

CITY OF HUNTINGTON PARK

City Council Regular Meeting Agenda Monday, July 6, 2015

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

Karina Macias
Mayor

Graciela Ortiz
Vice Mayor



Valentin Palos Amezcua
Council Member

Jhonny Pineda
Council Member

Marilyn Sanabria
Council Member

All agenda items and reports are available for review in the City Clerk's Office and 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 PAGERS, 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 the meeting.

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

PLEDGE OF ALLEGIANCE

Alina Ambriz, student at Wisdom Elementary

INVOCATION

PRESENTATIONS AND ANNOUNCEMENTS

“Certificate of Recognition” Presented to Senior Officer/Detective Joe Settles for his Investigative Work

Presentation from Senator Lara’s Office to City of Huntington Park Employees for their Participation in the American Cancer Society’s “2015 Southeast Cities Relay for Life” Event

“Certificate of Recognition” Presented to Reverend Troy Perry, Metropolitan Community Church for his Early Stand on Equal Rights for Same Gender Marriages

Presentation to City of Huntington Park by Manuel Acosta, Economic Development Manager an “Award of Merit-Urban Design” from American Planning Association

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.***

STAFF RESPONSE

RECESS TO CLOSED SESSION

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9 paragraph (2) of subdivision (d)
Significant exposure to litigation – [one potential matter]
2. PUBLIC EMPLOYEE RELEASE – Government Code Section 54957

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 Minutes of the following City Council Meeting:

1-1 Regular City Council Meeting held Monday, June 15, 2015

COMMUNITY DEVELOPMENT

2. Approval of Programmatic Agreement between the City of Huntington Park (City) and the California State Historic Preservation Officer (SHPO)

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the Programmatic Agreement (PA) between the City of Huntington Park and The California State Historic Preservation Officer (SHPO), regarding the rehabilitation of historic properties affected by use of funds from Department of Housing and Urban Development (HUD); and
2. Authorize the Interim City Manager to execute agreement.

FINANCE

3. Approve Accounts Payable and Payroll Warrants dated July 6, 2015

POLICE

4. Approve Road Closure for the 2015 Police Departments 18th Annual National Night Out – Tuesday, August 4, 2015

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the road closure along Miles Avenue from Saturn Avenue to Gage Avenue, and along Zoe Avenue from Templeton Street to Miles Avenue on August 4, 2015.

END OF CONSENT CALENDAR

REGULAR AGENDA

FINANCE

5. **Presentations from Auditing Firms under Consideration:**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Receive presentations from the three audit firms who have been determined to be in the competitive range in selection process for the City's independent financial auditor:

Moss Levy & Hartzheim, LLP
Rogers, Anderson, Malody & Scott, LLP
The Pun Group, LLP

CITY CLERK

6. **Designation of Voting Delegate and Alternates for the League of California Cities Annual Conference, September 30 - October 2, 2015, San Jose, California**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Appoint a voting delegate and two (2) alternates to represent the City at the 2015 League of California Cities Annual Conference business meeting.

CITY MANAGER

7. **Approve Termination of Professional Services Agreement with Michael Chee for Services related to Public Communication Support**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve termination of agreement with Michael Chee; and
2. Authorize the Interim City Manager to issue a Notice of Termination to the consultant.

COMMUNITY DEVELOPMENT

8. **Appointment of Oversight Board Members of the Successor Agency for the Community Development Commission of the City of Huntington Park**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Appoint two new members to the Oversight Board to represent the City of Huntington Park

PARKS AND RECREATION

9. City Property and Facility Use Fee Waiver Policy

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Review and provide recommendations for proposed City Property and Facility Use Fee Waiver Policy;
2. Approve City Property and Facility Use Fee Waiver Policy.

DEPARTMENTAL REPORTS (Information only)

WRITTEN COMMUNICATIONS

COUNCIL COMMUNICATIONS

Council Member Valentin Palos Amezquita

Council Member Jhonny Pineda

Council Member Marilyn Sanabria

Vice Mayor Graciela Ortiz

Mayor Karina Macias

ADJOURNMENT

The City of Huntington Park City Council will adjourn in memory of Ana Haney, Communities for a Better Environment volunteer and longtime resident, to a Regular City Council Meeting on Monday July 20, 2015, 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 at City of Huntington Park City Hall and made available at www.hpca.gov on the 2nd of July, 2015.



Donna G. Schwartz, CMC
City Clerk

CITY OF HUNTINGTON PARK

City Council Meeting Agenda Monday, July 6, 2015

CITY CLERK

Item 1

Approve Minutes of the June 15, 2015 City Council Meeting:

Item Available Monday, July 6, 2015



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

July 6, 2015

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:

APPROVAL OF PROGRAMMATIC AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK (CITY) AND THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER (SHPO)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the Programmatic Agreement (PA) between the City of Huntington Park and The California State Historic Preservation Officer (SHPO), regarding the rehabilitation of historic properties affected by use of funds from Department of Housing and Urban Development (HUD); and
2. Authorize the Interim City Manager to execute agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

It has been recommended by our Grant Consultants and our HUD CPD Representative to consider executing a Programmatic Agreement (PA) with the California State Historic Preservation Officer (SHPO) to expedite the environmental review process required for certain federally assisted activities. As a "Responsible Entity" under federal environmental regulations (24 CFR Part 58), the City assumes the responsibility for environmental review, decision-making, and action that would otherwise apply to HUD. In this capacity, the City must prepare an environmental review record prior to the commitment of federal funds (e.g., HOME and CDBG) for an activity. For activities that include acquisition, rehabilitation and construction of housing and public improvements the level of environmental review requires the City to consult with various federal laws and authorities potentially affected by the City's project. This includes consultation with the California SHPO, which often is a protracted process delaying completion of the environmental review for a project.

APPROVAL OF PROGRAMMATIC AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK (CITY) AND THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER (SHPO)

July 6, 2015

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contractually committing or expending HUD or non-HUD funds for a federally assisted project.

CONCLUSION

Approve the attached Programmatic Agreement between the City and SHPO and authorize the City Manager to execute the Agreement.

Respectfully submitted,



John A. Ornelas
Interim City Manager



Manuel Acosta
Economic Development Manager

ATTACHMENTS

- A. Programmatic Agreement

ATTACHMENT "A"

PROGRAMMATIC AGREEMENT (PA)
BETWEEN
THE CITY OF HUNTINGTON PARK AND
THE CALIFORNIA STATE HISTORIC PRESERVATION OFFICER,
REGARDING THE REHABILITATION OF HISTORIC PROPERTIES AFFECTED BY
USE OF REVENUE FROM THE DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT PART 58 PROGRAMS

WHEREAS, the City of Huntington Park (City), a “Responsible Entity” under 24 CFR Part 58, proposes to administer and fund projects and programs in Huntington Park, California with monies from the Community Development Block Grant program (CDBG); the HOME program; the Lead-Based Paint Hazard Control Grant; and any other U.S. Department of Housing and Urban Development (HUD) programs delegated to the City pursuant to 24 CFR Part 58 or any other pertinent HUD regulations; and

WHEREAS, the City sponsors several rehabilitation programs with HOME funding: The Residential Rehabilitation Program (comprehensive rehabilitation of single-family dwelling owned and occupied by low-income homeowners) and the Rental Acquisition-Rehabilitation Program (gap finance purchase and repair of five to ten unit apartment buildings). Additionally, the City funds with CDBG funding the Commercial Rehabilitation Program (façade improvements and code correction and with Lead-Based Paint Hazard Control Grant (Lead Hazard Remediation Program). Additionally, other such delegated programs which may be added from time to time by HUD; and

WHEREAS, the City has determined that the implementation of these Programs may have an effect on properties included in or eligible for inclusion in the National Register of Historic Places (Historic Properties) and has consulted with the California State Historic Preservation Officer (SHPO) pursuant to Section 800.14(b) of the regulations, 36 C.F.R. Part 800, implementing Section 106 of the National Historic Preservation Act (16 U.S.C. 470f) (Act); and

WHEREAS, the City will conduct outreach and actively seek and request the comments and participation of Indian tribes that attach religious and cultural significance to historic properties that may be affected by Undertakings funded under the terms of this Agreement; and

WHEREAS, pursuant to the Advisory Council on Historic Preservation's (ACHP) Section 106 Regulations, the City has considered the nature of the Programs and their potential effects on historic properties and has taken steps to involve individuals, organizations and entities likely to be affected by the Programs; and

WHEREAS, pursuant to ACHP Section 106 Regulations, the City has arranged for public participation appropriate to the subject matter and scope of the Programmatic Agreement (PA) by providing notice to the public about the Programs and including them in the consultation process; and

WHEREAS, the goals and objectives of this PA are to (1) provide a coordinated, clear and efficient process for implementation of Section 106, (2) identify and protect historic properties while facilitating the rehabilitation of existing homes, rental apartment buildings, as well as commercial-retail buildings, (3) provide an orderly process for the resolution of conflicts, consideration of feasible alternatives and appropriate mitigation, and (4) provide for public participation in the local implementation of Section 106; and

NOW, THEREFORE, the City and the California SHPO agree that the Programs shall be administered in accordance with the following stipulations to satisfy the City's Section 106 responsibilities for all individual undertakings of the Programs.

STIPULATIONS

The City of Huntington Park will ensure that the following measures are carried out:

I. APPLICABILITY OF THE PROGRAMMATIC AGREEMENT (PA)

- A. The City shall comply with the stipulations set forth in this PA for all undertakings which are limited to the rehabilitation of buildings that (1) are assisted in whole or in part by revenues from the HUD subject to 24 CFR Part 58 and that (2) can result in changes in the character or use of any Historic Properties that are located in an undertaking's Area of Potential Effect (APE), as defined in Stipulation IV, below.
- B. The review process established by this PA shall be completed before the City's final approval of any application for assistance under these Programs, before a property is altered by either the City or a property owner, and before the City or a property owner initiates construction or makes an irrevocable commitment to construction that may affect a property that is fifty (50) years of age or older, or that is otherwise eligible for listing in the National Register of Historic Places.
- C. Any undertaking not qualifying for review under the terms of this PA but nevertheless subject to Section 106 of the National Historic Preservation Act (16 U.S.C. 470f) shall be reviewed in accordance with 36 CFR Part 800, even if such undertaking involves a building, structure, site or object that is less than 50 years old.
- D. For purposes of this PA, the Secretary of the Interior's definition for rehabilitation shall be used: "Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values."

- E. This PA does not include new construction, demolition of existing buildings, or development of vacant land.

II. DEFINITIONS

- A. The definitions outlined at 36 CFR 800.16 apply to this PA.

III. UNDERTAKINGS NOT REQUIRING REVIEW BY THE SHPO OR THE ACHP

The following Undertakings do not require review by SHPO and no signatory is required by this PA to determine the National Register of Historic Places (“NRHP”) eligibility of properties affected by these Undertakings.

- A. Undertakings only affecting properties that are less than fifty (50) years old.
- B. Undertakings limited exclusively to interior portions of single-family residential properties where the proposed work will not be visible from the property’s exterior or not listed in Attachment “A”.
- C. Undertakings limited exclusively to the activities listed in Attachment “A” of this PA. Undertakings not so limited shall be reviewed pursuant to this PA. Undertakings involving Historic Properties but nevertheless exempt from review pursuant to Attachment “A” shall be designed to conform to the greatest extent feasible with the California State Historic Building Code, [State of California, Title 24, Building Standards, Part 8 (“SHBC”)] as well as Secretary of the Interior’s Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Building, 1995.
- D. Rehabilitation of mobile homes.
- E. The City shall document actions taken pursuant to this Stipulation in the manner prescribed in Stipulation XVI.
- F. Undertakings limited exclusively to multifamily properties of five to ten units each, without enclosed stairs or common areas.

IV. AREA OF POTENTIAL EFFECTS

- A. The Area of Potential Effects (APE) for undertakings covered by this PA shall be limited to the legal lot lines of a property when the undertaking consists exclusively of rehabilitating a property’s interior or exterior features.

- B. Improvements to Infrastructure. The APE for installation of infrastructure associated with the rehabilitation of a building will be as follows:
1. Water and sewer lines: The APE shall be the trunk of the sewer and water line;
 2. Curb Cuts for disability access: The actual curb area under construction shall be the APE;
 3. Pavements: The APE shall be the pavement structure and pavement base.
 4. In all other infrastructure improvements the APE shall be analogous in purpose, structure and location to the APE of those listed in subsections 1 through 3 above.
- C. If a member of the public objects to the manner or scope in which the APE for an Undertaking has been delineated, the City shall seek to resolve the dispute in accordance with the procedures set forth in Stipulation XIII.

V. IDENTIFICATION AND EVALUATION OF HISTORIC PROPERTIES

- A. The City shall review all existing information on any property within an Undertaking's APE, as required by 36 CFR 800.4, to determine if such properties may be Historic Properties. At a minimum the City shall:
1. Review the current listing of the National Register of Historic Places (NRHP).
 2. Review lists of Historic Properties maintained by the City and any other information available in the City's records pertaining to any property within an Undertaking's APE.
 3. Review lists of Historic Properties maintained by the appropriate regional center of the California Historical Resources Information System or its successors.
 4. Visit the site and evaluate in accordance with the Section 106 process.
 5. If the property is one to which Indian Tribes attach religious and cultural significance, those Indian tribes will be consulted by the City regarding the Undertaking.
- B. If a property is listed or has already been determined eligible for listing in the NRHP, the City shall proceed in accordance with Stipulation VIII, unless exempted by Stipulation III.

- C. If the City, in consultation with the SHPO, has determined a property to be ineligible for listing in the NRHP within a period of five (5) years prior to the City's approval of an Undertaking covered by this PA and if no other provision of this PA requires the City to take further steps with respect to the Undertaking, the City shall document the actions taken in the manner prescribed by Stipulation XVI and may authorize the Undertaking to proceed without further review.
- D. Unless exempt pursuant to Stipulation III or to Sections B and C of this Stipulation, the City shall evaluate all properties that may be affected by an Undertaking using the National Register criteria set forth in 36 CFR Section 60.4. All evaluations shall be documented by the City on a State of California Historic Resources Inventory Form – DPR 523.
1. If a property proposed for rehabilitation is not listed in the NRHP, has not been evaluated for National Register eligibility within the past five (5) years, and is at least 50 years old, the City shall submit the documentation required pursuant to 36 CFR 800.4 including a completed California Historic Resources Inventory Form (DPR 523) to the SHPO for review. The City shall seek information, as appropriate, from individuals and organizations likely to have knowledge or concerns with historic properties in the area. The SHPO may request additional information if necessary. The City shall apply the National Register criteria and notify the SHPO of its determination in this submittal.
 - a. If the SHPO concurs with the city that a property is eligible under the criteria, the property shall be considered a Historic Property under this PA. The City shall continue consultation in accordance with the terms of this PA for all such properties.
 - b. If the SHPO concurs with the City that the criteria are not met, the property shall be considered ineligible for inclusion in the NRHP for a period of five (5) years from the date of the SHPO's review. Such properties need not be reevaluated during this five (5) year period unless a party to this PA notifies the other parties in writing that it has determined that changing perceptions of significance warrants a property reevaluation. Such properties require no further review under this PA.
 - c. If the SHPO disagrees with the City's determination regarding eligibility, the City shall consult further with the SHPO to reach agreement. If agreement cannot be reached, the City shall obtain a final determination from the Secretary of the Interior pursuant to the applicable National Park Service regulations found at 36 CFR Part 63.

- d. If the SHPO does not respond to the City's determination within thirty (30) calendar days following receipt, the City may assume that the SHPO does not object to the determination and shall proceed in accordance with any other applicable requirements of this PA.

VI. ASSESSMENT OF EFFECTS

- A. The City shall ensure that scopes of work, plans and specifications for Undertakings that may affect Historic Properties and that are not exempt from review under this PA conform to the recommended approaches in the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Building, 1995 ("Standards") and to the greatest feasible extent, to the SHBC.
 - 1. For properties identified as Historic Properties under Stipulation V and prior to any activities that are not exempt under Stipulation III, the City shall review the SHPO appropriate project documents to determine conformance of the Undertaking with the Standards and SHBC, including photographs and a general work description which adequately details the scope of work for each project that may affect a Historic Property that includes work write-ups, working drawings and specifications, as appropriate, and additional documentation necessary to understand the undertaking. The City shall apply the criteria of adverse effect, 36 CFR 800.5, in consultation with the SHPO to any Historic Property that may be affected by a project, and will review the scope of work to determine if the rehabilitation project conforms to the recommended approach contained in the Standards.
 - a. If the City determines that the Undertaking conforms to the Standards and complies with the SHBC, the City shall notify the SHPO in writing of a finding of no adverse effect. If the SHPO does not object in writing to this determination within thirty (30) days, the Undertaking shall be considered to have "no adverse effect" on Historic Properties, and may proceed as submitted without further review
 - b. If the City determines that the Undertaking does not conform to the Standards and SHBC, or if the SHPO objects to a finding of "no adverse effect," the Undertaking will be considered to have an "adverse effect" on Historic Properties. The SHPO and the City shall consult and recommend

modifications to the scope of work or conditions under which the Undertaking would be found to conform to the Standards.

- c. If the City accepts the recommended modifications, the Undertaking will be considered to have “no adverse effect” on the Historic Property, and may proceed as modified without further review. If the modifications recommended are not accepted, then the City shall consult further with the SHPO for a period of time not to exceed thirty (30) days to seek ways to avoid, minimize, or mitigate the adverse effect. If all adverse effects cannot be avoided, the City shall proceed in accordance with 36 CFR 800.6.
- d. The City shall notify the SHPO of any changes to an approved scope of work, other than activities exempt under Stipulation III, and shall provide the SHPO with the opportunity to review and comment on such changes. If the changes do not conform to the Standards, the parties shall consult further to minimize or mitigate the adverse effects in accordance with 36 CFR 800.6(b)(1).
- e. The City shall retain documentation of the rehabilitation as part of its permanent records.

VII. CONSIDERATION AND TREATMENT OF ARCHEOLOGICAL RESOURCES

- A. The City shall consult in writing with the SHPO to determine if a rehabilitation project that includes ground disturbing activities has the potential to affect archeological properties that may be eligible for inclusion in the National Register. The City shall investigate pertinent information available at the South Central Coastal Information System at California State University Fullerton, Fullerton, California (“SCCIC”) and shall consider any further studies recommended by the SHPO to determine if the undertaking has the potential to affect either archeological properties that may be eligible for inclusion in the National Register or properties for which Indian tribes may attach religious and cultural significance.
- B. The following types of ground-disturbing activities have the potential to affect archeological resources:
 - 1. Ground disturbing site preparation, such as grading or excavation.
 - 2. Footing and foundation work occurring more than two feet from any existing footings or foundations, including soils improvement/densification techniques.

3. Installation of underground utilities such as sewer and water lines, storm drains, electrical, gas or leach lines and septic tanks, except where installation is restricted to areas previously disturbed by installation of these utilities.
 4. Installation of underground irrigation or sprinkler systems, except where installation is restricted to areas previously disturbed by such systems.
- C. When an Undertaking may include the foregoing types of ground-disturbing activities and the Undertaking does not qualify as an exception under this provision, the City shall request that the South Central Coastal Information System at California State University Fullerton, Fullerton, California (“SCCIC”) conduct a records search for the Undertaking’s APE.
1. Exceptions
 - a. The City is NOT required to request the SCCIC for a records search under the following circumstances:
 - i. When the ground-disturbing activities set forth in Sections B.2, B.3 and B.4 of this stipulation will occur exclusively within the legal lot lines of a parcel used as a single-family residence, multifamily apartment building or commercial-retail building, or
 - ii. When the ground-disturbing activities set forth in the Sections B.2, B.3 and B.4 of this stipulation will be outside the legal lot lines of a single-family residence, multifamily apartment building or commercial-retail building and will be confined to areas previously disturbed by such activities.
- D. The City shall promptly furnish the SHPO with a copy of the SCCIC’s response and request the comments of the SHPO.
1. If the SHPO recommends that the APE should be surveyed or subject to archival research, the City shall engage a qualified archeologist to conduct the survey of the APE and prepare a written report.
 2. If the SHPO recommends that a survey is not necessary and the Undertaking’s APE does not contain a known archeological resource, no further consideration of such resources by the City is required. If no other provisions of this PA require the City to take further steps with respect to the Undertaking, the City shall document

the actions taken in the manner prescribed by Stipulation XVI and may authorize the Undertaking to proceed without further review.

3. If the Undertaking's APE contains known archeological resources or such resources are identified through a survey, the City shall cause the Undertaking to be redesigned if feasible to avoid said resources and shall notify the SHPO of these actions. If no other provisions of this PA require the City to take further steps with respect to the Undertaking, the City shall document the actions taken in the manner prescribed by Stipulation XVI and may authorize the Undertaking to proceed without further review.
4. If the Undertaking cannot be redesigned to avoid the resources, the City shall develop a plan in consultation with the SHPO to complete the identification, evaluation and, if necessary, mitigation of the property. If the City and the SHPO cannot agree that the potential to affect archeological properties exists or cannot agree on a plan for the consideration of such properties, the City will initiate further consultation in accordance with 36 CFR § 800.6(b)(1).

VIII. EMERGENCY UNDERTAKINGS

- A. This stipulation shall apply only to situations in which a duly authorized local official has determined in accordance with applicable law, that an immediate threat to the public health and safety exists and that such threat must be removed forthwith (Emergency Conditions).
- B. The City shall notify the SHPO and afford the SHPO an opportunity to comment within seven (7) days of notification. If the City determines that circumstances do not permit seven (7) days for comment, the City shall notify the SHPO and invite comments within the time available. The City shall take into account any comments received in reaching a decision on how to proceed with the emergency undertaking.
- C. Immediate rescue and salvage operations conducted to preserve life or property are exempt from the provisions of Section 106 and this Agreement.

IX. REVIEW OF CHANGES TO APPROVED UNDERTAKINGS

- A. The City shall promptly notify the SHPO upon discovery if:
 1. Previously approved scopes of work, plans or specifications for an Undertaking are changed so that the Undertaking is no longer exempt from review pursuant to Stipulation III.

X. DISCOVERIES AND UNANTICIPATED EFFECTS

- A. The City shall notify the SHPO as soon as possible if it appears that an Undertaking may affect a previously unidentified property that may be eligible for inclusion in the NRHP or affect a known Historic Property in an unanticipated manner. The City may suspend construction of all or part of the Undertaking in the vicinity of the discovery and require that reasonable measures be taken to avoid or minimize harm to the property until the City concludes consultation with the SHPO.
- B. If the newly discovered property has not previously been included in or determined eligible for inclusion in the NRHP, the City may assume that the property is eligible for purposes of this PA. The City shall notify the SHPO at the earliest possible time and consult to develop actions that take the effects of the Undertaking on the property into account. The City shall notify the SHPO of any time constraints, and the City and the SHPO shall mutually agree on the time frames for this consultation. The City shall provide the SHPO with written recommendations that take the effect of the Undertaking into account. If the SHPO does not object to the City's recommendations within the agreed upon time frame, the City shall require the scope of work for the Undertaking to be modified as necessary to implement its recommendations.

XI. PUBLIC INVOLVEMENT

- A. The City shall identify any public interest in the Undertakings subject to this PA by informing the public about Historic Properties when complying with the public participation requirements set forth in 24 CFR Part 58 and in the regulations for any other Program delegated by HUD to the City as may be applicable.
- B. In consultation with the SHPO, the City shall identify any parties entitled to be consulting parties and invite them to participate.
- C. The City shall, except where appropriate to protect confidentiality concerns of affected parties, provide the public with information about an undertaking and its effects on historic properties and seek public comment and input. Members of the public may also provide views on their own initiative for the agency official to consider in decision-making.
- D. At any time during implementation of the measures stipulated in this PA, should a member of the public raise an objection pertaining to delineation of an APE or to treatment of a Historic Property, the City shall notify the

SHPO immediately of the objection and then proceed to consider the objection and consult, as needed, with the objecting party and the SHPO, for a period of time not to exceed fifteen (15) calendar days. If the City is unable to resolve the conflict, the City shall forward all documentation relevant to the dispute to the ACHP in accordance with 36 CFR. Section 800.2(b)(2). The City, in reaching a final decision regarding the dispute, shall take any ACHP comment provided into account. The City's responsibility to carry out all other actions under this PA that are not the subject of the dispute shall remain unchanged.

XII. TIME PERIODS FOR SHPO REVIEW

Unless otherwise stipulated, the SHPO shall respond within thirty (30) calendar days of receipt to any documentation submitted by the City pursuant to the requirements of this PA. If the SHPO does not respond within this time frame or within the time frames otherwise stipulated by this PA, the City shall proceed in accordance with the specific Stipulation(s) that apply to the SHPO review of the documentation submitted.

XIII. DISPUTE RESOLUTION

- A. Should any signatory object within the time frames specified in this PA to any plans, specifications, documents or actions provided for review pursuant to this PA, the City shall consult with the objecting party to resolve the objection. If the City determines within fifteen (15) calendar days of receipt of any such objection that such objection cannot be resolved, the City shall forward all documentation relevant to the dispute to the ACHP in accordance with 36 CFR 800.2(b)(2).
1. Within thirty (30) calendar days after receipt of all pertinent documentation, the ACHP will either:
 - a. Provide the City with recommendations or comments that the City shall take into account in reaching a final decision regarding the dispute, or
 - b. Notify the City that it will comment in accordance with 36 CFR Section 800.7(c) and proceed to comment.
 2. If the ACHP fails to provide recommendations or to comment within the specified time period, the City may implement that portion of the Undertaking subject to dispute under this Stipulation in accordance with any documentation as submitted and amended by the City.

3. Any ACHP comments provided to the City in response to such a request shall be taken into account by the City in accordance with 36 CFR 800.7(c)(4) with reference to the subject of the dispute. Any recommendation or comment provided by the ACHP will be interpreted to pertain only to the subject of the dispute. The responsibility of the City to carry out all actions under this PA that are not the subject of the dispute shall remain unchanged.

XIV. ANTICIPATORY DEMOLITION

The City agrees that it will not assist any party in avoiding the requirements of this PA or the National Historic Preservation Act, or, having legal power to prevent it, allow a significant adverse effect to a Historic Property to occur (National Historic Preservation Act of 1966, §110k). The City may, after consultation with the ACHP, determine that circumstances justify granting such assistance despite the adverse effects created or permitted by the party to be assisted.

XV. MONITORING

The SHPO and the ACHP may monitor or review activities carried out pursuant to this PA, and the ACHP shall review any activities if requested. The City shall cooperate with the SHPO and the ACHP in carrying out these monitoring and review activities by making all relevant non-privileged files available for inspection, upon reasonable notice from the SHPO and ACHP.

XVI. DOCUMENTATION, REPORTING AND REVIEW OF ACTIVITIES

- A. The City shall document in writing all actions taken pursuant to this PA, retain this documentation in its projects files, and include such documentation as necessary in the Programmatic Agreement Compliance Report(s) ("PACR") required pursuant to Section B of this Stipulation.
- B. The PACR will cover the period from July 1 through June 30 each year. The City shall provide the SHPO and the ACHP with a PACR on August 30 of every year so long as this PA is in effect. The PACR will identify the following by address:
 1. Projects exempted from review under Stipulation III;
 2. Properties reviewed under this PA that do not meet the NRHP criteria;
 3. Properties reviewed under this PA that do meet the NRHP criteria;

4. A summary of the treatment of each property that does meet the NRHP criteria; and
 5. A summary of the treatment of any archeological properties identified under this PA.
- C. The City shall send a copy of the PACR to Shannon Lauchner, or whoever is serving as the Acting Supervisor of the Local Government Assistance Unit at SHPO. The City shall also make PACRs available for public inspection and comment on the City's website and invite the public to submit any comments to the ACHP, the SHPO and the City.
- D. The signatories to this PA shall review PACRs and any comments submitted pursuant to Section C of this Stipulation. Based on that review, the signatories will determine whether this PA should be amended in accordance with Stipulations XVII.

XVII. AMENDMENTS

- A. Any party to this PA may request that it be amended whereupon the parties shall consult in accordance with 36 CFR Sections 800.14 to consider such amendments.
- B. Any resulting amendments or addenda shall be developed and executed by the parties in the same manner as the original PA.

XVIII. CITY STAFFING

- A. The City will assign staff to assure that work is carried out as planned, and will maintain records for each project that documents compliance with the terms of this PA, and will retain the services of a qualified archeologist as the need may arise in accordance with Section VII.D of this PA.

XIX. TERMINATION

Any party to this PA may terminate the PA by providing one hundred eighty (180) calendar days notice to the other consulting parties, provided that the consulting parties shall consult during the period before termination to seek agreement on amendments or other actions that would avoid termination. In the event of termination, the City will comply with 36 CFR Section 800 with respect to individual Undertakings covered by this PA.

XX. FAILURE TO COMPLY WITH THE PROGRAMMATIC AGREEMENT

In the event the City cannot carry out the terms of this PA, the City shall not take or sanction any action or make any commitment that would result in an adverse effect to Historic Properties or that would foreclose the ACHP's consideration of modifications or alternatives to the Undertakings, and the City will comply with 36 CFR Section 800 with regard to each individual Undertaking subject to this PA.

XXI. EXECUTION

This agreement may be executed in counterparts, with a separate page for each signatory, and the CITY will ensure that each party is provided with a fully executed copy. This Agreement shall become effective on the date of the last signature to this Agreement.

XXII. SUNSET CLAUSE

This Programmatic Agreement shall expire ten (10) years after the execution date of this agreement. Upon expiration, the City will commence a new process to renew the Programmatic Agreement.

Execution and implementation of this Programmatic Agreement is evidence that the City of Huntington Park has satisfied its Section 106 responsibilities for all aspects of this undertaking as described herein.

EXECUTION AND IMPLEMENTATION of this PA evidences that the City of Huntington Park has afforded the ACHP a reasonable opportunity to comment on these Programs and that the City has satisfied its Section 106 responsibilities for all individual Undertakings of the Programs covered by this PA.

CITY OF HUNTINGTON PARK

By: _____
John A. Ornelas
Interim City Manager

Date: _____

CALIFORNIA STATE HISTORIC PRESERVATION OFFICER

By: _____
Carol Roland-Nawi, Ph.D
State Historic Preservation Officer

Date: _____

ATTACHMENT A

TO THE CITY OF HUNTINGTON PARK'S PROGRAMMATIC AGREEMENT FOR REHABILITATION

The following Undertakings require only administrative review by the CITY and not the SHPO pursuant to Stipulation V of this PA:

1. Demolition and rehabilitation of facilities that are not Historic Properties, except when a proposed addition of such facilities may affect a surrounding or adjacent historic district;
2. Repair, replacement, or installation of the following systems provided that such work does not affect the exterior of a property or require new duct installation throughout the interior:
 - a. Electrical work;
 - b. Plumbing pipes and fixtures, including water heaters;
 - c. Mechanical equipment;
 - d. Heating and air conditioning system improvements;
 - e. Fire, smoke, and carbon monoxide (CO) detector systems;
 - f. Sprinkler systems;
 - g. Ventilation systems;
 - h. Interior elevator or wheelchair conveying systems;
 - i. Bathroom improvements where work is restricted to an existing bathroom; and;
 - j. Kitchen improvements where work is limited to an existing kitchen;
3. Repainting and refinishing of exterior or interior surfaces, including but not limited to walls, floors, and ceilings, provided that harmful surface preparation treatments including but not limited to water blasting, sandblasting, and chemical removal are not used and that work is done in-kind to match existing material and form;

4. Repair or replacement of porches, decks, cornices, exterior siding, doors, garage doors, thresholds, balustrades, stairs, or other trim when the repair or replacement is done in-kind to closely match existing material and form;
5. Replacement of non-significant flat stock trim;
6. Installation of new interior shelf space or improvement of such, and repair, replacement, and installation of cabinets, countertops, and appliances;
7. Repair, replacement or installation of windows and storm windows (exterior, interior, metal or wood) provided these match the shape, size and materials of the historic windows and provided that, for storm windows, the meeting rail coincides with that of the historic window. If reproduction of damaged elements must be accomplished with new materials then any reproduction or replacement shall be in-kind to the extent possible with currently available materials;
8. Replacement, installation, or enlargement of openings at windows on housing projects where windows do not provide proper code-enforced egress. Window replacement shall be done in-kind to match the existing material to the extent possible with currently available materials;
9. Installation of new window jambs, jamb liners, and screens;
10. Replacement of window panes in-kind or with double or triple glazing so long as glazing is clear and not colored and replacement does not alter existing window material and form;
11. Caulking and weather-stripping with compatibly colored materials;
12. Roof repair or replacement with materials that closely match existing materials and forms, with the following exceptions:
 - a. Shake roofing material may be replaced with composition shingles;
 - b. Cement asbestos shingles may be replaced with composition shingles;
13. Repair, replacement or installation of gutters and down spouts;

14. Installation of insulation, with the exception of urea formaldehyde foam insulation or any other thermal insulation with a water content into wall cavities, provided that decorative interior plaster or woodwork or exterior siding is not altered by this work item;
15. Replacement or Installation of security devices, including dead bolts, door locks, window latches, security grilles, surveillance cameras, and door peepholes, and the installation of electronic security systems;
16. Repair or replacement of existing driveways, sidewalks, and walkways, provided that work is done in-kind to closely match existing materials and forms and provided that there are only minimal changes in the dimensions and configurations of these features;
17. Repair, replacement, or installation of the following, regardless of their location within or adjacent to an historic district:
 - a. Park furniture, including benches, picnic tables, chairs, planter boxes, barbecue pits, and trellises;
 - b. Outdoor yard improvements, including play structures, matting, fencing, gates, playground lighting, drinking fountains, playground equipment, path of travel, and ramps;
 - c. Landscaping, including tree planting, tree pruning, shrub removal, play court resurfacing or sodding, irrigation, murals, and painting of game lines for school play yards and grounds;
18. Repair or replacement of any on-site fencing, gates, and freestanding exterior walls when work is done in-kind to match existing material and form;
19. Floor refinishing;
20. Repair or replacement of floors when work is done in-kind to closely match existing material and form;
21. Installation of grab bars, handrails, guardrails, slip-resistant surfacing, additional steps, and other minor interior and exterior modifications for disabled accessibility;

22. Repair or replacement of interior and exterior stairs when work is done in-kind to match existing material and form;
23. Repair, replacement, or installation of portable or fixed, interior and exterior ramps and wedges for disabled accessibility;
24. Installation of interior or exterior stair and porch lifts for disabled accessibility.
25. Repair or replacement of signs or awnings when work is done in-kind to closely match existing material and form;
26. Repair, replacement or installation of water, gas, storm, and sewer lines when the work qualifies as an exemption pursuant to Stipulation xxx;
27. Acquisition of properties which is limited to the legal transfer of ownership with no physical improvements proposed;
28. Temporary bracing or shoring;
29. Anchoring of masonry walls to floor systems so long as anchors are embedded and concealed from exterior view such as in the HILTI systems;
30. Stabilization of foundations and addition of foundation bolts;
31. Rental and installation of scaffolding;
32. Installation of temporary, reversible barriers such as chain link fences and polyethylene sheeting or tarps; and
33. Repair and replacement of any interior or exterior elements when the repair or replacement is done in-kind to closely match existing materials.
34. Any repair, replacement, or installation of any items stated herein or not stated is excluded from review if the structure is less than 50 years old.
35. Lead and asbestos inspection/risk assessment as well as lead and asbestos hazard control and abatement work.

**City of Huntington Park
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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
4IMPRINT INC	10567404	111-6040-451.61-35	GIVE-A-WAYS-PROMOTIONAL	1,922.53	N
				1,922.53	
AAA ELECTRICAL SUPPLY INC	108030-00	535-8016-431.61-45	LAMPS	318.63	N
	108009-00	535-8016-431.61-45	LAMPS	410.78	N
	107991-00	535-8016-431.61-45	LAMPS	132.50	N
				861.91	
ADAPT CONSULTING, INC.	21907B	287-8057-432.61-20	TIRE GUAGES FOR USED OIL	1,144.45	N
				1,144.45	
ADEMIR BALTAZAR	7/30/14	745-9031-413.52-30	CLAIM SETTLEMENT	1,375.42	Y
				1,375.42	
ADMIN SURE	8618	745-9030-413.33-70	ADMIN FEES FOR JUNE 2015	7,080.40	N
	8678	745-9030-413.33-70	WORKER'S COMP ADMIN FEES	7,080.40	N
				14,160.80	
AFSCME COUNCIL 36	PPE 06-21-2015	802-0000-217.60-10	GEN EMPLOYEE AFSCME DUES	631.80	Y
				631.80	
AL'S QUALITY PAVING & ENGINEERING	00119	221-8014-429.56-41	TRAFFIC SIGNAL REPAIRS	1,891.00	N
				1,891.00	
ALVAKA NETWORKS	154760NP	111-7010-421.56-41	NETWORK MANAGEMENT	8,236.25	N
	154742SA	111-7010-421.56-41	NETWORK MANAGEMENT	1,620.00	N
	154665	111-7010-421.56-41	NETWORK MONITORING SRVCS	5,289.00	N
	154641	111-7010-421.56-41	NETWORK MANAGEMENT SRVCS	1,220.00	N
				16,365.25	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
ALVAREZ-GLASMAN & COLVIN	2015-04-14449	111-0220-411.32-70	LEGAL SERVICES-APRIL 2015	19,771.65	N
				19,771.65	
AMERI PRIDE UNIFORM SERVICES INC	1401117272	111-8020-431.43-05	LAUNDRY/RENTAL SERVICE	113.43	N
	1401117272	741-8060-431.61-20	LAUNDRY/RENTAL SERVICE	30.98	N
	1401127531	111-8020-431.43-05	LAUNDRY/RENTAL SERVICE	103.68	N
	1401127531	741-8060-431.61-20	LAUNDRY/RENTAL SERVICE	30.98	N
	1401122410	111-8020-431.43-05	LAUNDRY/RENTAL SERVICE	103.68	N
	1401122410	741-8060-431.61-20	LAUNDRY/RENTAL SERVICE	30.98	N
	1401132735	111-8020-431.43-05	LAUNDRY/RENTAL SERVICE	106.68	N
	1401132735	741-8060-431.61-20	LAUNDRY/RENTAL SERVICE	30.98	N
				551.39	
AMERICAN EXPRESS	19487148	111-3010-415.61-20	SUBSCRIPTION SOFTWARE	29.00	N
	85189875159	111-3010-415.61-20	AUDITOR SELECTION PANEL	78.30	N
	6/18/2015	111-3010-415.61-20	AIRPORT PARKING	187.00	N
	85101595172	111-3010-415.61-20	BUDGET PRODUCTION	1,929.96	N
	85101595177	111-3010-415.61-20	MATERIALS DELIVERY	145.00	N
	654265686	111-3010-415.61-20	SUBSCRIPTION SOFTWARE	29.00	N
	508252	111-4010-431.64-00	ENGINEERING DEPT EXPENSE	56.87	N
	78767380	111-4010-431.64-00	ENGINEERING DEPT EXPENSE	50.06	N
	45847	111-0110-411.58-23	COST OF PARKING-G. ORTIZ	40.00	N
	CH_16A45W2F	111-0210-413.59-15	ICA SUMMER SEMINAR	650.00	N
	118426	111-0210-413.59-15	HOTEL RESERVATION	322.03	N
	431402358	111-0110-411.58-22	HOTEL RESERVATION	823.11	N
				4,340.33	
AMERICAN FAMILY LIFE ASSURANCE	PPE 06-21-2015	802-0000-217.50-40	CANCER INSURANCE	106.58	Y
				106.58	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
AMTECH ELEVATOR SERVICES	DVL04010615	111-8022-419.56-41	ELEVATOR SRVCS-JUNE 2015	201.84	N
	DLV04010615	111-8022-419.56-41	ELEVATOR MAINT SERVICES	403.68	N
				605.52	
ARROWHEAD MOUNTAIN SPRING WATER CO.	05F0030225171	681-3022-415.61-20	DRINKING WATER-FIN DEPT.	9.73	N
				9.73	
ASSOCIATED OF LOS ANGELES, INC.	S1094389.001	221-8014-429.61-20	TRAFFIC SIGNAL WIRE TAPE	48.83	N
				48.83	
AT&T	5/4/15-6/3/15	111-9010-419.53-10	C602225407777	3,187.11	N
				3,187.11	
AT&T MOBILITY	4/7/15-5/6/15	111-7010-421.53-10	ACCT # 870062392	800.72	N
	4/7/15-5/6/15	111-7010-421.53-10	ACCT # 993625860	4,527.90	N
	5/7/15-6/6/15	111-7010-421.53-10	ACCT # 993625860	3,208.58	N
	5/7/15-6/6/15	111-7010-421.53-10	ACCT # 870062392	800.72	N
				9,337.92	
AT&T PAYMENT CENTER	4/28/15-5/27/15	111-7010-421.53-10	ACCT # 323 583 9713 349 1	241.01	N
	6/7/15-7/6/15	111-9010-419.53-10	ACCT # 337 841 4292 333 3	78.91	N
	6/7/15-7/6/15	111-9010-419.53-10	ACCT # 337 841 4289 333 8	190.52	N
	6/7/15-7/6/15	111-9010-419.53-10	ACCT # 337 841 4288 333 9	98.71	N
	6/7/15-7/6/15	111-9010-419.53-10	ACCT # 337 841 4287 333 0	22.39	N
	6/7/15-7/6/15	111-9010-419.53-10	ACCT # 337 841 4286 333 1	32.44	N
	6/7/15-7/6/15	111-9010-419.53-10	ACCT # 337 841 4285 333 2	32.44	N
	6/7/15-7/6/15	111-9010-419.53-10	ACCT # 337 841 4284 333 3	32.44	N
	5/7/15-6/6/15	111-7010-421.53-10	ACCT # 065 101 2843 781 3	303.87	N
				1,032.73	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
BOTACH TACTICAL	99463	111-7022-421.61-29	BATTERIES	249.20	N
				249.20	
CALIF PUBLIC EMPLOYEES RETIREMENT	PPE 6/7/15	802-0000-217.30-10	EMPLOYEE RETIREMENT BENEF	34,435.64	N
	PPE 6/7/15	802-0000-218.10-10	EMPLOYEE RETIREMENT BENEF	22,509.49	N
	PPE 6/7/15	802-0000-218.10-10	EMPLOYEE RETIREMENT BENEF	64,003.77	N
				120,948.90	
CALIFORNIA FRAME & AXLE	34216	741-8060-431.43-20	UNIT # 491 SHUTTLE BUS	1,977.97	N
				1,977.97	
CANON	15001081	111-3011-419.43-05	COPIER LEASE PAYMENT	332.02	N
	15001081	681-3022-415.43-05	COPIER LEASE PAYMENT	332.02	N
				664.04	
CARILLO HOLDINGS, INC.	84573	219-0250-431.57-70	BUS TRANSPORTATION	475.00	N
				475.00	
CARL WARREN & CO.	1685548	745-9031-413.33-70	PROPERTY DAMAGE NON LIT	375.00	N
	1685547	745-9031-413.33-70	PROPERTY DAMAGE NON LIT	375.00	N
	1685547	745-9031-413.33-70	BODILY INJURY NON LIT	1,500.00	N
	1685546	745-9031-413.33-70	PROPERTY DAMAGE NON LIT	375.00	N
	1685544	745-9031-413.33-70	COVERSION-NON LIT TO LIT	1,000.00	N
	1685541	745-9031-413.33-70	COVERSION-NON LIT TO LIT	1,000.00	N
	1685540	745-9031-413.33-70	COVERSION-NON LIT TO LIT	1,000.00	N
	1685539	745-9031-413.33-70	COVERSION-NON LIT TO LIT	1,000.00	N
				6,625.00	
CARLOS GOMEZ	011	745-9030-413.56-41	EMPLOYEE WELLNESS PROGRAM	250.00	N

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
				250.00	
CASA BONITA SENIOR APARTMENTS	JULY 2015	242-5098-463.73-15	TBRA TENANT SUBSIDY	9,807.58	N
				9,807.58	
CCAP AUTO LEASE LTD	8663327	226-9010-419.74-20	VEHICLE LEASE PAYMENT-PD	223.72	N
	8242957	226-9010-419.74-20	VEHICLE LEASE PAYMENT-PK	223.72	N
				447.44	
CELL BUSINESS EQUIPMENT	IN1690135	111-7010-421.44-10	COPIER LEASE	26.40	N
				26.40	
CENTRAL BASIN MWD	HP-MAY15	681-8030-461.41-00	WATER SERVICES-MAY 2015	134,525.05	N
				134,525.05	
CENTRAL FORD	255525	741-8060-431.43-20	SHOP SUPPLIES	56.72	N
	255526	741-8060-431.43-20	SHOP SUPPLIES	29.57	N
	255558	741-8060-431.43-20	PARTS FOR UNIT # 900	83.16	N
	255524	741-8060-431.43-20	PARTS FOR UNIT # 905	30.38	N
	255863	741-8060-431.43-20	SHOP SUPPLIES	96.36	N
	255837	741-8060-431.43-20	PARTS FOR UNIT # 907	24.63	N
	255643	741-8060-431.43-20	PARTS FOR UNIT #900	21.70	N
	255645	741-8060-431.43-20	PARTS FOR UNIT #900	16.64	N
	256318	741-8060-431.43-20	PARTS FOR UNIT #941	208.71	N
	256320	741-8060-431.43-20	PARTS FOR UNIT #941	50.07	N
	255981	741-8060-431.43-20	PARTS FOR UNIT #915	23.07	N
	256368	741-8060-431.43-20	CREDIT	-33.29	N
	256595	741-8060-431.43-20	PARTS FOR UNIT #961	285.06	N
	256723	741-8060-431.43-20	PARTS FOR UNIT #907	245.04	N

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
				1,137.82	
CHRISTINA L. DIXON	6/19/15	681-8030-461.64-00	REIMBURSEMENT	72.23	N
	6/13/15	285-8050-432.64-00	ECO-GARDENING CLASS	13.95	N
				86.18	
CITY OF HUNTINGTON PARK - STANDARD	PPE 06-21-2015	802-0000-217.50-70	ADDITIONAL LIFE INSURANCE	741.29	N
				741.29	
CITY OF HUNTINGTON PARK FLEXIBLE	PPE 06-21-2015	802-0000-217.30-30	MEDICAL REIMBURSEMENT 125	424.00	Y
				424.00	
CITY OF HUNTINGTON PARK GEA	PPE 06-21-2015	802-0000-217.60-10	GEA EMPLOYEE DUES	126.25	Y
				126.25	
CITY OF HUNTINGTON PARK- LEGAL SHLD	PPE 06-21-2015	802-0000-217.60-50	LEGAL SHIELD PLAN	133.82	N
				133.82	
CIVIC PLUS	155087	111-9010-419.56-41	CITY WEBSITE ANNUAL FEE	963.84	N
				963.84	
CLIFFORD LOHNER	075476	111-7030-421.61-20	REIMBURSEMENT-C, LOHNER	57.97	N
	5/3/15	111-7030-421.61-20	REIMBURSEMENT-C. LOHNER	17.00	N
				74.97	
CLINICAL LAB OF SAN BERNARDINO, INC	943745	681-8030-461.56-41	WATER SAMPLING FEES-MAY15	518.50	N
				518.50	
COLONIAL SUPPLEMENTAL INSURANCE	PPE 06-21-2015	802-0000-217.50-40	SUPPLEMENTAL INSURANCE	1,614.40	Y

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
				1,614.40	
COMSERCO, INC.	72380	741-8060-431.43-20	RADIO CONTROL HEAD SRVC	161.98	N
	72334	741-8060-431.56-41	MAINTENANCE FOR PD	1,002.00	N
	72326	741-8060-431.56-41	MAINTENANCE FOR PW	140.00	N
				1,303.98	
COUNTY OF L.A. DEPT OF PUBLIC WORKS	15060408658	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANC	1,379.89	N
				1,379.89	
DAILY JOURNAL CORPORATION	B2728315	111-6010-451.56-41	BIDS PUBLICATON NOTICE	159.60	N
	0000226255	275-9750-465.75-50	PUBLICATION NOTICE-MAY 15	1,329.81	N
	B2755557	111-1010-411.54-00	ORD # 939-NS	71.40	N
	B2734202	239-5060-463.56-41	DRAFT FY 15/16	588.00	N
	B2751230	111-5010-419.54-00	NOTICE OF PUBLIC HEARING	214.20	N
	B2733060	681-3022-415.54-00	RFP PUBLICATION	709.31	N
				3,072.32	
DANIEL RODRIGUEZ	JUNE 2015	111-7022-421.16-20	UNIFORM ALLOWANCE	550.00	N
				550.00	
DARRYL INOUYE	JUNE 2015	111-7022-421.16-20	UNIFORM ALLOWANCE	550.00	N
				550.00	
DATA TICKET INC.	62660	239-7055-424.56-41	CITATION PROCESSING	121.00	N
	62669	111-7065-441.56-41	CITATION PROCESSING	287.00	N
				408.00	
DATAPROSE, INC.	DP1501397	681-3022-415.53-20	WATER BILLS & POSTAGE	1,489.98	N
	DP1501397	681-3022-415.56-41	WATER BILLS & POSTAGE	1,014.62	N

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				2,504.60	
DAYS INN CHINO VALLEY	725-940361	111-7010-421.59-10	LODGING- M. FUENTES	400.15	N
				400.15	
DE LAGE LANDEN	45907230	111-7010-421.44-10	COPIER LEASE	1,047.62	N
	45722208	111-9010-419.56-64	JUNE 2015 SERVICES	1,921.09	N
	46087583	111-9010-419.44-10	COPIER LEASE PAYMENT	1,562.82	N
				4,531.53	
DELTA DENTAL	BE001227781	802-0000-217.50-20	EMPLOYEE DENTAL HMO	7,522.37	N
	BE001227781	802-0000-217.50-20	EMPLOYEE DENTAL HMO	347.65	N
				7,870.02	
DELTA DENTAL INSURANCE COMPANY	BE001225049	802-0000-217.50-20	EMPLOYEE DENTAL PPO	250.83	N
	BE001225049	802-0000-217.50-20	EMPLOYEE DENTAL PPO	2,890.38	N
				3,141.21	
DEPARTMENT OF CORONER	15ME0312	111-7030-421.56-41	AUTOPSY REPORT	96.00	N
				96.00	
DEPARTMENT OF JUSTICE	101197	111-7030-421.56-41	FINGERPRINTS APPS-MAY 15	928.00	N
				928.00	
DOUBLETREE BY HILTON HOTEL	86639695	111-7010-421.59-20	LODGING- J GUTIERREZ	1,705.26	N
				1,705.26	
DULCE RIOS	53359-53510	111-0000-347.50-00	REFUND-LATIN PARTY DANCE	45.00	N
				45.00	

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EL GALLO GIRO CORPORATION	030215	239-5040-463.57-30	3RD PAYMENT-GLASS DOOR	10,000.00	N
				10,000.00	
ELDA RODRIGUEZ	52805/53508	111-0000-228.20-00	DEPOSIT REFUND	500.00	N
				500.00	
EMPLOYMENT DEVELOPMENT DEPARTMENT	DPT022633	231-7060-421.61-20	LIBERTY METER AUTOTRAX	391.00	N
				391.00	
EWING IRRIGATION PRODUCTS, INC.	9792808	535-6090-452.61-20	SUPPLIES FOR IRRIGATION	379.42	N
				379.42	
EXPERT ROOTER	91053	111-7020-421.43-10	PD BASEMENT REPAIRS	198.00	N
				198.00	
F&A FEDERAL CREDIT UNION	PPE 06-21-2015	802-0000-217.60-40	F & A CREDIT UNION	16,591.50	Y
				16,591.50	
FAIR HOUSING FOUNDATION	8	239-5210-463.57-87	HOUSING RIGHTS-ADVICE	836.09	N
	9	239-5210-463.57-87	HOUSING RIGHTS-ADVICE	857.78	N
	10	239-5210-463.57-87	HOUSING RIGHTS-ADVICE	963.90	N
	11	239-5210-463.57-87	HOUSING RIGHTS-ADVICE	812.60	N
				3,470.37	
FERGUSON ENTERPRISES INC	1954625	111-7020-421.43-10	FAUCET FOR BASEMENT	230.26	N
	1952586	111-7020-421.43-10	URINAL REPAIR KIT	128.26	N
				358.52	
GALLS	BC0158284	111-7022-421.61-24	UNIFORM-PD	5.44	N
	BC0158285	111-7022-421.61-24	UNIFORM-PD	32.67	N

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				38.11	
GARDA CL WEST, INC.	20081766	681-3022-415.33-10	ARMORED TRANSPORT SRVC	118.60	N
				118.60	
GATEWAY CITIES COUNCIL OF	HARBOR TMDL013	111-8030-461.56-42	HARBOR TOXIC POLLUTANTS	2,257.92	N
				2,257.92	
GEOSYNTEC CONSULTANTS, INC.	1415407	250-5098-463.56-41	SOUTHLAND STEEL ANALYSIS	20,137.60	N
	1415406	250-5098-463.56-41	SOUTHLAND STEEL-REMEDIATI	27,951.00	N
	1415336	250-5098-463.56-41	SOUTHLAND STEEL PROJECT	8,230.52	N
				56,319.12	
GERARDO A. MARTINEZ	JUNE 2015	111-0110-411.56-41	INTEPRETING SRVCS-JUNE 15	675.00	N
				675.00	
GOLD COAST ARMORY LLC	513970	111-7010-421.61-22	TRAINING AMMUNITION	1,884.40	N
	513-40	227-7095-421.74-10	TRAINING AMMUNITION	1,654.40	N
				3,538.80	
GRAINGER	9760639360	111-8022-419.43-10	SUPPLIES FOR CITY HALL	152.60	N
	9762735091	111-7020-421.43-10	CREDIT	-661.30	N
	9762051507	111-7020-421.43-10	POLICE SHOWER MATS	1,000.69	N
	9763158491	111-7020-421.43-10	POLICE FLOOR MATS	547.82	N
	9757290185	111-7020-421.43-10	POLICE SHOWER MATS	754.66	N
	9744239121	741-8060-431.43-20	INDOOR/OUTDOOR CONVEX	123.27	N
				1,917.74	
GUNSITE ACADEMY INC	7/13-7/15/2015	111-7010-421.59-10	REGISTRATION- S. DURAN	1,595.00	N
	7/13-7/15/2015	111-7010-421.59-10	REGISTRATION- M. FUENTES	1,595.00	N

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				3,190.00	
GUSTAVO HERNANDEZ	6/20/15	111-6020-451.61-35	EQUIPMENT RENTAL	350.00	N
	6/7/2015	111-6040-451.61-35	PURCHASE REIMBURSEMENT	45.83	N
	6/7/2015	111-6010-451.61-20	PURCHASE REIMBURSEMENT	40.80	N
				436.63	
H P OFFICE SUPPLIES	377911	111-6020-451.61-35	OFFICE SUPPLIES	24.53	N
	377617	111-6022-451.43-10	WALL CLOCKS	50.12	N
				74.65	
HERNANDEZ SIGNS, INC.	1513	285-8050-432.61-20	TABLE CLOTHS FOR EVENTS	331.11	N
				331.11	
HOME DEPOT - PUBLIC WORKS	2261749	111-8022-419.43-10	CITY HALL EXPENDITURES	4.67	N
	5261470	111-7020-421.43-10	POLICE DEPT. SUPPLIES	123.62	N
	9261531	111-7020-421.43-10	POLICE DEPT. SUPPLIES	65.66	N
	2261741	111-7020-421.43-10	POLICE DEPT. SUPPLIES	25.69	N
	7261558	111-8010-431.61-20	STREET SUPPLIES	217.40	N
	261656	111-8010-431.61-20	STREET SUPPLIES	180.63	N
	5261699	111-8010-431.61-20	STREET SUPPLIES	136.52	N
	5261707	111-8010-431.61-20	STREET SUPPLIES	213.59	N
	6250179	111-8020-431.43-10	CITY YARD EXPENDITURES	32.57	N
	4261480	221-8014-429.61-20	TRAFFIC SIGNAL EXPENDITUR	16.33	N
				1,016.68	
HOME DEPOT U.S.A. INC.	7/1/14-12/30/14	111-5030-465.56-32	SALES TAX SHARING AGRMNT	100,924.25	N
				100,924.25	
HUNTINGTON PARK POLICE MGMT ASSN.	PPE 06-21-2015	802-0000-217.60-10	POLICE MANAGEMENT DUES	65.00	Y

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				65.00	
HUNTINGTON PARK POLICE OFFICER ASSN	PPE 06-21-2015	802-0000-217.60-10	POLICE ASSOCIATION DUES	4,152.57	Y
				4,152.57	
HUNTINGTON PARK RUBBER STAMP CO.	0268351-IN	111-8020-431.61-20	OFFICE STAMPS	199.65	N
	0266954-IN	111-6040-451.61-35	NAMES PLATES FOR DOORS	28.78	N
	0265707-IN	111-0110-411.66-05	NAME PLATES & BADGES	275.45	N
	0267961-IIN	111-0110-411.61-20	NAME PLATES & BADGES	50.00	N
				553.88	
IMPACT TIRE SERVICE	1242	741-8060-431.43-20	PURCHASE OF NEW TIRES	596.00	N
				596.00	
INNOVATIVE CONSTRUCTION SOLUTIONS	14-2137-01	245-5098-463.56-41	SOUTHLAND STEEL SOIL	28,161.42	N
				28,161.42	
INTERINSURANCE EXCHANGE OF THE	1907795JP	745-9031-413.52-30	CLAIM SETTLEMENT	2,553.76	N
				2,553.76	
JESSICA PEREZ	6/20/2015	111-6020-451.61-35	PURCHASE REIMBURSEMENT	18.53	N
	6/11/2015	111-6020-451.61-35	PURCHASE REIMBURSEMENT	30.01	N
				48.54	
JIMENEZ'S BRAKES & ALIGNMENTS INC	32920	741-8060-431.43-20	ALIGNMENT-UNIT # 275	55.00	N
	13630	741-8060-431.43-20	SUSPENSION WORK-UNIT#884	645.00	N
				700.00	
JOEL GORDILLO	JUNE 2015	111-0210-413.56-41	FILM & BROADCAST-MEETINGS	1,650.00	N

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				1,650.00	
JONES & MAYER	72652	111-0220-411.32-70	MAY 2015 LEGAL SERVICES	49.25	N
				49.25	
JOSE R. NAVARRO JR.	HP-S0073	111-6030-451.61-35	UMPIRING SERVICES	541.00	N
				541.00	
KONICA MINOLTA PREMIER FINANCE	279455059	111-7040-421.44-10	COPIER LEASE	1,295.84	N
				1,295.84	
KURT J. CAMP	HP00075	111-7030-421.56-41	LAFIS DATABASE PRINTS	747.50	N
	HP00074	111-7030-421.56-41	LAFIS DATABASE PRINTS	200.00	N
	HP00076	111-7030-421.56-41	LAFIS DATABASE PRINTS	1,322.50	N
				2,270.00	
LA COUNTY SHERIFF'S DEPT	154621SS	111-7022-421.56-41	IMMATE MEAL SERVICE	933.60	N
				933.60	
LAN WAN ENTERPRISE, INC	52745	681-3022-415.61-20	INSTALLATION OF COMPUTER	1,390.68	N
	52850	111-9010-419.56-64	SERVER REPLACEMENT	9,884.07	N
	52855	111-9010-419.56-64	DOMAIN CONTROLLER	6,997.48	N
	52856	111-9010-419.56-64	LICENSE SERVER	704.00	N
	52857	111-9010-419.56-64	PRIMARY DOMAIN	704.00	N
	52896	111-9010-419.56-64	LABOR PRINT SERVER	2,880.00	N
	52897	111-9010-419.56-64	LABOR HOST SERVER	2,880.00	N
	52911	111-9010-419.56-64	LABOR SECONDARY DOMAIN	2,880.00	N
	52933	111-9010-419.56-64	LABOR PRIMARY DOMAIN	3,840.00	N
	52877	111-0230-413.61-20	HR COLOR LASER PRINTER	764.80	N

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				32,925.03	
LARRY JR FLORES	1499	681-0000-228.70-00	DEPOSIT REFUND-WATER	10.00	N
				10.00	
LEAGUE OF CALIFORNIA CITIES	3073	111-0240-466.64-00	ANNUAL MEMBERSHIP DUES	1,181.25	N
				1,181.25	
LEGAL SHIELD	JUNE 15	802-0000-217.60-50	IDENTITY THEFT PROTECTION	261.00	N
				261.00	
LGP EQUIPMENT RENTALS INC	34983	111-8010-431.61-20	PURCHASE OF CONCRETE-3Y	465.00	N
				465.00	
LIEBERT CASSIDY WHITMORE	1404287	111-0230-413.56-41	PUBLIC EMPLOYMENT MEMBER	3,615.00	N
				3,615.00	
LIRA BROS, INC.	HP-05	111-6020-451.61-35	SUMMER CAMP T-SHIRTS	925.00	N
				925.00	
LOGAN SUPPLY COMPANY, INC.	84415	111-8010-431.61-20	SUPPLIES	85.57	N
	84416	111-8010-431.61-20	WAREHOUSE BROOMS	92.38	N
				177.95	
LORRAINE MENDEZ & ASSOCIATES, LLC	0182	239-5060-463.56-41	PROFESSIONAL SERVICES	3,000.00	N
	0182	242-5060-463.56-41	PROFESSIONAL SERVICES	4,564.64	N
	0184	239-5040-463.56-41	CDBG & HOME ADMIN PROGRAM	3,377.47	N
	0184	242-5060-463.56-41	CDBG & HOME ADMIN PROGRAM	3,758.99	N
	0188	239-5040-463.56-41	LEAD BASED GRAND CONTRACT	4,960.00	N

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				19,661.10	
LOS ANGELES TIMES	7/8-9/1/2015	111-0110-411.61-20	Acct # 0100002063419	16.80	N
				16.80	
LUCY ESQUEDA	51958/53509	111-0000-228.20-00	DEPOSIT REFUND	500.00	N
				500.00	
MAGNATAG VISIBLE SYSTEMS	E000003567	111-7022-421.61-27	TRAINING & RECRUITMENT	1,057.11	N
				1,057.11	
MANAGED HEALTH NETWORK	3200003369	802-0000-217.50-60	MANAGED HEALTH NETWORK	1,389.92	N
				1,389.92	
MARX BROS FIRE EXTINGUISHER CO INC.	H076463	111-6022-451.56-41	FIRE EXTINGUISHER SRVCS	75.00	N
				75.00	
MCMASTER-CARR SUPPLY CO.	31916896	111-7020-421.43-10	LOCKS FOR PD	147.05	N
				147.05	
MERCURY INSURANCE 20150062000719-00	1/18/2015	745-9031-413.52-30	CLAIM SETTLEMENT #1905575	1,152.05	N
				1,152.05	
MICHAEL CHEE	026	111-0210-413.56-41	CITY NEWSLETTER SUMMER 15	8,059.00	N
				8,059.00	
MIGUEL FUENTES	7/13-7/15/2015	111-7010-421.59-10	PER DIEM	250.00	N
				250.00	
NATION WIDE RETIREMENT SOLUTIONS	PPE 06-21-2015	802-0000-217.40-10	DEFERRED COMP	17,601.91	Y

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				17,601.91	
NATIONAL READY MIXED CONCRETE CO.	516546	111-8010-431.61-20	6 YARDS CONCRETE	732.45	N
				732.45	
NATIONWIDE ENVIRONMENTAL SERVICES	26465	111-8030-461.56-42	CATCH BASIN CLEANING SRVC	8,874.00	N
	26552	111-8010-431.56-41	SWEEPING SERVICES	28,181.00	N
	26552	220-8070-431.56-41	SWEEPING SERVICES	1,675.00	N
	26552	231-3024-415.56-41	SWEEPING SERVICES	7,044.00	N
	26616	111-8010-431.56-41	SWEEPING SERVICES	28,181.00	N
	26616	220-8070-431.56-41	SWEEPING SERVICES	1,675.00	N
	26616	231-3024-415.56-41	SWEEPING SERVICES	7,044.00	N
	26688	111-8010-431.56-41	SWEEPING SERVICES	28,181.00	N
	26688	220-8070-431.56-41	SWEEPING SERVICES	1,675.00	N
	26688	231-3024-415.56-41	SWEEPING SERVICES	7,044.00	N
				119,574.00	
NORMA URENA	HP-S0105	111-6020-451.61-35	ZUMBA MORNING CLASSES	54.25	N
				54.25	
O'REILLY AUTO PARTS	2959-359361	741-8060-431.43-20	PARTS FOR UNIT#144	111.25	N
	2959-370600	741-8060-431.43-20	PARTS FOR VARIUS BUT UNIT	41.56	N
	2959-369695	741-8060-431.43-20	PARTS FOR UNIT#143	211.63	N
	2959-369732	741-8060-431.43-20	PARTS FOR UNIT#143	41.41	N
	2959-371983	741-8060-431.43-20	PARTS FOR UNIT#186	17.27	N
	2959-370811	741-8060-431.43-20	SHOP SUPPLIES	141.69	N
	2959-373299	741-8060-431.43-20	PARTS FOR UNIT#961	394.95	N
	2959-373401	741-8060-431.43-20	PARTS FOR UNIT#961	246.33	N
	2959-373686	741-8060-431.43-20	PARTS FOR UNIT#884	151.35	N
	2959-373784	741-8060-431.43-20	SHOP SUPPLIES	150.26	N

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	2959-373807	741-8060-431.43-20	PARTS FOR UNIT#198	55.43	N
	2959-374021	741-8060-431.43-20	PARTS FOR UNIT#140	43.59	N
	2959-374352	741-8060-431.43-20	PARTS FOR UNIT#351	99.63	N
	2959-373347	741-8060-431.43-20	CREDIT	-200.95	N
				1,505.40	
OK PRINTING DESIGN & DIGITAL PRINT	70	239-5030-465.61-20	INSPECTION PADS/BLD PERMT	828.40	N
				828.40	
OLIVAREZ MADRUGA, LLP	12954	111-0220-411.32-70	MAY 15 LEGAL SERVICES	19.00	N
	12955	111-0220-411.32-70	MAY 15 LEGAL SERVICES	95.40	N
	12956	111-0220-411.32-70	MAY 15 LEGAL SERVICES	1,216.00	N
	12957	111-0220-411.32-70	MAY 15 LEGAL SERVICES	304.00	N
	12958	111-0220-411.32-70	MAY 15 LEGAL SERVICES	595.60	N
	12959	111-0220-411.32-70	MAY 15 LEGAL SERVICES	608.00	N
	12960	111-0220-411.32-70	MAY 15 LEGAL SERVICES	437.00	N
				3,275.00	
PAC HP HOLDINGS LLC	JULY 2015	111-7022-421.44-10	PD SUBSTATION RENT	115.76	N
				115.76	
PARKHOUSE TIRE, INC.	1010448394	741-8060-431.43-20	NEW FRONT TIRES UNIT345	682.39	N
				682.39	
PARS	31658	217-0230-413.56-41	REP FEES-APRIL 2015	2,121.80	N
				2,121.80	
PAUL WEINRICH	JUNE 2015	111-7022-421.16-20	UNIFORM ALLOWANCE	550.00	N
				550.00	

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PENSKE CHEVROLET	581015	741-8060-431.43-20	CLUSTER REPAIR UNIT192	674.43	N
				674.43	
PITNEY BOWES INC.	2804344-JN15	111-7040-421.56-41	POSTAGE METER	541.92	N
				541.92	
PRO FORCE LAW ENFORCEMENT	238615	111-7022-421.61-29	BATTERIES-PD	148.68	N
				148.68	
PRO-MODEL CLEANING SERVICES	102	111-6020-451.56-41	SPECIAL CLEANING SRVCS	200.00	N
	101	111-6020-451.56-41	SPECIAL CLEANING SRVCS	200.00	N
	100	111-6020-451.56-41	SPECIAL CLEANING SRVCS	200.00	N
	106	111-6020-451.56-41	SPECIAL CLEANING SRVCS	200.00	N
	107	111-6020-451.56-41	SPECIAL CLEANING SRVCS	200.00	N
	105	111-6020-451.56-41	SPECIAL CLEANING SRVCS	200.00	N
	104	111-6020-451.56-41	SPECIAL CLEANING SRVCS	55.00	N
	103	111-6022-451.56-41	JANITORIAL SRVCS-JUNE 15	4,977.67	N
	103	111-7020-421.56-41	JANITORIAL SRVCS-JUNE 15	3,835.44	N
	103	111-8022-419.56-41	JANITORIAL SRVCS-JUNE 15	2,512.97	N
	103	111-8020-431.56-41	JANITORIAL SRVCS-JUNE 15	344.28	N
				12,925.36	
PRUDENTIAL OVERALL SUPPLY	50740945	111-7022-421.61-29	MAT CLEANING SERVICES	16.85	N
	50745965	111-7022-421.61-29	MAT CLEANING SERVICES	16.85	N
				33.70	
PSYCHOLOGICAL CONSULTING ASSOC, INC	521596	111-7022-421.56-41	PRE-EMPLOYEMENT PSYCH	1,600.00	N
	521590	111-7022-421.56-41	PRE-EMPLOYEMENT PSYCH	400.00	N
	521565	111-7022-421.56-41	PRE-EMPLOYEMENT PSYCH	1,200.00	N

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				3,200.00	
PURCHASE POWER	6/11/15	111-7040-421.56-41	ACCT 8000-9000-0114-2607	583.86	N
				583.86	
R & R INDUSTRIES, INC.	474268	111-8010-431.61-20	SAFETY VEST-PW STAFF	197.47	N
				197.47	
RANCHO BERNARDO INN	19589600	111-0110-411.58-21	LODGING- M. SANABRIA	692.79	N
	19588432	111-0110-411.58-19	LODGING- K. MACIAS	749.79	N
	19588563	111-0110-411.58-22	LODGING-J. PINEDA	692.79	N
	19588562	111-0110-411.58-23	LODGING- G. ORTIZ	692.79	N
				2,828.16	
REDWOOD TOXICOLOGY LABORATORY INC	942820155	111-7022-421.61-27	DRUG TEST	243.00	N
				243.00	
RICHARD MARETTI	7/6-7/9/2015	111-7010-421.59-10	PER DIEM	200.00	N
				200.00	
RICOH USA, INC.	45942207	111-6010-451.56-41	COPIER LEASE-JUNE 2015	222.76	N
				222.76	
ROBERTO HERNANDEZ	JUNE 2015	111-7022-421.16-20	UNIFORM ALLOWANCE	550.00	N
				550.00	
ROSA AMAYA	50910/53507	111-0000-228.20-00	DEPOSIT REFUND-HPCC	500.00	N
				500.00	
RUTAN & TUCKER, LLP	719484	681-8030-461.32-70	WRD	2,149.85	N

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
	719485	681-8030-461.32-70	STORMWATER REGULATORY	1,600.00	N
	719488	681-8030-461.32-70	ZOE AVE SINKHOLE	1,994.21	N
	719483	681-8030-461.32-70	WATER ISSUES	60.00	N
	719492	216-0230-413.32-70	COUNTY PROPERTY TAX	1,300.00	N
				7,104.06	
RUTH LEWIS	691	681-0000-228.70-00	CREDIT BALANCE REFUND	1.37	N
				1.37	
S & S WORLDWIDE, INC.	8626499	111-6020-451.61-35	SUMMER CAMP EQUIPMENT	769.56	N
				769.56	
SAFETY KLEEN	63361736	741-8060-431.43-20	REPLACE CHECK 186409	512.46	N
				512.46	
SAUL DURAN	7/13-7/15/2015	111-7010-421.59-10	PER DIEM	250.00	N
				250.00	
SC FUELS	2805646	741-8060-431.62-30	FUEL PURCHASE	18,699.10	N
				18,699.10	
SECURITAS SECURITY SERVICES USA INC	W4836865	111-7022-421.56-41	SECURITY SERVICES	330.00	N
				330.00	
SEVERN TRENT ENVIRONMENTAL SERVICES	STES 2079362	681-8030-461.56-41	WATER SEWER/MAINTENANCE	90,563.54	N
	STES 2079362	283-8040-432.56-41	WATER SEWER/MAINTENANCE	11,540.57	N
				102,104.11	
SHELL FLEET PLUS	79043758506	111-7022-421.61-27	FUEL PURCHASE-PD	1,030.82	N

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				1,030.82	
SKS INC	N760245-IN	741-8060-431.62-30	SHOP SUPPLY SAW OIL BULK	567.80	N
				567.80	
SMART & FINAL	165736	111-6020-451.61-35	FOOD SUPPLIES-ACS BINGO	52.39	N
	160748	111-6020-451.61-35	FOOD SUPPLIES-ACS BINGO	78.07	N
	159261	111-6020-451.61-35	FOOD SUPPLIES-SENIOR PRGR	199.23	N
	124489	111-0110-411.66-05	COUNCIL & ADMIN SUPPLIES	23.97	N
				353.66	
SMITH FASTENER	49144	535-6090-452.61-20	HARDWARE REPLACEMENT	5.45	N
	48729	221-8014-429.61-20	PHOTO CELLS ACCESSORIES	37.68	N
	43507	221-8014-429.61-20	WIRE ROPE	20.67	N
				63.80	
SOUTHERN CALIFORNIA EDISON	4/7-5/7/15	221-8014-429.62-10	ACCT # 2-23-189-3090	3,231.32	N
	5/6/15-6/5/15	231-3024-415.62-10	ACCT # 2-15-735-6825	794.43	N
	4/7/15-5/7/15	111-7020-421.62-10	ACCT # 2-27-682-4422	5,493.49	N
	2/5/15-5/9/15	111-7020-421.62-10	ACCT # 2-27-682-4422	5,954.03	N
	4/6/15-5/6/15	231-3024-415.62-10	ACCT # 2-15-735-6825	846.97	N
	3/9/15-4/7/15	221-8014-429.62-10	ACCT # 2-23-189-3090	3,220.62	N
	3/9/15-5/11/15	681-8030-461.62-20	ACCT # 2-03-995-0639	21,637.86	N
	3/9/15-5/11/15	111-6022-451.62-10	ACCT # 2-03-995-0639	3,245.00	N
	3/9/15-5/11/15	111-8022-419.62-10	ACCT # 2-03-995-0639	3,164.49	N
	4/28/15-5/28/15	535-8016-431.62-10	ACCT # 2-28-688-4416	37.91	N
	5/4/15-6/11/15	535-8016-431.62-10	ACCT # 2-37-601-8396	442.17	N
				48,068.29	
SPARKLETTS	14430181 052815	111-0230-413.61-20	WATER-DEPT MEETINGS-HR	10.22	N

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	4533656 052815	111-0210-413.61-20	COUNCIL & ADMIN WATER	29.94	N
	4533656 052815	111-0110-411.61-20	COUNCIL & ADMIN WATER	29.93	N
	4532412 052815	111-1010-411.61-25	WATER-CITY CLERKS	16.90	N
				86.99	
STANDARD GLASS & MIRROR	6/12/15	111-6022-451.43-10	CLEAR GLASS REPAIR	89.00	N
				89.00	
STANDARD INSURANCE COMPANY	MAY 2015	802-0000-217.50-70	PREM-ADD LIFE INSURANCE	1,361.69	N
	JULY 2015	802-0000-217.50-70	PREM LIFE INSURANCE-AD&D	7,232.75	N
	JULY 2015	802-0000-217.50-70	PREM ADD LIFE INSURANCE	1,723.03	N
	JUNE 2015	802-0000-217.50-70	PREM ADD LIFE INSURANCE	-112.73	N
				10,204.74	
STAPLES ADVANTAGE	8034606559	111-0110-411.61-20	OFFICE SUPPLIES	3.14	N
	8034606559	111-1010-411.61-20	OFFICE SUPPLIES	229.66	N
	8034606559	111-6010-451.61-20	OFFICE SUPPLIES	94.74	N
	8034606559	111-3010-415.61-20	OFFICE SUPPLIES	-166.32	N
	8034606559	111-8010-431.61-20	OFFICE SUPPLIES	6.27	N
	8034606559	239-5030-465.61-20	OFFICE SUPPLIES	119.70	N
	8034606559	239-5030-465.61-20	OFFICE SUPPLIES	286.65	N
	8034606559	111-7022-421.61-27	OFFICE SUPPLIES	230.11	N
	8034606559	111-7040-421.61-31	OFFICE SUPPLIES	220.41	N
	8034606559	111-7040-421.61-32	DISPATCH SUPPLIES	141.01	N
				1,165.37	
STATE OF CALIFORNIA	7/6/15-7/9/15	111-7010-421.59-10	REGISTRATION-R. MARETTI	225.00	Y
				225.00	
STATE OF CALIFORNIA - MILITARY DEPT	FY 14-15-242	111-7010-421.61-21	LEAD MEALS	3,783.25	N

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				3,783.25	
STATE WATER RESOURCES CONTROL	1910049	681-8030-461.41-00	AMENDMENT FEE FOR WELL	258.00	Y
				258.00	
STEPHEN SCHUCH	12822	239-7055-424.59-10	PARKING REIMBURSEMENT	2.00	N
	21954	239-7055-424.59-10	PARKING REIMBURSEMENT	2.00	N
	12837	239-7055-424.59-10	PARKING REIMBURSEMENT	2.00	N
	12842	239-7055-424.59-10	PARKING REIMBURSEMENT	2.00	N
	21969	239-7055-424.59-10	PARKING REIMBURSEMENT	2.00	N
				10.00	
STOVER SEED COMPANY	850554	535-6090-452.61-20	TURF SEED-PAPER MULCH	1,977.81	N
	850640	535-6090-452.61-20	PAPER MULCH	-306.16	N
				1,671.65	
SUNGARD PUBLIC SECTOR INC.	102014	111-0230-413.43-05	JULY 15 ASP CONTRACT SRVC	642.25	N
	102014	111-3010-415.43-05	JULY 15 ASP CONTRACT SRVC	1,369.16	N
	102014	111-3011-419.43-05	JULY 15 ASP CONTRACT SRVC	3,885.97	N
	102014	111-6010-451.43-05	JULY 15 ASP CONTRACT SRVC	303.24	N
	102014	111-7010-421.43-05	JULY 15 ASP CONTRACT SRVC	117.50	N
	102014	111-9010-419.56-64	JULY 15 ASP CONTRACT SRVC	862.04	N
	102014	219-0250-431.61-20	JULY 15 ASP CONTRACT SRVC	7.40	N
	102014	221-8010-431.61-20	JULY 15 ASP CONTRACT SRVC	56.16	N
	102014	231-3024-415.61-20	JULY 15 ASP CONTRACT SRVC	11.25	N
	102014	239-6060-466.61-20	JULY 15 ASP CONTRACT SRVC	25.75	N
	102014	242-5060-463.61-20	JULY 15 ASP CONTRACT SRVC	14.09	N
	102014	285-8050-432.61-20	JULY 15 ASP CONTRACT SRVC	4.57	N
	102014	681-3022-415.43-05	JULY 15 ASP CONTRACT SRVC	3,105.88	N
	102014	681-8030-461.43-05	JULY 15 ASP CONTRACT SRVC	16.73	N

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	102014	741-8060-431.61-20	JULY 15 ASP CONTRACT SRVC	15.82	N
				10,437.81	
SUPERIOR COURT OF CALIFORNIA	AUGUST 2014	111-3010-415.56-10	PARKING CITATION REFUND	210.00	N
	DECEMBER 2014	111-3010-415.56-10	PARK CITATION SURCHARGE	12,600.00	N
	NOVEMBER 2014	111-3010-415.56-10	PARK CITATION SURCHARGE	16,862.50	N
	AUGUST 2014	111-3010-415.56-10	PARK CITATION SURCHARGE	16,712.50	N
	JULY 2014	111-3010-415.56-10	PARK CITATION SURCHARGE	17,987.50	N
	OCTOBER 2014	111-3010-415.56-10	PARKING CITATION SURCHARG	21,387.50	N
	SEPTEMBER 2014	111-3010-415.56-10	PARKING CITATION SURCHARG	8,687.50	N
				94,447.50	
SUSAN CRUM	5/31-6/19/2015	111-0210-413.61-20	PURCHASE REIMBURSEMENT	138.15	N
				138.15	
TELEPACIFIC COMMUNICATIONS	67921099-0	111-9010-419.53-10	INTERNET SERVICES- CH	1,555.20	N
	67921099-0	111-7010-421.53-10	INTERNET SERVICES- PD	731.86	N
				2,287.06	
TELEWORKS	14841	111-9010-419.53-10	MULTILINE TELEPHO CHANGES	578.75	N
	14840	111-9010-419.53-10	MULTILINE TELEPHO CHANGES	140.00	N
	14838	111-9010-419.53-10	MULTILINE TELEPHO CHANGES	530.00	N
	14847	111-9010-419.53-10	MULTILINE TELEPHO CHANGES	1,987.50	N
				3,236.25	
THE DUMPELL MAN FITNESS EQUIPMENT	31110	111-6010-451.74-10	EQUIPMENT REPAIR	752.00	N
	31105	111-6022-451.43-10	PARKS EQUIPMENT REPAIR	1,433.00	N
				2,185.00	
THE GREATER HUNTINGTON PARK AREA	7/14/2015	111-0210-413.64-00	REGISTRATION- J. ORNELAS	10.00	N

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
	7/14/2015	111-0210-413.64-00	REGISTRATION- E. CISNEROS	10.00	N
	7/14/2015	111-0210-413.64-00	REGISTRATION- S. CRUM	10.00	N
	7/14/2015	111-0210-413.64-00	REGISTRATION- A. CORNEJO	10.00	N
	7/14/2015	111-1010-411.59-10	REGISTRATION- D. SCHWARTZ	10.00	N
	7/14/2015	111-3010-415.64-00	REGISTRATION- J. MAZYCK	10.00	N
	7/14/2015	111-4010-431.64-00	REGISTRATION- M. ACKERMAN	10.00	N
	7/14/2015	239-5030-465.64-00	REGISTRATION- M. ACOSTA	10.00	N
	7/14/2015	111-0230-413.64-00	REGISTRATION- M. CASTILLO	10.00	N
				90.00	
THE OFFICE CONNECTION	19037	111-6010-451.61-20	OFFICE SUPPLIES (PAPER)	653.22	N
				653.22	
TIERRA WEST ADVISORS, INC	HP-0415	222-4010-431.56-41	PROFESSIONAL SERVICES	16,127.50	N
				16,127.50	
TRITECH FORENSICS	119580	111-7022-421.61-29	FINGERPRINT SUPPLIES	434.01	N
				434.01	
TROPICANA LAS VEGAS INC.	QV FY2	111-7010-421.59-10	LODGING- C. LISNER	336.00	N
	QV FY2	111-7010-421.59-10	LODGING- E. GUERRERO	336.00	N
	QV FY2	111-7010-421.59-10	LODGING- G. PRADO	336.00	N
				1,008.00	
TRUGREEN LANDCARE	0722015	111-8095-431.56-60	NEGOTIATION SETTLEMENT	28,663.00	Y
	0722015	535-6090-452.56-60	NEGOTIATION SETTLEMENT	14,000.00	Y
	0722015	231-3024-415.56-41	NEGOTIATION SETTLEMENT	10,000.00	Y
				52,663.00	
U.S. BANK	PPE 06-21-2015	802-0000-217.30-20	PARS PART-TIME	1,860.04	Y

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	PPE 06-21-2015	802-0000-217.30-20	CITY OF HP- PARS EMPLOYEE	2,488.95	Y
	PPE 06-21-2015	802-0000-218.10-05	CITY OF HP- PARS EMPLOYER	7,942.61	Y
	PPE 06-21-2015	802-0000-218.10-05	CITY OF HP- PARS REP PLAN	3,275.00	Y
				15,566.60	
U.S. HEALTH WORKS	2709783-CA	111-0230-413.56-41	ASSIST REC LDR PHYSICAL	224.00	N
	2709783-CA	111-0230-413.56-41	POLICE PHYSICAL	364.00	N
	2713025-CA	111-0230-413.56-41	FITNESS FOR DUTY	48.00	N
	2716111-CA	111-0230-413.56-41	DEPT HEAD PHYSICAL	263.00	N
	2716111-CA	111-0230-413.56-41	ASSIST RC LDR PHYSICAL	224.00	N
	2716111-CA	111-0230-413.56-41	SENIOR PLANNER PHYSICAL	421.00	N
	2716111-CA	111-0230-413.56-41	GRAD.MGMT INTERN PHYSICAL	224.00	N
	27016138-CA	111-0230-413.56-41	DOT EXAM	70.00	N
	27016138-CA	111-0230-413.56-41	ASS. REC. LDR. PHYSICAL	224.00	N
	27016138-CA	111-0230-413.56-41	ASS. REC. LDR. PHYSICAL	224.00	N
	27016138-CA	111-0230-413.56-41	ASS. PLANNER PHYSICAL	421.00	N
	2719704-CA	111-0230-413.56-41	ASSIST RE LDR PHYSICAL	263.00	N
	2722810-CA	111-0230-413.56-41	ASS. REC. LDR PHYSICAL	294.00	N
				3,264.00	
UNDERGROUND SERVICE ALERT OF SO CAL	520150120	221-8014-429.56-41	DIG ALERT CHARGES	222.00	N
				222.00	
UNIFIED NUTRIMEALS	1062	111-6055-451.57-42	USDA FOOD PROGRAM-JUNE 15	1,464.75	N
				1,464.75	
UNION PACIFIC RAILROAD CO	274551153	111-6010-451.56-41	LEASE-BEAUTIFICATION PARK	164.76	N
				164.76	
UNITED WAY OF GREATER	PPE 06-21-2015	802-0000-217.60-20	UNITED WAY	15.00	N

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				15.00	
UPS	F911X6235	111-7022-421.61-27	SHIPPING CHARGES	16.10	N
				16.10	
URQUID LINEN	35977	111-6010-451.61-20	SUPPLIES FOR MEETINGS	340.63	N
				340.63	
US POSTMASTER	6/18/15	111-9010-419.53-20	POSTAGE FOR NEWSLETTER	3,433.66	Y
				3,433.66	
VISION SERVICE PLAN-CA	JULY 2015	802-0000-217.50-30	EMPLOYEE VISION BENEFITS	388.38	N
	JULY 2015	802-0000-217.50-30	EMPLOYEE VISION BENEFITS	3,681.58	N
				4,069.96	
WALTERS WHOLESALE ELECTRIC COMPANY	2095048-00	535-8016-431.61-45	STREET LIGHT CONDUIT	31.83	N
	2094806-00	535-8016-431.61-45	STREET LIGHT CONDUIT	190.91	N
	2094669-00	535-8016-431.61-45	STREET LIGHT CONDUIT	598.99	N
				821.73	
WAXIE SANITARY SUPPLY	75317559	111-7020-421.43-10	CREDIT MEMO	-6.94	N
	75317626	111-7020-421.43-10	CREDIT MEMO	-29.18	N
	75317626	111-7020-421.43-10	JANITORIAL SUPPLIES-PD	1,603.38	N
	75323473	111-7020-421.43-10	JANITORIAL SUPPLIES	677.24	N
	75317560	111-7020-421.43-10	JANITORIAL SUPPLIES- PD	515.47	N
	75331612	111-7020-421.43-10	GERMICIDAL BLEACH	6.94	N
	75331609	111-7020-421.43-10	JANITORIAL SUPPLIES	459.94	N
	75331493	111-7020-421.43-10	FOOD UTILITY CLEAR LINER	76.13	N
				3,302.98	

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WELLS FARGO	24610434E03SX2G	111-0110-411.58-21	CITY COUNCIL CONFERENCE	513.04	N	
	74610434E03SX2	111-0110-411.58-21	COUNCIL CONFERENCE CREDIT	-513.04	N	
	5/26/2015	111-0110-411.66-05	CITY COUNCIL PURCHASE	60.00	N	
	24373284P6JJARR	111-0110-411.66-05	CITY COUNCIL DINNER	142.06	N	
	24373284T7FP4FR	111-0110-411.66-05	CITY COUNCIL EXPENSES	8.70	N	
	242247604T2XL73	111-0110-411.66-05	CITY COUNCIL EXPENSE	60.00	N	
	24121574ZA76Q06	111-0210-413.61-20	SQUARE TRADE WARRANTY	8.00	N	
	24492154VSORRZT	111-0110-411.58-22	REGISTRATION- J. PINEDA	50.00	N	
	24801654SSWG	111-0110-411.66-05	CITY COUNCIL DINNER	84.00	N	
	2412157AZAAXJNK	111-0210-413.61-20	SQUARETRADE WARRANTY	4.58	N	
	24121574ZAELTQ	111-9010-419.53-10	SQUARETRADE WARRANTY	4.58	N	
	24121574ZAGGQR	111-9010-419.53-10	SQUARETRADE WARRANTY	4.58	N	
	2412157AZ2HBL8R	111-9010-419.53-10	SQUARETRADE WARRANTY	4.58	N	
	21574ZA2HBL8RS	111-9010-419.53-10	SQUARETRADE WARRANTY	4.58	N	
	21574ZA76Q06SW	111-9010-419.53-10	SQUARETRADE WARRANTY	4.58	N	
	246921657003ST0	111-0110-411.66-05	CITY COUNCIL DINNER	83.48	N	
	19589600	111-0110-411.58-21	LODGING- CM. SANABRIA	230.93	N	
					754.65	
	WELLS FARGO BANK-FIT	PPE 06-21-2015	802-0000-217.20-10	WELLS FARGO BANK- FIT	11,717.50	Y
PPE 06-21-2015		802-0000-217.20-10	WELLS FARGO BANK-FIT	34,632.94	Y	
				46,350.44		
WELLS FARGO BANK-MEDICARE	PPE 06-21-2015	802-0000-217.10-10	WELLS FARGO BANK-MEDICARE	4,222.35	Y	
	PPE 06-21-2015	802-0000-217.10-10	WELLS FARGO BANK-MEDICARE	7,135.33	Y	
				11,357.68		
WELLS FARGO BANK-SIT	PPE 06-21-2015	802-0000-217.20-20	WELLS FARGO BANK- SIT	4,322.08	Y	
	PPE 06-21-2015	802-0000-217.20-20	WELLS FARGO BANK-SIT	11,528.04	Y	

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				15,850.12	
WEST GOVERNMENT SERVICES	831938647	111-7030-421.56-41	WEST INFORMATION SYSTEM	437.67	N
				437.67	
WESTCHESTER MEDICAL GROUP	101810	111-0230-413.56-41	PHYSICAL SYSTEMIC EXAM	200.00	N
				200.00	
WESTERN EXTERMINATOR COMPANY	3237968	535-6090-452.56-60	EXTERMINATOR SRVCS MAY 15	129.00	N
	3237968	111-6022-451.56-41	EXTERMINATOR SRVCS MAY 15	85.00	N
	3237968	111-8022-419.56-41	EXTERMINATOR SRVCS MAY 15	45.00	N
	3237968	111-8020-431.56-41	EXTERMINATOR SRVCS MAY 15	62.00	N
				321.00	
WHITTIER FERTILIZER CO.	292608	535-6090-452.61-20	MULCH-RAUL PEREZ PARK	324.50	N
				324.50	
YAZMIN CHAVEZ	6/12-6/16/2015	111-0230-413.61-20	PURCHASE REIMBURSEMENTS	43.22	N
				43.22	
				1,365,083.78	



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

July 6, 2015

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:

APPROVAL OF ROAD CLOSURE FOR THE 2015 POLICE DEPARTMENTS 18th ANNUAL NATIONAL NIGHT OUT – TUESDAY, AUGUST 4, 2015

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the road closure along Miles Avenue from Saturn Avenue to Gage Avenue, and along Zoe Avenue from Templeton Street to Miles Avenue on August 4, 2015.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

City Council approval is necessary due to the request to close public streets.

The Huntington Park Police Department will be hosting its 18th annual National Night Out (NNO) Community Celebration. NNO emphasizes the importance of police-community partnerships; it provides various City departments with the opportunity to meet and greet community members and promote services/programs offered in our City.

The purpose of National Night Out is to heighten crime and drug prevention awareness, increase public safety and cultivate positive relationships between community members and its police department. The event will be informative, educational and entertaining. It is our goal that everyone who attends the event will have learned something about their City, the various departments and various community based organization and the services which they provide.

The event will consist of various presentations and displays including: Mounted Unit, Special Emergency Response Team, K-9 Demonstration and much more.

We are expecting over 20 City wide non-profit and for profit organizations will be participating at this year's NNO event. They will be handing out valuable information and goodies for the residents of our community.

**APPROVAL OF ROAD CLOSURE FOR THE 2015 POLICE DEPARTMENTS 18th
ANNUAL NATIONAL NIGHT OUT – TUESDAY, AUGUST 4, 2015**

July 6, 2015

Page 2 of 2

The street closures are scheduled to take place on Tuesday, August 4, 2015 from 12pm to 9pm. The event will start at 5pm and will conclude at 9pm. The street closures will be as follows:

1. Miles Ave from Gage Avenue on the north to Saturn Avenue on the south
2. Zoe Avenue from Miles Avenue on the east to Templeton Street on the west

Notification of the street closure will be made to all of the impacted residents.

FISCAL IMPACT/FINANCING

The Police Department Special Events account will be utilized for this purpose (111-7040-421.13-10) and will not exceed \$1,500 for staffing overtime.

CONCLUSION

Upon City Council approval of the street closures City staff will meet, plan and coordinate the safe presentation of this event.

Respectfully submitted,



JOHN ORNELAS
City Manager



JORGE CISNEROS
Chief of Police



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

July 6, 2015

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:

RECEIVE PRESENTATIONS FROM AUDITS FIRMS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Receive presentations from the three audit firms who have been determined to be in the competitive range in selection process for the City's independent financial auditor.

BACKGROUND

An RFP process was necessary to select a new audit firm since the prior auditor's contract was successfully concluded with audit of the City's FY13-14 CAFR and related reports. The RFP process is intended to recommend the firm presenting the "best value" to City. These presentations are an opportunity for the City Council to hear from the proposers directly.

In alphabetical order, the firms are:

Moss, Levy & Hartzheim
Rogers, Anderson, Malody & Scott
The Pun Group

Attachments B, C, and D are the technical proposals submitted by each firm, respectively.

A summary of the RFP process is presented in Attachment A. The services to be provided under this contract include the independent audit and preparation of the City Comprehensive Annual Financial Report ("CAFR"), a compliance review of the City's Single Audit Report and a confirmation of the City's GANN Appropriations Limitation calculation.

FISCAL IMPACT

There is no fiscal impact to the City of approving the recommendation.

LEGAL AND PROGRAM REQUIREMENTS

The City's audited financial statements are required by bond indentures, debt agreements and other legal documents. The Single Audit Report is required for the City to continue to receive federal grants and loans.

CONCLUSION

Upon receipt of these presentations, staff will return to the City Council with a recommendation to appoint the new City auditors.

Respectfully submitted,



JOHN A. ORNELAS
Interim City Manager



JAN MAZYCK
Interim Director of Finance/City Treasurer

ATTACHMENTS

- A. Procurement Process
- B. Moss, Levy & Hartzheim
- C. Rogers, Anderson, Malody & Scott
- D. The Pun Group

Attachment A

Procurement Summary
RFP FIN 15-01
Financial Audit Services

A notice inviting proposals was advertised in the Long Beach Press Telegram and the City's website's home page for local coverage, the Los Angeles Times for regional coverage and on the California Society of Finance Officers' website for profession-wide coverage.

The procurement schedule shown in the RFP was:

<u>Date</u>	<u>Activity</u>
April 2, 2015	RFP issued
April 16, 2015	Last day to request RFP/last day to submit questions
May 18, 2015	Proposals due by 4:30 pm
June 1, 2015	Oral interviews (City's discretion)
June 8, 2015	BAFOs due by 4:30 pm (City's discretion)
July 6, 2015	Contract awarded by City Council

Twelve firms requested copies of the RFP. Addendum #1, which responded to all questions asked by prospective proposers, was issued on April 19.

Six proposals were received by the 4:30 pm deadline on May 18.

The Interim Director of Finance convened the proposal evaluation panel ("Panel") that consisted of two City Finance Department staff and one financial executive from another city.

The panel determined that all six of the six proposals received met the mandatory requirements. The proposals were evaluated based on the criteria specified in the RFP. 60 points were possible for technical qualifications and 40 points for cost.

Based on the scoring, the Panel determined that three firms were in the competitive range. The three firms were (in alphabetical order):

Moss, Levy, & Hartzheim
Rogers, Anderson, Malody, & Scott
The Pun Group

These three firms were invited to make presentations to the City Council at its regularly scheduled meeting on July 6, 2015.

ATTACHMENT "B"

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES
For the Fiscal Years Ending June 30, 2015, 2016 and 2017
(Optional Fiscal Years Ending June 30, 2018 and 2019)
=====

Submitted By:

Moss, Levy & Hartzheim, LLP
5800 Hannum Avenue, Suite E
Culver City, California 90230
Phone: (310) 670-2745
Fax: (310) 670-1689

Submitted On:

May 18, 2015

Contact Person:

Craig A. Hartzheim, CPA: Partner
chartzheim@mlhcpas.com

**CITY OF HUNTINGTON PARK
 AUDIT PROPOSAL
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MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

PARTNERSRONALD A LEVY, CPA
CRAIG A HARTZHEIM, CPA
HADLEY Y HUI, CPA
ALEXANDER C HOM, CPA
ADAM V GUISE, CPA
TRAVIS J HOLE, CPACOMMERCIAL ACCOUNTING & TAX SERVICES
433 N. CAMDEN DRIVE, SUITE 730
BEVERLY HILLS, CA 90210
TEL: 310.273.2745
FAX: 310.670.1689
www.mlhcpas.comGOVERNMENTAL AUDIT SERVICES
5800 HANNUM AVENUE, SUITE E
CULVER CITY, CA 90230
TEL: 310.670.2745
FAX: 310.670.1689
www.mlhcpas.comJan Mazyck
Interim Director of Finance/City Treasurer
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Ms. Mazyck,

We are pleased to respond to the Request for Proposal from the City of Huntington Park (City) for independent professional auditing services. We have prepared our proposal to address each of the specifications included in the City's Request for Proposal (RFP).

After 58 years in public accounting and 38 years of performing local governmental and non-profit audits, it is extremely gratifying to witness the continued growth of Moss, Levy & Hartzheim, LLP. The firm is a regional full service public accounting firm with offices in Culver City, Beverly Hills, and Santa Maria and clients throughout the State of California, as well as thirty-one other states. We and the entire staff are pleased with not only the continuing development of the firm but also the progress and economic health of our clients. We understand that governmental accounting is a specialized industry with its own accounting standards and requirements, and that is why we strive to constantly improve the quality of our professional services. This degree of dedication, coupled with our ability to inform our clients of any new accounting and auditing issues, is paramount to our success. Our dedication and expertise are the reasons we believe we are best qualified to perform this engagement.

We feel that our size is such that we are large enough to provide a broad spectrum of services and experience backed by an in-house training program, professional development courses, and an extensive professional library, yet not so large as to become impersonal and rigid. Our informal style allows us to be flexible enough to complete our engagements in a timely manner that is the most convenient for each client. Also, this style allows us to be more accessible to our clients when our clients have questions or concerns.

It is our understanding that we will perform an audit of all funds of the City in accordance with auditing standards generally accepted in the United States of America, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the federal Single Audit Act, as amended, and the U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, including the new Supercircular, as well as any other applicable federal, state, local or programmatic audit requirements. We will prepare and word process the City's Comprehensive Annual Financial Report (CAFR), and we will render an opinion on the fair presentation of the City's CAFR in conformity with generally accepted accounting principles. We will perform a single audit on the expenditures of federal grants in accordance with the provisions of the new Supercircular and the Single Audit Act. We will also perform agreed-upon procedures relative to the City's calculation of its Appropriation Limit in accordance with the *Article XIIB Appropriations Limit Uniform Guidelines* and as mandated by the California Constitution, and we will render a letter annually to the City regarding its compliance.

In addition to the procedures deemed necessary to express our opinion on the basic financial statements, we understand that we will also be responsible for performing certain limited procedures involving the management's discussion and analysis (MD&A), statistical section, and the required supplementary information (RSI), as mandated by auditing standards generally accepted in the United States of America.

It is our understanding that we will be responsible for issuing the following reports: an independent auditor's report on the fair presentation of the City's basic financial statements, in conformity with accounting principles generally accepted in the United States of America; an independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of the basic financial statements of the City performed in accordance with *Government Auditing Standards*; an independent auditor's report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133 and the new Supercircular; a single audit report which includes a schedule of expenditures of federal awards, footnotes, findings and questioned costs including significant deficiencies and material weaknesses, as required by OMB Circular A-133 and the new Supercircular; a report on the compliance with the Proposition 111, Article XIII.B of the California State Constitution and Government Code 7900 on its appropriations limit (GANN limit calculation); a management letter which includes Statement on Auditing Standards (SAS) No. 114 and No. 115 letters; and any other reports to the governing body as may be required by auditing standards generally accepted in the United States of America.

We understand that we will be responsible for preparing, editing, and delivering the final PDF and backup Microsoft Word files of the City's Comprehensive Annual Financial Report (CAFR), Single Audit Report, and Management Letter by December 15 of each year. We will provide all drafts and recommendations for improvements to the Director of Finance and City Treasurer within a reasonable time period after the last day of field work. We will be available for any meetings that may be necessary to discuss the draft audit reports. Once all issues of discussions are resolved, the completed CAFR, Single Audit report and other reports shall be delivered to the Director of Finance/City Treasurer.

All noncompliance and significant deficiencies found during the audit will be communicated in writing. In the required reports on compliance and internal controls, we shall communicate any significant deficiencies and noncompliance issues found during the audit. Significant deficiencies that are also material weaknesses will be identified as such in the report. Non-reportable conditions discovered will be reported in a separate letter to management, which will be referred to in the reports on internal controls. All irregularities and illegal acts or indications of illegal acts of which we become aware of during the course of our audit will be immediately reported, in writing, to the City Council, City Manager, City Attorney, and Director of Finance/City Treasurer.

We will be responsible for retaining all working papers and reports, at our expense, for a minimum of seven (7) years, unless the firm is notified in writing by the City of Huntington Park of the need to extend the retention period. We will make available all original working papers for examination, upon request, to the City or any federal and state agencies designated by the City.

Moss, Levy & Hartzheim, LLP understands and accepts the terms and conditions included in the Anticipated Form of Contract, Exhibit A of the RFP, except for Section 6.1 which should state that the audit workpapers are the property of the Consultant.

Moss, Levy & Hartzheim, LLP will perform the audit work within the specified time period, pending no unforeseen circumstances which the City imposes on our work.

The percentage of the audit work we expect to accomplish in each month is shown below:

<u>August</u>	<u>October</u>	<u>November</u>	<u>Total</u>
45%	50%	5%	100%

This proposal for auditing services is an irrevocable offer for 90 days.

Thank you for your consideration and please do not hesitate to contact the authorized representatives listed below with any questions, problems, or concerns.

(1) Craig A. Hartzheim, CPA
Partner
5800 Hannum Avenue
Suite E
Culver City, CA 90230
(310) 670-2745
chartzheim@mlhcpas.com

(2) Ron A. Levy, CPA
Partner
2400 Professional Parkway
Suite 205
Santa Maria, CA 93455
(805) 925-2579
rlevy@mlhcpas.com

(3) Hadley Y. Hui, CPA
Partner
5800 Hannum Avenue
Suite E
Culver City, CA 90230
(310) 670-2745
hhui@mlhcpas.com

Sincerely,



Craig A. Hartzheim, CPA
Partner

CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

LICENSE TO PRACTICE IN CALIFORNIA (SECTION F.3a, P.8)

Moss, Levy & Hartzheim, LLP is a properly licensed certified public accounting firm in the State of California. All certified public accountants engaged in the audit of the City of Huntington Park (City) are licensed to practice in the State of California and have received at least the minimum number of governmental continuing professional education hours required by the State Board of Accountancy and *Government Auditing Standards* to perform governmental audits.

INDEPENDENCE (SECTION F.3b, P.8)

Moss, Levy & Hartzheim, LLP is independent of the City, and all of its component units, as defined by auditing standards generally accepted in the United States of America, the U.S. General Accounting Office's *Government Auditing Standards*, the U.S. Securities and Exchange Commission, and all other authoritative bodies with standard or rule-making authority over the auditing profession. The firm uses checklists and questionnaires to determine that staff members are independent of each client being audited. The partner in charge of the audit reviews all independence work papers prior to staffing each audit.

Moss, Levy & Hartzheim, LLP has not entered into a professional relationship involving the City of Huntington Park within the last five years.

FIRM QUALIFICATIONS AND EXPERIENCE (SECTION F.3c, P.8)

Moss, Levy & Hartzheim, LLP is a regional firm that performs audits of governmental and non-profit entities throughout the State of California, from the Oregon border to the Mexico border. For a majority of our governmental clients, we also prepare their Comprehensive Annual Financial Report. Our firm also performs review and compilation engagements as well as tax and consulting services to clients throughout the United States. The firm currently employs 30 professionals, all of whom are trained in governmental auditing, and has annual gross revenues in excess of \$4 million dollars. The firm has three offices in California: Culver City, Beverly Hills, and Santa Maria.

The audit work will be completed by staff from our Culver City office.

The Culver City office is currently staffed by six certified public accountants (three partners, two managers, and one senior accountant). In addition, the Culver City office employs ten professional staff, consisting of managers, senior accountants, and staff accountants. All certified public accountants, managers, and senior and staff accountants are part of the governmental and non-profit audit practice.

The City of Huntington Park will have one partner, one manager, and one senior accountant assigned to the audits on a full-time basis. In addition, one accountant will be assigned to the audits on a full-time basis. These employees will not be changed except due to unforeseen circumstances.

It is the firm's policy to have our partners and audit managers involved in the managing function of our governmental audits. Having both the partner and audit manager involved in the engagement allows the City to receive immediate response to questions about accounting and audit topics, concerns, and findings.

Please see *Appendix A – Current and/or Recently Completed Governmental Audits* for a list of current governmental audits performed by the firm.

Please see *Appendix B – Peer Quality Review Report* for a copy of our firm's December 31, 2011 quality review report, which includes a review of governmental and non-profit engagements. The 2014 report is due to be published by June 30, 2015.

CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

FIRM QUALIFICATIONS AND EXPERIENCE (SECTION F.3c, P.8)

Our firm has never been the object of any disciplinary action from any federal or state regulatory body or professional organization, nor is there any disciplinary action pending.

Our firm currently provides the following services:

Audits:

- Governmental (cities, special districts, single audits, and school districts)
- Non-Profit
- Commercial
- Compliance
- Transient Occupancy Tax
- Employee Benefit Plans

Accounting Services:

- Reviews
- Compilations
- Bookkeeping
- Payroll Taxes

Management Advisory Services (Non-Audit Clients):

- Data Processing Services
- Business Consultation
- Pension and Profit Sharing Plan Assistance
- Acquisition and Mergers

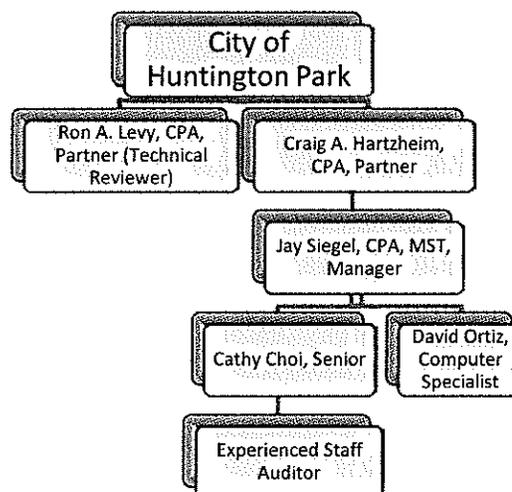
Income Tax Services:

- Preparation
- Planning
- Tax Audits and Negotiations with Internal Revenue Service and Other Taxing Authorities

Moss, Levy & Hartzheim, LLP is a registered DBE and MBE. Please see *Appendix C – Disadvantaged and Minority Business Certification* for appropriate documents.

PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE (SECTION F.3d, P.9)

The audit team will be as follows:



CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE (SECTION F.3d, P.9) (CONTINUED)

It is expected that Mr. Ron A. Levy, CPA would be the technical (concurring) partner in charge of the City's audits. He will be responsible for reviewing the City's basic financial statements and all other required statements and reports. He may also be responsible for addressing any City questions or concerns that arise during the year. He has assisted numerous municipal clients and has prepared award-winning CAFRs.

Mr. Craig Hartzheim, CPA will be the engagement partner assigned to the audits. As engagement partner, he will oversee the day-to-day operations of the audits, review all audit areas, and be on-site for a majority of the fieldwork. He has assisted many municipal clients and has also prepared numerous award-winning CAFRs. It is the firm's policy during the first year on the audit engagement to have a partner on-site for a majority of the fieldwork. This policy enables the partner to become acquainted with the City's daily operations and key personnel.

Mr. Jay Siegel, CPA, MST will be the manager assigned to the audits. He will oversee the day-to-day operations of the audits and perform more difficult audit sections.

Ms. Cathy Choi will be the senior auditor assigned to the audits. As senior auditor, it will be her responsibility to oversee any staff accountants, do preliminary reviews of audit sections, and perform more difficult audit sections.

Mr. David Ortiz will be the computer specialist assigned to the audits, when needed. Mr. Ortiz has extensive knowledge in auditing EDP functions. Mr. Ortiz may also perform the statistical sampling procedures for the audit and also document and test the internal control structure of the computer systems.

In addition to the supervisory staff listed above, one staff accountant will be assigned to the audits. All staff accountants have degrees from accredited colleges or universities, have received in-house governmental audit training, and at present, have at least one year of governmental auditing experience. All staff accountants will be directly supervised by the partner and manager assigned to the audits at all times. All partners, managers, and staff members have worked on numerous governmental engagements together. Consistently working together will provide the City with a knowledgeable, proficient, and efficient audit team.

Please see *Appendix D – Resumes* for each individual's qualifications and experience.

The firm conducts an annual firm-wide two-day training seminar to update all governmental auditors on new pronouncements and improved audit techniques. In addition to this firm sponsored seminar, each governmental auditor attends the annual governmental accounting conference and many other continuing education courses and is updated on current accounting/auditing issues through our journals and supplements, which we receive on a regular basis.

The firm will maintain staff continuity on the engagement throughout the term of the contract, barring any terminations, illnesses, or other unforeseen circumstances (departure from the firm, promotion, or assignment to another office). At the written request of the City, any Moss, Levy & Hartzheim, LLP employee assigned to the audits can be removed and replaced by another qualified employee. The City retains the right to approve or reject replacements.

CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES (SECTION F.4a, P.10)

Moss, Levy & Hartzheim, LLP has an extensive background in auditing governmental and non-profit entities with over thirty-seven years of experience in this specialized field. The firm currently performs thirty-two municipal audits, over seventy-five special district audits, as well as the audit of the County Sanitation Districts of Los Angeles County (all 25 districts), and thirty-five school district and related audits. We have also recently completed monitoring of one hundred contractors for the County of Los Angeles, for contract compliance and fiscal monitoring. Additionally, we are also on the master lists and have signed master contracts with the County of San Diego and the County of Los Angeles for Compliance and Financial Audits.

The following are the most significant engagements, by hours, performed in the last three years that are similar to the engagement described in the Request for Proposal (RFP):

CITY OF CULVER CITY

Audit of basic financial statements, former Redevelopment Agency, Single Audit, Municipal Bus Line, REAC Report, and prepared City, former RDA, and Transit State Controller Reports
CAFR prepared in accordance with GAAP
Received GFOA Certificate of Achievement in Financial Reporting
2011 to Present
Engagement Partner – Craig A. Hartzheim, CPA
800 Hours
Contact: Jeff Muir, (310) 253-6016

CITY OF TRACY

Audit of basic financial statements, former Redevelopment Agency, and Single Audit Report
CAFR prepared in accordance with GAAP
Received GFOA Certificate of Achievement in Financial Reporting
2004 to 2014
Engagement Partner – Hadley Hui, CPA
600 Hours
Contact: Robert Harmon, (209) 831-4125

CITY OF COVINA

Audit of basic financial statements, former Redevelopment Agency, and Single Audit Report
CAFR prepared in accordance with GAAP
Received GFOA Certificate of Achievement in Financial Reporting
2013 to Present
Engagement Partner – Craig A. Hartzheim, CPA
600 Hours
Contact: Debbie Pacheco, (626) 384-5516

CITY OF YUBA CITY

Audit of basic financial statements, former Redevelopment Agency, and Single Audit Report
Prepared the City's State Controller Report and Street Report
CAFR prepared in accordance with GAAP
Received GFOA Certificate of Achievement in Financial Reporting
2008 to Present
Engagement Partner – Ron A. Levy, CPA
600 Hours
Contact: Robin Bertagna, (530) 822-4615

CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES (SECTION F.4a, P.10)
(CONTINUED)

The following are the most significant engagements performed in the last three years that are similar to the engagement described in the Request for Proposal (RFP): (Continued)

CITY OF EL CENTRO

Audit of basic financial statements, former Redevelopment Agency, Single Audit Report, GANN Limit,
and prepared the City's State Controller Report

CAFR prepared in accordance with GAAP

Received GFOA Certificate of Achievement in Financial Reporting
2007 to Present

Engagement Partner – Hadley Hui, CPA

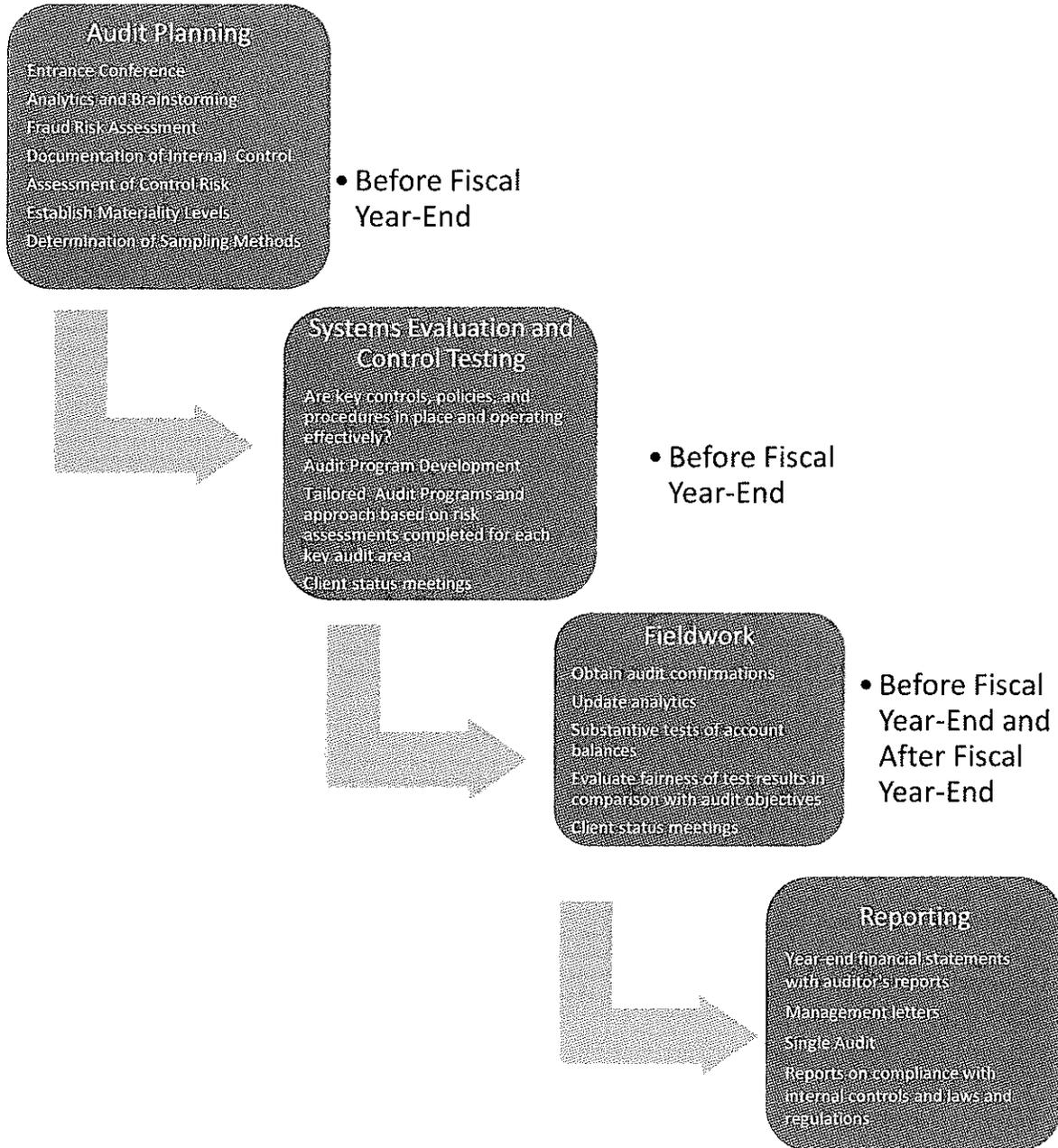
500 Hours

Contact: Leticia Salcido, (760) 773-4573

Please see *Appendix E – References* for a list of five references that are similar to the engagement as described in the RFP.

SPECIFIC AUDIT APPROACH (SECTION F.5, P.10)

Overview of the MLH Audit Process



CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

SPECIFIC AUDIT APPROACH (SECTION F.5, P.10) (CONTINUED)

Please see *Appendix F – Segmentation and Budgeted Hours by Segment* for a schedule of the level of staff and number of hours to be assigned to each segment of the engagement.

During the first year of the new engagement, we will utilize the prior year's financial statements, the current year's budget, and our knowledge of the City's systems to determine materiality for the different audit sections. Each year, we will select a sample of transactions to determine to what extent the systems are functioning as described to us. The extent of our sample size will depend upon our assessment of the internal control structure and the results of our assessment in accordance with *Government Auditing Standards*.

The selection of transactions for testing will be made using a combination of random, systematic, and haphazard sampling techniques. We will identify the strength of the systems upon which we can rely in planning our substantive tests. Our internal control review will meet all of the following requirements of AICPA: Statement on Auditing Standards (SAS) No. 55, *Consideration of the Internal Control Structure in a Financial Statement Audit*, as amended by SAS No. 78; SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*; SAS No. 106, *Audit Evidence*; SAS No. 107, *Audit Risk and Materiality in Conducting an Audit*; SAS No. 108, *Planning and Supervision*; SAS No. 109, *Understanding the Entity and Its Environment and Assessing the Risks of Material Misstatement*; and SAS No. 110, *Performing Audit Procedures in Response to Assessed Risks and Evaluating the Audit Evidence Obtained*.

It is estimated that the sampling size for transaction testing for compliance with systems as actually implemented would be as follows:

- I. Minimum of 25 to 60 disbursement items, including automatic and manual checks and bank debits
- II. Minimum of 25 to 60 payroll checks, including direct deposits
- III. Minimum of 25 to 60 receipt items

We have extensive knowledge in auditing computer systems. We have assisted numerous clients with the implementation of accounting software and database business systems. This assistance has provided our firm with a thorough background in computer systems with respect to both the software applications aspect and also insight into auditing such systems. It is our policy to have a computer specialist as part of the audit team and to be used on an as-needed basis. This individual assists the audit team in documenting the computer system internal control structure and highlighting strengths and weaknesses relating to the computer structure of the City.

In addition, all of our staff is equipped with networked laptop computers. These computers are equipped with not only word processing and spreadsheet capabilities, but also various functional software, such as PPC Audit – e-Tools, Creative Solutions Accounting, Adobe Acrobat, random sampling software, Lacerte Tax Program, and Easy Accounting Software, which contain amortization programs and depreciation programs, and other applications as well (including the Governmental Accounting Research System which includes all GASB publications).

We will perform expectation analytics and preliminary analytical review procedures using the prior fiscal year's audited statements and the current fiscal year's budget. In the preliminary stage, we will adopt ratio analysis procedures to compare the relationships between account balances and classes of transactions between prior periods and against budgets and industry statistics. This may include budgets, trial balances, and/or draft financial statements to help us identify the source of individual fluctuations. We will then adopt trend analysis to compare current data with prior periods, which is particularly useful for analyzing revenue and expenditures. Any unexpected trends or deviations will be discussed with relevant City staff to obtain explanations.

**CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL**

SPECIFIC AUDIT APPROACH (SECTION F.5, P.10) (CONTINUED)

The chart below shows some of MLH’s preliminary audit procedures:

None	Go over timing and planning with Port Arthur	Set meeting
Letter	Discuss any matters with predecessor	Standard required communications
Internal control memos	Set location site visits	Visit sites and go through internal controls, such as the legal court, parks and rec, fire, police, transit, etc.
Obtain Budget and budget amendments	Ensure budgetary compliance	Analyze budget-to-actual variances. Look at capital projects, status of property tax assessments as part of the focus; looking at water rates to see how cost coverage exists.
Obtain grant documents, any service concession agreements	Ensure grant compliance	Analyze grants
Obtain policies and procedures, as indicated in the 6/30 /14 MD & A	Evaluate effectiveness of policies, updates and relate to key compliance matters	Analyze policies and procedures
Obtain client internal control memos of client if they exist	Evaluate internal controls Short interviews of accounting and selected operating personnel for documentation of process	Analyze internal controls, including computer controls
Obtain prior year financials	Determine which items are important for testing	Set preliminary “materiality” limits
Obtain appropriate schedules	Ensure effective procedures	Testing of cash receipts, cash disbursements, and payroll transactions
Obtain Council minutes	Ensure knowledge of government key communication	Analyze important events highlighted in Council meetings
Draft confirmations – third party letters for independent verification of cash, property taxes, attorney, etc. for client to sign and auditor to mail	Independent verification of selected balances	Client to prepare letters and auditor to send letters
Develop document request list for client to review and agree upon	To clarify client – auditor requests	Meet with client and agree upon document request list for audit
Preliminary trial balance	Ensure preliminary results make sense	Perform selected testing on balances such as receipts, disbursements, and payroll
Obtain updates on retirement plans	Discuss GASB 68 and any changes	Audit selected components of any new reports and changes for compliance
Request screen view access only for computer analysis	Minimize client interruptions and view transactions	Scan ledgers and accounts for accounting propriety
Consider site visitations on areas where there are significant cash, card, deposits and billing controls, internet site controls	Focus on controls where the risk assessment of material misstatement of cash, card and internet transactions could occur	Site visitations
Legal bills, key litigation	Look for commitments, contingencies and disclosure	Discuss with client, prepare attorney letters for response and read
Obtain minutes	Look for major agreements and key decisions	Analyze for audit relevance and test and inquire as necessary
Obtain long-term debt	Analyze for disclosure and compliance	Obtain and prepare long term debt schedules
Commitments and Contingencies	Ensure auditing standards are applied for proper accrual and disclosure	Send legal letters, talk with client, review disclosures

We will also review the following documents in order to determine compliance with applicable laws and regulations:

1. Minutes of the governing body with special attention to: indications of new revenue sources, including federal and state grants; expenditure/expense authorizations and related appropriations, including any special or restrictive provisions; appropriation transfers; authorization for bank or other debt incurred; awards to successful bidders; authorization for new leases entered into; changes in licenses, fines, or fees; authorization for fund balance commitments or assignments; and authorization for significant new employees.

CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

SPECIFIC AUDIT APPROACH (SECTION F.5, P.10) (CONTINUED)

We will also review the following documents in order to determine compliance with applicable laws and regulations: (Continued)

2. New agreements and amendments to agreements including, but not limited to: grant agreements; debt and lease agreements; labor agreements; joint venture agreements; disposition and development agreements; and other miscellaneous agreements.
3. Administrative Code
4. Investment Policy

The main extent of our work would be what is required to enable us to express an opinion on the basic financial statements in accordance with:

1. *AICPA Industry Audit Guide for State and Local Governmental Units*
2. *AICPA Audit Standards*
3. *National Committee on Governmental Accounting, Auditing and Financial Reporting (Amended) Publication*
4. Laws of the State of California
5. Requirements of Office of Management and Budget's (OMB) Circular A-133, *Audits of State, Local Governments and Nonprofit Organizations*, including the new Supercircular
6. *GAO Standards for Audit of Governmental Organizations, Activities and Functions, the Guidelines for Financial and Compliance Audits of Federally Assisted Programs*
7. Our firm's own additional standards and procedures

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America. The primary purpose of the audit is to express opinions on the basic financial statements, and such an audit is subject to the inherent risk that material errors or fraud may exist and not be detected by us. If conditions are discovered which lead to the belief that material errors, defalcations, or fraud may exist, or if any other circumstances are encountered that require extended services, we will promptly advise the City.

If convenient for the City's staff, the approximate target dates for the fiscal year 2015 audit would be as follows:

1. Entrance conference and submission of audit plan – July 13th
2. Interim fieldwork – Week of August 3rd
3. Exit conference – August 7th
4. Year-end fieldwork – Week of October 5th
5. Exit conference – October 9th
6. Draft management letter, financial statements, and other audit reports – No later than November 13th
7. Final management letter, financial statements, and other audit reports – No later than December 15th
8. Presentation to City Council – Open

Each year, the partner or manager of the firm will contact the City's Finance Department to set up an entrance conference meeting. The purpose of this meeting will be to discuss the scope and timing of the annual audit, to review any accounting issues known at that time, to provide our detailed audit plan, and to address any of the City's personnel concerns about the impending audit.

CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

SPECIFIC AUDIT APPROACH (SECTION F.5, P.10) (CONTINUED)

During the first year of the engagement, we will prepare narrative flow charts and other documentation of the internal control structure and of the major systems, such as revenue and cash receipts, purchasing and cash disbursements, payroll and personnel, inventory, property and equipment, grant compliance, investment activities, and the budget process. We will obtain our information through discussions with appropriate City staff and the review of available documented policies, organizational charts, manuals, programs, and procedures. Once we obtain this information, we will evaluate the systems of internal controls and revise our standard governmental audit programs.

Before year-end fieldwork, we will discuss with the City any assistance the City may need with the year-end closing.

Our year-end fieldwork would begin on October 5th. The year-end audit work would begin with an analytical review of all significant balance sheet and revenues and expenditure/expense accounts for each fund, which includes substantive tests on all balance sheet accounts. **Analytical procedures will be used to supplement the substantive tests, not supplant them.** We will perform analytical procedures during interim and year-end fieldwork on all balance sheet and revenue and expense/expenditure accounts.

The primary objective of the year-end audit work is to audit the final numbers that will appear in the City's basic financial statements. Our fieldwork would also consist of procedures required under SAS No. 99, *Consideration of Fraud in a Financial Statement Audit*.

We will perform procedures such as:

- (a) Confirmations by positive and negative circularization including but not limited to all cash and investment accounts; selected receivable and revenue balances; all bonds, loans, notes payable, and capital leases; all notes receivable; all insurance carriers; all legal firms employed on the City's business; and other miscellaneous confirmations deemed necessary
- (b) Physical verifications and observations
- (c) Analysis and review of evidential material
- (d) Interviews and investigative efforts
- (e) Electronic data processing testing for computer and software reliability
- (f) Numerous other procedures

During the entire engagement, our audit team will be determining whether an audit in compliance with *OMB Circular A-133* is required through review of the City Council minutes, examination of the general ledger, and discussion with finance personnel. If a compliance audit is required, we would perform tests of: specific requirements; claims for advances and reimbursements; and amounts claimed or used for matching in compliance with the Single Audit Act. The compliance audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the *GAO Standards for Audits of Governmental Organizations, Programs, Activities, and Functions*, and the *GAO Guidelines for Financial and Compliance Audits of Federally Assisted Programs*.

The year-end fieldwork should be completed no later than October 9th.

CITY OF HUNTINGTON PARK
TECHNICAL PROPOSAL

SPECIFIC AUDIT APPROACH (SECTION F.5, P.10) (CONTINUED)

The chart below shows some of MLH’s final audit procedures:

None	Set Timing	Entrance conference
Policies and procedures	Review and start risk assessment	Set visitation of locations such as Courts, Parks and Rec, Transit, etc. Cash and other controls testing
Obtain updated general ledger	Ensure proper closing of books	Analyze records and update analytical procedures
Obtain internal control memos, if there are any changes- all key locations	Re-evaluate internal controls. Assess risk and dollar significance, brainstorm, look at IT controls	Update understanding of internal controls and document key changes
Obtain joint venture agreement	Compliance with recharge and reclamation plan	Confirm balance with Treasurer/Auditor and test as necessary
Obtain prior GFOA CAFR comments	Ensure improvement in financial reporting	Implement significant changes in financial reporting methods
Obtain and further agree upon audit schedules as agreed upon in the contract and RFP	To commence audit properly on final numbers	Apply auditing procedures
Obtain/prior year GASB 34 conversion entries /prepare GASB 34 Entries	Ensure that all GASB 34 conversion entries are proper	Work on current year GASB 34 presentations
Analyze capital asset ledgers	Review or updates from preliminary and analyze for impairment	Obtain capital asset documents and update for impairments
Look at contracts and agreements	Analyze credit agreements	Test schedules of credit agreements
Journal entries and post-closing	Look for proper accruals and revenue payments	Look at selected billings and revenue agreements
Risk Management	Determine coverage	Confirm balances and analyze for proper accruals as necessary
Cost allocations	Internal service allocation propriety	Discuss and analyze internal service cost allocations
Allocation agreements	Ensure agreement compliance	Analyze allocations as necessary from client calculations and documents
Obtain OPEB and PERS documents	Review for any needed updates, GASB 68	Read documents and update
Bond agreements	Bond compliance	Test bond compliance and obtain bond ratings
Contributions	Compliance	Analyze significant contributions for compliance
Receipt of third party letters	Independent verification of accounts	Match to year-end books and records and reconcile to accounts
None	Ensure proper audit process	Hold timely status meetings with the client
Adjusting entries, and any possible management points	Obtain client agreement	Post as necessary with client
None	Compliance with contract and governance	Attend finance and board meetings
MD&A, prepare financials, reports and read supplementary information	Ensure documents match, are consistent and appropriately completed	Read MD&A, prepare financials, reports and read supplementary information

The *Governmental Accounting, Auditing and Financial Reporting (GAAFR)*, issued by the Government Finance Officers Association (the “Blue Book”) and other GFOA publications are often used as additional tools when preparing and reviewing the financial statements of our governmental clients. The firm has and uses its extensive library of current AICPA, GFOA, and GASB publications and pronouncements.

SPECIFIC AUDIT APPROACH (SECTION F.5, P.10) (CONTINUED)

As part of our audit engagements we issue our clients management letters if we note certain observations or recommendations that we feel need to be disclosed. Our firm's philosophy regarding the management letter is that the management letter is to help management improve its internal control and accounting procedures and not to criticize the management in charge. This is why we present our management letters to management in draft form for open discussion prior to issuance.

The workpapers for this engagement are the property of Moss, Levy & Hartzheim, LLP and constitute confidential information. However, we may be requested to make certain workpapers available to any Cognizant Agency pursuant to authority given to it by law or regulation, any parties designated by the federal or state governments or by the City as part of an audit quality review process, and other audits of entities of which the City is a sub-recipient of grant funds or component unit.

IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS (SECTION F.6, P.11)

We do not anticipate any problems with the audit except for items listed in past management letters. The City Council, City Manager, City Attorney, and the Director of Finance/City Treasurer will be immediately notified in writing of any fraud, other illegal acts, or indications of illegal acts found during the course of our work. All other discrepancies or weaknesses in the internal control system that we become aware of will be communicated to management through discussion, the management recommendation letter, and/or if it is a reportable condition, as part of the single audit report, if necessary.

Minimal assistance of the City's staff is required during the course of the audit; however, we do ask that the City provide the following: cooperation in answering questions, requested confirmations, bank reconciliations, a general ledger, and other miscellaneous items.

Under penalties of perjury, I declare that I am an authorized signer that there are no and have never been any financial interests between any officials or employees of the City of Huntington Park and Moss, Levy & Hartzheim, LLP.

Respectfully submitted,



Craig A Hartzheim, CPA
Partner

CITY OF HUNTINGTON PARK

APPENDIX A – CURRENT AND/OR RECENTLY COMPLETED GOVERNMENT AUDITS

CITIES AND REDEVELOPMENT AGENCIES*

Adelanto, CA
Arroyo Grande, CA
Atascadero, CA
Buellton, CA
Calabasas, CA
California City, CA
Covina, CA
Culver City, CA
Dinuba, CA
El Centro, CA
Eureka, CA
Greenfield, CA
Grover Beach, CA
Holtville, CA
Hughson, CA
Indio, CA
La Cañada Flintridge, CA
La Habra Heights, CA
Laguna Hills, CA
Los Alamitos, CA
Morgan Hill, CA
Ojai, CA
Paso Robles, CA
San Anselmo, CA
Santa Maria, CA
South Pasadena, CA
Taft, CA
Watsonville, CA
Westlake Village, CA
Windsor, CA
Yorba Linda, CA
Yuba City, CA

PUBLIC FINANCING AUTHORITIES

The majority of our Municipalities issue debt and do so through an established Public Financing Authority.

OTHER SCHOOL ENTITIES

Academia Semillas del Pueblo Charter School
Albert Einstein Academy
Antelope Valley Schools Transportation District
Bright Star Secondary Charter Academy
East Bay Regional Occupational Program
Garr Academy of Mathematics and Entrepreneurial Studies
Pacoima Charter School
Santa Ynez Valley Charter School
Southern California Regional Occupational Center
Stella Middle Charter Academy
Synergy Charter Academy
Tri-Valley Regional Occupational Program

*Current municipal clients

SCHOOL DISTRICTS

Acton-Agua Dulce Unified School District
Ballard School District
Bellflower Unified School District
Beverly Hills Unified School District
Blochman Union School District
Bradley Elementary School District
Buellton Union School District
Calaveras County Schools
Calexico Unified School District
Calipatria Unified School District
Carpinteria Unified School District
Casmalia School District
Castaic Union School District
Cayucos Elementary School District
Coast Unified School District
Cold Springs School District
College Elementary School District
Eastside School District
El Segundo Unified School District
Garvey School District
Goleta Union School District
Graves School District
Heber School District
Hughes-Elizabeth Lakes Union School District
Keppel Union School District
Lancaster School District
Magnolia Union School District
Manhattan Beach Unified School District
Mark Twain Union Elementary School District
Meadows Union School District
Mission School District
Monrovia Unified School District
Montecito Union School District
Mulberry School District
Novato Unified School District
Orcutt Union School District
Pacific Unified School District
Palmdale School District
Pleasant Valley Union School District
San Ardo Elementary School District
San Lucas School District
San Miguel Joint Union School District
Santa Maria Joint Union High School District
Shandon Unified School District
Solvang Elementary School District
Temple City Unified School District
Torrance Unified School District
Vallecito Union School District
Westmoreland Elementary School District
Wilsona School District

CITY OF HUNTINGTON PARK

APPENDIX A – CURRENT AND/OR RECENTLY COMPLETED GOVERNMENT AUDITS

COUNTIES

Los Angeles County, CA (Master List)
San Diego County, CA (Master List)

SANITATION DISTRICTS

Carpinteria Sanitation District, CA
Cayucos Sanitation District, CA
County Sanitation Districts of Los Angeles County, CA
- All 25 Districts
Encina Wastewater Authority, CA
Montecito Sanitation District, CA
Orange County Sanitation District, CA - Internal Audits
Ross Valley Sanitary District, CA

UTILITY DISTRICTS

Georgetown Divide Public Utility District

WATER/IRRIGATION DISTRICTS

Aldercroft Heights County Water District, CA
Foothill Municipal Water District, CA
Main San Gabriel Basin Watermaster, CA
Marina Water District, CA
North Marin Water District, CA
Sweetwater Springs Water District, CA
Valley County Water District, CA
Valley of the Moon Water District, CA

AMBULANCE SERVICES DISTRICT

Cambria Community Healthcare District
North Coast Emergency Medical Services

CEMETERY DISTRICTS

Arroyo Grande Cemetery District, CA
Atascadero Cemetery District, CA
Gridley-Biggs Cemetery District, CA
San Miguel Cemetery District, CA
Santa Maria Cemetery District, CA

COMMUNITY SERVICES DISTRICTS

Cambria Community Services District, CA
Cuyama Community Services District, CA
Groveland Community Services District, CA
Heritage Ranch Community Services District, CA
Los Alamos Community Services District, CA
Nice Community Services District, CA
Rancho Murieta Community Services District, CA
Santa Ynez Community Services District, CA
Vandenberg Village Community Services District, CA

RECREATION AND PARK DISTRICTS

Conejo Recreation and Park District, CA
Isla Vista Recreation and Park District, CA
Mountains Recreation and Conservation Authority, CA
Rancho Simi Recreation and Park District, CA
Hayward Recreation and Park District, CA

BUILDING AUTHORITY

County of San Diego Regional Building Authority, CA

FIRE PROTECTION DISTRICTS

Cayucos Fire Protection District, CA
Lakeport Fire Protection District, CA
Orcutt Fire Protection District, CA

OTHER DISTRICTS

Beach Cities Health District
County of San Diego Emergency Services Organization
County of San Diego First 5 Commission
County of San Diego In-Home Supportive Services
Public Authority
County of San Diego Health and Human Services Agency
Child Development Program Grant
County of San Diego MIOCR Grant
County of San Diego RLETC Grant
County of Los Angeles Delta Sigma Theta, Head Start
Program, Inc.
County of San Diego DA Office of Auto Ins. Fraud
Grant, Urban Auto Fraud Grant, WC Ins Fraud Grant
Los Angeles County Flood Control District
Marin/Sonoma Mosquito and Vector Control District
San Diego Geographic Information Source
Tracy Area Public Facilities Financing Agency
West Contra Costa Integrated Waste Management
Authority

TRANSPORTATION DEVELOPMENT ACT

Arroyo Grande, CA
Beaumont, CA
Brawley, CA
Calexico, CA
El Centro, CA
Grover Beach, CA
Holtville, CA
Paso Robles, CA
San Luis Obispo County and Cities Area Planning
Council:
Local Transportation Fund
State Transit Assistance Fund
South County Area Transit, CA
South County/San Luis Obispo Transit, CA
Transportation Agency for Monterey County, CA
Transportation Authority of Marin
Association of Monterey Bay Area Governments
Santa Cruz Regional Transportation Commission

TRANSIENT OCCUPANCY TAX AUDITS

Represented the following municipalities and/or counties
in the audit of the hotel "bed tax" records:

Arroyo Grande, CA
Bellflower, CA
Bishop, CA
Calexico, CA
Carmel, CA
Ojai, CA
Pismo Beach, CA
Santa Maria, CA
South Lake Tahoe, CA
Whittier, CA

CITY OF HUNTINGTON PARK
APPENDIX B – PEER QUALITY REVIEW REPORT



POWELL & SPAFFORD, LLP
CERTIFIED PUBLIC ACCOUNTANTS

Jessie C. Powell, CPA
Patrick D. Spafford, CPA

License #114 by the California Board of Certified Public Accountancy
Member American Institute of Certified Public Accountants

System Review Report

To the Partners of
Moss, Levy & Hartzheim, LLP
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Moss, Levy & Hartzheim, LLP (the firm) in effect for the year ended December 31, 2011. Our review was conducted in accordance with standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Moss, Levy & Hartzheim, LLP in effect for the year ended December 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Moss, Levy & Hartzheim, LLP has received a peer review rating of *pass*.

Powell & Spafford, LLP

July 11, 2012

**SUPPLIER CLEARINGHOUSE
CERTIFICATE OF ELIGIBILITY**

CERTIFICATE EXPIRATION DATE: 08-01-2017

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

***Moss, Levy & Hartzheim, LLP
of Culver City, California as a MBE***

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

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

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

YON: 14050076

Determination Date: 08-01-2014

CITY OF HUNTINGTON PARK

APPENDIX C – DISADVANTAGED AND MINORITY BUSINESS CERTIFICATION



Metro

Los Angeles County
Metropolitan Transportation Authority

One Gateway Plaza
Los Angeles, CA 90012-2952

213.922.2000 Tel
metro.net

CALIFORNIA UNIFIED CERTIFICATION
PROGRAM



September 15, 2014

CUCP #1754
Metro File # 6380

Ronald A. Levy
Moss, Levy & Hartzheim, LLP
5800 Hannum Ave. Suite E.
Culver City, California 90230

RE: Disadvantaged Business Enterprise Certification

Dear Mr. Levy:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulation 49 CFR Part 26, as amended. This certification will be recognized by all of the U.S. DOT recipients in California. Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific areas of expertise that you have identified on the NAICS codes form of the application package:

NAICS (2007)	Description
541211	Offices of Certified Public Accountants
541213	Tax Preparation Services
541219	Other Accounting Services

Your DBE certification applies only for the above codes. You may review your firm's information in the CUCP DBE database which can be accessed at the CUCP's website at www.californiaucp.org. Any additions and revisions must be submitted to Metro for review and approval.

In order to ensure your continued DBE status, you are required to submit an annual No Change Declaration Form (which will be sent to you) along with supporting documentation. If no changes are noted, then your DBE status remains current. If there are changes, Metro will review to determine continued DBE eligibility. Please note, your DBE status remains in effect unless Metro notifies you otherwise.

Should any changes occur that could affect your certification status prior to receipt of the No Change Declaration Form, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Metro reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. Your DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records and documents by Metro.

Moss, Levy & Hartzheim, LLP - File # 1000 - DBE approval Letter - 9/15/14

Small Business Certification Unit
One Gateway Plaza, Mail Stop 29-8-4, Los Angeles, CA 90012-2952
Ph: 213-922-2000 Fax: 213-922-7000

11/17/2

CITY OF HUNTINGTON PARK
APPENDIX D – RESUMES

Ron A. Levy, C.P.A. – Partner

- California licensed C.P.A. with 38 years of audit experience with governmental and non-profit entities
- Employed by the firm since 1977
- Technical partner (concurring) in charge of all governmental and non-profit audits, currently including 32 municipal audits, 75 special district audits, and 35 school district and related audits
- Has assisted governmental clients with year-end closing, key position interviews, preparation of award winning CAFRs, and preparation of State Controller’s Reports
- Has met or exceeded all continuing education requirements, including recent courses in the following:
 - 2015, 2014, and 2013 Governmental Accounting Conference*
 - 2015, 2014, and 2013 School District Conference*
 - GASB 34 Training Seminars*
 - Planning a Governmental Audit Engagement*
 - Auditor’s Reports on Audits of Local Governments*
 - Governmental Accounting Update*
 - Audits of State and Local Governments*
 - Compliance Auditing, Auditing Sampling, and Concluding the Audit*
 - The Single Audit Act*
- Member of the following:
 - American Institute of Certified Public Accountants
 - California Society of Municipal Finance Officers
 - California Society of Certified Public Accountants
 - California Association of School Business Officials
 - Kiwanis Club
- Bachelor of Science degree from Oregon State University conferred in 1977
- Taught accounting courses at a branch of LaVerne College and Chapman College
- Knowledgeable about all areas of tax law including non-profit tax issues
- **Mr. Levy’s ancestry is of Hispanic descent**

CITY OF HUNTINGTON PARK
APPENDIX D – RESUMES

Craig A. Hartzheim, C.P.A. – Partner

- California licensed C.P.A. with 31 years of audit experience with governmental, non-profit, and commercial entities
- Employed by the firm since 1984
- Engagement partner for governmental and non-profit audits (Culver City office) including 15 municipal audits, 40 special district audits (including Los Angeles County Flood Control District and the County Sanitation Districts of Los Angeles County), and 12 school districts and related audits
- Has assisted governmental clients with year-end closings, key position interviews, preparation of award winning CAFRs, and preparation of State Controller's Reports
- Has met or exceeded all continuing education requirements including recent courses in the following:
 - 2015, 2014, and 2013 Governmental Accounting Conference*
 - 2015, 2014, and 2013 School District Conference*
 - Single Audits of Governmental Entities*
 - Preparing Governmental Financial Statements*
 - Yellow Book, Government Auditing Standards*
 - GAAS Guide*
 - Other Comprehensive Basis of Accounting (OCBOA) Statements*
 - Audit Standards update*
 - Implementing SAS 112 and 114*
 - Fraud in Audits*
 - Auditing update*
- Bachelor of Science degree in Accounting from Marquette University conferred in 1982
- Member of the following:
 - American Institute of Certified Public Accountants
 - California Society of Certified Public Accountants
- Knowledgeable about all areas of tax law including non-profit and payroll tax issues

Hadley Y. Hui, C.P.A. – Partner

- California licensed C.P.A. with 17 years of audit experience with governmental, non-profit, and commercial entities
- Employed by the firm since 1997
- Partner in charge of 10 municipal audits, 26 special district audits, 8 special audits for the County of San Diego, and 20 school districts and related audits
- Supervisor for the CSS and DPSS Monitoring Projects for Los Angeles County
- Has met or exceeded all continuing education requirements including recent courses in the following:

2015, 2014, and 2013 Governmental Accounting Conference
2015, 2014, and 2013 School District Conference
Fraud in Audits
Risk-Based Auditing Part 1, Part 2
Accounting and Auditing Update
Guide to Auditing Control Course 1, Course 2

- Extensive knowledge of database systems, networking, and various accounting software
- Bachelor of Arts degree in Economics with a minor in Accounting from University of California – Los Angeles was conferred in 1997
- Member of the following:

American Institute of Certified Public Accountants
California Society of Certified Public Accountants

CITY OF HUNTINGTON PARK
APPENDIX D – RESUMES

Jay Siegel, C.P.A., M.S.T. – Manager

- California, Texas, and Washington D.C. licensed C.P.A. with 35 years of audit experience with governmental and commercial entities
- Manager for 11 municipal audits and 5 special District audits
- Has met or exceeded all continuing education requirements including recent courses in the following:

2015, 2014, and 2013 Governmental Accounting Conference
2015, 2014, and 2013 School City Conference
Auditor's Reports on Audits of Local Governments
Governmental Accounting Update
Audits of State and Local Governments
Compliance Auditing, Auditing Sampling, and Concluding the Audit
The Single Audit Act

- Member of the California Society of Municipal Finance Officers Association and its Comprehensive Annual Financial Report technical reviewer section
- Other special expertise in internal controls, municipal entities, real estate, construction, and transit entities
- Bachelor of Science degree in Accounting from California State University – Long Beach was conferred in 1978. MS Degree in Taxation from Golden Gate University was conferred in 1991

Cathy Choi – Senior Accountant

- Senior auditor with 11 years of audit experience with governmental, non-profit, and commercial entities
- Auditor for 7 municipal audits, 29 special district audits, and 12 school district audits
- Has met or exceeded all continuing education requirements including recent-courses in the following:

2015, 2014, and 2013 Governmental Accounting Conference
2015, 2014, and 2013 School District Conference

- Bachelor of Arts degree in Accounting from California State Polytechnic University Pomona was conferred in 2002

David Ortiz – Computer Specialist

- Auditor with 22 years of audit experience with governmental and commercial entities
- Computer specialist – with emphasis in fund accounting software
- Extensive knowledge of database systems, networking, and accounting software
- A Bachelor of Science degree in Business Administration with an emphasis in Accounting from California Polytechnic State University, San Luis Obispo

CITY OF HUNTINGTON PARK
APPENDIX F – SEGMENTATION AND BUDGETED HOURS BY SEGMENT

CITY OF COVINA

2013 to Present

Audit of basic financial statements in conformity with GASB 45, Successor to the Redevelopment Agency, and Single Audit Report

Received GFOA Certificate of Achievement in Financial Reporting

Contact: Debbie Pacheco

125 E. College Street, Covina, CA 91723

(626) 384-5516

CITY OF CULVER CITY

2011 to Present

Audit of basic financial statements, Successor to the Redevelopment Agency, Single Audit Report, Municipal Bus Line, REAC Report, and prepared City, RDA, and Transit State Controller Reports

Received GFOA Certificate of Achievement in Financial Reporting

Contact: Jeff Muir

9770 Culver Boulevard, Culver City, CA 90232

(310) 253-6016

CITY OF LA CAÑADA FLINTRIDGE

2013 to Present

Audit of basic financial statements, Single Audit Report, and review of the City's GANN Limit

Prepared State Controller Reports

Received GFOA Certificate of Achievement in Financial Reporting

Contact: Daniel Jordan, Ph.D.

1327 Foothill Boulevard, La Cañada Flintridge, CA 91011

(818) 790-8880

CITY OF BELLFLOWER

1994 to 2012

Audit of basic financial statements in conformity with GASB 34, Successor to the Redevelopment Agency, Single Audit Report, and review of the City's GANN Limit

Received GFOA Certificate of Achievement in Financial Reporting

Contact: Tae Rhee

16600 Civic Center Drive, Bellflower, CA, 90706

(310) 804-1424, ext. 2234

CITY OF SIGNAL HILL

2014 to Present

Audit of basic financial statements in conformity with GASB 34, Successor to the Redevelopment Agency, Single Audit Report, and review of the City's GANN Limit

Contact: Terri J. Marsh

2175 Cherry Avenue, Signal Hill, CA 90755-3799

(562) 989-7319

CITY OF HUNTINGTON PARK
APPENDIX F – SEGMENTATION AND BUDGETED HOURS BY SEGMENT

<u>AUDIT SEGMENTS</u>	<u>Estimated Hours</u>					<u>Total</u>
	<u>Clerical</u>	<u>Staff</u>	<u>Supervisor</u>	<u>Manager</u>	<u>Partner</u>	
Planning				8	6	14
Risk Assessment			6	8	6	20
Audit Conferences (Preliminary, Progress, and Exit)				4	4	8
Correspondence	4	4	4	6	8	26
Review/Documentation of Internal Controls:						
Documentation of systems		25	20			45
Testing of systems		50	40			90
Compliance Testing (including single audit)		17	12	10	10	49
Year End Balances Testing		56	48	120	76	300
Revenue and Expense/Expenditure Analysis (Analytical Procedures)		10	10	6		26
Preparation, Review, and Findings (including single audit)	16	20	20	38	20	114
GRAND TOTAL	20	182	160	200	130	692

ATTACHMENT "C"

CITY OF HUNTINGTON PARK

Proposal for Professional Auditing Services

For the fiscal years ending June 30, 2015, 2016, and 2017
(with the option to renew for two additional fiscal years)

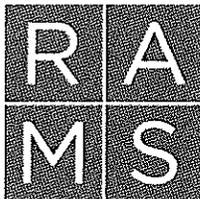
PREPARED BY:

ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS

735 E. Carnegie Drive, Suite 100
San Bernardino, California 92408
(909) 889-0871

CONTACT: BRAD WELEBIR, DIRECTOR
bwelebir@ramscpa.net

ALTERNATE CONTACT: SCOTT MANNO, PARTNER
smanno@ramscpa.net



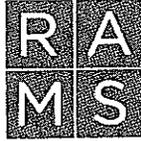
ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS, SINCE 1948

May 12, 2015

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

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ROGERS, ANDERSON, MALODY & SCOTT, LLP
CERTIFIED PUBLIC ACCOUNTANTS. SINCE 1948

May 12, 2015

735 E. Carnegie Dr. Suite 100
San Bernardino, CA 92408
909 889 0871 T
909 889 5361 F
ramscpa.net

City of Huntington Park
Ms. Jan Mazyck
Interim Director of Finance/City Treasurer
6550 Miles Ave. #116
Huntington Park, CA 90255

PARTNERS

Brenda L. Odle, CPA, MST
Terry P. Shea, CPA
Kirk A. Franks, CPA
Scott W. Manno, CPA, CGMA
Leena Shanbhag, CPA, MST, CGMA
Jay H. Zercher, CPA (Partner Emeritus)
Phillip H. Waller, CPA (Partner Emeritus)

DIRECTORS

Bradferd A. Weiebir, CPA, MBA

MANAGERS / STAFF

Jenny Liu, CPA, MST
Seong-Hyea Lee, CPA, MBA
Charles De Simoni, CPA
Yiann Fang, CPA
Nathan Statham, CPA, MBA
Brigitta Bartha, CPA
Gardenya Duran, CPA
Juan Romero, CPA
Ivan Gonzales, CPA, MSA
Brianna Pascoe, CPA

I am pleased to respond, on behalf of Rogers, Anderson, Malody & Scott, LLP, (RAMS) to your request for proposal regarding professional auditing services. Our goal for the past 67 years has been to provide honest, accurate, objective results to all of our clients, including cities such as yours. Our success in this effort is witnessed by both the growth of our firm and the list of long-term clients who trust us.

At RAMS, we are committed to achieving the highest quality audit possible. We understand the complexity of performing governmental audits and that's why we have a dedicated team of auditors that possess the specialized knowledge and experience to help ensure compliance and changes in regulations that may impact your audit. We plan and execute our audits in a way that maximizes audit efficiency and quality and provides you the highest quality services.

We are aware that the City has other proposals to consider. We believe that RAMS would be the appropriate choice for the audit engagement for the following reasons, which are provided in more detail in our proposal. Our firm:

- Has an established reputation in the governmental and not-for-profit accounting and auditing community for providing excellent, timely service and high quality reporting to our clients.
- Provides auditing services to over 50 governmental entities and not-for-profit organizations, including over 20 cities, most of which have enterprise activities.
- Understands the audit process, as a whole, can be a stressful experience for you and your staff; we understand that you will have other commitments and your regular workloads during the audit period. We make every effort to ensure the audit process, from the interim field work to the preparation of the required financial reports, will be as trouble-free as possible for you and your staff. We accomplish this through comprehensive planning of the audit and utilizing our staff in the most efficient and effective manner.
- Has audit team members that are personable and easy to work with. Through open and responsive communication with all parties involved in the audit process, we work to have the most efficient audit possible by minimizing operational distractions of your staff, while maximizing quality service and products.

MEMBERS

American Institute of
Certified Public Accountants

*PCPS The AICPA Alliance
for CPA Firms*

*Governmental Audit
Quality Center*

California Society of
Certified Public Accountants

- Provides extensive training and continuing education to all of our audit staff through a combined use of in-house instruction and third-party providers. Our audit team members are experienced with and receive regular training in performing Single Audits in accordance with Federal OMB Circulars A-21 and A-133.
- Is committed to helping you meet all reporting/auditing deadlines, resolving any issues encountered during your audit (e.g., accounting or auditing, new pronouncements, etc.), and providing you with quality audit services.
- Has an extensive quality control review process to ensure your financial reports meet the highest standards. In addition to the preparation of financial reports by the engagement team and review by the engagement manager, each report is also examined by 2 partners/directors and 2 professional proofreaders.
- Has assisted many of our clients with the preparation of their Comprehensive Annual Financial Reports, and all of our clients that have submitted their reports for the Government Finance Officers Association (GFOA) or California Society of Municipal Finance Officers (CSMFO) awards have received the awards. Our participation as a GFOA reviewer also indirectly benefits our clients in the quality review process.
- Is a full service firm, with specialists in auditing, reviews and compilations, tax planning and preparation, as well as business consulting. The diverse experience and accessibility of the professionals in these areas help us to provide a comprehensive approach to a wide variety of needs.
- Believes that our fee estimate and arrangement provides a fair and reasonable cost, commensurate with the experience of the audit team members, to perform the annual audit services for the City.

We understand the scope of the work (understanding and approach) to be performed, auditing standards to be followed, and the reports to be issued, as described in the City's *Request for Proposal*, and we are committed to performing the work within the City's time period indicated. We accept the terms and conditions included in the City's Anticipated Form of Contract, Exhibit A of the *Request for Proposal*. This proposal is a firm offer for fiscal years 2014-15, 2015-16, and 2016-17, with an option for 2017-18 and 2018-19, and shall be valid and binding for 90 days following the proposal due date, and if selected to perform the services, the proposal is a firm offer for five years.

Mr. Welebir and Mr. Manno are authorized to act on behalf of Rogers, Anderson, Malody and Scott, LLP. They can be reached at: 735 E. Carnegie Drive, Suite 100, San Bernardino, CA 92408, (909) 889-0871, bwelebir@ramscpa.net or smanno@ramscpa.net.

Thank you for the opportunity to serve the City of Huntington Park. We look forward to having a long and mutually beneficial association.

Respectfully yours,

ROGERS, ANDERSON, MALODY & SCOTT, LLP



Brad A. Welebir, CPA, MBA
Director

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

License to practice in California, Independence, and other affirmations

License to practice in California

Rogers, Anderson, Malody & Scott, LLP is licensed to practice in the State of California. The key professional staff, which includes the partners, directors, managers, and supervisors/seniors, are all certified public accountants licensed to practice in the State of California.

Independence

Rogers, Anderson, Malody & Scott, LLP is independent of the City of Huntington Park (City) and all of the component units/agencies of the City as defined by general standard number two of the generally accepted auditing standards. Our firm is also independent of the City of Huntington Park and all of the component units/agencies of the City as defined by the second general standard for government auditing in the U.S. Government Accountability Office's *Government Auditing Standards* (2011).

Rogers, Anderson, Malody & Scott, LLP has not had any professional relationship involving the City for the past five (5) years.

Business license

We understand that if selected we will be required to obtain a City of Huntington Park business license.

Insurance

If selected, we agree to maintain insurance levels no less than the City's minimum insurance requirements during the entire term of the engagement.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Firm qualifications and experience

About our firm

Rogers, Anderson, Malody & Scott, LLP is a local firm and was founded in 1948 and located at 735 E. Carnegie Drive, Suite 100, San Bernardino, California. Our firm is one of the most experienced CPA firms in Southern California, with over 67 years of public practice experience, specializing in governmental agency auditing, accounting and management advisory services. Over *twenty thousand hours per year* are devoted to this area of our practice, which includes cities, water districts, other special districts, nonprofit corporations and joint power authorities. We also provide audit, accounting, tax services and management consulting services for non-governmental entities and individuals.

Our firm has a total staff of thirty-one people, which includes sixteen certified public accountants. The staff consists of five partners, one director, one manager, eleven supervisors/senior accountants, nine staff accountants and four support staff. The audit staff consists of twenty members who devote over 80% of their time to municipal/not-for-profit engagements. Tentatively, the audit team assigned to the City's engagement will consist of the following full-time staff: one audit partner, one audit director, one audit manager/supervisor, one audit senior and two staff auditors. All personnel are located in our San Bernardino office. We understand the value in audit staff consistency to the City, and we endeavor to maintain the same supervisory level staff assigned to the audit throughout the contract term.

As governmental auditors, we understand that the City desires its auditors to have a thorough understanding of the complex accounting and compliance issues confronting governmental entities such as yours. The firm is committed to providing our clients with the highest quality service at the most reasonable fee. The professionals assigned to the City financial audit have each made providing quality services their priority.

As stated earlier, our firm has a long history of governmental accounting and auditing. Over the years, the firm has gained valuable experience, acquired an in-depth knowledge and obtained the technical expertise needed for governmental accounting and auditing. The firm's partners and professional staff assigned to the City have performed audits, various accounting services and management advisory services for many governmental agencies like yours.

Relevant audit experience

The following is a partial listing of clients for whom we provide or have provided audits similar to the type requested (a list of our current municipal clients is included in Attachment B):

City of San Juan Capistrano
City of Mission Viejo
City of Capitola
City of Chino
City of Goleta
City of Norco
City of Fillmore
City of Rosemead
City of La Verne
City of San Marcos

City of La Mesa
City of Redondo Beach
City of Twentynine Palms
City of Moorpark
City of Loma Linda
City of Sierra Madre
City of El Cajon
City of Poway
Town of Yucca Valley
City of Grand Terrace

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Firm qualifications and experience (continued)

Housing Authority and Successor Agency experience

The following is a partial listing of clients for whom we provided audits of Housing Authorities and Successor Agencies:

City of Capitola	City of San Juan Capistrano
City of Chino	City of La Verne
City of Goleta	City of San Jacinto
City of Norco	City of Twentynine Palms
City of Fillmore	City of La Mesa
City of Grand Terrace	City of Rosemead
City of El Cajon	City of Mission Viejo
Town of Yucca Valley	City of Redondo Beach
City of Lemon Grove	City of Sierra Madre
City of San Bernardino	City of Moorpark
City of San Marcos	City of Poway

The firm also performed the Due Diligence Reviews Agreed-Upon Procedures for fourteen Successor Agencies.

Other professional services provided to governmental agencies

The firm provides various other services to governmental agencies. Services to these governments, in addition to auditing services, include:

- Study/evaluation of financial condition and fiscal policies
- Financial projections
- System design, analysis, and review
- Job classification and compensation studies
- Accounting policies and procedures
- Capital improvement program procedures and policies
- Financing and public bond offering assistance
- Assistance in development of internal audit programs
- Transient occupancy tax audits
- Franchise fee audits
- Employee benefit consulting
- Investment policy reviews
- Franchise agreement assistance (ambulance, cable, television, refuse, etc.)

Single audit experience

Over the past several years, many of our government clients have been subject to an audit in accordance with OMB A-133. We perform between 10-15 single audits a year.

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Firm qualifications and experience (continued)

Education programs

We communicate with our clients throughout the year about emerging issues related to government accounting and auditing. Our clients have appreciated our approach to discussing various accounting standards implementation/application matters in advance of yearend audit fieldwork. This practice is mutually beneficial, and contributes to accounting and auditing efficiencies for all parties. We also offer periodic off-site education programs. In April 2013, our firm hosted a training event sponsored by the California Society of Certified Public Accountants titled GASB Update – Just the Facts in which we paid for clients to attend. On March 20, 2014 we hosted an update class titled Update on Clarified Audit Standards and GASB 67, 68 and 71; again we paid for clients' attendance. Our firm is hosting two GASB update sessions in May 2015 lead by a nationally recognized industry expert, one at our San Bernardino office and another in the San Diego area, which will be offered at no cost to our clients.

External quality control examinations (peer review)

As a member of the AICPA Private Companies Practice Section, our firm has participated in "Peer Review" since 1993 and has been examined every three years since that date. During participation in this program, the firm has received unqualified opinions from the peer reviewers. A copy of our most recent external quality control review dated May 31, 2012 for the year ended November 30, 2011 (Attachment A) is attached. The latest review included reviews of specific governmental agencies.

The firm is not aware of any federal or state desk reviews or field reviews of its audits during the last three years. Our firm **has never** had any disciplinary action taken or pending against it with state regulatory bodies or professional organizations, nor has it ever had any pending or settled litigation, civil or criminal investigations. Our firm does not have a record of substandard work.

CAFR preparation

We have extensive experience in the preparation of Comprehensive Annual Financial Reports (CAFR). For the fiscal year ended June 30, 2013, our staff prepared approximately 20 CAFR's, and each entity received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA. For the fiscal year ended June 30, 2014, again, our staff prepared approximately 20 CAFR's for our clients for their submittal to the GFOA. In addition, we have helped many cities and special districts develop their first year's report for submittal. Several members of our quality control team are also technical reviewers for the GFOA CAFR award program.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Firm qualifications and experience (continued)

Quality control

The firm's quality control review process is detailed and extensive to ensure your audit meets the highest standards. In addition to the preparation of financial reports by the engagement team and review by the engagement manager, each report is also examined by the engagement partner and the technical review partner, and is proofread by two professional staff. Our firm is a member of the AICPA's Governmental Audit Quality Center (GAQC) and the AICPA's Private Company Practice Section (PCPS). We perform an in-house peer review over our audit and attest engagements annually, and receive an independent external peer review every three years.

Governmental Audit Quality Center

As a member of the American Institute of CPAs *Governmental Audit Quality Center*, we are committed to adhering to the highest quality standards by voluntarily agreeing to the Center membership requirements, which include designating a partner responsible for the quality of our governmental and not-for-profit audit practice, establishing quality control programs, performing annual internal inspection procedures, and making our peer review report findings publicly available. At RAMS, our goal is to continue to enhance our quality initiatives within our governmental and not-for-profit audit practice to deliver the highest quality audit services possible.

In addition, the Governmental Audit Quality Center provides access to comprehensive resources that will assist us in further enhancing the quality of your audit. The Center membership will provide us timely information on a variety of technical, legislative and regulatory subjects that we can in turn apply to your audit to help ensure compliance with the appropriate standards and changes in regulations.

Our team of auditor specialists stays current in this highly technical practice area by adhering to the continuing professional education requirements of *Government Auditing Standards* and attending various continuing education programs including the annual AICPA National Governmental Accounting and Auditing Update Conference, the AICPA National Not-for-Profit Industry Conference, the Governmental Audit Quality Center Annual Webcast Update and other relevant seminars and by reviewing monthly publications from the AICPA, the GFOA, and various other resources.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Partner, supervisory and staff qualifications and experience

The quality of service you receive is dependent on the capabilities of the individuals assigned to the engagement and the manner in which those personnel resources are organized to efficiently focus their abilities on providing you with the requested audit services.

Your engagement team will provide significant experience coupled with an extensive, practical understanding of governmental accounting and auditing. These professionals are highly trained and knowledgeable and have a thorough understanding of the environment in which governmental entities operate.

Partner and supervisory staff involvement

All partners, directors, and supervisory staff are working professionals and are actively and continually involved in all aspects of their engagements. We believe that partner/director and supervisory level staff personnel involvement in all areas of the audit is a key aspect of the overall audit process. This involvement includes being on-site for interim and year-end fieldwork, thus; facilitating a proper, efficient and effective audit, with minimal disruption of the City's staff. In addition, the time spent on-site by the partners, directors, and supervisory staff ensures they gain an understanding of all the City's accounting processes and procedures. This understanding will enable them to evaluate and develop opportunities for efficiency as well as offer practical and functional advice for improving your accounting processes and procedures.

Continuity of audit staff is a principal concern with our firm. Therefore, our goal is to provide staff continuity from year to year, which is in the best interest of the City and our firm. Continuity ensures an orderly, efficient, and less disruptive audit experience by competent professionals. Since we cannot guarantee staff will remain with us, principal supervisory and management staff, including engagement partners, directors, managers, other supervisory staff, and specialists, may be changed if those personnel leave the firm or are promoted.

In summary, we want to emphasize the credentials of the above professionals who will be directly responsible for the quality of service the City will receive. Additionally, our audit team has another attribute that is very important, even though it is intangible; the professionals assigned to the City's audit have previously worked together as a multi-disciplined team, thus ensuring a smooth, efficient and effective audit. Our firm is committed to allocating the necessary resources to ensure that we provide continuity of personnel throughout the term of our relationship with the City.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Partner, supervisory and staff qualifications and experience (continued)

Continuing professional education

All professionals at our firm participate in continuing professional education (CPE) programs, which are sponsored by various organizations including the Government Finance Officers Association, the American Institute of Certified Public Accountants, the California State Society of Certified Public Accountants, the California Society of Municipal Finance Officers and the Association of Government Accountants. Participation in these programs helps us to ensure that our clients are serviced with the best trained and most proficient government and not-for-profit auditors and accountants available. In addition, we provide in-house training taught by our partners and senior level staff using published resources.

In accordance with our firm's Quality Control document and Government Auditing Standards (GAS), all staff members who work on audits subject to GAS are required to complete CPE in accordance with GAS standards.

Assigned personnel

It is our goal to provide the City with capable, competent, and personable individuals who offer an extensive background, not only in governmental accounting and auditing, but also in general business practices. Our goal is to offer practical solutions, as well as provide technical support. This enables you to stay at the forefront of governmental accounting and provides you with the support you need in dealing with the complex issues confronting governments such as yours.

In addition, our engagement team has the managerial and supervisory experience to provide the City with a comprehensive audit of the highest quality, while still focusing on personal service. The following individuals will be assigned to the engagement for the entire contract period:

Brad A. Welebir, CPA, MBA – Director

Mr. Brad A. Welebir, CPA, MBA, is a director with the firm. He is licensed to practice as a certified public accountant in the State of California. Mr. Welebir has over eleven years of public accounting experience. He has provided accounting, auditing, and consulting services for municipalities, special districts, water agencies, and various nonprofit organizations. As the engagement director, he will be responsible for overall engagement quality, as well as ensuring that the engagement is performed in the most effective and efficient manner. He will review all work-papers prepared during the engagement in addition to all required reports.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Partner, supervisory and staff qualifications and experience (continued)

Mr. Welebir currently serves as a technical reviewer under the GFOA CAFR award program. He has recently assisted the following entities in their endeavors to obtain the GFOA and/or CSMFO awards for outstanding financial reporting: City of San Juan Capistrano, City of Mission Viejo, City of San Marcos, City of Poway, City of La Verne, City of Redondo Beach, Western Municipal Water District, Big Bear Area Regional Wastewater Agency, and Vista Irrigation District.

Scott Manno, CPA, CGMA – Partner

Mr. Scott Manno, CPA, CGMA is a partner with the firm, and will serve as the quality control partner. He is licensed to practice as a certified public accountant in the State of California. Mr. Manno has been in public accounting for 20 years serving local governments. As the quality control partner, he will be responsible for engagement quality and will review all required reports.

Mr. Manno currently serves as a technical reviewer under the GFOA CAFR award program and from 1997 to 2000 served as a technical reviewer for the CSMFO CAFR awards program. Mr. Manno has served as a volunteer on the California Special Districts Association Audit (CSDA) Committee since 2010 and now serves on the finance committee of the CSDA.

Mr. Manno has assisted the following entities in their endeavors to obtain the GFOA and/or CSMFO awards for outstanding financial reporting: Town of Yucca Valley, Elsinore Valley Municipal Water District, Rincon del Diablo Municipal Water District, Western Municipal Water District, City of Ontario, the Ventura Regional Sanitation District, the City of Norco, Vista Irrigation District, and the City of Twentynine Palms.

Terry Shea, CPA – Partner

Mr. Terry Shea, CPA is a partner with the firm. He is licensed to practice as a certified public accountant in the State of California. Mr. Shea has been in public accounting for 33 years serving local governments. As a resource partner, he will provide his expertise and support to the entire engagement team throughout the audit.

Mr. Shea has assisted the following entities in their endeavors to obtain the GFOA and/or CSMFO awards for outstanding financial reporting: City of Goleta, City of Mission Viejo, City of Norco, City of Redondo Beach, City of La Verne, City of Eastvale, City of Rolling Hills, City of Moorpark, City of Dana Point, City of San Juan Capistrano and the Ventura Regional Sanitation District. He currently serves as the Contract Finance Director for one Riverside County city and one Los Angeles County city.

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Partner, supervisory and staff qualifications and experience (continued)

Charles De Simoni, CPA – Supervisor

Mr. Charles De Simoni, CPA, is a supervisor with the firm. He is licensed to practice as a certified public accountant in the State of California. Mr. De Simoni has over five years of public accounting experience. He has provided accounting, auditing, and consulting services for municipalities, special districts, water agencies, and various nonprofit organizations. He will be responsible for supervising the audit and any staff assigned to the engagement, and will review all work-papers prepared during the engagement in addition to all required reports.

Brianna Pascoe, CPA – Senior Accountant

Ms. Brianna Pascoe is a senior accountant with the firm. She is licensed to practice as a certified public accountant in the State of California. Ms. Pascoe has over four years of public accounting experience. She has provided auditing, accounting and consulting services for municipalities, special districts and various nonprofit organizations. As a senior accountant she will be responsible for planning the audit, examining general ledger accounts, preparing work-papers, supervising any staff accountants and preparing the financial statements and any other required reports.

Detailed resumes of key engagement personnel are presented in the following section of this proposal.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Resumes of key engagement personnel

Brad A. Welebir, CPA, MBA

Director

Professional experience

Mr. Welebir joined Rogers, Anderson, Malody & Scott, LLP in 2004. He works primarily on audits of governmental agencies, small to mid-sized businesses, and nonprofit organizations. Prior to joining our firm, he worked at Sam's Club, where he was the operations manager, and at La Sierra Academy as the accountant.

Education / licenses

Masters of Business Administration – Accounting Emphasis from California State University, Fullerton
Bachelor of Arts in Business Administration from La Sierra University
Certified Public Accountant – State of California
Chartered Global Management Accountant – American Institute of Certified Public Accountants

Related professional experience

A sample of governmental entities that Mr. Welebir has recently served include the following (*includes enterprise fund accounting):

City of Mission Viejo*	City of San Bernardino*
City of San Juan Capistrano*	Rossmoor Community Services District
City of Redondo Beach*	Helendale Community Services District*
City of La Verne*	Vista Irrigation District*
City of San Marcos*	Crestline Village Water District*
City of Poway*	San Bernardino Municipal Water District*

Continuing professional education

Mr. Welebir has completed over 120 hours of continuing professional education courses in the past 3 years of which the following select courses are relevant to this engagement:

- ◆ Thomson Reuters, *Audits of State and Local Governments*
- ◆ American Institute of Certified Public Accountants, *Foundations in Governmental Accounting*
- ◆ California Society of CPAs Education Foundation, *Governmental Accounting and Auditing Update*
- ◆ American Institute of Certified Public Accountants, *OMB A-133 Single Audit Update*

Professional affiliations

Mr. Welebir is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Resumes of key engagement personnel (continued)

Scott W. Manno, CPA, CGMA

Partner

Professional experience

Mr. Manno began his career with Thomas, Bigbie and Smith in 1995. He spent six years with the firm primarily working on audits of municipalities, special districts and redevelopment agencies as well as various non-profit organizations. He joined Rogers, Anderson, Malody & Scott, LLP in 2001.

Education / licenses

Bachelor of Science degree from California State University, San Bernardino
Certified Public Accountant – State of California
Chartered Global Management Accountant – American Institute of Certified Public Accountants

Related professional experience

A sample of governmental entities that Mr. Manno has served include the following:

City of Chino	Western Municipal Water District
City of Norco	Helix Water District
City of El Cajon	Idyllwild Water District
City of Fillmore	Crestline Village Water District
City of Twentynine Palms	Twentynine Palms Water District
City of San Jacinto	Helendale Community Services District
Town of Yucca Valley	Vista Irrigation District
San Bernardino Valley Municipal Water District	Pine Cove Water District

Mr. Manno has completed over 120 hours of continuing professional education courses over the past 3 years of which the following select courses are relevant to this engagement:

- ◆ Association of Certified Fraud Examiners, *How to Detect and Prevent Financial Statement Fraud*
- ◆ American Institute of Certified Public Accountants, *Frequent Frauds in Government*
- ◆ American Institute of Certified Public Accountants, *Governmental Accounting and Reporting*

Professional affiliations

Mr. Manno is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Association of Certified Fraud Examiners (ACFE)
- ◆ Association of Government Accountants (AGA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Special Districts Association (CSDA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Resumes of key engagement personnel (continued)

Terry P. Shea, CPA

Partner

Professional experience

Mr. Shea began his career with Thomas, Byrne and Smith in 1981. He spent six years with the firm primarily working on audits of municipalities, special districts, redevelopment and other governmental agencies. He joined Rogers, Anderson, Malody & Scott, LLP in 1987 and has completed governmental audits including municipalities and has provided financial consulting services for various cities.

Education / licenses

Bachelor of Arts degree from California State University, Fullerton
Certified Public Accountant – State of California

Related professional experience

A sample of governmental entities that Mr. Shea has served include the following (*includes enterprise fund accounting):

City of El Cajon*	City of Redondo Beach*	City of Goleta
City of Grand Terrace*	City of Loma Linda*	Joshua Basin Water District
City of Twentynine Palms	City of Rosemead	City of Riverside*
City of Corona*	City of San Jacinto*	City of La Verne*
City of Norco*	Crestline Lake Arrowhead	City of La Mesa*
City of Mission Viejo*	Water Agency	Jurupa Comm. Services District
Ventura Regional Sanitation District	Yucaipa Valley Water District	S.B. County Special Districts*
	Town of Yucca Valley	

Mr. Shea served as the Interim Finance Director for the City of Perris from July 1998 to October 2001. He currently serves as the Contract Finance Director for one Riverside County City and one Los Angeles County City.

Continuing professional education

Mr. Shea has completed over 120 hours of continuing professional education courses in the past 3 years, of which, the following select courses are relevant to this engagement:

- ◆ Thomson Reuters, *Audits of State and Local Governments*
- ◆ American Institute of Certified Public Accountants, *Foundations in Governmental Accounting*
- ◆ California CPA Education Foundation, *Governmental Auditing Skills*
- ◆ American Institute of Certified Public Accountants, *Governmental and Not-for Profit Conference*

Professional affiliations

Mr. Shea is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Resumes of key engagement personnel (continued)

Charles De Simoni, CPA **Supervisor**

Professional Experience

Mr. De Simoni began his career with Rogers, Anderson, Malody & Scott, LLP in 2009. He works primarily on audits of governmental agencies, small to mid-sized businesses, and nonprofit organizations.

Education / licenses

Bachelor of Science degree from California State University, San Bernardino
Certified Public Accountant – State of California

Related Professional Experience

A sample of governmental entities that Mr. De Simoni has recently served include the following (*includes enterprise fund accounting):

City of Norco*	City of Grand Terrace
City of Fillmore*	City of Goleta
City of Moorpark	City of San Bernardino*
City of Twentynine Palms	Town of Yucca Valley

Continuing Professional Education

Mr. De Simoni has completed over 120 hours of continuing professional education courses in the past 3 years of which the following select courses are relevant to this engagement:

- ◆ AICPA, *Foundation in Governmental Accounting*
- ◆ AICPA, *Applying A-133 to Nonprofit and Government Organizations*
- ◆ Thomson Reuters, *Evaluating and testing Internal Controls*
- ◆ Thomson Reuters, *Audits of State and Local Governments*

Professional Affiliations

Mr. De Simoni is a member of the following professional organizations:

- ◆ American Institute of Certified public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Resumes of key engagement personnel (continued)

Brianna Pascoe, CPA
Senior Accountant

Professional Experience

Ms. Pascoe began working with Rogers, Anderson, Malody & Scott, LLP in 2014, and previously had over three years of experience with another public accounting firm serving the same industry. During her time with the firm, she has worked primarily on audits of municipalities, special districts and redevelopment agencies, as well as various nonprofit organizations.

Education/licenses

Bachelor of Science degree from California State University, San Bernardino
Certified Public Accountant – State of California

Related Professional Experience

A sample of governmental entities that Ms. Pascoe has served include the following (*includes enterprise fund accounting):

Ventura County Transportation Commission	Rossmoor Community Services District
Orange County Transportation Authority	County of San Bernardino
City of Poway*	Pine Cove Water District*
City of Fillmore*	Orange County Cemetery District
City of San Jacinto*	First 5 San Bernardino
San Bernardino Valley Municipal Water District*	First 5 Riverside
San Bernardino Associated Governments (SANBAG)	Yucaipa Valley Water District*

Continuing Professional Education

Ms. Pascoe has completed over 120 hours of continuing professional education courses over the past three years of which the following select courses are relevant to this engagement:

- ◆ Government Finance Officers Association, *Intermediate Governmental Accounting*
- ◆ California Society of Municipal Finance Officers, *Accounting and Auditing Year in Review*

Professional Affiliations

Ms. Pascoe is a member of the following professional organizations:

- ◆ American Institute of Certified Public Accountants (AICPA)
- ◆ California Society of Certified Public Accountants (CalCPA)
- ◆ Government Finance Officers Association (GFOA)
- ◆ California Society of Municipal Finance Officers (CSMFO)

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Similar engagements with other governmental entities and client references

Similar engagements with other governmental entities and client references

All of the below entities are also considered references.

1. **Entity:** **CITY OF SAN MARCOS**
Scope of work: Financial Audit/CAFR*/Successor Agency
Date: Year ending June 30, 2014
Engagement partner: Mr. Terry Shea/Brad Welebir
Total hours: Approximately 600 hours
Contact person: Ms. Laura Rocha, Finance Director,
(760) 744-1050, lrocha@san-marcos.net

2. **Entity:** **CITY OF SAN JUAN CAPISTRANO**
Scope of work: Financial Audit/Single Audit/CAFR*/Successor Agency
Date: Years ending June 30, 2011 through 2014
Engagement partner: Mr. Terry Shea/Brad Welebir
Total hours: Approximately 550 hours each year
Contact person: Cynthia Russell, Finance Manager,
(949) 493-1171, crussell@sanjuancapistrano.org

3. **Entity:** **CITY OF REDONDO BEACH**
Scope of work: Financial Audit/Single Audit/CAFR*/Successor Agency
Date: Years ending June 30, 2012 through 2014
Engagement partner: Mr. Terry Shea/Brad Welebir
Total hours: Approximately 550 hours each year
Contact person: Mr. Craig Koehler, Finance Director,
(310) 937-6629, Craig.koehler@redondo.org

4. **Entity:** **CITY OF MISSION VIEJO**
Scope of work: Financial Audit/Single Audit/CAFR*/Successor Agency
Date: Years ending June 30, 2012 through 2014
Engagement partner: Mr. Terry Shea/Brad Welebir
Total hours: Approximately 500 hours each year
Contact person: Ms. Cheryl Dyas, Director of Administrative Services,
(949) 470-3059, cdyas@cityofmissionviejo.org

4. **Entity:** **CITY OF LA VERNE**
Scope of work: Financial Audit/Single Audit/CAFR*/Successor Agency
Date: Years ending June 30, 2011 through 2014
Engagement partner: Mr. Terry Shea/Brad Welebir
Total hours: Approximately 450 hours each year
Contact person: Mr. Richard Martinez, Finance Manager,
(909) 596-8716, rmartinez@ci.la-verne.ca.us

* = received GFOA award.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Specific audit approach (audit strategy/scope of work)

Specific audit approach

We understand the City's timeline for completing the audit and issuing the final audit reports no later than the dates indicated in the Request for Proposal each year, and we are committed to working as a team with City staff to ensure those deadlines are met.

The following is a summary of our audit team's approach for the City of Huntington Park engagement. The audit will be divided (segmented) into the following phases:

Interim phase – planning, pre-audit administration and internal control testing:

During this phase of the audit, our principal objectives will be as follows:

- ✓ Discuss the dates of the interim and year-end fieldwork.
- ✓ Perform risk assessment procedures by completing the following procedures:
 - Gather information about the City and its control environment(s),
 - Evaluate the design and effectiveness of the City's internal controls and determine whether they have been implemented,
 - Perform walkthroughs of all significant transaction classes,
 - Perform tests of controls, if applicable and
- ✓ Perform single audit testing procedures, if applicable.

In order to achieve the desired objectives of this phase of the audit, we will:

- Meet with the City's Director of Finance and key accounting staff in order to determine convenient dates for the City in which we can begin our audit and to discuss the assistance to be provided by them. Also, we will discuss the results of the prior year audit and the interim work to be performed.
- Review and evaluate the City's accounting and reporting processes by reviewing the prior year audit work-papers, any City prepared documents such as budgets, in-house financial reports, policies and procedures manuals, minutes of board meetings, etc. and by using various analytical procedures. Analytical procedures will enhance our understanding of the City and will help us identify areas that may need further assessment and additional testing.
- Review and retain copies of any pertinent local, state, and federal statutes, regulations, or charters that apply to the City. We will also review and retain copies of any agreements or contractual obligations (e.g., bond and grant documents, lease agreements, contracts for deposit of monies, revenue agreements, etc).
- Evaluate the design of controls that are relevant to the audit by obtaining a thorough understanding of the City's internal controls over financial reporting and compliance by documenting key internal control components, utilizing questionnaires, walkthroughs, inquiring of the City's personnel, and observing and reviewing key supporting documentation (a more thorough explanation of this process is discussed later in the technical proposal: understanding of internal control).

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Specific audit approach (audit strategy/scope of work)(continued)

- Hold brainstorming sessions with engagement team members to discuss the susceptibility of the City's financial statements to material misstatement and fraud.
- Review and analyze supporting data and determine what reliance will be placed on internal controls and assess control risk.
- Test controls, if control risk is assessed below the maximum, by selecting a sample of transactions within the audit area being tested and reviewing supporting documentation, evaluating the completeness of the documentation tested, as well as the adequacy of support and approvals as they appear on the support.
- Document and review with management any findings noted during the testing of internal controls and provide a preliminary management letter that will include our recommendations for improving any weaknesses in operations noted during our internal control analysis and tests of controls. The letter will also include suggestions for improving the efficiency of the City's operations.

The audit manager/supervisor, senior and two accounting professionals will perform this phase with oversight from the audit partner and director. We estimate this phase will take approximately 80 hours.

Year-end phase I – substantive testing:

During this phase of the audit, our principal objectives will be as follows:

- ✓ Assess the risk of material misstatement at the financial statement level and specific assertions.
- ✓ Design overall responses to assessed risks and further audit procedures.
- ✓ Perform substantive tests as needed and complete the audit.
- ✓ Evaluate audit findings, if applicable.

In order to achieve the desired objectives of this phase of the audit, we will:

- Determine whether our testing supports the assessed level of risk initially assigned at the financial statement level and at the assertion level.
- Identify significant risks.
- Develop a detailed audit plan.
- Design substantive tests of balances, designed and modified specifically for the City's operations and assessed level of risk. Substantive procedures could, depending on our risk assessment, consist of the following:
 - Testing of cash and investment reconciliations
 - Testing GASB 40 disclosures
 - Perform subsequent receipt testing for significant receivables
 - Determine if receivables are valued properly and perform tests of balances in conjunction with the testing of revenues

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Specific audit approach (audit strategy/scope of work)(continued)

- Test significant inventory accounts
- Test additions and deletions to capital assets, including CIP accounts
- Perform search for unrecorded liabilities
- Test significant liability and accrued liability accounts
- Review the valuation of claims payable balances
- Test revenues through either analytical procedures and/or detailed testing
- Test expenses through either analytical procedures and/or detailed testing
- Test net position classifications
- Review subsequent events
- Read minutes of board meetings
- Test for compliance with the City's investment policy
- Test for significant commitments to be disclosed in the financial statements
- Confirm with legal counsel any significant litigation
- Review significant employee contracts
- Ensure financial statements meet GFOA requirements for award

The above list is not all-inclusive. After our detailed risk assessment procedures, we will determine which procedures to perform relative to the audit. All of our audits are customized by client helping to ensure a complete, effective, and efficient audit.

The audit manager/supervisor, senior and two accounting professionals will perform this phase with oversight from the audit partner and director. We estimate this phase will take approximately 195 hours.

Year-end phase II – reporting/audit conclusion:

During this phase of the audit, our principal objectives will be as follows:

- ✓ Evaluate whether financial statements, taken as a whole, are free from material misstatement.
- ✓ Form an opinion and issue the audit report.

In order to achieve the desired objectives of this phase of the audit, we will:

- Meet with Director of Finance and key accounting personnel to summarize results of fieldwork and review significant findings, if any.
- Determine whether, based on our substantive testing and other procedures, the financial statements, taken as a whole, are free of material misstatement. This will provide the basis for our opinion.
- Review all audit work-papers by the engagement partner and manager to ensure that the audit was performed in accordance with the required standards (GAAS, GAGAAS, etc.).

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Specific audit approach (audit strategy/scope of work)(continued)

- Prepare drafts of all required reports by the agreed upon dates.
- Conduct an independent review of financial statements draft by firm's technical review partner.
- Issue all reports by agreed upon dates.
- Attend audit committee and Council/Committee meetings as necessary.

The audit manager/supervisor, senior and one accounting professional will perform this phase with oversight from the audit partner and director. We estimate this phase will take approximately 115 hours.

Sample sizes

Our sample sizes will be determined in accordance with the AICPA *Audit and Accounting Guide, Audit Sampling*. Our methods are designed to provide the most audit coverage without expending excess time. Our sample sizes will depend upon our preliminary assessment of control risk, as well as our planned substantive testing and analytical procedures.

Use of EDP software (computer technology) in the audit

We are flexible in our approach to the use of the City's financial accounting software in the audit. Where permitted, our staff can access your general ledger system to perform account inquiries and observe supporting documentation. Where deemed preferable by City staff, we can request documentation to be retrieved by your personnel. Our firm has adopted a paperless audit approach. Using our engagement software, all team members are linked to each other using a local hub which enables them to share information at an almost real time speed. Once your trial balances are entered into our software (your financial statements as well), we are able to observe your financial statements in the field allowing us to notice any variances and deal with them at your office. With this in mind, we would prefer all audit information in an electronic format. If electronic formatting is not available, all audit teams have laptops, portable scanners, and printers while on location at your place of business. In addition, we can access our accounting and auditing resources through either a wireless or wired internet connection.

Analytical procedures

Analytical review procedures will be used throughout the audit of the City. During the *interim* phase of our audit, current and prior year unadjusted balances will be compared to determine areas that may need additional analysis; we will also compare current year actual amounts to the City's annual budget. During the *final* phase of our audit, we will perform procedures similar to those mentioned above as well as compare certain financial ratios for current and prior years. Certain "reasonableness" tests will also be performed. Finally, after the completion our fieldwork, we will compare current and prior year audited balances, keeping in mind expected relationships obtained from our knowledge of the City and various other entities.

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Specific audit approach (audit strategy/scope of work)(continued)

Understanding of internal control

Our approach to obtaining an understanding of the City's internal control over financial reporting will be performed in accordance with professional standards as promulgated by the American Institute of Certified Public Accountants - our understanding will include the *Control Environment, Risk Assessment, Control Activities, Information and Communication, and Monitoring*. Our approach is as follows:

Control Environment: Through inquiry of the City's personnel, prompted by questionnaires, personal knowledge, and review of the minutes of the City council meetings, we will obtain an understanding of management's and the City council's attitudes, awareness and actions concerning the control environment, focusing on the substance of the controls rather than their form.

Risk Assessment: Again, through inquiry of the City's personnel and the use of questionnaires, we will obtain sufficient knowledge of the City's risk assessment process to understand how management considers risks relevant to financial reporting objectives and decides upon actions to address those risks. This will include understanding how management identifies risks, estimates the significance of these risks, assesses the likelihood of their occurrence, and relates them to financial reporting.

Control Activities: Certain procedures will be documented during our analysis of the control environment and the accounting system. However, many specific control procedures will still need to be documented (and walk-through(s) performed) that will focus primarily on the City's significant transaction cycles. As mentioned above, we will test the City's control procedures which we intend to rely on for safeguarding assets from unauthorized use or disposition and detecting/preventing unauthorized transactions. Any flow charts, organizational charts, and any other manuals, programs and financial and management information systems will be analyzed during this process.

Information and Communication: Again, through inquiry of the City's personnel, we will identify the major types of transactions (and significant transaction classes) processed by the City. Next, we will become familiar with the treatment of those transactions, including how the transactions are initiated, the related accounting records and the manner of processing the transactions. Finally, we will obtain an understanding of the City's financial reporting process used to prepare financial reports, including the approaches used to make accounting estimates and disclosures.

Monitoring: With the use of questionnaires we will obtain sufficient knowledge of the major types of activities the City uses to monitor internal control over financial reporting. We will also determine how those activities are used to initiate corrective actions.

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Specific audit approach (audit strategy/scope of work)(continued)

Evaluation of internal controls and management letter comments

During our audit, we will consider the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Our consideration of internal control is not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. There are three classifications of internal control deficiencies. We will work carefully with your staff to ensure the correct classification of any identified internal control deficiencies. The three classifications are as follows:

- *Control deficiency* – a minor internal control deficiency that can be communicated either verbally or in writing to management.
- *Significant deficiency* – a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance, and must be communicated in writing.
- *Material weakness* – a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis, and must be communicated in writing to those charged with governance.

When we prepare internal control recommendations, we obtain a thorough understanding of the specific circumstances surrounding the finding, and discuss the matters with management prior to drafting the letter. We work with your staff to ensure that the recommendation is reasonable and practical to implement.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Specific audit approach (audit strategy/scope of work)(continued)

Approach in determining applicable laws and regulations

As governmental auditors, we realize the importance of laws and regulations in planning an audit of a local government agency. As part of our audit process, our audit team will obtain an understanding of the laws that will have a direct and material effect on the City's financial statements. In determining which laws and regulations are applicable to the City's financial statement audit, we will consult the following sources:

- ◆ AICPA Audit and Accounting Guide, *Audits of State and Local Governments*
- ◆ California Code of Regulations *Minimum Audit Requirements and Reporting Guidelines for Special Districts*
- ◆ State of California *Water Code*
- ◆ U. S. Government Accountability Office's *Government Auditing Standards* (The Yellow Book), 2011 Revision
- ◆ Applicable contracts/grants of the City of Huntington Park
- ◆ The Single Audit Act Amendments of 1996
- ◆ Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*
- ◆ OMB Circular A-87, *Cost Principles for State and Local Governments*
- ◆ OMB's Circular A-133, *Compliance Supplement*
- ◆ OMB's Supercircular (2 CFR 200)

After consulting the applicable sources, we will design our audit to provide reasonable assurance of detecting material instances of noncompliance.

Approach in drawing samples for compliance testing

Our approach to be taken in drawing audit samples for purposes of tests of compliance will depend on the number of transactions, the amounts of financial assistance provided (as applicable) and the City's internal controls over its respective programs. We will select samples that will provide sufficient evidence of the City's compliance with the laws and regulations that will have a material effect on compliance with laws and regulations.

CITY OF HUNTINGTON PARK
PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

*Identification of anticipated potential audit problems and
Response to City's standard form of contract*

Identification of anticipated potential audit problems

A potential audit problem could be the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*. Some of our team members are currently members of the California Society of Certified Public Accountants *Governmental Accounting and Auditing Committee*, and we are participating in meetings, conferences and webcasts to determine the best implementation strategy and audit approach. Once this is determined, we will be able to form a plan, meet with City staff to discuss our plan so the City staff can obtain a clear understanding of the issues, and then assist City staff with the implementation of the statement. We also serve in a non-audit advisory role to a number of government agencies and will be responsible for implementing GASB 68 for those agencies.

Response to City's standard form of contract

RAMS does not have any objections to the City's standard form of contract (professional services agreement) for financial auditing services.

CITY OF HUNTINGTON PARK

PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Other information

Why should Huntington Park consider hiring RAMS?

Our firm has a long history of providing high-quality professional services to Cities similar to Huntington Park and has a well-respected reputation in the industry, as partly evidenced by our client satisfaction and retention rates. Our staff is committed to the highest standards in performing quality engagements, and you will find they are very personable and easy to work with. At RAMS, you will always work with professionals who are experienced in governmental audits, and thoroughly informed of current issues facing this rapidly changing field. We focus on efficiency in each engagement by emphasizing detailed planning to mitigate or eliminate surprises and maximize the value of our services to our clients. Our knowledge and involvement in the industry lend to our ability to offer year-round guidance and build lasting relationships with our clients.

What priority will RAMS give Huntington Park on this engagement?

We understand that hiring a new audit firm can present challenges, especially the additional time commitment from City staff to provide necessary documentation. Our practice is to gather as much information as we can from available sources first, such as the City's website, or the prior auditor, before requesting the information from City staff.

We believe the first audit of a new client is critical to the continued success of the subsequent audits, and as such, we invest many hours into our audit planning and the interim phase of the audit to ensure that the yearend phases go as smoothly as possible and within the required timeframes. Part of our initial planning will include essentially recreating your 2014 CAFR using your trial balances, to ensure that our financial statement grouping schedules are consistent.

Our team of professionals is committed to working together with City staff to make your transition in auditors as seamless as possible, and to ensure that all deadlines are met.

FOUNDERS

Lawrence S. Timpson, CPA (1891-1974)
Levene W. Garcia, CPA (1911-1983)

PARTNERS

Devin S. Kameshira, CPA
Hanne Lee Kawasaki, CPA
William E. Moy, CPA

FIRM ADMINISTRATOR

Liz Davis

System Review Report

May 31, 2012

To the Owners of
Rogers, Anderson, Malody & Scott, LLP
and the Peer Review Committee of the
California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of **Rogers, Anderson, Malody & Scott, LLP** (the firm) in effect for the year ended November 30, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a *System Review* are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of **Rogers, Anderson, Malody & Scott, LLP** in effect for the year ended November 30, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. **Rogers, Anderson, Malody & Scott, LLP** has received a peer review rating of *pass*.

Timpson Garcia, LLP

Current Governmental Clients

<u>Client</u>	<u>Years Served</u>		<u>CSMFO/ GFOA Awards</u>
City of Norco	06/30/04	to 06/30/14	Yes
City of Grand Terrace	06/30/04	to 06/30/14	
City of El Cajon	06/30/07	to 06/30/14	Yes
City of Fillmore	06/30/08	to 06/30/14	
Town of Yucca Valley	06/30/08	to 06/30/14	Yes
City of San Juan Capistrano	06/30/11	to 06/30/14	Yes
City of La Verne	06/30/11	to 06/30/14	Yes
City of San Jacinto	06/30/11	to 06/30/14	
City of Twentynine Palms	06/30/11	to 06/30/14	Yes
City of Chino	06/30/11	to 06/30/14	Yes
City of La Mesa	06/30/11	to 06/30/14	
City of Rosemead	06/30/11	to 06/30/14	Yes
City of Moorpark	06/30/12	to 06/30/14	Yes
City of Mission Viejo	06/30/12	to 06/30/14	Yes
City of Capitola	06/30/12	to 06/30/14	Yes
City of Redondo Beach	06/30/12	to 06/30/14	Yes
City of Sierra Madre	06/30/12	to 06/30/14	
City of Loma Linda	06/30/13	to 06/30/14	Yes
City of San Marcos	06/30/14	to 06/30/14	Yes
City of Poway	06/30/14	to 06/30/14	Yes
Crestline Village Water District	04/30/96	to 04/30/14	
Crestline-Lake Arrowhead Water	06/30/98	to 06/30/14	
San Bernardino Valley Municipal Water District	06/30/05	to 06/30/14	
Ventura Regional Sanitation District	06/30/07	to 06/30/14	Yes
Saticoy Sanitary District	06/30/07	to 06/30/14	
Helendale Community Services District	06/30/10	to 06/30/14	
Pine Cove Water District	06/30/10	to 06/30/14	
Western Municipal Water District	06/30/11	to 06/30/14	Yes
Western Riverside County Regional Wastewater Authority	06/30/11	to 06/30/14	
Vista Irrigation District	06/30/11	to 06/30/14	Yes
Idyllwild Water District	06/30/11	to 06/30/14	
Helix Water District	06/30/12	to 06/30/14	Yes
29 Palms Water District	06/30/12	to 06/30/14	
Big Bear Area Regional Wastewater	06/30/12	to 06/30/14	Yes
Inland Empire Resource Conservation District	06/30/04	to 06/30/14	
Rossmoor Community Services District	06/30/05	to 06/30/14	
Rim of the World Park & Recreation District	06/30/06	to 06/30/14	
Ventura County Regional Energy	06/30/07	to 06/30/14	
Heartlands Communications Facility Authority	06/30/07	to 06/30/14	

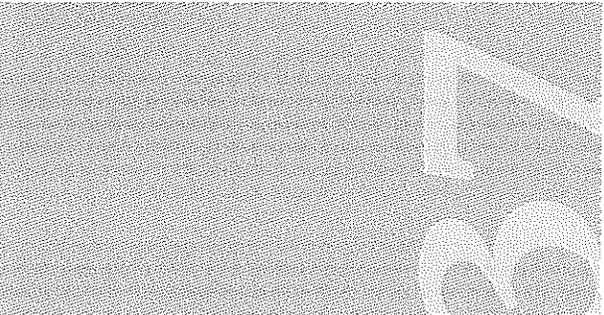
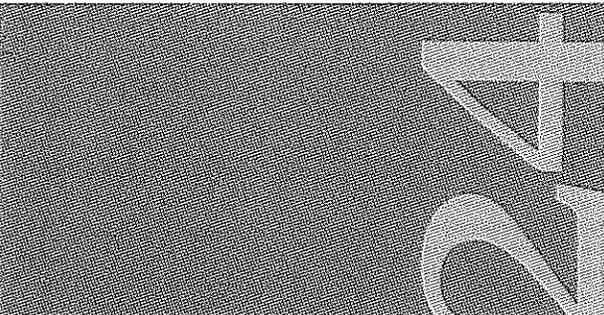
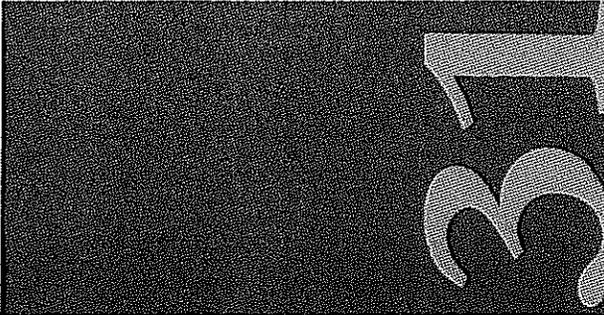
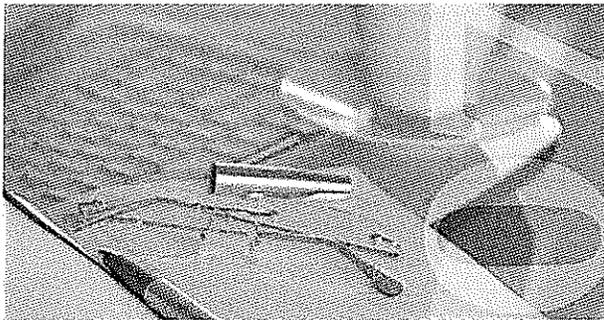
Current Governmental Clients

Heartlands Fire Training Authority	06/30/07	to	06/30/14
Santa Ana Watershed Association	12/31/09	to	12/31/12
Idyllwild Fire Protection District	06/30/11	to	06/30/14
Capistrano Bay Community Services District	06/30/13	to	06/30/14
Ventura County Public Fin. Authority	06/30/12	to	06/30/14
CSUSB - Student Union	06/30/05	to	06/30/14
CSUSB - Associated Students Incorporated	06/30/10	to	06/30/14
CSUSB - Philanthropic Foundation	06/30/11	to	06/30/14
CSUSB - University Enterprise Corporation	06/30/11	to	06/30/14

Our firm also provides contract Finance Director services/accounting support for the following governmental entities:

Running Springs Water District
City of Canyon Lake
City of Rolling Hills

ATTACHMENT "D"



City of Huntington Park

Huntington Park, California

**Proposal to Perform
Financial Auditing Services**

RFP # FIN 15-01

**For the Fiscal Years Ending
June 30, 2015 through June 30, 2017
with Option to Extend
for Two (2) Subsequent Years**

May 18, 2015

TECHNICAL PROPOSAL

Kenneth H. Pun, CPA, CGMA
Managing Partner
200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707
Phone: (949) 777-8801
Fax: (949) 777-8850
Email: ken.pun@pungroup.com

California CPA License Number: PAR 7601
Federal Identification Number: 46-4016990



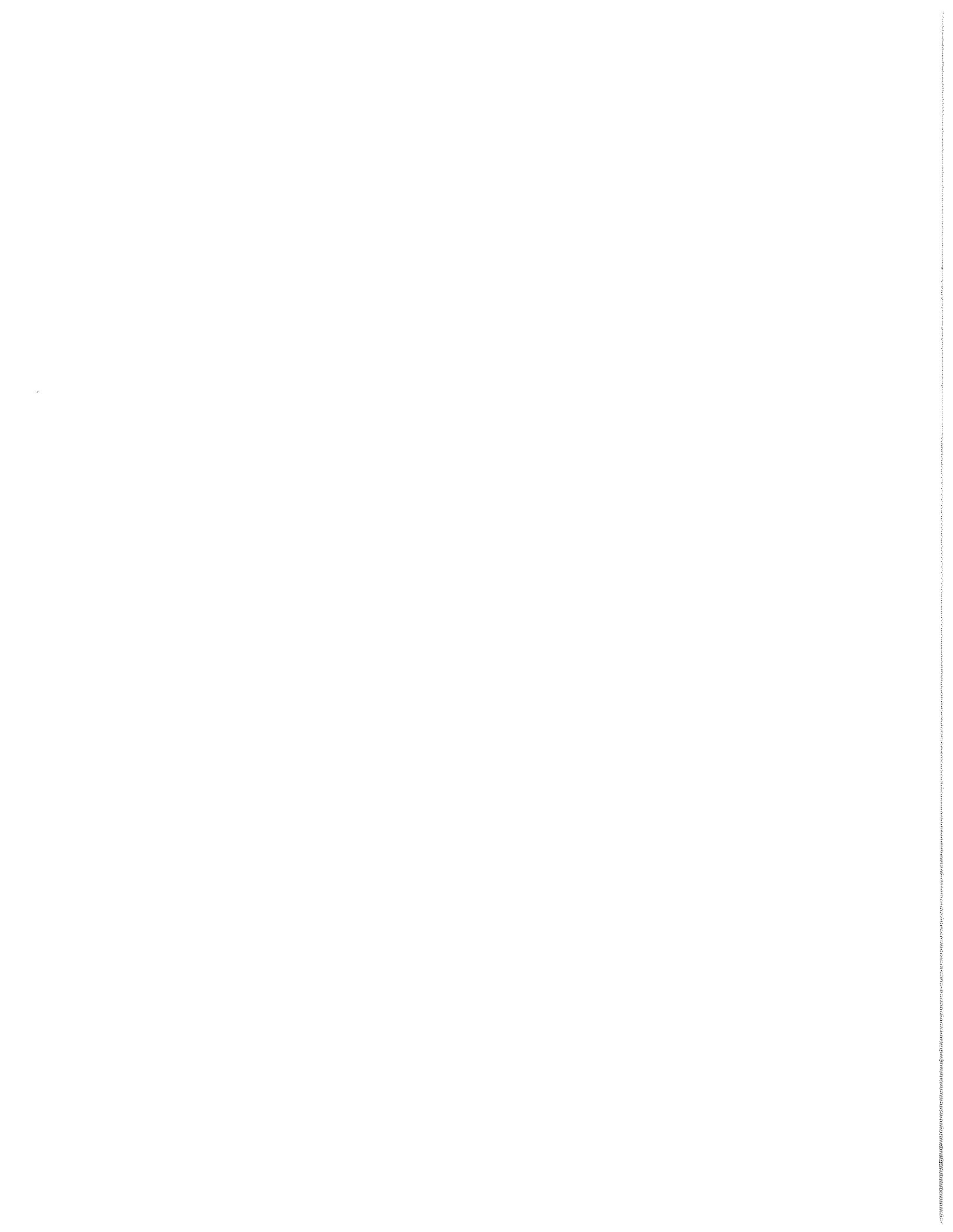


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May 18, 2015

City of Huntington Park

Ms. Jan Mazyck
Interim Director of Finance/City Treasurer
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Ms. Mazyck:

Please allow us to introduce our firm and share our qualifications and proposed audit plan for the City of Huntington Park (the "City") pursuant to your Request for Proposals for Financial Auditing Services for the fiscal years ending June 30, 2015 through June 30, 2017 with the option to extend for two (2) subsequent years. The Pun Group, LLP, *formerly known* as Pun & McGeady LLP, (the "Firm"), due to consolidation, has the knowledge and experience necessary to be the City's next public accounting firm, and the work plan to ensure a smooth audit process.

This letter is an acknowledgement of the Firm's understanding of the work to be performed. **We hereby offer our commitment to perform all of the required work, complete the audit, and issue the necessary auditor's report, within the time periods outlined by the City.** We are secure in affirming our commitment because we have:

1. A lengthy legacy of serving California cities;
2. Prodigious experience serving governmental entities; and
3. An efficient, lower-cost approach to auditing that focuses on high-risk areas.
4. We hereby accept the terms and conditions included in the anticipated form of Contract (Exhibit A), there are no exception to the contract.

I will serve as your primary contact for contract negotiations. I am the managing partner of the Firm and have been authorized to legally bind the Firm. My contact information follows:

Name: Mr. Kenneth H. Pun, CPA, CGMA
Position: Managing Partner
Address: 200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707
Telephone: (949) 777-8801
Email: ken.pun@pungroup.com

You may also contact the following partner, who is authorized to represent the Firm:

Name: Mr. Gary M. Caporicci, CPA, CGFM, CFF
Position: Partner
Address: 200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707
Telephone: (949) 777-8802
Email: gary.caporicci@pungroup.com

City of Huntington Park

Ms. Jan Mazyck

Interim Director of Finance/City Treasurer

Page 2

The Pun Group is the right choice for the City of Huntington Park because we are focused on your industry.

- We have audited and consulted many California cities.
- We have assisted many clients in earning the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- The depth of resources and specific government experience are substantial, we are committed to deploy these resources and experience on behalf of the City. Simply put, the City will remain one of our most important clients, and accordingly will receive the priority service it deserves.
- We are committed to performing all of the work outlined in the City's Request for Proposal within the time periods established by the City, in accordance with the City's contract terms.
- **We have assigned Gary Caporicci, our GASB 68/71 Specialist, who is appointed to the State Retirement Advisory Committee by the State Controller, in assisting the City in the implementation of GASB 68/71, the new Pension Standards.**

Our goal for this audit is to complete the process in accordance with regulations while minimizing disruption to the City's daily operations. The Firm will:

- Develop solid familiarity with the City's operations.
- Create a detailed audit plan during initial stages of the audit.
- Maintain open communication lines between the Engagement Team and the City's Management.
- Assign duties to qualified staff members.

This method ensures that the audit process will be performed steadily, communicated clearly, and completed efficiently.

The Firm is an Equal Opportunity Employer and complies with all Federal and State hiring requirements.

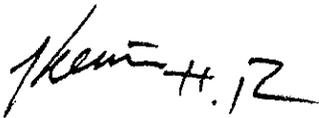
This proposal meets the requirements of the City's Request for Proposal. This letter and the accompanying proposal represent a *firm and irrevocable offer valid for 90 days* from the date of this letter.

If you have any questions about the proposal or the Firm, please contact us. We look forward to speaking with you.

Sincerely,

The Pun Group, LLP

Certified Public Accountants and Business Advisors



Kenneth H. Pun, CPA, CGMA
Managing Partner

Section I – License to Practice in California

The Firm and all key professional staff are licensed by the State of California to practice as Certified Public Accountants, and meet the Continuing Professional Education requirements under U.S. GAO's *Government Auditing Standards* to perform the proposed audits.



Section II – Independence

The Pun Group, LLP (the "Firm") requires all employees to adhere to strict independence standards in relation to the Firm's clients. These independence standards exceed, in many instances, the standards promulgated by the American Institute of Certified Public Accountants (AICPA).

The Pun Group, LLP certifies that it is independent of City of Huntington Park (the "City") and its component units. The Firm meets independence requirements defined by the United States Government Accountability Office's (U.S. GAO's) *Government Auditing Standards*, and the American Institute of Certified Public Accountants (AICPA).

The Firm had no professional relationships involving the City for the past five (5) years.

City of Huntington Park

Proposal for Financial Auditing Services

Section III – Firm Qualifications and Experience

About The Pun Group, LLP

The Pun Group, LLP, *formerly known as Pun & McGeady LLP*, Certified Public Accountants and Business Advisors, founded in 2012, is a limited liability partnership. A full-service accounting firm comprises forty (40) professionals on *full-time basis* who provide auditing, accounting, and advisory services. **Our Partners Group has served governmental agencies since 1989**, under the umbrella of its predecessor firm, Caporicci & Larson, where all key personnel assigned provided outstanding services to governmental entities throughout California. Of the forty (40) professionals, thirty (30) of them focus in the Government Assurance Practice. The Firm has offices in Orange County, San Diego, Walnut Creek and La Quinta, California.

The combination of hands-on experience and practical knowledge of our audit professionals makes the Firm unique in the field. Our technical knowledge and thorough understanding of current regulations and issues—along with the Firm’s commitment to hard work, integrity, and teamwork on every engagement—enable us to help our clients flourish.

Our Governmental Partners Group—which include partners Kenneth H. Pun, Gary M. Caporicci, Paul J. Kaymark, Lisa B. Lumbard and Jack F. Georger—provide auditing, accounting, and advisory services to numerous governmental entities throughout the United States. Our more than one hundred-fifty (150) years of combined experience in the government industry have made us a trusted business partner with our clients, and we have become well-respected as one of the most socially responsible accounting firms.

In addition to annual financial audits, team members undertake special studies in financial management, accounting, cost-accounting-system analysis, internal audit services, and internal control documentation and testing. By participating in industry associations and activities, we are always up to date on the latest industry changes and the impact they will have on your operations. We will keep you and our colleagues in the Firm, fully informed of these developments. Our team is committed to bringing the full breadth and depth of our expertise to the audit of the City at an outstanding value to you.

Our *Orange County* office, located at *200 East Sandpointe Avenue, Suite 600, Santa Ana, California 92707* will perform the requested services for the City. However, we may assign additional staff from our San Diego, Walnut Creek, or La Quinta, California offices to the engagement, at no additional cost to the City. *No subcontractors will be used.*

While many accounting firms can perform an audit, not all can build a great working relationship with their clients. The Pun Group, LLP develops lasting, personal relationships with clients. Our hands-on partner involvement and low personnel turnover will make you appreciate our firm more every day we work together.

Our Firm has:

- Extensive experience in audits of local governments as well as experience with preparation of Comprehensive Annual Financial Reports in GASB 34 format.
- Strong work ethics and willingness to respond to the City of Huntington Park requirements.

Staff Consistency

The Firm is committed to maintaining staff continuity throughout audit engagements. While we cannot guarantee that our staff members will stay with the Firm, we encourage loyalty by paying competitive wages, offering opportunities for promotion, using state-of-the-art equipment, and providing excellent working conditions. We also offer benefits including retirement plans, medical plans, profit-sharing programs, and continuing education. The Firm is an equal-opportunity employer and complies with all federal and state hiring requirements. The Firm also supports affirmative-action philosophies and works hard to provide opportunities for self-enhancement to members of disadvantaged groups.

We guarantee that the partners assigned to this audit will be involved throughout the entire engagement term, and that assigned staff members will return to the City in future years if they are still with the firm. One of our primary audit concerns is staff continuity, and our hands-on partner involvement ensures that qualified and experienced professionals will perform audits efficiently and effectively every year of the engagement.

City of Huntington Park

Proposal for Financial Auditing Services

AT THE PUN GROUP, LLP WE WORK TOGETHER WITH OUR CLIENTS TO ADDRESS A VARIETY OF CHALLENGES LIKE:

- ✓ Reporting and Compliance Requirements
- ✓ Risk and Internal Controls
- ✓ Operational Transformation
- ✓ Technology Consulting

GFOA CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING:

100% of our clients that have submitted their reports to the GFOA have received the Certificate of Excellence.

UNPARALLELED PARTNERS SUPPORT:

Hands-on partner involvement always available to address our client's needs and answer questions.

OUR SERVICES INCLUDE:

- ✓ Financial statement audits
- ✓ Performance audits
- ✓ Single audit (OMB Circular A-133)
- ✓ Employee benefit plan audits
- ✓ Internal controls evaluations

EXPERIENCE. PRINCIPLES. KNOWLEDGE.
COMMITMENT. CAPACITY. DIVERSITY.

We understand our clients have broad and complex needs. That's the number one reason our solutions are developed to specifically address these unique needs. This is why we have such a high retention rate. Some of our clients have been with us for over a decade.

The following is the most current list of our Assurance Clients:

Cities and Towns:

- City of Arcadia
- City of Arvin
- City of Bradbury
- City of Calexico
- City of Cerritos
- City of Clovis
- City of Desert Hot Springs
- City of Encinitas
- City of Gardena
- City of Hermosa Beach
- City of Lakewood
- City of Monterey Park
- City of National City
- City of Placerville
- City of Poway
- City of Ridgecrest
- City of Stockton
- Town of Andrews
- Town of Danville

Transportation Authorities/Agencies:

- Washington Metropolitan Area Transit Authority
- San Diego Metropolitan Transit System
- SunLine Transit Agency
- Shasta Regional Transportation Agency
- Ventura County Transportation Commission

Health Centers:

- Alliance Medical Center
- Anderson Valley Health Center, Inc.
- Fallbrook Healthcare District
- Family Health Centers of San Diego
- Marin City Health and Wellness Center
- McCloud Healthcare District
- Redwood Coast Medical Services
- Ritter Center
- Shingletown Medical Center
- Tulare Community Health Clinic
- United Health Centers of San Joaquin Valley

Special Districts/Others:

- Las Virgenes Municipal Water District
- Marina Coast Water District
- Newport Coast Elementary Foundation
- Orange County Business Council
- Palmdale Water District
- Shanghai Jiao Tong University Foundation of America
- Southwestern Community College District
- Valley Sanitary District
- Orange County – City Hazardous Material Emergency Response Authority
- West Valley Water District

City of Huntington Park

Proposal for Financial Auditing Services

Most Recent External Quality Control Review

The Firm participates in the AICPA Peer Review Program, which is designed to identify weaknesses in accounting-service policies, practices, and procedures.

In 2013, an independent reviewer assessed the Firm's quality-control policies, reviewed administrative records, interviewed professional personnel, and inspected the Firm's working papers and reports from a representative sample of accounting and auditing engagements, including governmental audits. The reviewer concluded that the Firm fully complies with the AICPA's stringent standards for quality control.

A quality-control reviewer considers, among other things, a firm's policies regarding hiring, training, supervision, delegation of responsibilities, and access to technical resources.

The reviewer determined that the Firm's accounting and auditing work and internal quality-control system meet the AICPA's guidelines for professional standards.

The Firm's participation in the Peer Review Program demonstrates our commitment to quality. We also affirm our dedication to excellent client service through our voluntary memberships in the AICPA—including the AICPA's Governmental Audit Quality Center—and CalCPA.



Jan Lacey, CPA
Sandra Cavazos, CPA
James O. Benson, CPA

System Review Report

PUN & MCGEADY LLP

Irvine, California;
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Pun & McGeady LLP (the firm) in effect for the year ended March 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/summaries.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Pun & McGeady LLP in effect for the year ended March 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Pun & McGeady LLP has received a peer review rating of *pass*.

5377 Haven Avenue
Suite 300
Huntington Park, California
CA 91730

909.948.9999
800.644.0630
714.909.948.9633

www.punandmcgeady.com
www.gvldecember.com

**YOUR
Success
IS OUR
PRIORITY**

GVL DECEMBER LLP
Ontario, California
May 31, 2013

CPA AMERICA

City of Huntington Park

Proposal for Financial Auditing Services



California Society of CPAs
1600 Gateway Dr., Ste. 200
San Mateo, CA 94404

September 27, 2013

Kenneth Hing-Kwong Pun, CPA
Pun & McGeady LLP
9 Corporate Park Ste 130
Irvine, CA 92606

Dear Mr. Pun:

It is my pleasure to notify you that on September 24, 2013 the California Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is September 30, 2016. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

A handwritten signature in cursive script that reads 'Linda McCrone'.

Linda McCrone, CPA
Director, Peer Review Program

cc: John Lerias

Firm Number: 6131850 Review Number 342418



T: (650) 522-3094 | F: (650) 522-3080 | peerreview@calcpa.org

Federal or State Desk Review

No federal or state desk reviews or field reviews have been undertaken of any audits performed by the Firm or any of its partners, managers, or professionals during the past three (3) years.

Disciplinary Action

No disciplinary action has been taken by state regulatory bodies or professional organizations against the Firm or any of its partners, managers, or professionals during the past three (3) years.

The Firm has no conditions such as bankruptcy, pending litigations, planned office closures, mergers or any organizational conflict of interest that may affect the ability of the Firm to perform the required duties requested by the City of Huntington Park.

City of Huntington Park

Proposal for Financial Auditing Services

GASB 68 and 71 Implementation

Gary M. Caporicci, the assigned *GASB 68/71 Specialist*, has tremendous expertise in assisting clients with the implementation of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*—an amendment of GASB Statement No. 68. **Clients of The Pun Group will benefit from his expertise during the entire process of implementation of these Standards throughout the engagement.**

Description: Designed to present the New Pension Standards from the Governmental Auditing Standards Board (GASB). These standards are effective for fiscal years beginning after June 15, 2014 and are applicable to all State and Local government agencies. This program will cover the following standards, as well as any updates.

- GASB No. 68, *Accounting and Financial Reporting for Pensions*
- GASB No 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*—an amendment of GASB Statement No. 68

Objectives:

- Understand the accounting depth and financial reporting impact of the New Pension Standards
- Review the accounting and financial reporting of significant accounts including:
 - Total Pension Liability
 - Net Pension Liability
 - Deferred Outflows and Deferred Inflows of Resources
 - Net Fiduciary Position
 - Pension Expense
- Present and thoroughly review the audit implications and solutions for the retirement systems auditor's and the local government agencies auditor.

Major Topics:

- Accounting and financial reporting, including expanded Note Disclosures and Required Supplementary Information
- Identify and explain critical dates for implementation
- Understand and describe the actuary's role as to key dates and actuarial information

Client Training Seminar

Also, **every year, the Firm hosts a conference to update governmental clients on new technical accounting and financial issues.** The day-long session—held in Clovis, San Diego, Cerritos, and Danville—qualifies for **eight hours of CPE** with the California Board of Accountancy.

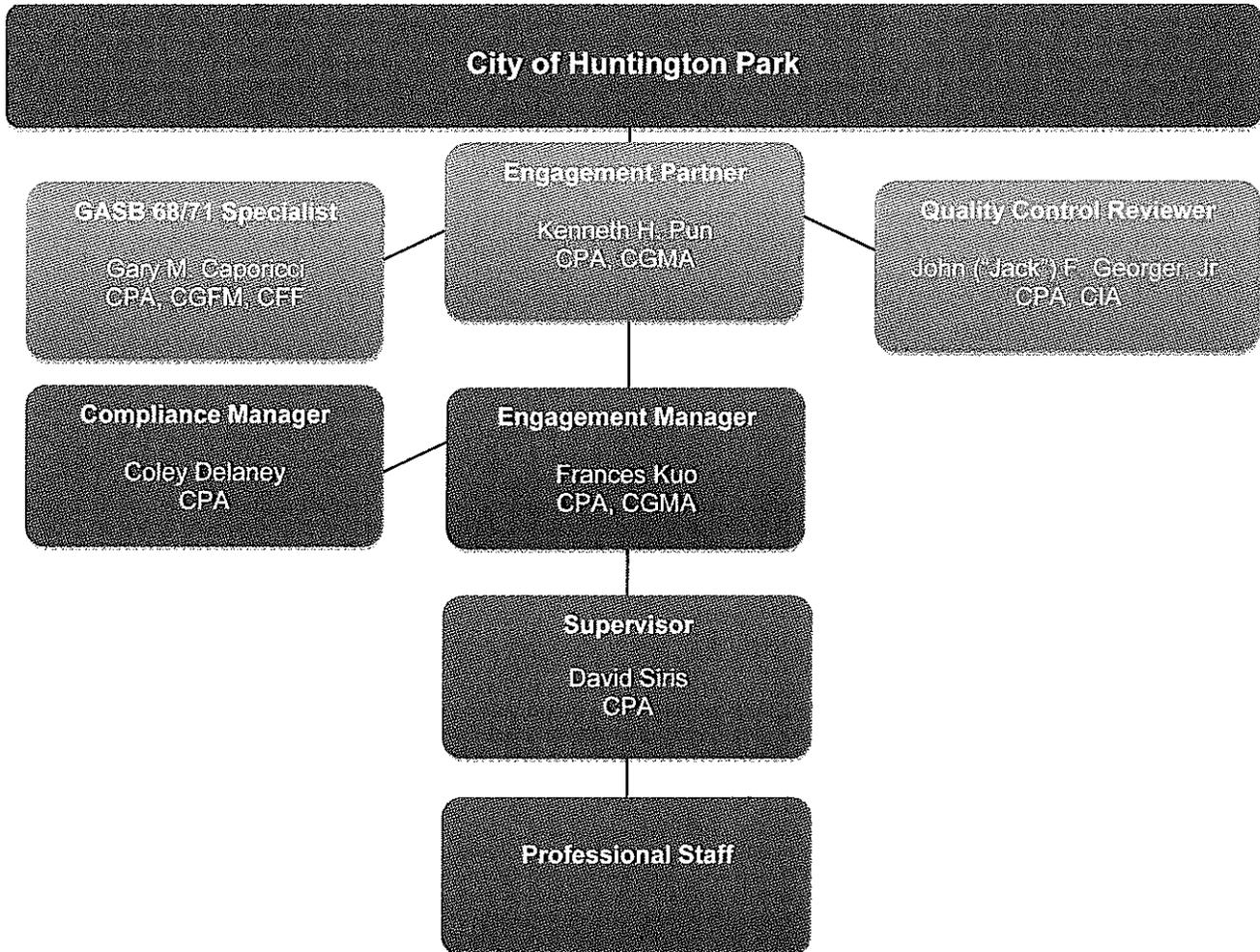
Participants in the most recent training seminar received a high-level examination of numerous technical issues, including the following:

- New and anticipated Pronouncements issued by Governmental Accounting Standards Board (GASB) and future issues under consideration by GASB
- Fraud in Government
- Current Development in Marijuana Dispensaries and Related Internal Control Concerns
- What you need to know, as an auditee, for your 2014 Single Audits, including the OMB Circular A-133 Compliance Supplement
- **Discussion of GASB Statements No. 67 and 68, "Accounting and Financial Reporting for Pension Plans"**
- Overview of the Survey of Cities and Counties

Importantly, all of our clients are invited to attend the Pun Group, LLP client training seminar FREE OF CHARGE.

Section IV – Partner, Supervisory and Staff Qualifications and Experience

The Engagement Team is carefully chosen to provide the City with all services needed to successfully complete the audit. The Engagement and Concurring Partners are personally involved in the audit, and the Engagement Team has significant experience in governmental auditing. Our broad experience and technical capabilities allow us to provide technical support, interpret findings, and offer effective solutions to any issues.



The personnel assigned to this engagement are fully qualified to perform an effective and efficient audit of the City, and their extensive experience will be invaluable to the audit process. Our professionals are familiar with the complexities of governmental accounting, auditing, and financial reporting, including but not limited to, all GASB pronouncements, the Single Audit Act, OMB Circular A-133, and fund operations.

If the Firm changes key personnel for reasons other than those specified in the Proposal, we will provide the City with written notification and will only be changed with the express prior written permission of the City.

Other audit personnel may be changed with replacement that has substantially the same or better qualifications or experience.

City of Huntington Park

Proposal for Financial Auditing Services

Kenneth H. Pun, CPA, CGMA ***Engagement Partner***

Ken is an assurance partner and the Partner In-Charge of Government and Not-for Profit Practice at the Firm who has over fifteen years of public accounting experience. He specializes in audits and management consulting for government organizations. Ken will act as the Engagement Partner directly overseeing the Engagement Team, and he will be responsible for the delivery of all services to the City of Huntington Park. In addition, he will manage engagement planning and fieldwork, and he will review and approve the workpapers and reports.

John (“Jack”) F. Georger, Jr., CPA, CIA ***Quality Control Reviewer***

In his forty years of experience, Jack has worked with many governmental entities, including cities, counties, and school districts, as well as not-for-profit entities, providing clients with financial and compliance audit and consultation services. As an assurance partner in our Firm, he advises clients on complex accounting questions, supports engagement teams with audit issues, and reviews reports issued by the Firm to ensure that they fully comply with professional standards. Jack will be responsible for the final quality-control review of the engagement.

Gary M. Caporicci, CPA, CGFM, CFF ***GASB 68/71 Specialist***

As an assurance partner with over forty years of experience, Gary has provided financial and compliance audit and consultation services to governmental clients including cities, counties, transportation agencies, and school districts, as well as various not-for-profit entities. He provides advice and consultation regarding complex accounting matters, assists engagement teams in audit matters. **As an appointed member of the State Controller’s Retirement Advisory Committee**, Gary will be responsible in providing advice and consultation for the implementation of the new GASB pension standards.

Frances Kuo, CPA, CGMA ***Engagement Manager***

Frances will work closely with Kenneth Pun, Jack Georger and Gary Caporicci, directing the audit team in its daily activities. She is an assurance services/audit manager and has extensive experience auditing local government entities including cities, counties, special districts, and healthcare entities.

Coley Delaney, CPA ***Compliance Manager***

Working with Frances Kuo, Coley will direct the audit team in compliance-related matters. He is an assurance services/audit manager in the Firm whose extensive auditing experience includes cities, counties, special districts, and not-for-profit entities.

David Siris, CPA ***Supervisor***

David will direct the audit staff, coordinate with the City of Huntington Park personnel, and implement the audit approach.

Professional Staff

All professional staff are qualified to perform financial and compliance audits of cities and other governmental agencies. This ensures that the staff quality will be consistent throughout the engagement term. Because we support both staff development and engagement continuity, we encourage senior and staff accountants to take increased responsibilities on their previous engagements as they advance professionally.

City of Huntington Park

Proposal for Financial Auditing Services

Quality-Control System

The quality of our practice is extremely important to the Firm, as well as to our clients and the people who rely on our reports. We are meticulous about meeting professional standards, and we are careful to form professional relationships only with individuals who have strong integrity.

Our quality-control system, which is designed to meet our own elevated standards and those of the AICPA, includes the following professional-development activities:



Professional Development

Each Engagement Team member is up-to-date with continuing professional education requirements. The Firm encourages staff members to participate in the continuing education programs offered by the AICPA and the CalCPA Education Foundation. These classes include, among others:

- Basic Concepts of Governmental Accounting, Financial Reporting and Auditing
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: OMB Circular A-133
- Governmental and Nonprofit Annual Update
- Governmental Accounting and Auditing: The Annual Update
- Auditing Standards: A Comprehensive Review

In addition, the Firm provides comprehensive in-house training for all levels of staff. The program includes seminars developed by the Firm, educational programs developed by the AICPA and CalCPA, and on-the-job training.

Every year, all professional and administrative staff members receive an annual overview and review of topics such as these:

- Principles of accounting and financial reporting for state and local governments
- Governmental fund types
- Newly issued U.S. generally accepted auditing standards and government auditing standards
- Internal control evaluation approaches, including COSO Internal Control Framework
- Updates on recent governmental accounting and reporting guidelines and pronouncements
- Single Audit requirements and approaches
- Risk based audit approaches
- Working paper techniques
- Current issues facing the governmental community

These ongoing continuing education activities and training programs ensure the Engagement Team is highly educated, well prepared, and fully able to perform an efficient and effective audit of the City.

Engagement Team Resumes

City of Huntington Park deserves experienced professionals who work as a team. The Pun Group, LLP will provide qualified employees to perform the audit; no subcontractors will be used. Resumes for key Engagement Team members follow.

City of Huntington Park

Proposal for Financial Auditing Services



Kenneth H. Pun, CPA*, CGMA Engagement Partner

Kenneth H. Pun is the Partner In-Charge of the Governmental and Not-for-Profit Practice and the Founder of The Pun Group, LLP. Prior to founding his own practice, Mr. Pun spent over twelve years with Caporicci & Larson, a specialty CPA firm recognized as one of California's foremost experts in governmental and not-for-profit accounting, auditing, and advisory services.

Ken has more than fifteen years of public-accounting experience and has achieved with a high level of expertise from successfully working with the governmental, private, and not-for-profit sectors. Clients often engage Ken because he provides premier service, commits to completing projects quickly and accurately, and introduces innovative methods of increasing operational efficiencies and reducing costs. Mr. Pun is a trusted advisor and a leader of accounting services to governmental and not-for-profit organizations.

In addition to working with clients, Ken provides the audit teams with direction and technical guidance to ensure adherence to the Firm's quality controls, and he assists with the development of the Assurance Services practice. Ken also speaks publicly on topics related to audits and quality control and shares his expertise with clients through annual educational seminars.

EDUCATION

BS Degree in Business
Administration, emphasis in
Accounting from the University of
California, Riverside

AREAS OF EXPERTISE

Audits
Reviews
Federal Compliance
Litigation Support

PROFESSIONAL & CIVIC AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)
- Member, CalCPA Governmental Accounting and Auditing Committee
- Member, Government Finance Officers Association (GFOA)
- Member, California Society of Municipal Finance Officers (CSMFO)
- Speaker, CSMFO Conference (2014)
- GFOA Certificate for Excellence in Financial Reporting – Reviewer
- Speaker, California Education Foundation Long Beach and Orange County Chapter Fall Series 2014

PROFESSIONAL EXPERIENCE

- City of Arcadia
- City of Calexico
- City of Cerritos
- City of Chula Vista
- City of Clovis
- Town of Danville
- City of Desert Hot Springs
- City of Fairfield
- City of Gardena
- City of Placerville
- City of Poway
- City of Stockton
- North County Transit District
- San Diego Metropolitan Transit System
- San Diego Association of Governments

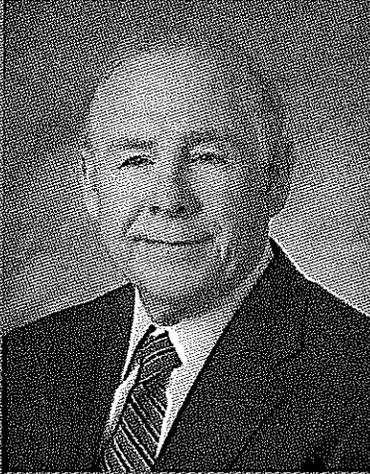
CONTINUING PROFESSIONAL EDUCATION

- Various municipal accounting courses offered by the CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: OMB Circular A-133
- Has met the current CPE educational requirements to perform audits of governmental agencies.

200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707

ken.pun@pungroup.com

**Licensed by the State of California*



John F. Georger, Jr., CPA*, CIA
Quality Control Reviewer

Jack Georger is the Partner of the Governmental Division by leveraging more than forty years of public accounting and auditing experience in the government, agribusiness, financial services, manufacturing and non-profit sectors. Mr. Georger brings an in-depth knowledge and practical expertise to each client engagement. Mr. Georger coordinates, plans, and manages financial audit activities, consulting activities, federal and state compliance audit activities, performance audits and numerous quality control and internal control reviews for a broad mix of governmental agencies and programs throughout the United States.

Mr. Georger is a continuing professional education course instructor for the AICPA. Annually, he instructs over 300 hours on accounting and auditing subjects. He has coauthored training material in governmental accounting and auditing for the AICPA and is the technical reviewer of the CCH Knowledge-Based Audits™ of State and Local Governments with Single Audits.

Mr. Georger is licensed to practice as a certified public accountant in the states of California, New York, Virginia, Maryland, District of Columbia, Georgia, South Carolina, Connecticut (inactive), Missouri and Wyoming (inactive), and is a Certified Internal Auditor (CIA).

EDUCATION

Bachelor of Science,
George Mason University Fairfax,
Virginia

AREAS OF EXPERTISE

Audits
Reviews
Federal Compliance
Litigation Support

PROFESSIONAL & CIVIC AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, Institute of Internal Auditors
- Member, California Society of Certified Public Accountants (CalCPA)
- Member, CalCPA Government Accounting and Auditing Committee
- Member, New York Society of Certified Public Accountants (NYSSCPA)
- Chairman, NYSSCPA Government Accounting and Auditing Committee
- Member, NYSSCPA Auditing Standards Committee
- Member, NYSSCPA Financial Accounting Standards Committee
- Member, NYSSCPA Not For Profit Committee
- Member, Missouri Society of Certified Public Accountants (MSCPA)
- South Carolina Association of Certified Public Accountants (SCACPA)
- Member, Government Finance Officers Association (GFOA)-CAFR Reviewer

KEY CLIENTS

- Local Governments:
 - Town of Andrews, South Carolina
 - County of Isle of Wight, Virginia
 - City of Richmond, Virginia

CONTINUING PROFESSIONAL EDUCATION

- Instructor of over 300 hours of municipal accounting courses offered by the AICPA
- Has met the current CPE educational requirements to perform audits of governmental agencies.

200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707

jack.georger@pungroup.com

**Licensed by the State of California, New York,
Virginia, Maryland, District of Columbia, Georgia,
South Carolina, Missouri and Connecticut
(inactive) and Wyoming (inactive)*

City of Huntington Park

Proposal for Financial Auditing Services



Gary M. Caporicci, CPA*, CGFM, GFF GASB 68/71 Specialist

Gary M. Caporicci has more than forty years of diversified business experience, including a specialization in audit and management consulting for government organizations. Gary's clients include public and private universities and colleges, city and county governments, state agencies, joint power authorities, healthcare agencies, transportation agencies, and special districts. Known for his expertise in the areas of construction and government, Gary wrote the AICPA audit guides on these topics, and he has authored many audit and accounting courses for professional groups, as well as academic institutions. He frequently speaks and lectures at many professional organizations, governmental seminars, and conferences held by industry associations, other accounting firms, and universities. In addition, he authors white papers for the California Committee on Municipal Accounting.

Prior to working with the Firm, Gary founded his own accounting practice. He also spent eleven years with a "Big Eight" professional services firm, where he was an Audit Manager and gained broad experience in a wide range of industries such as government, construction, manufacturing, mutual funds, and insurance. Prior to that, Gary held a consultant position with a "Big Four" practice and was Vice President of a national insurance and financial services company.

EDUCATION

BS Degree in Accounting and Finance
from the Armstrong University

AREAS OF EXPERTISE

Audits
Reviews
Federal Compliance
Litigation Support

PROFESSIONAL & CIVIC AFFILIATIONS

- Member and Instructor, American Institute of Certified Public Accountants (AICPA)
- Member, Author and Instructor, California Society of Certified Public Accountants (CalCPA)
- Past Chair, CalCPA Governmental Accounting and Auditing Committee
- Chair and Speaker, CalCPA Governmental Accounting and Auditing State Conferences
- Member, CalCPA Council
- Chair, California Committee on Municipal Accounting (CCMA)
- Member, Government Finance Officers Association (GFOA)
- Member, California Society of Municipal Finance Officers (CSMFO)
- Member, Governmental Accounting Standards Board (GASB),
- Member, Deposit and Investment Risks Disclosure Task Force (GASB No. 40)
- National Reviewer and Speaker, Government Finance Officers Association
- Adjunct Professor, National University
- Past Member, Texas Governmental Accounting and Auditing Committee
- Member, State Controller's Retirement Advisory Committee
- GFOA Certificate for Excellence in Financial Reporting – Reviewer

CONTINUING PROFESSIONAL EDUCATION

- Author and instructor of various municipal accounting courses offered by CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: OMB Circular A-133
- Has met the current CPE educational requirements to perform audits of governmental agencies

200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707

gary.caporicci@pungroup.com

*Licensed by the State of California

City of Huntington Park

Proposal for Financial Auditing Services



Frances Kuo, CPA*, CGMA Engagement Manager

Frances Kuo is a Manager in The Pun Group, LLP's Assurance division. Frances has over ten years of accounting and auditing experience working with governmental agencies, not-for-profit entities, and employee benefit plans. Frances also has particular expertise in conducting financial audits under GAO Yellow Book standards and compliance audits in accordance with OMB Circular A-133.

Frances has performed audits and other attestation services for several municipalities throughout California including cities, counties, redevelopment agencies, public financing authorities, housing authorities, transportation agencies, and special districts. She has assisted these clients with publishing their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

Frances is the in-house instructor who provides training, both theoretical and on-the-job training, to lower level staff. She has developed training materials on the risk based audit approach, GASB Statement No. 34 reporting, Single Audits, and employee benefit plan audits.

EDUCATION

BS Degree in Business
Administration, Emphasis in
Accounting, from
University of California, Riverside

BA Degree in Economics from
University of California, Riverside

AREAS OF EXPERTISE

Audits
Reviews
Federal Compliance

PROFESSIONAL & CIVIC AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)
- Member, California Society of Municipal Finance Officers (CSMFO)

RELEVANT PROJECT EXPERIENCE

- City of Arcadia
- City of Bradbury
- City of Cerritos
- City of Desert Hot Springs
- City of Gardena
- City of Monterey Park
- City of Ridgecrest
- Conejo Recreation and Park District
- Las Virgenes Municipal Water District
- Marina Coast Water District
- Mountains Recreation and Conservation Authority
- San Diego Transit Corporation Retirement Plan
- Tulare Community Health Clinic
- San Diego Metropolitan Transit System
- San Diego Association of Governments
- Southwestern Community College District
- Valley Sanitary District

CONTINUING PROFESSIONAL EDUCATION

- Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: OMB Circular A-133
- Has met the current CPE educational requirements to perform audits of governmental agencies.

200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707

frances.kuo@pungroup.com

**Licensed by the State of California, Arizona and
Virginia*

City of Huntington Park

Proposal for Financial Auditing Services



Coley Delaney, CPA*

Compliance Manager

Coley Delaney is a Manager within The Pun Group, LLP's Assurance division. In his nine years of accounting and auditing experience, Coley has worked with governmental agencies, not-for-profit entities and private for-profit entities. Coley specializes in conducting financial audits under GAO Yellow Book standards and compliance audits in accordance with OMB Circular A-133.

Coley has performed audits and other attestation services for several governmental agencies throughout California including cities, counties, redevelopment agencies, public financing authorities, housing authorities, transportation agencies, and special districts, and he has helped them publish their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

Coley develops training materials and shares his expertise internally with other Firm professionals. Coley is a frequent speaker at in-house seminars on topics related to government auditing standards and Single Audits.

EDUCATION

BA Degree in Business Economic,
Emphasis in Accounting, from
University of California, Santa
Barbara

PROFESSIONAL & CIVIC AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)

AREAS OF EXPERTISE

Audits
Reviews
Federal Compliance

RELEVANT PROJECT EXPERIENCE

- City of Calexico
- City of Chula Vista
- City of Clovis
- City of Poway
- City of Shafter
- Fallbrook Healthcare District
- North County Transit District
- Olivenhain Municipal Water District
- San Diego Metropolitan Transit System
- San Diego Association of Governments
- San Dieguito Water District
- Southwestern Community College District
- United Health Centers of San Joaquin Valley

CONTINUING PROFESSIONAL EDUCATION

- Various municipal accounting courses offered by the CalCPA Education Foundation and local universities including:
 - Governmental and Nonprofit Annual Update
 - Government Auditing Standards
 - GASB Basic Financial Statements for State and Local Governments
 - Single Audits: OMB Circular A-133
- Has met the current CPE educational requirements to perform audits of governmental agencies.

6265 Greenwich Drive, Suite 220
San Diego, California 92122

coley.delaney@pungroup.com

**Licensed by the State of California*

City of Huntington Park

Proposal for Financial Auditing Services



David Siris, CPA*
Supervisor

David Siris is a Supervisor for The Pun Group, LLP. He has more the seven (7) years of governmental experience that ranges from GASB audit/reporting, Internal Controls/COSO Framework, and Single Audit.

David has been involved in providing significant services to various government entities and actively contributed and participated in the planning process, implementation of the audit work plan, supervision of staff, compliance testing for the Single Audit, and preparation of the Comprehensive Annual Financial Reports and other various reports.

PROFESSIONAL & CIVIC AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT PROJECT EXPERIENCE

- City of Arcadia
- California Municipal Finance Authority
- City of Cerritos
- City of Gardena
- City of Hermosa Beach
- City of Lawndale
- City of Loma Linda
- City of Lomita
- City of Redding
- City of San Clemente
- City of San Gabriel
- City of Santa Barbara
- County of Santa Cruz
- City of Santa Clarita
- City of Stockton
- United Health Centers of San Joaquin Valley

CONTINUING PROFESSIONAL EDUCATION

- Various municipal accounting courses offered by the California Society of CPAs and local universities including:
 - Governmental Financial Reporting Standards and Practices
 - Yellow Book: Government Auditing Standards
 - Municipal Accounting
 - Single Audit
- Has met the current CPE educational requirements to perform audits of governmental agencies.

EDUCATION

BS Degree in Finance from Cal State
University Fullerton

AREAS OF EXPERTISE

Audits
Reviews
Federal Compliance
Litigation Support

200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707

david.siris@pungroup.com

**Licensed by the State of California*

City of Huntington Park

Proposal for Financial Auditing Services

Section V – Similar Engagements with Other Government Entities

Following are some of the list the most significant engagements performed in the last five (5) years that are similar to the engagement described in this request for proposals. Please contact these governmental agencies to learn more about their experiences working with us.

Reference 1:

Name of Client: City of Monterey Park
Service Period: June 30, 2009 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Monterey Park which includes the audit of the City's CAFR, Successor Agency and Single Audit. In addition, the firm has performed agreed-upon procedures of the Appropriation Limit.
Engagement Partners: Kenneth H. Pun
Total Hours: Average 500 hours per year
Principle Client Contact: Ms. Annie Yaung, CPFO
Controller
320 W. Newmark Avenue
Monterey Park, CA 91754
(626) 307-2516
CSMFO Award: Client did not submit the application for the CSMFO award
GFOA Award: Yes

Reference 2:

Name of Client: City of Desert Hot Springs
Service Period: June 30, 2013 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Desert Hot Springs which includes the audit of the City's Basic Financial Statements, and Single Audit. In addition, the firm has performed agreed-upon procedures of the Appropriation Limit and Transient Occupancy Tax (TOT).
Engagement Partners: Kenneth H. Pun
Total Hours: Average 500 hours per year
Principle Client Contact: Ms. Linda Kelly
Financial Specialist
65-950 Pierson Blvd.
Desert Hot Springs, CA 92240
(760) 329-6411 ext. 289
CSMFO Award: Client did not submit the application for the CSMFO award
GFOA Award: Not Applicable

Reference 3:

Name of Client: Town of Danville
Service Period: June 30, 2013 to Present
Scope of Work: The Firm has provided professional auditing services to the Town of Danville which includes the audit of the City's CAFR, Financing Authority, the Lighting and Landscaping Assessment District's Basic Financial Statements, and Single Audit. In addition, the firm has performed agreed-upon procedures of the Appropriation Limit.
Engagement Partners: Kenneth H. Pun
Total Hours: Average 300 hours per year
Principle Client Contact: Ms. Lani Ha
Accounting Manager
510 La Gonda Way,
Danville, CA 94526
(925) 314-3358
CSMFO Award: Client did not submit the application for the CSMFO award
GFOA Award: Yes

City of Huntington Park

Proposal for Financial Auditing Services

Reference 4:

Name of Client: City of Clovis
Service Period: June 30, 2008 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Clovis which includes the audit of the City's Basic Financial Statements, Successor Agency and Single Audit. In addition, the firm has performed agreed-upon procedures of the Appropriation Limit.

Engagement Partners: Kenneth H. Pun
Total Hours: Average 450 hours per year
Principle Client Contact: Ms. Jamie Hughson
Finance Director
1033 Fifth Street
Clovis, CA 93612
(559) 324-2104

CSMFO Award: Client did not submit the application for the CSMFO award
GFOA Award: Yes

Reference 5:

Name of Client: City of Encinitas
Service Period: June 30, 2014 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Encinitas which includes the audit of the City's CAFR, San Dieguito Water District and Single Audit. In addition, the firm has performed agreed-upon procedures of the Appropriation Limit.

Engagement Partners: Kenneth H. Pun
Total Hours: Average 300 hours per year
Principle Client Contact: Ms. Cindy Choquette
Finance Analyst II
505 S. Vulcan Avenue
Encinitas, CA 92024
(760) 943-2290

CSMFO Award: Client did not submit the application for the CSMFO award
GFOA Award: Yes

City of Huntington Park

Proposal for Financial Auditing Services

Section VI – Specific Audit Approach

Understanding of the Scope

The City of Huntington Park (City) is requesting proposals from qualified certified public accountant firms to audit its financial statements for the three (3) fiscal years beginning with the fiscal year ending June 30, 2015, with the option of auditing its financial statements for each of the two (2) subsequent fiscal years, in addition to performing other financial audits and reviews as specified below.

The following component units will be included in the City's financial statements:

- Parking Authority of the City of Huntington Park
- Huntington Park Public Financing Authority

To accomplish this task, the Firm will:

- ✓ Perform an audit of all funds of the City of Huntington Park. **The City's Comprehensive Annual Financial Report (CAFR) will be prepared and word processed by the Firm.** The CAFR will be in full compliance with all current and future GASB pronouncements as they become effective over the contract term, including any options exercised.
- ✓ Render the auditors' report on the basic financial statements which will include both Government-Wide Financial Statements and Fund Financial Statements.
- ✓ Apply limited audit procedures to Management's Discussion and Analysis ("MD&A") and required supplementary information pertaining to the General Fund and each major fund of the City.
- ✓ Prepare a separate Single Audit Report, to include the following:
 - Report on compliance and on internal control over financial reporting based on audit of financial statements performed in accordance with *Government Auditing Standards*.
 - Report on compliance with requirements applicable to each major program, internal control over compliance, and on the schedule of expenditures of federal awards in accordance with OMB Circular A-133, "Audits of State and Local Governments", and the Single Audit Act of 1984 (Public Law 98-502).
 - Schedule of Expenditures of Federal Awards.
 - Notes to Schedule of Expenditures of Federal Awards.
 - Schedule of Findings and Questioned Costs.
 - Any other required schedules or reports.
 - Prepare the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.
- ✓ Prepare Agreed-upon Procedures Applied to the Appropriations Limitation (GANN Limit) report prescribed by Article XIII-B of the California Constitution.
- ✓ Issue a separate "management letter" that includes recommendations for improvements in internal control, accounting procedures and other significant observations that are considered to be non-reportable conditions. Management letters will be addressed to the City Manager.
- ✓ Final reports will be forwarded to the City in electronic PDF files so they can be placed on the City's website. Backup Microsoft Word files will also be provided.
- ✓ Make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the following parties: City Manager and City Attorney, and the Director of Finance/City Treasurer.

Any supplemental reports, audits, or agreed-upon procedures not covered by this proposal may be added in a written agreement prior to commencing audit work. The Firm and the City shall discuss and approve the scope and associated costs of these tasks. Any additional work will be performed at the same rates set forth on the schedule of fees and expenses included in the above cost proposal.

The Firm will be available throughout the year to provide guidance on implementation of GASB requirements and specifics of Federal and State regulations as they may affect local government accounting.

City of Huntington Park

Proposal for Financial Auditing Services

Auditing Standards

To meet the requirements of this Request for Proposals, the audit will be performed in accordance with:

- ✓ The auditing standards generally accepted in the United States of America and the *Government Auditing Standards*, issued by the Comptroller of the United States;
- ✓ The provisions of the Single Audit Act as amended; and
- ✓ The provisions of U. S. Office of Management and Budget (OMB) Circular A-133, *Audits of State and Local Governments and Non-Profit Organizations*.

Working Paper Retention and Access to Working Papers

All working papers and reports will be retained at the auditor's expense for a minimum of seven (7) years, unless the Firm is notified in writing by the City of the need to extend the retention period. The auditor will make working papers available to the City or any government agencies included in the audit of federal grants. In addition, the Firm will respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

Audit Schedule

In order to accomplish our audit objectives and meet your deadlines for delivery, the sequence and timing of our procedures are critical. Interim work is to be performed May or June (City's preference of Dates) of each year; year-end fieldwork to be begin end of September (City preference of Dates), and final auditor's opinions on the financial statements, Management Letter, Gann Report and Single Audit no later than December 15th of each year or earlier per City's requirements.

Timing	Activity
July	Conduct audit entrance conference.
August - September (1-2 weeks scheduled during this period at the City's convenience)	Perform preliminary procedures including: transition efforts, initial control assessments, minute and contract/major agreement review, major transaction review, conduct EDP review, final controls assessment, determination of specific audit procedures, provide finance department with audit plan and listing of audit schedules required, conduct progress conference with key Finance personnel. Complete test for Federal Awards.
During September - October (2-3 weeks during this period)	Commence audit fieldwork and execute detailed audit plan, conduct progress conference with key Finance personnel. Complete Single Audit Test work, if required.
By end of October	Present drafts of the Annual Financial Report Opinions, Management Letter, GANN and Single Audit Report and conduct an exit conference.
By December 15th	Deliver to the Director of Finance/City Treasurer the completed CAFR, Single Audit Report, Management Letter, Appropriations Limit Report.

*The City will schedule a date for the Firm to present its reports and findings to the City Council at a mutually agreeable date.

City of Huntington Park

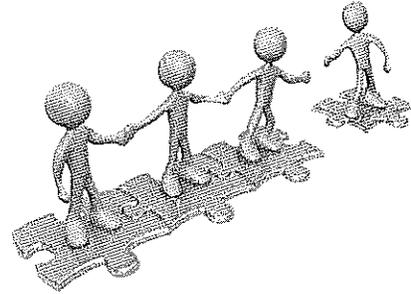
Proposal for Financial Auditing Services

Proposed segmentation of the engagement

The audit will be performed in four phases:

Initial Planning Meeting:

The Engagement Partner and Manager will meet with City's Management to get up to speed with City policies and procedures, establish any specific requirements Management may have, identification of unique transactions, implementation of new GASB pronouncements and, develop the audit work plan for the engagement.



Interim:

The Engagement Team—including the Engagement Partner—will assess accounting policies adopted by the City, obtain an understanding of the City and its operating environment, review internal controls on all significant transaction classes, perform walkthroughs and/or tests of internal control, perform preliminary analytical procedures, evaluate Single Audit compliance (if needed), identify any audit issues, and prepare confirmation correspondence. The Engagement Team and City Management will establish expectations including responsibilities and assignments for the year-end audit, and will hold a progress status meeting at the end of the Interim phase.

Year-End:

The Engagement Team—including the Engagement Partner—will conduct audit procedures on account balances in the general ledger, finish confirmation procedures, perform preliminary analytical procedures, search for unrecorded liabilities, perform substantive analytical review procedures, complete work on compliance with Federal Assistance, and conclude fieldwork. The Engagement Team and City Management will hold an exit conference at the end of the Year-End phase.

Reporting:

The Firm will review and prepare audit reports and perform quality control procedures in accordance with the Quality Control Standards issued by the AICPA. We will also review reports for compliance with GFOA reporting guidelines at no additional cost. Any comments will be issued in a letter to Management. At the City's request, the Engagement Partner and Managers will present the audit to the City's governing body.

The Firm will complete the audit fieldwork and issue all reports within the established timeframe, assuming there are no City's internal circumstances delay the audit.

City of Huntington Park

Proposal for Financial Auditing Services

Level of staff and number of hours to be assigned to each proposed segment of the engagement

We understand that the City is looking for value in the professional relationship they have with their auditors. Value comes from the knowledge, experience and dedication that the auditing firm employs. We stress "employ" because all of the knowledge and expertise shown on paper will not benefit you unless it is applied. This application equates to time spent. We have developed an hours plan that we feel will accomplish the objectives of the City and meet your particular needs. We have used the information you have shared with us and our experience over the years auditing other governmental entities including cities of a similar size and nature to develop an effective and efficient plan for all major areas.

Total Hours:

Staff Classification Performing Work	Estimated Hours Annually
Partners	60
Managers	50
Supervisory	80
Senior Accountant	150
Staff Accountant	150
Administrative	10
Total Annual Hours:	500

Hours by Audit Phase	Hours
Phase I - Planning	45
Phase II - Interim	180
Phase III - Year End	220
Phase IV - Reporting	55
Total Annual Hours:	500

Sample size and the extent to which statistical sampling is to be used in t engagement

In our audit approach, statistical sampling is used in conjunction with our skilled judgment and knowledge of each situation. The population size and assurance level needed from any given test will determine the sample size used in our testing.

Extent of use of EDP Software in the Engagement

We use EDP Software in our engagement to increase our efficiency and quality of our work and meet the new professional requirements regarding fraud and internal control. Our engagement team will import data from City of Huntington Park financial software and extract useful data for the purpose of testing and analytical procedures particular in the following areas:

- Successful Fraud Test
- Questionable Invoices
- Phantom Vendor Schemes
- Kickback or Conflict-of-Interest Schemes
- Dormant Account Schemes
- Money Laundering Schemes

City of Huntington Park

Proposal for Financial Auditing Services

Type and extent of analytical procedures to be used in this engagement

We use analytical procedures during the interim phase to set up expectations for the year-to-date results and balances and compare them with budgeted and prior-year amounts. This allows us to forecast year-end amounts, reducing the workload during the year-end phase and allowing us to focus on areas of concern.

We also use trend and ratio analysis to identify any uncertain or unusual events. In order to perform these analysis, our firm performs a survey of cities and counties and develops benchmarks on certain key financial indicators, such as cost of services to tax revenues ratios, average general fund balance, capital assets, debt per capital, general fund unassigned fund balance to total general fund expenditures, etc.

Our staff members have the knowledge and experience to effectively use analytical procedures to the City's benefit.

Approach to be taken to gain and document an understanding of the City's internal control structure

Audit risk assessment will be established by an internal control review, combined with the Engagement Team's understanding of the City's operations and accounting software. Using the Committee of Sponsoring Organizations (COSO) Framework, staff members will evaluate the City's processes and identify any control deficiencies. These diagnostic review procedures allow the Engagement Team to evaluate the City's systems and controls and to provide constructive feedback to City Management.

The Engagement Team will perform a walkthrough of the City's accounting systems, including processes for financial reporting, revenue recognition and cash receipts, purchasing/contract management and cash disbursements, and payroll and related liabilities, etc. Auditors will document the process with a flowchart or narrative summary.

Approach to be taken in determining laws and regulations that will be subject to audit test work

The Firm stays continually up to date with audit requirements—including new regulations, compliance supplements, state guidelines, and pertinent contracts—to ensure that we conduct audits in accordance with applicable laws and regulations. We test transactions for compliance with the Single Audit Act, California Government Code, GANN Appropriations Limit, Transportation Development Act, provisions of applicable grant guidelines, requirements of local measures, etc.

For example, the Single Audit Act requires that we determine which grants to include in our audit and select transactions from those grants for detailed testing. While most transactions are tested as part of the Interim phase, we cannot determine which grants to test for the Single Audit until the Year-End phase of audit.

Our compliance audits of cash, investments, debt covenants, and other areas are performed in accordance with the California Government code, which has many provisions and regulations covering investments.

Approach to be taken in drawing audit samples for purposes of tests of compliance

To test compliance, we follow the AICPA's *Audit Sampling Considerations of Circular A-133 Compliance Audits*. We will select an appropriate sample size based on our professional judgment and knowledge. Any deviations from control and compliance requirements will be documented.

City of Huntington Park

Proposal for Financial Auditing Services

Section VII – Identification of Anticipated Potential Audit Problems

While we do not expect any problems with the audit, we will carefully investigate and monitor the following common problem areas:

- Investments:
 - Compliance with GASB 31 and GASB 34
 - Authorization and approval process for Town investments
 - Controls to assure Town's compliance with investment limitations and types of specific investments
 - Monitoring by the Town of its investments
- Financial Reporting:
 - CAFR compliance with current reporting and disclosure requirements issued by GASB
 - CAFR eligibility for financial reporting conformance awards issued by GFOA
 - Compliance with the various GASBs in effect, especially the implementation of GASB 68 and 71 related to pension accounting
 - Compliance with infrastructure obligations and regulatory provisions
- Internal Control Structure:
 - Town's internal control functions and compliance with proper internal control philosophies
 - Computer-system processes and controls, and adequacy of the control environment

Over the period of this proposal, several new GASB pronouncements will become effective. The Engagement Team will pay specific attention to the following new and upcoming pronouncements, and any others that become effective during the proposal period, in order to determine proper implementation procedures:

- GASB 68 – *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*
- GASB 69 – *Government Combinations and Disposals of Government Operations*
- GASB 71 – *Pension Transition for Contributions Made Subsequent to the Measuring Date*

City of Huntington Park

Proposal for Financial Auditing Services

Benefits of Choosing The Pun Group, LLP

The Pun Group, LLP is known for its professionalism, integrity, and ability to guide clients through their unique challenges. Firm policy emphasizes providing personalized client service, so our carefully chosen engagement teams are led by an experienced partner who is directly involved in the work. This philosophy allows us to provide a superior level of service.

We trust that this proposal has given you the information you need about the Firm, the Engagement Team members, overall audit approach, cost-saving measures, and audit fees. We are committed to exceeding your expectations, and we look forward to bringing our experience and expertise to the City of Huntington Park and providing you with the excellent level of service that you expect and deserve.

Thank You

Thank you for giving us the opportunity to introduce the Firm and submit our qualifications to provide you with audit services. Please direct inquiries to:

Mr. Kenneth H. Pun, CPA, CGMA
Managing Partner
200 East Sandpointe Avenue, Suite 600
Santa Ana, California 92707
ken.pun@pungroup.com
(949) 777-8801

Sincerely,



The Pun Group, LLP
Certified Public Accountants and Business Advisors

APPENDIX

✓ Proof of Insurance

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City of Huntington Park

Proposal for Financial Auditing Services



CERTIFICATE OF LIABILITY INSURANCE

PUN&M-1 OP ID: S9

DATE (MM/DD/YYYY)
05/05/2015

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

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

PRODUCER Leavitt Ins Agency San Diego CA License #0B72756 3636 Nobel Drive, Suite 100 San Diego, CA 92122 Mike Pradels - Assigned		Phone: 858-259-5800 Fax: 858-259-6069	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: sandra-bao@Leavitt.com FAX (A/C, No):
INSURED The Pun Group, LLP 200 E Sandpointe, #600 Santa Ana, CA 92707		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Travelers Casualty Ins Co Amer	NAIC # 31194
		INSURER B : Travelers Casualty Ins Co Amer	31194
		INSURER C : Argonaut Midwest Insurance Co	19828
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		16802B545975	03/01/2015	03/01/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES, (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/POP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		16802B545975	03/01/2015	03/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A	1JUB2B550371	03/01/2015	03/01/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	E&O		1AC1193201 CLAIMS MADE	03/01/2015	03/01/2016	Per Claim 1,000,000 Aggregate 3,000,000

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

CERTIFICATE HOLDER Evidence of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Sandra Bao</i>

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CITY OF HUNTINGTON PARK

City Clerk's Department
City Council Agenda Report

July 6, 2015

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:

DESIGNATION OF VOTING DELEGATE AND ALTERNATES FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE, SEPTEMBER 30 – OCTOBER 2, 2015, SAN JOSE, CALIFORNIA

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Appoint a voting delegate and two (2) alternates to represent the City at the 2015 League of California Cities Annual Conference business meeting.

BACKGROUND

The League's 2015 Annual Conference is scheduled for September 30 – October 2, 2015, in San Jose, California. The annual business meeting will be held on Friday, October 2 at the San Jose Convention Center. The current Council representative to the League of California Cities is Vice Mayor Ortiz with the alternate being Council Member Sanabria.

In order to cast a vote on matters pertaining to municipal or League policy, the League has requested that the City Council take formal action to designate a voting delegate and up to two alternates at this time in order to submit those names to the league by its deadline of July 31, 2015.

FISCAL IMPACT/FINANCING

No fiscal impact

RECOMMENDATION

It is recommended that City Council make appointments for a voting delegate and two (2) alternates to represent the City at the 2015 League of California Cities Annual Conference business meeting.

DESIGNATION OF VOTING DELEGATE AND ALTERNATES FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE, SEPTEMBER 30 – OCTOBER 2, 2015, SAN JOSE, CALIFORNIA

July 6, 2015

Page 2 of 2

CONCLUSION

After appointing a delegate and alternate(s) City Clerk will complete the 2015 Annual Conference Voting Delegate/Alternate Form and fax to the League of California Cities affirming that the designation reflects the action taken by the council.

Respectfully submitted,



JOHN A. ORNELAS
Interim City Manager



DONNA G. SCHWARTZ, CMC
City Clerk

ATTACHMENTS

- A. League of California Cities Memorandum dated May 29, 2015
- B. Annual Conference Voting Procedures 2015 Annual Conference
- C. 2015 Annual Conference Voting Delegate/Alternate Form

ATTACHMENT "A"



1400 K Street, Suite 400 • Sacramento, California 95814
Phone: 916.658.8200 Fax: 916.658.8240
www.cacities.org

Council Action Advised by July 31, 2015

May 29, 2015

TO: Mayors, City Managers and City Clerks

**RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference – September 30 – October 2, San Jose**

The League's 2015 Annual Conference is scheduled for September 30 – October 2 in San Jose. An important part of the Annual Conference is the Annual Business Meeting (*at the General Assembly*), scheduled for noon on Friday, October 2, at the San Jose Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote in the event that the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to the League's office no later than Friday, September 18, 2015. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note the following procedures that are intended to ensure the integrity of the voting process at the Annual Business Meeting.

- **Action by Council Required.** Consistent with League bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates must be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.
- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. To register for the conference, please go to our website: www.cacities.org. In order to cast a vote, at least one voter must be present at the

-over-

Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.
- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the San Jose Convention Center, will be open at the following times: Wednesday, September 30, 8:00 a.m. – 6:00 p.m.; Thursday, October 1, 7:00 a.m. – 4:00 p.m.; and Friday, October 2, 7:30–10:00 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League office by Friday, September 18. If you have questions, please call Kayla Gibson at (916) 658-8247.

Attachments:

- 2015 Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

ATTACHMENT "B"

Annual Conference Voting Procedures 2015 Annual Conference

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to League policy.
2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the League Credentials Committee.
3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.
4. **Signing Initiated Resolution Petitions.** Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.
5. **Voting.** To cast the city's vote, a city official must have in his or her possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.
6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.
7. **Resolving Disputes.** In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

ATTACHMENT "C"



CITY: _____

2015 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to the League office by Friday, September 18, 2015. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

In order to vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES.

OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ E-mail _____

Mayor or City Clerk _____ Phone: _____
(circle one) (signature)

Date: _____

Please complete and return by Friday, September 18, 2015

League of California Cities
ATTN: Kayla Gibson
1400 K Street, 4th Floor
Sacramento, CA 95814

FAX: (916) 658-8240
E-mail: kgibson@cacities.org
(916) 658-8247



CITY OF HUNTINGTON PARK

Administration
City Council Agenda Report

July 6, 2015

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 TERMINATION OF PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL CHEE, A SOLE PROPRIETORSHIP FOR SERVICES RELATED TO PUBLIC COMMUNICATIONS SUPPORT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve termination of agreement with Michael Chee; and
2. Authorize the Interim City Manager to issue a Notice of Termination to the consultant.

BACKGROUND

The City entered into a Professional Services Agreement with Michael Chee, a sole proprietorship on February 3, 2014 and subsequently signed a First Amendment to the Professional Services Agreement on February 2, 2015 for Public Information Officer Services. Staff has determined that these services can be performed in-house. As a result, it is recommended that the City Council terminate the existing agreement with Michael Chee.

FISCAL IMPACT/FINANCING

The City will cease paying the consultant for services upon termination of the agreement. Consultant services are paid from the City's Other Contractual Services fund (Fund 111-0210-413.56-41).

CONCLUSION

Upon approval, the Interim City Manager will provide a written notice of termination to the consultant per the terms of the agreement.

**APPROVE TERMINATION OF PROFESSIONAL SERVICES AGREEMENT WITH
MICHAEL CHEE, A SOLE PROPRIETORSHIP FOR SERVICES RELATED TO
PUBLIC COMMUNICATIONS SUPPORT**

July 6, 2015

Page 2 of 2

Respectfully submitted,



JOHN A. ORNELAS
Interim City Manager

ATTACHMENTS

- A: First amendment with Michael Chee
- B: Master agreement with Michael Chee

ATTACHMENT "A"



2015
FIRST AMENDMENT
TO PROFESSIONAL SERVICES AGREEMENT
(Engagement: Public Information Officer Services)
(Parties: City of Huntington Park and Michael Chee)

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT (the "Amendment") to that certain document entitled "Professional Services Agreement" (the "Master Agreement") executed as of February 3, 2014, by and between the City of Huntington Park, a municipal corporation (hereinafter, "City"), and Michael Chee, a sole proprietorship (hereinafter, "Consultant"), is made and entered into this **2nd day of February 2015**. For the purposes of this Amendment, City and Consultant may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to City or Consultant interchangeably.

RECITALS

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

WHEREAS, on or about February 3, 2014, the Parties executed and entered into the Master Agreement which is attached hereto as Exhibit "A"; and

WHEREAS, the City desires to continue the following additional professional services: public information officer services; and

WHEREAS, Consultant has represented to City that it has the requisite skill and experience to safely and competently perform the desired professional services within the City; and

WHEREAS, an Amendment is permissible pursuant to Section 9.3 of the Master Agreement, provided that it is in writing and executed by both Parties; and

WHEREAS, the execution of this Second Amendment was approved by the Huntington Park City Council at its Regular Meeting of February 2, 2015.

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. Section 3.1 (Term) is amended in part to read as follows: The term of the Master Agreement is hereby extended for an additional period commencing from February 3, 2015 and expiring on February 3, 2016 (the "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. Except as otherwise set forth in this Amendment, the Master Agreement shall remain binding, controlling and in full force and effect. This Amendment and Master Agreement shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents.

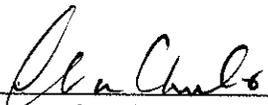
3. The provisions of this Amendment shall be deemed a part of the Master Agreement and, except as otherwise provided under this Amendment, the Master Agreement and all provisions contained therein shall remain binding and enforceable. In the event of any conflict or inconsistency between the provisions of this Amendment and the provisions of the Master Agreement, the provisions of this Amendment shall control, but only in so far as such provisions conflict with the Master Agreement and no further.

4. This Amendment shall be executed in three counterparts, with one such fully executed counterpart returned to Consultant upon execution.

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

CITY OF HUNTINGTON PARK

MICHAEL CHEE

By: 
John A. Ornelas, Interim City Manager
City of Huntington Park

By: 

Date: 02-03-2015

Date: FEB 8, 2015

Exhibit "A"

Master Agreement

CONSULTANT AGREEMENT

This Consulting Agreement (the "Agreement") is entered into this 16th day of October, 2012, by and between Michael Chee, a sole proprietor, ("Consultant") and the City of Huntington Park (the "Client").

RECITALS

WHEREAS, the Client is in need of strategic communications counsel and advice pertaining to City operations, Personnel and other related internal and external communications issues as required and;

WHEREAS, Consultant has agreed to perform consulting work for the Client in providing strategic communication advice and counsel, legal counsel communication support (if necessary) and writing and media relations services and other related activities as directed by the Client;

NOW, THEREFORE, the parties hereby agree as follows:

1. Consultant's Services. Consultant shall be available and shall provide to the Client professional consulting services in the area of Communications Counsel, Crisis Management and Media Relations advice, counsel and communication support ("Consulting services") as requested.

2. Consideration.

A. RATE. In consideration for the Consulting Services to be performed by Consultant under this Agreement, the Client will pay Consultant an hourly fee of \$150.00/hour for time spent on Consulting Services for an amount not to exceed \$20,000.00. Consultant shall submit written, signed invoices and include a brief description of the services rendered of the time spent performing Consulting Services. The Client shall pay Consultant the amounts due pursuant to submitted invoices within 15 days after such invoices are received by the Client. Thereafter, if Consultant's hours exceed a maximum of 40 hours per month for any consulting requests related to this matter, Consultant shall notify Client verbally or via email when maximum hours are expected to be exceeded. Consultant shall apply any deposit or advanced payments to the hourly work commitment for the month.

B. EXPENSES. Additionally, the Client will pay Consultant for the following expenses incurred while the Agreement between Consultant and the Client exists:

- All travel expenses to and from all work sites;
- Meal expenses;
- Administrative expenses (photocopies, phone charges, etc.);
- Lodging Expenses if work demands overnight stays; and
- Miscellaneous travel-related expenses (mileage, parking, tolls, etc.).

Consultant shall submit written documentation and receipts where available itemizing the dates on which expenses were incurred. The Client shall pay Consultant the amounts due pursuant to submitted reports within 15 days after a report is received by the Client.

3. Independent Contractor. Nothing herein shall be construed to create an employer-employee relationship between the Client and Consultant. Consultant is an independent contractor and not an employee of the Client or any of its subsidiaries or affiliates. The consideration set forth in Section 2 shall be the sole consideration due Consultant for the services rendered hereunder. It is understood that the Client will not withhold any amounts for payment of taxes from the compensation of Consultant hereunder. Consultant will not represent to be or hold himself out as an employee of the Company. Consultant is responsible for the payment of any and all income taxes. Consultant will submit a W-9 tax form to comply with this requirement. Payments by check for all services are to be made payable to Michael Chee.

4. Confidentiality. In the course of performing Consulting Services, the parties recognize that Consultant may come in contact with or become familiar with information which the Client or its subsidiaries or affiliates may consider confidential. This information may include, but is not limited to, information pertaining to the Client operations, personnel and protocols, which information may be of value to outside interests. Consultant agrees to keep all such information strictly proprietary and confidential and not to discuss or divulge it to anyone other than appropriate Client personnel or their designees. Violation of this confidentiality is considered a breach of contract under which Consultant's services may be terminated by the Client.

5. Term. This Agreement shall commence on October 16, 2012 and shall continue until terminated by either party hereto. Either party may terminate this Agreement upon Thirty (30) days prior written notice. The Client may, at its option, renew this Agreement for an additional period of time on the same terms and conditions as set forth herein by giving notice to Consultant of such intent to renew

6. Notice. Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or deposited, postage prepaid, in the first class mail of the United States properly addressed to the appropriate party at the address set forth below:

1. Notices to Consultant: **Michael Chee dba Procomm Services**
 637 North Mariposa Street
 Burbank, CA 91506
 Office Phone: (818) 636 - 9700
 (Tax ID# 563-65-1516).

2. Notices to the Client: **René Bobadilla, P.E. |City Manager**
 City of Huntington Park
 6550 Miles Avenue | Huntington Park, CA 90255
 (323) 584-6222

7. Miscellaneous.

7.1 Entire Agreement and Amendments. This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of the Agreement shall be binding unless in writing and signed by both parties.

7.2 Binding Effect, Assignment. This Agreement shall be binding upon and shall inure to the benefit of Consultant and the Client and to the Client's successors and assigns. Nothing in this Agreement shall be construed to permit the assignment by Consultant of any of its rights or obligations hereunder, and such assignment is expressly prohibited without the prior written consent of the Client.

7.3 Governing Law, Severability. This Agreement shall be governed by the laws of the State of California and the County of Los Angeles. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision.

8. Acknowledgement and Execution.

WHEREFORE, the parties have executed this Agreement as of the date first written above.

By:



Michael Chee, dba
Procomm Services

By:



Rene Bobadilla, City Manager
City of Huntington Park, California

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT FOR CONTRACT SERVICES ("Agreement") is made and entered into as of February 3, 2014, by and between the CITY OF HUNTINGTON PARK, a municipal organization organized under the laws of the State of California ("City"), and Michael Chee, a sole proprietorship ("Consultant").

NOW THEREFORE, the parties hereto agree as follows:

SECTION ONE: SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide those services related to public communications support, as specified in the "Proposal" attached hereto as Exhibit "A" and incorporated herein by this reference (the "services" or "work"). Consultant warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

1.2 Changes and Additions to Scope of Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Proposal or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by City to Consultant, incorporating therein any adjustment in (i) the Schedule of Compensation, and/or (ii) the Schedule of Performance, which adjustments are subject to the written approval of the Consultant. It is expressly understood by Consultant that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Proposal or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Proposal may be more costly or time consuming than Consultant anticipates, and that Consultant shall not be entitled to additional compensation therefor.

1.3 Familiarity with Work. By executing this Agreement, Consultant warrants that (a) it has thoroughly investigated and considered the work to be performed, (b) it has investigated the nature and factual context of the work and fully acquainted itself with the conditions pertaining to it, (c) it has carefully considered how the work should be performed, and (d) it fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should Consultant discover any latent or unknown conditions materially differing from those inherent in the work or as represented by City, and such latent or unknown condition affects Consultant's ability to perform the Work for the Contract Sum (as defined in Section 2.1 below) Consultant shall immediately inform City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer (as defined in Section 4.2 hereof).

1.4 Standard of Performance. Consultant agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.5 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work and services required of Consultant herein without the prior express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the City. Any such prohibited assignment or transfer shall be void.

SECTION TWO: COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the Proposal attached hereto as Exhibit A in a total amount not to exceed Twenty Thousand Dollars (\$20,000.00) (the "Contract Sum"). The method of compensation set forth in the Proposal may include payment for time and materials based upon Consultant's rate schedule, but not exceeding the Contract Sum, or such other methods as may be specified in the Proposal. Compensation may include reimbursement at Consultant's actual cost, without additional overhead or services charge, for actual and necessary expenditures for reproduction costs, transportation expense, telephone expense, and similar costs and expenses when and if specified in the Proposal.

2.2 Method of Payment. Unless otherwise provided in the Proposal, Consultant shall submit to City no later than the tenth (10th) working day of each month, in the form approved by City, an invoice for services rendered prior to the date of the invoice. Such invoice shall (1) describe in detail the services provided, including time and materials, and (2) specify each staff member who has provided services and the number of hours assigned to each such staff member. Such invoice shall contain a certification by a principal member of Consultant specifying that the payment requested is for work performed in accordance with the terms of this Agreement. City will pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement no later than thirty (30) days after invoices are received by the City.

SECTION THREE: TERM

3.1 Term. The term of this agreement shall commence on February 3, 2014 and remain in effect continuously through February 3, 2015 (initial term), unless terminated in accordance with the provisions of this Agreement. This Agreement may be extended upon mutual agreement by both parties (extended term).

3.2 Termination Prior To Expiration Of Term. This section shall govern any termination of this Agreement, except as specifically provided in the following Section 3.3 for termination for cause. City reserves the right to terminate this Agreement at any time, with or without cause, upon fourteen (14) days' written notice to Consultant. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 8.8.

SECTION FOUR: COORDINATION OF WORK

4.1 **Representative of Consultant.** Michael Chee is hereby designated as the principal representative of the Consultant, authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith. A substitution of the designated representative must be approved in advance by the City.

4.2 **Contract Officer.** The Contract Officer shall be the City Manager or such other person as may be designated by the City Manager. It shall be Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and Consultant shall refer any decisions, which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer.

SECTION FIVE: INDEMNIFICATION

5.1 **Indemnification.** Consultant shall indemnify, defend, and hold City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the negligence, recklessness, or willful misconduct of Consultant, its employees, agents, representatives or subcontractors in the performance of any tasks or services for or on behalf of City, whether or not there is concurrent active or passive negligence on the part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel. In connection therewith:

5.1.1. Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

5.1.2. Consultant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

5.1.3. In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the negligence, recklessness, or willful misconduct of Consultant, Consultant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.

SECTION SIX: RECORDS AND REPORTS.

6.1 **Reports.** Consultant shall periodically prepare and submit to the Contract Officer such reports concerning Consultant's performance of the services required by this Agreement as the Contract Officer shall require.

6.2 **Records.** Consultant shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the cost and the performance of such services. Books and records pertaining to costs shall be kept

and prepared in accordance with generally accepted accounting principals. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

6.3 Ownership of Documents. Originals of all drawings, specifications, reports, records, documents and other materials, whether in hard copy or electronic form, which are prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement, shall be the property of City and shall be delivered to City upon termination of this Agreement or upon the earlier request of the Contract Officer, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Consultant shall cause all subcontractors to assign to City any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages suffered thereby.

SECTION SEVEN: RELEASE OF INFORMATION/CONFLICTS OF INTEREST.

7.1 All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or sub-Contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

7.2 Contractor shall promptly notify City should Contractor, its officers, employees, agents, or sub-Contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed hereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

SECTION EIGHT: LEGAL RELATIONS AND RESPONSIBILITIES.

8.1 Compliance With Law. Consultant shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Consultant.

8.2 Licenses, Permits, Fees and Assessments. Except as otherwise specified herein, Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the performance of the services required by this Agreement.

8.3 Covenant Against Discrimination. The Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against, or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement.

8.4 Independent Contractor. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Consultant. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. Neither Consultant nor any of Consultant's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from City; and neither Consultant nor any of its employees shall be paid by City time and one-half for working in excess of forty (40) hours in any one week. City is under no obligation to withhold State and Federal tax deductions from Consultant's compensation. Neither Consultant nor any of Consultant's employees shall have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

8.5 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount that may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.6 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.7 Disputes. In the event of any dispute arising under this Agreement, the injured party shall notify the injuring party in writing of its contentions by submitting a claim therefor. The injured party shall continue performing its obligations hereunder so long as the injuring party commences to cure such default within ten (10) days of service of such notice and completes the cure of such default within forty-five (45) days after service of the notice, or such longer period as may be permitted by the Contract Officer; provided that if the default is an immediate danger to the health, safety and general welfare, City may take such immediate action as City deems warranted. Compliance with the provisions of this section shall be a condition

precedent to termination of this Agreement for cause and to any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit City's right to terminate this Agreement without cause pursuant to Section 3.2.

8.8 Retention of Funds. City may withhold from any monies payable to Consultant sufficient funds to compensate City for any losses, costs, liabilities, or damages it reasonably believes were suffered by City due to the default of Consultant in the performance of the services required by this Agreement.

8.9 Waiver. No delay or omission in the exercise of any right or remedy of a non defaulting party on any default shall impair such right or remedy or be construed as a waiver. City's consent or approval of any act by Consultant requiring City's consent or approval shall not be deemed to waive or render unnecessary City's consent to or approval of any subsequent act of Consultant. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.10 Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.11 Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.12 Conflict of Interest. No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement, nor shall any such officer or employee participate in any decision relating to the Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give, any third party any money or other consideration for obtaining this Agreement.

8.13 Safety. The Consultant shall execute and maintain his/her work so as to avoid injury or damage to any person or property. The Consultant shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out his/her work, the Consultant shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act.

SECTION NINE: MISCELLANEOUS

9.1 Notices. Any notice, demand, request, consent, approval, communication either party desires or is required to give the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch.

To City: CITY OF HUNTINGTON PARK
 Attention: City Manager
 6550 Miles Avenue
 Huntington Park, CA 90255

To Contractor: MICHAEL CHEE
 637 North Mariposa Street
 Burbank, CA 91506

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement.

9.3 Integration; Amendment. This Agreement contains the entire understanding of the parties herein and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. No amendment, change or modification of this Agreement shall be valid unless in writing, stating that it amends, changes or modifies this Agreement, and signed by all the parties hereto.

9.4 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or inability to enforce shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

9.6 Statutory References. All references in this Agreement to particular statutes, regulations, ordinances, or resolutions of the United States, the State of California, or the County of Los Angeles shall be deemed to include the same statute, regulation, ordinance or resolution

as hereafter amended or renumbered, or if repealed, to such other provisions as may thereafter govern the same subject..

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first written above.

CITY:

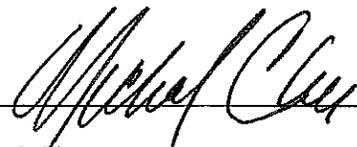
CONTRACTOR:

CITY OF HUNTINGTON PARK

MICHAEL CHEE

RENE BOBADILLA

By: 

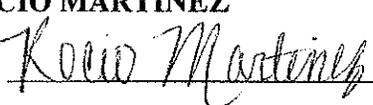
By: 

City Manager, City of Huntington Park

Michael Chee

ATTEST:

ROCIO MARTINEZ

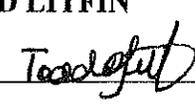
By: 

Sr. Deputy City Clerk, City of Huntington Park

APPROVED AS TO FORM

RUTAN & TUCKER, LLP

TODD LITFIN

By: 

Interim City Attorney, City of Huntington Park

ATTACHMENT "B"

CONSULTANT AGREEMENT

This Consulting Agreement (the "Agreement") is entered into this 16th day of October, 2012, by and between Michael Chee, a sole proprietor, ("Consultant") and the City of Huntington Park (the "Client").

RECITALS

WHEREAS, the Client is in need of strategic communications counsel and advice pertaining to City operations, Personnel and other related internal and external communications issues as required and;

WHEREAS, Consultant has agreed to perform consulting work for the Client in providing strategic communication advice and counsel, legal counsel communication support (if necessary) and writing and media relations services and other related activities as directed by the Client;

NOW, THEREFORE, the parties hereby agree as follows:

1. Consultant's Services. Consultant shall be available and shall provide to the Client professional consulting services in the area of Communications Counsel, Crisis Management and Media Relations advice, counsel and communication support ("Consulting services") as requested.

2. Consideration.

A. RATE. In consideration for the Consulting Services to be performed by Consultant under this Agreement, the Client will pay Consultant an hourly fee of \$150.00/hour for time spent on Consulting Services for an amount not to exceed \$20,000.00. Consultant shall submit written, signed invoices and include a brief description of the services rendered of the time spent performing Consulting Services. The Client shall pay Consultant the amounts due pursuant to submitted invoices within 15 days after such invoices are received by the Client. Thereafter, if Consultant's hours exceed a maximum of 40 hours per month for any consulting requests related to this matter, Consultant shall notify Client verbally or via email when maximum hours are expected to be exceeded. Consultant shall apply any deposit or advanced payments to the hourly work commitment for the month.

B. EXPENSES. Additionally, the Client will pay Consultant for the following expenses incurred while the Agreement between Consultant and the Client exists:

- All travel expenses to and from all work sites;
- Meal expenses;
- Administrative expenses (photocopies, phone charges, etc.);
- Lodging Expenses if work demands overnight stays; and
- Miscellaneous travel-related expenses (mileage, parking, tolls, etc.).

Consultant shall submit written documentation and receipts where available itemizing the dates on which expenses were incurred. The Client shall pay Consultant the amounts due pursuant to submitted reports within 15 days after a report is received by the Client.

3. Independent Contractor. Nothing herein shall be construed to create an employer-employee relationship between the Client and Consultant. Consultant is an independent contractor and not an employee of the Client or any of its subsidiaries or affiliates. The consideration set forth in Section 2 shall be the sole consideration due Consultant for the services rendered hereunder. It is understood that the Client will not withhold any amounts for payment of taxes from the compensation of Consultant hereunder. Consultant will not represent to be or hold himself out as an employee of the Company. Consultant is responsible for the payment of any and all income taxes. Consultant will submit a W-9 tax form to comply with this requirement. Payments by check for all services are to be made payable to Michael Chee.

4. Confidentiality. In the course of performing Consulting Services, the parties recognize that Consultant may come in contact with or become familiar with information which the Client or its subsidiaries or affiliates may consider confidential. This information may include, but is not limited to, information pertaining to the Client operations, personnel and protocols, which information may be of value to outside interests. Consultant agrees to keep all such information strictly proprietary and confidential and not to discuss or divulge it to anyone other than appropriate Client personnel or their designees. Violation of this confidentiality is considered a breach of contract under which Consultant's services may be terminated by the Client.

5. Term. This Agreement shall commence on October 16, 2012 and shall continue until terminated by either party hereto. Either party may terminate this Agreement upon Thirty (30) days prior written notice. The Client may, at its option, renew this Agreement for an additional period of time on the same terms and conditions as set forth herein by giving notice to Consultant of such intent to renew

6. Notice. Any notice or communication permitted or required by this Agreement shall be deemed effective when personally delivered or deposited, postage prepaid, in the first class mail of the United States properly addressed to the appropriate party at the address set forth below.

1. Notices to Consultant: **Michael Chee dba Procomm Services**
 637 North Mariposa Street
 Burbank, CA 91506
 Office Phone: (818) 636 - 9700
 (Tax ID# 563-65-1516).

2. Notices to the Client: **René Bobadilla, P.E. |City Manager**
 City of Huntington Park
 6550 Miles Avenue | Huntington Park, CA 90255
 (323) 584-6222

7. Miscellaneous.

7.1 Entire Agreement and Amendments. This Agreement constitutes the entire agreement of the parties with regard to the subject matter hereof, and replaces and supersedes all other agreements or understandings, whether written or oral. No amendment or extension of the Agreement shall be binding unless in writing and signed by both parties.

7.2 Binding Effect, Assignment. This Agreement shall be binding upon and shall inure to the benefit of Consultant and the Client and to the Client's successors and assigns. Nothing in this Agreement shall be construed to permit the assignment by Consultant of any of its rights or obligations hereunder, and such assignment is expressly prohibited without the prior written consent of the Client.

7.3 Governing Law, Severability. This Agreement shall be governed by the laws of the State of California and the County of Los Angeles. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision.

8. Acknowledgement and Execution.

WHEREFORE, the parties have executed this Agreement as of the date first written above.

By:



Michael Chee, dba
Procomm Services

By:



Rene Bobadilla, City Manager
City of Huntington Park, California

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT FOR CONTRACT SERVICES ("Agreement") is made and entered into as of February 3, 2014, by and between the CITY OF HUNTINGTON PARK, a municipal organization organized under the laws of the State of California ("City"), and Michael Chee, a sole proprietorship ("Consultant").

NOW THEREFORE, the parties hereto agree as follows:

SECTION ONE: SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Consultant shall provide those services related to public communications support, as specified in the "Proposal" attached hereto as Exhibit "A" and incorporated herein by this reference (the "services" or "work"). Consultant warrants that all services will be performed in a competent, professional and satisfactory manner in accordance with the standards prevalent in the industry for such services.

1.2 Changes and Additions to Scope of Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Proposal or make changes by altering, adding to, or deducting from said work. No such work shall be undertaken unless a written order is first given by City to Consultant, incorporating therein any adjustment in (i) the Schedule of Compensation, and/or (ii) the Schedule of Performance, which adjustments are subject to the written approval of the Consultant. It is expressly understood by Consultant that the provisions of this Section 1.2 shall not apply to services specifically set forth in the Proposal or reasonably contemplated therein. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Proposal may be more costly or time consuming than Consultant anticipates, and that Consultant shall not be entitled to additional compensation therefor.

1.3 Familiarity with Work. By executing this Agreement, Consultant warrants that (a) it has thoroughly investigated and considered the work to be performed, (b) it has investigated the nature and factual context of the work and fully acquainted itself with the conditions pertaining to it, (c) it has carefully considered how the work should be performed, and (d) it fully understands the facilities, difficulties and restrictions attending performance of the work under this Agreement. Should Consultant discover any latent or unknown conditions materially differing from those inherent in the work or as represented by City, and such latent or unknown condition affects Consultant's ability to perform the Work for the Contract Sum (as defined in Section 2.1 below) Consultant shall immediately inform City of such fact and shall not proceed except at Consultant's risk until written instructions are received from the Contract Officer (as defined in Section 4.2 hereof).

1.4 Standard of Performance. Consultant agrees that all services shall be performed in a competent, professional, and satisfactory manner in accordance with the standards prevalent in the industry, and that all goods, materials, equipment or personal property included within the services herein shall be of good quality, fit for the purpose intended.

1.5 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work and services required of Consultant herein without the prior express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of the City. Any such prohibited assignment or transfer shall be void.

SECTION TWO: COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the Proposal attached hereto as Exhibit A in a total amount not to exceed Twenty Thousand Dollars (\$20,000.00) (the "Contract Sum"). The method of compensation set forth in the Proposal may include payment for time and materials based upon Consultant's rate schedule, but not exceeding the Contract Sum, or such other methods as may be specified in the Proposal. Compensation may include reimbursement at Consultant's actual cost, without additional overhead or services charge, for actual and necessary expenditures for reproduction costs, transportation expense, telephone expense, and similar costs and expenses when and if specified in the Proposal.

2.2 Method of Payment. Unless otherwise provided in the Proposal, Consultant shall submit to City no later than the tenth (10th) working day of each month, in the form approved by City, an invoice for services rendered prior to the date of the invoice. Such invoice shall (1) describe in detail the services provided, including time and materials, and (2) specify each staff member who has provided services and the number of hours assigned to each such staff member. Such invoice shall contain a certification by a principal member of Consultant specifying that the payment requested is for work performed in accordance with the terms of this Agreement. City will pay Consultant for all expenses stated thereon which are approved by City pursuant to this Agreement no later than thirty (30) days after invoices are received by the City.

SECTION THREE: TERM

3.1 Term. The term of this agreement shall commence on February 3, 2014 and remain in effect continuously through February 3, 2015 (initial term), unless terminated in accordance with the provisions of this Agreement. This Agreement may be extended upon mutual agreement by both parties (extended term).

3.2 Termination Prior To Expiration Of Term. This section shall govern any termination of this Agreement, except as specifically provided in the following Section 3.3 for termination for cause. City reserves the right to terminate this Agreement at any time, with or without cause, upon fourteen (14) days' written notice to Consultant. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Consultant shall be entitled to compensation for all services rendered prior to receipt of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 8.8.

SECTION FOUR: COORDINATION OF WORK

4.1 **Representative of Consultant.** Michael Chee is hereby designated as the principal representative of the Consultant, authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith. A substitution of the designated representative must be approved in advance by the City.

4.2 **Contract Officer.** The Contract Officer shall be the City Manager or such other person as may be designated by the City Manager. It shall be Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and Consultant shall refer any decisions, which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer.

SECTION FIVE: INDEMNIFICATION

5.1 **Indemnification.** Consultant shall indemnify, defend, and hold City and City Personnel harmless from and against any and all actions, suits, claims, demands, judgments, attorney's fees, costs, damages to persons or property, losses, penalties, obligations, expenses or liabilities (herein "claims" or "liabilities") that may be asserted or claimed by any person or entity arising out of the negligence, recklessness, or willful misconduct of Consultant, its employees, agents, representatives or subcontractors in the performance of any tasks or services for or on behalf of City, whether or not there is concurrent active or passive negligence on the part of City and/or City Personnel, but excluding such claims or liabilities arising from the sole active negligence or willful misconduct of City or City Personnel. In connection therewith:

5.1.1. Consultant shall defend any action or actions filed in connection with any such claims or liabilities, and shall pay all costs and expenses, including attorney's fees incurred in connection therewith.

5.1.2. Consultant shall promptly pay any judgment rendered against City or any City Personnel for any such claims or liabilities.

5.1.3. In the event City and/or any City Personnel is made a party to any action or proceeding filed or prosecuted for any such damages or other claims arising out of or in connection with the negligence, recklessness, or willful misconduct of Consultant, Consultant shall pay to City any and all costs and expenses incurred by City or City Personnel in such action or proceeding, together with reasonable attorney's fees and expert witness fees.

SECTION SIX: RECORDS AND REPORTS.

6.1 **Reports.** Consultant shall periodically prepare and submit to the Contract Officer such reports concerning Consultant's performance of the services required by this Agreement as the Contract Officer shall require.

6.2 **Records.** Consultant shall keep such books and records as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the cost and the performance of such services. Books and records pertaining to costs shall be kept

and prepared in accordance with generally accepted accounting principals. The Contract Officer shall have full and free access to such books and records at all reasonable times, including the right to inspect, copy, audit, and make records and transcripts from such records.

6.3 Ownership of Documents. Originals of all drawings, specifications, reports, records, documents and other materials, whether in hard copy or electronic form, which are prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement, shall be the property of City and shall be delivered to City upon termination of this Agreement or upon the earlier request of the Contract Officer, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership of the documents and materials hereunder. Consultant shall cause all subcontractors to assign to City any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages suffered thereby.

SECTION SEVEN: RELEASE OF INFORMATION/CONFLICTS OF INTEREST.

7.1 All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or sub-Contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

7.2 Contractor shall promptly notify City should Contractor, its officers, employees, agents, or sub-Contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed hereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

SECTION EIGHT: LEGAL RELATIONS AND RESPONSIBILITIES.

8.1 Compliance With Law. Consultant shall keep itself fully informed of all existing and future state and federal laws and all county and city ordinances and regulations which in any manner affect those employed by it or in any way affect the performance of services pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws, ordinances, and regulations and shall be responsible for the compliance of all work and services performed by or on behalf of Consultant.

8.2 Licenses, Permits, Fees and Assessments. Except as otherwise specified herein, Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the performance of the services required by this Agreement.

8.3 Covenant Against Discrimination. The Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against, or segregation of, any person or group of persons on account of race, color, creed, religion, sex, marital status, national origin, or ancestry in the performance of this Agreement.

8.4 Independent Contractor. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise, or a joint venturer, or a member of any joint enterprise with Consultant. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. Neither Consultant nor any of Consultant's employees shall, at any time, or in any way, be entitled to any sick leave, vacation, retirement, or other fringe benefits from City; and neither Consultant nor any of its employees shall be paid by City time and one-half for working in excess of forty (40) hours in any one week. City is under no obligation to withhold State and Federal tax deductions from Consultant's compensation. Neither Consultant nor any of Consultant's employees shall have any property right to any position, or any of the rights an employee may have in the event of termination of this Agreement.

8.5 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount that may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.6 California Law. This Agreement shall be construed and interpreted both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action.

8.7 Disputes. In the event of any dispute arising under this Agreement, the injured party shall notify the injuring party in writing of its contentions by submitting a claim therefor. The injured party shall continue performing its obligations hereunder so long as the injuring party commences to cure such default within ten (10) days of service of such notice and completes the cure of such default within forty-five (45) days after service of the notice, or such longer period as may be permitted by the Contract Officer; provided that if the default is an immediate danger to the health, safety and general welfare, City may take such immediate action as City deems warranted. Compliance with the provisions of this section shall be a condition

precedent to termination of this Agreement for cause and to any legal action, and such compliance shall not be a waiver of any party's right to take legal action in the event that the dispute is not cured, provided that nothing herein shall limit City's right to terminate this Agreement without cause pursuant to Section 3.2.

8.8 Retention of Funds. City may withhold from any monies payable to Consultant sufficient funds to compensate City for any losses, costs, liabilities, or damages it reasonably believes were suffered by City due to the default of Consultant in the performance of the services required by this Agreement.

8.9 Waiver. No delay or omission in the exercise of any right or remedy of a non defaulting party on any default shall impair such right or remedy or be construed as a waiver. City's consent or approval of any act by Consultant requiring City's consent or approval shall not be deemed to waive or render unnecessary City's consent to or approval of any subsequent act of Consultant. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.10 Rights and Remedies are Cumulative. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

8.11 Attorney's Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.12 Conflict of Interest. No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement, nor shall any such officer or employee participate in any decision relating to the Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give, any third party any money or other consideration for obtaining this Agreement.

8.13 Safety. The Consultant shall execute and maintain his/her work so as to avoid injury or damage to any person or property. The Consultant shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work. In carrying out his/her work, the Consultant shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act.

SECTION NINE: MISCELLANEOUS

9.1 Notices. Any notice, demand, request, consent, approval, communication either party desires or is required to give the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notices personally delivered or delivered by a document delivery service shall be effective upon receipt. Notices delivered by mail shall be effective at 5:00 p.m. on the second calendar day following dispatch.

To City: CITY OF HUNTINGTON PARK
 Attention: City Manager
 6550 Miles Avenue
 Huntington Park, CA 90255

To Contractor: MICHAEL CHEE
 637 North Mariposa Street
 Burbank, CA 91506

9.2 Interpretation. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement.

9.3 Integration; Amendment. This Agreement contains the entire understanding of the parties herein and supersedes any and all other written or oral understandings as to those matters contained herein, and no prior oral or written understanding shall be of any force or effect with respect to those matters covered thereby. No amendment, change or modification of this Agreement shall be valid unless in writing, stating that it amends, changes or modifies this Agreement, and signed by all the parties hereto.

9.4 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or inability to enforce shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.5 Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

9.6 Statutory References. All references in this Agreement to particular statutes, regulations, ordinances, or resolutions of the United States, the State of California, or the County of Los Angeles shall be deemed to include the same statute, regulation, ordinance or resolution

as hereafter amended or renumbered, or if repealed, to such other provisions as may thereafter govern the same subject..

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date first written above.

CITY:

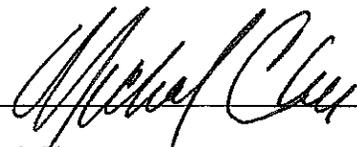
CONTRACTOR:

CITY OF HUNTINGTON PARK

MICHAEL CHEE

RENE BOBADILLA

By: 

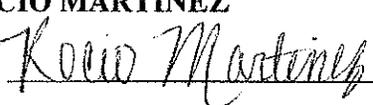
By: 

City Manager, City of Huntington Park

Michael Chee

ATTEST:

ROCIO MARTINEZ

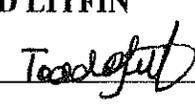
By: 

Sr. Deputy City Clerk, City of Huntington Park

APPROVED AS TO FORM

RUTAN & TUCKER, LLP

TODD LITFIN

By: 

Interim City Attorney, City of Huntington Park



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

July 6, 2015

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:

APPOINTMENT OF OVERSIGHT BOARD MEMBERS OF THE SUCCESSOR AGENCY FOR THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF HUNTINGTON PARK

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Appoint two new members to the Oversight Board to represent the City of Huntington Park

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

As part of the dissolution process of redevelopment, Successor Agencies were established to manage redevelopment projects, make payments on enforceable obligations, and dispose of redevelopment assets and properties. Each Successor Agency has an oversight board that supervises its work. Oversight Board members have a fiduciary responsibility to holders of enforceable obligations, as well as to the local agencies that would benefit from property tax distributions from the former redevelopment project area.

The oversight board is comprised of representatives of the local agencies that serve the redevelopment project area: the city, county, special districts, and K-14 educational agencies. Members of the oversight board must be appointed by the following:

- County Board of Supervisors (2 members)
- Mayor (2 members)

1. *A sitting councilmember may be appointed to serve on the oversight board because holding both positions simultaneously is not incompatible.*

APPOINTMENT OF OVERSIGHT BOARD MEMBERS

July 6, 2015

Page 2 of 3

2. *The second oversight board member appointed by the Mayor must be from a recognized employee organization representing the largest number of former redevelopment agency employees employed by the successor agency.*

- County Superintendent of Education (one member)
- Chancellor of California Community Colleges (one member)
- Largest special district taxing entity (one member)

The Oversight Board of the Successor Agency of Huntington Park was formed in 2012. Since then Mr. Alberto Fontanez, Planning Manager and Elba Guerrero, former Councilmember, served on the board representing the City. Mr. Alberto Fontanez is no longer an employee of the city. It is therefore recommended that Carlos Luis, Senior Planner with the Community Development Department be appointed to represent a recognized employee organization. Staff also recommends that the City Council select one of its members to serve the Oversight Board.

FISCAL IMPACT/FINANCING

There will be no financial impact as a result of this action. Members of the Oversight Board are to serve without compensation.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Under the Court's decision, an Oversight Board must be established to supervise the activities of the Successor Agency. The Dissolution Act requires the Oversight Board to direct the Successor Agency to determine whether contracts, agreements or other arrangements between the former RDA and private parties should be terminated or renegotiated to reduce the Successor Agency's liabilities and to increase the net revenues to the taxing entities. The Oversight Board has fiduciary responsibility to holders of Enforceable Obligations and the taxing entities that benefit from distributions of property tax and other revenues. The actions of the Oversight Board of each Successor Agency will in turn be overseen by the Director of the Department of Finance.

CONCLUSION

Upon approval the new members will begin attending regular Oversight Board meetings held the second Wednesdays of the month at 4:00 p.m.

APPOINTMENT OF OVERSIGHT BOARD MEMBERS

July 6, 2015

Page 3 of 3

Respectfully submitted,



JOHN A. ORNELAS
Interim City Manager



MANUEL ACOSTA
Economic Development Manager



CITY OF HUNTINGTON PARK

Department of Parks and Recreation
City Council Agenda Report

July 6, 2015

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:

CITY PROPERTY AND FACILITY USE FEE WAIVER POLICY

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Review and provide recommendations for proposed City Property and Facility Use Fee Waiver Policy;
2. Approve City Property and Facility Use Fee Waiver Policy.

BACKGROUND

The City's Activities in Public Places municipal code provides guidelines and procedures by which local and external organizations are able to host an event or activity of 100 or more persons, on city-owned property and facilities. The municipal code however, does not address a formal process by which individuals or organizations may request a waiver of fees for use of said city facilities, which typically include but are not limited to application fees, facility rental fees, security deposits, inspection and permit costs, city equipment rental fees, and staff time. The City has also not adopted a comprehensive fee schedule for activities in public places, which considers all departmental service charges and costs associated with putting on these types of events. Both these implications, do not allow for a true assessment of the fees and costs that the City may consider for review of proposed activities in public places, without negatively impacting the delivery of current city services and more importantly, the general fund.

In consideration of the aforementioned, staff has diligently worked on developing a City Property and Facility Use Fee Waiver Policy, which accomplishes the following:

1. Provides a uniform policy for use of all city owned and operated property and facilities for activities in public places.
2. It is crafted in line with the City's current Activities in Public Places municipal code and is only applicable if all provisions of the code are met. Please note, that

CITY PROPERTY AND FACILITY USE FEE WAIVER POLICY

July 6, 2015

Page 2 of 3

there are proposed revisions being made to the municipal code, which will be brought back for Council consideration and approval, at a later date.

3. Establishes a tiered level of responsibility that grants authority to review fees by administrative staff and by a majority vote of the City Council, for activities in public places. The threshold of responsibility and authority are the following:

Department Heads and City Manager

May waive fees associated with Limited Use Activities, as defined by the policy. An example of Limited Use Activities, are visits to city parks by local schools who wish to reserve a park area for 3 – 4 hours for a class of 100 or more students. These visits typically occur during low peak hours of operation and do not impact city services. Department Heads however, may not consider/review any departmental service charges or costs.

Parks and Recreation Commission

Park-Specific Events

Except for Limited Use Activities fee waivers, all fee waiver requests for City Park and Recreation Facilities must first be presented to the Parks and Recreation Commission for review and recommendation for approval or denial. After review by the Parks and Recreation Commission, the request for fee waiver will be presented to the City Council for final review for approval or denial of the request.

Non Park-Specific Events

Except for Limited Use Activities fee waivers, all fee waiver requests for City Facilities which are not Park and Recreation Facilities must first be presented to the applicable department impacted for review and recommendation for approval or denial. After review by the department and City Manager, the request for fee waiver will be presented to the City Council for final review for approval or denial of the request.

City Council

In no event shall the City Council waive fees in excess of \$25,000 for any single event or non-profit group or organization, for any one event or for a series of events over the course of a fiscal year.

In the event that the request for a fee waiver includes street or alley closures or other interruption of street or sidewalk use, the applicant, in addition to all other requirements of the City, must obtain written consent of a least seventy percent (70%) of the businesses, individuals or parties impacted by the event or activity.

4. The policy defines the events and that are eligible for consideration and only an affiliate event, co-sponsored event and/or a local non-profit (*terms defined within policy*) or other local or non-local tax-exempt organization, are eligible.

CITY PROPERTY AND FACILITY USE FEE WAIVER POLICY

July 6, 2015

Page 3 of 3

FISCAL IMPACT/FINANCING

Approval of this policy is dire if the City wishes to ensure that proposed fee waiver requests for activities in public places do not negatively impact current service delivery and the general fund. For example, the City of Huntington Park has occasionally hosted the very popular “El Grito” event (an “activity in a public place”) at Salt Lake Park. The event costs to the City in 2010 were approximately the following:

Parks & Recreation	\$4,500
Police Department	\$9,400
Public Works	\$4,200
Total	\$18,100

It is important to note, that in the past the City did not have a fee waiver policy in place, therefore it was not clear for council what the true impact was on the departments and general fund budget. If approved, the fee waiver policy will aid the City Council in identifying the true cost of events approved by the city council in the future.

LEGAL AND PROGRAM REQUIREMENTS

The City Attorney has reviewed the proposed City Property and Facility Use Fee Waiver Policy and has approved it to form.

CONCLUSION

If approved, the City Property and Facility Use Fee Waiver Policy will be adopted immediately and will provide the Parks and Recreation Commission flexibility when considering future fee waiver requests for activities in public places. Additionally, City Staff will work with the City Attorney to ensure that the adopted policy coincides with Activities in Public Places municipal code and will bring proposed changes to Council at a future meeting.

Respectfully submitted,



John A. Ornelas
Interim City Manager



JOSETTE ESPINOSA
Director of Parks and Recreation

ATTACHMENTS

Attachment A: City Property and Facility Use Fee Waiver Policy

ATTACHMENT "A"

City of Huntington Park City Property and Facility Use Fee Waiver Policy

1.0 PURPOSE

1.1 To provide policies and procedures for requesting and approving a waiver of facility fees, departmental service charges, fee schedules and other related City fees established by the City of Huntington Park for use of City-owned and operated property for Activities in Public Places, as defined in Section 5-13.01 of the Municipal Code.

2.0 POLICY

2.1 The City of Huntington Park (“City”) recognizes the value of partnering with non-profit agencies and organizations and other governmental agencies to provide services beneficial to the community. In an effort to provide support these organizations and agencies that provide a community benefit, the following procedures have been established for determining when fees or other department-specific charges may be waived by the City.

2.2 All fee waiver requests related to Activities in Public Places must be reviewed by the applicable Department Head, the City Manager and, for requests to have fees waived for the City’s Parks or Park facilities, as set forth in Schedule A attached to this Policy, to by the Parks and Recreation Commission (“Parks and Recreation Commission”) for review and recommendation for approval/denial and then to the City Council for final review and decision.

2.3 The City shall consider fee waiver requests if and when:

- (a) The facility requested is available; and
- (b) Requested use of facility does not occur during Peak Hours of Operation, as defined by this Policy; and
- (c) Requested use of facility does not conflict with or impede facility reservations for which full fees are paid; and
- (d) Requested use of facility does not exceed three (3) days.

2.4 The City reserves the right to change the facility for which a fee waiver is granted, within one week of the event, if it is determined that another organization/individual will pay all fees to use said facility.

3.0 DEFINITIONS

Activities in Public Places: For purposes of this Policy, “Activities in Public Places” shall have the same meaning as defined in Chapter 13 – Activities in Public Places, Sections 5-13.01 (A) of Title 5 Public Welfare, Morals and Conduct of the City’s municipal code and which have all required City permits and other required approval set forth in the City’s municipal code.

Affiliated Event: Is an event where a City of Huntington Park department is not involved in determining program content or publicity, but does facilitate date and space requests for an external organization. Affiliated Events are not funded by the City since the external organization is in a position to recover a portion of event costs by charging event-related fees (i.e. vendor booth fees, carnival ride profit, etc.).

Co-Sponsored Event, Program or Activity: Is an event, program, or activity in which a City of Huntington Park department is fully engaged with an external organization in the planning, coordination and execution of the event, and both entities are responsible for funding the event.

All resources provided by the City in sponsorship of a Co-Sponsored Event must be provided for within the City's pre-budgeted allocations without a reduction of services.

Limited Use Activities: A Limited Use Activity is one which involves 4 hours or less of City Facilities, park or park facility use. These types of uses, as an example involve requests by local Scout troops for limited activities, requests by individual school classrooms for park facility use and similar limited use activities.

City Facilities: Are all City owned facilities, including but not limited to streets, alleys, sidewalks, public places, public property or public right of ways, and those facilities listed in Attachment A to this Policy.

Departmental service charges: Are the actual costs which a department of the City incurs in connection with activities for which a permit is required including, but not limited to, costs associated with fire safety, traffic, and/or pedestrian control, water safety, the closure of streets or intersection(s) for the diverting of traffic, the salaries of City personnel involved in the administration or coordination of City services for the event, the cost to the City to provide support personnel, equipment, materials and supplies, and related City costs such as fringe benefits or employee overtime.

Local Non-Profit: Is a group or organization of not less than five (5) people which is based in the City of Huntington Park and is registered with a Federal non-profit exempt status (i.e. 501(c)(3)) that is organized primarily for community, veteran, youth, patriotic, welfare, civic betterment, or charitable purposes; has been organized and established in the City for a minimum of one (1) continuous year; and has its principle and permanent meeting place in the City.

City Fees: Are fees, costs and charges established by the City of Huntington Park for the use of City facilities, including park facilities, permit application fees, facility use rental fees and departmental service charges.

Peak Hours of Operation: Are those hours identified in Attachment B to this Policy.

City Sponsored Event: Is an event planned, coordinated and executed primarily by City employees and is approved and funded by the City.

4.0 RESPONSIBILITY

- 4.1 Established fees for the use of City Facilities for Activities in Public Places may be waived pursuant Section 6.0 of this Policy, if the applicant is eligible for a fee waiver under Section 7.0 of this Policy and the appropriate criteria are met.
- 4.2 Except for fee waivers for Limited Use Activities, an application for fee waiver must be submitted at least 90 days prior to the event date(s), pursuant Section 5-13.03 of the city's Municipal Code. Late applications may be considered only if all criteria identified in this Policy are met.

5.0 FEEES ELIGIBLE FOR CONSIDERATION

5.1 Fees and charges eligible for waiver by action of the City, pursuant Section 6.0 of this policy are:

- (a) Permit application fees
- (b) Facility use rental fees
- (c) Any other City Fee or cost deemed appropriate by the City Council.

6.0 AUTHORITY

- (a) The Department Head and City Manager may not waive departmental service charges. Departmental service charges may only be waived by action of the City Council per Section 5-13.09 of the City's municipal code, if the appropriate criteria and requirements are met.
- (b) A Department Head or City Manager may waive fees associated with Limited Use Activities.
- (c) Except for Limited Use Activities fee waivers, all fee waiver requests for City Park and Recreation Facilities must first be presented to the Parks and Recreation Commission for review and recommendation for approval or denial. After review by the Parks and Recreation Commission, the request for fee waiver will be presented to the City Council for final review for approval or denial of the request.
- (d) Except for Limited Use Activities fee waivers, all fee waiver requests for City Facilities which are not Park and Recreation Facilities must first be presented to the applicable department impacted for review and recommendation for approval or denial. After review by the department and City Manager, the request for fee waiver will be presented to the City Council for final review for approval or denial of the request. In no event shall the City Council waive fees in excess of \$25,000 for any single event or non-profit group or organization per fiscal year.
- (e) In the event that the request for a fee waiver includes street or alley closures or other interruption of street or sidewalk use, the applicant, in addition to all other requirements of the City, must obtain written consent of a least seventy percent (70%) of the businesses, individuals or parties impacted by the event or activity.

7.0 ELIGIBILITY FOR FEE WAIVER

A Department Head, the City Manager or City Council may waive fees and charges, pursuant to Sections 5.0 and 6.0 of this policy, for an organization, individual or program if it determines that it is either an affiliate event, co-sponsored event and/or is a local non-profit or other local or non-local tax-exempt organization; and

- (a) The event or program is in compliance with the City's non-discrimination policy, a copy of which may be obtained from the Human Resources Department; and
- (b) The proposed event or program shall have no detrimental impacts on the existing facilities or department activities, and that the permitted organization shall provide in-kind services to offset the actual cost to the City or mitigate impacts that are created by the event or program; and
- (c) The Fee Waiver Application is submitted prior to the date of the event. *Please refer to Section 9.0 for specific guidelines;* and
- (d) If fee waiver is approved, a certificate of insurance or statement of self-insurance and hold harmless agreement must be provided by the Applicant. Insurance

- certificate must include additional insured endorsement naming the City of Huntington Park, its Officers, Agents and employees as additional insured; and
- (e) The City Council has determined via the submittal of appropriate documentation that no profit will be made from the event by the permitting organization or by any other private individual or business; and
 - (f) The proposed group is not using the facility for a fundraiser or where a participation fee/donation is charged or requested; and
 - (g) Organizations or individuals which receive fee waivers are not associating political activities or supporting or endorsing any candidate for office, ballot measure or other political measure with the program/activities for which they receive such waivers.
 - (h) **In no event shall the City approve a fee waiver for any for profit individual, group or organization.**

8.0 ELIGIBILITY FOR FEE EXEMPTION

An individual or organization is exempt from paying facility use fees and service charges, if they meet one or more of the following criteria:

8.1 Intergovernmental Cooperation:

- (a) The organization is another governmental agency; and
- (b) The use of the facility is related to the performance of the agencies' governmental duties; and
- (c) The equipment and staffing needs associated with the event can be provided for within the Department's existing budgetary allocations without reduction in services in other areas of the Department.
- (d) Nothing contained in this section shall waive the obligation for the governmental group, organization or individual from obtaining any and all other City permits or approvals required to conduct and hold the event.

8.2 City-Sponsored event, program or activity.

9.0 PROCEDURE

Fee Waiver Application(s) (Application) must be submitted pursuant to Section 5-13.03 of the municipal code to be considered by the City.

Organizations that meet the Fee Exemption criteria in Section 8.0 are not required to complete or submit an Application for a Fee Waiver, but must submit a facilities use application. *When an organization is not certain that it meets the criteria of Section 8.0 above, it is recommended that the organization submit an Application to the Department pursuant to this Policy.*

9.1 Fee Waiver Application Procedure

- (a) Applicant seeking a fee waiver must obtain an Application from the Department Head or Designee. The form must be filled out completely and correctly and timely returned to the Department Head for review and consideration. If the Application is for a Limited Use Activity, the Department Head shall approve or deny the application or shall forward the Application to the City Manager for review and approval or denial.

- (b) Non-profit organizations seeking a facility fee waiver must provide proof of their tax-exempt or non-profit status at the time the Application is submitted.
- (c) Applicant may be asked by the Department Head or Designee to submit financial information for the organization or event to support Application.
- (d) Applicant must submit a financial hardship letter which includes proof of financial hardship, as evidenced by relevant information or documentation satisfactory to the Department (i.e. bank statement, an organization's adopted budget or financial report, etc.).
- (e) Application is approved or denied by the City based on criteria established in this policy.
- (f) Department Head may request a profit and loss statement following the event.

10.0 REVIEW AND REVISION

It is the responsibility of the City Manager or his/her designee to review and submit recommendations for the update this policy and procedure on an annual basis.

11.0 AUDITING

Staff shall provide annual reports to the City Council regarding all facility use fee waivers and departmental services charges that have been approved and issued during the fiscal year, including the organizations and the amounts waived for each organization. The reports shall include an overview as to the effectiveness of the fee waiver program.

APPROVED:

AUTHORIZED ON:

 JOSETTE ESPINOSA
 DEPARTMENT HEAD

 KARINA MACIAS
 MAYOR

ATTACHMENT A

DEPARTMENT OF PARKS AND RECREATION FACILITIES

Park Site	Park Facility
<p align="center">Salt Lake Park 3401 E. Florence Ave.</p>	Lounge
	Social Hall
	Club Rooms 1, 2 & 3
	Mat Room, Dance Room
	Muni Building
	Parking Lots (7)
	Muni Picnic Shelter
	Kevin De Leon Campo de Futbol
	Soccer Square
	Ball fields (4)
	Batting Cages (2)
	Indoor Multipurpose Gymnasium
	Outdoor Basketball Courts (5)
	Outdoor Tennis Courts (5)
Outdoor Volleyball Courts (2)	
<p align="center">Huntington Park Community Center 6925 Salt Lake Ave.</p>	Community Center
	Senior Park + Pavilion
	Parking Lot
<p align="center">Raul R. Perez Memorial Park 6208 E. Alameda St.</p>	Event Room A, B & C
	Parking Lot
	Multipurpose Athletic Field
	Outdoor Basketball Courts (2)
<p align="center">Freedom Park 3801 E. 61st St.</p>	Community Center
	Multipurpose Athletic Field
	Outdoor Basketball Courts (2)
<p align="center">Keller Park 6550 Miles Ave.</p>	Picnic Shelter

**ATTACHMENT B
DEPARTMENT OF PARKS AND RECREATION
PEAK HOURS OF OPERATION**

Park Site/Facility	Normal Hours of Operation		Peak Hours
Salt Lake Park <i>Ball Fields</i>	Monday – Thursday	6 a.m. – 10 p.m.	5:30 p.m. – 8 p.m.
	Friday	6 a.m. – 10 p.m.	5:30 p.m. – 10 p.m.
	Saturday	6 a.m. – 10 p.m.	1 p.m. – 10 p.m.
	Sunday	6 a.m. – 10 p.m.	9 a.m. – 6 p.m.
Salt Lake Park <i>Gymnasium</i>	Monday – Thursday	8 a.m. – 7 p.m.	5:30 p.m. – 8 p.m.
	Friday	8 a.m. – 5 p.m.	5:30 p.m. – 10 p.m.
	Saturday	8 a.m. – 2 p.m.	9 a.m. – 2 p.m.
	Sunday*	Closed	9 a.m. – 3 p.m.
Salt Lake Park <i>Soccer Circle</i>	Monday – Friday	2 p.m. – 10 p.m.	5 p.m. – 9 p.m.
	Saturday	8 a.m. – 10 p.m.	9 a.m. – 9 p.m.
	Sunday	8 a.m. – 10 p.m.	9 a.m. – 7 p.m.
Salt Lake Park <i>Hon. Kevin De Leon Soccer Field</i>	Monday – Friday	2 p.m. – 10 p.m.	5 p.m. – 9 p.m.
	Saturday	8 a.m. – 10 p.m.	9 a.m. – 7 p.m.
	Sunday	8 a.m. – 10 p.m.	9 a.m. – 5 p.m.
Salt Lake Park <i>Recreation Center</i>	Monday – Thursday	8 a.m. – 7 p.m.	5 p.m. – 7 p.m.
	Friday	8 a.m. – 5 p.m.	5 p.m. – 9 p.m.
	Saturday	8 a.m. – 2 p.m.	9 a.m. – 2 p.m.
	Sunday	Closed	
Salt Lake Park <i>Skate Park</i>	Monday – Sunday	10 a.m. – 9 p.m.	3 p.m. – 8 p.m.
Raul R. Perez Memorial Park <i>Recreation Center</i>	Monday – Friday	11 a.m. – 7 p.m.	4 p.m. – 6 p.m.
	Saturday	Closed	
	Sunday	Closed	
Raul R. Perez Memorial Park <i>Athletic Field</i>	Monday – Thursday	9 a.m. – 8 p.m.	5:30 p.m. – 8 p.m.
	Friday	9 a.m. – 8 p.m.	5:30 p.m. – 8 p.m.
	Saturday	9 a.m. – 8 p.m.	12 p.m. – 5 p.m.
	Sunday	9 a.m. – 8 p.m.	12 p.m. – 5 p.m.
Freedom Park <i>Recreation Center</i>	Monday – Thursday	1 p.m. – 5 p.m.	2:30 p.m. – 5 p.m.
	Friday	1 p.m. – 5 p.m.	2:30 p.m. – 5 p.m.
	Saturday - Sunday	Closed	
Freedom Park <i>Athletic Field</i>	Monday – Thursday	1 p.m. – 5 p.m.	2:30 p.m. – 5 p.m.
	Friday	1 p.m. – 5 p.m.	2:30 p.m. – 5 p.m.
	Saturday - Sunday	Closed	
Huntington Park Community Center & Senior Park <i>Recreation Center</i>	Monday, Wednesday & Friday	9 a.m. – 6 p.m.	9 a.m. – 3 p.m.
	Saturday	Closed	2 p.m. – 10 p.m.
	Sunday	Closed	