

**MINUTES**

**Special Meeting of the  
City of Huntington Park City Council  
Thursday, November 30, 2017**

Sergeant at Arms read the Rules of Decorum before the start of the meeting.

The special meeting of the City Council of the City of Huntington Park, California was called to order at 6:04 p.m. on Thursday, November 30, 2017, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Marilyn Sanabria presiding.

**PRESENT:** Council Member(s): Manuel “Manny” Avila, Karina Macias, Graciela Ortiz, Vice Mayor Jhonny Pineda and Mayor Marilyn Sanabria.

**CITY OFFICIALS/STAFF:** Ricardo Reyes, Interim City Manager; Cosme Lozano, Chief of Police; Arnold Alvarez-Glasman, City Attorney; Sergio Infanzon, Director of Community Development; Daniel Hernandez, Director of Public Works; Cynthia Norzagaray, Director of Parks and Recreation, John Ornelas, Interim Finance Director; Martha Castillo, Director of Human Resources and Donna G. Schwartz, City Clerk.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Vice Mayor Pineda.

**PUBLIC COMMENT** - None.

**REGULAR AGENDA**

**1. Goal and Objectives Workshop**

**- DISCUSSION AND/OR ACTION -**

Interim City Manager Ricardo Reyes introduced Interim Finance Director John Ornelas who presented the item and explained that tonight’s goals and objectives workshop is a time for Council and staff to dialog and discuss future workshops, city goals and budget. Mr. Ornelas introduced Interim City Manager Ricardo Reyes who presented the City Manager’s Office goals and objectives.

**CITY MANAGER’S OFFICE** – presented by Interim City Manager Ricardo Reyes

Goals and Objectives:

- ❖ Enhance the City government's effectiveness and reputation as a responsive, service and action oriented organization
- ❖ Enhance public relations efforts to highlight City government achievements
- ❖ Revisit, revise and update city wide policy manuals and procedures
- ❖ Enhance reception desk roles and responsibilities to develop a secure better customer service experience
- ❖ Improve inter-department management and tracking of workflow; inputs and outputs
- ❖ Improve inter-department lines of communication and exchange of information
- ❖ Assess, improve and automate existing systems where relevant and possible
- ❖ Enhance and improve city's online presence and services
- ❖ Develop succession and leadership development planning and training

Interim City Manager Ricardo Reyes introduced City Clerk Donna Schwartz.

**OFFICE OF THE CITY CLERK** – presented by City Clerk Donna Schwartz

Goals and Objectives:

- ❖ Implement a City-Wide Policy Program
- ❖ Revision of City's Records Retention Schedule (last revised in 1998).
- ❖ Amendment of City Council Handbook.
- ❖ Amendment of City Commission Handbook.
- ❖ Develop succession and leadership plan
- ❖ Codification of Ordinances.
- ❖ Process and close claims pertaining to City property damage
- ❖ Process and close liability claims.
- ❖ Provide ongoing training to staff where it relates to the City Clerk's Office.
- ❖ Continue providing exceptional public service and professional support to all City officials, departments, and the residents of Huntington Park.

Interim City Manager Ricardo Reyes introduced Director of Community Development Sergio Infanzon.

**COMMUNITY DEVELOPMENT DEPARTMENT** – presented by Director of Community Development Sergio Infanzon

Goals and Objectives:

Economic Development

- ❖ Complete the formation of a Community Revitalization and Investment Authority
- ❖ Complete a strategy for environmental remediation at the Henry property
- ❖ Complete all development activities for a major commercial project (Costco Site)
- ❖ Develop an Economic Development Master Plan that includes the following:
  - Business Development Initiative
  - Workforce Development Initiative
  - Infrastructure Development Initiative

Housing/CDBG/Code Enforcement

- ❖ Implement a 3-year strategy for the Enhanced Code Enforcement Program
- ❖ Complete a total of 30 units under the City's Lead Based Paint Hazard Control Program
- ❖ Complete residential improvements in 15 properties under the City Minor Home Repair Program and 2 properties under the Residential Rehabilitation Program
- ❖ Continue to improve housing conditions by referring citizens to use available federally funded housing program(s).
- ❖ Develop Internal Controls, engineer all processes, and implement efficient policies and procedures to monitor/track and report all projects funded by the Department of Housing and Urban Development
- ❖ Develop a Housing and Code Enforcement Master Plan in conjunction with other programs regulated by HUD

Planning/Building and Safety/Parking

- ❖ Complete active construction projects including:
  - Nick Alexander Imports (BMW) expansion project
  - Smart & Final construction project
  - CVS Pharmacy/Mas construction project
  - Blink Fitness construction project
  - Public Storage construction project.
- ❖ Complete the Focused General Plan Update.
- ❖ Complete various Zoning Code Amendments.
- ❖ Address the parking challenges the City is facing and develop a Parking Master Plan
- ❖ Continue to review and process/approve business license applications expeditiously in order to attract and retain existing businesses in Huntington Park.
- ❖ Continue to process Land Use Entitlements for a variety of commercial and industrial uses while ensuring projects do not negatively affect the community.
- ❖ Update process to oversee the Film Permit, Special Event Permit, Activity in Public Places Permit, and the Dance & Entertainment Permit process.

- ❖ Implement an automated Planning and Building permit process to track, monitor and report activity in a more efficient way.

#### Regional Transportation Planning

- ❖ Develop a Regional Transportation Plan in conjunction with the Public Works Department to pursue grants and benefits available to local governments for the following programs: West Santa Ana, 710 Freeway, Rails to Trails, Rail to River Corridor, Senate Bill 1, Complete Streets Bicycle and Pedestrian Plan, Complete Streets Assessment, First and Last Mile (Blue Line), Transit Oriented District Project.

#### Miscellaneous

- ❖ Improve the City's Newsletter
- ❖ Implement the City's 2nd Open Streets Event (CicLAvia) in partnership with the City of Vernon
- ❖ Launch a Smart City Initiative
- ❖ Develop an effective monitoring, tracking and reporting system for all the activities associated to the department.
- ❖ Develop in conjunction with the Public Works Department a strong Capital Improvement Program
- ❖ Evaluate and engineer all pertinent and associated processes to the department
- ❖ Develop and improve all internal policies for the department
- ❖ Launch Community Programs in the Following Areas: Financial Literacy and Housing Rights
- ❖ Develop a Youth Employment Program
- ❖ Create an electronic newsletter to promote local businesses and economic activities

Councilwoman Ortiz suggested the CDBG Program be moved possibly to Finance or another Department or individually to properly manage and administer programming and expenditures and to ensure each department is submitting what is required.

Vice Mayor Pineda feels CDBG should stay under the Community Development Department but the oversight of the funds should be under both the Community Development and Finance Department.

Councilwoman Macias agreed with Councilwoman Ortiz and feels each department head needs to know how funds are used and reported.

Director of Community Development Sergio Infanzon introduced Interim Finance Director John Ornelas.

### **FINANCE AND NON-DEPARTMENTAL** – presented by Interim Finance Director John Ornelas

#### Goals and Objectives:

- ❖ Update financial policy manual and procedures
- ❖ Improve Department lines of communication and exchange of information
- ❖ Improve Department management and tracking workflow; inputs and outputs
- ❖ Implementation of the full cost recovery study (increase revenue)
- ❖ Solicitations and implementation of Time Management System
- ❖ Update the Network Infrastructure
- ❖ Succession and leadership development planning

Mayor Sanabria directed Interim City Manager Reyes to look into preparing a mid-year budget report.

Council Member Macias suggested staff look into business license and renewal payments on-line.

Interim Finance Director John Ornelas introduced Director of Parks and Recreation Cynthia Norzagaray

**PARKS AND RECREATION DEPARTMENT** – presented by Director of Parks and Recreation Cynthia Norzagaray

Goals and Objectives:

- ❖ Increase public safety by improving security camera system and additional police and/or cadet presence during peak park hours for additional security to community parks
- ❖ Establish and support a partnership with the Police Activities League
- ❖ Collaborate with City, County and State partners to provide resources to growing homeless population
- ❖ Update and revise City Wide Emergency Operations Plan in conjunction with all departments
- ❖ Add a Recreation Coordinator position.
- ❖ Explore the possibility of an online registration system, comparable to nearby cities and parks, to promote efficiency and streamlining with technology.
- ❖ Add a 5k Fun Run and an Educational component to the Health Expo
- ❖ Increase retention of current staff, cross train and provide opportunities for professional staff development.
- ❖ Increase maintenance and improvements of park facilities; both indoors and outdoors.
- ❖ Begin development of planning stages for Urban Greening Project grant awarded to the City
- ❖ Continue to actively seek grants to improve park playgrounds and infrastructures
- ❖ Identify funds to modernize and repair Parks and Recreations dilapidated grounds and buildings.
- ❖ Review, revise and update Department policy manual and procedures. Including contracts for Instructors, Coaches, etc.

Mayor Sanabria recommended staff create a list of maintenance needs for parks and recreation center to give Council a better idea of cost involved to consider and with the intention of accomplishing this goal, if budget allows, within the budget year. Ms. Sanabria would also like to consider the showers at the parks in the future, asked staff to provide a presentation at a future date regarding the partnership with the Los Angeles Clippers, and would like staff to look into the safety concern at the skate park

Councilwoman Ortiz glad to see the Parks and Recreation Commission meetings at the parks so they can see what changes are necessary, likes the idea of adding a 5k run to the Health Expo and would like the maintenance of park bathrooms a top priority and agrees with Mayor Sanabria regarding the maintenance needs for the parks and recreation center.

Vice Mayor Pineda agrees with Council regarding the maintenance needs for the parks and recreation center and recommended staff look into repairing the fence at the soccer fields.

Councilwoman Macias likes the idea of partnering with the Police Activities League, and asked staff to consider bringing back the Park Rangers at the parks.

**HUMAN RESOURCES DEPARTMENT** – presented by Director of Human Resources Martha Castillo

Goals and Objectives:

- ❖ Retain motivated, highly productive, customer service driven individuals by providing them a supportive work environment, fair and competitive wage and benefits, and training and development that will encourage professional growth and opportunity;
- ❖ Promote cost effective recruitment strategies which will result in the attraction and selection of qualified and diverse individuals; demonstrating commitment to equality and diversity;
- ❖ Assist with labor negotiations of collective bargaining agreement with one unit, MOU expires 12/31/18.

- ❖ Support Training & Development; Succession and leadership development planning;
- ❖ Revise and Update the Civil Service Rules & Regulations, last adopted August 19, 1963; (includes the selection, employment, classification, advancement suspension, discharge, and retrenchment of appointed offices and employees of the City);
- ❖ Work with ICRMA to provide employee training to deepen the safety culture and reduce worker's compensation claims.

Director of Human Resources Martha Castillo introduced Chief of Police Cosme Lozano.

**POLICE DEPARTMENT** – presented by Chief of Police Cosme Lozano

Goals and Objectives:

- ❖ Continue providing community and public safety programs and assess their value
- ❖ Continue to improve the City's emergency preparedness
- ❖ Continue progress on Evidence Room project
- ❖ Continue to improve IT infrastructure and technology systems
- ❖ Continue increasing traffic safety around schools and increase Crossing Guard Service
- ❖ Work with Human Resources to update Civil Service Rules
- ❖ Continue hiring of vacant positions and restructuring of personnel for efficiency and increased performance

Mayor Sanabria suggested to staff to continue investing in patrol vehicles perhaps using forfeiture funds and consider hybrid vehicles to offset fuel cost within the police department. Vice Mayor Pineda agreed with Mayor Sanabria suggestions.

Councilwoman Ortiz and Mayor Sanabria encouraged staff to continue efforts towards establishing a police cadet park ranger program and recommended working with parks and recreation on the safety aspect in the parks.

Councilwoman Macias suggested working with parks and recreation to incorporate the Teen Police Academy in to their programs.

Chief of Police Cosme Lozano introduced Director of Public Works Daniel Hernandez.

**PUBLIC WORKS DEPARTMENT-** presented by Director of Public Works Daniel Hernandez

Goals and Objectives:

- ❖ Improve Water Operations
  - Implement GIS (geographic information system) software for improved asset tracking
  - Develop Water Master Plan
  - Well 15 Operating Permit (Currently have a conditional operating permit)
  - Well 17 Loan/Grant Construction Application for Nitrate Treatment
- ❖ Improve Public Works management and tracking of workflow through the use of App-Order software
- ❖ Improve Public Works lines of communication and exchange of information through the use of Smartsheets
- ❖ Improve time card system through the use of cloud based time card system
- ❖ Create Public Works Document Management
  - Phase 1- Will be developing policies and procedures using internal and industry best practices for the Fleet Maintenance Division

Councilwoman Ortiz and Vice Mayor Pineda encouraged city employees to step up and while driving around call in what needs to be taken care of.

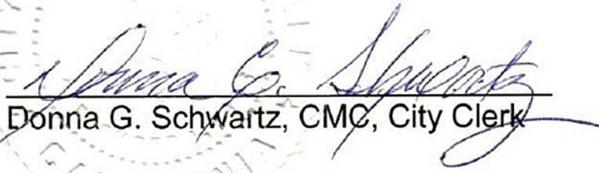
Councilwoman Macias would like to see an effort on crosswalks being a priority with regards to safety.

Mayor Sanabria ask that reports, goals and objectives be given to Council beforehand

**ADJOURNMENT**

At 9:28 p.m. Mayor Sanabria adjourned the City of Huntington Park City Council to a Regular Meeting on Tuesday, December 5, 2017, at 6:00 P.M

Respectfully submitted,



Donna G. Schwartz, CMC, City Clerk