

# **CITY OF HUNTINGTON PARK**

## **City Council**

### **Regular Meeting**

#### **Agenda**

**Tuesday, November 02, 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](http://www.hPCA.gov). Any writings or documents provided to a majority of the City Council regarding any item on this agenda (other than writings legally exempt from public disclosure) will be made available for public inspection in the Office of the City Clerk located at 6550 Miles Avenue, Huntington Park, California 90255 during regular business hours, 7:00 a.m. to 5:30 p.m., Monday – Thursday, and at the City Hall Council Chambers during the meeting.

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

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

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

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

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

### **Public Comment**

*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](http://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](mailto: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](http://www.hpca.gov). NOTE: Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.

## **CALL TO ORDER**

## **ROLL CALL**

Mayor 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. Special Presentation "Recognition of Gina Zulaica"

## **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 – ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(2) – One matter

2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(2)
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Christopher Lisner v. City of Huntington Park, et al.  
USDC Case No. 5:19-cv-02009-VAP-SP

## **CLOSED SESSION ANNOUNCEMENT**

### **CONSENT CALENDAR**

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

### **OFFICE OF THE CITY CLERK**

1. Approve Minute(s) of the following City Council Meeting(s):
  - 1-1. Regular City Council Meeting held October 05, 2021

### **FINANCE**

2. Approve Accounts Payable and Payroll Warrant(s) dated November 02, 2021

### **END OF CONSENT CALENDAR**

### **REGULAR AGENDA**

### **HUMAN RESOURCES**

3. **CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING NEW CLASS SPECIFICATION FOR THE POSITION OF PUBLIC SAFETY OFFICER**

**RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Resolution No. 2021-31 – A Resolution of the City Council of the City of Huntington Park Approving New Class Specification for the Position of Public Safety Officer

## **PUBLIC WORKS**

**4. CONSIDERATION AND APPROVAL TO SUBMIT GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION FOR BUSES AND BUS FACILITIES FY 2021**

**RECOMMENDED THAT THE CITY COUNCIL:**

1. Authorize staff to submit a grant application for buses and bus facilities through the Federal Transit Administration; and
2. Authorize the City Manager to sign all documents related to this program.

**5. RESOLUTION AUTHORIZING SUBMITTAL OF AN URBAN FORESTRY GRANT APPLICATION TO THE STATE DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

**RECOMMENDED THAT THE CITY COUNCIL:**

1. Resolution No. 2021-32 authorizing the submittal of an Urban Forestry Grant Application to the Department of Forestry and Fire Protection to inventory the City's trees that are located in the public right-of-way;
2. Authorize the Finance Department to fill out Attachment 4 – Payee Data; and
3. Authorize the City Manager to sign all documents related to this program.

## **CITY MANAGER**

**6. CONSIDERATION AND APPROVAL OF A RESOLUTION AUTHORIZING THE CITY TO IMPLEMENT TELECONFERENCED OPEN MEETINGS PURSUANT TO ASSEMBLY BILL 361**

**RECOMMENDED THAT THE CITY COUNCIL:**

1. Adopt Resolution No. 2021-33 to Authorize the City of Huntington Park to Conduct Teleconferenced Open Meetings in Accordance with Assembly Bill 361.

## **PARKS AND RECREATIONS**

**7. AUTHORIZATION AND RATIFICATION OF CERTAIN EXPENDITURES FOR HUNTINGTON PARK 2021 HOLIDAY PARADE**

**RECOMMENDED THAT THE CITY COUNCIL:**

1. Approve authorization of St. Nick's Christmas Lighting and Décor for the installation and removal of Holiday Palm Tree Light Decorations on Pacific

Boulevard using account #111-6010-451-74.10 in a not-to-exceed amount of \$17,500.00;

2. Authorize the City Manager to enter into a 2-year agreement with St. Nick's Christmas Lighting and Décor for 2021 and 2022.

**8. CONSIDERATION AND APPROVAL OF EXPENDITURES FOR HOLIDAY LANE AT SALT LAKE PARK.**

RECOMMENDED THAT THE CITY COUNCIL:

1. Approve authorization of Brightlife Designs for the rental of holiday lights at Salt Lake Park on Bissell Street in a not-to-exceed amount of \$18,125.00;

**9. CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING THE AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS**

RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt Resolution No.2021-34 approving the authority to file applications for grant funds from the Los Angeles County Regional Park and Open Space District for Measure A Funding for Projects and Programs; and
2. Authorize the City Manager to execute all related grant application documents submitted by Parks and Recreation Director.

**POLICE DEPARTMENT**

**10. APPROVE THE PURCHASE AND INSTALLATION OF VARIOUS TECHNOLOGY HARDWARE COMPONENTS AND SOFTWARE PROGRAMS TO COMPLETE VARIOUS PROJECTS AIMED AT IMPROVING THE CITY AND POLICE DEPARTMENT TECHNOLOGY INFRASTRUCTURE TO MINIMIZE TECHNOLOGY VULNERABILITIES AND PROTECT AGAINST CYBERSECURITY THREATS**

RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the purchase and installation of various technology hardware components and software programs to complete various projects aimed at improving the City and Police Department technology infrastructure to minimize technology vulnerabilities and protect against cybersecurity threats, in the one- time amount of \$659,611.88, and a yearly re-occurring cost of \$59,429.94; and
2. Authorize the services of LANWAN Enterprise, the City's contracted IT services provider, to perform the necessary work to complete the projects; and

3. Appropriate an amount of \$659,611.88 from the City's General Fund Account Number 111-7010-421.74-10 to fund these projects; and
4. Authorize the Finance Department Director to apply for reimbursement of \$659,611.88 from the City's allocated American Rescue Plan Funds; and
5. Authorize the City Manager and Chief of Police to oversee the completion of these projects, respectively.

**END OF REGULAR AGENDA**

**DEPARTAMENTAL 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, November 19, 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](http://www.hpca.gov) not less than 72 hours prior to the meeting. Dated this 28th Day of October 2021.



Sergio Infanzon, Acting City Clerk



**ITEM NO. 1**



## **MINUTES**

Regular Meeting of the  
City of Huntington Park City Council  
Tuesday, October 5, 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 6:04 p.m. on Tuesday, October 5, 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; Cesar Roldan, Director of Public Works; Raul Alvarez, Assistant City Manager; Araceli Almazan, Legal; Sergio Infanzon, Director of Community Development/Acting City Clerk; Cosme Lozano, Chief of Police; Nita McKay, Director of Finance & Administrative Services **ABSENT:** Alvarez-Glasman, City Attorney; Cynthia Norzagaray, Director of Parks & Recreation,

### **INVOCATION**

Invocation was led by Mayor Graciela Ortiz.

### **PLEDGE OF ALLEGIANCE**

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

### **PRESENTATION(S)**

1. Director Cesar Roldan made a presentation on the SCE Rule 20A Alternative Street Undergoing Options
2. Vice Mayor Martinez presented a Proclamation for the National Coming Out Day and LBGTQ History Month
3. Mayor Graciela Ortiz presented the Huntington Park Sanitation District Good Citizens Recognitions

### **PUBLIC COMMENTS**

1. Rosalia Aguilar submitted a public comment card requesting to look into an ongoing leak by Middleton Street. She stated that the odor and insects that lingers around there is not safe for the children.

### **STAFF RESPONSE**

City Manager, Ricardo responded to Aguilar's public concern. Mr. Reyes asked the Director of Public Works to follow up.

## **CLOSED SESSION**

### **At 6:27 pm, Mayor Graciela Ortiz recessed to closed session**

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

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(2) – One Matter
2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(2)

### **At 7:04 p.m. Mayor Graciela Ortiz reconvened to open session with all Council Members present.**

## **CLOSED SESSION ANNOUNCEMENT**

City Attorney Araceli Almazan announced the minutes should reflect that with all five members of the City Council present, both items listed in the close session portion of the agenda were discussed. Item 1, 1) Council was briefed, direction was provided, but no final action was taken. Item 2, 1) Council was briefed, direction was provided, but no final action was taken.

## **CONSENT CALENDAR**

**Motion:** Mayor, Graciela Ortiz moved to approve the consent calendar from the October 5, 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, Mayor Ortiz
NOES:	Council Member(s): None

## **OFFICE OF THE CITY CLERK**

1. Approved Minute(s) of the following City Council Meeting(s):
  - 1-1. Regular City Council Meeting held September 21, 2021

## **FINANCE**

2. Approved Accounts Payable and Payroll Warrant(s) dated October 5, 2021

**END OF CONSENT CALENDAR**  
**REGULAR AGENDA**

**PUBLIC WORKS**

**3. RESOLUTION APPROVING THE INSTALLATION OF STOP SIGNS ON CALIFORNIA AVENUE AT LIVE OAK STREET**

Mayor, Graciela Ortiz introduced Public Works Department Cesar Roldan to present the item.

Councilmember Marilyn Sanabria recused from participating on the discussion and voting of this item.

**Motion:** Mayor Ortiz moved to approve Resolution No. 2021-27 approving the installation of Stop signs on California Avenue at Live Oak Street; and Authorize the Public Works Department to place the appropriate pavement markings, advance warning signs and appropriate signage in accordance with the California Manual on Traffic Control Devices. Seconded by Council Member Macias. **Motion passed 4-0-1, by the following vote:**

ROLL CALL:

AYES:	Council Member(s): Avila, Macias Vice Mayor Martinez, Mayor Ortiz
NOES:	Council Member(s): None
ABSTAIN:	Council Member Sanabria

**4. RESOLUTION ADOPTING CALTRANS LOCAL ASSISTANCE PROCEDURES MANUAL CHAPTERS 10: CONSULTANT SELECTION**

**Motion:** Mayor Ortiz moved to approve Resolution No. 2021-28 adopting the Caltrans Local Assistance Procedures Manual Chapter 10: Consultant Selection; and authorize the City Manager to sign all appropriate documents before the November 15, 2021 due date to submit the Resolution and letter to Caltrans. 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, Mayor Ortiz
NOES:	Council Member(s): None

**5. APPROVE ACCEPTANCE OF COUNTY OF LOS ANGELES COUNTYWIDE HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAM SITING LIABILITY AGREEMENT**

**Motion:** Council Member Sanabria moved to approve the date of Saturday, October 9, 2021 to have the Los Angeles County Sanitation Districts host the 2021 Countywide Household Hazardous/Electronic Waste Collection event at the Public Works Maintenance Yard; and authorize the City Manager and the City Attorney to execute the Countywide Household Hazardous Waste Collection Program Siting Liability 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, Mayor Ortiz  
NOES: Council Member(s): None

**HUMAN RESOURCES**

**6. AUTHORIZE AND APPROVE EMPLOYMENT AGREEMENT FOR CITY CLERK**

Mayor, Graciela Ortiz introduced the Assistant City manager, Raul Alvarez to present the item.

**Motion:** Mayor Ortiz moved to approve the City Manager's recommendation of candidate to serve in the position of City Clerk; and authorize City Manager to negotiate final terms; and approve City Manager to execute an employment agreement for City Clerk. Seconded by Macias. **Motion passed 5-0-0, by the following vote:**

ROLL CALL:

AYES: Council Member(s): Avila, Sanabria, Macias,  
Vice Mayor Martinez, Mayor Ortiz  
NOES: Council Member(s): None

**7. AUTHORIZE AND APPROVE EMPLOYMENT AGREEMENT FOR DIRECTOR OF COMMUNICATIONS AND COMMUNITY RELATIONS**

**Motion:** Mayor Ortiz moved to approve the City Manager's recommendation of candidate to serve in the position of Director of Communications and Community Relations; authorize City Manager to negotiate final terms; and approve City Manager to execute an employment agreement for Director of Communications and Community Relations. Seconded by Sanabria. **Motion passed 5-0-0, by the following vote:**

ROLL CALL:

AYES: Council Member(s): Avila, Sanabria, Macias,  
Vice Mayor Martinez, Mayor Ortiz  
NOES: Council Member(s): None

**8. CONSIDERATION AND APPROVAL OF AWARD OF AN INTERIM CONTRACT FOR COMMUNITY DEVELOPMENT DIRECTOR**

**Motion:** Council Member Macias moved to award a Month-to-Month Contract for the Interim Community Development Director Position; and negotiate and Award the Contract for a not-to-exceed amount of \$13,500 per month for FY 2021/2022 Budget; and authorize the City Manager to negotiate and execute the contract. Seconded by Sanabria. **Motion passed 5-0-0, by the following vote:**

ROLL CALL:

AYES: Council Member(s): Avila, Sanabria, Macias,  
Vice Mayor Martinez, Mayor Ortiz  
NOES: Council Member(s): None

**POLICE DEPARTMENT**

**9. CONSIDERATION AND AUTHORIZATION TO RENEW AN AGREEMENT WITH ALL CITY MANAGEMENT SERVICES, INC FOR SCHOOL CROSSING GUARD SERVING**

Mayor, Graciela Ortiz introduced Chief Cosme Lozano to present the item.

**Motion:** Council Member Avila moved to authorize the City Manager to negotiate the terms of a school crossing guard services agreement for a term of three (3) years, with an option of two, one-year extensions, for a total maximum of five (5) years, upon which time the agreement will expire; and authorize the City Manager to finalize and execute the agreement. Seconded by Sanabria. Motion passed 5-0-0, by the following vote:

ROLL CALL:

AYES: Council Member(s): Avila, Sanabria, Macias,  
Vice Mayor Martinez, Mayor Ortiz  
NOES: Council Member(s): None

**END OF REGULAR AGENDA.**

**DEPARTMENTAL REPORTS –**

City Manager, Ricardo Reyes congratulated Sergio Infanzon and Steve Forster for their new roles.

Chief of Police, Lozano congratulated Sergio and Steve. He mentioned October is Breast Cancer Awareness, and the Police Department Participates with the Pink Patch Project to raise awareness, increase conversation and raise funds for Cancer. Lozano also mentioned the Anniversary of Officer Robert Keller who was killed in 1967.

**WRITTEN COMMUNICATIONS** – None

**COUNCIL COMMUNICATIONS** –

Council Member Manuel Avila congratulated Sergio on his promotion and he advised everyone of his wife's passing.

Council Member Marilyn Sanabria extended her condolences to Council Member Avila. She congratulated Sergio and Eduardo for their promotions. Sanabria also reminded the public about the Community Clean-Up on October 16, 2021 at Raul Perez Park.

Council Member Karina Macias thanked staff and Sergio for their continued hard work. She extended her condolences to Council Member Avila, and asked the City Manager to lower the flag in honor of Mrs. Avila.

Vice Mayor Eduardo "Eddie" Martinez thanked the staff and extended his condolences to the Avila's Family. He also wished Council Members Avila and Macias a Happy Birthday. Vice Mayor Martinez congratulated Sergio and Steve on their promotions, and reminded the community about the Community Clean-Up on October 16, 2021.

Mayor Graciela Ortiz congratulated Sergio and Steve, and wished Council Members Macias and Avila a Happy Birthday. She reminded the community that the City of Huntington Park currently lacks representation at the Los Angeles Unified School District and advised the community of the upcoming redistricting hearings. Lastly, she extended her condolences to the Avila family and adjourned the meeting in memory of Rebeca "Becky" Avila.

**ADJOURNMENT**

At 7:21 pm, Mayor Graciela Ortiz adjourned the City of Huntington Park City Council meeting to a Regular Meeting on Tuesday, October 19, 2021 at 6:00 pm

Respectfully submitted,

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Sergio Infanzon  
Acting City Clerk

**ITEM NO. 2**



**City of Huntington Park**  
**List of Funds**

<b>Fund</b>	<b>Description</b>
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**

**WR 11-2-21**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AARON NEVELS	03102021	111-070-421.59-20	MILEAGE REIMBURSEMENT	
ALADDIN LOCK & KEY SERVICE	29737 30923 31108	111-8020-431.43-10 111-8022-419.43-10 111-8023-451.43-10	SPARE KEYS FOR PW BLDG SPARE KEYS FOR PARKS BLDG SPARE KEYS FOR PARKS BLD	\$304.64 481.72 130.97 341.26
ALAN'S LAWN AND GARDEN CENTER, INC.	1047153 1054670 1054674	111-8020-431.43-10 111-8020-431.61-20 111-8020-431.61-20	HAND BLOWER FOR PW AIR FILTER FOR MACHINE ASPHALT TEMPER PLATE PART	\$953.95 220.49 13.67 167.33
ALL CITY MANAGEMENT SERVICES,INC	71736.107	111-7022-421.56-41	SCHOOL CROSSING GUARD	\$401.49 5,384.75
ALVAREZ-GLASMAN & COLVIN	2021-07-19948 2021-07-19949 2021-07-19950 2021-07-19951 2021-07-19952 2021-07-19953	111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70	LEGAL SRVCS-JULY 2021 LEGAL SRVCS-JULY 2021 LEGAL SRVCS-JULY 2021 LEGAL SRVCS-JULY 2021 LEGAL SRVCS-JULY 2021 LEGAL SRVCS-JULY 2021	43,487.12 60.00 2,631.00 23,011.24 523.90 1,052.13
AMAZON COM SERVICES, INC.	13VW-RMRD-9DGY 1F9KFEVNDF4KR 196G-FXRV-4R1D 19D9-GX47-WJQD 1N17PDF3D6LW 11JV-JRTN-NC7J 13VW-RMRD-GWYV 149T-WCQ4-CC66 1ND3-R61X-HYDT	111-6010-451.61-20 111-6010-451.61-20 111-6010-466.55-50 111-6010-466.55-50 111-6010-466.55-50 239-0272-463.57-91 239-0272-463.57-91 239-0272-463.57-91 239-6060-490.61-60	PARKS OFFICE SUPPLIES PARKS OFFICE SUPPLIES HALLOWEEN SUPPLIES HALLOWEEN SUPPLIES HALLOWEEN SUPPLIES FOOD PANTRY SUPPLIES FOOD PANTRY SUPPLIES FOOD PANTRY PACKAGING AFTERSCHOOL SUPPLIES	\$70,765.39 11.01 48.46 1,430.65 10.97 50.55 1,240.00 672.68 1,161.60 1,764.70
AMERICAN EXPRESS	305831 305835 305826 117928 305833 4VH5COC0MY8 VLCG11S40SS3 NT KAM4AVUK 305840 VLCG11S40S3 005004000 005202000 2004078999 0008406 900010729 900011055 900011306	111-0110-411.58-19 111-0110-411.58-21 111-0110-411.58-23 111-0110-411.58-25 111-0110-411.58-25 111-0110-411.61-20 111-0110-411.61-20 111-0210-413.56-41 111-0210-413.59-15 111-0210-413.61-20 111-8010-466.55-50 111-8010-466.55-50 111-8010-466.55-50 111-8010-466.55-50 111-8020-451.61-35 111-8020-451.61-35 111-8020-451.61-35	HOTEL-ICA CONFERENCE HOTEL-ICA CONFERENCE HOTEL-ICA CONFERENCE HOTEL-LEAGUE OF CA CONF. HOTEL-ICA CONFERENCE COUNCIL OFFICE SUPPLIES COUNCIL SUPPLIES MONTHLY SUBSCRIPTION HOTEL-ICA CONFERENCE ADMIN SUPPLIES HALLOWEEN SUPPLIES HALLOWEEN SUPPLIES HALLOWEEN SUPPLIES CULTURAL ARTS SUPPLIES RECREATIONAL TRANSIT RECREATIONAL TRANSIT RECREATIONAL TRANSIT	\$6,390.62 826.20 816.20 1,112.01 459.74 1,127.01 111.76 38.55 24.95 403.10 7.71 87.99 517.79 52.66 40.76 36.00 36.00 48.00

**City of Huntington Park**  
**Demand Register**

**WR 11-2-21**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AMERICAN EXPRESS				
	90011692	111-6020-45161-35	RECREATIONAL TRANSIT	36.00
	90018499	111-6020-45161-35	RECREATIONAL TRANSIT	36.00
	008585	111-7010-42159-15	HOTEL-PD TRAINING	369.51
	22971090	111-7010-42159-15	HOTEL-PD TRAINING	1,030.05
	55TR64YK	111-7010-42159-15	PD TRAINING REGISTRATION	125.00
	73011001265	111-7010-42159-15	PD TRAINING REGISTRATION	350.00
	342828644	111-7010-42161-20	PD MONTHLY SUBSCRIPTION	14.99
	56150012	111-7010-42161-20	PD DEFENSE SUPPLIES	75.74
	1F1LLZ8N971Q	111-8020-43161-20	PUBLIC WORKS SUPPLIES	74.39
	5SE3R52XK34	111-8020-43161-20	PW OFFICE SUPPLIES	67.03
	8240517-150	111-9010-49061-60	ADMIN SUPPLIES	30.99
	W15Y71T4B63Y	239-6060-49061-60	CREDIT REFUND	-106.38
	10016535288	239-6065-49061-60	SENIOR PROGRAM SUPPLIES	549.85
	19477472800	239-6065-49061-60	SENIOR PROGRAM SUPPLIES	496.11
	19480792600	239-6065-49061-60	AFTER SCHOOL PROG SUPPLY	496.11
	356561871	239-6065-49061-60	SENIOR PROGRAM SUPPLIES	342.17
	W3VNBPZ1W5	239-6065-49061-60	SENIOR PROGRAM SUPPLIES	374.80
ANIMAL FRIENDS PET HOTEL	442068	111-7010-42161-20	VACCINE SERVICES FOR K9	\$10,712.29
AT&T	16992960	111-7010-42153-10	PD PHONE SRVC 8/4/21-9/3/21	\$27.75
AT&T MOBILITY	X10142021	111-7010-42153-10	PD WIRELESS PHONES	\$579.73
AT&T PAYMENT CENTER				
	107/21-11/16/21	111-9010-41953-10	CITY WIDE PHONE SERVICES	33.34
	107/21-11/16/21	111-9010-41953-10	CITY WIDE PHONE SERVICES	33.34
	107/21-11/16/21	111-9010-41953-10	CITY WIDE PHONE SERVICES	33.34
	107/21-11/16/21	111-9010-41953-10	CITY WIDE PHONE SERVICES	101.45
	107/21-11/16/21	111-9010-41953-10	CITY WIDE PHONE SERVICES	195.82
	107/21-11/16/21	111-9010-41953-10	CITY WIDE PHONE SERVICES	81.09
	107/21-11/16/21	111-9010-41953-10	CITY WIDE PHONE SERVICES	33.34
BENEFIT ADMINISTRATION CORPORATION	6030347-IN	111-2030-413.56-41	FLEX ADMIN FEES-SEPT 2021	\$511.72
BOARD OF STATE AND COMMUNITY	100121	111-7010-421.59-35	STC MENTAL HEALTH TRAINING	\$50.00
BROWNELLS INC	21555241.00	111-7022-421.61-24	FTU SUPPLIES	\$2,970.00
BSN SPORTS, LLC	913724948	111-6030-451.61-35	DODGER RBI SUPPLIES	\$282.91
CENTRAL BASIN MWD	HP-SEP21	681-8030-461.41-00	IMPORTED WATER-SEP 2021	\$492.65
CENTRAL FORD	378891	219-8085-431.43-21	PARTS FOR PD UNIT #963	\$144,413.58
	379012	219-8085-431.43-21	PARTS FOR PD UNIT #963	57.62
	379039	219-8085-431.43-21	AC COMPRESSOR FOR PD963	26.39
	379329	219-8085-431.43-21	TRAN. PAN GASKET #004	471.47
				64.65

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CENTRAL FORD	379384	219-8085-431.43-21	L & R CALIPERS #004	325.46
	379432	219-8085-431.43-21	CORE CREDITS FOR #004	-110.26
	379513	219-8085-431.43-21	PARTS FOR BUS #001	1,164.24
	379558	219-8085-431.43-21	CORE CREDITS FOR #001	-248.06
	379577	219-8085-431.43-21	SWITCH FOR BUSES	296.35
	379578	219-8085-431.43-21	PARTS FOR BUSES	124.36
	379658	219-8085-431.43-21	PART FOR BUSES	147.32
	379669	219-8085-431.43-21	PARTS FOR BUSES	97.02
	379693	219-8085-431.43-21	TRAN. FILTER GASKET #002	64.65
	379759	219-8085-431.43-21	TRAN. PAN GASKET #003	64.65
	379776	219-8085-431.43-21	SHUTTLE BRAKE CALIFERS	325.46
	379113	741-8060-431.43-20	WIPER BLADE POLICE UNIT	24.65
	379181	741-8060-431.43-20	POLICE UNIT HIGH POWER	105.24
	379772	741-8060-431.43-20	FUEL FILLER FOR PD#966	366.03
	379789	741-8060-431.43-20	SCREW NUTS FOR PD#966	42.34
	379875	741-8060-431.43-20	FUEL INJECTOR FOR PD#915	48.75
	379879	741-8060-431.43-20	PARTS FOR PD #915	117.85
	379987	741-8060-431.43-20	PARTS FOR PD #915	131.18
				<b>\$3,707.36</b>
CHARTER COMMUNICATIONS	0511279091321	111-7010-421.53-10	PD INTERNET 9/13/21-10/12/21	154.98
	0511379081321	111-7010-421.53-10	PD INTERNET 8/13/21-9/12/21	154.98
	0514415093021	111-7010-421.53-10	PD INTERNET 9/30/21-10/29/21	654.85
	467069100721	111-7010-421.53-10	PD INTERNET 10/7/21-11/06/21	1,650.00
	0444795100221	111-9010-419.53-10	CITY WIDE INTERNET 10/22/21-11/1/21	1,999.00
	0389644100121	121-7040-421.56-14	PD TV SRVC 10/1/21-10/30/21	295.13
				<b>\$4,908.94</b>
CINTAS CORPORATION NO 3	4098330387	741-8060-431.56-41	UNIFORM DRY CLEAN 10/11	357.10
	4098972685	741-8060-431.56-41	UNIFORM DRY CLEAN 10/18	357.10
				<b>\$714.20</b>
CITY TRAFFIC COUNTERS	300965	221-8014-429.61-20	PED & BIKE COUNTS	3,400.00
CLINICAL LAB OF SAN BERNARDINO, INC	2101119	681-8030-461.56-41	WELL WATER TESTING	<b>\$3,400.00</b>
COMMERCIAL TIRE COMPANY	1-169528	219-8085-431.43-21	TIRES FOR CITY BUS/SHUTTLE	1,167.79
CONCENTRA MEDICAL CENTERS	72926943	111-2030-413.56-41	PRE-EMPLOYMENT PHYSICAL	<b>\$1,167.79</b>
COUNTY OF L.A. DEPT OF PUBLIC WORKS	RE-PW-211012018	221-8014-429.56-41	TRAFFIC SIGNAL MAINT-SEPT	1,930.00
	RE-PW-211012022	221-8014-429.56-41	TRAFFIC SIGNAL MAINT-SEPT	710.21
				<b>\$1,930.00</b>
CR&R INCORPORATED	0101805	111-8027-431.56-59	WASTE/RECYCLING-OCT 2021	16,680.00
CSULB FOUNDATION	10212021	111-7010-421.59-20	MENTAL HEALTH TRAINING	\$16,680.00
				818.00
				<b>\$818.00</b>

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CYNTHIA NORZAGARAY	101421-1 101421-2	111-6010-466-55-50 111-6020-451-61-35	HALLOWEEN SUPPLIES DIA DE LOS MUERTOS SUPLS	36.05 66.00
DAPEER, ROSENBLIT & LITVAK	19338	111-0220-411-32-70	LEGAL SERVICES PD MATTERS	\$102.05 70.00
DATAPROSE, INC.	DP2103607 DP2103607	681-3022-415-53-20 681-3022-415-56-41	WATER POSTAGE-SEP 2021 WATER BILLS-SEP 2021	2,235.35 1,362.69
DEPARTMENT OF JUSTICE	536284	111-7030-421-56-41	FINGERPRINT APPS	\$3,598.04 490.00
DUNN EDWARDS CORPORATION	2009328025 2009328213 2009328487 2009328570 2009328724 2009328728 5009016391 5009016421 5009016422	111-8095-431-61-50 111-8095-431-61-50 111-8095-431-61-50 111-8095-431-61-50 111-8095-431-61-50 111-8095-431-61-50 111-8095-431-61-50 111-8095-431-61-50	PAINT FOR GRAFFITI PAINT FOR GRAFFITI PAINT FOR GRAFFITI PAINT FOR GRAFFITI PAINT FOR GRAFFITI PAINT FOR GRAFFITI CREDIT FOR PARTS CREDIT FOR PARTS PAINT FOR GRAFFITI	706.13 574.20 877.92 566.52 356.42 142.58 -123.66 -877.92 -351.18
ELITE IRON DOORS & FENCES INC	21188	111-8020-431-43-10	GATE OPERATOR MOTOR	\$1,871.01 3,060.00
ESMERALDA ZAMORA	22-00029509	681-0000-228.70-00	BUSINESS LICENSE REFUND	\$3,060.00 219.00
EXPRESS PIPE & SUPPLY CO., LLC	S110972938.001	535-8090-452.61-20	PLUMBING FIXTURE VALVES	\$4,546.71 4,546.71
EXPRESS TRANSPORTATION SERVICES LLC	HPE10012021 HPE10012021 HPE10012021 HPE10012021 HPE10012021	111-0000-362-20-15 111-0000-362-20-15 219-0000-340-30-00 219-8085-431-56-43 220-8085-431-56-43	PROPERTY LEASE-SEPT 2021 VEHICLE LEASE-SEPT 2021 FARE BOX-SEPT 2021 HP EXPRESS-SEPT 2021 HP EXPRESS-SEPT 2021	-2,000.00 -500.00 -2,580.00 34,108.96 34,108.96
FAST DEER BUS CHARTER	151801 151802	219-8085-431-57-70 219-8085-431-57-70	SURF ACADEMY TRANSPORT. SURF ACADEMY TRANSPORT.	\$97,246.90 879.24
FM THOMAS AIR CONDITIONING INC	43079 43079 43079 43079	111-7024-421-56-41 111-8020-431-56-41 111-8022-419-56-41 111-8023-451-56-41	AC MAINTENANCE OCT-DEC 21 AC MAINTENANCE OCT-DEC 21 AC MAINTENANCE OCT-DEC 21 AC MAINTENANCE OCT-DEC 21	1,247.05 106.89 1,247.05 962.01
FRANCISCA PEREZ	7631977195	111-0000-347-60-00	SPORTS CLASS REFUND	\$3,563.00 10.00
GEORGE CHEVROLET	96528 96532	741-8060-431-43-20 741-8060-431-43-20	PARTS FOR UNIT #186 ABS MOTOR FOR UNIT#184	\$10.00 349.55 770.27
				\$1,119.82

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SPORTS CLASS REFUND				65.00
GIOVANNA VALENZUELA	7639777145	111-0000-347-20-00		
GRAINGER				
	9078605103	219-8085-431.43-21	CONCIAL PITMAN ARM PULLER	\$65.00
	9077398916	741-8060-431.43-20	BATTERIES	68.50
	9078088631	741-8060-431.43-20	PRIMELESS THREAD LOCKER	32.28
	9078605095	741-8060-431.43-20	AIR REGULATOR	55.30
	9079749462	741-8060-431.43-20	DEAD BLOW HAMMER	93.23
	9080774145	741-8060-431.43-20	MULTIPURPOSE SHEARS	59.03
	9081022981	741-8060-431.43-20	BLIND RIVET	26.87
	9083559246	741-8060-431.43-20	TWO HAMMER TIP	18.51
	9089612908	741-8060-431.43-20	OIL DRUM LIFTER FOR SHOP	107.76
	9091606906	741-8060-431.43-20	ELETICAL TAPE	369.01
				47.09
				\$877.67
HASA, INC.				
	779202	681-8030-461.41-00	SODIUM HYPOCLORITE #18	234.36
	779204	681-8030-461.41-00	SODIUM HYPOCLORITE #14	149.99
	779208	681-8030-461.41-00	SODIUM HYPOCLORITE #12	159.36
				\$543.71
HASSAN SALEH	10142021	111-7010-421.59-20	MILEAGE REIMBURSEMENT	46.48
HOME DEPOT - PUBLIC WORKS				
	360797	111-8010-431.61-20	WOOD FOR FRAMING	\$46.48
	8360758	111-8020-431.43-10	ITEMS FOR FOOTBALL FIELD	205.12
	3260124	111-8022-419.43-10	REPLACEMENT LIGHT BULBS	169.51
	5031883	111-8024-421.43-10	CEILING TILES & SUPPLIES	152.69
	5740033	111-8024-421.43-10	PD ELETICAL SUPPLIES	388.93
	7380020	111-8095-431.61-50	GRAFFITI ABAREMENT	16.63
	8380841	535-8016-431.61-45	CLEAR PLASTIC FOR BOXES	61.38
	9360752	535-8016-431.61-45	SPRAY PAINT	204.91
				69.85
				\$1,269.02
IMPACT LED SIGNS				
	0612805	111-8020-431.43-10	LED MESSAGE SIGN SUPPORT	115.00
	0612817	111-8020-431.43-10	LED MESSAGE SIGN PARTS	1,974.80
				\$2,089.80
IMPACT TIRE SERVICE	3416	741-8060-431.43-20	REAR NEW TIRES UNIT#346	183.84
INFRASTRUCTURE ENGINEERS				
	26317	111-6010-451.76-05	CONSTRUCTION MANAGEMENT	\$183.84
	26302	111-8080-431.56-62	ENGINEERING SRCS-SEP 2021	4,732.00
	26302	221-8010-431.56-41	ENGINEERING SRCS-SEP 2021	18,648.00
	26293	221-8010-431.76-12	SB1 STREET ENHANCEMENT	5,733.00
	26302	222-8080-431.56-41	ENGINEERING SRCS-SEP 2021	8,183.39
				25,000.00
J316 BUILDER				
	509-1	111-7024-421.56-41	JANITORIAL SUPPLY SEP 21	\$62,296.39
	509-2	111-7024-421.56-41	JANITORIAL SRVCS-SEP 2021	698.45
	509-1	111-8020-431.56-41	JANITORIAL SUPPLY SEP 21	3,700.84
				419.07

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J316 BUILDER	509-2	111-8020-431.56-41	JANITORIAL SRVCS-SEP 2021	1,440.58
	509-1	111-8022-419.56-41	JANITORIAL SUPPLY SEP 21	931.27
	509-2	111-8022-419.56-41	JANITORIAL SRVCS-SEP 2021	4,305.23
	509-1	111-8023-451.56-41	JANITORIAL SUPPLY SEP 21	2,607.54
	509-2	111-8023-451.56-41	JANITORIAL SRVCS-SEP 2021	11,472.56
JAVIER CARRILLO	9232021-1	111-6030-451.33-90	UMPIRE FEES 10/2-10/25/21	\$25,575.54
	9232021-2	111-6030-451.33-90	UMPIRE FEES 10/2-10/25/21	715.00
				44.00
JDS TANK TESTING & REPAIR INC	16531	741-8060-431.43-20	DESIGNATED OPERATOR-SEPT	\$759.00
JERRY'S AUTO BODY, INC.	32308	741-8060-431.43-20	REPAIR REAR BED CORNER	135.00
	32342	741-8060-431.43-20	REPAIR & REFINISH LEFT DR	\$135.00
JONES LUMBER COMPANY, INC	253218	741-8060-431.43-20	PARTS FOR STAKE REMOVAL	\$1,187.36
KONICA MINOLTA BUSINESS SOLUTIONS	275716457	111-7010-421.44-10	PD COPIER SEP 2021	298.91
	275716459	111-7010-421.44-10	PD COPIER JUL-SEP 2021	95.33
	275716725	111-7010-421.44-10	PD COPIER SEP 2021	210.44
	275716726	111-7010-421.44-10	PD COPIER JUL-SEP 2021	357.50
	275717102	111-7010-421.44-10	PD COPIER SEP 2021	139.36
	275717103	111-7010-421.44-10	PD COPIER JUL-SEP 2021	92.92
	275716375	111-9010-419.43-15	FINANCE COPIER-SEPT 2021	280.66
	275716378	111-9010-419.43-15	FINANCE COPIER-JUL-SEP 21	101.32
	275716914	111-9010-419.43-15	FINANCE COPIER-SEP 2021	359.99
	275716916	111-9010-419.43-15	FINANCE COPIER-JUL-SEP 21	407.63
LACMTA	101521	219-8085-431.58-50	METRO TAP, SEPT 2021	\$2,344.06
				59.34
LAN WAN ENTERPRISE, INC	71104	111-7010-421.56-41	PD ANTIVIRUS PROTECTION	\$59.34
	71262	111-7010-421.56-41	MONTHLY RECURRING ADD-ONS	956.00
	71412	111-7010-421.56-41	PD ANTIVIRUS PROTECTION	956.00
	71753	111-7010-421.56-41	PD ANTIVIRUS PROTECTION	956.00
	71871	111-7010-421.56-41	PD ANTIVIRUS PROTECTION	956.00
	72401	111-7010-421.56-41	SOFTWARE SUBSCRIPTION-AUG	748.00
	72400	111-7010-421.56-41	SOFTWARE SUBSCRIPTION-JUL	748.00
	72402	111-7010-421.56-41	SOFTWARE SUBSCRIPTION-SEP	748.00
LB JOHNSON HARDWARE CO.	115595	111-8024-421.43-10	PD PLUMBING SUPPLIES	26.26
	117744	111-8024-421.43-10	PAINT SUPPLIES FOR PD	74.28
	117742	111-8024-421.43-10	PD PLUMBING SUPPLIES	58.80
	117181	111-8024-421.43-10	PD PLUMBING SUPPLIES	54.90
	117182	111-8024-421.43-10	PD PLUMBING SUPPLIES	-6.56
	535-8090-452.61-20	BOLTS AND NUTS FOR SWINGS		30.09
	117148	741-8060-431.43-20	TRAILER HOOKS	10.45
	117412			\$248.22

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LEXIPOL LLC	INVLEX6055	111-7022-421.56-41	ANNUAL JAIL POLICY MANUAL	\$4,218.00
LLC 2301 BELGRAVE	20015-10876	681-0000-228.70-00	CREDIT BALANCE REFUND	\$353.27
MARIA LOPEZ	76004/77206	111-0000-347.20-00	SPORTS CLASS REFUND	\$65.00
MR. HOSE INC.	194876	741-8060-431.43-20	TRUCK ITEMS #351	\$65.00
MUNICIPAL WASTE SOLUTIONS	1070 1075 1080	285-8050-432.56-41 285-8050-432.56-41 285-8050-432.56-41	HAULER COMPLIANCE-JUL 21 HAULER COMPLIANCE-AUG 21 HAULER COMPLIANCE-SEP 21	307.60 8,992.50 4,702.50 2,915.00
MYERS AND SONS HI-WAY SAFETY, INC	121421	221-8012-429.61-20	PORTABLE STOP SIGNS	\$16,610.00
NACHO'S LOCK & KEY SERVICE	17997	111-8024-421.43-10	ELECTRIC STRIKE REMOVAL	\$1,093.90
NATIONWIDE ENVIRONMENTAL SERVICES	31868	111-8031-433.56-41	CATCH BASIN SRV-AUG 2021	\$533.67
NOBEL SYSTEMS, INC	15225	210-8010-415.56-41	GEOWIEWER SUBSCRIPTION	17,706.24
O'REILLY AUTO PARTS	2959-448743 2959-452116 2959-454374 2959-454375 2959-454617 2959-456666 2959-457122 2959-457726 2959-439664 2959-447915 2959-448533 2959-448793 2959-449242 2959-449245 2959-450439 2959-450496 2959-460535 2959-460536 2959-451213 2959-451859 2959-453788 2959-453942 2959-453986 2959-454396 2959-464553	219-8085-431.43-21 219-8085-431.43-21 219-8085-431.43-21 219-8085-431.43-21 219-8085-431.43-21 219-8085-431.43-21 219-8085-431.43-21 219-8085-431.43-21 535-8090-452.61-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20	HEATER HOSE T FIT BUS 001 REAR SHOCKS SHUTTLE #004 BAR BUSHES FOR BUSES REAR SWAY BUS BUSHINGS TIRE LUBRICANT FOR UNITS FRONT SHOCKS #002 L/R REAR CALIPER MULTIPLE UNITS ELECTRIC SUPPLIES FOR SPORTS MULTIPLE UNIT DR CLIPS TRANSMISSION/COOLANT ANTI-SEIZE LUBE BRAKE MASTER CYLINDER 184 PEDAL PAD DR LOCK FOR PD UNIT 959 CABIN FILTER PD UNIT 959 MULTIPLE UNIT BELT MAIN CITY YARDS GATE BELT BATTERY FOR PD UNIT 963 BATTERY/DEFER CORE PD#957 MULTIPLE EQUIPMENT HITCH BALL FOR UNITS BRAKE CLEANER & SILICONE ALLEN METRIC SET FOR UNIT POLICE UNIT SWAY BAR	1,093.90 \$1,093.90 533.67 17,706.24 46,800.00 \$46,800.00 21.10 170.09 26.32 26.32 21.94 166.76 162.13 15.31 447.65 28.28 54.01 27.55 111.46 8.61 45.27 36.34 63.48 13.48 2,344.95 209.48 110.23 14.32 102.07 48.48 24.21

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O'REILLY AUTO PARTS	2959-454596	741-8060-431.43-20	STARTER FOR #913	176.87
	2959-454898	741-8060-431.43-20	PD BRAKE PADS FOR CROWN V	185.15
	2959-454971	741-8060-431.43-20	BRAKE ROTOR FOR PD #973	194.00
	2959-455021	741-8060-431.43-20	ALL UNITS STEERING FLUID	14.32
	2959-455071	741-8060-431.43-20	FRONT CALIPER & WIPER BLD	16.84
	2959-455488	741-8060-431.43-20	POWER STEERING FLUID	88.18
	2959-456501	741-8060-431.43-20	REAR SUSPENSION ARMS #973	171.86
	2959-456503	741-8060-431.43-20	PD SEAT COVER	427.57
	2959-456640	741-8060-431.43-20	SEAT COVER POLICE	71.65
	2959-456649	741-8060-431.43-20	GENERATOR ENGINE OIL	71.65
	2959-457049	741-8060-431.43-20	SHOP SUPPLY	449.62
	2959-457181	741-8060-431.43-20	HOSE CLAMP	1,745.07
	2959-457196	741-8060-431.43-20	SHOP AIR FILTER	5.40
	2959-457258	741-8060-431.43-20	L & R UPPER ARMS #184	-21.66
	2959-457405	741-8060-431.43-20	SHOP ADHESIVE	360.05
	2959-457409	741-8060-431.43-20	OIL FILTER	60.43
	2959-457874	741-8060-431.43-20	VACUUM LINE FOR HVAC	21.04
	2959-457887	741-8060-431.43-20	HOOD SUPPORT FOR PD915	8.99
	2959-457932	741-8060-431.43-20	MULTI HOSE	89.83
	2959-459742	741-8060-431.43-20	TENSIONER & PULLEY #915	6.78
	2959-459852	741-8060-431.43-20	IDLER PULLEY & PULLEY 915	56.24
	2959-459897	741-8060-431.43-20	-2.66	
OEM AUTO PAINT SUPPLIES	141191	220-8070-431.61-20	PAINT FOR BUS SHELTERS	\$8,497.06
				612.02
PARS	49143	111-9010-419.56-41	PARS ARS FEES-AUG 2021	\$612.02
	49034	216-3010-415.56-41	PARS REP FEES-AUG 2021	457.70
PEGASUS TRUCKING LLC	23501-10336	681-0000-228.70-00	CREDIT BALANCE REFUND	2,533.54
	23505-25244	681-0000-228.70-00	CREDIT BALANCE REFUND	\$2,991.24
PURCHASE POWER	10112021	111-7040-421.56-41	POSTAGE FEES	915.79
RAMCAST ORNAMENTAL SUPPLY CO, INC.	0413184	535-8090-452.43-20	LIGHTING POLE SUPPLIES	735.00
REXEL COMMERCIAL & INDUSTRIAL	S131483495	111-8020-431.43-10	ELECTRICAL FISH TAPE	\$1,650.79
	S131701031.005	535-8090-452.61-20	ELECTRICAL SUPPLIES	1,542.27
	S131701031.006	535-8090-452.61-20	ELECTRICAL SUPPLIES	347.45
	S131812572.001	535-8090-452.61-20	WIRE & LIGHTING PARTS	205.52
	S131812572.002	535-8090-452.61-20	WIRE & LIGHTING PARTS	3,084.53
	S131812572.003	535-8090-452.61-20	WIRE & LIGHTING PARTS	1,542.27
RIO HONDO COLLEGE	F21-69-ZHPK	111-7010-421.56-41	ENROLLMENT & MATERIAL FEE	\$7,055.42
	F21-76-ZHPK	111-7010-421.59-15	ENROLLMENT & MATERIAL FEE	7,387.50
	F21-85-ZHPK	111-7010-421.59-15	ENROLLMENT & MATERIAL FEE	118.55
				75.00

**City of Huntington Park**  
**Demand Register**

**WR 11-2-21**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
RIO HONDO COLLEGE	F21-98-ZHPK	111-7010-421.59-15	ENROLLMENT & MATERIAL FEE	\$71.49
SOLAR ART	68313	111-8024-421.43-10	WINDOW FILM REPLACEMENT	\$7,652.54
SOUTH COAST AIR QUALITY MGMT DISTR.	3890684	741-8060-431.42-05	ANNUAL RENEWAL FEES	960.00
	3892980	741-8060-431.42-05	EMISSIONS FEES	\$960.00
				1,576.52
				142.59
				\$1,719.11
SOUTHERN CALIFORNIA EDISON	9/3/21-10/5/21	111-7024-421.62-10	ELECTRICITY- 6542 MILES AVE	9,583.01
	9/2/21-10/3/21	111-8010-415.62-10	ELECTRICITY- VARIOUS PARKING LOTS	303.84
	8/17/21-9/15/21	111-8020-431.62-10	ELECTRICITY- 6900 BISSELL	2,247.45
	7/12/21-8/1/21	111-8022-419.62-10	ELECTRICITY- VARIOUS LOCATIONS	2,122.97
	8/2/21-8/30/21	111-8022-419.62-10	ELECTRICITY- VARIOUS LOCATIONS	2,115.70
	8/5/21-9/2/21	111-8022-419.62-10	ELECTRICITY- COURT HOUSE	1,599.04
	7/12/21-8/1/21	111-8023-451.62-10	ELECTRICITY- VARIOUS LOCATIONS	6,314.31
	8/2/21-8/30/21	111-8023-451.62-10	ELECTRICITY- VARIOUS LOCATIONS	5,481.94
	9/3/21-10/5/21	221-8014-429.62-10	ELECTRICITY- 55ST/PACIFIC	64.20
	8/25/21-9/23/21	535-8016-431.62-10	ELECTRICITY- 3220 OLIVE ST	72.99
	8/4/21-9/1/21	535-8016-431.62-10	ELECTRICITY- 6621 WILSON	32.64
	7/12/21-8/1/21	681-8030-461.62-20	ELECTRICITY- VARIOUS LOCATIONS	24,856.82
	8/2/21-8/30/21	681-8030-461.62-20	ELECTRICITY- VARIOUS LOCATIONS	24,326.57
				\$79,121.48
SPARKLETT'S	15142085 100721	111-0110-411.66-05	DRINKING WATER	35.71
	15142085 100721	111-0210-413.61-20	DRINKING WATER	35.71
	15142085 100721	111-1010-411.61-20	DRINKING WATER	37.88
	15142085 100721	111-2030-413.61-20	DRINKING WATER	26.93
	15142085 100721	111-3010-415.61-20	DRINKING WATER	56.86
	15142085 100721	111-5010-419.61-20	DRINKING WATER	49.70
	15142085 100721	111-5055-419.61-20	DRINKING WATER	33.13
	15142085 100721	111-6010-451.61-20	DRINKING WATER	148.49
	15142085 100721	111-8020-431.61-20	DRINKING WATER	219.68
				\$644.09
ST FRANCIS, LLC.	16610198	221-8014-429.56-41	TRAFFIC SIGNAL MAINT-SEPT	5,683.00
	16610199	221-8014-429.56-41	TRAFFIC SIGNAL MAINT-SEPT	1,749.66
				\$7,432.66
STANDARD GLASS & MIRROR	101321(1)	111-8023-451.43-10	BROKEN GLASS REPAIR	360.00
	1013212	111-8023-451.43-10	BROKEN GLASS REPAIR	850.00
				\$1,210.00
STAPLES ADVANTAGE	8063798815	111-0110-411.66-05	OFFICE SUPPLIES	33.79
	8063798815	111-2030-413.61-20	OFFICE SUPPLIES	55.46
	8063798815	111-3010-415.61-20	OFFICE SUPPLIES	192.87
	8063798815	111-6020-451.61-35	OFFICE SUPPLIES	47.73
	8063798815	111-7022-421.61-27	OFFICE SUPPLIES	141.43
	8063798815	111-7030-421.61-20	OFFICE SUPPLIES	269.05
	8063798815	111-8020-431.61-20	OFFICE SUPPLIES	68.46
	8063798815	111-9010-490.61-60	OFFICE SUPPLIES	392.37
				\$1,201.16

**City of Huntington Park**  
**Demand Register**

**WR 11-2-21**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
SIETSON ENGINEERS INC.	2740-05-008	681-8030-461-56-41	RISK & RESILIENCE-AUG 21	\$3,598.75
SUPERIOR, LLC	333248	111-9010-419-33-10	SEPT 2021 TRANSACTIONS	252.15
	333173	111-9010-419-43-15	FINANCIAL SYSTEM-SEP 2021	12,888.20
SUPERIOR COURT OF CALIFORNIA	SEPT2021	111-7010-415-56-10	CITIATION SURCHARGE-SEPT	\$13,140.35
THE GAS COMPANY	9/8/21-10/8/21	111-7024-421-62-10	CITY WIDE GAS SERVICE	26.048.27
	9/8/21-10/8/21	111-8020-431-62-10	CITY WIDE GAS SERVICE	\$26,048.27
	9/8/21-10/8/21	111-8022-419-62-10	CITY WIDE GAS SERVICE	16.23
	9/8/21-10/8/21	111-8023-451-62-10	CITY WIDE GAS SERVICE	398.97
TIREHUB, LLC	231156323	741-8060-431.43-20	TRUCK TIRES FOR UNTI 346	325.72
TOTAL CLEAN	C74898	111-8010-431.61-20	NOZZLE FOR STREETS	\$325.72
U.S. ARMOR CORPORATION	34045	111-7022-421.61-24	PD BULLET PROOF VESTS	348.63
	34935	111-7022-421.61-24	PD BULLET PROOF VESTS	383.49
	34940	111-7022-421.61-24	PD BULLET PROOF VESTS	361.37
	34045	233-7010-421.74-10	PD BULLET PROOF VESTS	348.63
	34935	233-7010-421.74-10	PD BULLET PROOF VESTS	383.49
	34940	233-7010-421.74-10	PD BULLET PROOF VESTS	361.37
V & V MANUFACTURING, INC.	53673	111-7010-421.61-20	BADGE REPAIR	\$2,186.98
VALLEY ALARM	1024184	111-8022-419.56-41	ALARM SRVCS AND PARTS	240.88
	1024185	111-8023-451.56-41	BATTERY REPLACEMENT	\$240.88
VERIZON WIRELESS	9890791692	111-0110-411.53-10	COUNCIL CELL PHONE 8/17-9/16/21	420.00
	9890791692	111-0210-413.53-10	ADMIN CELL PHONE 8/17-9/16/21	150.00
	9890791692	111-3010-415.53-10	FINANCE CELL PHONE 8/17-9/16/21	\$570.00
	9890791693	111-5055-419.53-10	CODE CELL PHONE 8/17-9/16/21	164.40
	9890791692	111-6010-419.53-10	PARKS CELL PHONE 8/17-9/16/21	164.40
VERMONT SYSTEMS, INC.	69917	111-6020-451.56-41	SOFTWARE RENEWAL	\$1,160.88
VULCAN MATERIALS COMPANY	7304114	221-8010-431.61-21	HOT ASPHALAT & EMULSION	3,351.86
	73092700	221-8010-431.61-21	HOT ASPHALAT & EMULSION	87.33
WALTERS WHOLESALE ELECTRIC COMPANY	\$119172157.001	111-8024-421.43-10	CHARGING STATION SUPPLIES	168.05
	\$1192004489.001	111-8024-421.43-10	CHARGING STATION SUPPLIES	\$255.38
	\$119040443.001	535-8090-452.61-20	TIMER FOR BASEBALL FIELD	1,031.36
	\$118988741.001	681-8030-461.43-30	REPLACEMENT RELAYS WELL 12	857.10
				91.89
				\$2,434.26

**City of Huntington Park  
Demand Register**

**WR 11-2-21**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
WATER REPLENISHMENT DISTRICT OF	2021-06-T22-16	681-8030-461.42-05	TITLE 22 GROUNDWATER	3,627.00
WESTERN AN	8242021	111-1010-411.56-41	AUDIO TECHNICIAN-AUG 2021	\$3,627.00
WESTERN EXTERMINATOR COMPANY	21809C	111-7024-421.56-41	EXTERMINATOR-SEPT 2021	813.71
	21809C	111-8020-431.56-41	EXTERMINATOR-SEPT 2021	\$813.71
	21809C	111-8022-419.56-41	EXTERMINATOR-SEPT 2021	54.50
	21809C	111-8023-451.56-41	EXTERMINATOR-SEPT 2021	69.50
	21809C	535-8090-452.56-60	EXTERMINATOR-SEPT 2021	50.10
			EXTERMINATOR-SEPT 2021	93.50
			EXTERMINATOR-SEPT 2021	140.50
				\$408.10
				\$771,504.55



**ITEM NO. 3**





# CITY OF HUNTINGTON PARK

Human Resources Department

City Council Agenda Report

November 2, 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 A RESOLUTION APPROVING NEW CLASS SPECIFICATION FOR THE POSITION OF PUBLIC SAFETY OFFICER**

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

1. Adopt Resolution No. 2021-31 – A Resolution of the City Council of the City of Huntington Park Approving New Class Specification for the Position of Public Safety Officer

### **BACKGROUND**

Based upon the current needs of the City and the adopted budget for Fiscal Year 2021-2022, a new class specification was created.

The Class Specification attached to the Resolution in Exhibit A was presented to and unanimously approved by the Civil Service Commission on October 20, 2021.

### **FISCAL IMPACT/FINANCING**

The salary range for this position is \$3,136 to \$3,850 per month. The salary and benefits for this position are included in the Fiscal Year 2021-2022 Police Department Operating Budget.

**CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING NEW CLASS  
SPECIFICATION FOR THE POSITION OF PUBLIC SAFETY OFFICER**

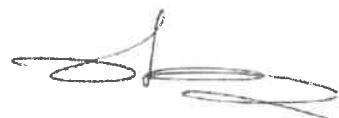
November 2, 2021

Page 2 of 2

**CONCLUSION**

Upon adoption of the resolution, the new class specification will be used for future recruitments.

Respectfully submitted,



**RICARDO REYES**  
City Manager



**NITA MCKAY**  
Director of Finance & Administrative Services

**ATTACHMENT(S)**

- A. Resolution No. 2021-31 – Approving New Class Specification for the Position of Public Safety Officer

## **RESOLUTION NO. 2021-31**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HUNTINGTON PARK APPROVING NEW CLASS  
SPECIFICATION FOR THE POSITION OF PUBLIC SAFETY  
OFFICER**

**WHEREAS**, the City of Huntington Park has recently created a new classification to meet the needs of the City; and,

**WHEREAS**, a new class specification has been created for the classification attached in Exhibit A;

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

**SECTION 1:** The City Council of the City of Huntington Park hereby adopts and approves the class specification for:

- the position of Public Safety Officer, a copy of which is attached hereto as Exhibit A, with a salary range of \$3,136 to \$3,850 per month, Salary Grid 111.

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

**PASSED, APPROVED AND ADOPTED** this 2<sup>nd</sup> day of November, 2021.

Graciela Ortiz, Mayor

**ATTEST:**

## **Sergio Infanzon, Acting City Clerk**



**ATTACHMENT A**



# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### PUBLIC SAFETY OFFICER

Civil Service Status:	Open Competitive	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	October 20, 2021
Classification Series:	Police-Civilian Non-Sworn	Approved by City Council:	
FLSA Status:	Non-Exempt	Resolution No.:	

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

#### **DEFINITION**

Under the supervision of police management, this non-sworn, non-peace officer, uniformed position is assigned as a full-time civilian employee in the police department. Public Safety Officers perform a variety of duties which enhance and advance the work, goals, and objectives of the Police Department and the City. Public Safety Officers may be assigned to any division or unit of the Police Department, or any other City department. Public Safety Officers perform duties associated with, but not limited to customer service, field work, enforcement of municipal ordinances and state law, crime prevention, safety and security of parks and City facilities, special events, administrative and clerical duties, and miscellaneous duties as assigned. Public Safety Officers may be assigned to work night shift, weekends, holidays, and other unusual hours.

#### **EXAMPLE OF DUTIES**

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

- Assist members of the public as needed;
- Performs duties associated with any division or unit of the Police Department;
- Enhance safety and security throughout the community, public streets, and alleys;
- Enhance safety and security at City parks, City facilities, and City parking lots;
- Enforce City municipal codes, State law and parking regulations;
- Assist with traffic accidents and traffic control;
- Conduct police investigations and file reports;
- Perform duties associated with patrol, jail, and dispatch;
- Perform duties associated with community events;
- May be assigned bicycle patrol or foot beat duties;
- Perform various clerical and administrative duties;
- Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

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

##### **Knowledge of:**

- Police procedures and Police Department organizational structure;
- City of Huntington Park infrastructure and community culture;
- English grammar and general police reports format;
- Office procedures and organizational concepts;
- Excellent customer service practices.

# **CITY OF HUNTINGTON PARK**

## **CLASS SPECIFICATION**

### **PUBLIC SAFETY OFFICER**

<b>Civil Service Status:</b>	Open Competitive	<b>Bargaining Unit:</b>	Non-Represented Employees
<b>Probationary Period:</b>	At-Will	<b>Approved by Civil Service Commission:</b>	October 20, 2021
<b>Classification Series:</b>	Police-Civilian Non-Sworn	<b>Approved by City Council:</b>	
<b>FLSA Status:</b>	Non-Exempt	<b>Resolution No.:</b>	

**Desirable Skills:**

- Know how to drive a vehicle and ride a bicycle;
- Be familiar with operation of a police radio and police equipment;
- Ability to speak Spanish – (bilingual pay available for qualified employees);
- Capable of mentoring, teaching, and training others.

**Ability to:**

- Represent the City and Police Department in a respectful and professional manner;
- Work in a para-military environment and follow chain-of-command;
- Take initiative to address community problems and work with minimal supervision;
- Learn and develop necessary skills to perform a variety of duties;
- Perform variable field duties, multi-task, and work overtime as required;
- Work in a team environment and develop productive working relationships;
- Communicate effectively orally and in writing;
- Compose comprehensive reports and properly fill out paperwork;
- Apply policies, procedures, instructions, police nomenclature, State laws, and City codes;
- Work various shifts, weekends, holidays and unplanned emergency situations;
- Act in a decisive manner while applying good judgement, common sense and reason;
- Deal with uncooperative or hostile individuals and de-escalate situations;
- Maintain good physical condition to drive a vehicle, ride a bicycle, or walk a foot beat;
- Stand or sit for extended periods of time;
- Perform various physical or stationary duties, as reasonable and required.

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

**Education/Training:**

- Graduation from high school or attainment of General Education Degree (GED) or California High School Proficiency Examination (CHSPE) certificate. Attainment of an Associate Degree or higher from an accredited college or university is desirable.

**Experience:**

- Two (2) years of experience in any field related to the duties of Public Safety Officer.

**Desirable Experience:**

- Any amount of prior law enforcement, private security, or military experience;
- Any amount of experience in enforcement of State or municipal laws.

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### PUBLIC SAFETY OFFICER

Civil Service Status:	Open Competitive	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	October 20, 2021
Classification Series:	Police-Civilian Non-Sworn	Approved by City Council:	
FLSA Status:	Non-Exempt	Resolution No.:	

**License or Certificate:**

- A valid California Class C Driver's License and a satisfactory driving record is required;
- Any certificate related to the duties of Public Safety Officer is desirable.

**Special Requirements:**

- Must successfully pass a Police Department background check;
- Must meet all medical and physical requirements;
- Must wear a uniform, as required.

**Bilingual Pay:**

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



**ITEM NO. 4**





# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

November 2, 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 GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION FOR BUSES AND BUS FACILITIES FY 2021**

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

1. Authorize staff to submit a grant application for buses and bus facilities through the Federal Transit Administration; and
2. Authorize the City Manager to sign all documents related to this program.

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

The Federal Transit Administration (FTA) publicized a Notice of Funding Opportunity to fund the Grants for Buses and Bus Facilities Program (Program). The FTA announced the availability of approximately \$409.59 million of Fiscal Year 2021 funds for buses, bus facilities and bus equipment. Proposals must be submitted electronically through Grants.gov website by 5:00 PM on November 19, 2021.

The purpose of the Grants for Buses and Bus Facilities Program is to assist in the financing of buses and bus facilities capital projects, including replacing, rehabilitating, purchasing or leasing buses or related equipment, and rehabilitating, purchasing, constructing or leasing bus-related facilities. The City is an eligible recipient due to operating a fixed route bus service.

The goal of this capital program is to replace and purchase zero-emission shuttle busses. Staff seeks authorization from the City Council to submit the application to the FTA in order to acquire two (2) Diamond-Lightning e-Motors E-450 cutaway shuttle busses.

**CONSIDERATION AND APPROVAL TO SUBMIT GRANT APPLICATION TO THE  
FEDERAL TRANSIT ADMINISTRATION FOR BUSES AND BUS FACILITIES FY  
2021**

November 2, 2021

Page 2 of 2

**LEGAL AND PROGRAM REQUIREMENTS**

The California Air Resources Board set a statewide goal for public transit agencies to gradually transition to 100 percent zero-emission bus fleets by 2040. Governor Newsom signed Executive Order N-79-20 on September 23, 2020. Executive Order N-79-20 sets ambitious statewide targets to transition California's transportation sector to zero emissions to reduce carbon, smog-forming, and toxic diesel pollution, while retaining and creating jobs and growing the economy.

As required by Federal public transportation law, FTA will only consider eligible projects relating to the acquisition or leasing of low or no emission buses that make greater reductions in energy consumption and harmful emissions than comparable standard buses or other no emission buses and are part of the recipient's long-term integrated fleet management plan.

**FISCAL IMPACT/FINANCING**

The federal share of eligible capital costs is 80 percent of the net capital project cost. City Council action will commit the City to purchasing two (2) shuttle busses and subsequently seeking reimbursement from FTA. The total grant application is for a not-to-exceed amount of \$650,000, which includes the local match requirement of \$130,000.

**CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
City Manager



CESAR ROLDAN  
Director of Public Works

**ITEM NO. 5**





# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

November 2, 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:

## **RESOLUTION AUTHORIZING SUBMITTAL OF AN URBAN FORESTRY GRANT APPLICATION TO THE STATE DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

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

1. Resolution No. 2021-32 authorizing the submittal of an Urban Forestry Grant Application to the Department of Forestry and Fire Protection to inventory the City's trees that are located in the public right-of-way;
2. Authorize the Finance Department to fill out Attachment 4 – Payee Data; and
3. Authorize the City Manager to sign all documents related to this program.

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

Under the authority of the Urban Forestry Act (PRC 4799.06 - 4799.12) the Urban & Community Forestry Program (UCF) works to expand and improve the management of trees and related landscape in communities throughout California. The mission of the California Department of Forestry and Fire Protection's Urban Forestry Program is to lead the effort to advance the development of sustainable urban and community forests in California. Trees provide energy conservation, reduction of storm-water runoff, extend the life of surface streets, improve local air, soil and water quality, reduce atmospheric carbon dioxide, improve public health, provide wildlife habitat and increase property values. In short, they improve the quality of life in our urban environments which, increasingly, are where Californians live, work, and play. The program also administers State and Federal grants throughout California communities to advance urban forestry efforts.

On or before July 14, 2021, Tree People submitted the concept proposal to inventory the City's trees that are located in the public right-of-way to the Department of Forestry and Fire Protection. Tree inventories are intended to provide the basic information on the City's tree population and provides the guidelines to protect and take a proper

**RESOLUTION AUTHORIZING SUBMITTAL OF AN URBAN FORESTRY GRANT APPLICATION TO THE STATE DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

November 2, 2021

Page 2 of 3

accounting of the City's urban forest. Inventories can supply information on plant quantities, location, condition and size and maintenance requirements. Based on this information, sustainable management plans and rational budgets can be developed for the property's care.

On October 4, 2021, the City received an invitation from the Department of Forestry and Fire Protection to submit an Urban Forestry Grant Application for the project titled City of Huntington Park Urban Forest Management Project in the Urban Forest Management Activities category (Project Tracking Number is 21-UF-MGMT-011).

Staff seeks authorization from the City Council to submit the application to the Department of Forestry and Fire Protection to inventory the City's trees that are located in the public right-of-way.

**LEGAL REQUIREMENT**

Tree People will be responsible to complete and submit the project application package. CAL FIRE shall review it for conformance with the California Urban Forestry Act of 1978 (Public Resource Code 4799.06 to 4799.12), The California Code of Regulations (Title 14, Division 1.5, Chapter 9.7), and this Procedural Guide.

In order to maximize the competitiveness of the City's grant application, staff is requesting that the City Council adopt the attached resolution supporting the City's grant application in order to meet the December 10, 2021 deadline. If the grant is awarded to the City, the resolution authorizes the City Manager to accept the grant and execute all grant documents, including the application and potential award. Staff will return to the City Council before expending the funds.

**FISCAL IMPACT/FINANCING**

Approval of this action does not have an impact on the City's budget. However, City Council action will commit the City to paying for specified services and subsequently seeking reimbursement from the State Agency. The grant application is for a not-to-exceed amount of \$302,730.14, as this amount was estimated during the conceptual proposal phase submitted to CAL FIRE. Matching requirements for State funds may be met with in-kind activities or materials related to the project, as well as with any State funding source related to the project that is not the same as the State source of funding awarded by CAL FIRE. An additional \$33,929.50 will be assessed as In-Kind services provided by Tree People and City staff; total of 336,659.64. The project term is tentatively from 4/1/2022 through 3/30/2025.

**CONCLUSION**

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

Respectfully submitted,

**RESOLUTION AUTHORIZING SUBMITTAL OF AN URBAN FORESTRY GRANT  
APPLICATION TO THE STATE DEPARTMENT OF FORESTRY AND FIRE  
PROTECTION**

November 2, 2021

Page 3 of 3



RICARDO REYES

City Manager



CESAR ROLDAN

Director of Public Works

**ATTACHMENT(S)**

- A. Resolution 2021-32
- B. Nondiscrimination Compliance Statement
- C. Drug Free Workplace Certification
- D. Payee Data



**ATTACHMENT A**



**RESOLUTION NO. 2021-32**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HUNTINGTON PARK FOR FUNDING FROM THE URBAN  
AND COMMUNITY FORESTRY GRANT PROGRAM OF  
THE CALIFORNIA DEPARTMENT OF FORESTRY AND  
FIRE PROTECTION AS PROVIDED THROUGH THE  
GREENHOUSE GAS REDUCTION FUND**

**WHEREAS**, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California Greenhouse Gas Reduction Funding, which provides funds to the State of California and its political subdivisions for urban forestry programs; and

**WHEREAS**, the State Department of Forestry and Fire Protection has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies and nonprofit organizations under the program, and

**WHEREAS**, said procedures established by the Department of Forestry and Fire Protection require the applicant to certify by resolution the approval of application before submission of said application to the State; and

**WHEREAS**, the applicant will enter an agreement with the State of California to carry out an urban forestry project.

## SECTION 1.

1. Approved the filing of an application for "State Greenhouse Gas Reduction Funding" Urban and Community Forestry grant program funds; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of the City Council are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to March 30, 2026

1                   5. Appoints Ricardo Reyes, City Manager, or a designee, as agent of the  
2                   City Council to conduct negotiations, execute and submit all documents  
3                   including, but not limited to applications, agreements, amendments,  
4                   payment requests and so on, which may be necessary for the completion  
5                   of the afore mentioned project.

6                   **SECTION 2.** Be it further resolved and ordered, that any and all actions, whether  
7                   previously or subsequently taken by the City, which are consistent with the intent and  
8                   purposes of the foregoing resolution, shall be, and hereby are, in all respects, ratified,  
9                   approved and confirmed.

10                  **SECTION 3.** This Resolution shall take effect immediately upon adoption by the  
11                  City Council. The City Clerk shall certify to the adoption of this Resolution.

12                  **PASSED, APPROVED, AND ADOPTED** this 2<sup>nd</sup> day of November 2021.

13                  CERTIFICATION

14                  I hereby certify that the foregoing is a full, true, and correct copy of a resolution duly  
15                  and regularly adopted by the City's governing board at the meeting thereof held on this  
16                  2<sup>nd</sup> day of November 2021.

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**ATTACHMENT B**



**NONDISCRIMINATION COMPLIANCE STATEMENT**

## COMPANY NAME

City of Huntington Park

The company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), medical condition (cancer), age (over 40), marital status, denial of family care leave and denial of pregnancy disability leave.

**CERTIFICATION**

*I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.*

## OFFICIAL'S NAME

Ricardo Reyes

## DATE EXECUTED

11/3/2021

## EXECUTED IN THE COUNTY OF

Los Angeles

## PROSPECTIVE CONTRACTOR'S SIGNATURE

## PROSPECTIVE CONTRACTOR'S TITLE

City Manager

## PROSPECTIVE CONTRACTOR'S LEGAL BUSINESS NAME

City of Huntington Park



**ATTACHMENT C**



## DRUG-FREE WORKPLACE CERTIFICATION

## CERTIFICATION

*I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the certification described below. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of California.*

CONTRACTOR/BIDDER FIRM NAME	FEDERAL ID NUMBER
BY (Authorized Signature) 	DATE EXECUTED
PRINTED NAME AND TITLE OF PERSON SIGNING	TELEPHONE NUMBER (Include Area Code) (      )
TITLE	
CONTRACTOR/BIDDER FIRM'S MAILING ADDRESS	

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free workplace policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
4. At the election of the contractor or grantee, from and after the "Date Executed" and until \_\_\_\_\_<sup>[DATE]</sup> (NOT TO EXCEED 36 MONTHS), the state will regard this certificate as valid for all contracts or grants entered into between the contractor or grantee and this state agency without requiring the contractor or grantee to provide a new and individual certificate for each contract or grant. If the contractor or grantee elects to fill in the blank date, then the terms and conditions of this certificate shall have the same force, meaning, effect and enforceability as if a certificate were separately, specifically, and individually provided for each contract or grant between the contractor or grantee and this state agency.



**ATTACHMENT D**



**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

STD 204 (Rev. 03/2021)

**Section 1 – Payee Information****NAME** (This is required. Do not leave this line blank. Must match the payee's federal tax return)**BUSINESS NAME, DBA NAME OR DISREGARDED SINGLE MEMBER LLC NAME** (If different from above)**MAILING ADDRESS** (number, street, apt. or suite no.) (See instructions on Page 2)**CITY, STATE, ZIP CODE****E-MAIL ADDRESS****Section 2 – Entity Type**

Check one (1) box only that matches the entity type of the Payee listed in Section 1 above. (See instructions on page 2)

**SOLE PROPRIETOR / INDIVIDUAL**  
 **SINGLE MEMBER LLC** *Disregarded Entity owned by an individual*  
 **PARTNERSHIP**  
 **ESTATE OR TRUST**

**CORPORATION** (see instructions on page 2)  
 **MEDICAL** (e.g., *dentistry, chiropractic, etc.*)  
 **LEGAL** (e.g., *attorney services*)  
 **EXEMPT** (e.g., *nonprofit*)  
 **ALL OTHERS**

**Section 3 – Tax Identification Number**

Enter your Tax Identification Number (TIN) in the appropriate box. The TIN must match the name given in Section 1 of this form. Do not provide more than one (1) TIN. The TIN is a 9-digit number. **Note:** Payment will not be processed without a TIN.

- For **Individuals**, enter SSN.
- If you are a **Resident Alien**, and you do not have and are not eligible to get an SSN, enter your ITIN.
- Grantor Trusts (such as a Revocable Living Trust while the grantors are alive) may not have a separate FEIN. Those trusts must enter the individual grantor's SSN.
- For **Sole Proprietor or Single Member LLC (disregarded entity)**, in which the **sole member is an individual**, enter SSN (ITIN if applicable) or FEIN (FTB prefers SSN).
- For **Single Member LLC (disregarded entity)**, in which the **sole member is a business entity**, enter the owner entity's FEIN. Do not use the disregarded entity's FEIN.
- For all other entities including LLC that is taxed as a corporation or partnership, estates/trusts (with FEINs), enter the entity's FEIN.

**Social Security Number (SSN) or Individual Tax Identification Number (ITIN)**

— — — — — - — — — — —

**OR****Federal Employer Identification Number (FEIN)**

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**Section 4 – Payee Residency Status** (See instructions) **CALIFORNIA RESIDENT** – Qualified to do business in California or maintains a permanent place of business in California. **CALIFORNIA NONRESIDENT** – Payments to nonresidents for services may be subject to state income tax withholding. No services performed in California Copy of Franchise Tax Board waiver of state withholding is attached.**Section 5 – Certification**

*I hereby certify under penalty of perjury that the information provided on this document is true and correct.  
 Should my residency status change, I will promptly notify the state agency below.*

**NAME OF AUTHORIZED PAYEE REPRESENTATIVE****TITLE****E-MAIL ADDRESS****SIGNATURE****DATE****TELEPHONE** (include area code)**Section 6 – Paying State Agency****Please return completed form to:****STATE AGENCY/DEPARTMENT OFFICE**

CAL FIRE

**UNIT/SECTION**

BSO - Grants Management Unit

**MAILING ADDRESS**

P.O. Box 944246

**FAX**

916-894-9880

**TELEPHONE** (include area code)

N/A

**CITY**  
Sacramento**STATE**  
CA**ZIP CODE**  
94244-2460**E-MAIL ADDRESS**  
CALFIRE.Grants@fire.ca.gov

Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, state, or local government agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it. It is mandatory to furnish the information requested. General law requires that payment for which you have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business unit or the state agency(ies) with which you transact that business.

## Privacy Statement

This section must be completed by the state agency/department requesting the STD 204. **Section 6 – Playing State Agency** **Provide the name, title, email address, signature, and telephone number of individual comprising this form. Note: the signee may differ from the tax liable party in this situation if the signee can provide a power of attorney documenting for the individual.**

## Section 5 – Certification

For hearing impaired with TDD, call: 1-800-822-6268  
Web site: [www.fbi.ca.gov](http://www.fbi.ca.gov)  
Withholding Services and Compromise Section: 1-888-792-4900  
E-mail address: [wcs.gen@fbi.ca.gov](mailto:wcs.gen@fbi.ca.gov)  
Estimator with whom you may contact the Financial Services Task Board at the numbers listed below:  
Withholding Services and Compromise Section: 1-888-792-4900

- A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- A partnership is considered a resident if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.
- An estate is a resident if the decedent was a California resident at time of death.
- A trust is a resident if at least one trustee is a California resident.
- For individuals and sole proprietors, the term "resident" is used.
- Any individual domiciled in California who is absent for a temporary or transitory purpose.
- Any individual domiciled in California who comes to perform a particular contract for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract for a purpose that will be considered a nonresident.

Are you a California resident or nonresident? **Section 4 – Payee Residency Status**

#### Section 4 – Payee Residency Status

The State of California requires that all parties entering into business transactions that may lead to payments(s) from the state provide their Taxpayer Identification Number (TIN). The TIN is required by R&TC Sections 18646 and 18661 to facilitate tax compliance enforcement activities and preparation of Form 1099 and other information returns as required by the LRC Section 6109(a) and R&TC Section 18662 and its regulations.

### Section 3 – Tax Identification Number

1. The Payee in Section 1 is (a)(n)...	THEN Select the Box for...	Individual • Sole Proprietorship • Granter (Revocable Living Trust) disregarded for federal tax purposes	Single Member LLC-owned by an individual	Partnerships • Limited Liability Partnership (LLP) • and, LLC treated as a Partnership	Estates • Trust (other than disregarded Granter Trust)	Corporation that is medical in nature (e.g., medical and healthcare services, physician care, nursery care, dentist, etc.)	Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.)	LLC that is to be taxed like a Corporation and is legal in nature	Corporation that is legal in nature (e.g., services of attorneys, arbitrators, notary publics involving legal or law related matters, etc.)	Corporation that does not meet the qualifications of any of the other corporation types listed above • LLC	Corporation that is to be taxed as a Corporation and does not meet any of the other corporation types listed above
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## Section 2 - Entity Type

- **Single Member Limited Liability Companies (LLCs)** that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the individual or business entity that is tax liable for the business in section 1. Enter the DBA, LLC name, trade, or fictitious name under Business Name.
- **Single Member Limited Liability Companies (LLCs)** that is disregarded as an entity separate from its owner for federal tax purposes - enter the name of the Note: for the State of California tax purposes, a Single Member LLC is not disregarded from its owner, even if they may be disregarded at the Federal level.
- **Partnerships, Estates/Trusts, or Corporations** - enter the entity name as shown on the entity's federal tax return. The name provided in Section 1 must match to the TIN provided in section 3. Enter any DBA, trade, or fictitious names under Business Name.
- **Business Name** - Enter the business name, DBA name, trade or fictitious name under Business Name.
- **Mailing Address** - The mailing address is the address where the payee will receive information returns. Use form STD 205, Payee Data Record Supplement to provide a remittance address if different from the mailing address for information returns, or make subsequent changes to the remittance address.

**NAME** – Enter the name that appears on the payee's federal tax return. The name provided shall be the tax liable party and is subject to IRS TIN matching (when applicable).

Section 1 - Page Information  
The following table details the page information for the Taxation Code.

Payees who do not wish to complete the STD 204 may elect not to do business with the state. If the payee does not complete the STD 204 and the required payee data is not otherwise provided, payment may be reduced for federal and state backlog withholdings. Amounts reported on Information Returns (Form 1099) are in accordance with the Internal Revenue Code (IRC) and the California Revenue and Taxation Code (R&TC).

A completed Payee Record, STD 204 form, is required for all payees (non-governmental entities or individuals) entering into a transaction that may lead to a payment from the state. Each state agency requires a completed, signed, and dated STD 204 on file; therefore, it is possible for you to receive this form from multiple state agencies with which you do business.

NOTE: Completion of this form is optional for Governmental entities, i.e., Federal, state, local, and special districts. Information provided in this form will be used by California state agencies/departments to prepare Information Returns (Form 1099).

1) Type or print the information on the FREE Data Record, S-1247 form, sign, date, and return to the state agency/department office address shown in Section 6. Prompt return of this fully completed form will prevent delays when processing payments.

## GENERAL INSTRUCTIONS

STD 204 (Rev. 03/2021)  
(Required when receiving payment from the State of California in lieu of IRS W-9 or W-7)

**ITEM NO. 6**





# CITY OF HUNTINGTON PARK

City Manager's Office  
City Council Agenda Report

November 2, 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 A RESOLUTION AUTHORIZING THE CITY TO IMPLEMENT TELECONFERENCED OPEN MEETINGS PURSUANT TO ASSEMBLY BILL 361**

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

Adopt Resolution No. 2021-33 to Authorize the City of Huntington Park to Conduct Teleconferenced Open Meetings in Accordance with Assembly Bill 361.

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

The purpose of this resolution is to clarify that cities may continue to meet remotely in accordance with the procedures outlined by previous executive orders issued. Assembly Bill (AB) 361 allows cities to continue to meet remotely during gubernatorial states of emergency under modified Brown Act provisions. The provisions enacted in AB 361 providing flexibility to meet remotely during a proclaimed emergency ***will sunset on January 1, 2024.***

AB 361 amends Government Code § 54953 to provide more clarity on the Brown Act's rules and restrictions surrounding the use of teleconferencing to conduct meetings. AB 361 provides relief from teleconferencing requirements, including the obligation to post meeting agendas at all teleconference locations for local agencies. However, the meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Meaning, although local agencies are relieved from this obligation, local agencies should endeavor to post meeting agendas at all usual locations where it remains feasible to do so.

# ADOPT RESOLUTION NO. 2021-33 AUTHORIZING THE CITY TO IMPLEMENT TELECONFERENCED OPEN MEETINGS PURSUANT TO ASSEMBLY BILL 361

November 2, 2021  
Page 2 of 2

Additionally, AB 361 clarifies on the following:

## **(A) State of Emergency: Teleconferencing will be Allowed as long as There is an Active Gubernatorial State of Emergency**

The bill amends the Brown Act to allow local agencies to continue using teleconferencing and virtual meeting technology ***as long as there is a gubernatorial “proclaimed state of emergency.”*** It is not sufficient that county and/or city officials have issued a local emergency declaration – the emergency declaration must be one that is made pursuant to the California Emergency Services Act (Gov’t Code § 8625).

## **(B) Public Participation and Public Comment**

### ***(1) Local agencies must ensure that the opportunity for the public to participate in a meeting remains as accessible as possible***

This means that local agencies cannot discriminate against members of the public participating either remotely or in-person. For instance, local agencies must clearly advertise how members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option. Additionally, local agencies are required to provide the remote access information which includes the URL, email addresses, phone numbers, etc. Any of the information related to participation must be included in the relevant meeting notice(s) and meeting agenda(s).

### ***(2) Legislative Bodies must offer the public a chance to comment in real time and until comment period is closed***

Additionally, AB 361 requires a public comment period where the public can address the legislative body directly. It expressly prohibits the board from limiting public comments to only comments submitted in advance. Additionally, the legislative body must allow for public comment (written and/or remote) up until the public comment period is closed at the meetings. Until such time during a meeting that the chairperson (or other authorized person) calls for a close to the public comment period, members of the public are allowed to submit their public comments directly or indirectly, orally, written, or otherwise. An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body that requires registration to log in to a teleconference, may be required to register as required by the third-party internet website or online platform to participate.

# ADOPT RESOLUTION NO. 2021-33 AUTHORIZING THE CITY TO IMPLEMENT TELECONFERENCED OPEN MEETINGS PURSUANT TO ASSEMBLY BILL 361

November 2, 2021  
Page 2 of 2

## **(C) Technical Issues**

As discussed above, the agenda must include information on the way the public may access the meeting and provide comments remotely. *If technical problems arise that result in the public's access being disrupted, the local agency may not take any vote or other official action until the technical disruption is corrected and public access is restored.* (Gov't Code § 54953(e)(2)(D).)

## **(D) Local agency must make findings every 30 days by majority vote to continue exemptions to teleconferencing rules**

A local agency acting under the teleconference exemptions ***must make findings about whether the circumstances explained above still apply.*** Specifically, when there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, AB 361 requires a legislative body to make ***specified findings*** not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and ***to make those findings every 30 days thereafter***, in order to continue to meet under these abbreviated teleconferencing procedures pursuant to AB 361.

As a result, it is recommended that a resolution be considered by City Council to make said findings (i.e., The legislative body has reconsidered the circumstances of the state of emergency; AND, Any of the following circumstances exist: (i) The state of emergency continues to directly impact the ability of the members to meet safely in person; and/or (ii) State or local officials continue to impose or recommend measures to promote social distancing), consistent with AB 361, and reconsider said resolution every 30 days thereafter by a majority vote, should the City desire to move in that direction.

## **FISCAL IMPACT/FINANCING**

There is no fiscal impact of this action.

## **CONCLUSION**

The goal of AB 361 is "to improve and enhance public access to local agency meetings during the Covid-19 pandemic and future applicable state of emergencies, by allowing wider access through conducting teleconferencing meetings consistent with Executive Order N-29-20. In accordance, the City Attorney's Office has prepared a Resolution for City Council's consideration that would authorize the City to conduct teleconferenced public meetings in accordance to AB 361. Upon Council approval, we will proceed with the recommended actions.

**ADOPT RESOLUTION NO. 2021-33 AUTHORIZING THE CITY TO IMPLEMENT  
TELECONFERENCED OPEN MEETINGS PURSUANT TO ASSEMBLY BILL 361**

November 2, 2021

Page 2 of 2

Respectfully submitted,



RICARDO REYES

City Manager

ARNOLD M. ALVAREZ-GLASMAN

City Attorney

**ATTACHMENT(S)**

- A. Resolution No. 2021-33 Authorizing the City to Implement Teleconferenced Open Meetings Pursuant to Assembly Bill 361
- B. Full Text of Assembly Bill 361

**ATTACHMENT A**



**RESOLUTION NO. 2021-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA AUTHORIZING THE CITY TO IMPLEMENT TELECONFERENCED OPEN MEETINGS PURSUANT TO ASSEMBLY BILL 361**

**WHEREAS**, City of Huntington Park values and places the highest priority on public safety and protecting its community; and

**WHEREAS**, the City Council of the City of Huntington Park continues to respond to the spread of coronavirus disease, and now hereby finds that international, national, state, and local health and governmental authorities are continuing to respond to an outbreak of said respiratory disease caused by a novel coronavirus, also known and abbreviated as COVID-19, ("COVID-19"); and

**WHEREAS**, the City of Huntington Park remains vigilant with federal, state, and county official updates related to COVID-19 because information, orders, and directives continue to change; and

**WHEREAS**, Chapter 4-4.06, et seq. of the Huntington Park Municipal Code authorizes the City Council to proclaim the existence or threatened existence of a local emergency, and further authorizes the Director of Emergency Services with enumerated powers when the Governor or County has declared a state of emergency, which has been the case as discussed hereinabove as it relates to COVID-19; and

**WHEREAS**, the City of Huntington Park is committed to preserving and nurturing public access and participation in meetings of City Council; and

**WHEREAS**, all meetings of the City of Huntington Park's City Council are open and public, as required by the Ralph M. Brown Act (Gov't Code § 54950 – 54963), so that any member of the public may attend, participate, and watch the City's Council conduct their business; and

**WHEREAS**, the Brown Act, Government Code § 54953(e), makes provisions for remote teleconferencing participation in meetings by members of local agencies, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20, which suspended and modified the teleconferencing requirements under the Brown Act (Gov't. Code § 54950 et seq.) so that local agencies can hold public meetings via teleconferences (with audio or video communications, without a physical meeting location), as long as the meeting agenda identifies the teleconferencing procedures to be used; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended the provision of N-29-20 concerning the conduct of public meetings through September 30, 2021; and

**WHEREAS**, California Assembly Bill 361 was signed into law on September 16, 2021 and amended Government Code Section 54953; and

**WHEREAS**, Assembly Bill 361 has several requirements to ensure the public can view and make public comments during the teleconferenced open meetings, including:

- To provide notice of how members of the public may access the meeting and offer public comments, including the chance for all persons to attend the meeting via a call-in or internet-based service option;
- The City Council cannot take further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the City Council's control which prevents members of the public from offering public comments, until public access is restored;
- Prohibiting City Council from requiring public comments to be submitted in advance of the meeting and would specify that the City Council must provide an opportunity for the public to address the City Council and offer comments in real time;
- Prohibiting City Council from closing the public comment period until the public comment period has elapsed or until a reasonable amount of time has elapsed; and

**WHEREAS**, Government Code Section 54953(e)(3)(A-B) permits public meetings by teleconference but requires agendas be posted at all teleconference locations, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public; and

**WHEREAS**, Government Code Section 54953(b)(3) provides an alternative to having public meetings in accordance with Government Code Section 54953(b)(3) when City Council has reconsidered the circumstances of the COVID-19 state of emergency and that the following circumstances exists;

1. The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of City Council and the members of the City's subordinate Committees, Commissions, and Boards to meet safely in person; and
2. The State of California and the City of Huntington Park continue to impose or recommend measures to promote social distancing

**WHEREAS**, the City of Huntington Park continues to impose or recommend measures to promote social distancing, which includes, but is not limited to:

1. For the safety of everyone and due to COVID-19, not allowing the public to attend City Council meetings in person.
2. Posting COVID-19 safety measures.

**WHEREAS**, the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(5), in that adopting a Resolution authorizing the City Manager to conduct teleconferenced public meetings for all City's Committees, Commissions, and Boards, does not meet CEQA's definition of a "project", because the action does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment, and because the action constitutes organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment and is

exempt pursuant to Section 15269(c) of the CEQA Guidelines, as specific actions necessary to prevent or mitigate an emergency; and

**WHEREAS**, the City Council has considered all information related to this matter, as presented at the public meetings of the City Council identified herein;

**WHEREAS**, the City Council finds it is in the best interest of the City to implement teleconferenced open meetings pursuant to Assembly Bill 361; and

**WHEREAS**, the Huntington Park City Council have determined that the provisions contained herein are necessary for the preservation of the public health and safety;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that the City Council of the City of Huntington Park, does ordain as follows;

**SECTION 1: IT IS FURTHER PROCLAIMED AND ORDERED** the foregoing recitals are true and correct and constitute the findings in this matter.

**SECTION 2:** That based on the City's powers, City Council may at its sole and absolute discretion, establish by resolution to authorize the City to conduct teleconferenced open meetings pursuant to Assembly Bill 361; and

**SECTION 3:** That the City Council of the City of Huntington Park has reconsidered the circumstances of COVID-19 state of emergency and that the following circumstances continue to exist:

- The state of emergency as a result of COVID-19 continues to directly impact the ability of the members of City Council and the City's subordinate Committees, Commissions, and Boards to meet safely in person; and
- The State of California and the City of Huntington Park continue to impose or recommend measures to promote social distancing.

**SECTION 4:** Adoption of this Resolution declares and affirms that the City Council of the City of Huntington Park authorizes that public meetings be teleconferenced in accordance to the provisions within AB 361.

**SECTION 5:** It is hereby proclaimed and ordered that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of the City shall be as prescribed by federal, state, and county law, as well as the laws, ordinances and resolutions of the City of Huntington Park.

**SECTION 6:** If any section, subsection, paragraph, sentence, clause, phrase, or portion thereof, of this Resolution is declared by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this Resolution. The City Council declares that it would have adopted this Resolution, and each section, subsection, paragraph, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, phrases, or portions thereof, be declared invalid or unconstitutional. To this end, the provisions of this Resolution are declared to be severable.

**SECTION 7:** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions and is directed to transmit a certified copy of this Resolution to the Board of Supervisors and the County Clerk of the County of Los Angeles.

**THE FOREGOING RESOLUTION WAS ADOPTED** at a regular meeting of the City Council of the City of Huntington Park held on the \_\_ day of \_\_, 2021 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**DISQUALIFIED:**

ATTEST:

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Sergio Infanzon, Acting City Clerk

---

Graciela Ortiz, Mayor

APPROVED AS TO FORM

---

Arnold M. Alvarez-Glasman  
City Attorney

**ATTACHMENT B**



**Assembly Bill No. 361**

**CHAPTER 165**

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with  
Secretary of State September 16, 2021.]

**LEGISLATIVE COUNSEL'S DIGEST**

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

*The people of the State of California do enact as follows:*

SECTION 1. Section 89305.6 is added to the Education Code, to read:

89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.



**ITEM NO. 7**





# CITY OF HUNTINGTON PARK

Parks and Recreation Department  
City Council Agenda Report

November 2, 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 AUTHORIZATION AND RATIFICATION OF CERTAIN EXPENDITURES FOR HOLIDAY PALM TREE DECORATIONS ON PACIFIC BOULEVARD**

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

1. Approve authorization of St. Nick's Christmas Lighting and Décor for the installation and removal of Holiday Palm Tree Light Decorations on Pacific Boulevard using account #111-6010-451-74.10 in a not-to-exceed amount of \$17,500.00;
2. Authorize the City Manager to enter into a 2-year agreement with St. Nick's Christmas Lighting and Décor for 2021 and 2022.

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

Every year during the holiday season, the Parks and Recreation Department has the joyful task of preparing the City for the holidays and making Pacific Boulevard festive. In determining installation of palm tree lights, several vendors were considered.

### **Holiday Decorations for Palm Trees along Pacific Boulevard:**

Staff reached out to multiple vendors to obtain quotes for the cost of installing lights for all of the 31 palm trees along Pacific Boulevard. The complete lighting of the trees includes the base wrap (trunk) and individual fronds (5-6 leaves). St. Nick's provided the lowest quote of \$17, 050.00 for the rental, installation and take-down.

In the past years we have used Christmas Light Decorators as they are familiar with the set-up and they have the ability to light the base of the tree as well as all the fronds. However, Christmas Light Decorators informed us that they are having issues securing

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

November 2, 2021.

Page 2 of 2

materials from overseas and the logistical mess with the shipping containers has caused their prices to more than double.

The costs are listed below:

<b>Brightlife Designs</b>	<b>Christmas Light Decorators</b>	<b>St. Nick's Commercial Design &amp; Décor</b>
\$32,850.00	\$69,000.00	\$17,050.00

**FISCAL IMPACT/FINANCING**

The expense is part of the adopted budget for FY 2021-2022. No additional appropriation is needed at this time.

**CONCLUSION**

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

Respectfully submitted,



Ricardo Reyes  
City Manager



Cynthia Norzagaray  
Director of Parks and Recreation

**ATTACHMENTS**

- A. Christmas Light Decorators Estimate
- B. St. Nick's Christmas Lighting and Décor Estimate
- C. Brightlife Designs Estimate

**ATTACHMENT A**



**BrightLife Designs**  
 16351 Gothard St, STE C  
 Huntington Beach, CA 92647 US  
 Hello@Brightlifedesigns.com  
 www.brightlifedesigns.com



## Estimate

ADDRESS	SHIP TO	RENTAL OF LIGHTS
Rene Rubalcava City of Huntington Park 6550 Miles Avenue Huntington Park, CA 90255	Rene Rubalcava City of Huntington Park 6550 Miles Avenue Huntington Park, CA 90255	ESTIMATE # 1019 DATE 10/12/2021 EXPIRATION DATE 10/26/2021

---

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Installation & Removal	RENTAL- Palm Tree and Fronds wrapped with Warm-White 5mm LED mini lights. Wrapping the trunks from ground level to the top of the nut, approximately 10-12 Light strands. Approx. 4-5' spacing.	31	950.00	29,450.00
	Palm tree fronds wrapped with heavy coverage 90%-100% of the fronds wrapped with warm white LED mini lights. (Heavy Coverage).			
Equipment Rental	Lift Rental- Special equipment for Crest and Fronds	1	3,400.00	3,400.00
Location	Installation Address: Pacific Blvd, E.lauson Ave to E. Florence Ave. City of Huntington Park	1	0.00	0.00
Special Notes	City staff will provide power to each location, to the top of each palm cluster. BrightLife Staff will run power from the top of the palm to adjacent close palm.	1	0.00	0.00
	Any additional permits or fees not included.			
	Maintenance and Timing: Free no charge seasonal maintenance during the months of Oct-Feb. Please note: If a decision can be made in the next few weeks we would like to start the install asap.			

We look forward to a long term Partnership.

**TOTAL** **\$32,850.00**

Accepted By

Accepted Date

**Cynthia Norzaggaray**

---

**From:** aaron farrelly <aarontfarrelly@gmail.com>  
**Sent:** Tuesday, May 25, 2021 7:06 AM  
**To:** Cynthia Norzaggaray  
**Subject:** Holidays 2021

Cynthia,

I hope you are doing well and ready for Summer.

I wanted to send you a quick note regarding the upcoming season. We have done a deep dive into job costing here at CLD this year. Additionally, the cost of doing business has skyrocketed for us over the last several years—but more so with COVID than before. International logistics are a mess right now and we are paying premium rates to get containers over to the U.S. I am sure this is no surprise to you, since you are so close to the busiest Port in the world with Long Beach.

The jobs we are particularly struggling with are any that require out of town travel. Hotel rooms, per diem, additional fuel costs, and wear and tear on the trucks all make it more expensive to do out of town jobs. Sadly, at the current price we are charging your City, CLD is literally losing money. In order to continue lighting your palms on a lease-basis we will likely have to double your current price. Instead of \$925 or so per palm, it needs to be closer to \$1900 per palm + cost of lifts (another \$10k). This would put the total at \$69k or so—compared to \$33k last year.

I understand this is a drastic increase, but it is based solely on what our actual costs are of doing business. This year is setting up to be particularly difficult too since labor is harder to find now more than ever.

Let me know your thoughts or if you'd like to jump on a call to discuss. I wanted to give you a big heads up so you can plan accordingly.

Thanks in advance,

—  
Aaron Farrelly



# ESTIMATE

**St. Nick's Christmas Lighting & Décor**  
521 E. 1st. St.  
Long Beach, CA 90802  
(562) 438-0017 | [hellosanta@st-nicks.com](mailto:hellosanta@st-nicks.com)

DATE

---

9/16/21

**BILL TO**

Rene Rubalcava  
City of Huntington Park  
3401 E. Florence Ave.  
Huntington Park, CA 90255  
(323) 584-6251  
[rubalcava@hpcgov](mailto:rubalcava@hpcgov)

TERMS  
**0 days net**

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Palm tree wraps with warm white mini lights	31	\$300	9,300.00
add ww mini lights in fronds (approx 5-6 fronds)	31	\$250	7,750.00
Rental 2021			
<b>Thank you for your business!</b>			
		SUBTOTAL	17,050.00
		TAX RATE	0.000%
		TAX	
		<b>TOTAL</b>	<b>\$ 17,050.00</b>

Authorized by

Date



**ITEM NO. 8**





# CITY OF HUNTINGTON PARK

Parks and Recreation Department  
City Council Agenda Report

November 2, 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 EXPENDITURES FOR HOLIDAY LANE AT SALT LAKE PARK.**

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

1. Approve authorization of Brightlife Designs for the rental of holiday lights at Salt Lake Park on Bissell Street in a not-to-exceed amount of \$18,125.00;

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

Last year in December, due to the pandemic, the City of Huntington Park created a "Holiday Lane" of lights at Salt Lake Park along Bissell Avenue. The idea was to provide a joyous holiday experience in a safe, socially distanced manner. During this time, residents of Huntington Park of all ages drove down the street that was filled with holiday lights for several days. On one of the evenings, toys were distributed to the children of Huntington Park with the assistance of our City Council Members. The several days long event was extremely well received by everyone from the City. We would like to recreate this experience again.

Staff has reached out to multiple vendors to obtain quotes for the rental of lights for the dates of Thursday, December 16, 2021 to Monday, December 20, 2021.

<b>Brightlife Designs</b>	<b>St. Nick's</b>	<b>Magical Holiday Designs</b>	<b>Dekra-Lite</b>
\$18,125.00	\$26,350.00	No quote	No quote

**CONSIDERATION AND APPROVAL OF EXPENDITURES FOR HOLIDAY LANE AT  
SALT LAKE PARK**

November 2, 2021

Page 2 of 2

**FISCAL IMPACT/FINANCING**

Funding for the lights on Holiday Lane was approved in the City's FY 2021-22 Adopted Budget. No additional appropriation is needed at this time.

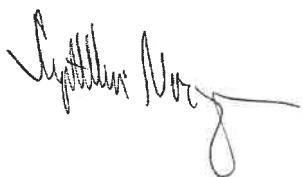
**CONCLUSION**

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

Respectfully submitted,



Ricardo Reyes  
City Manager



Cynthia Norzagaray  
Director of Parks and Recreation

**ATTACHMENTS**

A: Brightlife Design Quote

B: St. Nick's Quote

C. Magical Holiday Designs and Dekra-Lite; no quotes

**ATTACHMENT A**



**BrightLife Designs**  
 16351 Gothard St, STE C  
 Huntington Beach, CA 92647 US  
 Hello@Brightlifedesigns.com  
 www.brightlifedesigns.com



## INVOICE

<b>BILL TO</b>	<b>SHIP TO</b>	<b>ESTIMATE #</b>
City of Huntington Park 6550 Miles Avenue Huntington Park, CA 90255	City of Huntington Park 6550 Miles Avenue Huntington Park, CA 90255	1263
		<b>DATE</b> 10/09/2021
		<b>DUE DATE</b> 12/08/2021
		<b>TERMS</b> Net 60

PRODUCT/SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
<b>Location</b>	Salt Lake Park: 7017 Bissell St, Huntington Park CA Saturn Ave- E Florence Ave	1	0.00	0.00
<b>Installation &amp; Removal</b>	Forty-One (41) Trees wrapped from Ground level to 12-15ft up the tree. Trees will be wrapped with Warm-White LED mini lights spaced 5-6" apart ( close wraps). Partial Branches- With Red, and Gold 18" Spheres in each tree. Total of 2-4 spheres per tree.	41	325.00	13,325.00
	<b>Note:</b> Client will provide power at each tree.			
<b>Installation &amp; Removal</b>	Several Christmas lighted Elements along the entire drive. 3' and 5' snowflakes, lighted Reindeer, Happy Holiday signs (two locations), 24" and 36" Red and Gold lighted Spheres spread out along the drive, Other holiday lighted elements to enhance the the experience.	1	3,000.00	3,000.00
<b>Labor</b>	Labor to install power from tree to tree. Client will provide three main power locations, (generators) etc. We will run extension cords to each tree.	1	1,800.00	1,800.00

Thank you for your business and support

**BALANCE DUE**

**\$18,125.00**

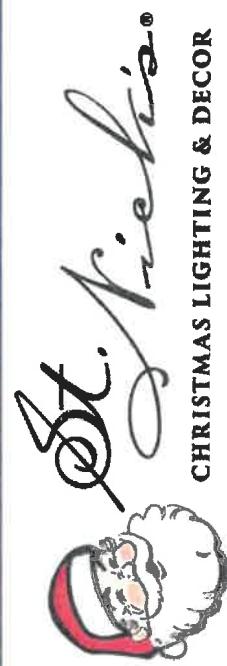
*Proposal magically designed for...*

# **CITY OF HUNTINGTON PARK**

**Holiday Lighting & Décor**

*Awesomely prepared by...*

Frankie Morales, CEO  
521 E. 1st Street  
Long Beach, CA 90802  
(562) 438-0017  
Frankie@StNicks.com



**2021**

October 14, 2021

Dear Friends at the City of Huntington Park,

St. Nick's is excited to submit this holiday décor proposal that is assured to brighten and add holiday spirit to your city. We appreciate the opportunity to partner with you this season. Other amazing clients, such as the cities of Los Angeles, Commerce, Buena Park, as well as Downtown Disney, the famed Los Angeles Walt Disney Concert Hall, The Music Center in Downtown Los Angeles, and many others have trusted St. Nick's with their holiday lighting and décor.

There are many good reasons why our clients continue to utilize our services year after year, which not only includes our innovation capabilities but also our nod to professionalism. We appreciate the complexities and intricacies involved with large scale projects. We are confident that our technical abilities combined with our focused attention to detail will meet and exceed all of your expectations. Our design plan includes many visual delights as you'll see flipping through the pages of this proposal.

We appreciate the trust you will be placing in St. Nick's should you award us the contract. Rest assured we have invested a great deal of time into planning and execution of our designs. Our team includes structural engineers, sound technicians, and our cadre of experts to ensure that our unique plans can be implemented within your budget and time frames. St. Nick's has high standards for quality products and energy-efficient LED lighting. We also follow the rules of engagement and will provide all necessary insurance certificates requested. We strive hard to ensure that the continuing of St. Nick's service will be as easy as possible for the staff. In fact, we truly hope that by moving beyond just lights and decorations, we will make your jobs easier and help you continue to shine time after time.

Thank you for sharing the holidays with us,



Frankie Morales, CEO



## **ORGANIZATIONAL INFORMATION**

- Founded 1998 business, dba St. Nick's (23 years)
- T&G Global, LLC (CA)
- Tax ID #68-0636192
- 15 full-time employees, 30-45 seasonal staff
- B-General Building Contractor #990427
- Certified Small Business Supplier #1626660
- County of Los Angeles Small Business Enterprise (LSBE) Vendor #16942501
- Business Address: 6861 Walker St., La Palma, CA 90623
- Telephone: (562) 438-0017
- Fax: (562) 437-4242
- Contact Name: Frankie Morales, frankie@st-nicks.com
- Website: [www.St-Nicks.com](http://www.St-Nicks.com)

Wade Francis:	Chief Financial Officer
Brenda Sheridan:	Operations Director
Daniel Christenson:	Account Executive
Stephanie Escobar:	Creative Director
Bret Green, PE, PMP:	Structural Engineer
Cesar Torres:	Warehouse Director
Felipe Hernandez:	Warehouse Supervisor
Alonso Salazar:	Senior Installer
Carlos Vasquez:	Senior Installer
Alex Lopez:	Senior Installer



**FRANKIE MORALES**  
Chief Executive Officer  
Business Development  
Customer Service



**NICHOLAS ADAMS**  
Founder  
Designer  
Legal Compliance



## **REFERENCES/RECENT PROJECT HISTORY**

### **Long Beach Convention & Visitors Bureau: 2019-2020**

Jeff Forney, VP Marketing

(562) 495-8348, [jeff@longbeachcvb.org](mailto:jeff@longbeachcvb.org)

Project name: City Hall, Port, Performing Arts Center

*Record-breaking 100-FT custom red lighted marquee bow at top the Performing Arts Center. Several 12FT lighted and decorated Christmas trees for City Hall, the Port, and inside the Performing Arts Center. Lighted reindeer and penguins displayed throughout multiple locations.*



### **The Music Center of Los Angeles: 2010-2020**

Delia Martin, Building Services Manager

(213) 972-3032, [dmartin@musiccenter.org](mailto:dmartin@musiccenter.org)

Project name: Plaza Center Holiday Display

*40FT lighted and decorated Christmas tree in Plaza center court, 15FT lighted snowflakes between columns, 18FT lighted red bow on front facade of DCP, white lighted trees in pond area, tree wraps with mini lights.*



### **City of Commerce: 2017-2020**

Gina Nila, Deputy Director

(323) 722-4805, ext. 2839, [ginan@ci.commerce.ca.us](mailto:ginan@ci.commerce.ca.us)

Project name: City of Commerce Christmas Lighting Displays

*26FT lighted and decorated Christmas tree along with two 12FT lighted walk-thru ornaments, 40FT lighted skylines placed over 8qty street locations and 165 qty. 7.5FT lighted pole mounts with 15FT red metallic tinsel garland wrapped around each street light pole.*



## St. Nick's Designs/Renderings

### Opening/Closing



14FT Happy Holidays lighted signs (1qty) = \$1,250  
Tree wraps with mini lights (41 qty) \$100 each = \$4,100





9FT White lighted branch trees (1qty) = \$800

5FT Gingerbread mom and daughter or father and son (1 set) = \$3,500

5FT Animated snowfall displays (1qty) = \$1,000

4FT Lighted candy canes (comes in pairs of 2 qty) = \$500

100FT Snow batting = \$400





9FT Lighted and decorated Christmas tree (1qty) = \$1,550

8FT Lighted sleigh = \$3,000

6FT Lighted reindeer (1qty) = \$400

2-4FT Fabric Presents (non-lighted) = \$250 each





12FT Lighted walk thru ornament (1qty) = \$3,500 \*\*\* not pictured above -  
only used available at this price\*\*\*

9FT Lighted spiral tree (1qty) = \$2,200

7-9FT Lighted 2D trees (1 qty) = \$1,400

2-4FT Lighted snowflakes (10 qty) = \$2,000 \*\*\*not pictured\*\*\* (for fence area)



## **Cynthia Norzagary**

---

**From:** Rene Rubalcava  
**Sent:** Wednesday, October 27, 2021 10:28 AM  
**To:** Cynthia Norzagary  
**Subject:** Winter drive thru

On October 14<sup>th</sup> I reached out to Magical Holiday Designs and asked for a quote. The company said they were interested but has not sent me a quote.

On October 21<sup>st</sup> I reached out to Dekra-Lite for a quote. They informed me that the person assigned to the Huntington Park service area would contact me but I have not received a call or email.

With appreciation,

Rene Rubalcava  
Management Analyst  
City of Huntington Park | Parks and Recreation Department  
3401 E. Florence Ave. | Huntington Park, CA 90255  
P (323) 584-6218 | [www.hpca.gov](http://www.hpca.gov)

[follow us!](#)



**ITEM NO. 9**



**CITY OF HUNTINGTON PARK**  
Parks and Recreation Department  
City Council Agenda Report



November 2, 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 A RESOLUTION APPROVING THE AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS**

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

1. Adopt Resolution No.2021-34 approving the authority to file applications for grant funds from the Los Angeles County Regional Park and Open Space District for Measure A Funding for Projects and Programs; and
2. Authorize the City Manager to execute all related grant application documents submitted by Parks and Recreation Director.

**BACKGROUND**

On November 8, 2016, the voters of the County of Los Angeles approved the Safe, Clean Neighborhood Parks, Open Space Beaches, Rivers Protection, and Water Conservation Measure (Measure A) allowing the funding for acquisition projects, development projects, and/or programs.

The access to this funding will allow for improved recreation and renovation of existing neighborhood parks and community spaces that will provide multiple benefits to the community at large.

Staff is preparing a grant application for Measure A funding that will aid in various renovations and enhancements to the parks within the City of Huntington Park. Staff will be hosting several community outreach events to gather input regarding the community's preference on improvements, renovations and enhancements to City parks which will then be used to establish specifics of the project(s). Staff will submit all related grant applications for the Measure A funding and seek outside assistance from grant writers only if absolutely necessary.

**CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING THE AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS**

November 2, 2021

Page 2 of 2

**FISCAL IMPACT/FINANCING**

If the City is awarded the grant, it will be the responsibility of the Parks and Recreation Department to submit requests for reimbursements or distributions in a timely matter.

**CONCLUSION**

Upon City Council approval of the recommended actions, staff will proceed with submitting all grant application documents.

Respectfully submitted,



RICARDO REYES  
Interim City Manager



CYNTHIA NORZAGARAY  
Director of Parks and Recreation

**ATTACHMENT(S)**

- A. Resolution No.2021-34 approving the authority to file applications for grant funds from the Los Angeles County Regional Park and Open Space District for Measure A Funding for Projects and Programs

**ATTACHMENT A**



RESOLUTION NO. 2021-34

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK  
APPROVING THE BLANKET AUTHORITY TO FILE APPLICATIONS FOR GRANT FUNDS  
FROM THE LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT  
FOR MEASURE A FUNDING FOR PROJECTS AND PROGRAMS

WHEREAS, the voters of the County of Los Angeles on November 8, 2016, approved the Safe, Clean Neighborhood Parks, Open Space Beaches, Rivers Protection, and Water Conservation Measure (Measure A); and

WHEREAS, Measure A also designated the Los Angeles County Regional Park and Open Space District (the District) to administer said funds; and

WHEREAS, the District has set forth the necessary policies and procedures governing the application for grant funds under Measure A; and

WHEREAS, the District's policies and procedures require the governing body of the City of Huntington Park to approve of the filing of an application before submission of said application to the District; and

WHEREAS, said application contains assurances that the City of Huntington Park must comply with; and

WHEREAS, the City of Huntington Park will enter into Agreement(s) with the District to provide funds for acquisition projects, development projects, and/or programs.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK HEREBY:

1. Approves the blanket authority to file applications with the Los Angeles County Regional Park and Open Space District for Measure A Funds for projects or programs; and
2. Certifies that the City of Huntington Park understands the assurances and will comply with the assurances in the application form; and
3. Appoints the City Manager, or designee, to conduct all negotiations, and to execute and submit all documents including, but not limited to, applications, agreements, amendments, payment requests and so forth, which may be necessary for the completion of projects or programs.

Passed, approved and adopted this 2<sup>nd</sup> day of November, 2021

---

Graciela Ortiz, Mayor

ATTEST:

---

Sergio Infanzon, Acting City Clerk



**ITEM 10**





# CITY OF HUNTINGTON PARK

Police Department  
City Council Agenda Report

November 2, 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 THE PURCHASE AND INSTALLATION OF VARIOUS TECHNOLOGY HARDWARE COMPONENTS AND SOFTWARE PROGRAMS TO COMPLETE VARIOUS PROJECTS AIMED AT IMPROVING THE CITY AND POLICE DEPARTMENT TECHNOLOGY INFRASTRUCTURE TO MINIMIZE TECHNOLOGY VULNERABILITIES AND PROTECT AGAINST CYBERSECURITY THREATS**

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

1. Approve the purchase and installation of various technology hardware components and software programs to complete various projects aimed at improving the City and Police Department technology infrastructure to minimize technology vulnerabilities and protect against cybersecurity threats, in the one-time amount of \$659,611.88, and a yearly re-occurring cost of \$59,429.94; and
2. Authorize the services of LANWAN Enterprise, the City's contracted IT services provider, to perform the necessary work to complete the projects; and
3. Appropriate an amount of \$659,612 from the General Fund fund balance to the General Fund Account Number 111-7010-421.74-10 to fund these projects; and
4. Authorize the Finance Director to apply for reimbursement of \$659,611.88 from the City's allocated American Rescue Plan Funds; and
5. Authorize the City Manager and Chief of Police to oversee the completion of these projects, respectively.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The City of Huntington Park, like all other sophisticated government entities, depends on complex information technology (IT) systems to perform an array of critical functions and to deliver services to the community. The reliable performance and security of the

**APPROVE THE PURCHASE AND INSTALLATION OF VARIOUS TECHNOLOGY HARDWARE COMPONENTS AND SOFTWARE PROGRAMS TO COMPLETE VARIOUS PROJECTS AIMED AT IMPROVING THE CITY AND POLICE DEPARTMENT TECHNOLOGY INFRASTRUCTURE TO MINIMIZE TECHNOLOGY VULNERABILITIES AND PROTECT AGAINST CYBERSECURITY THREATS**

November 2, 2021

City's IT systems and associated data is the foundation of the City's operations and the safety and well-being of the community.

Protecting the IT systems is paramount to public confidence as the public fully expects the City to protect the IT systems from security breaches and Ransomware attacks, which would severely disrupt the City's ability to operate and provide services to the community and ensure the community's safety.

As with all government entities, the City's IT system is a particularly tempting target to cybercriminals whose mission is to capture the data systems of government entities and render those entities incapable of operating. Government entities across the United States have been, and continue to be, critically affected by cybercrime. Not far from this City, in recent time the City of Azusa experienced a significant cybersecurity breach by cybercriminals who successfully captured and held hostage significant amounts of data from their IT systems, costing the city hundreds-of-thousands of dollars to recover their IT systems and associated data.

In addition to disrupting a City's ability to access their data and carry out day-to-day operations, cybercriminals have managed to disable telephone systems, email servers, water utility pumps, police dispatch centers, utility payment systems, and many other critical city infrastructure systems. This City is no exception to potential Ransomware attacks which could affect the City's ability to provide seamless and reliable services to the community.

**SCOPE OF TECHNOLOGY PROJECTS**

In recent months staff has been working with LANWAN, the City's IT service provider, to evaluate the City and Police Department's IT infrastructure and associated vulnerabilities to cybercrimes and Ransomware attacks. Collectively, it has been determined improving the following areas of the City and Police Department's IT systems will improve the IT infrastructure and minimize the threat of cybercrimes and Ransomware attacks;

- Migrate Emails to Office 365 Cloud
- Offsite back-up data storage
- Failover and Failback for Replication
- 2 Factor Authentication
- Spam Email Detection
- Threat Detection

Note: For security reasons, technological details relative to the improvements associated with the above-mentioned areas of IT are not included in this report.

**FISCAL IMPACT/FINANCING**

**APPROVE THE PURCHASE AND INSTALLATION OF VARIOUS TECHNOLOGY HARDWARE COMPONENTS AND SOFTWARE PROGRAMS TO COMPLETE VARIOUS PROJECTS AIMED AT IMPROVING THE CITY AND POLICE DEPARTMENT TECHNOLOGY INFRASTRUCTURE TO MINIMIZE TECHNOLOGY VULNERABILITIES AND PROTECT AGAINST CYBERSECURITY THREATS**

November 2, 2021

The financial impact of these IT projects is a one-time overall cost of \$659,611.88, and a yearly re-occurring cost of \$59,429.94, to be initially funded from the City's General Fund, Account Number 111-7010-421.74-10, and later reimbursed from the City's allocated American Rescue Plan Funds.

**CONTRACTING PROCESS**

LANWAN is the current contract IT service provider for the City and the Police Department and is considered to be highly capable and reliable with projects of this size and nature. It is recommended that LANWAN be awarded the contract to complete these IT projects, for the following reasons:

1. LANWAN is highly familiar with the City and Police Department's IT infrastructure and has cleared all background checks, as required by California Law Enforcement Telecommunications (CLETS). LANWAN IT engineers already have access to City and Police Department network resources, including sensitive and confidential data.
2. Should the City be forced to consider an outside IT source for this project, not only would it be disruptive to the day-to-day operations, there would also be a potential cost associated with outside service providers not familiar with the IT infrastructure, and there would certainly be delays in completing this project due to the need for background checks of outside individuals in order to provide clearance and access to the IT database(s), which would place the City and Police Department in continued unnecessary risk of cyberattacks.

**CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
City Manager

  
COSME LOZANO

Chief of Police

**APPROVE THE PURCHASE AND INSTALLATION OF VARIOUS TECHNOLOGY  
HARDWARE COMPONENTS AND SOFTWARE PROGRAMS TO COMPLETE  
VARIOUS PROJECTS AIMED AT IMPROVING THE CITY AND POLICE  
DEPARTMENT TECHNOLOGY INFRASTRUCTURE TO MINIMIZE TECHNOLOGY  
VULNERABILITIES AND PROTECT AGAINST CYBERSECURITY THREATS**

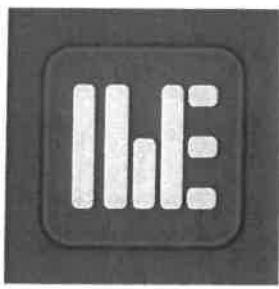
November 2, 2021

**ATTACHMENT(S)**

- A. LANWAN Enterprise Quote #000834 V1
- B. LANWAN Enterprise Quote #000830 V1
- C. CompuWeb Center, Inc. Job Proposal – City Hall
- D. CompuWeb Center, Inc. Job Proposal – Police Department

**ATTACHMENT A**

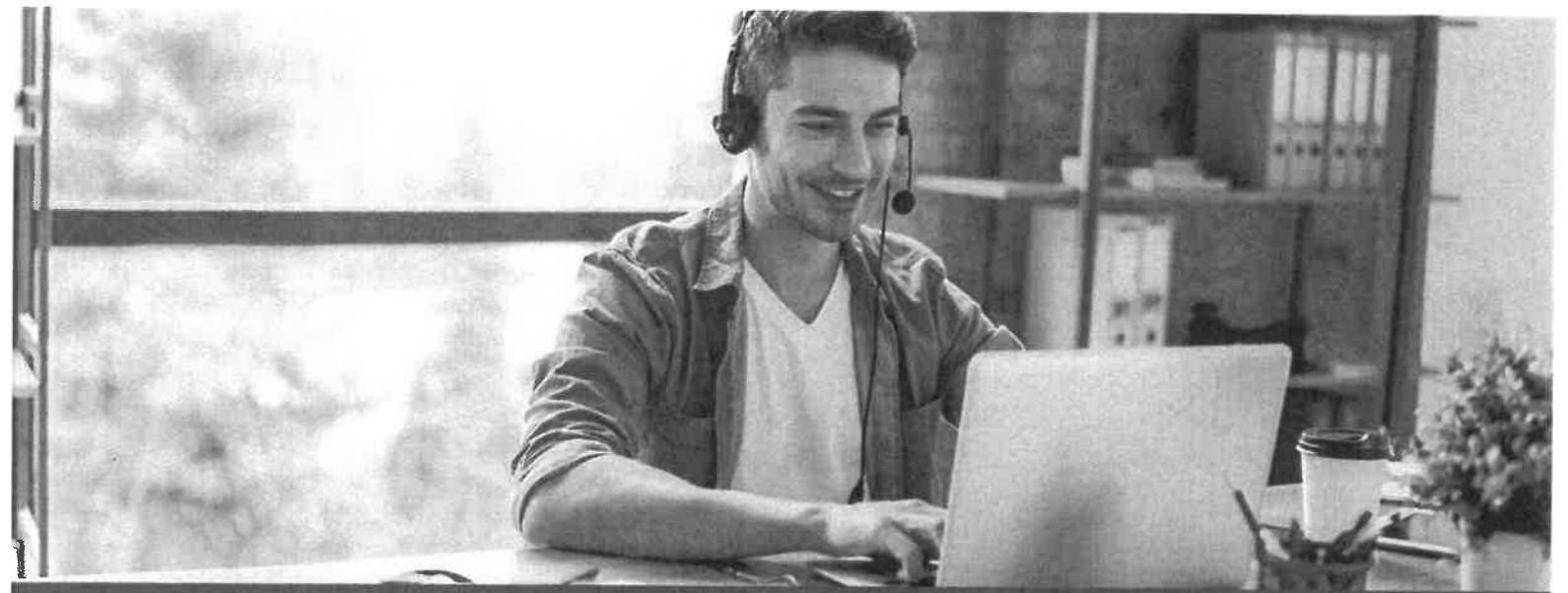




# Cybersecurity Protection Projects

## HPPD

QUOTE #000834 V1

A black and white photograph of a young man with short hair, wearing a headset with a microphone, sitting at a desk. He is smiling and looking at a laptop screen. On the desk in front of him are a coffee cup, a small potted plant, and some papers. Behind him is a window showing a view of trees and a building, and a filing cabinet is visible in the background.

PREPARED FOR  
**City of Huntington Park**

Ricardo Reyes  
RReyes@hpcgov

PREPARED BY  
**Irvine**  
Rami Dababneh  
ramid@ianwane.com



**LAN WAN**  
Enterprise  
IT Solutions

Main:  
Email: [ramid@lanwane.com](mailto:ramid@lanwane.com)  
Web: [www.lanwane.com](http://www.lanwane.com)

Thursday, October 14, 2021

City of Huntington Park  
Ricardo Reyes  
6550 Miles Avenue  
Huntington Park, CA 90255  
[RReyes@hPCA.gov](mailto:RReyes@hPCA.gov)

Dear Ricardo,

Please open attached Quote , and let me know if you have any questions.

Have a great day

Rami Dababneh  
Executive VP  
Irvine

Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com



LAN WAN  
Enterprise  
IT Solutions

## Hardware

Description	Price	Qty	Ext. Price
<b>HPE ProLiant DL380 Gen10 24SFF CTO Server</b>	\$1,754.89	1	\$1,754.89
<b>HPE Smart Array P408i-a SR Gen10 Controller - 12Gb/s SAS, Serial ATA/600 - PCI Express 3.0 x8 - Plug-in Module - RAID Supported - 0, 1, 5, 6, 10, 50, 60, 1 ADM, 10 ADM RAID Level - 2 - 8 SAS Port(s) Internal - Linux, PC - 2 GB Flash Backed Cache</b>	\$475.40	1	\$475.40
<b>HPE Battery - For RAID Controller - Battery Rechargeable</b>	\$95.47	1	\$95.47
<b>HPE SmartMemory 32GB DDR4 SDRAM Memory Module - For Server - 32 GB (1 x 32GB) - DDR4-2933/PC4-23466 DDR4 SDRAM - 2933 MHz - CL21 - 1.20 V - Registered - 288-pin - DIMM</b>	\$409.16	12	\$4,909.92
<b>HPE 1.92 TB Solid State Drive - 2.5" Internal - SATA (SATA/600) - Mixed Use - Server Device Supported - 3.1 DWPD - 520 MB/s Maximum Read Transfer Rate - 3 Year Warranty</b>	\$780.32	14	\$10,924.48
<b>HPE Mounting Rail Kit for Server</b>	\$71.93	1	\$71.93
<b>HPE Intel Xeon Gold 5200 (2nd Gen) 5218R Icosa-core (20 Core) 2.10 GHz Processor Upgrade - 27.50 MB L3 Cache - 64-bit Processing - 4 GHz Overclocking Speed - 14 nm - Socket 3647 - 125 W - 40 Threads</b>	\$1,438.12	2	\$2,876.24
<b>HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit - 800 W - 230 V AC</b>	\$173.02	2	\$346.04
<b>HPE Ethernet 10Gb 2-port 562FLR-SFP+ Adapter - PCI Express 3.0 x8 - 2 Port(s) - Optical Fiber - 10GBase-X - FlexibleLOM</b>	\$469.51	1	\$469.51
<b>HPE DL38X Gen10 12Gb SAS Expander - 12Gb/s SAS, Serial ATA/600 - PCI Express 3.0 x8 - Plug-in Card - 9 Total SAS Port(s) - 9 SAS Port(s) Internal - 0 SAS Port(s) External</b>	\$475.40	1	\$475.40
<b>Synology RackStation + SAN/NAS Storage System - 1 x AMD Ryzen V1500B Quad-core (4 Core) 2.20 GHz - 16 x HDD Supported - 0 x HDD Installed - 16 x SSD Supported - 0 x SSD Installed - 4 GB RAM DDR4 SDRAM - RAID Supported 0, 1, 5, 6, 10, Hot Spare, Ba</b>	\$3,684.96	1	\$3,684.96

Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com



**LAN WAN**  
Enterprise  
IT Solutions

## Hardware

Description	Price	Qty	Ext. Price
<b>Synology Mounting Rail Kit for Network Storage System</b>	\$108.15	1	\$108.15
<b>WD Gold 10 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - Server, Storage System Device Supported - 7200rpm - 5 Year Warranty</b>	\$333.49	16	\$5,335.84
<b>(2x16GB) DDR4 RAM</b>	\$289.79	1	\$289.79
<b>Cisco Catalyst Ethernet Switch - 24 Ports - Manageable - 3 Layer Supported - Modular - Twisted Pair, Optical Fiber - Rack-mountable - Lifetime Limited Warranty</b>	\$2,416.14	1	\$2,416.14
<b>Two-Factor Authentication</b>	\$52.78	150	\$7,917.00
<b>Miscellaneous</b>	\$2,013.64	1	\$2,013.64
Subtotal:			<b>\$44,164.80</b>

## Software

Description	Price	Qty	Ext. Price
<b>Migration Wiz O365 User Migration Bundle</b>	\$17.25	120	\$2,070.00
<b>Migration Wiz O365 User Migration Bundle</b>			
Subtotal:			<b>\$2,070.00</b>



## Services

Description	Price	Qty	Ext. Price
<p><b>Labor - Project Services</b> <b>Migrate Emails to Office 365 Cloud \\ Improve Email uptime 99.98% \\ Spam Emails Quarantined in the cloud instead of on premise \\ Emails stored at Microsoft servers and backed up (Physical separation ) at 3rd party cloud services</b></p> <p>Project Timeline: 3-4 weeks</p> <p>Resources needed : 3 (1 senior and 2 technicians )</p> <ul style="list-style-type: none"><li>• Architecture Planning</li><li>• Architecture &amp; Design</li><li>• Configuration- Office 365 Preparation &amp; Staging Client Deployment</li><li>• General Office 365 Platform Setup<ul style="list-style-type: none"><li>◦ Configure MSOP Domains</li><li>◦ Installation and configuration of Azure</li><li>◦ Active Directory Synchronization (AAD Sync) Tool and quality assurance (Single Forest)</li><li>◦ Test and validate Active Directory</li><li>◦ Integration</li><li>◦ Provision user licenses in O365</li><li>◦ Install Desktop Sign in Assistant (Client's</li><li>◦ Responsibility)</li><li>◦ Prepare workstations (Client's</li><li>◦ responsibility)</li><li>◦ Provide guidance on workstation and</li></ul></li><li>• General Office 365 Platform Setup</li><li>• Training + Adoption</li><li>• Adoption Management – IT &amp; End User Management Administrative Training</li></ul>	\$45,000.00	1	\$45,000.00



## Services

Description	Price	Qty	Ext. Price
<p><b>Labor - Project Services</b></p> <p><b>Offsite Backup: Ransomware is becoming the number one threat to data, which makes it essential to ensure that bad actors don't encrypt The City's backup data along with primary data when they execute ransomware attacks</b></p> <p>Timeline : 3-4 weeks</p> <p>Resources : 3 resources ( 2 seniors , 1 technicians )</p> <p>1. An on-site Data Vault unit that acts as a local storage device and stand-by server in the event of server failure will be placed in the PD Data Center.</p> <p>2. Incremental backups done on the Storage at the frequency selected by the IT Department .</p> <p>3. Day to day data restoration of files, file folders emails or email stores.</p> <p>4. Remote location</p> <ol style="list-style-type: none"> <li>1. Secure Remote (Off-site) Storage provided at a hardened Data Center.</li> <li>2. Data is encrypted before it leaves your servers with an encryption key that only we have. The data is then encrypted again for its transit over the Internet. Files are then stored, in encrypted form, on multiple servers in high security facilities.</li> <li>3. Each file is encrypted using 256-bit AES encryption technology. 256AES Encrypted data cannot be read without the corresponding keys, so encrypted data cannot be misused, even if it's stolen</li> <li>4. In addition, our software communicates with the remote servers using SSL (Secure Socket Layers) technology. As a result, the online backup of data is encrypted twice. It is encrypted at all times using the 256-bit AES encryption, and it is encrypted again while it's being sent over the Internet.</li> <li>5. Routine retrieval testing.</li> <li>1. The integrity of backups is checked as they occur and are tested for recovery on a monthly basis.</li> </ol> <p>6. Recovery Time Objective (RTO)</p> <ol style="list-style-type: none"> <li>1. log all retrieval activities</li> <li>2. The Offsite Storage can also be used to perform a bare metal restore to dissimilar hardware which means that when a new server arrives, the Offsite Storage can be used to restore the most current data to that new server regardless of the server hardware.</li> </ol>	\$60,000.00	1	\$60,000.00
<p><b>Labor - Project Services</b></p> <p><b>Failover and Failback for Replication \\ Failover and failback operations help you ensure that your business will function</b></p>	\$48,000.00	1	\$48,000.00



## Services

Description	Price	Qty	Ext. Price
<p><b>even if a disaster strikes your production site \\ Failover is a process of switching from the original VM on the source host to its</b></p> <p><b>Timeline: 4-5 weeks</b> <b>Resources : 3 ( 1 Seniors and 2 technicians )</b></p> <ul style="list-style-type: none"><li>• <b>Create a Failover Replica</b><ul style="list-style-type: none"><li>◦ used Salvaged Servers taken from the City hall Server room</li></ul></li><li>• <b>Perform failover</b><p>When you perform failover, you shift all processes from the original VM in the production site to the VM replica in the disaster recovery site. Failover is an intermediate step that needs to be finalized: you can undo failover, perform permanent failover or perform failback.</p><ul style="list-style-type: none"><li>• <b>Perform planned failover</b><p>When you perform planned failover, you shift all processes from the original VM to its replica. Planned failover is helpful when you know that the original VM is about to go offline, for example, you plan to perform datacenter maintenance, and you want to proactively switch the workload to the replica. The procedure is designed to transfer the current workload, that is why it does not suggest to select a restore point.</p></li><li>• <b>Create failover plan</b><p>When you create a failover plan, you define the order in which Veeam Backup &amp; Replication must perform failover for VMs, and an interval of time for which Veeam Backup &amp; Replication must wait before starting the failover operation for the next VM in the list.</p></li><li>• <b>Perform permanent failover</b><p>When you perform permanent failover, you permanently switch from the original VM to a VM replica and use this replica as the original VM. You can use this scenario if the original VM and VM replica are located in the same site and are nearly equal in terms of resources. Otherwise, perform failback.</p></li><li>• <b>Undo failover</b><p>When you undo failover, you switch back to the original VM and discard all changes made to the VM replica while it was running. You can use the undo failover scenario if you have failed over to the VM replica for testing and troubleshooting purposes, and you do not need to synchronize the original VM state with the current state of the replica.</p></li><li>• <b>Perform failback</b><p>When you perform failback, you switch back to the original VM and send to the original VM all changes that took place while the VM replica was running. If the source host is not available, you can recover a VM with the same configuration as the original VM and switch to it.</p></li></ul></li></ul>			



## Services

Description	Price	Qty	Ext. Price
<p><b>Labor - Project Services</b></p> <p><b>2 Factor Authentication:</b> Two-factor authentication (2FA) is a security system that requires two separate, distinct forms of identification in order to access or login to the City's network \\The first factor is a password and the second commonly a hardware</p> <p>Timeline: 3-4 weeks</p> <p>Resources : 2 ( 1 Senior , 1 Technician )</p> <ul style="list-style-type: none"> <li>• Configure Management Tools Integration</li> <li>• Setup Active Directory Domain Services and integrate with 2FA Services</li> <li>• Configure Active Directory with Device Health</li> <li>• Support for Multiple Domains</li> <li>• Finish Trusted Endpoints Deployment</li> <li>• Deploy the 2FA Certificate Proxy</li> <li>• Prepare the Duo Certificate Proxy Server</li> <li>• Install and Configure the 2FA Certificate Proxy</li> <li>• Configure Duo Group Policy</li> <li>• Apply the Duo GPO to Domain Users</li> <li>• Verify Your Setup</li> <li>• Finish Trusted Endpoints Deployment</li> </ul> <p>Expand Duo Certificate Configuration to Additional Groups</p>	\$33,000.00	1	\$33,000.00
<p><b>Labor - Project Services</b></p> <p><b>Upgrade Old Server and Buy New Server \\ Salvage the old servers and make them the host of a site replica for the main data center incase of a failure in the main site (Active-Passive ) \\ the second site will activate as the main server connection goes do</b></p> <p>Timeline 6-7 weeks</p> <p>resources 4 ( 2 seniors , 2 technicians )</p> <p>Server Migration</p> <p><b>Server hardware</b></p> <ul style="list-style-type: none"> <li>• Product Unpack and Inspection</li> <li>• Unpack equipment's and inspect for damage.</li> <li>• Server Hardware</li> <li>• Server hardware installation and mounting.</li> <li>• Server hardware RAID configuration.</li> <li>• Logical drive creation (RAID Level).</li> </ul>	\$55,000.00	1	\$55,000.00



## Services

Description	Price	Qty	Ext. Price
<ul style="list-style-type: none"><li>• Server firmware update.</li><li>• Installation Test</li><li>• Power on Test</li><li>• System Handover</li></ul> <p><b>VMWare</b></p> <ul style="list-style-type: none"><li>• VMware ESX 7 Server</li><li>• Install VMware ESX 7 Server</li><li>• ESX Host Configuration</li><li>• vSwitch and vNetwork Basic Configuration</li><li>• VMFS Volume Creation</li></ul> <p><b>Windows server</b></p> <ul style="list-style-type: none"><li>• Install and Configure New AD Forest, AD Domain and Domain Controller</li><li>• Install and Configure Reverse DNS Lookup Zone</li><li>• Enable/Set DNS Scavenging (DNS record cleanup)</li><li>• Install and Configure DHCP Server including AD authorization, DHCP Scope, and DHCP Lease creation</li><li>• Windows Server baseline security recommendations</li><li>• Test Windows 10 domain join manually for new Forest/Domain</li></ul> <p><b>Domain Controller Active Directory (AD)</b></p> <ul style="list-style-type: none"><li>• Domain member server setup</li><li>• Install &amp; configure Domain controller role</li><li>• Install &amp; configure DNS &amp; DHCP role</li><li>• Define DHCP scope</li><li>• User creation</li></ul> <p><b>Backup installation</b></p> <ul style="list-style-type: none"><li>• Install &amp; configure Veeam</li><li>• Configure media server</li><li>• Configure backup queue</li><li>• Configure backup schedule</li></ul> <p><b>Additional scope of Work:</b></p> <ol style="list-style-type: none"><li>1. Data Migration</li><li>2. Application Migration</li><li>3. Remote user setup</li><li>4. Printer server role setup</li></ol>			

Subtotal: \$241,000.00



## SOW

Due to the high volume of cyber attacks recently targeting City hall and Police Department and To help the City of Huntington Park protect its IT systems and secure the data it needs to operate, IT Department highly recommend the below to improve IT security :

- **Migrate Emails to Office 365 Cloud**
  - Improve Email uptime 99.98%
  - Spam Emails Quarantined in the cloud instead of on premise
  - Emails stored at Microsoft servers and backed up (Physical separation ) at 3<sup>rd</sup> party cloud services
  - Collaboration across your global organization
- **Offsite Backup**
  - Ransomware is becoming the number one threat to data, which makes it essential to ensure that bad actors don't encrypt The City's backup data along with primary data when they execute ransomware attacks
  - Backups can be defended against ransomware attacks by moving them offsite ( Secure Location at the Police Department ) from primary systems, removing file-system access to the backups, and avoiding using Windows as a backup platform. .... The key to not having to pay ransom is having the backups to restore systems that ransomware has encrypted
- **Failover and Failback for Replication**
  - Failover and failback operations help you ensure that your business will function even if a disaster strikes your production site. Failover is a process of switching from the original VM on the source host to its VM replica on a host in the disaster recovery site. Failback is a process of returning from the VM replica to the original VM.
- **2 Factor Authentication**
  - Two-factor authentication (2FA) is a security system that requires two separate, distinct forms of identification in order to access or login to the City's network. The first factor is a password and the second commonly includes a text with a code sent to your smartphone, or biometrics using your fingerprint, face Recognition, Push Notification Smart App or Hardware Token
  -
- **Upgrade Old Server and Buy New Server**
  - Salvage the old servers and make them the host of a site replica for the main data center incase of a failure in the main site (Active-Passive ), the second site will activate as the main connection until the main site is backup , this would make sure the City operations remains active incase of power\infrastructure Malfunction .



## Cost Breakdown-PD

Project Type	Estimated Total Cost	Add'l License Renewal Cost
Migrate Emails to the Cloud	\$50K	\$19K
Upgrade Firewall	Free	
Offsite Backup	\$195K	
2 Factor Authentication	\$ 40K	\$3K
Cyber Security Awareness Training	Free	
<b>Total</b>	<b>\$285K</b>	

### Annual Recurring

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
<b>HPE Foundation Care - 3 Year - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Labor - Physical, Electronic</b>	\$0.00	\$1,831.55	1	\$0.00	\$1,831.55
<b>Microsoft 365 Apps for enterprise</b> Microsoft 365 Apps for enterprise is the most productive and most secure Office experience for enterprises, allowing your teams to work together seamlessly from anywhere, anytime. compatible with RDS Terminal Server	\$143.86	\$143.86	120	\$17,263.20	\$17,263.20
<b>Two Factor Authentication</b>	\$3,000.00	\$3,000.00	1	\$3,000.00	\$3,000.00
<b>Vulnerability Scanner</b>					
<b>Annual Subtotal:</b>					<b>\$20,263.20</b>
<b>Subtotal:</b>					<b>\$22,094.75</b>

Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com



**LAN WAN**  
Enterprise  
IT Solutions

## Cybersecurity Protection Projects HPPD



Prepared by:  
**Irvine**  
Rami Dababneh  
949.955.2451  
ramid@lanwane.com

Prepared for:  
**City of Huntington Park**  
6550 Miles Avenue  
Huntington Park, CA 90255  
Ricardo Reyes  
(323) 582-6161  
RReyes@hPCA.gov

Quote Information:  
**Quote #:** 000834  
**Version:** 1  
**Delivery Date:** 10/13/2021  
**Expiration Date:** 11/09/2021

### Quote Summary

Description	Amount
Hardware	\$44,164.80
Software	\$2,070.00
Services	\$241,000.00
Annual Recurring	\$22,094.75
	<b>Subtotal:</b> <b>\$309,329.55</b>
	<b>Shipping:</b> <b>\$264.24</b>
	<b>Estimated Tax:</b> <b>\$4,553.97</b>
	<b>Total:</b> <b>\$314,147.76</b>

### Annual Expenses Summary

Description	Amount
Annual Recurring	\$20,263.20
Annual Total:	<b>\$20,263.20</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Main:  
Email: [ramid@lanwane.com](mailto:ramid@lanwane.com)  
Web: [www.lanwane.com](http://www.lanwane.com)



**LAN WAN**  
Enterprise  
IT Solutions

## Irvine

Signature:   
Name: Rami Dababneh  
Title: Executive VP  
Date: 10/13/2021

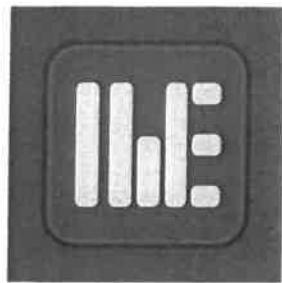
## City of Huntington Park

Signature: \_\_\_\_\_  
Name: Ricardo Reyes  
Date: \_\_\_\_\_



**ATTACHMENT B**





# Cybersecurity Protection Projects

QUOTE #000830 V1

PREPARED FOR  
**City of Huntington Park**

Ricardo Reyes  
[RReyes@hpcagov](mailto:RReyes@hpcagov)

PREPARED BY  
**Irvine**  
Rami Dababneh  
[ramid@ianwane.com](mailto:ramid@ianwane.com)



Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com



**LAN WAN**  
Enterprise  
IT Solutions

Wednesday, October 13, 2021

City of Huntington Park  
Ricardo Reyes  
6550 Miles Avenue  
Huntington Park, CA 90255  
RReyes@hPCA.gov

Dear Ricardo,

Please open attached Quote , and let me know if you have any questions.

Have a great day

A handwritten signature in black ink, appearing to read 'Rami Dababneh'.

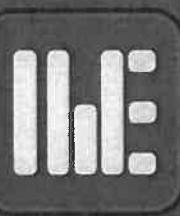
Rami Dababneh  
Executive VP  
Irvine



## Hardware

Description	Price	Qty	Ext. Price
<b>HPE ProLiant DL380 Gen10 24SFF CTO Server</b>	\$1,754.89	1	\$1,754.89
<b>HPE Smart Array P408i-a SR Gen10 Controller - 12Gb/s SAS, Serial ATA/600 - PCI Express 3.0 x8 - Plug-in Module - RAID Supported - 0, 1, 5, 6, 10, 50, 60, 1 ADM, 10 ADM RAID Level - 2 - 8 SAS Port(s) Internal - Linux, PC - 2 GB Flash Backed Cache</b>	\$475.40	1	\$475.40
<b>HPE Battery - For RAID Controller - Battery Rechargeable</b>	\$95.47	1	\$95.47
<b>HPE SmartMemory 32GB DDR4 SDRAM Memory Module - For Server - 32 GB (1 x 32GB) - DDR4-2933/PC4-23466 DDR4 SDRAM - 2933 MHz - CL21 - 1.20 V - Registered - 288-pin - DIMM</b>	\$409.16	12	\$4,909.92
<b>HPE 1.92 TB Solid State Drive - 2.5" Internal - SATA (SATA/600) - Mixed Use - Server Device Supported - 3.1 DWPD - 520 MB/s Maximum Read Transfer Rate - 3 Year Warranty</b>	\$780.32	14	\$10,924.48
<b>HPE Mounting Rail Kit for Server</b>	\$71.93	1	\$71.93
<b>HPE Intel Xeon Gold 5200 (2nd Gen) 5218R Icosa-core (20 Core) 2.10 GHz Processor Upgrade - 27.50 MB L3 Cache - 64-bit Processing - 4 GHz Overclocking Speed - 14 nm - Socket 3647 - 125 W - 40 Threads</b>	\$1,438.12	2	\$2,876.24
<b>HPE 800W Flex Slot Platinum Hot Plug Low Halogen Power Supply Kit - 800 W - 230 V AC</b>	\$173.02	2	\$346.04
<b>HPE Ethernet 10Gb 2-port 562FLR-SFP+ Adapter - PCI Express 3.0 x8 - 2 Port(s) - Optical Fiber - 10GBase-X - FlexibleLOM</b>	\$469.51	1	\$469.51
<b>HPE DL38X Gen10 12Gb SAS Expander - 12Gb/s SAS, Serial ATA/600 - PCI Express 3.0 x8 - Plug-in Card - 9 Total SAS Port(s) - 9 SAS Port(s) Internal - 0 SAS Port(s) External</b>	\$475.40	1	\$475.40
<b>Synology RackStation + SAN/NAS Storage System - 1 x AMD Ryzen V1500B Quad-core (4 Core) 2.20 GHz - 16 x HDD Supported - 0 x HDD Installed - 16 x SSD Supported - 0 x SSD Installed - 4 GB RAM DDR4 SDRAM - RAID Supported 0, 1, 5, 6, 10, Hot Spare, Ba</b>	\$3,684.96	1	\$3,684.96

Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com



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## Hardware

Description	Price	Qty	Ext. Price
<b>Synology Mounting Rail Kit for Network Storage System</b>	\$108.15	1	\$108.15
<b>WD Gold 10 TB Hard Drive - 3.5" Internal - SATA (SATA/600) - Server, Storage System Device Supported - 7200rpm - 5 Year Warranty</b>	\$333.49	16	\$5,335.84
<b>(2x16GB) DDR4 RAM</b>	\$289.79	1	\$289.79
<b>Cisco Catalyst Ethernet Switch - 24 Ports - Manageable - 3 Layer Supported - Modular - Twisted Pair, Optical Fiber - Rack-mountable - Lifetime Limited Warranty</b>	\$2,416.14	1	\$2,416.14
<b>Two-Factor Authentication</b>	\$52.78	150	\$7,917.00
<b>Miscellaneous</b>	\$2,013.64	1	\$2,013.64
<b>SDWAN BIGLEAF Router</b>	\$517.49	1	\$517.49
<b>SDWAN BIGLEAF High-Availability Router</b>	\$919.99	1	\$919.99
Subtotal:			<b>\$45,602.28</b>

## Software

Description	Price	Qty	Ext. Price
<b>26 Static IPv4 Addresses</b>	\$828.00	1	\$828.00
<b>Migration Wiz O365 User Migration Bundle</b>	\$17.25	120	\$2,070.00
Migration Wiz O365 User Migration Bundle			
Subtotal:			<b>\$2,898.00</b>



## Services

Description	Price	Qty	Ext. Price
<p><b>Labor - Project Services</b></p> <p><b>Migrate Emails to Office 365 Cloud</b> o Improve Email uptime 99.98% \\ Spam Emails Quarantined in the cloud instead of on premise \\ Emails stored at Microsoft servers and backed up (Physical separation ) at 3rd party cloud services</p> <p>Project Timeline: 3-4 weeks</p> <p>Resources needed : 3 (1 senior and 2 technicians )</p> <ul style="list-style-type: none"><li>• Architecture Planning</li><li>• Architecture &amp; Design</li><li>• Configuration- Office 365 Preparation &amp; Staging Client Deployment</li><li>• General Office 365 Platform Setup<ul style="list-style-type: none"><li>◦ Configure MSOP Domains</li><li>◦ Installation and configuration of Azure</li><li>◦ Active Directory Synchronization (AAD Sync) Tool and quality assurance (Single Forest)</li><li>◦ Test and validate Active Directory</li><li>◦ Integration</li><li>◦ Provision user licenses in O365</li><li>◦ Install Desktop Sign in Assistant (Client's</li><li>◦ Responsibility)</li><li>◦ Prepare workstations (Client's</li><li>◦ responsibility)</li><li>◦ Provide guidance on workstation and</li></ul></li><li>• General Office 365 Platform Setup</li><li>• Training + Adoption</li><li>• Adoption Management – IT &amp; End User Management Administrative Training</li></ul>	\$45,000.00	1	\$45,000.00



## Services

Description	Price	Qty	Ext. Price
<p><b>Labor - Project Services</b></p> <p><b>Offsite Backup: Ransomware is becoming the number one threat to data, which makes it essential to ensure that bad actors don't encrypt The City's backup data along with primary data when they execute ransomware attacks</b></p> <p>Timeline : 3-4 weeks</p> <p>Resources : 3 resources ( 2 seniors , 1 technicians )</p> <p>1. An on-site Data Vault unit that acts as a local storage device and stand-by server in the event of server failure will be placed in the PD Data Center.</p> <p>2. Incremental backups done on the Storage at the frequency selected by the IT Department .</p> <p>3. Day to day data restoration of files, file folders emails or email stores.</p> <p>4. Remote location</p> <p>1. Secure Remote (Off-site) Storage provided at a hardened Data Center.</p> <p>2. Data is encrypted before it leaves your servers with an encryption key that only we have. The data is then encrypted again for its transit over the Internet. Files are then stored, in encrypted form, on multiple servers in high security facilities.</p> <p>3. Each file is encrypted using 256-bit AES encryption technology. 256AES Encrypted data cannot be read without the corresponding keys, so encrypted data cannot be misused, even if it's stolen</p> <p>4. In addition, our software communicates with the remote servers using SSL (Secure Socket Layers) technology. As a result, the online backup of data is encrypted twice. It is encrypted at all times using the 256-bit AES encryption, and it is encrypted again while it's being sent over the Internet.</p> <p>5. Routine retrieval testing.</p> <p>1. The integrity of backups is checked as they occur and are tested for recovery on a monthly basis.</p> <p>6. Recovery Time Objective (RTO)</p> <p>1. log all retrieval activities</p> <p>2. The Offsite Storage can also be used to perform a bare metal restore to dissimilar hardware which means that when a new server arrives, the Offsite Storage can be used to restore the most current data to that new server regardless of the server hardware.</p>	\$55,000.00	1	\$55,000.00
<p><b>Labor - Project Services</b></p> <p><b>Failover and Failback for Replication \\ Failover and failback operations help you ensure that your business will function</b></p>	\$48,000.00	1	\$48,000.00



## Services

Description	Price	Qty	Ext. Price
<p><b>even if a disaster strikes your production site \\ Failover is a process of switching from the original VM on the source host to its</b></p> <p><b>Timeline: 4-5 weeks</b> <b>Resources : 3 ( 1 Seniors and 2 technicians )</b></p> <ul style="list-style-type: none"><li>• <b>Create a Failover Replica</b><ul style="list-style-type: none"><li>◦ used Salvaged Servers taken from the City hall Server room</li></ul></li><li>• <b>Perform failover</b><p>When you perform failover, you shift all processes from the original VM in the production site to the VM replica in the disaster recovery site.</p><p>Failover is an intermediate step that needs to be finalized: you can undo failover, perform permanent failover or perform failback.</p><ul style="list-style-type: none"><li>• <b>Perform planned failover</b><p>When you perform planned failover, you shift all processes from the original VM to its replica. Planned failover is helpful when you know that the original VM is about to go offline, for example, you plan to perform datacenter maintenance, and you want to proactively switch the workload to the replica. The procedure is designed to transfer the current workload, that is why it does not suggest to select a restore point.</p></li><li>• <b>Create failover plan</b><p>When you create a failover plan, you define the order in which Veeam Backup &amp; Replication must perform failover for VMs, and an interval of time for which Veeam Backup &amp; Replication must wait before starting the failover operation for the next VM in the list.</p></li><li>• <b>Perform permanent failover</b><p>When you perform permanent failover, you permanently switch from the original VM to a VM replica and use this replica as the original VM. You can use this scenario if the original VM and VM replica are located in the same site and are nearly equal in terms of resources. Otherwise, perform failback.</p></li><li>• <b>Undo failover</b><p>When you undo failover, you switch back to the original VM and discard all changes made to the VM replica while it was running. You can use the undo failover scenario if you have failed over to the VM replica for testing and troubleshooting purposes, and you do not need to synchronize the original VM state with the current state of the replica.</p></li><li>• <b>Perform failback</b><p>When you perform failback, you switch back to the original VM and send to the original VM all changes that took place while the VM replica was running. If the source host is not available, you can recover a VM with the same configuration as the original VM and switch to it.</p></li></ul></li></ul>			



## Services

Description	Price	Qty	Ext. Price
<p><b>Labor - Project Services</b></p> <p><b>2 Factor Authentication:</b> Two-factor authentication (2FA) is a security system that requires two separate, distinct forms of identification in order to access or login to the City's network \\The first factor is a password and the second commonly a hardware</p> <p>Timeline: 3-4 weeks</p> <p>Resources : 2 ( 1 Senior , 1 Technician )</p> <ul style="list-style-type: none"> <li>• Configure Management Tools Integration</li> <li>• Setup Active Directory Domain Services and integrate with 2FA Services</li> <li>• Configure Active Directory with Device Health</li> <li>• Support for Multiple Domains</li> <li>• Finish Trusted Endpoints Deployment</li> <li>• Deploy the 2FA Certificate Proxy</li> <li>• Prepare the Duo Certificate Proxy Server</li> <li>• Install and Configure the 2FA Certificate Proxy</li> <li>• Configure Duo Group Policy</li> <li>• Apply the Duo GPO to Domain Users</li> <li>• Verify Your Setup</li> <li>• Finish Trusted Endpoints Deployment</li> </ul> <p>Expand Duo Certificate Configuration to Additional Groups</p>	\$33,000.00	1	\$33,000.00
<p><b>Labor - Project Services</b></p> <p><b>Upgrade Old Server and Buy New Server \\ Salvage the old servers and make them the host of a site replica for the main data center incase of a failure in the main site (Active-Passive ) \\ the second site will activate as the main server connection goes down</b></p> <p>Timeline 6-7 weeks</p> <p>resources 4 ( 2 seniors , 2 technicians )</p> <p><b>Server Migration</b></p> <p><b>Server hardware</b></p> <ul style="list-style-type: none"> <li>• Product Unpack and Inspection</li> <li>• Unpack equipment's and inspect for damage.</li> <li>• Server Hardware</li> <li>• Server hardware installation and mounting.</li> <li>• Server hardware RAID configuration.</li> <li>• Logical drive creation (RAID Level).</li> </ul>	\$55,000.00	1	\$55,000.00



## Services

Description	Price	Qty	Ext. Price
<ul style="list-style-type: none"><li>• Server firmware update.</li><li>• Installation Test</li><li>• Power on Test</li><li>• System Handover</li></ul> <p><b>VMWare</b></p> <ul style="list-style-type: none"><li>• VMware ESX 7 Server</li><li>• Install VMware ESX 7 Server</li><li>• ESX Host Configuration</li><li>• vSwitch and vNetwork Basic Configuration</li><li>• VMFS Volume Creation</li></ul> <p><b>Windows server</b></p> <ul style="list-style-type: none"><li>• Install and Configure New AD Forest, AD Domain and Domain Controller</li><li>• Install and Configure Reverse DNS Lookup Zone</li><li>• Enable/Set DNS Scavenging (DNS record cleanup)</li><li>• Install and Configure DHCP Server including AD authorization, DHCP Scope, and DHCP Lease creation</li><li>• Windows Server baseline security recommendations</li><li>• Test Windows 10 domain join manually for new Forest/Domain</li></ul> <p><b>Domain Controller Active Directory (AD)</b></p> <ul style="list-style-type: none"><li>• Domain member server setup</li><li>• Install &amp; configure Domain controller role</li><li>• Install &amp; configure DNS &amp; DHCP role</li><li>• Define DHCP scope</li><li>• User creation</li></ul> <p><b>Backup installation</b></p> <ul style="list-style-type: none"><li>• Install &amp; configure Veeam</li><li>• Configure media server</li><li>• Configure backup queue</li><li>• Configure backup schedule</li></ul> <p><b>Additional scope of Work:</b></p> <ol style="list-style-type: none"><li>1. Data Migration</li><li>2. Application Migration</li><li>3. Remote user setup</li><li>4. Printer server role setup</li></ol>			



Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com

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## Services

Description	Price	Qty	Ext. Price
Labor - Project <b>SD-WAN Internet Failover Services</b>	\$15,000.00	1	\$15,000.00
<p><b>Timeline:</b> 1-2 weeks</p> <p><b>Resources :</b> 2 ( 1 senior , 1 technician )</p> <ul style="list-style-type: none"><li>• Implement a new Internet Circuit at City hall</li><li>• Setup a new SD WAN Router and configure VPN Tunnel with SD-WAN Data centers in the cloud .</li><li>• Connect both Internet circuits with the cloud .</li><li>• Benefits :<ul style="list-style-type: none"><li>• High availability, with predictable service, for all critical enterprise applications</li><li>• Multiple hybrid active-active links for all network scenarios</li><li>• Dynamically routed application traffic with application-aware routing, for efficient delivery and improved user experience</li><li>• Improved OpEx, replacing expensive Multiprotocol Label Switching (MPLS) services with more economical and flexible broadband (including secure VPN connections)</li></ul></li></ul>			
			<b>Subtotal: \$251,000.00</b>



## SOW

Due to the high volume of cyber attacks recently targeting City hall and Police Department and To help the City of Huntington Park protect its IT systems and secure the data it needs to operate, IT Department highly recommend the below to improve IT security :

- **Migrate Emails to Office 365 Cloud**
  - Improve Email uptime 99.98%
  - Spam Emails Quarantined in the cloud instead of on premise
  - Emails stored at Microsoft servers and backed up (Physical separation ) at 3<sup>rd</sup> party cloud services
  - Collaboration across your global organization
- **Offsite Backup**
  - Ransomware is becoming the number one threat to data, which makes it essential to ensure that bad actors don't encrypt The City's backup data along with primary data when they execute ransomware attacks
  - Backups can be defended against ransomware attacks by moving them offsite ( Secure Location at the Police Department ) from primary systems, removing file-system access to the backups, and avoiding using Windows as a backup platform. ... The key to not having to pay ransom is having the backups to restore systems that ransomware has encrypted
- **Failover and Failback for Replication**
  - Failover and failback operations help you ensure that your business will function even if a disaster strikes your production site. Failover is a process of switching from the original VM on the source host to its VM replica on a host in the disaster recovery site. Failback is a process of returning from the VM replica to the original VM.
- **2 Factor Authentication**
  - Two-factor authentication (2FA) is a security system that requires two separate, distinct forms of identification in order to access or login to the City's network. The first factor is a password and the second commonly includes a text with a code sent to your smartphone, or biometrics using your fingerprint, face Recognition, Push Notification Smart App or Hardware Token
    -
- **Upgrade Old Server and Buy New Server**
  - Salvage the old servers and make them the host of a site replica for the main data center incase of a failure in the main site (Active-Passive ), the second site will activate as the main connection until the main site is backup , this would make sure the City operations remains active incase of power\infrastructure Malfunction .



Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com

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## Cost Breakdown-City Hall

Project Type	Estimated Total Cost	Add'l License Renewal Cost
Migrate Emails to the Cloud	\$50K	\$18K
Upgrade Firewall	Free	
Data Center Migration + Offsite Backup	\$195K	
SD WAN Internet failover *include 2 <sup>nd</sup> Internet	\$15K	18K
2 Factor Authentication	\$ 40K	\$3K
Cyber Security Awareness Training	Free	
<b>Total</b>	<b>\$300K</b>	

## Annual Recurring

Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
<b>HPE Foundation Care - 3 Year - Warranty - 24 x 7 x 4 Hour - On-site - Maintenance - Labor - Physical, Electronic</b>	\$0.00	\$1,831.55	1	\$0.00	\$1,831.55
<b>MSP-CLOUD-SDWAN-1000M</b>	\$9,646.20	\$9,646.20	1	\$9,646.20	\$9,646.20
<b>SDWAN High-Availability</b>	\$2,057.34	\$2,057.34	1	\$2,057.34	\$2,057.34
<b>Microsoft 365 Apps for enterprise</b> Microsoft 365 Apps for enterprise is the most productive and most secure Office experience for enterprises, allowing your teams to work together seamlessly from anywhere, anytime. compatible with RDS Terminal Server	\$143.86	\$143.86	120	\$17,263.20	\$17,263.20
<b>2nd ISP internet</b>	\$7,200.00	\$7,200.00	1	\$7,200.00	\$7,200.00
<b>Two Factor Authentication</b>	\$3,000.00	\$3,000.00	1	\$3,000.00	\$3,000.00
Vulnerability Scanner					
				<b>Annual Subtotal:</b>	<b>\$39,166.74</b>
				<b>Subtotal:</b>	<b>\$40,998.29</b>

Main:  
Email: [ramid@lanwane.com](mailto:ramid@lanwane.com)  
Web: [www.lanwane.com](http://www.lanwane.com)



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## Cybersecurity Protection Projects



Prepared by:  
**Irvine**  
Rami Dababneh  
949.955.2451  
[ramid@lanwane.com](mailto:ramid@lanwane.com)

Prepared for:  
**City of Huntington Park**  
6550 Miles Avenue  
Huntington Park, CA 90255  
Ricardo Reyes  
(323) 582-6161  
[RReyes@h pca.gov](mailto:RReyes@h pca.gov)

Quote Information:  
**Quote #:** 000830  
  
Version: 1  
Delivery Date: 10/13/2021  
Expiration Date: 11/05/2021

### Quote Summary

Description	Amount
Hardware	\$45,602.28
Software	\$2,898.00
Services	\$251,000.00
Annual Recurring	\$40,998.29
	Subtotal: \$340,498.57
	Shipping: \$264.24
	Estimated Tax: \$4,701.31
	Total: \$345,464.12

### Annual Expenses Summary

Description	Amount
Annual Recurring	\$39,166.74
Annual Total:	\$39,166.74

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Main:  
Email: ramid@lanwane.com  
Web: www.lanwane.com



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**Irvine**

**City of Huntington Park**

Signature:   
Name: Rami Dababneh  
Title: Executive VP  
Date: 10/13/2021

Signature: \_\_\_\_\_  
Name: Ricardo Reyes  
Date: \_\_\_\_\_

**ATTACHMENT C**



# **JOB PROPOSAL**

**CompuWeb Center, Inc.**

**Customer: Huntington Park Police Department**

**Project #1 Migrate email to Exchange Online**

Estimated Time completion: 4-5 weeks

Note: All Hardware and licenses are not included in this estimate and should be provided by the client

1. The administrator communicates upcoming changes to users and verifies domain ownership with the domain registrar.
2. The administrator prepares the servers for a cutover migration and creates empty mail-enabled security groups in Microsoft 365 or Office 365.
3. Use directory synchronization to create users in Microsoft 365 or Office 365
4. Create a list of mailboxes to migrate
5. The administrator connects Microsoft 365 or Office 365 to the on-premises email system (this is called creating a migration endpoint).
6. The administrator migrates the mailboxes and then verifies the migration.
7. Grant Microsoft 365 or Office 365 licenses to your users.
8. The administrator configures the domain to begin routing email directly to Microsoft 365 or Office 365.
9. The administrator verifies that routing has changed, and then deletes the cutover migration batch.
10. The administrator completes post-migration tasks in Microsoft 365 or Office 365 (assigns licenses to users and creates an Autodiscover Domain Name System (DNS) record), and optionally decommissions the on-premises Exchange servers.

**Project #2 Offsite Backup**

Estimated Time completion: 4-6 Weeks

Note: All Hardware and licenses are not included in this estimate and should be provided by the client

Note: Storage to Backup should be 10TB or less , otherwise Time completion will change accordingly

Organizations have several choices when it comes to backing up their systems and data. One especially important backup choice is off-site backup

1. Off-site server backup, where production data is backed up to an offsite server

2. Configure an Offline Backup Storage to accommodate the main storage at the main location
3. Setup the offsite backup on a separate VLAN
4. Install Backup Software ( CompuWeb Recommend VEEAM Solutions ) for all servers at the main site
5. Setup daily jobs as follow :
  1. Full backup – All files on the disk or within the folder are backed up. This can be time-consuming due to the sheer size of files. According to NIST, maintaining duplicates of files that don't change very often, such as system files, can lead to excessive and costly storage requirements.
  2. Incremental – Files that were created or changed since the last backup are captured in an incremental backup. Backup times are shorter and more efficient, but might require compiling backups from multiple days and media, depending on when files were changed.
  3. Differential – All files that were created or modified since the last full backup – if a file is changed after the last backup, the file will be saved each time until the next full backup is completed. Backup times are shorter than a full backup, and require less media than incremental.
6. Test Backup Jobs integrity
7. Setup a restoration lab for one VM to make sure that the restoration event is successful in case of a disaster .

### **Project #3 Site Replication**

Estimated Time completion: 3-4 weeks

Note: All Hardware and licenses are not included in this estimate and should be provided by the client

#### **Step 1: Prerequisites**

1. Active Directory Domain Services forest (doesn't need to run Windows Server 2016).
2. Two servers running Windows Server 2019 or Windows Server 2016 recommended.
3. Two sets of storage, fiber channel SAN, iSCSI target, or local SCSI/SATA storage. The storage should contain a mix of HDD. You will make each storage set available only to each of the servers, with no shared access.
4. Each set of storage must allow creation of at least two virtual disks, one for replicated data and one for logs.
5. At least one ethernet/TCP connection on each server for synchronous replication, but preferably RDMA.
6. Appropriate firewall and router rules to allow ICMP, SMB (port 445, plus 5445 for SMB Direct) and WS-MAN (port 5985) bi-directional traffic between all nodes.

7. A network between servers with enough bandwidth to contain your IO write workload and an average of =5ms round trip latency, for synchronous replication.
8. The replicated storage cannot be located on the drive containing the Windows operating system folder.

**Step 2: Provision operating system, features, roles, storage, and network**

**Step 3: Set up server-to-server replication**

**Step 4: Manage replication**

**Step 5: Replacing DFS Replication with Storage Replica**

**Step 6: Adding an Azure VM connected to your network via ExpressRoute**

**Step 7: Configure GPOsConfigure additional Group Policy Objects as required.**

**Step 8: Configure security groups**

**Step 9: Test the replica connection**

**Step 10: shut down the source Data center and make sure a replica connection is live .**

#### **Project #4 Server Migration (for One Site only)**

Estimated Time completion: ~ 7-8 weeks

Note: All Hardware and licenses are not included in this estimate and should be provided by the client

1. **Install, Use, and Remove Windows Server Migration Tools**
2. **Active Directory Certificate Services Migration Guide for Windows Server 2019**
3. **Migrating Active Directory Federation Services Role Service to Windows Server 2019**
4. **Active Directory Rights Management Services Migration and Upgrade Guide**
5. **Migrate File and Storage Services to Windows Server 2019**
6. **Migrate Hyper-V to Windows Server 2019 from Windows Server 2012 R2**
7. **Migrate Network Policy Server to Windows Server 2019**
8. **Migrate Remote Desktop Services to Windows Server 2019**
9. **Migrate Windows Server Update Services to Windows Server 2019**
10. **Migrate Cluster Roles to Windows Server 2019**
11. **Migrate DHCP Server to Windows Server 2019**
12. **Revoke all active certificates that are issued by the enterprise**

13. Publish a new CRL
14. Uninstall Old Certificate Services from the server
15. Remove Old CA objects from Active Directory
16. Remove all Old Certification Services objects from Active Directory
17. Delete certificates published to the NtAuthCertificates object
18. Delete the CA database
19. Clean up domain controllers
20. Migrate all VMS to the new Server
21. Setup new Backup Jobs ad test

#### **Project #5 2 Factor Authentication**

**Estimated Time completion: 2-3 weeks**

**Note:** All Hardware , Token and licenses are not included in this estimate and should be provided by the client

**Note:** Client should choose the authentication method , whether it's a Toke, or a Push App prior to implementation starting

**Estimated Total Cost: \$251,000**

**ATTACHMENT D**



# **JOB PROPOSAL**

**CompuWeb Center, Inc.**

**Customer: Huntington Park Police Department**

**Project #1 Migrate email to Exchange Online**

**Estimated Time completion: 4-5 weeks**

**Note:** All Hardware and licenses are not included in this estimate and should be provided by the client

1. The administrator communicates upcoming changes to users and verifies domain ownership with the domain registrar.
2. The administrator prepares the servers for a cutover migration and creates empty mail-enabled security groups in Microsoft 365 or Office 365.
3. Use directory synchronization to create users in Microsoft 365 or Office 365
4. Create a list of mailboxes to migrate
5. The administrator connects Microsoft 365 or Office 365 to the on-premises email system (this is called creating a migration endpoint).
6. The administrator migrates the mailboxes and then verifies the migration.
7. Grant Microsoft 365 or Office 365 licenses to your users.
8. The administrator configures the domain to begin routing email directly to Microsoft 365 or Office 365.
9. The administrator verifies that routing has changed, and then deletes the cutover migration batch.
10. The administrator completes post-migration tasks in Microsoft 365 or Office 365 (assigns licenses to users and creates an Autodiscover Domain Name System (DNS) record), and optionally decommissions the on-premises Exchange servers.

**Project #2 Offsite Backup**

**Estimated Time completion: 4-6 Weeks**

**Note:** All Hardware and licenses are not included in this estimate and should be provided by the client

**Note:** Storage to Backup should be 10TB or less , otherwise Time completion will change accordingly

Organizations have several choices when it comes to backing up their systems and data. One especially important backup choice is off-site backup

1. Off-site server backup, where production data is backed up to an offsite server

2. Configure an Offline Backup Storage to accommodate the main storage at the main location
3. Setup the offsite backup on a separate VLAN
4. Install Backup Software ( CompuWeb Recommend VEEAM Solutions ) for all servers at the main site
5. Setup daily jobs as follow :
  1. Full backup – All files on the disk or within the folder are backed up. This can be time-consuming due to the sheer size of files. According to NIST, maintaining duplicates of files that don't change very often, such as system files, can lead to excessive and costly storage requirements.
  2. Incremental – Files that were created or changed since the last backup are captured in an incremental backup. Backup times are shorter and more efficient, but might require compiling backups from multiple days and media, depending on when files were changed.
  3. Differential – All files that were created or modified since the last full backup – if a file is changed after the last backup, the file will be saved each time until the next full backup is completed. Backup times are shorter than a full backup, and require less media than incremental.
6. Test Backup Jobs integrity
7. Setup a restoration lab for one VM to make sure that the restoration event is successful in case of a disaster .

### **Project #3 Site Replication**

Estimated Time completion: 3-4 weeks

Note: All Hardware and licenses are not included in this estimate and should be provided by the client

#### **Step 1: Prerequisites**

1. Active Directory Domain Services forest (doesn't need to run Windows Server 2016).
2. Two servers running Windows Server 2019 or Windows Server 2016 recommended.
3. Two sets of storage, fiber channel SAN, iSCSI target, or local SCSI/SATA storage. The storage should contain a mix of HDD. You will make each storage set available only to each of the servers, with no shared access.
4. Each set of storage must allow creation of at least two virtual disks, one for replicated data and one for logs.
5. At least one ethernet/TCP connection on each server for synchronous replication, but preferably RDMA.
6. Appropriate firewall and router rules to allow ICMP, SMB (port 445, plus 5445 for SMB Direct) and WS-MAN (port 5985) bi-directional traffic between all nodes.

7. A network between servers with enough bandwidth to contain your IO write workload and an average of =5ms round trip latency, for synchronous replication.
8. The replicated storage cannot be located on the drive containing the Windows operating system folder.

**Step 2: Provision operating system, features, roles, storage, and network**

**Step 3: Set up server-to-server replication**

**Step 4: Manage replication**

**Step 5: Replacing DFS Replication with Storage Replica**

**Step 6: Adding an Azure VM connected to your network via ExpressRoute**

**Step 7: Configure GPOsConfigure additional Group Policy Objects as required.**

**Step 8: Configure security groups**

**Step 9: Test the replica connection**

**Step 10: shut down the source Data center and make sure a replica connection is live .**

#### **Project #4 Server Migration (for One Site only)**

Estimated Time completion: ~ 7-8 weeks

Note: All Hardware and licenses are not included in this estimate and should be provided by the client

1. **Install, Use, and Remove Windows Server Migration Tools**
2. **Active Directory Certificate Services Migration Guide for Windows Server 2019**
3. **Migrating Active Directory Federation Services Role Service to Windows Server 2019**
4. **Active Directory Rights Management Services Migration and Upgrade Guide**
5. **Migrate File and Storage Services to Windows Server 2019**
6. **Migrate Hyper-V to Windows Server 2019 from Windows Server 2012 R2**
7. **Migrate Network Policy Server to Windows Server 2019**
8. **Migrate Remote Desktop Services to Windows Server 2019**
9. **Migrate Windows Server Update Services to Windows Server 2019**
10. **Migrate Cluster Roles to Windows Server 2019**
11. **Migrate DHCP Server to Windows Server 2019**
12. **Revoke all active certificates that are issued by the enterprise**

- 13. Publish a new CRL**
- 14. Uninstall Old Certificate Services from the server**
- 15. Remove Old CA objects from Active Directory**
- 16. Remove all Old Certification Services objects from Active Directory**
- 17. Delete certificates published to the NtAuthCertificates object**
- 18. Delete the CA database**
- 19. Clean up domain controllers**
- 20. Migrate all VMS to the new Server**
- 21. Setup new Backup Jobs ad test**

#### **Project #5 2 Factor Authentication**

**Estimated Time completion: 2-3 weeks**

**Note: All Hardware , Token and licenses are not included in this estimate and should be provided by the client**

**Note: Client should choose the authentication method , whether it's a Toke, or a Push App prior to implementation starting**

**Estimated Total Cost: \$251,000**