that the field is washed periodically to remove any salt water deposits on the field surface.

## **WE SEEM TO HAVE A LOT OF GEESE LANDING ON OUR FIELD WHILE THEY MIGRATE BACK AND FORTH IN THE FALL AND SPRING. WHAT CAN WE DO TO KEEP THEM AWAY?**

Several remedies are safe for humans and unpleasant for our feathered friends.

Contact our FieldTurf Customer Service Department for further details.

## **CAN TRACK AND FIELD EVENTS SUCH AS DISCUS, JAVELIN, SHOTPUT BE HELD ON MY FIELD?**

It should be noted that the use of the discus, shot-put, javelin and hammer will not void the warranty.

However to avoid any damage to the FieldTurf surface the following guidelines must be implemented:

The surface should be covered with an appropriate tarp or covering so that the FieldTurf surface is not damaged in any way. An un-infilled piece of FieldTurf also works very well.

FieldTurf recommends that the landing space be rotated each time to avoid use in a concentrated area.

Grooming of the infill is recommended after each event to ensure that the infill is redistributed properly.

The Javelin must be equipped with a rubber tip to avoid damage to the FieldTurf system.

FieldTurf cannot be responsible for any damages caused to the Field by use of any of the equipment mentioned above.

## CAN WE USE TRAINING EQUIPMENT, SUCH AS BLOCKING SLEDS ON THE FIELD?

Training devices should be used with caution. Though their use does not constitute a breach of your warranty, FieldTurf cannot be responsible for any damage caused by the use of any such training equipment.

Since many manufacturers have developed or modified their Equipment specifically for synthetic systems, it is suggested that they be consulted for their recommendations and guidelines before use.

Our research has yielded some recommended guidelines which include:

- To make use of sleds and various training devices off the main field of play, such as D zones, end zones (if no Inlaid logos appear) and areas away from the main boundaries of play where the panels run parallel to the field and no inlaid markings appear.
- If used on the field of play, it is suggested that it be across the field in the directions that the panels were installed, as opposed to end to end against them.
- It is always recommended to remove the Equipment from the Field after each use.

The same recommendations would apply to the use of "Tire Flipping" as a training aid. Moreover a few specific recommendations would be:

- To make sure that the tires are clean, any dirt will likely get transferred to the turf and Infill.

It is not recommended to use the tires as a "Resistance" tool, by dragging them across the turf. Preliminary research has shown that the friction could possibly damage or even pull out some of the polyethylene fibers.

As in other higher use areas on the field, grooming frequencies might have to be augmented to Groom both the Infill and the fibers.

## CAN BLEACHING AGENTS BE USED ON FIELDTURF FIELDS?

Oxidizing agents such as bleaching agents should NOT be used on FieldTurf fields.

## I SEEM TO HAVE BASE DEPRESSIONS OR DIPS ON MY FIELD, WHAT DO I DO?

Base depressions or "dips" that form on a field are not unlike potholes on our roads. The sub-base construction is similar in some aspects to road work. It usually consists of 6" to 10" of crushed stone over the existing soil that was graded and compacted. Over time and especially if the soil is of poor quality or unstable, areas may depress.

The unevenness or depression that has formed is a result of the shifting of the base soil below it. Obviously this then causes the turf system to sink. It should be noted that this is not part of the turf system warranty, however, it should be addressed. Contact your base contractor with any sub-base related issues.

## WHAT DO I DO IF WE SPILL GATORADE ON THE FIELD?

We recommend that the areas with Gatorade or other drinks/fluids be cleaned as soon as possible with water in order to avoid bugs being attracted to the surface or jerseys becoming stained as a result of the spilled liquid.

## WHY DOES MY FIELD APPEAR TO BE SLOW IN DRAINING?

Slow/insufficient drainage can be caused by a wide variety of factors which include, but are not limited to:

- Poor drain base design
- Utilization of incorrect drain base materials
- Improper drain base construction techniques
- Inadequate infrastructure
- Other outside factors

If these factors have been ruled out or do not seem to be a likely contributing factor, it is possible that the slow drainage is a result of surface tension – a natural phenomenon common in the fabric, carpet and outdoor flooring industry. Surface tension is especially common on recently completed fields. In most cases, the problem resolves itself naturally over the 6 week break-in period as the field is played on. In rare cases, the field could be treated with a surfactant and/or degreasing agent to enhance water penetration and eliminate surface tension.

IT SHOULD ALSO BE NOTED THAT SOME "PUDDLING" OR "PONDING" IS PERFECTLY NORMAL IN CERTAIN CIRCUMSTANCES. IN ALMOST ALL CASES, HOWEVER, THE FIELD SHOULD BE FREE AND CLEAR OF ANY STANDING WATER ONCE THE PRECIPITATION HAS STOPPED FOR APPROXIMATELY 30 MINUTES.



# FIELDTURF MAINTENANCE GUIDELINES

## Information

7445 Côte-de-Liesse Road, Suite 200  
Montreal, Quebec  
Canada H4T 1G2  
Tel. (800) 724-2969 Fax. (514) 340-9374  
info@fieldturf.com www.fieldturf.com



THE ULTIMATE  
SURFACE EXPERIENCE



# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

October 4, 2016

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **APPROVE ADDITIONAL BUDGET APPROPRIATION FOR MTA GRANT FUNDS TO COMPLETE A GENERAL PLAN UPDATE**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Authorize Finance Director to make an additional budget appropriation for \$70,000 in account 222-5030-431.56-41.

### **BACKGROUND**

On February 20, 2013, the Los Angeles County Metropolitan Transportation Authority ("Metro") awarded the City a Transit Oriented Development ("TOD") Grant in the amount of \$319,000, for the preparation of the Focused General Plan Update. The grant allows the City to update specific elements of the General Plan to encourage the use of non-automotive related travel.

On September 21, 2015, the City Council appropriated \$319,000 for costs associated with the City's Focused General Plan Update.

On December 4, 2015, the City released a Request for Proposal to qualified firms to assist the City in preparing the General Plan Update. After careful review of the proposals Tierra West Advisors was selected. Tierra West Advisors' proposed fee was \$291,800 for updating the General Plan. Tierra West committed on completing the update within the Metro Grant deadline of August 2016.

**APPROVE ADDITIONAL BUDGET APPROPRIATION FOR MTA GRANT FUNDS TO COMPLETE A GENERAL PLAN UPDATE**

October 4, 2016

Page 2 of 2

In April 2016, a budget of \$70,000 was entered by Community Development during the first stage of the budget process for FY 16/17. This entry was overwritten by another department due to access given to more than one person. Access to accounts for budget purposes should only be assigned to corresponding departments. Since discovering this mistake, Budget Analyst has reviewed all accounts to assure departments only have access to budget in their assigned accounts and prevent this from occurring in the future.

**FISCAL IMPACT/FINANCING**

Current adopted budget does not include the \$70,000 to pay invoices for FY 16/17 associated with general plan update. Finance is requesting an additional budget appropriation of \$70,000 to be placed in account 222-5030-431.56-41. With Council approval, staff will move forward with amending the Prop C budget by submitting "Form A" notifying L.A. Metro of increase in expenditures.

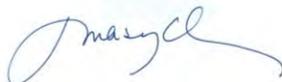
**CONCLUSION**

Upon City Council approval, Finance department will make an additional budget appropriation for \$70,000 in account 222-5030-431.56-41 and will move forward with amending the Prop C budget with submission of the appropriate documentation.

Respectfully submitted,



EDGAR P. CISNEROS  
City Manager



JAN MAZYCK  
Interim Finance Director



# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

October 4, 2016

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

## **RESOLUTION ESTABLISHING FUND BALANCE POLICIES AS REQUIRED PURSUANT TO THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Resolution No. 2016-45, establishing fund balance policies that are consistent with the Governmental Accounting Standards Board (GASB) Statement No. 54 (GASB 54).

### **DISCUSSION**

The goal of fund balances and reserves is to improve and/or maintain creditworthiness, meet seasonal cash flow shortfalls, and have the ability to survive economic downturns or local disaster.

Notwithstanding the drawdown of reserves over several years for a variety of reasons, the City of Huntington Park (the "City") has maintained a reasonable level of fund balance and with the adoption of its FY 16/17 Operating Budget, took the important step of re-establishing a formal general fund reserve policy with the expectation that further enhancement to such policy would evolve.

We are now taking the step of bringing the policy into compliance with GASB 54 which became effective for periods beginning after June 15, 2010. The two main goals of GASB 54 are to:

- (1) Improve usefulness of fund balance by providing further structure for fund balance reporting of which there are five (5) new classifications; and
- (2) Improve reporting consistency by clarifying definitions of fund types such as debt service funds, capital projects fund, and special revenue funds.

Specifically with regard to the presentation of fund balance, the use of "reserves" and "designations" is intended to be replaced with the nomenclature as further defined in the following summary:

**RESOLUTION ESTABLISHING FUND BALANCE POLICIES AS REQUIRED PURSUANT TO THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54**

Page 2 of 4

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**FUND BALANCE REPORTING HIERARCHY**

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- Non-spendable***
- Assets that are not in spendable form (e.g. inventories)
  - Assets that are legally or contractually required to be maintained intact
- 

- Restricted***
- Constraints are placed on the use and are either imposed by creditors (e.g. debt issuance and associated covenants); or
  - Constraints that are imposed by law through constitutional provisions or enabling legislation (e.g. settlements, budget stabilization funds, transportation funds)
- 

- Committed***
- Amounts committed for specific purposes by formal action of the government's highest level of decision-making authority (City Council)
  - Amounts must be used for the specific purpose unless the City Council changes the limitation by taking the same form of action (by Resolution)
- 

- Assigned***
- Intent expressed by the governing body itself (City Council)
  - Intent expressed by a subordinate high-level body or official who has the authority (officers of the City) to assign amounts to be used for specific purpose in accordance with the policy established by the City Council (City Manager, Finance Director/Treasurer)
- 

- Unassigned***
- Any residual fund balance of the General Fund would be unassigned
- 

The Resolution presented for consideration takes existing funds reserved and otherwise characterized in the City's General Fund and recommends the following treatment:

***Arbitrage Rebate*** formerly (Economic Development Arbitrage Rebate). Currently the amount of \$3.9 million is reserved for the yield reduction liability to the Internal Revenue Service arising out of a refunding of the Huntington Park Redevelopment Agency Merged Redevelopment Project Tax Allocation Refunding Bonds 1994 Series A with the issuance of the Huntington Park Public Financing Authority Series 2004 Bonds. These funds will be drawn down over time specifically for payment to reduce the outstanding yield reduction penalty.

***Workers' Compensation***. The City has maintained a sizeable fund balance arising out of cost allocations made over several years but with liabilities being significantly less than the allocations collected. As a result of communication between the Finance Director and the City's Worker's Compensation consultants and legal advisor, it was advised that

**RESOLUTION ESTABLISHING FUND BALANCE POLICIES AS REQUIRED  
PURSUANT TO THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD  
(GASB) STATEMENT NO. 54**

Page 3 of 4

based upon potential liabilities known at this time, an amount in the range of \$500,000 - \$700,000 would be sufficient. To be conservative, we propose assigning a fund balance of \$1.0 million and reallocating the remaining amounts (\$4.4 million) for other fund balances as recommended.

**Self-Insurance Reserve.** The City represents that it maintains a level of self-insurance, however, self-insurance has never been funded and we now propose to fund it at a level of \$500,000.

It is worth noting that with both Workers' Compensation and Self-Insurance, the amounts assigned to Fund Balance are intended to be preserved for extraordinary events and not the claims that occur during the course of normal business. The amounts required for annual expenditures are budgeted and recovered through the City's cost allocation which is distributed across the organization by the Finance Department.

**Working Capital** (formerly General Purpose and Contingency). With the adoption of the City's FY 16/17 budget, the City re-established a reserve requirement of \$10.0 million. With the conclusion of the audit fund balance was \$9.1 million, the amount available for the reserve was \$9.1 million.

We propose that the City assign amounts equivalent to 3 months' working capital for the General Purpose. While other funds have identified specific dollar amounts, working capital requirements for the City vary depending on the time of year. For the period of June to December, the City's working capital requirements approximate \$17 million over a 3-month period as few revenues are collected (until property tax in December) and substantial fiscal year prepayments are made for liabilities such as CalPERS and liability insurance payments. We would recommend that the City assign fund balance in the range of \$10.6 to \$15.0 million so as to ensure liquidity when needed.

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**RESOLUTION ESTABLISHING FUND BALANCE POLICIES AS REQUIRED PURSUANT TO THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 54**

Page 4 of 4

**Recommended Reallocations of Fund Balances.** The foregoing discussion is synthesized into the following table which provides for the Fund names to be established, the current levels of the fund balances, the accompanying GASB classification and proposed funding levels.

<b>Fund Description</b>	<b>Current Fund Balance</b>	<b>GASB Classification</b>	<b>Proposed Funding Levels</b>
Arbitrage Rebate <sup>1</sup>	\$3.9	Committed	3.9
Workers' Compensation	5.4	Assigned	1.0
Self-Insurance Reserve <sup>2</sup>	0	Assigned	0.5
Working Capital <sup>34</sup>	6.7	Assigned	10.6
<b>Total</b>	<b>\$16.0</b>		<b>\$16.0</b>

**FISCAL IMPACT**

In terms of cost, there is none but these policies do have impact both in terms of financial discipline and financial reporting. They may also serve to have a positive credit impact.

**RECOMMENDATION**

Staff recommends Council adopt the companion resolution establishing fund balance policies pursuant to GASB Statement No. 54.

Respectfully submitted,



EDGAR P. CISNEROS  
City Manager



Jan Mazyck  
Interim Director of Finance/City Treasurer

**ATTACHMENT(S)**

A. Resolution No. 2016-45, establishing fund balance policies that are consistent with the Governmental Accounting Standards Board (GASB) Statement No. 54 (GASB 54).

<sup>1</sup> Formerly Economic Development Arbitrage Rebate.

<sup>2</sup> Now being established.

<sup>3</sup> Formerly General Purpose Fund.

<sup>4</sup> The amount of \$10.6 million is the minimum amount with a range recommended of \$10.6 - \$15.0 million. These amounts will fluctuate throughout the year based on cashflow needs of the business.



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amount is paid in full either as a result of refunding of the underlying existing obligations or by payment to the IRS when and as due.

Should there be any amount remaining after settlement of such liability, such amount will be transferred to the City's General Purpose Reserve within 30 days of payment in full of the IRS obligation.

- B. **Assigned Fund Balance** which is hereby created for the purpose of funding a *Workers' Compensation Liability Reserve*. 1,000,000
- C. **Assigned Fund Balance** which is hereby created for the purpose of funding the City's *Self-Insurance Reserve*. 500,000
- D. **Assigned Fund Balance** designated as the floor of the City's Working Capital Reserve in order to ensure a minimum of 3 months' working capital. \$10,600,000

**SECTION 3.** The City Council hereby designates to the Finance Director/Treasurer the responsibility and accountability for ensuring the adequacy and sufficiency of Assigned Fund Balances.

Further, each year, upon completion of the City's audited financial statements, the Finance Director/Treasurer shall report the status of Committed and Assigned Fund Balances and on the adequacy of reserve levels. If in any fiscal year any one of the Assigned Fund Balance levels is not met, the Finance Director/Treasurer shall present to Council a strategy to restore such Assigned Fund Balance level(s). The Finance Director shall further advise whether the City's Working Capital Reserve requires adjustment.

**SECTION 4.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Graciela Ortiz, Mayor

ATTEST:

\_\_\_\_\_  
Donna G. Schwartz, CMC  
City Clerk



# CITY OF HUNTINGTON PARK

Department of Public Works  
City Council Agenda Report

October 4, 2016

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

**AUTHORIZE A PLEDGED REVENUE AND FUNDS RESOLUTION FOR PUBLICALLY OWNED ENTITIES PURSUANT TO THE SUBMITTAL OF AN APPLICATION TO THE STATE WATER RESOURCES CONTROL BOARD FOR FINANCIAL ASSISTANCE AND/ OR GRANT FUNDING FOR WELL NO. 17**

**IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Resolution No. 2016-46, as part of the grant funding for improvements to Well 17; and
2. Authorize the City Manager to sign financing agreement, amendments, and certifications for funding under the Drinking Water State Revolving Fund.

## **BACKGROUND**

The City of Huntington Park Miles Avenue Well (Well 17) site was taken out of production by order of the California Health Department due to high nitrate levels in 2010. On February 16, 2016 Council authorized the City Manager to enter into a Memo of Understanding (MOU) with the Water Replenishment District (District) to facilitate the grant application process for State funding to make the necessary improvements and return the Well to service. On April 5, 2016 Council passed a Resolution 2016-11 which authorized the submittal of the grant package and simultaneously authorized the City Manager to execute the submittal of a financial assistance package.

The recently instituted program at the District assists Disadvantaged Communities through the Disadvantaged Communities (DAC) Drinking Water Program. District staff is assisting the City with the application process for Proposition 1 funding through the State Water Resources Control Board, Drinking Water State Revolving Fund. The State Revolving Fund is designed as a loan program but as a Disadvantaged Community the City will request "principle forgiveness", in essence requesting full funding, for the project. The District commissioned a comparative feasibility study to accompany the City's funding request Well 17 Treatment Feasibility Study (Attachment A).

## **FISCAL IMPACT/FINANCING**

No matching funds are required. There is no direct impact on the current budget. If “principle forgiveness” funding is secured the City will avoid incurring the expense necessary to remediate Well 17 and the City will reimburse the WRD any funds received. Upon completion, the City will reduce consumption of imported water and instead rely on domestically produced water.

Indirect expense for staff time for coordinating and other administrative functions will be absorbed and has been budgeted. Similarly, Severn-Trent, the contract operator will provide these same administrative services as part of the current contract.

## **LEGAL AND PROGRAM REQUIREMENTS**

In order to proceed it is necessary to obtain a Pledged Revenue and Funds Resolution from Council as part of the application package. Should the City successfully obtain approval for the project the City will reimburse the District for any and all costs incurred by the District on behalf of the City.

A Notice of Exemption is required as part of the application. At the completion of the project this City will need to obtain a Permit to Operate by the State Water Resources Control Board.

## **CONCLUSION**

Upon authorization, direct the City Clerk to obtain the required signatures and send the fully executed Resolution to the Water Replenishment District as part of the grant application.

Respectfully submitted,



EDGAR P. CISNEROS  
City Manager



Michael Ackerman  
City Engineer

## **ATTACHMENT(S)**

- A. Well 17 Treatment Feasibility Study
- B. Resolution No. 2016-46, Authorizing a Pledged Revenue and Funds Resolution for Publically Owned Entities Pursuant to the Submittal of an Application to the State Water Resources Control Board for Financial Assistance and/or Grant Funding for Well No. 17



4580 E Thousand Oaks Blvd., Suite 101 / Westlake Village, CA 91362  
Ph. (805) 648-4840 / F. (805) 379-1718

5/31/2016

Ms. Charlene King, PE  
Water Replenishment District  
4040 Paramount Boulevard  
Lakewood CA 90712

**RE: City of Huntington Park Well 17 Treatment Feasibility Study**

Dear Ms. King,

MNS has prepared this feasibility study to present the viable treatment options addressing water quality and well discharge capacity issues for the City of Huntington Park's Well 17. The City of Huntington Park (City) is one of the water systems located within the Water Replenishment District (WRD) boundaries. The City of Huntington Park has requested funding assistance through the WRD Safe Drinking Water Disadvantaged Community (DAC) Outreach Program. The program provides technical assistance to water systems supplying water to disadvantage communities. The purpose of the study is to evaluate methods to address water quality and capacity issues, present the feasible alternatives, review ease of use, and present initial capital costs as well as long term operations and maintenance costs.

## 1.0 Background

The City obtains potable water from two sources: 1) imported water purchased through the Central Basin Municipal Water District (CBMWD), and 2) groundwater from the Central Subbasin in the Coastal Plain of Los Angeles. The City's Municipal Water Department service area encompasses approximately three square miles and served a 2010 population of approximately 64,219 people with a projected 2015 service population of 65,704. The City supplied a total of 4,851 acre-feet (AF) of water to its customers in 2010.

Well 17 is located at 5920 Miles Avenue in Huntington Park, CA, adjacent to Huntington Park High School. The well was originally designed for a flow rate of 2,100 gallons per minutes (gpm) and has four fully functional granular activated carbon (GAC) vessels onsite for the treatment of volatile organic compounds (VOCs). Two original vessels were installed in 2000; two vessels were installed in 2008 to improve treatment system cost effectiveness.

## 1.1 Water Quality

Currently, Well 17 is experiencing elevated levels of nitrate as shown in Table 1. Since 2012, well water quality test results show high levels of nitrate near the maximum contaminant level (MCL)

established by the State of California Division of Drinking Water (DDW). Well 17 test results did not consistently violate the MCL until March 2014. Since then, the nitrate concentration in this well has been at or exceeded the MCL. Previously, a blending program was proposed in which the nitrate-contaminated well water would be blended with system water to produce an effluent stream with nitrate concentrations below the MCL. This program never proceeded past the conceptual stage as DDW was concerned the contaminated water would circle back to the feed water. The City does not have a hydraulic model of their system which would assist in the modeling of the proposed blending program.

Additionally, Well 17 is experiencing elevated levels of carbon tetrachloride (a VOC), which exceed the MCL as shown in Table 1. The minimum value reported for carbon tetrachloride was recorded on January 12, 2012 and has only worsened over time. The maximum value was reported on October 7, 2014 and has decreased since then, but the concentration remains over 2.0 micrograms per liter ( $\mu\text{g/L}$ ), which is four times the MCL.

**Table 1: Chemicals Exceeding the MCL in Well 17**

<b>Chemical</b>	<b>Minimum Value</b>	<b>Maximum Value</b>	<b>MCL</b>	<b>Units</b>	<b>Data Sampling Range</b>
<b>Nitrate (as <math>\text{NO}_3</math>)</b>	37	55	45	mg/L	1/12/12 to 6/2/15
<b>Carbon Tetrachloride</b>	1.8	3.3	0.5	$\mu\text{g/L}$	1/12/12 to 6/2/15

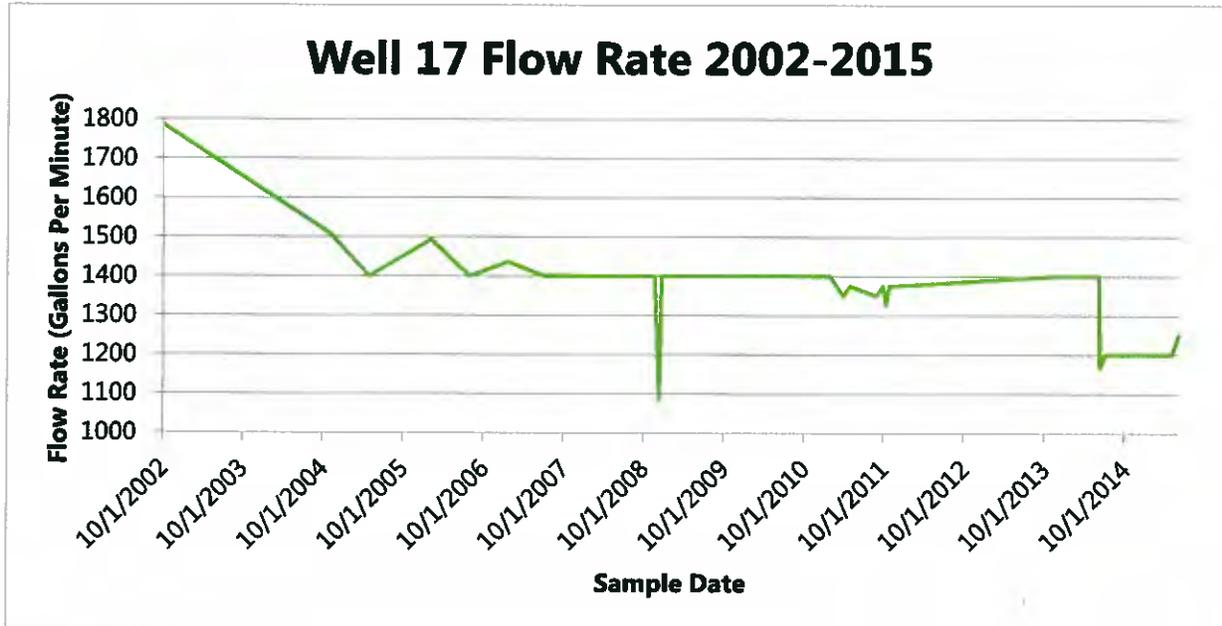
Well profiling for Well 17 conducted by WRD in February of 2016 indicates the presence of nitrate and carbon tetrachloride in concentrations comparable to those listed in Table 1.

## 1.2 Well Capacity

Well 17 was partially refurbished in 2010 to address declining well production capacity. Budget constraints limited the amount of work that could be accomplished. The well was wire-brushed and jetted for a short period. The well was known to produce a modest amount of sand while pumping, and the pump bowls were worn at that time. The well contractor was able to provide a used test-pump as a low-cost replacement for the City. The motor was minimally refurbished also.

Even with the 2010 refurbishment effort, the well's flow rate has been decreasing as shown in Figure 1. Originally the well had a flow rate of 2,100 gpm but by June 2015, the flow had decreased to 1,200 gpm, 57 percent of its original output.

Figure 1: Historic Flow Rate Data for Well 17 (Source: City of Huntington Park)



Due to the contamination and capacity complications in Well 17, the City has taken the well offline and it is now exclusively used for sampling purposes.

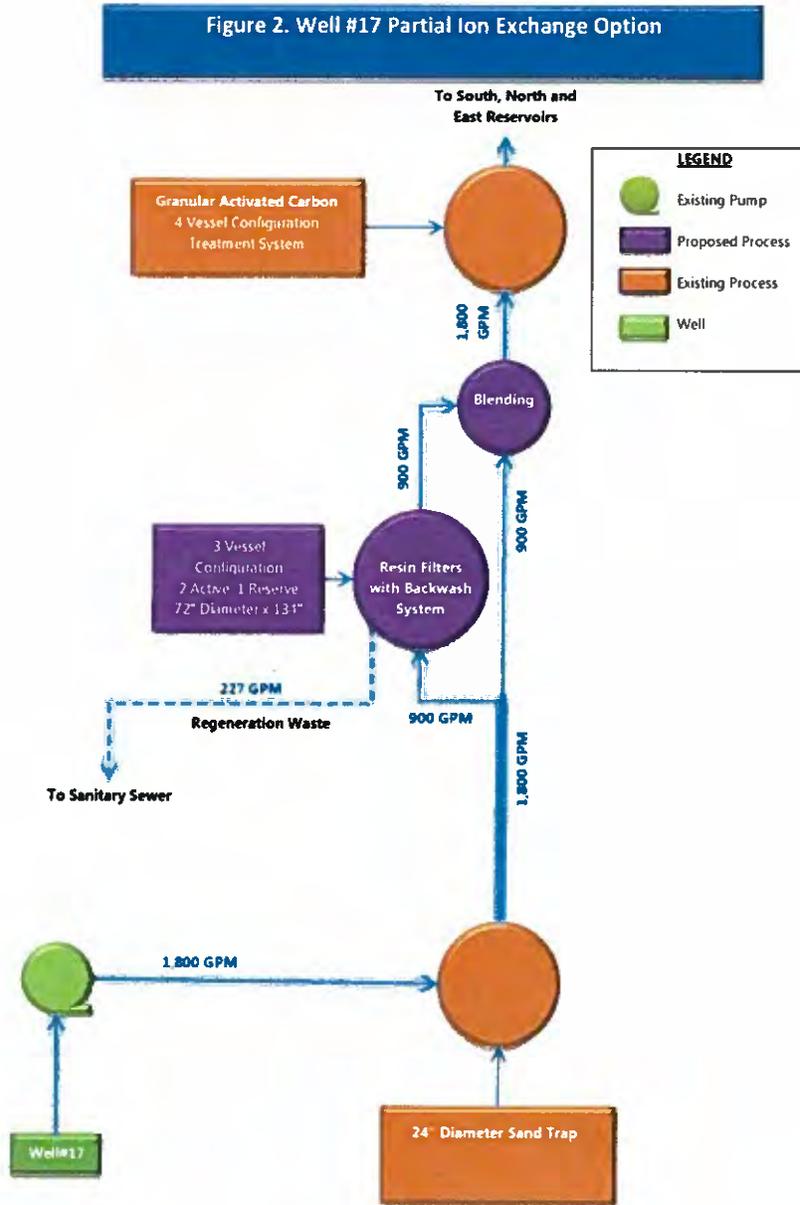
## 2.0 Potential Treatment Alternatives

In discussions with the consulting hydrogeologist, the levels of carbon tetrachloride are expected to decrease when the well capacity is restored. The existing site is equipped with two GAC filter systems which are expected to adequately treat the known VOC, carbon tetrachloride. As a result, treatment options for carbon tetrachloride have not been evaluated. Furthermore, it is anticipated the full original capacity of the well may not be achievable after restoration and the expected capacity will range from 1,800 to 2,000 gpm.

Though the MCL for nitrate is 45 mg/L as  $\text{NO}_3$ , the high nitrate alarms trigger at a lower concentration of 35 mg/L to shut the well off. Nitrate treatment alternatives were evaluated to treat to a concentration of 32 mg/L or less, to maintain regular operation of the well. Five treatment alternatives for nitrate reduction are discussed in the following subsections: 1) partial ion exchange, 2) full ion exchange, 3) autotrophic reduction (ARo), 4) partial reverse osmosis, and 5) blending pipeline. For the purpose of this feasibility study, a capacity of 1,800 gpm at Well 17 has been assumed.

### 2.1 Treatment Alternative 1 – Ion Exchange, Partial Treatment

This system would utilize a proprietary nitrate removal resin, NITRASEP, manufactured by Ovivo. The treatment methodology for this system is to treat a 900-gpm side stream of the water produced and blend the treated water back to the main stream, resulting in water reliably below the MCL for nitrates. Blending would be achieved by an in-line static mixer. Figure 2 shows a process flow diagram for the treatment process.



The system includes three media vessels plumbed in parallel for nitrate treatment. Each vessel would be an ASME-certified pressure vessel, and have a 230-cubic foot capacity with a diameter of 72 inches and an overall height of 134 inches. The vessels would be designed to treat nitrate contamination at up to 900 gpm with two vessels operational and one on standby. The media requires regeneration using sodium hydroxide, at an estimated rate of 547 gallons of concentrate per cycle, every 20 days of operation.

During normal operation only two filtration vessels would be operating. During a regeneration cycle, the third vessel would be utilized and the regenerated vessel would remain inactive until the next vessel entered a backwash cycle. This would also allow the system to maintain continuous full capacity operation during regeneration cycles, service or media replacement. The system would need to discharge spent regeneration waste to the sanitary sewer. The backwash flow rate is 227 gpm for 1.5 to 2 hours.

Figure 3 shows a conceptual layout of the proposed equipment and existing facilities. The treatment system would include the following components

- Three (3) resin filter vessels, 72" diameter x 134" tall
- Sodium hydroxide storage tank, 120" diameter x 201" tall
- Two centrifugal pumps (one duty, one standby)
- Valves and appurtenances
- Alarms: low flow, pump failure, instrument failure, pH, high and low pressure
- Control panel

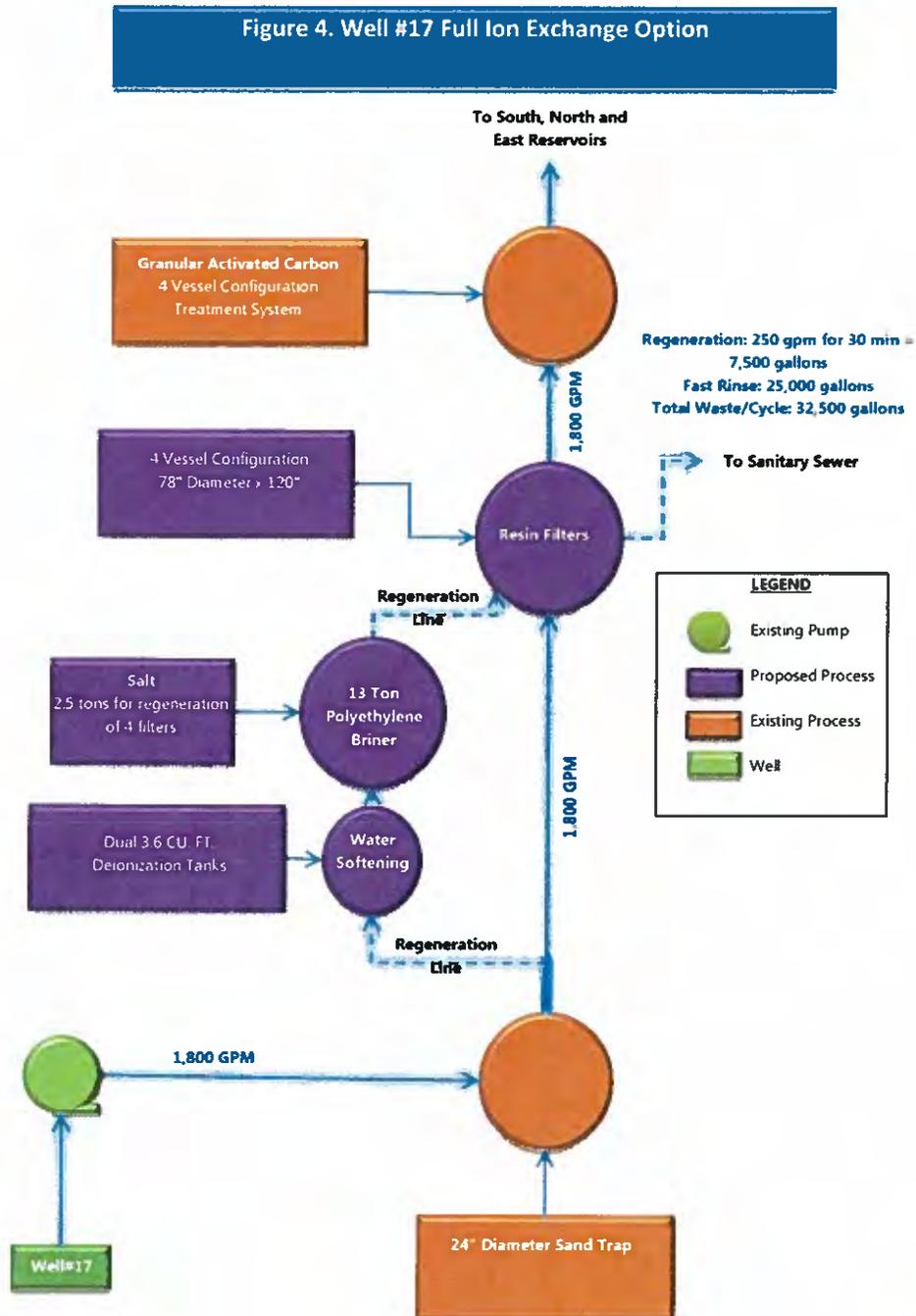
Information regarding this system was obtained from W2 Systems. A proposal from W2 Systems for the ion exchange treatment system has been provided as Attachment 1. The capital cost for this system is estimated at \$713,400, including the resin media. Additional piping, electrical improvements and a contingency of 30 percent yields an estimated capital cost of \$1,268,900. Resin media costs would be approximately \$124,800 every three years, or \$41,600 per year. Annual maintenance costs are estimated at \$17,700 per year. The sodium hydroxide supply costs, assuming \$8 per gallon of concentrate, is approximately \$82,600 per year.

Not included in the system cost is an onsite wastewater treatment system to treat the pH regeneration waste prior to release into the sewer. An onsite treatment system would have a capital cost of approximately \$429,600 and a footprint of approximately 500 square feet. The costs for an Industrial Waste discharge connection to the sewer system are not included, nor are annual discharge fees, as the City's sewer system capacity in that location is unknown. Alternatively, regeneration waste could be stored and hauled offsite for disposal. At an additional \$60,000 cost, a 30,000-gallon tank could fit onsite and store the regeneration waste for one resin filter at a time.



## 2.2 Treatment Alternative 2 –Ion Exchange, Full Treatment

The treatment methodology for this system is to treat the full 1,800 gpm of anticipated well capacity. The system includes four resin media vessels in parallel for nitrate treatment. A process flow schematic for this alternative is provided as Figure 4.



The media requires regeneration using sodium chloride (table salt) every 8 hours. A 13-ton briner will be utilized for regeneration of the filter media. Water used in the regeneration process must be softened prior to being used by the briner. Deionization tanks are used to soften the well water before it is supplied to the briner. For continuous treatment, the resin filters could be regenerated one at a time, with three filters always in operation.

The system would need to discharge spent regeneration waste to the sanitary sewer. The four resin filters would discharge a combined 32,500 gallons of waste water per regeneration cycle. Of the 32,500 gallons of regeneration waste, 25,000 gallons will be generated in a fast rinse process. An equalization tank may be required to meter regeneration waste to the sanitary sewer system. Figure 5 shows a conceptual layout of the equipment and existing facilities.

The full ion exchange treatment system includes the following components:

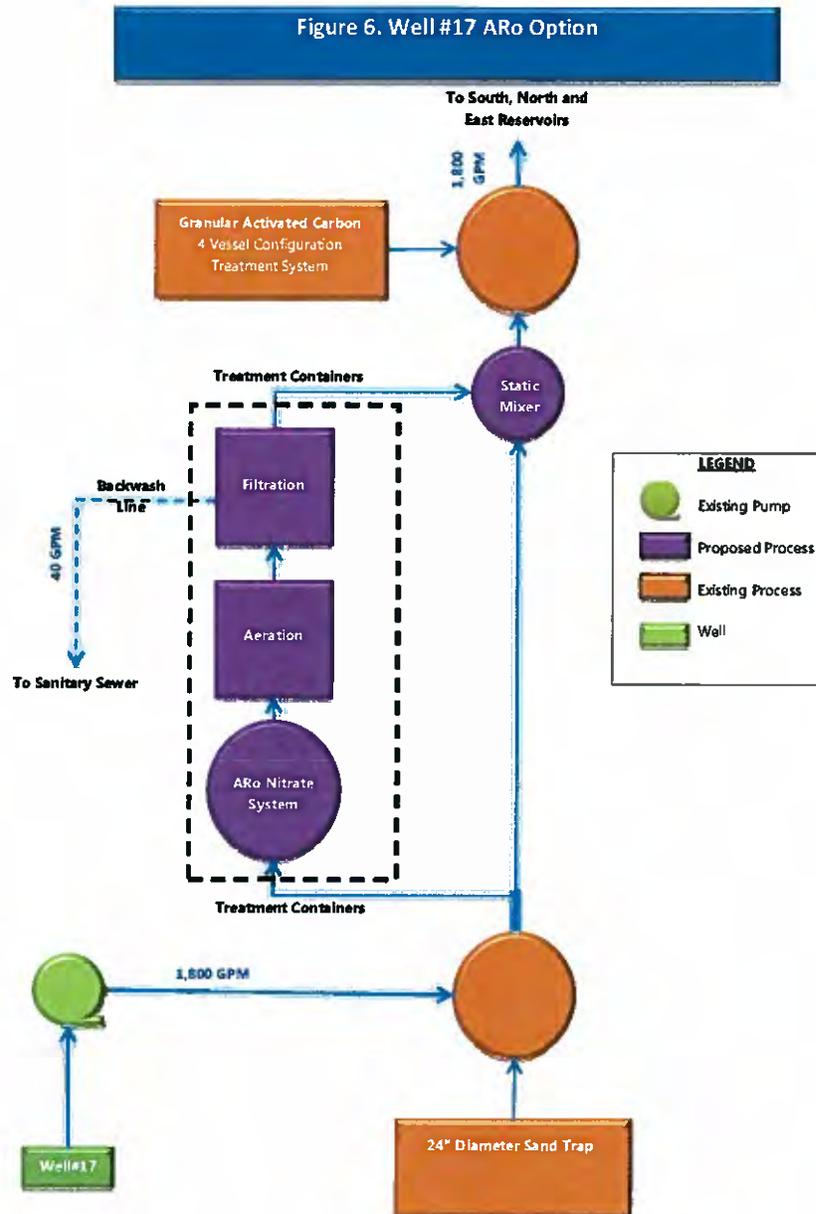
- Programmable controller with graphic display panel
- Remote access modem
- Automatic reset timers
- NEMA 12 control cabinet
- Four resin filter vessels, 78" diameter x 120" tall
- One 13-ton polyethylene briner, 78" diameter x 120" tall
- Two deionization tanks, 3.6 cubic foot each
- 120V heating panels for freeze protection
- Valves and appurtenances

Information regarding Alternative 2 was provided by Filtronics, Anaheim. Attachment 2 includes a proposal from Filtronics for a resin filter ion exchange system at the well site. The system capital cost is estimated at \$581,800. Piping, electrical improvements, and a 30 percent contingency results in a total estimated cost of \$1,126,500. The resin media has a life expectancy of five years and is estimated to cost \$21,600 to replace for all four filters. The resin would have to be regenerated about every eight hours using approximately 2.5 tons of salt per day. Assuming the well runs eight hours every day, the salt required for regeneration would cost approximately \$1,095,000 per year, based on a cost of \$0.60 per pound of salt. Annualized costs for the system do not include a discharge connection to the sewer system or annual discharge fees. If a sewer connection cannot be established or if sewer system capacity is an issue, a tank could be used to store the backwash until it is hauled away and disposed of offsite. The tank would cost an additional \$60,000 and store one filter regeneration cycle.



### 2.3 Treatment Alternative 3 – Autotrophic Reduction (ARo) System

As an alternative to resin-based ion exchange treatments, a biological treatment system was evaluated. The biologic treatment system would utilize autotrophic bacteria, grown as bio-film in fiber membrane cylinders. Hydrogen gas (H<sub>2</sub>) is supplied to the bacterium to assist in nitrate removal. The water is then filtered using conventional methods to remove the biomass added by the biological treatment. A process flow schematic for this alternative is provided as Figure 6.



The system would discharge backwash from the post-biological treatment filters at a rate of 40 gpm. The backwash water would contain standard biomass, at 250 mg/l total suspended solids (TSS), which could be sent to the sanitary sewer. A portion of the backwash could potentially be recaptured. If sewer capacity is not adequate, a holding tank for the backwash may be required to regulate outflow of the backwash to postpone waste disposal until the lowest flow period during the operational diurnal pattern.

The ARO treatment system, hydrogen supply and post-ARO filters would be contained in three standard shipping containers. If needed due to space constraints, the shipping containers can be placed in a stacked configuration. Figure 7 shows a conceptual layout of the equipment and existing facilities.

The ARO treatment system includes the following components:

- Onsite Hydrogen (H<sub>2</sub>) generator
- Fiber Membrane Rolls
- Reaction Tank
- Pump Skid and Control System
- Filters

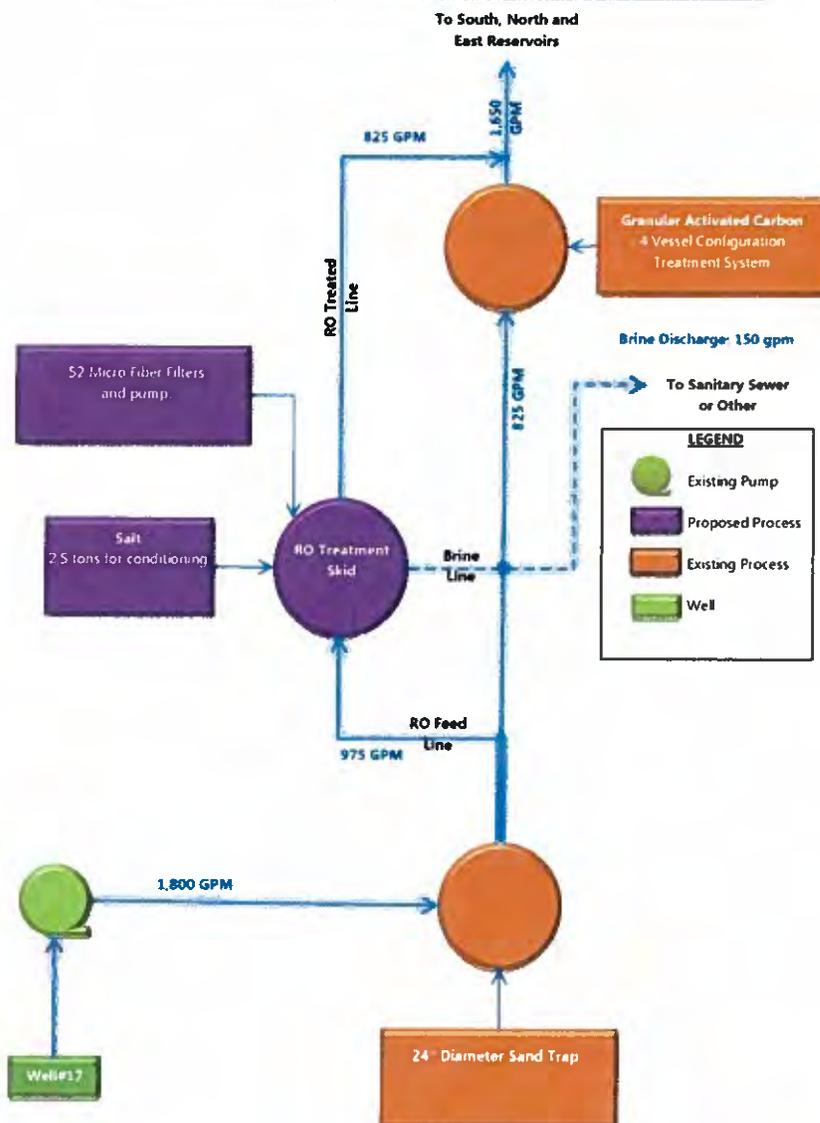
Information regarding Alternative 3 was provided by APTwater. Attachment 3 includes a proposal from APTwater for an ARO treatment system at the well site. The system capital cost is estimated at \$3,600,000. Piping, electrical, and 30 percent contingency on site improvements yields a total estimated capital cost of \$4,791,000. The operational costs, excluding labor, are estimated at \$376,000 per year. The fiber membrane rolls need replacement approximately every seven years for an annualized replacement cost of approximately \$182,000. These costs do not include a discharge connection to the sewer system or any annual discharge fees imposed. If a sewer connection is prohibited, a 30,000-gallon tank could be used to store the backwash for disposal offsite. The tank would cost an additional \$60,000 and would need to be emptied once for every three backwash cycles.



## 2.4 Treatment Alternative 4 – Reverse Osmosis, Partial Treatment

A partial treatment system using Reverse Osmosis (RO) technology was also evaluated. The partial RO treatment would supply approximately 50 percent of the flow produced by the well to an RO treatment skid. The RO skid would treat 85 percent of the well water supplied to it, approximately 42 percent of the total water produced by the well. Water treated by the RO skid would then be combined with water bypassing the RO system to produce a blended water supply below the MCL for nitrates. A process flow schematic for this alternative is provided as Figure 8.

Figure 8. Well #17 Reverse Osmosis and Blending Option



Salt would need to be supplied to the RO system. The system would discharge 150 gpm of effluent brine. If the waste brine cannot be discharged to the sanitary sewer system for treatment, a holding tank for the brine would be required. The RO treatment system would be contained in a 32-foot-long by 12.5 foot wide by 11 foot high treatment skid. Figure 9 shows a conceptual layout of the equipment and existing facilities. The RO treatment system includes the following components:

- RO skid:
  - One (1) cartridge filter housing, 304 SS, with fifty-two 5-micron filters
  - 316L SS high pressure piping
  - 316L SS low pressure feed and product piping
  - Feed/product blend line with manual flow control
  - One (1) RO high pressure pump
  - Twenty-four FRP 300 psig ASME code reverse osmosis element pressure vessels
  - One hundred sixty eight reverse osmosis membranes: Dow/Filmtec or equal
  - Automatic actuated butterfly valve on feed
  - Pressure, flow, pH, ORP, and conductivity instrumentation
- Main panel controls
- All valves, sample valves, and instrumentation to provide a fully functioning RO system

Information regarding Alternative 4 was provided by W2 Systems, whose proposal is included as Attachment 4. The system capital cost is estimated at \$1,034,000 including site improvements and a 30 percent contingency. The operational costs, excluding labor, were estimated at \$62,000 per year which includes replacement of the fiber rolls every 3 years at a cost of \$151,200. Costs and fees associated with a sewer connection for RO brine waste have not been included in the costs estimated for this alternative. Onsite storage of brine waste for hauling disposal offsite would be a substantial effort for this alternative. In a 24-hour operational period a total of 216,000 gallons of brine waste would be produced. If a single 30,000-gallon tank were used for storage it would need to be emptied every 3 hours.



## 2.5 Treatment Alternative 5 – Blending Line

In contrast to direct treatment options, water from Well 17 could be blended with water from another well to produce water with nitrate levels below the MCL. As mentioned in Section 1.1, this had been discussed previously but the concept has been modified to include a dedicated pipeline between the wells. The closest well without known nitrate constituents is Huntington Park Well 14, located at the corner of Randolph Street and Bissel Street.

Well 14 has a capacity of 1,100 gpm. The blending ratio is based on the average Well 14 nitrate concentration of 2.6 mg/L as NO<sub>3</sub> and the maximum nitrate concentration of 55 mg/L as NO<sub>3</sub> at Well 17. The resulting concentration of nitrate would be approximately 28.8 mg/L using 1,400 gpm from Well 17. Table 2 summarizes the blending scenario and Figure 10 shows a conceptual diagram of the blending alternative.

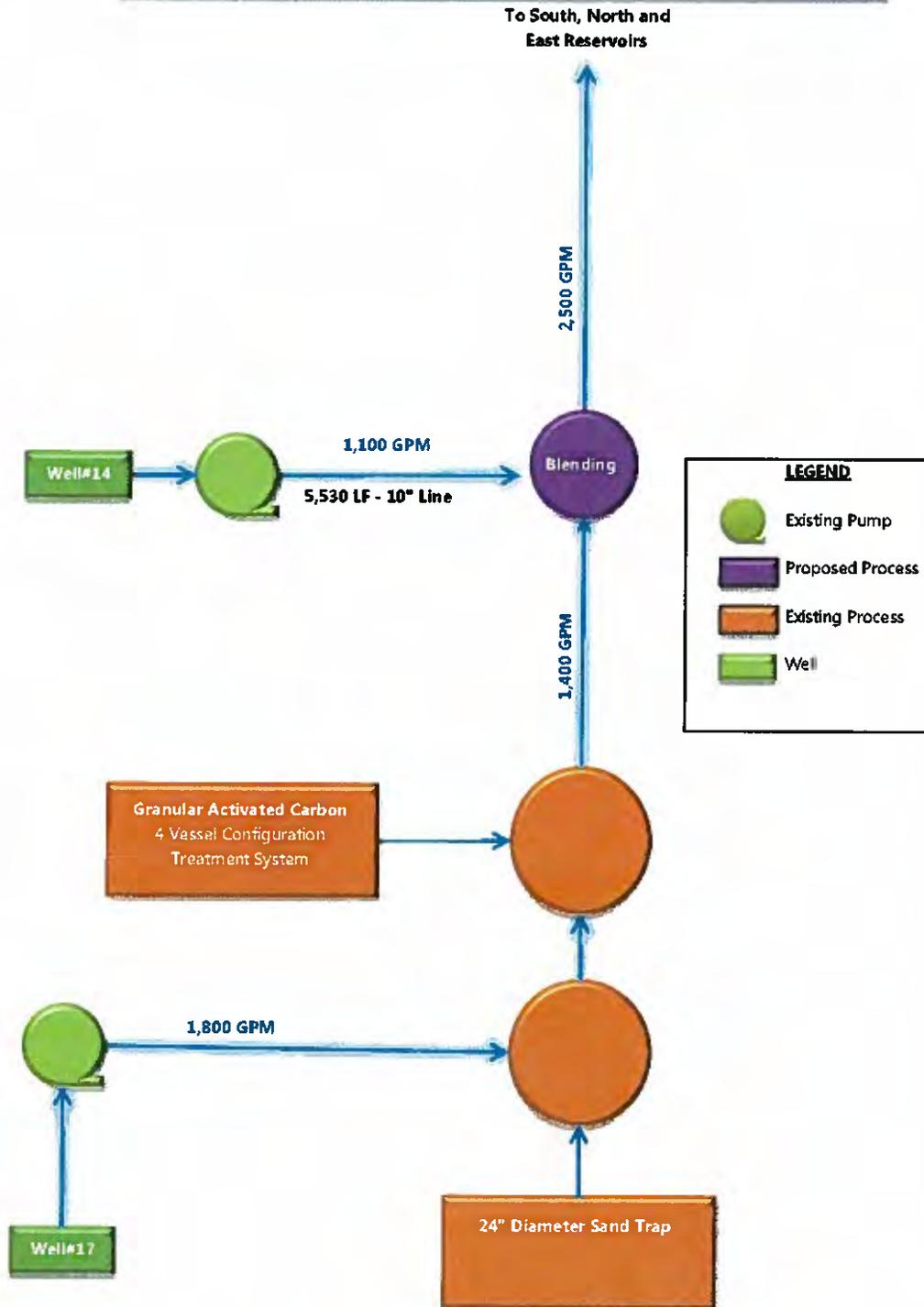
**Table 2: Blending Scenario for Well 17 and Well 14**

Well	Capacity (gpm)	Nitrate as NO <sub>3</sub> (mg/l)	Blend Flow (gpm) <sup>1</sup>	Percent of Capacity (gpm)
Well 14	1,100	2.6	1,100	100%
Well 17	1,800	55	1,400	78%

<sup>1</sup> Multiple blending scenarios possible, maximum supply from Well 14 was assumed for cost estimation purposes. Actual supply should be optimized utilizing well pump and operational settings in the design phase of the project.

A 10-inch blending pipeline from Well 14 to Well 17 would be approximately 5,530 feet in length and would cross several intersections and require one railroad crossing, as shown in Figure 11. A redundant pump would also be added at Well 14 to ensure production would continue at both wells if the existing pump at Well 14 were inoperable. Construction of the blending option is estimated to cost \$2,980,600. The blending line would not have annual expenses for treatment media or produce a treatment waste stream. A cost estimate for Alternative 5 is included in Attachment 5.

Figure 10. Well #17 Blending Line





### 3.0 Summary of Potential Treatment Alternatives

A comparison of the advantages and disadvantages of each treatment system is summarized in Table 3.

Table 3: Comparison of Treatment Alternatives

Alternative	Treatment Features				Good	Poor	
	Life Span	Foot Print (Square Feet)	Construction Difficulty	Reliability	Training / Ease of Operation	Industry Experience	Waste Management
1 – Partial Resin Treatment	30+ Years	530	Prefabricated Filters, pad construction required	Media reliable with regular regeneration	Fewer Treatment Elements	Newer Technology	Acidic Waste
2 – Full Resin Treatment	30+ Years	780	Prefabricated Filters, pad construction required	Media reliable with daily regeneration	Fewer Treatment Elements	Newer Technology	Brine Waste
3 – Autotrophic Reduction	30+ Years	480-960	Prefabricated Skids	Bacterium Survivability	Multiple Treatment Elements	New To Industry	Waste Biomass, Easy Treatment
4 – Partial RO	30+ Years	400	Prefabricated Skid	Media reliable with regular upkeep	Multiple Treatment Elements/ Controls	Newer Technology	Brine Waste
5 – Blending Line	50+ Years	Below Grade	Railroad Crossing	Method reliable with low nitrate levels in blending source	Simple Operation	Pipe Connection	No Waste

The annualized costs for the treatment alternatives are shown in Table 4. Detailed capital cost estimates are included in Attachment 6. Alternative costs per acre-foot of water produced have been provided in Table 5 and are based on 18 hours of well operation per day.

Table 4: Annualized Costs for Treatment Alternatives

Alternative	Estimated Capital Cost <sup>1</sup>	Expected Life Span (years)	Annualized Capital Cost at 5%	Estimated Annual Operation and Maintenance Costs	Total Estimated Annual Cost
1 – Partial Resin Treatment	\$1,268,900	30	\$82,600	\$142,400 <sup>2</sup>	\$225,000
2 – Full Resin Treatment	\$1,126,500	30	\$73,500	\$4,300 /Year – Resin + \$1,095,000 / Year - Salt <sup>3</sup>	\$1,172,800
3 – Autotrophic Reduction	\$4,791,000	30	\$311,600	\$559,000	\$870,600
4 – Partial RO	\$1,034,000	30	\$56,400	\$61,700	\$118,100
5 – Blending Line	\$2,980,600	50	\$163,300	\$60,000	\$223,300

<sup>1</sup> Costs do not include sewer connection and treatment costs for Alternatives 1-4.  
<sup>2</sup> Assumes \$8 per gallon of sodium hydroxide.  
<sup>3</sup> Assumes \$0.60 per pound of salt, with an 8 hour a day operation for one year.

Table 5: Alternative Costs per Acre-foot of Production

Alternative	Annualized Cost	Production Waste (AF)	Yearly Production (AF) <sup>1</sup>	Cost per AF
1 – Partial Resin Treatment	\$225,000	6.0	2,170	\$104
2 – Full Resin Treatment	\$1,172,800	36.4	2,140	\$548
3 – Autotrophic Reduction	\$961,700	2.7	2,170	\$442
4 – Partial RO	\$118,100	181.4	2,000	\$59
5 – Blending Line <sup>2</sup>	\$223,300	N/A	2,180	\$103

<sup>1</sup> Based on an 18 hour operation day. Supporting calculations provided in Attachment 5.  
<sup>2</sup> Only considers Well 17 production, Well 14 production not considered.

In addition to the costs provided in Tables 4 and 5, both partial and full ion exchange alternatives would have costs associated with the treatment on the brine wastewater used in the resin regeneration process. Given the annualized cost and waste streams associated with direct treatment systems, the blending line option, Alternative 5, is the lowest annualized cost alternative.

The main risk associated with Alternative 5 is the potential future contamination of Well 14 as a blending source. Given the \$2,700,000 capital cost associated with the blending line option, it must be ascertained Well 14 is not likely to have nitrate contamination in the near future prior to implementation of the project. If nitrate contamination of Well 14 is a distinct possibility it is recommended the sewer capacity and costs for brine disposal be investigated further. Alternative 4 – Partial RO is the lowest annual cost alternative of the treatment options with a waste stream.

Well profiling was conducted by WRD early in 2016 on Well 17 and Well 14 to verify the presence of any nitrates in either well and to determine if there are zones in the aquifer which can be isolated to prevent nitrates from entering the system. The results of the well profiling, provided as Attachment 6, indicate Well 14 has low concentrations of nitrate (3mg/L as NO<sub>3</sub>) and would be suitable as a blending source for Well 17. The results also indicate Well 14 has the capacity to produce about 1,100 gpm under normal flow conditions. Well 17 profiling results indicate nitrates and carbon tetrachloride are still present in the well at concentrations similar to those listed in Table 1. Contaminants in Well 17 could not be determined to be originating from discrete layers or zones which could be isolated.

The following next steps are recommended:

1. Restore the capacity of Well 17 as described in Section 4.0
2. While the well capacity is being restored, develop a hydraulic model of the City's water system, including the potential blending pipeline from Well 14 to Well 17. The hydraulic model can be used to confirm that utilizing Well 14 for the blending line would not cause pressure losses in the system which would affect available fire flow. The model would also be used to evaluate the water quality effect the blending line would have on the Huntington Park water system. In addition to evaluating the impact the blending line has on public health and safety, the model would also facilitate operational planning associated with the project.
3. Depending on the results of the hydraulic modeling and post well refurbishment testing, pursue installation of a blending pipeline.
4. If hydraulic modeling results or constructability issues eliminate the blending line as an option, pursue onsite treatment of Well 17 based on the treatment technologies identified in this document and as allowable waste streams permit.

#### 4.0 Well Capacity Restoration

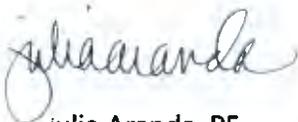
Based on the known reduction on well productivity, the low efficiency result from the 2014 Edison test and the well's history of producing sand, a comprehensive well rehabilitation effort and pump/motor replacement is needed for Well 17.

The following work is recommended:

1. Run a 2-3 hour test on well before removing old pump to establish existing conditions: flow rate, drawdown, and sand production. Discharge arrangements will be needed for this high-volume flow.
2. Remove existing pump.
3. Conduct a video survey of well to assess existing condition of casing, screen and infill at well bottom.
4. Conduct well casing and screen cleaning and refurbishment, including wire brushing, dual air swabbing, air-burst jetting, development, air lifting of infilling sediment at well bottom, and consideration of chemical treatment.
5. Conduct a video survey of well to assess post-refurbishment condition of casing, screen and infill at well bottom.
6. Conduct a flow test: determine new flow rate, drawdown, and sand production characteristics. Discharge arrangements will be needed for this high-volume flow.
7. Determine anticipated well performance criteria and specify new pumping equipment.
8. Provide and install a new pump and motor.

Testing will take two to three weeks, at the conclusion of which a recommendation for a new pump and motor will be provided. The estimated cost is a total of \$300,000 which includes \$250,000 for a contractor and \$50,000 for evaluation of the results by a hydrogeologic consultant.

**MNS Engineers, Inc.**



Julia Aranda, PE  
Principal Engineer





1 maintaining such fund(s) throughout the term of such financing and until the City of  
2 Huntington Park has satisfied its repayment obligation thereunder unless modification  
3 or change is approved in writing by the State Water Resources Control Board. So long  
4 as the financing agreement(s) are outstanding, the City of Huntington Park pledge  
5 hereunder shall constitute a lien in favor of the State Water Resources Control Board  
6 on the foregoing funds(s) and revenue(s) at levels sufficient to meet its obligation  
7 under the financing agreement(s). If for any reason, the said source of revenues  
8 insufficient to satisfy the debt service of the DWSRF obligation, sufficient funds shall  
9 be raised through increased water rates, user charges, or assessments or any other  
10 legal means available to meet the DWSRF obligation and to operate and maintain the  
11 project.

9 **SECTION 5.** The authority granted hereunder shall be deemed retroactive. All  
10 acts authorized hereunder and performed prior to the date of this Resolution are  
11 hereby ratified and affirmed. The State Water Resources Control Board is authorized  
12 to rely upon this Resolution until written notice to the contrary, executed by each of the  
13 undersigned, is received by the State Water Resources Control Board. The State  
14 Water Resources Control Board shall be entitled to act in reliance upon the matters  
15 contained in the formation documents of the City of Huntington Park or in any other  
16 document.

15 **SECTION 6.** This Resolution shall take effect immediately upon its adoption by  
16 the City Council and the City Clerk shall certify to the passage and adoption of this  
17 Resolution and enter it into the book of original Resolutions.

17 **PASSED, APPROVED, AND ADOPTED** this 4<sup>th</sup> day of October 2016.

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Graciela Ortiz, Mayor

21 ATTEST:

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23 \_\_\_\_\_  
24 Donna G. Schwartz, CMC  
City Clerk  
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26  
27  
28



# CITY OF HUNTINGTON PARK

Community Development  
City Council Agenda Report

October 4, 2016

Honorable Mayor and Members of the City Council  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

## **RESOLUTION OF THE CITY COUNCIL SUPPORTING LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (MTA) SPONSORED MEASURE M TO FUND LOCAL TRANSPORTATION IMPROVEMENTS**

### **IT IS RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Resolution No. 2016-47, Supporting the Los Angeles County Metropolitan Transportation Authority (MTA) sponsored Measure M to fund local transportation improvements

### **BACKGROUND**

The MTA Board of Directors approved placing the sales tax ballot measure, titled the Los Angeles County Traffic Improvement Plan, also known as Measure M on the November 8, 2016 ballot. Measure M if passed is projected to ease traffic congestion, expand rail and rapid transit system, repave and repair streets, earthquake retrofit bridges, embrace technology, reduce population, and provide accountability and transparency over a 40 year period. Measure M is expected to generate an estimated \$860 million a year in 2017 dollars.

In response to identified needs, MTA developed an expenditure plan to address the transit project capital and operational needs for the County. This expenditure plan will be the Los Angeles County template for mobility for the next 40 years. Measure M proposes to remove the sunset from Measure R so it may continue in perpetuity or until repealed by the electorate.

### **FISCAL IMPACT/FINANCING**

In general, if Measure M passes, a new half ( $\frac{1}{2}$ ) cent sales tax will go into effect in 2017, generating an estimated \$860 million dollars per year. When the existing Measure R half ( $\frac{1}{2}$ ) cent sales tax expires in 2039, this new measure will increase to one cent. The new sales tax would not expire until voters decide to end it.

**RESOLUTION OF THE CITY COUNCIL SUPPORTING LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (MTA) SPONSORED MEASURE M TO FUND LOCAL TRANSPORTATION IMPROVEMENTS**

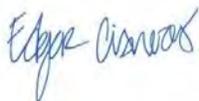
October 4, 2016

Page 2 of 2

**CONCLUSION**

Measure M if passed is projected to ease traffic congestion, expand rail and rapid transit system, repave and repair streets, and make other related improvements to improve the quality of life of the residents of Los Angeles County. Multi-modal projects that would benefit the Gateway Cities unfortunately are not being prioritized and that it is certainly a concern for the City of Huntington Park. However, given the high number of residents of the City that are dependent on public transportation who will ultimately benefit from Measure M funded improvements throughout the entire County, staff recommends consideration of the Resolution supporting Los Angeles County Metropolitan Transportation Authority (MTA) sponsored Measure M, while continuing to express concerns with MTA's current expenditure plan given the totality of the facts and circumstances stated within this report.

Respectfully submitted,



EDGAR P. CISNEROS  
City Manager



MANUEL ACOSTA  
Economic Development Manager

**ATTACHMENT(S)**

- A. Resolution No. 2016-47, Supporting the Los Angeles County Metropolitan Transportation Authority (MTA) Sponsored Measure M to Fund Local Transportation Improvements



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**SECTION 2.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Graciela Ortiz, Mayor

ATTEST:

\_\_\_\_\_  
Donna G. Schwartz, CMC  
City Clerk