

CITY OF HUNTINGTON PARK

City Council

Regular Meeting

Agenda

Tuesday, May 18, 2021

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

Graciela Ortiz
Mayor

Eduardo “Eddie” Martinez
Vice Mayor

Karina Macias
Council Member

Marilyn Sanabria
Council Member

Manuel “Manny” Avila
Council Member



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

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

PLEASE SILENCE ALL 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

Certain provisions of the Brown Act are temporarily waived pursuant to Governor Newsom's Executive Order N-25-20 and N-29-20.

In the interest of Public Health and Safety in order to minimize the spread of the COVID 19 virus, you are strongly encouraged to observe the City Council meetings on the City of Huntington Park's website at www.hPCA.gov.

PUBLIC COMMENT – If you would like to comment on any listed Agenda Items or Non-Agenda Items, please email the City Clerk's office at publiccomment@hPCA.gov or by telephone, by calling (323) 584-6230, up until one (1) hour, prior to the start of the meeting. Public Comments will then be read during public comment and made part of the record.

The City of Huntington Park thanks you in advance for your cooperation.

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

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

Additions/Deletions to Agenda

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

Important Notice

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

CALL TO ORDER

ROLL CALL

Mayor Graciela Ortiz
Vice Mayor Eduardo "Eddie" Martinez
Council Member Karina Macias
Council Member Marilyn Sanabria
Council Member Manuel "Manny" Avila

INVOCATION

PLEDGE OF ALLEGIANCE

PRESENTATION(S)

1. National Police Week Proclamation
2. Senior Officer Promotion
3. Mental Health Awareness Proclamation

PUBLIC COMMENT

Pursuant to the Governor's Executive Orders, any emailed public comment will be read into the record at this time.

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 LEGAL COUNSEL – EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Construction Industry Force Account Council v. City of Huntington Park
Los Angeles County Superior Court Case No. 20STCP03947

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 May 4, 2021

FINANCE

2. Approve Accounts Payable and Payroll Warrant(s) dated May 18, 2021

CITY MANAGER

3. Adopt Ordinance 2021-01 approving adding sections 2-10.01 and 2-10.02 to Title 2, Chapter 10 of the Huntington Park Municipal Code regarding campaign contribution limits under AB 571

RECOMMENDATION OF ITEM UNDER CONSIDERATION

1. Waive second reading and adopt Ordinance No. 2021-01, approving adding sections 2-10.01 and 2-10.02 to Title 2, Chapter 10 of the Huntington Park Municipal Code regarding campaign contributions limits under AB 571.

END OF CONSENT CALENDAR

REGULAR AGENDA

PUBLIC WORKS

4. **APPROVE ACCEPTANCE OF WORK PERFORMED AS PART OF CIP 2019-11 HIGH-INTENSITY ACTIVATED CROSSWALK BEACON AT GAGE AVENUE AND BISSELL STREET PROJECT**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve acceptance of work performed by Elecnor Belco Electric, Inc. for the construction of CIP 2019-11 High-Intensity Activated Crosswalk beacon at Gage Avenue and Bissell Street;
2. Authorize staff to execute the Notice of Completion and direct the City Clerk to file the NOC with the Los Angeles County Recorder's Office; and

3. Release Elecnor Belco Electric, Inc. invoice no. 5 for the amount of \$38,380.77 and 5% retention amount of \$9,736.55 for a total of \$48,117.32.
5. **CONSIDERATION AND APPROVAL TO SUBMIT A LETTER TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY EXPRESSING THE INTEREST TO EXCHANGE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT HIGHWAY INFRASTRUCTURE PROGRAMS FUNDING TO SURFACE TRANSPORTATION PROGRAM LOCAL FUNDS**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve applying the Coronavirus Response and Relief Supplemental Appropriations Act funding towards the Slauson Avenue Project – TIP ID LA0G1669; and
2. Authorize the City Manager to execute a letter requesting to participate in Metro's Surface Transportation Program Local Exchange Program on or before the May 28, 2021 deadline.
6. **CONSIDERATION AND APPROVAL OF CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDING FOR THE REHABILITATION CIP 2020-03 COTTAGE RESERVOIR AT WELL 15**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve Environmental Assessment pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption under the California Environmental Quality Act (CEQA); and
2. Authorize staff to record the Notice of Exemption with the County of Los Angeles County Clerk's Office.
7. **CONSIDERATION AND APPROVAL OF AN INCREASE TO PURCHASE ORDER NO. 2542 FOR THE EXPENSE OF IMPORTED WATER**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve an increase to Purchase Order No. 2542 in the amount of \$275,000 from Account No. 681-8030-461.41-00 (Water Supply); and
2. Authorize staff to process Central Basin Municipal Water District invoices for the remaining fiscal year 2020-21.
8. **CONSIDERATION AND APPROVAL OF FISCAL YEAR 2020-21 PUBLIC WORKS DEPARTMENT POST-PANDEMIC AMENDMENTS TO PERSONNEL POSITIONS**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve changes to the Public Works Department personnel positions for Fiscal Year 2020-21 as outlined in the revised Department Organizational Chart.

HUMAN RESOURCES

9. APPROVE PROFESSIONAL SERVICES AGREEMENT WITH AN EXECUTIVE SEARCH FIRM TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE CITY CLERK POSITION

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Authorize the City Manager to enter into an agreement with an executive search firm to conduct an executive recruitment for the City Clerk position.

END OF REGULAR AGENDA

DEPARTMENTAL REPORTS (Information only)

WRITTEN COMMUNICATIONS

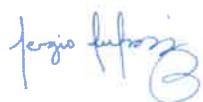
COUNCIL COMMUNICATIONS

Council Member Manuel “Manny” Avila
Council Member Marilyn Sanabria
Council Member Karina Macias
Vice Mayor Eduardo “Eddie” Martinez
Mayor Graciela Ortiz

ADJOURNMENT

The City of Huntington Park City Council will adjourn to a Regular Meeting on Tuesday, June 1, 2021 at 6:00 P.M.

I, Sergio Infanzon, 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 not less than 72 hours prior to the meeting. Dated this 14th Day of May 2021.



Sergio Infanzon, Acting City Clerk

ITEM NO. 1

MINUTES

Regular Meeting of the City of Huntington Park City Council Tuesday, May 4, 2021

The City Council conducted this meeting in accordance with California Governor Newsom's Executive Order N-25-20 and N-29-20.

The Rules of Decorum were played prior to 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, May 4, 2021, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Graciela Ortiz presiding.

PRESENT: Council Member(s): Manuel "Manny" Avila, Marilyn Sanabria, Karina Macias, Vice-Mayor, Eduardo "Eddie" Martinez and Mayor Graciela Ortiz.

CITY OFFICIALS/STAFF: Ricardo Reyes, City Manager; Raul Alvarez, Assistant City Manager; Araceli Almazan, City Attorney; Sergio Infanzon, Director of Community Development/Acting City Clerk; Cesar Roldan, Director of Public Works; Cosme Lozano, Chief of Police; Nita McKay, Director of Finance & Administrative Services; **ABSENT:** Cynthia Norzagaray, Director of Parks & Recreation;

INVOCATION

Invocation was led by Mayor Ortiz.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by City Council Member Macias.

PRESENTATIONS

1. Presentation of Proclamation in Support of National Public Safety Telecommunicators Week 2021 – Chief Lozano thanked the following employees: Communications Supervisor Nick Pacheco, Communications Operators Bryan Menendez, Eileen Rodriguez, Joanna Casillas, Juan Herrera, Jose Almanza, Irene Marquez, and Liliana Haley
2. Chief Lozano introduced the newly promoted Sergeant Mario Diaz.

PUBLIC COMMENT

1. Jose Rivera submitted a public comment about the ongoing issues in the alley on 58th street. Mr. Rivera stated that this area has become a new homeless, drug users, and drinking hangout spot and asked the City Council to resolve this situation at the location.

STAFF RESPONSE

Mayor Ortiz responded to Mr. Rivera by letting him know that she received his email with pictures and a video of the place, and will be forwarding it to the Chief of Police. She also mentioned that Public Works has cleaned the area, but the trash accumulates again within one or two days. The City of Huntington Park has a current RFP out that will hopefully bring a nonprofit organization to work with the transient community and see what resources the city can provide.

City Manager provided a response and stated that City Staff will continue addressing this issue.

City Manager requested for the City Council to consider adding two items to the agenda, and asked the City Attorney to present the motion.

City Attorney Araceli Almazan stated that there were two items that required immediate action and both items came to the attention of the city after the posting of the agenda. As such both items can be added to the agenda as subsequent need items upon a motion and a second. She also stated that it was required a two third vote to add each of these two to the agenda. Item #9 and item #10 that is how they will be identified. Item #9 is consideration and approval to enter into emergency contract agreement to repair vandalized street lights, and electrical components. Item #10 is a Resolution of the City Council of the City of Huntington Park California demanding that the LA County Sheriff department releases more information related to the shooting of Isaias Cervantes by an LA County Sheriff deputy, and demanding an investigation into the shooting by the LA County District Attorney Office, California Attorney General Office, and the United States Department of Justice.

Mayor Ortiz entertained a motion to add items #9 and #10 as presented by our City Attorney.

Motion: Council Member Sanabria made a motion to add items #9 and #10 as presented by our City Attorney, seconded by Council Member Macias. Motion passed 5-0-0, by the following vote:

ROLL CALL:

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

RECESS TO CLOSED SESSION

At 6:26 p.m. Mayor Graciela Ortiz, recessed to closed session

City Attorney Araceli Almazan asked the City to recess into closed session to discuss the matter listed under the close session portion of the agenda.

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Name of Case: Palacios, Esteban v City of Huntington Park
Claim No. 18-134040
2. CONFERENCE WITH LEGAL COUNSEL –EXISTING LITIGATION
Government Code Section 54956.9(d)(1)
Construction Industry Force Account Council v. City of Huntington Park
Los Angeles County Superior Court Case No. 20STCP03947

At 7:19 p.m. Mayor Graciela Ortiz reconvened to open session with all Council Members present.

CLOSED SESSION ANNOUNCEMENT

City Attorney Araceli Almazan made the following announcement: The minutes should reflect that with all five members of the Council present both items on the close session portion of the agenda were discussed:

close session portion of the agenda were discussed.

1. Item #1 - Council was briefed, direction was provided, nothing further to report.
2. Item #2 - Council was briefed, direction was provided, no reportable action was taken. This concluded the closed session report.

CONSENT CALENDAR

Motion: Council Member Macias moved to approve the consent calendar from the May 4, 2021, Regular Meeting, seconded by Council Member Sanabria. Motion passed 5-0-0, by the following vote:

ROLL CALL:

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

OFFICE OF THE CITY CLERK

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

1-1. Regular City Council Meeting held April 20, 2021

FINANCE

2. Approved Accounts Payable and Payroll Warrant(s) dated May 4, 2021

END OF CONSENT CALENDAR

REGULAR AGENDA

PUBLIC WORKS

- 3. REJECT ALL DESIGN-BUILD PROPOSALS RECEIVED FOR THE AQUATICS CENTER PROJECT IN ACCORDANCE WITH SECTION 4.10 CITY RIGHTS OF THE REQUEST FOR PROPOSALS AND AUTHORIZE STAFF TO RE-ADVERTISE**

Director Cesar Roldan presented the item.

Motion: Council Member Macias moved to reject all bids for the Aquatics Center Project in accordance with section 4.10 [City Rights] of the Request for Proposal (RFP), and authorize staff to modify the content in the Statement of Qualifications (SOQ), and RFP in conformance with all applicable design-build standards, and authorize the Public Works Department to re-advertise the SOQ, and RFP in accordance with Public Contract Code, Division 2. General Provisions [1100 -22355], Part 3; Contracting by Local Agencies [20100 - 22178], Chapter 4; and Local Agency Design-Build Projects [22160 - 22169]. Seconded by Council Member Sanabria. Motion passed 5-0-0, by the following vote:

ROLL CALL:

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

- 4. CONSIDERATION AND AUTHORIZATION TO SOLICIT PROPOSALS FROM QUALIFIED ENGINEERING CONSULTANTS TO DRAFT THE LOCAL ROADWAY SAFETY PLAN**

Director Cesar Roldan presented the item.

Motion: Council Member Sanabria moved to authorize staff to publish and solicit a Request for Proposal (RFP) from qualified engineering consultant firms to draft the Local Roadway Safety Plan, seconded by Mayor Ortiz. Motion passed 5-0-0, by the following vote:

ROLL CALL:

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

5. CONSIDERATION AND APPROVAL OF AWARD OF A CONTRACT TO REHABILITATE CIP 2020-03 COTTAGE RESERVOIR AT WELL 15

Director Cesar Roldan presented the item.

Motion: Council Member Sanabria moved to approve the contract with Utility Service Co., Inc. (A SUEZ Company) for the rehabilitation of CIP 2020-03 Cottage Reservoir at Well 15 as the lowest responsive and responsible proposer for a not-to-exceed amount of \$647,882.28, approve a budget transfer in the amount of \$250,000 from Account No. 283- 8040-432.76-11 Sewer Fund Capital Project-Water & Sewer Master Plan to Account No. 283-8040-432.76-18 Sewer Fund Capital Project- Cottage Reservoir/Well 15 and a budget transfer in the amount of \$250,000 from Account No. 681-8030-461.76-11 Water Fund Capital Project -Water & Sewer Master Plan to Account No. 681-8030-461.76-18 Water Fund Capital Project-Cottage Reservoir/Well 15, and approve an appropriation in the amount of \$212,671 to Account No. 681- 8030-461.76-18 Water Fund Capital Project- Cottage Reservoir/Well 15, which includes a ten percent (10%) contingency of \$64,788, and authorize the City Manager to execute the contract agreement seconded by Council Member Macias, motion passed 5-0-0, by the following vote:

ROLL CALL:

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

COMMUNITY DEVELOPMENT

**6. Continued from the April 20, 2020, Regular City Council Meeting
CONSIDERATION AND APPROVAL TO ENTER INTO A TEMPORARY
AGREEMENT TO PROVIDE PARKING SERVICES TO KEMP BROS
CONSTRUCTION**

Motion: Mayor Ortiz moved to authorize the City Manager to negotiate and execute the temporary agreement, seconded by Council Member Sanabria, Motion passed 5-0-0, by the following vote:

Discussion:

Council Member Sanabria suggested to have a report at the end of the contract. Director Infanzon stated that a report can be provided every quarter.

ROLL CALL:

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

POLICE

7. CONSIDERATION TO ACCEPT REIMBUSHILE GRANT FUNDING IN THE AMOUNT OF \$51,788 AND APPROVE THE STATE HOMELAND SECURITY PROGRAM SUBRECIPIENT AGREEMENT FOR GRANT YEAR 2019 BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF HUNTINGTON PARK

Chief Lozano presented the item.

Motion: Council Member Sanabria moved to accept reimbursable grant funding and increase estimated revenues in the amount of \$51,788 in account number 230-0000-335.30-70 (State Homeland Security Program (SHSP); and approve a budget appropriation in the amount of \$51,788 to account number 230-7219-421.74-10 Capital Equipment for the purchase of police radio equipment; and authorize the City Manager to be designated as the Grantee Official for the purpose of executing grant objectives, the grant agreement, and documentation. seconded by Council Member Avila, Motion passed 5-0-0, by the following vote:

ROLL CALL:

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

CITY MANAGER

8. CONSIDERATION AND APPROVAL OF AN ORDINANCE ADDING SECTIONS 2-10.01 AND 2-10.02 TO TITLE 2, CHAPTER 10 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING CAMPAIGN CONTRIBUTION LIMITS UNDER AB 571

City Manager Ricardo Reyes presented the item.

Motion: Council Member Sanabria moved to waive first reading and introduce the Ordinance adding Section 2-10.01 "Authorization" and Section 2-10.02 "Limitations on Campaign Contributions" to Title 2, Chapter 10 of the Huntington Park Municipal Code regarding campaign contribution limits under AB 571; and schedule the second reading and adoption of said Ordinance, as described above, at the next regularly scheduled meeting of the City Council seconded by Mayor Ortiz Motion passed 5-0-0, by the following vote:

Discussions:

Vice Mayor Martinez asked about the pros and cons of having unlimited contributions, also asked about what other cities around the area do. Director Sergio Infanzon stated that there are a couple of cities in the Southeast that have contributions limits, but the majority do not have limits on campaign contributions. Historically, the City of Huntington Park has not had any limits but did it sometime around 2004 or 2005.

The City Manager also talked about how historically the city have not had campaign contribution limits.

ROLL CALL:

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

END OF REGULAR AGENDA

ITEMS ADDED TO THE AGENDA

9. CONSIDERATION AND APPROVAL TO ENTER INTO EMERGENCY CONTRACT AGREEMENT TO REPAIR VANDALIZED STREET LIGHT, ELECTRICAL COMPONENTS

STAFF RESPONSE

Mayor Ortiz asked if Public Works Director could explain this item.

Director of Public Works stated that this was an important topic the department has been dealing in the last several months due to the stealing of electrical equipment. He stated that there are street lights that are not working out and Public Works is having employees come in at 4 a.m. in the morning to make sure the lamps are working. It is not just one streetlight, but the entire block. The department will have an electrician fixing, repairing, and replacing all the wire that has been stolen. Public Works will have a contractor fixing the lights and installing a concrete cover to protect the electrical equipment.

Council Member Sanabria asked if the city can post the wire theft hotline, so individuals know where to report it.

City Manager will continue working with our Police Department and Public Works Department to try to address the issue as quickly as possible. Wire theft is a serious issue that affects the quality of life of the residents. The city is spending roughly about 50,000.00 quarterly on addressing this issue, and is looking for other preventive solutions. PD is also working to catch those responsible. Anyone watching at home we do encourage to report any suspicious activity to the Police Department.

Mayor Ortiz asked what would be an estimated timeline to get all lights back working completely. Director of Public Works stated that it would take about a month.

Motion: Council Member Sanabria moved to approve entering into an emergency contract agreement to repair vandalized street light, electrical components, seconded by Council Member Macias, Motion passed 5-0-0 by the following vote:

ROLL CALL:

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

CITY COUNCIL

10. RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK CALIFORNIA DEMANDING THAT THE LA COUNTY SHERIFF DEPARTMENT RELEASE MORE INFORMATION RELATED TO THE SHOOTING OF ISAIAS CERVANTES, BY AN LA COUNTY SHERIFF DEPUTY AND DEMANDING AN INVESTIGATION INTO THE SHOOTING BY THE LA COUNTY DISTRICT ATTORNEY OFFICE, CALIFORNIA ATTORNEY GENERAL OFFICE AND THE UNITED STATES DEPARTMENT OF JUSTICE.

Motion: Council Member Sanabria moved to approved a resolution of the city council of the city of Huntington Park California demanding that the LA County Sheriff department release more information related to the shooting of Isaias Cervantes, by an LA County Sheriff deputy and demanding an investigation into the shooting by the LA County District Attorney Office, California Attorney General Office and the United States department of Justice, seconded by Council Member Macias, Motion passed 5-0-0, by the following vote:

ROLL CALL:

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

END OF PUBLIC HEARING

DEPARTMENTAL REPORTS – City Manager wished all the mothers a Happy Mother’s Day.

Public Works Director reminded residents they can still go to the Public Works yard to change oil containers. Public Works will be open this Friday.

Community Development Director announced that next week the Casa Bonita will go to escrow, and the exchange agreement will be completed.

WRITTEN COMMUNICATIONS – None.

COUNCIL COMMUNICATIONS –

Council Member Avila whished a Happy Mother's Day.

Council Member Sanabria thanked all the employees and wished everyone a Happy Mother's Day, especially to those who play a double role. She also wished a Happy Birthday to City Manager Ricardo Reyes.

Council Member Macias thanked staff for their continuous work throughout this past year. Reminded all residents tomorrow May 5 from 9-12 at Salt Lake Park vaccines will

be available for residents sixteen years of age and over. She wished a Happy Mother's Day to all Mothers. This week is Teachers Appreciation Week, she thanked all teachers.

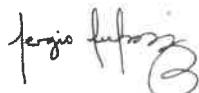
Vice Mayor Martinez, thanked staff for making sure the meeting was conducted safely. Also wished a Happy Birthday to City Manager Ricardo Reyes, and a Happy Mother's Day to all the beautiful mothers in the city. He thanked all teachers and everyone who came to the Community Cleanup held on April 24. He stated that there was a great attendance of over fifty volunteers. Mr. Martinez also stated that the city is really trying to address illegal dumping, street pollution, and street litter. The city is looking at ways to engage the community, educate the community, and making sure City of Huntington Park stays safe.

Mayor Ortiz thanked Public Works, and Parks staff for Earth Day event. It is unfortunate that some Walnut Park residents thought they were part of the cleaning as well. The Mayor reached out to some of them and gave them the County supervisor's phone number. She also stated that this year the City of Huntington Park did not hear any complaints regarding residents leaving trash outside. That had a lot to do with our Public Works Department coming in on Sunday and making sure it was clean. She reminded the City Manager and the Chief of Police regarding the alley on 58th St. discussed during public comment. She thanked all her fellow educators and teachers that will celebrate this coming Teachers Appreciation Week. She also reminded the residents of the RBI program. The City has sign ups, and are looking for coaches. Happy Birthday to our City Manager. Regarding illegal dumping a student reach out to me with an idea about placing trash cans on different corners within residential areas. This can be discussed by our Public Works and Staff here at City Hall.

ADJOURNMENT

Mayor Ortiz adjourned the meeting at 7:48 p.m. to a regular meeting on Tuesday, May 18, 2021 at 6:00 p.m.

Respectfully submitted,



Sergio Infanzon
Acting City Clerk

ITEM NO. 2

City of Huntington Park
List of Funds

Fund	Description
111	General Fund
121	Special Revenue Welfare Inmate
122	Prevention Intervention
152	Greenway Linear Park Project
210	Measure M
216	Employees Retirement Fund
217	OPEB
219	Sales Tax - Transit Proposition A
220	Sales Tax - Transit Proposition C
221	State Gasoline Tax Fund
222	Measure R
224	Office of Traffic & Safety
225	Cal Cops Fund
226	Air Quality Improvement Trust
227	Office of Criminal Justice
228	Bureau of Justice Fund
229	Police Forfeiture Fund
231	Parking System Fund
232	Art in Public Places Fund
233	Bullet Proof Vest Grant
239	Federal Community Development Block Grant
242	HUD Home Program
275	Successor Agency
283	Sewer Maintenance Fund
285	Solid Waste Management Fund
287	Solid Waste Recycle Grant
334	Ped/Bike Path Fund
475	Public Financng Authority
535	Street Lighting and Landscape
681	Water Department Fund
741	Fleet Maintenance
745	Self-Insurance Fund

City of Huntington Park
Demand Register
5-18-2021

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
ABBA TERMITE & PEST CONTROL	45870	111-7065-441.61-20	BEE TREATMENT SRVCS	\$195.00
ADLERHORST INTERNATIONAL LLC	106410	111-7010-421.61-20	K-9 DOG FOOD	\$145.46
ALFARO COMMUNICATIONS CONSTRUCTION	3	222-8010-431.76-02	DOWNTOWN IPARK PROJECT	\$336,472.76
ALVAREZ-GLASMAN & COLVIN	2020-11-12-1966	745-9031-413.32-70	CLAIM LEGAL SRVCS	\$336,472.76
AMAZON.COM SERVICES, INC.	19RP-HJJD-6VRJ	111-6010-451.61-20	OFFICE SUPPLIES	\$36.00
	13FL-XKLH-3P4X	111-6020-451.61-35	CULTURAL ART SUPPLIES	110.24
	14GQ-1JKG-GTVF	111-6020-451.61-35	CULTURAL ART SUPPLIES	91.98
	1VM9-PY9Y-633P	239-6060-490.61-60	AFTERSCHOOL SUPPLIES	113.26
	19TV-N1W9-41TC	239-6060-490.74-10	AFTERSCHOOL SUPPLIES	842.01
	1D9C-3GF6-CQ7C	239-6060-490.74-10	AFTERSCHOOL SUPPLIES	753.78
	1FRJ-CVWM-T9FL	239-6060-490.74-10	AFTERSCHOOL SUPPLIES	1,672.92
	139M-YNT3-WF1M	239-6065-490.61-60	SENIOR CARE SUPPLIES	1,878.06
	13M3-YF94-4CYL	239-6065-490.61-60	SENIOR CARE SUPPLIES	315.02
	17TM-9G73-FHM7	239-6065-490.61-60	SENIOR CARE SUPPLIES	1,397.97
	1C1C-F9JY-TV4L	239-6065-490.61-60	SENIOR CARE SUPPLIES	59.96
	1CKM-9NMP-WL6N	239-6065-490.61-60	SENIOR CARE SUPPLIES	553.80
	1DQT-DNLG-9MWY	239-6065-490.61-60	SENIOR CARE SUPPLIES	693.90
	1NHG-DDLM-FTWF	239-6065-490.61-60	SENIOR CARE SUPPLIES	47.94
	1R33-H4P4-CJ4N	239-6065-490.61-60	SENIOR CARE SUPPLIES	394.58
	1VP3-JWYJ-TKGP	239-6065-490.61-60	SENIOR CARE SUPPLIES	13.11
	1W7R-69DM-1MMN	239-6065-490.61-60	SENIOR CARE SUPPLIES	178.06
	1YPT-XPFL-DW4K	239-6065-490.61-60	SENIOR CARE SUPPLIES	1,779.94
				160.86
				\$11,057.39
AMERICAN EXPRESS	100008.002	111-6010-451.56-41	ACTIVE NET REGISTRATION	2.00
	136249677	111-7010-421.61-20	ACROBAT PRO PC	14.99
	02984-15708501	111-0210-413.56-41	CANVA	24.95
	114-1954-189-360	111-0210-413.61-20	AMAZON SUPPLIES	40.90
	MC13279821	111-9010-419.61-60	MAIL CHIMP	80.94
	1061412	111-6020-451.61-35	COUNCIL EVENT SUPPLIES	94.99
	03022021	111-7010-421.59-30	SERRATO TRAINING	195.00
	03242021	111-9010-419.61-60	UBER CONFERENCE	196.65
	3H6-YVC	111-6020-451.61-35	LUNCH FOR FOOD PANTRY	228.07
	3342-71-980456	239-6065-490.61-60	CARE PACKAGE SUPPLIES	462.21
	121071564956235	239-0272-463.57-91	FOOD PANTRY ITEMS	465.00
	121071572897405	239-0272-463.57-91	FOOD PANTRY ITEMS	751.48

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AMERICAN EXPRESS	89670379 89672403	111-7010-421.59-15 111-7010-421.59-15	RESERVATION CONFIRMATION RESERVATION CONFIRMATION	766.54 766.54
	EC313909856 5695306692	239-6060-490.61-60 239-0272-463.57-91	CARE PACKAGE SUPPLIES FOOD PANTRY ITEMS	937.15 2,054.26
ARAMARK UNIFORM & CAREER APPAREL	586000098528 586000101664	741-8060-431.56-41 741-8060-431.56-41	UNIFORMS FOR PUBLIC WORKS UNIFORMS FOR PUBLIC WORKS	\$7,081.67 104.93
ARROYO BACKGROUND INVESTIGATIONS	2500	111-7010-421.56-41	POST BACKGROUND	106.19 \$211.12
AT&T	4/28/21-5/27/21 4/28/21-5/27/21 4/28/21-5/27/21 4/28/21-5/27/21 4/28/21-5/27/21	111-9010-419.53-10 111-9010-419.53-10 111-9010-419.53-10 111-9010-419.53-10 111-9010-419.53-10	BACKUP INTERNET FREEDOM PARK BACKUP INTERNET PW YARD BACKUP INTERNET SALT LAKE BACKUP INTERNET COMMUNITY BACKUP INTERNET PEREZ PARK	550.00 70.26 78.83 78.83 89.53 69.55
AT&T MOBILITY	287304738513X04 993625860X04142	111-7010-421.53-10 111-7010-421.53-10	PD PHONE SRVCS PD PHONE SRVCS	3,586.04 4,218.98
AT&T PAYMENT CENTER	3/28/21-4/27/21	111-7010-421.53-10	PD PHONE SRVCS	\$7,805.02
B AND H SIGNS	19180 19181	111-7010-421.61-20 111-7010-421.61-20	VEHICLE DECALS VEHICLE DECALS	1,530.52 1,445.00 1,195.00
BOB BARKER COMPANY INC.	1607648 1602976 1603757 1604544	121-7040-421.56-14 121-7040-421.56-14 121-7040-421.56-14 121-7040-421.56-14	CLEANING SUPPLIES CLEANING SUPPLIES CLEANING SUPPLIES CLEANING SUPPLIES	\$2,640.00 491.73 47.13 334.38 291.29
BRINK'S INCORPORATED	3968011 3968012	111-9010-419.33-10 111-9010-419.33-10	MONEY PROCESSING-APR 21 MONEY PROCESSING-APR 21	511.49 170.40
BSN SPORTS, LLC	303689166 303689230 912531226 912551399	239-6060-490.61-60 239-6060-490.61-60 239-6060-490.61-60 239-6060-490.61-60	AFTERSCHOOL SUPPLIES AFTERSCHOOL SUPPLIES AFTERSCHOOL SUPPLIES AFTERSCHOOL SUPPLIES	\$681.89 883.71 1,671.94 1,762.33 1,328.19
				\$5,646.17

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
BUILDERS FENCE COMPANY, INC.	1850631	535-8090-452.43-20	FENCING MATERIAL	1,760.85
CENTRAL FORD				\$1,760.85
	371222	219-8085-431.43-21	VEHICLE PARTS	128.84
	371420	219-8085-431.43-21	VEHICLE PARTS	148.26
	371089	741-8060-431.43-20	VEHICLE PARTS	140.79
	371377	741-8060-431.43-20	VEHICLE PARTS	177.77
	371394	741-8060-431.43-20	VEHICLE PARTS	37.77
	371395	741-8060-431.43-20	VEHICLE PARTS	221.98
	371512	741-8060-431.43-20	VEHICLE PARTS	42.06
	371673	741-8060-431.43-20	VEHICLE PARTS	1,170.09
	371710	741-8060-431.43-20	VEHICLE PARTS	280.79
	371892	741-8060-431.43-20	VEHICLE PARTS	22.72
	371947	741-8060-431.43-20	VEHICLE PARTS	22.27
	371951	741-8060-431.43-20	VEHICLE PARTS	98.34
CHARTER COMMUNICATIONS				\$2,491.68
	0467069040721	111-7010-421.53-10	POLICE INTERNET	1,650.00
	0444795050221	111-9010-419.53-10	CITY HALL INTERNET	1,989.00
	0511353041921	111-9010-419.53-10	CITY HALL CABLE SRVCS	194.97
CHRISTOPOULOS ECONOMICS CONSULTING				\$3,843.97
	11547	745-9031-413.32-70	LEGAL SERVICES FOR CLAIMS	3,080.00
CLINICAL LAB OF SAN BERNARDINO, INC				\$3,080.00
	980213	681-8030-461.56-41	ROUTINE MONTHLY SAMPLING	849.75
COMMERCIAL TIRE COMPANY				\$849.75
	1-166235	219-8085-431.43-21	BUS TIRES	936.27
CONCENTRA MEDICAL CENTERS				\$936.27
	71108956	111-2030-413.56-41	PRE EMPLOYMENT PHYSICAL	439.00
	71181747	111-2030-413.56-41	PRE EMPLOYMENT PHYSICAL	518.00
COUNTY OF L.A. DEPT OF PUBLIC WORKS				\$957.00
	RE-PW-210412057	221-8014-429.56-41	TRAFFIC SIGNAL -MARCH 2021	358.99
CREATIVE BUS SALES, INC.				\$358.99
	5215618	219-8085-431.43-21	RELAY BOARD FOR BUS	144.03
DAILY JOURNAL CORPORATION				\$144.03
	B3465510	111-1010-411.54-00	PUBLIC NOTICE HEARING	205.00
DAPEER, ROSENBLIT & LITVAK				\$205.00
	18565	111-0220-411.32-70	PROSECUTOR SRVCS-MAR 21	1,061.50
	18566	111-0220-411.32-70	PD LEGAL SRVCS-MAR 2021	1,102.80
				\$2,154.30

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
DATA TICKET INC.	10050321	111-3010-415.56-41	WEBSITE ACCESS-MAR 21	12.50
	123191	111-5055-419.56-41	CITATION PROCESS-FEB 21	74.50
123525		111-5055-419.56-41	CITATION PROCESS-MAR 21	69.50
100542021		111-7065-441.61-20	ANIMAL CONTROL CITATION	11.00
123574		111-7065-441.61-20	ANIMAL CONTROL CITATION	105.50
				\$273.00
DATAPROSE, INC.	DP2101536	681-3022-415.53-20	WATER BILLS-APR 2021	1,130.84
	DP2101536	681-3022-415.56-41	BILL POSTAGE-APR 2021	75.89
				\$1,886.73
DAY WIRELESS SYSTEMS	INV674413	111-7010-421.56-41	RADIO SRVC-MAR-JUNE 2021	3,034.68
	INV673286	111-7010-421.59-15	APX CPS TRAINING	1,070.00
				\$4,104.68
DE LAGE LANDEN	72213421	111-9010-419.44-10	CITY CLERK COPIERS	2,092.10
DEPARTMENT OF ANIMAL CARE & CONTROL	04/25/2021	111-7065-441.56-41	ANIMAL CONTROL-MAR 2021	\$2,092.10
DF POLYGRAPH	2021/5	111-7010-421.56-41	POLYGRAPH EXAMINATIONS	9,122.81
DOOLEY ENTERPRISES, INC.	60040	225-7120-421.74-10	DEPARTMENT AMMUNITION	\$9,122.81
DOUBLE TAP AMMUNITION	10658	225-7120-421.74-10	AMMUNITION FOR PD	875.00
DUNN EDWARDS CORPORATION	2009316734	111-8095-431.61-50	PAINT- GRAFFITI ABATEMENT	\$875.00
	5009015881	111-8095-431.61-50	RETURN CREDIT	2,670.05
				\$2,670.05
EXCEL PAVING COMPANY	2	221-8010-431.76-12	STREET ENHANCEMENT PROJ	359,221.69
	2	222-8010-431.76-12	STREET ENHANCEMENT PROJ	50,015.85
	27097	681-0000-228.30-00	REFUND - FIRE HYDRANT	880.13
				\$410,117.67
EXPRESS TRANSPORTATION SERVICES LLC	DAR05012021	219-8085-431.56-45	DIAL-A-RIDE MAY 2021	67,643.00
				\$67,643.00
FERGUSON ENTERPRISES INC	99796668	111-8023-451.43-10	PLUMBING SUPPLIES	108.24
	4730	111-8024-421.43-10	PLUMBING SUPPLIES	184.73
				\$292.97
FERNANDO'S LUMBER #7	41321	111-8010-431.61-21	CEMENT AND SCOOPS	1,900.00
				\$1,900.00

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
GALLS, LLC	BC1270325 BC1288679	111-7022-421.61-24 111-7022-421.61-24	UNIFORM EQUIPMENT UNIFORM EQUIPMENT	1,075.84 1,168.31
GLOBALSTAR USA	14273367	111-7010-421.53-10	PD PHONE SRVCS	\$2,244.15 90.86
GOLDEN WEST COLLEGE	CJ-2021-1-HP	111-7010-421.59-20	POST SUPERVISORY COURSE	\$90.86 256.00
GUTIERREZ BACKGROUND INVESTIGATIONS	2021-3	111-7010-421.56-41	BACKGROUND INVESTIGATION	\$256.00 1,100.00
HASA, INC.	732253 741742 741743 743405 743406 743407 743408 744740 744741	681-8030-461.41-00 681-8030-461.41-00 681-8030-461.41-00 681-8030-461.41-00 681-8030-461.41-00 681-8030-461.41-00 681-8030-461.41-00 681-8030-461.41-00 681-8030-461.41-00	CHLORINE WELL 12 CHLORINE WELL 12 CHLORINE WELL 18 CHLORINE WELL 16 CHLORINE WELL 14 CHLORINE WELL 18 CHLORINE WELL 18 CHLORINE WELL 18 CHLORINE WELL 12	\$1,100.00 145.14 170.75 199.40 170.75 256.12 256.12 153.67 223.46 170.75
INFRAMARK LLC	63023 63023	283-8040-432.56-41 681-8030-461.56-41	WATER/SEWER SRVC-MAY 2021 WATER/SEWER SRVC-MAY 2021	\$1,746.16 13,476.33 103,885.14
INFRASTRUCTURE ENGINEERS	25808 25862 25795 25795 25795	111-5010-419.56-49 111-5010-419.56-49 111-8080-431.56-62 221-8010-431.56-41 222-8080-431.56-41	BUILDING/SAFETY-MAR 2021 PLANNING SRVCS-MAR 2021 ENGINEERING SRVCS-FEB 21 ENGINEERING SRVCS-FEB 21 ENGINEERING SRVCS-FEB 21	\$117,361.47 52,823.50 15,645.00 25,419.00 5,733.00 15,055.50
IRVING PACHECO	120491	111-0000-341.10-00	MDP REFUND	\$114,676.00 412.00
J316 BUILDER	1 2 1 2 1 2 1 2 2	111-7024-421.56-41 111-7024-421.56-41 111-8020-431.56-41 111-8020-431.56-41 111-8022-419.56-41 111-8022-419.56-41 111-8023-451.56-41 111-8023-451.56-41	JANITORIAL SUPPLY-APR 21 JANITORIAL SUPPLY-APR 21	\$412.00 698.45 3,700.84 419.07 1,440.58 931.27 4,305.23 2,607.54 11,472.56

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
JEFFREY SKLAN ESQ	5/4/2021	111-0220-411.32-70	ATTORNEY FEES	\$3,500.00
JDS TANK TESTING & REPAIR INC	15911	741-8060-431.43-20	DESIGNATED OPERATOR-APR21	\$135.00
JIMENEZ'S BRAKES & ALIGNMENTS INC	52635	741-8060-431.43-20	VEHICLE PARTS	\$60.00
	52615	741-8060-431.43-20	VEHICLE PARTS	90.00
JOEL GORDILLO	APR21	111-1010-411.56-41	MEETING BROADCAST-APR21	\$150.00
JOHNSON DEVELOPMENT	27854	285-0000-228.75-00	C&D REFUND FOR PROJECT	1,650.00
JTB SUPPLY COMPANY INC	108821	221-8012-429.61-20	BUILDING SUPPLIES	\$1,650.00
JUAN LOZANO	08242020	111-7010-421.59-20	MILEAGE REIMBURSEMENT	\$30,000.00
JUNIUS WAYDE	HP030034972	111-0000-351.10-10	CITATION REFUND	135.70
KAJIWARA COMMUNICATIONS	HP0002	111-9010-419.56-41	ADMINISTRATIVE CONSULTING	\$135.70
KLIMT CONSULTING, LLC	07-UGLC 06-UGLC	152-6010-451.73-10 152-6010-451.73-10	LABOR COMPLIANCE SRVCS LABOR COMPLIANCE SRVCS	55.00
KNIGHTSCOPE, INC.	CM510 INV947	229-0210-421.44-10 229-0210-421.44-10	DOWNTIME CREDIT K5 ROBOT SRVC SUBSCRIPTION	\$3,231.25
KONICA MINOLTA BUSINESS SOLUTIONS	265283083	111-0110-411.43-05	ADMIN COPIER -MAR 2021	\$3,817.81
	265283084	111-0110-411.43-05	ADMIN COPIER-JAN-MAR 2021	105.22
	266992991	111-0110-411.43-05	ADMIN COPIER-APR-JUN 2021	310.77
	268723240	111-0110-411.43-05	ADMIN COPIER-SEPT 2020	64.31
	268723245	111-0110-411.43-05	ADMIN COPIER-JUL-SEP 2020	105.22
	271076062	111-0110-411.43-05	ADMIN COPIER-JAN 2021	44.20
	271615231	111-0110-411.43-05	ADMIN COPIER-FEB 2021	105.22
	265283083	111-0210-413.43-05	ADMIN COPIER -MAR 2021	105.22
	265283084	111-0210-413.43-05	ADMIN COPIER-JAN-MAR 2021	310.77
	266992991	111-0210-413.43-05	ADMIN COPIER-APR-JUN 2021	64.30
	268723240	111-0210-413.43-05	ADMIN COPIER-SEPT 2020	105.22
	268723245	111-0210-413.43-05	ADMIN COPIER-JUL-SEP 2020	44.19
	271076062	111-0210-413.43-05	ADMIN COPIER-JAN 2021	105.22

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KONICA MINOLTA BUSINESS SOLUTIONS	271615231	111-0210-413.43-05	ADMIN COPIER-FEB 2021	105.22
	263391810	111-7010-421.44-10	PD COPIER-OCT-DEC 2019	271.74
	266389783	111-7010-421.44-10	PD COPIER-MAY 2020	298.91
	266389987	111-7010-421.44-10	PD COPIER-MAY 2020	379.63
	266390051	111-7010-421.44-10	PD COPIER-MAY 2020	298.91
	266390059	111-7010-421.44-10	PD COPIER-MAY 2020	66.64
	266390146	111-7010-421.44-10	PD COPIER-MAY 2020	210.44
	266390362	111-7010-421.44-10	PD COPIER-MAY 2020	139.36
	266390521	111-7010-421.44-10	PD COPIER-MAY 2020	210.44
	271614576	111-7010-421.44-10	PD COPIER-FEB 2021	298.91
	271614658	111-7010-421.44-10	PD COPIER-FEB 2021	210.44
	271614856	111-7010-421.44-10	PD COPIER-FEB 2021	66.64
	271614920	111-7010-421.44-10	PD COPIER-FEB 2021	298.91
	271615040	111-7010-421.44-10	PD COPIER-FEB 2021	379.63
	271615220	111-7010-421.44-10	PD COPIER-FEB 2021	210.44
	271615328	111-7010-421.44-10	PD COPIER-FEB 2021	139.36
	272251081	111-7010-421.44-10	PD COPIER-MAR 2021	298.91
	272251082	111-7010-421.44-10	PD COPIER-JAN-MAR 2021	110.65
	272251091	111-7010-421.44-10	PD COPIER-MAR 2021	66.64
	272251179	111-7010-421.44-10	COPIER MONTHLY SERVICE	298.91
	272251180	111-7010-421.44-10	PD COPIER-JAN-MAR 2021	376.11
	272251540	111-7010-421.44-10	PD COPIER-MAR 2021	210.44
	272251542	111-7010-421.44-10	PD COPIER-JAN-MAR 2021	273.93
	272251702	111-7010-421.44-10	PD COPIER-MAR 2021	210.44
	272251703	111-7010-421.44-10	PD COPIER-JAN-MAR 2021	125.65
	272251712	111-7010-421.44-10	PD COPIER-MAR 2021	379.63
	272251895	111-7010-421.44-10	PD COPIER-MAR 2021	139.36
	272251897	111-7010-421.44-10	PD COPIER-MAR 2021	382.56
LAC+USC MEDICAL CENTER	300001	111-7030-421.56-16	SART EXAMS	\$8,023.93
				4,299.04
LAN WAN ENTERPRISE, INC	71850	111-7010-419.43-15	IT SRVCS-APRIL 2021	\$4,299.04
	71955	111-7010-419.43-15	IT SRVCS-MAY 2021	1,138.50
	71889	111-7010-421.56-41	CISCO FIREPOWER FIREWALL	23,910.50
	71850	111-9010-419.43-15	IT SRVCS-APRIL 2021	6,116.57
	71941	111-9010-419.43-15	BARRACUDA EMAIL SECURITY	1,138.50
	71955	111-9010-419.43-15	IT SRVCS-MAY 2021	3,945.37
	71991	111-9010-419.43-15	ANNUAL NETWORK BILLING	23,910.50
				2,700.00
				\$62,859.94

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
LB JOHNSON HARDWARE CO.	114107	111-8022-419.43-10	AIR CONDITIONING SUPPLIES	88.60
	114109	111-8022-419.43-10	AIR CONDITIONING SUPPLIES	19.85
114192	111-8022-419.43-10	PLUMBING SUPPLIES	21.88	
114199	111-8022-419.43-10	PLUMBING SUPPLIES	100.54	
114368	111-8022-419.43-10	ELECTRICAL SUPPLIES	17.83	
114369	111-8022-419.43-10	ELECTRICAL SUPPLIES	62.39	
114259	221-8012-429.61-20	TRAFFIC SIGN BRACKETS	14.21	
114142	741-8060-431.43-20	SHOP SUPPLY	10.49	
				\$335.79
MARIA ELENA CARDENAS	242227-1590	681-0000-228.70-00	CREDIT BALANCE REFUND	62.31
MARIA G AGUIRRE	24267-11620	681-0000-228.70-00	CREDIT BALANCE REFUND	\$62.31
MAYWOOD MUTUAL WATER COMPANY, NO. 1	2118/21-4/19/21	681-8030-461.62-20	FREEDOM PARK WATER	463.48
	2118/21-4/19/21	681-8030-461.62-20	FREEDOM PARK WATER	279.38
	2118/21-4/19/21	681-8030-461.62-20	FREEDOM PARK WATER	140.08
MERRIMAC ENERGY GROUP	2211601	741-8060-431.62-30	FUEL PURCHASE	\$882.94
NATIONAL READY MIXED CONCRETE CO.	770815	535-8090-452.61-20	CONCRETE	3,739.22
NEW CHEF FASHION INC.	1005749	111-7022-421.61-24	EMPLOYEE UNIFORMS	\$3,739.22
O'REILLY AUTO PARTS	2959-379414	219-8085-431.43-21	VEHICLE PARTS	49.60
	2959-380813	219-8085-431.43-21	VEHICLE PARTS	100.02
	2959-383785	219-8085-431.43-21	VEHICLE PARTS	62.94
	2959-383804	219-8085-431.43-21	VEHICLE PARTS	19.73
	2959-377653	741-8060-431.43-20	VEHICLE PARTS	146.50
	2959-379227	741-8060-431.43-20	VEHICLE PARTS	34.03
	2959-379382	741-8060-431.43-20	VEHICLE PARTS	39.89
	2959-379926	741-8060-431.43-20	VEHICLE PARTS	55.30
	2959-380217	741-8060-431.43-20	VEHICLE PARTS	139.28
	2959-380366	741-8060-431.43-20	VEHICLE PARTS	242.15
	2959-382914	741-8060-431.43-20	VEHICLE PARTS	221.07
	2959-383324	741-8060-431.43-20	VEHICLE PARTS	400.28
	2959-383329	741-8060-431.43-20	VEHICLE PARTS	19.81
	2959-383481	741-8060-431.43-20	VEHICLE PARTS	34.16
	2959-383506	741-8060-431.43-20	VEHICLE PARTS	15.03
	2959-383583	741-8060-431.43-20	VEHICLE PARTS	74.93
				77.06

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
O'REILLY AUTO PARTS	2959-383783	741-8060-431.43-20	VEHICLE PARTS	62.69
	2959-383784	741-8060-431.43-20	VEHICLE PARTS	7.89
	2959-385700	741-8060-431.43-20	VEHICLE PARTS	12.57
	2959-385982	741-8060-431.43-20	VEHICLE PARTS	90.54
	2959-386275	741-8060-431.43-20	VEHICLE PARTS	550.28
				\$2,406.15
OK PRINTING DESIGN & DIGITAL PRINT	2052	681-3022-415.61-20	WATER DOOR HANGERS	245.25
PARKINK	27659	111-6030-451.61-35	STAFF UNIFORMS	\$245.25
				1,998.48
QDOXIS	IN35607	111-8020-431.43-05	PW COPIER 4/18/21-5/17/21	\$1,998.48
	IN35607	285-8050-432.43-05	PW COPIER 4/18/21-5/17/21	22.22
	IN35607	681-8030-461.43-05	PW COPIER 4/18/21-5/17/21	22.22
				22.23
RIO HONDO COLLEGE	2021-RG-HUNTING	111-7010-421.56-41	2020-2021 3RD QUATER RANG	\$66.67
				1,600.00
RIVERSIDE COUNTY SHERIFF'S DEPT	BCTC0034940	111-7010-421.59-20	FIREARMS/TACTICAL RIFLE	\$1,600.00
	BCTC0035078	111-7010-421.59-20	FIREARMS/TACTICAL RIFLE	409.00
	BCTC0031648	111-7010-421.59-30	CORRECTIONS TRAINING	258.00
				218.00
SMART & FINAL	3192200017401	111-7010-421.61-20	MEETING/EVENT SUPPLIES	\$885.00
				67.96
SOUTH COAST AIR QUALITY MGMT DISTR.	3811072	741-8060-431.42-05	AQMD FEE 7-2020 TO 6-2021	\$67.96
	3811215	741-8060-431.42-05	AQMD FEE 7-2020 TO 6-2021	137.63
	3807715	741-8060-431.43-20	AQMD FEE 7/2020-6/2021	137.63
				137.63
SOUTHERN CALIFORNIA EDISON	2/5/21-3/9/21	221-8014-429.62-10	ELECTRIC SRVCS-BISSELL	\$412.89
	3/26/21-4/28/21	221-8014-429.62-10	ELECTRIC SRVCS-VARIOUS	3,587.50
	3/4/21-4/1/21	535-8016-431.62-10	ELECTRIC SRVCS-VARIOUS	3,567.05
	3/4/21-4/1/21	681-8030-461.62-20	ELECTRIC SRVCS-VARIOUS	6,628.67
				7,067.11
SOUTHERN CALIFORNIA NEWS GROUP	0011437930	111-1010-411.54-00	NEWSPAPER PUBLICATIONS	\$20,850.33
	0011449668	111-1010-411.54-00	NEWSPAPER PUBLICATIONS	790.80
				192.20
SPARKLETT'S	15142085 042221	111-0110-411.66-05	COUNCIL DRINKING WATER	\$983.00
	15142085 042221	111-0210-413.61-20	ADMIN DRINKING WATER	43.18
	15142085 042221	111-1010-411.61-20	CITY CLERK DRINKING WATER	43.18
	15142085 042221	111-2030-413.61-20	HR DRINKING WATER	17.35
				23.34

**City of Huntington Park
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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
SPARKLETT'S	15142085 042221	111-3010-415.61-20	FINANCE DRINKING WATER	32.33
	15142085 042221	111-5010-419.61-20	CD DRINKING WATER	32.88
	15142085 042221	111-5055-419.61-20	CODE ENFORCE DRINKING WATER	21.92
	15142085 042221	111-6010-451.61-20	PARKS DRINKING WATER	101.24
	15142085 042221	111-8020-431.61-20	PUBLIC WORKS DRINKING WATER	86.76
				\$402.18
STAR2STAR COMMUNICATIONS LLC	SUBC00006229	111-9010-419.53-10	VOIP SRVCS-5/3-6/2/21	11,247.23
STEPHEN DORECK EQUIPMENT RENTALS	2020-16-03	681-8030-461.76-14	WATER MAIN PROJECT	\$11,247.23
SUPERION, LLC	316553	111-9010-419.33-10	TRANSACTIONS-APRIL 2021	543,067.50
THREE G'S PLUMBING	22075	111-8023-451.43-10	SEWER VIDEO INSPECTION	\$150.00
TIREHUB, LLC	19987630	741-8060-431.43-20	TIRES	\$375.00
TOWN HALL STREAMS	13124	111-1010-411.56-41	MEETINGS STREAM -MAY 2021	447.55
TYCO FIRE & SECURITY US MANAGEMENT	35762937	111-7010-421.56-41	VIDEO/ALARM SECURITY	\$447.55
ULINE	132841291	111-8020-431.61-20	HAND TRUCK	300.00
UNDERGROUND SERVICE ALERT OF SO CAL	420210130	221-8014-429.56-41	GHP01 TICKET CHARGES	\$300.00
	DSB20201922	221-8014-429.56-41	STATE REGULATORY FEE	4,609.91
UNITED INDUSTRIES	214623	111-8010-431.61-21	CONE RESPIRATORS	\$4,609.91
URBAN FUTURES INCORPORATED	CD-2020-115	216-3010-415.56-41	CONTINUING DISCLOSURES	189.40
VALLEY ALARM	999469	111-8020-431.56-41	FIRE/ALARM SRVC-MAY 21	\$189.40
	999469	111-8022-419.56-41	FIRE/ALARM SRVC-MAY 21	406.00
	999469	111-8023-451.56-41	FIRE/ALARM SRVC-MAY 21	104.51
VERIZON WIRELESS	9877801054	111-0110-411.53-10	COUNCIL PHONE	\$510.51
	9877801054	111-0210-413.53-10	ADMIN PHONE	168.83
	9877801054	111-3010-415.53-10	FINANCE PHONE	\$150.95
	9877801055	111-5055-419.53-10	CODE ENFORCEMENT PHONE	61.47
				277.35
				665.34
				665.33
				715.28
				\$2,045.95
				2,150.00
				\$2,150.00

**City of Huntington Park
Demand Register
5-18-2021**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
VERIZON WIRELESS	9877801054	111-6010-419.53-10	PARKS PHONE	217.51
WEST & ASSOCIATES ENGINEERING, INC	2021-HP-JWMP-01	681-8030-461.56-41	2020 URBAN MGMT PLAN	\$916.04
WEST GOVERNMENT SERVICES	842937286	111-7030-421.56-41	WEST INFORMATION CHARGES	24,700.00
	844388381	111-7030-421.56-41	WEST COMPLETE LIBRARY SUB	\$24,700.00
WESTERN EXTERMINATOR COMPANY	13657C	111-7024-421.56-41	EXTERMINATOR SERVICES	707.25
	13657C	111-8020-431.56-41	EXTERMINATOR SRVC-APR 21	66.90
	13657C	111-8022-419.56-41	EXTERMINATOR SERVICES	67.50
	13657C	111-8023-451.56-41	EXTERMINATOR SRVC-APR 21	49.00
	13657C	535-8090-452.43-20	EXTERMINATOR SERVICES	92.50
				139.50
XEROX FINANCIAL SERVICES	2595408	111-8020-431.43-05	PW COPIER 4/17/21-5/16/21	\$398.50
	2595408	285-8050-432.43-05	PW COPIER 4/17/21-5/16/21	59.98
	2595408	681-8030-461.43-05	PW COPIER 4/17/21-5/16/21	59.98
				60.00
				\$179.96
				\$1,922,384.64

ITEM NO. 3

3. **Adopt Ordinance 2021-01 approving adding sections 2-10.01 and 2-10.02 to Title 2, Chapter 10 of the Huntington Park Municipal Code regarding campaign contribution limits under AB 571**

RECOMMENDATION OF ITEM UNDER CONSIDERATION

1. Waive second reading and adopt Ordinance No. 2021-01, approving adding sections 2-10.01 and 2-10.02 to Title 2, Chapter 10 of the Huntington Park Municipal Code regarding campaign contributions limits under AB 571.

ITEM NO. 4



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

May 18, 2021

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE ACCEPTANCE OF WORK PERFORMED AS PART OF CIP 2019-11 HIGH-INTENSITY ACTIVATED CROSSWALK BEACON AT GAGE AVENUE AND BISSELL STREET PROJECT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve acceptance of work performed by Elecnor Belco Electric, Inc. for the construction of CIP 2019-11 High-Intensity Activated CrossWalk beacon at Gage Avenue and Bissell Street;
2. Authorize staff to execute the Notice of Completion and direct the City Clerk to file the NOC with the Los Angeles County Recorder's Office; and
3. Release Elecnor Belco Electric, Inc. invoice no. 5 for the amount of \$38,380.77 and 5% retention amount of \$9,736.55 for a total of \$48,117.32.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

At the May 5, 2020 City Council meeting, the City Council awarded the construction contract to Elecnor Belco Electric, Inc. (contractor). 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 petitioned the City to install a traffic control device. A traffic study was conducted and concluded that a High-Intensity Activated CrossWalk beacon (HAWK) should be installed at the intersection of Gage Avenue and Bissell Street as a countermeasure to improve pedestrian safety.

The contractor was issued the Notice to Proceed on June 16, 2020 and scheduled work commenced on June 29, 2020. Project delays were due to the COVID pandemic and the lack of steel manufacturing in the US, which led to a 26-month waiting period to receive

APPROVE ACCEPTANCE OF WORK PERFORMED AS PART OF CIP 2019-11 HIGH-INTENSITY ACTIVATED CROSSWALK BEACON AT GAGE AVENUE AND BISSELL STREET PROJECT

May 18, 2021

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the pedestrian signal poles. Infrastructure Engineers as the construction manager has deemed the project substantially completed in accordance with the improvement plans and contract specifications. There are no unresolved stop notices or outstanding construction claims against the contractor. Staff recommends accepting the project as substantially complete and releasing the final retention payment within the prescribed timeline.

LEGAL AND PROGRAM REQUIREMENTS

Regarding the construction contract, 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 "Notice of Completion" (Attachment 1) with the County Recorder's Office for the project. Thirty-five (35) days after the recordation of the Notice of Completion by the County Recorder's Office, the City will release the Labor and Materials Bond to the bonding company and 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

At the May 5, 2020 City Council meeting, the contractor was awarded the construction contract for a not-to-exceed amount of \$154,592 as the lowest responsive, responsible bidder. The Fiscal Year 2019-20 project budget was for the amount of \$194,806 payable from Account No. 202-8080-431.73-10. City Manager approved change orders in the amount of \$50,383 and the original contract items for the amount of \$144,348, for a total project cost of \$194,731. The project was built within the prescribed construction project budget of \$194,806. The following is a tabulation of the contractor's invoices.

Elecnor Belco Electric, Inc.			
Invoice #	Amount	5% Retention	Payment
14-0467-001	\$30,510.00	\$1,525.50	\$28,984.50
14-0467-002	\$21,208.00	\$1,060.40	\$20,147.60
14-0467-003	\$50,090.00	\$2,504.50	\$47,585.50
14-0467-004	\$52,522.19	\$2,626.11	\$49,896.08
14-0467-005	\$40,400.81	\$2,020.04	\$38,380.77
14-0467-006 Retention	\$0.00	\$0.00	\$9,736.55
Total =	\$194,731.00	\$9,736.55	\$194.731.00

Staff recommends processing and releasing contractor's invoice no. 5 (14-0467-005) for the amount of \$38,380.77 and the final retention payment in the amount of \$9,736.55 (14-0467-006). No additional budget appropriation is requested at this time.

CONCLUSION

APPROVE ACCEPTANCE OF WORK PERFORMED AS PART OF CIP 2019-11 HIGH-INTENSITY ACTIVATED CROSSWALK BEACON AT GAGE AVENUE AND BISSELL STREET PROJECT

May 18, 2021

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

Respectfully submitted,



RICARDO REYES
City Manager



CESAR ROLDAN
Director of Public Works

ATTACHMENTS

- A. Notice of Completion CIP 2019-11 High-Intensity Activated CrossWalk beacon at Gage Ave and Bissell St

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 **5/18/2021**
(Date)
The work done was: **CIP 2019-11 High-Intensity Activated crossWalk beacon at Gage Ave and Bissell St**

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

Elecnor Belco Electric, Inc.

05/20/2020

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

(Date of Contract)

8. The street address of said property is: **Gage Avenue and Bissell Street in the City of Huntington Park**
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 **5/19/2021**, 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)

ITEM NO. 5

CITY OF HUNTINGTON PARK



Public Works Department
City Council Agenda Report

May 18, 2021

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 TO SUBMIT A LETTER TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY EXPRESSING THE INTEREST TO EXCHANGE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT HIGHWAY INFRASTRUCTURE PROGRAMS FUNDING TO SURFACE TRANSPORTATION PROGRAM LOCAL FUNDS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve applying the Coronavirus Response and Relief Supplemental Appropriations Act funding towards the Slauson Avenue Project – TIP ID LA0G1669; and
2. Authorize the City Manager to execute a letter requesting to participate in Metro's Surface Transportation Program Local Exchange Program on or before the May 28, 2021 deadline.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Los Angeles County Metropolitan Transportation Authority's (Metro) Board of Directors approved programming of approximately \$47.5 million in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Highway Infrastructure Programs (HIP) funds on April 22, 2021. Caltrans Local Assistance Surface Transportation Block Grant Program (STBGP) have been available to all 88 cities in Los Angeles County, including the County of Los Angeles. Funding allotment is based on population. Metro's Board has provided City's with the opportunity to exchange their CRRSAA HIP STBGP funding allocations with local funds provided through Metro's existing federal Surface Transportation Program – Local (STPL) Exchange Program.

The City is eligible to exchange our HIP funding allocation. Metro requests that the City respond on or before May 28, 2021 with our intent to either participate in the STPL

CONSIDERATION AND APPROVAL TO SUBMIT A LETTER TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY EXPRESSING THE INTEREST TO EXCHANGE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT HIGHWAY INFRASTRUCTURE PROGRAMS FUNDING TO SURFACE TRANSPORTATION PROGRAM LOCAL FUNDS

May 18, 2021

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Exchange Program or program the CRRSAA HIP funding allocations accordingly through ProgramMetro for obligation. Staff recommends applying the CRRSAA funding towards the Slauson Avenue Project – TIP ID LA0G1669.

LEGAL REQUIREMENT

Agencies intending to obligate their CRRSAA HIP funding allocations for existing or new projects must program the funds directly in ProgramMetro for Metro's review and approval. To meet California Transportation Committee (CTC) requirements, project sponsors must provide all the information required for entry into ProgramMetro by the May 28, 2021 deadline. Based on the eligible use of funds, Metro highly encourages selecting existing or new projects that would not require modeling by the Southern California Association of Governments (SCAG) for the purpose of conformity determination. Metro asks project sponsors to program their CRRSAA HIP allocations through the following options: i) Formal Amendment (due to Metro by May 28, 2021); ii) Administrative Modification (due to Metro by June 15, 2021); or iii) Formal Amendment (due to Metro by June 15, 2021). Metro will compile all the information received into one project listing to be submitted to Caltrans for CTC approval. After CTC approval, Metro will work with the City and SCAG to finalize the Formal Amendment or Administrative Modification (as applicable) before the City submits their E-76 to Caltrans.

FISCAL IMPACT/FINANCING

No funding match from state, local or other non-federal sources is required (i.e., up to 100 percent CRRSAA HIP). Funds are available for obligation until September 30, 2024. Per Metro's existing Board approved policy for the STP-L Exchange Program, a 2% administrative fee will be assessed of the total amount of the funding exchange. City would receive a net of 98 percent of its allocation. Minus the 2% Metro administrative fee, the City would receive a total of \$273,119.

CONCLUSION

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

Respectfully submitted,



RICARDO REYES
City Manager

**CONSIDERATION AND APPROVAL TO SUBMIT A LETTER TO THE LOS ANGELES
COUNTY METROPOLITAN TRANSPORTATION AUTHORITY EXPRESSING THE
INTEREST TO EXCHANGE CORONAVIRUS RESPONSE AND RELIEF
SUPPLEMENTAL APPROPRIATIONS ACT HIGHWAY INFRASTRUCTURE
PROGRAMS FUNDING TO SURFACE TRANSPORTATION PROGRAM LOCAL
FUNDS**

May 18, 2021

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CESAR ROLDAN
Director of Public Works

ATTACHMENT(S)

- A. Letter to Metro Exchange to STPL Funds
- B. CRRSAA HIP Funding - LA County Local Agency Allocations 4.30.21 FINAL

ATTACHMENT A

May 19, 2021

Nancy Marroquin
Senior Manager
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012-2952

SUBJECT: CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRSAA) HIGHWAY INFRASTRUCTURE PROGRAMS (HIP) FUNDING – LOCAL AGENCY ALLOCATIONS AND ADMINISTRATION – CITY OF HUNTINGTON PARK

Dear Ms. Marroquin:

The City of Huntington Park is interested in participating in exchanging our CRRSAA HIP STBGP funding allocation with local funds provided through Metro's existing federal Surface Transportation Program – Local (STPL) Exchange Program. Based on Metro's letter dated April 30, 2021 to the City Managers, Public Works Directors, Project Manager and Programming Staff, the City is slated to receive a funding amount of \$278,693.

The City intends to add this amount to the City's existing project under TIP ID LA0G1669. This project is currently obligated in ProgramMetro and the City and Metro have executed Funding Agreement MR306.53 – Slauson Avenue Congestion Relief Improvement Project.

Please contact Cesar Roldan, Director of Public Works, at 323-584-6320 or via email at croldan@hpcgov if there are any further questions or comments.

Sincerely,

Ricardo Reyes
City Manager

ATTACHMENT B



Metro

April 30, 2021

TO: CITY MANAGERS, PUBLIC WORK DIRECTORS,
PROJECT MANAGERS AND PROGRAMMING STAFF

FROM: WIL RIDDER, EXECUTIVE OFFICER *WR*
COUNTYWIDE PLANNING AND DEVELOPMENT

SUBJECT: CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL
APPROPRIATIONS ACT (CRRSAA) HIGHWAY INFRASTRUCTURE PROGRAMS (HIP)
FUNDING – LOCAL AGENCY ALLOCATIONS AND ADMINISTRATION

The Board of Directors of the Los Angeles County Metropolitan Transportation Authority (Metro) approved the programming of about \$47.5 million in CRRSAA HIP funds on April 22, 2021. These funds are available through the Caltrans Local Assistance Surface Transportation Block Grant Program (STBGP) and allocated to all 88 cities in Los Angeles County, as well as to the County of Los Angeles, by their relative share of the total county population (Attachment A). This Metro Board action also included approval of the opportunity for agencies to exchange their CRRSAA HIP STBGP funding allocations with local funds provided through Metro's existing federal Surface Transportation Program – Local (STPL) Exchange Program. Based on the current total amount of local funds available for the STPL Exchange Program, all agencies would be eligible to exchange their HIP funding allocations, except the County of Los Angeles and the cities of Los Angeles and Long Beach. Through this memo, Metro asks all agencies to respond by **May 28, 2021** with their intent to either participate in the STPL Exchange Program or program their CRRSAA HIP funding allocations for projects in ProgramMetro for obligation.

Background

Enacted on December 27, 2020, the federal CRRSAA appropriates \$10 billion for the Federal Highway Administration (FHWA) to apportion to state departments of transportation. The FHWA released the state apportionments (including funding allocations required to urbanized areas) on January 15, 2021. On March 24, 2021, the California Transportation Commission (CTC) adopted Resolution G-21-39 ([link](#)), which specifies the allocation of California's apportionment of about \$911.8 million for "highway infrastructure programs". Specifically, under the CRRSAA HIP STBGP shares, Los Angeles County received about \$47.5 million.

The CRRSAA HIP provides the first and only federal COVID-19 response and relief funding made available to highway infrastructure activities after over a year of direct and significant impacts due to the pandemic on regional and local agencies across California that are responsible for the operations and maintenance of thousands of miles of federal-aid highways. As such, the Metro Board approved the use of all \$47.5 million in CRRSAA HIP funds distributed by the CTC according to the STBGP as a way to support all of the local agencies across Los Angeles County to "prevent, prepare for, and respond to coronavirus" consistent with the intent of the federal act.

Use of Funds

HIP funds may be used for a broad range of surface transportation purposes listed in Section 133(b) of Title 23 of the U.S. Code ([link](#)). Specifically, the Act allows covering revenue losses, preventive and routine maintenance, operations, personnel (including salaries of employees or contractors), debt service and availability payments, as well as transfers to public tolling agencies and ferry systems that provide a public transportation benefit. Under Section 133(b), HIP funds can also be used for transit capital projects, but cannot be used for bus, rail or other transit operations. No funding match from state, local or other non-federal sources is required (i.e., up to 100 percent CRRSAA HIP). Funds are available for obligation until September 30, 2024.

Metro's Request

Metro's request follows federal statutory requirements, as well as CTC guidelines, on the use of CRRSAA HIP funds. The CTC Resolution G-21-43 (Attachment B), scheduled to be adopted on May 13, 2021, requires regional agencies to submit to Caltrans a list identifying each project that will receive CRRSAA HIP funds. Metro, as the County Transportation Commission for Los Angeles County, will develop our region's project listing based on the responses to this memo.

Agencies intending to obligate their CRRSAA HIP funding allocations for existing or new projects must program the funds directly in ProgramMetro for Metro's review and approval. To meet CTC requirements, project sponsors must provide all the information required for entry into ProgramMetro by the **May 28, 2021** deadline. Agencies cannot program CRRSAA HIP funds over their allocation. Based on the eligible use of funds, we highly encourage selecting existing or new projects that would not require modeling by the Southern California Association of Governments (SCAG) for the purpose of conformity determination (i.e., focus on exempt, non-capacity enhancing, or non-regionally significant type of projects). Metro asks project sponsors to program their CRRSAA HIP allocations through the following options: i) Formal Amendment (due to Metro by May 28, 2021); ii) Administrative Modification (due to Metro by June 15, 2021); or iii) Formal Amendment (due to Metro by June 15, 2021). Metro will compile all the information received into one project listing to be submitted to Caltrans for CTC approval. After CTC approval, Metro will work with project sponsors and SCAG to finalize the Formal Amendment or Administrative Modification (as applicable) before agencies submit their E-76 to Caltrans.

Agencies intending to participate in the STPL Exchange Program must submit their request to Metro by email to marroquinn@metro.net by the **May 28, 2021** deadline. For each project, limited to those eligible under Section 133(b), agencies must provide a brief project description, the amount of CRRSAA HIP funding to be exchanged with Metro local funds, and total cost. Project sponsors cannot request to exchange CRRSAA HIP funds over their allocation. Per Metro's existing Board approved policy for the STP-L Exchange Program, a 2% administrative fee will be assessed of the total amount of the funding exchange (i.e., would receive a net of 98 percent of its allocation).

Should you have questions, please contact Nancy Marroquin, Senior Manager at (213) 418-3086 or marroquinn@metro.net. Thank you.

Metro

Los Angeles County
Metropolitan Transportation
Authority
One Gateway Plaza
3rd Floor Board Room
Los Angeles, CA



Metro

Board Report

File #: 2021-0207, File Type: Program

Agenda Number: 16.

PLANNING & PROGRAMMING COMMITTEE
APRIL 14, 2021

SUBJECT: CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT HIGHWAY INFRASTRUCTURE PROGRAMS FUNDS

ACTION: APPROVE RECOMMENDATIONS

RECOMMENDATIONS

CONSIDER:

1. APPROVING the programming of \$38.2 million in Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) Highway Infrastructure Programs (HIP) funds made available through the Regional Transportation Improvement Program (RTIP) of the State Transportation Improvement Program (STIP) to the East San Fernando Valley (ESFV) Transit Corridor Project as a revenue-neutral exchange of Proposition A 35% funds to be directly used on the Airport Metro Connector (AMC) 96th Street Station;
2. APPROVING the programming of \$47.6 million in CRRSAA HIP funds made available through the Caltrans Local Assistance Surface Transportation Block Grant Program (STBGP) to all 88 cities in and including the County of Los Angeles by percentage of the total county population as presented in Attachment A; and
3. APPROVING the ability for small cities to exchange CRRSAA STBGP funds with local funds under Metro's existing federal Surface Transportation Program - Local Exchange Program.

ISSUE

Enacted on December 27, 2020, the federal CRRSAA appropriates \$10 billion for the Federal Highway Administration (FHWA) to apportion to state departments of transportation. On January 15, 2021, the FHWA made the apportionments available. California's apportionment is \$911.8 million and is available until September 30, 2024. On March 24, 2021, the California Transportation Commission (CTC) adopted Resolution G-21-39, which specifies the use of California's \$911.8 million apportionment for "highway infrastructure programs". Under the STIP Regional Transportation Improvement Program shares, Los Angeles County is targeted to receive \$38.2 million. Under the STBGP shares, Los Angeles County is targeted to receive \$47.5 million. These funds must be programmed by Metro through the STIP and the Federal Transportation Improvement Program (FTIP) to enable Metro and local agencies incur expenditures for eligible transportation activities.

DISCUSSION

Under the CRRSAA, the HIP funds may be used for a broad range of surface transportation purposes listed in Section 133(b) of Title 23 of the U.S. Code and are meant to “prevent, prepare for, and respond to coronavirus.” Specifically, the Act allows states to cover revenue losses, preventive and routine maintenance, operations, personnel (including salaries of employees or contractors), debt service and availability payments, as well as transfers to public tolling agencies and ferry systems that provide a public transportation benefit. The federal share of costs may be up to 100 percent. HIP funds cannot be used for bus and rail operations.

The CTC, as detailed in Resolution G-21-39, distributed California’s \$911.8 million apportionment from the CRRSAA for “highway infrastructure programs” as follows:

State Programs (60 Percent): \$547.1 million

- \$486.3 million: State Highway Operation and Protection Program (SHOPP)
- \$60.8 million: Interregional Transportation Improvement Program (ITIP)

Regional Programs (40 Percent): \$364.7 million

- \$182.4 million: RTIP
- \$182.4 million: STBGP

The ITIP and RTIP comprise 25 percent and 75 percent, respectively, of the STIP. A total of \$243.2 million in CRRSAA funds will be distributed through the STIP. Of the \$243.2 million, \$38.2 million is targeted for Los Angeles County through the RTIP. Of the \$182.4 million of CRRSAA funds distributed by population through the STBGP, \$47.5 million is targeted for Los Angeles County.

Use of Funds

The CRRSAA Highway Infrastructure Programs provides the first and only federal COVID-19 response and relief funding made available to highway infrastructure activities after nearly a year of direct and significant impacts due to the pandemic on regional and local agencies across California that are responsible for the operations and maintenance of thousands of miles of federal-aid highways. As such, Metro staff is recommending to use the \$47.5 million in CRRSAA funds distributed by the CTC according to the STBGP as a way to support all of the local agencies across Los Angeles County to “prevent, prepare for, and respond to coronavirus” consistent with the intent of the federal act. Metro staff made efforts with the CTC to ensure that these funds would be administered through the Caltrans Local Assistance process specifically to ensure the most expedient and efficient way to get funding to local agencies across Los Angeles County.

Staff is also recommending using the balance of \$38.2 million in HIP funds from the CTC’s distribution through the STIP/RTIP to the AMC 96th Street Station. This station will be the ninth along the Crenshaw/LAX (C/LAX) Line and will connect directly with the Los Angeles World Airports (LAWA) Automated People Mover (APM). It will become the key multi-modal gateway to the Metro system from/to Los Angeles International Airport (LAX). With direct connections between Metro rail,

bus and active transportation systems to the APM and LAX, this new transit station will provide a welcoming, secure and convenient connection to the transportation network.

As identified in the concurrent April 2021 board report (Legistar 2021-0114), establishing a life-of-project (LOP) budget for the AMC Project of about \$898.6 million will require additional regional sources of funding. The \$38.2 million in CRRSAA STIP/RTIP funds are critical to address the additional funding need to award the construction contract for the AMC. Due to the limitation in using federal funds directly on the project, however, staff is recommending that the \$38.2 million in CRRSAA STIP/RTIP funds be programmed to the ESFV Transit Corridor Project as a revenue-neutral exchange of Proposition A 35% funds to be directly used on the AMC Project.

Equity Platform

The recommendation supports the third pillar of the Equity Platform ("Focus and Deliver") by planning resources to strategically invest in high-quality mobility options for Los Angeles County, as well as to support all of the local agencies across Los Angeles County to "prevent, prepare for, and respond to coronavirus".

DETERMINATION OF SAFETY IMPACT

Approval of this item will have no direct impact on the safety of Metro customers or employees.

FINANCIAL IMPACT

Approval of the staff recommendation will support the establishment of a LOP budget for the AMC project for about \$898.6 million with \$38.2 million of required additional regional sources of funding. It will also provide \$47.5 million in CRRSAA STBGP funds to support all of the local agencies across Los Angeles County to "prevent, prepare for, and respond to coronavirus" consistent with the intent of the federal act.

Impact to Budget

The proposed action will not have an impact to the FY21 budget. AMC is a multi-year project requiring expenditure in fiscal year increments with the adoption of the Board-authorized LOP budget. It will be the responsibility of the Project Manager and Chief Program Management Officer to budget for this in future fiscal years.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The grant funding awarded will help meet all of Metro's Vision 2028 goals, especially the first goal, which aims to deliver outstanding trip experiences for all users of the transportation system. Specifically, the AMC Project will provide a reliable, fast, and convenient connection for passengers traveling between LAX and the regional bus and rail transit system. By integrating with existing and future transit connections and airport facilities Metro hopes to increase public transit trips to and from LAX with minimal impact to airport facilities and surrounding communities and to help reduce air pollution.

ALTERNATIVES CONSIDERED

The Board may choose not to program all \$38.2 million in CRRSAA STIP/RTIP funds for the ESFV Transit Corridor Project as a revenue-neutral exchange of Proposition A 35% funds to be directly used on the AMC Project. Staff does not recommend this option as the entire amount is needed to support the establishment of an LOP budget of about \$898.6 million for the AMC Project with regional funds. Furthermore, the CRRSAA RTIP funds will be distributed and administered as part of the STIP. The STIP has rigorous guidelines, a 60-day delay for an allocation vote, and lapsing provisions that would make the funds cumbersome for local jurisdictions to receive and draw down.

The Board may choose to not program all \$47.5 million in CRRSAA STBGP funds to the local jurisdictions of Los Angeles County. Staff does not recommend this option, as the local jurisdictions of Los Angeles County have incurred revenue shortfalls during the COVID-19 pandemic. It is in keeping with the intent of the legislation to distribute a share of the HIP funds at the local level, where agencies can provide relief within their jurisdiction.

NEXT STEPS

April 23, 2021 - List of STIP/RTIP projects due to the CTC

May 12-13, 2021 - CTC staff recommends adoption of guidelines for Draft 2021 Mid-Cycle STIP and STBGP component

May 12-13, 2021 - New STIP/RTIP projects are presented to the CTC for Notice

June 23-24, 2021 - CTC adopts new STIP/RTIP projects (earliest date to allocate funds)

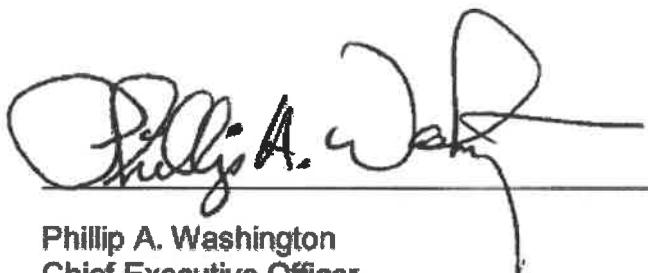
August 18-19, 2024 - Projects programmed with CRRSAA STIP/RTIP funds must receive an allocation, otherwise they will lapse.

ATTACHMENTS

Attachment A - HIP Funding Distribution to Local Agencies in Los Angeles County

Prepared by: Patricia Chen, Senior Director, Countywide Planning & Development, (213) 922-3041
Ashad Hamideh, Senior Director, Countywide Planning & Development, (213) 922-5539
Wil Ridder, Executive Officer, Countywide Planning & Development, (213) 922-2887
Laurie Lombardi, Senior Executive Officer, Countywide Planning & Development, (213) 418-3251

Reviewed by: James de la Loza, Chief Planning Officer, (213) 922-2920



Phillip A. Washington

Chief Executive Officer

CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS (CRRSA) ACT
HIGHWAY INFRASTRUCTURE PROGRAMS
FUNDING DISTRIBUTION TO LOCAL AGENCIES IN LOS ANGELES COUNTY

Local Agency (City/ County of Los Angeles)	2019 Population ¹	2019 Population Share (%)	HIP Funding Share (\$)
Agoura Hills	20,622	0.202%	\$96,362
Alhambra	86,793	0.852%	\$405,564
Arcadia	57,262	0.562%	\$267,572
Artesia	16,534	0.162%	\$77,260
Avalon	3,939	0.039%	\$18,406
Azusa	49,537	0.486%	\$231,475
Baldwin Park	76,311	0.749%	\$356,584
Bell	36,510	0.358%	\$170,603
Bell Gardens	78,239	0.768%	\$365,593
Bellflower	42,579	0.418%	\$198,962
Beverly Hills	33,926	0.333%	\$158,528
Bradbury	1,056	0.010%	\$4,934
Burbank	105,496	1.036%	\$492,959
Calabasas	24,185	0.237%	\$113,011
Carson	93,153	0.915%	\$435,283
Cerritos	49,995	0.491%	\$233,615
Claremont	35,872	0.352%	\$167,622
Commerce	12,929	0.127%	\$60,414
Compton	98,206	0.964%	\$458,894
Covina	48,683	0.478%	\$227,485
Cudahy	24,227	0.238%	\$113,207
Culver City	39,493	0.388%	\$184,542
Diamond Bar	57,308	0.563%	\$267,787
Downey	113,863	1.118%	\$532,056
Duarte	21,681	0.213%	\$101,310
El Monte	116,563	1.145%	\$544,672
El Segundo	16,812	0.165%	\$78,559
Gardena	60,892	0.598%	\$284,534
Glendale	204,883	2.012%	\$957,372
Glendora	51,840	0.509%	\$242,237
Hawaiian Gardens	14,685	0.144%	\$68,620
Hawthorne	87,071	0.855%	\$406,863
Hermosa Beach	19,641	0.193%	\$91,778
Hidden Hills	1,862	0.018%	\$8,701
Huntington Park	59,642	0.586%	\$278,693
Industry	427	0.004%	\$1,995
Inglewood	112,345	1.103%	\$524,963
Irwindale	1,443	0.014%	\$6,743
La Canada Flintridge	20,497	0.201%	\$95,778
La Habra Heights	5,470	0.054%	\$25,560
La Mirada	49,007	0.481%	\$228,999
La Puente	40,532	0.398%	\$189,397
La Verne	33,289	0.327%	\$155,552
Lakewood	80,168	0.787%	\$374,607
Lancaster	161,505	1.586%	\$754,676
Lawndale	32,879	0.323%	\$153,636
Lomita	20,614	0.202%	\$96,325
Long Beach	472,802	4.642%	\$2,209,296
Los Angeles	4,013,170	39.405%	\$18,752,630
Lynwood	71,549	0.703%	\$334,332

CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS (CRRSA) ACT
HIGHWAY INFRASTRUCTURE PROGRAMS
FUNDING DISTRIBUTION TO LOCAL AGENCIES IN LOS ANGELES COUNTY

Local Agency (City/ County of Los Angeles)	2019 Population ¹	2019 Population Share (%)	HIP Funding Share (\$)
Malibu	11,784	0.116%	\$55,064
Manhattan Beach	35,419	0.348%	\$165,505
Maywood	27,988	0.275%	\$130,782
Monrovia	37,956	0.373%	\$177,360
Montebello	63,742	0.626%	\$297,852
Monterey Park	60,943	0.598%	\$284,773
Norwalk	105,881	1.040%	\$494,758
Palmdale	157,117	1.543%	\$734,172
Palos Verdes Estates	13,230	0.130%	\$61,821
Paramount	55,569	0.546%	\$259,661
Pasadena	144,686	1.421%	\$676,085
Pico Rivera	63,390	0.622%	\$296,207
Pomona	154,675	1.519%	\$722,761
Rancho Palos Verdes	41,838	0.411%	\$195,499
Redondo Beach	67,154	0.659%	\$313,795
Rolling Hills	1,880	0.018%	\$8,785
Rolling Hills Estates	8,035	0.079%	\$37,546
Rosemead	54,198	0.532%	\$253,255
San Dimas	34,042	0.334%	\$159,071
San Fernando	24,798	0.243%	\$115,875
San Gabriel	40,194	0.395%	\$187,817
San Marino	13,106	0.129%	\$61,241
Santa Clarita	221,703	2.177%	\$1,035,968
Santa Fe Springs	18,348	0.180%	\$85,736
Santa Monica	92,480	0.908%	\$432,138
Sierra Madre	10,843	0.106%	\$50,667
Signal Hill	11,744	0.115%	\$54,877
South El Monte	20,792	0.204%	\$97,156
South Gate	97,211	0.955%	\$454,245
South Pasadena	25,524	0.251%	\$119,268
Temple City	36,098	0.354%	\$168,678
Torrance	145,922	1.433%	\$681,860
Vernon	298	0.003%	\$1,392
Walnut	29,977	0.294%	\$140,076
West Covina	106,313	1.044%	\$496,776
West Hollywood	36,335	0.357%	\$169,785
Westlake Village	8,227	0.081%	\$38,443
Whittier	87,073	0.855%	\$406,872
County of Los Angeles	1,039,878	10.211%	\$4,859,113
TOTAL	10,184,378	100.000%	\$47,589,281

1. Population estimates from the State of California Department of Finance.

CRRSAA Program Guidelines

Resolution G-21-43

The California Transportation Commission (Commission) intends to adopt the following policies and procedures for the CRRSAA Program. The CRRSAA Program is funded from the Non-STIP regional distribution of the Coronavirus Response and Relief Supplemental Appropriation Act of 2021 funds (COVID Relief Funds).

- **Schedule:** The Commission intends to adopt the guidelines for the CRRSAA Program at the May 12-13, 2021 Commission meeting.
- **Funding:** The total funding available for the CRRSAA Program is \$182,364,599.
- **Apportionment Distribution:** The apportionment distribution for the CRRSAA Program approved on March 14, 2021 is consistent with the formula distribution of the Surface Transportation Block Grant Program with a minimum guarantee of \$200,000 for each county.
- **Eligibility:** Project eligibility for the CRRSAA program is outlined in the Highway Infrastructure Programs - Coronavirus Response and Relief Supplemental Appropriations Act, 2021 Implementation Guidance and includes all activities eligible under the Surface Transportation Block Grant Program in addition to: routine maintenance; operations; personnel, including salaries of employees or contractors; debt service payment; availability payments and coverage for other revenue losses.
- **Allocations:** The allocation of funding for the CRRSAA Program will not be included as part of the annual allocation of federal funding to the Department of Transportation (Caltrans). The following will be the allocation process:
 1. **Allocation of a Project List:** Prior to obligation of funds, a region must submit a project list that identifies each project that will receive COVID Relief funding through the CRRSAA Program to Caltrans. The list may be for the region's full apportionment or reflect a portion of available funding. The project list must include project name(s), brief description, the amount of COVID Relief funding that is requesting for each project (rounded to the nearest thousand), and total project cost. No region may program more than their regional apportionment. The Commission will allocate to Caltrans the total amount of CRRSAA funding that is supported by this list. The Director of Caltrans is authorized to sub-allocate the CRRSAA funds to individual projects that are enumerated on a project list approved by the Commission. If a list that only requests partial funding is presented and approved by the Commission, the region may amend its project list to request the remaining funds at any time prior to October 2023.
 2. **Obligation Amount:** If there are changes to project estimates for Commission allocated projects that require less or more funding at time of obligation, the Caltrans Director is delegated the authority to approve changes to individual

CRRSAA PROGRAM Guidelines

project allocations to allow the advertisement, award, and completion of contracts so long as the total of such increase does not exceed 20% of the amount on the list approved by the Commission and the total allocated or obligated by that region does not exceed that region's total CRRSAA funding.

3. **Allocation Amendments:** With the exception to Section 2 above, any changes to the project(s) on a Commission's approved list, shall be submitted to the Commission for an allocation amendment. The Commission will approve the amended list at a Commission meeting. The deadline to obligate this funding is September 2024. In order to ensure no federal funding is lost to the state, allocation amendments will not be considered after the October 2023 Commission meeting. This will allow the state, in coordination with the regions, a year to obligate and repurpose the funds so that all COVID Relief funds are utilized. **Any regional funds not obligated by June 2024 will be transferred to the state for obligation.**
4. **Timing:** The Commission may approve project lists at any Commission meeting after approval of these guidelines. A list may not be approved or amended after October 2023 (see Section 3 above). CRRSAA Program funds not obligated by September 2024 will lapse.
5. **Submittal:** Regions will submit their project list to Caltrans Division of Local Assistance (Local Assistance). Local Assistance will compile all lists and place it on the Commission's Agenda in one book item.

- **Federal Statewide Transportation Improvement Program:** Projects receiving funding from the CRRSAA Program must be programmed in the Federal Statewide Transportation Improvement Program, if required to do so under the Act.
- **Local Assistance Process:** Other than the allocation requirement above, the CRRSAA Program will follow the existing Local Assistance process for obligation and implementation.
- **State Exchange:** Local Assistance shall establish a process by which rural and small urbanized areas with a population less than 200,000 may request state exchange. Urbanized areas with a population of 200,000 or greater, as identified in the Federal Highway Administration apportionment notice dated January 15, 2021, are not eligible for state exchange. Local Assistance in coordination with the Division of Budgets will make the determination as to whether the state can approve these requests. The allocation process, reporting requirements, and all other requirements of these guidelines shall apply to all agencies receiving state funds in lieu of the federal funds. Projects funded with state-only funds are subject to Article 19 restrictions.
- **Reporting:** Local Assistance will report projects that have been obligated, date of obligation and the dollar amount of the obligation on a quarterly basis beginning in December 2021.

ITEM NO. 6

CITY OF HUNTINGTON PARK



Public Works Department
City Council Agenda Report

May 18, 2021

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 CALIFORNIA ENVIRONMENTAL QUALITY ACT FINDING FOR THE REHABILITATION CIP 2020-03 COTTAGE RESERVOIR AT WELL 15

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve Environmental Assessment pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption under the California Environmental Quality Act (CEQA); and
2. Authorize staff to record the Notice of Exemption with the County of Los Angeles County Clerk's Office.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On May 4, 2021, the City Council awarded CIP 2020-03 Cottage Reservoir at Well 15 (Project) to Utility Service Co., Inc. (A SUEZ Company). The reservoir is located north of Saturn Avenue, west of Alameda Street and east of Albany Street. Traces of tetrachloroethylene (TCE) and other volatile organic compounds (VOC) have been present in the well. The City received a grant from the Water Replenishment District of Southern California (WRD), with the end goal of mitigating the existing environmental concerns and bringing back the well to working capacity by investing in a Granular Activated Carbon (GAC) system. GAC is commonly employed as an adsorption media in many surface water treatment plants. Most plants, however, also rely on GAC to provide effective filtration, as turbidity reduction is an essential element in maintaining desired water quality. The Well 15 rehabilitation remediates the existing water quality concerns to achieve sustainable drinking water in the southwestern segment of the City.

LEGAL REQUIREMENT

CONSIDERATION AND APPROVAL OF AWARD OF A CONTRACT TO REHABILITATE CIP 2020-03 COTTAGE RESERVOIR AT WELL 15

May 4, 2021

Page 2 of 2

The City's water storage reservoir is a large capital asset and wear and tear and deferred maintenance has led to potentially serious concerns, which is why it is vital for Suez to commence the rehabilitation of the above-ground water tank. During routine tank condition assessments to review safety, sanitation, structure, security and coatings condition of the water storage tank, it is not uncommon to find minor damage and tank components in need of further repair. All repairs and improvements will follow Occupational Safety and Health Administration (OSHA) compliant guidelines.

ENVIRONMENTAL IMPACT

Approve Environmental Assessment as follows: The proposed project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption (Existing Facilities). The project results in minor alterations to existing public facilities involving no significant expansion of the existing use. The project is not anticipated to have any significant impacts with regard to traffic, noise, air quality, or water quality.

FISCAL IMPACT/FINANCING

Pursuant to the County of Los Angeles Recorder's Office California Environmental Quality Act document fees pursuant to Fish and Game Code §711.4(a), (b), (c) and (e) and Ord. 91-0025 § 1, 1991, a \$75.00 posting fee is required. Account No. 681-8030-461.76-18 will be utilized to process the payment.

CONCLUSION

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

Respectfully submitted,



RICARDO REYES
City Manager



CESAR ROLDAN
Director of Public Works

ATTACHMENT(S)

A. Notice of Exemption – County of Los Angeles Recorder's Office

ATTACHMENT A

Notice of Exemption

Form D

To: Office of Planning and Research
PO Box 3044, 1400 Tenth Street, Room 212
Sacramento, CA 95812-3044

From: City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

County Clerk
County of Los Angeles
12400 East Imperial Highway, Room 2001
Norwalk, CA 90650

Project Title: CIP 2020-03 Cottage Reservoir at Well 15

Project Location - Specific: The reservoir is located north of Saturn Avenue, west of Alameda Street and east of Albany Street.

Project Location – City: Huntington Park **Project Location – County:** Los Angeles

Description of Project: The comprehensive rehabilitation and maintenance of an existing water storage tank.

Plan is to refurbish by coating and eliminating cracking, pitting and corrosion.

Name of Public Agency Approving Project: City of Huntington Park

Name of Person or Agency Carrying Out Project: City of Huntington Park Community Development Department

Exempt Status: (check one)

Ministerial (Sec. 21080(b)(1); 15268);
 Declared Emergency (Sec. 21080(b)(3); 15269(a));
 Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
 Categorical Exemption. State type and section number: 15301 Class 1 Existing Facilities
 Statutory Exemptions. State code number:

Reasons why project is exempt: This project is Categorically Exempt under Class 1 Existing Facilities Section 15301 of the California Environmental Quality Act due to the fact that the proposed rehabilitation will be performed on an existing water storage tank (utilities). The refurbishing will enhance the water utility service for the community and will remain in the same place.

Lead Agency

Contact Person: Sergio Infanzon **Area Code/Telephone/Extension:** 323-584-6161

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ **Date:** _____ **Title:** Community Development Director

Signed by Lead Agency
 Signed by Applicant

Date received for filing at OPR: _____

ITEM NO. 7

CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report



May 18, 2021

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 AN INCREASE TO PURCHASE ORDER NO. 2542 FOR THE EXPENSE OF IMPORTED WATER

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve an increase to Purchase Order No. 2542 in the amount of \$275,000 from Account No. 681-8030-461.41-00 (Water Supply); and
2. Authorize staff to process Central Basin Municipal Water District invoices for the remaining fiscal year 2020-21.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

During the budget preparation process, staff routinely requests a projection from Water Operations for the need to purchase imported water from Central Basin Municipal Water District (District) for the upcoming fiscal year. Projections are based on the monthly historical water demands from our residents and businesses. The District is a water wholesaler that provides imported water to the City as well as other southeast Los Angeles County water purveyors, county and municipalities. The District purchases imported water from the Metropolitan Water District of Southern California (MWD).

At the time the budget was being prepared, Water Production Well 16 had recently been placed out of service and it was estimated it would return to service mid-way through the current fiscal year. In addition, it was assumed construction of the carbon treatment system at Water Production Well 15 would be completed by the end of the current fiscal year. At the beginning of the current fiscal year, these assumptions appeared to be reasonable and achievable. At the regularly scheduled City Council meeting of May 4, 2021, the City Council awarded the refurbishing of the Cottage Reservoir at Well 15, which has impacted the ability of water operations to pump and store ground water. This project will remediate the existing water quality concerns to achieve sustainable drinking water in the southwestern part of the City. Eventually the project will bring back Well 15 into production and minimize the City's dependency on imported water from Central

CONSIDERATION AND APPROVAL OF AN INCREASE TO PURCHASE ORDER NO. 2542 FOR THE EXPENSE OF IMPORTED WATER

May 18, 2021

Page 2 of 3

Basin. In the meantime, the net effect of both of these unforeseen delays requires the City to shift from the local production of resources to the importation of resources to meet the City's water demand.

Table A below contains the acre-feet (AF) pumped utilizing the City's water system infrastructure, the AF purchased from the District and the actual AF demand from our community over the current fiscal year.

Month	Pumped	Purchased	Demand
	AF	AF	AF
July-20	253	132	385
August-20	298	110	408
September-20	262	105	367
October-20	222	150	372
November-20	201	138	339
December-20	252	965	348
January-21	253	82	335
February-21	225	85	310
March-21	249	92	341
April-21	279	72	352
May-21 (Projected)	280	80	360
June-21 (Projected)	290	80	370
SUB-TOTALS FOR FY 20-21	3064	1223	4287

In FY 2019-20, the City's water demand was 3,770 AF. The current water demand is projected to be 4,287 AF by the end of FY 2020-21. The request is for the City Council to increase the District's purchase order so that staff is able to purchase water and meet the community's demand for the remaining fiscal year.

FINANCING

Staff recommends an increase to Purchase Order No. 2542 in the amount of \$275,000 from Account No. 681-8030-461.41-00 (Water Supply) to cover the unanticipated expense of purchasing imported water and meet the community's water demands. Account No. 681-8030-461.41-00 has sufficient remaining budget and staff does not anticipate expending the full amount.

CONCLUSION

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

Respectfully submitted,

**CONSIDERATION AND APPROVAL OF AN INCREASE TO PURCHASE ORDER NO.
2542 FOR THE EXPENSE OF IMPORTED WATER**

May 18, 2021

Page 3 of 3



RICARDO REYES

City Manager



CESAR ROLDAN

Director of Public Works

ITEM NO. 8

CITY OF

HUNTINGTON PARK

**CONSIDERATION AND APPROVAL OF FISCAL YEAR 2020-21 PUBLIC
WORKS DEPARTMENT POST-PANDEMIC AMENDMENTS TO
PERSONNEL POSITIONS**

**THIS ITEM WILL BE AVAILABLE AT THE CITY CLERK'S OFFICE
ON MONDAY, MAY 17, 2021**

ITEM NO. 9



CITY OF HUNTINGTON PARK

Human Resources
City Council Agenda Report

May 18, 2021

Honorable Mayor and Members of the City Council
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mayor and Members of the City Council:

APPROVE PROFESSIONAL SERVICES AGREEMENT WITH AN EXECUTIVE SEARCH FIRM TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE CITY CLERK POSITION

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize the City Manager to enter into an agreement with an executive search firm to conduct an executive recruitment for the City Clerk position.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park has used executive search firms successfully in the past to conduct recruitments for difficult-to-fill positions. Immediate recruitment is necessary for the City Clerk position.

Administration has requested proposals from two executive search firms, Bob Murray & Associates, and Municipal Resource Group, LLC. While a Request for Proposal (RFP) is not required for professional services, staff believed the City's best interest would be served by obtaining proposals from vendors.

Municipal Resource Group, LLC. provided a thorough proposal and has a strong and proven track record in the public sector, and has successfully performed executive searches across the state.

The City Clerk shall be appointed by and serve at the pleasure of City Council. The City Clerk shall perform all the statutory duties required of the City Clerk. The City Council shall retain the right to assign to the City Clerk additional duties, which the City Council believes will be compatible with the duties of the City Clerk's office. The performance of duties for the office of City Clerk shall be subject to the administrative authority of the City Manager. The City Clerk shall be entitled to reasonable absences

APPROVE PROFESSIONAL SERVICES AGREEMENT WITH AN EXECUTIVE SEARCH FIRM TO CONDUCT AN EXECUTIVE RECRUITMENT FOR THE CITY CLERK POSITION

May 18, 2021

Page 2 of 2

for vacation, professional conferences, and other City business which require the City Clerk to be absent from such office.

FISCAL IMPACT/FINANCING

The amount for the recruitment of the City Clerk executive position will not exceed \$20,000, which will be invoiced at \$225 per hour for the scope of services. Expenses include, but are not limited to, advertising (if not paid for directly by the City of Huntington Park), printing, and postage. There is sufficient funding within the City Manager's Office budget in contractual services, account number 111.0210.413.56-41, to absorb this expenditure.

CONCLUSION

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

Respectfully submitted,

RICARDO REYES
City Manager



NITA MCKAY
Director of Finance & Administrative Services

ATTACHMENT(S)

A. Executive Recruitment Proposals for City Clerk Recruitment

ATTACHMENT A



**BOB MURRAY
& ASSOCIATES**

EXPERTS IN EXECUTIVE SEARCH

A Proposal to Conduct an Executive Recruitment

for the Position of

CITY CLERK

on behalf of the



HUNTINGTON PARK

THE CITY OF PERFECT BALANCE

California

1544 Eureka Road, Suite 280

Roseville, CA 95661

(916) 784-9080

(916) 784-1985 fax

February 19, 2021

MR. RICARDO REYES
CITY MANAGER
CITY OF HUNTINGTON PARK
6550 MILES AVENUE
HUNTINGTON PARK, CA 90255

Dear Mr. Reyes:

Bob Murray & Associates is pleased to submit a proposal to conduct the City Clerk recruitment for the City of Huntington Park. The following details our qualifications and describes our systematic—yet flexible—method of identifying, recruiting, and screening outstanding candidates on your behalf. It also includes a proposed budget, timeline, and guarantee.

At Bob Murray & Associates, we pride ourselves on providing quality service to local governments, non-profit agencies, and private firms. Our recruitment process helps you to determine the direction of the search and the types of candidates you seek while capitalizing on our decades of experience and vast network of contacts to reach those candidates. Our expertise ensures that the candidates we present to the City of Huntington Park will match the criteria you have established, be a good fit for your organization, and be outstanding in their field.

With respect to the City Clerk recruitment and the City of Huntington Park, Bob Murray & Associates has an unmatched record of success in recruiting local government professionals. We are currently conducting the City Clerk recruitment on behalf of the City of Campbell, CA. We most recently completed the Clerk of The Authority on behalf of the County of Orange Fire Authority District. Additionally, our experience conducting City Clerk recruitments include the cities of Hollister, Chino Hills, Commerce, Dublin, Fremont, Menlo Park, Moreno Valley, Napa, Rio Vista, and Sunnyvale, CA, as well as related recruitments on behalf of Sacramento County and Monterey County (Clerk of the Board of Supervisors), the Central Contra Costa Sanitary District (District Secretary), and the Santa Clara Valley Transit Authority (Board Secretary). We have an extensive network of contacts and unparalleled experience conducting recruitments for municipal executives in California, which will ensure that the City of Huntington Park has an outstanding group of finalists from which to select the new City Clerk.

We work as a team on every search at Bob Murray & Associates. Your Project Lead would be Valerie Gaeta Phillips and Manny Guaderrama, who would not only direct and supervise the project team from beginning to end but also serve as the Recruiter for the project as well.

To learn first-hand of the quality of our services and why the majority of our engagements come from repeat and referred clients, we invite you to contact the references listed on page 15 of the attached proposal.

We look forward to your favorable consideration of our qualifications. Please do not hesitate to contact us at (916) 784-9080 with any questions.

Sincerely,

Valerie Gaeta Phillips

Valerie Gaeta Phillips
President, Bob Murray & Associates

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THE RECRUITMENT PROCESS

Bob Murray & Associates' recruiters are specialists in finding the perfect fit, providing security and fairness to candidates and clients while ensuring the integrity of the search process. We understand that superlative recruiting for the City Clerk will lead to superlative results for the City of Huntington Park. Outlined below are the steps in our proven recruitment process, refined through our 30+ years of experience in executive search.

STEP 1 DEVELOP THE CANDIDATE PROFILE

Our understanding of the City of Huntington Park's needs will be key to a successful search. Valerie Gaeta Phillips and Manny Guaderrama will meet with the City Manager and key stakeholders to learn as much as possible about the ideal candidate for the City Clerk position. We want to become familiar with the values and culture of the organization, as well as to understand the current and future issues, challenges, and opportunities in the City of Huntington Park.

Ms. Gaeta Phillips and Mr. Guaderrama will review and help define the City's wish-list regarding the ideal candidate's personality, management style, knowledge, skills, and abilities and will work with the City to identify expectations regarding education and experience. The City Manager and Ms. Gaeta Phillips and Mr. Guaderrama will discuss compensation, benefits, and other key information necessary to ensure that outstanding candidates are attracted to this opportunity. The profile we develop together at this stage will drive subsequent recruitment efforts.

Optional Service: Community and Staff Involvement

We find that many of our clients value a recruitment process that opens the opportunity for community members, business leaders, organization representatives, and employees to provide input regarding the ideal candidate. Our recruiters are skilled in designing and facilitating forums, town hall meetings, and online surveys that allow equitable involvement from a variety of constituencies and in consolidating feedback into a cohesive narrative of common themes.

If the City of Huntington Park so desires, we will work with the City Manager to create a customized community and/or staff input process.

STEP 2 DESIGN/DISTRIBUTE BROCHURE AND ADVERTISEMENTS

Ms. Gaeta Phillips and Mr. Guaderrama and your dedicated Recruitment Coordinator will use the candidate profile developed with the City of Huntington Park to create a professional recruitment brochure, with the assistance of our professional graphic designer. The four-page, full-color brochure will describe the community, organization, position, ideal candidate, and compensation and will include pictures provided by the City of Huntington Park that you feel best represent your organization and your community.

Upon your approval, Ms. Gaeta Phillips and Mr. Guaderrama will send the brochure by postal mail and email to a targeted audience, personally inviting potential candidates to apply for the City Clerk position. We will also place the recruitment brochure on our website, which attracts over

11,000 unique hits weekly and is a trusted resource for candidates seeking executive and professional positions. Two sample brochures are included in this proposal package for your reference.

Ms. Gaeta Phillips and Mr. Guaderrama will also design an effective advertising campaign appropriate for the City Clerk recruitment. Our broadest outreach comes through our active social media involvement on Facebook, LinkedIn, and Twitter, where upcoming and current positions are posted. Sources such as *Western City Magazine*, the “Jobs Available” newsletter, and the Careers in Government website will be used to reach an extensive local government audience, while position-specific postings will be chosen to attract candidates who have built their careers in and are committed to the City Clerk field.

Suggested City Clerk-specific advertising sources for the City of Huntington Park’s search include:

- ◆ City Clerks Association of California
- ◆ International Institute of Municipal Clerks
- ◆ Local Government Hispanic Network
- ◆ League of Women in Government
- ◆ LinkedIn
- ◆

Bob Murray & Associates does not typically place ads with job aggregators or general job posting sites such as CareerBuilder, Monster, or Indeed, as we have found that the broad reach of these sites does not necessarily lead to quality candidates for executive and professional positions.

Reaching Diverse Candidates

Bob Murray & Associates, a woman- and minority-owned business, is proud of its commitment to attracting and placing diverse candidates. Not only do we place advertisements with websites designed to attract minority and female candidates, but our President, Valerie Phillips, is a member herself of many diversity-focused organizations including the Local Government Hispanic Network, the League of Women in Government, the Professional Women’s Network, Mexican Professionals, and Women Leading Government. She networks frequently with fellow members to gain insight into which potential candidates are leaders in their field.

Ms. Gaeta Phillips and Mr. Guaderrama will seek to reach candidates in communities and organizations with demographic profiles and populations served like that of the City of Huntington Park, to maximize the potential for individuals from a wide variety of backgrounds, cultures, and life experiences to be considered for the City Clerk position.

STEP 3 RECRUIT CANDIDATES

The strongest candidates are often those who are successful and content in their current positions and need to be sold on a new opportunity. Our extensive network of contacts, developed through over 1,400 successful placements, is a primary source for identifying and obtaining referrals for these candidates. Our in-house database of 40,000 current and former executive and professional candidates is a valuable resource that can only be built over time—time that we have invested into perfecting our process for finding the right candidates for our clients. Our aggressive outreach

efforts are focused on phone calls to personally invite potential applicants, answer questions, and allay any reservations, and these efforts are essential to the success of the City Clerk recruitment.

STEP 4 SCREEN CANDIDATES

Following the closing date for the recruitment, Ms. Gaeta Phillips and Mr. Guaderrama will screen all resumes we have received, using the criteria established in the candidate profile as a basis upon which to narrow the field of candidates. Internal candidates receive sensitive consideration, and Ms. Gaeta Phillips and Mr. Guaderrama will discuss with the City Manager how the City of Huntington Park wishes to proceed with these candidates.

STEP 5 CONDUCT PRELIMINARY INTERVIEWS

Ms. Gaeta Phillips and Mr. Guaderrama will personally interview the top 10 to 15 candidates from the resume screening, with the goal of determining which candidates have the greatest potential to succeed in your organization. To reduce travel-related expenses to our clients and increase efficiency in the search process, these interviews are typically conducted via Skype, FaceTime, or other convenient videoconferencing applications.

During these in-depth interviews, Ms. Gaeta Phillips and Mr. Guaderrama will explore each candidate's background and experience as it relates to the City Clerk position, such as significant accomplishments, size and scope of responsibility, and organizational culture. In addition, Ms. Gaeta Phillips and Mr. Guaderrama will discuss with the candidates their motivation for applying for the position and assess his/her knowledge, skills, and abilities. We will devote specific attention to establishing the likelihood of the candidate's acceptance of the position if an offer of employment is made.

STEP 6 SEARCH PUBLIC RECORDS

Under the direction of Ms. Gaeta Phillips and Mr. Guaderrama, your dedicated Recruitment Coordinator will conduct a review of published print and online articles for each recommended candidate. Sources include Lexis-Nexis™, Google, social media, and our contacts in the field. This will alert Ms. Gaeta Phillips and Mr. Guaderrama to any further detailed inquiries we may need to make before our recommendations are finalized.

STEP 7 MAKE RECOMMENDATIONS

Based on our findings during the preliminary interview process, Ms. Gaeta Phillips and Mr. Guaderrama will recommend a limited number of candidates for your further consideration. They will make specific recommendations and will help facilitate discussions regarding the candidate pool, but the final determination of those to be considered will be up to you.

We typically recommend 6-8 candidates that we feel will best match your expectations, and we prepare a detailed written report on each candidate. This bound report provided to each member of the decision-making body includes:

- ❖ Candidate list with Recommended Finalists identified in *Group 1* and *Group 2* (primary and secondary recommendations), as well as *Internal* candidates

- ◆ Summary of experience, education, and salary information for each Recommended Finalist candidate
- ◆ Complete cover letter and resume for each Recommended Finalist candidate
- ◆ List of *Other Applicants* (those who did not meet minimum qualifications or were otherwise unsuitable, based on our screening process)

Bob Murray & Associates maintains all search records for a period of seven (7) years following each recruitment, and we are happy to forward cover letters and resumes for each applicant by postal mail or email as soon as the recruitment closes to new applications.

STEP 8 FACILITATE FINAL INTERVIEWS

Our years of experience will be invaluable as we help you develop an interview process that objectively assesses the qualifications of each candidate. We will work with the City of Huntington Park to craft and implement an interview approach that fits your needs. This may include individual and panel interviews by the City Manager and key stakeholders, community/employee interview panels, writing and presentation samples, meet-and-greets, or another specialized process element Ms. Gaeta Phillips and Mr. Guaderrama helps the City of Huntington Park to design.

Ms. Gaeta Phillips and Mr. Guaderrama will be present on-site during the interviews to facilitate as necessary during the process and to guide discussion to consensus regarding final candidates. Bound interview books will be provided to each interview panel member containing:

- ◆ Recruitment brochure with candidate profile
- ◆ Interview schedule
- ◆ Suggested interview questions
- ◆ Experience summary, cover letter, resume, and rating form for each candidate
- ◆ Ranking forms for use during the panel interview process

We will work closely with your staff to coordinate and schedule interviews and candidate travel. Our goal is to ensure that each candidate has a very positive experience, as the way the entire process is conducted will influence the final candidates' perception of your organization.

STEP 9 CONDUCT BACKGROUND AND REFERENCE CHECKS

Ms. Gaeta Phillips and Mr. Guaderrama and your Recruitment Coordinator will conduct detailed reference checks for up to three (3) final candidates. To gain an accurate and honest appraisal of the candidates' strengths and weaknesses, we will talk candidly with people who have direct knowledge of their work and management style. In addition to gaining a 360-degree view of candidates from the perspective of their supervisors, subordinates and peers for the past several years, we will make a point of speaking confidentially to individuals who may have further insight into a candidate's abilities but who may not be on their preferred list of contacts.

Your Recruitment Coordinator will work with candidates and our professional backgrounding firm, HireRight, to conduct credit, civil litigation, and motor vehicle record checks and verify candidates' degrees.

STEP 10 ASSIST IN NEGOTIATIONS

We recognize the critical importance of successful negotiations and can serve as your representative during this process. Ms. Gaeta Phillips and Mr. Guaderrama know what other organizations have done to put deals together with great candidates and what the current market is like for City Clerk positions in organizations like the City of Huntington Park's. They will be available to advise you regarding current approaches to difficult issues, such as housing and relocation. We will represent your interests and advise the chosen candidate and you regarding salary, benefits, and employment agreements, with the goal of putting together a deal that results in the appointment of your chosen candidate. With our proven experience and vested interest in a positive outcome, we can turn a very difficult aspect of the recruitment into one that is straightforward and agreeable for all parties involved.

COMPLETE ADMINISTRATIVE ASSISTANCE

We receive many unsolicited testimonials each year from clients and candidates alike noting our prompt, considerate, accurate, and professional service during the search process. Throughout the recruitment, in time intervals that suit the City of Huntington Park, we will provide you with updates on the status of the search and attend to all administrative details on your behalf.

Candidates receive immediate acknowledgement of their applications, as well as personal phone calls and/or emails (as appropriate) advising them of their status at each critical point in the recruitment. Candidates who receive preliminary or final interviews and are not chosen to move forward in the interview process will receive personal calls from Ms. Gaeta Phillips and Mr. Guaderrama on behalf of the City of Huntington Park.

It is our internal company standard that all inquiries from clients and candidates receive a response within the same business day whenever possible, and certainly within 24 hours if the inquiry is received during the work week. Ms. Gaeta Phillips and Mr. Guaderrama will be available to the City of Huntington Park by office phone, cell phone, and email at any time to ensure a smooth and stress-free recruitment process.

COSTS AND GUARANTEE

PROFESSIONAL FEE AND EXPENSES

The fixed, flat professional services fee for conducting the City Clerk recruitment on behalf of the City of Huntington Park is \$18,500. Services provided for in this fee consist of all steps outlined in this proposal. The professional fee does not limit the amount of time invested by Bob Murray & Associates in promoting a successful outcome for this project. In fact, our mission for this project is to ensure we assist in identifying the right candidate for the City of Huntington Park. Therefore, Ms. Gaeta Phillips and Mr. Guaderrama will contact the City at the first anniversary of the placement to confirm an effective transition has occurred.

The City of Huntington Park will also be responsible for reimbursing expenses Bob Murray & Associates incurs on your behalf. We estimate expenses for this project not to exceed \$6,000. Reimbursable expenses include (but are not limited to) such items as the cost of recruiter travel (if applicable); clerical support; brochure development; placement of ads; credit and civil background checks; education verification; and public records searches. Postage, printing, photocopying, and telephone charges are allocated costs and included in the expense estimate. *In no instance will expenses exceed this estimate without prior approval from the City of Huntington Park.*

Expense reimbursement for candidate travel related to on-site interviews will be the responsibility of the City of Huntington Park.

Professional Fees and Reimbursable Expenses	
Professional Services (Fixed Flat Fee)	\$18,500
Reimbursable Expenses	
Example costs and approximate amounts include:	
Brochure Design and Printing (\$1,275)	
Advertising (\$3,000)	\$6,000
Background Checks – 3 candidates (\$550)	
Consultant Travel (\$600)	
Other expenses – supplies, shipping, clerical (\$575)	
Not-to-Exceed Total	\$24,500

Optional Services

- ❖ Community/Staff Input Forum: \$1,500/day, plus travel expenses
- ❖ Online survey with analysis of results: \$250
- ❖ Additional on-site meeting days: \$1,500/day, plus travel expenses
- ❖ Additional background checks: \$250/candidate
- ❖ Additional reference checks: \$500/candidate
- ❖ Other services: \$250/hour or \$1,500/day

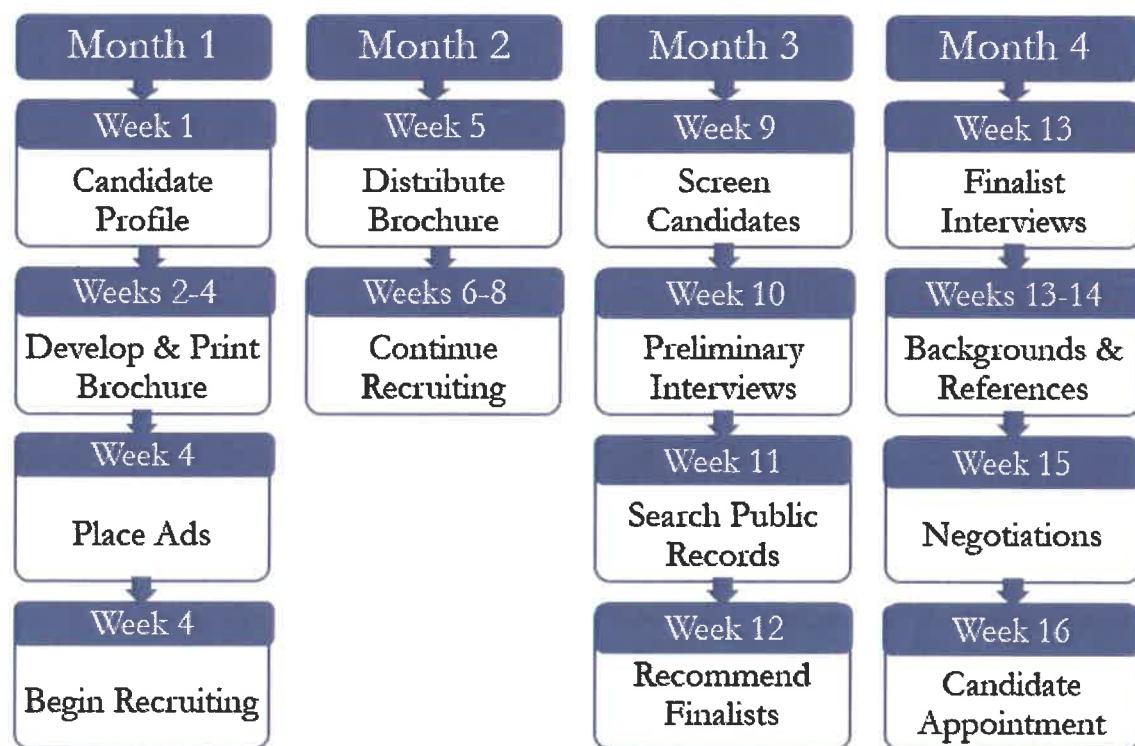
GUARANTEE

Should a candidate recommended by our firm position resign or be terminated within the first 12 months of employment, we will provide the City of Huntington Park with professional services to secure a replacement. Services will be provided at no cost, aside from expenses incurred on the City of Huntington Park's behalf during the new search. We are confident in our ability to recruit outstanding candidates and do not expect the City to find it necessary to exercise this provision of our proposal.

RECRUITMENT SCHEDULE

We are prepared to start work on this assignment upon receipt of a signed professional services agreement or other written, authorized notification. A full search can be completed in 13-16 weeks from the date of initial meetings with our client.

The final recruitment schedule will be determined in collaboration with City of Huntington Park. A typical timeline of tasks and events is included here for reference.



FIRM PROFILE

OUR STAFF

Bob Murray & Associates is a small firm focusing exclusively on executive search services. We have a team of ten (10):

- ◆ Bob Murray, *Founder*
- ◆ Valerie Gaeta Phillips, *President*
- ◆ Gary Phillips, *Executive Vice President*
- ◆ Regan Williams, *Vice President*
- ◆ Joel Bryden, *Vice President*
- ◆ Carmen Valdez, *Senior Executive Recruiter*
- ◆ Manny Guaderrama, *Senior Executive Recruiter*
- ◆ Amber Smith, *Principal Recruitment Coordinator*
- ◆ Sky Baclig, *Senior Recruitment Coordinator*
- ◆ Gini Herndon, *Contracts Administrator/Bookkeeper*

BOB MURRAY, FOUNDER

Mr. Murray—known simply as “Bob” to his clients and candidates throughout the western U.S.—brings over 40 years’ experience as a recruiter and is recognized as one of the top local government recruiters in the nation. He conducted hundreds of searches for cities, counties, and special districts and was called on to conduct searches for some of the largest, most complex organizations in the country—and some of the smallest. Bob conducted searches for chief executives, department heads, professional and technical positions, taking the lead on many of the firm’s most difficult assignments with great success. His clients retained him again and again, given the quality of his work and success in finding candidates for difficult to fill positions.

As our Founder, Bob currently takes on few searches personally but continues to be an active presence at Bob Murray & Associates, providing valued insight and experience to our team members regarding all aspects of the recruitment process.

Mr. Murray received his Bachelor of Science Degree in Criminology from the University of California at Berkeley with graduate studies in Public Administration at California State University at Hayward.

VALERIE GAETA PHILLIPS, PRESIDENT AND RECRUITER

Ms. Gaeta Phillips has over 18 years of recruiting experience, including more than a decade of recent experience in executive search for public, private, and startup companies nationwide. Since joining Bob Murray & Associates, Valerie has completed over 160 searches in a diverse range of fields, including city and general management, planning, finance, human resources, transportation, communication and public relations, community and economic development, information technology, parks and recreation, and operations. She has recruited at all levels of municipal and non-profit organizations, from technicians and engineers to Executive Directors and Chief Executive Officers.

Valerie is valued for her passion for finding and retaining the most outstanding candidates for even the most difficult or untraditional assignments and for her commitment to her clients' success; she is also active in a variety of industry organizations and in diversity-focused associations. Valerie is called upon often to serve as an expert speaker on topics such as managing one's online reputation, diversity issues in municipal and non-profit leadership, and how to identify a good "fit" for organizational culture.

Ms. Gaeta Phillips, along with Executive Vice President Gary Phillips, has a passion for helping people, evidenced by fundraising, sponsorship, and involvement in raising awareness for organizations such as Autism Speaks, the UC Davis M.I.N.D. Institute, and the Northern California Special Olympics.

GARY PHILLIPS, EXECUTIVE VICE PRESIDENT AND RECRUITER

Since joining Bob Murray & Associates, Mr. Phillips has completed over 125 searches for executives and professionals in a wide variety of fields including animal services, city and general management, planning, legal counsel, cyber security, and human resources. Gary's clients have ranged from municipal government to non-profit and private sector organizations, and he has sourced outstanding candidates for positions from the level of division managers up to City Managers, Executive Directors, and General Managers.

Gary started his career with a New York-based Fortune 100 company and quickly became a Senior Manager, building and running a large customer service organization that eventually expanded to 13 countries in Europe. He proceeded to hold senior leadership positions in several Fortune 500 companies, with noted successes such as building an organization from two to 250 employees worldwide and growing a company from 800 to 1200 employees.

As part of an executive acquisition and recruiting team, Gary helped build a start-up enterprise software company in San Francisco, recruiting top-notch talent and building a world-class organization. He has maintained customer relationships in the public sector and the private sector, including medical and financial institutions. He prides himself on finding key talent and offering the best customer service to his clients.

Mr. Phillips, along with Ms. Gaeta-Phillips, is involved in his community as a soccer coach, as an organizer of fundraisers for Autism Speaks and the UC Davis M.I.N.D. Institute, and as a sponsor of the Northern California Special Olympics. Mr. Phillips received his Associate of Science degree and completed additional coursework at Rochester Institute of Technology, NY.

REGAN WILLIAMS, SENIOR VICE PRESIDENT AND RECRUITER

Mr. Williams brings 30 years of local government experience to Bob Murray & Associates and has over 17 years of experience in executive recruitments with our firm. In his time with Bob Murray & Associates, Regan has conducted over 275 executive searches ranging from managers and department heads to City Managers, Executive Directors, and General Managers. If Regan were to have a recruiting specialty, it would be public safety positions: he has personally conducted over 60 Police Chief and 20 Fire Chief recruitments.

Prior to joining Bob Murray & Associates, Regan served as Director of Public Safety with the City of Sunnyvale, CA. He was involved in the development of some of Sunnyvale's most innovative public safety programs and has a national reputation for excellence in law enforcement, as well as in law enforcement executive recruiting. Regan's clients find his prompt and personal attention, insight, and expertise in recruitment and selection an asset. He is often called upon to recruit for difficult-to-fill law enforcement positions, such as the position of Police Chief or City Manager in challenging political environments.

Mr. Williams received his Bachelor of Science Degree in Administration of Justice from San Jose State University. He is also a graduate of the FBI National Academy.

JOEL BRYDEN, VICE PRESIDENT AND RECRUITER

Mr. Bryden has over 30 years of local government experience that he brings to the firm, having retired as Chief of Police in Walnut Creek, CA prior to joining Bob Murray & Associates in 2013. Throughout his career, Joel has been involved in public sector consulting, with vast experience in hiring and promotional processes, as well as interviewing candidates for advancement in all aspects of local government.

Joel has a solid reputation as a leader in the public sector and his ability to find and evaluate outstanding applicants for our clients is invaluable in the search process. Since joining Bob Murray & Associates, Joel has conducted over 100 recruitments in a broad range of sectors including police, fire, building, planning, city management, and general management. He is often called upon to recruit specialized or difficult-to-fill positions, such as Independent Police Auditor.

Mr. Bryden is a graduate of the FBI National Academy and obtained his Bachelor of Arts Degree in Communication from San Diego State University. He is currently based in Walnut Creek, CA.

CARMEN VALDEZ, SENIOR EXECUTIVE RECRUITER

Carmen Valdez provides executive recruitment and human resource services to municipal government agencies and non-profits. She has more than 25 years' experience in executive search, general human resources, classification and compensation, testing, policy development, performance management, team building, organizational development, discipline, and other employee relations activities.

Carmen has most recently been consulting with Municipal Resource Group, prior to which she spent over 30 years with the City of Milpitas, a Silicon Valley city of 70,000 residents. In this capacity, she was responsible for collective bargaining, PEPRA and Affordable Care Act implementation, modernizing Human Resource services to improve efficiencies and reduce costs, revamping the Workers Compensation service delivery and completing a City-wide strategic plan. Carmen also spent almost 2 years as the Director of Recreation Services.

In addition to her significant experience in the public sector, Carmen earned a Bachelor of Arts degree in Business from University of Phoenix. She is also a member of Local Government Hispanic Network and League of Women in Government. She is an avid runner and enjoys giving back to her community.

MANNY GUADERAMA, SENIOR EXECUTIVE RECRUITER

Mr. Guaderrama brings over 35 years of local government experience to Bob Murray and Associates. Manny retired as the Chief of Police/Director of Transit Enforcement at the San Diego Metropolitan Transit system, following a 30-year career with the San Diego Police Department. He has an excellent reputation in the public sector as an innovative leader and change agent, with a history of employee development and improving organizational efficiencies.

Manny has a great deal of experience in recruiting, selecting, interviewing and hiring employees, and has been involved in promotional selection processes throughout the western states. When it comes to the hiring process, his goal is always to select individuals with the skills and talents to meet organizational needs.

Manny received a Bachelor of Arts Degree in Physical Education from San Diego State University. He is also a graduate of the FBI National Academy and is a member of the Local Government Hispanic Network.

AMBER SMITH, PRINCIPAL RECRUITMENT COORDINATOR

As Principal Recruitment Coordinator with Bob Murray & Associates, Ms. Smith acts as a liaison between clients and candidates from beginning to end of each recruitment process. Under the direction of each client's assigned Recruiter, Amber is responsible for the development and distribution of position recruitment and advertising materials, client research, reference and background checks, responding to requests for proposals, and providing a broad range of support services for the recruiting team. She also provides leadership for our in-house staff and is an invaluable resource.

Amber brings over a decade of client-oriented customer service, administrative, and management experience to Bob Murray & Associates. Since joining our team in 2013, she has shown a commitment to working as a partner with clients and candidates to provide a quality service and experience.

Ms. Smith received her Bachelor of Arts degree in Business Administration from La Sierra University, Riverside, California.

SKY BACLIG, SENIOR RECRUITMENT COORDINATOR

Ms. Baclig is a Senior Recruitment Coordinator with Bob Murray & Associates and is an essential part of our hiring experience. She partners closely with the executive recruiters to support hiring initiatives and is responsible for facilitating the movement of candidates through the recruitment process.

Her responsibilities entail everything from creating marketing materials, posting available positions to job boards, candidate research, interview scheduling, conducting background checks, and ensuring the overall hiring process runs smoothly.

Sky graduated from California State University Sacramento with her bachelor's degree in Liberal Studies. She has over a decade of client service experience and 5 years in Human Resources. She

possesses thorough knowledge of Human Resources best practices and relies on her service-oriented attitude to support management/clients and team.

She has a passion for helping people and connecting both personally and professionally. Outside of the workplace, Sky likes to spend time with her family, her dog, Oliver, and travel the world.

GINI HERNDON, CONTRACTS ADMINISTRATOR/BOOKKEEPER

Ms. Gini Herndon is the Contracts Administrator/Bookkeeper at Bob Murray & Associates. Ms. Herndon is the first point of contact at Bob Murray & Associates and has an extensive administrative background in business law.

Ms. Herndon is known for her collaborative approach as she works closely with our internal team and clients to ensure a successful search. As a first point of contact, Ms. Herndon is highly professional and maintains a high level of confidentiality and sensitivity.

CORPORATION

Bob Murray & Associates was founded in May 2000 and operated under the corporation name MBN Services, Inc. until June 2014; our new corporation name is GVP Ventures, Inc., incorporated in California in 2014. Contact information for the corporation and the firm is as follows:

GVP Ventures, Inc. OR Bob Murray & Associates
1544 Eureka Road, Ste. 280
Roseville, CA 95661
(916) 784-9080
apply@bobmurrayassoc.com

Our corporation and firm are financially sound (and have been so since 2000), with documentation from our accountant available to your organization prior to final execution of a professional service agreement. We have never been involved in any litigation, aside from our personnel serving as expert witnesses when called to do so.

PROFESSIONAL ASSOCIATIONS

Our firm, represented by either our President or our Executive Vice President, are involved in the following organizations to remain engaged with current and future issues relevant to the work we conduct on behalf of clients like City of Huntington Park:

- ◆ California Special Districts Association – *Member*
- ◆ California City Management Foundation (CCMF) – *Member*
- ◆ International City/County Management Association (ICMA) – *Member*
- ◆ League of California Cities – *League Partner*
- ◆ League of Women in Government – *Sponsor/Member*
- ◆ Municipal Management Association of Northern California (MMANC) – *Sponsor/Member*
- ◆ Municipal Management Association of Southern California (MMASC) – *Sponsor/Member*
- ◆ National Forum for Black Public Administrators (NFBPA) – *Committee member for Marketing and Branding*

Members of our leadership team not only attend events sponsored by these associations but are also frequently called upon to serve as panel members and to provide specialized lectures regarding industry-specific issues.

Recent and upcoming speaking engagements and trainings provided by our staff include:

- ◆ “Role of the Chief” class, presented by Joel Bryden on behalf of the California Police Chiefs Association
- ◆ Organization of Latino Affairs invited speaker, Valerie Phillips for Hispanic Heritage Month; and
- ◆ “The Next Step on Your Career Ladder: A Rung Up or a Missed Step? What City Managers are Seeking to Create a Dream Team,” Bob Murray & Associates is a leading participant on the MMANC 2019 Conference Panel

REFERENCES

Clients and candidates are the best testament to our ability to conduct quality searches. Clients for whom Bob Murray & Associates has recently conducted similar searches are listed below:

CLIENT: Orange County Fire Authority
POSITION: Clerk of the Authority
REFERENCE: Ms. Nina Collins, Assistant Chief/Human Resources Director
(714) 573-6353

CLIENT: City of Moreno Valley, CA
POSITION: City Clerk
REFERENCE: Ms. Shanna Palau, Human Resources, (DMCNS)
(951) 413-3054

CLIENT: Sacramento County, CA
POSITION: County Counsel
REFERENCE: Mr. David Devine, Director of Personnel Services
(916) 874-5764

We appreciate the City of Huntington Park's consideration of our proposal and look forward to working with you.





May 6, 2021

Ricardo Reyes
City Manager
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

Dear Mr. Reyes:

Thank you for considering Municipal Resource Group, LLC ("MRG") to provide recruitment services for the position of City Clerk. An extensive outreach process for the position is provided in this summary workplan to find the best candidate for this important position at the City of Huntington Park ("City"). MRG is fully aware that the position must be filled with a candidate who possesses exceptional city clerk skills, strong oral/written communication proficiency and a high level of integrity. With this in mind, we have put together the workplan for the recruitment with our proven methodology.

Included are the project steps, timeline, and costs. We anticipate the selection process will take up to three months to bring in qualified candidates for interviews with Huntington Park. If there is any way that we can reduce the length of time during the recruitment, we will certainly do so, but not to the detriment of finding the best candidates for the position. MRG Consultant Dawn Bullwinkel, who has assisted organizations throughout the state, will provide the recruitment services for the City Clerk position with the full support of the MRG Team. Please review the recruitment plan and background information from MRG.

Respectfully submitted,

Mary Egan
Managing Partner
MRG, LLC
916-261-7547
egan@solutions-mrg.com



I. EXECUTIVE SUMMARY

Municipal Resource Group, LLC is an experienced, full-service consulting firm dedicated to assisting local government clients in attaining their strategic goals. MRG was founded in 2009 by highly skilled and broadly experienced professionals. Our consultants have years of combined experience working to address local government challenges. MRG consultants are independent contractors, most of whom have held executive and upper management positions in public agencies.

Managing Partner:

Mary Egan

Telephone Number:

(916) 261-7547

E-Mail:

egan@solutions-mrg.com

Mailing Address:

PO Box 561, Wilton CA 95693

Website:

www.Solutions-MRG.com

II. EXPERIENCE

MRG is a great partnering resource for the City of Huntington Park. MRG seeks to provide its clients with professional transformational Human Resources services. Many of our public-sector clients rely on us to review their historical processes and make practical recommendations to streamline practices and enrich services. As you will hear from our client references, we deliver modern, thoughtful, and strategic recommendations that reflect our clients' values and priorities.

MRG has over ten years' experience providing recruiting and human resources services in agencies and understands that each organization is unique. MRG strives to understand its clients' expectations, organization, and practices. Our consultant team for this project also has extensive recruitment and City Clerk experience in positions prior to working with MRG.

In order to complete the project successfully, MRG expects that City staff will be required to furnish all reasonable requests for information. To complete the scope of work, the City will, within reason, make project stakeholders available for interviews and other necessary project activities.



III. FIRM BACKGROUND

MRG is a full-service consulting firm assisting public and private agencies. We have over 50 consultants engaged in technical, leadership and organizational support for public and private agencies throughout California.

Name of Organization:	Municipal Resource Group, LLC ("MRG")
Managing Partner	Mary Egan
Telephone Number:	(916) 261-7547
E-Mail:	egan@solutions-mrg.com
Mailing Address:	PO Box 561, Wilton CA 95693
Website:	www.Solutions-MRG.com
Year Established:	2009
Type of Organization:	Limited Liability Company (Partnership)
Capacity:	MRG is an experienced, full-service consulting firm dedicated to assisting public agency and private sector clients in Recruiting, Leadership & Organizational Development, Coaching, Training, Human Resource Services, Investigations, Fiscal Sustainability, and Public Safety. Providing recruitment services for nine years.

The following is a partial list of MRG clients provided with similar services:

California FFA Foundation
Cameron Park Community Services District
City of Elk Grove – specialized positions for the new Animal Shelter, plus Public Works
City of Los Altos
City of Redwood City – several management-level positions
City of Vallejo
City of Yuba
Colusa Reclamation District
Community Resource Project
Lincoln Avenue Water District
Putah Creek Council
San Ramon Fire Protection District
UC Davis Health System – over a dozen specialized positions
Yuba County Water District (Yuba Water Agency)

*MRG has also assisted many agencies in outreach services to support recruitment goals.



IV. PROJECT STAFFING

MRG was founded by broadly experienced public sector professionals with years of combined experience working as public sector executives, managers, and consultants. MRG prides itself in providing consulting services based on our hands-on experience in managing local, regional, and state governments as well as our experience in delivering products that meet and exceed our clients' expectations. A listing of our full services and our experienced consultants can be found on our website at www.Solutions-MRG.com.

Dawn Bullwinkel's biography is included **for your review**. Mary Egan is the partner overseeing this entire practice and provides high level leadership over every engagement including this matter for Huntington Park.

- **Mary Egan (Managing Partner)** - Mary provides advice and coaching in the areas of human resources and organizational effectiveness. Mary's specialties include assisting leaders to identify practical methods to address and remediate interpersonal and conduct related challenges impacting the organizational culture. She was a lead recruitment specialist for ten years with Shannon and Associates Executive Search firm. Key clients include international Fortune 500 firms, worldwide construction companies and major health providers as well as elected officials and public agencies. As a certified professional Executive Coach, Mary helps managers and executives maximize opportunities to enhance their leadership. Her primary role in this project and similar completed projects is client relationship and project finalization as the Partner in charge. She reviews final project deliverables and provides oversight for the client engagement. Mary is readily available to oversee the project team and meet project deadlines.
- **Dawn Bullwinkel (Consultant)** - Dawn provides recruitment services for organizations including job description development, resume review and ranking, preliminary candidate interview, scheduling of panelist interviews, candidate interview packet creation, panelist interview facilitation, background reference checks and a debrief process with final materials. She makes use of her private sector experiences to improve municipal processes including agenda management, legislative document oversight, overall records management, contract management, recruitment and more. Dawn's ability to bridge the divide between business and technical perspectives keeps project teams on point and able to effectively reach defined goals. She excels at clearly communicating cost/benefit analysis to decision makers and establishes an environment where all stakeholders feel included so they can envision how the projects will have positive impacts on them specifically and their work.



- The entire team of MRG affiliated consultants can be found at www.Solutions-MRG.com. We have a wide range of professional subject matter experts in addition to Human Resources should the need arise for subject matter expertise.

V. RECRUITMENT PLAN

MRG is a professional, qualified fit for the City of Huntington Park. The goal of the MRG recruiting process is to assist employers achieve organizational success by hiring the right people. During our recruiting relationship we will deliver our best advice and an expert point of view with both our clients and candidates. Our recruitment strategy is based on integrity, respect, collaboration, commitment, and communication.

- **Integrity:** We embrace and uphold the highest standards of personal and professional ethics, honesty, and trust.
- **Respect:** We treat everyone with uncompromising respect, civility, and fairness.
- **Collaboration:** We work as a team with our clients and candidates to promote the best outcome for all stakeholders.
- **Commitment:** We are committed to assisting our clients in identifying their recruitment goals while providing a consistent methodology to obtain those goals.
- **Communication:** We believe that providing periodic updates to both client and candidate during the recruitment process reduces the loss of qualified candidates and allows for timely adjustments requested by the client.

Recruitment Steps

- **Client Interview**

One of the most important tasks in a successful recruitment is to interview the client to determine the details of the hiring goal. During this process, we may facilitate the discussion of more specific criteria for the position and ask how the candidate will fit into the organization. It is important for the recruiter to be able to convey this information to the candidate honestly in the preliminary interview.

- **Advertisement/Tracking**

The advertisement outreach is the first impression made upon the candidate pool and needs to precisely articulate the goals/values of an organization and should portray a positive and welcoming image. The fundamental purpose of an advertisement is to generate reader interest and response. The core of a recruitment ad provides background information, specific job details,



and aspects of the organization that cause a potential candidate to want to know more. Successful recruitment advertising includes concise and clear details of the vacancy and the desired applicant profile along with information on how to easily apply. Collection of the outreach details and responses provide necessary data to effectively manage all aspects of the recruitment process and allows seamless communication with the client.

- **Outreach**

Often the difference between a satisfactory recruitment and an exceptional recruitment is the level of outreach conducted. Making personal contact with candidates who may not be seeking a position but become excited once they hear about the opportunity is the “secret sauce” of a successful recruitment.

We will work with Huntington Park to identify their ideal candidate and industry professionals who meet that criteria. We will contact those professionals and follow the chain to recommended candidates.

- **Resume Review and Ranking**

As candidates resume packages are received, they are reviewed and ranked by the recruiter according to preliminary qualifications to determine best matches. The candidate is notified that their package has been received given information regarding “next steps” in the process. Status is provided periodically to the client during the open advertisement and review period.

- **Preliminary Interview with Candidates (Recruiter)**

Based on the established criteria and organization goals the recruiter will conduct a preliminary interview with the highest ranked candidates. Supplemental questions and/or writing exercises may be requested for candidates recommended for interviews. After the preliminary interviews are completed, a summary is provided to the client along with a copy of the candidate resume package. This information is delivered in a bookmarked easy to navigate PDF document. A preliminary google search is completed for candidates recommended for panel interviews.

- **Interview with Candidates/Ranking (Interview Panel)**

Zoom interviews are scheduled with the top 5-10 recommended candidates dependent on the client’s preference. This panel interview is typically focused on determining a good “fit” as the qualifications have been vetted in the preliminary interview with the recruiter. Consistent questions are developed and asked by the interview panel during each candidate interview with facilitation by the recruiter. A simple ranking sheet is recommended which will illustrate any need for a second interview for the top candidates.



- **Second Interview (To Be Determined)**

A second interview of the top candidates is sometimes preferred with a different interview panel if the candidates have similar qualifications.

- **Interview Panel Discussion-Selection**

The recruiter will facilitate a discussion regarding the qualification and organizational fit of the top candidates with the interview panel based on the direction of the client.

- **Candidate Background/Offer (Client or Recruiter)**

Based on the client desire, the recruiter may assist in the completion of the background check and delivery of the job offer.

- **Handoff to Organization Human Resources**

After the successful candidate is selected, the recruiter will provide the client a complete recruitment package for the recruited position:

- Advertisement
- Outreach list
- Ranking of resumes
- Preliminary interview summary
- Candidate resumes
- Interview panel ranking
- Google search information on successful candidate
- Background check information (if provided by recruiter)
- Offer

- **Follow-up with Client/Candidate**

The recruiter will follow up with both the successful candidate and the client within 30 to 60 days after placement, and if appropriate, may check in again after a few months.



Proposed High Level Timeline and Status for the

City Clerk Position

05/28/2021 Clarify with City Manager the desired candidate characteristics.

06/07/2021 Finalize announcement for position and outreach opportunities and begin launch/post announcement.

Outreach Ideas:

- Indeed
- NeoGov
- LinkedIn
- City Clerks Association of California
- Outreach to regional Cities

07/06/2021 Close candidate submissions and begin resume and qualification review based on City's criteria.

07/08/2021 Provide the City a comprehensive list of candidates with preliminary rankings for feedback.

07/12/2021 Complete preliminary phone interviews with appropriate candidates.

07/14/2021 Provide Candidate Package (bookmarked PDF) to interview Panel.

07/19/2021 Begin Zoom/in-person candidate interviews with assigned panel.

07/23/2021 Debrief and select best candidate or schedule second interview.

08/06/2021 Complete background.

09/06/2021 Start date for position.

VI. FEES

The amount for the recruitment of the City Clerk executive position will not exceed \$20,000 which will be invoiced at \$225 per hour for the scope of services outlined above plus expenses. Expenses include, but are not limited to, advertising (if not paid for directly by the City of Huntington Park), printing, and postage.

Additional work not contemplated in this proposal will be billed at \$225 per hour and will begin only after agreed upon between the City of Huntington Park and MRG.

VII. REFERENCES

Here is the contact information for professional references:

Dave Vaughn
City Manager, Yuba City
1201 Civic Center Boulevard,
Yuba City, CA 95993
(530) 822-4602

Mr. Duane Hopkins
Chief Officer of Program and Finance Administration
Oakland Housing Authority
1619 Harrison Street
Oakland, CA 94612
Dhopkins@Oakha.org

John Clairday, Board President
Lincoln Avenue Water Company
564 West Harriet Street
Altadena, CA 91001
(626) 798-9101

Curt Aikens, General Manager (retired)
Yuba County Water Agency
1220 F Street
Marysville, CA 95901
(530) 741-5000

Recommendation from a recent recruitment:

The search for a new job was causing me lots of stress and anxiety. I held my past position as Executive Director of a nonprofit for almost nine years. The thought of moving on to a new organization was daunting and nerve-racking. I got my resume together and began looking at job listings that seemed like a good fit. After I applied for the role of Executive Director at Putah Creek Council, I was immediately contacted by Dawn Bullwinkel asking to schedule a phone call. I thought this was odd, as all of the other jobs I applied to had just sent back a stock email. After my first talk with Dawn, I knew she was different than any other recruiter. She knew the right questions to ask, made me feel like she was on my side, and genuinely wanted to find the right fit for the organization. She was concise, honest, and easy to work with.



After the first interview, Dawn let me know that there would be a second interview and I was delighted. She also gave me the heads up about what kind of questions the organization might ask and what kind of candidate they were looking for. Dawn was able to understand the needs of the organization on a level above even the board members. After the second interview, I was asked to create a high-level presentation creating a 90-day plan that I would show to all the board members and stakeholders. This is normally something that I would have liked to have weeks to prepare, but Dawn believed in me and gave me all the information I needed to do a great job. The next day after the presentation I received an offer letter and decided to accept. None of this would have been possible without Dawn Bullwinkel. She is very dedicated and helped me through every step of the process.

Dawn Bullwinkel – Policy, Process Design and City Clerk Services

MUNICIPAL RESOURCE GROUP, LLC

Telephone: (916) 494-3359

dbullwinkel@solutions-mrg.com

Dawn Bullwinkel makes use of her private sector experiences to improve municipal processes including agenda management, legislative document oversight, overall records management, contract management, recruitment and more. Dawn's ability to bridge the divide between business and technical perspectives keeps project teams on point and able to effectively reach defined goals.



Dawn began her government service in 2004 and has worked with multiple cities including: The Cities of Berkeley, Sacramento and South Lake Tahoe to improve administrative processes. Her knowledge and understanding of current technologies are Dawn's core strengths; however, her ability to quickly assess current environments, identify areas for improvement and clearly communicate those assessments and recommendations to her clients is an important part of her effectiveness. She provides a broad range of experience in leading teams to success and understands that building relationships with stakeholders at all levels of the organization is important in successfully achieving defined goals.

Dawn has spent many years providing organizations with concise and comprehensive policy and procedure documents, as well as providing employees and customers a solid framework with transparent expectations. She develops detailed task documents (including video tutorials) to ensure approved processes are completed consistently and meet the expectations set forth in policy and procedure documentation. Dawn also provides recruitment services for organizations including job description development, resume review and ranking, preliminary candidate interview, scheduling of panelist interviews, candidate interview packet creation, panelist interview facilitation, background reference checks and a debrief process with final materials.

Understanding the political and organizational impacts of change is critical to any project success. Dawn excels at clearly communicating cost/benefit analysis to decision makers and establishes an environment where all stakeholders feel included so they can envision how the projects will have positive impacts on them specifically and their work.

Dawn holds a Certified Municipal Certification (CMC).



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Visit us at: www.Solutions-MRG.com

Sacramento Area

Bay Area

Los Angeles Area

