

# CITY OF HUNTINGTON PARK

## City Council Regular Meeting Agenda

**Tuesday, October 15, 2019**

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

**Karina Macias**  
Mayor

**Manuel “Manny” Avila**  
Vice Mayor

**Graciela Ortiz**  
Council Member



**Marilyn Sanabria**  
Council Member

**Jhonny Pineda**  
Council Member

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

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

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

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

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

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

### **Public Comment**

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

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

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

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

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

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

**Important Notice**

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

**CALL TO ORDER**

**ROLL CALL**

Mayor Karina Macias  
Vice Mayor Manuel "Manny" Avila  
Council Member Graciela Ortiz  
Council Member Jhonny Pineda  
Council Member Marilyn Sanabria

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**PRESENTATIONS**

Mariachi Performance by Alegria de La Vida

Proclamation Presented to the American Cancer Society and AltaMed, Proclaiming October as "National Breast Cancer Awareness Month"

"Teacher of the Year" Presentations

"Certificates of Recognition," Presented to Dedicated Parent Volunteers

"Certificate of Appreciation," Presented to Starbucks for Hosting the Police Department's 1st Annual "Coffee with a Cop," Event, held Wednesday, October 2, 2019

**PUBLIC COMMENT**

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

**STAFF RESPONSE**

RECESS TO CLOSED SESSION

**CLOSED SESSION**

1. CONFERENCE WITH LABOR NEGOTIATORS Regarding Represented Employees - Government Code Section 54957.6(a)  
City's Designated Representative(s) for Negotiations: Ricardo Reyes, City Manager and Nita McKay, Finance/Administrative Services Director  
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 October 1, 2019.

#### **FINANCE**

**2. Approve Accounts Payable and Payroll Warrant(s) dated October 15, 2019.**

### **END OF CONSENT CALENDAR**

### **REGULAR AGENDA**

#### **HUMAN RESOURCES**

**3. Consideration and Approval of Resolution Approving New Salary Range for Deputy City Clerk Position**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2019-30, Approving New Salary Range for Deputy City Clerk Position

#### **PARKS AND RECREATION**

**4. Consideration and Approval of a Facility Use Permit & Fee Waiver Request by the General Federation of Women's Club (GFWC) of Huntington Park for Their 6<sup>th</sup> Annual Conference on "Domestic Violence & Sexual Assault"**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the Facility Use Permit for the General Federation of Women's Club of Huntington Park's 6<sup>th</sup> Annual Conference on Domestic Violence & Sexual Assault, scheduled for Saturday, October 26, 2019; and
2. Consider approving the Parks and Recreation Commission's recommendation approving the facility fee waiver request by the General Federation of Women's Club of Huntington Park.

## **REGULAR AGENDA (CONTINUED)**

### **PARKS AND RECREATION (CONTINUED)**

#### **5. Consideration and Approval for Authorization and Ratification of Certain Expenditures for the City of Huntington Park's 2019 Holiday Parade**

##### RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize and ratify expenditures in a not-to-exceed amount of \$56,000 for TV Production, TV Broadcasting and Parade Security for the City of Huntington Park's 2019 Holiday Parade.

#### **6. Consideration and Approval for Authorization and Ratification of Certain Expenditures for Holiday Palm Tree Decorations on Pacific Boulevard**

##### RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve Christmas Light Decorators as the vendor, per Huntington Park Municipal Code, section 2-5.12(i), for the installation of Holiday Palm Tree Decorations on Pacific Boulevard using account #111-6010-451-74.10.
2. Approve authorization to purchase, own and install the required additional lights for the trunks, crest and fronds in a not-to-exceed amount of \$46,735.42; or
3. Approve authorization to lease, install and remove the required additional lights for the trunks, crest and fronds in a not-to-exceed amount of \$32,865.00

### **PUBLIC WORKS**

#### **7. Consideration and Approval of Award of Services for the Design of CIP 2019-11 High-Intensity Activated Crosswalk Beacon at Gage Avenue and Bissell Street, Huntington Park, California**

##### RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize Infrastructure Engineers under the currently approved augmentation contract to proceed with the design of CIP 2019-11 High-Intensity Activated crosswalk beacon at Gage Avenue and Bissell Street for a not-to-exceed amount of \$25,400;
2. Authorize City Manager or designee to execute the Request for Services (RFS); or
3. Direct staff to publish a Request for Proposal (RFP) and solicit proposals from qualified firms to design the project and come back at a future City Council meeting requesting approval of the contract and authorizing the City Manager or designee to execute the contract.

**8. Consideration and Approval of Acceptance of Work Completed for the Lining and Repairs of the Mainline Sewer on Zoe Avenue Between Alameda Street (Frontage Road) and Albany Street**

**RECOMMENDATION OF ITEM UNDER CONSIDERATION:**

1. Approve acceptance of work performed by Tunnelworks Services Inc. (Contractor) for the lining of the mainline sewer using Cured in Place Pipe on Zoe Avenue between Alameda Street (frontage road) and Albany Street and the replacement of a 20-foot section of the sewer;
2. Authorize staff to execute the "Notice of Completion" (NOC) and direct City Clerk to file the NOC with the Los Angeles County Recorder's Office; and
3. Release the 5% retention being withheld from the payment to Contractor after 35 days of the effective date of the recordation of the NOC, if no Stop Notices are filed within the 35-day period.

**END OF REGULAR AGENDA**

**DEPARTMENTAL REPORTS** (Information only)

**WRITTEN COMMUNICATIONS**

**COUNCIL COMMUNICATIONS**

**Council Member Graciela Ortiz**

**Council Member Jhonny Pineda**

**Council Member Marilyn Sanabria**

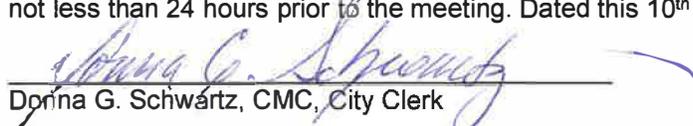
**Vice Mayor Manuel "Manny" Avila**

**Mayor Karina Macias**

**ADJOURNMENT**

The City of Huntington Park City Council will adjourn in memory of Luis Francisco Rojas Casabona, longtime Huntington Park resident to a Regular Meeting on Tuesday, November 5, 2019 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) not less than 24 hours prior to the meeting. Dated this 10<sup>th</sup> day of October 2019.

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

## **MINUTES**

Regular Meeting of the  
City of Huntington Park City Council  
Tuesday, October 1, 2019

Sergeant at Arms read the Rules of Decorum before the start of the Regular Meeting.

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:03 p.m. on Tuesday, October 1, 2019, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Karina Macias presiding.

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

CITY OFFICIALS/STAFF: Ricardo Reyes, City Manager; Raul Alvarez, Assistant City Manager; Arnold Alvarez-Glasman, City Attorney; Cosme Lozano, Chief of Police; Cynthia Norzagaray, Director of Parks and Recreation; Nita McKay, Director of Finance & Administrative Services; Sergio Infanzon, Director of Community Development and Donna G. Schwartz, City Clerk.

### **INVOCATION**

The invocation was led by Mayor Macias.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Council Member Ortiz.

### **PRESENTATIONS**

Council presented a "Certificate of Recognition," in Honor of Hispanic Heritage Month to Aspire Junior Collegiate Academy for their celebration of Latino Heritage month.

John Schatzel, County of Los Angeles, Department of Animal Care and Control provided information on October - National Adopt a (Shelter) Dog month.

Council presented "Certificates of Appreciation," to those who contributed/donated to the City of Huntington Park's "State of the City Address" event held on Saturday, August 24, 2019.

### **PUBLIC COMMENT**

1. Nora Garcia, spoke in support of her having a concession stand at Salt Lake Park.

**STAFF RESPONSE** – None.

### **CLOSED SESSION**

At 6:37 p.m. City Attorney Arnold Alvarez-Glasman, recessed to closed session.

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code Section 54957 – [One matter]
2. CONFERENCE WITH LABOR NEGOTIATOR - Regarding Represented Employees  
(Government Code Section 54957.6(a))  
City's Designated Representative(s) for Negotiations: Ricardo Reyes, City Manager  
Employee Organization: Police Officers Association (POA)
3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
[One Potential Case] - Government Code Section 54956.9(d)(4)

At 7:42 p.m. Mayor Macias reconvened to open session with all Council Members present.

## **CLOSED SESSION ANNOUNCEMENT**

City Attorney Arnold Alvarez-Glasman announced all Council Members were present and briefed on closed session items 1 through 3. Mr. Alvarez-Glasman noted that he nor any staff from his office was present for the closed session items, information related to these items was conveyed to him by the City Manager. 1.) Council upheld the Civil Service Commission's decision. 2.) direction was provided to the City Manager, no action was taken, nothing to report. 3.) no action was taken, nothing to report.

## **CONSENT CALENDAR**

**Motion:** Council Member Ortiz moved to approve consent calendar, seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

## **OFFICE OF THE CITY CLERK**

1. Approved Minute(s) of the following City Council Meeting(s):
  - 1-1. Regular City Council Meeting held September 17, 2019.

## **FINANCE**

2. Approved Accounts Payable and Payroll Warrant(s) dated October 1, 2019.

## **END OF CONSENT CALENDAR**

## **REGULAR AGENDA**

## **COUNCIL**

3. **Consideration and Approval of a Resolution Appointing an Alternate Member to the Independent Cities Risk Management Authority (ICRMA) Board**

City Manager Ricardo Reyes presented the item.

**Motion:** Council Member Ortiz moved to **appoint Donna Schwartz, City Clerk** as the alternate member to the ICRMA Board and adopt Resolution No. 2019-28, Amending Resolution No. 2018-01, Appointing an Alternate Member to the Independent Cities Risk Management Authority's Governing Board (ICRMA), seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

4. **Consideration and Approval of a Resolution Appointing a Board Member and Alternate(s) to the Governing Board of the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority Board (GWMA)**

City Manager Ricardo Reyes presented the item.

**Motion:** Council Member Ortiz moved to **appoint Raul Alvarez, Assistant City Manager as the Board Member and appoint Public Works staff; Christina Dixon, Mario Lopez and Juan Preciado as the three alternates** and adopt Resolution No.2019-29, appointing a primary board member and alternate board member(s) to represent the City of Huntington Park on the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority Board, seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

## FINANCE

- 5. Consideration and Approval for Consolidation and Transition of the City's Deferred Compensation 457(B) Record-Keeping Platform from Nationwide to Voya and Consideration and Approval of First Amendment to Agreement with SFG Retirement Plan Consulting, LLC for Deferred Compensation 457(B) Plan consulting and Investment Fiduciary Services**

City Manager Ricardo Reyes announced the item.

**Motion:** Council Member Ortiz moved to approve transition of the City Employee Deferred Compensation 457(b) Plan from Nationwide to Voya effective February 1, 2020, authorize City Manager to execute the necessary agreements in regard to the transition, approve first amendment to agreement with SFG Retirement Plan Consulting, LLC and authorize City Manager to execute agreement, seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

- 6. Consideration and Approval to Award a Professional Services Agreement for Financial Auditing Services**

City Manager Ricardo Reyes announced the item.

**Motion:** Council Member Ortiz moved to approve the Professional Services Agreement for Financial Auditing Services between the City of Huntington Park and Eadie + Payne, LLP and authorize City Manager to execute the agreement, seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

## POLICE

- 7. Consideration and Approval for Authorization to Purchase Three (3) Motorola MCC 7500 IP Dispatch Consoles Compatible with the Interagency Communications Interoperability (ICI) Radio System**

City Manager Ricardo Reyes announced the item and introduced Chief of Police Cosme Lozano who presented the staff report.

**Motion:** Council Member Ortiz moved to approve purchase of three (3) Motorola MCC 7500 IP Dispatch Consoles from Motorola Solutions, Inc. and authorize City Manager to execute the equipment lease-purchase agreement, seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

## PUBLIC WORKS

### 8. Consideration and Approval to Award Services to Repair and Install Well, Remove and Dispose of Sediment, and Clean the Reservoir at Well 16

Assistant City Manager Raul Alvarez presented the staff report.

**Motion:** Council Member Ortiz moved to authorize Inframark under the currently approved Contract to proceed with the repair and installation of Well 16 for a not-to-exceed fee of \$82,102.81 and cleaning of the reservoir and removal of sediment at Well 16 for a not-to-exceed amount of \$39,546.10 and authorize City Manager or designee to execute the Request for Services (RFS), seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

### 9. Consideration and Approval to Award Services for the Design of CIP 2019-06 Street Enhancement Project FY 2019-20

Assistant City Manager Raul Alvarez presented the staff report.

Council Member Pineda would like staff to look into installing Parking T's on various streets in the City without reducing parking as part of the street improvement project.

**Motion:** Council Member Ortiz moved to direct staff to publish a Request for Proposal (RFP) and solicit proposals from qualified firms to design the project and come back at a future City Council meeting requesting approval of the contract and authorizing the City Manager or designee to execute the contract, seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

### 10. Consideration and Approval to Award Services for the Design of CIP 2019-07 Water Main Replacement Project – Hill Street and Cudahy Street

Assistant City Manager Raul Alvarez presented the staff report.

**Motion:** Council Member Ortiz moved to direct staff to publish a Request for Proposal (RFP) and solicit proposals from qualified firms to design the project and come back at a future City Council meeting requesting approval of the contract and authorizing the City Manager or designee to execute the contract, seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

**11. Consideration and Approval to Award Services for the Design of CIP 2019-02 Slauson Avenue Congestion Relief Improvements Project, Los Angeles County Metropolitan Transportation Authority (LACMTA) Project ID# Measure R MR306.53 and FTIP LA0G1669**

Assistant City Manager Raul Alvarez presented the staff report.

**Motion:** Council Member Ortiz moved to authorize estimated revenues in the amount of \$700,000 to account #222-0000-340.65-05 and approve budget appropriation in the amount of \$700,000 to account 222-8010-431.76-06 for the design of CIP 2019-02 Slauson Avenue Congestion Relief Improvements Project, LACMTA Project ID# Measure R MR306.53, and FTIP LA0G1669 (Project), authorize Infrastructure Engineers under the currently approved augmentation contract to proceed with the design of the project for a not-to-exceed amount of \$558,145 and authorize City Manager or designee to execute the Request for Services (RFS) , seconded by Council Member Sanabria. Motion passed 5-0, by the following vote:

ROLL CALL:

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

NOES: Council Member(s): None

**END OF REGULAR AGENDA**

**DEPARTMENTAL REPORTS** (Information only)

**WRITTEN COMMUNICATIONS** – None.

**COUNCIL COMMUNICATIONS**

Council Member Graciela Ortiz, announced October is College Awareness Month, Huntington Park High School hosting a College and Career Fair Saturday, October 5, 2019 from 8:30 a.m. to 12:30 p.m. and wished all a good night.

Council Member Jhonny Pineda, wished Mayor Macias a Happy Birthday, thanked staff for all their support, thanked the students who attended tonights meeting and wished all a good night.

Council Member Marilyn Sanabria, thanked staff for all their support, wished Mayor Macias and Vice Mayor Avila a Happy Birthday and wished all a good night.

Vice Mayor Manuel “Manny” Avila, welcomed Mayor Macias back from her vacation and that he represented Council at many events and wished Mayor Macias a Happy Birthday.

Mayor Karina Macias, thanked staff for all their support, noted she was with family in Jalisco Mexico, acknowledge a book she received, thanked Vice Mayor Avila for attending the events, announced that today is also former President Jimmy Carter’s birthday, and thanked everyone for all the birthday wishes.

**ADJOURNMENT**

At 8:11 p.m. Mayor Macias adjourned the City of Huntington Park City Council to a Regular Meeting on Tuesday, October 15, 2019 at 6:00 P.M.

Respectfully submitted,

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Donna G. Schwartz, CMC  
City Clerk

## City of Huntington Park List of Funds

<b>Fund</b>	<b>Description</b>	<b>Fund</b>	<b>Description</b>
111	General Fund	234	Congressional Earmark
114	Spec Events Contrib Rec	235	Federal Street Improvmt
120	Special Revenue DNA ID	237	Community Planning
121	Special Revnu Welfare Inm	239	Federal CDBG Fund
122	Prevention Intervention	240	HUD EZ/EC Soc Sec Block
123	Board of Corrections - LEAD	242	HUD Home Program
124	Auto Theft	243	HUD 108 B03MC060566
150	Emergency Preparedness	245	EPA Brownfield
151	Economic Development	246	LBPHCP-Lead Base
201	Environmental Justice	247	Neighborhood Stabilization
202	CFP Crosswalks	248	Homelessness Prevention
204	SR2S Middleton Safe Route	252	ABC
205	CFP Pacific Blvd	275	Successor Agency
206	CFP iPark Pay Station	283	Sewer Maintenance Fund
207	CFP Signal Synchronization	285	Solid Waste Mgmt Fund
208	CMAQ Metro Rapid	286	Illegal Disposal Abatemnt
209	CFP City Street Resurfacing	287	Solid Waste Recycle Grant
216	Employees Retirement Fund	288	COMPBC
217	OPEB	334	Ped/Bike Path Fund
219	Sales Tax-Transit Fund A	349	Capital Improvement Fund
220	Sales Tax-Transit C	475	Public Financng Authority
221	State Gasoline Tax Fund	533	Business Improv Dist Fund
222	Measure R	535	Strt Lght & Lndscp Assess
223	Local Origin Program Fund	681	Water Department Fund
224	Office of Traffic & Safety	741	Fleet Maintenance
225	Cal Cops Fund	745	Worker's Compensation Fnd
226	Air Quality Improv Trust	746	Employee Benefit Fund
227	Offc of Criminal Justice	748	Veh & Equip Replacement
228	Bureau of Justice Fund	779	Deferred Comp. Trust Fund
229	Police Forfeiture 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		

**CITY OF HUNTINGTON PARK  
DEMAND REGISTER  
WR 10-15-19**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AAA ELECTRICAL SUPPLY INC	308198-00	111-8023-451.43-10	PARKS ELECTRICAL BREAKERS	367.31
				<b>\$367.31</b>
AARON CRUZ	74386/74574	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	264.00
	74397/74587	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	158.40
	74551/74650	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	369.60
				<b>\$792.00</b>
ALL CITY MANAGEMENT SERVICES,INC	63439	111-7022-421.56-41	CROSSING GUARD SRVCS 9/19	8,276.26
				<b>\$8,276.26</b>
AMAZON.COM SERVICES, INC.	177H-637J-L7WX	111-6010-451.61-20	P&R OFFICE SUPPLIES	249.38
	177H-637J-L7WX	111-6010-466.55-55	P&R SUPPLIES SENIOR PROGRAM	276.91
	1LTY-6XLP-11H4	111-6010-466.55-55	P&R SUPPLIES SENIOR PROGRAM	128.84
	1YYN-WG64-X1PQ	111-6010-466.55-55	P&R SUPPLIES SENIOR PROGRAM	130.29
				<b>\$785.42</b>
AMERICAN EXPRESS	4T3YXT44UYC	111-0110-411.61-20	COUNCIL OFFICE SUPPLIES	-38.58
	849665	111-0110-411.61-20	COUNCIL RETURNED CREDIT	57.21
	51300003	111-0110-411.66-05	COUNCIL MEETING EXPENSE	35.00
	99999999233	111-0110-411.66-05	COUNCIL MEETING EXPENSE	142.91
	99999999221	111-0210-413.56-41	2019 SUMMER NEWSLETTER	2,750.44
	47410	111-0210-413.59-15	ADMIN TRAINING LODGING	759.80
	5262111885564	111-0210-413.59-15	ADMIN TRAINING TRAVEL EXP	339.98
	282436	111-0240-481.61-20	STATE OF CITY ADDRESS	425.00
	21717100944	111-6010-451.61-20	P&R POSTAGE GRANT APPLICATION	10.90
	00010077591	111-6020-451.61-35	P&R BACK TO SCHOOL EVENT	33.37
	000118853	111-6020-451.61-35	P&R BACK TO SCHOOL EVENT	19.81
	0035354	111-6020-451.61-35	SNACK AFTERSCHOOL PROGRAM	273.96
	10537517022	111-6020-451.61-35	DECORATIONS AFTERSCHOOL	170.88
	12550013	111-6020-451.61-35	P&R EVENT SUPPLIES	661.77
	35973067600	111-6020-451.61-35	DECORATIONS AFTERSCHOOL	44.08
	WWA8Z6PD051	111-6020-451.61-35	DECORATIONS AFTERSCHOOL	75.97
	0055715	111-6065-466.61-20	P&R COFFEE SENIOR PROGRAM	59.94
	00230838	111-7010-421.59-15	PD TRAINING-LODGING EXPENSE	972.40
	01695417	111-7010-421.59-15	PD TRAINING-LODGING EXPENSE	230.69
	01713969	111-7010-421.59-15	PD CREDIT TRAINING	-158.09
12550014	111-7010-421.61-20	PD EVENT SUPPLIES	85.41	
47307	239-0260-463.59-15	ADMIN TRAINING LODGING EXPENSE	700.60	
				<b>\$7,653.45</b>
AMERICAN FAMILY LIFE ASSURANCE	371768	111-0000-217.50-40	CANCER INSURANCE 9/2019	122.74
				<b>\$122.74</b>
ANGELA CORNEJO	8000088000	111-0110-411.66-05	COUNCIL SUPPLIES REIMBURSEMENT	29.48
				<b>\$29.48</b>
ARAMARK UNIFORM & CAREER APPAREL	534582195	741-8060-431.56-41	PW UNIFORM RENTAL SRVC	145.07
				<b>\$145.07</b>

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AT&T	000013647644	111-7010-421.53-10	PD DISPATCH PHONE SRVC	374.48
	10/1-10/31/19	111-9010-419.53-10	SALT LAKE PARK INTERNET	55.00
	9/21-10/20/19	111-9010-419.53-10	P&R COMMU CENTER INTERNET	64.25
	9/23-10/22/19	111-9010-419.53-10	PW YARD INTERNET	55.00
	9/28-10/27/19	111-9010-419.53-10	RAUL PEREZ PARK INTERNET	63.50
	9/28-10/27/19	111-9010-419.53-10	FREEDOM PARK INTERNET	63.50
				<b>\$675.73</b>
BOB BARKER COMPANY INC.	WEB000629149	121-7040-421.56-14	PD JAIL SUPPLIES	895.46
				<b>\$895.46</b>
BPR, INC.	2018804	111-8010-431.76-01	ANNUAL SIDEWALK TRIP HAZARD	99,997.22
				<b>\$99,997.22</b>
CAL PRIVATE BANK-FIT	PPE 09/22/19	111-0000-217.20-10	FEDERAL TAX DEPOSIT	60,676.04
	PPE 10/06/19	111-0000-217.20-10	FEDERAL TAX DEPOSIT	52,532.43
				<b>\$113,208.47</b>
CAL PRIVATE BANK-MEDICARE	PPE 09/22/19	111-0000-217.10-10	MEDICARE TAX DEPOSIT	7,954.99
	PPE 10/06/19	111-0000-217.10-10	MEDICARE TAX DEPOSIT	7,367.94
				<b>\$15,322.93</b>
CAL PRIVATE BANK-SIT	PPE 09/22/19	111-0000-217.20-20	STATE TAX DEPOSIT	22,138.04
	PPE 10/06/19	111-0000-217.20-20	STATE TAX DEPOSIT	19,310.28
				<b>\$41,448.32</b>
CALIF PUBLIC EMPLOYEES RETIREMENT	PPE 09/08/19	111-0000-217.30-10	RETIREMENT BENEFIT	37,273.77
	PPE 09/08/19	111-0000-218.10-10	RETIREMENT BENEFIT	67,341.34
	PPE 09/22/19	111-0000-217.30-10	RETIREMENT BENEFIT	37,032.40
	PPE 09/22/19	111-0000-218.10-10	RETIREMENT BENEFIT	67,070.46
				<b>\$208,717.97</b>
CALPERS	1800	111-0000-217.50-10	MEDICAL BENEFITS 10/2019	161,054.32
	1800	111-9013-413.56-41	MEDICAL BENEFITS 10/2019	434.85
	1800	217-9010-413.28-00	MEDICAL BENEFITS 10/2019	154,813.48
	1800	217-9010-413.56-41	MEDICAL BENEFITS 10/2019	442.60
				<b>\$316,745.25</b>
CARLOS OCHOA	70602/74832	111-0000-228.20-00	P&R DEPOSIT REFUND	356.00
				<b>\$356.00</b>
CARPENTER ROTHANS & DUMONT LLP	33648	745-9031-413.32-70	ADMIN LEGAL SRVCS	67.50
				<b>\$67.50</b>
CHARTER COMMUNICATIONS	0511379091319	111-7010-421.53-10	PD INTERNET SRVC 9/13-10/12/19	154.98
	0467069080719	111-7040-421.56-41	PD INTERNET SRVCS	2,450.00
	0511353091919	111-9010-419.53-10	CITY HALL INTERNET SRVCS	204.97
				<b>\$2,809.95</b>
CITY OF HUNTINGTON PARK FLEXIBLE	PPE 09/22/19	111-0000-217.30-30	MEDICAL REIMBURSEMENT 125	615.01
	PPE 10/06/19	111-0000-217.30-30	MEDICAL REIMBURSEMENT 125	615.01
				<b>\$1,230.02</b>

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CITY OF HUNTINGTON PARK GEA	PPE 09/22/19	111-0000-217.60-10	GEA ASSOCIATION DUES	779.10
	PPE 10/06/19	111-0000-217.60-10	GEA ASSOCIATION DUES	779.10
				<b>\$1,558.20</b>
CLINICAL LAB OF SAN BERNARDINO, INC	970588	681-8030-461.56-41	WATER TESTING 8/2019	958.50
				<b>\$958.50</b>
COLONIAL SUPPLEMENTAL INSURANCE	PPE 09/22/19	111-0000-217.50-40	SUPPLEMENTAL INSURANCE	1,049.12
	PPE 10/06/19	111-0000-217.50-40	SUPPLEMENTAL INSURANCE	1,049.12
				<b>\$2,098.24</b>
COMMERCIAL TIRE COMPANY	1-155279	741-8060-431.43-20	TIRES FOR UNIT # 345	1,747.54
				<b>\$1,747.54</b>
CONCENTRA MEDICAL CENTERS	65449138	111-2030-413.56-41	HR PRE-EMPLOYMENT PHYSICAL	977.50
				<b>\$977.50</b>
CSULB FOUNDATION	POST 5270-31552	111-7010-421.59-15	PD BASIC EVIDENCE CLASS	155.00
				<b>\$155.00</b>
DATA TICKET INC.	105154	111-3010-415.56-41	BL CITATION PROCESS 8/2019	235.00
	105081	111-7065-441.56-41	ANIMAL CONTROL PROCESS 8/2019	93.30
	104970	111-9010-415.56-15	PRKING CITATION PROCESS 8/2019	9,284.37
	104970	111-9010-419.53-10	PRKING CITATION PROCESS 8/2019	582.23
				<b>\$10,194.90</b>
DE LA MORA, TOMAS	23595-594	681-0000-228.70-00	WATER CREDIT REFUND	211.69
				<b>\$211.69</b>
DELIA PEREZ	HP050010382	111-0000-351.10-10	PARKING CITATION REFUND	145.00
				<b>\$145.00</b>
DOWNEY PLUMBING HEATING &	DPWO-0942	111-8024-421.43-10	PD PLUMBING SRVCS	240.00
				<b>\$240.00</b>
EGGLI COURT REPORTERS	E082619	111-2030-413.32-30	COURT REPORTER SRVCS	1,390.50
	E082719	111-2030-413.32-30	COURT REPORTER SRVCS	708.75
				<b>\$2,099.25</b>
EMERGENCY RESPONSE CRIME SCENE	T2019-421	111-7030-421.56-41	PD HAZ MAT CLEANING	750.00
				<b>\$750.00</b>
EXPRESS PIPE & SUPPLY CO., LLC	S106994070.001	111-8022-419.43-10	C.H. VACUUM BREAKER ASSEM	509.16
	S106994070.002	111-8024-421.43-10	PD PLUMBING ITEMS	290.80
				<b>\$799.96</b>
EXPRESS TRANSPORTATION SERVICES LLC	HPE09302019	111-0000-362.20-15	PROPERTY LEASE 9/2019	-2,000.00
	HPE09302019	111-0000-362.20-15	VEHICLE LEASE 9/2019	-500.00
	HPE09302019	219-0000-340.30-00	FARE BOX COLLECTION 9/2019	-5,399.99
	HPE09302019	219-8085-431.56-43	HP EXPRESS 9/ 2019	26,710.67
	DAR10012019	219-8085-431.56-45	HP DIAL A RIDE 10/2019	59,620.00
	HPE09302019	220-8085-431.56-43	HP EXPRESS 9/2019	26,710.66
	HPE09302019	222-8010-431.56-43	HP EXPRESS 9/ 2019	26,710.67
				<b>\$131,852.01</b>

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F&A FEDERAL CREDIT UNION	PPE 09/22/19	111-0000-217.60-40	EMPLOYEE DEDUCTION	9,695.50
	PPE 10/06/19	111-0000-217.60-40	EMPLOYEE DEDUCTION	9,870.50
				<b>\$19,566.00</b>
FABELA, MARIA	22277-25742	681-0000-228.70-00	WATER CREDIT REFUND	147.72
				<b>\$147.72</b>
FARMERS SPECIALTY INS. CO.	10/07/2019	745-9031-413.52-30	CLAIM SETTLEMENT	8,500.00
				<b>\$8,500.00</b>
FIRST CHOICE SERVICES	657956	111-9010-419.61-20	CITYWIDE COFFEE SUPPLIES	268.02
				<b>\$268.02</b>
GLOBALSTAR USA	100000001065291	111-7010-421.53-10	PD PHONE SRVC	87.25
				<b>\$87.25</b>
GOVERNMENT TAX SEMINARS, LLC	10/03/2019	111-3010-415.59-15	TAX SEMINAR REGISTRATION	860.00
				<b>\$860.00</b>
GRAINGER	9301477809	111-8024-421.43-10	PD BATHROOM FAN	129.10
				<b>\$129.10</b>
HASA, INC.	657286	681-8030-461.41-00	HYPO SODIUM CHLORIDE	281.73
	657287	681-8030-461.41-00	HYPO SODIUM CHLORIDE	213.44
	657289	681-8030-461.41-00	HYPO SODIUM CHLORIDE	110.99
	658061	681-8030-461.41-00	HYPO SODIUM CHLORIDE	214.87
	658062	681-8030-461.41-00	HYPO SODIUM CHLORIDE	187.82
				<b>\$1,008.85</b>
HDS WHITE CAP CONSTRUCTION SUPPLY	10010880461	221-8010-431.61-21	CONCRETE TOOLS & SUPPLIES	775.85
				<b>\$775.85</b>
HECTOR G. MORENO LOREDO	74550/74647	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	576.00
				<b>\$576.00</b>
HUNTINGTON PARK POLICE MGMT ASSN.	PPE 09/22/19	111-0000-217.60-10	PMA ASSOCIATION DUES	150.00
	PPE 10/06/19	111-0000-217.60-10	PMA ASSOCIATION DUES	150.00
				<b>\$300.00</b>
HUNTINGTON PARK POLICE OFFICER ASSN	PPE 09/22/19	111-0000-217.60-10	POA ASSOCIATION DUES	6,845.51
	PPE 10/06/19	111-0000-217.60-10	POA ASSOCIATION DUES	6,959.63
				<b>\$13,805.14</b>
INFRASTRUCTURE ENGINEERS	24535	111-8080-431.56-62	ENGINEERING SRVCS 9/2019	18,589.17
	24535	221-8010-431.56-41	ENGINEERING SRVCS 9/2019	18,589.17
	24535	222-8080-431.56-41	ENGINEERING SRVCS 9/2019	4,166.66
				<b>\$41,345.00</b>
JAX BICYCLE CENTER	071919104851213	111-7022-421.61-29	PD PATROL BICYCLE REPAIRS	337.24
				<b>\$337.24</b>
JOSE IRIATE	09/20/2019	745-9031-413.52-30	CLAIM SETTLEMENT	593.21
				<b>\$593.21</b>
JULIO QUINONEZ	184201-00	111-8020-431.15-20	TOOL REIMBURSEMENT	193.49
				<b>\$193.49</b>

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KONICA MINOLTA BUSINESS SOLUTIONS	260949870	111-7010-421.44-10	PD COPIER LEASE 8/2019	66.64
	261579114	111-7010-421.44-10	PD COPIER LEASE 9/2019	66.64
	261579117	111-7010-421.44-10	PD COPIER LEASE 9/2019	272.16
	260950596	111-7022-421.56-41	PD COPIER LEASE 8/2019	139.36
	261579115	111-7022-421.56-41	PD COPIER LEASE 9/2019	139.36
	261579118	111-7022-421.56-41	PD COPIER LEASE 7/1-9/30/19	10.14
				<b>\$694.30</b>
LAC+USC MEDICAL CENTER	900002	111-7030-421.56-16	PD SART EXAMS	2,086.92
				<b>\$2,086.92</b>
LACMTA	104369	219-8085-431.58-50	METRO TAP CARDS 8/2019	6,044.00
				<b>\$6,044.00</b>
LAN WAN ENTERPRISE, INC	64677	111-7010-419.43-15	IT SERVICES 10/2019	21,687.50
	64608	111-7010-421.74-10	PD PRIVACY SCREENS	1,204.45
	64615	111-7010-421.74-10	PD COMPUTER FOR SSU	1,282.03
	64677	111-9010-419.43-15	IT SERVICES 10/2019	21,687.50
				<b>\$45,861.48</b>
LEMUS, TERESA	10849-6230	681-0000-228.70-00	WATER CREDIT REFUND	31.59
				<b>\$31.59</b>
LIEBERT CASSIDY WHITMORE	10/4/2019	111-2030-413.59-15	LCW WEBINAR CALPERS	75.00
	10/3/2019	111-3010-415.59-15	2020 LCW CONFE REGISTRATION	595.00
				<b>\$670.00</b>
LOS ANGELES TIMES	10002064114	121-7040-421.56-14	PD NEWSPAPER SUBSCRIPTION	75.07
				<b>\$75.07</b>
LYNBERG & WATKINS APC	52681	745-9031-413.32-70	LEGAL SERVICES 8/2019	4,405.79
	52682	745-9031-413.32-70	LEGAL SERVICES 8/2019	4,170.10
	52683	745-9031-413.32-70	LEGAL SERVICES 8/2019	3,957.05
	52684	745-9031-413.32-70	LEGAL SERVICES 8/2019	94.50
				<b>\$12,627.44</b>
MARIO GONZALEZ	73292/74845	111-0000-228.20-00	P&R DEPOSIT REFUND	500.00
				<b>\$500.00</b>
MERRIMAC ENERGY GROUP	2193209	741-8060-431.62-30	FUEL PURCHASE	27,298.43
				<b>\$27,298.43</b>
MIGUEL R NAVIA	09/23/2019	111-7010-421.59-15	PD PER DIEM REIMBURSEMENT	17.00
				<b>\$17.00</b>
MONCADA, MARCO YANEZ	23365-1870	681-0000-228.70-00	WATER CREDIT REFUND	18.75
				<b>\$18.75</b>
MONCERAT MORALES	09/24/2019	111-0210-413.59-15	ADMIN MILEAGE REIMBURSEMENT	62.64
	0924010000047	111-0210-413.59-15	ADMIN PER DIEM REIMBURSEMENT	21.90
	104124057	111-0210-413.59-15	ADMIN PKING EXPENSE REIMBURSE	10.00
	104175328	111-0210-413.59-15	ADMIN PKING EXPENSE REIMBURSE	10.00
				<b>\$104.54</b>

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NACHO'S LOCK & KEY SERVICE	15502	535-8090-452.43-20	RE-INSTALL PANIC BAR	225.00
				<b>\$225.00</b>
NATION WIDE RETIREMENT SOLUTIONS	PPE 09/22/19	111-0000-217.40-10	EMPLOYEE DEFERRED COMP	15,790.83
	PPE 10/06/19	111-0000-217.40-10	EMPLOYEE DEFERRED COMP	15,865.83
				<b>\$31,656.66</b>
NATIONAL EMBLEM, INC.	385047	111-7010-421.61-20	PD UNIFORM PATCHES	1,165.39
				<b>\$1,165.39</b>
NATIONAL READY MIXED CONCRETE CO.	697486	221-8010-431.61-21	READY MIX CONCRETE	919.19
				<b>\$919.19</b>
NATIONWIDE ENVIRONMENTAL SERVICES	30326	220-8070-431.56-41	BUS SHELTER CLEAN SRVC 9/2019	17,377.50
	30325	221-8010-431.56-41	SWEEPING SRVCS 9/2019	19,630.13
	30325	222-8010-431.56-41	SWEEPING SRVCS 9/2019	29,055.11
				<b>\$66,062.74</b>
NORTH STAR LAND SCAPE LLC	1601-11	222-8010-431.56-41	LANDSCAPE MAINTENANCE 9/2019	2,912.00
	1601-11	535-8090-452.56-60	LANDSCAPE MAINTENANCE 9/2019	20,145.75
				<b>\$23,057.75</b>
O'REILLY AUTO PARTS	2959-133563	741-8060-431.43-20	FUEL CAP FOR UNIT # 348	27.54
	2959-134013	741-8060-431.43-20	CREDIT FOR UNIT # 348	-35.26
	2959-134392	741-8060-431.43-20	FUEL CAP FOR UNIT # 348	23.50
				<b>\$15.78</b>
OK PRINTING DESIGN & DIGITAL PRINT	1467	111-5010-419.61-20	COMMU DEV BUSINESS CARDS	642.55
	1482	111-5055-419.61-20	CODE ENFORCE ENVELOPES	215.13
				<b>\$857.68</b>
PRO FORCE LAW ENFORCEMENT	388165	111-7030-421.61-20	PD CRIME SCENE LIGHTS	440.48
				<b>\$440.48</b>
PRUDENTIAL OVERALL SUPPLY	52289591	111-6010-451.56-41	P&R MAT CLEANING SERVICE	132.81
	52294049	111-6010-451.56-41	P&R MAT CLEANING SERVICE	139.68
				<b>\$272.49</b>
RAUL ALVAREZ	09/21/2019	111-8020-431.61-20	ADMIN EVENT REIMBURSMENT	53.85
				<b>\$53.85</b>
RENE RUBALCAVA	10/02/19	111-6020-451.61-35	REIMBURSEMENT SUPPLIES	251.45
				<b>\$251.45</b>
RICOH AMERICAS CORP	65088485	111-6010-451.44-10	P&R COPIER LEASE 10/2019	225.32
				<b>\$225.32</b>
RICOH USA, INC.	5057604147	111-6010-451.44-10	P&R COPIER LEASE 8/19-9/18/19	364.54
				<b>\$364.54</b>

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SALVADOR ORTEGA	113301961298784	111-8020-431.15-25	BOOT REIMBURSEMENT FY19/20	10.00
	113301961298784	111-8022-419.15-25	BOOT REIMBURSEMENT FY19/20	10.00
	113301961298784	111-8023-451.15-25	BOOT REIMBURSEMENT FY19/20	30.00
	113330196129584	111-8024-421.15-25	BOOT REIMBURSEMENT FY19/20	10.00
	113330196129584	221-8014-429.15-25	BOOT REIMBURSEMENT FY19/20	80.00
	113330196129584	221-8080-431.15-25	BOOT REIMBURSEMENT FY19/20	10.00
	113330196129584	535-8016-431.15-25	BOOT REIMBURSEMENT FY19/20	40.00
	113330196129584	681-8030-461.15-25	BOOT REIMBURSEMENT FY19/20	10.00
				<b>\$200.00</b>
SAN BERNARDINO COUNTY SHERIFF-EVOC	18615	111-7022-421.56-41	USE SHERIFFS FIRING RANGE	440.00
				<b>\$440.00</b>
SFG RETIREMENT PLAN CONSULTING, LLC	272	111-0210-413.56-41	FIDUCIARY SRVCS 9/2019	1,000.00
				<b>\$1,000.00</b>
SMART & FINAL	39487	111-0210-413.61-20	COUNCIL OFFICE SUPPLIES	61.09
	3192200027553	111-7010-421.61-20	PD MEETING/EVENT SUPPLIES	5.50
	3192200039603	111-7010-421.61-20	PD MEETING EVENT SUPPLIES	36.48
				<b>\$103.07</b>
SOUTHERN CALIFORNIA EDISON	9/4/19-10/3/19	111-8010-415.62-10	VARIOUS SRVC ACCOUNTS	775.93
	8/6/19-9/20/19	111-8022-419.62-10	COURT-VARIOUS SRVC ACCTS	2,488.65
	8/6/19-9/5/19	221-8014-429.62-10	T. SIGNAL SRVC LOCATIONS	2,700.57
	9/5/19-10/4/19	221-8014-429.62-10	T. SIGNAL 55TH/PACIFIC BLVD	41.53
	8/26/19-9/25/19	535-8016-431.62-10	SRVC AT 3220 OLIVE STREET	59.67
	9/14/19-10/3/19	535-8016-431.62-10	SRVC AT 6621 WILSON AVE	44.84
				<b>\$6,111.19</b>
SPARKLETTS	15142085091219	111-0110-411.66-05	COUNCIL DRINKING WATER 9/2019	82.87
	15142085091219	111-0210-413.61-20	ADMIN DRINKING WATER 9/2019	82.87
	15142085091219	111-1010-411.61-20	CLERK DRINKING WATER 9/2019	17.87
	15142085091219	111-3010-415.61-20	FINANCE DRINKING WATER 9/2019	53.83
	15142085091219	111-5010-419.61-20	COMMU DEV DRINKING WATER 9/2019	43.98
	15142085091219	111-5055-419.61-20	CODE ENFORCE WATER 9/2019	43.98
	15142085091219	111-6010-451.61-20	P&R DRINKING WATER 9/2019	65.80
	19438227092519	111-7010-421.56-41	PD DRINKING WATER	423.46
	15142085091219	111-8020-431.61-20	PW ADMIN WATER 9/2019	142.74
	15142085091219	111-8080-431.61-20	PW ENGINEER WATER 9/2019	43.98
STANDARD GLASS & MIRROR	665	111-8022-419.43-10	CLERK GLASS REPLACEMENT	400.00
	721	111-8024-421.43-10	PD 2 DOOR CLOSERS	450.00
				<b>\$850.00</b>
STATE FARM MUTUAL AUTO INS. CO.	09/25/2019	745-9031-413.52-30	CLAIM SETTLEMENT	1,475.19
				<b>\$1,475.19</b>

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SULLY MILLER CONTRACTING COMPANY	1491277	111-8010-431.76-01	STREET IMPROVEMENTS 5/24/19	100,315.25
	1534652	111-8010-431.76-01	STREET IMPROVEMENTS 6/24/19	129,451.52
	1635999	111-8010-431.76-01	ST. IMPROVEMENTS FINAL PAYMENT	21,042.61
				<b>\$250,809.38</b>
SUPERION, LLC	251947	111-9010-419.43-15	FINANCIAL SYSTEMS 10/2019	11,863.13
				<b>\$11,863.13</b>
THE CASTANON LAW GROUP	8/21/19-9/10/19	111-2030-413.32-30	CIVIL SRVC COMMISSION	6,950.00
				<b>\$6,950.00</b>
TOWN HALL STREAMS	10321	111-1010-411.56-41	COUNCIL STREAMING 10/2019	300.00
				<b>\$300.00</b>
TRIANGLE SPORTS	38370	111-6030-451.61-35	P&R BASEBALL UNIFORMS	4,705.22
				<b>\$4,705.22</b>
U.S. ARMOR CORPORATION	24802	111-7010-421.61-20	PD BULLET PROOF VESTS	348.63
	24802	233-7010-421.74-10	PD BULLET PROOF VESTS	348.62
				<b>\$697.25</b>
U.S. BANK	PPE 09/22/19	111-0000-217.30-20	EMPLOYEE PARS DEDUCTION	1,660.98
	PPE 09/22/19	111-0000-217.30-20	PART TIME EMPLOYEE DEDUCTION	2,177.56
	PPE 09/22/19	111-0000-218.10-05	EMPLOYER PARS CONTRIBUTION	13,819.32
	PPE 10/06/19	111-0000-217.30-20	EMPLOYEE PARS DEDUCTION	1,653.24
	PPE 10/06/19	111-0000-217.30-20	PART TIME EMPLOYEE DEDUCTION	2,040.06
	PPE 10/06/19	111-0000-218.10-05	EMPLOYER PARS CONTRIBUTION	13,754.86
				<b>\$35,106.02</b>
UNDERGROUND SERVICE ALERT OF SO CAL	18DSBFE4968	221-8014-429.56-41	UNDERGROUND SRVC ALERTS	143.16
	9290190129	221-8014-429.56-41	UNDERGROUND SRVC ALERTS	417.55
				<b>\$560.71</b>
UNLIMITED EVENT RENTALS	1134	111-7010-421.61-20	NATIONAL NIGHT OUT CANAPIES	1,909.16
	1135	111-7010-421.61-20	NNO DELIVERY CHARGE	250.00
				<b>\$2,159.16</b>
UPS	0000F911X6399	111-7010-421.61-20	PD SHIPPING CHARGES	29.07
				<b>\$29.07</b>
VALLEY ALARM	906722A	111-8020-431.56-41	ALARM SRVCS 9/2019	665.26
	906722A	111-8022-419.56-41	ALARM SRVCS 9/2019	665.37
	906722A	111-8023-451.56-41	ALARM SRVCS 9/2019	715.32
				<b>\$2,045.95</b>
VELADA CONSULTING LLC	006	111-0210-413.56-41	GOV RELATIONS SRV-SEPT 19	5,600.00
				<b>\$5,600.00</b>

**CITY OF HUNTINGTON PARK  
DEMAND REGISTER  
WR 10-15-19**

<b>Payee Name</b>	<b>Invoice Number</b>	<b>Account Number</b>	<b>Description</b>	<b>Transaction Amount</b>
VERIZON WIRELESS	9838238170	111-0110-411.53-10	COUNCIL CELL 8/17-9/16/19	311.10
	9838238170	111-0210-413.53-10	ADMIN CELL 8/17-9/16/19	184.71
	9838238170	111-2030-413.53-10	HR CELL 8/17-9/16/19	58.22
	9838238170	111-3010-415.53-10	FINANCE CELL 8/17-9/16/19	68.22
	9838238170	111-6010-419.53-10	P&R CELL MONITOR 8/17-9/16/19	214.34
	9839199265	111-6010-451.56-41	PARKS CARD 9/2-10/1/19	38.01
	9839199265	111-8010-431.53-10	PW CELL 9/2-10/1/19	647.86
	9839199265	681-8030-461.53-10	PARKS CARD 9/2-10/1/19	114.03
				<b>\$1,636.49</b>
VERONICA L MUNOZ	74650/74844	111-0000-347.50-00	P&R CLASS REFUND	60.00
				<b>\$60.00</b>
VERTEX AV	3484	111-1010-411.74-10	14 GOOSENECK MICROPHONES	4,441.08
				<b>\$4,441.08</b>
WATER SYSTEMS OPTIMIZATION INC.	1639	681-8030-461.56-41	WATER LOSS AUDIT AB 555	2,500.00
				<b>\$2,500.00</b>
WESTERN EXTERMINATOR COMPANY	7056980	111-8020-431.56-41	EXTERMINATOR SRVC 5/2019	67.50
	7056980	111-8022-419.56-41	EXTERMINATOR SRVC 5/2019	49.00
	7056980	111-8023-451.56-41	EXTERMINATOR SRVC 5/2019	92.50
	7056980	111-8024-421.56-41	EXTERMINATOR SRVC 5/2019	50.00
	7056980	535-8090-452.56-60	EXTERMINATOR SRVC 5/2019	139.50
				<b>\$398.50</b>
WILLDAN FINANCIAL SERVICES	010-42486	111-9010-419.56-41	SPECIAL TAX ADMN REFUSE	125.00
	010-42475	535-8016-431.56-41	SPECIAL TAX ADMN FY 19/20	2,058.80
				<b>\$2,183.80</b>
XEROX CORPORATION	098273158	111-8020-431.43-05	PW COPIER LEASE 8/21-9/21/19	90.58
	098273158	285-8050-432.43-05	PW COPIER LEASE 8/21-9/21/20	90.58
	098273158	681-8030-461.43-05	PW COPIER LEASE 8/21-9/21/21	90.58
				<b>\$271.74</b>
YASMIN CRUZ	71012/71230	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	212.80
	74210	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	456.00
	74211/74658	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	456.00
	74216/74601	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	243.20
	74652/74807	111-6060-466.33-20	P&R CONTRACT INSTRUCTOR	152.00
				<b>\$1,520.00</b>
				<b>\$1,628,543.38</b>



# CITY OF HUNTINGTON PARK

Human Resources Department  
City Council Agenda Report

October 15, 2019

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:

## **CONSIDERATION AND APPROVAL OF RESOLUTION APPROVING NEW SALARY RANGE FOR DEPUTY CITY CLERK POSITION**

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

1. Adopt Resolution No. 2019-30, Approving New Salary Range for Deputy City Clerk Position

### **BACKGROUND**

The City Council approved the class specification and salary range for the Deputy City Clerk position with Resolution 2010-14, salary range 155. Based upon the duties required by the class specification, staff recommends the Deputy City Clerk position salary range be amended by the attached resolution to salary range 160. This is an increase of 5.1%, or \$241 to \$296 per month for step 1 to step 5 of the salary range.

There are no changes to the class specification itself, therefore no changes were presented to the Civil Service Commission. The City Council approves changes to salary ranges.

### **FISCAL IMPACT/FINANCING**

There is no fiscal impact at this time, as this position was budgeted at this salary range in the Fiscal Year 2019-20 Operating Budget.

# ATTACHMENT "A"

**CONSIDERATION AND APPROVAL OF RESOLUTION APPROVING NEW SALARY RANGE FOR DEPUTY CITY CLERK POSITION**

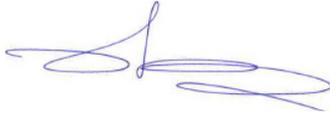
October 15, 2019

Page 2 of 2

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ricardo Reyes", with a stylized flourish at the end.

RICARDO REYES  
City Manager

A handwritten signature in blue ink, appearing to read "Nita McKay", with a large, sweeping flourish at the end.

NITA MCKAY  
Director of Finance & Administrative Services

**ATTACHMENT(S)**

A. Resolution No. 2019-30, Approving New Salary Range for Deputy City Clerk Position

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**RESOLUTION NO. 2019-30**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF HUNTINGTON PARK APPROVING NEW  
SALARY RANGE FOR DEPUTY CITY CLERK  
POSITION**

**WHEREAS**, the City of Huntington Park has recently reviewed the class specification for Deputy City Clerk (Exhibit A) and determined that an increase in the salary range is warranted to be commensurate with the required duties of the position; and,

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:**

**SECTION 1:** The City Council of the City of Huntington Park hereby adopts and approves a new salary range for:

- the position of Deputy City Clerk with a salary range of \$4,958 to \$6,087 per month, Salary Grid 160.

**SECTION 2:** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** this 15<sup>th</sup> day of October, 2019.

\_\_\_\_\_  
Karina Macias, Mayor

ATTEST:

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

# EXHIBIT "A"

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DEPUTY CITY CLERK**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: City Clerk  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by City Council: 10-15-19  
Resolution No.: 2019-30

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under the supervision and direction of the City Clerk, performs a variety of supervisory, administrative and supportive tasks related to the function of City Clerk's office; assumes the duties and responsibilities of the City Clerk in City Clerk's absence; and perform related work as required.

**EXAMPLE OF DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- In the absence of the City Clerk, acts in that capacity and assumes duties and responsibilities as necessary, including, but not limited to attending City Council meetings; providing direction; checking and evaluating the work of department staff; certifying and processing ordinances, resolutions, agreements, and other official documents and administering the Oath of Office;
- Assists in the authorizing and the release of City records; insuring compliance with Public Records Act;
- Prepares notices of meetings for posting and publication pursuant to the Opening Meetings Act;
- Performs a wide variety of complex and confidential duties for the publication, filing, and safeguarding of City Council proceedings and records;
- Knowledge of and participation in the processing, storage and retrieval of documentation and other related materials for City Council meetings, including, but not limited to, agendas, agenda material, minutes, resolutions, ordinance, and other official documents;
- Maintains Municipal Code and code index;
- Coordinates systems for records retention, files, reports and retrieval;
- Takes the lead in performing legally required duties involved with agreements, bonds, and insurance, including expiration dates and indexing actions;
- Assists in planning and coordinating of municipal elections;
- Coordinates the processing of legal advertising for the City including bids and public notices;
- Supervises the receipt of documents, petitions, claims, and bid proposals;
- Maintain records of appointments to City boards, commissions, and committees;
- Assists City Clerk in special projects, such as gathering and tabulating data and preparing department reports;
- Prepares letters advising various individuals/organizations of City Council actions;
- Maintains office payroll and attendance records;
- Assists in planning, organizing and directing the functions of the City Clerk's Office, including supervising staff;
- Assists in the evaluation of employees' job performance, and can effectively recommend personnel action;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DEPUTY CITY CLERK**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: City Clerk  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by City Council: 10-15-19  
Resolution No.: 2019-30

(Continued)

- Assists the public by giving a wide variety of information regarding City records, ordinances, resolutions and motions;
- Maintains and researches legislative and historical records, including codification of ordinances;
- Performs other related duties as assigned or as the situation requires.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Policies and procedures related to the functions and statutory obligations of the City Clerk's Office;
- Legal requirements relating to the Brown Act, California Elections Code, Political Reform Act, California Public Records Act, Maddy Act, and Fair Political Practices Commission requirements;
- Organization and functions of municipal government and the role of City Clerk;
- Parliamentary procedures;
- Procedures and requirements for developing, maintaining, archiving and retention of municipal records, including and electronic documents management system;
- Effective record keeping principals, practices and procedures.

**Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications;
- English usage, spelling, grammar, punctuation and business writing and proofreading;
- Type at least 50 words per minute accurately;
- Take and transcribe dictation with speed and accuracy.

**Ability to:**

- Maintain confidentiality and handle confidential information with discretion and in accordance with established procedures and State and Federal Laws;
- Independently perform a variety of responsible, confidential and complex administrative, technical, secretarial, and clerical duties in support of the City Clerk's Office;
- Interpret and summarize written material;
- Interpret and apply municipal laws and procedures, state and federal requirements, election laws, and political reform requirements;
- Work independently with minimum supervision;
- Work under pressure and meet tight deadlines with speed and accuracy;
- Provide information and organize material in conformance with policies and regulations;

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DEPUTY CITY CLERK**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: City Clerk  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by City Council: 10-15-19  
Resolution No.: 2019-30

(Continued)

- Communicate in an effective and professional manner with elected officials, co-workers, and the public, orally and in writing;
- Prepare agendas and minutes and maintain municipal records;
- Establish and maintain effective working relationships with City staff and the public;
- Assist the public, City officials and others in researching or obtaining answers to questions regarding City business;
- Develop and implement department policies and procedures;
- Understand and follow complex oral and written instructions;
- Interpret and apply laws, rules, regulations, procedures and policies;
- Maintain filing systems;
- Understand and interpret MOU's, administrative policies, department rules and other policies related to job duties;
- Prepare, write, compose, using good vocabulary and organization; accurate letters, reports and other forms of correspondence;
- Assist effectively supervising subordinates;
- Assist in reviewing and evaluating employees;
- Foster a teamwork environment;
- Assist in leading, coaching, instructing and motivating employees;
- Work overtime as requested;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet or exceed the standards of performance for the classification;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

**Education and Experience Guidelines** – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) and college level business and commercial courses from an accredited university or college.

**CITY OF HUNTINGTON PARK**  
**CLASS SPECIFICATION**

**DEPUTY CITY CLERK**

Civil Service Status: Exempt  
Probationary Period: At-Will  
Classification Series: City Clerk  
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees  
Approved by City Council: 10-15-19  
Resolution No.: 2019-30

**Experience:**

- Four (4) years or more of general clerical and office experience involving the development, presentation and maintenance of complex records and legal documents, public contact and handling a variety of typing, filing and record keeping tasks.

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record.

**Special Requirements:**

- Must demonstrate the ability to type at least 50 words per minute accurately.

**Physical Requirements:**

- Must meet approved physical and pre-placement medical standards for the position.

**Bilingual Pay:**

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.



# CITY OF HUNTINGTON PARK

Parks and Recreation Department  
City Council Agenda Report

October 15, 2019

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:

**CONSIDERATION AND APPROVAL OF A FACILITY USE PERMIT & FEE WAIVER REQUEST BY THE GENERAL FEDERATION OF WOMEN'S CLUB (GFWC) OF HUNTINGTON PARK FOR THEIR 6<sup>TH</sup> ANNUAL CONFERENCE ON "DOMESTIC VIOLENCE & SEXUAL ASSAULT"**

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

1. Approve the Facility Use Permit for the General Federation of Women's Club of Huntington Park's 6<sup>th</sup> Annual Conference on Domestic Violence & Sexual Assault, scheduled for Saturday, October 26, 2019; and
2. Consider approving the Parks and Recreation Commission's recommendation approving the facility fee waiver request by the General Federation of Women's Club of Huntington Park.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The General Federation of Women's Club (GFWC) is an international women's organization dedicated to community improvement by enhancing the lives of others through volunteer service. It continues a long history of strong women promoting education, social justice, and health for women and families. Over the last five years, the GFWC has hosted an annual conference providing support and resources to address Domestic Violence and Sexual Assault.

Ivonne Correa, President of the Women's Club, an eligible non-profit organization, is requesting a facility use permit and facility fee waiver to host the annual "Domestic Violence and Sexual Assault Symposium" on Saturday, October 26, 2019 at the Salt Lake Park Recreation Center. This public event serves as a free informational and resource symposium to address multifaceted forms of violence, verbal abuse, emotional abuse, elder abuse, rape, human trafficking and murder. 50-100 participants are anticipated to attend this year's event. The fee associated with the fee waiver application will go towards achieving the organization's goal of opening a women's crisis center in Huntington Park.

**CONSIDERATION AND APPROVAL OF A FACILITY USE PERMIT & FEE WAIVER REQUEST BY THE GENERAL FEDERATION OF WOMEN'S CLUB (GFWC) OF HUNTINGTON PARK FOR THEIR 6<sup>TH</sup> ANNUAL CONFERENCE ON DOMESTIC VIOLENCE & SEXUAL ASSAULT**

October 15, 2019  
Page 2 of 3

The proposed event schedule is as follows:

- Set-up: October 25, 2019 5 p.m. – 8 p.m. & October 26, 2019 8 am – 10 am
- Event: October 26, 2019 10:00 a.m. – 1:30 p.m.
- Cleanup: October 26, 2019 1:30 p.m. –2:00 p.m.

The event will take place in the Social Hall at Salt Lake Park Recreation Center.

**FISCAL IMPACT/FINANCING**

The GFWC of Huntington Park is requesting a 100% fee waiver for their Domestic Violence & Sexual Assault Symposium on October 26, 2019. During a Parks & Recreation Commission meeting held on September 25, 2019 at 6:00pm, the Parks & Recreation Commission reviewed the Facility Fee Waiver Application and Facility Rental Permit Application submitted by the GFWC of Huntington Park. The total cost to use Salt Lake Park Recreation Center Social Hall is \$1,585.71

The Parks & Recreation Commission motioned 3-0, to waive the following fees

**Fees recommended be waived:**

Social Hall	\$ 279.00
Kitchen	\$ 78.00
Equipment (tables, chairs, mic & Linen)	\$ 446.71
Deposit	\$ 300.00

---

**Total recommended waived by Commission: \$ 1,103.71**

The Parks & Recreation Commission agreed to have the GFWC of Huntington Park pay for the following:

**Fees recommended be paid:**

Deposit (refundable)	\$ 200.00
Personnel	\$ 78.00
Janitorial	\$ 204.00

---

**Total recommended be paid: \$ 482.00**

**LEGAL AND PROGRAM REQUIREMENTS**

Per municipal code 5-13.02 – Permit – Required and 5-13.09 Departmental Service Charges, Council must first approve proposed special events held on City property, prior to the issuance of a permit and/or fee waiver request for use of city facilities. In addition, the City Property and Facility Use Fee Waiver Policy stipulates that all facility fee waiver requests for use of City property for activities in public places, must first be

**CONSIDERATION AND APPROVAL OF A FACILITY USE PERMIT & FEE WAIVER REQUEST BY THE GENERAL FEDERATION OF WOMEN'S CLUB (GFWC) OF HUNTINGTON PARK FOR THEIR 6<sup>TH</sup> ANNUAL CONFERENCE ON DOMESTIC VIOLENCE & SEXUAL ASSAULT**

October 15, 2019

Page 3 of 3

reviewed and approved for Council recommendation, by the Parks and Recreation Commission.

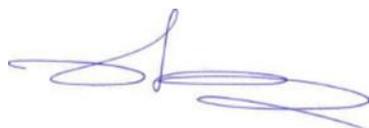
**CONCLUSION**

The overall total cost to use Salt Lake Park Recreation Center the Social Hall including the refundable deposit is \$1,585.71. The Parks and Recreation Commission is recommending waiving \$1,103.71 for the fees of the facility, reducing the deposit and equipment rental. If approved, the GFWC of Huntington Park will submit all pending necessary paperwork and pay the remaining \$482.00.

GFWC of Huntington Park will also submit the refundable deposit before the event takes place and it shall be returned in its entirety provided there are no damages at the conclusion of the event. Staff will work with the GFWC of Huntington Park to ensure all event logistics are in place to guarantee a successful Conference.

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES  
City Manager



CYNTHIA NORZAGARAY  
Director of Parks and Recreation

**ATTACHMENT(S)**

- A. Facility Rental Application GFWC of Huntington Park
- B. Invoice GFWC of Huntington Park
- C. Fee Waiver Application GFWC of Huntington Park
- D. Request Letter GFWC of Huntington Park

# ATTACHMENT "A"

# Facility Rental Application



Please use this application to submit your request to rent space at the City of Huntington Park's Department of Parks and Recreation. **In order to reserve a facility for private special events, facility rental applications and rental fees MUST be submitted and paid in full a minimum of ten (10) calendar days prior to event date(s)** (Please see policy for adding time to your rental). Submission of this application does not guarantee rental of facility.

## CONTACT INFORMATION

NAME OF GROUP/ORGANIZATION GFWC Women's club of Huntington Park TAX ID # (Non-profits only) \_\_\_\_\_  
APPLICANT NAME/PERSON RESPONSIBLE Ivonne Correa TITLE club President  
CELL PHONE 323-449-7221 ALTERNATE PHONE \_\_\_\_\_  
EMAIL hp\_correa@yahoo.com  
ADDRESS 6126 Middleton st CITY Huntington Park STATE CA ZIP 90255

## EVENT INFORMATION

NAME AND TYPE OF EVENT \_\_\_\_\_ ESTIMATED ATTENDANCE 100  
FACILITY REQUESTED SLP Social Hall  
SET UP DATE(S) REQUESTED\* October 25 2019, 4pm to 7pm EVENT DATE(S) REQUESTED\* October 26 2019  
SET UP START TIME 8am SET UP END TIME \_\_\_\_\_ EVENT START TIME 10am EVENT END TIME 1,30pm

\* If more than three (3) dates are requested, please list all dates and times in "COMMENT / ADDITIONAL DATES" section on backside.

## EVENT DETAILS

1. Is your event open to the public?  Yes  No (If yes, liability insurance required)
2. Is this a fundraising event?  Yes  No (If yes, liability insurance required)
3. Will there be an admission charge or donation?  Yes  No (If yes, liability insurance required)
4. Will alcohol be served during the event?  Yes  No (If yes, please see security guard policy)
5. Is the celebrant of your event younger than 21 years?  Yes  No (If yes, please see security guard policy)
6. Will alcoholic beverages be sold at the event?  Yes  No (If yes, liability insurance & ABC license required)
7. Will non pre-packaged food be served?  Yes  No (if yes, janitorial services are required)
8. Will Caterer/Bartender be onsite during your event?  Yes  No (If yes, liability insurance & BL required)

Please sign below to confirm that the information contained on this application is accurate

SIGNATURE *Ivonne Correa* DATE 09/11/2019

## STAFF USE ONLY

APPLICATION RECEIVED BY *Betina Quinones 9/12/19* APPLICATION REVIEWED BY *Betina Quinones 9/12/19*  
APPLICATION PROCESSED BY \_\_\_\_\_ APPLICATION LOGGED BY \_\_\_\_\_  
RECEIPT NO. \_\_\_\_\_ PAYMENT TYPE:  CHECK  MONEY ORDER  VISA/MASTERCARD  
SECURITY SERVICES NOTIFICATION SENT BY *N/A* DATE \_\_\_\_\_

COMMENTS *Application will be reviewed by Parks & Rec. Commission on 9/25/19 for fee waiver.*

Salt Lake Park Social Hall  
Rental by GFWC Women's Club  
Table and A/V Needs  
October 26, 2019

- 10 Round tables
- 8 chairs per table = 80 chairs, plus four (6) extra chairs
- Podium
- Microphone and speakers
- 5 rectangular tables
- Tablecloth liners for all tables
- ~~Screen~~ *gk.*
- Use of kitchen

# ATTACHMENT "B"

**City of Huntington Park • Department of Parks & Recreation**

3401 E. Florence Ave. • Huntington Park, CA 90255 • 323-584-6218 • FAX 323-584-6310 • www.hpca.gov

**Invoice**

<b>BILL TO</b>
GFWC Women's Club of Huntington Park ATTN: Ivonne Correa 6126 Middleton St, Huntington Park CA 90255 HP_Correa@yahoo.com 323-4497221

<b>INVOICE DATE</b>	<b>INVOICE NO.</b>
9/19/2019	

<b>Event:</b>
GFWC - Domestic violence & Sexual Assult Symposium

Parks and Recreation Facility	QUANTITY	RATE	TOTAL
	<b>9</b>	<b>\$31.00</b>	<b>\$279.00</b>
<i>Kitchen</i>	<i>1</i>	<i>\$78.00</i>	<i>\$78.00</i>
<b>JANITORIAL FEE</b>	<b>1</b>		<b>\$204.00</b>
Personnel (Staff Supervision)	4	\$19.00	\$76.00
<b>Rount Tables</b>	<b>10</b>	<b>\$6.86</b>	<b>\$68.60</b>
<b>Chairs (Black)</b>	<b>86</b>	<b>\$1.07</b>	<b>\$92.02</b>
<b>Podium</b>	<b>0</b>		<b>\$0.00</b>
<b>Wireless Mic</b>	<b>1</b>	<b>\$47.47</b>	<b>\$47.47</b>
<b>Speaker</b>	<b>1</b>	<b>\$49.97</b>	<b>\$49.97</b>
<b>8 Ft. Rectangular Tables</b>	<b>5</b>	<b>\$8.25</b>	<b>\$41.25</b>
<b>Linen (6' Round Black)</b>	<b>10</b>	<b>\$10.50</b>	<b>\$105.00</b>
<b>Linen (8' Rectangular Black)</b>	<b>5</b>	<b>\$8.88</b>	<b>\$44.40</b>
<b>JANITORIAL FEE</b>			\$0.00
<b>DEPOSIT</b>			\$500.00
<b>PAYMENTS / CREDITS</b>			\$0.00
<b>TOTAL DUE TO CITY OF HUNTINGTON PARK</b>			<b>\$1,585.71</b>



# ATTACHMENT "C"



# Facility Fee Waiver Application

Please read and carefully complete the following application. Failure to provide accurate information may result in a delay or denial of your request for a fee waiver. Please attach a copy of your Facility Rental Application to this form and return to the Department of Parks and Recreation. **Applications must be submitted at least 60 days before event.**

Submission of this application does not guarantee rental of facility.

## A. CONTACT INFORMATION

Name of Group/Organization GFWC Women's club of Huntington Park

Is this a non-profit organization  YES  NO Tax ID # (Non-profit only) 80-0290462

Applicant Name/Person Responsible Ivonne Correa Title Club president

Cell Phone 323-449-7221 Alternate Phone N/A

E-mail Address hp\_correa@yahoo.com

Address 6126 Middleton st City Huntington Park State CA Zip 90255

## B. FACILITY INFORMATION

Indicate the specific facility or facilities for which you are requesting a fee waiver

- |  |   |
|--|---|
| <input type="checkbox"/> FREEDOM PARK RECREATION CENTER                | <input type="checkbox"/> FREEDOM PARK ATHLETIC FIELD                |
| <input type="checkbox"/> HUNTINGTON PARK COMMUNITY CENTER              | <input type="checkbox"/> KEVIN DE LEON SOCCER FIELD                 |
| <input type="checkbox"/> RAUL R. PEREZ MEMORIAL PARK RECREATION CENTER | <input type="checkbox"/> RAUL R. PEREZ MEMORIAL PARK ATHLETIC FIELD |
| <input type="checkbox"/> ROBERT H. KELLER PARK                         | <input type="checkbox"/> ROBERT H. KELLER PARK PICNIC SHELTER       |
| <input type="checkbox"/> SALT LAKE PARK CLUB ROOM # _____              | <input type="checkbox"/> SALT LAKE PARK BALL FIELD # _____          |
| <input type="checkbox"/> SALT LAKE PARK BATTING CAGES                  | <input type="checkbox"/> SALT LAKE PARK GYMNASIUM                   |
| <input checked="" type="checkbox"/> SALT LAKE PARK LOUNGE              | <input checked="" type="checkbox"/> SALT LAKE PARK SOCIAL HALL      |
| <input type="checkbox"/> SALT LAKE PARK SOCCER SQUARE SENIOR PARK      |   |
| <input type="checkbox"/> OTHER _____                                   |   |

## C. EVENT INFORMATION

1. Event Description (provide a detailed description of the event, its purpose, and the activities that will take place).

Domestic violence and sexual assault awareness symposium.  
We will have speakers, pamphlets and informational  
materials.

Anticipated Daily Attendance 7 Anticipated Total Attendance 100

2. Is your organization an official non-profit organization 501(c)3?  Yes  No

• If yes, list the non-profit tax ID number

80-0290462

3. Will you be charging a fee for this event?  Yes  No  
• If yes, list all fees:

\_\_\_\_\_

\_\_\_\_\_

4. Will the event be open to the public?  Yes  No  
5. Is this event a fundraiser?  Yes  No

D. EVENT DATES AND TIMES

Set-up Date(s) October 25, 19 & Oct 26, 2019 Set-up Start Time 10/25 4pm 10/26 8am  
Event Start Date(s) October 26 2019 Event Start Time 10am  
Event End Date October 26 2019 Event End Time 2pm  
Breakdown Date(s) \_\_\_\_\_ Breakdown End Time \_\_\_\_\_

E. FEE WAIVER INFORMATION

Please complete ONLY the section which applies to your event (Intergovernmental Cooperation, Non-Profit, Private Business or Organization or City Sponsored Event)

Intergovernmental Cooperation (Applicant is a government agency)

Name of Specific Department/Unit Responsible for Event \_\_\_\_\_

How does this event benefit the residents of Huntington Park?

Valuable information for men and women, who may be survivors of domestic violence, as well as help in the prevention of domestic violence, including outreach and other available resources

Why is it necessary to hold this event at a City facility?

We have made it one of our priorities of the EFWC Women's Club of Huntington Park to work alongside with our city ~~to~~ in a collaborative manner to bring resources to our community.

Non-Profit Organization or Private Business, Organization or Individual

\*Non-profit organization will be required to provide verification of tax-exempt status.

Do you provide a service solely to the residents of Huntington Park?  Yes  No

Indicate the negative impact or financial hardship that the normal facility fees would create for your event or agency. You may attach a budget or financial statement for your organization to clarify the reason for your fee waiver request.

Our goal is to raise funds to eventually open a women's crisis center in Huntington Park. But we know that our community needs these types of resources <sup>now</sup> and we can't offer a free workshop and give money at the same time for our long term goal.

What significant value or benefit will your event provide to Huntington Park residents?

There isn't a crisis center close to our community and those that are seeking help don't always go where to access help. This symposium can serve as a resource for those people that don't know where to turn to or friends of those who know they are experiencing and form of domestic violence.

City-Sponsored Event

See the Park Facility Use Fee Waiver Policy for details about City-sponsored event requests.

Does your organization have, or is it in the process of receiving, a tax-exempt status?  Yes  No

Explain why the City should be a co-sponsor of your event:

We would love to have the city co-sponsor the event. Domestic violence is a very difficult topic to address. But if our community shows unity ~~to~~ from both non-profit community based organizations and our city it brings to light that we can face these challenges together.

#### F. FEE WAIVER REQUEST

Are you requesting a 100% waiver of all applicable rental fees?  Yes  No

If "NO" which fees are you requesting to be waived? (Note: refundable security deposit may not be waived)

- Facility Fee \$ \_\_\_\_\_
- Personnel (Staffing) \$ \_\_\_\_\_
- Janitorial \$ \_\_\_\_\_
- Equipment/Material \$ \_\_\_\_\_

#### G. REQUIREMENTS

A completed facility rental application, facility fee waiver application, a letter requesting the fee waiver, and a document proving financial hardship must be submitted at least 60 days prior to the event. The letter of request shall include the following: (A) names and addresses of board members, (B) the event's purpose and benefits to the community, (C) the event's proposed budget including all revenues and expenditures, (D) how the event's proceeds are to be used. (Proceeds are to be used exclusively within the community for charitable or non-profit activities involving youth or adult programs). In addition, the person requesting the fee waiver must attend the commission and/or City Council meeting when the request is being considered.

#### CHECKLIST

- Facility Rental Application
- Facility Fee Waiver Application
- Request Letter
- Financial Document

#### H. REVIEW PROCESS

You will be notified within 5 business days of submission of your application whether your request has been denied or will be referred to the City Manager, Parks & Recreation Commission, and/or City Council for review. For additional details, review the Park Facility Use Fee Waiver Policy.

I. APPLICANT SIGNATURE

I understand and agree to abide by all of the Facility Fee Waiver and Facility Rental regulations of the City of Huntington Park and any other conditions imposed for the event requested. I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that any false statement may result in denial of the requested permit or revocation of any issued permit.

SIGNATURE *Melanie Connor* DATE 09-13/2019

STAFF USE ONLY

APPLICATION RECEIVED BY \_\_\_\_\_ APPLICATION APPROVED BY \_\_\_\_\_

APPLICATION SUBMITTED \_\_\_\_\_ DOCUMENTS SUBMITTED  Facility Rental Application  Facility Fee Waiver Application  
 Request Letter  Financial Document

INVOICE CREATED BY \_\_\_\_\_ APPROVED BY \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

Salt Lake Park Social Hall  
Rental by GFWC Women's Club  
Table and A/V Needs  
October 26, 2019

- 10 Round tables
- 8 chairs per table = 80 chairs, plus four (6) extra chairs
- Podium
- Microphone and speakers
- 5 rectangular tables
- Tablecloth liners for all tables
- ~~Screen~~ *gh.*
- Use of kitchen



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 1286  
RANCHO CORDOVA CA 95741-1286

In reply refer to  
755:GRP:ANP

October 15, 2014

GFCW WOMENS CLUB OF HUNTINGTON PARK  
YVONNE CORREA  
PO BOX 5237  
HUNTINGTON PK CA 90255-9237

ENTITY ID : 8061952

You are required to file the 199N, California e-Postcard for tax years ending 05/31/2011 to 05/31/2014.

Go to [ftb.ca.gov](http://ftb.ca.gov) and search for 199N. There is no cost to submit this form.

Organizations eligible to submit an e-Postcard may choose to file a paper Form 199, Exempt Organizations Annual Information Return.

The 199N is not accepted until you 'submit' the form and receive a confirmation page.

Failure to respond within 30 days may jeopardize your exempt status.

Call the number below if you have questions about this letter. When you call, have the organization's name, corporation or organization number (if available), and the reference code (shown in the upper R103t corner of this letter).

A PRAKASH  
EXEMPT ORGANIZATIONS  
BUSINESS ENTITIES SECTION  
TELEPHONE 916.845.4171

RTF:



# WOMEN'S CLUB HUNTINGTON PARK



*Promoting health, education and social justice for women and working families.*

**CO-FOUNDER**  
Ofelia Hernandez

**PRESIDENT**  
Ivonne Correa

**1<sup>st</sup> VICE PRESIDENT**  
Laura Herrera

**2<sup>nd</sup> VICE PRESIDENT**  
Christina Basurto

**TREASURER**  
Evelia Castillo-Rodriguez

**RECORDING SECRETARY**  
Liliana Argüello

**CORRESPONDING  
SECRETARY**  
Open

**PARLIAMENTARIAN**  
Blanca Claire

**HISTORIAN**  
Ofelia Hernandez and Maria  
Kennedy

**MEMBERSHIP CHAIR**  
Open



**GFWC**  
Women's Club of  
Huntington Park,  
Est. 1907

**Address:**  
P.O. Box 5237  
Huntington Park,  
CA 90255

**E-Mail:**  
[Women39sclub@yahoo.com](mailto:Women39sclub@yahoo.com)



September 11, 2019

Ms. Cynthia Norzagaray  
Director of Parks & Recreation  
City of Huntington Park  
3401 E. Florence Avenue  
Huntington Park, CA 90255

Dear Ms. Norzagaray,

I write on behalf of the GFWC Women's Club of Huntington Park to respectfully request your assistance to waive the fee for the rental of the Salt Lake Park Social Hall on Saturday, October 26, 2019. On that day, The Women's Club would like to host the 7<sup>th</sup> Annual Conference on Domestic Violence & Sexual Assault.

Domestic violence is a multifaceted dilemma created by violence in the form of physical abuse, verbal abuse, emotional abuse, elder abuse, rape, human trafficking and murder. The purpose of the conference is to provide information and resources to community leaders, advocates and residents about the ways to address domestic violence. We invite experts in the field to talk about key issues and suggest ways for the community to deal with them in a healthy manner. Our conference is vital to the residents of the City of Huntington Park because it is the only one of its type in the area. Last year.

As one of the smallest GFWC Women's Clubs in the federation, we host the largest domestic violence event in the district. Our ultimate goal is to open a family crisis center in Huntington Park. However, we lack the capacity to fundraise at a high level. In the interim, we have decided to host this community event to gain visibility in the area. Given our lack of fundraising capacity, we ask for a fee waiver so that we can save all the money we have to eventually achieve our goal.

The budget for this event can be found below. In general, we cannot host community events without sponsors, in-kind donations and/or ticket sales.

**Revenue**

Raffle of multiple donated items \$180

**Expenses**

Marketing & Printing 150

Certificates 70

Food & Beverages, Plates, Napkins, etc. 150

Art Supplies 75

**Net Income** (\$445.00)

We do not make money from this event. We seldom even cover the related expenses.

Best Regards,

Ivonne Correa, President  
GFWC Women's Club of Huntington Park  
323-449-7221 ♦ [Women39sclub@yahoo.com](mailto:Women39sclub@yahoo.com)

# ATTACHMENT "D"



# WOMEN'S CLUB HUNTINGTON PARK



*Promoting health, education and social justice for women and working families.*

**CO-FOUNDER**  
*Ofelia Hernandez*

**PRESIDENT**  
*Ivonne Correa*

**1<sup>st</sup> VICE PRESIDENT**  
*Laura Herrera*

**2<sup>nd</sup> VICE PRESIDENT**  
*Christina Basurto*

**TREASURER**  
*Evelia Castillo-Rodriguez*

**RECORDING SECRETARY**  
*Liliana Argüello*

**CORRESPONDING SECRETARY**  
*Open*

**PARLIAMENTARIAN**  
*Blanca Claire*

**HISTORIAN**  
*Ofelia Hernandez and Maria Kennedy*

**MEMBERSHIP CHAIR**  
*Open*



**GFWC**  
*Women's Club of  
Huntington Park,  
Est. 1907*

**Address:**  
*P.O. Box 5237  
Huntington Park,  
CA 90255*

**E-Mail:**  
*Women39sclub@yahoo.com*



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City of Huntington Park  
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The budget for this event can be found below. In general, we cannot host community events without sponsors, in-kind donations and/or ticket sales.

**Revenue**

Raffle of multiple donated items \$180

**Expenses**

Marketing & Printing 150  
Certificates 70  
Food & Beverages, Plates, Napkins, etc. 150  
Art Supplies 75

**Net Income** (\$445.00)

We do not make money from this event. We seldom even cover the related expenses.

Best Regards,

Ivonne Correa, President  
GFWC Women's Club of Huntington Park  
323-449-7221 ♦ [Women39sclub@yahoo.com](mailto:Women39sclub@yahoo.com)



# CITY OF HUNTINGTON PARK

Department of Parks and Recreation  
City Council Agenda Report

October 15, 2019

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:

## **CONSIDERATION AND APPROVAL FOR AUTHORIZATION AND RATIFICATION OF CERTAIN EXPENDITURES FOR THE CITY OF HUNTINGTON PARK'S 2019 HOLIDAY PARADE**

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

1. Authorize and ratify expenditures in a not-to-exceed amount of \$56,000 for TV Production, TV Broadcasting and Parade Security for the City of Huntington Park's 2019 Holiday Parade.

### **HOLIDAY PARADE MEDIA PRODUCTION:**

The annual Holiday Parade (the "Parade") has been a part of the City of Huntington Park for over sixty-eight years, and continues to be a traditional holiday event that the community looks forward to. This will be the fourth fiscal year that the City assumes the full responsibility of the Parade's organization. The parade has been estimated to attract over 15,000 attendees and continues to grow each passing year. This year, the Parade will take place on Saturday December 14, 2019 from 6:00 p.m. – 8:00 p.m. The costs associated with the media production and security are outlined below:

**TV Production services and closed captioning:** A private contractor is necessary in order to oversee the filming, production and closed captioning required for the parade to be televised. Staff made attempts to contact two production contractors to submit quotes and was only successful in obtaining one from Billy Valdivia Entertainment whom is available to provide the services and has experience with the parade production. The cost to produce the Annual Holiday Parade is \$15,000. The Holiday Parade Committee recommends this contractor as this is all inclusive of producing, directing, lighting, sound engineering, technical support, set up, announcer, 4 cameras, 2 On Air Talents, 1 Field Reporter, Post Production services and editing as well as delivery of digital format for television broadcasting and website Upload.

**CONSIDERATION AND APPROVAL FOR AUTHORIZATION AND RATIFICATION OF CERTAIN EXPENDITURES FOR THE CITY OF HUNTINGTON PARK'S 2019 HOLIDAY PARADE**

October 15, 2019

Page 3 of 3

**TV Broadcasting air time and live streaming:** In order to televise the Holiday Parade and ensure it caters to a large viewer population within and outside the City of Huntington Park, it required identifying well known broadcasting stations. Staff reached out to three television stations (ABC7, KTLA5 and KVEA) and received various quotes offering available air time, talent and promotions.

<b>Television Station</b>	<b>ABC 7</b>	<b>KTLA 5</b>	<b>KVEA 52</b>
Package details	1-hour broadcast Talent for parade 10 promo spots In-person promotion at studio	1-hour broadcast Talent for parade 10 (30-second) promo spots produced by KTLA In-person segment promotion at studio during KTLA Morning news week of 12/9-12/13	1-hour broadcast
Date/Time	Dec. 22, 2019 From 3:00 p.m. – 4:00 p.m.	Dec. 22, 2019 From 1:00 p.m. – 2:00 p.m.	Dec. 22, 2019 From 8:00 a.m. – 9:00 a.m.
Cost	Cost: \$10,000	Cost: \$10,000	Cost: \$8,000

The Holiday Parade Committee recommends KTLA 5.

**Parade Security:** In order to provide a safe and enjoyable experience for all participants and spectators of the Holiday Parade, it is necessary to obtain security guard services to assist the Huntington Park Police Department in ensuring safety. Staff reached out to three security guard companies and received quotes from two.

<b>Security Guard Co.</b>	<b>Fast Guard Security Service</b>	<b>American Eagle Protective Services</b>	<b>Green Knight Security</b>
Personnel	48 Guards, 4 Guard Supervisors	48 Guards, 4 Guard Supervisors and a Field Manager	48 Guards, 4 Guard Supervisors
Time	From 4:00 p.m. – 09:00 p.m.	From 4:00 p.m. – 09:00 p.m.	From 4:00 p.m. – 09:00 p.m.
Cost	Cost: \$17, 160	Cost: \$5, 760	Declined job.

The Holiday Parade Committee recommends going with American Eagle Protective Services.

**CONSIDERATION AND APPROVAL FOR AUTHORIZATION AND RATIFICATION OF CERTAIN EXPENDITURES FOR THE CITY OF HUNTINGTON PARK'S 2019 HOLIDAY PARADE**

October 15, 2019

Page 3 of 3

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Each year, the City of Huntington Park residents and staff alike, look forward to the Annual Holiday Parade as it unites the community and provides delight to everyone. The Holiday Committee has been working diligently to ensure that all aspects are covered and that it is always completed with careful consideration of the costs and expenses associated with it. Therefore, the Committee recommends Billy Valdivia Entertainment as that is the only contractor who submitted a quote. The Holiday Committee also recommends KTLA 5, as they have a large viewership and great ratings. Lastly, the Holiday Committee recommends going with American Eagle Protective Services as they provided a very reasonable bid and they have significant experience in professional handling of special events.

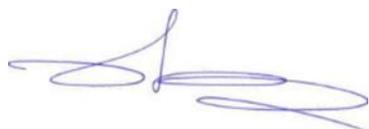
**FISCAL IMPACT/FINANCING**

Funding for the 2019 Holiday Parade was approved in the City's FY 19-20 Adopted Budget under account #111-6010-483.55-35

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES  
City Manager



CYNTHIA NORZAGARAY  
Director of Parks and Recreation

**ATTACHMENT(S)**

- A. Fast Guard Security Service Proposal
- B. American Eagle Protective Services Proposal

# ATTACHMENT "A"



**FAST GUARD**  
**SECURITY SERVICE**  
 NATIONWIDE SERVICE

# Estimate

# EST-897868

**Fast Guard Service Worldwide**  
 (888) 558-2926  
<https://fastguardservice.com/>

Bill To  
**City of Huntington Park**  
 Monterey Park  
 California  
 United States

Estimate Date : September 11, 2019

#	Item & Description	Duration	Count	Hourly Rate	Hours per day	Number of Guards	Amount
1	Event Security Guards Saturday, December 7, 2019 4:00 pm - 9:00 pm	Daily	1	\$55.00	6	52.00 1	17,160.00
						Sub Total	17,160.00
						<b>Total</b>	<b>\$17,160.00</b>

### Notes

Estimate does not secure services, Please call if you would like to move forward.

FEEL FREE TO CONTACT US AT 888 558 2926

-As you may know, businesses pay a fee every time a credit or debit card is used. These transaction costs (commonly called "swipe fees" or "interchange fees") increase as often as two times per year.

We are committed to continuing to offer the convenience of credit and debit card acceptance. For the reason, we have decided to use a new, fully-compliant solution to pass on the cost of credit card acceptance to customers who may elect to use this form of payment. The 3.5% fee is equivalent to what we pay to accept credit cards.

Please note that there is no fee for using a debit card.

We will begin using the new card acceptance solution. We look forward to serving you, and we welcome any questions you may have.

### Terms & Conditions

- FGS has a minimum of 6 hour for Service Nationwide. Except for the State of Florida (4 Hour Minimum). All of our Services are billed in advance before service is rendered via Credit Card or Debit Card. REFUNDS take up to 3-5 business days.

- All Federal Holidays are Time In a half. Including All the following below: New Years Day, Martin Luther King, Presidents Day, Memorial Day, Independents Day, Labor Day, Thanksgivings Day, Christmas Day.

# ATTACHMENT "B"

**AEPS**  
**AMERICAN EAGLE PROTECTIVE SERVICES, INC**  
SECURITY PROFESSIONALS WITH INTEGRITY

---

**PROPOSAL FOR**



**HUNTINGTON PARK**  
THE CITY OF PERFECT BALANCE *California*

**2019 HOLIDAY PARADE**

**AMERICAN EAGLE PROTECTIVE SERVICES, INC.**

425 W. Kelso Street  
Inglewood, CA 90301  
310-412-0019 phone  
310-412-0042 fax

**PPO#17622**

**July 16, 2019**

**\*\*CONFIDENTIAL\*\***

Information provided in this proposal is considered proprietary to American Eagle Protective Services, Inc., (AEPS) and is required to be kept private by the designated addressee. Copies may be produced and distributed, within the organization of the addressee for the purpose of complete evaluation during the addressee's submission period. No Entity outside of the organization of the addressee is to receive a copy of this proposal or be made privy to the contents herein.

**Licensed Bonded and Insured Since 1998**

*American Eagle Protective Services Inc.*

**AEPS**

**AMERICAN EAGLE PROTECTIVE SERVICES, INC**  
SECURITY PROFESSIONALS WITH INTEGRITY

---



*American Eagle Protective Services Inc.*

July 16, 2019

Rene Rubacaza  
2019 Holiday Parade  
**City of Huntington Park**  
3401 Florence Ave.  
Huntington Park, CA 90255

Dear Rene,

Thank you for the opportunity to present to you -- our proposal for unarmed, uniform contract security services for **City of Huntington Park**. In an effort to acquire your business we have attempted to fully understand your safety needs and concerns for asset protection, as well as your image objectives.

Within our proposal, we have identified many reasons why you should select American Eagle Protective Services, Inc. (AEPS), as your security services partner. The following information will serve, as an introduction to the services we have to offer.

Since 1998 American Eagles Protective Services, Inc. has had the belief that personalized service is the key to lasting quality relationships and success. Our staff specializes in addressing the needs specific to *each and every client*. AEPS supplies both armed and unarmed security officers for many companies around Southern California. Therefore, we understand quality services, asset protection and budgets are extremely important to our clients, their administrative staff and management teams.

Keeping all this in mind -- we know that success is a function of team performance, and that the officers assigned to **City of Huntington Park** location will come to work knowing that their efforts are valued and respected. We've confirmed this fact, after reviewing your website -- illustrating the high quality of service **City of Huntington Park** provides to its customers each and every day.

For the past decade AEPS has provided a variety of services to public and private businesses of all kinds, those who trust their food and merchandising warehouses, distribution centers, financial institutions, high-rise offices, and multi-use facilities, commercial centers and other establishments to us. These are not responsibilities we take lightly!

The AEPS management team is a group of seasoned professionals with considerable knowledge. Together, we bring more than 10 years of experience in specialized security, ownership, and ongoing training practices. AEPS management has been empowered by its ownership to handle and address any and all needs of our clients' at the local level. There's no waiting for an east-coast office to open -- we're just a phone call away.

American Eagle Protective Services operates a *24-hour call center* for the convenience of our clients and staff. We believe this to be of benefit to you, as we will be available to respond expeditiously to **City of Huntington Park** needs and requests, as well as, dispatch officers and field supervisors, manage your concerns, participate and oversee the work and ongoing training efforts 24-hours a day, 7 days a week.

Our goal is simple. We want to clearly understand your needs the first time -- by not only meeting them, but also exceeding your expectations. We aspire to making **City of Huntington Park** thoroughly satisfied with the quality of service provided by a security company -- more importantly by American Eagle Protective Services, Inc.

City of Huntington Park requirements for security services considerations are as follows

1. A security provider, which can meet your challenges and expectations in an atmosphere of constant change. In other word, a service provider who can meet your growing needs in a flexible and professional manner.
2. A security provider, who understands the environment and the customers you serve.
3. When needed placement and replacement of officers must be provided by the security provider in a timely manner.
4. A security provider who can be responsive to the needs of **City of Huntington Park** its staff and its customers
5. A security provider who can provide customer service and management support even after the sell is done.

**Key Objectives:**

- Improve Quality
- Increase Flexibility
- Improve Service
- Maximize Control of Locations
- Gain More Cost Efficiency
- Limit Liability

**Benefits for Selecting American Eagle Protective Services:**

- Control operating costs
- Eliminate peak staffing problems
- Provide the best quality services, products and people
- Increase customer satisfaction
- Reduce overall management burden, while retaining control of strategic decision making

**General Duties of Security Officers:**

This should include, but not be limited to:

- a. The ability to observe and report
- b. Response to emergencies through the contact of Fire, Police or Medical, as required
- c. Monitoring and control of access and egress of customers and others, while on premise
- d. Maintain surveillance of property utilizing foot patrol, as directed by management and/or post orders.
- e. Advice **City of Huntington Park** management direct of all-unusual incidents and/or emergencies, as observed by the officer while on the premise.
- f. Strong customer service and relations skills by the officer, with a friendly, but professional demeanor to all visitors.
- g. Conduct periodic patrols of the premises and ensuring that there is not a breach of security.



6. Security officers must be congenial in their duties; they do not become overly friendly, with other staff members and/or visitors, etc.
7. Attention must be given to security officer's ability to communicate clearly and accurately (including complete reports – DAR's, as required by **City of Huntington Park** our employ.
8. AEPS officers must be available for special events on a periodic basis with a minimum advance notice of 24-hours -- by **City of Huntington Park**.
9. In addition to meeting your budgetary needs, frequency of contacts by contract management personnel will be available. Should a service issue occur, you may rest assured that it will be resolved to your satisfaction, and not just given "lip service."
10. Service Resources - To be successful in today's business environment, AEPS realizes it has to be more than just your "guard" company; it has to be your best-in-class consultant.

## **INVESTMENT**

AEPS has carefully considered your security requirements, the equipment needed and the tasks our security officers must complete to provide you with a quality security program. With these elements in mind, American Eagle Protective Services submits the following rates for your consideration:

**BILLING RATES FOR CENTER FOR CITY OF HUNTINGTON PARK**

<u>Job Classification</u>	<u>Hourly Bill Rate</u>	<u>Hours</u>	<u>Total amount</u>
Unarmed officers (48)	\$22.00	4pm-9pm	\$5280.00
Supervisors (4)	\$24.00	4pm-9pm	\$480.00
			\$5760.00

***American Eagle Protective Services, Inc. Requires Net 30 Days for Payment of Invoices***

***Note: Upon the assignment of location by City of Huntington Park—American Eagle Protective Services will implement***

***Field Manager for City of Huntington Park account at no additional charge.***

Should there be a change in the State of California's "minimum wage" or the "living wage ordinance", or other imposed costs that are beyond the control of American Eagle Protective Services and that have an adverse effect on the operating costs of this account, agrees to revise billing rates that will reimburse American Eagle Protective Services for its added costs.

**QUALITY SECURITY OFFICERS**

The significance of minimum wage is that it sets the point at which the least qualified individuals are hired and it affects the starting point of wage leverage for the more desirable employees. In a labor-intensive business, the process for having the lowest possible bill rate translates into employees being paid the lowest possible wage. American Eagle Protective Services recognizes that doing so would compromise our service quality and your assets!

## PERSONNEL POLICIES AND PRACTICES

**Guard Turnover Rate** - The Company currently strives for and actively maintains a turnover rate of less than 15% per Year. We are actively working on reducing that to less than 10% per Year. The average in the Security Industry is approximately 100 to 200% per year, primarily due to the lack of benefits and low pay. We recognize that, and therefore we pay slightly higher than the local average. We pay our employees a Bonus for outstanding performance. This bonus is paid once a quarter, and is based upon the employees being on-time, properly uniformed, no disciplinary actions or problems, and no customer complaints. The Bonus Check is passed out to all employees who qualify for the Bonus, at a ceremony. This way it maximizes the exposure and the recognition for the qualifying employees and serves as a motivational tool for those who did not receive the bonus. We also provide our employees with advancement opportunities and direct feedback on their performance. We pay a little more, but we demand a lot more from our employees.

**Recruitment** - We usually try whenever possible to hire the Security Officers currently working on the contract, since this provides them with an incentive to stay. We recognize their knowledge and experience. This also makes the transition a lot smoother. We also actively recruit from local trade schools, Police Academies, Military Bases, Out-placement centers for local Military and Police Departments, Junior Colleges, Universities, Job Service Centers and referrals from current employees. All personnel are required to undergo a full Background Investigation including Drug Screening.

**RECRUITING SOURCES:** The following list is not all inclusive, but does represent the hierarchy and priority that is used:

- |    |                                |            |
|----|--------------------------------|------------|
| 1. | Retain Current Officers        | 75% to 80% |
| 2. | Promotion from within          | 2% to 3%   |
| 3. | Military Out-placement Centers | 5% to 7%   |
| 4. | Classified Advertising         | 5% to 6%   |
| 5. | Word of Mouth                  | 1% to 2%   |
| 6. | Technical Schools              | 1% to 2%   |

**Affirmative Action**— We are an equal opportunity employer, we are looking for the best qualified personnel for our contract and a Reserve force that we maintain for all contracts. We will actively seek applicants from all ethnic backgrounds and genders. We do not discriminate based upon age, but we do require that our personnel be physically qualified to perform the duties of the contract, which includes being on your feet, being able to render assistance during emergencies and being able to control crowds, and if necessary to take physical action to protect personnel and property.

**Background Checks** – All employees are subject to a detailed Background Investigation that includes all prior employers in the last 5 years. All time must be accounted for. All Applicants are checked to ensure that they are not illegal aliens; they must have a U.S. Birth Certificate, Naturalization Certificate, or a Genuine INS Green Card. We perform a Police Record Check in all Counties, Communities and States where the individual has either worked or lived in the last five years. We perform a National Records Check for possible Criminal Record, we require that there be no gaps in either employment or residence history. If ex-military we require a DD-214. We also check with at least three non-family personal references.

**Hiring Practices and Procedures** – We will accept Applications from any and all applicants, we will check all prior employers, we require each applicant to provide us with a copy of their Drivers License, their State Guard Card, Social Security Card, Birth Certificate or Naturalization Certificate, Passport, High School Diploma or GED Certificate, CPR and First Aid Certificate, DD-214, Proof of either background or training, and College Transcripts if available. We require that all applicants must undergo a Physical Examination including Drug Screening, Visual Examination and Hearing Test, as a condition of employment. We check with Drivers License Bureau (DMV) to determine if

*American Eagle Protective Services Inc.*

there is any history of Substance Abuse, we check for a possible history of Domestic Abuse for all Security Officers.

**Drug Testing** – We are a Zero Tolerance Company, we require all personnel to take a Drug Screen as a condition of employment. We also will conduct follow-up Drug Screens whenever we have reason to believe that an employee undergoes either a work performance or attitude change, or if we have reason to suspect a problem.

**Promotions and Demotions** – We do not normally consider demotions except as a disciplinary issue. If the disciplinary issue is sufficient for us to consider demotion, then the possibility is very strong that we will have terminated the person for sub-standard performance. The exception is when a person is employed in a position that is changed to reflect a new skill requirement that the individual cannot perform. We normally promote all of our Supervisors from within our ranks, thereby providing our personnel with the opportunity to seek promotion.

**Rate of Pay** - We offer all employees performing the same job on the same contract the same Rate of Pay and Benefits as specified in the applicable local or Federal Wage Determination. There is no discrimination allowed or tolerated. The only justification for a different rate of pay is the result of the person being assigned to a position requiring additional responsibilities, such as being a Supervisor or a Lead Guard.



## QUALITY ASSURANCE PLAN

We are driven by our client's needs and we stress this is in all aspects of job performance, employee reviews and training. We require that our Supervisors perform periodic and surprise inspection of all of our contracts and personnel. Any time that a Corporate Officer visits a contract site, he/she will inspect the personnel and prepare an inspection report. We closely monitor any and all Inspection reports, performance records, and complaints. We do not ignore any complaints no matter how minor.

All posts will report via telephone to the local Area Supervisor at the start and end of each shift. In addition all posts will be physically inspected not less than once a week, and more often if the results indicate any problems. We will not tolerate any slackness in performance, attitude or appearance.

The Area Supervisor will be in contact with the Contract Manager and will maintain a list of personnel on-call for fill-in as needed. We will have a ready reserve equal to 10% of the total staffing required to perform the contract. In addition we will maintain a contract ratio of 90% Full Time Employees and 10% Part Time Employees. A Full Time Employee is defined as a person working 40 Hours per Week, while a Part Time Employee is one that is assigned from 20 to 30 Hours per Week. This provides us with a cadre of personnel already working on the contract that can be called immediately for a fill-in, subject only to the requirement that no employee will work more than 12 consecutive Hours in a 24 Hour period. The priority will be to ensure that no post is ever left unfilled for any reason. If the post is one where we have a Guard on duty, he/she will not be allowed to leave until a spot relief is on site. If a post is not manned due to a "no show", then the Area Supervisor will fill the post until a replacement can arrive.

## ON SPECIAL EVENTS

- *Minimum 24-hours Advance Notice Required for All Special Events*
- *Minimum 6 hour guarantee per Officer per event required*
- *One (1) Lead Officer will be assigned to the event for every five (5) Officers requested*

### *Value Added Services Include:*

- **24/7 Communication Center** – When you are not available at your property American Eagle Protective Services is. With a local 24-hour communication center connected to the Security Officer and client, AEPS provides local response in the event of an emergency.
- **Communication Devices** – The officer will be equipped with a cell phone for this site.
- **Detailed Post Instructions** – Written instruction used to train security officers on what, when and how to perform security duties, while on assignment with **City of Huntington Park**.
- **Local Management Team** – For additional client support when you need us.
- **Drug Testing**
- **Field Supervision**

## **POST ORDERS**

It is preferable that the responsibility and authority of the security officer, the rules of the property and specific duties of the security staff be in writing. American Eagle Protective Services and **City of Huntington Park** will participate in the development of post orders with careful thought being given to the limitation of authority, actions to take when rules violation or crime occurs, and reaction to emergencies. *American Eagle Protective Services will require joint approval between City of Huntington Park and AEPS, Inc. on all written post orders prior to AEPS officer implementation.*

Post orders left behind by a predecessor security agency, or client-produced orders that have not been reviewed for a year or more, are evaluated for content and accuracy. Memos and notes to the security staff are evaluated and the current staff interviewed to determine how the job is really done. American Eagle Protective Services priorities include the production and maintenance of up-to-date post orders.

## **UNIFORM POLICY**

American Eagle Protective Services uniform policy provides our clients with flexibility and ensures that our security officers project an effective presence. AEPS offers a variety of uniform styles for any given security environment in which they have been assigned. The goal of the uniform selection is to set the tone for the function of the security officer and to establish his or her presence in the most effective manner.

All uniforms will be tailored to fit correctly, and worn uniforms will be replaced immediately during the duration of the contract.

Full cost of our standard uniforms will be the responsibility of American Eagle Protective Services. American Eagle Protective Services understands the importance of image for the employees and the public, and wants to ensure that each officer will have a clean, pressed uniform every day he or she is on duty.

Uniforms for the **City of Huntington Park** assignment will consist of the following for each security officer:

- (5) Hat
  - (4) Shirt
  - (3) Pair of pants
  - (2) Ties (all shift personnel)
  - (1) Bomber jacket
- Other weather gear as needed**

## **AMERICAN EAGLE PROTECTIVE SERVICES SERVICING LOCATION**

The American Eagle Protective Services headquarters will be servicing **City of Huntington Park** and is located at 425 W. Kelso Street Inglewood, CA 90301. The main telephone number is 310-412-0019. Our communication's center direct telephone number is 310-412-0019 and is answered twenty-four hours a day.

## AMERICAN EAGLE PROTECTIVE SERVICE, INC. EMERGENCY CONTACT LIST

<b>Position/Function</b>	<b>Name</b>	<b>Contact Number</b>
<b>American Eagle Protective Service, Inc. – Corporate Office Fax Number</b>	Monday – Friday 8:00 a.m.- 5:00 p.m.	310-412-0019 310-412-0042
<b>Lead Field Supervisor</b>	TBD Upon Award	310-412-0019
<b>Field Supervision</b>	All	TBD
<b>24-hour Dispatch Center</b>	AEPS Communications	310-412-0019
<b>Director of Client Relations</b>	Cathie Davis	310-472-7821
<b>Director of Administration</b>	Joelle Bonds M-F 9:00 a.m.-5:00 p.m.	310-412-0019
<b>Sales &amp; Marketing</b>	Veronica Bautista	310-484-9615
<b>General Manager</b>	Yvette Silva	310-412-0019
<b>Vice President Operations</b>	John Labidi	213-276-4555

AMERICAN EAGLE HAS LISTED A FEW OF OUR PAST AND PRESENT CLIENTS TO ILLUSTRATE OUR CAPABILITIES AND TO PROVIDE YOU WITH CURRENT REFERENCES

**Rite Aids**  
Numerous Locations  
Contact: Matt Megill  
Corporate Operations Manager

**Autry Museum**  
210 S. Victory Blvd.  
Burbank, CA 91502  
Contact: Everett Drayton  
Director of Security

**Aids Healthcare Foundation**  
1300 N. Vermont Ave., Suite 407  
Los Angeles, CA 90027  
Contact: Jesse Galan  
Office Administrator

**Soltek Pacific Construction**  
2424 Congress Street  
San Diego, CA 92210  
Contact: Derek Good  
Superintendent

**Furniture of America**  
730 Epperson Dr.  
City of Industry, CA 91748  
Contact: Vincent Deng  
Director of Administration

**NMS Properties, Inc.**  
1430 5<sup>th</sup> Street Suite 101  
Los Angeles, CA 90017  
Contact: Eddie Valentin  
Development Associate

**Henkels & McCoy**  
2840 Ficus Street  
Pomona, CA 91766  
Contact: Joshua Shook  
Project Manager

**Museum of Latin American Art**  
628 Alamitos Ave.  
Long Beach, California 90802  
Contact: Anthony Hampton  
Director of Security

**Pacific Logistics Corp.**  
7255 Rosemead Blvd.  
Pico Rivera, CA 90660  
Contact: Ovie De La Torre  
Corporate Safety Admin.

**City of Los Angeles**  
Numerous Locations  
Los Angeles, CA  
Contact: Keith Boles  
General Manager

**Bank of America**  
400 National Way  
Simi Valley, CA 93065  
Contact: Steve Wilson  
Regional Account Manager

**Southern California Edison**  
1450 Iowa Ave. Suite 120  
Riverside, CA 92507  
Contact: Gene Scott  
Southern California Edison Project Manager

*American Eagle Protective Services Inc.*

For additional information -- Visit us on the web at: <http://aeprotectiveservices.com>

American Eagle Protective Services has earned the reputation as one of the most pro-active, service-oriented management companies in the security industry. We are committed to maintaining this reputation with our current clients. We would certainly like this opportunity to demonstrate our capabilities of consistent high quality for you, your clients, and your community.

Once again, thank for your consideration and the opportunity to share our information. Should you have any questions and or comments regarding our services or this submission, I can be reached at the telephone numbers listed below.

Respectfully,

Veronica Bautista  
Business Development Director  
*American Eagle Protective Services*  
Telephone: 310.412.0019  
Fax: 310.412.0042  
Cell: 310.484.9615



# CITY OF HUNTINGTON PARK

Parks and Recreation Department  
City Council Agenda Report

October 15, 2019

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:

## **CONSIDERATION AND APPROVAL FOR AUTHORIZATION AND RATIFICATION OF CERTAIN EXPENDITURES FOR HOLIDAY PALM TREE DECORATIONS ON PACIFIC BOULEVARD**

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

1. Approve Christmas Light Decorators as the vendor, per Huntington Park Municipal Code, section 2-5.12(i), for the installation of Holiday Palm Tree Decorations on Pacific Boulevard using account #111-6010-451-74.10.
2. Approve authorization to purchase, own and install the required additional lights for the trunks, crest and fronds in a not-to-exceed amount of \$46,735.42; or
3. Approve authorization to lease, install and remove the required additional lights for the trunks, crest and fronds in a not-to-exceed amount of \$32,865.00

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

At the regularly scheduled council meeting of November 6, 2018 Council approved the purchase of Holiday Palm Tree Decorations on Pacific Boulevard from Christmas Light Decorators. The purchase and installation of the then newly acquired palm tree holiday decoration lights was completed and remains up at the present time. Due to the growth of the trees and impact of the weather elements, it was necessary for City staff to remove almost all of the lights from the fronds (leaves) of the palm trees. Only 6 trees remain fully lit and there are several outages on lit trunks along Pacific Boulevard. The extra lights are currently being stored at Public Works.

In determining the re-installation and supplementing of lights for the upcoming Holiday Season other vendors were considered. However, Christmas Light Decorators is familiar with the set-up and the products that we are missing come from them. Moreover, this vendor has a unique set of background and experience in addressing the City's need as well as their familiarity with the layout of Pacific Boulevard and the particular tedious set-up being requested since they installed it and it is their product.

**CONSIDERATION AND APPROVAL FOR AUTHORIZATION AND RATIFICATION OF CERTAIN EXPENDITURES FOR HOLIDAY PALM TREE DECORATIONS ON PACIFIC BOULEVARD**

October 15, 2019

Page 2 of 2

Additionally, a benefit that Christmas Light Decorators can offer as a manufacturer of decorations is a 3-month warranty that if there is any damage or malfunction, they are able to provide a replacement free of charge.

The first option allows the city to purchase and own the lights at \$46,735.42. However, Christmas Light Decorators does not recommend leaving the trees lit year-round due to growth and the damage sustained to the lights by the weather elements that cause dimming. In addition, if the City elects to purchase, then the maintenance of the lights will again need to be absorbed by City staff from Public Works who has graciously done what they can with the maintenance of the trees.

The second option to lease the lights allows for the installation and removal of the lights at \$32,865.00. A total savings of \$13,870.42. The lights can remain up past the holidays and removed no later than March 31, 2020.

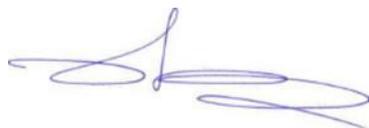
**FISCAL IMPACT/FINANCING**

The expense is part of the adopted budget for FY 2019-2020. No additional appropriation is needed at this time.

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended action.

Respectfully submitted,



Ricardo Reyes  
City Manager



Cynthia Norzagaray  
Director of Parks and Recreation

**ATTACHMENTS**

A. Christmas Light Decorators Purchase and Lease Estimate.

# ATTACHMENT "A"



Proposal Provided by: Christmas Light Decorators

PO Box 21141, Mesa, AZ 85277

(480) 967-1122 PH. | (480) 967-1120 FX.

www.christmaslightdecorators.com | aaron@cldaz.com

Contact  
Aaron Farrelly

Date

Customer/Project Name:	City of Huntington Park - Palm Lighting	10/08/2019
Location Address:	Downtown Huntington Park	
Main Contact Name & Title	Cynthia Norzagaray	
Contact Phone(s) & Email:	(323) 973-0092 Cnorzagaray@hpca.gov	

Quant	Price Each	Description	Total
<b>PURCHASE ESTIMATE</b>			
<b>Palm Tree Lighting Quote</b>			
<u>TRUNKS ONLY</u>			
LED warm white mini lights -- Use strands removed from fronds during previous season			
31	\$ 185.00	Labor - Install customer owned mini lights on trunk of palm trees throughout downtown	\$ 5,735.00
<b>Note:</b> Assumes enough strands from 2018 are still in good enough condition to be used			
<b>Trunks Total</b>			<b>\$ 5,735.00</b>
<u>ADD CREST AND FRONDS</u>			
465	\$ 13.95	Purchase - LED warm white mini lights. Commercial Grade. 6" spacing. 50 bulbs per strand	\$ 6,486.75
31	\$ 715.00	Labor - Install customer owned mini lights on crest and fronds	\$ 22,165.00
31	\$ 240.00	Labor - Remove customer owned mini lights from crest and fronds	\$ 7,440.00
<b>Crest and Fronds Total</b>			<b>\$ 36,091.75</b>
1	\$ 4,500.00	Lift Rental - Needed to run power from light poles and needed to light crest and fronds 40' knuckle boom.	\$ 4,500.00
Sales Tax			\$ 408.67
<b>PURCHASE TOTAL</b>			<b>\$ 46,735.42</b>
<b>Notes:</b>			
*Lights come with a 3 month warranty. All repairs in that time are free of charge			
*CLD does not recommend leaving fronds lit year-round			
*CLD recommends doing a full changeout annually to keep lights looking bright and consistent			
*November installation only possible with approval by October 18th, 2019			
<b>LEASE ESTIMATE</b>			
31	\$ 220.00	Lease/Install/Remove - LED warm white mini lights installed on trunk of palm trees throughout downtown	\$ 6,820.00
31	\$ 695.00	Lease/Install/Remove - LED warm white mini lights installed on crest and fronds of palm trees throughout downtown	\$ 21,545.00
1	\$ 4,500.00	Lift Rental - Needed for power and crest/fronds	\$ 4,500.00
<b>Notes:</b>			<b>LEASE TOTAL</b>
			<b>\$ 32,865.00</b>
*Lease price includes installation, maintenance, removal, and storage			
*Assumed lights are removed by no later than March 31, 2019			



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

October 15, 2019

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:

## **CONSIDERATION AND APPROVAL OF AWARD OF SERVICES FOR THE DESIGN OF CIP 2019-11 HIGH-INTENSITY ACTIVATED CROSSWALK BEACON AT GAGE AVENUE AND BISSELL STREET, HUNTINGTON PARK CALIFORNIA**

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

1. Authorize Infrastructure Engineers under the currently approved augmentation contract to proceed with the design of CIP 2019-11 High-Intensity Activated crosswalk beacon at Gage Avenue and Bissell Street for a not-to-exceed amount of \$25,400;
2. Authorize City Manager or designee to execute the Request for Services (RFS);  
or
3. Direct staff to publish a Request for Proposal (RFP) and solicit proposals from qualified firms to design the project and come back at a future City Council meeting requesting approval of the contract and authorizing the City Manager or designee to execute the contract.

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

During the fiscal year 2017-18, there was an accident at the intersection of Gage Avenue and Bissell Street that involved a pedestrian versus vehicle accident resulting in a fatality. City investigators along with a traffic engineer's evaluation of the intersection concluded that there needed to be a traffic control device installed that would mitigate any future potential incidents involving accidents between pedestrians and vehicles.

Gage Avenue is a major east-west corridor that serves as an alternative to several of the surrounding highways/freeways in Los Angeles County. Gage Avenue is heavily traveled with both pedestrian and vehicular traffic. Residents surrounding the intersection of Gage Avenue and Bissell Street have petitioned the City to install a traffic control device. The existing crosswalk at this intersection is located on the west end. While several roadway

# **CONSIDERATION AND APPROVAL OF AWARD OF SERVICES FOR THE DESIGN OF CIP 2019-11 HIGH-INTENSITY ACTIVATED CROSSWALK BEACON AT GAGE AVENUE AND BISSELL STREET, HUNTINGTON PARK CALIFORNIA**

October 15, 2019

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treatments are available to address pedestrian concerns, only a few are appropriate for high-speed or wide-crossing conditions.

The current traffic engineer presented the idea of adding a High-Intensity Activated CrossWalk (HAWK) signal. The HAWK is a device used to assist people with safely crossing busy streets. HAWKs work the same as other push button-activated traffic signals, either by pushing a button or an automatic sensor, which directs the person walking or biking to wait for the signal to change and traffic to stop allowing them to cross safely. For a driver, the HAWK signal appears differently than other traffic lights. At rest, HAWKs remain dark. Once triggered, it will then go through a series of yellow and red sequences requiring motorists to slow down and stop. After the people walking and biking cross, the HAWK will go dark again, allowing motorists to continue through the intersection.

HAWK signals provide safer crossing alternatives for people walking and biking than traditional crosswalks. Because the devices are only activated when walkers or bikers are present, people driving experience minimal delays. The prime objective of a HAWK is to provide pedestrians with safe crossing opportunities. As such, a reduction in pedestrian crashes would be expected to be associated with the HAWK; with the hope that a statistically significant reduction in pedestrian crashes is found after the installation.

The design scope of work includes preparing Project Approval & Environmental Design (PA&ED) and Plans, Specifications and Estimate (PS&E) in preparation for the solicitation of bids from professionally licensed contractors. Coordination with Southern California Edison is required to supply the power to the HAWK.

Engineering support from an outside consultant is necessary to accomplish the design of the project. Staff initiated an RFS from Infrastructure Engineers under the currently approved augmentation contract to design the project. Staff seeks City Council direction to determine if additional solicitation is warranted for the design of the project. If so, staff will publish a formal RFP and solicit proposals from qualified firms to provide design services for the project.

## **LEGAL REQUIREMENT**

Congress adopted the Brooks Act (P.L. 92-582), requiring the use of Qualifications-Based Selection (QBS) for the procurement of architect and engineering services. The use of QBS ensures that taxpayers receive highly technical architect and engineering services from the most experienced and most qualified firms at a fair and reasonable cost. California's QBS requirements can be found at Government Code sections 4525 et seq., also known as the Mini Brooks Act. City is awarding Infrastructure Engineers' with the professional services agreement based on demonstrating competence and qualifications for this type of services.

If the City Council chooses to obtain proposals, the City Clerk's Office shall publish the RFP in the local newspaper of general circulation, the City's website and other forms of electronic media. The RFP shall describe the project and provides the tasks required from

**CONSIDERATION AND APPROVAL OF AWARD OF SERVICES FOR THE DESIGN OF CIP 2019-11 HIGH-INTENSITY ACTIVATED CROSSWALK BEACON AT GAGE AVENUE AND BISSELL STREET, HUNTINGTON PARK CALIFORNIA**

October 15, 2019

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engineering firms to design the project. The time and location to submit proposals shall also be placed within the published RFP. The RFP shall be published for a minimum period of twenty-one (21) calendar days.

**FISCAL IMPACT/FINANCING**

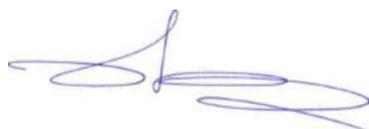
The adopted Fiscal Year 2019-20 Capital Improvement Program budget allocated \$250,000 from Account No. 202-8080-431.73-10 to design, construct and oversee the construction project. Infrastructure Engineers has submitted an RFS per the existing augmentation contract (Attachment A) for a not-to-exceed fee of \$25,400 to design the project.

If the direction of City Council is to release an RFP and solicit proposals for design services, staff will come back at a future City Council meeting requesting approval of the award of the contract.

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized flourish at the end.

RICARDO REYES  
City Manager

**ATTACHMENT(S)**

A. Infrastructure Engineers Request for Services (RFS)

# ATTACHMENT "A"

# REQUEST FOR SERVICES

## City of Huntington Park

**TO:** Ricardo Reyes, City Manager  
**DATE:** September 11, 2019  
**FROM:** Steve Forster, Senior Vice President  
**SUBJECT:** **Pedestrian Traffic Signal "Hawk" Design at Gage Ave. and Bissell Street Intersection (Design Phase Only)**

**Acct. No.:** \_\_\_\_\_

**Type of Project:**  Public Works  Community Development  Traffic  Park and Rec.

**Description of Request:** The City of Huntington Park has requested Infrastructure Engineers (IE) to Prepare Plans, Specifications and Estimate (PS&E) for the design of a pedestrian actuated High-Intensity Activated CrossWalk beacon (HAWK) traffic control device at the intersection of Gage Avenue and Bissell Street. Gage Avenue and Bissell Street is currently an un-controlled crosswalk with a marked pedestrian crossing at Gage Avenue. Design engineer will coordinate with Southern California Edison (SCE) to obtain power for the HAWK.

The scope of work also includes the Project Management and Administration during Design Phase Only. **The remaining 50% of Project Management and Administration will be provided during the construction phase of the project.**

Per City's projected budget of \$250,000, IE' fee for above services is based on the Preliminary Cost Estimate of \$190,000 estimate as indicated below:

Design (PS&E) (9%)	\$17,100
Topographical Survey	\$ 4,500
Project Management and Administration (2%)	\$ 3,800
<b>TOTAL</b>	<b>\$25,400</b>

This RFS is for plan preparation and updating the signal timing sheets. A separate RFS shall be prepared for any additional tasks.



# REQUEST FOR SERVICES

**To be completed by Infrastructure Engineers:**

Project Number: \_\_\_\_\_  
Projected Date of Completion: Three (3) months after RFS approval  
Project Manager: Yunus Rahi, PhD., PE, TE  
Estimated Cost of Services: \$25,400

\_\_\_\_\_  
Steve Forster, Senior Vice President

\_\_\_\_\_  
9/11/19  
Date

**APPROVED TO PROCEED:**

\_\_\_\_\_  
Ricardo Reyes, City Manager

\_\_\_\_\_  
Date



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

October 15, 2019

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:

## **CONSIDERATION AND APPROVAL OF ACCEPTANCE OF WORK COMPLETED FOR THE LINING AND REPAIRS OF THE MAINLINE SEWER ON ZOE AVENUE BETWEEN ALAMEDA STREET (FRONTAGE ROAD) AND ALBANY STREET**

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

1. Approve acceptance of work performed by Tunnelworks Services Inc. (Contractor) for the lining of the mainline sewer using Cured in Place Pipe on Zoe Avenue between Alameda Street (frontage road) and Albany Street and the replacement of a 20-foot section of the sewer;
2. Authorize staff to execute the "Notice of Completion" (NOC) and direct City Clerk to file the NOC with the Los Angeles County Recorder's Office; and
3. Release the 5% retention being withheld from the payment to Contractor after 35 days of the effective date of the recordation of the NOC, if no Stop Notices are filed within the 35-day period.

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

At the April 12, 2019 Special City Council meeting, the City Council granted and authorized the City Manager pursuant to Municipal Code Section 2-5.13 Emergency purchase, to proceed without solicitation of bids to make the necessary repairs of the mainline sewer along Zoe Avenue between Alameda Street (frontage road) and Albany Street due to structural failures.

At the June 18, 2019 City Council meeting, the City Council authorized the lining of approximately 800 linear feet of mainline sewer utilizing the Cured in Place Pipe (CIPP) method. At the direction of City staff, the contractor replaced 20 feet of the mainline sewer where the major structural damages occurred.

**CONSIDERATION AND APPROVAL OF ACCEPTANCE OF WORK COMPLETED FOR THE LINING AND REPAIRS OF THE MAINLINE SEWER ON ZOE AVENUE BETWEEN ALAMEDA STREET (FRONTAGE ROAD) AND ALBANY STREET**

October 15, 2019

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City staff also sought legal counsel from the City Attorney's Office on the responsible entity liable to make the necessary repairs to the mainline sewer damaged by the intercepted electrical conduit. The City Attorney's legal opinion was that there was a direct correlation with the electrical conduit and damages to the mainline sewer. However, the legal settlement involving the County of Los Angeles Flood Control District (County) and the City included making reparations to all matters related to the roadway on Zoe Avenue within the project limits. Therefore, the City is unable to make additional claims against the County. Public Works staff inspected and monitored the repairs to the mainline sewer on Zoe Avenue and deems the project as substantially completed.

**LEGAL AND PROGRAM REQUIREMENT**

It is recommended that the Mayor and Members of the City Council accept the project as satisfactory and complete. Upon acceptance of the project, staff will file the NOC with the County Recorder's Office for the project. Thirty-five (35) days after the recordation of the NOC by the County Recorder's Office, the City will make final payment of the retention being withheld from the payment to Contractor, if no Stop Notices are filed within the 35-day period.

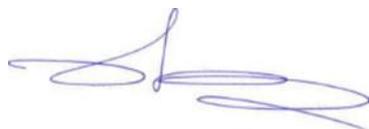
**FISCAL IMPACT/FINANCING**

Recommendation is for the release of the 5% retention (\$8,952.50) being withheld from the payment to Contractor after 35 days of the effective date of the recordation of the NOC, if no Stop Notices are filed within the 35-day period.

**CONCLUSION**

Upon Council approval, staff will proceed with the recommended actions.

Respectfully submitted,



RICARDO REYES  
City Manager

**ATTACHMENT(S)**

A. Notice of Completion

# ATTACHMENT "A"

(NO FEE PURSUANT TO GOVT. CODE SECT. 6103)

RECORDING REQUESTED BY:

CITY OF HUNTINGTON PARK

AND WHEN RECORDED MAIL TO:

City Clerk's Office

Attn: City Clerk

(Name)

6550 MILES AVE.

(Street Address)

HUNTINGTON PARK, CA 90255-4393

(City, State, and Zip)

SPACE ABOVE THIS LINE FOR RECORDER'S USE

## NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

### NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is the owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described.
2. The full name of the owner is City of Huntington Park
3. The full address of the owner is: **6550 Miles Avenue, Huntington Park, CA 90255-4393**
4. The nature of the interest or estate is:

(If Other Than Fee, Strike, "In Fee" And Insert, For Example, "Purchaser Under Contract of Purchase" Or Lessee")

5. The full names and full addresses of all co-owners, if any, who hold any title or interest with the above-named owner in the property are:

NAMES

ADDRESSES

6. A work of improvement on the property hereinafter described was completed on 08/20/19

(Date)

The work done was: **Emergency repairs to mainline sewer on Zoe Avenue**

7. The name of the contractor, if any, for such work of improvement is:

**Tunnelworks Services Inc.**

**6/18/19**

(If no Contractor for work of improvement, insert "none")

(Date of Contract)

8. The street address of said property is: **Zoe Ave between Alameda St (frontage road) and Albany St**

9. The property on which said work of improvement was completed is in the city of Huntington Park County of Los Angeles, State of California, and is described as follows:

## VERIFICATION

I, the undersigned, say:

I am **Ricardo Reyes, City Manager**

("President," "Owner," "Partner," "Manager," etc.)

of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on 10/16/19, at Huntington Park, California.

(Date of Signature)

(City Where Signed)

(Personal Signature of the Individual who is swearing that the contents of the Notice of Completion are true)