

# CITY OF HUNTINGTON PARK

## City Council Regular Meeting Agenda Tuesday, December 1, 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 Amezcuita**  
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](http://www.hpca.gov). Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

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

**PLEASE SILENCE ALL 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 Public Comment.

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

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

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

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

### **Important Notice**

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

**CALL TO ORDER**

**ROLL CALL** Mayor Karina Macias  
Vice Mayor Graciela Ortiz  
Council Member Valentin Palos Amezquita  
Council Member Jhonny Pineda  
Council Member Marilyn Sanabria

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

**PRESENTATIONS AND ANNOUNCEMENTS**

Presentation by Jessica Marquez, Representative from Los Angeles County Supervisor Hilda Solis to Congratulate Newly Appointed City Manager Edgar Cisneros

Proclamation Presented to Communities for a Better Environment Celebrating “Youth for Environmental Justice 18<sup>th</sup> Birthday”

“Certificate of Recognition” Presented to the Huntington Park Salvation Army for their Service in Feeding over 300 Families for Thanksgiving

Presentation by the City of Huntington Park’s Public Works Department – Update on Water System

Presentation by the City of Huntington Park’s Finance Department on City Finances

**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 (d)(4)  
Consideration of initiation of litigation – one potential case
  
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Government Code Section 54956.9 (d)(2)  
Significant exposure to litigation – one potential case
  
3. CONFERENCE WITH LABOR NEGOTIATORS Regarding Represented Employees - Government Code Section 54957.6(a)  
City’s Designated Representative(s) for Negotiations: Edgar Cisneros, City Manager  
Employee Organization: General Employees Association (GEA)

RECONVENE TO OPEN SESSION

**CLOSED SESSION ANNOUNCEMENT**

**CONSENT CALENDAR**

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

**OFFICE OF THE CITY CLERK**

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

1-1 Regular City Council Meeting held Tuesday, November 17, 2015

**FINANCE**

2. **Approve Accounts Payable and Payroll Warrants dated December 1, 2015**

**END OF CONSENT CALENDAR**

## REGULAR AGENDA

### CITY CLERK

**3. Appointment to Historic Preservation Commission (One Vacancy) and Youth Commission (Two Vacancies)**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Direct staff to extend filing period to "open until filled."

### CITY MANAGER

**4. Approve Memorandum of Understanding (MOU) for the 2016 Greater Los Angeles Homeless Count with Los Angeles Homeless Services Authority**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the Memorandum of Understanding (MOU) with the Los Angeles Homeless Services Authority for the 2016 Greater Los Angeles Homeless Count; and
2. Authorize the Mayor to execute the MOU.

**5. Discussion and/or Approval of Mobile Communications Device Use Policy**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Discuss and/or approve the attached Mobile Communications Device Use Policy; and
2. Authorize the City Manager to publish and apply said policy with city staff.

### FINANCE

**6. Approve Resolution Amending Appointment of Representatives to the Independent Cities Risk Management Authority's Governing Board (ICRMA)**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the appointment of City Manager as Alternate and Interim Finance Director as Substitute Alternate; and
2. Adopt Resolution No. 2015-46, Amending Resolution No. 2015-17, Appointing an Alternate, and Substitute Alternate Representative to the Independent Cities Risk Management Authority's Governing Board (ICRMA).

**DEPARTMENTAL REPORTS** (Information only)

**WRITTEN COMMUNICATIONS**

**COUNCIL COMMUNICATIONS**

**Council Member Valentin Palos Amezquita**

**Council Member Jhonny Pineda**

**Council Member Marilyn Sanabria**

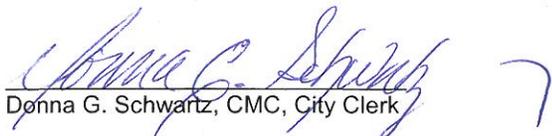
**Vice Mayor Graciela Ortiz**

**Mayor Karina Macias**

**ADJOURNMENT**

The City of Huntington Park City Council will adjourn to a Regular City Council Meeting on Tuesday, December 15, 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](http://www.hpca.gov) on the 25<sup>th</sup> of November, 2015.

  
Donna G. Schwartz, CMC, City Clerk

Regular Meeting of the  
City of Huntington Park City Council  
Tuesday, November 17, 2015

Sergeant at Arms read the Rules of Decorum.

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:05 p.m. on Tuesday, November 17, 2015, in the Council Chamber at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Karina Macias presiding.

**ROLL CALL**

PRESENT: Mayor Karina Macias; Vice Mayor Graciela Ortiz and Council Members Jhonny Pineda and Marilyn Sanabria. Other City Officials and employees: Edgar Cisneros City Manager, Arnold Alvarez-Glasman, City Attorney, Cosme Lozano, Chief of Police, Josette Espinosa, Director of Parks and Recreation, Jan Mazyck, Interim Finance Director, Michael Ackerman, City Engineer, Manuel Acosta, Economic Development Manager and Donna Schwartz, City Clerk.

ABSENT: Council Member Valentin Palos Amezcuita.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Isabel Ornelas, granddaughter of previous Interim City Manager John A. Ornelas.

**INVOCATION**

The invocation was led by Mayor Macias.

**PRESENTATIONS AND ANNOUNCEMENTS**

Council presented a "Certificate of Appreciation" to Mr. John A. Ornelas, for his Outstanding Service as the City of Huntington Park's previous Interim City Manager.

Presentation by Manuel Acosta, Economic Development Manager, City of Huntington Park, Community Development Department and Miguel Núñez, Fehr & Peers on the "Complete Streets" Project.

Presentation by Christina Dixon, Staff Analyst, City of Huntington Park, Public Works Department, on the grant summary of the "Trees for a Better Environment."

**Motion:** Council Member Pineda motioned for two Public Comment periods, one in the beginning of the agenda on agenda items only and one at the end of the agenda for non-agenda items, seconded by Council Member Sanabria. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

**PUBLIC COMMENT**

1. Raul Rodriguez, commented on complete street projects and feels there are no monies to be used for such project, opposed to bike lane project and recommended Council vote it down.
2. Dr. Newman, thanked Council for allowing attendees to address items on agenda and non-agenda items. He commented on complete street projects, and suggested asking the residents their views on this project.

**STAFF RESPONSE** - None

## **CLOSED SESSION**

At 7:15 p.m. City Attorney Alvarez-Glasman recessed to closed session.

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Government Code Section 54956.9 (d)(4)  
Consideration of initiation of litigation – one potential case
2. CONFERENCE WITH LABOR NEGOTIATORS Regarding Represented Employees - Government Code Section 54957.6(a)  
City's Designated Representative(s) for Negotiations: Edgar Cisneros, City Manager  
Employee Organization: General Employees Association (GEA)

At 8:11 p.m. Mayor Macias reconvened to open session. All Council Members present with the exception of Council Member Amezcua ABSENT.

## **CLOSED SESSION ANNOUNCEMENT**

City Attorney Alvarez-Glasman announced Council discussed Closed Session items 1 and 2. Item 1 direction given, no action taken. Item 2 direction given, no action taken, to bring back to Council at a future date.

## **CONSENT CALENDAR**

**Motion:** Vice Mayor Ortiz moved to approve Consent Calendar items, seconded by Council Member Sanabria. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

## **OFFICE OF THE CITY CLERK**

1. Approved Minute(s) of the following City Council Meeting(s):
  - 1-1 Budget Workshop Meeting held Wednesday, June 3, 2015; and
  - 1-2 Regular City Council Meeting held Tuesday, November 3, 2015

## **FINANCE**

2. Approved Accounts Payable and Payroll Warrants dated November 17, 2015

## **END OF CONSENT CALENDAR**

## **REGULAR AGENDA**

### **COMMUNITY DEVELOPMENT**

3. **Approve First Amendment to a Professional Services Agreement (PSA) with Tierra West Advisors for an Amount not to exceed \$319,000 to prepare a Focused General Plan Update**

**Motion:** Council Member Sanabria motioned to approve the First Amendment to the Professional Services Agreement (PSA) for an amount not to exceed \$319,000 to prepare a Focused General Plan Update and authorized the City Manager to execute the agreement, seconded by Vice Mayor Ortiz. Motion passed 4-0-1 by the following vote:

### **REGULAR AGENDA ITEM 3 (continued)**

ROLL CALL:

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

**4. Approve Resolution Amending Resolution No. 2015-36, Authorizing the Acceptance and Execution of a Funding Agreement with CalTrans for the Randolph Street Shared Use Rails to Trails Study**

**Motion:** Council Member Sanabria motioned to adopt Resolution No. 2015-44, Amending Resolution No. 2015-36, Authorizing the Acceptance and Execution of a Funding Agreement with Caltrans for the Randolph Street Shared Use Rails-to-Trails Study and authorized City Manager and City Engineer to direct staff to proceed with the study's implementation, seconded by Vice Mayor Ortiz. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

**5. Approve Resolution Amending Resolution No. 2015-37. Authorizing the Acceptance and Appropriation of an Active Transportation Grant from CalTrans for State Street Complete Streets Project**

**Motion:** Vice Mayor Ortiz moved to adopt Resolution No. 2015-45, Amending Resolution No. 2015-37, Authorizing the Acceptance and Appropriation of an Active Transportation Grant from Caltrans for the City of Huntington Park State Street Complete Streets Project, and authorize the City Manager and City Engineer to direct staff to proceed with the study's implementation, seconded by Council Member Sanabria. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

### **PARKS AND RECREATION**

**6. Update, Discussion and/or Action of Concession Stand at Keller Park**

**Motion:** Vice Mayor Ortiz moved to do upgrades to the current Concession Stand at Keller Park with the assistance of the Public Works Department, seconded by Council Member Sanabria. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

**REGULAR AGENDA (continued)**

**7. Approve Award of Contract for Installation of Sports Lighting System**

**Motion:** Vice Mayor Ortiz moved to approve award of construction contract to California Professional Engineering, Inc. for installation of sports field lighting system on Salt Lake Park Soccer Field and authorized the City Manager to execute the contract, seconded by Council Member Sanabria. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

**POLICE**

**8. Approve Withdrawal from the Los Angeles Regional Interoperable Communications System (LA-RICS) Joint Powers Authority Agreement (JPA)**

**Motion:** Vice Mayor Ortiz moved to approve the proposed notice to withdraw from the Los Angeles Regional Interoperable Communications System (LA-RICS) Joint Powers Authority Agreement (JPA) and authorized staff to issue a notice to the LA-RICS Joint Powers Authority of determination to withdrawal from the LA-RICS board, seconded by Council Member Sanabria. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

**PUBLIC WORKS**

**9. Continued from the November 3, 2015 City Council Meeting: Approve List of Vehicles as Surplus and Authorization to Sell Via Auction**

**Motion:** Council Member Sanabria moved to approve the list of vehicles as surplus, and authorize Public Works Department to sell via auction, seconded by Council Member Pineda. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

**10. Approve California Used Mattress Recycling Program Agreement**

**Motion:** Council Member Sanabria moved to approve an agreement with the Mattress Recycling Council (MRC), to implement a five-year mattress recycling program from January 1, 2016 through December 31, 2021, authorized the City Manager to execute agreement, and directed the Finance Department to send a quarterly invoice to the MRC for reimbursement of staff time, seconded by Vice Mayor Ortiz. Motion passed 4-0-1 by the following vote:

ROLL CALL:

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

## DEPARTMENTAL REPORTS (Information only)

### PUBLIC COMMENT

1. Francisco Rivera, noted his dedication to cleaning the community, commented on code enforcement with regards to the vendors on Pacific Boulevard noting they have no permits to do so, would like to see something done and feels the City deserves more.
2. Henry Garcia, acknowledged the support by the Chief of Police to the residents, asked that something be done to resolve the parking issue in his neighborhood and suggested funds used for the bikes projects be given to the Police Department.
3. Stella Stephens, quoted sections of the Brown Act with regard to use of technology and noted letters from the District Attorney.
4. Rodolfo Cruz, commented on a resolution that was voted on regarding an increase in property taxes, remarked recall, commented on the Fiesta Taxi and Combi contracts, stated the Police Department is for the residents and not for the meetings, stated trash company will charge a fee to pick up mattresses and noted a previous speaker that had showed interest in the Keller Park concession stand.
5. Jorge Sepulveda, acknowledged the Chief of Police for his support to the community, spoke in support of public safety and asked the Council to support the local businesses.
6. Alex Reynoso, commented on Mr. Ornelas's speech, noted he voted for Ortiz, commented on closed session, previous interim city manager, Brown Act, he supports law enforcement, and noted a burglary.
7. Robert Lauten, spoke in regards to cap and trade funds, solar activity and ice age.
8. Chanell Temple, We the People Rising, commented on City of Huntington Park breaking history, laws being broken, the two recent appointments, stated We the People Rising will go down in history, commented on the Constitution 1<sup>st</sup> Rights and Bill of Rights, and spoke in opposition of council.
9. Linda Caraballo, noted top 10 worst cities to live in, commented on the city manager's salary and contract, city attorney, changes to agenda, change of meeting days, voting by council, commissions, and requested the two appointments be removed.
10. Janet West, read articles, referenced Maddy Act, and quoted a previous speaker.
11. Wes Parker, read a holiday story.
12. Isaac Rodriguez, spoke in opposition to the two recent appointments, commented on laws, people coming to America, and stated that he believes in America.
13. Betty Robinson, We the People Rising, commented on the two appointments, best and worst cities in America and ratings used, and suggested appointing citizens to the commissions.
14. Arthur Schaper, We the People Rising, asked to rescind the appointments and council seats, noted a letter from the District Attorney, stated he sent a letter to the District Attorney, noted his interest in becoming a planning commissioner, stated We the People Rising will be visiting various government offices and noted those who weren't able to speak during public comment.
15. Von Beck, commented on and read political quotes.

## **PUBLIC COMMENT (continued)**

16. Mike McGet, We the People Rising, stated we are not haters and go all over Southern California, against corrupt politicians, feels city has a lot of potential, noted city doing a good job on graffiti and suggested a power washing crew cleaning sidewalks all year around.
17. William Rodriguez, commented on the sign behind Council and spoke in opposition to Council.
18. Christopher Castillo, spoke in opposition to the two appointments, commented on leadership and debt.
19. Nick Ioannidis, commented on previous elections and his life in the city.
20. Raul Rodriguez, spoke in opposition to council, noted a letter sent to the city regarding Mr. Ioannidis, and commented on respect.
21. Dr. Newman, commented on a sign he held up, spoke in opposition to the two appointments, and commented on trees being planted in the community.
22. Robin Hvidston, held up a sign, commented on the person previously removed from a meeting, the District Attorney and justice, nation of laws, noted appointment of Betty Retama, commented on the two appointments, a previous speaker, left copies of the poem that was read, and suggested appointing citizens to the commissions.
23. Greg Aprahamian, commented on double standards, law enforcement, Federal Law, lawlessness, Brown Act being violated, people's rights, asked staff to be cautious and asked to consider reputation.

## **STAFF RESPONSE**

City Attorney Alvarez-Glasman clarified reorder of agenda with regards to public comment.

City Manager Cisneros stated that the Interim Finance Director will return to clarify the comment regarding tax increase and comment made regarding debt, clarified items in his contract, and funds used for the Complete Streets Project.

Chief of Police Lozano clarified comment regarding parking issues in the City, and code enforcement relating to vendors on the boulevard.

## **WRITTEN COMMUNICATIONS** - None

## **COUNCIL COMMUNICATIONS**

Council Member Valentin Palos Amezcua - ABSENT

Council Member Jhonny Pineda, thanked the residents for staying to the end of the meeting, thanked staff for their support, noted residents have told him they would like to attend the meetings but don't want to hear about complaints from those that live outside the city. Mr. Pineda stated Council is trying to give everyone a chance to speak about items on the agenda and non-agenda items and wished everyone a good night.

Council Member Marilyn Sanabria, thanked Vice Mayor Ortiz, Councilman Pineda and Vice Mayor Ortiz for participating in the City's clean-up event along with the youth, thanked Chief Lozano for hosting "Coffee with the Chief" through the Huntington Park Chamber of Commerce and feels this will help support the local businesses, announced the Christmas Parade on Saturday and thanked everyone.

Vice Mayor Graciela Ortiz, thanked staff for all their assistance with the Veteran's Day event and their support to Council and wished the residents of Huntington Park, as well as staff, a Happy Thanksgiving.

**COUNCIL COMMUNICATIONS (continued)**

Mayor Karina Macias, thanked staff for a wonderful Veteran's Day event, thanked Mr. Schaper for his application and noted there are no vacancies at this time, clarified she has no family members that work for the City, encouraged those to do their research but that she is an only child, thanked everyone for attending the meeting and announced she would see the public at the Huntington Park Holiday Parade.

**ADJOURNMENT**

At 8:50 p.m. Mayor Macias adjourned the City of Huntington Park City Council to a Regular City Council Meeting on Tuesday, December 1, 2015, at 6:00 P.M.

Respectfully submitted,

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Donna G. Schwartz, CMC, City Clerk

DRAFT

## City of Huntington Park List of Funds

<b>Fund</b>	<b>Description</b>	<b>Fund</b>	<b>Description</b>
111	General Fund	240	HUD EZ/EC Soc Sec Block
112	Waste Collection/Disposal	242	HUD Home Program
114	Spec Events Contrib Rec	243	HUD 108 B03MC060566
115	Contingency Fund	245	EPA Brownfield
120	Special Revenue DNA ID	246	LBPHCP-Lead Base
121	Special Revnu Welfare Inm	247	Neighborhood Stabilization
150	Emergency Preparedness	248	Homelessness Prevention
151	Economic Development	249	Dept of Toxic Substances
212	P & R Grants	250	DTSC Grant
213	Park Facilities	275	Successor Agency
214	Recreation Field Charter	283	Sewer Maintenance Fund
215	Trees for A Better Environment	285	Solid Waste Mgmt Fund
216	Employees Retirement Fund	286	Illegal Disposal Abatemnt
217	OPEB	287	Solid Waste Recycle Grant
219	Sales Tax-Transit Fund A	334	Ped/Bike Path Fund
220	Sales Tax-Transit C	349	Capital Improvement Fund
221	State Gasoline Tax Fund	475	Public Financng Authority
222	Measure R	533	Business Improv Dist Fund
223	Local Origin Program Fund	535	Strt Lght & Lndscp Assess
224	Office of Traffc & Safety	681	Water Department Fund
225	Cal Cops Fund	741	Fleet Maintenance
226	Air Quality Improv Trust	745	Worker's Compensation Fnd
227	Offc of Criminal Justice	746	Employee Benefit Fund
228	Bureau of Justice Fund	748	Veh & Equip Replacement
229	Police Forfeiture Fund	779	Deferred Comp. Trust Fund
230	Homeland Security Fund	800	Pooled Cash
231	Parking System Fund	801	Pooled Cash Fund
232	Art in Public Places Fund	802	Pooled Interest
233	Bullet Proof Vest Grant		
234	Congressional Earmark		
235	Federal Street Improvmnt		
237	Community Planning		
239	Federal CDBG Fund		

**City of Huntington Park  
Demand Register  
12-01-15**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
2001 BELGRAVE LLC	21157-10944	681-0000-228.70-00	Final Bill Refund	195.23	N
				<b>195.23</b>	
ADMIN SURE	8982	745-9030-413.33-70	Contractual Srv 3rd Party	7,080.40	N
				<b>7,080.40</b>	
ADMINISTRATIVE SERVICES COOP, INC.	326772	219-0250-431.56-45	Dial-A-Ride (All City)	66,513.46	N
				<b>66,513.46</b>	
AFSCME COUNCIL 36	PPE 11-22-2015	802-0000-217.60-10	Association Dues	664.20	Y
				<b>664.20</b>	
ALMA MATA	55729/56085	111-0000-347.20-00	Deposit Refund	60.00	N
				<b>60.00</b>	
ALVAREZ-GLASMAN & COLVIN	2015-09-14670	111-0220-411.32-70	Contractual Srv Legal	1,573.01	N
				<b>1,573.01</b>	
AMERICAN CELEBRATIONS	152789	111-6020-451.61-35	Recreation Supplies	69.11	N
				<b>69.11</b>	
AMERICAN EXPRESS	78550013	111-0000-395.10-00	Reimbursed Expenses	24.00	Y
	98441684	111-0110-411.58-19	Karina Macias	25.00	Y
	22213215	111-0110-411.58-22	Jhonny Pineda	689.98	Y
	98426155	111-0110-411.58-22	Jhonny Pineda	25.00	Y
	015001205	111-0110-411.61-20	Dept Supplies & Expense	112.27	Y
	73028665280	111-0110-411.66-05	Council Meeting Expenses	108.93	Y
	04000020609	111-0110-411.66-05	Council Meeting Expenses	25.00	Y
	015001205	111-0210-413.61-20	Dept Supplies & Expense	31.05	Y
	119283320	111-3010-415.59-15	Professional Development	159.00	Y
	40010	111-3010-415.59-15	Professional Development	37.70	Y
	1629273014541	111-3010-415.59-15	Professional Development	9.49	Y
	15332271	111-7010-421.59-15	Professional Development	544.25	Y
	18107660	111-7010-421.59-15	Professional Development	275.00	Y
	17713276	111-7010-421.59-20	Professional Develop Post	560.00	Y
	9688016	111-7010-421.61-20	Dept Supplies & Expense	25.11	Y
	122154	111-7010-421.61-20	Dept Supplies & Expense	65.77	Y

**City of Huntington Park  
Demand Register  
12-01-15**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
AMERICAN EXPRESS	0881110	111-7010-421.61-20	Dept Supplies & Expense	63.06	Y
	00122204	111-7010-421.61-20	Dept Supplies & Expense	46.44	Y
	130718	111-7010-421.61-20	Dept Supplies & Expense	61.90	Y
	82349702	111-6020-451.61-35	Recreation Supplies	23.98	Y
	82349701	111-6020-451.61-35	Recreation Supplies	275.93	Y
	IE75B4799	111-6020-451.61-35	Recreation Supplies	351.00	Y
	01139976	111-6020-451.61-35	Recreation Supplies	234.50	Y
	LA4PB8GXMYL	111-6020-451.61-35	Recreation Supplies	10.88	Y
	014001826	111-6020-451.61-35	Recreation Supplies	703.49	Y
	68398011	111-6020-451.61-35	Recreation Supplies	47.28	Y
	78550013	111-0230-413.61-20	Dept Supplies & Expense	57.98	Y
	24224435281	111-0230-413.61-20	Dept Supplies & Expense	100.00	Y
	13208611101	111-7030-421.61-20	Dept Supplies & Expense	372.70	Y
	13201719102	111-7030-421.61-20	Dept Supplies & Expense	54.48	Y
	173244	111-7030-421.61-20	Dept Supplies & Expense	57.35	Y
	GT8ZS6MVK29	111-6040-451.61-35	Recreation Supplies	141.64	Y
	032905573	239-5060-463.59-15	Professional Development	36.65	Y
	3000333447	246-5098-463.59-10	Tuition & Training	1,525.14	Y
	85133315294	246-5098-463.59-10	Tuition & Training	169.34	Y
	2721800022211	246-5098-463.59-15	Professional Development	1,140.40	Y
CH_16YFHHGQ	246-5098-463.59-15	Professional Development	96.32	Y	
2721807932281	246-5098-463.59-15	Professional Development	25.00	Y	
48877000	246-5098-463.59-15	Professional Development	46.05	Y	
				<b>8,359.06</b>	
AMERICAN FAMILY LIFE ASSURANCE	PPE 11-22-2015	802-0000-217.50-40	Life-Cancer Insurance	106.58	Y
				<b>106.58</b>	
ANA SORIANA	55415/56072	111-0000-347.50-00	Deposit Refund	55.00	N
				<b>55.00</b>	

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ANGELA CORNEJO	11298	111-0110-411.61-20	Dept Supplies & Expense	50.89	N
	96	111-0110-411.61-20	Dept Supplies & Expense	20.90	N
				<b>71.79</b>	
ANTONIO CEDILLO	10157-5796	681-0000-228.70-00	Final Bill Refund	20.97	N
				<b>20.97</b>	
ARROYO BACKGROUND INVESTIGATIONS	736	111-7010-421.56-41	Contract / Other	800.00	N
				<b>800.00</b>	
AT&T	7223721	111-7010-421.53-10	Telephone & Wireless	34.01	N
	7257652	111-9010-419.53-10	Telephone & Wireless	3,037.22	N
	7257653	111-9010-419.53-10	Telephone & Wireless	1,781.19	N
	7243477	111-9010-419.53-10	Telephone & Wireless	401.84	N
	7257655	111-9010-419.53-10	Telephone & Wireless	124.01	N
	7257656	681-8030-461.53-10	Telephone & Wireless	438.11	N
				<b>5,816.38</b>	
AT&T MOBILITY	993625860X11142	111-7010-421.53-10	Telephone & Wireless	3,181.75	N
				<b>3,181.75</b>	
AT&T PAYMENT CENTER	9/28-10/27/15	111-7010-421.53-10	Telephone & Wireless	715.55	N
	10/7/15-11/6/15	111-7010-421.53-10	Telephone & Wireless	718.28	N
	11/7/15-12/6/15	111-9010-419.53-10	Telephone & Wireless	80.95	N
	11/7/15-12/6/15	111-9010-419.53-10	Telephone & Wireless	195.47	N
	11/7/15-12/6/15	111-9010-419.53-10	Telephone & Wireless	101.26	N
	11/7/15-12/6/15	111-9010-419.53-10	Telephone & Wireless	33.28	N
	11/7/15-12/6/15	111-9010-419.53-10	Telephone & Wireless	33.28	N
	11/7/15-12/6/15	111-9010-419.53-10	Telephone & Wireless	33.28	N
	11/7/15-12/6/15	111-9010-419.53-10	Telephone & Wireless	33.28	N
				<b>1,944.63</b>	
BLUE TARP FINANCIAL, INC.	33877235	741-8060-431.43-20	Vehicles - O S & M	1,487.44	N
				<b>1,487.44</b>	
BOB BARKER COMPANY INC.	WEB000378515	121-7040-421.56-14	Welfare Inmate Fd Expense	483.32	N
				<b>483.32</b>	

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BRABANT REALTORS	1387-21310	681-0000-228.70-00	Final Bill Refund	35.69	N
				<b>35.69</b>	
CALIF PUBLIC EMPLOYEES RETIREMENT	PPE 11/08/2015	802-0000-217.30-10	PERS	33,266.40	N
	PPE 11/08/2015	802-0000-218.10-10	PERS Employer	29,431.43	N
	PPE 11/08/2015	802-0000-218.10-10	PERS Employer	40,850.47	N
				<b>103,548.30</b>	
CALPERS	1896	802-0000-217.50-10	Health Insurance	145,268.67	N
	1896	746-0213-413.56-41	Contractual Srvc - Other	467.14	N
	1896	217-0230-413.28-00	Admin / Retiree Health Ins Premium	137,265.86	N
	1896	217-0230-413.56-41	Contractual Srvc - Other	467.13	N
				<b>283,468.80</b>	
CANON	15481683	111-9010-419.43-15	Financial Systems	693.88	N
				<b>693.88</b>	
CARL WARREN & CO.	1713469	745-9031-413.33-70	Contrctual Srv 3rd Party	375.00	N
	1713470	745-9031-413.33-70	Contrctual Srv 3rd Party	8,250.00	N
	1713471	745-9031-413.33-70	Contrctual Srv 3rd Party	750.00	N
	1713472	745-9031-413.33-70	Contrctual Srv 3rd Party	750.00	N
	1719465	745-9031-413.33-70	Contrctual Srv 3rd Party	750.00	N
	1719466	745-9031-413.33-70	Contrctual Srv 3rd Party	375.00	N
	1719467	745-9031-413.33-70	Contrctual Srv 3rd Party	375.00	N
	1719468	745-9031-413.33-70	Contrctual Srv 3rd Party	750.00	N
	1719469	745-9031-413.33-70	Contrctual Srv 3rd Party	750.00	N
	1719470	745-9031-413.33-70	Contrctual Srv 3rd Party	750.00	N
	1719471	745-9031-413.33-70	Contrctual Srv 3rd Party	375.00	N
				<b>14,250.00</b>	
CARLA ENRIQUETA TORRES GARCIA	54485/55237	111-6060-466.33-20	Contractual Srv Class	994.40	N
				<b>994.40</b>	
CARMEN MUNOZ	3519-22270	681-0000-228.70-00	Deposit Refund	50.00	N
				<b>50.00</b>	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
CCAP AUTO LEASE LTD	DEC 2015	226-9010-419.74-10	Equipment	223.72	N
	DEC 2015	226-9010-419.74-10	Equipment	223.72	N
				<b>447.44</b>	
CENTRAL FORD	262971	741-8060-431.43-20	Vehicles - O S & M	-110.00	N
	263573	741-8060-431.43-20	Vehicles - O S & M	58.25	N
	263801	741-8060-431.43-20	Vehicles - O S & M	84.92	N
	264021	741-8060-431.43-20	Vehicles - O S & M	12.79	N
	264694	741-8060-431.43-20	Vehicles - O S & M	25.59	N
	264940	741-8060-431.43-20	Vehicles - O S & M	170.48	N
	265290	741-8060-431.43-20	Vehicles - O S & M	395.49	N
	265289	741-8060-431.43-20	Vehicles - O S & M	75.54	N
	265350	741-8060-431.43-20	Vehicles - O S & M	640.12	N
	265346	741-8060-431.43-20	Vehicles - O S & M	36.63	N
	265351	741-8060-431.43-20	Vehicles - O S & M	-192.72	N
	266102	741-8060-431.43-20	Vehicles - O S & M	183.55	N
	266103	741-8060-431.43-20	Vehicles - O S & M	290.93	N
	266190	741-8060-431.43-20	Vehicles - O S & M	55.66	N
	266250	741-8060-431.43-20	Vehicles - O S & M	50.89	N
	266274	741-8060-431.43-20	Vehicles - O S & M	39.23	N
	266445	741-8060-431.43-20	Vehicles - O S & M	10.79	N
	266446	741-8060-431.43-20	Vehicles - O S & M	10.79	N
266492	741-8060-431.43-20	Vehicles - O S & M	94.52	N	
				<b>1,933.45</b>	
CITY OF HUNTINGTON PARK - STANDARD	PPE 11-22-2015	802-0000-217.50-70	Life, ADD, LT Disability	791.23	N
				<b>791.23</b>	
CITY OF HUNTINGTON PARK FLEXIBLE	PPE 11-22-2015	802-0000-217.30-30	Med Reimb 125	174.00	Y
				<b>174.00</b>	
CITY OF HUNTINGTON PARK GEA	PPE 11-22-2015	802-0000-217.60-10	Association Dues	133.15	Y
				<b>133.15</b>	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
CITY OF HUNTINGTON PARK- LEGAL SHLD	PPE 11-22-2015	802-0000-217.60-50	Legal Sheild Plan	133.82	N
				<b>133.82</b>	
CITY OF SOUTH GATE	1	252-7010-421.59-15	Professional Development	1,000.00	N
				<b>1,000.00</b>	
COLONIAL SUPPLEMENTAL INSURANCE	PPE 11-22-2015	802-0000-217.50-40	Life-Cancer Insurance	1,575.32	Y
				<b>1,575.32</b>	
COUNTY OF LA DEPT OF PUBLIC WORKS	SA160000051	111-8030-461.56-42	Storm Water WMP	2,671.72	N
				<b>2,671.72</b>	
CYNTHIA NAVARRO	55682/56086	111-0000-347.20-00	Deposit Refund	125.00	N
				<b>125.00</b>	
DAILY JOURNAL CORPORATION	B2786178	111-0110-411.61-20	Dept Supplies & Expense	161.70	N
	B2786178	111-1010-411.54-00	Advertising & Publication	161.70	N
	B2810275	111-1010-411.54-00	Advertising & Publication	67.20	N
	B2800945	111-5010-419.54-00	Advertising & Publication	75.60	N
	B2805156	111-5010-419.54-00	Advertising & Publication	88.20	N
	B2798700	111-6010-451.61-20	Dept Supplies & Expense	1,086.82	N
	B2810281	111-7065-441.61-20	Dept Supplies & Expense	58.80	N
				<b>1,700.02</b>	
DAPEER, ROSENBLIT & LITVAK	10667	239-7055-424.32-50	Contractual Srv - Prosecu	1,928.37	N
	10668	239-7055-424.32-50	Contractual Srv - Prosecu	2,079.20	N
	10669	239-7055-424.32-50	Contractual Srv - Prosecu	945.00	N
	10670	239-7055-424.32-50	Contractual Srv - Prosecu	112.50	N
	10671	239-7055-424.32-50	Contractual Srv - Prosecu	1,372.50	N
	10672	239-7055-424.32-50	Contractual Srv - Prosecu	10,110.07	N
	10673	239-7055-424.32-50	Contractual Srv - Prosecu	495.00	N
	10674	239-7055-424.32-50	Contractual Srv - Prosecu	45.00	N
				<b>17,087.64</b>	
DATAPROSE, INC.	DP1503027	681-3022-415.53-20	Postage	1,449.56	N
	DP1503027	681-3022-415.56-41	Contractual Srv - Other	920.13	N
				<b>2,369.69</b>	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
DE LAGE LANDEN	47818337	111-7010-421.44-10	Rent (Incl Equip Rental)	557.43	N
				<b>557.43</b>	
DEPARTMENT OF JUSTICE	129390	111-7030-421.56-41	Contract / Other	629.00	N
				<b>629.00</b>	
DIANA PATRICIA TRUEBA Y RIVAS	55972/56091	111-0000-347.50-00	Deposit Refund	55.00	N
				<b>55.00</b>	
DUNCAN PARKING TECHNOLOGIES	DPT024108	231-7060-421.43-05	Office Equip - O S & M	391.00	N
				<b>391.00</b>	
EBRAHIM CHANELAN FASSAI	21981-24688	681-0000-228.70-00	Final Bill Refund	188.35	N
				<b>188.35</b>	
EL GALLO GIRO CORPORATION	061515	239-5040-463.57-30	HCDA Grant/Rebate	9,491.03	N
				<b>9,491.03</b>	
ENTENMANN-ROVIN CO.	106739-IN	111-7010-421.61-20	Dept Supplies & Expense	102.75	N
				<b>102.75</b>	
ENTERPRISE FM TRUST	FBN2898724	226-9010-419.74-20	Vehicle Replacements	1,740.33	N
	FBN2898724	229-7010-421.74-10	Equipment	122.41	N
				<b>1,862.74</b>	
ERIKA PINTO	55992/56134	111-0000-228.20-00	Deposit Refund	500.00	N
				<b>500.00</b>	
F&A FEDERAL CREDIT UNION	PPE 11-22-2015	802-0000-217.60-40	Credit Union	15,156.50	Y
				<b>15,156.50</b>	
FERGUSON ENTERPRISES INC	2617631	111-6022-451.43-10	Buildings - O S & M	194.75	N
				<b>194.75</b>	
FERNANDA PALACIOS	47632	239-5060-463.61-20	Dept Supplies & Expense	8.00	N
	44261B	239-5060-463.61-20	Dept Supplies & Expense	19.99	N
				<b>27.99</b>	
FERNANDO CABRERA	2354618	111-0210-413.61-20	Dept Supplies & Expense	80.00	N
	2354618	111-3010-415.61-20	Dept Supplies & Expense	80.00	N
	2354618	111-0230-413.61-20	Dept Supplies & Expense	160.00	N
				<b>320.00</b>	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
FIRST CHOICE SERVICES	514906	111-9010-419.61-20	Dept Supplies & Expense	384.51	N
				<b>384.51</b>	
FIRST IMPERIAL TRADING CO	HP-02	111-6020-451.61-35	Recreation Supplies	469.71	N
				<b>469.71</b>	
FRANCISCO J. GARCIA	22083-14148	681-0000-228.70-00	Final Bill Refund	32.50	N
				<b>32.50</b>	
GOLD COAST ARMORY LLC	514416	111-7010-421.61-22	Supplies / FTU	1,861.20	N
				<b>1,861.20</b>	
GRAFFITI PROTECTIVE COATINGS INC.	3326-0915	220-8070-431.56-41	Contractual Srvc - Other	6,151.86	N
	1005-0915	111-8095-431.56-75	Contract Grafitti Removal	20,187.76	N
	2205-0915	111-8095-431.56-75	Contract Grafitti Removal	6,175.00	N
	1005-0915	239-8095-431.56-75	Contract Grafitti Removal	5,000.00	N
				<b>37,514.62</b>	
HDL COREN & CONE	0021409-IN	111-9010-419.56-41	Contractual Srvc - Other	1,787.50	N
	0022069-IN	111-9010-419.56-41	Contractual Srvc - Other	1,787.50	N
				<b>3,575.00</b>	
HF&H CONSULTANTS, LLC	9713643	112-8026-431.32-70	Contractual Srv Legal	1,553.25	N
				<b>1,553.25</b>	
HOME DEPOT - PARKS & RECREATION	2263743	111-6010-451.61-20	Dept Supplies & Expense	59.44	N
	263887	111-6020-451.61-35	Recreation Supplies	84.67	N
	7263933	111-6020-451.61-35	Recreation Supplies	26.92	N
				<b>171.03</b>	
HOME DEPOT - PUBLIC WORKS	6263672	111-6020-451.61-35	Recreation Supplies	710.50	N
	5263680	111-6020-451.61-35	Recreation Supplies	97.72	N
	5263688	111-6020-451.61-35	Recreation Supplies	62.49	N
	4263719	111-6020-451.61-35	Recreation Supplies	14.16	N
	8263784	111-6020-451.61-35	Recreation Supplies	101.33	N
	7263803	111-6020-451.61-35	Recreation Supplies	102.81	N
	2263850	111-6020-451.61-35	Recreation Supplies	18.97	N
	1263860	111-6020-451.61-35	Recreation Supplies	180.11	N

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HOME DEPOT - PUBLIC WORKS	1263863	111-6020-451.61-35	Recreation Supplies	118.04	N
	2263738	111-6020-451.61-35	Recreation Supplies	204.92	N
	7263786	111-6020-451.61-35	Recreation Supplies	46.67	N
	7263795	111-6020-451.61-35	Recreation Supplies	10.33	N
	9263905	111-6020-451.61-35	Recreation Supplies	20.23	N
	9263912	111-6020-451.61-35	Recreation Supplies	43.34	N
	9263906	111-6020-451.61-35	Recreation Supplies	16.33	N
	3263723	111-6020-451.61-35	Recreation Supplies	55.49	N
	9263905	111-6020-451.61-35	Recreation Supplies	20.23	N
	4212665	111-6020-451.61-35	Recreation Supplies	-120.37	N
	2264007	111-6020-451.61-35	Recreation Supplies	11.87	N
	1264017	111-6020-451.61-35	Recreation Supplies	29.39	N
	2264011	111-6020-451.61-35	Recreation Supplies	8.35	N
	1263607	111-6022-451.43-10	Buildings - O S & M	137.14	N
	9263764	111-6022-451.43-10	Buildings - O S & M	9.77	N
	1263874	111-6022-451.43-10	Buildings - O S & M	25.85	N
	4263711	111-8022-419.43-10	Buildings - O S & M	9.32	N
	9263767	111-8022-419.43-10	Buildings - O S & M	19.55	N
	7263791	111-8022-419.43-10	Buildings - O S & M	43.26	N
	7263792	111-8022-419.43-10	Buildings - O S & M	32.63	N
	6263805	111-8022-419.43-10	Buildings - O S & M	21.39	N
	263883	111-8022-419.43-10	Buildings - O S & M	17.36	N
	9263922	111-8022-419.43-10	Buildings - O S & M	114.22	N
	5263943	111-8022-419.43-10	Buildings - O S & M	2.59	N
	4263718	111-8022-419.43-10	Buildings - O S & M	120.37	N
	1263619	535-6090-452.61-20	Dept Supplies & Expense	124.81	N
	6263665	535-6090-452.61-20	Dept Supplies & Expense	98.71	N
	8263782	535-6090-452.61-20	Dept Supplies & Expense	328.36	N
				<b>2,858.24</b>	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
HUNT.PARK POLICE ACTIVITES LEAGUE	121978	239-7055-424.61-23	Neighborhood Improvement	525.96	N
	085631	239-7055-424.61-23	Neighborhood Improvement	10.90	N
	830969	239-7055-424.61-23	Neighborhood Improvement	82.55	N
				<b>619.41</b>	
HUNTINGTON PARK POLICE MGMT ASSN.	PPE 11-22-2015	802-0000-217.60-10	Association Dues	50.00	Y
				<b>50.00</b>	
HUNTINGTON PARK POLICE OFFICER ASSN	PPE 11-22-2015	802-0000-217.60-10	Association Dues	4,126.21	Y
				<b>4,126.21</b>	
HUNTINGTON PARK RUBBER STAMP CO.	0273416-IN	111-0110-411.61-20	Dept Supplies & Expense	20.66	N
	0273416-IN	111-0210-413.61-20	Dept Supplies & Expense	14.66	N
	0273556-IN	111-0210-413.61-20	Dept Supplies & Expense	63.11	N
	0273700-IN	111-3010-415.61-20	Dept Supplies & Expense	69.65	N
	0273056-IN	111-6010-451.61-20	Dept Supplies & Expense	77.70	N
				<b>245.78</b>	
INTERSTATE BATTERY SYST CENTRAL LA	79011364	231-7060-421.61-20	Dept Supplies & Expense	1,409.50	N
				<b>1,409.50</b>	
ITRON, INC.	394136	681-3022-415.56-41	Contractual Svc - Other	608.38	N
				<b>608.38</b>	
JOSE MEDRANO	11451-5366	681-0000-228.70-00	Final Bill Refund	35.33	N
				<b>35.33</b>	
JUANA FLORES	55766/56009	111-0000-347.50-00	Deposit Refund	28.00	N
				<b>28.00</b>	
KAREN K. TRUONG	1395	111-7010-421.59-15	Professional Development	223.47	N
				<b>223.47</b>	
LA COUNTY SHERIFF'S DEPT	161470SS	111-7022-421.56-41	Contract / Other	1,371.14	N
				<b>1,371.14</b>	
LAN WAN ENTERPRISE, INC	53678	111-7010-421.56-41	Contract / Other	4,800.00	N
				<b>4,800.00</b>	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
LEGAL SHIELD	143713-NOV 2015	802-0000-217.60-50	Legal Shield Plan	289.90	N
				<b>289.90</b>	
LENTZ LOCKSMITH SERVICE	10842	111-7022-421.61-29	Dept Supplies Traffic	215.84	N
	10742	535-6090-452.61-20	Dept Supplies & Expense	242.80	N
				<b>458.64</b>	
LEONARD GARCIA	27	111-6020-451.61-35	Recreation Supplies	230.00	N
				<b>230.00</b>	
LGP EQUIPMENT RENTALS INC	36055	111-8010-431.61-21	Materials	271.63	N
	36073	111-8010-431.61-21	Materials	271.63	N
	36106	111-8010-431.61-21	Materials	635.63	N
				<b>1,178.89</b>	
LIBERTY PAPER	280312	111-7010-421.61-20	Dept Supplies & Expense	1,414.82	N
				<b>1,414.82</b>	
LUCKY TOURS CHARTER INC	111915	219-0250-431.57-70	Recreation Transit	700.00	N
				<b>700.00</b>	
MANUEL ACOSTA	OCTOBER	246-5098-463.59-10	Tuition & Training	41.41	N
				<b>41.41</b>	
MARTHA LUQUE	55427/56087	111-0000-347.20-00	Deposit Refund	60.00	N
				<b>60.00</b>	
MIRACLE RECREATION EQUIPMENT	769783	535-6090-452.61-20	Dept Supplies & Expense	260.99	N
				<b>260.99</b>	
NATION WIDE RETIREMENT SOLUTIONS	PPE 11-22-2015	802-0000-217.40-10	Deferred Compensation	18,228.91	Y
				<b>18,228.91</b>	
NATIONAL ASSOCIATION OF TOWN WATCH	NNO2035	239-7055-424.61-23	Neighborhood Improvement	1,496.06	N
				<b>1,496.06</b>	
NATIONAL EMBLEM, INC.	365712	111-7010-421.61-22	Supplies/FTU	189.65	N
				<b>189.65</b>	
NETMOTION WIRELESS	I0028563	111-7040-421.56-41	Contract / Other	2,362.50	N
				<b>2,362.50</b>	

**City of Huntington Park  
Demand Register  
12-01-15**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
O'REILLY AUTO PARTS	2959-420657	741-8060-431.43-20	Vehicles - O S & M	14.16	N
	2959-417621	741-8060-431.43-20	Vehicles - O S & M	23.99	N
	2959-418475	741-8060-431.43-20	Vehicles - O S & M	117.44	N
	2959-414690	741-8060-431.43-20	Vehicles - O S & M	164.03	N
	2959-415726	741-8060-431.43-20	Vehicles - O S & M	113.81	N
	2959-400332	741-8060-431.43-20	Vehicles - O S & M	588.36	N
	2959-417416	741-8060-431.43-20	Vehicles - O S & M	-49.05	N
	2959-417272	741-8060-431.43-20	Vehicles - O S & M	218.43	N
	2959-417246	741-8060-431.43-20	Vehicles - O S & M	198.45	N
				<b>1,389.62</b>	
OLIVAREZ MADRUGA, LLP	13282	111-0220-411.32-70	Contractual Srv Legal	1,634.00	N
				<b>1,634.00</b>	
PARAMOUNT ICELAND INC.	54330/54330	111-6060-466.33-20	Contractual Srv Class	38.40	N
				<b>38.40</b>	
PARS	32841	111-9010-419.56-41	Contractual Srv - Other	2,185.45	N
	32968	217-0230-413.56-41	Contractual Srv - Other	410.09	N
				<b>2,595.54</b>	
PENSKE CHEVROLET	598983	741-8060-431.43-20	Vehicles - O S & M	714.00	N
	186358	741-8060-431.43-20	Vehicles - O S & M	54.63	N
	185454	741-8060-431.43-20	Vehicles - O S & M	90.71	N
	185873	741-8060-431.43-20	Vehicles - O S & M	310.22	N
				<b>1,169.56</b>	
PRUDENTIAL OVERALL SUPPLY	50800677	111-6010-451.56-41	Contractual Srv - Other	78.57	N
	50800676	111-6010-451.56-41	Contractual Srv - Other	42.43	N
	50796275	111-7010-421.61-20	Dept Supplies & Expense	17.87	N
	50801700	111-7010-421.61-20	Dept Supplies & Expense	17.87	N
				<b>156.74</b>	
RAMONA S ALVAREZ	32072681	111-0000-351.10-10	Citations	148.00	N
				<b>148.00</b>	
RICOH USA, INC.	47849927	111-6010-451.56-41	Contractual Srv - Other	233.90	N
				<b>233.90</b>	

**City of Huntington Park  
Demand Register  
12-01-15**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
SANTA FE BUILDING MAINTENANCE	14328	111-6020-451.56-41	Contractual Srvc - Other	450.00	N
	14329	111-6020-451.56-41	Contractual Srvc - Other	200.00	N
				<b>650.00</b>	
SMART & FINAL	181721	111-6020-451.61-35	Recreation Supplies	453.47	N
	161433	111-6020-451.61-35	Recreation Supplies	72.88	N
	169177	111-6020-451.61-35	Recreation Supplies	161.99	N
	186336	111-0110-411.61-20	Dept Supplies & Expense	115.92	N
	186336	111-0210-413.61-20	Dept Supplies & Expense	41.60	N
	3192200148320	111-7010-421.61-20	Dept Supplies & Expense	86.81	N
				<b>932.67</b>	
SOUTHERN CALIFORNIA EDISON	9/17/15-11/4/15	535-8016-431.62-10	Heat Light Water & Power	18,247.56	N
	8/6/15-11/5/15	111-7020-421.62-10	Heat Light Water & Power	7,823.98	N
	9/17/15-11/4/15	681-8030-461.62-20	Power Gas & Lubricants	9,215.22	N
				<b>35,286.76</b>	
SPARKLETTS	14430181 111215	111-0230-413.61-20	Dept Supplies & Expense	26.11	N
				<b>26.11</b>	
STANDARD INSURANCE COMPANY	DEC 2015	802-0000-217.50-70	Life, ADD, LT Disability	1,812.83	N
	DEC 2015	802-0000-217.50-70	Life, ADD, LT Disability	7,370.52	N
				<b>9,183.35</b>	
STAPLES ADVANTAGE	8036627991	111-0110-411.61-20	Dept Supplies & Expense	51.01	N
	8036627991	111-0210-413.61-20	Dept Supplies & Expense	38.13	N
	8036627991	111-3010-415.61-20	Dept Supplies & Expense	330.57	N
	8036627991	111-6010-451.61-20	Dept Supplies & Expense	244.47	N
	8036627991	111-7010-421.61-20	Dept Supplies & Expense	190.29	N
	8036627991	111-8010-431.61-21	Materials	412.42	N
	8036627991	111-7022-421.61-27	Dept Supplies Jail	695.31	N
	8036627991	111-0230-413.61-20	Dept Supplies & Expense	228.65	N
	8036627991	111-7030-421.61-20	Dept Supplies & Expense	343.22	N
	8036627991	111-7040-421.61-31	Dept Supplies Records	203.31	N
	8036627991	111-7040-421.61-32	Dept Supplies Comm Center	368.62	N

**City of Huntington Park  
Demand Register  
12-01-15**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
STAPLES ADVANTAGE	8036627991	239-7055-424.61-20	Dept Supplies & Expense	209.54	N
	8036627991	239-6060-466.61-20	Dept Supplies & Expense	128.01	N
				<b>3,443.55</b>	
STATE WATER RESOURCES CONTROL	WD-0112287	283-8040-432.56-41	Contractual Srvc - Other	11,195.00	N
				<b>11,195.00</b>	
THE PUN GROUP, LLP	2015-0337	111-9010-419.32-40	Audit Fees	10,000.00	N
				<b>10,000.00</b>	
TIERRA WEST ADVISORS, INC	HP-1015	222-4010-431.56-41	Contractual Srvc - Other	25,903.75	N
				<b>25,903.75</b>	
U.S. BANK	PPE 11-22-2015	802-0000-217.30-20	PARS	1,901.29	Y
	PPE 11-22-2015	802-0000-217.30-20	PARS	2,514.67	Y
	PPE 11-22-2015	802-0000-218.10-05	PARS EMPLOYER	11,399.65	Y
				<b>15,815.61</b>	
U.S. HEALTH WORKS	2810837-CA	111-0230-413.56-41	Contractual Srvc - Other	78.00	N
	2813733-CA	111-0230-413.56-41	Contractual Srvc - Other	681.00	N
	153-226916	745-9030-413.52-30	Ins - Benefits Active EEs	144.94	N
	153-226916	745-9030-413.52-30	Ins - Benefits Active EEs	204.69	N
				<b>1,108.63</b>	
UNIFIED NUTRIMEALS	1289	111-6055-451.57-42	Youth Nutrition Program	1,112.65	N
	1347	111-6055-451.57-42	Youth Nutrition Program	1,112.65	N
	1400	111-6055-451.57-42	Youth Nutrition Program	1,112.65	N
	1458	111-6055-451.57-42	Youth Nutrition Program	1,011.50	N
				<b>4,349.45</b>	
UNITED PACIFIC WASTE & RECYCLING	1738558	112-8026-431.56-59	Contract-Trash Collection	16,680.00	N
	1744139	112-8026-431.56-59	Contract-Trash Collection	16,680.00	N
	1752704	112-8026-431.56-59	Contract-Trash Collection	16,680.00	N
	1757155	112-8026-431.56-59	Contract-Trash Collection	16,680.00	N
				<b>66,720.00</b>	

**City of Huntington Park  
Demand Register  
12-01-15**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y\N
UNITED WAY OF GREATER	PPE 11-22-2015	802-0000-217.60-20	United Way	5.00	N
				<b>5.00</b>	
VISION SERVICE PLAN-CA	DEC 2015	802-0000-217.50-30	Vision Insurance	3,919.90	N
	DEC 2015	802-0000-217.50-30	Vision Insurance	263.24	N
				<b>4,183.14</b>	
WELLS FARGO BANK-FIT	PPE 11-22-2015	802-0000-217.20-10	Federal W/Holding	48,995.33	Y
				<b>48,995.33</b>	
WELLS FARGO BANK-MEDICARE	PPE 11-22-2015	802-0000-217.10-10	Medicare	6,830.56	Y
				<b>6,830.56</b>	
WELLS FARGO BANK-SIT	PPE 11-22-2015	802-0000-217.20-20	State W/Holding	16,909.00	Y
				<b>16,909.00</b>	
XEROX CORPORATION	082020798	111-7030-421.44-10	Rent (Incl Equip Rental)	508.17	N
				<b>508.17</b>	
YAZMIN CHAVEZ	7/27/2015	111-0230-413.56-41	Contractual Srvc - Other	91.80	N
	11/16-11/17/15	111-0230-413.61-20	Dept Supplies & Expense	18.37	N
				<b>110.17</b>	
YVONNE G. MORENO	11/19/2015	111-0110-411.61-20	Dept Supplies & Expense	34.99	N
				<b>34.99</b>	
				<b>919,548.47</b>	



# CITY OF HUNTINGTON PARK

City Clerk's Office  
City Council Agenda Report

December 1, 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 TO HISTORIC PRESERVATION COMMISSION (ONE VACANCY) AND YOUTH COMMISSION (TWO VACANCIES)**

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

1. Direct staff to extend filing period to "open until filled."

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

On May 18, 2015, the City Council adopted Resolution No. 2015-19 which established a new process for making appointments to various City Commissions.

Individuals appointed to the Historic Preservation and Youth Commissions will be required to submit to a LiveScan and subsequently take an Oath of Office.

### **FISCAL IMPACT**

Compensation for the Historic Commission is \$75 a month per Commissioner (5) for an annual amount of \$4,500. \$4,500 has been budgeted for Fiscal Year (FY) 2015-2016 to account 111-0122-413.19-05.

Compensation for the Youth Commission is \$25 a month per Commissioner (10) for an annual amount of \$3,000. \$3,000 has been budgeted for Fiscal Year (FY) 2015-2016 to account 111-0123-413.19-05.

### **CONCLUSION**

Terms will run concurrent with the Council Member who appoints. Currently the terms end March 2017 and March 2019. After appointment City Clerk will notify applicant(s) of the nominations.

**APPOINTMENT TO HISTORIC PRESERVATION COMMISSION (ONE VACANCY)  
AND YOUTH COMMISSION (TWO VACANCIES)**

December 1, 2015

Page 2 of 2

Respectfully submitted,



EDGAR P. CISNEROS  
City Manager



Donna G. Schwartz, CMC  
City Clerk

**ATTACHMENTS**

A. Resolution No. 2015-19



1           **SECTION 3: Appointment, Reappointment and Removal.**

2           Each member of the City Council shall have authority to appoint one (1)  
3 member to each Commission, with the exception of the Youth Commission, which  
4 shall consist of two (2) members appointed by each City Councilmember. Each  
5 Councilmember shall appoint their Commissioners within sixty (60) days of assuming  
6 office, or from the adoption of this Resolution, or from a vacancy occurring for said  
7 Commission position for that respective Councilmember appointment. If no  
8 appointment is made within sixty (60) days of assuming office, or from the adoption of  
9 this Resolution, or from a vacancy occurring for said Commission position, the Mayor  
10 shall appoint a member to the vacant seat.

11           Commission members may be removed from their appointment due to  
12 disqualification as provided for in this Resolution or upon the sole decision by the  
13 Councilmember who appointed that Commissioner. All appointments or removal of  
14 Commissioners shall occur at an open meeting of the City Council. If removal of a  
15 Commissioner occurs, the City Clerk shall send notice to that Commissioner at the last  
16 address on file with the City.

17           **SECTION 4: Term of Office.**

18           Each Commissioner's term shall be for a period of four years, unless removed  
19 by the appointing Councilmember or as a result of disqualification as set forth herein.  
20 Notwithstanding the foregoing, no Commissioner shall serve for a period which  
21 exceeds the time in office for the Councilmember appointing that Commissioner. In  
22 the event that the appointing Councilmember completes his or her term, vacates their  
23 office or otherwise is no longer holding office, the term of the Commissioner appointed  
24 by said Councilmember shall end. However, nothing contained in this section shall  
25 prevent another Councilmember or the new Councilmember from appointing the  
26 individual back to the same Commission or to a different Commission.

27           **SECTION 5: Vacancy Due to Disqualification.**

28           When a member no longer meets the qualifications for the Commission, the  
member is therefore disqualified, and the office shall thereupon become vacant.

**SECTION 6: Vacancy.**

          If for any reason a vacancy occurs, it shall be filled by appointment by the  
member of the City Council who appointed said Commissioner for the unexpired  
portion of such term.

**SECTION 7: Quorum.**

          A majority of the total number of members of the Commission shall constitute a  
quorum for the transaction of business, but a lesser number may adjourn from time to  
time for want of quorum and until a quorum can be obtained.

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**SECTION 8: Purpose.**

The purpose, duties and responsibilities of each Commission shall be established by the City Council by ordinance and codified in the Huntington Park Municipal Code.

**SECTION 9: Organization.**

Annually in the month of March, the Commission shall elect one of its members as Chair and Vice-Chair. City staff shall act as the Commission Secretary. Staff liaisons shall act as the conduit for all communications to the City Council.

**SECTION 10: Meetings.**

Regular meetings of the Commission shall be as set by each Commission. The place of such meetings shall be at City Hall unless otherwise designated by the City Council or approved by a majority of the total membership of the Commission. When the day for such regular meetings falls on a legal holiday, the meeting shall not be held on such holiday, but shall be held at the same hour on the next succeeding day thereafter which is not a holiday. All meetings of the Commission shall be open and public, and subject to all laws of the state of California e.g. the Brown Act, governing open public meetings. The Commission shall adopt its own rules for the transaction of its business and keep a record of resolutions, findings and recommendations and actions voted upon. A report of each meeting of the Commission shall be given to the City Council.

**SECTION 11: Termination of Commission.**

Termination of the Commission shall be done at the will and vote of the City Council.

**SECTION 12: Compensation.**

Commission member compensation shall be set by resolution of the City Council.

**SECTION 13: Commission Handbook.**

All Commission Members must adhere to the provisions contained and referenced in the City of Huntington Park Commission Handbook as approved by the City Council.

**SECTION 14:**

The City Clerk shall certify to the adoption of this Resolution.

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**PASSED, APPROVED AND ADOPTED THIS 18<sup>th</sup> day of May, 2015.**

  
Karina Macias  
Mayor

ATTEST:

  
Donna G. Schwartz, CMC  
City Clerk

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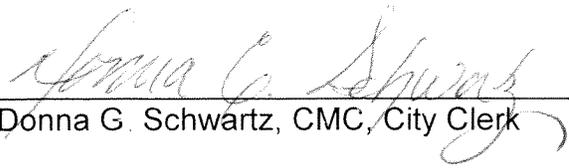
CERTIFICATION

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) SS  
CITY OF HUNTINGTON PARK )

I, Donna G. Schwartz, City Clerk of the City of Huntington Park, California, do hereby certify that the foregoing Resolution No. 2015–19 was duly passed and adopted by the City Council of the City of Huntington Park at a regular meeting of the City Council held on the 18<sup>th</sup> day of May, 2015, by the following vote, to wit:

- AYES: Council Member(s): Pineda, Sanabria, Vice Mayor Ortiz, Mayor Macias
- NOES: Council Member(s): None
- ABSENT: Council Member(s): Amezquita

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of Huntington Park, this 20<sup>th</sup> day of May 2015.

  
\_\_\_\_\_  
Donna G. Schwartz, CMC, City Clerk



# CITY OF HUNTINGTON PARK

City Manager's Office  
City Council Agenda Report

December 1, 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 MEMORANDUM OF UNDERSTANDING (MOU) FOR THE 2016 GREATER LOS ANGELES HOMELESS COUNT WITH LOS ANGELES HOMELESS SERVICES AUTHORITY**

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

1. Approve the Memorandum of Understanding (MOU) with the Los Angeles Homeless Services Authority for the 2016 Greater Los Angeles Homeless Count; and
2. Authorize the Mayor to execute the MOU.

### **BACKGROUND**

The Los Angeles Homeless Services Authority (LAHSA) is conducting the 2016 Greater Los Angeles Homeless Count from January 26-28, 2016. Approval of the MOU is required in order for the City to participate in the homeless count.

Huntington Park participated in the 2015 Homeless Count. The data gathered from the homeless counts is used to provide reliable estimates of the homeless population in the City and county. Participating cities obtain locally-specific data that can be used by various government agencies in addressing homelessness.

As part of the MOU, Salt Lake Park will be designated as the deployment site for the homeless count, which is scheduled for January 26, 2016. The deployment site is the location where volunteers will gather before deploying to their assigned areas within Huntington Park to conduct the census of homeless individuals within our jurisdiction. Upon Council approval, the Parks and Recreation Department will ensure that the Salt Lake Park facility is available for use by LAHSA to serve as the deployment center for the homeless count.

**APPROVE MEMORANDUM OF UNDERSTANDING (MOU) FOR THE 2016 GREATER LOS ANGELES HOMELESS COUNT WITH LOS ANGELES HOMELESS SERVICES AUTHORITY**

December 1, 2015

Page 2 of 2

**FISCAL IMPACT/FINANCING**

There is minimal financial impact to the city to participate in the homeless count. Two part-time recreation leaders will be assigned to the Salt Lake Park recreation center from 11 p.m. to 3 a.m. on Jan. 27 to assist with facility management. The total estimated staff cost is \$136.

**CONCLUSION**

Upon City Council approval, the Mayor will sign the MOU and staff will coordinate with the Los Angeles Homeless Services Authority to conduct the 2016 homeless count.

Respectfully submitted,



EDGAR P. CISNEROS  
City Manager

**ATTACHMENTS**

A. Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING**  
**OPT-IN PROGRAM**  
**FOR THE**  
**2016 GREATER LOS ANGELES HOMELESS COUNT**  
**January 26, 27, and 28, 2016**

This Opt-In Program Memorandum of Understanding (MOU) sets forth partnership roles and responsibilities between LAHSA and the Opt-In Participant during the 2016 Greater Los Angeles Homeless Count.

**BACKGROUND**

The Los Angeles Homeless Services Authority (LAHSA) is a joint powers authority formed by the City and County of Los Angeles in 1993, to address the problems of homelessness in Los Angeles. LAHSA is the lead agency of the Los Angeles Continuum of Care (LA CoC). The LA CoC includes 85 cities and the unincorporated areas of Los Angeles County, excluding only the cities of Glendale, Long Beach and Pasadena, as each of those three cities operate their own independent Continuums.

"Homeless Count" refers to the process of counting homeless persons residing in shelters or living on the street, in parks, cars or other places not meant for human habitation, as well as conducting the Housing Inventory Chart (HIC), an enumeration of the number of shelters, beds and units dedicated to housing homeless persons. Since 2005, LAHSA has coordinated six biennial Greater Los Angeles Homeless Counts. Beginning in 2016, the Point-In-Time Count ("Count") will occur annually. The Count consists of four components: 1) the street count; 2) the shelter count; 3) the youth count; and, 4) the demographic survey.

The 2015 Homeless Count was the largest census in the country, benefitting from the support of more than 5,500 volunteers. In 2015 the Count discovered that on any given point-in-time approximately 41,174 residents are homeless in the LA CoC, and 44,359 people experience homelessness in Los Angeles County. The data gathered from the Homeless Count is extremely valuable to our mission of ending homelessness. It supplies government agencies, service providers and housing providers with a reliable estimate of the homeless population in the City and County of Los Angeles, including sub-regions such as Service Planning Areas (SPAs), Supervisorial Districts (SDs) and Council Districts (CDs) within the City of Los Angeles. It also provides an array of demographic information.

In 2009, the study methodology was enhanced to enable Opt-In City/Community Areas to coordinate a homeless count within their borders, using locally recruited volunteers from public and private agencies. In 2015, 248 cities and communities enumerated all of their census tracts. Using the results from the LAHSA shelter and youth counts, cities are able to estimate a Point-in-Time number of the homeless families and individuals who are sheltered and unsheltered in their jurisdictions.

The Opt-In Program gives cities, communities and other jurisdictions the opportunity to obtain locally-specific data at a high confidence level. Full enumeration of every agreed-upon census tract within each City/Community Area will provide more granular data and can substantially aid efforts to evaluate existing homeless services and plan for future measures to address local homelessness in your community.



**I. OPT-IN PARTICIPANT RESPONSIBILITIES**

An Opt-In Participant is a City incorporated under the laws of the State of California, another form of local jurisdiction authorized by State law or County ordinance, or a community organization that has committed to participate in the 2016 Opt-In Program. Opt-In Participants are responsible for completing the full enumeration (complete counting) of all unsheltered homeless persons in the agreed-upon census tracts in their City/Community Area. (Exhibit A.) The Opt-In Participant is responsible for the following:

- A. To achieve continuous, reliable counts of unsheltered homeless persons, it is requested that 30 days prior to the Count your City/Community Area does not target homeless persons in order to conduct sweeps, as doing so would move homeless persons outside of the boundaries of your area and impact the accuracy of the Count.
- B. Providing the name, address, telephone number, capacity and picture of each Deployment Site. A Deployment Site is a location within your area from which volunteers will be deployed to perform the 2016 Homeless Count that meets the following requirements (Deployment Site Worksheet - Exhibit B):
  - Is **NOT** currently a site where services are provided to homeless people at night;
  - Has capacity and sufficient space to hold, and contains tables and chairs for, the specified number of volunteers for your area;
  - Is able to maintain sufficient cellular phone service coverage and/or has Wi-Fi access points, landline telephone lines, or another comparable means of communication in the absence of sufficient mobile service signal;
  - Contains accessible restroom facilities;
  - Includes, or is adjacent to, ample free parking;
  - Is located within the Opt-In boundaries approved by LAHSA;
  - Has a confirmed Deployment Site Coordinator, who sets-up the site and directs operations during the 2016 Homeless Count (further duties are listed in paragraph C, below); and
  - Has a confirmed Deployment Site Access Provider to assist with logistics and coordinating access during the 2016 Homeless Count, either by providing all necessary keys or being present to grant access during the Count. A Deployment Site Access Provider is the contact person or persons who will be responsible for providing access to each of the designated Deployment Sites in your area on the day/evening of the training and date of the Count. (Exhibit B)
- C. Designating and providing the name, office number, cellular number and email address of the Deployment Site coordinator, who has the following responsibilities/duties:
  - Directing the operations at a volunteer Deployment Site for the date of the count, including but not limited to the set-up of the site and ensuring volunteers receive a light meal;
  - Ensuring that volunteers are deployed in teams to the proper locations;
  - Tracking all volunteer teams to ensure that they return in a timely manner;
  - Assisting with volunteer questions;
  - Reviewing all incoming tally sheets for accuracy;
  - Communicating and coordinating with the Homeless Count Regional Coordinator, SPA Leadership and LAHSA headquarters on the status of the Count at their site;
  - Coordinating the pick-up and drop-off of all 2016 Homeless Count materials with LAHSA; and
  - Participating in training.
- D. Providing the name, office number, cellular number and email address for each Deployment Site Access Provider.



- E. Coordinating with the Homeless Count Regional Coordinator and provide regular communication of the status of progress, issues and volunteer recruitment including providing volunteer lists from the volunteer management system. Depending upon deployment needs on the date of the Count, your volunteers may be deployed to conduct 2016 Homeless Count activities outside of or adjacent to your City/Community Area.
- F. Providing confirmation of geographic boundaries for your City/Community Area from which the actual number of census tracts to be counted will be determined by LAHSA. (EXHIBIT A)
- G. Ensuring there is an unarmed security guard or police officer at each Deployment Site on the date of the Count. LAHSA will provide support for this requirement on a case by case basis.
- H. Ensuring that each adult volunteer signs a release and waiver (EXHIBIT C), and a parent or legal guardian of each minor volunteer (under 18 years of age) completes and signs a release and waiver (EXHIBIT D), indemnifying LAHSA and your City/Community Area from any liability during their participation on the date of the Count. Minors must be at least 14 years of age.
- I. Ensuring Site Coordinators and other appropriate volunteer staff attend trainings to support the successful implementation of the Count.
- J. Providing a light meal to volunteers on the date of the Count. Remember, volunteers arrive around meal time.
- K. Prior to your release and/or publication of any 2016 Homeless Count data results, obtain written approval from LAHSA for the data to be released or published. Any and all data releases MUST give recognition to LAHSA.

## II. LAHSA RESPONSIBILITIES

In order to ensure a successful enumeration of homeless persons across the LA CoC, LAHSA will be responsible for providing the following:

- A. The hiring of a Regional Homeless Count Manager who shall be responsible for interfacing with LAHSA, managing the Homeless Count Regional Coordinators (RCs), and overseeing their execution of 2016 Homeless Count activities within each Service Planning Area (SPA).. The RC will be the designated lead within the SPA who is responsible for managing, directing and overseeing the planning, logistics, coordination and execution of 2016 Homeless Count activities;
- B. The hiring of a consultant to analyze the data and provide the Point-In-Time Count results for the LA CoC, including homeless subpopulation and totals by geography, as well as the production of a 2016 Homeless Count report.
- C. Training the Deployment Site Coordinators and 2016 Homeless Count and volunteers. Deployment Site Coordinators will receive training on Count preparation, data collection, safety procedures and other relevant training, as needed. Volunteers will receive training on standard enumeration and safety procedures;
- D. Providing materials necessary for a successful Count, including, but not limited to, scanned copies (PDFs) of all the documentation needed to conduct the unsheltered and sheltered Count, as well as the demographic surveys;
- E. Providing a determination of the specific census tracts that need to be counted in order to achieve a full enumeration of unsheltered homeless persons in your area. LAHSA and the Opt-In Participant must be in agreement regarding the census tracts to be counted (EXHIBIT A) prior to the execution of this MOU.
- F. Based upon the number of census tracts to be enumerated in your area, LAHSA will provide Opt-In Participants with an estimate of the minimum number of volunteers needed to successfully complete your Count (EXHIBIT A);



- G. Based upon the number of census tracts to be counted and the geographic characteristics of your area, LAHSA will provide Opt-In Participants with a determination of the specific number of Deployment Sites that will be needed for a successful Count (see EXHIBIT A);
- H. Providing Opt-In Participants with an Opt-In Summary Report produced by the 2016 Homeless Count, based on the successful enumeration of 100% of all census tracts.

**III. HOMELESS COUNT REGIONAL COORDINATOR RESPONSIBILITIES**

In order to ensure a successful enumeration of homeless persons within each participating City/Community Area, your designated Homeless Count Regional Coordinator is responsible for assisting with the following:

- A. Maintaining general oversight and management support in conducting the Count, youth count, shelter count and demographic survey.
- B. Outreaching and recruiting of Opt-In Participants.
- C. Collaborating with SPA stakeholders to leverage resources and coordinate logistical support prior to and during the 2016 Homeless Count, including, but not limited to, identifying potential Deployment Sites, obtaining security personnel and other relevant Count duties.
- D. Providing support with volunteer outreach, recruitment and tracking.
- E. Providing support by obtaining SPA level sponsorships.
- F. Supplying materials necessary for a successful Count.
- G. Providing ongoing guidance, tools, and assistance to Site Coordinators and other relevant volunteers.

**IV. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY**

- A. The Opt-In Participant hereby agrees to waive, discharge, and release LAHSA and any of its employees, agents, officers and stakeholders from and against all lawsuits and causes of action, or liability for any loss or claim for damages of any nature whatsoever, including injury to person or property.
- B. The Opt-In Participant further agrees to indemnify and hold LAHSA and any of its employees, agents, officers and stakeholders harmless from liability for any loss or claim for damages of any nature whatsoever, including injury to person or property, arising from or in any way related to the 2016 Homeless Count.



**V. OPT-IN COMMITMENT**

The execution of this MOU by an authorized official of your City/Community Area signifies a commitment to participate in the 2016 Opt-In Program and to fulfill all of the responsibilities expected of Opt-In Participants as specified in this MOU.

**VI. RIGHT TO WITHHOLD DATA**

In the event that your City/Community Area decides to OPT-OUT of the 2016 Homeless Count or fails to fulfill its responsibilities under this MOU, LAHSA reserves the right to withhold any and all data from your Community/City Area produced by the 2016 Homeless Count.

IN WITNESS WHEREOF, the Opt-In Participant and the Los Angeles Homeless Services Authority have caused this MOU to be executed by their duly authorized representatives.

For: \_\_\_\_\_  
Name of Opt-In Participant

By: \_\_\_\_\_  
Name of Authorized Official, Title

\_\_\_\_\_  
Authorized Signature

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

For: **LOS ANGELES HOMELESS SERVICES AUTHORITY (LAHSA)**

By: \_\_\_\_\_  
Peter Lynn, Executive Director

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



**LIST OF EXHIBITS**

- EXHIBIT A ..... Approved Census Tracts and Maps of City/Community Area
- EXHIBIT B ..... Deployment Site Worksheet
- EXHIBIT C ..... Release, Indemnity and Waiver of Liability Agreement for Adult Volunteers
- EXHIBIT D ..... Release, Indemnity and Waiver of Liability Agreement for Youth Volunteers



**EXHIBIT A**

**APPROVED CENSUS TRACTS  
AND  
MINIMUM REQUIREMENTS**

The below table lists the census tracts that have been approved for enumeration as part of the Opt-In Program:

2016 City / Community Area	2016 Census Tract	2016 Volunteers Required (Est.)	2016 Walking/Driving	2016 Road Miles	2016 Area Sq Miles
Huntington Park	532500	2	Driving	17.83	0.39
Huntington Park	532603	2	Driving	14.44	0.25
Huntington Park	532604	4	Walking	8.57	0.10
Huntington Park	532605	2	Driving	12.41	0.20
Huntington Park	532606	4	Walking	9.64	0.11
Huntington Park	533103	4	Walking	7.99	0.13
Huntington Park	533104	4	Walking	8.37	0.13
Huntington Park	533105	4	Walking	5.45	0.07
Huntington Park	533106	4	Walking	8.82	0.12
Huntington Park	533107	4	Walking	9.09	0.13
Huntington Park	533201	4	Walking	7.21	0.14
Huntington Park	533202	4	Walking	7.76	0.13
Huntington Park	533203	4	Walking	8.77	0.15
Huntington Park	533501	4	Walking	6.47	0.16
Huntington Park	533502	2	Walking	4.93	0.09
Huntington Park	533503	2	Walking	3.57	0.07
Huntington Park	534501	2	Driving	15.79	0.26
Huntington Park	534502	2	Driving	16.12	0.22
<b>2016 Total Tracts and Volunteers</b>	<b>18</b>	<b>58</b>	<b>Total</b>	<b>173.23</b>	<b>2.87</b>





**EXHIBIT B**

**DEPLOYMENT SITE WORKSHEET**

Please complete one worksheet and **provide a picture** for each 2016 Homeless Count Deployment Site.

City/Community Area		Count Date	
<b>Deployment Site</b>	<b>Location</b>	Site Name	
		Address	
		SPA	Site Picture Provided via Hard copy    Email
		Volunteer Capacity	# Volunteers
	<b>Capacities</b>	On-Site Parking	Off-Site Parking
		# Tables	# Chairs
		# Tracts	# Teams
<b>Designated Contacts</b>	<b>Deployment Site Coordinator</b>	Name	
		Email	
		Work	Mobile
	<b>Assistant Deployment Site Coordinator</b>	Name	
		Email	
		Work	Mobile
	<b>Deployment Site Access Provider</b>	Name	
		Email	
		Work	Mobile
	<b>Other Deployment Site Volunteer Staff</b>	Name	
		Email	
		Work	Mobile



**EXHIBIT C**

**RELEASE, INDEMNITY AND WAIVER OF LIABILITY AGREEMENT  
FOR  
ADULT VOLUNTEERS**

**I. TERMS OF PARTICIPATION IN 2016 GREATER LOS ANGELES HOMELESS COUNT**

- I. I understand and agree that the Los Angeles Homeless Services Authority (LAHSA) will be conducting the 2016 Greater Los Angeles Homeless Count (2016 Homeless Count), and that I may volunteer to assist in this important community effort as set forth in this Agreement. As a 2016 Homeless Count volunteer, I also understand that my behavior and actions will be expected to be morally responsible and ethical.
  
- II. I understand and agree that my services are temporary, and therefore I will only be participating on the date(s) of January 26, 27, and/or 28, 2016 from 8:00 p.m., (unless another time has been specified) until my Street Count shift is finished (approximately between 12:00 a.m. and 2:00 a.m., unless another time is specified). I further understand that I am eligible to participate on all three consecutive dates.
  
- III. I understand that my involvement in the 2016 Homeless Count may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that I may withdraw from the 2016 Homeless Count at any time without any cause or justification.
  
- IV. I understand and agree that I must complete a 30-minute training session either prior to or on the date of the Street Count as a requirement to participate in the 2016 Homeless Count.
  
- V. I understand and agree that I will not receive any monetary compensation for attending the 30-minute training session, nor will I receive monetary compensation for any date that I volunteer for the 2016 Homeless Count, unless I am a registered Homeless Stipend Volunteer.
  
- VI. I understand and agree that I am responsible for transportation to and from the training session and deployment sites on the specified dates and times of such events.



**II. ASSUMPTION OF RISK**

I understand and agree that my participation in the 2016 homeless count as a volunteer holds inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I understand that these risks vary from minor to severe, and i hereby agree to accept all risks of injury, of any nature whatsoever.

**III. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY**

- A. I understand that my participation is voluntary, and as such, I hereby agree to waive, discharge, and release LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Participants from and against all lawsuits and causes of action, or liability for any loss or claim for damages of any nature whatsoever, including injury to person or property.
- B. I further agree to indemnify and hold LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Participants harmless from liability for any loss or claim for damages of any nature whatsoever, including injury to person or property, arising from or in any way related to my participation in the 2016 Homeless Count.

**I have carefully read and fully understand the meaning and effect of the foregoing statements, and without reservations I would like to participate in the 2015 Greater Los Angeles Homeless Count.**

Volunteer Name: \_\_\_\_\_  
Print Name

Volunteer Signature: \_\_\_\_\_  
Signature

Date of Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year



**EXHIBIT D**

**RELEASE, INDEMNITY AND WAIVER OF LIABILITY AGREEMENT  
FOR  
YOUTH VOLUNTEERS**

**I. TERMS OF PARTICIPATION IN 2015 GREATER LOS ANGELES HOMELESS COUNT**

- A.** I understand and agree that the Los Angeles Homeless Services Authority (LAHSA) will be conducting the 2016 Greater Los Angeles Homeless Count (2016 Homeless Count), and that my son, daughter or other minor dependent age 14 and up, may volunteer to assist in this important community effort as set forth in this Agreement. As a 2016 Homeless Count volunteer, I also understand and agree that my son's, daughter's or other dependent's behavior and actions will be expected to be morally responsible and ethical.
- B.** I understand and agree that my son's, daughter's or other minor dependent's volunteer service will be limited to assisting with various activities within a specified Deployment site, under the supervision of the Deployment Site Coordinator, and that he or she will not participate in Street Count activities outside of the Deployment site.
- C.** I understand that my son's, daughter's or other minor dependent's services are temporary, and therefore he or she will only be participating on one or more the date(s) of January 26, 27, and/or 28, 2016 from 8:00 p.m. (unless another time has been specified) until such time that may be considered "curfew" by applicable city ordinance(s).
- D.** I understand and agree that my son's, daughter's or other minor dependent's involvement in the 2016 Homeless Count may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that my son, daughter or other minor dependent may withdraw from the 2016 Homeless Count at any time without any cause or justification.
- E.** I understand and agree that my son, daughter or other minor dependent will not receive any monetary compensation for attending the 30-minute training session, nor will he or she receive monetary compensation for any date that he or she volunteers for the 2016 Homeless Count.



- F. I understand and agree that I am responsible for the transportation of my son, daughter or other minor dependent to and from the training session and deployment sites on the specified dates and times of such events.

**II. ASSUMPTION OF RISK**

I understand and agree that my son’s, daughter’s or other minor dependent’s participation in the 2016 homeless count as a volunteer in the deployment site holds certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I understand that these risks vary from minor to severe, and I hereby agree to accept all risks of injury, of any nature whatsoever.

**III. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY**

- A. I understand that my son’s, daughter’s or other minor dependent’s participation is voluntary, and as such I hereby agree to waive, discharge, and release LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Participants from and against all lawsuits and causes of action, or liability for any loss or claim for damages of any nature whatsoever, including injury to person or property.
- B. I further agree to indemnify and hold LAHSA and any of its employees, agents, officers, stakeholders and Opt-In Participants harmless from liability for any loss or claims for damages of any nature whatsoever, including injury to person or property, arising from or in any way related to my participation in the 2016 Homeless Count.

**I, the undersigned, hereby represent that I am the parent/legal guardian of the below-named youth volunteer, a person under the age of 18 years, and that I have the legal authority to execute this Release. I have carefully read and fully understand the meaning and effect of the foregoing statements, and without reservations I give permission to my son, daughter or other minor dependent to participate in the 2016 Homeless Count.**

Youth Volunteer Name: \_\_\_\_\_  
Print Name

Parent/Guardian Name: \_\_\_\_\_  
Print Name

Parent/Guardian Signature: \_\_\_\_\_  
Signature

Date of Signature: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

December 1, 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,

## **DISCUSSION AND/OR APPROVAL OF MOBILE COMMUNICATIONS DEVICE USE POLICY**

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

1. Discuss and/or approve the attached Mobile Communications Device Use Policy;  
and
2. Authorize the City Manager to publish and apply said policy with city staff.

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

The purpose of this policy is to provide clear guidelines for the authorization, distribution and appropriate business use of Mobile Communication Devices (MCDs) by City employees and for formal approval of the existing cellular phone allowance.

The City of Huntington Park recognizes that cellular MCDs enhance the level of City services by allowing employees to remain in contact with the office or with one another as the need arises. Technology has now made MCDs both practical and economical for work-related use and this policy establishes procedures and conditions for their authorization and use to ensure accountability and to prevent improper use. This policy applies to the use of City issued and personal MCDs for City business. The acquisition and use of MCDs shall be approved through the budget process or by the City Manager or his/her designee. The City shall ensure that cell phone use is appropriate and that public funds are prudently spent. The use of licensed emergency frequency radio communication devices by personnel are excluded from this policy.

# **DISCUSSION AND/OR APPROVAL OF MOBILE COMMUNICATIONS DEVICE USE POLICY**

December 1, 2015

Page 2 of 2

## **FISCAL IMPACT**

No change with minimal fiscal impact as eligibility for MCD stipend will be based on clear demonstrated need and City Manager discretion.

## **CONCLUSION**

Upon City Council approval, staff will publish the mobile communications device policy and apply with staff.

Respectfully submitted,

A handwritten signature in blue ink that reads "Edgar P. Cisneros".

EDGAR P. CISNEROS  
City Manager

## **ATTACHMENT**

A – Mobile Communications Device Use Policy



## **MOBILE COMMUNICATION DEVICE USE POLICY**

---

### **PURPOSE:**

The purpose of this policy is to provide clear guidelines for the authorization, distribution and appropriate business use of Mobile Communication Devices (MCDs) by City employees and for the establishment of a cellular phone allowance.

### **POLICY:**

The City of Huntington Park recognizes that cellular MCDs enhance the level of City services by allowing employees to remain in contact with the office or with one another as the need arises. Technology has now made MCDs both practical and economical for work-related use and this policy establishes procedures and conditions for their authorization and use to ensure accountability and to prevent improper use. This policy applies to the use of City issued and personal MCDs for City business. The acquisition and use of MCDs shall be approved through the budget process or by the City Manager or his/her designee. The City shall ensure that cell phone use is appropriate and that public funds are prudently spent. The use of licensed emergency frequency radio communication devices by personnel are excluded from this policy.

### **SECTION 1: DEFINITION**

MCDs include any mobile communication device that provides for voice and/or data communications between two or more parties including, but not limited to, a cellular telephone, a text message device, a personal digital assistant, a smart phone, an air card, or a tablet that utilizes a wireless signal to provide Internet access.

### **SECTION 2: ELIGIBILITY**

- A. Employees with a demonstrated need for regular use of a MCD for City business may, at the discretion of the City Manager, be provided with a City issued MCD or a stipend for use of their personal MCD for City business. It is exclusively the decision of the City as to which option to provide where such a need exists. The following criteria will be considered:
  - 1. Departmental requirements indicate having an MCD is an integral part of performing the duties in the job description.

2. Employees who operate frequently in the field and use their MCD during the course of the business day to communicate with remote city locations, support vendors, members of the public, or who may receive regular city business phone calls while off-duty.
  3. Required to be on-call outside of normal work hours.
  4. Quantity of calls/minutes used.
  5. Need for access and frequent updates to calendar, email, contracts, and files while not in the office.
- B. Employees must submit a MCD Justification Form to receive assignment of any MCD.

### **SECTION 3: PLAN TYPES**

The city provides a single tier MCD system

A. City-Issued MCDs:

1. The city contracts with a service provider for a pool of minutes to be accessed by users using a city-issued MCD. All city-issued MCDs are a public resource, meant for the expediting city business, and are intended for official city business. The city recognizes that unforeseen circumstances may develop in which personal calls result in incidental use. When personal use is found to be excessive or abusive, employees may be required to reimburse the city for the charges within a month of the city's receipt of the bill. Failure to reimburse the city for excessive or abusive personal use may result in disciplinary action.
2. Employees should immediately report unauthorized use, theft, or loss of a city issued MCD or accessory to their supervisor and/or Department Head. In the case of a lost or damaged city issued MCD or accessory, the employee may be responsible for reimbursing the city for the value of the equipment if the employee is determined to be negligent for its loss.
3. Communications via city-issued MCDs may be subject to discovery via the Public Records Act.

B. Monthly MCD Stipend:

The city issues reimbursement stipends to eligible employees who in turn provide their personal MCD to use for city business.

1. In lieu of a City-issued MCD, an employee may be paid a stipend for use of their personal MCD for city business. The city manager will determine which employee will be eligible.
2. Stipend allowances will initially be set as provided below. The City Manager may recommend adjustments to the rates based on the current market. Stipend levels will be set at the beginning of each fiscal year and will remain unchanged, if applicable, until the following fiscal year.
  - a. \$60 per month for cellular and data.
3. The monthly stipend is intended to cover the portions of an employee's MCD cost related to city business, and not off-set the entire cost of a MCD's cellular or data plan.
4. The stipend allowance is not a wage substitute and is not considered taxable income to the employee. The stipend does not constitute an increase to base pay, and will not be included in the calculation of percentages increase to base pay due to annual raises, job upgrade, benefits based on a percentage of salary, etc.
5. Employees who receive a stipend must provide the city a cell phone number where the employee can be reached. Repeated failure to respond to calls may lead to revocation of an MCD stipend.
6. The MCD will be personally owned and under the responsibility of the employee.
7. Employees approved to receive a stipend shall be responsible for purchasing their own MCD and enrolling in their own monthly access plan.
8. Non-FLSA exempt employees shall not use their MCD for city business during non-working hours without prior approval from their supervisor.
9. An employee receiving a stipend must be able to show, if requested by his/her department head or the City Manager, a copy of his/hers monthly MCD cellular or data plan changes. If the employee terminates the MCD cellular or data plan at any point, he/she must notify his/her department head within five (5) business days to terminate the stipend.

#### **SECTION 4: SAFETY**

- A. Except in the case of an emergency, employees shall not use MCDs while driving unless the device is specially designed and configured to allow hands-

free listening and taking ( California Vehicle Code 23123 (a)). Such use shall be restricted to business related calls or calls of an urgent nature.

This pertains to:

1. City issued MCDS
2. Personal MCDs used for City Business
3. City Vehicles
4. Personal vehicles driven on-duty

B. With the exception of an emergency, employees shall not operate MCDs that may distract them from safely operating a motor vehicle. Using MCDs while driving leads to increased risk of accident and liability to the city. To limit this risk, all employees shall adhere to the following:

1. Use a hand-free device if employee must make or receive a call.
2. Make calls before starting the vehicle and proceeding to your destination
3. Pull over or park in an appropriate manner before initialing a call.
4. Allow voice mail to handle incoming calls and return them at your safe convenience.
5. Personal calls, except emergencies, while operating a city-owned vehicle are prohibited.
6. Suspend conversations during hazardous driving conditions or situations.
7. Do not take notes, look up phone numbers, or text messages while driving.

C. Subsection B above does not apply to emergency services professionals using an MCD while operating an authorized emergency vehicle, as defined in section 165 CVC, in the course and scope of his or her duties ( authority under 23123(d) CVC)

## **SECTION 5: SECURITY**

A. Secure Usage

1. Downloading or installing software, applications or programs on any city-issued MCD without prior authorization by his or her Department Head or City Manager or designee is prohibited.
2. Connecting any MCD to the city's network, wireless or wired or wired internet, or any city computer without prior authorization by his or her Department Head or City Manager or designee is prohibited.

Downloading materials, including, but not limited to music, video, electronic literature, ringtones or copyrighted material to any city-issued MCD is prohibited except where the city owns the right to use or distribute the copyrighted material.

3. Any equipment connected to the city's network is subject to the same criteria regarding privacy as city-owned equipment.
4. Sending or forwarding discriminatory, defamatory, obscene, racist, sexually suggestive, or harassing messages via city-issued equipment is expressly prohibited.
5. By using an assigned MCD, employees accept responsibility for their use and security.

#### B. Confidential Data

1. Email messages sent to and received from attorneys representing the city may contain confidential and/or privileged communications. Attorney client communications and attorneys work product should never be distributed or copied without the permission of the city attorney's office.
2. Except for certain authorized staff or as otherwise permitted by law, users are expressly forbidden from accessing or attempting to access or disclose any secured confidential personal or medical information on any computer system.

## **SECTION 6: PRIVACY**

When using a city-issued MCD, or when conducting city business on a personally owned MCD, employees should have no expectation of privacy in anything they create, store, send or receive via the city's network or server.



# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

December 1, 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 RESOLUTION AMENDING APPOINTMENT OF REPRESENTATIVES TO THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY'S GOVERNING BOARD (ICRMA)**

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

1. Approve the appointment of City Manager as Alternate and Interim Finance Director as Substitute Alternate; and
2. Adopt Resolution No. 2015-46, Amending Resolution No. 2015-17, Appointing an Alternate, and Substitute Alternate Representative to the Independent Cities Risk Management Authority's Governing Board (ICRMA).

### **BACKGROUND**

The City Council, by resolution on May 4, 2015 adopted Resolution No. 2015-17, Appointing one Substitute Alternate Representative to the Independent Cities Risk Management Authority's Governing Board (ICRMA). Currently there are no vacancies, however the City would like to change the appointed alternate and substitute alternate representative in order to address critical risk management issues. ICRMA has incurred substantial loss related to events over the past 36 months, thereby creating the need for a transition in administration services effective July 2016. Given the quantitative impact of the transition, ICRMA's Governing Board is insisting upon the participation of Financial Officers and/or City Managers.

### **FISCAL IMPACT**

There is no direct fiscal impact associated with these appointments, however there will likely be a sizeable fiscal impact in the near future as a result of the upcoming service transition with ICRMA.

**APPROVE RESOLUTION AMENDING APPOINTMENT OF REPRESENTATIVES TO THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY'S GOVERNING BOARD (ICRMA)**

December 1, 2015

Page 2 of 2

**CONCLUSION**

Staff recommends to Adopt Resolution No. 2015-46, appointing the City Manager as Alternate and Interim Finance Director as Substitute Alternate Representative to the Independent Cities Risk Management Authority's Governing Board (ICRMA). Upon adoption of the proposed resolution the City Clerk will forward a certified copy of the City of Huntington Park Appointments to the ICRMA Board.

Respectfully submitted,



Edgar P. Cisneros  
City Manager



Jan Mazyck  
Interim Director of Finance

**ATTACHMENTS**

- A. Resolution No. 2015-46, Amending Resolution No. 2015-17, Appointing an Alternate and Substitute Alternate Representative to the Independent Cities Risk Management Authority's Governing Board (ICRMA)
- B. Resolution No. 2015-17, Amending Resolution No. 2015-13, Appointing Substitute Alternate(s) Representatives to the Independent Cities Risk Management Authority's Governing Board (ICRMA)

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**RESOLUTION NO. 2015-46**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AMENDING RESOLUTION NO. 2015-17 APPOINTING AN ALTERNATE AND SUBSTITUTE ALTERNATE REPRESENTATIVE TO THE GOVERNING BOARD OF THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY (ICRMA)**

**WHEREAS**, the City of Huntington Park ("City") is a member of the Independent Cities Risk Management Authority ("ICRMA"), a joint powers authority created pursuant to the provisions of the California Government Code; and

**WHEREAS**, ICRMA provides a Liability Risk Management Program, Property Risk Management Program, Workers' Compensation Risk Management Program, and other programs for its members; and

**WHEREAS**, the Joint Powers Agreement provides that the city council of each member city may appoint a member of the city council as the city's representative to the ICRMA Governing Board and also authorizes the appointment of an alternate representative and a substitute alternate representative to represent the city's interest in the absence of the city council appointee; and

**WHEREAS**, City desires to designate its representative to the ICRMA Governing Board.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Huntington Park does hereby find, determine and declare as follows:

**SECTION 1.** That Council Member Jhonny Pineda (may be a Council or staff person) is hereby appointed to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates.

**SECTION 2.** That City Manager Edgar P. Cisneros (may be a Council or staff person) is hereby appointed as the alternate, to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates in the absence of the primary member noted in Section 1 above.

**SECTION 3.** That Interim Finance Director Janice S. Mazyck, (may be a Council or staff person) are hereby appointed as the substitute alternate(s), to serve on the ICRMA Governing Board and to the Risk Management Programs in which this

1 City participates in the absence of the primary and alternate members noted in  
2 Sections 1 and 2 above.

3 **SECTION 4.** That the individuals designated by this City Council as the City's  
4 representative, alternate and substitute alternate representatives to the ICRMA  
5 Governing Board and to the Risk Management Programs in which this City participates  
6 are hereby confirmed and designated as the City's delegates for all purposes of  
7 representing the City's interests and exercising the authority of the City with respect to  
8 the Coverage and the Program and voting on behalf of the City on all matters  
9 delegated to the Governing Board and signing such amendments as are contemplated  
10 to be approved by the Governing Board.

11 **SECTION 5.** The appointments contained herein shall supersede all prior  
12 appointments of representatives to the Independent Cities Risk Management  
13 Authority contained in Resolution 2014-17 and prior.

14 **SECTION 6.** The City Clerk shall certify to the adoption of this resolution.

15 **SECTION 7.** The City Clerk shall forward a certified copy of this resolution to  
16 the ICRMA, to the attention of its General Manager.

17 **PASSED, APPROVED, AND ADOPTED** this 1<sup>st</sup> day of December, 2015.

18 \_\_\_\_\_  
19 Karina Macias  
20 Mayor

21 ATTEST:

22 \_\_\_\_\_  
23 Donna G. Schwartz, CMC  
24 City Clerk

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**RESOLUTION NO. 2015-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AMENDING RESOLUTION NO. 2015-13 APPOINTING SUBSTITUTE ALTERNATE REPRESENTATIVES TO THE GOVERNING BOARD OF THE INDEPENDENT CITIES RISK MANAGEMENT AUTHORITY (ICRMA)**

**WHEREAS**, the City of Huntington Park ("City") is a member of the Independent Cities Risk Management Authority ("ICRMA"), a joint powers authority created pursuant to the provisions of the California Government Code; and

**WHEREAS**, ICRMA provides a Liability Risk Management Program, Property Risk Management Program, Workers' Compensation Risk Management Program, and other programs for its members; and

**WHEREAS**, the Joint Powers Agreement provides that the city council of each member city may appoint a member of the city council as the city's representative to the ICRMA Governing Board and also authorizes the appointment of an alternate representative and a substitute alternate representative to represent the city's interest in the absence of the city council appointee; and

**WHEREAS**, City desires to designate its representative to the ICRMA Governing Board.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Huntington Park does hereby find, determine and declare as follows:

**SECTION 1.** That Council Member Jhonny Pineda (may be a Council or staff person) is hereby appointed to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates.

**SECTION 2.** That Mayor Karina Macias (may be a staff person) is hereby appointed as the alternate, to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates in the absence of the primary member noted in Section 1 above.

**SECTION 3.** That Donna G. Schwartz, City Clerk, (may be a staff person) are hereby appointed as the substitute alternate(s), to serve on the ICRMA Governing Board and to the Risk Management Programs in which this City participates in the absence of the primary and alternate members noted in Sections 1 and 2 above.



