



AGENDA

REGULAR MEETING OF THE CARSON RECLAMATION AUTHORITY

“In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk’s office at 310-952-1720 at least 48 hours prior to the meeting.” (Government Code Section 54954.2)

CALL TO ORDER: CARSON RECLAMATION AUTHORITY

ROLL CALL:

CLOSED SESSION: (None)

ORAL COMMUNICATIONS – CLOSED SESSION ITEMS ONLY

ANNOUNCEMENT OF CLOSED SESSION ITEMS

RECESS INTO CLOSED SESSION

RECONVENE: OPEN SESSION

REPORT ON CLOSED SESSION ACTIONS

ORAL COMMUNICATIONS FOR MATTERS LISTED ON THE AGENDA- MEMBERS OF THE PUBLIC (LIMITED TO ONE HOUR)

The public may address the members of the Carson Reclamation Authority on any matters within the jurisdiction of the Carson Reclamation Authority or on any items on the agenda of the Carson Reclamation Authority, other than closed session matters, prior to any action taken on the agenda. Speakers are limited to no more than three minutes, speaking once. Oral communications will be limited to one (1) hour unless extended by order of the Chair with the approval of the Authority Board.

APPROVAL OF MINUTES: (None)_____

CONSENT (Items 1-4)

These items are considered to be routine items of AUTHORITY business and have, therefore, been placed on the CONSENT CALENDAR. If AUTHORITY wishes to discuss any item or items, then such item or items should be removed from the CONSENT CALENDAR. For items remaining on the CONSENT CALENDAR, a single motion to ADOPT the recommended action is in order.

Item No. 1. 2015-784 CONSIDER RESOLUTION NO. 15-05-CRAJPA APPROVING CLAIMS AND DEMANDS IN THE AMOUNT OF \$2,715,077.69

Recommendation: TAKE the following actions:

1. APPROVE RESOLUTION NO. 15-05-CRAJPA, A RESOLUTION OF THE CARSON RECLAMATION AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$\$2,715,077.69.
2. AUTHORIZE the Chairman to execute the Resolution following approval as to form by the City Attorney.

Item No. 2. 2015-757 APPROVAL OF ADDITIONAL CHANGE ORDER REQUESTS FROM TETRA TECH BY THE CARSON RECLAMATION AUTHORITY PURSUANT TO THE TERMS OF A SETTLEMENT AGREEMENT BETWEEN THE SUCCESSOR AGENCY, CARSON MARKETPLACE LLC, THE CITY AND THE CARSON RECLAMATION AUTHORITY

Recommendation: TAKE the following actions:

1. APPROVE the Work Order requests listed below, which have been reviewed and approved by the project manager and the environmental consultant.
2. AMEND the Carson Reclamation Authority Budget for Fiscal Year 2015-2016, adding \$248,416 in additional line items for Work Orders 15 and 18.

Item No. 3. 2015-709 APPROVAL OF PAYMENTS TO THE DEPARTMENT OF TOXIC SUBSTANCES CONTROL FOR COSTS ASSOCIATED WITH OVERSIGHT, REMEDIAL OR REMOVAL ACTION OR OTHER RELATED ACTIVITIES IN THE CAL COMPACT PROJECT OF THE CARSON RECLAMATION AUTHORITY

- Recommendation:** 1. APPROVE the payments to the Department of Toxic Substances Control for costs associated with the oversight, remedial or removal action or other related activities in the Cal Compact project of the Carson Reclamation Authority.
2. AUTHORIZE amendment to the Fiscal Year 2015/16 budget of the Carson Reclamation Authority to cover the cost of the DTSC services by appropriating an additional \$182,114.56 from the unallocated 2015B CSA TARB Bond Proceeds to account no. 78-70-982-965-6004.

Item No. 4 . 2015-780 STATEMENT OF INVESTMENT POLICY FOR THE CARSON RECLAMATION AUTHORITY

Recommendation: APPROVE and ADOPT the amended Statement of Investment Policy

SPECIAL ORDERS OF THE DAY (None)

Public testimony is restricted to three minutes per speaker, speaking once (excepting applicants who are afforded a right of rebuttal, if desired), unless extended by order of the Chair with the approval of the Authority.

DISCUSSION (Item 5)

Item No. 5. 2015-701 NOVEMBER MEETING SCHEDULE DUE TO THE CONDUCT OF THE LOCAL AND MUNICIPAL CONSOLIDATED ELECTIONS ON TUESDAY, NOVEMBER 3, 2015

Recommendation: CONSIDER the meeting schedule for the month of November and PROVIDE direction.

ORAL COMMUNICATIONS FOR MATTERS NOT LISTED ON THE AGENDA - MEMBERS OF THE PUBLIC

The public may at this time address the members of the Carson Reclamation Authority on any matters within the jurisdiction of the Carson Reclamation Authority. No action may be taken on non-agendized items except as authorized by law. Speakers are requested to limit their comments to no more than three minutes each, speaking once.

ORAL COMMUNICATIONS (AUTHORITY MEMBERS)

ANNOUNCEMENT OF UNFINISHED OR CONTINUED CLOSED SESSION ITEMS (AS NECESSARY)

RECESS TO CLOSED SESSION

RECONVENE TO OPEN SESSION

ADJOURNMENT



File #: 2015-784, Version: 1

Report to Carson Reclamation Authority

Tuesday, October 06, 2015

Consent

SUBJECT:

CONSIDER RESOLUTION NO. 15-05-CRAJPA APPROVING CLAIMS AND DEMANDS IN THE AMOUNT OF \$2,715,077.69.

I. SUMMARY

Since May, 2015 the CRA Board has taken a number of actions to move the remediation of the former Cal-Compact Landfill forward and to create systems that allow the review and approval of the work undertaken by the remediation contractor, Tetra Tech, in a fair but transparent manner. Additionally, the CRA and City staff continues to establish the systems of financial controls that ensure transparency to the public about the project expenditures but work within normal business practices of budgeting, contracting and accounts payable that is fair to all of the project's contractors. Like the City, the Housing Authority and Successor Agency, which present warrant registers to City Council for approval, the CRA will now begin presenting invoices ready to pay to the Board for approval.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE RESOLUTION NO. 15-05-CRAJPA, A RESOLUTION OF THE CARSON RECLAMATION AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$2,635,400 AND AUTHORIZING PAYMENT OF \$79,677.69 FOR A TOTAL OF \$2,715,077.69.
2. AUTHORIZE INCREASE IN THE CARSON RECLAMATION AUTHORITY BUDGET FOR FISCAL YEAR 2015/16 TO COVER THE COST OF THE CONTRACTORS POLLUTION LIABILITY INSURANCE IN THE AMOUNT OF \$77,400.

III. ALTERNATIVES

1. TAKE another action the AUTHORITY deems appropriate.

IV. BACKGROUND

Since May, 2015 the CRA Board has taken a number of actions to move the remediation of the former Cal-Compact Landfill project forward and to create systems that allow the review and approval of the work undertaken by the remediation contractor, Tetra Tech, in a fair but transparent manner. Additionally, the CRA and City staff continues to establish the systems of financial controls that ensure transparency to the public about the project expenditures but work within normal business practices of budgeting, contracting and accounts payable that is fair to all of the project's contractors.

In July, the CRA established a review and approval process for the payment of the Tetra Tech invoices, including a review of the Change Orders by the project manager and third party environmental firm, and then a review of the actual invoices before submitting to the CRA board for approval. Tetra Tech is the prime contractor on the remediation.

Going forward, the approval of the Tetra Tech invoices by the Board will be included with a Claims and Demands Resolution, such as the one included with this report, containing all of the invoices of the CRA.

Beyond the Tetra Tech items, there are several items included in this resolution that have already been paid, including the transfer to Cardinal Cavalry, LLC that was authorized pursuant to Section 2 of the Designation, Transfer and Option Agreement ("DTO") between the Authority and Cardinal Cavalry, LLC ("Cardinal"). Under "Stadium Election and Funding of Authority Costs," the Authority was obligated to reimburse Cardinal the \$1,200,000 advance, plus the amount paid by Cardinal of Carry Costs from April 1, 2015 to the Closing Date of the DTO, May 18, 2015. This reimbursement was due upon the close of the Successor Agency Bond Issue, which occurred August 20, 2015.

Additionally, as provided for in item 5 of the May 8, 2015 Letter Agreement by and between Carson Holdings, LLC and Tetra Tech, Inc., agreed to by the Carson Reclamation Authority, the Authority agreed to deposit \$1,358,000 in the EAA Trust Account with Wells Fargo when the Successor Agency bonds were issued. If the deposit was not made by August 30, interest would accrue until the deposit was made. These Trust Account funds remain available for the remediation but were moved to a different pot of money.

The Authority was also required to pay the contractor's pollution liability insurance in

the amount of \$77,400.00. The funds for this cost were not included in the fiscal year 2015/16 budget of the Carson Reclamation Authority. Staff is requesting the Board to approve the appropriation for this cost to be included in account number 78-70-781-965-6030.

Also pursuant to the May 8, 2015 Letter Agreement, Carson Holdings agreed to cover Tetra Tech's costs between the period of April 1, 2015 and May 18, 2015, after which the Authority became responsible for the costs. Over the past several months the three parties have reviewed Tetra Tech's invoices for that period. It was determined that a total of \$25,311.94 was for carrying costs outside the period of April 1 to May 18, 2015. Of this amount, \$11,812.10 was for costs before April 1, 2015, but where Tetra Tech received vendor or subcontractor invoices within the period and considered part of the total carrying costs. The remaining amount of the \$25,311.94 total, or \$13,499.84, is to be paid by Authority as an obligation incurred after May 18, 2015.

The inspection and repair of the backflow device is a normal and required function.

The application fee to the Los Angeles Regional Water Quality Control Board is for the SWPPP activity. The SWPPP work itself was approved as part of Tetra Tech's scope of work.

V. FISCAL IMPACT

The total expenditure in this period is \$2,715,077.69. The Authority budget for fiscal year 2015/16 will be increased by \$77,400, which will come out of the unallocated CSA TARB series 2015-B Bond funds.

VI. EXHIBITS

1. Resolution of the Carson Reclamation Authority ratifying claims and demands.
(pgs. 4-6)

Prepared by: John Raymond, Community Development Director

RESOLUTION NO. 15-05-CRAJPA

RESOLUTION NO. 15-05-CRAJPA, A RESOLUTION OF THE CARSON RECLAMATION AUTHORITY RATIFYING CLAIMS AND DEMANDS IN THE AMOUNT OF \$2,635,400 AND AUTHORIZING PAYMENT OF \$79,677.69 FOR A TOTAL OF \$2,715,077.69

THE CARSON RECLAMATION AUTHORITY DOES HEREBY RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

SECTION I: The following claims and demands have been audited as required by law and are hereby ratified in the amount hereinafter set forth:

| <u>Payee Name</u> | <u>Purpose</u> | <u>Invoice Number /Agreement</u> | <u>Payment Amount</u> |
|---|---|----------------------------------|-----------------------|
| Previously Paid Items for Ratification | | | |
| JLT SPECIALTY INSURANCE SERVICES | Contractor's Pollution Liability Insurance | Invoice #358 | \$ 77,400.00 |
| WELLS FARGO BANK (CARSON RECLAMATION AUTHORITY EAA TRUST ACCOUNT) | Transfer to Trust Account per DTO | Letter Agreement | 1,358,000.00 |
| CARSON HOLDINGS, LLC on behalf of CARDINAL CAVALRY, LLC | Transfer to Cardinal Cavalry per DTO | DTO | 1,200,000.00 |
| Invoices Submitted for Payment | | | |
| AQUA BACKFLOW & CHLORINATION, INC. | Backflow Prevention Assembly Inspection | Invoice #36509 | \$ 200.00 |
| AQUA BACKFLOW & CHLORINATION, INC. | Backflow Prevention Assembly Repair | A2782 | 477.09 |
| TETRA TECH, INC. | Remediation Activities incurred after May 18, 2015 but billed to Carson Holdings, LLC | Letter Agreement | 13,499.84 |
| SCS ENGINEERS, INC. | Environmental Review – July | 0260151 | 14,872.00 |

| | | | |
|--|--------------------------------|--------------------|-----------------|
| SCS ENGINEERS, INC. | Environmental Review – August | 0262961 | 25,515.76 |
| SEG ADVISORS, INC. | Project Management – September | SEG - 2015 - 00025 | 20,000.00 |
| LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD | SWPPP Application Fee | Fee Schedule | 5,113.00 |
| TOTAL | | | \$ 2,715,077.69 |

ON OCTOBER 6, 2015, THE CARSON RECLAMATION AUTHORITY RATIFIED THE ABOVE DEMANDS AND THE CITY TREASURER IS HEREBY DIRECTED TO PAY, OUT OF THE FUNDS NAMED HEREON, TO EACH OF THE CLAIMANTS LISTED ABOVE, THE AMOUNT OF WARRANT APPEARING OPPOSITE THEIR RESPECTIVE NAMES, FOR THE PURPOSE STATED ON THE RESPECTIVE DEMANDS, MAKING A TOTAL OF \$2,715,077.69.

PASSED, APPROVED and ADOPTED this 6TH DAY OF OCTOBER, 2015.

CARSON RECLAMATION AUTHORITY, a
public body

By: _____
Chairman Albert Robles

ATTEST:

Secretary Jim Dear

CERTIFICATION

In accordance with Section 37.202 of the California Government Code, I hereby certify that the above demands are accurate and that funds are available for payment thereof. I certify under penalty of perjury that the foregoing is true and correct.

EXECUTED THE _____ DAY OF
_____ AT CARSON, CALIFORNIA

EXECUTIVE DIRECTOR
JOHN S. RAYMOND



File #: 2015-757, Version: 1

Report to Carson Reclamation Authority

Tuesday, October 06, 2015

Consent

SUBJECT:

APPROVAL OF ADDITIONAL CHANGE ORDER REQUESTS FROM TETRA TECH BY THE CARSON RECLAMATION AUTHORITY PURSUANT TO THE TERMS OF A SETTLEMENT AGREEMENT BETWEEN THE SUCCESSOR AGENCY, CARSON MARKETPLACE LLC, THE CITY AND THE CARSON RECLAMATION AUTHORITY

I. SUMMARY

On July 7, August 4, and September 1, 2015 the Authority took action to approve a number of Change Order Requests from Tetra Tech, and in September began approving invoices for payment under the contract. Invoices under the Tetra Tech contract will now be presented with other invoices on a warrant register, but the approval of change orders (now called Work Orders) will still be by separate action. This action restores two Change Order Requests to the original requested amount, and adds two new Work Order requests based on work negotiated with the CRA staff and consultants.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the Work Order requests listed below, which have been reviewed and approved by the project manager and the environmental consultant.
2. AMEND the Carson Reclamation Authority Budget for Fiscal Year 2015-2016, adding \$248,416 in additional line items for Work Orders 15 and 18.

III. ALTERNATIVES

TAKE another action the Reclamation Authority deems appropriate.

IV. BACKGROUND

On July 7, the Board approved Change Orders 200, 207 and 208 at 85% of the requested

amount, which allowed Tetra Tech to begin work on the various items, while allowing time for the environmental consultant to work with Tetra Tech and the CRA staff to review and refine the work program for these items. On August 4, 2015, Change Orders 201, 202, 203, 204, 205, 206, 209, 211 and 212 were approved at a percent of the requested amount. Change Order Request 210 was an insurance reimbursement and was approved at 100% of the requested amount. These actions allowed Tetra Tech to continue to work on the various items, while allowing additional time for the environmental consultant to work with Tetra Tech and the CRA staff to review and refine the work program for these items.

CRA staff has performed the initial review of the invoices, with assistance from the CRA's environmental consultants, SCS Engineers, to assist in the review of the invoices for areas of cost savings. The invoices were then sent on to the City staff for review and received CRA board approval on September 1, 2015.

CRA staff, the consultants and Tetra Tech are undertaking a comprehensive review of all of the approved CORs and will bring them for modification on November 4, 2015. In the meantime, there are a number of additional tasks the CRA has asked Tetra Tech to perform, and a couple of changes to the previously approved CORs that they requested. As with the others, the invoices will be presented when the work is complete. These changes include:

| Work Order Request | Description | Requested Amount |
|---------------------------|--|-------------------------|
| 15 | Crushing the Remaining Concrete Rubble on Site (about 25,000 tons) for Concrete Miscellaneous Base and for the implementation of the SWPPP measures | \$143,103.00 |
| 18 | Evaluation and design of conceptual implementation plan that would integrate with the potential retail center, the alternative site plan under consideration | \$105,313.00 |

| | | |
|---------|--|---------------------|
| COR 207 | The original approval in July, 2015 for COR 207 (Water Proof Vaults and Close Liner Windows) was for \$47,335. The CRA board initially approved a budget of 85% of that (\$40,235). Currently, it is estimated that about 100% of the \$40,235 has been spent, but Tetra Tech is about 90 % complete. The remaining work is soil backfilling of the excavations around the vaults. Therefore, Tetra Tech requests that the CRA approve the remainder of the original estimated budget (\$7,100) in order to complete the required work. | \$7,100.00 |
| COR 208 | The original budget for COR 208 - Construction Management for the LFG Extraction System was for \$91,490. The CRA board initially approved a budget of 85% of that (\$77,767). Currently, it is estimated that about 90% of the \$77,767 has been spent and there is still two to three weeks of construction work to go. The work is about 80% complete. Tetra Tech requested that the CRA approve the remainder of the original estimated budget (\$13,723) in order to complete the required work. The cost for installing the wells and laterals for this portion of the LFGES is being paid under the trust account budget. | \$13,723.00 |
| | Totals of Work Order Requests 15 and 18, and COR Changes 207 and 208 | \$269,239.00 |

V. FISCAL IMPACT

The amounts for COR 207 and 208 were originally budgeted in the CRA budget. The Work Order Requests 15 and 18 are new expenditures and increase the budget by \$248,416.00.

VI. EXHIBITS

None.

Prepared by: John S. Raymond, CRA Executive Director



File #: 2015-709, Version: 1

Report to Carson Reclamation Authority

Tuesday, October 06, 2015

Consent

SUBJECT:

APPROVAL OF PAYMENTS TO THE DEPARTMENT OF TOXIC SUBSTANCES CONTROL FOR COSTS ASSOCIATED WITH OVERSIGHT, REMEDIAL OR REMOVAL ACTION OR OTHER RELATED ACTIVITIES IN THE CAL COMPACT PROJECT OF THE CARSON RECLAMATION AUTHORITY

I. SUMMARY

The Carson Reclamation Authority (CRA) received a letter dated September 1, 2015, attached as Exhibit No. 1, from the Department of Toxic Substances Control (DTSC). The letter transmitted a summary of activity which details the costs incurred for the oversight, remedial and/or removal action associated with the Cal Compact project of the CRA. For the period April 1, 2015 to June 30, 2015, the CRA is obligated to pay DTSC a total of \$15,640.06. Preliminary estimate of the cost for the 2015/16 fiscal year, including the unpaid obligation, is \$182,114.56. The CRA Board is being requested to approve the payment of the outstanding balance and the future DTSC cost of services, and authorize the appropriation of funds to cover the payment.

II. RECOMMENDATION

1. APPROVE the payments to the Department of Toxic Substances Control for costs associated with the oversight, remedial or removal action or other related activities in the Cal Compact project of the Carson Reclamation Authority.
2. AUTHORIZE amendment to the Fiscal Year 2015/16 budget of the Carson Reclamation Authority to cover the cost of the DTSC services by appropriating an additional \$182,114.56 from the unallocated 2015B CSA TARB Bond Proceeds to account no. 78-70-982-965-6004.

III. ALTERNATIVES

NONE. The Remedial Action Plan that is being implemented under the direction of the DTSC is a regulatory requirement.

IV. BACKGROUND

In October 1995, the DTSC approved a Remedial Action Plan (RAP) for the former Cal-Compact landfill consisting of approximately 157 acres. The Carson Reclamation Authority is now tasked with performing the remediation work and other applicable regulatory requirements required under the RAP. Remediation work includes proper design, construction, installation, operation and maintenance and monitoring of all the remedial systems including the landfill cap, gas extraction and treatment system and groundwater collection and treatment system. The landfill and groundwater beneath the property are in various stages of remediation by Tetra Tech, under the direction of the DTSC. The DTSC is authorized to recover all identifiable costs incurred by the entity. DTSC's cost recovery policies and billing procedures are in accordance with the Health and Safety Code Section 25269.2(b). For this project management services provided by DTSC, the CRA is obligated to pay direct, indirect labor and other related costs.

The CRA received a letter dated September 1, 2015 from the DTSC which transmits the CRA's outstanding accounts payable to DTSC for a total of \$15,640.06. The bill covers the period April to June 2015; hence, the cost is being allocated between the deposit reimbursement account from Cardinal Calvary and the Carson Reclamation Authority. To determine the total cost to be charged to the CRA, an inquiry was posed with the DTSC which disclosed that the estimated cost for DTSC services for FY 2015/16 is \$182,114.56 that includes the outstanding \$15,640.06 invoice. This item of expenditure is not included in the adopted budget of the CRA for the current fiscal year. Funds will be allocated from the available balance of the Series 2015B CSA TARB Bond Proceeds of \$43.182 million. Staff is requesting the CRA board to approve the payment of DTSC invoices and the amendment to the budget. The cost allocation and the budget requirement are shown in the table below.

| DTSC Unpaid Cost of Services and Required Annual Budget | | | |
|---|------------|-------------|---------------|
| Direct Labor | Total | NFL Deposit | CRA |
| April, 2015 | | | |
| May, 2015 | 2,099.24 | 541.74 | 1,557.50 |
| June, 2015 | 4,016.37 | | 4,016.37 |
| Total | 6,115.61 | 541.74 | 5,573.87 |
| Indirect Labor | | | |
| April, 2015 | | | |
| May, 2015 | 3,269.36 | 843.70 | 2,425.65 |
| June, 2015 | 6,255.09 | | 6,255.09 |
| Total | 9,524.45 | 843.70 | 8,680.75 |
| Total Unpaid Invoice | 15,640.06 | 1,385.44 | \$ 14,254.62 |
| Budget Required-15-16 | 183,500.00 | 1,385.44 | \$ 182,114.56 |

V. FISCAL IMPACT

DTSC issues billing notices on a quarterly basis. Pursuant to the Health and Safety Code Section 25360, any unpaid principal balance due to DTSC is subject to interest charges from the date of the invoice. DTSC assesses interest charges 60 calendar days from the date of the invoice and such interest accrues until payment is made. The outstanding invoice from the CRA will accrue interest if not paid by October 31st of 2015. .

If the CRA Board approves staff recommendation, the \$182,114.56 additional appropriation will be posted to account number 78-70-782-965-6004. For the outstanding invoice of \$15,640.06, payment will be coded as follows:

| | |
|----------------------------|--------------------|
| 71-00-999-000-2402-3052603 | \$ 1,385.44 |
| 78-70-782-965-6004 | <u>\$14,254.62</u> |
| Total | <u>\$15,640.06</u> |

VI. EXHIBITS

1. Letter/Invoice from DTSC dated September 1, 2015. (pgs. 4-11)

Prepared by: Trini H. Catbagan, Controller



Department of Toxic Substances Control

Barbara A. Lee, Director
1001 "I" Street
P.O. Box 806
Sacramento, California 95812-0806

Matthew Rodriguez
Secretary for
Environmental Protection

Edmund G. Brown Jr.
Governor

September 01, 2015

ATTN: CHAIR AND SECRETARY
CARSON RECLAMATION AUTHORITY
701 E CARSON ST
CARSON, CA 90745-2224

Project Name: CAL COMPACT CARSON RECLAMATION JPA
Project Code: 401716 (SM)

Dear MR AND MS::

Our records indicate that you are obligated to pay for costs incurred for oversight, remedial or removal action, or other related activities associated with the subject project noted above.

The attached Summary by Activity report details the costs incurred by the Department of Toxic Substances Control (DTSC) in the period April 01, 2015 to June 30, 2015 on the above referenced project.

As disclosed on the attached Invoice, number 15SM0642, new charges totaling \$15,640.06 are due to DTSC.

As shown on the Statement of Account, the total balance due on this project for all billed periods is \$15,640.06.

Please send your check or money order payable to the Department of Toxic Substances Control in U.S. Funds with one copy of the enclosed invoice to:

Department of Toxic Substances Control
Accounting Unit
P.O. Box 806
Sacramento, CA 95812-0806

In accordance with Health and Safety Code section 25269.2, attached is the Summary of Cost Recovery Policies for your information. Future billings will include an updated Summary of Cost Recovery Policies if significant changes in procedures, policy, or law occur.

Please note that a Statement of Account is attached for your information. The Statement of Account is designed to aid in monitoring your account status with DTSC by providing information similar to that which is provided with popular credit card billing statements. If you have questions regarding the Statement of Account, please contact Vinh Le at (916) 322-1313.

Pursuant to Health and Safety Code section 25269.4, the indirect cost rate for the period January 01, 2015 to June 30, 2015, is 155.74 percent of the direct labor costs. This rate is final and will not be subject to retroactive adjustment.

In addition, Assembly Bill 1651, Statutes of 1996, amended Health and Safety Code section 25360 to provide that any unpaid balance due to DTSC will be subject to interest charges from the date of the invoice. To encourage prompt payment of invoices, DTSC will waive interest charges when full payment is received within 60 days of the invoice date. Unpaid amounts outstanding more than 60 days accrue interest from the date of the invoice until payment is received. Late-payment interest charges appear on subsequent billing statements. Partial payment will be applied to the outstanding invoice and interest balances on a pro-rata basis.

The interest rate used in calculating the late-payment interest charge is equal to the same rate of return earned on investment in the Surplus Money Investment Fund (SMIF). For the period July 01, 2015, to September 30, 2015, the SMIF interest rate is 0.283 percent. The rate will be updated every three months and announced in subsequent billing letters. If you are in litigation with DTSC, any late payment interest charge in this bill will be supplanted by interest pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

Thank you for your cooperation in this matter. If you have questions regarding RP determinations, settlement negotiations, or services rendered, please contact your project manager at the address below:

Department of Toxic Substance Control
CLEANUP OPERATIONS (B), SOUTHERN CALIFORNIA
5796 CORPORATE AVE
CYPRESS, CA 90630-4732
(714) 484-5300

**Department of Toxic Substances Control
Cost Recovery and Reimbursement Policy**

November 19, 2013

In General

The Department of Toxic Substances Control's (DTSC) mission is to protect California's people and environment from harmful effects of toxic substances through the restoration of contaminated resources, enforcement, regulation, and pollution prevention. DTSC is authorized to recover all identifiable costs incurred by the Department in fulfilling its mission (i.e., direct costs incurred by DTSC contractors and DTSC staff that are working on site- or project-specific activities). This Cost Recovery and Reimbursement Policy summarizes DTSC's cost recovery policies and billing procedures, as required by Health and Safety Code section 25269.2(b).

Program Specific Indirect Rates

In addition to direct costs incurred by DTSC, DTSC also bills its indirect costs associated with direct staff costs. Such indirect costs are only applied to DTSC direct labor costs and not to DTSC contractor costs or DTSC staff travel costs. DTSC calculates separate indirect cost rates (salary/benefits and general operating costs) for each of its major programs (Cleanup, Hazardous Waste Management, and Pollution Prevention and Green Technology). Because the ratio of direct to indirect costs varies among DTSC's various programs, the indirect cost rates associated with those programs will also vary. Pursuant to Health and Safety Code section 25269.4, the Department calculates and updates its indirect cost rates every six months.

Payment Due Date and Late-Payment Interest

Unless otherwise specified by the applicable cost recovery document (i.e., voluntary cleanup agreement, enforceable order), payments must be postmarked within 30 calendar days of the invoice date. Pursuant to Health and Safety Code section 25360, any unpaid principal balance due to DTSC is subject to interest charges from the date of the invoice. DTSC assesses interest charges 60 calendar days from the date of the invoice and interest on unpaid invoices accrues until payment is received. The interest rate used in calculating the late-payment interest charge is equal to the same rate of return earned on investment in the Surplus Money Investment Fund. The interest rate is specified in the billing letter that accompanies the invoice. The interest rate is updated every three months and identified in subsequent billing letters. If you are in litigation with DTSC, any late payment interest charge in this bill will be supplanted by interest pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 U.S.C. § 9601 et seq.

Payment Type

Submit all payment types with the "Invoice" page marked "Return with Remittance" on the bottom.

Checks or Money Orders: Send your check or money order payable to the "Department of Toxic Substances Control" (in U.S. Funds) and mail to:

Department of Toxic Substances Control
Accounting Unit
P.O.Box 806
Sacramento, CA 95812-0806

Credit Card: Fill out the credit card information section on the "Invoice" page marked "Return with Remittance" and submit the Invoice page to DTSC via fax at (916) 322-0274, via email at accounting@dtsc.ca.gov, or via mail to the address above.

Electronic Funds Transfer: Call (916) 327-8514 or email accounting@dtsc.ca.gov for DTSC's bank information.

Application of Payments Received

Payments are applied to the invoice identified on the remittance "Invoice" page returned by the payee and interest balances, if any, on a pro-rata basis. If the payment is not accompanied by remittance "Invoice" page identifying the invoice to be paid (or other identifying information), then the payment will be applied to the oldest outstanding invoice and interest balances, if any, on a pro-rata basis.



Quarterly Billing Statements

In general, DTSC issues billing packages to billable parties on a quarterly basis according to the following schedule:

| Billing Periods | Approximate Date Invoices Issued |
|--------------------|----------------------------------|
| January - March | Mid-May/Early-June |
| April - June | Mid-August/Early-September |
| July - September | Mid-November/Early-December |
| October - December | Mid-February/Early-March |

Each billing package is accompanied by a billing letter addressed to the billable party, and includes an Invoice, Statement of Account, and Summary by Activity report identifying the names of DTSC staff and the number of hours staff directly charged to each site or project for the billing period.

Cost Documentation

DTSC staff track their work activity in site- or project-specific Daily Logs and submit a monthly time sheet for hours worked. Daily Logs are used as the basis for activity charges and provide additional detail about site-specific work activities. Daily Logs are available for review upon request to the DTSC project manager for the site or project.

Project Costs

At the onset of each new project, DTSC develops a cost estimate for the billable party that includes estimates of all foreseeable DTSC charges (i.e., staff hours that are anticipated to be directly charged to the project and estimated indirect charges) related to the site or project. The estimates are updated and provided to the billable party on an annual basis and as necessary based on site- or project-specific developments. DTSC's policy is to meet with persons liable for costs necessary and appropriate to discuss project work plans, timelines, budget and cost estimates, outputs, and related issues. Such discussions are initiated at the onset of each new project and at the beginning of each new major phase of activity for ongoing projects.

Resolution of Disputed Bills

If you have a dispute regarding the charges or related services appearing on the invoice you received from DTSC, you may file an invoice dispute by notifying DTSC of your dispute in writing within 45 calendar days from the date of the invoice. The invoice dispute notice must identify the name of the site or project, Site Code or Project Code, invoice number, invoice date, charges contested, employee name associated with contested charges, and the amount disputed. The invoice dispute notice also must include a detailed statement of the legal and/or factual basis for the dispute, and the remedy sought.

The invoice dispute notice should be addressed to:

Chief, Collections and Resolution Unit
Department of Toxic Substances Control
P.O. Box 806
Sacramento, CA 95812-0806

A copy of the invoice dispute notice should also be sent to the "Regional Branch Chief" at the address identified at the end of the billing letter.

If you are disputing only a portion of the costs included in the invoice, you should pay for those costs that are not being disputed. Filing a dispute will not stay the imposition of the interest charges for undisputed costs. For additional questions or information regarding filing formal invoice disputes, please call (916) 322-0481.

Other Contact Information

For questions regarding billable party determinations, settlement negotiations, or services rendered, contact your project manager at the number listed on the last page of the billing letter included in this invoice package.

For questions regarding payment methods, contact the Accounting Office at (916) 327-8514 or accounting@dtsc.ca.gov.

For questions regarding indirect rates, interest calculations, application of payments, statements of account, or refunds, contact the Cost Recovery Billing Unit at billing@dtsc.ca.gov.

INVOICE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL (DTSC)
P.O. Box 806
Sacramento, CA 95812-0806

Invoice #15SM0642
09/01/2015
13:49:48

Project Name: CAL COMPACT CARSON RECLAMATION JPA
Project Code: 401716 - SM

| | |
|--|-------------|
| Current Charges (Costs Incurred 04/2015 thru 06/2015) | \$15,640.06 |
| Less Advance Payment Applied to Current Charges | \$0.00 |
| Invoice #15SM0642 Charges | \$15,640.06 |
| Interest Due from Late Payment of Previous Invoices | \$0.00 |

| | |
|--|-------------|
| Total of New Charges | \$15,640.06 |
| <i>(Invoice #15SM0642 Charges and Late Payment Interest)</i> | |

| | |
|--|--------------------|
| Total Due on Project | \$15,640.06 |
| <i>(Includes unpaid invoices and the amount noted above)</i> | |

Agreement Numbers (if applicable):

RETURN WITH REMITTANCE

DEPARTMENT OF TOXIC SUBSTANCES CONTROL (DTSC)
P.O. Box 806
Sacramento, CA 95812-0806

Invoice #15SM0642
09/01/2015
13:49:48

Project Name: CAL COMPACT CARSON RECLAMATION JPA
Project Code: 401716 - SM

| | |
|--|-------------|
| Current Charges (Costs Incurred 04/2015 thru 06/2015) | \$15,640.06 |
| Less Advance Payment Applied to Current Charges | \$0.00 |
| Invoice #15SM0642 Charges | \$15,640.06 |
| Interest Due from Late Payment of Previous Invoices | \$0.00 |

| | |
|---|-------------|
| Total of New Charges (Invoice #15SM0642 Charges and Late Payment Interest) | \$15,640.06 |
|---|-------------|

| | |
|--|--------------------|
| Total Due on Project (Includes unpaid invoices and the amount noted above) | \$15,640.06 |
|--|--------------------|

Agreement Numbers (if applicable):

If paying by EFT, please call (916) 327-8514 or accounting@dtsc.ca.gov for bank information and instructions.
For your protection, DTSC does not accept and will not process credit card information provided via email.

Company Name: _____

Name on Credit Card: _____

Type of Card: American Express Discover Mastercard Visa

Card Number: _____ Expiration Date (Mo/Yr) ____ / ____

Total Being Paid: \$ _____

Signature: _____ Telephone No. () ____ - ____

Please mail the completed payment authorization form to: Accounting Office, Department of Toxic Substances Control, PO Box 806, Sacramento CA 95812-0806 or fax to (916) 322-0274.

Email: _____ By providing your email address, you agree to receive the credit card receipt by email.

Privacy Statement:

The information on this form is requested by the Department of Toxic Substances Control, Accounting Unit. All information is voluntary. The purpose of this information is to verify the authenticity of the credit card you wish to use to pay your invoice. Failure to provide answers to any of the questions may cause your credit card payment request to be denied. For more information or access to this record, please contact the DTSC Accounting office at (916) 327-8514 or you may write to Department of Toxic Substances Control, Accounting Unit, P.O. Box 806, Sacramento, California 95812-0806. Payments will appear as "Toxic Main/US EPA Fees" on your credit card statement.

THIS SECTION FOR DEPARTMENT USE ONLY

Invoice No. _____
CID # _____

Approved

Not Approved

Return with Remittance

9

STATEMENT OF ACCOUNT

DEPARTMENT OF TOXIC SUBSTANCES CONTROL (DTSC)
 P.O. Box 806
 Sacramento, CA 95812-0806

15SM0642
 09/01/2015
 13:49:48

Project Name: CAL COMPACT CARSON RECLAMATION JPA
Project Code: 401716 - SM

ACCOUNT BALANCE SUMMARY

| | | |
|---|-------------|--------------------|
| Beginning Balance: | | \$0.00 |
| Current Charges (04/2015 thru 06/2015): | \$15,640.06 | |
| Advance Applied: | \$0.00 | |
| Invoice #15SM0642 Subtotal | \$15,640.06 | |
| Late Payment Interest | | \$0.00 |
| Payments Received | | \$0.00 |
| Account Adjustments: | | \$0.00 |
| Total due to DTSC: | | \$15,640.06 |

BALANCE SUMMARY BY INVOICE

| Invoice # | Invoice Date | Beginning Balance | Current Charges | Late Pmt Interest | Payments | Account Adjustments | Ending Balance as of 9/1/2015 |
|-----------|--------------|-------------------|-----------------|-------------------|----------|---------------------|-------------------------------|
| 15SM0642 | 9/1/2015 | \$0.00 | \$15,640.06 | \$0.00 | \$0.00 | \$0.00 | \$15,640.06 |
| | | \$0.00 | \$15,640.06 | \$0.00 | \$0.00 | \$0.00 | \$15,640.06 |

ADVANCE PAYMENT/CREDIT BALANCE DETAIL

Due to varying terms and conditions of advance payment agreements, this account balance is reported separately.

| | |
|---|---------------|
| Advance Balance Forward from Project Inception | \$0.00 |
| Advance Credits Applied to Current Period Charges | \$0.00 |
| Remaining Advance Payment/Credit Balance | \$0.00 |

PAYMENTS (Since Last Statement)

No Activity Since Last Statement

ACCOUNT ADJUSTMENTS

No Activity Since Last Statement

SUMMARY BY ACTIVITY

DEPARTMENT OF TOXIC SUBSTANCES CONTROL (DTSC)
 P.O. Box 806
 Sacramento, CA 95812-0806

15SM0642
 09/01/2015
 13:49:48

Project Name: CAL COMPACT CARSON RECLAMATION JPA
Project Number: 401716 - SM

Reporting Period: 04/2015 thru 06/2015

Direct Labor - 2014/2015

PCA - 11018 - PROJECT MANAGEMENT (CLEANUP)

| Name | Title | Adj. | Pay | Hours | Amount |
|---|---------------------------------|------|---------|--------------|-------------------|
| YEMUT E | Supvng Hazardous Substnc Engr I | | 05/2015 | 0.25 | 23.18 |
| ZOGAIB D | Hazardous Substnc Engr | | 05/2015 | 15.50 | 984.36 |
| CHANG N | Sr Hazardous Substnc Engr | | 05/2015 | 10.00 | 807.26 |
| JENG C | Staff Toxicologist-Spec | | 05/2015 | 4.00 | 284.44 |
| YEMUT E | Supvng Hazardous Substnc Engr I | | 06/2015 | 2.75 | 243.40 |
| ZOGAIB D | Hazardous Substnc Engr | | 06/2015 | 48.00 | 2,909.78 |
| CHANG N | Sr Hazardous Substnc Engr | | 06/2015 | 9.00 | 693.52 |
| JENG C | Staff Toxicologist-Spec | | 06/2015 | 2.50 | 169.67 |
| Subtotal for PCA - 11018 | | | | 92.00 | \$6,115.61 |
| ** Direct Labor - 2014/2015 Totals | | | | 92.00 | \$6,115.61 |

Indirect Labor - 2014/2015

| FY | Months | Fund | Overhead Rate | Direct Labor | Overhead Charges |
|---|-----------|-----------|---------------|-------------------|--------------------|
| 2014 | Jan - Jun | TSCA 0557 | 1.5574 | \$6,115.61 | 9,524.45 |
| ** Indirect Labor - 2014/2015 Totals | | | | \$6,115.61 | \$9,524.45 |
| ** Total - 2014/2015 Charges | | | | | \$15,640.06 |
| ** Total Project 401716 Charges | | | | | \$15,640.06 |





File #: 2015-780, Version: 1

Report to Carson Reclamation Authority

Tuesday, October 06, 2015

Consent

SUBJECT:

STATEMENT OF INVESTMENT POLICY FOR THE CARSON RECLAMATION AUTHORITY

I. SUMMARY

The creation of a Statement of Investment Policy for the Carson Reclamation Authority is needed to provide guidelines for Investing Reserve funds of the Carson Reclamation Authority. The Statement of Investment policy is in conformance with California government code section 53600, 6305 and the provisions provided in the Indenture.

II. RECOMMENDATION

APPROVE and ADOPT the amended Statement of Investment Policy

III. ALTERNATIVES

TAKE another action the Carson Reclamation Authority deems appropriate.

IV. BACKGROUND

The Carson Reclamation Authority was established on March 17, 2015. The Statement of Investment Policy for the Carson Reclamation Authority was created to provide a framework on investing Reclamation Authority funds in a manner which will provide the highest investment return with maximum security while meeting the cash flow needs of the Reclamation Authority. This investment policy conforms to State, Federal, Local statutes, and provisions of the indenture.

V. FISCAL IMPACT

None

VI. EXHIBITS

Exhibit No. 1 - Statement of Investment Policy. (pgs. 3 - 9)

Prepared by: Monica Cooper, City Treasurer

CARSON RECLAMATION AUTHORITY

STATEMENT OF INVESTMENT POLICY

I. Introduction

This policy was developed to formalize the CRA Treasurer's intent to implement prudent investment practices and to serve the public's best interest in regard to investment management, fiscal operations and accountability. Revisions to this policy shall be executed when needed through compliance to federal or state mandates and annual review and adoption at a regular meeting by the Carson Reclamation Authority legislative body.

II. Policy Statement

The Carson Reclamation Authority, hereafter referred to as "CRA", through the adoption of this policy shall invest public funds in a manner that will provide maximum security of the principal invested while meeting the cash flow needs of the CRA. There is a subordinate emphasis on providing the highest yield (return) on the principal. Further, the CRA will conform to all applicable Federal, State, and City statutes governing the investment of public funds.

III. Maintain The Public Trust

All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism that is worthy of the public trust.

IV. Delegation of Authority

The CRA Treasurer is the designated investment officer of the CRA and is responsible for investment management decision and activities. The CRA Treasurer shall designate a staff person as a liaison/deputy in the event circumstances require timely action and the CRA Treasurer is not present. No deputy/liaison may engage in an investment transaction except as provided under the terms of the policy and procedures established by the CRA Treasurer and approved by the Carson Reclamation Authority legislative body.

V. Investment Philosophy

The standard of prudence to be used in the investment function shall be the "prudent person" standard and shall be applied in the context of managing the overall portfolio. The CRA will implement a "buy and hold" strategy. The CRA will hold its investments until maturity, unless there is a compelling reason to liquidate the investment prior to maturity.

The CRA will not engage in speculative securities which profit from favorable changes in market prices. “Investments shall be made with judgment and care which persons of prudence, discretion and intelligence would exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. In consideration of an investment, the safety of the capital as well as income is part of the “prudent person” approach. Investment officers acting in accordance with the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

VI. Scope

The scope of this investment policy applies to all financial assets and funds held by the CRA. The CRA Treasurer is authorized to invest the CRA’s funds as prescribe by California Government Code section 53600 and 6505.

VII. Objectives

The investment policy and practices of the CRA Treasurer for the Carson Reclamation Authority are based upon State law and prudent money management. The primary objectives of this policy are in priority order:

SAFETY OF PRINCIPAL: Safety of principal is the foremost objective of the CRA. The investment of funds shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To achieve this goal, diversification is required in the portfolio’s composition. The investment portfolio will be diversified to avoid unreasonable and avoidable risks regarding specific security types and individual financial institutions. With diversification, failure of any one institution would not unduly harm the CRA’s cash flow.

LIQUIDITY: CRA investments must be easily sold with minimal risk of loss of principal or interest. Therefore, the CRA’s investment portfolio will remain sufficiently liquid to enable the CRA to meet operating requirements which might be reasonably anticipated.

YIELD: Return on investment becomes a consideration after the basic requirements of investment safety and liquidity are achieved. The CRA’s investment portfolio shall be designed with the objective of attaining a benchmark rate of return throughout budgetary and economic cycles commensurate with the CRA’s investment risk constraints and the cash flow of the portfolio. The CRA’s investment portfolio is designed to operate on a “buy and hold” premise; due to the safety, liquidity and yield priorities, the basis to be used as a benchmark will be the one-year Treasury bill.

VIII. Authorize Investments

It is the policy of the CRA to diversify its investment portfolio. Invested funds shall be diversified to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer, or specific class of securities. With the exception of U.S. Treasury securities, and authorized pools, no more than 50% of the CRA's total investment portfolio will be invested in a single security type or with a single financial institution. As part of the Treasurer's diversification strategy, investments will be matched with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. The CRA will not invest in securities maturing more than 1 year from the date of purchase.

Investment of CRA funds is governed by the California Government Code Sections 53600 and 6505.5. Within the context of the limitations, the following investments are authorized as further limited herein:

1. United States Treasury Bills 100% Maximum
United States Treasury Bill, Notes and Bonds, or those for which the full faith and credit of the United States are pledged for payment of principal and interest. This investment is both safe and liquid. There is no percentage limitation of the funds that can be invested in this category.

2. Federal Government Obligations 100% Maximum
The CRA may invest in federally sponsored agency securities including obligations issued by the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank Board (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC), the Student Loan Mortgage Administration (SLMA), and the Federal National Mortgage Association (FNMA)). The "prudent investor" rule shall apply for a single agency name, as U.S. Government backing is implied rather than guaranteed. There is no percentage limitation of the funds that can be invested in this category.

3. **Collateralized Time Deposits** (CD) 100% Maximum

The CRA may invest in non-negotiable time deposits collateralized in accordance with Government Code Sections 53651-52 in those banks that meet the requirements for investment in Certificates of Deposit. All investments in time deposits must be issued by a financial institution whose performance has been reliable and whose safety rating meets the standards established by the CRA Treasurer. The City Treasurer will periodically monitor the operating performance of all financial institutions holding CRA time deposits. Financial institutions must provide proof of collateralization by submitting third party trustee reports detailing securities that represent collateralization for CRA accounts on a monthly basis.

Collateralization will be required for certificates of deposit. The CRA chooses to limit collateral to the Government Securities. Collateral will always be held by an independent third party. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the CRA and retained.

4. **Banker's Acceptances** 10% Maximum

The CRA may invest in Bills of exchange or time drafts drawn on and accepted by a commercial bank, otherwise known as banker's acceptances. Banker's acceptances purchased may not exceed seven days to maturity or thirty percent of the market value of the funds and shall be in compliance with Government Code Section 53601(g).

5. **Commercial Paper** 15% Maximum

The CRA may invest in Commercial Paper ranked "P1" by Moody's Investor Services or "A-1+" by Standard and Poor's and issued by a domestic corporation having assets in excess of \$500,000,000 and having an "AA" or better rating on its long term debentures, if any, as provided by Moody's or Standard and Poor's. Purchases of eligible commercial paper may not exceed fifteen (15%) of the market value of the CRA funds nor represent more than ten (10%) from any single issuing corporation. The term to maturity may not exceed seven days.

6. **Local Agency Investment Fund** \$50 Million Per Account

The CRA may invest in the Local Agency Investment Fund (LAIF) as established by the State Treasurer of California for the benefit of local agencies up to the maximum permitted by State law which is \$50 million per account.

7. Money Market Mutual Funds

20% Maximum

The CRA may invest in shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the federal Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.). To be eligible, all funds must be in accordance with the requirements of California Government Code Section 53601 and must comply with other self-imposed restrictions specific in this Investment Policy. However, no more than 10% of the surplus funds may be invested in shares of beneficial interest in any one mutual fund. The fund must have a minimum rating of AAA or AA1 by Moody's and AAA or AA+ by S&P. Money Market Mutual Funds will be made in accordance with California Government Code Section 53601(k) (1).

IX. Unauthorized Investments

Investments not listed in this investment policy are unauthorized. Any State of California legislative action that further restricts allowable maturities, investment types or percentage allocations, will be incorporated into the CRA Investment Policy and supersedes any and all previous applicable language.

X. Safekeeping and Custody

All security transactions, entered into by the CRA shall be conducted on a delivery-versus-payment (DVP) basis. A third party custodian designated by the CRA Treasurer shall hold all required securities. The third party custodian shall be required to issue a safekeeping receipt to the CRA listing the specific instrument, rate, maturity and other pertinent information.

XI. Authorized Financial Dealers and Institutions

CRA shall transact business with financial institutions authorized to provide investment services in the State of California. To further ensure that investments are purchased only through well established, financially sound institutions, A list will be maintained of approved security broker/dealers selected by credit worthiness, adequate capitalization, and an agreement to abide by the conditions set forth in the CRA's Investment Policy.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions will be given a copy of the CRA Investment Policy, and in turn must supply the CRA Treasurer with the following:

- Current audited financial statements
- A copy of the latest FDIC Call Report or FHLBB Report, as appropriate
- Proof of National Association of Security Dealers certification and good standing
- Proof of State or Federal registration or charter, as appropriate
- Completed broker/dealer questionnaire
- Certification of having read CRA's investment policy
- Depository contract

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Treasurer.

XII. Internal Control

The CRA Treasurer shall establish appropriate procedures designed to provide proper control over investments and deposits. On an annual basis these controls will be reviewed in conjunction with the annual audit of the CRA. This review will assure compliance with policies and procedures.

XIII. Ethics and Conflicts of Interest

The CRA Treasurer and Deputy City Treasurer shall avoid any transaction that might impair public confidence in the CRA's ability to govern and manage the investment of public funds in an effective manner. The CRA Treasurer, Deputy City Treasurer or any other official charged with the responsibility of making investment decisions shall have no vested interest in any investment being made involving public funds of the CRA, and shall gain no financial benefit from such investment decisions. All participants in the CRA's investment process shall seek to act responsibly as custodians of the public trust and shall immediately disclose to the Carson Reclamation Authority legislative body any material financial interests in financial institutions that conduct business within their jurisdiction as well as any large personal financial/investment positions that could be related to the performance of the CRA.

XIV. Performance Standards

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

XV. **Reporting**

The CRA Treasurer shall render quarterly investment reports to the Carson Reclamation Authority legislative body. In addition, the Statement of Investment Policy will be provided annually at the beginning of each fiscal year.

The quarterly investment reports shall include:

- The Cost and Market value of the investment
- The classification of the investment
- The name of the institution or entity
- The maturity date
- Percentage of the investment portfolio represented by each investment category.

XVI. **Investment Policy Review**

The investment policy shall be reviewed at least annually to ensure its consistency with the overall objectives of SAFETY, LIQUIDITY and YEILD and its relevance to current law, financial and economic trends and to meet the needs of the Carson Reclamation Authority. The CRA's investment policy shall be adopted by minute resolution by the Carson Reclamation Authority. This policy shall be reviewed annually by the Carson Reclamation Authority legislative body.

Prepared by: Monica Cooper
City of Carson Treasurer



File #: 2015-701, Version: 1

Report to Carson Reclamation Authority

Tuesday, October 06, 2015

Discussion

SUBJECT:

NOVEMBER MEETING SCHEDULE DUE TO THE CONDUCT OF THE LOCAL AND MUNICIPAL CONSOLIDATED ELECTIONS ON TUESDAY, NOVEMBER 3, 2015

I. SUMMARY

This item is presented for the purpose of considering the meeting schedule for the month of November, 2015, due to the conduct of the Local and Municipal Consolidated Elections on Tuesday, November 3, 2015, including the Compton Unified School District for the election of three (3) Governing Board Members and Measure S and will be on the ballot as follows: To make schools modern, safe and inspiring; shall the Compton Unified School District issue \$350,000,000 in bonds at legal rates to reconstruct local schools and facilities, including research libraries, modern classrooms and science labs, media and performing arts centers, technology centers and athletic complexes; improve safety, security, roofing, and plumbing, heating, electrical, and other systems; with mandatory audits, independent citizen oversight, no money for administrator salaries, and all funds staying local?

II. RECOMMENDATION

CONSIDER the meeting schedule for the month of November and **PROVIDE** direction.

III. ALTERNATIVES

Option 1:

Continue with regular meeting schedule of the first Tuesday to be held on Tuesday, November 3.

Option 2:

Tuesday, November 3

No meeting due to Local and Municipal Consolidated Elections.

Wednesday, November 4

Adjourned regular meeting for the Carson Reclamation Authority at 4:00 P.M.

Option 3:

TAKE another action the Reclamation Authority deems appropriate.

IV. BACKGROUND

On April 21, 2015, by unanimous vote, the Reclamation Authority adopted Resolution No. 15-01-CRJPA (Exhibit No. 1) and approved that the regular meetings of the Carson Reclamation Authority shall be held on the first Tuesdays of each month at the hour of 4:00 p.m., in the Helen Kawagoe Council Chambers, Carson City Hall, to coincide with the regular meeting schedule of the Carson City Council.

On September 1, 2015, by unanimous vote, the City Council, Housing Authority, and Successor Agency rescheduled its Tuesday, November 3, 2015, regular meetings to Wednesday, November 4, 2015 (Exhibit No. 2).

Section 2403(A) of the Carson Municipal Code provides, in part, that regular meetings of the City Council shall be held on the first and third Tuesdays of each month at the hour of 5:00 P.M. If any such day is on a holiday, then the meeting shall be held on the next succeeding day which is not a holiday. If any such day is a Statewide election day or a regular or special municipal election day, then the meeting shall be held on the next succeeding day or on any such other day as determined by the City Council (Exhibit No. 3).

V. FISCAL IMPACT

None.

VI. EXHIBITS

1. Resolution No. 15-01-CRJPA, Adopting Bylaws and Fixing the Time and Place for Regular Meetings. (pgs. 3-11)
2. Unofficial Minutes, September 1, 2015, Joint Item No. 24, November Meeting Schedule Due to the Conduct of the Local and Municipal Consolidated Elections on Tuesday, November 3, 2015. (pg. 12)
3. Carson Municipal Code Section 2403(A). (pg. 13)
4. Calendar for the Month of November, 2015. (pg. 14)

Prepared by: Wanda Higaki, Reclamation Authority Secretary

RESOLUTION NO. 15-01 CRJPA

**A RESOLUTION OF THE CARSON RECLAMATION JOINT
POWERS AUTHORITY ADOPTING BYLAWS AND FIXING
THE TIME AND PLACE FOR REGULAR MEETINGS**

WHEREAS, on January 20, 2015, the governing Boards of the Housing Authority and Carson Community Facilities Districts Nos. 2012-1 and 2012-2 ("CFDs") approved each Board's authority to enter into an agreement for the formation of this Carson Reclamation Joint Powers Authority (CRJPA) for the purpose of overseeing, and facilitating the remediation of contaminated properties in the City of Carson; this was achieved pursuant to the Joint Exercise of Powers Act, commencing with section 6500 *et seq.* of the Government Code; and

WHEREAS, the Carson Reclamation Joint Powers Authority will facilitate and fund the environmental study, investigation, remediation and reclamation of any and all contaminated properties in the City, or the acquisition and subsequent reclamation of contaminated properties. These powers include any improvements on property related to environmental clean-up and any negotiations or processing of property reclamation required in connection with the California Department of Toxic Substances Control ("DTSC") or any other State or Federal environmental agency. The Authority's powers may extend beyond mere property remediation to development planning and implementation; and

WHEREAS, the CRJPA now seeks to adopt bylaws to govern its administration and officers, as well as to set the time of future regular CRJPA meetings.

NOW, THEREFORE, BE IT RESOLVED by the Carson Reclamation Joint Powers Authority as follows:

Section 1. Regular Meetings. The regular meetings of the Board shall hereafter be held on the first Tuesday of the month at 4:00 p.m. The place of such meetings is set by the JPA Agreement.

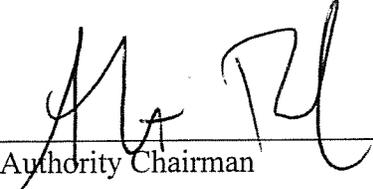
Section 2. First Meeting. The first regular meeting shall be held on the date of May 5, 2015.

Section 3. Adoption of the Bylaws. The Board of Directors of the Carson Reclamation Authority hereby adopts the Bylaws, attached hereto as Exhibit "A", in their entirety.

Section 4. Effective Date. This Resolution shall take effect from and after its passage and adoption.

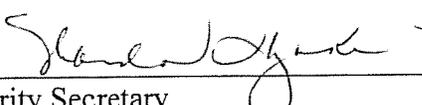


PASSED, APPROVED, and ADOPTED this 21st day of April, 2015.



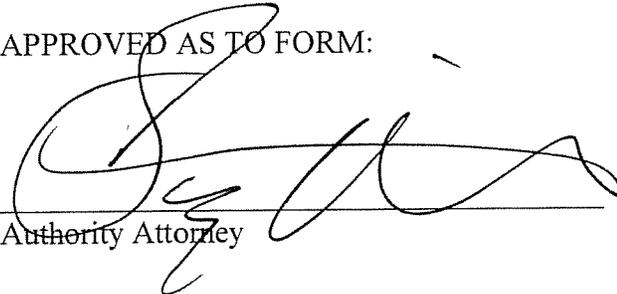
Authority Chairman

ATTEST:



Authority Secretary

APPROVED AS TO FORM:



Authority Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Wanda Higaki, Secretary of the Carson Reclamation Authority, of the City of Carson, California, do hereby certify that the whole number of members of the Carson Reclamation Authority is five; that the foregoing resolution, being Resolution No. 15-01-CRJPA was duly and regularly adopted by said Authority at a regular meeting duly and regularly held on the 21st day of April, 2015, and that the same was passed and adopted by the following vote:

AYES: AUTHORITY BOARD MEMBERS: Robles, Dear, Faletogo, Love, and Santarina
NOES: AUTHORITY BOARD MEMBERS: None
ABSTAIN: AUTHORITY BOARD MEMBERS: None
ABSENT: AUTHORITY BOARD MEMBERS: None



Secretary Wanda Higaki

EXHIBIT "A"
BYLAWS OF THE
CARSON RECLAMATION JOINT POWERS AUTHORITY

ARTICLE I

DEFINITIONS; OFFICES

Section 1.01. Basic Definitions. All capitalized terms used herein shall have the respective meanings given such terms in the Joint Exercise of Powers Agreement, dated as of its date of execution (the "Agreement"), by and between the COMMUNITY FACILITIES DISTRICT NO. 2012-1 OF THE CITY OF CARSON (THE BOULEVARDS AT SOUTH BAY – REMEDIAL SYSTEMS OM&M), a public body formed pursuant to the Mello-Roos Community Facilities Act of 1982, and the COMMUNITY FACILITIES DISTRICT NO. 2012-2 OF THE CITY OF CARSON (THE BOULEVARDS AT SOUTH BAY – CAPITAL IMPROVEMENTS), a public body formed pursuant to the Mello-Roos Community Facilities Act of 1982 (collectively the "Districts"), and the CITY OF CARSON HOUSING AUTHORITY, public entity formed pursuant to Government Code Sections 34200 *et seq.* ("Housing Authority"). The Districts and Housing Authority are herein collectively called the "Members" and each individually a "Member".

These Bylaws are entered into pursuant to the formation of the Carson Reclamation Authority (the "Authority"), which was formed pursuant to that "Joint Powers Agreement" ("Agreement") executed between the Members on February 17, 2015, as amended, and in accordance with Government Code Sections 6500, *et seq.* (the "Joint Powers Law").

Section 1.02. Offices. The principal office of the Authority for the transaction of business shall be 701 E Carson Street, Carson, California 90745. The Board may, however, fix and change from time to time the principal office from one location to another within the City of Carson by noting the change of address in the minutes of the meeting of the Board at which the address was fixed or changed. The fixing or changing of such address shall be processed as an amendment to these Bylaws.

Section 1.03. New Members. New members may be admitted to membership by amendment of the Agreement in accordance with the provisions of the Agreement.

ARTICLE II

BOARD

Section 2.01. Powers. Subject to the limitations of the Agreement, the terms of these Bylaws, and the laws of the State of California, the powers of this Authority shall be vested in and exercised by and its property controlled and its affairs conducted by the Board of the Authority. The Authority may exercise any powers of its Members in carrying out the remediation and rehabilitation of properties within the territory of the City of Carson in accordance with all laws of the State of California. These powers include any improvements on Property related to environmental clean-up and any negotiations or processing of Property



reclamation required in connection with the California Department of Toxic Substances Control (“DTSC”) or any other State or Federal environmental agency. The Authority’s powers may extend beyond mere Property remediation to development planning and implementation. Without limiting the generality of the foregoing, the Authority may exercise all powers provided in State Law which the Housing Authority may exercise on this date or hereafter.

Section 2.02. Number. The Board shall have five (5) members (“Officers”), who shall be appointed or designated as follows:

- a) One appointment by the Chair of the Housing Authority subject to ratification by a majority vote of the Housing Authority Board;
- b) One appointment by the Chair of the Districts’ Board subject to ratification by a majority vote of the Districts’ Board;
- c) One seat on the Board shall be filled by a member of the Carson Planning Commission, which appointment shall be made by the Chair of the Housing Authority subject to ratification by a majority vote of the Housing Authority Board;
- d) One seat on the Board shall be filled by a member of the Carson Environmental Commission, which appointment shall be made by the Chair of the Housing Authority subject to ratification by a majority vote of the Housing Authority;
- e) One seat on the Board shall be filled by either (i) the Chair of the Carson Economic Development Commission, or (ii) the Secretary to the Housing Authority, which appointment shall be made by the Chair of the Housing Authority Board, subject to ratification by a majority vote of the Housing Authority. In the event the Secretary to the Housing Authority is appointed to sit on the Board, the position of Authority Secretary shall pass to the Deputy City Clerk of the City of Carson.

The term for all Officers on the Board shall be for a period of five years. Officers can be earlier removed from the Board via majority vote of the Board, in which case a new appointment shall be made. The initial positions of Chair and Vice Chair shall be appointed by majority vote of the Board. Appointments to Chair and Vice Chair shall be made annually with each Officer of the Board rotating into the seat of Chair and Vice Chair based upon a system of seniority to be adopted by the Board via resolution.

Section 2.03. Chair. The Chair shall preside at all meetings of the Board and exercise and perform such other powers and duties as may be from time to time assigned to him/her by the Board or as prescribed by these Bylaws.

The Chair shall, subject to control by the Board, preside at all meetings of the Board. He or she shall be *ex officio* member of all standing committees, if any, and shall have the general powers and duties of management usually vested in the office of Chair of a public corporation and shall have such other powers and duties as may be prescribed by the Board or by these Bylaws.

Section 2.04. Vice Chair. In the absence or disability of the Chair, the Vice Chair shall perform all the duties of the Chair and when so acting shall have all the powers of and be



subject to all of the restrictions upon the Chair. The Vice Chair shall have such other powers and perform such other duties as may from time to time be prescribed, respectively, by the Board or by these Bylaws.

Section 2.05. Compensation. Officers shall serve without compensation but each Officer may be reimbursed his/her necessary and actual expenses, including travel incident to his services as Officer, pursuant to resolution of the Board. Any Officer of the Board may elect, however, to decline said reimbursement.

Section 2.06. Regular Meetings. Regular meetings of the Board shall be held in the City Council Chambers of the Authority's principle office at such recurring date and time as set by the Board by resolution; if any day so fixed falls upon a legal holiday, then, upon the next succeeding business day at the same hour. No notice of any regular meeting of the Board need be given to the Board Officers. The Board may, however, fix and change from time to time the regular meeting time to another by noting the change of time in the minutes of the meeting of the Board at which the address was fixed or changed. The fixing or changing of such time shall be processed as an amendment to these Bylaws.

Section 2.07. Special Meetings. A special meeting may be called and held at any time in accordance with the Ralph M. Brown Act, constituting Chapter 9 of Part 1 of Division 2 of Title 5 of the California Government Code ("Brown Act").

Section 2.08. Public Meetings; Notice of Meetings. All proceedings of the Board shall be subject to the provisions of the Brown Act, and notice of the meetings of the Authority shall be given in accordance with the Brown Act.

Section 2.09. Consent to Meetings. The transactions of the Board at any meeting however called and noticed or wherever held, shall be as valid as though done at a meeting duly held after call and notice if a quorum is present and if either before or after the meeting each Board Officer not present signs a written waiver of notice or a consent to the holding of such meeting or approval of the minutes thereof. All such waivers, consents or approvals shall be filed with the corporate records and made a part of the minutes of the meeting.

Section 2.10. Quorum. A quorum shall consist of a majority of the Officers of the Board unless a greater number is expressly required by statute, by the Agreement, or by these Bylaws. Every act or decision done or made by a majority of the Officers present at a meeting duly held at which a quorum is present, shall be the act of the Board, unless a higher vote threshold is specified by statute, by the Agreement, or by these Bylaws.

Section 2.11. Order of Business. The order of business at the regular meeting of the Board and, so far as possible, at all other meetings of the Board, shall be essentially as follows, or conducted in the form business is conducted by the Housing Authority of the City:

- (a) Report on the number of Officers present in person or by proxy in order to determine the existence of a quorum.



- (b) Reading of the notice of the meeting and proof of the delivery or mailing thereof, or the waiver or waivers of notice of the meeting then filed, as the case may be.
- (c) Reading of unapproved minutes of previous meetings of the Board and the taking of action with respect to approval thereof.
- (d) Presentation and consideration of reports of Authority staff and committees.
- (e) Unfinished business.
- (f) New business or future agenda items.
- (g) Adjournment.

Notwithstanding the foregoing, the Authority may by resolution revise its order of business. Roberts Rules of Order shall apply to the deliberations of the legislative body.

Section 2.12. Nonliability for Debts. The private property of the Officers shall be exempt from execution or other liability for any debts, liabilities or obligations of the Authority and no Officer shall be liable or responsible for any debts, liabilities or obligations of the Authority. All of the privileges and immunities from liability, exemption from laws, ordinances, and rules, all pension, relief, disability, workmen's compensation, and other benefits which apply to the activity of Officers, agents, or employees of the Authority when performing their respective functions within the territorial limits of a Member shall apply to them to the same degree and extent while engaged in the performance of any of their functions and duties under the provisions of the Agreement Chapter 5 of Title 1 of Division 7 of the California Government Code, commencing with Section 6500. However, none of the Officers, agents or employees of the Authority shall be deemed to be employed by any of the Members or to be subject to any of the requirements of such Members by reason of their employment by the Authority.

ARTICLE III

AUTHORITY ADMINISTRATION

Section 3.01. Administrative Directors. The Authority's managing administrative staff ("Directors") shall be an Executive Director, a Treasurer, a Secretary, and a General Counsel, which positions shall be filled as follows:

- a) The Executive Director of the Housing Authority shall serve as Executive Director of the Board. Such Executive Director shall have full authority and responsibility to implement the purposes and objectives of the Authority, subject only to the general authority of the Board, and specific definition of duties, responsibilities and compensation by a contract approved by the Board. The duties of the Executive Director may be delegated by the Executive Director to subordinate employees or performed through contractual services;
- b) The Treasurer shall be appointed by the Board from either a director, manager, or employee of a Member agency to hold the office of Treasurer/Auditor for the Authority, which appointment shall consider the accounting and financial experience, expertise and knowledge of the proposed appointee to



Treasurer/Auditor. Alternatively, the Board may approve a professional services contract with a certified public accountant to fulfill the Treasurer/Auditor functions. Such person or persons shall possess the powers and duties of, and shall perform all Treasurer/Auditor functions for the Authority, including those required or authorized by California Government Code Sections 6505, 6505.5, and 6505.6. The Treasurer/Auditor is the depository and has custody of all of the money of the Authority. The Treasurer/Auditor is also responsible for receipt and disbursement of said money, payment of all warrants and obligations of the Authority, and financial reporting on at least a quarterly basis to the Authority and its Members.

- c) The Secretary of the Housing Authority, or his or her designee, shall serve as the Secretary of the Board, except that in the event the Secretary to the Housing Authority is appointed to sit on the Board, then the position of Authority Secretary shall pass to the Deputy City Clerk of the City of Carson.
- d) General Counsel to the Housing Authority shall serve as the Authority's General Counsel. The Board, by resolution, may appoint such other legal counsel as the Board so desires.

When the duties do not conflict, one person may hold more than one of these positions. The Board may appoint such assistants to act in the place of the Directors (other than the Executive Director) as the Board shall from time to time deem appropriate.

Section 3.02. Subordinate Officers. The Board may elect or authorize the appointment of such further employees, consultants, or staff in addition to those hereinabove mentioned as the business of the Authority may require, each of whom shall hold office for such period, have such authority and perform such duties as are provided in these Bylaws, or as the Board from time to time may authorize or determine by resolution.

Section 3.03. Removal of Directors. Any Director may be removed, either with or without cause, by a majority of the Board at any regular or special meeting of the Authority, or, except in the case of a Director or other employee, consultant or staff member chosen directly by the Board, by any Directors upon whom such power of removal may be conferred by the Board. Should a vacancy occur in any office as a result of death, resignation, removal, disqualification or any other cause, the Board may delegate the powers and duties of such office to any other Directors until such time as a successor for said office has been filled.

Section 3.04. Executive Director. The Executive Director shall perform such functions as are customary in the exercise of such a position, and as may be more specifically provided by the Board from time to time. The Executive Director shall have charge of the day-to-day administration of the Authority, all other Directors, and Authority staff, and shall execute the directives of the Board. The Executive Director may sign all contracts on behalf of the Authority that do not exceed a monetary expenditure, or assumption of potential liabilities, exceeding such amount as may be provided by resolution of the Board.

Unless provided otherwise under applicable law, the Chair or the Executive Director of the Authority shall also be an authorized signatory on any bonds and/or contracts of the Authority.



Section 3.05. Secretary. The Secretary shall keep or cause to be kept a book of minutes at the principal office or at such other place as the Board may order, of all meetings of the Board, with the time and place of holding, whether regular or special, and if special, how authorized, the notice thereof given, the names of those present at Board meetings and the proceedings thereof. The Secretary shall give or cause to be given notice of all meetings of the Board of the Authority, shall keep the corporate records' in safe custody any shall have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws.

Section 3.08. Treasurer. Pursuant to Section 6505.5 of the Joint Powers Law, the Treasurer is the chief financial officer of the Authority and, as such, shall perform the functions set forth in Section 6505.5 of the Joint Powers Law. Pursuant to Section 6505.1 of the Joint Powers Law, the Treasurer shall have charge of, handle and have access to all accounts, funds and money of the Authority and all records of the Authority relating thereto. As Treasurer of the Authority, the Treasurer has custody of all of the accounts, funds and money of the Authority from whatever source.

The Treasurer shall draw warrants to pay demands against the Authority when the demands have been approved by the Board and shall assure that there is strict accountability of all funds and reporting of all receipts and disbursements of the Authority.

In the event, but only in the event, that the Treasurer holds moneys for the account of the Authority or the Members thereto, the Treasurer shall verify and report in writing at least quarterly to the Board and the Members the amount of money so held, the amount of receipts since the last such report, and the amount paid out since the last such report.

Section 3.09. Audits. Pursuant to Section 6505.5 of the Joint Powers Law, the Treasurer shall ensure performance of the functions of the auditor of the Authority, as such functions are set forth in Section 6505.5 of the Joint Powers Law. If the Treasurer is not qualified to perform such audit functions as required by the Joint Powers Law, then the Treasurer shall have the power and authority, with Board approval, to retain the services of a certified public accountant via professional services agreement.

The records and accounts of the Authority shall be audited annually by an independent certified public accountant. All audit costs will be born by the Authority. These reports shall be filed within 12 months after the end of the fiscal year under audit with each Member and also with the Los Angeles County auditor, and shall be sent to any public agency or person in California that submits a written request to the Authority.

ARTICLE IV

GENERAL PROVISIONS

Section 5.01. Payment of Money, Signatures. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the Authority and any and all securities owned by or held by the Authority requiring signature for transfer shall be signed or endorsed by (i) the Treasurer, and (ii) either the Board Chair or



Executive Director, as applicable under Section 3.04 or 5.02 of these Bylaws, or other applicable provisions of the Agreement.

Section 5.02. Execution of Contracts. Unless provided otherwise under applicable law, the Executive Director or the Chair shall also be an authorized signatory on any bonds and/or contracts of the Authority.

The Board, except as stated in the Agreement or in the Bylaws otherwise provided, may authorize by resolution any Director, employee, agent or agents, to enter into any contract or execute any contract or execute any instrument in the name of and on behalf of the Authority and such authorization may be general or confined to specific instances and unless so authorized by the Board, no Director, employee, agent or employee shall have any power or authority to bind the Authority by any contract or engagement or to pledge its credit or to render it liable for any purpose or in any amount.

Section 5.03. Fiscal Year. The fiscal year(s) of the Authority shall be July 1 through June 30 of each year.

Section 5.04. Amendment of Bylaws. These Bylaws may be amended at any time and from time to time by majority vote of the Board.

Section 5.05. Conflicts. In the event that there is a conflict between these Bylaws and the Agreement, the terms of the Agreement shall control.

Chair

ATTEST:

Secretary



**ITEM NO. 24 NOVEMBER MEETING SCHEDULE DUE TO THE CONDUCT
OF THE LOCAL AND MUNICIPAL CONSOLIDATED
ELECTIONS ON TUESDAY, NOVEMBER 3, 2015**

**THIS IS A JOINT AGENDA ITEM WITH THE HOUSING AUTHORITY
AND SUCCESSOR AGENCY**

RECOMMENDATION for the City Council/Housing Authority/Successor Agency:

CONSIDER the meeting schedule for the month of November and PROVIDE
direction.

ACTION: Item No. 24 was approved on the Discussion Calendar on motion of
Santarina, seconded by Davis-Holmes and unanimously carried by the following vote:

Ayes: Mayor/Agency Chairman/Authority Chairman Robles, Mayor Pro
Tem/Agency Vice Chairman/Authority Vice Chairman Santarina, Council
Member/Agency Member/Authority Commissioner Davis-Holmes,
Council Member/Agency Member/Authority Commissioner Hilton, and
Council Member/Agency Member/Authority Commissioner Gause

Noes: None

Abstain: None

Absent: None



CHAPTER 4

CITY OFFICES – COUNCIL CHAMBERS – MEETINGS

Sections:

- § 2400 Council Chambers.
- § 2401 City Offices.
- § 2402 City Offices – Hours.
- § 2403 Council Meetings.
- § 2404 Presenting Matters to Council – Agendas.
- § 2405 Order of Business.
- § 2406 Presiding Officer.
- § 2407 Duties of Presiding Officer.
- § 2408 Quorum.
- § 2409 Rules of Debate and Procedure.
- § 2410 Addressing the Council.
- § 2411 Addressing Council After Motion Is Made.
- § 2412 Manner of Addressing Council.
- § 2413 Decorum.
- § 2414 Voting Required – Disqualification.
- § 2415 Roll Call Vote.
- § 2416 Councilmembers to Avoid Improper Consideration of Pending or Contemplated Matters.
- § 2417 Preparation and Introduction of Ordinances, Resolutions and Other Matters.
- § 2418 Robert’s Rules of Order.
- § 2450 Code of Ethics.



§ 2400 Council Chambers.

The Council Chambers of the City Council of the City of Carson shall be located at 701 East Carson Street. Meetings of the City Council shall be held in the Council Chambers, except that meetings, after commencement in said Council Chambers, may be recessed by majority vote of the Council and public announcement then and there given to continue at a specified place within the City limits when necessary or convenient for the transaction of Council business; provided, that any such meeting shall be concluded, or any adjournment ordered, in said Council Chambers. (Ord. 2, § 2400; Ord. 14, § 1; Ord. 69-63, § 1; Ord. 76-376U, § 1)

§ 2401 City Offices.

The offices of all agencies, departments, officers and employees of the City shall be located at 701 East Carson Street in the City of Carson. The location of City offices may be changed by resolution of the City Council or by amendment of this Section. (Ord. 2, § 2401; Ord. 41, § 1; Ord. 69-105, § 1; Ord. 69-108, § 1; Ord. 76-367U, § 1)

§ 2402 City Offices – Hours.

The City offices of the City of Carson shall be closed on all official State holidays as listed in Section 6700 of the California Government Code. Said City offices shall be open to the public for business on all other days of the year except Fridays, Saturdays, and any other days established by Resolution of the City Council. The City office hours shall be from 7:00 a.m. to 6:00 p.m. (Ord. 2, § 2402; Ord. 69-108, § 2; Ord. 90-930, § 1; Ord. 91-960U, § 1; Ord. 91-960, § 1)

§ 2403 Council Meetings.

A. Regular Meetings. Regular meetings of the City Council shall be held on the first and third Tuesdays of each month at the hour of 5:00 p.m. If any such day is on a holiday, then the meeting shall be held on the next succeeding day which is not a holiday. If any such day is a Statewide election day or a regular or special municipal election day, then the meeting shall be held on the next succeeding day or on such other day as determined by the City Council. At the second regular meeting in March of each even-numbered year, the Council shall organize and select a Mayor Pro Tempore. In odd-numbered years, the Council shall organize and select a Mayor Pro Tempore at the meeting at which the declaration of its regular election results is made immediately following the installation of officers in accordance with Government Code Section 36801.

B. Special Meetings. The Council shall hold special meetings when called by order of the Mayor, or in the absence of the Mayor by the Mayor Pro Tempore, or by a majority of the Council. All meetings shall be in the Council Chambers or the adjacent Council Conference Room in the City Hall unless otherwise determined by the Council; any other place of meeting shall be shown in the notice of meeting.

C. Closed Sessions. Closed sessions held pursuant to law shall be subject to the provisions of CMC



NOVEMBER

SUN MON TUES WED THUR FRI SAT

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| 1 305 Fall Back | 2 306 | 3 307 Consolidated Elections | 4 308 | 5 309 | 6 310 | 7 311 |
| 8 312 | 9 313 | 10 314 | 11 315 Veteran's Day | 12 316 | 13 317 | 14 318 |
| 15 319 | 16 320 | 17 321 | 18 322 | 19 323 | 20 324 | 21 325 |
| 22 326 | 23 327 | 24 328 | 25 329 | 26 330 Thanksgiving Day | 27 331 | 28 332 |
| 29 333 | 30 334 | | | | | |

