

# CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda

**Tuesday, December 5, 2023**

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

**Marilyn Sanabria**  
Mayor

**Karina Macias**  
Vice Mayor

**Arturo Flores**  
Council Member



**Eduardo "Eddie" Martinez**  
Council Member

**Graciela Ortiz**  
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**

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**

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## **CALL TO ORDER**

## **ROLL CALL**

Mayor Marilyn Sanabria  
Vice Mayor Karina Macias  
Council Member Arturo Flores  
Council Member Eduardo "Eddie" Martinez  
Council Member Graciela Ortiz

## **INVOCATION**

## **PLEDGE OF ALLEGIANCE**

## **PRESENTATION(S)**

### **1. RECOGNITION OF LOCAL EDUCATORS AND VOLUNTEERS**

## **PUBLIC COMMENT**

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

## **STAFF RESPONSE**

RECESS TO CLOSED SESSION

## **CLOSED SESSION**

### **1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Government Code Section 54956.9(d)(2)  
Consideration of one potential case

## **CLOSED SESSION ANNOUNCEMENT**

## **CONSENT CALENDAR**

All matters listed under the Consent Calendar are considered 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.

## **CITY CLERK**

### **1. CITY COUNCIL MEETING MINUTES**

RECOMMENDED THAT CITY COUNCIL:

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

1. Regular City Council Meeting held November 7, 2023

## **FINANCE**

### **2. CHECK REGISTERS**

RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated December 5, 2023

**END OF CONSENT CALENDAR**

**REGULAR AGENDA**

## **CITY COUNCIL**

### **3. CONSIDERATION AND APPROVAL TO SUBMIT A LETTER OF SUPPORT AND RESOLUTION FOR THE PROTECTION OF THE SAN GABRIEL MOUNTAINS**

RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution and authorize the City Manager to sign a letter of support for the protection of the San Gabriel Mountains.

## **PARKS AND RECREATION**

### **4. RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE DODGERS DREAMTEAM PROGRAM GRANT FROM THE LOS ANGELES DODGERS FOUNDATION FOR THE 2024 BASEBALL AND SOFTBALL SEASON AT SALT LAKE PARK**

RECOMMENDED THAT CITY COUNCIL:

1. Adopt a resolution authorizing the acceptance of the Dodgers Dream team Grant from the Los Angeles Dodgers Foundation for the 2024 Baseball season at Salt Lake Park; and
2. Authorize the City Manager to execute all related grant documents.

## **COMMUNITY DEVELOPMENT**

### **5. AUTHORIZATION TO PLACE A BALLOT MEASURE ON THE MARCH 5, 2024 BALLOT FOR A PERMIT PARKING PROGRAM IN THE CITY OF HUNTINGTON PARK**

RECOMMENDED THAT CITY COUNCIL:

1. Adopt the attached Resolution entitled "A Resolution of the City Council of the City of Huntington Park, California, requesting the Board of Supervisors of the County of Los Angeles consolidate a municipal election of the City of Huntington Park to be held on Tuesday, March 5, 2024, with the other elections to be held on

that date pursuant to section 10403 of the Elections Code, and further requesting that the Board of Supervisors for the County of Los Angeles render specified services relating to said election"; and

2. Introduce for first reading, read by title only, and waive further reading, the attached Ordinance No. 2023-03 entitled "An Ordinance of the people of the City of Huntington Park enacting an Overnight Parking Permit Program on public streets within the City of Huntington Park; and
3. Authorizing the city attorney's office to make any necessary revisions to the attached resolutions and ordinance to be consistent with city council's motions and directives; or
4. Alternatively, City Council may provide staff with alternate or additional directives.

## **FINANCE**

### **6. CAPITAL IMPROVEMENT PROGRAM (CIP) 5-YEAR CIP BUDGET ADOPTION**

RECOMMENDED THAT CITY COUNCIL:

1. Adopt the proposed **\$99,546,300** 5-Year CIP Budget plan and related policies that prioritize all CIP projects which have been identified as high value community investments and improvements by the City Council and establishes a separate process and action for the identification of funding sources for projects. This 5-Year CIP Budget policy goal is intended to institute the policy of separating the CIP project *investment* decision from the CIP project *financing* decision; and
2. Approve the formal list of 38 different CIP projects and assign unique CIP project numbers, e.g., 8901, 8902, etc., in the Naviline accounting system; and
3. Approve the CIP Budget Amendment Resolution #2023-xx which totals **\$31,155,200** for FY 2024. FY 2024 through FY 2028 is for planning purposes only. The Naviline system only allows **budgeting one year at a time**. *The 5-Year CIP Budget will be brought back to Council on a quarterly basis, with budget adjustments like the Operating Budget*; and
4. Establish a new CIP project documentation system that integrates the CIP project files in Public Works with the Naviline financial accounting system in Fund 787.

### **7. CONSIDERATION AND APPROVAL OF THE FINANACE DEPARTMENT'S UPDATED POLICY & PROCEDURES AND A PURCHASING MANUAL FOR CITY STAFF USE**

RECOMMENDED THAT CITY COUNCIL:

1. Approve of the Finance Department's updated Policy & Procedures; and
2. Approve the Purchasing Manual for City staff use.

## **POLICE DEPARTMENT**

### **8. APPROVE FY 2023-2024 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) AGREEMENT AND ACCEPT GRANT FUNDING**

RECOMMENDED THAT CITY COUNCIL:

1. Approve and accept funding for the Police Department provided by the State of California Office of Traffic Safety (OTS) through the Selective Traffic Enforcement Program (STEP), totaling \$90,000 for FY 2023-2024; and
2. Authorize the City Manager to execute the Standard Agreement for FY 2023-2024 Selective Traffic Enforcement Program (STEP) between the City of Huntington Park and the State of California Office of Traffic Safety (OTS); and
3. Authorize the Finance Department to establish appropriate revenue and expenditure accounts to administer the grant funds; and
4. Authorize the Police Department to issue a press release approved by the State of California Office of Traffic Safety (OTS) announcing the kick-off of the grant, (attachment B).

## **CITY CLERK**

### **9. COUNCIL APPOINTMENT TO THE HEALTH AND EDUCATION COMMISSION**

RECOMMENDED THAT CITY COUNCIL:

1. Make an appointment to the Health and Education Commission consistent with provisions.

## **CITY MANAGER**

### **10. AUTHORIZATION TO PLACE A BALLOT MEASURE ON THE MARCH 5, 2024, GENERAL MUNICIPAL ELECTION TO LIMIT THE NUMBER OF TERMS A MEMBER OF THE HUNTINGTON PARK CITY COUNCIL MAY SERVE**

RECOMMENDED THAT CITY COUNCIL:

1. Approve the resolution calling for a General Municipal Election on March 5, 2024; and
2. Submit a measure to City Council to limit the number of terms a member of the city council may serve upon approval by a majority vote of City residents; and
3. Approve the resolution requesting the Board of Supervisors to consolidate the Municipal Election with the Statewide Primary Election on March 5, 2024; and
4. Authorize designated members to file written arguments for the General Municipal Election on March 5, 2024; and

5. Direct the City Attorney to prepare an impartial analysis for the Measure.

**END OF REGULAR AGENDA**

**DEPARTMENTAL REPORTS**

**WRITTEN COMMUNICATIONS**

**COUNCIL COMMUNICATIONS**

**Council Member Graciela Ortiz**

**Council Member Eduardo “Eddie” Martinez**

**Council Member Arturo Flores**

**Vice Mayor Karina Macias**

**Mayor Marilyn Sanabria**

**ADJOURNMENT**

The City of Huntington Park City Council will adjourn the meeting to a Regular Meeting on Tuesday, December 19, 2023 at 6:00 P.M.

I, Eduardo Sarmiento, 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 2<sup>nd</sup> day of December 2023.

  
Eduardo Sarmiento, City Clerk

ITEM 1

## MINUTES

Meeting of the  
City of Huntington Park City Council  
Tuesday, November 7, 2023

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:07 p.m. on Tuesday, November 7, 2023, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Marilyn Sanabria presiding.

**PRESENT:** Councilmember(s): Graciela Ortiz, Eduardo "Eddie" Martinez., Arturo Flores, Vice Mayor Karina Macias and Mayor Sanabria

**ABSENT:** None

**CITY OFFICIALS/STAFF:** City Manager Ricardo Reyes; Cesar Roldan Director of Public Works; Raul Alvarez Assistant City Manager; Eduardo Sarmiento, City Clerk; Cosme Lozano Police Chief; Steve Foster Director of Community Development; Sergio Infanzon Director of Communications; Gloria Ramirez City Attorney.

### **INVOCATION**

Mayor Sanabria led the invocation.

### **PLEDGE OF ALLEGIANCE**

Councilmember Flores led the Pledge of Allegiance.

### **PRESENTATION(S)**

1. PRESENTATION OF INFRASTRUCTURE AWARD
2. COMMUNITY POLICE ACADEMY GRADUATE RECOGNITION
3. VETERANS PARK MEMORIAL REDEDICATION
4. FAMILY COURT AWARENESS MONTH PROCLAMATION
5. RECOGNITION OF BOOK FAIR VOLUNTEERS

Mayor Sanabria called for a brief recess at 6:40pm after presentation two (2) of the agenda. Mayor reconvened the meeting at 7:01p.m.

At the conclusion of presentations Mayor Sanabria called for a five (5) minute recess at 7:16pm. Mayor reconvened the meeting at 7:21pm.

### **PUBLIC COMMENTS**

The following people provided public comment:

1. Ahmed Hassanin
2. Luz Castro
3. Elida Catalan
4. Ana Cruz
5. Rosie Miranda
6. Rosie Brown

7. Hedi Flores Martinez
8. Sophia Wrench
9. Miguel Perez
10. Jovita Sandoval
11. Francisco Rivera
12. Elena Gonzalez
13. Baldomero Capiz

### **STAFF RESPONSE**

Director of Community Development Steve Forster commented on the first public comment made. He clarified the city's zoning standards and sited language in the municipal code providing context to code enforcement's response to said retail store pointed out by the commentor. He added that communication continues with this business owner related to Americans with Disabilities Act standards the business must adhere to.

City Manager Ricardo Reyes also addressed the comment made related to housing and provided information on the partnership the city has with the Fair Housing Foundation to address the concerns of the commentor.

### **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Proposed Class Action Settlements  
City of Camden, et al., v. E.I. DuPont de Nemours and Company, et al., No. 2:23-cv-03230-RMG
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Government Code Section 54956.9(d)(1)  
Proposed Class Action Settlements  
City of Camden, et al., v. 3M Company, No. 2:23-cv-03147-RMG

Attorney Ramirez stated that it is appropriate to recess to closed session.  
Vice Mayor Macias recessed into closed session at 8:03 p.m.

Mayor Macias reconvened the Council meeting from Closed Session at 8:27 p.m.

### **CLOSED SESSION ANNOUNCEMENT**

City Attorney Ramirez reported that the record should reflect that with Councilmembers Martinez, Flores and Vice Mayor Macias of the City Council present the two (2) items on the posted agenda were discussed. Regarding items one (1) and two (2), the Council was briefed, and direction was given but no final action was taken. This concluded the closed session report.

### **CONSENT CALENDAR**

### **CITY CLERK**

**MOTION:** Vice Mayor Macias moved to approve the consent calendar, seconded

by Councilmember Flores. Motion carried by unanimous consent.

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

**NOES:** None

## **1. CITY COUNCIL MEETING MINTUES**

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

1. Regular City Council Meeting held October 3, 2023

## **FINANCE**

### **2. WARRANT REGISTER**

RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated November 07, 2023

## **COMMUNITY DEVELOPMENT**

3. **SECOND READING OF THE CITY OF HUNTINGTON ORDINANCE ADOPTING THE ZONING ORDINANCE AND ZONING MAP AMENDMENTS FOR CONSISTENCY WITH THE GENERAL PLAN TO IMPLEMENT THE 2021-2029 HOUSING ELEMENT UPDATE**

RECOMMENDED THAT CITY COUNCIL:

**MOTION:** Vice Mayor Macias moved to waive full reading and adopt Ordinance by title amending the municipal zoning code and zoning map for consistency with the general plan implementation of the 2021-2029 Housing Element Update, seconded by Councilmember Flores. Motion carried by unanimous consent.

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

**NOES:** None

## **END OF CONSENT CALENDAR**

## **REGULAR AGENDA**

## **COMMUNITY DEVELOPMENT**

4. **CONSIDERATION AND APPROVAL TO INCREASE THE HOME REPAIR PROGRAM (HRP) MAXIMUM AMOUNT FROM \$25,000 TO UP TO A \$100,000 DEFERRED LOAN**

**MOTION:** Councilmember Ortiz moved to Approve the amount increase from \$25,000 up to \$100,000 for the Home Repair Program, seconded by Councilmember Flores. Motion carried by unanimous consent.

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

**NOES:** None

**5. CONSIDERATION AND APPROVAL TO SOLICIT PROPOSAL FOR PROFESSIONAL SERVICES TO PROVIDE LEAD AND ASBESTOS TESTING FOR THE HOME REPAIR PROGRAM (HRP) APPLICANTS**

**MOTION:** Councilmember Flores moved to authorize staff to publish and solicit a Request for Proposal from qualified and independent environmental testing contractors to provide lead-based and asbestos consulting for HRP applicants, seconded by Councilmember Ortiz. Motion carried by unanimous consent.

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

**NOES:** None

**PARKS AND RECREATION**

**6. CONSIDERATION AND APPROVAL OF ACTIVITIES IN PUBLIC PLACES PERMIT, FEE WAIVER AND AGREEMENT REQUEST BY EAST SIDE RIDERS BIKE CLUB FOR 2023-2024, “BICYCLE EDUCATION AND SAFETY TRAINING (BEAST).”**

**MOTION:** Councilmember Flores moved to approve Activities in Public Places Permit for East Side Riders Bike Club to provide Bicycle Education and Safety Training for the City's youth; and approve fee waiver request; and approve agreement with East Side Riders Bike Club for 2023-24 with an option to extend for up to two additional years if mutually agreed upon; and authorize City Manager to execute agreement; and waive all recommended fees, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

**PUBLIC WORKS**

**7. CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR CIP 2019-02 SLAUSON AVE CONGESTION RELIEF PROJECT**

**MOTION:** Councilmember Flores moved to award the Professional Services Agreement to Ladayu Consulting Group for construction management and

inspection services related to the oversight of CIP 2019-02 Slauson Ave Congestion Relief Project for a not-to-exceed amount of \$450,385; and authorize the Finance Department to allocate funding into a project account number that will pay for this service while staff seeks reimbursement from Metro; and authorize the City Manager to execute the professional services agreement (PSA), seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

**8. CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION CONTRACT FOR CIP 2019-02 SLAUSON AVENUE CONGESTION RELIEF PROJECT**

**MOTION:** Councilmember Ortiz moved to award the contract to All American Asphalt for the construction of CIP 2019-02 Slauson Avenue Congestion Relief Project as the lowest responsive, responsible bidder for a not to exceed fee of \$9,143,090.77 (Option 2), which includes concreting five intersections where traffic signals will be upgraded and partially paid from reimbursable Metro Measure R grant funds; and approve a five percent (5%) construction contingency in the amount of \$457,154.54 payable from designated funds chosen by the City Manager's Office and Finance Department if Option 2 is chosen; and if the City Council elects to go with Option 2, authorize the City Manager's Office and Finance Department to issue an account number and utilize designed funds to pay for the remaining balance (\$3,269,630.31) and complete the Option 2 Project; and authorize the City Manager to execute the construction contract agreement and all applicable change orders in good faith, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

**9. APPROVE ACCEPTANCE OF WORK PERFORMED FOR CIP 2022-10 CDBG ADA RECONSTRUCTION PROJECT**

**MOTION:** Councilmember Flores moved to Approve acceptance of work performed by Kalban, Inc. for the construction of CIP 2022-10 CDBG ADA Reconstruction Project; and authorize the reallocation of \$205,531.85 in Community Development Block Grant (CDBG) funds towards the construction project for a total CDBG funding amount of \$999,965.13; and authorize the reuse of \$206,211.13 in Metro TDA Article 3 funds for another project; and authorize staff to execute the Notice of Completion (NOC) and direct the City Clerk to file the NOC with the Los Angeles County Recorder's Office; and release the retention amount of \$50,151.75 to Kalban, Inc. 35 days of the effective date of the recordation of the NOC, if no Stop Notices are filed within the 35-day period, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

**10. CONSIDERATION AND APPROVAL OF THE APPLICATION OF SANIGLAZE TO THE JAIL AT THE POLICE DEPARTMENT**

Prior to discussion Community Director Steve Forster amended the actions to include a third (3) recommendation. This was requested to improve the traffic control for the event.

**MOTION:** Councilmember Ortiz moved pursuant to Huntington Park Municipal Code section 2-5.12 Formal Bid Procedures (i): Waive of Bidding. City Council, by a majority vote, may dispense with bidding and other procedures required by this chapter in any individual instance upon finding that it would be impracticable, useless or economically infeasible to follow such procedures and that the public welfare would be promoted by dispensing with them; and approve Advanced Tile Restoration's (ATR Ventures) quote that includes all applicable equipment, material and labor to SaniGLAZE the jail at the Police Department for a not-to-exceed amount of \$409,624; and partially payable from Account No. 111-8024-421.73-10 (\$358,000); and due to rising costs in material and labor, there is a request for an additional appropriation of \$51,624 into Account No. 111-8024-421.73-10 to pay for this service; and authorize the City Manager to execute the purchase order and all other applicable documentation, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

**11. CONSIDERATION AND APPROVAL TO SOLICIT PROPOSALS FOR THE PREPARATION OF PLANS, SPECIFICATIONS AND ESTIMATE OF NEW PLAYGROUND EQUIPMENT, APPURTENANCES AND INGRESS AND EGRESS ENHANCEMENTS AS PART OF CIP 2022-04 PLAYGROUND AT KELLER PARK**

**MOTION:** Councilmember Flores moved to authorize staff to publish and solicit a Request for Proposal (RFP) from qualified landscape architectural or engineering firms for the preparation of Plans, Specifications and Estimate of new playground equipment, appurtenances, and ingress/egress enhancement as part of CIP 2022-04 Playground at Keller Park, seconded by Councilmember Ortiz. Motion carried by unanimous consent.

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

**NOES:** None

**12. CONSIDERATION AND APPROVAL TO PURCHASE A HEAVY-DUTY HYDRAULIC LIFT TO REPAIR THE CITY'S LARGE-SCALE VEHICLES AND SHUTTLES**

**MOTION:** Councilmember Flores moved pursuant to Huntington Park Municipal Code section 2-5.12 Formal Bid Procedures (i): Waive of Bidding. City Council, by a majority vote, may dispense with bidding and other procedures required by this chapter in any individual instance upon finding that it would be impracticable, useless or economically infeasible to follow such procedures and that the public welfare would be promoted by dispensing with them; and approve the purchasing of a heavy-duty hydraulic lift to repair the City's large-scale vehicles and bus shuttles from Dr. Hydraulics, Inc. for a not-to-exceed amount of \$189,438.70 payable from Account No. 741-8060-431.74-10; and authorize the City Manager to execute the quote (Attachment 1) and subsequent purchase order, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

## FINANCE

### 13. CONSIDERATION AND APPROVAL OF THIRD AMENDMENT TO THE FINANCIAL AUDITING SERVICES PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK AND EADIE+PAYNE, LLP

**MOTION:** Councilmember Flores moved to review and adopt a Resolution for a General Plan Amendment to update the Housing Element, Health and Safety Element and Land Use Element; and waive full reading and introduce by title only an Ordinance to amend the Municipal Zoning Code Text and the Zoning Map; and review and certify the Environmental Assessment - ENV-2023-01-EA, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

### 14. CONSIDERATION AND APPROVAL TO ENTER SOFTWARE SUBSCRIPTION SERVICE RELATED TO ACCOUNTING STANDARDS GASB 87 AND GASB 96 TO COMPLETE FISCAL YEAR 2022 AND FISCAL YEAR 2023 AUDITS

**MOTION:** Vice Mayor Macias moved to approve the Proposal for a 3-year Software as a Service from DebtBook that allows for GASB 87 and GASB 96 reporting; and authorize City Manager to execute the agreement, seconded by Councilmember Flores. Motion carried by unanimous consent.

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

**NOES:** None

## CITY CLERK

**15. CONSIDERATION AND APPROVAL OF RESOLUTIONS RELATED TO THE CITY OF HUNTINGTON PARK'S GENERAL MUNICIPAL ELECTION TO BE HELD TUESDAY, MARCH 5, 2023**

**MOTION:** Councilmember Ortiz moved to adopt Resolution calling for the Holding of a General Municipal Election to be held on Tuesday, March 5, 2023, for the Election of Certain Officers and Requesting the Board of Supervisors of the County of Los Angeles to Consolidate the Election with any and all Elections also called to be held on Tuesday, March 5, 2023 and Requesting the Board to Render Specified Services to the City Relating to the Conduct of a General Municipal Election to be held on Tuesday, March 5, 2023; and adopt a Resolution adopting regulations for candidates for elective office pertaining to candidates' statement submitted to the voters at an election to be held on Tuesday, March 5, 2023; and adopt a Resolution providing for the conduct of a special runoff election for elective offices in the event of a tie vote at any municipal election, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

**16. COUNCIL APPOINTMENT TO THE CIVIL SERVICE COMMISSION**

Vice Mayor Macias appointed Guillermo Flores to the Civil Service Commission.

**POLICE DEPARTMENT**

**17. TRANSPARENT REVIEW OF UNJUST TRANSFERS AND HOLDS (TRUTH) ACT COMMUNITY FORUM**

**MOTION:** Councilmember Ortiz moved pursuant to Government Code section 7283.1, present this item as a Community Form to inform members of the public of access to individual(s) granted to Immigration and Customs Enforcement agency by the Huntington Park Police Department during calendar year 2022; and receive and file this information provided by the Huntington Park Police Department regarding Immigration and Customs Enforcement agency access to individuals in calendar year 2022, seconded by Vice Mayor Macias. Motion carried by unanimous consent.

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

**NOES:** None

**END OF REGULAR AGENDA**

**DEPARTMENTAL REPORTS**

Director of Parks and Recreation Cynthia Norzagaray thanked Council and staff for all the support with the Halloween event. She also invited the community to the Veterans Day celebration at Kelly Park from 4:00pm to 7:00pm. She closed by announcing that

Huntington Park received the Dodger Dream Team grant for the upcoming year.

Public Works director Cesar Roldan reported that on November 6, 2023 the six electric vehicles were picked up and are now at the Public Works yard and will soon be ready for deployment.

Communications and Community Relations director Sergio Infanzon provided an update to the City Council related to the latest city newsletter. He also encouraged the community to visit the city website for upcoming events.

City Clerk Sarmiento thanked the Council for the opportunity to get to collaborate with and get to know other departments during the Halloween decoration event.

### **WRITTEN COMMUNICATIONS**

None

### **COUNCIL COMMUNICATIONS**

Councilmember Ortiz thanked staff for their hard work during and in preparation of the Halloween event. She then took a moment to thank all the Veterans, especially those on the staff and on Council for their service to the country. She then thanked the Parks and Recreation department for their efforts in providing unique opportunities through the programming they provide, including the social media class geared to help senior utilize the modern tools available to them. She then welcomed East Side Riders Bike organization to Huntington Park and shared her excitement with the engagement opportunities they have to offer. She closed by honoring Cindy Montanez for her many contributions and commitment to her community, culture, and organizations.

Councilmember Martinez thanked staff for providing a safe space. He thanked the police department for recognizing Movember highlighting the importance of men's mental health and awareness. He also recognized the code enforcement division for all their hard work and emphasized the improved aesthetics when commuting around the city. He also commented on the recent changes that have made the city more bike friendly with the addition of shared lanes for bikers. He closed by mentioning the non-profit organizations that provided public comment tonight and encouraged a meeting of the minds to clear up any misunderstanding related to the topic they spoke on.

Councilmember Flores echoed the comments of his colleagues thanking all department heads for their amazing work. He reflected on his year as a Councilmember and stated that he believes the right people have been placed in the right position to best serve the city. He closed by sharing his gratitude in working hand in hand with capable staff to move the city forward.

Vice Mayor Macias echoed her colleagues in thanking staff and directors for their hard work. She emphasized the effort put forward in the Halloween event, but it also shows the commitment to the residents and acknowledged the effort put forward to provide a great event the community deserves. She closed by encouraging everyone to come out for the Veterans Day event.

Mayor Sanabria echoed her colleagues in thanking staff for their commitment to providing

a memorable Halloween event. She also mentioned her support for mental health services. She then shared her excitement regarding the addition of the Bike Riders Club and opportunities for community engagement. She closed by reminding all residents of the holiday decoration contest that will run from November 20, 2023 to December 13, 2023. On December 14, 2023 deliberations will be held to determine the winners. She then mentioned Cindy Montanez for the impact she had on the many communities she was involved with.

Vice Mayor Macias read a certificate of recognition for the late Cindy Montanez recognizing her efforts and commitment to the betterment of humanity and community.

#### **ADJOURNMENT**

Vice Mayor Macias adjourned the at 9:00 p.m. The next City of Huntington Park City Council meeting will be held on Tuesday November 21, 2023 at 6:00 p.m.

Respectfully submitted

  
Eduardo Sarmiento, City Clerk

ITEM 2

## List of Funds - City of Huntington Park

FUND	DESCRIPTION	FUND	DESCRIPTION
111	General Fund	230	Homeland Security Fund
112	Waste Collection/Disposal	231	Parking System Fund
114	Spec Events Contributions	232	Art in Public Places Fund
115	General Fund Reserve	233	Bullet Proof Vest Grant
116	Retirement Fund	234	Congressional Earmark
120	Special Revenue DNA ID	235	Federal Street Improvmnt
121	Special Revnu Welfare Inm	236	HUD Economic Empowerment
122	Prevention Intervention	237	Community Planning
123	Board of Corrections LEAD	238	Air Pollution Grant
124	Auto Theft Prevention	239	Federal CDBG Fund
150	Emergency Preparedness	240	HUD EZ/EC Soc Sec Block
151	Economic Development	241	CalHome
152	Greenway Linear Park Proj	242	HUD Home Program
200	Local Grants	243	HUD 108 B03MC060566
201	State Grants	244	HUD EDI Grant
202	CFP Crosswalks	245	EPA Brownfield
203	Federal Grants	246	LBPHCP-Lead Base
204	SR2S Middleton Safe Route	247	Neighborhood Stabilzation
205	CFP Pacific Blvd	248	Homelessness Prevention
206	CFP I Park Pay Station	249	DEPT OF TOXIC SUBSTANCES
207	CFP Signal Synchronizatio	250	DTSC Grant
208	CMAQ Metro Rapid	251	Land & Water Conservation
209	CFP City Street Resurfac	252	ABC
210	Measure M	253	DEBT SERVICE FUND
211	Road Maint & Rehab SB1	254	Home ARP Grant
212	P & R Grants	257	CDC Merged Project Fund
213	Park Facilities	258	CDC Merged Debt Service
214	Recreation Field Charter	259	CDC Low/Mod Income Housin
215	Trees for A Better Enviro	262	CDC Neighbor Presrvn Cap
216	Employees Retirement Fund	263	CDC Neighbor Presrvn Debt
217	OPEB	264	CDC Nghbr Prsrvn Low/Mod
218	PARS	267	CDC Sta Fe Redev Project
219	Sales Tax-Transit Fund A	268	CDC Sta Fe Debt Service
220	Sales Tax-Transit C	269	CDC Sta Fe Low/Mod Income
221	State Gasoline Tax Fund	270	Successor Agency Merge
222	Measure R	271	Successor Agency Merg Prj
223	Local Origin Program Fund	272	Successor Agency Low Mod
224	Office of Traffc & Safety	273	Successor Agency NHP
225	Cal Cops Fund	274	Successor Agency NHP Prj
226	Air Quality Improv Trust	275	Successor Agency
227	Offc of Criminal Justice	276	SUCCESSOR AGENCY-GF
228	State Dept. of Justice	283	Sewer Maintenance Fund
229	Police Forfeiture Fund	285	Solid Waste Mgmt Fund

## City of Huntington Park

FUND	DESCRIPTION
286	Illegal Disposal Abatement
287	Solid Waste Recycle Grant
288	COMPBC
293	PUBLIC FIN. AUTHOR.L/T DT
299	CDC Special Revenue Fund
322	STIP Transportation Fund
334	Ped/Bike Path Fund
335	Energy Efficient Grant
345	Rails To Trails Randolph
346	Bike Lane State Street
347	SRTS Middleton Elementary
348	Pacific Blvd Ped Improve
349	Capital Improvement Fund
475	HP PUBLIC FINANCE AUTHOR
533	Business Improv Dist Fund
535	Strt Lght & Lndscp Assess
681	Water Department Fund
741	Fleet Maintenance
742	Information Technology
745	Self Insurance
746	Employee Benefit Fund
748	Veh & Equip Replacement
779	Deferred Comp. Trust Fund
787	Citywide CIP
800	Pooled Cash
801	Pooled Cash Fund
802	Pooled Interest
993	Public Fin Authority LTD
994	General Fixed Assets Acct
995	General LTD Account Grp
996	General Long Term Debt
997	CDC Gnrl LTD Account Grp
998	Reserve Template Fund
999	Pooled Cash/Template

**City of Huntington Park**  
**Demand Register**  
**December 5, 2023**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AAA ELECTRICAL SUPPLY INC	317600-00	535-8016-431.61-45	STREET POLES REPAIR	8,601.71
				<b>\$8,601.71</b>
ABEL ROMAN - BAHENA	HP410001526	111-0000-351.10-10	CITATION REFUND	60.00
				<b>\$60.00</b>
ACCESS AUTO GLASS LLC	1189	111-8085-431.43-21	PARTS FOR TROLLY	235.00
				<b>\$235.00</b>
ADLERHORST INTERNATIONAL LLC	120444	111-7010-421.61-20	SUPPLIES FOR K-9	210.11
				<b>\$210.11</b>
ADVANCE AUTO PARTS PROFESSIONAL	8799331222533 8799331858396 8799331222536 8799331222525 8799331222528 8799331222529 8799331222530 8799331858388	111-7010-421.43-20 111-7010-421.43-20 111-8085-431.43-21 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20	CAR PARTS FOR POLICE UNIT CAR PARTS FOR POLICE UNIT PARTS FOR SHUTTLE SUPPLIES FOR PUBLIC WORKS SUPPLIES FOR PUBLIC WORKS SUPPLIES FOR LEAF BLOWER SUPPLIES FOR PUBLIC WORKS PARTS FOR PARKS AND REC UNIT	144.24 986.90 22.54 201.83 8.72 8.72 8.72 164.50
				<b>\$1,546.17</b>
ALTEC INDUSTRIES INC	12432769 12434033	741-8060-431.43-20 741-8060-431.43-20	CAR PARTS FOR PW UNITS CAR PARTS FOR PW UNITS	143.95 1,797.62
				<b>\$1,941.57</b>
ALVAREZ-GLASMAN & COLVIN	2023-07-20810 2023-07-20811 2023-07-20812 2023-07-20813 2023-08-20850 2023-08-20851 2023-08-20852 2023-08-20853 2023-08-20854 2023-08-20855	111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70 111-0220-411.32-70	LEGAL SERVICES JULY 2023 LEGAL SERVICES JULY 2023 LEGAL SERVICES JULY 2023 LEGAL SERVICES JULY 2023 LEGAL SERVICES AUGUST 2023	29,327.52 205.50 3,949.73 1,292.00 38,054.66 863.00 1,782.00 811.50 2,368.38 646.00
				<b>\$79,300.29</b>
AMAZON.COM SERVICES, INC.	16H1-16TL-R4NV 1THR-6W4P-7LMM 1HWK-4JYH-39PN 1431-C1T3-9V67 1F4F-41JC-KTGC 1XQY-6MMF-CQQN	111-6010-451.61-20 111-6010-451.61-20 111-6020-451.61-35 111-6030-451.61-35 111-6060-466.61-20 111-6065-466.61-20	FRONT OFFICE SUPPLIES FRONT OFFICE SUPPLIES CULTURAL ART SUPPLIES YOUTH SPORT SUPPLIES AFTERSCHOOL SUPPLIES SENIOR PROGRAM SUPPLIES	47.16 27.55 221.16 594.20 125.65 308.68
				<b>\$1,324.40</b>
ARROYO BACKGROUND INVESTIGATIONS	3242	111-7010-421.56-41	NEW EMPLOYEE BACKGRUND	1,000.00
				<b>\$1,000.00</b>
ARTURO FLORES	51553	111-0110-411.58-26	REIMBURSEMENT FOR COUNCIL	1,454.85
				<b>\$1,454.85</b>
AUTO ZONE	4075808315 4075812000 4075813056	111-7010-421.43-20 111-7010-421.43-20 111-7010-421.43-20	CAR PARTS FOR POLICE UNIT CAR PARTS FOR POLICE UNIT CAR PART FOR POLICE UNIT	46.27 10.45 428.37

**City of Huntington Park  
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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
AUTO ZONE	4075659930	741-8060-431.43-20	CAR PARTS FOR PW UNITS	36.59
	4075659940	741-8060-431.43-20	CAR PARTS FOR PW UNITS	-36.59
	4075660646	741-8060-431.43-20	CAR PARTS FOR PW UNITS	97.00
	4075660674	741-8060-431.43-20	CAR PARTS FOR PW UNITS	-97.00
	4075756534	741-8060-431.43-20	CAR PARTS FOR PW UNITS	54.11
	4075772978	741-8060-431.43-20	CAR PARTS FOR PW UNITS	132.29
	4075775429	741-8060-431.43-20	CAR PARTS FOR PW UNITS	48.49
	4075816296	741-8060-431.61-20	SUPPLIES FOR FLEET DIVISION	118.81
				<b>\$838.79</b>
AZTECA SIGNS	7187	221-8012-429.61-20	TRAFFIC SIGN DECALS	65.70
				<b>\$65.70</b>
BC TRAFFIC SPECIALIST	025460	111-8010-431.61-20	CHRISTMAS PARADE STREET CONES	5,036.25
				<b>\$5,036.25</b>
BDG LAW GROUP	33580	111-9031-413.32-70	LEGAL SERVICES	43,369.50
	33581	111-9031-413.32-70	LEGAL SERVICES	4,800.78
	33701	111-9031-413.32-70	LEGAL SERVICES	1,148.25
	33702	111-9031-413.32-70	LEGAL SERVICES	10,261.25
				<b>\$59,579.78</b>
BEAR ELECTRICAL SOLUTIONS, INC	20832 1 OF 3	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE SVCS	4,067.50
	20832 2 OF 3	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE SVCS	1,400.00
	20832 3 OF 3	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE SVCS	620.00
	20833	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE SVCS	6,350.00
				<b>\$12,437.50</b>
BENEFIT ADMINISTRATION CORPORATION	6031399-IN	111-2030-413.56-41	FLEX ADMINISTRATION FEES	50.00
				<b>\$50.00</b>
BJ PARTY SUPPLIES LLC	59261	111-0240-466.55-41	HOLIDAY PARADE TENTS	3,869.80
				<b>\$3,869.80</b>
BOB BARKER COMPANY INC.	INV1959149	111-7010-421.61-20	PD SUPPLIES	387.15
				<b>\$387.15</b>
BRIZUELA'S IRON WORK	0148	111-8010-431.61-20	INSTALL CIP ADA HANDRAIL	3,900.00
				<b>\$3,900.00</b>
BRONZE MEMORIALS INC	6387	111-8022-419.43-10	CITY SEAL AT CITY HALL	4,988.50
				<b>\$4,988.50</b>
CACEO	200027319	111-5055-419.59-15	CACEO APPLICATION FEE	210.00
				<b>\$210.00</b>
CALIFORNIA BUILDING STANDARDS COMM	7/1/23-9/1/23	111-0000-322.40-05	FEES PER QUARTER BSASRF	120.15
				<b>\$120.15</b>
CENTRAL BASIN MWD	HP-OCT. 23	681-8030-461.41-00	IMPORTED WATER OCT.23	168,740.83
				<b>\$168,740.83</b>
CENTRAL FORD	35450	111-7010-421.43-20	CAR PARTS FOR PW UNITS	500.89
	35493	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	388.08
	35494	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	51.46
	35590	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	117.00
	35664	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	64.39

**City of Huntington Park**  
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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
CENTRAL FORD	35701	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	117.00
	35776	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	66.15
	35929	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	1,246.54
	35931	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	133.89
	35680	111-8085-431.43-21	PART FOR SHUTTLE	408.79
	35728	111-8085-431.43-21	PART FOR SHUTTLE	-110.26
	35747	111-8085-431.43-21	PART FOR SHUTTLE	44.10
	35755	111-8085-431.43-21	PART FOR SHUTTLE	388.08
	35795	741-8060-431.43-20	CAR PARTS FOR PW UNIT	139.04
				<b>\$3,555.15</b>
CHAMPION CJD	700078	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	1,230.24
				<b>\$1,230.24</b>
CHRISTINA PARRA HERNANDEZ	23PD-11	111-7010-421.56-41	JAILER CUSTODY OFFICER SVCS	300.00
				<b>\$300.00</b>
CINDI CAYAX	2537	111-6065-451.57-46	ZUMBA CLASSES	455.00
				<b>\$455.00</b>
COLIMA GLASS & WINDOW CORP	4938	111-8020-431.43-10	REPLACED GLASS PW YARD	255.00
	4937	111-8023-451.43-10	REPLACED GLASS AT PARKS	550.00
	4939	111-8023-451.43-10	REPLACED GLASS COMMUNITY CENTER	1,175.00
				<b>\$1,980.00</b>
COMMERCIAL TIRE COMPANY	1-180530	741-8060-431.43-20	TIRE REPAIR FOR PW UNIT	206.32
	1-180571	741-8060-431.43-20	TIRE REPAIR FOR PW UNIT	208.51
				<b>\$414.83</b>
CONCENTRA HEALTH SERVICES, INC.	16926985	111-2030-413.56-41	TEST BUNDLE	50.00
				<b>\$50.00</b>
CONCENTRA MEDICAL CENTERS	81040848	111-2030-413.56-41	DOT PHYSICAL	214.00
	81190193	111-2030-413.56-41	DOT PHYSICAL	107.00
				<b>\$321.00</b>
DAPEER, ROSENBLIT & LITVAK	22229	111-5020-411.32-70	PROFESSIONAL SERVICES	178.90
	22231	111-5020-411.32-70	PROFESSIONAL SERVICES	602.11
	22232	111-5020-411.32-70	PROFESSIONAL SERVICES	179.05
	22233	111-5020-411.32-70	PROFESSIONAL SERVICES	72.96
	22234	111-5020-411.32-70	PROFESSIONAL SERVICES	135.00
	22235	111-5020-411.32-70	PROFESSIONAL SERVICES	95.47
	22230	111-7010-421.56-41	PROFESSIONAL SERVICES	2,287.02
				<b>\$3,550.51</b>
DATA TICKET INC.	157754	111-5055-419.56-41	CITATION PROCESSING	2,191.20
	157802	111-7040-421.56-41	CODE ENFORCEMENT PROCESSING	71.34
	157904	111-7040-421.56-41	WEBSITE ONLINE ACCESS	12.50
	157867	111-9010-415.56-15	FTB COLLECTION	135.20
	158545	111-9010-415.56-15	DAILY CITATION PROCESSING	12,235.56
				<b>\$14,645.80</b>
DATAPROSE, INC.	DP2304428	681-3022-415.53-20	WATER BILLS AND POSTAGE	1,573.44
	DP2304428	681-3022-415.56-41	WATER BILLS AND POSTAGE	745.55
				<b>\$2,318.99</b>

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
DELTA DENTAL	BE005800256	111-0000-217.50-20	DELTA CARE DPO BENEFITS	7,874.17
				<b>\$7,874.17</b>
DELTA DENTAL INSURANCE COMPANY	BE005797565	111-0000-217.50-20	DELTA CARE PMI BENEFITS	2,192.40
				<b>\$2,192.40</b>
DEPARTMENT OF CONSERVATION	07/1/23-9/1/23	111-5010-419.56-49	FEE REPORT	383.13
				<b>\$383.13</b>
DOOLEY ENTERPRISES, INC.	66695	111-7010-421.61-20	AMMUNITION FOR TRAINING	9,958.26
				<b>\$9,958.26</b>
DUNN EDWARDS CORPORATION	2009A19797	111-8095-431.61-50	PAINT FOR GRAFFITI REMOVAL	601.51
	2009A19798	111-8095-431.61-50	PAINT FOR GRAFFITI REMOVAL	343.70
	2009A20116	111-8095-431.61-50	PAINT FOR GRAFFITI REMOVAL	945.18
				<b>\$1,890.39</b>
EXCEL PAVING COMPANY	5-27275	787-8902-499.76-21	ATP CYCLE 4 CIP 2018-11	430,562.72
				<b>\$430,562.72</b>
FAIR HOUSING FOUNDATION	11082023	239-5210-463.57-87	PERSONNEL COST OPERATION	1,797.41
				<b>\$1,797.41</b>
FERGUSON ENTERPRISES INC	3042874	111-8023-451.43-10	SUPPLIES FOR COMMUNITY CENTER	179.62
				<b>\$179.62</b>
FM THOMAS AIR CONDITIONING INC	45987	111-8022-419.56-41	PD A/C MAINTENANCE	1,860.00
				<b>\$1,860.00</b>
GEORGE CHEVROLET	151615CVW	741-8060-431.43-20	CAR PARTS FOR PW UNITS	391.17
	152356CVW	741-8060-431.43-20	CAR PARTS FOR PW UNITS	90.43
	152567CVW	741-8060-431.43-20	CAR PARTS FOR PW UNITS	220.24
				<b>\$701.84</b>
GEOSYNTEC CONSULTANTS, INC.	533149	111-5010-419.56-49	PROFESSIONAL SERVICES	76,547.95
				<b>\$76,547.95</b>
GRAINGER	9897327236	111-8023-451.43-10	SUPPLIES FOR COMMUNITY CENTER	227.29
	9897327244	111-8023-451.43-10	SUPPLIES FOR COMMUNITY CENTER	227.29
	9900003576	111-8023-451.43-10	SUPPLIES FOR COMMUNITY CENTER	-227.29
	9881954656	741-8060-431.43-20	CAR PARTS FOR PW UNIT	122.95
				<b>\$350.24</b>
H.P. TEST ONLY	023810	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	023811	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	023821	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	023822	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	024984	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	024986	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	23790	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	23794	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	23795	111-7010-421.43-20	SMOG CHECK FOR POLICE UNIT	45.00
	23797	111-7010-421.43-20	SMOG CHECK FOR PW UNIT	45.00
	023613	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	023823	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23791	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00

**City of Huntington Park**  
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Payee Name	Invoice Number	Account Number	Description	Transaction Amount
H.P. TEST ONLY	23792	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23793	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23796	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23798	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23799	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23800	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23801	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23802	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23803	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
	23804	741-8060-431.43-20	SMOG CHECK FOR PW UNIT	45.00
				<b>\$1,035.00</b>
HAJOCA CORPORATION	S169947562.001	111-8023-451.43-10	SUPPLIES FOR COMMUNITY CENTER	740.43
				<b>\$740.43</b>
HASA, INC.	930009	681-8030-461.41-00	SODIUM HYPOCHLORITE 18	340.49
	930010	681-8030-461.41-00	SODIUM HYPOCHLORITE 12	541.22
	930011	681-8030-461.41-00	SODIUM HYPOCHLORITE 14	230.02
	930916	681-8030-461.41-00	SODIUM HYPOCHLORITE 18	463.07
	930917	681-8030-461.41-00	SODIUM HYPOCHLORITE 14	324.73
				<b>\$1,899.53</b>
HEALTH AND HUMAN RESOURCE CENTER	E0306240	111-0000-217.50-60	EMPLOYEE PROGRAM DEC 23	213.84
				<b>\$213.84</b>
HECTOR G. MORENO	5301	111-6060-466.33-20	TAEKWONDO CLASSES	1,200.00
	5302	111-6060-466.33-20	TAEKWONDO CLASSES	1,248.00
	5303	111-6060-466.33-20	TAEKWONDO CLASSES	1,008.00
				<b>\$3,456.00</b>
JCL TRAFFIC	121823	111-8010-431.61-20	BARRICADES FOR XMAS PARADE	4,998.82
				<b>\$4,998.82</b>
JERRY'S AUTO BODY, INC.	32872	111-7010-421.43-20	REPAIRS TO POLICE UNIT	1,809.00
	32975	111-7010-421.43-20	REPAIRS TO POLICE UNIT	2,764.64
				<b>\$4,573.64</b>
JESUS GUTIERREZ	10162023	111-7010-421.59-10	MILEAGE/ PER DIEM REIMBURSEMENT	317.49
				<b>\$317.49</b>
JRD UNICO INC.	10162023	111-6010-451.74-10	FREEZER FOR COMMUNITY CENTER	2,958.24
				<b>\$2,958.24</b>
JUAN PORRAS	10232023	111-7010-421.59-10	MILEAGE REIMBURSEMENT	419.20
				<b>\$419.20</b>
KANG, RUTH	000021843	681-0000-228.70-00	WATER DEPOSIT REFUND	1,330.80
				<b>\$1,330.80</b>
KONICA MINOLTA BUSINESS SOLUTIONS	290441506	111-6010-451.56-41	COPIER LEASE	241.40
				<b>\$241.40</b>
L & A SPOTFREE LLC	00000245777	681-0000-228.70-00	WATER DEPOSIT REFUND	2,039.25
				<b>\$2,039.25</b>
LACMTA	HP11152023	111-8085-431.58-50	TAP POSITION SUMMARY	264.27
				<b>\$264.27</b>

**City of Huntington Park  
Demand Register  
December 5, 2023**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
LAN WAN ENTERPRISE, INC	74648	111-7040-421.56-41	MONTHLY RECURRING ADD ONS	4,837.00
				<b>\$4,837.00</b>
LAURA REYES	HP050032479	111-0000-351.10-10	CITATION REFUND	155.00
				<b>\$155.00</b>
LB JOHNSON HARDWARE CO.	127132	111-8022-419.43-10	PART FOR DESK CITY HALL	45.38
				<b>\$45.38</b>
LIEBERT CASSIDY WHITMORE	253413	111-0220-411.32-70	LEGAL SERVICES OCT 2023	3,535.50
	254476	111-0220-411.32-70	LEGAL SERVICES OCT 2023	2,033.00
				<b>\$5,568.50</b>
LONG BEACH BMW	48028	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	1,087.78
	48038	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	336.55
				<b>\$1,424.33</b>
LUXURY AUTO BODY	PW6035	111-7010-421.43-20	BODY AND COSMETIC WORK FOR PD	3,126.91
	PW6032	111-8085-431.43-21	SHUTTLE COSMETIC WORK	4,860.99
	PW6033	111-8085-431.43-21	SHUTTLE COSMETIC WORK	748.94
	PW6029	741-8060-431.43-20	PARK AND REC UNIT WORK	4,536.01
				<b>\$13,272.85</b>
MARX BROS FIRE EXTINGUISHER CO INC.	E32460	741-8060-431.56-41	REFILL FIRE EXTINGUISHER	316.00
				<b>\$316.00</b>
MOTOROLA SOLUTIONS, INC	8281754604	111-7010-421.73-10	VEHICLE EMERGENCY EQUIPMENT	2,797.95
				<b>\$2,797.95</b>
NACHO'S LOCK & KEY SERVICE	182370	111-8022-419.43-10	SVC CALL TO REPAIR DOOR	150.00
				<b>\$150.00</b>
NAPA AUTO PARTS	4832-590980	741-8060-431.61-20	CLEANING SUPPLIES (FLEET)	48.72
				<b>\$48.72</b>
NAR MEDICAL DEPOT	IN743253	111-7010-421.61-20	MEDICAL BAG FOR FTU UNIT	689.08
				<b>\$689.08</b>
NICHOLS CONSULTING ENGINEERS, CHTD	966053001	787-8916-499.76-12	CIP 2023-01 SB1 ST ENHANCEMENT	22,738.43
				<b>\$22,738.43</b>
NORM REEVES FORD SUPERSTORE	103287	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	891.76
	999774	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	2,108.99
				<b>\$3,000.75</b>
OEM AUTO PAINT SUPPLIES	155895	111-8023-451.43-10	SUPPLIES FOR PW	154.96
	1561096	111-8023-451.43-10	PAINT FOR RECEPTACLES	294.05
				<b>\$449.01</b>
OK PRINTING DESIGN & DIGITAL PRINT	3199	111-8020-431.61-20	PW ENVELOPES PRINTED	585.00
				<b>\$585.00</b>
PAUL NAVARRETTE	HP040024302	111-0000-351.10-10	CITATION REFUND	55.00
				<b>\$55.00</b>
PETER LY M.D. MEDICAL CORP	000023527	681-0000-228.70-00	WATER DEPOSIT REFUND	377.44
				<b>\$377.44</b>
PURCHASE POWER	800090000114260	111-7040-421.56-41	POSTAGE FEES POLICE DEPT	1,041.41
	800090900355810	111-9010-419.53-20	CURRENCY REFILL POSTAGE	364.36
				<b>\$1,405.77</b>
QDOXS	IN55584 1 OF 3	111-8020-431.43-05	XEROX COPIER CONTRACT	36.68

**City of Huntington Park  
Demand Register  
December 5, 2023**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
QDOXS	IN55584 2 OF 3 IN55584 3 OF 3	285-8050-432.43-05 681-8030-461.43-05	XEROX COPIER CONTRACT XEROX COPIER CONTRACT	36.68 36.68 <b>\$110.04</b>
RADIANT FIRE & INTEGRATION INC.	1241	787-8917-499.73-15	FIRE PROTECTION PROJECT	28,577.30 <b>\$28,577.30</b>
RAYMOND GARCIA	10232023	111-7010-421.59-10	MILEAGE REIMBURSEMENT	61.70 <b>\$61.70</b>
REXEL COMMERCIAL & INDUSTRIAL	S137892872.001 S137892872.002	111-8010-431.61-20 111-8010-431.61-20	PACIFIC BLVD. XMAS LIGHTS PACIFIC BLVD. XMAS LIGHTS	1,333.97 1,892.16 <b>\$3,226.13</b>
RINCON CONSULTANTS, INC.	52351	113-9050-462.56-41	PROJECT 21-11410	12,793.03 <b>\$12,793.03</b>
RON TURLEY ASSOCIATES, INC.	66047	741-8060-431.43-20	SOFTWARE UPDATE IN FLEET DIVISON	3,250.00 <b>\$3,250.00</b>
SAUL RODRIGUEZ	11062023	111-7010-421.59-10	MILEAGE REIMBURSEMENT	83.84 <b>\$83.84</b>
SIERRA INSTALLATION INC.	210543	111-6010-451.74-10	HOLIDAY DECORATIONS PACIFIC BLVD	44,000.00 <b>\$44,000.00</b>
SINATRA UNIFORM, INC	SU11195	111-7010-421.61-20	UNIFORM FOR NEW DISPATCHER	553.59 <b>\$553.59</b>
SNAP-ON INCORPORATED	ARV/59526081	741-8060-431.61-20	SUPPLIES FOR VEHICLE SCANNER	57.82 <b>\$57.82</b>
SOCAL GAS	9/7/23-10/9/23	111-9010-419.62-10	GAS SVC FOR VARIOUS GOV BUILDINGS	434.91 <b>\$434.91</b>
SOUTHERN CALIFORNIA EDISON	7590525207 7/18/23-8/15/23 7/26/23-8/23/23 8/03/2023-8/31/2023	681-8030-461.43-30 111-9010-419.62-10 111-9010-419.62-10 111-9010-419.62-10	WELL SITE 16 ELECTRICAL PANEL ELECTRICAL SVC 6900 BISSELL ST SVC FOR ST LIGHT 3220 OLIVE ST ELECTRICAL BILL 6621 WILSON AVE	9,915.39 3,179.54 48.82 58.64 <b>\$13,202.39</b>
SOUTHSTAR ENGINEERING & CONSULTING	COHP-CYCLE4-04 COHP-CYCLE4-05	787-8902-499.76-21 787-8902-499.76-21	CIP 2018-11 ATP CYCLE IV CIP 2018-11 ATP CYCLE IV	45,497.75 47,105.00 <b>\$92,602.75</b>
SPARKLETT'S	19438227111523	111-9010-419.61-20	DRINKING WATER PD SVC	273.27 <b>\$273.27</b>
SPECTRUM ENTERPRISE	1.06965E+14	111-9010-419.61-20	ICI SYSTEM JPA	616.72 <b>\$616.72</b>
STATE WATER RESOURCES CONTROL	SW-0269546	111-8020-431.43-10	ANNUAL PERMIT FEE	26,498.00 <b>\$26,498.00</b>
SUPERION, LLC	394101	111-9010-419.43-15	WEB ENABLEMENT ACCESS FEE	1,483.02 <b>\$1,483.02</b>
SUPERIOR COURT OF CALIFORNIA	09012023 10012023	111-7010-415.56-10 111-7010-415.56-10	PARKING CITATION SURCHARGE PARKING CITATION SURCHARGE	26,636.50 27,045.00 <b>\$53,681.50</b>

**City of Huntington Park**  
**Demand Register**  
**December 5, 2023**

Payee Name	Invoice Number	Account Number	Description	Transaction Amount
T-MOBILE USA	10/21/23-11/20	111-9010-419.53-10	CODE ENFORCEMENT PHONES	269.45
				<b>\$269.45</b>
THE CASTANON LAW GROUP	11072023	111-0220-411.32-70	LEGAL SERVICES	1,820.00
				<b>\$1,820.00</b>
THE VERDIN COMPANY	0016041	111-8022-419.56-41	MAINTENANCE AGREEMENT	1,590.00
				<b>\$1,590.00</b>
TIREHUB, LLC	38351619	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	556.00
	38352000	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	300.00
	38024558	111-8085-431.43-21	TIRES-SHUTTLE #4	516.84
				<b>\$1,372.84</b>
TOMAS PEREZ	10232023	111-7010-421.59-10	MILEAGE REIMBURSEMENT	353.84
				<b>\$353.84</b>
TREEPEOPLE INC.	4	787-8928-499.56-41	URBAN FOREST MGMT PLAN	7,017.23
				<b>\$7,017.23</b>
U.S. ARMOR CORPORATION	44188	111-7010-421.73-10	BULLET PROOF VEST	776.82
				<b>\$776.82</b>
ULINE	171001712	111-8010-431.61-20	SUPPLIES FOR PUBLIC WORK	165.31
	170884805	111-8024-421.43-10	PD BUIDLING SUPPLIES	458.38
	170812037	741-8060-431.61-20	SUPPLIES FOR VEHICLE KEY	30.35
				<b>\$654.04</b>
VALLEY ALARM	1133081	111-8020-431.56-41	MONTHLY FEES SEP 23	0.01
	1142405	111-8020-431.56-41	MONTHLY FEES NOV. 23	665.34
	1142405	111-8022-419.56-41	MONTHLY FEES NOV. 23	665.33
	1142405	111-8023-451.56-41	MONTHLY FEES NOV. 23	715.28
				<b>\$2,045.96</b>
WALTERS WHOLESALE ELECTRIC COMPANY	S124337562.001	111-8023-451.43-10	BUILDING MAINTENANCE SUPPLIES	146.05
	S124372222.001	111-8023-451.43-10	BUILDING MAINTENANCE SUPPLIES	557.92
				<b>\$703.97</b>
WESTCHESTER MEDICAL GROUP	CH139-0219	111-2030-413.56-41	TREADMILL STRESS TEST	315.00
				<b>\$315.00</b>
WESTERN EXTERMINATOR COMPANY	324089C	111-7024-421.56-41	PEST CONTROL MAINTENANCE	65.95
	324089C	111-8022-419.56-41	PEST CONTROL MAINTENANCE	59.90
	324089C	535-8090-452.56-60	PEST CONTROL MAINTENANCE	173.45
				<b>\$299.30</b>
WFG NATIONAL TITLE COMPANY OF CA	927749	111-5010-419.56-41	CONTRACTUAL SERVICES	3,000.00
				<b>\$3,000.00</b>
ZAP MANUFACTURING INC	8130	221-8012-429.61-20	REFURBISHMENT TRAFFIC SIGNAL	2,429.59
				<b>\$2,429.59</b>
				<b>\$1,305,576.37</b>

ITEM 3

# CITY OF HUNTINGTON PARK

Office of the City Council  
City Council Agenda Report



December 5, 2023

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

Dear Mayor and Members of the City Council:

## **CONSIDERATION AND APPROVAL TO SUBMIT A LETTER OF SUPPORT FOR THE PROTECTION OF THE SAN GABRIEL MOUNTAINS**

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

1. Authorize the City Manager to sign a letter of support for the protection of the San Gabriel Mountains.

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

On November 21, 2023, The Council of Mexican Federations in North America (COFEM) reached out to the City of Huntington Park to obtain a letter of support for the addition of 109,000 acres to the existing San Gabriel Mountains National Monument (Attachment A). This would permanently protect a significant portion of the western Angeles National Forest in Los Angeles, California metropolitan area.

The San Gabriel Mountains are the backyard for many urban and culturally diverse communities within Los Angeles. Every year, the Angeles National Forest welcomes about 4 million visitors. Over 18 million people live within a 90-mile radius of the proposed national monument expansion. Protecting these public lands will help increase equitable access to nature, improve public health, conserve a critical drinking water source for residents, and address the climate and biodiversity crisis.

### **FISCAL IMPACT/FINANCING**

There is no fiscal impact to the city for providing this letter of support.

### **CONCLUSION**

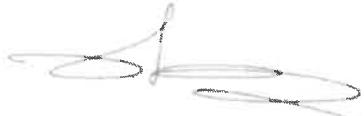
Upon Council approval, staff will proceed with the recommended action.

**CONSIDERATION AND APPROVAL TO SUBMIT A LETTER OF SUPPORT FOR THE  
PROTECTION OF THE SAN GABRIEL MOUNTAINS**

December 5, 2023

Page 2 of 2

Respectfully submitted,



RICARDO REYES  
City Manager

**ATTACHMENT(S)**

- A. Information and Map of proposed San Gabriel Mountains National Monument Expansion
- B. Letter of Support
- C. Resolution supporting protection of the San Gabriel Mountains

## ATTACHMENT "A"



### OUR VISION TO EXPAND THE SAN GABRIEL MOUNTAINS NATIONAL MONUMENT

Elected officials, community leaders, and local residents in the Los Angeles region are joining Senator Alex Padilla (D-CA) and Representative Judy Chu (CA-28) in calling on President Biden to add 109,000 acres of public lands to the San Gabriel Mountains National Monument.

#### **BENEFITING COMMUNITIES, CLIMATE, AND PROTECTING CRITICAL WATER RESOURCES**

Expanding the monument is the next step in a 20-year, locally-driven effort to protect the San Gabriel Mountains. This effort will help:

- Increase equitable access to nature and improve public health for over 18 million people who live within a 90-mile radius of the San Gabriel Mountains. These public lands are the backyard for many urban and culturally diverse communities that have limited access to green spaces in their neighborhoods.
- Honor the cultural and historical significance of the landscape. The stories of the original stewards of these lands, the Fernandeño Tataviam Band of Mission Indians and Gabrieleño (also known as Kizh, Gabrielino, Tongva) Peoples, are part of this sacred place.
- Conserve a critical water source for Los Angeles County. The Angeles National Forest provides one-third of the county's drinking water.
- Address the climate and biodiversity crises by protecting important habitat and wildlife corridors and contributing to state and federal goals to conserve 30% of lands and coastal waters by 2030.

#### **GROWING MOMENTUM TO PROTECT THE MOUNTAINS**

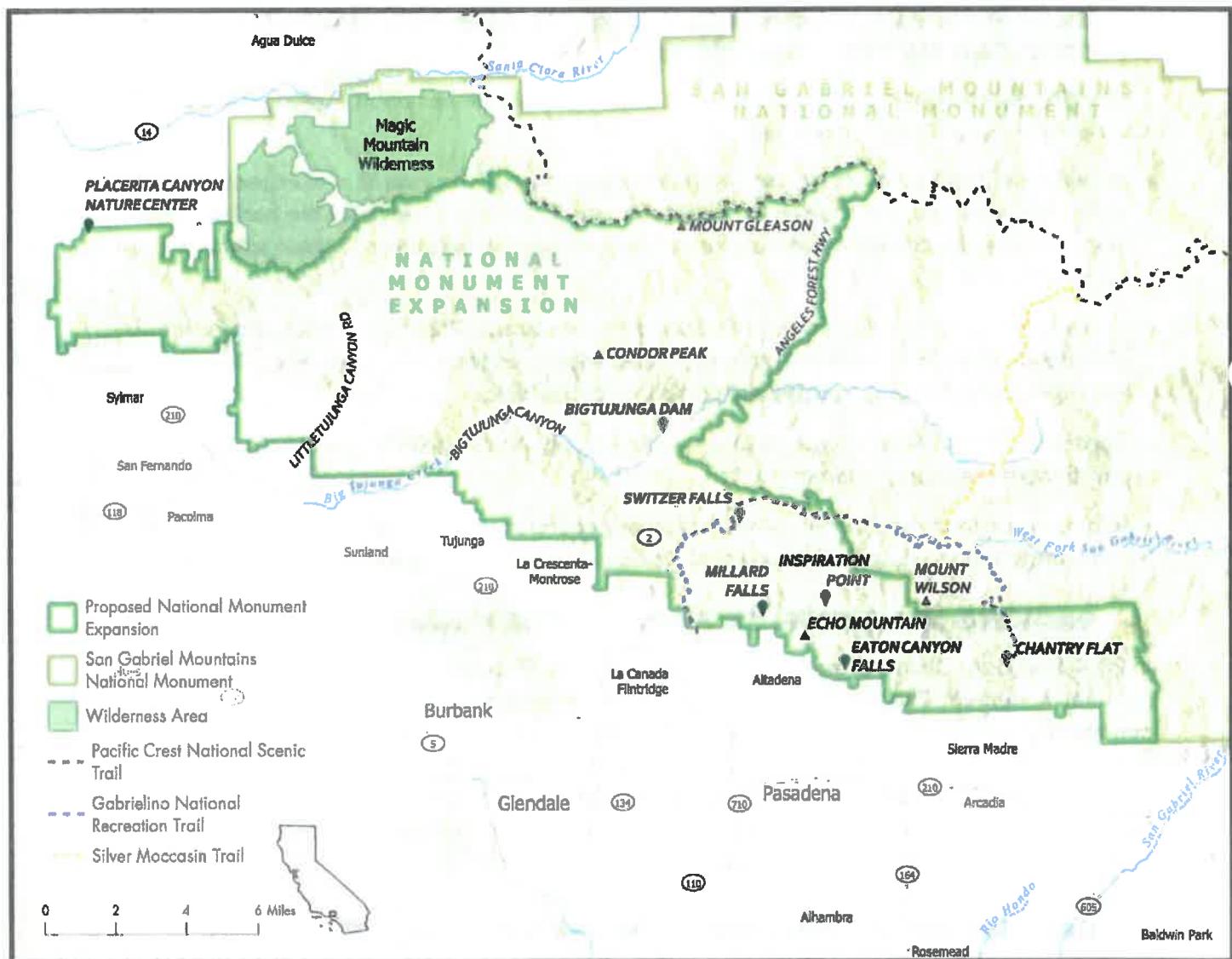
In 2014, President Obama designated approximately 346,177 acres of the San Gabriel Mountains as a national monument. This was a critical step towards permanently protecting the region. **Since then, community support has continued to grow for safeguarding important public lands that were not included in the original designation.** The proposed expansion area is considered the "gateway" to the Angeles National Forest and as a result is one of the most visited parts of the forest. According to the U.S. Forest Service, the national forest received 4.6 million visitors in 2021—more than the Grand Canyon or Yosemite National Park received in the same year.

#### **CALLING ON THE PRESIDENT TO USE THE ANTIQUITIES ACT**

Sen. Padilla and Rep. Chu are urging President Biden to use the Antiquities Act to expand the San Gabriel Mountains National Monument and have introduced legislation to achieve this goal. The Antiquities Act is a 1906 law that grants U.S. presidents the ability to designate federal public lands, waters, and cultural and historical sites as national monuments with a Presidential Proclamation.



## MAP OF THE PROPOSED SAN GABRIEL MOUNTAINS NATIONAL MONUMENT EXPANSION





## ATTACHMENT "B"

Office of the City Manager

December 5, 2023

The Honorable Joe Biden  
President of the United States  
The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, DC 20500

Dear Mr. President,

On behalf of Huntington Park, I write to respectfully urge your favorable consideration to advance a decades-long vision to protect the San Gabriel Mountains and use the Antiquities Act to add 109,000 acres to the existing San Gabriel Mountains National Monument. This would permanently protect a significant portion of the western Angeles National Forest in the Los Angeles, California metropolitan area.

President Barack Obama used the Antiquities Act in 2014 to designate approximately 346,177 acres of the San Gabriel Mountains as a national monument. This was a critical step towards permanently protecting the mountains. Since then, community support has continued to grow for safeguarding public lands in the western Angeles Forest that were not included in the original monument designation. These lands are the gateway to the forest and welcome millions of visitors each year. They should be included in the national monument.

The San Gabriel Mountains are the backyard for many urban and culturally diverse communities within Los Angeles. Every year, the Angeles National Forest welcomes about 4 million visitors. Over 18 million people live within a 90 mile radius of the proposed national monument expansion. Protecting these public lands will help increase equitable access to nature, improve public health, conserve a critical drinking water source for local residents, and address the climate and biodiversity crisis.

Representative Judy Chu and Senator Alex Padilla are championing this effort and have urged your administration to expand the existing San Gabriel Mountains National Monument. I add my voice to theirs and ask you to use the Antiquities Act to permanently protect these important public lands.

Sincerely,

Ricardo Reyes  
City Manager  
Huntington Park  
Please contact me at (323) 6241 if there are any questions.

## **ATTACHMENT "C"**

## **RESOLUTION NO. 2023-XX**

**CONSIDERATION AND APPROVAL TO SUBMIT A LETTER OF  
SUPPORT FOR THE PROTECTION OF THE SAN GABRIEL  
MOUNTAINS**

**WHEREAS**, it is in the interest and benefit of the people of Huntington Park to permanently protect and enhance our local mountains, rivers and parks with access for all; and

**WHEREAS**, over 18 million people live within a 90-mile radius of the San Gabriel Mountains, and permanently protecting these lands will help to increase equitable access to nature and improve public health for local residents; and

**WHEREAS**, the San Gabriel Mountains include a rich and diverse cultural heritage of the original stewards of these sacred lands - the Fernandeno Tataviam Band of Mission Indians and Gabrieleno (also known as Kizh, Gabrielino and Tongva) Peoples; and

**WHEREAS**, permanent protections of the San Gabriel Mountains would help to protect the upper Los Angeles River watershed, which provides one-third of the Los Angeles County's drinking water, and is an important water source for our region; and

**WHEREAS**, permanent protections would benefit our community, including those historically marginalized to care for the San Gabriel Mountains and rivers; and

**WHEREAS**, these lands are the backyard for many urban and culturally diverse communities that have limited access to green spaces in their neighborhoods; and

**WHEREAS**, lack of access to nature has negative health implications and is linked to higher rates of obesity and diabetes; and

**WHEREAS**, having nearby open space and wild areas preserved for the protection of our region's air quality, water supply and water quality will also provide for outdoor education and vast recreational opportunities; and

**WHEREAS**, permanent protections would enhance educational and interpretive opportunities so that kids-and everyone-can learn more about the native plants and animals as well as forest stewardship; and

**WHEREAS**, permanent protections could facilitate planning for and funding of innovative outreach programs to schools and youth organizations to help get kids outdoors and to help students learn about green jobs and vocational career opportunities available with the Forest Service, National Park Service, and other organizations; and

**WHEREAS**, the San Gabriel Mountains are an interconnected landscape and refuge for native plants and wildlife, and permanent protections would safeguard wildlife corridors and habitat for species such as black bears, mountain lions, coyotes, bighorn sheep, mule deer, and the Arroyo toad; and

**WHEREAS**, the San Gabriel Mountains Foothills and Rivers Protection Act, and Protecting Unique and Beautiful Landscapes by Investing in California (PUBLIC) Lands Act was simultaneously introduced on May 25, 2023 by Congresswoman Chu and Senator Padilla; and

**WHEREAS**, this legislation would expand the San Gabriel Mountains National Monument through the addition of 109,167 acres of the Angeles National Forest; and

**WHEREAS**, the legislation would expand Wilderness area designations within the San Gabriel Mountains by 30,000 acres; and

**WHEREAS**, the legislation would designate 45.5 miles of Wild and Scenic Rivers in the San Gabriel Mountains; and

**WHEREAS**, given the cultural, historical and scientific value of the expansion area, Senator Alex Padilla and Congresswoman Chu have requested President Joe Biden to use the Antiquities Act to expand the existing San Gabriel Mountains National Monument.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES HEREBY RESOLVE** that by the adoption of this Resolution, Huntington Park hereby supports the permanent protections of the San Gabriel Mountains Foothills and Rivers with federal designations and/or the use of Presidential authority under the Antiquities Act, that enhance health, air quality, water supply and water quality, recreational opportunities, and the quality of life for the residents of Huntington Park.

**SECTION 1.** The City Clerk shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 5th day of December 2023.

**Marilyn Sanabria,  
Mayor**

**ATTEST:**

**Eduardo Sarmiento,  
City Clerk**

## ITEM 4



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

December 5, 2023

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 THE ACCEPTANCE OF THE DODGERS  
DREAMTEAM PROGRAM GRANT FROM THE LOS ANGELES DODGERS  
FOUNDATION FOR THE 2024 BASEBALL AND SOFTBALL SEASON AT SALT  
LAKE PARK.**

**IT IS RECOMMENDED THAT CITY COUNCIL:**

1. Adopt a resolution authorizing the acceptance of the Dodgers Dreamteam Grant from the Los Angeles Dodgers Foundation for the 2024 Baseball season at Salt Lake Park; and
2. Authorize the City Manager to execute all related grant documents.

**BACKGROUND**

The Dodgers Dreamteam Program is a baseball and softball youth development program of the Los Angeles Dodgers Foundation (LADF) that aims to: increase participation in the sport and use it as an engagement tool to increase access to education, literacy, health, wellness and recreational resources in underserved communities. The Dodgers Dreamteam program utilizes a bigger than baseball approach and focuses on youth development as it engages communities and families in programming. The resources provided as part of the grant include: uniform jerseys, pants, socks, hats, practice t-shirts, gloves, bats, tees, catcher's gear, baseballs, softballs, workshops, skills training, financial assistance to offset umpire and field maintenance costs, financial assistance to offset staffing of a Dreamteam Coordinator to focus on this grant, an online registration tool, marketing materials, support from LADF and access to education and health resources for the youth and their families. This is an "Invitation Only" grant and fortunately, it will be the fifth consecutive year that we have been invited to apply for and potentially receive this grant.

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE DODGERS  
DREAMTEAM PROGRAM GRANT FROM THE LOS ANGELES DODGERS  
FOUNDATION FOR THE 2023 BASEBALL AND SOFTBALL SEASON AT SALT  
LAKE PARK.**

December 5, 2023

Page 2 of 2

**FISCAL IMPACT/FINANCING**

There is no fiscal impact. It will be the responsibility of the Parks and Recreation Department to ensure that all data is submitted and grant requirements are fulfilled should we be awarded.

**CONCLUSION**

Upon City Council approval of the recommended actions, staff will proceed with implementation of the grant and program if awarded.

Respectfully submitted,



RICARDO REYES  
Interim City Manager



CYNTHIA NORZAGARAY  
Director of Parks and Recreation

**ATTACHMENT(S)**

- A. Resolution authorizing the acceptance of the Dodgers Dreamteam Grant from the Los Angeles Dodgers Foundation for the 2024 baseball and softball season at Salt Lake Park.

## **ATTACHMENT "A"**

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF HUNTINGTON PARK AUTHORIZING THE  
ACCEPTANCE OF THE DODGERS DREAMTEAM  
PROGRAM GRANT FROM THE LOS ANGELES  
DODGERS FOUNDATION**

**WHEREAS**, the City of Huntington Park is eligible to apply and receive funding for certain recreation programs;

**WHEREAS**, the City of Huntington Park has agreed to receive a grant from the Dodgers Dreamteam Program grant from the Los Angeles Dodgers Foundation for the 2024 baseball and softball season at Salt Lake Park;

NOW THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE  
CITY OF HUNTINGTON PARK AS FOLLOWS:

**SECTION 1.** The City Council adopts the above recitals as its findings.

**SECTION 2.** The City Manager of the City of Huntington Park is authorized to accept the Grant awarded to the City by the Los Angeles Dodgers Foundation and the Dodgers Dreamteam Program.

**SECTION 3.** This Resolution shall take effect immediately upon its adoption by the City Council and the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 4.** The City Manager of the City of Huntington Park is authorized to execute all documents, including contracts, subcontracts, funding agreements, agreement extensions, renewals, and/or amendments required by the Dodgers Dreamteam Program and the Los Angeles Dodgers Foundation to implement the program for the 2024 baseball and softball season at Salt Lake Park, in a form acceptable to the City Attorney. In addition, the City Manager may direct City staff as deemed necessary to implement the grant successfully and in a timely manner per grant requirements.

**SECTION 5.** The City Clerk shall certify to the adoption of this Resolution, which shall be effective upon its adoption.

**PASSED, APPROVED, AND ADOPTED** this 5<sup>th</sup> day of December 2023

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Marilyn Sanabria, Mayor  
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Eduardo Sarmiento  
City Clerk

ITEM 5

# CITY OF HUNTINGTON PARK

Community Development Department  
City Council Agenda Report



December 5, 2023

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

Honorable Mayor and Members of the City Council:

## **AUTHORIZATION TO PLACE A BALLOT MEASURE ON THE MARCH 5, 2024 BALLOT FOR A PERMIT PARKING PROGRAM IN THE CITY OF HUNTINGTON PARK**

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

1. Adopt the attached Resolution entitled "A Resolution of the City Council of the City of Huntington Park, California, requesting the Board of Supervisors of the County of Los Angeles consolidate a municipal election of the City of Huntington Park to be held on Tuesday, March 5, 2024, with the other elections to be held on that date pursuant to section 10403 of the Elections Code, and further requesting that the Board of Supervisors for the County of Los Angeles render specified services relating to said election"; and
2. Introduce for first reading, read by title only, and waive further reading, the attached Ordinance No. 2023-03 entitled "An Ordinance of the people of the City of Huntington Park enacting an Overnight Parking Permit Program on public streets within the City of Huntington Park; and
3. Authorizing the city attorney's office to make any necessary revisions to the attached resolutions and ordinance to be consistent with city council's motions and directives; or
4. Alternatively, City Council may provide staff with alternate or additional directives.

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

The City of Huntington Park continues to face a lack of parking within the City for various reasons. The parking has long been a complex situation due to past development standards, lack of physical infrastructure, increased population density, State mandated development standards prohibiting local control, adjacent jurisdictions that have parking regulations that impact residents of Huntington Park and the increased need of residents to have vehicles to commute for work.

**AUTHORIZATION TO PLACE A BALLOT MEASURE ON THE MARCH 5, 2024  
BALLOT FOR A PERMIT PARKING PROGRAM IN THE CITY OF HUNTINGTON PARK**  
**December 5, 2023**

Page 2 of 3

Staff is recommending a ballot measure to be placed on the March 5, 2024 general election ballot that would authorize voters to establish a permit parking program throughout the City. Staff recommends that the following items be implemented as part of the ballot measure:

- Establish an overnight parking permit program and authorize the City Council to implement a City-wide program.
- Establish time limits for purposes of enforcing the overnight parking program.
- Protocol for issuance of permits to be required throughout the City.
- A permit fee would be established that would support and reflect the actual cost to implement, maintain and enforce the permit parking program.
- If approved, the permit parking program would be implemented within one (1) year from the date of adoption by the voters.

In order for the City Council to place the proposed Ordinance No. 2023-03 on the ballot for approval of the voters at the March 5, 2024 election, the City Council must take the following actions:

1. Adopt the Resolution consolidating the Election with the Statewide Election.
2. Introduce for first reading and waive further reading or Ordinance No. 2023-03.

**FISCAL IMPACT/FINANCING**

The cost of the program would be offset by permit fees to implement, maintain and enforce the program.

**AUTHORIZATION TO PLACE A BALLOT MEASURE ON THE MARCH 5, 2024  
BALLOT FOR A PERMIT PARKING PROGRAM IN THE CITY OF HUNTINGTON PARK**

**December 5, 2023**

Page 3 of 3

**CONCLUSION**

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

Respectfully submitted,



**RICARDO REYES**  
City Manager



**STEVE FORSTER**  
Community Development Director

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE A MUNICIPAL ELECTION OF THE CITY OF HUNTINGTON PARK TO BE HELD ON TUESDAY, MARCH 5, 2024, WITH THE OTHER ELECTIONS TO BE HELD ON THAT DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE, AND FURTHER REQUESTING THAT THE BOARD OF SUPERVISORS FOR THE COUNTY OF LOS ANGELES RENDER SPECIFIED SERVICES RELATING TO SAID ELECTION

**WHEREAS**, the City Council of the City of Huntington Park, California, has called a Municipal Election to be held on Tuesday, March 5, 2024, for the submission to the qualified voters of the City Ordinance No. 2023-03 enacting an overnight parking permit program on public streets within the City of Huntington Park; and

**WHEREAS**, it is desirable that the Municipal Election be consolidated with the Statewide Primary Election to be held in the County of Los Angeles on the same date, and that within the City the precincts, polling places, and election officers of the two (2) elections be the same, and that the County Elections Department of the County of Los Angeles canvass the returns of the Special Municipal Election, and that the election be held in all respects as if there were only one (1) election; and

**WHEREAS**, in the course of conduct of said election, it is necessary that the City request services of the County, with all necessary expenses incurred in performing those services to be reimbursed by the City.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, DOES HEREBY RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:**

**SECTION 1.** That pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Municipal Election with the Statewide Primary Election to be held on Tuesday, March 5, 2024, for the purpose of submitting to the qualified voters of the City Ordinance No. 2023-03 enacting an overnight parking permit program on public streets within the City of Huntington Park.

**SECTION 2.** That the overnight parking permit measure to appear on the ballot, which requires a majority vote, is as follows:

<p><b>HUNTINGTON PARK STREET PARKING, PUBLIC SAFETY, CLEAN NEIGHBORHOODS IMPROVEMENT MEASURE.</b> To provide Huntington Park residents access to overnight parking, reduce 9-1-1 emergencies response times by preventing parking violations that block streets and make it difficult for ambulances, fire engines, police, paramedics and other emergency personnel to navigate city streets; improve trash collection and street sweeping services, shall Huntington Park be directed to conduct a citywide study to develop, implement and enforce a parking permit program on public streets [to improve residents quality of life?]</p>	<p><b>YES</b></p>
	<p><b>NO</b></p>

**SECTION 3.** Authorizing that the full text of the Ordinance not be printed in the voter guide, but direct City Attorney to prepare an impartial analysis to be included in the voter guide, and the impartial analysis shall indicate that the qualified voters of the City of Huntington Park will be able to obtain a full copy of the Ordinance, at no cost, by contacting the City Clerk or accessing the City's website.

**SECTION 4.** That the County Elections Department is authorized to canvass the returns of the Municipal Election and to certify the same to the City Council of the City of Huntington Park at the time and in the manner provided by law. Pursuant to Elections Code 10418 the election shall be regulated and performed in accordance with the provisions of law regulating the statewide or special election. The election shall be held in all respects as if there were only one (1) election, and only one (1) form of ballot shall be used. The voter requirement for passage of the overnight parking permit measure shall be a majority vote.

**SECTION 5.** That the Board of Supervisors is requested to issue instructions to the County Elections Department and/or the County Clerk / Registrar of Voters to take any and all steps necessary for the holding of the consolidated election.

**SECTION 6.** That the City of Huntington Park recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any such costs.

**SECTION 7.** That the City Clerk is hereby authorized and directed to file a certified copy of this Resolution with the Board of Supervisors and the County Elections Department of the County of Los Angeles.

**SECTION 8.** Notice of the election is hereby given. Additionally, the City Clerk is authorized, instructed and directed to procure and furnish any and all official notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**SECTION 9.** That this Resolution shall take effect immediately upon its adoption.

**SECTION 10.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**PASSED, APPROVED, AND ADOPTED** this 5th day of December 2023.

**ATTEST:**

**CITY OF HUNTINGTON PARK**

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Eduard Sarmiento, City Clerk

---

Marilyn Sanabria, Mayor

**APPROVED AS TO FORM:**

---

Arnold M. Alvarez-Glasman, City Attorney

**ORDINANCE NO. 2023-03**

**AN ORDINANCE OF THE PEOPLE OF THE CITY OF HUNTINGTON PARK ENACTING AN OVERNIGHT PARKING PERMIT PROGRAM ON PUBLIC STREETS WITHIN THE CITY OF HUNTINGTON PARK**

**WHEREAS**, the City of Huntington Park is experiencing overcrowded parking on public streets during the overnight hours; and

**WHEREAS**, the overcrowding of vehicles is affecting the quality of life of Huntington Park residents; and

**WHEREAS**, it is the intention of Council to provide adequate parking for residents and business establishments; and

**WHEREAS**, in order to obtain an overnight parking permit, those applying must be City of Huntington Park residents with a valid City of Huntington Park home address or City of Huntington Park business owners; and

**WHEREAS**, it is the intention of the Council that the City-wide Overnight Parking Permit Program will consist of Overnight Parking Permit Districts.

**NOW, THEREFORE**, the people of the City of Huntington Park do ordain as follows:

**SECTION 1.** Section 4-6.18 or Chapter 6 of Title 4 of the City of Huntington Park Municipal Code, regarding parking permits, is added to read as follows:

**4-6.17 Overnight Parking Prohibited Without Permit**

(a) The operator of any vehicle shall not park such vehicle on any highway, street, alley, public way, or public place overnight without a valid Overnight Parking Permit.

(b) The hourly parking prohibitions enforced under this section shall not apply to any vehicle that properly displays a valid city-issued overnight parking permit.

(c) The City Council may by resolution establish procedures for the consideration and issuance of overnight parking permits for residents and business owners within the City.

(d) The City Council may by resolution establish the fees for overnight parking permits, which fees shall not exceed the cost of processing, providing and issuing such permits.

## **SECTION 2. Amendment or Implementation**

(a) The City Council may amend the terms of this Ordinance without a vote of the voters of the City of Huntington Park by a 4/5 vote of the City Council, but only after a noticed public hearing before the City Council. Notice of such hearing shall be given by publication of the notice at least once not less than ten days before the public hearing.

(b) The City Council may implement the terms of this Ordinance by resolution of the City Council without a vote of the voters of the City of Huntington Park in any manner consistent with the terms of this Ordinance.

**SECTION 3.** In the event of any conflict between the provisions of this Ordinance and the Huntington Park Municipal Code, or any appendix or ordinance adopted therein by incorporation, the provisions of this Ordinance shall apply and supersede.

**SECTION 4. CEQA.** This ordinance is exempt from the California Environmental Quality Act ("CEQA") based on the following:

A. Under CEQA Guidelines Section 15061(b)(3), CEQA review is not required because there is no possibility that this ordinance may have a significant effect on the environment.

B. Under CEQA Guidelines Section 15378, the proposed amendment is not a project under CEQA because it will not cause a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, because it is limiting in nature and does not authorize any specific development activity or promote new construction.

C. Any potential indirect physical change in the environment is speculative and not reasonably foreseeable.

**SECTION 5. Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held out to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof, be declared invalid or unconstitutional.

**SECTION 6. Effective date.** This ordinance shall become effective 10 days after certification of the results of the election by the City Council.

**SECTION 7. City Clerk Certification.** The City Clerk of the City of Huntington Park shall certify as to the adoption of this Ordinance and shall cause the same to be posted in the manner required by law.

**INTRODUCED** on this 5th day of December, 2023, and passed to print and approved to be placed on the March 5, 2024 election ballot by the following called vote:

Members of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Marilyn Sanabria, Mayor

**APPROVED** by the following vote of the People of the City of Huntington Park on March 5, 2024:

YES:

NO:

**ADOPTED** by Declaration of the vote at the March 5, 2024 election by the City Council of the City of Huntington Park \_\_\_\_\_, 2024:

Members of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Marilyn Sanabria, Mayor

**ATTEST:**

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Eduard Sarmiento, City Clerk

ITEM 6



# CITY OF HUNTINGTON PARK

CITY MANAGER

City Council Agenda Report



December 5, 2023

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:

## **CAPITAL IMPROVEMENT PROGRAM (CIP) 5-YEAR CIP BUDGET ADOPTION**

THE 5-YEAR CIP BUDGET THAT FOLLOWS IS A FINANCIAL PLAN OF CAPITAL INVESTMENTS. IT PROPOSES NEW CIP BUDGET POLICIES AND ACCOUNTING PROCEDURES, AND IDENTIFIES ALL FUNDED CIP PROJECTS, TO ESTABLISH COST ESTIMATES FOR ALL CIP PROJECTS, AND DILENEATES THE INDIVIDUAL CIP FUNDING SOURCES FOR EACH CIP PROJECT.

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

1. Adopt the proposed **\$99,546,300** 5-Year CIP Budget plan and related policies that prioritize all CIP projects which have been identified as high value community investments and improvements by the City Council and establishes a separate process and action for the identification of funding sources for projects. This 5-Year CIP Budget policy goal is intended to institute the policy of separating the CIP project *investment* decision from the CIP project *financing* decision.
2. Approve the formal list of 38 different CIP projects and assign unique CIP project numbers, e.g., 8901, 8902, etc., in the Naviline accounting system.
3. Approve the CIP Budget Amendment Resolution #2023-xx which totals **\$31,155,200** for FY 2024. FY 2024 through FY 2028 is for planning purposes only. The Naviline system only allows **budgeting one year at a time**. *The 5-Year CIP Budget will be brought back to Council on a quarterly basis, with budget adjustments like the Operating Budget.*
4. Establish a new CIP project documentation system that integrates the CIP project files in Public Works with the Naviline financial accounting system in Fund 787.

The most important goal of the above recommendations to the City Council are requests to change the way the City thinks about identifying capital improvement projects, and how they are "budgeted" and "accounted for". The following details these points:

## CAPITAL IMPROVEMENT PROGRAM (CIP) 5-YEAR CIP BUDGET ADOPTION

December 5, 2023

Page 3 of 5

1. The best practices in CIP Budget policy are ones that separate the capital project *investment* decision from the CIP project *financing* decision.
2. Every CIP project proposed to and by the City Council is an investment in the community, which should achieve high **ROI** (return on investment) goals. Staff is working on a CIP project evaluation model that attempts to quantify ROI based on constituent satisfaction and cost savings from good upkeep of our infrastructure.
3. Regardless of a CIP project's ROI, our proposed policy is that no CIP project idea of the City Council should ever be ignored based on the limitations of available funding for the project today.
4. It is the job of the Finance Director and other staff to “*find the money*” and develop financing (available cash or grant funding) structures that are in the best interest of the City and its constituents. The 5-Year CIP Budget planning horizon allows the Council to make decisions on which projects to fund as necessary.
5. By separating the CIP project *investment* decision from the *financing* decision allows the City Council to drive and prioritize capital improvement projects, supported by the technical expertise of City staff.
6. Most CIP projects will be “funded”, while others will be in the “unfunded” category, to be considered in the next annual round of CIP project funding.
7. Staff is recommending a separate Budget Calendar for the 5-Year CIP Budget, distinct from the Operating Budget. This schedule is set “after” the Operating Budget, necessitating the City to finalize the Operating Budget adoption by June 30th each year.
8. A **CIP Project Accounting System** requires “monthly” accounting reconciliation and integration into the City’s Naviline Accounting system. This process continues monthly from inception of the CIP project, and on through the design, planning, construction management, and Notice of Completion is filed for the CIP project by our Public Works Department as approved by the City Council, The Monthly CIP Budget updates at the staff level, and Quarterly CIP Budget Updates with the City Council, will ensure a continuous improvement and timely completion and the quality and quantity of capital projects completed each fiscal year.
9. Under a 5-Year CIP Budget, staff can better manage and assure the City Council realistic dates for starting and completing their priority CIP projects in the City. Except for grant funding deadlines, the Council can move CIP projects into future years when staffing constraints call for this.

This proposed CIP Budget policy is a ***paradigm shift***, changing the “process” for evaluating CIP projects, completing projects, and gives the Council greater “control” over the programming of capital project investments and funding sources.

Staff believes that if Council embraces the proposed CIP Budgeting policy, said policy will ultimately result in the implementation of “best practices” for capital budgeting decisions, expand the capital “markets” the **City competes in** (cash, grants, debt), and expand the level of infrastructure investments the Council brings to fruition to the community.

## CAPITAL IMPROVEMENT PROGRAM (CIP) 5-YEAR CIP BUDGET ADOPTION

December 5, 2023

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

It is a best management practice for municipal organizations to establish a written CIP Capital Budgeting policy for the City Council as recommended above, and to perform monthly CIP accounting reconciliations that integrate the multi-million capital project investments into the Naviline accounting system as approved by Council.

A comprehensive CIP Budget policy is essential to achieve the following fiscal objectives:

- 1. Separation of Investment and Financing Decisions:** The policy aims to distinguish the *investment* decision from the *financing* decision in CIP projects. The focus is on assessing the public benefit of allocating public funds to a CIP project independently, leaving the financing aspect as a separate decision-making process.
- 2. Integration of CIP Project Costs:** The integration of CIP project costs into the Naviline system is proposed for maintaining real-time, valuable information on the individual status of all CIP projects and their collective representation in the 5-Year CIP Budget.

For FY 2024, the CIP Budget Request is \$31,155,200. The total 5-Year CIP Budget amounts to \$99,546,300, covering 38 identified CIP Projects. It's important to note that only the FY 2024 budget is requested for expenditure approval for the CIP Fund 787.

As part of the ROAR project, staff realized there is a need to perform monthly accounting and reconciliation of CIP projects to their funding sources, as well as be ready to answer questions on the fiscal standing of any CIP project, as well as the 5-Year CIP Budget, which is the management tool that ensures transparency and accountability, and ensures that capital improvement projects do not fall off the priority planning list approved by the City Council.

### **CIP Project Name/Description vs CIP Project Funding Source Description**

An important change to the CIP Budget process going forward is to shift the focus from *identifying* a CIP project by its *funding source* to instead identifying the CIP project by its **legal description**. *The legal description of a CIP project is the most precise location and measurement of real property, upon which most CIP projects are constructed or improved.*

### **CIP Project Accounting Identification with Checklists**

This CIP Budget staff report is very checklist oriented, as the accounting of CIP projects and integration into the Naviline system calls for details that allow Finance staff to answer most questions (quantitative and qualitative) on all CIP projects.

Using the CIP Budget model in Exhibit A, the CIP Budget Team can quickly evaluate the financial position by using the balance sheet of the Annual CIP Budget and the 5-Year CIP Budget.

## CAPITAL IMPROVEMENT PROGRAM (CIP) 5-YEAR CIP BUDGET ADOPTION

December 5, 2023

Page 3 of 5

### **FISCAL IMPACT/FINANCING**

The fiscal impact of this CIP Budget is **\$31,155,200 in FY 2024**. Many of the CIP Projects on the attached 5-Year CIP Budget have already come before Council. Staff is resubmitting CIP projects to encapsulate and view all capital projects inside the 5-Year CIP Budget model. *The FY 2025 to FY 2028 CIP projects is for planning purposes only.*

Staff will return in January with the Q2 Budget update, and on a quarterly basis to continually update the City Council on the development of the 5-Year CIP Budget, and refine the CIP project list and budgets as progress is made on the ROAR project, which is providing the accounting data needed for the **CIP Budget** as it has done for the City's **Operating Budget**.

### **CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
City Manager



JEFF JONES  
Finance Director

### **ATTACHMENT(S)**

1. Resolution #2023-xx approving the \$31,155,200 FY 2024 CIP Budget and authorizing the establishment of CIP project numbers and expenditure budgets, funded through transfers from various special funding sources approved by grant agencies.
2. Exhibit A: Staff Report on CIP Budget Update
3. Exhibit B: City of Huntington Park 5-Year CIP Budget

## **RESOLUTION NO. 2023-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, ESTABLISHING A NEW POLICY AND PROCESS FOR APPROVING CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECTS, AS INVESTMENTS OF THE COMMUNITY, THROUGH A CIP RANKING AND BUDGETING SYSTEM THAT TRACKS PROJECT NUMBERS, BUDGETS, AND FUNDING SOURCES IN THE 5-YEAR CIP BUDGET.

**WHEREAS**, the City wishes to establish a comprehensive capital budgeting policy and efficient process for considering, approving, financing, budgeting, accounting, and reporting on its Capital Improvement Program (CIP) projects; and

**WHEREAS**, CIP projects represent community “investments”, with measurable and quantifiable Return on Investment (**ROI**), which can be “quantified”, based on the relative “public benefit” to the community, using the new **Capital Budgeting System** and the accounting data in the **Citywide CIP Fund 787**, created through “best practices” accounting procedures from the **ROAR CIP project #2022-08**; and

**WHEREAS**, "financing" CIP project investments can be achieved through (a) "pay-as-you-go" financing from available cash, (b) government grants (competitive or entitlement), and (c) bonded indebtedness or lease purchase financing, these can all be viable alternatives as part of a composite funding strategy; and

**WHEREAS**, best practices in public management budget policy calls for “separating” the CIP project “investment” decision from the CIP project “financing” decision, to ensure that high-value community investment projects are never ignored; and

**WHEREAS**, although it is the City Council's prerogative to identify and propose all community investments deemed to be "high value" CIP projects, during the CIP Budget cycle, it is the responsibility of staff to attempt to pursue viable "financing" for those community "investments" and projects the City Council deems to be of highest priority for Huntington Park; and

**WHEREAS**, staff is requesting that the City Council approve the attached list of **38 projects** in the **5-Year CIP Budget for FY 2024 through FY 2028**, which totals \$99,546,300, and appropriate the **FY 2024 CIP Budget** at an amount of **\$31,155,200** within the Naviline accounting system CIP Fund 787.

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

**SECTION 1.** That a new CIP **Capital Budgeting** policy be established to separate the capital investment decision from the financing decision as described above.

**SECTION 2.** That a 11-question **New CIP Project Checklist** be provided on a monthly basis, to CIP project updates on all projects upon request. The CIP Project Checklist questionnaire is shown in **Exhibit A** as attached to this resolution.

**SECTION 3.** Adopt the **\$31,155,200 FY 2024 CIP Budget** and review and approve the list of 41 CIP projects in the **\$99,546,300 5-Year CIP Budget** shown as **Exhibit B**.

**PASSED, APPROVED AND ADOPTED** this 5<sup>th</sup> day of December 2023.

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Marilyn Sanabria,  
Mayor

**ATTEST:**

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Eduardo Sarmiento,  
City Clerk

# **EXHIBIT A – Staff report on CIP Budget Update**

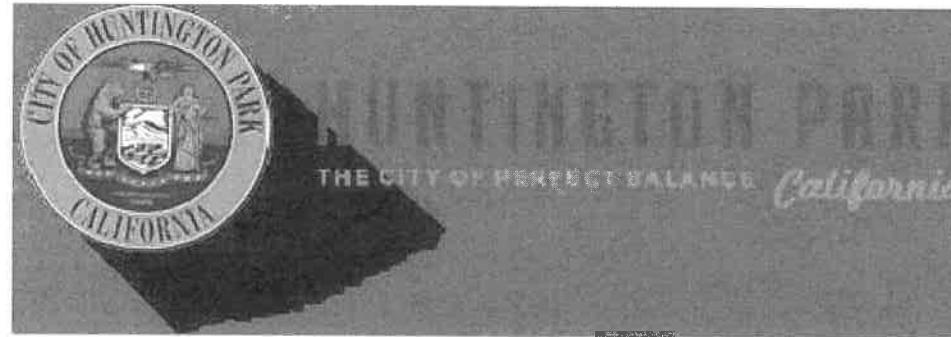
## **CITY OF HUNTINGTON PARK – CIP PROJECT QUESTIONNAIRE**

Used by CIP Budget Team, updated monthly, to allow Citywide CIP reporting:

1. Project name and legal description?
2. Cost / budget breakdown by type of expenditure?
  - a. Design / engineering costs?
  - b. Right of way acquisition costs?
  - c. Construction costs?
  - d. Force account labor (in house staff)?
  - e. Legal costs?
  - f. Other costs (i.e., supplies, materials, etc.)?
3. Date CIP project was approved by City Council?
4. Date project is expected to begin each phase of construction?
5. Expected date of completion?
6. Contracts let out as of current date?
7. Vendor names used (with Naviline numbers assigned).
8. Insurance requirements with vendors and contracts (last date verified).
9. Financing options for the CIP project.
  - a. Cash available in City funds (identify which fund).
  - b. Government grant funding?
  - c. Debt financing (identify which type)?
10. If government grant financing the project, need grant details.
  - a. Is it local, state, or federal?
  - b. What is the grant award number?
  - c. What is the period covered by the grant award?
  - d. Are we on target to complete project within grant award period?
11. Current status of the CIP project.

The above items will be reviewed “monthly” with the CIP Budget Team, and integrated into the Naviline accounting system.

# City of Huntington Park



## 5-Year Capital Improvement Program Budget

December 5, 2023

## ONE PAGE-AT-A-GLANCE 5-YEAR CIP BUDGET

CIP Project No.	CIP Project Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
8901	2017-03 Pedestrian Safety & Crosswalks	40,400	-	40,400	39,574.00	-	826	826	(826)		-	-	-	-
8902	2018-11 ATP Cycle IV Street Improve	3,791,100	-	3,791,100	1,155,166.00	-	2,635,934	2,635,934	66	2,636,000	-	-	-	2,636,000
8903	2019-14 ATP Cycle V Plans & Specs	51,900	-	51,900	23,817.00	-	28,083	28,083	3,541,417	3,569,500	-	-	-	3,569,500
8904	2017-04 Well 15 Well Head Rehab	100,000	-	100,000	-	-	100,000	100,000	-	100,000	-	-	-	100,000
8905	2020-03 Well 15 Change Order	-	647,800	647,800	-	-	647,800	647,800	647,900	1,295,700	41,200	42,600	44,600	1,424,100
8906	TBD	-	-	-	-	-	-	-	-	-	-	-	-	-
8907	2022-03 Salt Lake Park Playground	24,956	125,034	150,000	9,001.00	-	140,999	140,999	1	141,000	-	-	-	141,000
8908	2022-06 Salt Lake Park	214,300	-	214,300	9,001.00	-	205,299	205,299	1	205,300	-	-	-	205,300
8909	2022-05 Resurface Basketball Courts	47,878	11,722	59,600	59,550.00	-	50	50	(50)	-	-	-	-	-
8910	2019-08 Aquatics Center	2,000,000	-	2,000,000	206,895.00	-	1,793,105	1,793,105	15,000,095	16,793,200	10,000,000	-	-	26,793,200
8911	2021-01 Street Reconstruction	333,480	20	333,500	331,223.00	-	2,277	2,277	(2,277)	-	-	-	-	-
8912	2022-01 Slurry Seal Project	94,958	42	95,000	88,368.00	-	6,632	6,632	(6,632)	-	-	-	-	-
8913	2019-02 Slauson Ave Congestion Rel.	19,815	6,680,184	6,700,000	19,816.00	-	6,680,184	6,680,184	3,370,516	10,050,700	-	-	-	10,050,700
8914	2022-08 ROAR (Reconstruct Acctg Rec.)	308,663	37	308,700	91,692.00	-	217,008	217,008	92	217,100	-	-	-	217,100
8915	Citywide WiFi Project	-	3,326,900	3,326,900	1,689,782.00	-	1,637,118	1,637,118	82	1,637,200	-	-	-	1,637,200
8916	2023-01 Street Enhancements SB1	136,800	463,200	600,000	-	-	600,000	600,000	1,500,000	2,100,000	-	-	-	2,100,000
8917	2022-07 Salt Lake Park Cistern	-	1,900,000	1,900,000	-	-	1,900,000	1,900,000	400,000	2,300,000	600,000	800,000	800,000	4,500,000
8918	2022-09 Chelsey Park (Circle Park)	37,600	271,700	309,300	23,475.00	-	285,825	285,825	75	285,900	-	-	-	285,900
8919	2022-10 ADA Reconstruction CDBG	1,003,714	61,286	1,065,000	1,003,714.00	-	61,286	61,286	14	61,300	-	-	-	61,300
8920	2022-11 HPK Litter Abatement	1,000	498,300	499,300	-	-	499,300	499,300	550,000	1,049,300	-	-	-	1,049,300
8921	2022-12 Salt Lake Ave H2O Quality Green	148,254	228,646	376,900	1,996	-	374,904	374,904	650,096	1,025,000	-	-	-	1,025,000
8922	2022-13 Roof Repairs City Hall / PD	2,206,400	(26,400)	2,180,000	6,400	-	2,173,600	2,173,600	-	2,173,600	-	-	-	2,173,600
8923	2021-04 Well 16 Design Enhancements	111,718	563,282	675,000	8,051	-	666,949	666,949	500,051	1,167,000	-	-	-	1,167,000
8924	2019-13 LA County Walnut Street	-	131,500	131,500	-	-	131,500	131,500	98,600	230,100	-	-	-	230,100
8925	Fire Protection System	-	1,852,000	1,852,000	-	-	1,852,000	1,852,000	-	1,852,000	-	-	-	1,852,000
8926	2019-17 MAT Program Cycle I Randolph	-	99,000	99,000	-	-	99,000	99,000	2,211,000	2,310,000	-	-	-	2,310,000
8927	2022-04 Robert H. Keller Park Enhance.	-	1,540,000	1,540,000	-	-	1,540,000	1,540,000	750,000	2,290,000	600,000	-	-	2,890,000
8928	Tree Inventory - Arborist	-	603,000	603,000	-	-	603,000	603,000	-	603,000	-	-	-	603,000
8929	TBD	-	-	-	-	-	-	-	-	-	-	-	-	-
8930	TBD (Old NPDES Sys MS4 Compliance)	-	-	-	-	-	-	-	-	300,000	300,000	2,500,000	2,500,000	3,100,000
8931	2017-06 Well 17 Rehabilitation	-	-	-	-	-	-	-	-	-	-	-	-	-
8932	2022-02 ATP Cycle VI	-	55,000	55,000	-	-	55,000	55,000	320,000	375,000	3,886,000	-	-	4,261,000
8933	2023-02 Well 16 Rehabilitation	-	750,000	750,000	-	-	750,000	750,000	48,000	798,000	500,000	52,000	54,000	1,404,000
8934	2023-03 Well 15 Elevated Tuk Rehab	-	700,000	700,000	-	-	700,000	700,000	700,000	1,400,000	700,000	55,000	55,000	2,210,000
8935	2024-xx Roof Repairs Corp Yard/Pks	-	-	-	-	-	-	-	750,000	750,000	1,000,000	-	-	1,750,000
8936	2024-xx SB1 Street Enhancements	-	-	-	-	-	-	-	-	-	600,000	1,500,000	-	2,100,000
8937	2024-xx Water Main Replacement	-	-	-	-	-	-	-	1,000,000	1,000,000	1,200,000	1,200,000	1,200,000	4,600,000
8938	2025-xx SB1 Street Enhancements	-	-	-	-	-	-	-	-	-	600,000	1,500,000	-	2,100,000
8939	2025-xx Water Main Replacement	-	-	-	-	-	-	-	-	-	1,200,000	1,200,000	2,000,000	4,400,000
8940	2026-xx SB1 Street Enhancement	-	-	-	-	-	-	-	-	-	600,000	1,500,000	-	2,100,000
8941	2026-xx Water Main Replacement	-	-	-	-	-	-	-	-	-	2,500,000	2,000,000	-	4,500,000
Total CIP Project Expenditures		10,672,947	20,482,253	31,155,200	4,767,521	-	26,387,679	26,387,679	32,028,221	58,415,900	20,627,200	8,849,600	11,653,600	99,546,300
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding	
111	Transfer In -General Fund	2,154,654	2,271,646	4,426,300	215,291	-	4,211,009	4,211,009	(599,904)	3,611,105	1,060,000	80,000	80,000	4,831,105
113	Transfer In - ARPA	2,233,480	(26,380)	2,207,100	31,223	-	2,175,877	2,175,877	(2,277)	2,173,600	-	-	-	2,173,600
200	Transfer In - LA County Clean Water	547,929	4,577,771	5,125,700	1,799,476	-	3,326,224	3,326,224	400,176	3,726,400	540,000	720,000	720,000	5,706,400
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	3,844,000	652,300	4,496,300	1,178,983	-	3,317,317	3,317,317	6,622,483	9,939,800	3,886,000	-	-	13,825,800
211	Transfer In - SB1	136,800	463,200	600,000	-	-	600,000	600,000	1,500,000	2,100,000	600,000	2,700,000	3,000,000	8,400,000
212	Transfer In - Parks & Rec Grants	47,878	2,154,722	2,202,600	59,550	-	2,143,050	2,143,050	749,950	2,893,000	600,000	-	-	3,493,000
221	Transfer In - Gas Tax	94,958	131,542	226,500	88,368	-	138,132	138,132	91,968	230,100	-	-	-	230,100
222	Transfer In - Measure R	60,216	6,680,184	6,740,400	59,390	-	6,681,010	6,681,010	3,369,690	10,050,700	-	-	-	10,050,700
239	Transfer In - CDBG	1,341,314	916,186	2,257,500	1,327,189	-	930,311	930,311	89	930,400	-	-	-	930,400
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	211,718	2,661,082	2,872,800	8,051	-	2,864,749	2,864,749	2,895,951	5,760,700	3,941,200	5,349,600	7,853,600	22,905,100
787	Transfer In - Bond Proceeds	-	-	-	-	-	-	-	17,000,095	17,000,095	10,000,000	-	-	27,000,095
Total Funding Sources		10,672,947	20,482,253	31,155,200	4,767,521	-	26,387,679	26,387,679	32,028,221	58,415,900	20,627,200	8,849,600	11,653,600	99,546,300
Check figure (each column should equal zero)														

Project Name: 2017-03 Pedestrian Safety & Crosswalks	Project No.: 8901	Completed project, NOC on 03/08/23 for projects Pacific Blvd, Miles Ave, State St, Gage Ave, Alameda St, Saturn Ave, Zoe Ave, and Salt Lake Ave.										
Vendors Used: Elecnor Belco Electric, South Star Engineering	% Completed: 100											

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	5,100	-	5,100	4,184	-	916	916	(916)	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	35,300	-	35,300	35,390	-	(90)	(90)	90	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		40,400	-	40,400	39,574	-	826	826	(826)	-	-	-	-	-

Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	40,400	-	40,400	39,574	-	826	826	(826)	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
Total Funding Sources		40,400	-	40,400	39,574	-	826	826	(826)	-	-	-	0	0

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Project Name:	2018-11 ATP Cycle IV Street Improve
Vendors Used:	

Project No.:	8902
% Completed:	90

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	5-Year CIP Budget
	Administrative Charge	3,310	-	3,310	-	-	3,310	3,310	-	3,310				3,310
	Miscellaneous	207,035	-	207,035	-	-	207,035	207,035	-	207,035				207,035
	Design	-	-	-	-	-	-	-	-	-				-
	Professional	338,716	-	338,716	-	-	338,716	338,716	-	338,716				338,716
	Right of Way	-	-	-	-	-	-	-	-	-				-
	Construction	3,242,039	-	3,242,039	1,155,166	-	2,086,873	2,086,873	66	2,086,939				2,086,939
	<b>Total Expenditure</b>	<b>3,791,100</b>	<b>-</b>	<b>3,791,100</b>	<b>1,155,166</b>	<b>-</b>	<b>2,635,934</b>	<b>2,635,934</b>	<b>66</b>	<b>2,636,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,636,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-				-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-				-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-				-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-				-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-				-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-				-
210	Transfer In - Measure M	3,791,100	-	3,791,100	1,155,166	-	2,635,934	2,635,934	66	2,636,000				2,636,000
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-				-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-				-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-				-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-				-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-				-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-				-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-				-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-				-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-				-
	<b>Total Funding Sources</b>	<b>3,791,100</b>	<b>-</b>	<b>3,791,100</b>	<b>1,155,166</b>	<b>-</b>	<b>2,635,934</b>	<b>2,635,934</b>	<b>66</b>	<b>2,636,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,636,000</b>

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Project Name:	2019-14 ATP Cycle V Plans & Specs	Project No.:	8903	% Completed:	100	Design phase 100% completed. Construction scheduled to begin 09/01/2 due to Single Audit report.									
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget	
Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Professional	51,900	-	51,900	23,817	-	28,083	28,083	3,541,417	3,569,500	-	-	-	-	3,569,500	
Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditure</b>	<b>51,900</b>	<b>-</b>	<b>51,900</b>	<b>23,817</b>	<b>-</b>	<b>28,083</b>	<b>28,083</b>	<b>3,541,417</b>	<b>3,569,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,569,500</b>	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding	
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	51,900	-	51,900	23,817	-	28,083	28,083	3,541,417	3,569,500	-	-	-	3,569,500	
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-	
<b>Total Funding Sources</b>	<b>51,900</b>	<b>-</b>	<b>51,900</b>	<b>23,817</b>	<b>-</b>	<b>28,083</b>	<b>28,083</b>	<b>3,541,417</b>	<b>3,569,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,569,500</b>	

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Project Name: 2017-04 Well 15 Well Head Rehab  
 Vendors Used:

Project No.: 8904  
 % Completed: 75

Project nearing completion.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
		-	-	-	-	-	-	-	-	-	-	-	-	-
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	100,000	-	100,000	-	-	100,000	100,000	-	100,000	-	-	-	100,000
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		100,000	-	100,000	0	-	100,000	100,000	-	100,000	-	-	-	100,000
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
		-	-	-	-	-	-	-	-	-	-	-	-	-
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	100,000	-	100,000	-	-	100,000	100,000	-	100,000	-	-	-	100,000
787	Transfer In - Bond Proceeds	-	-	-	0	-	-	-	-	-	-	-	-	-
Total Funding Sources		100,000	-	100,000	0	-	100,000	100,000	-	100,000	-	0	0	100,000
Check figure (each column should equal zero)		-	-	-	-	-	-	-	-	-	-	0	0	0

Project Name: 2020-03 Well 15 Change Order

Project No.: 8905

Vendors Used:

% Completed: 0

Project has not started as of this date.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
Administrative Charge		-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous		-	-	-	-	-	-	-	-	-	-	-	-	-
Design		-	-	-	-	-	-	-	-	-	-	-	-	-
Professional		-	-	-	-	-	-	-	-	-	-	-	-	-
Right of Way		-	-	-	-	-	-	-	-	-	-	-	-	-
Construction		-	647,800	647,800	-	-	647,800	647,800	647,900	1,295,700	41,200	42,600	44,600	1,424,100
<b>Total Expenditure</b>		<b>-</b>	<b>647,800</b>	<b>647,800</b>	<b>0</b>	<b>-</b>	<b>647,800</b>	<b>647,800</b>	<b>647,900</b>	<b>1,295,700</b>	<b>41,200</b>	<b>42,600</b>	<b>44,600</b>	<b>1,424,100</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	647,800	647,800	-	-	647,800	647,800	647,900	1,295,700	41,200	42,600	44,600	1,424,100
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>		<b>-</b>	<b>647,800</b>	<b>647,800</b>	<b>0</b>	<b>-</b>	<b>647,800</b>	<b>647,800</b>	<b>647,900</b>	<b>1,295,700</b>	<b>41,200</b>	<b>42,600</b>	<b>44,600</b>	<b>1,424,100</b>

Check figure (each column should equal zero)

Project Name: TBD  
 Vendors Used:

Project No.: 8906  
 % Completed: 0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		-	-	-	0	-	-	-	-	-	-	-	-	-
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	0	-	-	-	-	-	-	-	-	-
Total Funding Sources		-	-	-	0	-	-	-	-	-	0	0	0	0

Check figure (each column should equal zero)

Project Name: 2022-03 Salt Lake Park Playground  
 Vendors Used:

Project No.: 8907

% Completed: 95

Design phase is 95% completed; consultant was to complete design by mid-October. Construction to begin January 2024 to July 2024.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	24,966	125,034	150,000	9,001	-	140,999	140,999	1	141,000	-	-	-	141,000
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>		<b>24,966</b>	<b>125,034</b>	<b>150,000</b>	<b>9,001</b>	<b>-</b>	<b>140,999</b>	<b>140,999</b>	<b>1</b>	<b>141,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>141,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	24,966	125,034	150,000	9,001	-	140,999	140,999	1	141,000	-	-	-	141,000
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>		<b>24,966</b>	<b>125,034</b>	<b>150,000</b>	<b>9,001</b>	<b>-</b>	<b>140,999</b>	<b>140,999</b>	<b>1</b>	<b>141,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>141,000</b>
Check figure (each column should equal zero)														

Project Name:	2022-06 Salt Lake Park		Project No.:	8908	Design phase is 95% completed; consultant was to complete design by mid-October. Construction to begin January 2024 to July 2024.											
Vendors Used:			% Completed:	95												
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget		
Administrative Charge		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Design		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Professional		214,300	-	214,300	9,001	-	205,299	205,299	1	205,300					205,300	
Right of Way		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Construction		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Expenditure		214,300	-	214,300	9,001	-	205,299	205,299	1	205,300					205,300	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding		
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	214,300	-	214,300	9,001	-	205,299	205,299	1	205,300					205,300	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-	-	
Total Funding Sources		214,300	-	214,300	9,001	-	205,299	205,299	1	205,300	-	-	-	-	205,300	
Check figure (each column should equal zero)																

Project Name: 2022-05 Resurface Basketball Courts

Project No.: 8909

Vendors Used:

% Completed: 100

Notice of Completion approved by Council on the 10/17/23 agenda.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	47,878	11,722	59,600	59,550	-	50	50	(50)	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		47,878	11,722	59,600	59,550	-	50	50	(50)	-	-	-	-	-
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
		-	-	-	-	-	-	-	-	-	-	-	-	-
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	47,878	11,722	59,600	59,550	-	50	50	(50)	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	Total Funding Sources	47,878	11,722	59,600	59,550	-	50	50	(50)	-	-	0	0	0

Check figure (each column should equal zero)

Project Name:	2019-08 Aquatics Center	Project No.:	8910	The General Fund will "front" \$2 million of this Aquatics Center, to be reimbursed in FY 2025 through the sale of debt financing.										
Vendors Used:		% Completed:	0											
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professional	500,000	-	500,000	206,895	-	293,105	293,105	95	293,200	-	-	-	-	293,200
Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Construction	1,500,000	-	1,500,000	-	1,500,000	-	1,500,000	1,500,000	15,000,000	16,500,000	10,000,000	-	-	26,500,000
<b>Total Expenditure</b>	<b>2,000,000</b>	-	<b>2,000,000</b>	<b>206,895</b>	-	<b>1,793,105</b>	<b>1,793,105</b>	<b>15,000,095</b>	<b>16,793,200</b>	<b>10,000,000</b>	-	-	-	<b>26,793,200</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	2,000,000	-	2,000,000	206,895	-	1,793,105	1,793,105	(2,000,000)	(206,895)	-	-	-	(206,895)
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	17,000,095	17,000,095	10000000	-	27,000,095
<b>Total Funding Sources</b>	<b>2,000,000</b>	-	<b>2,000,000</b>	<b>206,895</b>	-	<b>1,793,105</b>	<b>1,793,105</b>	<b>15,000,095</b>	<b>16,793,200</b>	<b>10,000,000</b>	-	-	-	<b>26,793,200</b>
Check figure (each column should equal zero)														

Project Name: 2021-01 Street Reconstruction  
 Project No.: 8911  
 Vendors Used: 100 Notice of Completed approved by Council on 06/30/23 agenda.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	3	-	3	-	-	3	3	(3)	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	12,185	-	12,185	9,911	-	2,274	2,274	(2,274)	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	321,292	20	321,312	321,312	-	-	-	-	-	-	-	-	-
	<b>Total Expenditure</b>	<b>333,480</b>	<b>20</b>	<b>333,500</b>	<b>331,223</b>	<b>-</b>	<b>2,277</b>	<b>2,277</b>	<b>(2,277)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	33,480	20	33,500	31,223	-	2,277	2,277	(2,277)	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	300,000	-	300,000	300,000	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>333,480</b>	<b>20</b>	<b>333,500</b>	<b>331,223</b>	<b>-</b>	<b>2,277</b>	<b>2,277</b>	<b>(2,277)</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>

Check figure (each column should equal zero)

Project Name:	2022-01 Slurry Seal Project
Vendors Used:	

Project No.:	8912
% Completed:	100

Notice of Completion brought to Council for approval on 08/15/23.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget	FY 2027 Budget	FY 2028 Budget	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	94,958	42	95,000	88,368	-	6,632	6,632	(6,632)	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		94,958	42	95,000	88,368	-	6,632	6,632	(6,632)	-	-	-	-	-
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In - General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	94,958	42	95,000	88,368	-	6,632	6,632	(6,632)	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
Total Funding Sources		94,958	42	95,000	88,368	-	6,632	6,632	(6,632)	-	-	0	0	0

Check figure (each column should equal zero)

Project Name:	2019-02 Slauson Ave Congestion Rel.	Project No.:	8913	% Completed:	0	Design phase 100% completed; construction is expected to begin January 2024 to June 2024.											
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget			
Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professional	19,816	6,680,184	-	19,816	-	(19,816)	(19,816)	3,370,516	3,350,700						3,350,700		
Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	6,700,000	-	-	6,700,000	6,700,000	-	6,700,000	-	-	-	-	6,700,000		
<b>Total Expenditure</b>	<b>19,816</b>	<b>6,680,184</b>		<b>6,700,000</b>	<b>19,816</b>	-	<b>6,680,184</b>	<b>6,680,184</b>	<b>3,370,516</b>	<b>10,050,700</b>					<b>10,050,700</b>		
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding			
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	19,816	6,680,184	6,700,000	19,816	-	6,680,184	6,680,184	3,370,516	10,050,700					10,050,700		
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>	<b>19,816</b>	<b>6,680,184</b>		<b>6,700,000</b>	<b>19,816</b>	-	<b>6,680,184</b>	<b>6,680,184</b>	<b>3,370,516</b>	<b>10,050,700</b>	-	-	-	-	<b>10,050,700</b>	-	-
Check figure (each column should equal zero)																	

Project Name: 2022-08 ROAR (Reconstruct Acctg Rec.)  
 Vendors Used:

Project No.: 8914  
 % Completed: 50

FY 2021 Audit is completed, FY 2022 is "in progress", and FY 2023 is expected to be completed by April 2024.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	308,663	37	308,700	91,692	-	217,008	217,008	92	217,100	-	-	-	217,100
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total Expenditure</b>	<b>308,663</b>	<b>37</b>	<b>308,700</b>	<b>91,692</b>	<b>-</b>	<b>217,008</b>	<b>217,008</b>	<b>92</b>	<b>217,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>217,100</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	308,663	37	308,700	91,692	-	217,008	217,008	92	217,100	-	-	-	217,100
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>308,663</b>	<b>37</b>	<b>308,700</b>	<b>91,692</b>	<b>-</b>	<b>217,008</b>	<b>217,008</b>	<b>92</b>	<b>217,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>217,100</b>

Check figure (each column should equal zero)

Project Name: <b>Citywide WiFi Project</b>	Project No.: <b>8915</b>	% Completed: <b>50</b>	Start date was expected in October to be completed by October 2024											
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Professional	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Construction	-	3,326,900	3,326,900	3,326,900	1,689,782	-	1,637,118	1,637,118	82	1,637,200	-	-	-	1,637,200
<b>Total Expenditure</b>		<b>3,326,900</b>	<b>3,326,900</b>	<b>3,326,900</b>	<b>1,689,782</b>	-	<b>1,637,118</b>	<b>1,637,118</b>	<b>82</b>	<b>1,637,200</b>	-	-	-	<b>1,637,200</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In - General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	2,743,700	2,743,700	1,689,782	-	1,053,918	1,053,918	82	1,054,000	-	-	-	1,054,000
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	583,200	583,200	-	-	583,200	583,200	-	583,200	-	-	-	583,200
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>		<b>-</b>	<b>3,326,900</b>	<b>3,326,900</b>	<b>1,689,782</b>	-	<b>1,637,118</b>	<b>1,637,118</b>	<b>82</b>	<b>1,637,200</b>	-	-	-	<b>1,637,200</b>

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Project Name:	2023-01 Street Enhancements \$81	Project No.:	8916	Design phase started 09/05/23, expected design completion is January 24. Construction expected to start April 2024 and complete by December 2024.											
Vendors Used:		% Completed:	10												
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget	
Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Professional	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Construction	136,800	463,200	600,000	-	-	-	600,000	600,000	1,500,000	2,100,000	-	-	-	2,100,000	
<b>Total Expenditure</b>	<b>136,800</b>	<b>463,200</b>	<b>600,000</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>1,500,000</b>	<b>2,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,100,000</b>	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding	
111	Transfer In - General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-	
211	Transfer In - SB1	136,800	463,200	600,000	-	-	600,000	600,000	1,500,000	2,100,000	-	-	-	2,100,000	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-	
<b>Total Funding Sources</b>	<b>136,800</b>	<b>463,200</b>	<b>600,000</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>600,000</b>	<b>600,000</b>	<b>1,500,000</b>	<b>2,100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,100,000</b>	

Check figure (each column should equal zero)

Project Name: 2022-07 Salt Lake Park Cistern      Project No.: 8917      Design phase started November 2023, anticipated design completion by June 2024. Construction is expect to begin September 2024 to be completed September 2025.  
 Vendors Used: 0

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	1,900,000	1,900,000	-	-	1,900,000	1,900,000	400,000	2,300,000	600,000	800,000	800,000	4,500,000
	<b>Total Expenditure</b>	<b>-</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>0</b>	<b>-</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>400,000</b>	<b>2,300,000</b>	<b>600,000</b>	<b>800,000</b>	<b>800,000</b>	<b>4,500,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	191,000	191,000	-	-	191,000	191,000	-	191,000	60,000	80,000	80,000	411,000
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	1,709,000	1,709,000	-	-	1,709,000	1,709,000	400,000	2,109,000	540,000	720,000	720,000	4,089,000
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>-</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>0</b>	<b>-</b>	<b>1,900,000</b>	<b>1,900,000</b>	<b>400,000</b>	<b>2,300,000</b>	<b>600,000</b>	<b>800,000</b>	<b>800,000</b>	<b>4,500,000</b>
Check figure (each column should equal zero)														

Project Name: 2022-09 Chelsey Park (Circle Park)  
 Vendors Used:

Project No.: 8918  
 % Completed: 5 August 2024.  
 Design phase is 95% completed. Staff currently reviewing the design for ADA compliance. Constructed expect to begin February 2024 and end on

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	37,600	271,700	309,300	23,475	-	285,825	285,825	75	285,900	-	-	-	285,900
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total Expenditure</b>	<b>37,600</b>	<b>271,700</b>	<b>309,300</b>	<b>23,475</b>	<b>-</b>	<b>285,825</b>	<b>285,825</b>	<b>75</b>	<b>285,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>285,900</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CD8G	37,600	271,700	309,300	23,475	-	285,825	285,825	75	285,900	-	-	-	285,900
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>37,600</b>	<b>271,700</b>	<b>309,300</b>	<b>23,475</b>	<b>-</b>	<b>285,825</b>	<b>285,825</b>	<b>75</b>	<b>285,900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>285,900</b>

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Project Name: 2022-10 ADA Reconstruction CDBG

Vendors Used:

Project No.: 8919

% Completed: 100

NOC presented to Council on the 11/07/23 agenda.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	209,281	61,286	270,567	-	-	270,567	270,567	14	270,581	-	-	-	270,581
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	794,433	-	794,433	1,003,714	-	(209,281)	(209,281)	-	(209,281)	-	-	-	(209,281)
	<b>Total Expenditure</b>	<b>1,003,714</b>	<b>61,286</b>	<b>1,065,000</b>	<b>1,003,714</b>	<b>-</b>	<b>61,286</b>	<b>61,286</b>	<b>14</b>	<b>61,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,300</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In - General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	1,003,714	61,286	1,065,000	1,003,714	-	61,286	61,286	14	61,300	-	-	-	61,300
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>1,003,714</b>	<b>61,286</b>	<b>1,065,000</b>	<b>1,003,714</b>	<b>-</b>	<b>61,286</b>	<b>61,286</b>	<b>14</b>	<b>61,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,300</b>

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Project Name:	2022-11 HPK Litter Abatement	Project No.:	8920	Construction start is April 2024 to December 2024. This is for beautification of Randolph Street, between Alameda and Santa Fe Streets, and adding cameras.										
Vendors Used:		% Completed:	0											
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	1,000	498,300	499,300	-	-	499,300	499,300	550,000	1,049,300				1,049,300
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total Expenditure</b>	<b>1,000</b>	<b>498,300</b>	<b>499,300</b>	<b>0</b>	<b>-</b>	<b>499,300</b>	<b>499,300</b>	<b>550,000</b>	<b>1,049,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,049,300</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	1,000	498,300	499,300	-	-	499,300	499,300	550,000	1,049,300				1,049,300
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	0	-	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>1,000</b>	<b>498,300</b>	<b>499,300</b>	<b>0</b>	<b>-</b>	<b>499,300</b>	<b>499,300</b>	<b>550,000</b>	<b>1,049,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,049,300</b>

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Project Name:	2022-12 Salt Lake Ave H2O Quality Green	Project No.:	8921	% Completed:	5	Design phase 30% completed, expected to be completed by 01/15/24. Construction is expected to begin April 2024 and be completed by December 2024.									
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget	
Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Professional	148,254	228,646	376,900	1,996	-	374,904	374,904	650,096	1,025,000					1,025,000	
Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditure</b>	<b>148,254</b>	<b>228,646</b>	<b>376,900</b>	<b>1,996</b>	<b>-</b>	<b>374,904</b>	<b>374,904</b>	<b>650,096</b>	<b>1,025,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,025,000</b>	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding	
111	Transfer In -General Fund	148,254	228,646	376,900	1,996	-	374,904	374,904	650,096	1,025,000				1,025,000	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-	
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-	
<b>Total Funding Sources</b>	<b>148,254</b>	<b>228,646</b>	<b>376,900</b>	<b>1,996</b>	<b>-</b>	<b>374,904</b>	<b>374,904</b>	<b>650,096</b>	<b>1,025,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,025,000</b>	

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Project Name: 2022-13 Roof Repairs City Hall / PD  
 Vendors Used:

Project No.: 8922  
 % Completed: 1

Design phase is 100% completed. Construction is expected to begin January 2024 and be completed by June 2024.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	32,900	-	32,900	6,400	-	26,500	26,500	-	26,500	-	-	-	26,500
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	2,173,500	(26,400)	2,147,100	-	-	2,147,100	2,147,100	-	2,147,100	-	-	-	2,147,100
	<b>Total Expenditure</b>	<b>2,206,400</b>	<b>(26,400)</b>	<b>2,180,000</b>	<b>6,400</b>	<b>-</b>	<b>2,173,600</b>	<b>2,173,600</b>	<b>-</b>	<b>2,173,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,173,600</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In - General Fund	6,400	-	6,400	6,400	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	2,200,000	(26,400)	2,173,600	-	-	2,173,600	2,173,600	-	2,173,600	-	-	-	2,173,600
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>2,206,400</b>	<b>(26,400)</b>	<b>2,180,000</b>	<b>6,400</b>	<b>-</b>	<b>2,173,600</b>	<b>2,173,600</b>	<b>-</b>	<b>2,173,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,173,600</b>

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Project Name:	2021-D4 Well 16 Design Enhancements	Project No.:	8923	Booster pump enhancements and addition of a sand separator at the well was installed to improve efficiency. Staff is coordinator with Edison to provide sufficient. Construction / Inspection will begin on January 2024 and will be completed by December 2024.										
Vendors Used:		% Completed:	0											
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	
Design	111,718	-	111,718	8,051	-	103,667	103,667	51	103,718				103,718	
Professional	-	-	-	-	-	-	-	-	-	-	-	-	-	
Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	
Construction	-	563,282	563,282	-	-	563,282	563,282	500,000	1,063,282				1,063,282	
<b>Total Expenditure</b>	<b>111,718</b>	<b>563,282</b>	<b>675,000</b>	<b>8,051</b>	<b>-</b>	<b>666,949</b>	<b>666,949</b>	<b>500,051</b>	<b>1,167,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,167,000</b>	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	111,718	563,282	675,000	8,051	-	666,949	666,949	500,051	1,167,000			1,167,000	
787	Transfer In - Bond Proceeds	-	-	-	0	-	-	-	-	-	-	-	-	
<b>Total Funding Sources</b>	<b>111,718</b>	<b>563,282</b>	<b>675,000</b>	<b>8,051</b>	<b>-</b>	<b>666,949</b>	<b>666,949</b>	<b>500,051</b>	<b>1,167,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,167,000</b>	

Check figure (each column should equal zero)

Project Name: 2019-13 LA County Walnut Street  
 Vendors Used:

Project No.: 8924  
 % Completed: 10  
 Design phase 100% completed, Invoices will post by Q2. City provided fair share contribution to LA County Public Works for design and construction.  
 Construction began in October, to be completed October 2024.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	131,500	131,500	-	-	131,500	131,500	98,600	230,100	-	-	-	230,100
	<b>Total Expenditure</b>	<b>-</b>	<b>131,500</b>	<b>131,500</b>	<b>0</b>	<b>-</b>	<b>131,500</b>	<b>131,500</b>	<b>98,600</b>	<b>230,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>230,100</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In - General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	131,500	131,500	-	-	131,500	131,500	98,600	230,100	-	-	-	230,100
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	<b>-</b>	<b>131,500</b>	<b>131,500</b>	<b>0</b>	<b>-</b>	<b>131,500</b>	<b>131,500</b>	<b>98,600</b>	<b>230,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>230,100</b>

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Project Name: Fire Protection System  
 Project No.: 8925  
 Vendors Used: 0 Project anticipated to begin January 2024 and end December 2024.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	1,852,000	1,852,000	-	-	1,852,000	1,852,000	-	1,852,000	-	-	-	1,852,000
	<b>Total Expenditure</b>	-	<b>1,852,000</b>	<b>1,852,000</b>	<b>0</b>	<b>-</b>	<b>1,852,000</b>	<b>1,852,000</b>	<b>-</b>	<b>1,852,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,852,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	1,852,000	1,852,000	-	-	1,852,000	1,852,000	-	1,852,000	-	-	-	1,852,000
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	-	<b>1,852,000</b>	<b>1,852,000</b>	<b>0</b>	<b>-</b>	<b>1,852,000</b>	<b>1,852,000</b>	<b>-</b>	<b>1,852,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,852,000</b>
Check figure (each column should equal zero)		-	-	-	-	-	-	-	-	-	-	0	0	0

Project Name:	2019-17 MAT Program Cycle I Randolph		Project No.:	8926	City of Commerce is the lead agency to negotiate with a top design firm, estimated 37-month for planning / conceptual engineering, design, and construction. Construction to begin April 2025 to be completed by March 2026.											
Vendors Used:			% Completed:	0												
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget		
Administrative Charge		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Miscellaneous		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Design		-	99,000	99,000	-	-	99,000	99,000	2,211,000	2,310,000	-	-	-	-	2,310,000	
Professional		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Right of Way		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Construction		-	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditure</b>		-	99,000	99,000	0	-	99,000	99,000	2,211,000	2,310,000	-	-	-	-	2,310,000	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding		
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	-	99,000	99,000	-	-	99,000	99,000	2,211,000	2,310,000	-	-	-	-	2,310,000	
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-	-	
<b>Total Funding Sources</b>		-	99,000	99,000	0	-	99,000	99,000	2,211,000	2,310,000	-	-	0	0	0	

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Project Name:	2022-01 Robert H. Keller Park Enhance.
Vendors Used:	

Project No.:	8927	Pending approval from LA County Parks & Recreation. Project will begin design phase January 2024. Construction expected to begin July 2024 and end by
% Completed:	0	December 2024.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
Administrative Charge		-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous		-	-	-	-	-	-	-	-	-	-	-	-	-
Design		-	-	-	-	-	-	-	-	-	-	-	-	-
Professional		-	-	-	-	-	-	-	-	-	-	-	-	-
Right of Way		-	-	-	-	-	-	-	-	-	-	-	-	-
Construction		-	1,540,000	1,540,000	-	-	1,540,000	1,540,000	750,000	2,290,000	600,000	-	-	2,890,000
<b>Total Expenditure</b>			<b>1,540,000</b>	<b>1,540,000</b>	<b>0</b>	<b>-</b>	<b>1,540,000</b>	<b>1,540,000</b>	<b>750,000</b>	<b>2,290,000</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>2,890,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	1,540,000	1,540,000	-	-	1,540,000	1,540,000	750,000	2,290,000	600,000	-	-	2,890,000
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>			<b>1,540,000</b>	<b>1,540,000</b>	<b>0</b>	<b>-</b>	<b>1,540,000</b>	<b>1,540,000</b>	<b>750,000</b>	<b>2,290,000</b>	<b>600,000</b>	<b>-</b>	<b>-</b>	<b>2,890,000</b>

Check figure (each column should equal zero)

Project Name: Tree Inventory - Arborist  
 Vendors Used:

Project No.: 8928  
 % Completed: 0

The draft Urban Forest Plan was submitted to Council on 11/21/23, with anticipated adoption in January 2024. Tree planting was scheduled for November and December 2023. A report will be provided at the Q2 CIP Budget update.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	308,000	308,000	-	-	308,000	308,000	-	308,000	-	-	-	308,000
	Professional	-	295,000	295,000	-	-	295,000	295,000	-	295,000	-	-	-	295,000
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total Expenditure</b>		<b>603,000</b>	<b>603,000</b>	<b>0</b>	<b>-</b>	<b>603,000</b>	<b>603,000</b>	<b>-</b>	<b>603,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>603,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	603,000	603,000	-	-	603,000	603,000	-	603,000	-	-	-	603,000
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>		<b>603,000</b>	<b>603,000</b>	<b>0</b>	<b>-</b>	<b>603,000</b>	<b>603,000</b>	<b>-</b>	<b>603,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>603,000</b>
Check figure (each column should equal zero)														

Project Name: TBD	Project No.: 8929	% Completed: 0 The draft Urban Forest Management Plan was presented to Council on 11/21/23; anticipated adoption date is for the 01/24/24 Council agenda.												
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
Administrative Charge		-	-	-	-	-	-	-	-	-	-	-	-	-
Miscellaneous		-	-	-	-	-	-	-	-	-	-	-	-	-
Design		-	-	-	-	-	-	-	-	-	-	-	-	-
Professional		-	-	-	-	-	-	-	-	-	-	-	-	-
Right of Way		-	-	-	-	-	-	-	-	-	-	-	-	-
Construction		-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>		-	-	-	0	-	-	-	-	-	-	-	-	-
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>		-	-	-	0	-	-	-	-	-	0	0	0	0
Check figure (each column should equal zero)		-	-	-	-	-	-	-	-	-	-	-	-	-

Project Name: **TBD (Old NPDES Sys M54 Compliance)**  
 Vendors Used:

Project No.: **8930**  
 % Completed: **0**

There are no staff notes on this project and no budget or expenditures to report on this project.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget	
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-	
<b>Total Expenditure</b>						<b>0</b>									
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding	
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-	
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	
787	Transfer In - Bond Proceeds	-	-	-	-	<b>0</b>	-	-	-	-	-	-	-	-	
<b>Total Funding Sources</b>		-	-	-	-	<b>0</b>	-	-	-	-	-	<b>0</b>	<b>0</b>	<b>0</b>	

Check figure (each column should equal zero)

Project Name: 2017-06 Well 17 Rehabilitation  
 Vendors Used:

Project No.: 8931  
 % Completed: 0 There is no information for this project at this time.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	300,000	300,000	2,500,000	3,100,000
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditure		-	-	-	0	-	-	-	-	-	300,000	300,000	2,500,000	3,100,000
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	300,000	300,000	2,500,000	3,100,000
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	300,000	300,000	2,500,000	3,100,000
Total Funding Sources		-	-	-	0	-	-	-	-	-	0	0	0	0

Check figure (each column should equal zero)

Project Name: 2022-02 ATP Cycle VI		Project No.: 8932		Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.											
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget	
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	55,000	55,000	-	-	55,000	55,000	320,000	375,000	3,886,000	-	-	4,261,000	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Total Expenditure</b>		<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>	<b>320,000</b>	<b>375,000</b>	<b>3,886,000</b>	<b>-</b>	<b>-</b>	<b>4,261,000</b>	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding	
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In- Measure M	-	55,000	55,000	-	-	55,000	55,000	320,000	375,000	3,886,000	-	-	4,261,000	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>		<b>55,000</b>	<b>55,000</b>	<b>0</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>	<b>320,000</b>	<b>375,000</b>	<b>3,886,000</b>	<b>-</b>	<b>-</b>	<b>4,261,000</b>	
Check figure (each column should equal zero)															

Project Name:	2023-02 Well 16 Rehabilitation
Vendors Used:	

Project No.:	8933
% Completed:	0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., @ Council agenda planning items.

Expenditure Account	Account Description	FY 2024	FY 2024	FY 2024	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024	FY 2025	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	5-Year CIP Budget
		Carryover Budget	Budget Amendments	Revised Budget			"Unspent" Budget	Budget Carryover	Total Budget	Budget Addition	Budget Addition	Budget Addition	Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	750,000	750,000	-	-	750,000	750,000	48,000	798,000	500,000	52,000	54,000	1,404,000
	<b>Total Expenditure</b>	-	<b>750,000</b>	<b>750,000</b>	<b>0</b>	-	<b>750,000</b>	<b>750,000</b>	<b>48,000</b>	<b>798,000</b>	<b>500,000</b>	<b>52,000</b>	<b>54,000</b>	<b>1,404,000</b>
Revenue Account	Funding Source Description	FY 2024	FY 2024	FY 2024	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	5-Year CIP Funding
		Carryover Budget	Budget Amendments	Revised Budget			Available Funding	Add'l Funding	Available Funding	Funding Source	Funding Source	Funding Source	Funding Source	5-Year CIP Funding
111	Transfer In - General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	750,000	750,000	-	-	750,000	750,000	48,000	798,000	500,000	52,000	54,000	1,404,000
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>	-	<b>750,000</b>	<b>750,000</b>	<b>0</b>	-	<b>750,000</b>	<b>750,000</b>	<b>48,000</b>	<b>798,000</b>	<b>500,000</b>	<b>52,000</b>	<b>54,000</b>	<b>1,404,000</b>

Check figure (each column should equal zero)

Project Name: 2023-03 Well 15 Elevated Tak Rehab  
 Vendors Used:

Project No.: 8934  
 % Completed: 0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	700,000	700,000	-	-	700,000	700,000	700,000	1,400,000	700,000	55,000	55,000	2,210,000
	<b>Total Expenditure</b>		<b>700,000</b>	<b>700,000</b>	<b>0</b>		<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>1,400,000</b>	<b>700,000</b>	<b>55,000</b>	<b>55,000</b>	<b>2,210,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	700,000	700,000	-	-	700,000	700,000	700,000	1,400,000	700,000	55,000	55,000	2,210,000
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
	<b>Total Funding Sources</b>		<b>700,000</b>	<b>700,000</b>	<b>0</b>		<b>700,000</b>	<b>700,000</b>	<b>700,000</b>	<b>1,400,000</b>	<b>700,000</b>	<b>55,000</b>	<b>55,000</b>	<b>2,210,000</b>

Check figure (each column should equal zero)

Project Name: 2024-100 Roof Repairs Corp Yard/Pks

Vendors Used:

Project No.: 8935

% Completed: 0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	750,000	750,000	1,000,000	-	-	1,750,000
Total Expenditure		-	-	-	0	-	-	750,000	750,000	1,000,000	-	-	-	1,750,000
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In - General Fund	-	-	-	-	-	-	-	750,000	750,000	1,000,000	-	-	1,750,000
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	-	0	-	-	-	-	-	-	-	-
Total Funding Sources		-	-	-	0	-	-	750,000	750,000	1,000,000	-	-	-	1,750,000
Check figure (each column should equal zero)														

Project Name: 2024-xx SB1 Street Enhancements  
 Vendors Used:

Project No.: 8936  
 % Completed: 0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	600,000	1,500,000	-	2,100,000
<b>Total Expenditure</b>					<b>0</b>	-	-	-	-	-	<b>600,000</b>	<b>1,500,000</b>	-	<b>2,100,000</b>
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	600,000	1,500,000	-	2,100,000
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	0	-	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>		-	-	-	<b>0</b>	-	-	-	-	-	<b>600,000</b>	<b>1,500,000</b>	-	<b>2,100,000</b>
Check figure (each column should equal zero)		-	-	-	-	-	-	-	-	-	0	0	0	0

Project Name: 2024-xx Water Main Replacement

Project No.: 8937

Vendors Used:

%

Completed:

0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	1,000,000	1,000,000	1,200,000	1,200,000	4,600,000
Total Expenditure		-	-	-	0	-	-	-	1,000,000	1,000,000	1,200,000	1,200,000	1,200,000	4,600,000
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	1,000,000	1,000,000	1,200,000	1,200,000	1,200,000	4,600,000
787	Transfer In - Bond Proceeds	-	-	-	0	-	-	-	-	-	-	-	-	-
Total Funding Sources		-	-	-	0	-	-	-	1,000,000	1,000,000	1,200,000	1,200,000	1,200,000	4,600,000
Check figure (each column should equal zero)														

Project Name: 2025-xx SB 1 Street Enhancements		Project No.: 8938		Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.													
Expenditure Account		Account Description		FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget	FY 2026 Budget Addition	FY 2027 Budget	FY 2028 Budget	5-Year CIP Budget
	Administrative Charge			-	-	-	-	-	-	-	-	-	-	-	-		
	Miscellaneous			-	-	-	-	-	-	-	-	-	-	-	-		
	Design			-	-	-	-	-	-	-	-	-	-	-	-		
	Professional			-	-	-	-	-	-	-	-	-	-	-	-		
	Right of Way			-	-	-	-	-	-	-	-	-	-	-	-		
	Construction			-	-	-	-	-	-	-	-	-	600,000	1,500,000	2,100,000		
Total Expenditure				-	-	-	0	-	-	-	-	-	600,000	1,500,000	2,100,000		
Revenue Account		Funding Source Description		FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding	
111	Transfer In - General Fund			-	-	-	-	-	-	-	-	-	-	-	-		
113	Transfer In - ARPA			-	-	-	-	-	-	-	-	-	-	-	-		
200	Transfer In - LA County Clean Water			-	-	-	-	-	-	-	-	-	-	-	-		
202	Transfer In - CFP Crosswalks			-	-	-	-	-	-	-	-	-	-	-	-		
203	Transfer In - ATP Randolph Rail Trail			-	-	-	-	-	-	-	-	-	-	-	-		
204	Transfer In - Safe Routes			-	-	-	-	-	-	-	-	-	-	-	-		
210	Transfer In - Measure M			-	-	-	-	-	-	-	-	-	-	-	-		
211	Transfer In - SB1			-	-	-	-	-	-	-	-	-	600,000	1,500,000	2,100,000		
212	Transfer In - Parks & Rec Grants			-	-	-	-	-	-	-	-	-	-	-	-		
221	Transfer In - Gas Tax			-	-	-	-	-	-	-	-	-	-	-	-		
222	Transfer In - Measure R			-	-	-	-	-	-	-	-	-	-	-	-		
239	Transfer In - CDBG			-	-	-	-	-	-	-	-	-	-	-	-		
283	Transfer In - Sewer			-	-	-	-	-	-	-	-	-	-	-	-		
334	Transfer In - Pedestrian Bike Path			-	-	-	-	-	-	-	-	-	-	-	-		
681	Transfer In - Water			-	-	-	-	-	-	-	-	-	-	-	-		
787	Transfer In - Bond Proceeds			-	-	-	0	-	-	-	-	-	-	-	-		
Total Funding Sources				-	-	-	0	-	-	-	-	-	600,000	1,500,000	2,100,000		
Check figure (each column should equal zero)															0		

Project Name: 2025-xx Water Main Replacement  
 Vendors Used:

Project No.: 8939  
 % Completed: 0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., @ Council agenda planning items.

Expenditure Account	Account Description	FY 2024	FY 2024	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024	FY 2025	FY 2025	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
		Carryover Budget	Budget Amendments				"Unspent" Budget	Budget Carryover	Budget Addition	Total Budget	Budget Addition	Budget Addition	Budget Addition	
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	1,200,000	1,200,000	2,000,000	4,400,000
<b>Total Expenditure</b>		-	-	-	<b>0</b>	-	-	-	-	-	1,200,000	1,200,000	2,000,000	4,400,000
Revenue Account	Funding Source Description	FY 2024	FY 2024	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024	FY 2024	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	5-Year CIP Funding
		Carryover Budget	Budget Amendments				Available Funding	Add'l Funding	Add'l Funding	Funding Source	Funding Source	Funding Source	Funding Source	
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	1,200,000	1,200,000	2,000,000	4,400,000
787	Transfer In - Bond Proceeds	-	-	-	<b>0</b>	-	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>		-	-	-	<b>0</b>	-	-	-	-	-	1,200,000	1,200,000	2,000,000	4,400,000
Check figure (each column should equal zero)														
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0														

Project Name: 2026-xx SB1 Street Enhancement  
 Vendors Used:

Project No.: 8940  
 % Completed: 0

Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.

Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-
	Construction	-	-	-	-	-	-	-	-	-	-	600,000	1,500,000	2,100,000
<b>Total Expenditure</b>		-	-	-	0	-	-	-	-	-	-	600,000	1,500,000	2,100,000
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2026 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	600,000	1,500,000	2,100,000
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	-	-
787	Transfer In - Bond Proceeds	-	-	-	0	-	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>		-	-	-	0	-	-	-	-	-	-	600,000	1,500,000	2,100,000
Check figure (each column should equal zero)														

Project Name: 2026-xx Water Main Replacement		Project No.: 8941	% Completed: 0	Notes: (a) expected project completion, (b) issues with contracts, grants, etc., © Council agenda planning items.												
Expenditure Account	Account Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 "Unspent" Budget	FY 2025 Budget Carryover	FY 2025 Budget Addition	FY 2025 Total Budget	FY 2026 Budget Addition	FY 2027 Budget Addition	FY 2028 Budget Addition	5-Year CIP Budget		
	Administrative Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Design	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Professional	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Right of Way	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Construction	-	-	-	-	-	-	-	-	-	-	-	2,500,000	2,000,000	4,500,000	
<b>Total Expenditure</b>		-	-	-	<b>0</b>	-	-	-	-	-	-	-	<b>2,500,000</b>	<b>2,000,000</b>	<b>4,500,000</b>	
Revenue Account	Funding Source Description	FY 2024 Carryover Budget	FY 2024 Budget Amendments	FY 2024 Revised Budget	YTD Actual 10/31/2023	YTD Encumbrance	FY 2024 Available Funding	FY 2024 Add'l Funding	FY 2025 Add'l Funding	FY 2025 Funding Source	FY 2025 Funding Source	FY 2027 Funding Source	FY 2028 Funding Source	5-Year CIP Funding		
111	Transfer In -General Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
113	Transfer In - ARPA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
200	Transfer In - LA County Clean Water	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
202	Transfer In - CFP Crosswalks	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
203	Transfer In - ATP Randolph Rail Trail	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
204	Transfer In - Safe Routes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
210	Transfer In - Measure M	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
211	Transfer In - SB1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
212	Transfer In - Parks & Rec Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
221	Transfer In - Gas Tax	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
222	Transfer In - Measure R	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
239	Transfer In - CDBG	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
283	Transfer In - Sewer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
334	Transfer In - Pedestrian Bike Path	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
681	Transfer In - Water	-	-	-	-	-	-	-	-	-	-	-	2,500,000	2,000,000	4,500,000	
787	Transfer In - Bond Proceeds	-	-	-	-	-	0	-	-	-	-	-	2,500,000	2,000,000	4,500,000	
<b>Total Funding Sources</b>		-	-	-	<b>0</b>	-	-	-	-	-	-	-	0	0	0	

Check figure (each column should equal zero)

**Item 7**



# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

December 5, 2023

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 THE FINANACE DEPARTMENT'S UPDATED POLICY & PROCEDURES AND A PURCHASING MANUAL FOR CITY STAFF USE**

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

1. Approve of the Finance Department's updated Policy & Procedures
2. Approve the Purchasing Manual for City staff use

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

The Finance Department has updated their Policy and Procedures with the goal of bringing them up to date, detailing them, and assigning duties to the proper staff titles in the procedures.

Finance staff initially conducted reviews of the department's 2003 policies and procedures, kept what was relevant and modified it appropriately. There were some additional sections added to address work that is being conducted but no policy or procedure had been written for it. Then internal meetings with staff were conducted to update the procedures to make sure internal controls are in place.

As part of this update staff also created a purchasing manual that all departments can reference to procure goods & services.

The City's municipal code section 2-5.03 states that the "purchasing agent shall cause... to be prepared the publishing of a purchasing manual". Given that the Director of Finance is the CFO and purchasing agent of the City, he instructed staff to create/publish a purchasing manual. The purchasing manual will be a guide for all City

**CONSIDERATION AND APPROVAL OF THE FINANACE DEPARTMENT'S  
UPDATED POLICY & PROCEDURES AND A PURCHASING MANUAL FOR CITY  
STAFF USE**

December 5, 2023

Page 2 of 2

staff to the purchasing rules and procedures to follow as they make purchasing decisions for their respective departments.

The purchasing manual provides procedures that follow the rules set forth in Title 2 Administration, Chapter 5 Purchasing System of the City's municipal code. It also includes a section for federal requirements that follows the rules set forth in 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**FISCAL IMPACT/FINANCING**

There is no associated cost, but the purchasing manual will provide procedures on how City departments can purchase following the rules stated therein.

**CONCLUSION**

Upon Council approval staff will proceed with the recommended actions. Finance department staff will also train and educate departments on the procedures listed in the purchasing manual.

Respectfully submitted



RICARDO REYES  
City Manager



JEFF JONES  
Director of Finance

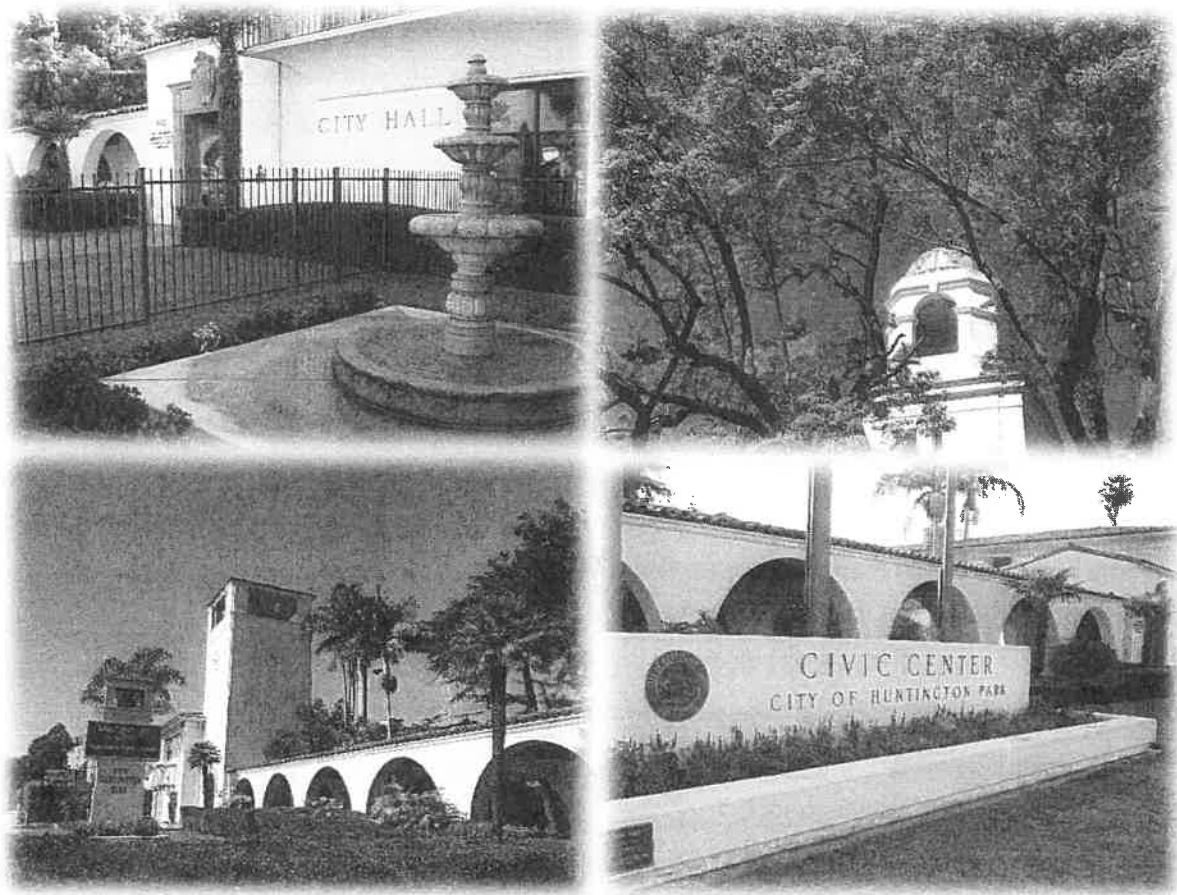
**ATTACHMENT(S)**

- A. Finance Department Policy & Procedures.
- B. City of Huntington Park Purchasing Manual

# ATTACHMENT "A"



## CITY OF HUNTINGTON PARK



## FINANCE DEPARTMENT POLICY AND PROCEDURES



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## I. Finance Administration



### **Section I.A: Revisions to the Finance Policies and Procedures Manual**

**Purpose:** To provide procedures for revising the Finance Policies and Procedures Manual

**Policy:** The Director of Finance will maintain and update the Finance Policy and Procedures Manual on a timely basis. Policies and procedures should be broad enough to minimize the number of minor revisions.

**Procedure:** As revisions are required or desirable, they shall be approved by the Director of Finance prior to becoming official. All persons affected by a revision shall receive a copy.



### Section I.B: Authorized Signatures

**Purpose:** To provide a list of those employees authorized to sign various forms/documents associated with the day-to-day operations of the City.

**Policy:** Department Heads may delegate their signature authority to an appropriate responsible employee within their departments. The designated employee must be in a management position.

Those persons authorized to sign Finance-related forms should be kept to a minimum in order to maintain effective budgetary control. Department Heads are the primary signatory and can have one assigned/back-up signatory to be used in cases of emergency and/or when the primary signatory is absent for an extended period of time (extended leaves of absence, or FMLA).

Department Heads absent for a day or two is not cause for an authorized designee signature. If a Department Head plans to be away for a short period of time, advanced arrangements should be made within the respective Department and with Finance to prevent delays and tardiness in the submittal of Finance forms.

**Procedure:**

1. All departments shall furnish the Finance Department with the name of the assigned/back-up signatory authorized to sign various documents. This notification should be in the form of a memo and sent to the Director of Finance for approval.
2. The memo should be signed by both the Department head and the authorized employee.
3. Department Heads may delete and change the assigned/back-up signatory by forwarding the name of the employee including the employee's signature to Finance.



### Section I.C: Financial Records Retention

**Purpose:** To establish procedures to ensure that all financial records are maintained in accordance with legal and managerial requirements

**Policy:** All financial records will be retained in a manner which provides adherence to legal requirements. In addition to the retention of records required by law, any records which contain information that has been deemed to be of importance to City management will be reviewed annually with the goal of identifying how long reports or records should be retained.

**Procedure:**

All financial records of the City will be maintained according to Attachment A: Retention Schedule.

All records which are not specifically addressed in the aforementioned schedule will be destroyed with the information is no longer useful.

Any records which are scheduled for destruction must be approved by the Director of Finance prior to destruction.

Records which are categorized as permanent will be filmed on a consistent basis during the fiscal year. The Director of Finance or designee will be responsible for ensuring the process occurs.

The media will be selected by City Clerk's Office.

## RECORDS RETENTION SCHEDULE: FINANCE



## RETENTION SCHEDULE

Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>FINANCE / ACCOUNTS PAYABLE &amp; PURCHASING</b>								
Finance / Accounts Payable & Purchasing	FIN-001	1099's / 1096's / DE542 (California Report of Independent Contractors)	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounts Payable & Purchasing	FIN-002	Accounts Payable / Purchase Orders / Invoices and Backup / Warrants / Refunds / Credit Card Statements / P-Card Statements / Energy Rebates (Includes Invoices, Travel Expense Reimbursements, etc.)	7 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference for grant audits; 5 years meets municipal government auditing standards and Statute of Limitations for contracts; Purchasing preference for P-Card Invoices (48 CFR 4.805 requires Federal Agencies to retain their contracts, unsuccessful & successful proposals 6 years after final payment); CCP §337 et. seq.; GC §34090
Finance / Accounts Payable & Purchasing	FIN-003	W-9s	Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Meets IRS Auditing Standards (3 years after the last payment to the vendor); GC §34090
<b>FINANCE / ACCOUNTS RECEIVABLE</b>								
Finance / Accounts Receivable	FIN-004	Accounts Receivable / Revenue / Business License Applications, Renewals, Tax Receipts / Animal License, Casino Activity Reports and Revenue, Citations, Our Invoices to Outside Entities: Insurance Companies, Franchise Fees, DUI Billing, Transient Occupancy Tax (TOT), Alarm Billing, Auctions of Surplus Property, Credit Card Payment Receipts, Tenant Billing, etc.	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: FINANCE



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Accounts Receivable	FIN-005	Cash Receipts, Rents, Other Income, Credit Card Settlements	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
<b>FINANCE / DEBT SERVICES</b>								
Finance / Debt Services	FIN-006	Bonds & Bond Sales / Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
<b>FINANCE / GENERAL LEDGER</b>								
Finance / General Ledger	FIN-007	Financial Services Database (Central Square / Tyler)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / General Ledger	FIN-008	Audit Work Papers	When No Longer Required		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Preliminary drafts / content not substantive; GC §34090
City Clerk	FIN-009	Audits - Annual Financial Reports / Annual Comprehensive Financial Report (ACFR)	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (copies - City Clerk retains in the Agenda Packet); GC §34090.7
Finance / General Ledger	FIN-010	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / General Ledger	FIN-011	Bank Statements, Bank Reconciliations	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-012	Banking Transactions, Bank Wire Transactions, Confirmations	5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
City Clerk	FIN-013	Budgets - Finals and Amendments	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (copies - City Clerk retains in the Agenda Packet); GC §34090.7
Finance / General Ledger	FIN-014	Budgets Work Papers	When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / General Ledger	FIN-015	Checks / Warrants (Cashed)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC § 34090
Finance / General Ledger	FIN-016	Checks / Warrants (VOIDED)	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090
Finance / General Ledger	FIN-017	Escheat (Unclaimed money / uncashed checks)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / General Ledger	FIN-018	Fiscal Agent Statements, Investment Account Statements, LAIF Statements / Local Agency Investment Fund Trustee Statements	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-019	Fixed Assets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / General Ledger	FIN-020	Investments / Investment Statements / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets)	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / General Ledger	FIN-021	Journal Entries / Journal Vouchers	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1



Office of Record (OPR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mr S=Scan	Destroy Paper after Imaged & OC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / General Ledger	FIN-022	OES / FEMA Claims	10 years		Mag, Mr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / General Ledger	FIN-023	Reports, General Ledger, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenues & Expenditure Reports, etc. (FROM DATABASE - ANNUAL, MONTHLY OR PERIODIC)	When No Longer Required		Mag, Mr, OD, Ppr	S/I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / General Ledger	FIN-024	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	5 years		Mag, Mr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Ledger	FIN-025	Tax - Annual Tax Roll and Special Assessments: Landscape and Lighting Districts, Ad Valorem Taxes, etc.	5 years		Mag, Mr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / General Ledger	FIN-026	Tax - Sales Tax Reports	When No Longer Required		Mag, Mr, OD, Ppr	S/I	Yes: After QC & OD	Compilation of Non-Records / Preliminary drafts used to project revenue; GC §34090
Finance / General Ledger	FIN-027	Vehicle Titles / Pink Slips	Upon Sale or Disposal of Vehicle		Mag, Ppr			Title is transferred to new owner or auction house
<b>FINANCE / PAYROLL</b>								
Finance / Payroll	FIN-028	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	5 years		Mag, Mr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Payroll	FIN-029	DE-6, DE-7, DE-9, DE-34, DE-43, W-3 & DE-166, 941 Forms, PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years		Mag, Mr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Finance / Payroll	FIN-030	Garnishments	Satisfied + 5 years, or Separation of Employee		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090; 26 CFR 31.6001.1
Finance / Payroll	FIN-031	Payroll Database (Central Square / Tyler)	Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Payroll	FIN-032	Payroll Reports - Periodic Bi-weekly Payroll Report	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; PERS Circular letter 200-051-17; GC §34090
Finance / Payroll	FIN-033	Time Cards / Time Sheets	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; 29 CFR 516.5 & 516.6(c); GC §34090
Finance / Payroll	FIN-034	W-2's	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
<b>INFORMATION TECHNOLOGY</b>								
Finance / Information Technology	CM-012	Backups / Computer Backups (ALL)	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; GC §34090 et seq.
Finance / Information Technology	CM-013	UNALTERABLE MEDIA / IMMUTABLE CLOUD MEDIA (Immutable Media, WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>// the record is not listed here, refer to the Retention for City-Wide Standards .</i>								
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
<b>CUSTOMER SERVICE</b>								
Utilities / Customer Service	CS-001	Billing / Customer Service Database (Central Square / Tyler)	Indefinite		Mag			Department Preference (Data is interrelated); Data cannot be destroyed, written over, or altered without approval by City Council; 18 CFR 125.3; GC §34090
Utilities / Customer Service	CS-002	Applications for Service: Residential / Commercial	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	GC §34090
Utilities / Customer Service	CS-003	Bankruptcies - NO CLAIM FILED	Not More than 90 days		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Not City records (account is closed and bankruptcy noted in database)
Utilities / Customer Service	CS-004	Bankruptcies - WHERE A CLAIM IS FILED	10 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Utilities / Customer Service	CS-005	Bill Inserts / Marketing	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	GC §34090
Utilities / Customer Service	CS-006	Billing / Accounts Receivable / Customer Billing	5 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	GC §34090
Utilities / Customer Service	CS-007	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Utilities / Customer Service	CS-008	Collections / Master Collection List / Write Offs / Collection Agency Assignments (and associated disputes)	7 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Department preference (negative information remains on a customer's credit rating for 7 years); GC §34090
Utilities / Customer Service	CS-009	Customer Account Adjustment Backup (e.g., Leak Adjustments)	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	GC §34090



Office of Record (OFR)	Retention No.	Records Description	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	Comments / Reference
<i>If the record is not listed here, refer to the Retention for City-Wide Standards.</i>								
<i>Retentions begin when the act is completed, and image a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>								
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>								
Utilities / Customer Service	CS-010	Customer Payment Stubs	When No Longer Required		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Preliminary drafts (many payments have no stub); GC §34090 et seq.
Utilities / Customer Service	CS-011	Hydrant Meters - Rentals / Temporary (Pools, Construction, etc.)	End of Rental + 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Department preference; GC §34090
Utilities / Customer Service	CS-012	Connects & Disconnects - (entered into Database)	When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Utilities / Customer Service	CS-013	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Customer Service	CS-014	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Customer Service	CS-015	Water Billing: NSF Checks / Adjustments to Customer accounts	2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Utilities / Customer Service	CS-016	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan + 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Utilities / Customer Service	CS-017	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090
Utilities / Customer Service	CS-018	Water Billing: Report of Annual Discontinuations of Residential Service	Minimum 2 years		Mag, Ppr, Mfr, OD	S	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090



## II. Accounting



## Section II.A: Account Reconciliation

**Purpose:** To ensure that general ledger cash and investment account balances are supported by independent bank prepared statements

**Policy:** All City checking and investment accounts shall be reconciled by the 15<sup>th</sup> of the succeeding month.

**Procedure:**

1. The accountants are responsible for preparing the monthly bank statement reconciliations on a monthly basis for all checking and investment accounts.
2. As necessary, the accountants are responsible for preparing journal entries to record any charges or credits that were not processed through the Accounts Payable or Accounts Receivable systems or other correcting items identified in the reconciliation process.
3. The accountants are responsible for seeing that each bank reconciliation is reviewed and approved by an appropriate Finance Department Manager/Supervisor who did not prepare the reconciliation.



## Section II.B: Month-End Closing

**Purpose:** To provide guidelines and controls for the routine close of the City's books each month

**Policy:** The City's books will be closed each month on the tenth (10<sup>th</sup>) working day of the following month. Analysis of all reports provided subsequent to close shall be completed to assure accuracy prior to distribution of reports to the various departments.

**Procedure:**

During the morning after the close, the trial balance shall be reviewed by the accountants to ensure that all funds are in balance and that the month's entries have all been posted properly.

Should the review indicate any problems, the accountants will notify the Director of Finance. The accountants will make sure that any adjusted entries are recorded in the subsequent month.

If the 10<sup>th</sup> working day close was not met, the Director of Finance and the Accountants will review the issues that caused the closing schedule to not be met and determine corrective actions to be taken to prevent re-occurrence of those issues.



## Section II.C: Year-End Closing

**Purpose:** To provide guidelines and controls for the closing of the City's books at each fiscal year end

**Policy:** The City's books will be closed at the end of each fiscal year (June 30) in a timely manner, collecting and compiling the City's financial data in conformity with GASB and GAAP. Several times, adjusting and accruals will be needed during audit based on auditors' recommendations. In order to facilitate a timely audit for the year, the City's preliminary year-end trial balance and detailed general ledgers should be provided to the auditors on or about September 30 of each year. The City's goal is to have completed the basic financial statement audit by December 15 of each year.

**Procedure:**

1. Upon completion of the normal month-end closing process for June, a year-end closing process is initiated in mid-July and/or early September. The first cycle includes accrual of accounts payable, payroll, and revenues.
2. For two weeks, the Finance Department will review, verify, and reconcile the balances and data in the first cycle reports. Adjustments are made for:
  - fixed assets
  - accounts receivable
  - inventory
  - liabilities
  - revenues
  - expenditures
  - cost allocations
  - transfers and other accounts

Staff, then, initiates the second cycle reports.

3. The reports generated in the second cycle are reviewed. Final adjustments are made as needed for all funds during this period to prepare for the third cycle reports, which are given to auditors for fieldwork.
4. The Director of Finance or Finance Manager generates lead sheets and combining statements based on the third cycle. Adjustments made during this time are based on auditor recommendations. When the audit is completed, and all audit recommended adjustments are entered, the closing of the books is initiated. The closing reports are maintained in accordance with the record retention policy.



## Section II.D: Journal Vouchers

**Purpose:** To establish procedures and internal controls for preparing, approving, posting, and filing journal vouchers

**Policy:** Only approved journal vouchers may be used to make entries to the general ledger.

**Procedure:**

1. The standard journal voucher form must be filled out and included as a cover sheet. It includes the period, fiscal year, posting date, date prepared, person preparing the entry, journal entry number, account numbers, amounts, purpose of the entry, and a notes section.
2. The journal entry number is determined by the Group Number that the financial system generates before the journal entry is posted.
3. Tick and Ties must be identified for the amounts on the journal voucher form to the backup/supporting documentation.
4. The journal entry is reviewed and approved by the Finance Manager or Director of Finance, evidenced by a handwritten signature.
5. After signature approval, the Finance Manager or Director of Finance will post the entry to the general ledger.
6. The accountants will maintain the file and list of all journal entries for the fiscal year.



## Section II.E: Interest Allocation

**Purpose:** To distribute interest earned on the City's investments to all appropriate funds

**Policy:** All interest revenue earned from the City's investments shall be distributed to all appropriate funds on a monthly basis.

**Procedure:**

1. The City currently has multiple interest earning accounts, the amount deposited in the Local Agency Investment Fund (LAIF), the City's pooled investments. Based on the month end LAIF statement, the amount of interest earned, and the total amount of funds invested can be determined.
2. Monthly, General Accounting will prepare a spreadsheet showing the general ledger cash balances of all funds participating in the pool.
3. Amounts not included in debt service reserve funds and other debt related escrow accounts are not included in the City's pool.
4. Interest earned shall be reviewed, recorded, and allocated to each fund based on its proportion of City's total pool measured at month end.
5. General Accounting is responsible for calculating the interest allocation journal entry, which is then reviewed and approved by the Director of Finance or Finance Manager. The journal entry is posted each month.



## Section II.F: Fixed Asset Accounting

**Purpose:** To provide historical accountability for expenditures of funds and other means to acquire fixed assets, assigning responsibility for custody of said assets, and provision of data for proper management of City assets, including maintenance, insurance, and replacement

**Policy:** Assets shall be recorded at historical cost, except for gifts, which shall be recorded at fair market value at time of contribution.

**Recording of fixed assets shall be based on the following criteria:**

- The asset is of a tangible nature
- Life expectancy of the asset is longer than three (3) years
- The asset has a minimum value of \$5,000

**Classifications:**

- Land
- Buildings and Improvements
- Equipment
- Vehicles
- Infrastructure
- Construction Work in Progress

**Sources of Funds:**

- City Fund
- Specific Grant
- Gifts
- Special Assessments (where applicable)

Additions and deletions to fixed asset inventory records shall be made on a continuous basis. General ledger entries shall be recorded periodically but not less than annually at the end of the fiscal year.

Construction projects underway shall be recorded at the end of each fiscal year under Construction Work in Progress. At the completion of the project, transfer shall be made from Construction in Progress to the appropriate classifications.

Depreciation shall be recorded only in Enterprise and Internal Service Funds.

**Procedure:** All equipment fixed assets will be recorded in the City's fixed asset database by General Accounting (GA). The unique fixed asset numbers are assigned numerically by GA within equipment type.

1. On a monthly basis, GA reviews all Capital Outlay accounts to determine that fixed



assets have been acquired. On a weekly basis, purchase orders will be reviewed for equipment to be included in the fixed asset records. Based on the information on the purchase order, a fixed asset acquisition form will be partially completed. A fixed asset number will be assigned, and a tag taped to the form.

2. A copy of the fixed asset acquisition form is retained by Finance in a numerical file, and the original form with the tag is sent to the receiving department. After the equipment has been received, the receiving clerk attaches the tag to the equipment, records the date received on the fixed asset acquisition form, and returns it to Finance.
3. After each warrant register, the remainder of the information should be added to the fixed asset acquisition form. The forms should then be accumulated for the periodic update of the computer records.

For fixed asset classifications other than equipment (land, buildings, improvements other than buildings, and construction work in progress), Finance shall be responsible for periodic review of project accounts and corresponding contracts, invoices, and warrants. Preparation of subsidiary records shall continue throughout the year, with general ledger recordation occurring at the end of the fiscal period. Fixed assets other than equipment shall be numbered in sequence according to general categories within each classification but varying from the equipment numbering sequence.

In addition to all equipment of over three (3) years in life at a cost exceeding \$5,000, subsidiary records may also be maintained for lower value equipment of a nature such that its custody requires inclusion in the physical inventory. The cost of such equipment shall not be included in the general ledger, or in the cost field of the fixed asset reports.

### **Determination of Fixed Asset Costs**

Fixed assets shall be recorded at cost in accordance with governmental accounting principles and at fair market value for gifts. Costs shall include the following:

**Land:** Purchase price, legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs (clearing, filing, and leveling), and demolition of unwanted structures.

**Buildings and Improvements:** Purchase or construction cost; professional fees of architects, attorneys, appraisers, financial advisors, etc.; payment of damage claims; cost of fixtures attached to a building or other structure; insurance premiums, interest and related costs incurred during the period of construction; and other expenditures necessary to put a building or structure into its intended state of operation.

**Equipment/Vehicles:** Purchase price before any trade-in allowance and minus any trade



discounts; transportation costs, taxes, installation, or any other expenditure required to place the asset in its intended state of operation.

**Construction Work in Progress:** Temporary capitalization of labor, materials, equipment, and overhead costs of a construction project, which upon project completion is transferred to one or more of the above classifications of assets.

**Additions or Betterments:** All additions and betterments to a fixed asset shall be capitalized at cost and included in fixed asset records if exceeding \$5,000 in value. An addition refers to a physical extension of an existing asset or the acquisition of an entirely new unit which does not merely replace one of similar function or value. Betterment exists when a part of an existing asset is replaced by another, and the replacement provides a significant increase in the life or value of the property.

**Alterations and Maintenance:** An alteration is a change in the physical structure or arrangement of an existing fixed asset, which does not increase the life or value of the property. The cost of an alteration shall not be capitalized. Maintenance costs are generally recognized as those expenditures necessary to keep an asset in its intended operating condition and do not materially increase the value or physical properties of the asset and shall not be included in fixed assets. Due to the fine differentiation often occurring between expenditures for maintenance, alterations, additions, and betterments, such transactions shall be reviewed by the Director of Finance.

**Depreciation:** Depreciation shall be recorded only in enterprise and internal service funds and shall be on a straight line basis based on the estimated life of the asset and in accordance with generally accepted accounting principles.

**Equipment Transfer:** Transfer of equipment between functions should be approved by designated department staff and forwarded to Finance to amend its record accordingly.

**File Records and Receipts:** Receipt files of fixed asset subsidiary received shall be maintained as follows:

1. Land
2. Buildings
3. Improvements other than buildings
4. Construction Work in Progress
5. Equipment by:
  - a. Equipment Subcategory
  - b. Department with Custodial Responsibility
  - c. Location of Asset
  - d. Periodically, copies of fixed asset receipts shall be distributed to Departments charged with custodial responsibility for control purposes

**Physical Inventories:** The City shall periodically, at least bi-annually, conduct a physical



inventory of fixed assets. Assets not accounted for in the inventory shall be removed from the fixed asset records after the proper procedures have been completed.

**Disposition of Assets:** Assets will be disposed of in accordance with the Purchasing Policy/Procedure governing the treatment of surplus property.

**Fixed Assets Purchased with Local, State or Federal Grant Funds:** Fixed assets purchased with local, State and federal grant funds shall be coded in a manner that they can be segregated and tracked separately. When assets purchased with grant funds are disposed of, GA will notify Grants Management who will make appropriate notifications to the affected grantor agencies.



## Section II.G: Grant Accounting

**Purpose:** To identify the role and responsibilities of the Grants Management function in the Finance Department and its relationship to other Finance staff and other City Departments in establishing internal controls over all of the City's grant resources and to enhance the City's current procedures to ensure that Federal, State and Local grants are properly accounted for

**Policy:** The City shall ensure that only eligible costs are recorded in the general ledger funds used to account for the expenditure of grant funds and that all such costs were incurred in accordance with the relevant grantor's requirements, in particular, procurement process requirements.

All grants must be approved by the City at the time the grant is applied for or within 30 days of the award consistent with City budget policies, or within the annual budget if it is a reoccurring grant. In any event, Council approval must be received before funds are received and any funds expended. Copies of all grant related documents are to be provided to Finance, to the attention of the Director of Finance. Compliance with grant conditions, grant administration (including the timely filing of progress reports and financial status reports), and related records maintenance is the responsibility of the recipient department. Finance will be responsible for retaining financial records, and coordinating grant audits.

In addition to the purchasing guidelines provided in Section VD, when contracts are awarded with Federal (ARRA) Grant funding, or Federal Grant funding that has passed through the State, County, or other Local Agency, that each Department Head involved in the awarding of a contract is responsible for making sure that the contracts contain language stipulating the Federal purchasing requirement of "Buy American" and labor wage requirements imposed by "Davis Bacon" Act. Where "Buy American" is not possible, adequate documentation must be attached.

### Procedure:

1. Each grant is to be identified by its grant name and have a unique program number assigned to it.
2. All grants should be included in the City's budget and be shown as a revenue source in the appropriate fund. If matching requirements are included as a condition of the grant, the recipient department is responsible for documentation of such matching requirements. The recipient department is responsible for budgeting grants.
3. All grant invoices should be supported with appropriate documentation as identified within the grant document and grant conditions. A separate file folder should be established for each grant with a cover page summarizing key information regarding the grant. Typically, this would include timesheets, copies of paychecks and any City warrants for the acquisition of materials, supplies or capital equipment. The need to



retain these records within each grant category should be identified at the commencement of the grant, whereby the records can easily be retained on an ongoing basis concurrent with the Finance Department processing the activity. The Finance Department will retain the supporting documentation for invoices and coordinate this information with the recipient department.

4. The recipient department shall request reimbursement based upon supported cost information. Finance will deposit funds into the appropriate grant revenue account upon receipt.
5. Grant invoicing shall occur within six weeks of the end of each grant invoicing period or as specified by the terms of the grant (preferably a calendar quarter).
6. The recipient department will ensure the timely filing of applicable progress reports and financial status reports and provide the Finance Department with a copy of each such report. All grant progress and financial reports are to be submitted by the required deadline. Report submission dates vary by grant and grant administrators are to review grant award documents for any and all reporting requirements.
7. Financial reports are to be submitted by the Finance Department, progress reports are to be submitted by the grant administrators and Engineering Cost Reports are to be submitted by Engineer/Public Works along with any other engineering report and engineering certifications required by the awarding agency (usually Caltrans).
8. The recipient department and the Finance Department should meet on a regular basis in conjunction with the invoicing processes to ensure all grants are appropriately managed and accounted for, as well as minimizing redundant data files.
9. Financial Status Report (FSR) is to be submitted 45 days after the end of each calendar quarter. It is the responsibility of each department to follow the guidelines and the responsibility of the Finance Department to provide the necessary financial information. Currently Finance and Grant administrators are responsible for timely quarterly reporting.
10. Annual Reporting of Federal Awards requires the completion of the Schedule of Federal Awards. The Granting Agency, Total Expended by Fiscal Year, Grant Award Number, Catalogue of Domestic Assistance number (CFDA), and the General Ledger Account Number must all be reported correctly.
11. The recipient department is responsible for grant acceptance and documentation of compliance with all grant terms and conditions.
12. When grant personnel change, item changes should be clearly indicated on a Personnel Action Form.



**Funds**

The following funds have been established to account for various grants:

Parks and Recreation Grants  
Public Safety Grants  
Asset Forfeiture Awards  
Community Development Block Grant  
HOME  
Hazardous Lead  
EPA  
Department of Toxic Substances  
Emergency Services Grant  
Surface Transportation Improvement Project  
CALL For Projects (may be various)



## Section II.H: Financial Reporting

**Purpose:** To ensure that timely and accurate financial information is provided to City management as the basis for informed financial decision making.

**Policy:** The Finance Department shall provide a suite of financial reports monthly so that City management may make informed financial recommendations and decisions.

**Procedure:** Immediately following the monthly close, the following reports will be prepared and distributed to Executive Management:

1. Budget versus Actual Revenues
2. Budget versus Actual Expenditures
3. Other monthly reports as requested by Executive Management



## Section II.I: Reserve Policy

**Purpose:** To establish and maintain prudent levels of financial reserves for the City

**Policy:**

**A. General Fund**

The City will work toward and maintain an un-obligated reserve of an amount equal to one-half of its most recent General Fund revenue as follows:

1. Disaster Preparedness Reserve	\$1,000,000
2. Contingency Reserves	\$9,000,000

**B. Water Fund**

1. Contingency Reserves	\$3,000,000
2. Capital Replacement Reserves	\$2,000,000

**C. Sewer Fund**

1. Contingency Reserves	\$1,000,000
2. Capital Replacement Reserves	\$1,000,000

**Procedure:** The Director of Finance shall endeavor to bring reserve levels to those listed above. The Director of Finance shall periodically report to City Council the status of the various reserve funds in relation to the established goals.

Amounts of reserves shall be evidenced in the funds' accounts as Restricted Cash and Investments.

The City Council must approve the use of any reserves for the purposes described above.



## Section II.J: Comprehensive Debt Policy

**Purpose:** To establish a comprehensive policy for future issuance and administration of City and Successor Agency debt

### **Policy:**

Purposes for which debt may be issued:

#### **I. City of Huntington Park**

1. The issuance of debt in any form should be limited to financing the costs of planning, design, land acquisition, buildings, permanent structures, or facilities including Parks, streets, and pedestrian and or transportation facilities. Financing permanent improvements through debt financing is encouraged to match the benefits of the improvements to those who will be paying for them.
2. The issuance of refunding debt is encouraged when such a refunding can achieve annual or total net savings in debt service cost or achieve restructuring benefits.

#### **II. Successor Agency**

1. Due to the elimination of redevelopment agencies in 2010, Successor Agency debt is restricted to the refunding of existing debt in accordance with the guidelines in A-2 above.

#### **III. Operating Capital**

1. The City may not issue debt to fund operations or provide short-term working capital.
2. The Successor Agency may borrow from the City for cash flow purposes when the allocation of property tax revenues from the County is insufficient to meet Successor Agency debt service requirements. Such borrowing must be approved by the Successor Agency and the City Council.

#### **IV. Inter-fund Borrowing**

1. Inter-fund borrowing may be utilized when the lending fund has the long-term availability of fund balance and the borrowing fund has the wherewithal to repay loan principal and interest without jeopardizing ongoing operations.

#### **V. Limitations in Issuing Debt**

1. Legal limitations:



- a. State limits on the issuance of debt will be strictly adhered to.
- b. In the case of tax-exempt financing State and Federal Tax law will be strictly adhered to.

2. Policy Limitations:

- a. City debt may be issued only to the extent that an available source of revenue(s) can be identified and then only in an amount determined that will not impair continued operating needs.
- b. General Fund revenues may be pledged as a primary source of repayment of debt when the assets or improvements are of benefit to the City generally. General Fund revenues may be used as a secondary source when such a backup pledge can result in a lower borrowing cost by providing required debt service coverage.

## VI. Types of Debt Permitted to be Issued

1. The City may utilize capital lease financing for the following in the following circumstances:
  - a. Capital equipment leases will only be entered into for the use of equipment or equipment items in an aggregate cost amount of \$100,000 or more.
  - b. Capital equipment lease maturities shall not exceed the projected useful life of the item(s) being financed.
2. Revenue debt:
  - a. May be utilized to fund projects but only to the degree that the projected debt service does not hinder funding future operating and maintenance expenses.
  - b. May be utilized to fund pension and other post-employment benefit liabilities when such funding is permitted by law and will reduce overall future expenditures.
3. Special Assessment District bonds may be considered under the following circumstances:
  - a. There is a clearly articulated public purpose for forming a special assessment or tax district in financing public infrastructure or other public improvements and the formation of the district has been approved by district voters where required by law.



- b. The City Council must find that this form of financing is deemed superior to other funding options such as impact fees, reimbursement agreements or direct developer responsibility for the improvements.
  - c. The City Attorney must determine that the City and/or the Successor Agency are in no way legally liable for defaulted debt service payments.
  - d. All City expenses connected with district formation and financing will be the responsibility of the district or the developer.
  - e. The City will carefully analyze the developer's financial plan and ability to carry out the project. The developer shall demonstrate a positive track record in successfully completing comparable projects.
  - f. Full disclosure of future assessment costs will be made to future buyers of property within the assessment district.
4. Conduit debt may be utilized when:
  - a. There is a demonstrated public policy objective being met, such as affordable housing and the total costs of the conduit financing are of economic advantage to the City and/or Successor Agency.
  - b. When the credentials of the developer or development entity are fully investigated and found to be worth of the public trust.
5. Private placement debt may be utilized when the all-in costs of the financing are expected to be lower than those of a traditional bond financing.

## VII. Structural Features

1. Maximum term:
  - a. Should not exceed 30 years.
  - b. Should not exceed the useful time of the facility or project.
  - c. Cannot exceed the duration of the principal source of revenue used to pay debt service costs.
2. Debt service payments:
  - a. Annual principal and semiannual interest payments is the preferred debt service schedule.



- b. Level debt service is preferred.
- c. A different debt service schedule may be utilized to better match projected project cash flows or to minimize interest costs.

3. Optional redemption:

- a. Optional redemption should be made part of any financing structure.
- b. Optional redemption provisions should permit redemption after five years of issue.
- c. Redemption premiums should not exceed ten years from the date of issue.

4. Variable Rate versus Fixed Rate Debt:

- a. Fixed rate debt is preferable since debt service payments are known and do not carry interest rate risk. In addition, fixed rate financing do not necessarily require expensive credit enhancement devices such as letters of credit or bond insurance. Also fixed rate debt is less expensive to administer since periodic remarketing services are not required.
- b. Variable rate debt may be considered when pledged revenue flows track interest rate changes or other hedging strategies are concurrently implemented.
- c. Any hedge implemented should include a par call after ten years to provide an opportunity for refunding/restructuring as market conditions allow.

5. Capitalized Interest

- a. Capitalized interest may be considered when revenue generation is delayed due to the project's construction but once completed revenues will be sufficient to service the additional debt service that the capitalized interest will cause.

## **VIII. Debt Capacity**

- 1. Pledges, including secondary pledges, of General Fund revenues shall not exceed 10% of forecasted annual General Fund revenues through the final maturity of the longest-lived debt.
- 2. Water and Sewer Fund Debt may be used to fund future long term capital needs but only to the extent that debt service may not endanger adequate funding for ongoing system maintenance and operations. Both capital finance, maintenance and operations expenses can be accomplished with a rate structure which is



competitive with other similar water systems in the general area of the City.

3. Generally, street improvement projects will be financed on a pay as you go with State Subvention; State and Federal grants and City capital projects funds when available and necessary. Financing of street improvement projects must be considered on a case-by-case to determine that benefits to the City outweigh the costs of borrowing.

## **IX. Selection of Capital Financing Professionals**

A financing team generally consists of the following members: (1) Bond Counsel; (2) Underwriter/Lender; (3) Disclosure Counsel; (4) Trustee; and (5) Financial Advisor. Bond and Disclosure Counsel roles may be performed by the same firm.

1. Selection of Bond Counsel, Disclosure Counsel, Trustee and Financial Advisor, as with any other professional services, shall be on the basis of professional qualifications, experience and reputation. Proposed fees while important should be secondary to the technical qualifications of the firm or individual under consideration.
2. Selection of Underwriter shall be on the basis of professional background and reputation coupled with an expertise and experience with the type of financing under consideration. Unique and creative approaches to the financing that are estimated to result in a lower overall cost of borrowing shall be the determining factor when the aforementioned are equal.



### **III. Payroll**



### Section III.A: Uniform Payroll Processing Procedure

**Purpose:** To create guidelines with appropriate internal controls for the processing of the City's bi-weekly payroll

**Policy:** Payroll shall be processed in a manner which will promote accuracy and efficiency, while having adequate internal controls. Employees should be paid in a correct and timely manner. Payroll shall be processed bi-weekly, within the guidelines established in this policy.

**Procedure:**

1. Personnel Action Forms are due to the Payroll Division of the Finance Department by 10:00 a.m. on alternating Thursdays coinciding with the pay period ending date.
2. Employee hours for the pay period are entered into the financial system by employees themselves or the department's designee by end-of-day on Thursday coinciding with the pay period ending date.
3. On the following Monday departments must submit individual employee timesheets and the department timesheet to [payroll@h pca.gov](mailto:payroll@h pca.gov) by 9:00 a.m. Individual Employee Timesheets must be signed by the employees themselves. The Department Timesheet must be reviewed and signed by Department Heads. An exception for the Police Department, they must submit Individual Employee Timesheets and the Department Timesheet by Tuesday morning 9:00 a.m. to [payroll@h pca.gov](mailto:payroll@h pca.gov).
4. Payroll adjustments for any previous pay period will require a memo submission detailing the reason for the adjustment and the corrected action by the requesting department. The memo must be signed by the employee(s) and the department head.
5. On Tuesday following the end of the pay period, the Payroll Division will reach out to the departments for any changes, updates, or corrections to the department's payroll submission. This will require newly signed individual employee timesheets if an employee's timesheet was adjusted and a new Department Timesheet to be reviewed and signed by the department head.
6. Employee personnel master file changes, additions, and deletions along with special calculations are completed and reviewed on Wednesday following the end of the pay period. The Payroll Division resets the payroll files at that time and no further employee changes may be made.



7. An automated process is then generated to calculate taxes, other withholding amounts and City paid benefits. The current payroll register is reviewed along with a direct deposit listing.
8. The direct deposit transmission file is performed and generated by Thursday morning and stored in the Finance Network.
9. Thursday afternoon the payroll division creates check requests for any types of deductions for employees to be posted in the financial system. The payroll division will also input the direct deposit transactions to the bank and the Director of Finance or City Manager will approve the final transaction.

**W-4 and DE-4 Forms** reflecting an employee's tax filing status and the number of dependents is to be filed with Human Resources per criteria established by the Internal Revenue Service and the State of California. Human Resources will notify the payroll division by email to [payroll@h pca.gov](mailto:payroll@h pca.gov).

**W-2 Forms** and year-end tax related reports are processed and distributed to employees by later than January 31<sup>st</sup> of each year.

**\*Note: Any Payroll related documentation shall not leave the Finance Department unless authorized by the Director of Finance and/or Human Resources.**



### **Section III.B: Off-Cycle Payroll Checks**

**Purpose:** To establish a procedure with appropriate controls for the preparation of an off-cycle payroll check

**Policy:** Prior approval of the Director of Finance shall be required prior to the preparation of an off-cycle payroll check.

**Procedure:** Off-Cycle payroll checks may be issued during the following circumstances:

1. Checks to terminating employees need to be requested by the Department Head, authorized by the Human Resources Department and the City Manager.
2. A lost payroll check, where the request for issuance of a duplicate has been received by the proper party and where a stop payment has been submitted to the bank.
3. In other unusual circumstances following approval by the Director of Finance.



### Section III.C: Time off Request Policy

**Purpose:** To establish a policy and procedure regarding employee requesting time off from work

**Policy:** Employees requesting time off from work must make the request in writing at least two (2) weeks prior to the intended absence. In case of illness or unforeseen event, the employee is required to notify his or her direct supervisor of the absence or tardiness no later than one-half hour following the start of the work shift.

**Procedure:** Employees must fill out and sign a Request for Leave Form, which is approved by the employee's supervisor and Department Head.

In case of illness or unforeseen event the employee must fill out a Request for Leave Form once they are back at work indicating the time out of work. The form must be signed by the employee's supervisor and Department Head.

All Requests for Leave Forms must be submitted to the payroll division on the Monday after the pay period ending date for that pay period along with the department timesheet and the employee individual timesheets.



### **Section III.D: Internal Payroll Processing Procedures**

**Purpose:** To create guidelines for the Payroll Division of the internal procedures that happen after payroll submission before new payroll submission.

**Policy:** Payroll Division will ensure that they will accurately submit and save the payroll folder and CalPERS files.

**Procedure:**

1. Monday following the submission of payroll the payroll division will complete the payroll folder for the pay period. The folder includes the final timesheets, request for leave forms, memos, and any other supporting documentation for the pay period.
2. Tuesday the payroll division will review and submit the CalPERS file for the pay period to CalPERS. The payroll division will open the new payroll for departments to start entering employee hours.
3. Wednesday the payroll division will assist departments with their payroll questions for employee hours submission.



## IV. Accounts Payable



## Section IV.A: Check Preparation

**Purpose:** To establish accounting, internal controls and cash flow policies for the preparation of checks, both paper and electronic (EFT).

**Policy:** Checks and EFT/ACH shall be processed in a manner that will promote accuracy, proper accounting, and strong internal controls to protect the City's financial interests and maximize cash flow.

**Procedure:**

1. Check requests must be turned in with the proper form and documentation. Documentation includes the original invoice, and the check request form must be approved by the department head for all spending limitations. (Spending limitations and additional signatures are discussed in section V: Purchasing.)
2. All check requests should be turned in before the AP deadline that the AP Division gives the departments. Any requests after the deadline will be processed in the following council meeting for approval.
3. When submitting check requests to the AP Division, Finance will verify that all information stated is accurate, including the budget availability and the account number.
4. AP will prepare the Demand Register for each warrant run for review by the Director of Finance prior to its submission to the City Clerk. The City Clerk will then provide the City Council with the demand register for further review and approval at its next regularly scheduled meeting.
5. Only upon approval of the City Council will the checks be prepared along with the check register. Checks shall be processed the day following Council approval and released as soon as possible thereafter. Warrants may be prepared outside the normal check preparation cycle if justified and approved in accordance with Section C: Pre-Issue Checks.
6. Once all checks have been printed, the AP division will communicate with the accountant for banking procedures that must be done before mailing.
7. AP will gather all original paperwork to make copies and digitalize a copy saved in the Finance Network.

**1099 Forms:** year-end related reports are processed and distributed to vendors by no later than January 31<sup>st</sup> of each year.



## Section IV.B: EFT/ACH Payments

### Procedure:

1. Requests for electronic payments (EFT/ACH) are processed through the AP Division as any other pay request. ACHs are assigned an AP wire number to identify them as electronic payments and for recording purposes.
2. Vendors that would like to receive ACH payments should contact AP for formal registration. The ACH Enrollment form will have to be filled out and turned in for verification by Finance.
3. Once registered as an ACH, all future payments will automatically be deposited into their bank account.
4. All other procedures from the above apply including the listing on the demand register.



#### Section IV.C: Pre-Issued Checks

**Purpose:** To establish procedures of accounting and internal control for the preparation of pre-issued checks (warrants other than those generated through the computer following the approval of the City Council)

**Policy:** Pre-issued checks are discouraged and will be permitted where an emergency exists, law requires, or a significant benefit accrues to the City. Pre-issued checks must have written approval of the requesting Department Head, Director of Finance and City Manager.

**Procedure:** Pre-issued checks may be issued only under the following circumstances.

1. Replacement of a check that has already been approved that is found to contain an error and has been voided (see voided check section), in which case the new check should be referencing the original check.
2. When a previously issued warrant has been lost and a request for stop payment has been processed in the bank.
3. A pre-issue check request form has been submitted by the appropriate department head along with the regular check request form, giving justification for requesting an immediate payment.
4. When pre-issue is submitted, all expenses and projects should have been approved prior to payment.
5. The Finance Department should be notified of each pre-issue check to ensure that the account number and the budget is accurate.



#### Section IV.D: Void & Cancelled Checks

**Purpose:** To establish procedures for the proper accounting and internal control for voiding and cancelling checks

**Policy:** All checks will be voided or canceled on a timely basis to maintain timely and accurate expenditure records. Checks may be voided for such reasons as printing errors, assignment of incorrect warrant numbers and other occurrences which make the warrants unusable for issuance as a negotiable document.

**Procedures:** A voided check is one which has been processed by or recorded in the system and has not been issued, including those that were damaged in the printing process, or has been returned to the City. A cancelled check is a check that is not in the possession of the City. For the purposes of this policy, the terms "void(ed)" and "cancel(ed)" are synonymous.

Accounts Payable (AP) shall present the original check to the accountant for approval to void and re-issue the check. All computer-generated checks will be re-entered into the system as voided.

1. The original check, if available, shall be clearly marked "VOID" to prevent its use. The original voided check shall be copied and then placed in a file with all the other original cancelled checks for a proper audit trail.
2. When voiding a check, the "Void & Re-issue Check Form" must be filled out by the AP Division stating the reason for void and/or re-issue.
3. In the situation that a re-issue is taken place, AP must verify with the accountant to confirm if the check has not been cleared and payment must be stopped in the bank. The Stop Payment confirmation must be attached as supporting documents.



#### Section IV.E: Interfund Transfers and Allocated Costs

**Purpose:** To establish controls and procedures for transferring cash and allocating expenses between funds

**Policy:** Unless specific time frames are established by City Council or legal requirements, established deposit time frames cash is to be transferred and costs are to be allocated within the following dates: one-fourth of the annual budgeted amount for interfund transfers are to be transferred at the end of each fiscal quarter. Likewise, one-fourth of the annual budget for cost allocations are to be allocated at the end of each fiscal quarter.

**Procedure:** Journal vouchers for interfund transfers and allocated cost will be prepared as follows:

1. Quarterly transfers of cash between funds as specified in the annual budget. In some cases, the budgeted transfers are annual and are to be entered at the beginning of the fiscal year.
2. Transfers of cash relating to budget adjustments must be approved by the City Council and shall be processed during the month when the Council action occurred.
3. Examples of interfund transfers are:
  - a. Vehicle maintenance and operations
  - b. Fringe Benefits
  - c. Liability and worker's compensation expenses
  - d. Indirect cost allocation based upon outside cost allocation study



#### Section IV.F: Stale Dated Checks

**Purpose:** To establish a policy and procedure for accounting and internal control of stale dated checks

**Policy:** Any accounts payable and payroll check issued by the City and is uncashed 90 days after its issue is considered "stale dated" and is to be written off.

**Procedure:** General Accounting is responsible for reconciling all bank accounts monthly. The list of outstanding checks for each bank account must be reviewed to identify any stale dated checks.

General Accounting will provide the outstanding stale dated check information to either Accounts Payable or Payroll and confirm that the check has not been cashed yet and whether a stop payment has been processed by the bank. The respective outstanding check will be canceled, voided, and written off through the system.

#### Outstanding Stale Dated Payroll Checks

1. Payroll will determine if the check was issued to a current or former employee.
2. If the employee is current, he or she will be informed of the stale dated check that was written Void & Re-issue Form. If the employee submits the form with the original check, the returned check will clearly be marked "VOID" and filed with the affidavit.
3. In the case of a former employee, Payroll will provide stale dated check information to Human Resources, who will then contact the former employee to notify them of the situation. The Void & Re-issue form shall be filled by Human Resources and then forwarded to Payroll.
4. The reissued payroll check will be processed during the next regular pay cycle.

#### Outstanding Stale Dated Accounts Payable Checks

1. Should a vendor contact the City to request a replacement check, Accounts Payable shall provide the vendor with an affidavit and submit a stop payment through the bank. The original check, if returned, will be clearly marked "VOID", and filed with the form.
2. The reissue will be processed during the next regular check run unless a pre-issued check following Section IVC procedures is requested.

If the bank inadvertently pays a check that has been voided, cancelled, or written off after a stop payment has been processed, General Accounting will prepare a journal entry to re-record the general ledger distribution of the original check.



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If the bank inadvertently pays a check that has been voided, cancelled, or written off after a stop payment has been processed and a replacement check has been issued and cashed, General Accounting will work with the respective Finance function, Accounts Payable or Payroll to contact Affiant to seek reimbursement.



## V. Purchasing



## Section V.A: Purchasing Manual

**Purpose:** To establish procedures for implementing the City's purchasing regulations as specified in the City's Municipal Code Title 2: Administration, Chapter 5: Purchasing System. To facilitate internal control and preparation of purchase orders.

**Policy:** The purchasing manual will provide guidelines and detailed procedures to ensure that the intent of the City's ordinance will be met. The Director of Finance will ensure that the City's Executive team understands and enforces the procedures detailed in the manual and that the manual is kept up to date on a regular basis.

All purchases of goods and services of more than two thousand dollars (\$2,000.00) shall be evidenced by a completed purchase order. Purchases that exceed fifteen thousand dollars (\$15,000.00) must be approved by the City Council.

### Procedure:

Purchases less than \$2,000 do not require a purchase order. For procurement purposes, any one-time payment or multiple payments (made to the same third-party vendor) totaling less than \$2,000 is considered a direct payment. These payments require an invoice attached to a check request and department head signature.

All purchases of supplies, equipment and services between \$2,000 and \$15,000 require the issuance of a purchase order in order to ensure that budget is available and that the City is authorized to pay. A purchase order must be requested and issued before the actual purchase is made. Purchases greater than \$2,000 without an approved purchase order must be approved by City Council at a scheduled meeting before invoice payment can be processed.

Before the order is placed, a Requisition Request Form must be filled with the following basic information:

1. Vendor Name
2. Vendor Address
3. Date
4. Shipping Address
5. Description of items to be purchased
6. Quantity
7. Price per quantity
8. Total amount
9. Account Number

Any purchase order request between \$2,000 and \$5,000 requires one quote and Department Head approval. Requests between \$5,000 and \$15,000 except for Public Works contracts require three informal written quotes, Department Head approval and City



Manager approval. Departments must review the basic information listed above, account coding accuracy and budget availability. The Department Head will use prudent judgement and comparative pricing whenever practical. The purchase shall be awarded to the qualified person or firm submitting the lowest quotation. A requisition request form without sufficient information, supporting document and/or budget availability will be returned to the respective department.

All purchase orders, regardless of the amount, are reviewed by the Finance Director prior to issuance of a purchase order number.

Purchase orders are not required for utility type payments (e.g. phone, electricity, water, etc.).

### **Formal Bidding Procedures**

**Public Works Contracts:** Public Works contracts above \$5,000 must be formally bid. Public work is any work of improvement contracted for a public entity [Civ. Code 3100]. A work of improvement includes, but is not restricted to, the construction, alteration, addition to or repair, in whole or in part, of any building, wharf, bridge, ditch, aqueduct, well, tunnel, fence, machinery, railroad or road, the seeding, sodding, or planting of any lot or tract of land for landscaping purposes, the filling, leveling or grading of any lot or tract of land, the demolition of buildings, and the removal of buildings. Except as otherwise provided, a work of improvement includes the entire structure or scheme of improvement as a whole [Civ. Code 3106].

**Goods and Equipment:** Purchases for goods and equipment over \$15,000 require a formal bid. Notices requesting proposals shall be published in general circulation and posted on the City's website. An award shall be given to the lowest qualified proposal by City Council.

**Contracts and Agreements Approved by Council:** Purchases and contracts for services of greater value than \$15,000 shall be by written contract with the person or firm submitting the lowest qualified proposal. Notices requesting proposals shall include a general description of the services to be provided and published in general circulation and on the City's website.

Exceptions to the formal bidding procedures can be made when the City Manager or city Council authorizes the hiring of services for which standard specifications cannot be drawn because of:

1. The nature of the service
2. National association bylaws or professional policies prohibiting competitive bidding
3. The City Manager determines bidding for such services would not be in the best interest of the City and its citizens



4. When subjective criteria are necessary to evaluate the proposals, persons designated by the City Manager shall negotiate for the authorized service.

Proposals shall be submitted whenever practicable from at least three firms, except in those cases where a service firm has established such a successful past history of work with the City that it is clearly in the public interest not to negotiate with any other source. The contract for professional services shall be awarded to the entity that will provide the best possible service to the City for the best value.

Upon City Council approval, departments must submit a Requisition Request Form to AP in order to preserve the budget to avoid over budget situations. The form must include vendor information, a description of services, account number and amount and then must be approved by the Department Head and City Manager. Departments must attach to the form the contract or agreement, staff report, City Council meeting minutes, and any other related documents. Once approved by the Director of Finance, AP will issue a contract number that shall be used for each invoice corresponding to that contract. If budget appropriations must be made to accommodate the approved service contract or agreement, prior arrangements must be made with the Finance Manager. A request form without sufficient information, supporting document and/or budget availability will be returned to the respective department.

Formal bidding procedures for goods, equipment and services may be waived if:

1. The City Council deems it impractical, useless or economically infeasible to follow such procedures and that the public welfare would be promoted by dispensing with them
2. The purchase is an emergency and time is of the essence. Emergency purchases shall be made in order to preserve or protect life, health or property, because of natural disasters, or to forestall the shutdown of essential public services.
3. The vendor is a sole source as referenced in Section VB, where only a single vendor can reasonably provide the service, product or project being purchased.

The department shall always negotiate with vendor/contractor for lower prices.

If adjustments, including increase, decrease, closures, etc., must be made to an existing purchase order or contract encumbrance, the Department must issue a signed memorandum to AP detailing the reason for said adjustments. City Manager approval is required if AP deems necessary.

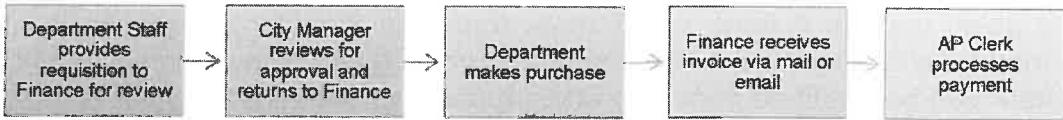


## AP Workflow

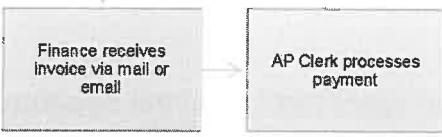
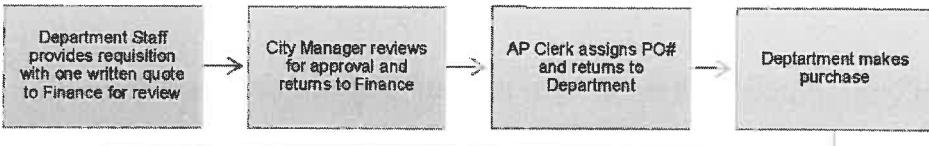
### Less than \$1,000



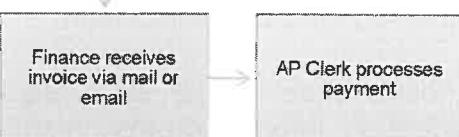
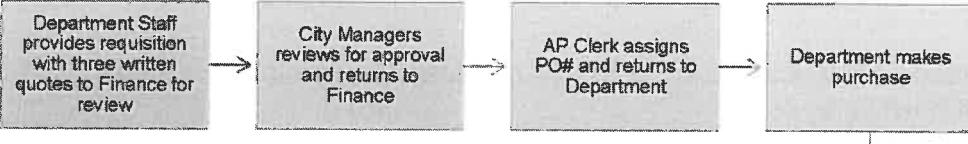
### Between \$1,000 and \$2,000



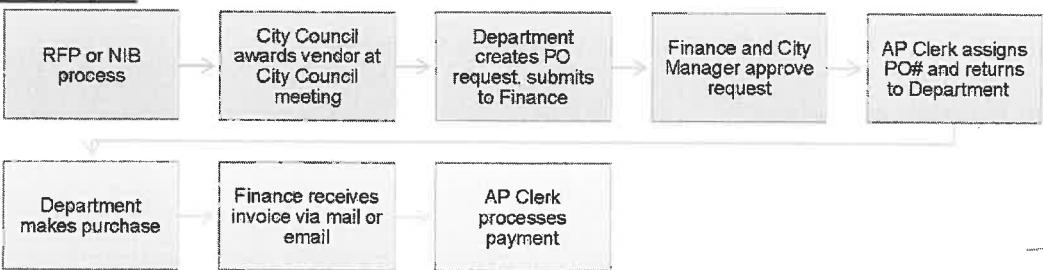
### Between \$2,000 and \$5,000



### Between \$5,000 and \$15,000



### Over \$15,000



Check Request Form  
Requisition Form

Requisition Form & Encumbrance/PO assigned

Revised 07/13/2023AP  
AP Emails: All emails sent regarding requisitions should have "Requisition: Vendor Name" in subject line.



## Section V.B: Sole Source

**Purpose:** To define the justifications for using sole source to waive procurement policies

**Policy:** Sole source purchases, while may be occasionally necessary and desirable, should not be abused or used as a means of avoiding effort. Sole source purchases should be made in accordance with the following guidelines.

**Procedure:** A monopoly (sole source) is an "Exclusive control of the supply of any commodity given market. If there exists more than one manufacture/source in a given market, a monopoly does not exist." Sole source purchase can be awarded without bidding when the item can be obtained from only one source, and the item does not economically lend itself to substitution. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

### **Commodities**

General Considerations. Department must demonstrate that the commodity:

1. Is available from only one source (e.g., proprietary to a manufacturer, distributor, and/or reseller, etc.)
2. Is the only brand that meets the qualifications or specifications of the department?
3. Is a brand that must match or inter-member with an existing system, and cannot be substituted without replacing the system, resulting in significant costs to the City.
4. If purchased, will avoid other costs (e.g., data conversion, training, purchase of additional hardware, etc.)
5. Is needed on an emergency basis, and time does not permit a solicitation.

**Justification:** Department must submit adequate documentation with their requisition, explaining the basis for a sole source purchase. Inadequate information may result in the rejection of the purchase order.

Department shall provide responses to the following questions:

1. What is being requested?
2. Why is the product needed? - How will it be used?
3. Is this brand of product the only one that meets the user's requirements?
4. If yes, what is unique about the product?



5. Have other products/vendors been considered? If yes, which product/vendors have been considered and how did they fail to meet the user's requirements?
6. Will purchase of this product avoid other costs, e.g., data conversion, training, purchase of additional hardware, etc.?
7. Is the product proprietary or is it available from various dealers? Have you verified this?
8. Discounted price. Does the City obtain a special discount or is pricing not available to the private sector? How does City pricing compare with other governmental entities?
9. What is the dollar value of existing equipment and the purchase order number for the existing equipment? (Applicable to sole sources based on match and inter-member i.e., maintenance of proprietary computer software, or purchase of a part/component designed for a specific piece of equipment).

#### **Consulting Services**

General considerations for justifying sole source consulting services are more complicated than for commodities. The following factors shall be used to justify sole source services:

1. No other vendor offers a service or employs personnel meeting the minimum requirements.
2. The department's required time frame for project completion is critical and cannot be exceeded without extreme hardship.
3. The cost to continue with the same consultant is less than the cost for any other consultant due to the time necessary to get up to speed (learning curve) with the project.
4. A unique and proprietary solution has been offered which is determined to be in the best interest of the City.



### Section V.C: Capital Projects Change Orders

**Purpose:** To establish a procedure and internal control for the review and appropriate approval of contractor change order requests

**Policy:** All requested project change orders shall be received and either approved or recommended for approval by the City Engineer.

**Procedure:** All requested project change orders shall be recorded on a form approved by the City Manager and shall include the signature of the individual required to approve the change order.

#### Approval Threshold

Change orders in the amount of \$5,000.00 or less shall be approved by the City Engineer.

Change orders greater than \$5,000.00 but less than \$25,000.00 shall be approved by the City Manager.

Change orders greater than \$25,000.00 shall be approved by majority vote of the City Council.



### Section V.D: Capital Project Progress Payments

**Purpose:** To establish a policy and procedure for the payment for capital projects and retention of security deposits for satisfactory completion of capital projects

**Policy:** Unless otherwise approved by the City Council, payments for capital projects will be made at reasonable intervals in relation to work progress.

In accordance with the City's contract and specifications, the City retains 10% of the payment due to the Contractor, as security deposit to ensure that all contract work is satisfactorily completed, without any liens or claims filed by the subcontractor(s). Security deposits shall be released to the contractor upon the filing of a "Notice of Completion." The City typically releases the retention no sooner than 35 days, subsequent to the City's acceptance of the contract work.

**Procedure:** Ten percent (10%) of each progress invoice will be deducted. All retentions shall be aggregated and paid following a City Council approved notice of completion.



## Section V.E: Capital Improvement Projects - Escrow Agreement for Security Deposits in Lieu of Contract Retention

**Purpose:** To establish a procedure and internal control for the recording and processing of escrow agreements for security deposits in lieu of contract retention.

**Policy:** Pursuant to Section 22300 of the Public Contract Code of the State of California, the City is required to provide a procedure whereby a contractor can utilize an escrow agreement in lieu of security deposits being deducted from progress payments and being retained by the City. The Finance Director or his/her designee shall have authorization to enter into an escrow agreement in lieu of security and to release funds from the escrow account; the City Clerk or his/her designee shall be responsible for receipts of the escrow agreement.

### Procedure:

#### Progress Payments

Progress payments for construction contract services shall be made as approved by the appropriate Project Manager. Payments will be based on 90% of completed work. The City shall retain 10% of each progress billing as security for the fulfillment of the contract by the contractor.

#### Substitution of Securities

In accordance to Senate Bill 835, contractors can request the establishment of an escrow account equal to the contract retention at their own expense. The City shall make payment of funds, which otherwise would have been withheld from the progress billing, pursuant to the requirements of Government Code Section 4590. However, Section 4590 does not specify the mechanics of the escrow process.

On January 1, 1987, Senate Bill 2374 became effective, SB 2374 amended Section 4590 of the Government Code by making a standard escrow agreement statutory. The City Attorney approved and the City adopted the standard agreement.

According to Section 22300 of the Public Contract Code of the State of California that implemented Senate Bill 2374, features the following securities:

The contractor shall establish an escrow account with a State or federally chartered bank as the escrow agent. Eligible securities include; Section 16430, bank or savings and loan certificates of deposit, interest bearing demand deposit accounts, standby letters of credit, or other security as mutually agreed to by the Contractor and the City.

Security placed in escrow shall be of equivalent value to the amounts of retention to be paid to the Contractor.

The Contractor shall be the beneficial owner of the securities and will receive the interest



on securities held while the City has control over the disbursement of securities as retention through the escrow account.

#### **Establishment of an Escrow Agreement**

At the Contractor's request, the standard Escrow Agreement is forwarded to the Contractor. At the Contractor's expense, the escrow account shall be established with three (3) executed copies which are originally signed by the Contractor and escrow agent, then returned to the Director of Finance.

The Director of Finance or his/her designee shall approve all three copies on behalf of the City. The City Clerk or his/her designee shall witness them. One original shall be retained in the City Clerk's Office, one original shall be returned to the Contractor and the other original submitted to the Escrow Agent.

The Director of Finance or his/her designee shall authorize the release of funds from the escrow account to the Contractor. Copies of all documents related to the above subject shall be retained with the Director of Finance or his/her designee and be forwarded to the Project Manager or his/her designee in a timely manner to ensure control and compliance.

#### **Partial Release of Funds**

With the Project Manager's concurrence, the Contractor may request a withdrawal of part of the principal in the escrow account based on performance. The escrow principle shall exceed 10% of the total work completed. The Director of Finance or his/her designee shall authorize a written notice for partial release of funds to forward the escrow agent.

#### **Termination of Escrow Agreement**

Proceeding thirty-five (35) days after the contract is complete, the Contractor shall submit to the City a written notice to withdraw the entire principal in the escrow account. The Finance department shall verify with the Project Manager that the Contractor has complied with all requirements and procedures applicable to the contract and the Director of Finance or his/her designee shall approve the written notification to terminate the Escrow Agreement.



## **Section V.F: Procedures for Compliance with the Davis Bacon Act and Other Federal State Requirements for Construction Projects**

**Purpose:** To establish procedures in compliance with Federal and State wage rate, benefits, job class and civil rights requirements for construction projects

**Policy:** The City of Huntington Park is committed to compliance with all laws and regulations affecting construction projects.

**Procedure:**

### **Projects Subject to Compliance Requirements**

1. Projects budgeted with federal funding
2. Contractors or subcontractors who are or have been the subject of complaints of lab standards compliance

### **Compliance Testing Procedures**

**Certified Payroll Reports:** Under the DBRA, covered contractors must maintain payroll and basic records for all laborers and mechanics during the course of the work and for a period of three years thereafter. Records to be maintained include:

- a. Name, address, and Social Security number of each employee
- b. Work Classifications for each employee
- c. Hourly rates of pay, including rates of contributions or costs anticipated for fringe benefits or their cash equivalents
- d. Daily and weekly hours
- e. Deductions
- f. Actual wages paid
- g. If applicable, detailed information regarding various fringe benefit plans and programs, including records that show that the plan or program has been communicated in writing to the laborers and mechanics affected.

**Reporting:** Interviews are held at the job site weekly for most projects, and monthly for small projects, and monthly for projects with little or no turnover in contract employees. At least one worker from each job class is interviewed by a project management staff for compliance with EEO apprenticeship and prevailing wage requirements.



**Apprenticeship Compliance:** The contractor, subcontractor or the authorized officer who supervises the payment of wages must sign the weekly statement. Statements of Compliance are to be made on the form WH-347 "Payroll (For Contractors Optional Use)" or on any form with identical wording. This must be completed within seven days after the regular pay date for the pay period.

**Prevailing Wage Compliance:** Project management staff compares the rate indicated in the weekly reports, the daily inspection reports and the job-site interviews with the prevailing wage rates published by the California Director of Industrial Relations. The Project Manager responsible for the project maintains weekly logs of compliance testing.

**Response to Noncompliance:** Project management staff notifies contractors if an incidence of noncompliance is discovered. The contractor must submit a revised Certified Payroll Report for the period of noncompliance or evidence that a supplemental payment was made to the employees not in compliance. Until full compliance has been verified, a daily penalty per employee is assessed and withheld from payment to the contractor. The amount of the daily penalty is set by the California Department of Industrial Relations. Penalties assessed and collected are remitted to the State of California.



## Section V.G: Procurement Standards for Federal Awards

**Purpose:** The objective is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction and repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

### Policy:

**A. Application of Policy.** This policy applies to contracts for construction or repair or for the procurement of goods or services that are funded in whole or in part by federal funds, direct or reimbursed, including contracts under grants and loans where the City is a sub- grantee or sub-recipient of federal funds (collectively, "**Federal Contracts**"), except to the extent the federal funding is not subject to the Uniform Guidance codified in 2 C.F.R. Part 200.

All Federal Contracts are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass- through agency that awarded the funds. The requirements of this Policy also apply to any subrecipient of federal funds. City departments may adopt additional policies to the extent required by a particular federal agency or federal grant, and in the event of a conflict the departmental policies shall take precedence over this Policy. The City department that received the federal funding for the Federal Contract is responsible for ensuring compliance with this Policy and all other grant requirements.

**B. Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-327 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the City have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

**C. Approval and Modification.** The procedures and requirements contained in this Policy are administrative and may be changed by the City's staff as necessary to comply with state and federal law.

### Procedures:

The following standards and procedures apply to all Federal Contract solicitations:



**A. Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. City departments should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other City departments and/or agencies that have similar needs to consolidate procurements and services to obtain better pricing.

**B. Cost Reduction.** City departments are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. City departments are further encouraged to use value engineering clauses in Federal Contracts for construction or repair that are of sufficient size to offer reasonable opportunities for cost reductions.

**C. Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders or proposers must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that unduly restrict competition.

**D. Notice of Federal Funding.** All bid solicitations for Federal Contracts must acknowledge the use of federal funding. In addition, all prospective bidders or proposers must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

**E. Compliance by Contractors.** All Federal Contract solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.

**F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition, leaving the determination of how they reach the required result to the Federal Contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

**G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.

**H. MWSBE Participation.** For all Federal Contract procurements that equal or exceed the Micro-Purchase Threshold (currently \$10,000), the City department responsible for the solicitation must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:



- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this Section.

**I. Documentation.** City departments must maintain records detailing the history of all Federal Contract procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, Federal Contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase orders, and the Federal Contract. All documentation relating to the award of any Federal Contract must be made available to the granting agency upon request.

**J. Cost Estimate.** For all Federal Contract procurements that are expected to equal or exceed the Simplified Acquisition Threshold (currently \$250,000), the City department responsible for the procurement shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction or repair contracts may be developed by the project designer.

**K. Open Competition.** Solicitations shall be prepared and conducted in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.

**L. Geographic Preference.** No geographic preferences may be imposed in awarding Federal Contracts except to the extent permitted by federal law.

**M. Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist



in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such procurements.

**N. Employees' Conflict of Interest.** No employee, officer, or agent of the City may participate in the selection, award, or administration of a contract supported by a Federal Award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees who fail to comply with this policy may be subject to disciplinary action and criminal prosecution.

**O. Prequalification.** All lists of prequalified bidders must be kept current and must include enough qualified sources to ensure maximum open and free competition. Potential bidders shall not be precluded from qualifying during the solicitation period.

**P. City Council Approval.** Unless otherwise Council approval for a Federal Contract is required by this Policy, or by federal or state law, the thresholds established by City Council from time to time will determine when City Council approval for a Federal Contract is required.

**Q. Procurement of Recovered Materials.** The City and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

#### **Requirements Applicable to All Federal Contracts**

All Federal Contracts will comply with the following requirements:

**A. Contract Award.** Federal Contracts shall be awarded only to responsible contractors possessing the ability to perform successfully under the terms and



conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Purchase Contracts and Construction Contracts that exceed the Micro-Purchase Threshold will be awarded to the lowest responsive, responsible bidder.

- B. Fixed Price.** Federal Contract solicitations must state that bidders and proposers shall submit bids and proposals on a fixed price basis and that the Federal Contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost Federal Contracts are prohibited. Time and materials Federal Contracts will not be used unless no other form of contract is suitable and the Federal Contract includes a "not to exceed" amount. A time and materials Federal Contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds. Additionally, if a time and materials Federal Contract is awarded the City department administering the contract must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- C. No Evasion.** No Federal Contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- D. Contract Requirements.** All Federal Contracts shall be in writing and shall include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II. Federal Contracts shall further include provisions to comply with 2 C.F.R 200.315 regarding intangible property and the federal government's right to data produced under a Federal Contract.
- E. Debarment.** No Federal Contract shall be awarded to a contractor included on the federally debarred bidder's list. Department staff will double check with Sam.Gov to make sure the contractor is registered on the site and in good standing before awarding the contract. If the intended contractor is not registered or is registered but not in good standing the Department staff will not be able to award the contract.
- F. Contractor Oversight.** The City department administering the Federal Contract must maintain oversight of the Federal Contract to ensure that the contractor is performing in accordance with the Federal Contract terms, conditions, and specifications.

### Specific Procurement Procedures

City departments shall comply with this Section in soliciting bids and proposals for



Federal Contracts. Solicitation requirements depend on the type of Federal Contract, which types include:

- Contracts for construction or repair work (“**Construction Contracts**”);
- Contracts for the procurement of apparatus, supplies, materials, or equipment (“**Purchase Contracts**”);
- Contracts for the procurement of architectural, engineering or surveying services (“**A/E Contracts**”); and
- Contracts for the procurement of services other than A&E Contracts (“**Service Contracts**”).

Solicitation requirements also depend on the amount of the Federal Contract, determined by the following thresholds which are set and adjusted from time to time by the Federal Acquisition Regulation at 48 CFR Subpart 2.1:

- **Micro-Purchase Threshold** (currently \$10,000)
- **Simplified Acquisition Threshold** (currently \$250,000)

**A. Micro-Purchase Procedure.** Service Contracts, Purchase Contracts, and Construction Contracts that do not exceed the Micro-Purchase Threshold (currently \$10,000) shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)(1)) as follows:

1. The Federal Contract may be awarded without soliciting pricing or bids if the price of the goods or services is reasonable based on research, experience, purchase history, or other information, and documents it files accordingly.
2. To the extent practicable, purchases must be distributed among qualified suppliers.

**B. Small Purchase Procedure.** Service Contracts, Purchase Contracts and Construction Contracts that exceed the Micro Purchase Threshold (currently \$10,000) but are less than the Simplified Acquisition Threshold (currently \$250,000) shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(a)(2)) as follows:

1. Obtain price or rate quotes from at least three (3) qualified sources.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.

**C. Sealed Bid Procedure.** Purchase Contracts and Construction Contracts that equal or exceed the lower of the Simplified Acquisition Threshold (currently \$250,000) shall be procured using a combination of the most restrictive requirements of the Uniform Guidance Sealed Bid Procedure (2 C.F.R. § 200.320(b)(1)). The Sealed Bid Procedure must also be used for Service



Contracts over the Simplified Acquisition Threshold (currently \$250,000) when complete specifications are possible, a fixed price contract is feasible, and selection can be made principally on price.

**The Sealed Bid Procedure requirements are:**

Bids must be solicited from at least three (3) qualified sources, providing them sufficient response time prior to the date set for opening the bids and the invitation for bids must be publicly advertised.

1. Cost or price analysis is required prior to soliciting bids. (This cost estimate may be provided by the project designer.)
2. Complete specifications or purchase description must be made available to all bidders.
3. The Contract must be fixed price (lump sum or unit price).
4. The solicitation must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening, except to the extent electronic advertising has been authorized by City Council. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to City Council the right to reject any or all bids only for sound documented reasons.
5. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
6. Open bids at the public bid or proposal opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed, and a minimum of 2 bids must be received in order to open any bids.
7. Award to the lowest responsive, responsible bidder. Bids may be rejected only for sound documented reasons. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
8. For Construction Contracts, a 5% bid bond is required of all bidders. Additionally for Construction Contracts, performance and payment bonds of 100% of the Federal Contract price is required of the winning bidder.

**D. Competitive Proposal Procedure.** Service Contracts that equal or exceed the Simplified Acquisition Threshold (currently \$250,000) may be procured using the Uniform Guidance Competitive Proposal Procedure (2 C.F.R. § 200.320(d)) when complete specifications are not possible, a fixed price contract is not feasible, or it is not in the best interest of the federally funded program to make the selection principally on price. The Competitive Proposal Procedure is generally used when conditions are not appropriate for the use of sealed bids.



**The Competitive Proposal Procedure requirements are:**

1. The Request for Proposals (RFP) must be publicized. Formal advertising in a newspaper is not required so long as the method of advertisement will solicit proposals from at least three (3) qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify all evaluation factors and their relative importance in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must perform a cost or price analysis in connection with every proposal in excess of the Simplified Acquisition Threshold (currently \$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular proposal situation, but as a starting point, must make independent estimates before receiving bids or proposals., when applicable.
6. Must have a written method for conducting technical evaluations of proposals.
7. Award to the responsible proposer whose proposal is most advantageous to the program with price and other factors considered.

**E. A/E Contracts** shall be procured using the Uniform Guidance “proposals” procedure (2 C.F.R. § 200.320(b)(2)) as follows:

1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from at least three (3) qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify all evaluation factors and their relative importance in the RFQ.
4. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
5. Consider all responses to the publicized RFQ to the maximum extent practical.
6. Must perform a cost or price analysis in connection with every RFQ in excess of the Simplified Acquisition Threshold (currently \$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular RFQ situation, but as a starting point, must make independent estimates before receiving bids or proposals, when applicable.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the Federal Contract given the nature and



size of the project.

8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully completed, repeat negotiations with the second-best qualified firm.
10. Award the Federal Contract to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated.

## Exceptions

Noncompetitive procurements are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- a. **Sole Source:** when the item is available from only one source. The City department responsible for the solicitation shall document the justification for and lack of available competition for the item. A sole source Federal Contract must be approved by City Council.
- b. **Public Exigency:** when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
- c. **Inadequate Competition:** when competition is determined to be inadequate after attempts to solicit bids from at least three (3) sources.
- d. **Federal Contract:** when the purchase is made from a Federal Contract available on the U.S. General Services Administration schedules of Federal Contracts.
- e. **Awarding Agency Approval:** with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the Federal Contract without competition is consistent with state law.



## Section V.H: Credit Card Policy

**Purpose:** To establish a policy with procedures under which departments will control the use of City issued credit cards. The procedures are intended to accomplish the following:

1. To ensure that the procurement with City credit cards is accomplished in accordance with the policy and procedures established by the Finance Department
2. To ensure appropriate internal controls are established within each department, procuring credit cards so that they are used only for authorized purposes.

**Policy:** The City issues credit cards to designated department heads for the efficiency of facilitating certain expenses. However, the credit card is not intended to substitute the purchasing policy through purchase orders in the normal course of daily operations. The credit card holder will be responsible for ensuring that all purchases are in alignment with City's policies and that appropriate budgets are in place on all purchases, making transfers to cover expenses, if necessary.

### **Authorization**

Department heads who wish to have credit card privileges must receive approval from the City Manager and the Director of Finance. Authorized users shall acknowledge the credit card policy and then complete an application with Finance.

### **Use of Credit Card**

The credit card must be used for official City business only. Usage of the City's credit card is allowed at the discretion of the City Manager and the Director of Finance.

When using the credit card, the user should ensure that the purchases are within the budget limits to the City's procurement policies.

The credit card shall not be used for any personal purchases of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursement to the City is prohibited. Any employee who uses a City credit card for personal use shall be responsible for reimbursing the City for all costs associated with the purchase and may have their card immediately revoked.

Cardholders are responsible for the security of their credit card and all precautions shall be taken to maintain the card's confidentiality. In the event of lost or stolen cards, the cardholder must notify the credit card company and the Director of Finance immediately.

Any rewards or privilege points that are accumulated through the City's credit card are the sole ownership of the City and redemption will be used for city-wide purchases, as approved by City Manager.



Employees issued City credit cards must return the credit card immediately upon termination of his or her employment or service with the City of Huntington Park. The Finance Director will notify the credit card Issuer and the Cardholder's card will be immediately deactivated. A cardholder who fraudulently uses the Credit Card after separation from the City will be subject to legal action.

Any department wishing to use the credit card must fill out the Credit Card Request Form. They must state all information necessary and return the credit card the same day along with the receipts. The department head must sign and must be approved by the Director of Finance.

### **Allowable Expenses**

Designated City employees will have the ability to charge expenses incurred during City travel, local business events, and goods or services under \$2,000 that cannot be procured through normal procedures. All goods and services purchased by the City must be acquired through credit extended by the City's vendors to the City whenever possible and paid by approved invoice within the agreed credit terms of the vendor.

Examples of expenses allowable through the City credit card include:

- Office supplies that are proven to be less costly and cannot be purchased through normal invoice procedures
- Subscriptions and publications
- Travel expenses such as airline tickets, meals and hotel reservations pursuant to current GSA per diem rates, gas, parking, conference registration fees and training
- Special event meals & supplies: City Council meetings, training sessions, City Manager meetings, and employee recognition events that have been pre-approved in writing by City Manager

Prohibited expenses include:

- Alcoholic beverages and tobacco products
- Gift cards
- Gambling items: lottery tickets, casino chips, etc.
- Weapons, ammunition, and related accessories
- Cash advances, Foreign Currency, Money Orders, Travelers Checks, Wires Transfers, Saving Bonds
- Cellular Phones and/or related monthly service charges
- Professional/Consultant services
- Instructors, speakers, and performers
- Personal entertainment expenses and all personal items
- Spouse or family members' travel costs
- Transportation fares for entertainment purposes (i.e. movies, restaurants, etc.)
- Air travel insurance
- Laundry, dry cleaning and pressing of clothing
- Sponsorships or charitable contributions



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- Expenses incurred for the purpose of attending political events
- Purchases or split purchases that circumvent the City's procurement policies
- Any other expenses not deemed necessary to conducting company business

Cardholders who receive per diem for City business travel cannot have a meal paid for by credit card. Either the credit card expenses or the per diem, whichever one is greater, must be reimbursed to the City.

**Procedures:**

It is important that cardholders adhere to the following procedures. Failure to keep adequate receipts or frequent abuse of these provisions are grounds for rescindment of the credit card.

1. Upon receipt of the credit card statement provided by Finance, the cardholder is responsible for reviewing all credit card transactions, completing a Credit Card Expense Report and attaching the corresponding backup documents along with a copy of the statement.
2. Any time a purchase is made using the credit card, the cardholder must obtain a copy of the receipt. The cardholder must retain itemized receipts of all purchases made on the credit card. A receipt presenting only a summary total will not be acceptable.
3. If the cardholder does not have a receipt or documentation to submit with the statement, a memo that describes the item, date of purchase, merchant's name, and an explanation for missing support documents must be approved by the Director of Finance. Recurrent instances of missing documentation will result in the cancellation of the cardholder's credit card.
4. The City Manager shall review and approve all expense reports submitted. Approved expense reports, signed by both the cardholder and City Manager, are due back to Finance within 10 days of receiving the statement. It is the cardholder's responsibility to submit reports and supporting documents in a timely manner. Late submissions will hold the department responsible for any resulting interest or late charges.
5. All meals charged to the City credit card require names of individuals in attendance and business purpose to be submitted along with the credit card expense report and related supporting documents.
6. If there is a question regarding a purchase, it is the Finance Department's responsibility to talk with the department head of the cardholder. The Department Head shall provide written authorization obtained from the City Manager prior to the purchase of any items the Director of Finance, or designee, determines are not allowable under this policy.



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7. It is each user's responsibility to follow up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements. When issued a reimbursement or credit, the cardholder shall not accept cash refunds.

The bank only offers a short period to make a time payment. Each credit cardholder must submit the expense report by the due date, issued by the AP Division at the beginning of each month.

Purchases made under this credit card policy shall comply with the City's Purchasing Policy. Card user violations of this policy regarding the purchase of goods or services will be investigated and may result in any or all of the following actions, but not limited to: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, termination and/or criminal prosecution.

The City Manager, Director of Finance or designees have the authority to investigate and determine whether a violation of purchasing or credit card policy has occurred and to establish the action deemed most appropriate pursuant to applicable law and/or City's policy.



## **City of Huntington Park Acknowledgement of City Credit Card Policies and Procedures**

I, hereby have read and understand the provisions under the City's credit card policy and acknowledge receipt of a City of Huntington Park Credit Card.

As a cardholder, I agree to comply with the City's credit card policies and procedures. I accept responsibility for the protection and proper use of this card as outlined in the policy. I understand that I am responsible for retaining all receipts for processing the Finance Department and that failure to provide receipts may result in rescindment of the credit card. I understand that I CAN NOT use the credit card for personal use even if the intent is to reimburse the City.

I further understand that improper use of this credit card may result in disciplinary action, up to and including termination of employment. Upon separation from the City, I agree to allow the City of Huntington Park to collect any amounts owed by me even if I am no longer employed with the City. If the City initiates legal proceedings to recover amounts owed by me, I agree to pay all legal fees incurred by the City in such proceedings.

I understand the City may terminate my rights to use this credit card at any time for any reason. I agree to return the credit card to the City of Huntington Park immediately upon request or upon termination of employment.

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Cardholder

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Date

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Director of Finance

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Date

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City Manager

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Date



## VI. Travel Policy

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### **Section VI.A: Attendance at Out-of-Town Conference and Seminars**

**Purpose:** To memorialize City policy regarding reimbursement to City Staff and Elected Officials for expenses incurred at out-of-town conferences and/or seminars

**Policy:** In addition to policies and procedures established elsewhere, no reimbursement shall be made to any City Staff member, Commissioner, or elected representatives unless attendance has been approved in advance by City Council through resolution or specific minute motion.

**Procedure:** Please refer to Section VIB for the City's Travel Policy.



## Section VI.B: Travel Policy

**Purpose:** To provide policy guidelines and a procedure for the authorization and reimbursement of City related expenses incurred by Council Members, staff and others doing the City's work in conformance with Federal and State rules and regulations

**Policy:** The City of Huntington Park (City) authorizes travel only when necessary and in the best interests of the City. The City will reimburse ordinary, necessary and reasonable business expenses incurred in connection with official responsibilities performed on behalf of City, in accordance with established policies and procedures.

All travel is to be authorized in advance of the date of travel by the Department Head and further authorized by the City Manager, if necessary. Employee expenses will only be approved as they are necessary to further the accomplishment of business goals and objectives. This policy shall govern all requests for expense reimbursement including requests by City elected officials, appointed officials and employees. Nothing in this policy is intended to supersede City's collective bargaining agreements. All travel is subject to the availability of funds for travel.

Travel is defined as a destination outside of a fifty (50) mile radius of the regularly assigned worksite. Allowable purposes for travel include, but are not limited to the following:

1. Activities that potentially increase City revenues, decrease costs, or enhance the quality, productivity and/or effectiveness of services and programs.
2. Federal and State of California legislative activities
3. Intergovernmental relations to ensure compliance with Federal and State regulations
4. On-site inspections related to procurement, methods, procedures and operation techniques
5. Specific seminars, workshops or training programs that are not provided within the Los Angeles area
6. Educational and career development seminars and workshops designed to improve staff skill and information levels

The traveler is responsible for making his or her own travel arrangements, including purchasing airline tickets, paying registration fees and hotel deposits. Travelers should make arrangements as far advanced as possible, preferably at least 30 days in advance, in order to take advantage of the lowest possible airfares, group lodging rates and early



registration discounts. Business travel shall be booked based on the most economical means to carry out City business. First class and business class tickets are prohibited. Lodging expenses must be reasonable and as economically feasible as possible.

Cash advances are not available for travel, mileage, or business expenses. All reimbursements will be provided only after travel has taken place and completed expense reports are submitted with necessary supporting documentation. Airfare and lodging expenses may be paid using the City's credit card or through the Accounts Payable (AP) process, in advance, to secure reservations, pursuant to the policies detailed below.

## **Travel Expenses**

### **I. Lodging**

Lodging expenses are charges that incurred during City business travel requiring overnight stay. Whenever possible, the traveler shall secure the group conference rate made available through the sponsoring organization. Should the rate not be available, the traveler shall stay at the hotel the travel event is being held at in order to reduce ground transportation expenses. The cost of lodging in connection with the travel purpose should not exceed the group rate published by the sponsor organization if such rates are available at the time of booking. Travelers should request the government rate or the lowest possible rate, pursuant to the max lodging rate established by the U.S General Services Administration (GSA) for the area in which travel occurs. The rate can be found on the GSA website: [www.gsa.gov](http://www.gsa.gov).

If travel is no longer necessary, the traveler is responsible for canceling the room reservation in a timely manner to avoid incurring "No Show Penalties" and will not be reimbursed for such penalties. The traveler may be reimbursed if the circumstances were beyond his or her control as documented in a justification memo approved by the respective Department Head.

The City will not reimburse employees for lodging expenses incurred by family members when an employee's family accompanies him/her, or for any additional guests in the same room. The City will pay for lodging for the evening preceding or subsequent to a meeting or business event when the employee would have to travel at unreasonably early or late hours to reach his/her destination.

### **II. Transportation**

#### **Vehicle Use**

Whenever practical and available, employees are encouraged to use City automobiles to conduct local City business. Use of City vehicles is limited to official business only. Employees who utilize a City owned vehicle must possess a valid driver's license during the use and must operate the vehicle in accordance with all regulations. Non-City employees or non-governmental officials should not be transported as passengers in City



vehicles.

When a Department Head determines that a City vehicle is not available and an employee is approved to use his or her own personal vehicle, the employee is eligible for mileage reimbursement at the prevailing Internal Revenue Services (IRS) rate. The mileage reimbursement rate covers the costs of insurance and deductibles in case of accident as well as fuel and normal wear and tear. Therefore, primary insurance and deductibles coverage for personal vehicle use will be through the traveler's own personal policy. City provides secondary coverage that will cover liabilities in excess of traveler's personal policy when incurred by the traveler in performing his/her City duties.

Travelers should carpool, whenever possible, with other travelers going to the same destination. Parking fees charged at the hotel or conference center will be reimbursed with a receipt. No valet parking will be reimbursed unless it is the only option for parking.

#### Other Forms of Transportation

Airline, train, taxi, rideshare services, bus and watercraft expenditures may be reimbursed if substantiated by receipts. Transportation fares should be the most economical and reasonable and the least expensive method should be used. Consideration should be given to distance, time and total cost to the City. Travelers are to take advantage of existing hotel shuttles/vans, taxi or local mass transit services. Taxis and other local transportation may be utilized to and from the airport, lodging location and conference location. A maximum of 15% gratuity may be reimbursed.

Standard overnight airport parking when travelling outside of the travel radius is reimbursable. The most cost effective long-term airport parking, if necessary, is to be used for travel exceeding 24 hours.

#### Rental Car

Automobile rentals are to be approved by the Department Head only if other transportation methods are not available. Travelers requesting the use of a rental vehicle is responsible for meeting all of the requirements of car rental agency. Charges for rental vehicles may be reimbursed if it is determined that the rental car is more appropriate than other forms of transportation. The IRS mileage rates will not be paid for rental vehicles but fuel expenses evidenced by receipts may be reimbursed.

Use of a rental vehicle is granted in cases where one or more of the following situations are reasonably expected:

- a. Multiple stops within a given area.
- b. Time constraints warrant the use of a rental vehicle.
- c. Inclement weather necessitates using a rental vehicle.
- d. Transporting large boxes or oversize materials necessary for business.



- e. A group of city travelers is attending the same events so that a vehicle rental is more economical than individual transportation charges in total.

A traveler authorized to use a rental vehicle should purchase supplemental insurance coverage offered through a rental agency to include both Collision Damage Waiver (CDW) coverage and Supplemental Liability Insurance (SLI) when available. Primary insurance coverage for rental vehicle will be through the purchased supplemental coverage with secondary coverage from the traveler's own personal policy. The City will provide tertiary coverage that will cover liabilities in excess of traveler's personal coverage and the rental agency's policies.

If traveler is in a rental vehicle on City business and has an accident, traveler is responsible for the deductible in accordance with traveler's personal insurance policy in coordination with the CDW coverage and SLI coverage purchased. In the case of an accident, travelers are to use the following guidelines:

- a. File an accident report with rental agency, traveler's insurance company and/or the police including any back-up documentation and provide copies when submitting an expense report.
- b. Take photos if a camera is available.
- c. Cooperate with City's claims administrator during the investigation and resolution of any third party claim.

Rental vehicles cannot be driven outside the country from which they were rented. Travelers shall wear safety belts and adhere to all safety procedures. All rental vehicles must be refueled before being returned to the rental agency. Authorization for exceptions shall be coordinated through the Finance Department.

### **III. Meals**

Meal expenses are charges for food and non-alcoholic beverages actually purchased and consumed by travelers on official City business and may be reimbursed by using either of two methods: per diem or actual expenses. Per Diem or meal reimbursements are only provided if travel requires an overnight stay.

#### **Per Diem**

Per Diem is the allowance for lodging, meals and incidental expenses. The City will pay for an employee's meals during business travel, including tax and tips at the per diem meal rates established GSA for the area in which travel occurs. Employees will have the flexibility on how much is spent for each meal as long as the total claim for the day does not exceed the per diem allowance for meals established by the GSA. Receipts are not required. Employees who charge meal expenses using the City's credit card may not



claim per diem meal reimbursement in addition to.

On the first and last travel day, employees are only eligible for 75 percent of the total per diem rate for their temporary duty travel location. Meals provided during the conference or seminar will reduce the total daily per diem reimbursement by the current dollar amount indicated for each meal. Taxes and tips are included in the per diem rate; travelers will not be reimbursed separately for those items. A maximum 15% gratuity may be included on meal expenditures; however, the traveler must not exceed the total meals daily allowance allotment.

If travel begins before 7:00 A.M. breakfast, lunch, and dinner are reimbursed. If travel begins between 7:00 A.M. and 1:00 P.M. lunch and dinner are reimbursed. If travel begins after 1:00 P.M. only dinner is reimbursed.

If travel ends after 9:00 A.M. and before 1:00 P.M. breakfast is reimbursed. If travel ends after 1:00 P.M. and before 6:00 P.M. breakfast and lunch are reimbursed. If travel ends after 6:00 P.M. breakfast, lunch, and dinner are reimbursed.

The determination of when travel begins or ends will be based on the required documents submitted and includes the travel time to and from the airport.

Incidentals, such as miscellaneous low value fees and tips given to servers, porters, baggage carriers, etc., are included in the per diem rate.

#### Actual Expenses

Employees may be reimbursed for the actual cost of travel expenses, including taxes and tips, as opposed to receiving per diem, given that the actual cost is equal to or less than the prevailing per diem rate. Receipts must be provided and attached to the expense report.

#### **IV. Other Travel Expenses**

Other travel expenses are charges incurred as a result of travel other than transportation, lodging and meals. Travelers will be reimbursed for actual and necessary business expenses, provided that such expenses are directly related to the purpose of travel. Employees must provide receipts for reimbursement. Business expenses shall not include the cost of discretionary items intended for the personal benefit or pleasure of travelers, such as magazine or book purchases, movies rentals, in-flight Wi-Fi etc.

Business expenses normally include, but are not limited to, the following:

- a. Conference or seminar registration fees
- b. Telephone or internet charges, if necessary to conduct official City business
- c. Laundry/cleaning services, if necessary and reasonable, for more than five consecutive days of travel



## **V. Prohibited Expenses**

The following are considered non-reimbursable:

1. Personal items and entertainment expenses including in-room movies, spas, gyms, private telephone usage, non-business related transportation costs, etc.
2. Alcoholic beverages
3. Charitable contributions
4. Personal automobile expenses including repairs, traffic citations and insurance
5. Expenses of a spouse, relative, significant other or friend who accompanies the employee to the travel event
6. Expenses incurred for the purpose of attending political events. An event is considered "political" if it is held for the purpose of supporting, opposing, or raising money to support or oppose any candidate, ballot measure, or political party
7. Items not substantiated by receipts, except for per diem
8. Other expenses not deemed necessary to conducting company business

## **VI. Travel Without Overnight Stay**

For travel without an overnight stay, no reimbursement or per diem is provided for meals per IRS regulations.

Meals may be reimbursed if the traveler is attending necessary and reasonable business meetings, in which documentation must be provided including the receipt, name of the organization, participants in the meeting and purpose of meeting. No alcoholic beverages will be reimbursed.

### **Procedure:**

For all travel and reimbursement claims, the employee must submit an Employee Expense Report form signed by the employee and approved by the Department Head and City Manager (if necessary), attaching the required supporting documents. Claims must be turned in within fifteen (15) days of the traveler's return. Expense report shall include:

1. Name of traveler
2. Flyer of conference, training, seminar, etc.



3. Location of travel
4. Travel dates
5. Account number
6. Dollar amounts associated with all expenses
7. Amount of mileage traveled

Trip documentation such as conference schedules, registration forms, completed training certificates and business itineraries must be included. Justification memos are required for instances such as requests for additional travel days or rental cars.

If a personal vehicle is utilized and mileage reimbursement is being requested, the employee is responsible for submitting a commuting to and from addresses and/or attaching a computer mapping service map for mileage verification.

Reimbursement claims that are not substantiated with a receipt will not be processed. It is the employee's responsibility to retain all receipts for expenses incurred during travel. Lost receipts will be handled on a case-by-case basis.

Deficient forms will be immediately returned to the respective Department.



## VII. Investment/Treasurer

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## Section VII.A: Investment

**Purpose:** To establish the policy and internal controls for the investment of City Funds

**Policy:** The City's cash assets shall be invested with the following objectives listed in priority order:

1. Safety
2. Liquidity
3. Yield

The investment policy applies to all of the funds that are managed by the Finance Department. This policy does not apply to debt service reserve or other escrowed funds whose investments are defined in the respective debts' trust agreements.

**Procedure:**

1. As a practical matter, due to the relatively small size of the City's investable cash, all of the City's idle funds are deposited in the State's Local Agency Investment Fund (LAIF).
2. LAIF's investment policy directives mirror the City's as stated above.
3. By State law, the Treasurer is required to provide a monthly investment report to the City Council.
4. By State law, the City Council is annually required to delegate the authority to execute investment transaction to a staff member, generally the Treasurer. Alternatively, the City Council would have to formally pre-approve each investment transaction.
5. The Treasurer shall obtain City Council approval to engage any new financial institution handling the City's cash/investment assets.
6. The Treasurer shall maintain written investment procedures for the operation of the investment program consistent with this policy.



### **Section VII.B: Segregation of Duties**

**Purpose:** To facilitate good internal control over the investment of City funds and the proper recordation of those investments

**Policy:** The same employee will not be permitted to make City investment, record or maintain records on investments.

Additionally, Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program or impairs their ability to make impartial investments decisions. Employees and investment officials shall disclose any material function interest that could be related to the performance of the City's investment policy.

**Procedure:** The Director of Finance will make the investment decisions and execute the purchase of investment vehicles. The Accounting Supervisor will be responsible for maintaining investment records; investment schedule; and monthly treasurer's report.

The Director of Finance will each review and approve the monthly Treasurer's Report.



## VIII. Revenue and Accounts Receivables

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### Section VIII.A: Daily Closeout

**Purpose:** To provide guidelines as controls for the routine counting of cash, and posting receipts on a daily basis

**Policy:** All cash and other receipts will be counted and balanced each day. All revenues shall be included in the daily revenue report and posted the following business day by the Account Clerk.

**Procedure:**

1. Cash received from walk-in customers and other departments will be reported daily into the financial system and then stored in a cash drawer.
2. Departments that receive checks via postal mail must submit a revenue report to the Finance Department. Each report must present a detail that indicates the transaction amount, revenue GL account number, and details from the check. The Revenue Collection Supervisor will verify checks and information to reconcile the report before cashiers enter it into the financial system.
3. Cashiers will submit cash to the Revenue Collection Supervisor throughout the day to avoid having too much cash in the drawer. The Revenue Collection Supervisor will issue a receipt for the amount of cash that was submitted.
4. Closing at the end of the day, the cashiers will run a cash edit listing that details the transactions of the day for that register. The Revenue Collection Supervisor will have a sum of all the transactions to verify the totals in that report. Cash, checks, and debit card transactions must balance to the amounts stated in the report for the day.
6. Once everything is balanced, all cash, checks, and debit card transactions will be balanced to the cash update. Once reconciled, cash will be prepared for bank deposit and checks will be deposited remotely.
7. All supporting documents from each cashier are given to the accountant to later prepare a daily collection report for the transactions of the day.



### Section VIII.B: Revenue Collection

**Purpose:** To establish procedures and internal control for the collection, recording, and depositing of City revenue

**Policy:** All cash and checks received by the City shall be processed through a cash management system in a timely manner. Bank deposits are to be made daily.

Wire transfer and direct deposits are recorded on a daily collection form along with cash receipts run through the financial system. Parking meter cash and coins are collected with canisters and deposited daily. Estimated coin collection, based upon weight, is recorded on a daily collection report and adjusted later based upon an exact amount stated by the bank.

**Procedure:** All forms of payments taken in by any department are processed in the Revenue Collections Division by the Finance Cashiers and are balanced by the Department at the end of the day or immediately the following morning. For payments related to grant reimbursements, copies of the reimbursement request are to be forwarded to Finance.

1. The Finance cashiers enter all payments, such as utility, business license, animal license, utility user's tax, grant, and all other revenues, into the financial system. A cash edit listing report is produced, balanced, and posted daily. A summary of payments is included in a Daily Collection Report.
2. Parking meters generate both cash and coins. Daily coin deposits are based on the amount of coin canisters that are prepared by the Revenue Collection Supervisor. Once collected, the coins remain sealed in the canisters, marked with tags with recorded serial numbers. The sealed canisters are collected by armored vehicle once a week and taken to a processing center by a bank carrier for counting. After the proper accounting of the canisters is made, an adjustment is made to the account. A credit or debit adjustment is mailed and/or emailed to the Finance Department and the Accountant enters the adjustment in the following day's daily report.
3. The Revenue Collection Supervisor counts and verifies the cash against the parking meter's generated ticket for deposit. Once verified, the supervisor gives the tickets and amount to the cashiers to enter the revenue. The total amount collected from the parking meters is included in the Daily Collection Report.



### Section VIII.C: Accounts Receivable

**Purpose:** To provide an outline for the development of financial management practices and the establishment of internal controls over the collection of revenues owed to the City for services, fees, and other local charges.

**Policy:** It is the responsibility of the Revenue Collection Division to comply with and enforce the following collection policies:

1. All accounts receivable invoices shall be due and payable within 30 days of the day of invoice.
2. A penalty of 10% of the unpaid invoice amount shall be added to any invoices when the full payment is not received by the 60<sup>th</sup> day from the date of invoice and an additional 1% per month on the unpaid invoice amount shall be imposed upon any invoice when the full payment is not received by the 90<sup>th</sup> day from the date of invoice.
3. Penalties provisions may be waived by the Director of Finance or City Council, in their opinion, circumstances warrant such a waiver.
4. Department and Revenue staff will pursue the timely collection of delinquent accounts.

#### Procedure:

Revenue is responsible for:

1. Preparing and mailing all invoices for amounts owed to the City, including maintaining all relevant supporting data.
2. Recording all financial data in the general ledger prior to the close of each month of business activity.
3. Maintaining accurate sub-ledger details on all receivable items, inclusive of invoice supporting documentation, aging and collection performance reports and activities summary reports.
4. Maintaining customer account information including name, address and any signature between the City and customer such as complaints, late payments, etc.
5. Managing collection efforts, including preparation and distribution of aging reports to the Director of Finance, Community Development, Parks & Recreation, Police Department and City Clerk.



6. Pursuing collection activities for accounts sixty (60) days delinquent including 1<sup>st</sup> and 2<sup>nd</sup> delinquency notices. Turning accounts over to collection for the next 180 days. If still unpaid after 180 days, accounts are written off.

It is the responsibility of the respective Department rendering a particular service or commodity to cooperate with Revenue by providing the necessary information and supporting documentation including all required approvals and account revenues to be utilized to facilitate the generation of invoices and the recording of accounts receivable.

**Write-offs for Uncollectible Accounts**

On a monthly basis, when an amount remains unpaid without payment activity for 240 days, in specific instances, installment and payment arrangements may be made with the approval of the Director of Finance. The proposed write-off shall be prepared by the Finance Manager monthly, approved by the Director of Finance and distributed to the City Manager and Department Heads.

Amounts previously written off as uncollectible and subsequently collected shall be credited to the appropriate enterprise fund or to the General Fund Miscellaneous Revenue.



### Section VIII.D: Electronic Fund Transfers

**Purpose:** To provide a procedure for ensuring the timely and consistent recording of expenditures and revenues which occur initially as an electronic funds transfer (EFT), also referred to as automated clearing house (ACH) or "wire", to or from the City's bank accounts

**Policy:** EFTs relating to revenues are to be recorded with a cash receipt and be dated the day of bank credit.

**Procedure:** EFTs are occurring on a more frequent basis and are representing a substantial outflow and inflow of City funds. In order to ensure that these important financial transactions are recorded on a consistent basis, the following procedure should be followed:

#### Incoming EFTs

EFTs are routinely received as revenues for investment interest, grants, State taxes and fees. Upon receipt of the EFT, a cash receipt shall be prepared to record the proceeds and book into proper revenue or trust accounts. Incoming EFTs shall be included on the daily revenue collection reports on the date received. Departments are responsible for informing the Finance Department when incoming revenue is being processed and provide the correct documentation for recording purposes. A copy of the remittance advice must be attached to the incoming wire notification form.



### Section VIII.E: Insufficient Funds, Closed Accounts and Stopped Payments

**Purpose:** To establish procedures and internal controls for the handling of checks with insufficient funds paid to the City.

**Policy:** The City makes every possible attempt to collect monies due resulting from returned checks. A non-sufficient funds fee shall be imposed on all checks with. Refer to the most current Master List Fee for further details.

#### Procedure:

1. The bank returns all checks to the City with an accompanying statement as a result of non-sufficient funds due to a closed account or stop payment.
2. The accountant prepares a journal entry and/or a payment reversal to back off the returned checks.
3. Once the replacement check with the fee is received, it gets recorded as an NSF transaction. The penalty amount will be recorded in the miscellaneous revenue account.
4. If the Department cannot resolve the returned item and the service has been provided by the City, the Department should forward the returned check with a request for the Finance Department to initiation collection procedures.



### **Section VIII.F: Water Account Setup**

**Purpose:** To establish a policy for the proper establishment of water accounts

**Policy:** Water accounts will not be opened in the name of residential tenants. Property owners must file an application and provide a deposit as a prerequisite for establishing water service. The property owner shall assume responsibility for payment of all water and sewer fees.

**Procedure:** Persons or firms wishing to establish water service must complete a utility account application and pay a utility deposit.

The City of Huntington Park shall require a deposit prior to the start of the new water service account. Deposit rates can be found in the Master List Fee.

The deposit will be refunded at the closing of the account. If there is a balance due it will be taken from the deposit.



### **Section VIII.G: Water Rates**

**Purpose:** To establish the policy and procedures for modifying water consumption charges

**Policy:** The City of Huntington Park Municipal Code establishes that water consumption charges by means of City Council Resolution.

Resolution 96-38 requires that water consumption rates be adjusted annually based upon the Consumer Price Index charges.

Water Rates can be found in the most current Master List Fee.



### Section VIII.H: Billing Frequency

**Purpose:** To establish a criteria for the frequency of utility billing

**Policy:** Utility billing frequency shall be as follows:

1. All Residential Customers	Bi-Monthly
2. Typical Commercial Customers	Monthly
3. High Consumption Commercial Customers	Monthly

For brand new commercial customers, the City's water operations contractor shall determine whether the new business is considered a high-volume water consumer for the purpose of water billing frequency.

**Procedure:** Water accounts shall be reviewed at least quarterly for the purposes of determining billing frequency.



### Section VIII.I: Delinquency Reporting

**Purpose:** To ensure internal control through the reporting of delinquent accounts and timely collection of money owed to the City of Huntington Park

**Policy:** The Revenue Collection Division, on a monthly basis, shall provide a summary report to the Director of Finance indicating for each applicable revenue source the total number of delinquent accounts and the dollar amount of the delinquent accounts. Revenue sources to be reported shall include but not necessarily limited to the following:

1. Water Accounts
2. Sewer Accounts
3. Business Licenses

The reports shall indicate variance from the previous reporting period.

A detailed listing of delinquent accounts shall be prepared and provided to the Director of Finance each July for the 12-month period that ended June 30<sup>th</sup>.



### Section VIII.J: Sewer Fees

**Purpose:** To establish a procedure for the efficient collection of sewer maintenance fees

**Policy:** The City Council, pursuant to Section 6-4.19 of the Huntington Park Municipal Code, levies fees for the maintenance of City owned sewers and storm drains. Sewer Fees can be found in the most current Master List Fee.

**Procedure:** For City water customers, the amount is added to the water bill. For residents and businesses who are not City water customers, the consumption factor is obtained from the respective water surveyor. A separate bill is prepared and mailed to those firms and/or individuals.

Sewer fees collected are required to be placed in the Sewer Maintenance Fund (Fund 283).



### Section VIII.K: Solid Waste Fees

**Purpose:** To establish a procedure for the efficient collection of solid waste administration fees

**Policy:** The City Council pursuant to Title 6 Chapter 7 of the Huntington Park Municipal Code authorizes the collection of a Solid Waste Administrative charge. This charge is to reimburse the City for its expenses in administrating the Recycling and Hazardous Waste elements of the City's General Plan.

**Procedure:** Each parcel of property in the City is charged a fee, which is a percentage of the trash bill. For residential properties, commercial and multi-family residents, the fees are collected by the solid waste company on a monthly basis.

Fees are adjusted annually based upon April's Consumer Price Index as published by the U.S Department of Labor.



### **Section VIII.L: Late Fees and Penalties**

**Purpose:** To establish a policy concerning penalties for delinquent payment. Late fees and penalties provide an incentive for timely payment of funds to the City

**Policy:** The late fees and penalties are based on the most current Master List Fee.

#### **Water Account – Single Family Residential**

Delinquency fees plus penalties are included in water charge penalties.



### **Section VIII.M: Utility User's Tax**

**Purpose:** To describe the authority for and develop procedures toward the efficient collection of the City's Utility User's Tax

**Policy:** Several years ago, the voters of Huntington Park approved the imposition of a Utility Users Tax. The rules of which are contained in Title 3 Chapter 9 of the Huntington Park Municipal Code.

Chapter 9 establishes a 9.25% Utility Users Tax for telephone (including wireless) usage, a 9.75% on electric use, a 9.75% gas usage, and 9.75% for water usage.

**Procedure:** The tax must be calculated and collected by the seller company and remitted to the City no later than the 19th day of the month following the month of collection. The tax remittance must be accompanied by a written statement showing the calculation of tax collected.

The following are exempted from the tax:

1. State, Federal, County, School District
2. Head of Household Receiving Supplemental Social Security Income.



### Section VIII.N: Transient Occupancy Taxes

**Purpose:** To provide for the effective collection transient occupancy taxes

**Policy:** Title 3 Chapter 8 of the Huntington Park Municipal Code provides for the levy of transient occupancy tax.

More specifically, Section 3-8.03 of the Huntington Park Municipal Code establishes a 5% tax rate and requires the hotel or motel operators to collect the tax from every transient guest of the facility.

**Procedure:** Each operator is required to submit a transient tax return by the last day of each month for the prior month.

Failure to submit the required form and collected taxed will subject to operator to penalty and interest charges announced in Section VIIIK of this manual.



### Section VIII.O: Senior and Disabled Citizens Discount

**Purpose:** To establish a procedure and policy to provide discounts to senior citizens sixty-two (62) years of age and disabled citizens

**Policy:** Senior citizens of 62 years or older will receive discounts on animal pet licenses of twenty-five percent (25%).

**Procedure:** The City Council has granted a discount for Senior Citizens and/or Disabled individuals for fees and charges. At the time of applying, seniors must provide a valid picture identification to show proof of age. Proof of residency is verified through a utility bill other than a water bill. Disabled citizens must provide supporting documentation, such as a doctor's note to qualify.

The following criteria shall be used:

1. Senior Citizens: Individuals 62 years of age or older.
2. Disabled Citizen: Individuals with a physical or mental disability.



## IX. Budget

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## Section IX.A: Budget Adoption

**Purpose:** To provide administrative and accounting control of the City's finances

**Policy:** The City Council and the Successor Agency to the Community Development Commission of the City of Huntington Park (Successor Agency) shall adopt annual operating budgets prior to the beginning of each fiscal year, or as soon thereafter, as practicable, in accordance with the following procedures.

**Procedure:**

1. The annual City budget shall be adopted by resolution of the City Council and shall include the General Fund, all Special Revenue Funds, Enterprise Funds and Capital Improvement Funds. The City budget shall also contain the Successor Agency budget, which shall, separately, be adopted by the Successor Agency.
2. Any and all unexpended appropriations in the City or Successor Agency budgets lapse at the end of each fiscal year and do not rollover to the following fiscal year.
3. New requested current fiscal year appropriations should be sufficient to cover open encumbrances as of the beginning of the fiscal year and include the current year's proposed work plan expenditures.
4. Budget control is at the fund level.
5. City Council approval is required to increase or decrease total appropriations to a fund after the annual budget is adopted.
6. The City Manager and designees shall have the authority to adjust department, program and activity and object level budgets within City Council approved appropriations for a fund.



### Section IX.B: Annual Budget

**Purpose:** To provide administrative and accounting control of the City and Successor Agency annual budgets

**Policy:** The City Manager shall submit an annual budget to the City Council each year for its consideration and approval.

All budget requests shall be made through and with the approval of the City Manager. The City Manager may delegate coordination of the budget process to the Finance Director or such other City employee as he or she may deem appropriate.

**Procedure:**

1. The City Manager or designate shall develop and distribute a budget development and adoption schedule each January for the upcoming fiscal year. Said schedule shall be reported the City Council.
2. In addition to the budget adoption schedule, the City Manager or designate will prepare and distribute to the various departments a budget package consisting of instruction and forms.



### Section IX.C: Budget Amendments

**Purpose:** To provide administrative and accounting control of the City's and Successor Agency's annual budgets

**Policy:** Amendments to the budget following adoption shall be discouraged and, if possible limited, to the Mid-Year Budget Review process. However, budget amendments may occur at any time when recommended by the City Manager and approved by the City Council.

A budget amendment is any change that affects the City Council approved total of appropriations for a fund, both increases and decreases in total fund appropriations. A budget transfer may be approved by the City Manager when there is no net impact to the City Council approved total of appropriations for a fund. Budget control is at the fund level.

**Procedure:**

1. When events occur that require a budget amendment, approval of the amendment must be obtained prior to the encumbrance or expenditure of funds. Department directors are responsible for controlling their department budgets.
2. Budget amendments are required when revenue significantly exceeds budget estimates, including unanticipated grants, and their allocation to expenditure is deemed desirable.
3. When unanticipated expenses would cause a fund's expenditure to exceed total appropriations, a department director in consultation with the Director of Finance will identify the specific resources to be used to pay for the increased expenditures. The department director will draft a staff report for review by the Director of Finance in order to recommend the budget amendment to the City Manager and City Council for approval.
4. At mid-year, the Director of Finance will review the entirety of the City's financial status in relation to the adopted budget. Department heads will identify line items within their budgets that should be increased/decreased to maintain a balanced budget for the year.
5. Annually in February, the Director of Finance will submit a mid-year financial status report, including requested amendments, to the City Council for approval. Once approved by the City Council, amendments will be entered into the City's accounting and budgetary system.



### **Section IX.D: Annual Appropriation Limit**

**Purpose:** To establish a procedure to ensure compliance with California Constitution's requirement to compute the City's annual appropriation limit

**Policy:** The City shall comply with State requirements.

**Procedure:**

1. Based upon population and inflation factors provided by the State Department of Finance in or around May of each year, the Director of Finance shall cause the City's annual appropriation limit to be calculated.
2. The annual appropriation limit will be submitted to the City Council at the same time the City's annual budget is submitted for approval.
3. The City's auditors shall be tasked to review and report on the Appropriation Limit calculations as part of the City's annual financial audit.

# ATTCHMENT "B"

## City of Huntington Park



## Purchasing Manual

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## Chapter 1: Overview

### **Introduction**

This manual is designed to demonstrate the purchasing and procurement procedures for Goods & Services to the departments of the City of Huntington Park.

This manual may be updated and/or revised from time to time for clarity or when any new laws or regulations are introduced.

### **Purpose**

To establish procedures for implementing the City's purchasing regulations as specified in the City's Municipal Code Title 2: Administration, Chapter 5: Purchasing System.

To establish purchasing procedures for use of Federal funds following 2 CFR Part 200 Uniform Guidance.

### **Policy**

To set forth the methods for the purchase and procurement of Goods & Services for the City of Huntington Park. The goal of the purchasing manual is to set forth parameters to allow for the acquisition of high-quality goods and services at the lowest total cost while ensuring compliance with all applicable City, State, and Federal regulations.

### **Ethical Standards for Purchasing**

It is the City's policy to promote government integrity and guard against the appearance of impropriety by prescribing the following essential standards of ethical conduct.

Employees shall discharge their duties impartially to assure fair competitive access to governmental procurement by responsible contractors.

Employees shall not solicit, demand, accept or agree to accept a gratuity, an offer of employment or any other benefit in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement, specification, standard, solicitation, or contract.

Employees shall not participate directly or indirectly in a procurement when the employee knows that:

- The employee or any member of the employee's immediate family has a personal financial interest pertaining to the procurement;
- A business or organization in which the employee, or any member of the employee's immediate family, has a personal financial interest pertaining to the procurement; or
- Any other person, business or organization with which the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning employment is involved in the procurement.

Employees who fail to comply with this policy may be subject to disciplinary action and criminal prosecution.

## **Vendor Relations**

It is to the City's advantage to maintain and promote good relations with suppliers of goods and services. City staff shall conduct their dealings with vendors in a professional manner and shall promote equal opportunity and demonstrate fairness, integrity, and courtesy in all vendor relations.

Departments may make direct contact with vendors and service providers for such purposes as obtaining price quotes, developing service contracts, utilizing Request for Qualifications (RFQ) / Request for Proposal (RFP), obtaining technical information, obtaining cost estimates for budgeting, or purchasing purposes, for preparing purchase requisitions and for placing orders for authorized purchases.

## **Authorization to Pay**

The City's approved annual budget is the authorization that allows the City to make expenditure payments. Without an approved budget, the City cannot make expenditure payments. All departments within the City have an annual budget and it is the responsibility of each department to monitor its respective budget to ensure expenditure payments do not exceed authorized levels.

## **Timing of Payments**

The City makes payments after every City Council meeting. This is because the City Council (Council) must approve all payments; checks & ACH are therefore not issued until after approval at the scheduled Council meeting. Checks shall be processed the day following Council approval and released as soon as possible thereafter. As a result of this process, it takes Accounts Payable (AP) approximately two weeks to process a request for payment.

## **Payment Types**

There are two types of payments:

Check - The City will pay invoices by check unless the vendor requests an electronic transfer.

Electronic - The City will transfer funds electronically if requested by the vendor. Bank information must already be on file to request this type of payment.

## **Chapter 2: Procuring Goods and Services**

The City's Municipal Code establishes a "decentralized purchasing system", which means each department is responsible for procuring its own goods and services to maintain City operations. This manual following the municipal code outlines the procedures each department is expected to follow when procuring goods and services from third-party vendors.

All payments for invoices will either require a Check Request from or Requisition Request form submitted to Accounts Payables (AP). Spending limitations, signature(s) needed, and forms required are discussed in the procedures below.

Because of the timing of payments AP will send out the AP Deadlines for the year at the beginning of each calendar year to all departments. All check requests & requisition requests turned in before the AP deadline will be paid at the Council Meeting that corresponds with the deadline. Any check requests or requisition requests submitted after the deadline will be processed in the following council meeting for approval. Departments must be aware of the AP deadlines to inform vendors/contractors of when they can expect payment on their invoices.

### **Spending Limitations & Procedures**

#### **Procedure less than \$1,000**

Direct Payment/Purchases less than \$1,000 – Any payment not pursuant to a Purchase Order (PO) or Contract is considered a direct payment. For procurement purposes, any one-time payment totaling less than \$1,000 is considered a direct payment. These payments require an invoice attached to a check request form with the Department Head signature.

#### **Procedure Between \$1,000 and \$2,000**

Purchases between \$1,000 and \$2,000 require the department to submit a requisition request form with department head signature to AP prior to purchase. AP will review the requisition request and City Manager signature the department makes the purchase and submits invoice to AP. AP will then process payment of the invoice.

#### **Purchase Orders – Encumbrance Needed**

Any purchase over \$2,000 requires the issuance of a purchase order (PO). A PO ensures that budget is available and that the City is authorized to pay. When a department determines a PO is necessary, they should complete a Requisition Request Form (RR) check  Yes Encumbrance Needed and submit it to AP in order to reserve/encumber budget funds in the accounting system. If budget is not available, the requisition request form will be returned to the respective department.

Accounts Payable will generate the PO and return documents to the requesting department. AP will also issue a system generated PO number, which is to be used when requesting payment on the PO. Departments should provide a copy of the approved PO to the vendor/contractor.

Purchase orders must be requested, and AP must assign the PO number to the department before the actual purchase is made. Waiting for an invoice before submitting an RR defeats the purpose of encumbering the PO.

Payment against POs require an invoice (and packing slip if available) as well as any corresponding supporting documents.

When requesting a PO and the department knows there are not enough budgeted funds in the account. The department may request a budget transfer via the budget transfer form. This will allow the department to transfer funds between accounts to make the purchase necessary. Departments may only transfer funds between accounts that are from the same type of fund. Budget transfers are not allowed between accounts from different funds.

\*Purchase orders are not required for utility type payments (e.g., phone, electricity, water, etc.). \*

#### **Procedure Between \$2,000 and \$5,000**

Purchases between \$2,000 and \$5,000 require a requisition request form with Department Head signature and one written quote submitted to AP. AP will review the RR and submit it to City Manager for approval. Once CM reviews, approves, and signs the RR form; AP will assign a PO number. The Department will receive the approved PO, provide a copy of the PO to the vendor, and make the purchase. The vendor must indicate the PO # number on the invoice(s).

#### **Procedure Between \$5,000 and \$15,000**

Purchases between \$5,000 and \$15,000 require an RR form with Department Head signature and at least three informal written quotes submitted to AP. Purchase shall be awarded to the qualified vendor submitting the lowest quote. AP will review the RR and submit it to City Manager for approval. Once CM reviews, approves, and signs the RR form; AP will assign a PO number. The Department will receive the approved PO, provide a copy of the PO to the vendor, and make the purchase. The vendor must indicate the PO # on the invoice(s).

#### **Procedure Over \$15,000**

Purchases of supplies and equipment and the sale of City property in the amount of Fifteen Thousand and no/100ths (\$15,000.00) Dollars or more shall be by formal bid procedure.

It is the department's responsibility to ensure formal bidding procedure is followed and that Council approval is obtained before executing a contract. Formal Bidding procedure includes published notice inviting bids or published request for proposals, sealed bids/proposals, formal bid/proposal opening, and award by Council.

After being awarded by Council the Department will submit to AP an RR form with the Department Head signature, staff report, approved City Council meeting minutes, a copy of signed contract, and any supporting documentation. AP will gather Director of Finance

& City Manager signature approval, create PO, assign PO #, and return the approved PO to the Department. The department will provide a copy of PO to the vendor and make the purchase. The vendor must indicate the PO # on the invoice(s).

To ensure budget availability the Finance Department will review all contracts prior to Council approval.

Because contracts generally are for larger dollar amounts, departments must reserve budget by submitting an RR to AP after the contract has been executed. If budget is not available, AP will return the requisition request to the respective department.

AP will issue a system generated contract number that is to be used when requesting payment on the contract.

Payment on contracts requires an invoice and packing slip/statement by contractor. Departments can email the invoice(s) to AP for processing of payment. [AP@hpcgov](mailto:AP@hpcgov)

It is the department's responsibility to notify AP when a contract is closed.

Note: To avoid over budget situations, it is imperative POs and Contracts be encumbered in the accounting system before orders are placed.

## **Formal Bid Procedure – Notice Inviting Bids & Request for Proposals**

### **A. Notices Inviting Bids.**

Notices inviting bids shall include a general description of the article to be purchased or sold, state where the blank bid forms and specifications may be secured, and the time and place for opening bids.

1. Published Notice. Each notice inviting bids shall be published at least ten (10) days before the date set for opening bids. Publication shall be made in a newspaper of general circulation, printed, and published in the City.
2. Bulletin Board. Notice inviting sealed bids shall be posted on a public bulletin board prominently displayed in the City Hall

B. Bidder Security. When deemed necessary by the Purchasing Agent, bidder's security may be prescribed in the public notices inviting bids. Bidder's security required under this paragraph shall be in the form prescribed by Government Code Section 37931. Bidders shall be entitled to return bid's security; provided that a successful bidder shall forfeit his bid security upon refusal or failure to execute the contract within ten (10) days after notice of award of contract has been sent by certified mail unless the City is responsible for the delay. Upon such refusal or failure of the successful bidder to execute the contract, the City Council may award the contract to the next low bidder in accordance with and subject to the provisions of Government Code Section 37935.

C. Bid Opening Procedure. Sealed bids will be carefully safeguarded until the hour established for opening. Sealed bids shall be submitted to the City Clerk, or other designated City Official, and shall be identified as bids with the project or bid item on the envelope. Bids shall be opened in public at the published/noticed time of each bid. A tabulation of all bids received shall be open for public inspection during regular business hours, in the office of the City Clerk

D. Rejection of Bids. The City Council may, in its discretion, reject any and all bids presented.

E. Award of Contracts. Contracts shall be awarded by the City Council to the lowest responsible bidder except as otherwise provided herein.

F. Tie Bids. If two (2) or more bids are for the same total amount or unit price, quality and service being equal, the City Council or the Purchasing Agent may accept the one it or he/she chooses, or accept the lowest bid made by negotiation with the tie bidders.

G. Lowest Responsible Bidder. All valid responsible bids shall be considered in determining which is lowest. Late bids and incomplete bids will be disregarded. The Purchasing Agent will take into consideration delivery terms and conditions and conformity with the specifications.

H. Performance Bonds. The City Council shall have authority to require a performance bond prior to entering a contract. A performance bond shall be in an amount determine reasonable and necessary to protect the best interest of the City. If such a bond is required, the form and amount of the bond shall be described in the notice inviting bids.

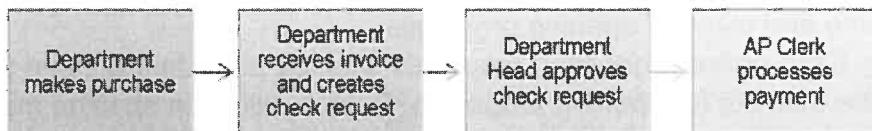
A. **Request for Proposals.**

Requests for proposals shall include a general description of the services to be provided and shall state where proposal forms and request for proposals may be secured and the time and place of opening proposals.

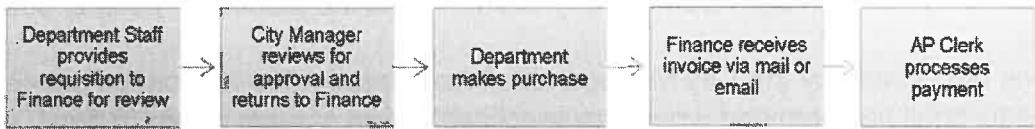
1. **Published Notices.** Each notice requesting proposals shall be published at least ten (10) days before the date set for opening proposals. Such publication shall be made in a newspaper of general circulation printed and published in the City or if there is none, it shall be posted in at least three (3) public places in the City that have been designated by the municipal Code or any ordinance as the places for posting public notices.
2. Persons designated by the City Manager shall negotiate for the authorized service. Proposals shall be submitted whenever practicable from at least three (3) firms, except in those cases where a service firm has established such a successful history of work with the City that it is clearly in the public interest not to negotiate with any other source. The contract for professional services should be awarded to the entity that will provide the best possible service to the City for the best value. When the City Council or City Manager finds that a service lends itself to written standard specifications, bidding for these services shall be conducted pursuant to Sections 2-5.12, 2-5.13 or 2-5.14 of the municipal code. When the value of any service shall be twenty-five thousand (\$25,000.00) dollars or more, the contract or purchase order shall not be executed unless approved by the City Council.

## AP Workflow

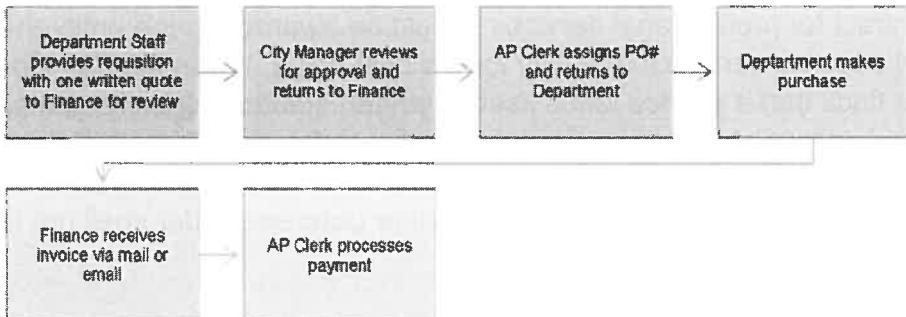
### Less than \$1,000



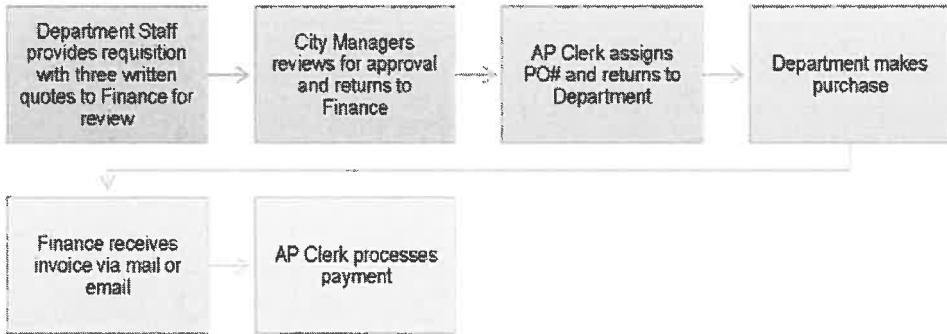
### Between \$1,000 and \$2,000



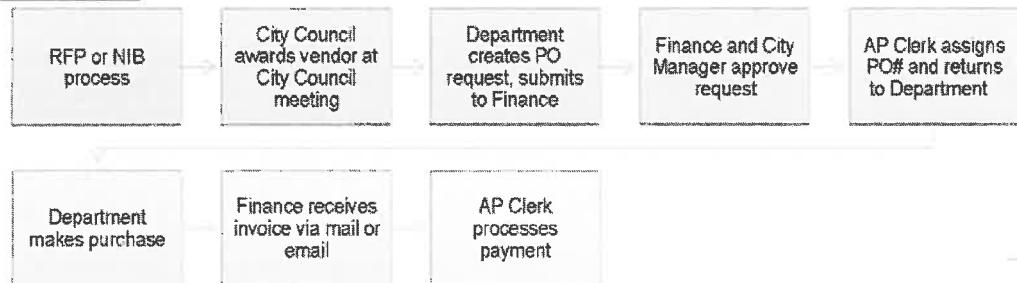
### Between \$2,000 and \$5,000



### Between \$5,000 and \$15,000



### Over \$15,000



Check Request Form  
Requisition Form

Requisition Form & Encumbrance/PO assigned

Revised 07/13/2023AP

AP Emails: All emails sent regarding requisitions should have "Requisition: Vendor Name" in subject line.

## Chapter 3: Exceptions

### **1. Wave of Bidding**

Waive of Bidding for Notice Inviting Bids (NIBs). City Council, by a majority vote, may dispense with bidding and other procedures required by chapter 5 of the municipal code in any individual instance upon finding that it would be impracticable, useless, or economically infeasible to follow such procedures and that the public welfare would be promoted by dispensing with them.

### **2. Hiring of Services**

Exception for Request for Proposals (RFPs). When the City Manager or City Council authorizes the hiring of services for which standard specifications cannot be drawn because of:

- The nature of the service;
- National association bylaws or professional policies prohibiting competitive bidding;
- When the City Manager determines bidding for such services would not be in the best interest of the City and its citizens; or
- When subjective criteria are necessary to evaluate the proposals;

### **3. Emergency Purchase**

In the event of an emergency situation, purchases may be authorized by the City Manager, which may exceed the above spending limits when time is of the essence.

An emergency situation is defined as follows:

- a. To preserve or protect life, health or property;
- b. In circumstances involving natural disasters;
- c. To forestall a shut-down of essential public services.

When emergency situation purchases have been approved by the City Manager, these purchases shall be submitted to the City Council at the earliest possible date for ratification of such purchases.

### **4. Sole Source**

Sole source purchases, while may be occasionally necessary and desirable, should not be abused or used as a means of avoiding effort. Sole source purchases should be made in accordance with the following guidelines.

A monopoly (sole source) is an "Exclusive control of the supply of any commodity given market. If there exists more than one manufacture/source in a given market, a monopoly does not exist." Sole source purchase can be awarded without bidding when the item can be obtained from only one source, and the item does not economically lend itself to substitution. Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process.

#### Commodities

**General Considerations.** The Department making the purchase must demonstrate that the commodity:

1. Is available from only one source (e.g., proprietary to a manufacturer, distributor, and/or reseller, etc.)
2. Is the only brand that meets the qualifications or specifications of the department?
3. Is a brand that must match or inter-member with an existing system, and cannot be substituted without replacing the system, resulting in significant costs to the City.
4. If purchased, will avoid other costs (e.g., data conversion, training, purchase of additional hardware, etc.)
5. Is needed on an emergency basis, and time does not permit a solicitation.

**Justification:** The Department must submit adequate documentation with their requisition, explaining the basis for a sole source purchase. Inadequate information may result in the rejection of the purchase order.

Department shall provide responses to the following questions:

1. What is being requested?
2. Why is the product needed? - How will it be used?
3. Is this brand of product the only one that meets the user's requirements?
4. If yes, what is unique about the product?
5. Have other products/vendors been considered? If yes, which product/vendors have been considered and how did they fail to meet the user's requirements?
6. Will purchase of this product avoid other costs, e.g., data conversion, training, purchase of additional hardware, etc.?
7. Is the product proprietary or is it available from various dealers? Have you verified this?
8. Discounted price. Does the City obtain a special discount or is pricing not available to the private sector? How does City pricing compare with other governmental entities?
9. What is the dollar value of existing equipment and the purchase order number for the existing equipment? (Applicable to sole sources based on match and inter-member i.e., maintenance of proprietary computer software, or purchase of a part/component designed for a specific piece of equipment).

#### Consulting Services

General considerations for justifying sole source consulting services are more complicated than for commodities. The following factors shall be used to justify sole source services:

1. No other vendor offers a service or employs personnel meeting the minimum requirements.
2. The department's required time frame for project completion is critical and cannot be exceeded without extreme hardship.
3. The cost to continue with the same consultant is less than the cost for any other consultant due to the time necessary to get up to speed (learning curve) with the project.
4. A unique and proprietary solution has been offered which is determined to be in the best interest of the City.

## **Chapter 4: EFT/ACH Payments, Pre-Issue Checks, Lost Checks**

### **EFT/ACH Payments**

If a vendor or contractor would like to receive electronic payments the requesting department must have the vendor or contractor fill out the Automated Clearing House (ACH) Enrollment Form. They must fill out the form, sign it, and submit it along with a W-9 form to [AP@h pca.gov](mailto:AP@h pca.gov). ACHs are assigned an AP wire number to identify them as electronic payments and for recording purposes. Once registered as an ACH, all future payments to them will automatically be deposited into their bank account.

### **Pre-Issued Checks**

Pre-Issued Checks are only done in a few circumstances and should not become a normal occurrence for any department. The circumstances are:

1. Replacement of a check that has already been approved that is found to contain an error and has been voided in which case the new check should be referencing the original check.
2. When a previously issued warrant has been lost and a request for stop payment has been processed in the bank.
3. A request for pre-issue check form has been submitted by a department head along with the regular check request form, giving justification for requesting an immediate payment.

The requesting department must submit a request for pre-issue check form, the check request form, invoice, and any supporting documentation.

### **Lost Checks**

If a check is lost and the vendor has reached out asking about payment on an invoice(s) to the respective department. The department staff must email AP about the lost check; then a stop payment will be submitted, and the check is voided in the system. AP will then submit the replacement check with the next routine check issue. If this is not acceptable, then the pre-issued check procedure listed above shall be followed.

Accounts Payables email is [AP@h pca.gov](mailto:AP@h pca.gov)

## **Chapter 5: Description of AP Forms**

The following forms are to be used to request payments by AP and encumber POs and contracts. Forms are subject to change. Refer to Chapter 8 to see all forms. Forms are available on the Citywide S: Drive under: S:\Finance\Accounts Payable\AP Forms

### **Check Request (CRF)**

- 1) This form is required to request payment for direct payments, POs and contracts. AP will not process payment requests without a CRF form. All requests for payment must contain proper approval, accounting coding and other applicable documents. Any form that is incomplete or has any discrepancies will be returned to the respective Department.
- 2) Invoices are required attachments. AP will not process payment requests without the original invoice. No copies of invoice will be accepted unless otherwise stated.
- 3) Attach a W-9 for new vendors.
- 4) Appropriate account Budget must be available.
- 5) Department head approval and a wet signature is required.

### **Request for Pre-Issue Check (RPI)**

- 1) This form is required, in addition to the CRF, to request payment outside the normal AP payment cycle.
- 2) The Department must explain the reason for rush handling, which requires approval by the Finance Director and the City Manager.
- 3) Form is due to Finance by 9:00 am of the day payment is requested.
- 4) Check will be mailed unless AP is directed that the check will be picked up. If picked up it must be picked up by requesting department staff and the employee must sign off for it.

### **Requisition Request (RR) - Purchase Orders and Contracts**

- 1) This form is used to request approval for a purchase over \$1,000 and the form is also used to encumber (reserve budget) for all POs and contracts.
- 2) For POs:
  - a. Departments must submit an RR to AP when a PO is needed.
  - b. It is the department's responsibility to check budget availability, obtain quote(s), and have department head signature prior to submitting an RR to AP.
  - c. AP will issue the actual PO using a system generated PO number.

- d. Once established in the accounting system, the PO will be returned to the department for distribution to the vendor.
- e. POs must be requested before making the purchases. Departments should not wait for orders to be placed before making a request for PO.
- f. The PO number issued by AP is to be used and included on the invoices.

3) For Contracts:

- a. All contracts are to be encumbered in the accounting system.
- b. Departments must submit an RR to AP when a contract is executed.
- c. Contracts are to be reviewed by Finance prior to Council approval.
- d. Once established in the accounting system, the contract PO will be returned to the department for distribution to the vendor.
- e. Departments should not wait for orders to be placed before submitting a request for contract to AP.
- f. The contract number issued by AP is to be used and included on the CRF when requesting payment.

4) It is each department's responsibility to ensure all POs and contracts are properly encumbered in the accounting system.

5) It is each department's responsibility to notify AP when POs and/or contracts are to be closed.

### **Budget Transfer Form**

- 1) This form is used for intra department/intra fund transfers.
- 2) The amounts must be in whole dollars only.
- 3) Must include an explanation for the budget transfer.
- 4) Department Head, City Manager, and Director of Finance approval required.
- 5) It is each department's responsibility to monitor budget levels and request transfers whenever necessary in order to complete purchase payments or encumbrance requests.

### **ACH Payment Enrollment Form**

- 1) This form is to be used to automated clearing house payment information to AP for electronic payments. Without this information on file, electronic payments cannot be made.
- 2) This form is to be completed and signed by the vendor.
- 3) This form is to be submitted to AP prior to any request for electronic payment.

## **Form W-9**

- 1) Form W-9 is an Internal Revenue Service Form that is completed by the vendor and is used by AP to determine whether a Form 1099 is required for calendar year payments to that company.
- 2) This form is to be used for new vendors or to change information for already established vendors.
- 3) It is each department's responsibility to ensure that their vendor information is obtained, properly updated, and maintained.

## Chapter 6: PIGGYBACKING

City Departments should always strive to get the best government pricing when available.

Piggybacking (cooperative purchasing) allows the City to dispense with formal or informal bidding requirements in cases where the contract or purchase is capable of being performed through purchasing contracts negotiated by another governmental agency that utilized acceptable bidding procedures under California law. The outside entity which has the bid being piggybacked MUST be a governmental agency. Joint Powers Authorities (JPAs) formed under California law are themselves governmental agencies, however JPA's formed in other states may not be, so out-of-state JPAs should be evaluated to determine eligibility. NASPO Value Point is a cooperative purchasing group made up of procurement officials from various governmental agencies but is not a governmental agency itself. However, all NASPO ValuePoint contracts are solicited and issued by a lead state, making the contracts eligible for piggybacking.

The process used by the other government agency MUST be a lawful process under California law and the City Code. This is mandatory since the law requires the use of a competitive process judged by California standards, not some other state or country.

Suggested programs to search for Piggyback Opportunities follow, (review of contracts by the Department is still necessary).

- Omnia Partners (formerly U.S. Communities and National IPA)
- Federal GSA Schedules (limited to only GSA Schedules 70 and 84)
- CMAS – California Multiple Award Schedules
- National Association of State Procurement Officials “NASPO” ValuePoint Contracts (formerly WSCA-NASPO)
- Sourcewell (formerly National Joint Powers Alliance (NJPA))
- National Cooperative Purchasing Alliance (NCPA)
- Houston-Galveston Area Council (HGAC Buy)
- Buy Board
- National Purchasing Partners Gov (NPPGOV)

**Federal GSA Schedules:** GSA Schedules are also referred to as Multiple Award Schedules and Federal Supply Schedules. Under the GSA Schedules Program, GSA establishes long-term government wide contracts with commercial firms. The City is authorized to purchase from the GSA schedules but are limited to using products on Schedule 70 “IT” and Schedule 84 “Law Enforcement, Security”. For a current list of contracts available under these schedules, please visit [www.gsa.gov](http://www.gsa.gov) and use the search option to find the schedule in which you are interested.

**CMAS – California Multiple Award Schedules:** CMAS is a program like the Federal GSA Schedules; in order for a vendor to get into the CMAS list, he/she must first be accepted as a GSA contractor. The State takes the GSA contract and adds to it, including some additional procurement language and such. Effective 1/1/2010, local government agencies no longer pay the Department of General Services “DGS” an administrative fee

to place an order against a CMAS contract. In lieu of this fee paid by the using local government agency, the selling CMAS contractor pays the DGS a 1% incentive fee.

The following Non-IT services are examples of services not available on the CMAS program:

Architectural, Engineering, and Environmental Services (GC §4525)

Financial Audits (GC §8546.4(e))

Legal Services (GC §11040)

Public Works (PPC §101)

Facility Planning, Registered Nursing, & Security Guard Services (by CMAS Policy)

Departments can use the CMAS website to search for contractors by company name, or by CMAS product/service description. Go to <https://cmassearch-prod.apps.dgs.ca.gov/>, then select the link entitled "Find a CMAS Contract."

CMAS contractors are required to provide copies of their contracts upon request from an agency. Your Request for Offer should include a requirement that the contractor include a complete copy of its CMAS contract with its offer to substantiate that:

- The required products and/or services are included in the contract.
- The prices offered are equal to or lower than the prices stated in the CMAS contract. You may verify the current CMAS/GSA product & services prices at the GSA eLibrary: [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov) Search at this site using the base GSA contract number identified in the CMAS contract.

Prior to issuing an RR form, the Department Responsible should check the CMAS website to substantiate that the contract is still active.

The original purchase order is sent directly to the awarded contractor shown on the PO.

Local government agencies are required to send a copy of the purchase order to the DGS Procurement Division at the following address:

California Department of General Services  
Procurement Division – Data Management Unit,  
MS #2-203 PO Box 989052  
West Sacramento, CA 95798-9052

**NASPO: ValuePoint Contracts:** NASPO ValuePoint is a cooperative purchasing program that facilitates public procurement solicitations and agreement using a lead state model. NASPO ValuePoint uses a "Lead State" model in issuing cooperative solicitations. One participating state leads the procurement, issues the solicitation and awards the contract based on that state's statutory requirements and processes. The Lead State owns and manages the contract(s). All authorized governmental entities are welcome to use NASPO ValuePoint approved agreements. For a listing of current opportunities, go to <http://www.naspovaluepoint.org/#/current-contracts/search>.

There are some instances that will need further discussion, but in general terms, the department responsible needs to make sure that when using another entity's bid, it will

meet the City's own bid standards. In instances where questions arise, contact Finance Administration.

The purchases permitted under this Section shall be subject to fair, just, and equitable contract conditions. Contracts for goods or services procured for \$15,000 are subject to City Council approval.

## **Chapter 7: Federal Requirements**

### **Objective**

The objective is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction and repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

### **Policy:**

**A. Application of Policy.** This policy applies to contracts for construction or repair or for the procurement of goods or services that are funded in whole or in part by federal funds, direct or reimbursed, including contracts under grants and loans where the City is a sub- grantee or sub-recipient of federal funds (collectively, "**Federal Contracts**"), except to the extent the federal funding is not subject to the Uniform Guidance codified in 2 C.F.R. Part 200.

All Federal Contracts are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass- through agency that awarded the funds. The requirements of this Policy also apply to any subrecipient of federal funds. City departments may adopt additional policies to the extent required by a particular federal agency or federal grant, and in the event of a conflict the departmental policies shall take precedence over this Policy. The City department that received the federal funding for the Federal Contract is responsible for ensuring compliance with this Policy and all other grant requirements.

**B. Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200-327 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the City have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

**C. Approval and Modification.** The procedures and requirements contained in this Policy are administrative and may be changed by the City's staff as necessary to comply with state and federal law.

### **Procedures:**

The following standards and procedures apply to all Federal Contract solicitations:

**A. Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. City departments should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other City departments and/or agencies that have similar needs to consolidate procurements and services to obtain better pricing.

**B. Cost Reduction.** City departments are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. City departments are further encouraged to use value engineering clauses in Federal Contracts for construction or repair that are of sufficient size to offer reasonable opportunities for cost reductions.

**C. Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders or proposers must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that unduly restrict competition.

**D. Notice of Federal Funding.** All bid solicitations for Federal Contracts must acknowledge the use of federal funding. In addition, all prospective bidders or proposers must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

**E. Compliance by Contractors.** All Federal Contract solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.

**F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition, leaving the determination of how they reach the required result to the Federal Contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

**G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.

**H. MWSBE Participation.** For all Federal Contract procurements that equal or exceed the Micro-Purchase Threshold (currently \$10,000), the City department responsible for the solicitation must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:



- i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this Section.

**I. Documentation.** City departments must maintain records detailing the history of all Federal Contract procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, Federal Contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase orders, and the Federal Contract. All documentation relating to the award of any Federal Contract must be made available to the granting agency upon request.

**J. Cost Estimate.** For all Federal Contract procurements that are expected to equal or exceed the Simplified Acquisition Threshold (currently \$150,000), the City department responsible for the procurement shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction or repair contracts may be developed by the project designer.

**K. Open Competition.** Solicitations shall be prepared and conducted in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.

**L. Geographic Preference.** No geographic preferences may be imposed in awarding Federal Contracts except to the extent permitted by federal law.

**M. Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work,



invitation for bids or requests for proposals shall be excluded from competing for such procurements.

**N. Employees' Conflict of Interest.** No employee, officer, or agent of the City may participate in the selection, award, or administration of a contract supported by a Federal Award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees who fail to comply with this policy may be subject to disciplinary action and criminal prosecution.

**O. Prequalification.** All lists of prequalified bidders must be kept current and must include enough qualified sources to ensure maximum open and free competition. Potential bidders shall not be precluded from qualifying during the solicitation period.

**P. City Council Approval.** Unless otherwise Council approval for a Federal Contract is required by this Policy, or by federal or state law, the thresholds established by City Council from time to time will determine when City Council approval for a Federal Contract is required.

**Q. Procurement of Recovered Materials.** The City and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### **Requirements Applicable to All Federal Contracts**

All Federal Contracts will comply with the following requirements:

**A. Contract Award.** Federal Contracts shall be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past



performance, and financial and technical resources. Purchase Contracts and Construction Contracts that exceed the Micro-Purchase Threshold will be awarded to the lowest responsive, responsible bidder.

- B. Fixed Price.** Federal Contract solicitations must state that bidders and proposers shall submit bids and proposals on a fixed price basis and that the Federal Contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost Federal Contracts are prohibited. Time and materials Federal Contracts will not be used unless no other form of contract is suitable and the Federal Contract includes a "not to exceed" amount. A time and materials Federal Contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds. Additionally, if a time and materials Federal Contract is awarded the City department administering the contract must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- C. No Evasion.** No Federal Contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- D. Contract Requirements.** All Federal Contracts shall be in writing and shall include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II. Federal Contracts shall further include provisions to comply with 2 C.F.R 200.315 regarding intangible property and the federal government's right to data produced under a Federal Contract.
- E. Debarment.** No Federal Contract shall be awarded to a contractor included on the federally debarred bidder's list. Department staff will double check with Sam.Gov to make sure the contractor is registered on the site and in good standing before awarding the contract. If the intended contractor is not registered or is registered but not in good standing the Department staff will not be able to award the contract.
- F. Contractor Oversight.** The City department administering the Federal Contract must maintain oversight of the Federal Contract to ensure that the contractor is performing in accordance with the Federal Contract terms, conditions, and specifications.

### Specific Procurement Procedures

City departments shall comply with this Section in soliciting bids and proposals for Federal Contracts. Solicitation requirements depend on the type of Federal Contract, which types include:



- Contracts for construction or repair work ("Construction Contracts");
- Contracts for the procurement of apparatus, supplies, materials, or equipment ("Purchase Contracts");
- Contracts for the procurement of architectural, engineering or surveying services ("A/E Contracts"); and
- Contracts for the procurement of services other than A&E Contracts ("Service Contracts").

Solicitation requirements also depend on the amount of the Federal Contract, determined by the following thresholds which are set and adjusted from time to time by the Federal Acquisition Regulation at 48 CFR Subpart 2.1:

- **Micro-Purchase Threshold** (currently \$10,00)
- **Simplified Acquisition Threshold** (currently \$250,000)

**A. Micro-Purchase Procedure.** Service Contracts, Purchase Contracts, and Construction Contracts that do not exceed the Micro-Purchase Threshold (currently \$10,00) shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)(1)) as follows:

1. The Federal Contract may be awarded without soliciting pricing or bids if the price of the goods or services is reasonable based on research, experience, purchase history, or other information, and documents it files accordingly.
2. To the extent practicable, purchases must be distributed among qualified suppliers.

**B. Small Purchase Procedure.** Service Contracts, Purchase Contracts and Construction Contracts that exceed the Micro Purchase Threshold (currently \$10,00) but are less than the Simplified Acquisition Threshold (currently \$250,000) shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(a)(2)) as follows:

1. Obtain price or rate quotes from at least three (3) qualified sources.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.

**C. Sealed Bid Procedure.** Purchase Contracts and Construction Contracts that equal or exceed the lower of the Simplified Acquisition Threshold (currently \$250,000) shall be procured using a combination of the most restrictive requirements of the Uniform Guidance Sealed Bid Procedure (2 C.F.R. § 200.320(b)(1)). The Sealed Bid Procedure must also be used for Service Contracts over the Simplified Acquisition Threshold (currently \$250,000) when complete specifications are possible, a fixed price contract is feasible, and selection can be made principally on price.



**The Sealed Bid Procedure requirements are:**

Bids must be solicited from at least three (3) qualified sources, providing them sufficient response time prior to the date set for opening the bids and the invitation for bids must be publicly advertised.

1. Cost or price analysis is required prior to soliciting bids. (This cost estimate may be provided by the project designer.)
2. Complete specifications or purchase description must be made available to all bidders.
3. The Contract must be fixed price (lump sum or unit price).
4. The solicitation must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening, except to the extent electronic advertising has been authorized by City Council. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to City Council the right to reject any or all bids only for sound documented reasons.
5. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
6. Open bids at the public bid or proposal opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed, and a minimum of 2 bids must be received in order to open any bids.
7. Award to the lowest responsive, responsible bidder. Bids may be rejected only for sound documented reasons. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
8. For Construction Contracts, a 5% bid bond is required of all bidders. Additionally for Construction Contracts, performance and payment bonds of 100% of the Federal Contract price is required of the winning bidder.

**D. Competitive Proposal Procedure.** Service Contracts that equal or exceed the Simplified Acquisition Threshold (currently \$250,000) may be procured using the Uniform Guidance Competitive Proposal Procedure (2 C.F.R. § 200.320(d)) when complete specifications are not possible, a fixed price contract is not feasible, or it is not in the best interest of the federally funded program to make the selection principally on price. The Competitive Proposal Procedure is generally used when conditions are not appropriate for the use of sealed bids.

**The Competitive Proposal Procedure requirements are:**

1. The Request for Proposals (RFP) must be publicized. Formal advertising in a newspaper is not required so long as the method of advertisement



will solicit proposals from at least three (3) qualified firms.

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify all evaluation factors and their relative importance in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must perform a cost or price analysis in connection with every proposal in excess of the Simplified Acquisition Threshold (currently \$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular proposal situation, but as a starting point, must make independent estimates before receiving bids or proposals., when applicable.
6. Must have a written method for conducting technical evaluations of proposals.
7. Award to the responsible proposer whose proposal is most advantageous to the program with price and other factors considered.

**E. A/E Contracts** shall be procured using the Uniform Guidance "proposals" procedure (2 C.F.R. § 200.320(b)(2)) as follows:

1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from at least three (3) qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify all evaluation factors and their relative importance in the RFQ.
4. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
5. Consider all responses to the publicized RFQ to the maximum extent practical.
6. Must perform a cost or price analysis in connection with every RFQ in excess of the Simplified Acquisition Threshold (currently \$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular RFQ situation, but as a starting point, must make independent estimates before receiving bids or proposals, when applicable.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the Federal Contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable



compensation. If negotiations are not successfully completed, repeat negotiations with the second-best qualified firm.

10. Award the Federal Contract to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated.

### Exceptions

Noncompetitive procurements are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- a. **Sole Source:** when the item is available from only one source. The City department responsible for the solicitation shall document the justification for and lack of available competition for the item. A sole source Federal Contract must be approved by City Council.
- b. **Public Exigency:** when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
- c. **Inadequate Competition:** when competition is determined to be inadequate after attempts to solicit bids from at least three (3) sources.
- d. **Federal Contract:** when the purchase is made from a Federal Contract available on the U.S. General Services Administration schedules of Federal Contracts.
- e. **Awarding Agency Approval:** with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the Federal Contract without competition is consistent with state law.

\*Please also review Chapter 9 - Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards\*



## City of Huntington Park Purchasing Manual

## Chapter 8 – AP Forms

Form CRF - 11/1/2023

# CITY OF HUNTINGTON PARK

## Check Request

Request Type:  Direct Payment  PO # \_\_\_\_\_  Contract # \_\_\_\_\_

Method of Delivery:  Mail  Pick-up

Payment Type:  Check  Electronic (Bank information must already be on file to request this type of payment)

Vendor Name: \_\_\_\_\_ Invoice No. \_\_\_\_\_

Address: \_\_\_\_\_ Request Date: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ Requested By: \_\_\_\_\_ Dept: \_\_\_\_\_ Ext: \_\_\_\_\_

Brief description of goods or services received - Attach invoice and packing slip if available.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I hereby certify the above referenced goods or services were received in good condition by the City.*

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

Department Head \_\_\_\_\_

General ledger accounts to charge:	Amount	Available Budget	Finance Initial/Date
------------------------------------	--------	------------------	----------------------

_____	_____	Yes _____ No _____	_____
-------	-------	--------------------	-------

_____	_____	Yes _____ No _____	_____
-------	-------	--------------------	-------

_____	_____	Yes _____ No _____	_____
-------	-------	--------------------	-------

_____	_____	Yes _____ No _____	_____
-------	-------	--------------------	-------

_____	_____	Yes _____ No _____	_____
-------	-------	--------------------	-------

Total Amount \_\_\_\_\_

Approval (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

Ricardo Reyes, City Manager

Check/Wire No. \_\_\_\_\_ Issue Date \_\_\_\_\_  Electronic  Mail  Pick-up \_\_\_\_\_ Pick up Name \_\_\_\_\_



## City of Huntington Park Purchasing Manual

Form RPI - 7/03/17



### CITY OF HUNTINGTON PARK

#### ***Request For Pre-Issue Check***

(Use to request same day processing of check - Must be received in Finance by 9:00 a.m.)

Vendor Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Vendor Number: \_\_\_\_\_ Requested By: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

Brief description of goods or services received - Attach invoice and packing slip if available.

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Required Approvals:

\_\_\_\_\_ Department Head Date: \_\_\_\_\_

\_\_\_\_\_ Finance Director Date: \_\_\_\_\_

\_\_\_\_\_ City Manager Date: \_\_\_\_\_



# City of Huntington Park Purchasing Manual

CITY OF HUNTINGTON PARK <i>Requisition Request</i>			
<p>Before POs or contracts can be issued (encumbered) departments are required to 1) identify a vendor 2) provide detail and amount of purchase 3) identify an account number 4) ensure budget availability 5) obtain appropriate signatures. In the case of contracts Council approval maybe required before signing and encumbering of the contract. Without this information accounting will not issue a PO or Contract number. All City procurement guidelines must be followed. Purchases should not be made unless the PO or Contract has been issued and properly encumbered. Use this form for contract extensions and addendums.</p>			
Vendor Name:	Request Date:		
Address:	Department:		
City/State/Zip:	Vendor Number: Attach W-9 if new vendor		
Description and amounts of PO/Contract - attach supporting documents		Yes	No
		Encumbrance Needed	
<hr/> <hr/> <hr/> <hr/> <hr/>			
Account Number(s)	Amount	Budget Availability	Initials/Date
_____	_____	Yes	_____
_____	_____	Yes	_____
_____	_____	Yes	_____
_____	_____	Yes	_____
_____	_____	Yes	_____
Total	\$ _____		
If budget is not available department should request a budget transfer.			
Approvals:			
I the undersigned do hereby certify City procurement guidelines were followed when issuing this PO or executing this contract.			
_____	Department Head	Date: _____	
_____	Jeff Jones, Finance Director	Date: _____	
_____	Ricardo Reyes, City Manager	Date: _____	
Finance Use Only	Encumbrance & Purchase Order		
Request Type:	<input type="checkbox"/> PO	Assigned No _____	
Finance Sign-off	Date: _____		
Form RR - Updated 7/11/2023			



# City of Huntington Park Purchasing Manual



**City of Huntington Park**  
**Budget Transfer Form**  
**For Intra & Inter Department Fund Transfers**

<u>Account Number</u>						Account Title	\$ Amount
To (Increase)	Fund	Dept/ Division	Activity	Element	Object		
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
						Total	_____

<u>Account Number</u>						Account Title	\$ Amount
From (Decrease)	Fund	Dept/ Division	Activity	Element	Object		
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____
						Total	_____

**Explanation:**

**Approvals:**

---

**Department Head** \_\_\_\_\_ **Date** \_\_\_\_\_

---

Jeff Jones, Finance Director Date:

---

Ricardo Reves, City Manager Date

Finance Department Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Group Number:** \_\_\_\_\_ **Posted Date:** \_\_\_\_\_

BYE (indارد ۷/۱۳/۲۰۲۳)



City of Huntington Park  
Purchasing Manual



CITY OF HUNTINGTON PARK • FINANCE DEPARTMENT

**AUTOMATED CLEARING HOUSE (ACH) PAYMENTS  
VENDOR ENROLLMENT/CHANGE FORM**

**Mail to:** City of Huntington Park, ATTN: Accounts Payable, 6550 Miles Ave, Huntington Park, CA 90255, or **Email to** [ap@hpcgov.org](mailto:ap@hpcgov.org)

**INSTRUCTIONS:** Please complete all sections of this Enrollment Form and attach a voided check or bank confirmation letter and a signed W-9 form.

**Note:** Your application cannot be processed without this documentation.

**SECTION I – APPLICATION FOR:** (CHECK ONE BOX ONLY)

NEW ENROLLMENT     UPDATE BANKING INFORMATION     CANCEL ENROLLMENT

**SECTION II – VENDOR INFORMATION**

1. **LEGAL ENTITY NAME** (as listed on line 1 of W9):

2. **DOING BUSINESS AS NAME:**  
(if different from legal entity name)

3. **SOCIAL SECURITY OR TAXPAYER ID** (required):

4. **CURRENT MAILING ADDRESS:**

C/TY:

STATE:

ZIP:

5. **E-MAIL ADDRESS TO RECEIVE REMITTANCE ADVICE** (required):

6. **CONTACT PERSON NAME:**

**CONTACT PERSON TELEPHONE NUMBER:**

**SECTION III – FINANCIAL INSTITUTION INFORMATION**

1. **ACCOUNT TYPE – MUST BE EITHER CHECKING OR SAVINGS:** (CHECK ONE BOX ONLY)

CHECKING

SAVINGS

2. **ACCOUNT NAME:**

3. **BANK NAME:**

4. **BANK BRANCH ADDRESS:**

5. **ROUTING TRANSIT NUMBER: (9 DIGIT NUMBER LOCATED AT THE BOTTOM OF YOUR CHECK)**

--	--	--	--	--	--	--	--	--

6. **BANK ACCOUNT NUMBER:**

**SECTION IV – SIGNATURE**

AUTHORIZED SIGNATURE

PRINT NAME & TITLE

DATE



# City of Huntington Park Purchasing Manual

**W-9**

Form  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor or <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____	
5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)	
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Social security number		
Or		
Employer identification number		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of  
U.S. person ►

Date ►

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1096-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



**Chapter 9 - Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Award**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

- (A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
- (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by



Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401–7671g.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671g) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders



12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See [§ 200.323](#).

(K) See [§ 200.216](#).

(L) See [§ 200.322](#).

[[78 FR 78608](#), Dec. 26, 2013, as amended at [79 FR 75888](#), Dec. 19, 2014; [85 FR 49577](#), Aug. 13, 2020]

**ITEM 8**



# CITY OF HUNTINGTON PARK

Police Department  
City Council Agenda Report

December 5, 2023

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 FY 2023-2024 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)  
AGREEMENT AND ACCEPT GRANT FUNDING**

**IT IS RECOMMENDED THAT CITY COUNCIL:**

1. Approve and accept funding for the Police Department provided by the State of California Office of Traffic Safety (OTS) through the Selective Traffic Enforcement Program (STEP), totaling \$90,000 for FY 2023-2024; and
2. Authorize the City Manager to execute the Standard Agreement for FY 2023-2024 Selective Traffic Enforcement Program (STEP) between the City of Huntington Park and the State of California Office of Traffic Safety (OTS); and
3. Authorize the Finance Department to establish appropriate revenue and expenditure accounts to administer the grant funds; and
4. Authorize the Police Department to issue a press release approved by the State of California Office of Traffic Safety (OTS) announcing the kick-off of the grant, (attachment B).

**BACKGROUND**

The California Office of Traffic Safety (OTS) strives to eliminate traffic collision injuries and deaths. To this effort, OTS designates grant funds for state and local public safety agencies to implement programs which help enforce traffic laws, educate the public on the topic of traffic safety, provide varied and effective ways of reducing traffic-related injuries and fatalities, and reduce monetary losses from traffic collisions. OTS determines grant funding amounts based on tangible criteria pertaining to the potential positive traffic safety community impact, traffic collision statistics, seriousness of existing traffic-related issues, and performance under previous OTS grants.

**APPROVE FY 2023-2024 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)  
AGREEMENT AND ACCEPT GRANT FUNDING**

December 5, 2023

Page 2 of 3

The goal of OTS is to help agencies develop traffic safety programs that contribute toward the OTS mission of; "*Toward zero deaths, every 1 counts*". As a condition of receiving the grant funding the Police Department is required to deliver certain project-driven objectives throughout the grant period. The grant will fund the following programs and resources;

- DUI checkpoints and patrols focused on stopping suspected impaired drivers.
- High-visibility distracted driving enforcement operations targeting drivers in violation of California's hands-free cell phone law.
- Enforcement operations focused on the most dangerous driver behaviors that put the safety of people biking or walking at risk.
- Enforcement operations focused on top violations that cause crashes: speeding, failure to yield, stop sign and/or red-light running, and improper turning or lane changes.
- Community presentations on traffic safety issues such as distracted driving, impaired driving, speeding and bicycle and pedestrian safety.
- Collaborative enforcement efforts with neighboring agencies.
- Officer training and/or recertification: Standard Field Sobriety Test (SFST), Advanced Roadside Impaired Driving Enforcement (ARIDE) and Drug Recognition Expert (DRE).

Expanded information can be found in the program grant agreement (attachment A).

**FISCAL IMPACT/FINANCING**

This is a 100% reimbursement grant. No matching City funds are required to receive the OTS grant funding. Once the Police Department expends funds to complete grant designated projects, the City will then submit reimbursement requests to OTS in accordance with grant reimbursement criteria.

This grant is being funded with federal funds. As a result, the funds are programmed for Federal FY 2023-2024 - (October 1, 2023 to September 30, 2024). Below are the designated revenue and expenditure accounts;

**LEGAL AND PROGRAM REQUIREMENTS**

Reference the grant agreement for legal and procedural considerations associated with the acceptance of this grant funding, (attachment A).

**CONCLUSION**

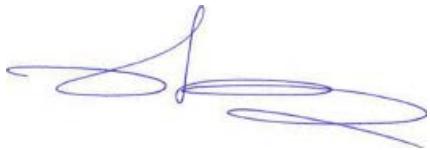
Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,

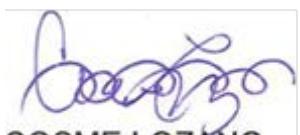
**APPROVE FY 2023-2024 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP)  
AGREEMENT AND ACCEPT GRANT FUNDING**

December 5, 2023

Page 3 of 3



Ricardo Reyes  
City Manager

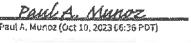
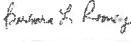


COSME LOZANO  
Chief of Police

**ATTACHMENT(S)**

- A. FY 2023-2024 Selective Traffic Enforcement Program Grant Agreement
- B. California Office of Traffic Safety Press Release

## ATTACHMENT "A"

<b>1. GRANT TITLE</b> Selective Traffic Enforcement Program (STEP)			
<b>2. NAME OF AGENCY</b> Huntington Park		<b>3. Grant Period</b> From: 10/01/2023 To: 09/30/2024	
<b>4. AGENCY UNIT TO ADMINISTER GRANT</b> Huntington Park Police Department			
<b>5. GRANT DESCRIPTION</b> Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.			
<b>6. Federal Funds Allocated Under This Agreement Shall Not Exceed:</b> <b>\$90,000.00</b>			
<b>7. TERMS AND CONDITIONS:</b> The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none"><li>• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure</li><li>• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)</li><li>• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)</li><li>• Exhibit A – Certifications and Assurances</li><li>• Exhibit B* – OTS Grant Program Manual</li><li>• Exhibit C – Grant Electronic Management System (GEMS) Access</li></ul>			
*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.			
These documents can be viewed at the OTS home web page under Grants: <a href="http://www.ots.ca.gov">www.ots.ca.gov</a> .			
We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.			
IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.			
<b>8. Approval Signatures</b>			
<b>A. GRANT DIRECTOR</b> NAME: Paul Munoz TITLE: Police Officer EMAIL: pmunoz@hppolice.org PHONE: 323-826-6615 ADDRESS: 6542 Miles Avenue Huntington Park, CA 90255		<b>B. AUTHORIZING OFFICIAL</b> ADDRESS: Ricardo Reyes City Manager rreyes@hpcagov (323) 584-6222 6550 Miles Avenue Huntington Park, CA 90255	
 Paul A. Munoz (Oct 10, 2023 16:36 PDT)	Oct 10, 2023	 Ricardo Reyes (Oct 11, 2023 08:49 PDT)	Oct 11, 2023
(Signature)	(Date)	(Signature)	(Date)
<b>C. FISCAL OFFICIAL</b> ADDRESS: Jeff Jones Finance Director jjones@hpcagov (323) 584-6201 6550 Miles Avenue Huntington Park, CA 90255		<b>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</b> ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	
 Jeff Jones (Oct 10, 2023 17:13 PDT)	Oct 10, 2023	 Barbara L. Rooney	Oct 11, 2023
(Signature)	(Date)	(Signature)	(Date)

<b>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</b> NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	<b>9. SAM INFORMATION</b> SAM #: NPKFKTS9QQD6 REGISTERED ADDRESS: 6550 Miles Avenue CITY: Huntington Park ZIP+4: 90255-4302
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<b>10. PROJECTED EXPENDITURES</b>						
<b>FUND</b>	<b>CFDA</b>	<b>ITEM/APPROPRIATION</b>	<b>F.Y.</b>	<b>CHAPTER</b>	<b>STATUTE</b>	<b>PROJECTED EXPENDITURES</b>
164AL-24.1	20.608	0521-0890-101	2022	43/22	BA/22	\$20,400.00
402PT-24.1	20.600	0521-0890-101	2022	43/22	BA/22	\$10,200.00
402PT-24.1	20.600	0521-0890-101	2022	43/22	BA/22	\$19,800.00
164AL-24	20.608	0521-0890-101	2023	12/23	BA/23	\$39,600.00
					<b>AGREEMENT TOTAL</b>	<b>\$90,000.00</b>
					AMOUNT ENCUMBERED BY THIS DOCUMENT <b>\$90,000.00</b>	
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT <b>\$ 0.00</b>	
OTS ACCOUNTING OFFICER'S SIGNATURE  Carolyn Vu [Oct 11, 2023 08:57 PDT]		DATE SIGNED Oct 11, 2023		TOTAL AMOUNT ENCUMBERED TO DATE <b>\$90,000.00</b>		

**1. PROBLEM STATEMENT**

The City of Huntington Park is a culturally diverse community with a population of 54,883 (US Census Bureau: 2020). Also included in the US Census study, it's reported that the city of Huntington Park is the 14th most populated city per square mile of the 265 cities in Los Angeles County, averaging 20,223 per square mile. Located approximately ten miles southeast of Downtown Los Angeles, this urban area is a mix of single family and multi-unit housing, commercial establishments, light industry, and one major hospital. The city is governed by a mayor and a four-member City Council and has provided local law enforcement services since incorporation in 1906.

In recent years, the Department has noticed a steady number of traffic crashes that have occurred in the city. Since 2019 (613), traffic crashes have significantly decreased in 2020 (374 crashes), and increased in 2021 (423 crashes). The number of injured people involved in traffic crashes during the same time period has also remained consistent (approximately 228 injured in 2019) with a slight decrease in 2020 (197 injured), and a slight increase in 2021 (228 injured). In 2022, traffic crashes remained consistent from the previous year with 487 crashes and 279 people injured.

The department has observed (2) fatalities in 2019, with a slight increase in 2020 to (3), and a decrease to (0) in 2021. In 2022, traffic fatalities again increased to (3) for the year.

The number of DUI arrests has slowly begun to decrease over the past 3 years. In 2019, a total of (174) drivers were arrested for DUI. In 2020, the number of DUI arrests slightly decreased to (127) and a decrease in 2021 (106). In 2022, the number of DUI arrests remained consistent from the previous year (106). With the OTS grant funding awarded to deploy additional officers to target the days of the week and times that are most likely to yield a DUI arrest, we have shown a steady increase in DUI arrests.

In addition to the aforementioned increase in traffic crashes and alcohol involved traffic crashes, the city anticipates a significant increase in vehicle and pedestrian traffic due to the lack of manpower and focused enforcement during nighttime hours, and an increase in vehicle traffic due to spurring of night-time activities and a push for night life by city officials. There was a total of (39 crashes) nighttime injury traffic crashes in 2019. In 2020, there was a slight decrease to (22 crashes) and a slight increase to (28 crashes) in 2021. In 2022, there was an increase to (35) nighttime injury crashes.

An increase in traffic crashes combined with the anticipated increase in vehicle and pedestrian traffic has led the department to actively seek solutions to increase traffic safety within the community. With grant funding, the department will conduct several additional traffic enforcement details to reduce the number of traffic crashes and victims by targeting drivers that are engaged in driving habits that have been identified as primary crash factors. This includes speed, driving under the influence, and inattentive/distracted drivers. In fiscal year 21/22 we saw an increase in Traffic Officers from 1 officer to 2 officers. In 2022, we have maintained the 2 Traffic Officers and anticipate one of the Traffic Officers to transition into a Motor Officer. Within the upcoming year, the department anticipates in adding a Traffic Sergeant; making a total of 3 officers assigned to the traffic unit.

**2. PERFORMANCE MEASURES****A. Goals:**

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.

12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

<b>B. Objectives:</b>	<b>Target Number</b>
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	10
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	2
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	2
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training.	2
7. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	4
8. Conduct DUI Saturation Patrol operation(s).	7
9. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	7
10. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	5
11. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.	3
12. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	3
13. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
14. Participate in highly visible collaborative DUI Enforcement operations.	1
15. Participate in highly visible collaborative Traffic Enforcement operations.	1

16. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	1
17. Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.	1
<b>3. METHOD OF PROCEDURE</b>	
<b>A. Phase 1 – Program Preparation (1<sup>st</sup> Quarter of Grant Year)</b>	
<ul style="list-style-type: none"> <li>The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.</li> <li>All training needed to implement the program should be conducted in the first quarter.</li> <li>All grant related purchases needed to implement the program should be made in the first quarter.</li> <li>In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.</li> <li>Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.</li> </ul>	
<p><u>Media Requirements</u> Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.</p>	
<b>B. Phase 2 – Program Operations (Throughout Grant Year)</b>	
<ul style="list-style-type: none"> <li>The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.</li> </ul>	
<p><u>Media Requirements</u></p> <p>The following requirements are for all grant-related activities:</p> <ul style="list-style-type: none"> <li>Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.</li> <li>The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.</li> <li>Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.</li> <li>If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at <a href="mailto:pio@ots.ca.gov">pio@ots.ca.gov</a> for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.</li> <li>Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).</li> <li>Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO</li> </ul>	

approval process. However, announcements and results of activities should still be copied to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.

- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at [pio@ots.ca.gov](mailto:pio@ots.ca.gov) and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

#### **C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)**

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)

- Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

#### **4. METHOD OF EVALUATION**

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

#### **5. ADMINISTRATIVE SUPPORT**

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

**GRANT AGREEMENT**

Schedule B

GRANT NUMBER

PT24090

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION			TOTAL AMOUNT
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
<b>A. PERSONNEL COSTS</b>					
<u>Straight Time</u>					\$0.00
<u>Overtime</u>					
DUI/DL Checkpoints	164AL-24	\$12,000.00	4		\$48,000.00
DUI Saturation Patrols	164AL-24	\$1,328.00	7		\$9,296.00
Collaborative DUI Enforcement	164AL-24	\$1,328.00	1		\$1,328.00
Traffic Enforcement	402PT-24	\$1,328.00	7		\$9,296.00
Distracted Driving	402PT-24	\$1,328.00	5		\$6,640.00
Motorcycle Safety	402PT-24	\$1,328.00	3		\$3,984.00
Pedestrian and Bicycle Enforcement	402PT-24	\$1,328.00	3		\$3,984.00
Traffic Safety Education	402PT-24	\$664.00	2		\$1,328.00
Street Racing and Sideshow Enforcement Operations	402PT-24	\$1,328.00	1		\$1,328.00
Collaborative Traffic Enforcement	402PT-24	\$1,328.00	1		\$1,328.00
Category Sub-Total					\$86,512.00
<b>B. TRAVEL EXPENSES</b>					
In State Travel	402PT-24	\$2,112.00	1		\$2,112.00
					\$0.00
Category Sub-Total					\$2,112.00
<b>C. CONTRACTUAL SERVICES</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>D. EQUIPMENT</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>E. OTHER DIRECT COSTS</b>					
DUI Checkpoint Supplies	164AL-24	\$1,376.00	1		\$1,376.00
Category Sub-Total					\$1,376.00
<b>F. INDIRECT COSTS</b>					
					\$0.00
Category Sub-Total					\$0.00
<b>GRANT TOTAL</b>					<b>\$90,000.00</b>

<b>BUDGET NARRATIVE</b>	
<b>PERSONNEL COSTS</b>	
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel	
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
Motorcycle Safety - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
Traffic Safety Education - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.	
Street Racing and Sideshow Enforcement Operations - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel	
<b>TRAVEL EXPENSES</b>	
In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum and the California Traffic Safety Summit. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.	
<b>CONTRACTUAL SERVICES</b>	
-	
<b>EQUIPMENT</b>	
-	
<b>OTHER DIRECT COSTS</b>	
DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device/Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed. Each item must have a unit cost of less than \$5,000 (including tax and shipping).	
<b>INDIRECT COSTS</b>	
-	
<b>STATEMENTS/DISCLAIMERS</b>	
There will be no program income generated from this grant.	
Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.	



**Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

**GENERAL REQUIREMENTS**

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, Public Law 109-59, as amended by Sec. 25024, Public Law 117-58;
- 23 CFR part 1300—Uniform Procedures for State Highway Safety Grant Programs;
- 2 CFR part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- 2 CFR part 1201—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**NONDISCRIMINATION**

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- *49 CFR part 21* (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- *28 CFR 50.3* (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and *49 CFR part 27*;
- *The Age Discrimination Act of 1975*, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and *49 CFR parts 37 and 38*;
- *Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- *Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- *Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- *Executive Order 13988, Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

**GENERAL ASSURANCES**

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In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### **SPECIFIC ASSURANCES**

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (e) of 49 CFR part 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:  
*"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub- grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review

upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

#### **THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)**

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace;
  2. The grantee's policy of maintaining a drug-free workplace;
  3. Any available drug counseling, rehabilitation, and employee assistance programs;
  4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
  5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  1. Abide by the terms of the statement;
  2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
  1. Taking appropriate personnel action against such an employee, up to and including termination;
  2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

#### **POLITICAL ACTIVITY (HATCH ACT)**

(applies to all subrecipients as well as States)

**The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.**

#### **CERTIFICATION REGARDING FEDERAL LOBBYING**

(applies to all subrecipients as well as States)

#### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### **RESTRICTION ON STATE LOBBYING** (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

#### **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION** (applies to all subrecipients as well as States)

#### **INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)**

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS**

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### **INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION**

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS**

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

## **BUY AMERICA**

**(applies to subrecipients as well as States)**

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

## **CERTIFICATION ON CONFLICT OF INTEREST**

**(applies to subrecipients as well as States)**

### **GENERAL REQUIREMENTS**

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
  - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
  - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

### **DISCLOSURE REQUIREMENTS**

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

## **PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**

**(applies to all subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

## **POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at [www.trafficsafety.org](http://www.trafficsafety.org). The NHTSA website ([www.nhtsa.gov](http://www.nhtsa.gov)) also provides information on statistics, campaigns, and program evaluations and references.

## **POLICY ON BANNING TEXT MESSAGING WHILE DRIVING**

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

## INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

### GRANT DETAILS

Grant Number:	PT24090
Agency Name:	Huntington Park Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	\$90,000.00
Authorizing Official:	Ricardo Reyes
Fiscal Official:	Jeff Jones
Grant Director:	Paul Munoz

### CURRENT GEMS USER(S)

#### 1. Lorenzo Barbosa

Title: Commander Media Contact: No  
Phone: (323) 584-6254  
Email: lbarbosa@hppolice.org

#### 2. Paul Munoz

Title: Police Officer Media Contact: No  
Phone: 323-826-6615  
Email: pmunoz@hppolice.org

#### 3. Hassan Saleh

Title: Officer Media Contact: Yes  
Phone: (323) 584-6254  
Email: hsaleh@hppolice.org

Complete the below information if adding, removing or editing a GEMS user(s)

<b>GEMS User 1</b> Add/Change <input checked="" type="checkbox"/> Remove Access <input checked="" type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Lorenza Barbosa		Police Commander
Name		Job Title
LBarbosa@hppolice.org		(323) 584-6254
Email address		Phone number
<b>GEMS User 2</b> Add/Change <input checked="" type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Emmanuel Soberanis		Police Lieutenant
Name		Job Title
ESoberanis@hppolice.org		(323)826-6614
Email address		Phone number
<b>GEMS User 3</b> Add/Change <input checked="" type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Jesus Verdiell		Police Sergeant
Name		Job Title
JVerdiell@hppolice.org		(323) 826-6615
Email address		Phone number
<b>GEMS User 4</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name		Job Title
Email address		Phone number
<b>GEMS User 5</b> Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>		Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name		Job Title
Email address		Phone number
Form completed by: <u>Paul A. Munoz</u> <small>Paul A. Munoz (Oct 10, 2023 05:09:36 PCT)</small>		Date: Oct 10, 2023
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.		
<u>Paul A. Munoz</u> <small>Paul A. Munoz (Oct 10, 2023 05:09:36 PCT)</small>		Paul A. Munoz
Signature		Name
Oct 10, 2023		Grant Director
Date		Title

# Grant Agreement - PT24090

Final Audit Report

2023-10-11

Created:	2023-10-06
By:	Kristen Mickey (kristen.mickey@ots.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABA AwJD1RGyHaRX5O6Ha_Qj_7JU1WKwc89Wq

## "Grant Agreement - PT24090" History

- 📄 Document created by Kristen Mickey (kristen.mickey@ots.ca.gov)  
2023-10-06 - 4:26:48 PM GMT
- ✉️ Document emailed to pmunoz@hppolice.org for signature  
2023-10-06 - 4:26:55 PM GMT
- ✉️ Email viewed by pmunoz@hppolice.org  
2023-10-06 - 5:09:33 PM GMT
- 👤 Signer pmunoz@hppolice.org entered name at signing as Paul A. Munoz  
2023-10-10 - 1:00:21 PM GMT
- ✍️ Document e-signed by Paul A. Munoz (pmunoz@hppolice.org)  
Signature Date: 2023-10-10 - 1:00:23 PM GMT - Time Source: server
- ✉️ Document emailed to pmunoz@hppolice.org for signature  
2023-10-10 - 1:00:25 PM GMT
- ✉️ Email viewed by pmunoz@hppolice.org  
2023-10-10 - 1:35:49 PM GMT
- 👤 Signer pmunoz@hppolice.org entered name at signing as Paul A. Munoz  
2023-10-10 - 1:36:19 PM GMT
- ✍️ Document e-signed by Paul A. Munoz (pmunoz@hppolice.org)  
Signature Date: 2023-10-10 - 1:36:21 PM GMT - Time Source: server
- ✉️ Document emailed to jjones@hpc.ca.gov for signature  
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- ✉️ Email viewed by jjones@hpc.ca.gov  
2023-10-11 - 0:13:03 AM GMT

Signer jjones@hPCA.gov entered name at signing as Jeff Jones  
2023-10-11 - 0:13:36 AM GMT

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2023-10-11 - 0:13:40 AM GMT

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2023-10-11 - 3:57:02 PM GMT

Document e-signed by Carolyn Vu (Carolyn.Vu@OTS.ca.gov)  
Signature Date: 2023-10-11 - 3:57:19 PM GMT - Time Source: server

Document emailed to Barbara Rooney (barbara.rooney@OTS.ca.gov) for signature  
2023-10-11 - 3:57:20 PM GMT

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2023-10-11 - 6:47:24 PM GMT

Document e-signed by Barbara Rooney (barbara.rooney@OTS.ca.gov)  
Signature Date: 2023-10-11 - 6:47:35 PM GMT - Time Source: server

Agreement completed.  
2023-10-11 - 6:47:35 PM GMT

## ATTACHMENT "B"



## FOR IMMEDIATE RELEASE

LT. E. Soberanis, ESoberanis@hppolice.org (323)854-6614

October 24, 2023

### **The Huntington Park Police Department Awarded Grant from the Office of Traffic Safety for Traffic Enforcement Program to Increase Safety on Roads**

Huntington Park, Calif. – The Huntington Park Police Department was awarded a \$90,000 grant from the California Office of Traffic Safety (OTS). The grant will support our ongoing enforcement and education programs to help reduce the number of serious injuries and deaths on our roads.

“This funding will strengthen our commitment to public safety in our community,” Lieutenant E. Soberanis said. “We will be able to increase our efforts in making our roads safer for everyone and focus on critical areas such as distracted driving, impaired driving and speeding.”

The grant will provide additional programs and resources, including:

- DUI checkpoints and patrols focused on stopping suspected impaired drivers.
- High-visibility distracted driving enforcement operations targeting drivers in violation of California’s hands-free cell phone law.
- Enforcement operations focused on the most dangerous driver behaviors that put the safety of people biking or walking at risk.
- Enforcement operations focused on top violations that cause crashes: speeding, failure to yield, stop sign and/or red-light running, and improper turning or lane changes.
- Community presentations on traffic safety issues such as distracted driving, impaired driving, speeding and bicycle and pedestrian safety.
- Collaborative enforcement efforts with neighboring agencies.
- Officer training and/or recertification: Standard Field Sobriety Test (SFST), Advanced Roadside Impaired Driving Enforcement (ARIDE) and Drug Recognition Expert (DRE).

The grant program will run through September 2024.

Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.

ITEM 9



# CITY OF HUNTINGTON PARK

Office of the City Clerk  
City Council Agenda Report

December 5, 2023

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:

## **COUNCIL APPOINTMENT TO THE HEALTH AND EDUCATION COMMISSION**

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

1. Make an appointment to the Health and Education Commission consistent with provisions set forth in Resolution No. 2015-19.

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

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

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

### **FISCAL IMPACT**

There is no fiscal impact. Compensation for added Commissioners has been budgeted for FY 2023/24 to account 111-0123-413.19-05.

### **CONCLUSION**

Terms will run concurrent with the Council Member who appoints. After the appointment the City Clerk will notify applicants of their appointments.

Respectfully submitted,

**COUNCIL APPOINTMENT TO CIVIL SERVICE COMMISSION**

December 5, 2023

Page 2 of 2

RICARDO REYES

City Manager



EDUARDO SARMIENTO,

City Clerk

**ATTACHMENT(S)**

- A. Commission Application.
- B. Resolution No. 2015-19, Adopting Revised Rules, Method of Appointment, Guidelines for the Conduct of Meetings and Structure for all Commissions of the city and Repealing all Prior Resolutions or Provisions in Conflict with the Provisions Contained Herein.

# ATTACHMENT "B"

## RESOLUTION NO. 2015-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ADOPTING REVISED RULES, METHOD OF APPOINTMENT, GUIDELINES FOR THE CONDUCT OF MEETINGS AND STRUCTURE FOR ALL COMMISSIONS OF THE CITY AND REPEALING ALL PRIOR RESOLUTIONS OR PROVISIONS IN CONFLICT WITH THE PROVISIONS CONTAINED HEREIN

WHEREAS, the City Council has decided to amend all commission resolutions to provide for congruent and consistent regulation and structure across all City Commissions.

THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:

### SECTION 1: Establishment of City Commissions.

The City has currently established the following commissions to serve in the capacity as advisory bodies to the City Council:

Planning Commission  
Civil Service Commission  
Parks and Recreation Commission  
Health and Education Commission  
Historic Preservation Commission  
Youth Commission (pending approval).

This Resolution is intended to govern and supersede all prior resolutions establishing and amending member qualifications, organizational rules, guidelines and structure for City Commissions and hereby repeals all provisions in conflict with the provisions contained herein by the adoption of the revised provisions below. This Resolution will also govern over provisions of City ordinances currently in existence, but which will be repealed or amended for consistency with this Resolution. This Resolution shall also govern and control any additional Commission created by the City Council in addition to those enumerated above.

### SECTION 2: Membership.

All City Commissions shall consist of five (5) members, with the exception of the Youth Commission which shall consist of ten (10) youth from the City as defined below. All members of each Commission shall be a resident of the City of Huntington Park, however, at the City Council's discretion, no more than two (2) Commissioners for any Commission may be non-Huntington Park residents. Each person seeking appointment to a Commission shall complete an application provided by the City and submit to a Live Scan background check before being appointed to a Commission and before being sworn in to office.

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

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

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

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

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

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

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

30                   **SECTION 6: Vacancy.**

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

34                   **SECTION 7: Quorum.**

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

1                   **SECTION 8: Purpose.**

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

5                   **SECTION 9: Organization.**

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

9                   **SECTION 10: Meetings.**

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

21                  **SECTION 11: Termination of Commission.**

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

24                  **SECTION 12: Compensation.**

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

27                  **SECTION 13: Commission Handbook.**

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

31                  **SECTION 14:**

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

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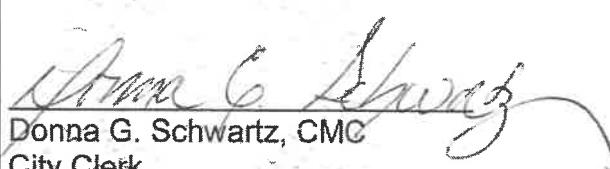
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PASSED, APPROVED AND ADOPTED THIS 18<sup>th</sup> day of May, 2015.

  
Karina Macias  
Mayor

ATTEST:

  
Donna G. Schwartz, CMC  
City Clerk

## CERTIFICATION

4 STATE OF CALIFORNIA )  
5 COUNTY OF LOS ANGELES ) SS  
6 CITY OF HUNTINGTON PARK )

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

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

13 NOES: Council Member(s): None

14 ABSENT: Council Member(s): Amezquita

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

Donna G. Schwartz, CMC, City Clerk

ITEM 10

# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report



December 5, 2023

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:

**AUTHORIZATION TO PLACE A BALLOT MEASURE ON THE MARCH 5, 2024, GENERAL MUNICIPAL ELECTION TO LIMIT THE NUMBER OF TERMS A MEMBER OF THE HUNTINGTON PARK CITY COUNCIL MAY SERVE**

**IT IS RECOMMENDED THAT CITY COUNCIL:**

1. Approve the resolution calling for a General Municipal Election on March 5, 2024.
2. Submit a measure to City Council to limit the number of terms a member of the city council may serve upon approval by a majority vote of City residents.
3. Approve the resolution requesting the Board of Supervisors to consolidate the Municipal Election with the Statewide Primary Election on March 5, 2024.
4. Authorize designated members to file written arguments for the General Municipal Election on March 5, 2024.
5. Direct the City Attorney to prepare an impartial analysis for the Measure.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

These resolutions collectively address the upcoming General Municipal Election on March 5, 2024, focusing on submitting a measure regarding term limits for City Council members, consolidating the election with the Statewide Primary, and setting priorities for filing arguments and rebuttals.

## **LEGAL REQUIREMENT**

Under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election will be held on March 5, 2024. Government Code section 9222 authorizes the City Council to submit to voters, without a petition, a proposition for the repeal, amendment or enactment of any ordinance, to be voted upon in an election. California Government Code section 36502(b) further provides that the City Council of a general law city may adopt a proposal to limit the number of terms a member of the city council may serve upon approval by a majority vote of City residents.

## **FISCAL IMPACT/FINANCING**

Funding for the election is within the City's approved budget.

## **CONCLUSION**

Upon Council approval, the City Clerk will coordinate with the County Registrar's Office, designated members for filing arguments, and the City Attorney for the impartial analysis.

Respectfully submitted,



RICARDO REYES  
City Manager

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON MARCH 5, 2024, WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THAT DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE

**WHEREAS**, a Municipal Election is to be held on March 5, 2024, in the City of Huntington Park, for the purpose of submitting to the voters the question relating to the imposition of term limits for members of the City Council; and

**WHEREAS**, it is desirable that the Municipal Election be consolidated with the Presidential Primary election to be held on the same date and that within the City the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the Municipal Election and that the election be held in all respects as if there were only one election.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Municipal Election with the Presidential Primary election to be held on Tuesday, March 5, 2024.

**Section 2.** That a measure is to appear on the ballot, which requires a majority vote, as follows:

<b>Term Limits for Members of the City Council</b> Shall the ordinance limiting the number of four-year terms served by members of the Huntington Park City Council be limited to four consecutive terms prospectively?	<b>YES</b>
The ordinance provides that no person shall serve more than four consecutive terms in city council and any person who has served four terms may reset the four consecutive term cap after abstaining from running in one general municipal election.	<b>NO</b>

**Section 3.** That the County election department is authorized to canvass the returns of the Municipal Election. Pursuant to Elections Code 10418 the election shall be regulated and done in accordance with the provisions of law regulating the statewide election and held in all respects as if there were only one election, and only one form of ballot shall be used.

**Section 4.** In connection with the County Registrars administration of the City's March 5, 2024 General Municipal Election, the City further requests that the County Registrar be authorized and directed to: (a) review and verify vote by mail applications and signatures; (b) conduct registered voter verifications associated with the processing of any proposed Municipal Election ballot measure; (c) provide the City with the appropriate election precinct data, to the extent required; (d) make available ballot casting equipment and any assistance as may be necessary to conduct the election in compliance with state law; (e) canvass the election returns; (f) print and supply ballots for the election; (g) mail the City's sample ballots, including ballot measure question, arguments, rebuttals and impartial analysis; and (h) administer the City's Municipal Election in all respects as if it were part and parcel of any other County Registrar administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

**Section 5.** That the Board of Supervisors is requested to issue instructions to the County election department to take any and all steps necessary for the holding of the consolidated election.

**Section 6.** Subject to any logistical constraints imposed by the County Registrar by virtue of consolidation, the City also requests that all material appearing in the voters' pamphlet be translated from English to those relevant foreign languages that may be required in order to comply with the Voting Rights Act of 1965.

**Section 7.** The ballots to be used at the election shall be in form and content as required by law. The City Clerk is authorized, instructed and directed to coordinate with the County Registrar to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**Section 8.** That the City of Huntington Park recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County Registrar for any costs associated with the administration of said election upon presentation to the City of a properly approved bill.

**Section 9.** That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Los Angeles.

**Section 10.** The City Clerk shall certify to the passage and adoption of this City Council Resolution and enter it into the book of original Resolutions.

**Section 11.** That this Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED this \_\_\_\_\_ DAY OF DECEMBER, 2023.**

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Marilyn Sanabria, Mayor

**ATTEST:**

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Eduardo Sarmiento  
City Clerk

**APPROVED AS TO FORM:**

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Arnold Alvarez-Glasman  
City Attorney

**APPROVED AS TO CONTENT:**

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Ricardo Reyes  
City Manager

**ATTACHMENT No. 1**

**PROPOSED ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
HUNTINGTON PARK, COUNTY OF LOS ANGELES,  
STATE OF CALIFORNIA AMENDING SECTION 2-9.03 OF  
THE HUNTINGTON PARK MUNICIPAL CODE**

**WHEREAS**, the City of Huntington Park (the "City") is a general law city, incorporated under the laws of the State of California; and

**WHEREAS**, California Government Code section 36502(b) provides that the City Council of a general law city may adopt a proposal to limit the number of terms a member of the city council may serve on the city council upon approval by a vote of the City residents; and

**WHEREAS**, pursuant to Government Code section 36502(b), such term limits shall apply prospectively only to those terms of office which commence on or after March 5, 2024.

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

**Section 1.** The City Council does hereby find the above recitals correct and incorporate them herein as part of the findings.

**Section 2.** Section 2-9.03 of Chapter 9 of the Huntington Park Municipal Code is hereby amended to read as follows:

**2-9.03 Limitation of Terms:**

(a) No person shall serve more than four (4) ~~three (3)~~ full consecutive terms of office as a City Councilmember (each term is for four (4) years). The completion of any unexpired term to which such person was elected or appointed to shall not be considered a term for the purposes of this subsection.

(b) A person who has served four (4) ~~three (3)~~ full consecutive terms as a City Councilmember shall be eligible to serve either as an appointed or elected City Councilmember after being out of office for at least one General Municipal Election.

(c) The term limits established by this chapter shall be applicable prospectively to all terms of office for City Councilmembers from and commencing with the terms of City Councilmembers elected at the March 5, 2024, General Municipal Election.

**Section 3. Severability.** If any section, subsection, sentence clause or phrase or word of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction or preempted by state legislation such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence clause or phrase or word not declared invalid or unconstitutional without regard to any such decision or preemptive legislation.

**Section 4. Adoption; Effective Date.** The City Clerk shall certify to the adoption of this Ordinance and cause the same to be published or posted according to law. This Ordinance shall become effective thirty (30) days after its adoption.

**PASSED, APPROVED, AND ADOPTED** at a regular meeting of the City Council of the City of Huntington Park, California this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

**ATTEST:**

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Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

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Arnold Alvarez-Glasman  
City Attorney

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Marilyn Sanabria, Mayor

**APPROVED AS TO CONTENT:**

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Ricardo Reyes  
City Manager

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD ON MARCH 5, 2024, WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THAT DATE PURSUANT TO § 10403 OF THE ELECTIONS CODE

**WHEREAS**, a Municipal Election is to be held on March 5, 2024, in the City of Huntington Park, for the purpose of submitting to the voters the question relating to the imposition of term limits for members of the City Council; and

**WHEREAS**, it is desirable that the Municipal Election be consolidated with the Presidential Primary election to be held on the same date and that within the City the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the Municipal Election and that the election be held in all respects as if there were only one election.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That pursuant to the requirements of § 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Municipal Election with the Presidential Primary election to be held on Tuesday, March 5, 2024.

**Section 2.** That a measure is to appear on the ballot, which requires a majority vote, as follows:

<b>Term Limits for Members of the City Council</b> Shall the ordinance limiting the number of four-year terms served by members of the Huntington Park City Council be limited to four consecutive terms prospectively?	<b>YES</b>
The ordinance provides that no person shall serve more than four consecutive terms in city council and any person who has served four terms may reset the four consecutive term cap after abstaining from running in one general municipal election.	<b>NO</b>

**Section 3.** That the County election department is authorized to canvass the returns of the Municipal Election. Pursuant to Elections Code 10418 the election shall be regulated and done in accordance with the provisions of law regulating the statewide election and held in all respects as if there were only one election, and only one form of ballot shall be used.

**Section 4.** In connection with the County Registrars administration of the City's March 5, 2024 General Municipal Election, the City further requests that the County Registrar be authorized and directed to: (a) review and verify vote by mail applications and signatures; (b) conduct registered voter verifications associated with the processing of any proposed Municipal Election ballot measure; (c) provide the City with the appropriate election precinct data, to the extent required; (d) make available ballot casting equipment and any assistance as may be necessary to conduct the election in compliance with state law; (e) canvass the election returns; (f) print and supply ballots for the election; (g) mail the City's sample ballots, including ballot measure question, arguments, rebuttals and impartial analysis; and (h) administer the City's Municipal Election in all respects as if it were part and parcel of any other County Registrar administered election, implementing all such legally required or customarily employed measures and practices as may be necessary to conduct the election in a timely and legally compliant manner.

**Section 5.** That the Board of Supervisors is requested to issue instructions to the County election department to take any and all steps necessary for the holding of the consolidated election.

**Section 6.** Subject to any logistical constraints imposed by the County Registrar by virtue of consolidation, the City also requests that all material appearing in the voters' pamphlet be translated from English to those relevant foreign languages that may be required in order to comply with the Voting Rights Act of 1965.

**Section 7.** The ballots to be used at the election shall be in form and content as required by law. The City Clerk is authorized, instructed and directed to coordinate with the County Registrar to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**Section 8.** That the City of Huntington Park recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County Registrar for any costs associated with the administration of said election upon presentation to the City of a properly approved bill.

**Section 9.** That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the county election department of the County of Los Angeles.

**Section 10.** The City Clerk shall certify to the passage and adoption of this City Council Resolution and enter it into the book of original Resolutions.

**Section 11.** That this Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this \_\_\_\_ DAY OF DECEMBER, 2023.

---

Marilyn Sanabria, Mayor

**ATTEST:**

---

Eduardo Sarmiento  
City Clerk

**APPROVED AS TO FORM:**

---

Arnold Alvarez-Glasman  
City Attorney

**APPROVED AS TO CONTENT:**

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Ricardo Reyes  
City Manager

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, SETTING PRIORITIES FOR FILING WRITTEN ARGUMENTS AND REBUTTALS REGARDING A CITY MEASURE FOR THE MARCH 5, 2024, HUNTINGTON PARK GENERAL MUNICIPAL ELECTION AND DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS**

**WHEREAS**, a General Municipal Election is to be held in the City of Huntington Park, California, on March 5, 2024, at which there will be submitted to the voters the following measure:

<b>Term Limits for Members of the City Council</b> Shall the ordinance limiting the number of four-year terms served by members of the Huntington Park City Council be limited to four consecutive terms prospectively?	<b>YES</b>
The ordinance provides that no person shall serve more than four consecutive terms in city council and any person who has served four terms may reset the four consecutive term cap after abstaining from running in one general municipal election.	<b>NO</b>

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**Section 1.** That the City Council authorizes the following member(s) of its body

Mayor Marilyn Sanabria	(In Favor/ Opposed)
Vice Mayor Karina Macias	(In Favor/ Opposed)
Councilmember Graciela Ortiz	(In Favor/ Opposed)
Councilmember Eduardo "Eddie" Martinez	(In Favor/ Opposed)
Councilmember Arturo Flores	(In Favor/ Opposed)

to file (a) written argument(s) not exceeding 300 words regarding the City measure specified above, accompanied by the printed name(s) and signature(s) of the author(s) submitting it, in accordance with Article 4, Chapter 3, Division 9 of the Elections Code of the State of California. The arguments may be changed or withdrawn until and including the date fixed by the City Clerk after which no arguments for or against the City measure may be submitted to the City Clerk.

**Section 2.** The arguments shall be filed with the City Clerk, signed, with the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument. The Form of Statement to be Filed by Author(s) of Argument(s) shall accompany the argument(s), as required by

Section 9600 of the Elections Code of the State of California.

**Section 3.** The City Council directs the City Clerk to transmit a copy of the measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the Measure in accordance to Elections Code section 9280. The City Attorney's impartial analysis must be submitted to the City Clerk no later than Friday, December 15, 2023, and shall not exceed five hundred (500) words in length showing the effect of the Measure on the existing law and the operation of the Measure.

**Section 4.** The deadline to submit arguments to the City Clerk for or against the City Measure pursuant to this Resolution is declared by the City Clerk to be Friday, December 15, 2023, at 12:00 p.m. (noon). Written arguments in favor or opposed to the Measure may be prepared by the City Council, any member or members of the City Council so authorized by Council action, any individual voter who is eligible to vote on the measure, any bona fide association of citizens, or any combination of voters and associations. In accordance to Elections code sections 9282 and 9286, each argument shall not exceed three hundred (300) words and shall be filed with the City Clerk, signed, and include the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument. If more than one argument is submitted for or against the Measure, the City Clerk shall select the argument for printing and distribution in accordance with the provisions of Elections Code Section 9287.

**Section 5.** Rebuttal Arguments. When the City Clerk has selected the primary arguments for and against each of the City Measures which will be printed and distributed to the voters, the Clerk shall send copies of the primary argument in favor of each Measure to the authors of the primary argument against, and copies of the primary argument against to the authors of the primary argument in favor. The authors or persons designated by them may prepare and submit rebuttal arguments not exceeding two hundred fifty (250) words (E. C. § 9285). The rebuttal arguments shall be filed with the City Clerk not later than Tuesday, December 26, 2023, at 5:00 p.m. Rebuttal arguments shall be printed in the same manner as the primary arguments. Each rebuttal argument shall immediately follow the primary argument which it seeks to rebut. The City Clerk shall submit Rebuttal arguments to the designated County elections official for inclusion in the Official Sample Ballot Booklet no later than Tuesday, December 26, 2023,

**Section 6.** That this Resolution shall take effect immediately upon adoption.

**Section 7.** In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**Section 8.** Notice of the election is hereby given. Additionally, the City Clerk is authorized, instructed and directed to coordinate with the County Registrar to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**Section 9.** The City Clerk shall certify to the passage and adoption of this City Council Resolution and enter it into the book of original Resolutions.

**PASSED, APPROVED AND ADOPTED THIS \_\_\_\_\_ DAY OF DECEMBER, 2023.**

---

Marilyn Sanabria, Mayor

**ATTEST:**

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Eduardo Sarmiento  
City Clerk

**APPROVED AS TO FORM:**

---

Arnold Alvarez-Glasman  
City Attorney

**APPROVED AS TO CONTENT:**

---

Ricardo Reyes  
City Manager