

# CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda

**Tuesday, February 6, 2024**

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**

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

## **CALL TO ORDER**

### **ROLL CALL**

Mayor 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 EDUCATOR, VOLUNTEERS, AND OTHER RECOGNITIONS**

### **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 (1) 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 December 19, 2023
2. Regular City Council Meeting held January 16, 2024

## **FINANCE**

### **2. CHECK REGISTERS**

RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated February 6, 2024

### **END OF CONSENT CALENDAR**

### **REGULAR AGENDA**

## **FINANCE**

### **3. FISCAL YEAR 2024 BUDGET STATUS REPORT AS OF DECEMBER 31, 2023**

RECOMMENDED THAT CITY COUNCIL:

1. Adopt a resolution to receive and file the FY 2024 Q2 Budget Status report as of December 31, 2023; and
2. Approve appropriations and inter-departmental budget transfers; and
3. Authorize the Director of Finance in conjunction with the City Manager to align the department budgets with department expenditures through budget transfers.

## **CITY MANAGER**

### **4. CONSIDERATION AND APPROVAL OF AMERICAN RESCUE PLAN ACT (ARPA) SPENDING PLAN**

RECOMMENDED THAT CITY COUNCIL:

1. Approve the American Rescue Plan Act (ARPA) Spending Plan for the following capital improvement projects; and
2. Authorize the City Manager to effectuate the distribution of funds according to the approved ARPA Spending Proposal.

## CITY COUNCIL

### 5. RESOLUTION URING PRIME HEALTHCARE TO REINSTATE EMPLOYMENT OF THE NINE REGISTERED NURSES AND FRONTLINE HEALTHCARE WORKERS AT PRIME ST. FRANCIS MEDICAL CENTER IN LYNWOOD

RECOMMENDED THAT CITY COUNCIL:

1. Adopt Resolution urging Prime Healthcare to reinstate employment of the nine registered nurses and frontline healthcare workers at prime St. Francis medical center in Lynwood.

## PARKS AND RECREATION

### 6. CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING THE AUTHORITY TO FILE APPLICATION(S) FOR THE LOCAL ASSISTANCE SPECIFIED GRANTS PROGRAM FROM BUDGET ACT 2023/24 FROM THE STATE DEPARTMENT OF PARKS AND RECREATION

RECOMMENDED THAT CITY COUNCIL:

1. Adopt Resolution approving the authority to file applications for grant funds from the Local Assistance Specified Grants Program from Budget Act 2023/24 from the State Department of Parks and Recreation; and
2. Authorize the City Manager to execute all related grant application documents submitted by Parks and Recreation Director.

## COMMUNITY DEVELOPMENT

### 7. RETENTION OF CONSULTANT FOR COMMUNITY EDUCATIONAL PROGRAM FOR MEASURES PP and CC

RECOMMENDED THAT CITY COUNCIL:

1. Authorize the retention of Upwards Solutions to conduct an educational and informational program to the City's residents regarding Measure PP and Measure CC; and
2. Authorize the City Manager to execute a professional services agreement with Upwards Solutions consistent with their proposal attached herewith.

## **PUBLIC WORKS**

**8. REJECT BID RECEIVED FOR CIP 2022-09 CDBG CHESLEY “CIRCLE” PARK PROJECT IN ACCORDANCE WITH PUBLIC CONTRACT CODE SECTION 22038(A)(1)**

RECOMMENDED THAT CITY COUNCIL:

1. Reject the bid received for CIP 2022-09 CDBG Chesley “Circle” Park Project in accordance with Public Contract Code Section 22038(a)(1); and
2. Authorize staff to modify the project scope of work in conformance with all applicable engineering standards; and
3. Authorize staff to re-advertise the Notice Inviting Bids in accordance with Public Contract Code Section 22038(a)(1).

**9. CONSIDERATION AND APPROVAL TO REPLACE EXISITING CONCRETE PAD LOCATED AT THE PUBLIC WORKS YARD TO SUPPORT INSTALLTION OF EV CHARGING STATIONS**

RECOMMENDED THAT CITY COUNCIL:

1. 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.
2. Approve the replacement of an 8X10 (minimum) concrete pad to begin the installation process for the EV charging stations. Doty Bros Construction Company will provide materials, equipment, and labor to replace the existing concrete pad and surrounding asphalt for a not-to-exceed amount of \$45,000 payable from Account No. 111-8020-431.56-41 and 111-8010-431.61-20; and
3. Authorize the City Manager to execute the quote (Attachment 1) and subsequent purchase order.

## **POLICE DEPARTMENT**

**10. CONSIDERATION AND APPROVAL TO PURCHASE AUTOMATED LICENSE PLATE READER (ALPR) MOBILE CAMERA SYSTEMS WITH YEAR 2021 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT FUNDS**

RECOMMENDED THAT CITY COUNCIL:

1. Authorize the acquisition of Vigilant Solutions Automated License Plate Reader (ALPR) mobile camera systems, which are a product of Motorola Solutions, with Year 2021 State Homeland Security Program (SHSP) grant funds in an amount not to exceed \$80,000; and

2. Authorize the Chief of Police to purchase and outfit police vehicles with the equipment.

**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, February 20, 2024 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 1<sup>ST</sup> day of February 2024.



Eduardo Sarmiento, City Clerk

ITEM 1

## MINUTES

Meeting of the  
City of Huntington Park City Council  
Tuesday, December 19, 2023

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:09 p.m. on Tuesday, December 19, 2023, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Vice Mayor Karina Macias presiding.

**PRESENT:** Council Member(s): Graciela Ortiz, Eduardo "Eddie" Martinez., Arturo Flores and Mayor Marilyn Sanabria

**ABSENT:** Council Member(s): Vice Mayor Karina Macias

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

### **INVOCATION**

Mayor Sanabria led the invocation.

### **PLEDGE OF ALLEGIANCE**

Council member Flores led the Pledge of Allegiance.

### **PRESENTATION(S)**

1. PRESENTATION OF NEW CITY WEBSITE
2. MAYOR'S HOLIDAY DECORATIONS AWARD WINNERS
3. RECOGNITION OF HALLOWEEN AND HOLIDAY PARADE VOLUNTEERS AND SPONSORS
4. CERTIFICATE OF RECOGNITION FOR KOKETA BEAUTY FOR ANNUAL HOLIDAY FAMILY SPONSORSHIP
5. CERTIFICATE OF RECOGNITION AND PROCLAMATION TO DIANA'S RESTAURANT & MAGAÑA FAMILY

### **PUBLIC COMMENTS**

None

### **STAFF RESPONSE**

None

## **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(2)  
Consideration of one potential case
2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Government Code Section 54954.8  
2700 E. Slauson Ave. Huntington Park CA 90255  
Negotiator for Huntington Park: Ricardo Reyes
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Government Code Section 54957.9(d)(1)  
Patrick Hill v. City of Huntington Park, et al.  
Los Angeles Superior Court Case No. 21STCV37804

Attorney Araceli Almazan stated that it is appropriate to recess to closed session. Vice Mayor Macias recessed into closed session at 7:13 p.m.

Council member Ortiz reconvened the Council meeting from Closed Session at 8:02 p.m. Prior to proceeding with the agenda Council member Ortiz entertained a motion to allow her to chair the City Council meeting in the absence of Mayor Sanabria who did not return from closed session.

**MOTION:** Council member Flores moved to have Council member Graciela Ortiz chair the City Council meeting, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

## **CLOSED SESSION ANNOUNCEMENT**

City Attorney Almazan reported that the record should reflect that with three (3) members of the City Council present, Council members Flores, Martinez and Ortiz the two (2) items on the closed session agenda were discussed. Item one (1) was not discussed. Regarding item two (2), the City Council was briefed but no final action was taken. Regarding item three (3) Council was briefed and direction was provided. This concluded the closed session report.

## **CONSENT CALENDAR**

### **CITY CLERK**

**MOTION:** Council member Flores moved to approve the consent calendar with the corrections to the minutes, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**1. CITY COUNCIL MEETING MINTUES**

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

1. Regular City Council Meeting held November 21, 2023

**FINANCE**

**2. CHECK REGISTER**

RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated December 19, 2023

**END OF CONSENT CALENDAR**

**REGULAR AGENDA**

Prior to proceeding with the regular agenda City Manager Ricardo Reyes requested items five (5) and eleven (11) be pulled from the agenda.

**PUBLIC WORKS**

**3. CONSIDERATION AND APPROVAL TO AWARD PROFESSIONAL SERVICES AGREEMENT TO DRAFT, UPDATE AND COMPLETE THE WATER MASTER PLAN**

**MOTION:** Council member Flores moved to Award the professional services agreement (PSA) to draft, update and complete the Water Master Plan to Cannon Corporation as the most responsive and responsible proposer for a not-to-exceed amount of \$599,059 payable from Account No. 283-8040-432.76-11 (\$299,059) and Account No. 681-8030-461.76-11 (\$300,000); and authorize the City Manager to execute the PSA, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**4. CONSIDERATION AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR SOLID WASTE CONSULTING SERVICES**

**MOTION:** Council member Martinez moved to approve a Professional Services Agreement (PSA) with Municipal Waste Solutions (MWS) for a not-to-exceed amount

of \$90,000 payable from Account No. 285-8050-432-56.41; and appropriate an additional \$90,000 into Account No. 285-8050-432-56.41; and authorize the City Manager to execute the PSA, seconded by Council member Flores. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**5. CONSIDERATION AND APPROVAL OF AWARD OF A PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF PLANS, SPECIFICATIONS, AND ESTIMATE TO ENHANCE THE PLAYGROUNDS AND SURROUNDING AMENITIES AS PART OF CIP 2022-04 AT KELLER PARK**

Item five (5) was pulled by City Manager Ricardo Reyes.

**6. CONSIDERATION AND APPROVAL TO PERFORM EMERGENCY TO REMOVE, INSPECT AND VIDEO THE PUMPING AND BOOSTER EQUIPMENT OF WATER PRODUCTION WELL NO. 14**

**MOTION:** Council member Flores moved pursuant to Municipal Code Section 2-5.13 Emergency purchase, authorize the City Manager, Public Works Director and Finance Director to proceed without solicitation of bids to a contract for the removal, inspection and videoing of the pumping and booster equipment at Water Production Well No. 14; and authorize the payment to General Pump Co. for the services necessary to perform the work for a not-to-exceed amount of \$28,845 payable from Account No. 681-8030-461.43-30; and authorize the City Manager to sign all applicable documents, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**7. CONSIDERATION TO ADOPT PLANS, SPECIFICATIONS AND ENGINEER'S ESTIMATE FOR CIP 2021-04 WELL NO. 16 PROJECT AND AUTHORIZATION TO PROCEED WITH BID ADVERTISEMENT**

**MOTION:** Councilmember Martinez moved to approve Environmental Assessment pursuant to 14 California Code of Regulations § 15301 as a Class 1 categorical exemption under the California Environmental Quality Act (CEQA); and adopt the 100% completed plans, specifications and engineer's estimate for CIP 2021-04 Well No. 16 Project; and authorize staff to proceed with bid advertisement for construction, seconded by Council member Flores. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**8. CONSIDERATION AND APPROVAL OF RESOLUTION TO LIST SURPLUS VEHICLES TO SELL AT AUCTION**

**MOTION:** Council member Flores moved to adopt Resolution declaring surplus property and authorize the disposal of said property through US Auctions; and authorize staff to sell via auction, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**COMMUNITY DEVELOPMENT**

**9. CONSIDERATION AND APPROVAL TO AWARD PROFESSIONAL SERVICES AGREEMENT TO PROVIDE LEAD AND ASBESTOS TESTING FOR THE HOME REPAIR PROGRAM (HRP) APPLICANTS**

**MOTION:** Council member Martinez moved to award a one (1) year professional service agreement (PSA) with an option of two, one-year extensions to provide lead and asbestos testing services for the Home Repair Program (HRP) applicants to the sole responsive and responsible proposer, Barr and Clark; and authorize the City Manager to execute the PSA, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**10. CONSIDERATION AND ADOPTION TO SECURE INNER CITY VISIONS (ICV) FUNDING FROM THE GENERAL FUND TO PROVIDE HOMELESS OUTREACH SERVICES**

**MOTION:** Vice Mayor Macias moved to authorize funding for homeless outreach services with Inner City Visions; and authorize the City Manager to execute the required documentation to process payment to Inner City Visions, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**11. CONSIDERATION AND APPROVAL TO PROVIDE A ONE (1) YEAR FINAL CONTRACT EXTENSION TO INFRASTRUCTURE ENGINEERS INC. FOR PROFESSIONAL ENGINEERING AND BUILDING AND SAFETY SERVICES**

Item eleven (11) was pulled by City Manager Ricardo Reyes

**FINANCE**

**12. FISCAL YEAR 2020 AND FISCAL YEAR 2021 AUDITED FINANCIAL STATEMENTS**

**MOTION:** Council member Ortiz moved to receive and file the FY 2020 Audited Financial Statement; and receive and file the FY 2021 Audited Financial Statement, seconded by Council member Flores. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**POLICE DEPARTMENT**

**13. CONSIDERATION AND APPROVAL FOR ACCEPTANCE OF 2023 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) FUNDING AND APPROPRIATION OF FUNDS FOR PURCHASE OF POLICE EQUIPMENT**

**MOTION:** Council member Martinez moved to approve and accept funding for the Police Department provided through the Department of Justice 2023 Edward Byrne Memorial Justice Assistance Grant program totaling \$36,011; and authorize the City Manager to execute any necessary agreement with the Department of Justice and designate the City Manager as the Authorized Grantee Official for the purpose of executing grant objectives and documentation; and authorize the Finance Department to establish appropriate revenue and expenditure accounts to administer the grant funds, seconded by Council member Flores. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**14. CONSIDERATION AND APPROVAL FOR THE PURCHASE OF A STANDBY BACKUP SERVER HARDWARE FOR THE NEWLY UPGRADED CENTRAL SQUARE COMPUTER-AIDED DISPATCH AND RECORD MANAGEMENT SYSTEM**

**MOTION:** Council member Flores moved to authorize an expenditure of \$30,729.60 to purchase hardware and software from Central Square Technologies, LLC in Lake Mary, Florida and; authorize the Chief of Police to acquire the equipment, seconded by Council member Martinez. Motion carried by unanimous consent.

**AYES:** Council Member(s): Ortiz, Martinez, Flores

**NOES:** None

**ABSENT:** Vice Mayor Macias and Mayor Sanabria

**END OF REGULAR AGENDA**

**DEPARTMENTAL REPORTS**

City Manager Ricardo Reyes provided some clarification on item ten (10) of the agenda regarding the funding source. He closed by wishing everyone a Merry Christmas.

The remaining directors wished everyone a Merry Christmas and Happy New Year.

Director of Communications Sergio Infanzon shared information on upcoming events and encouraged the community to visit the city webpage for additional information. He also presented some pictures of the annual employee holiday luncheon.

**WRITTEN COMMUNICATIONS**

None

**COUNCIL COMMUNICATIONS**

Council member Martinez wished everyone a happy holiday.

Council member Flores echoed his council colleagues' comments and thanked all the directors and city staff for all their effort.

Council member Ortiz thanked all staff for their hard work. She emphasized how far the city and staff have come and how the current leadership is a big reason for that. She closed by wishing everyone a Merry Christmas and a Happy New Year.

**ADJOURNMENT**

Council member Ortiz adjourned the City Council meeting in memory of Miguel Angel Camacho at 8:24 p.m. The next City of Huntington Park City Council meeting will be held on Tuesday January 2, 2024 at 6:00 p.m.

Respectfully submitted

  
Eduardo Sarmiento, City Clerk

## MINUTES

Meeting of the  
City of Huntington Park City Council  
Tuesday, January 16, 2024

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:01 p.m. on Tuesday, January 16, 2024, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Vice Mayor Karina Macias presiding.

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

**ABSENT:** Council Member(s): None

**CITY OFFICIALS/STAFF:** City Manager Ricardo Reyes;; Eduardo Sarmiento, City Clerk; Cosme Lozano Police Chief; Steve Foster Director of Community Development; Sergio Infanzon Director of Communications; Araceli Almazan City Attorney.

### **INVOCATION**

Mayor Marilyn Sanabria led the invocation.

### **PLEDGE OF ALLEGIANCE**

Vice Mayor Macias led the Pledge of Allegiance.

### **PRESENTATION(S)**

1. RECGONITION OF NEWPORT BEACH POLICE DEPARTMENT & WESTMINSTER POLICE DEPARTMENT
2. PROCLAMATION TO LOCAL STARBUCKS FOR CONTRIBUTIONS TO CITY EVENTS

### **PUBLIC COMMENTS**

The following person provided public comment:

1. Abigail Garcia

### **STAFF RESPONSE**

NONE

### **CLOSSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Government Code Section 54956.9(d)(2)  
Consideration of one (1) potential case

**2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**  
Government Code Section 54957.9(d)(1)  
ESTATE OF ANGELA MELONCON, by and through, DEBORAH BELL, etc. vs. City of Huntington Park  
Los Angeles Superior Court Case No. 23STCV16704

Attorney Araceli Almazan stated that it is appropriate to recess to closed session. Vice Mayor Macias recessed into closed session at 6:26 p.m.

Vice Mayor Macias reconvened the Council meeting from Closed Session at 6:53 p.m.

**CLOSED SESSION ANNOUNCEMENT**

City Attorney Almazan reported that the record should reflect that with all (5) members of the City Council present, the two (2) items on the closed session agenda were discussed. Regarding the two (2) items on the closed session agenda, the City Council was briefed but no final action was taken. This concluded the closed session report.

**CONSENT CALENDAR**

**CITY CLERK**

**MOTION:** Council member Flores moved to approve the consent calendar, seconded by Council member Martinez. Motion carried by unanimous consent.

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

**NOES:** None

**ABSENT:** Council Member(s) Ortiz

**1. CITY COUNCIL MEETING MINTUES**

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

1. Regular City Council Meeting held December 5, 2023

**FINANCE**

**2. CHECK REGISTER**

RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated January 16, 2024

**END OF CONSENT CALENDAR**

## REGULAR AGENDA

### **PUBLIC WORKS**

Prior to item three (3) of the agenda Vice Mayor Macias stepped away from the dais.

#### **3. CONSIDERATION AND APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF PLANS, SPECIFICATIONS, AND ESTIMATE TO ENHANCE THE PLAYGROUNDS AND SURROUNDING AMENITIES AS PART OF CIP 2022-04 AT KELLER PARK**

**MOTION:** Council member Martinez award a Professional Services Agreement (Attachment 1) 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 to iARCH for a not-to-exceed amount of \$164,840; and authorize the Finance Department to appropriate \$164,840 into Project No. 8927 payable from the Los Angeles County Regional Park and Open Space District reimbursable grant; and authorize the City Manager to execute the professional services agreement, seconded by Council member Flores. Motion carried by unanimous consent.

**AYES:** Council Member(s): Martinez and Flores and Mayor Sanabria

**NOES:** None

**ABSENT:** Council Member(s) Ortiz and Vice Mayor Macias

At the conclusion of item three (3) Vice Mayor Macias rejoined the meeting.

#### **4. CONSIDERATION AND APPROVAL TO PURCHASE TRAFFIC SIGNAL AND STREETLIGHT POLES**

**MOTION:** Vice Mayor Macias moved to adopt a resolution authorizing the acceptance of the 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 authorize staff to purchase a combination of seventeen (17) traffic signal and streetlight poles from JTB Supply Company, Inc. as the most responsive and responsible proposer for a not-to-exceed amount of \$138,027.49 payable from account 535-8016-431.74-10 (\$100,000) and 535-8090-452.43-20 (\$38,027.49); and authorize the City Manager to execute the purchase order and for staff to process all applicable invoices, seconded by Council member Martinez. Motion carried by unanimous consent.

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

**NOES:** None

**ABSENT:** Council Member(s) Ortiz

## **COMMUNITY DEVELOPMENT**

Prior to item five (5) Vice Mayor Macias stepped away from the dais.

### **5. CONSIDERATION AND APPROVAL TO PROVIDE A ONE (1) YEAR FINAL CONTRACT EXTENSION TO INFRASTRUCTURE ENGINEERS INC. FOR PROFESSIONAL ENGINEERING AND BUILDING AND SAFETY SERVICES**

**MOTION:** Council member Martinez moved to adopt the authorize a one (1) year final extension for professional engineering and building and safety services with Infrastructure Engineers Inc; A Bowman Corporation; and authorize the City Manager to execute the extension agreement, seconded by Council member Flores. Motion carried by unanimous consent.

**AYES:** Council Member(s): Martinez, Flores, Mayor Sanabria

**NOES:** None

**ABSENT:** Council Member(s) Ortiz and Vice Mayor Macias

## **END OF REGULAR AGENDA**

## **DEPARTMENTAL REPORTS**

All directors wished everyone a Happy New Year. Director of Community Development Steve Forster shared that applications for special use permits will be accepted for the upcoming Valentine and Mother's Day celebrations.

## **WRITTEN COMMUNICATIONS**

None

## **COUNCIL COMMUNICATIONS**

Council member Martinez wished everyone a happy new year. He then commented that he's noticed an increase in litter in the alleys on Pacific and how the parking issue in the city persists. He requested that conversations start back up on how to address these growing concerns.

Vice Mayor Macias wished everyone a happy new year and shared how she is looking forward to a productive and community conscious new year. She closed by thanking staff for their hard work.

Mayor Sanabria wished everyone a happy new year. She shared her hope for the continuation of the hard work that is moving the city forward. She closed by encouraging all residents to use the Huntington Park application to notify the city of any issues.

## **ADJOURNMENT**

Vice Mayor Macias adjourned the at 7:00 p.m. The next City of Huntington Park City Council meeting will be held on Tuesday February 6, 2024 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 12<sup>th</sup> day of January 2024.

Respectfully submitted



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Eduardo Sarmiento, City Clerk

ITEM 2

**City of Huntington Park**  
**Demand Register**  
**February 6, 2024**

Payee Name	Invoice Number	Account Number	Description	Amount
4IMPRINT INC	12087835	111-6040-451.61-35	STAFF JACKETS	2,708.99
				<b>\$2,708.99</b>
ADVANCE AUTO PARTS PROFESSIONAL	8799401711998	111-7010-421.43-20	PART FOR PD UNIT	190.40
	8799401764311	111-7010-421.43-20	PART FOR PD UNIT	110.89
				<b>\$301.29</b>
ALADDIN LOCK & KEY SERVICE	33716	111-7010-421.43-20	POLICE DEPT KEY SUPPLIES	135.00
	33717	111-7010-421.43-20	POLICE DEPT KEY SUPPLIES	15.00
	33725	111-7010-421.43-20	PD UNIT KEY FOBS	53.58
	33733	111-7010-421.43-20	PD UNIT KEY FOBS	190.00
	33708	111-8020-431.43-10	LOCK DUPLICATE KEYS PW	688.83
	33672	111-8022-419.43-10	CITY HALL KEY SETS	437.69
	33737	111-8023-451.43-10	KEYS-PARKS BUILDING	317.58
				<b>\$1,837.68</b>
ALAN'S LAWN AND GARDEN CENTER, INC.	1206246	535-8090-452.61-20	STREET TREE SUPPLIES	943.71
	1206247	535-8090-452.61-20	STREET TREE SUPPLIES	979.65
	1206248	535-8090-452.61-20	STREET TREE SUPPLIES	787.33
	1206249	535-8090-452.61-20	STREET TREE SUPPLIES	337.57
	1206251	535-8090-452.61-20	STREET TREE SUPPLIES	1,375.91
	1206416	535-8090-452.61-20	STREET TREE SUPPLIES	993.86
	1202563	111-7010-421.43-20	STREET TREE SUPPLIES	172.85
	1205277	741-8060-431.43-20	SUPPLIES FOR LEAF BLOWER	42.87
				<b>\$5,633.75</b>
ALL CITY MANAGEMENT SERVICES, INC	89844	111-7010-421.56-41	CROSSING GUARD SVCS DEC23	13,753.62
	90293	111-7010-421.56-41	CROSSING GUARD SVCS DEC23	6,844.13
	90459	111-7010-421.56-41	CROSSING GUARD SVCS JAN24	179.88
				<b>\$20,777.63</b>
AMAZON.COM SERVICES, INC.	1W3L-NX9T-17NN	111-6010-451.61-20	OFFICE SUPPLIES	241.73
	17RG-3Q6K-WGWH	111-6060-466.61-20	AFTER SCHOOL SUPPLIES	228.22
	1LXQ-4YF1-HW3D	111-6060-466.61-20	AFTER SCHOOL SUPPLIES	34.33
	1JYQ-XTDT-JNHJ	741-8060-431.61-20	SUPPLIES FOR PW	77.12
	1M1C-DQL3-9MQC	741-8060-431.61-20	SUPPLIES FOR PW	66.23
	1VQF-LV4N-GCYP	741-8060-431.61-20	SUPPLIES FOR PW	-66.23
				<b>\$581.40</b>
ARTURO GUIZAR	12142023	111-7010-421.59-10	LODGING & MEAL REIMB.	312.34
	2611	111-7010-421.59-10	LODGING & MEAL REIMB.	588.92
				<b>\$901.26</b>
AUTO ZONE	4075851957	111-7010-421.43-20	PD VEHICLE MAINT.	317.10
	4075851959	111-7010-421.43-20	PD VEHICLE MAINT.	70.27
	4075865049	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	132.70
	4075867012	111-7010-421.43-20	PART FOR PD UNIT	225.86
	4075871883	111-7010-421.43-20	PART FOR PD UNIT	54.11
	4075873781	111-7010-421.43-20	PART FOR PD UNIT	467.05

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Payee Name	Invoice Number	Account Number	Description	Amount
AUTO ZONE	4075879585	111-7010-421.43-20	PART FOR PD UNIT	34.72
	4075881010	111-7010-421.43-20	PD UNIT SUPPLIES	15.85
	4075852448	741-8060-431.43-20	CAR PARTS FOR POLICE UNIT	608.57
	4075871882	741-8060-431.43-20	PART FOR PD UNIT	190.75
	4075873025	741-8060-431.43-20	PART FOR PD UNIT	44.76
	4075879338	741-8060-431.43-20	PART FOR PD UNIT	28.47
	4075880417	741-8060-431.43-20	PW PARTS FLEET	19.67
	4075880533	741-8060-431.43-20	PW PARTS FLEET	436.70
	4075880545	741-8060-431.43-20	PW PARTS FLEET	44.30
				<b>\$2,690.88</b>
AVIATE ENTERPRISES INC	6117-23118-01	111-8022-419.56-41	COMMERCIAL FLOOR SCRUBBERS	190,000.00
	6117-23118-01	111-8023-451.56-41	COMMERCIAL FLOOR SCRUBBERS	36,833.88
				<b>\$226,833.88</b>
AZTECA SIGNS	7220	111-0240-466.55-41	PARADE BANNERS	604.44
	7221	111-0240-466.55-41	PARADE BANNERS	350.40
	7222	111-0240-466.55-41	PARADE BANNERS	1,445.40
				<b>\$2,400.24</b>
BARR & CLARK INC	60389	242-5070-463.57-38	INSPECTION SVCS	2,075.00
				<b>\$2,075.00</b>
BEAR ELECTRICAL SOLUTIONS, INC	21282	221-8014-429.56-41	TRAFFIC SIGNAL MAINT.	1,136.99
	21283	221-8014-429.56-41	TRAFFIC SIGNAL SERVICES	6,350.00
				<b>\$7,486.99</b>
CANNON CORPORATION	87100	681-8030-461.43-30	CIP 2021-04 WELL 16	512.00
				<b>\$512.00</b>
CARPENTER ROTHANS & DUMONT LLP	44930	111-9031-413.52-30	LEGAL SERVICES	5,023.00
	44930	111-9031-413.52-30	LEGAL SERVICES	450.00
	45162	111-9031-413.52-30	LEGAL SERVICES	6,072.00
				<b>\$11,545.00</b>
CENTRAL BASIN MWD	HP-DEC23	681-8030-461.41-00	IMPORTED WATER DEC. 23	169,718.69
				<b>\$169,718.69</b>
CENTRAL FORD	36337	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	119.75
	37973	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	628.72
	37999	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	1,246.77
	38298	111-7010-421.43-20	PD UNIT PARTS	91.13
	38308	111-7010-421.43-20	PD UNIT PARTS	388.08
	38007	741-8060-431.43-20	CAR PARTS FOR PW UNITS	430.64
	38086	741-8060-431.43-20	CAR PARTS FOR PW UNITS	7.27
				<b>\$2,912.36</b>
CENTRAL SQUARE TECHNOLOGIES LLC	400211	111-7040-421.56-41	PD IT SUPPLIES	1,170.00
				<b>\$1,170.00</b>
CHAMPION CJD	553628	111-7010-421.43-20	PURCHASE & INSTALLATION	265.00
	553663	111-7010-421.43-20	PD UNIT KEY FOBS	265.00

**City of Huntington Park**  
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Payee Name	Invoice Number	Account Number	Description	Amount
CHAMPION CJD	702626 703241 703499 703657	111-7010-421.43-20 111-7010-421.43-20 111-7010-421.43-20 111-7010-421.43-20	PURCHASE & INSTALLATION PD UNIT WHEEL CAPS PD UNIT PARTS PD UNIT PARTS	1,391.81 450.56 285.12 940.59
				<b>\$3,598.08</b>
CHARTER COMMUNICATIONS	0135160123023 170094701010124	111-7040-421.56-41 111-7040-421.56-41	PD BACKUP INTERNET PD INTERNET	189.97 1,650.00
				<b>\$1,839.97</b>
CLINICAL LAB OF SAN BERNARDINO, INC	2301975-	681-8030-461.56-41	WATER QUALITY TESTING	379.50
				<b>\$379.50</b>
DAPEER, ROSENBLIT & LITVAK	22478 22480 22481 22482 22483 22479	111-5020-411.32-70 111-5020-411.32-70 111-5020-411.32-70 111-5020-411.32-70 111-5020-411.32-70 111-7010-421.56-41	PROFESSIONAL SERVICES PROFESSIONAL SERVICES PROFESSIONAL SERVICES PROFESSIONAL SERVICES PROFESSIONAL SERVICES PROFESSIONAL SERVICES	964.50 1,710.00 3,139.02 1,280.43 83.59 410.30
				<b>\$7,587.84</b>
DATA TICKET INC.	161082 161095 160839 161109	111-5055-419.56-41 111-7040-421.56-41 111-9010-415.56-15 111-9010-415.56-15	CITATION PROCESSING DEC23 MONTHLY SERVICES DEC 23 DAILY CITATION PROCESSING WEBSITE ONLINE ACCESS	702.50 46.50 11,262.18 12.50
				<b>\$12,023.68</b>
DEPARTMENT OF ANIMAL CARE & CONTROL	01252024	111-7010-421.56-41	MONTHLY SERVICES DEC 23	23,354.30
				<b>\$23,354.30</b>
DEPARTMENT OF JUSTICE	698926	111-7010-421.56-41	FINGERPRINT APPS NOV 23	699.00
				<b>\$699.00</b>
DOOLEY ENTERPRISES, INC.	67085	111-7010-421.61-20	TRAINING SUPPLIES	1,887.78
				<b>\$1,887.78</b>
DUNN EDWARDS CORPORATION	2009A22412 2009A22242 2009A22253 2009A21945 2009A22177 2009A22497	111-8023-451.43-10 111-8024-421.43-10 111-8024-421.43-10 111-8095-431.61-50 111-8095-431.61-50 111-8095-431.61-50	GRAFFITI REMOVAL PAINT GRAFFITI REMOVAL PAINT GRAFFITI REMOVAL PAINT GRAFFITI REMOVAL PAINT PAINT FOR GRAFFITI REMOVAL GRAFFITI REMOVAL PAINT	40.49 291.22 291.22 777.28 945.24 945.16
				<b>\$3,290.61</b>
EADIE AND PAYNE, LLP	144574	111-3010-415.32-40	AUDIT SERVICES FY 2022	8,430.00
				<b>\$8,430.00</b>
ESTELA RAMIREZ	5338	111-6060-466.33-20	AEROBIC BODY TRAINING	392.00
				<b>\$392.00</b>
EWING IRRIGATION PRODUCTS, INC.	21403864	535-8090-452.61-20	PARK MAINTENANCE	1,517.96
				<b>\$1,517.96</b>

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FAST DEER BUS CHARTER	163538	111-6010-451.57-70	SENIOR PROGRAM EXCURSION	2,000.00
	163538	111-6065-466.61-20	SENIOR PROGRAM EXCURSION	403.50
				<b>\$2,403.50</b>
FEDEX	8-375-56381	111-7010-421.61-20	GROUND SERVICE	7.84
				<b>\$7.84</b>
FM THOMAS AIR CONDITIONING INC	46194	111-7024-421.56-41	AIR CONDITIONING SVCS	581.90
	46194	111-8020-431.56-41	AIR CONDITIONING SVCS	158.70
	46194	111-8022-419.56-41	AIR CONDITIONING SVCS	2,697.90
	46194	111-8023-451.56-41	AIR CONDITIONING SVCS	1,851.50
				<b>\$5,290.00</b>
GA TECHNICAL SERVICES, INC	22015	111-5055-419.56-41	T2 MACHINE MAINTENANCE	2,229.50
				<b>\$2,229.50</b>
GEORGE CHEVROLET	158472CVW	111-7010-421.43-20	PD UNIT PARTS	131.89
				<b>\$131.89</b>
GEOSYNTEC CONSULTANTS, INC.	21538671	111-5010-419.56-41	PROFESSIONAL SERVICES	1,746.37
	541111	111-5011-419.56-41	PROFESSIONAL SERVICES	23,205.35
				<b>\$24,951.72</b>
GOVERNMENT STAFFING SERVICES, INC	130329	787-8914-499.56-41	CONSULTING SERVICES	11,020.00
	130328	787-8914-499.56-41	CONSULTING SERVICES	4,802.50
	130361	787-8914-499.56-41	CONSULTING SERVICES	5,950.00
	130362	787-8914-499.56-41	CONSULTING SERVICES	11,020.00
				<b>\$32,792.50</b>
GRAINGER	9939537461	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	35.12
	9966103336	741-8060-431.61-20	PW FLEET SUPPLIES	203.21
	9970774163	741-8060-431.61-20	PW FLEET SUPPLIES	78.17
	9970774171	741-8060-431.61-20	PW FLEET SUPPLIES	217.20
	9970774189	741-8060-431.61-20	PW FLEET SUPPLIES	46.69
				<b>\$580.39</b>
H.P. TEST ONLY	23877	111-8085-431.43-21	PW UNIT SMOG CHECK	45.00
	23869	741-8060-431.43-20	PW UNIT SMOG CHECK	45.00
	23898	111-8085-431.43-21	PW UNIT SMOG CHECK	45.00
	23917	111-8085-431.43-21	TROLLEY SMOG CHECK	45.00
	23862	111-7010-421.43-20	PD UNIT SMOG CHECK	45.00
	23904	741-8060-431.43-20	PD UNIT SMOG CHECK	45.00
				<b>\$270.00</b>
HAJOMA CORPORATION	S170272391.001	111-8022-419.43-10	PLUMBING MATERIAL	925.24
	S170458587.001	111-8024-421.43-10	PLUMBING MATERIAL	32.32
				<b>\$957.56</b>
HASA, INC.	936389	681-8030-461.41-00	SODIUM HYPOCHLORITE 18	408.59
	937032	681-8030-461.41-00	SODIUM HYPOCHLORITE 18	381.35
	937033	681-8030-461.41-00	SODIUM HYPOCHLORITE 12	473.56
	938193	681-8030-461.41-00	SODIUM HYPOCHLORITE-18	340.49

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Payee Name	Invoice Number	Account Number	Description	Amount
HASA, INC.	939123	681-8030-461.41-00	SODIUM HYPOCHLORITE-18	408.59
	939147	681-8030-461.41-00	SODIUM HYPOCHLORITE-12	446.50
				<b>\$2,459.08</b>
HDL COREN & CONE	SIN035318	111-9010-419.56-41	CONTRACT SVCS PROP TAX	2,361.18
				<b>\$2,361.18</b>
HEALTH AND HUMAN RESOURCE CENTER	E0297594	111-0000-217.50-60	EMPLOYEE WELLNESS PRG	213.84
	E0309694	111-0000-217.50-60	EMPLOYEE WELLNESS PRG	213.84
				<b>\$427.68</b>
HERNANDEZ SIGNS, INC.	5845	111-0110-411.66-05	SGNS FOR HOLIDAY WINNERS	1,636.96
				<b>\$1,636.96</b>
HILDA ESTRADA	030	111-1010-411.56-41	TRANSLATION SERVICES	7,800.00
	031	111-1010-411.56-41	TRANSLATION SERVICES	7,800.00
				<b>\$15,600.00</b>
HOME DEPOT - PUBLIC WORKS	9272216	111-0110-411.66-05	GIFT CARDS-EMPLOYEE LUNCH	250.00
	1510953	111-7010-421.61-20	LIGHTS FOR PARADE	66.06
	75009	111-7010-421.61-20	LIGHTS FOR PARADE	54.94
	1271172	111-8010-431.61-20	PARADE ELECTRICAL WIRES	428.98
	4271814	111-8020-431.43-10	REPAIR MATERIALS	196.29
	8510296	111-8022-419.43-10	CHRISTMAS LIGHT REPAIR	285.32
	8541082	111-8022-419.43-10	CHRISTMAS LIGHT REPAIR	44.07
	3534995	111-8023-451.43-10	TOOLS FOR PW	110.67
	4033748	111-8023-451.43-10	TOOLS FOR PW	24.60
	4521108	111-8023-451.43-10	TOOLS FOR PW	220.79
	6271631	111-8023-451.43-10	TOOLS FOR PW	507.04
	8033358	111-8023-451.43-10	TOOLS FOR PW	57.16
	8270479	111-8095-431.61-50	PAINT-GRAFFITI REMOVAL	145.06
	9270467	111-8023-451.43-10	TOOLS FOR PW	264.74
	9270424	111-8085-431.43-21	SUPPLIES FOR SHUTTLES	60.53
	9973798	111-7010-421.61-20	PARTS FOR PD UNIT	211.72
	510133	111-8023-451.43-10	TOOLS FOR PW	685.19
	9271425	535-8090-452.61-20	TOOLS FOR LANDSCAPING	66.11
				<b>\$3,679.27</b>
INDEPENDENT CITIES ASSOCIATION	INV_742	111-0110-411.56-26	REGISTRATION CHECK	387.50
				<b>\$387.50</b>
INFRAMARK LLC	107473	283-8040-432.56-41	ROUTINE MAINTENANCE	14,297.04
	107473	681-8030-461.56-41	ROUTINE MAINTENANCE	110,211.74
				<b>\$124,508.78</b>
INFRASTRUCTURE ENGINEERS	28970	111-5011-419.56-41	PLANNING SERVICES	11,760.00
	28971	111-5011-419.56-41	BUILING SAFETY SERVICES	33,727.50
	28996	111-5011-419.56-41	BUILDING SAFETY CONSULTING	4,785.49
	29002	111-5011-419.56-41	ENGINEERING PLANNING	231.00
	28999	111-8080-431.56-62	CITY ENGINEERING SVCS	25,704.60

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Payee Name	Invoice Number	Account Number	Description	Amount
INFRASTRUCTURE ENGINEERS	29017	210-8080-434.56-41	CIP2022-11 BEAUTIFICATION	11,238.75
	28999	221-8010-431.56-41	CITY ENGINEERING SVCS	4,130.82
	28999	681-8030-461.56-41	CITY ENGINEERING SVCS	4,023.58
	29021	681-8030-461.56-41	ENGINEERING PROJECT SVCS	370.00
				<b>\$95,971.74</b>
J SQUARED	127	681-8030-461.56-41	PROFESSIONAL SERVICES	630.00
				<b>\$630.00</b>
JAIRO LEYVA AND	3011310	111-9031-413.32-70	SETTLEMENT CHECK	45,000.00
				<b>\$45,000.00</b>
JCL TRAFFIC	122463	221-8012-429.61-20	STREET SIGNS	539.56
				<b>\$539.56</b>
JERRY'S AUTO BODY, INC.	33032	111-7010-421.43-20	PD FLEET SUPPLIES	1,294.42
	33034	111-7010-421.43-20	PD FLEET SUPPLIES	1,850.00
				<b>\$3,144.42</b>
JESUS GUTIERREZ	10242023	111-7010-421.59-10	PER DIEM REIMBURSEMENT	391.49
				<b>\$391.49</b>
JOEL GORDILLO	JG202401	111-1010-411.56-41	MEDIA TECHNICIAN SERVICES	1,650.00
				<b>\$1,650.00</b>
JTB SUPPLY COMPANY INC	112892	221-8014-429.61-20	TRAFFIC SIGNAL SUPPLIES	3,017.34
	112921	221-8014-429.61-20	TRAFFIC SIGNAL SUPPLIES	10,694.13
				<b>\$13,711.47</b>
KIMBALL MIDWEST	101826800	221-8012-429.61-20	PW PAINT SUPPLIES	894.41
	101781980	741-8060-431.43-20	PW FLEET SUPPLIES	533.21
	101786896	741-8060-431.43-20	PW FLEET SUPPLIES	565.72
	101789910	741-8060-431.43-20	PW FLEET SUPPLIES	354.78
	101802692	741-8060-431.43-20	PW FLEET SUPPLIES	588.52
	101810404	741-8060-431.43-20	PW FLEET SUPPLIES	927.43
	101812443	741-8060-431.43-20	PW FLEET SUPPLIES	550.28
	101824680	741-8060-431.61-20	PW CAR PARTS	529.96
	101828116	741-8060-431.61-20	PW FLEET SUPPLIES	374.34
	101830797	741-8060-431.61-20	PW FLEET SUPPLIES	569.79
				<b>\$5,888.44</b>
KONICA MINOLTA BUSINESS SOLUTIONS	291567528	111-6010-451.56-41	COPIER USE	578.72
	291577962	111-6010-451.56-41	COPIER LEASE	241.40
				<b>\$820.12</b>
LA COUNTY SHERIFF'S DEPT	241684BL	111-7010-421.56-41	INMATE MEAL SERVICE	748.00
				<b>\$748.00</b>
LACMTA	01162024	111-8085-431.58-50	METRO TAP CARDS-DEC. 23	234.27
				<b>\$234.27</b>
LAN WAN ENTERPRISE, INC	74787	111-7040-421.56-41	IT SVCS MONTHLY MAINT FEE	4,891.00
	74820	111-7010-421.73-10	PD IT SUPPLIES	819.71
	74823	111-7010-421.73-10	PD LAPTOPS	14,798.25

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LAN WAN ENTERPRISE, INC	74795	111-7010-421.73-11	PATROL LAPTOPS	12,555.72
	74817	111-7040-421.56-41	IT SVCS MONTHLY MAINT FEE	4,891.00
	74819	111-7040-421.56-41	PD IT SUPPLIES	1,950.00
	74827	111-9010-490.73-10	LAPTOPS FOR DIRECTORS	12,615.88
				<b>\$52,521.56</b>
LB JOHNSON HARDWARE CO.	130244	111-8023-451.43-10	PLUMBING MATERIALS	45.71
	130514	221-8014-429.61-20	TRAFFIC SIGNAL SUPPLIES	85.34
				<b>\$131.05</b>
LC ACTION POLICE SUPPLY	460789	111-7010-421.61-20	PD EMPLOYEE EQUIPMENT	1,999.98
	460790	111-7010-421.61-20	PD EMPLOYEE EQUIPMENT	1,995.89
				<b>\$3,995.87</b>
LEAGUE OF CALIFORNIA CITIES	INV-12103-Q1F2Y	111-0210-413.64-00	MEMBERSHIP DUES	20,135.00
				<b>\$20,135.00</b>
LIBERTY PAPER	319352	111-9010-419.61-20	CITYWIDE COPY PAPER	5,265.54
				<b>\$5,265.54</b>
LOS ANGELES COUNTY POLICE CHIEF ASN	APRIL-24	111-7010-421.59-10	LACPCA PD CONFERENCE	300.00
				<b>\$300.00</b>
LUXURY AUTO BODY	PW6038	111-7010-421.43-20	REPAINTED PD UNIT	9,612.83
	PW6039	111-7010-421.43-20	PD UNIT REPAIR	1,990.08
	PW6041	111-7010-421.43-20	PD UNIT REPAIRS	5,786.60
				<b>\$17,389.51</b>
MAVERICK DATA SYSTEMS	165	111-7040-421.56-41	SOFTWARE SUBSCRIPTION	1,750.00
				<b>\$1,750.00</b>
MERRIMAC ENERGY GROUP	2228899	741-8060-431.62-30	FUEL PURCHASE	27,214.82
				<b>\$27,214.82</b>
MIKE PARSA	10032023	111-7010-421.59-10	PER DIEM REIMB	238.50
				<b>\$238.50</b>
MOTOROLA SOLUTIONS, INC	8281792538	111-7010-421.73-10	PD SUPPLIES	71.44
	8281797434	111-7010-421.73-10	RADIO SUPPLIES	205.11
	8281787084	741-8060-431.74-10	PD UNIT RADIO EQUIPMENT	20,652.66
				<b>\$20,929.21</b>
NACHO'S LOCK & KEY SERVICE LLC	186300	111-8022-419.43-10	SERVICE TO PD GATE	145.00
	186390	111-8024-421.43-10	PD GATE SERVICED	795.00
				<b>\$940.00</b>
NAPA AUTO PARTS	4832-598272	111-7010-421.43-20	PART FOR PD UNIT	354.90
				<b>\$354.90</b>
NATIONAL EMBLEM, INC.	405028	111-7010-421.61-20	PD SUPPLIES	737.30
				<b>\$737.30</b>
NATIONAL SIGNAL INC.	0046271-IN	111-8010-431.61-20	REPLACEMENT PARTS TRAFFIC	3,928.27
				<b>\$3,928.27</b>

**City of Huntington Park  
Demand Register  
February 6, 2024**

Payee Name	Invoice Number	Account Number	Description	Amount
NATIONAL TRAINING CONCEPTS, INC.	24-022	111-7010-421.59-10	TUITION COURSE	315.00
				<b>\$315.00</b>
NATIONWIDE ENVIRONMENTAL SERVICES	33457	221-8010-431.56-41	STREET SWEEPING SERVICES	62,447.70
				<b>\$62,447.70</b>
NEXSTAR MEDIA, INC	4207884-1	111-6010-466.55-35	PARADE AIRING	12,500.00
				<b>\$12,500.00</b>
NICK ALEXANDER RESTORATION	61	111-7010-421.43-20	PD UNIT REPAIR	495.00
				<b>\$495.00</b>
NORM REEVES FORD SUPERSTORE	108136	111-7010-421.43-20	PD UNIT MAINTENANCE	3,517.54
	312193	111-7010-421.43-20	PD UNIT PARTS	69.44
	312680	111-7010-421.43-20	PD UNIT PARTS	341.90
	312683	111-7010-421.43-20	PD UNIT PARTS	341.71
	312720	111-7010-421.43-20	PD UNIT PARTS	15.26
	312757	111-7010-421.43-20	PD UNIT PARTS	192.72
				<b>\$4,478.57</b>
NORTH STAR LAND CARE	1601-627	535-8090-452.56-60	TREE MAINT SERVICES DEC	25,020.00
	1601-651	535-8090-452.56-60	TREE MAINT SERVICES DEC	43,920.00
				<b>\$68,940.00</b>
O'REILLY AUTO PARTS	2959-420350	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	44.96
	2959-420984	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	97.01
	2959-421043	111-7010-421.43-20	CAR PARTS FOR POLICE UNIT	6.92
	2959-424202	111-7010-421.43-20	PARTS FOR PD UNIT	342.81
	2959-424879	111-7010-421.43-20	PARTS FOR PD UNIT	266.45
	2959-420376	741-8060-431.43-20	CAR PARTS FOR PW UNITS	90.25
				<b>\$848.40</b>
OK PRINTING DESIGN & DIGITAL PRINT	3266	681-3022-415.61-20	WATER DEPARTMENT SUPPLIES	320.00
				<b>\$320.00</b>
PACIFIC PRODUCTS & SERVICES LLC	33154	221-8012-429.61-20	SUPPLIES FOR SIGNS	933.71
				<b>\$933.71</b>
PACIFICA SERVICES INC.	346-22	221-8010-431.76-12	CIP 2021-01 SB1 CDBG	2,875.00
	346-23	221-8010-431.76-12	CIP2022-10 CDBG	130.00
				<b>\$3,005.00</b>
PANISH SHEA BOYLE RAVIPUDI LLP	21STCV37804	111-9031-413.32-70	PROFESSIONAL SERVICES	400,000.00
				<b>\$400,000.00</b>
PARS	54723	111-9010-419.56-41	PARS ARS FEES	509.62
	54784	111-9010-419.56-41	PARS REP FEES	2,687.83
				<b>\$3,197.45</b>
PITNEY BOWES	800090900355810	111-9010-419.53-20	REFILL POSTAGE	2,593.78
	800090900355810	113-9050-419.56-40	REFILL POSTAGE	2.52
				<b>\$2,596.30</b>
PREFERRED IMPRESSIONS INC	27126	111-7010-421.43-20	GRAPHICS FOR PD UNITS	1,146.63
				<b>\$1,146.63</b>

**City of Huntington Park**  
**Demand Register**  
**February 6, 2024**

Payee Name	Invoice Number	Account Number	Description	Amount
PRO LINE GYM FLOORS	3055	111-6010-451.73-10	GYM FLOOR MAINTENANCE	3,750.00
				<b>\$3,750.00</b>
R & A TANK TECHNOLOGIES LLC	010324-32	741-8060-431.43-20	SUPPLIES FOR PW	300.00
				<b>\$300.00</b>
R & R INDUSTRIES, INC.	661789	111-0210-413.61-20	APPAREL FOR COUNCIL	321.08
				<b>\$321.08</b>
RADIANT FIRE & INTEGRATION INC.	1291	787-8917-499.73-15	CITYWIDE FIRE PROTECTION	9,772.32
				<b>\$9,772.32</b>
RAMCAST ORNAMENTAL SUPPLY CO, INC.	1128144-IN	111-8020-431.43-10	GATE FOR PW YARD	609.32
				<b>\$609.32</b>
REFRIGERATION SUPPLIES DISTRIBUTOR	1632085-00	111-8022-419.43-10	FIXED AIR CONDITIONER CITY HALL	208.64
				<b>\$208.64</b>
RINCON CONSULTANTS, INC.	54078	113-9050-462.56-41	HP SB1000 ASSISTANCE	1,446.00
				<b>\$1,446.00</b>
RIO HONDO COLLEGE	F23-177-ZHPK	111-7010-421.59-10	PD TRAINING	228.00
	F23-187-ZHPK	111-7010-421.59-10	PD TRAINING	228.00
	F23-228-ZHPK	111-7010-421.59-10	PD TRAINING	118.55
	W24-20-ZHPK	111-7010-421.59-10	PD TRAINING	228.00
				<b>\$802.55</b>
ROADLINE PRODUCTS INC	19478	221-8012-429.61-20	PARTS FOR PW	2,024.19
				<b>\$2,024.19</b>
S & S WORLDWIDE, INC.	IN101317525	239-5210-463.57-65	CDBG SENIOR SUPPLIES	2,080.41
	IN101320855	239-5210-463.57-65	CDBG SENIOR SUPPLIES	7.71
				<b>\$2,088.12</b>
SOLAR ART	1028345	111-8023-451.43-10	REPLACED TINTED WINDOW	4,886.00
				<b>\$4,886.00</b>
SONSRAY MACHINERY, LLC	PSO113074-2	741-8060-431.43-20	PARTS FOR PW TRACTOR	436.96
				<b>\$436.96</b>
SOUTHEAST POLICE CHIEFS GROUP	01172024	111-7010-421.59-10	PD ANNUAL DUES	800.00
				<b>\$800.00</b>
SOUTHSTAR ENGINEERING & CONSULTING	COHP-CYCLE4-07	222-8080-431.76-20	CONSTRUCTION SVCS	25,597.75
				<b>\$25,597.75</b>
STATE WATER RESOURCES CONTROL	LW-1043866	681-8030-461.42-05	ANNUAL PERMIT FEE	18,300.26
				<b>\$18,300.26</b>
STEVE CAMPOS	059060	111-7010-421.61-20	PARKING REIMBURSEMENT	13.75
				<b>\$13.75</b>
SUNBELT RENTALS INC	912941	111-9010-419.44-10	LIGHT TOWER FOR PARADE	7,489.03
				<b>\$7,489.03</b>
SUPERIOR COURT OF CALIFORNIA	07012023	111-7010-415.56-10	CITATION SURCHARGE	26,749.50
				<b>\$26,749.50</b>

**City of Huntington Park**  
**Demand Register**  
**February 6, 2024**

Payee Name	Invoice Number	Account Number	Description	Amount
T-MOBILE USA	975955170 JAN	111-9010-419.53-10	PW PHONE USAGE	2,876.51 \$2,876.51
T2 SYSTEMS CANADA INC.	INVDC000005121	111-5055-419.56-41	PAYSTATION MAINTENANCE	2,370.00 \$2,370.00
THE FLAG SHOP	21080	111-8022-419.43-10	CITY FLAG REPLACEMENTS	1,992.15 \$1,992.15
THE HITT COMPANIES, INC	OE-126298	111-7010-421.61-20	PD OFFICE SUPPLIES	71.03 \$71.03
THE REGIONAL TRAINING CENTER	2297	111-7010-421.59-10	PD EMPLOYEE TUITION	3,500.00 \$3,500.00
THORSON MOTOR CENTER	493519BUR 493538BUR 493543BUR 493527BUR 493544BUR	111-7010-421.43-20 111-7010-421.43-20 111-7010-421.43-20 111-8085-431.43-21 741-8060-431.43-20	PD UNIT PARTS PD UNIT MAINTENANCE PARTS FOR PD UNIT PARTS FOR SHUTTLE PW FLEET MAINTENANCE	62.29 279.97 463.76 62.29 167.23 \$1,035.54
TIME WARNER CABLE	106964801010124 170094601010124	111-7040-421.56-41 111-7040-421.56-41	PD ICI SYSTEM PD FIBER INTERNET	661.60 97.00 \$758.60
TIREHUB, LLC	39692757 39692835 39692884 39430742	111-7010-421.43-20 111-7010-421.43-20 111-7010-421.43-20 741-8060-431.43-20	PD UNIT PARTS PD UNIT PARTS PD UNIT PARTS TIRES FOR PW UNIT	732.24 -732.24 593.92 462.52 \$1,056.44
TRIANGLE SPORTS	42346 42347	111-6040-451.61-35 111-6040-451.61-35	YOUTH BASKETBALL UNIFORMS ADULT SPORT SUPPLIES	2,766.52 98.55 \$2,865.07
U.S. ARMOR CORPORATION	44661 44661	111-7010-421.73-10 111-7030-421.56-41	PD EQUIPMENT PD EQUIPMENT	384.90 384.89 \$769.79
ULINE	172377223	741-8060-431.61-20	DISPOSABLE GLOVES PW	57.12 \$57.12
UNDERGROUND SERVICE ALERT OF SO CAL	1120230132 1220230132 23-241703 23-242088	221-8014-429.56-41 221-8014-429.56-41 221-8014-429.56-41 221-8014-429.56-41	MONTHLY FEES NOV. 23 CHP01 NEW TICKET CHARGES MONTHLY FEES NOV. 23 CA STATE FEE REGULAR COST	214.75 178.00 111.04 111.04 \$614.83
VALLEY ALARM	1154359 1154359 1154359	111-8020-431.56-41 111-8022-419.56-41 111-8023-451.56-41	MONTHLY ALARM SERVICES MONTHLY ALARM SERVICES MONTHLY ALARM SERVICES	665.34 665.33 715.28 \$2,045.95
WALTERS WHOLESALE ELECTRIC COMPANY	S124628636.001	111-8020-431.43-10	PUBLIC WORKS SUPPLIES	454.23

**City of Huntington Park**  
**Demand Register**  
**February 6, 2024**

Payee Name	Invoice Number	Account Number	Description	Amount
WALTERS WHOLESALE ELECTRIC COMPANY	S124764177.001	111-8020-431.43-10	PW FLEET SUPPLIES	34.78
	S124764478.001	111-8020-431.43-10	PW FLEET SUPPLIES	565.96
	S124601096.001	111-8022-419.43-10	SUPPLIES FOR CITY HALL	448.50
	S124628523.002	221-8014-429.61-20	TRAFFIC SIGNAL SUPPLIES	55.66
	S124628523.001	535-8016-431.61-45	STREET LIGHT SUPPLIES	468.12
				<b>\$2,027.25</b>
WATER REPLENISHMENT DISTRICT OF	11302023	681-8030-461.56-41	GROUND WATER PRODUCTION	89,515.26
				<b>\$89,515.26</b>
WEST GOVERNMENT SERVICES	849523354	111-7040-421.56-41	MONTHLY SUBSCRIPTION SVCS	1,802.64
				<b>\$1,802.64</b>
WEX BANK	94400056	111-7010-421.43-20	FUEL FOR PD UNIT	820.91
				<b>\$820.91</b>
				<b>\$1,851,322.47</b>

ITEM 3



# CITY OF HUNTINGTON PARK

FINANCE DEPARTMENT

City Council Agenda Report

February 6, 2024

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:

## **FISCAL YEAR 2024 BUDGET STATUS REPORT AS OF DECEMBER 31, 2023**

QUARTER TWO (Q2) OF FISICAL YEAR 2024 (FY 2024) BUDGET STATUS REPORT PRESENTS THE BUDGET VS. ACTUAL REVENUES AND EXPENDITURES, BUDGET TRANSFERS BETWEEN DEPARTMENTS, PREVIOUSLY APPROVED BUDGET APPROPRIATIONS AND NEW REQUESTS, AND PURCHASE ORDER ROLLOVERS FROM FISCAL YEAR 2023 (FY 2023).

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

1. Adopt a resolution to receive and file the FY 2024 Q2 Budget Status report as of December 31, 2023.
2. Approve appropriations and inter-departmental budget transfers.
3. Authorize the Director of Finance in conjunction with the City Manager to align the department budgets with department expenditures through budget transfers.

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

The FY 2024 budget was originally adopted at a special meeting on June 30, 2023, with the request by the City Manager's office to provide quarterly updates. As we move through the Fiscal Year adjustments will be needed to align budgets with expenditures, and the adjustments will be brought forward to City Council for review and approval.

The Q2 FY 2024 revenues and expenditures are consistent with the Budget adopted by the City Council on June 30, 2023. The City Manager's Office has proposed a quarterly budget reporting to ensure economic trends are quickly addressed with the right budget policy. There will be a Quarterly Budget Status Report presented to City Council every three months as follows:

## FY2024 Q2 Budget Status Report

February 6, 2024

Page 2 of 4

- Q1 for July – August – September presented in October
- Q2 for October – November – December presented in February
- Q3 for January – February – March presented in April
- Q4 for April – May – June presented in September (due to year-end accruals)

The budget submitted at the special meeting provided reasonable expectations of revenues and expenditures by departments. However, adjustments are needed to address unforeseen organizational expenses or new projects that address new opportunities of benefit for the community.

The Q2 Budget Status Report shows the City has received approximately 35% of the expected revenue. This is in line with expectations due to the timing of when actual revenues are received by the City. An example of timing is the Sales Tax area, the state distributes two months after it has been collected; as of December 31, 2023 the City received sales tax collections through October 2023.

Revenues	FY2024 Budget	FY2024 Q2 YTD	% Received
General Fund	61,128,189	16,656,197	27.2%
Special Revenue Funds	18,068,900	12,313,925	68.1%
Internal Service Funds	6,170,500	214,750	3.5%
Enterprise Funds	5,138,700	2,794,107	54.4%
Fiduciary Funds	1,087,000	-	0.0%
<b>Total</b>	<b>91,593,289</b>	<b>31,978,979</b>	<b>34.9%</b>

The Q2 actual expenditure total shown in the Budget Status Report reflects approximately 37% of the expenditures budget has been used, while an additional 16.4% has been ear-marked (encumbered) for future expenses. The YTD encumbrance amount, shown below, includes purchase order roll-overs from the prior fiscal year for projects that were unable to be completed in FY 2023 but are anticipated to be completed in FY 2024.

Expenditures	FY2024 Budget	FY2024 Q2 YTD	YTD Encumbrances
General Fund	63,124,834	23,361,096	4,401,669
Special Revenue Funds	40,010,892	14,179,325	12,635,237
Internal Service Funds	1,647,300	1,132,689	617,264
Enterprise Funds	7,890,079	2,423,484	975,749
Fiduciary Funds	1,043,800	799,322	-
<b>Total</b>	<b>113,716,905</b>	<b>41,895,916</b>	<b>18,629,919</b>

During the second quarter of FY 2024, there have been appropriation requests that total \$15,327,483, as shown in Appendix B. Within Appendix B is five new appropriation

## FY2024 Q2 Budget Status Report

February 6, 2024

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requests for Bank Charges, Water Fund Postage, Trustee Fees, Parking Citation Services and IT Services that total that will total \$709,100.

- The Bank Charges of \$100,000 is split between the Water Fund and the General Fund; the bank fee charges previously “netted” against the associated revenues and are now being identified separately as a cost.
- The Water Fund Postage is \$20,000 and is solely related to the Enterprise Fund category, postage continues to increase necessitating the increase budget.
- The Trustee Fees were not budgeted and are associated with annual costs related to existing bonds. Total anticipated cost is \$2,700.
- The Parking Citation Services are related invoices received from Los Angeles County court system was not budgeted and are higher than prior years. Total anticipated cost \$370,000.
- The IT Services request is \$216,000 related to unbudgeted contracted services.

Appendix C illustrates the budget transfer that occurred during quarter 2 of the fiscal year. These amounts are not increasing the overall budget expenditure, rather shifting previously approved budget dollars from one department to another, the total of all transfers equal \$439,500. These changes are all for the recognition of the expense in the correct department.

The Full-Time and Part-Time Positions pages of the document have also been updated to reflect the positions filled as of December 31, 2023, and includes new positions to reflect department needs. Specifically, changes in Finance include the addition of an Accountant position offset by removing the authorization of the Accounting Supervisor position and Community Development added a full-time Administrative Specialist (previously a part-time position).

## FISCAL IMPACT/FINANCING

1. It is recommended that City Council approve the following Budget Appropriations:
  - a. Bank Charges \$100,000 in account number 111-9010-419.33-10.
  - b. Water Fund Postage \$20,000 in account number 681-3022-415.53-20
  - c. Trustee Fees \$2,700 in account number 216-3010-415.56-42
  - d. Parking Citation Services \$370,000 in account 111-7010-415.56-10
  - e. IT Services in the amount of \$216,400 in account 111-7010-419.43-15
2. It is recommended that the City Council approve the following budget transfers; these amounts are being reallocated to reflect the department expending the funds:

## FY2024 Q2 Budget Status Report

February 6, 2024

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From Account	From Department	To Account	To Department	Amount	Reason for Transfer
111-9018-413.35-10	Non-Departmental	111-2030-413.64-05	Administration	5,000	Employee Recognition
111-9018-413.35-10	Non-Departmental	111-9010-490.73-10	Non-Departmental	20,000	Technology Purchases
111-8024-421.43-10	Public Works	111-7010-421.73-10	Police Department	7,800	Oven for Inmate Meals
111-6010-466.55-35	Parks & Recreation	111-0240-466.55-41	Administration	10,500	Holiday Parade
111-7010-421.73-10	Police Department	111-7010-421.73-10	Police Department	385,000	New Account Creation/PD Vehicles
111-6010-466.55-40	Parks & Recreation	111-6020-451.61-35	Parks & Recreation	11,000	Toy Drive

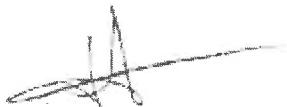
### CONCLUSION

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

Respectfully submitted,



RICARDO REYES  
City Manager



JEFF JONES  
Director of Finance

### ATTACHMENT(S)

- A. FY 2024 Q2 Budget Status Report
- B. Resolution authorizing the budget appropriations, budget transfers and new positions in the Parks & Recreation and Public Works department.

# **City of Huntington Park**



**Q2 Budget Status Report  
Fiscal Year 2024**



**City of Huntington Park**  
**List of Principal Officials**

---

**CITY COUNCIL**

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

**ADMINISTRATION AND DEPARTMENT HEADS**

City Manager .....	Ricardo Reyes
City Attorney .....	Arnold Alvarez-Glasman
Assistant City Manager.....	Raul Alvarez
City Clerk .....	Eduardo "Eddie" Sarmiento
Director of Communications and Community Relations .....	Sergio Infanzon
Director of Community Development.....	Steve Forster
Director of Finance .....	Jeff Jones
Director of Parks and Recreation.....	Cynthia Norzagaray
Chief of Police .....	Cosme Lozano
Director of Public Works .....	Cesar Roldan
Human Resources.....	Marisol Nieto

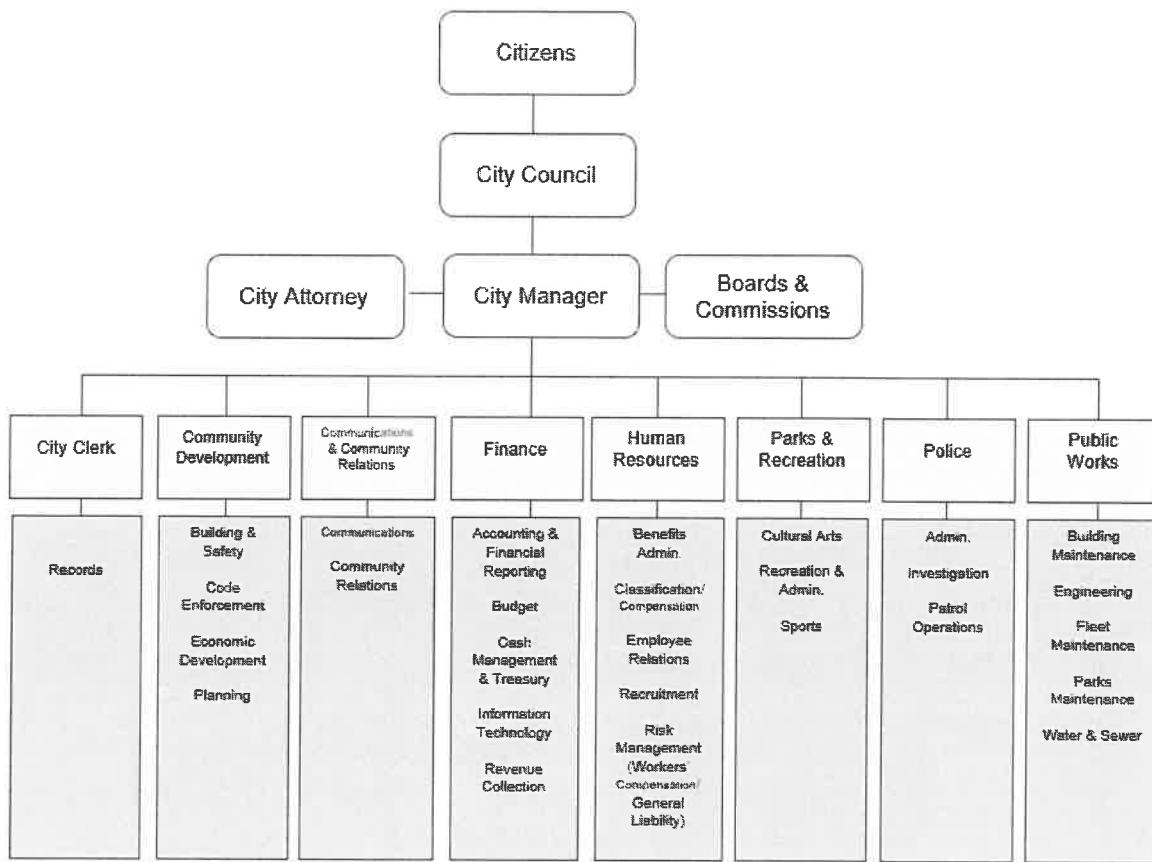


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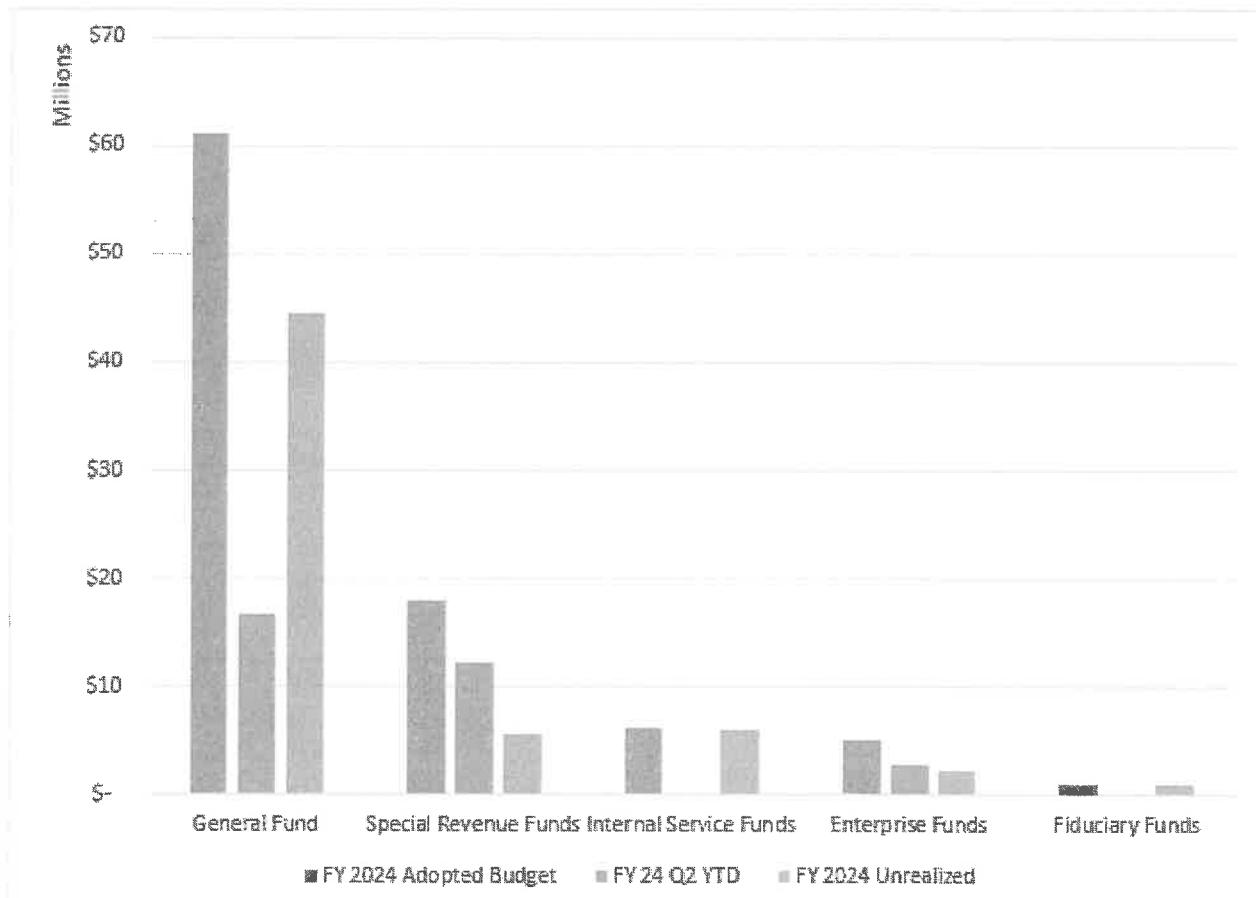
# City Organizational Chart





## Revenues

Revenues	FY 2023 Actuals	FY 2024 Budget	FY 2024 Q2 YTD	FY 2024 Unrealized
General Fund	\$ 46,132,825	\$ 61,128,189	\$ 16,656,197	\$ 44,471,992
Special Revenue Funds	24,771,545	18,068,900	12,313,925	5,754,975
Internal Service Funds	29,314	6,170,500	214,750	5,955,750
Enterprise Funds	5,547,933	5,138,700	2,794,107	2,344,593
Fiduciary Funds	5,149,477	1,087,000	-	1,087,000
<b>Total</b>	<b>\$ 81,631,095</b>	<b>\$ 91,593,289</b>	<b>\$ 31,978,979</b>	<b>\$ 59,614,310</b>



**FY 2024 Adopted Revenue Budget: \$91,593,289**

**YTD Actual Revenue Budget: \$31,978,979**

## Revenues

	FY 2023 Actuals	FY 2024 Budget	FY 2024 Q2 YTD	FY 2024 Unrealized
<b>GENERAL FUND</b>				
<b>PROPERTY TAXES</b>				
111-0000-311.10-10 Property Tax Secured	1,129,552	970,300	438,581	531,719
111-0000-311.40-00 Real Property Transfer	102,086	120,200	35,234	84,966
111-0000-311.50-00 Home Owner Tax Relief	-	2,800	-	2,800
111-0000-311.60-00 RDA Pass Through	780,923	370,200	-	370,200
<b>PROPERTY TAXES TOTAL</b>	<b>2,012,560</b>	<b>1,463,500</b>	<b>473,815</b>	<b>989,685</b>
<b>SALES TAX</b>				
111-0000-313.10-00 Sales & Use Tax	9,394,620	8,986,262	4,477,729	4,508,533
111-0000-313.10-05 Measure S Sales Tax	6,044,408	6,798,000	3,311,197	3,486,803
111-0000-342.10-10 Public Safety Augmentation	237,085	193,500	118,486	75,014
<b>SALES TAX TOTAL</b>	<b>15,676,113</b>	<b>15,977,762</b>	<b>7,907,413</b>	<b>8,070,349</b>
<b>UTILITY USERS' TAX</b>				
111-0000-316.10-00 Utility Users' Tax	6,037,936	4,434,300	3,012,651	1,421,649
111-0000-316.10-05 Prepaid Wireless	48,205	5,200	44,770	(39,570)
111-0000-316.15-00 Telephone UUT	778,046	730,600	352,093	378,507
<b>UTILITY USERS' TAX TOTAL</b>	<b>6,864,187</b>	<b>5,170,100</b>	<b>3,409,514</b>	<b>1,760,586</b>
<b>MOTOR VEHICLE LICENSE FEES</b>				
111-0000-336.20-00 Motor Vehicle License Fee	7,702,411	7,177,200	-	7,177,200
111-0000-336.40-00 Motor Vehicle In-Lieu Pmt	-	70,100	-	70,100
<b>MOTOR VEHICLE LICENSE FEES TOTAL</b>	<b>-</b>	<b>70,100</b>	<b>-</b>	<b>70,100</b>
<b>LICENSES AND PERMITS</b>				
111-0000-321.10-50 Animal License	13,712	14,400	3,031	11,369
111-0000-322.10-10 Building	799,846	574,100	308,363	265,737
111-0000-322.10-40 Misc. Building	114	100	958	(858)
111-0000-322.10-45 Occupancy Permit	8,240	6,800	3,760	3,040
111-0000-322.10-50 Encroachment Fees	92,132	80,400	56,154	24,246
111-0000-322.60-05 Fireworks Fee	1,712	3,800	2,763	1,037
111-0000-342.10-20 Burglar Alarm Fees	2,090	-	13,564	(13,564)
<b>LICENSES AND PERMITS TOTAL</b>	<b>917,845</b>	<b>679,600</b>	<b>388,592</b>	<b>291,008</b>
<b>COMMUNITY DEVELOPMENT FEES</b>				
111-0000-322.20-00 Plan Check	607,633	420,000	222,070	197,930
111-0000-322.30-00 Engineering Plan Check	-	-	1,000	(1,000)
111-0000-322.40-00 SMIP FEES	26	3,300	10	3,290
111-0000-322.40-05 BSASRF	(1,646)	1,900	460	1,440
111-0000-322.50-00 Bldg Dept Appeals	1,299	-	-	-
111-0000-322.55-05 Dispensary Fee	385,674	181,700	41,222	140,478
111-0000-341.10-00 Zoning & Subdivision	160,725	150,200	143,763	6,437
111-0000-342.20-00 Residential Pre-Sale Inspection	12,041	19,800	4,855	14,945
111-0000-399.90-40 Engineering Permits	187,744	252,100	120,093	132,007
<b>COMMUNITY DEVELOPMENT FEES TOTAL</b>	<b>1,353,496</b>	<b>1,029,000</b>	<b>533,473</b>	<b>495,527</b>
<b>BUSINESS LICENSE</b>				
111-0000-321.10-00 Business	1,393,203	1,086,100	632,696	453,404
111-0000-321.10-20 Processing Fee Business	183,394	159,900	93,474	66,426
111-0000-321.10-30 SB1186-Disability Access	14,424	12,500	7,340	5,160
<b>BUSINESS LICENSE TOTAL</b>	<b>1,591,022</b>	<b>1,258,500</b>	<b>733,510</b>	<b>524,990</b>

## Revenues

<u>GENERAL FUND CONTINUED</u>	<b>FY 2023 Actuals</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Q2 YTD</b>	<b>FY 2024 Unrealized</b>
<b>OTHER GOVERNMENTAL REVENUE</b>				
111-0000-333.30-00 Meas. W-Safe Clean Water	433,497	441,300	-	441,300
111-0000-335.20-10 STC Training for Corrections	6,564	6,000	1,049	4,951
111-0000-335.20-15 Mental Health Trng Grant	-	-	-	-
111-0000-335.20-20 Standard Training	22,960	7,000	8,472	(1,472)
111-0000-335.46-00 Senior Meal Program	-	-	-	-
111-0000-335.50-05 Settlement Revenue	43,352	-	13,746	(13,746)
111-0000-335.55-00 Urban Forestry Grant	43,644	-	-	-
111-0000-335.76-06 Slauson Congestion Relief	1,881,484	-	-	-
<b>OTHER GOVERNMENTAL REVENUE TOTAL</b>	<b>2,431,501</b>	<b>454,300</b>	<b>23,267</b>	<b>431,033</b>
<b>CHARGES FOR SERVICES</b>				
111-0000-342.10-30 Special Police Services	82,276	75,600	76,061	(461)
111-0000-342.10-35 CCW Permit	1,351	-	1,741	(1,741)
111-0000-342.10-40 Vehicle Impound Release	118,060	111,700	53,154	58,546
111-0000-342.10-45 Towing Admin Fees	81,170	60,200	30,739	29,461
111-0000-342.10-55 Booking Fee City of Vernon	43,515	25,200	37,922	(12,722)
111-0000-342.30-10 Meter Parking	302,065	381,300	151,279	230,021
111-0000-344.20-20 Residential Trash	2,289	-	(2,289)	2,289
111-0000-344.20-30 UPW Admin Reimb	-	118,100	-	118,100
111-0000-344.20-40 UPW Bulky Reimb	-	59,000	-	59,000
111-0000-346.10-00 Animal Various Services	1,088	900	564	336
111-0000-362.20-10 Lease Payment	164,831	425,900	36,378	389,522
111-0000-362.40-10 Parking Pilot Program	11,340	13,827	960	12,867
111-0000-395.10-00 Reimbursements	17,286	16,200	1,667	14,533
111-0000-395.10-05 Damage to City Property	83,220	35,300	31,247	4,053
111-0000-395.30-00 State Mandated Costs	-	14,800	-	14,800
111-0000-395.40-05 Staff Time P.D.	13,894	13,400	12,538	862
<b>CHARGES FOR SERVICES TOTAL</b>	<b>922,385</b>	<b>1,351,427</b>	<b>431,960</b>	<b>919,467</b>
<b>PARKS AND RECREATION FEES</b>				
111-0000-347.20-00 Sports Youth	6,590	21,700	5,475	16,225
111-0000-347.20-05 Splash Pad Fees	2,647	2,000	2,729	(729)
111-0000-347.25-00 Sports Adult	1,340	-	2,720	(2,720)
111-0000-347.30-00 Personnel Fees	34	2,000	-	2,000
111-0000-347.40-00 Pre-School	-	1,100	-	1,100
111-0000-347.50-00 Special Interest	43,485	6,100	17,695	(11,595)
111-0000-347.60-00 Excursions	-	1,000	-	1,000
111-0000-347.70-00 Facility Fees	4,222	14,800	54,167	(39,367)
111-0000-347.70-05 Passes	9,770	2,600	4,760	(2,160)
111-0000-347.90-00 Misc Revenue	6,030	-	405	(405)
<b>PARKS AND RECREATION FEES TOTAL</b>	<b>74,117</b>	<b>51,300</b>	<b>87,951</b>	<b>(36,651)</b>
<b>FINES AND FORFEITURES</b>				
111-0000-335.20-30 Welfare Inmate	-	-	-	-
111-0000-342.40-00 Administrative Hearing Fee	-	-	-	-
111-0000-351.10-10 Citations	2,360,200	2,029,400	1,145,898	883,502
111-0000-351.10-30 Local Municipal Court	2,165	1,300	4,336	(3,036)
111-0000-351.30-00 Vehicle Code Fines	30,164	21,000	15,929	5,071
<b>FINES AND FORFEITURES TOTAL</b>	<b>2,392,529</b>	<b>2,051,700</b>	<b>1,166,163</b>	<b>885,537</b>

## Revenues

<u>GENERAL FUND CONTINUED</u>	<b>FY 2023 Actuals</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Q2 YTD</b>	<b>FY 2024 Unrealized</b>
<b>MISCELLANEOUS REVENUE</b>				
111-0000-391.10-70 Special Events	-	-	-	-
111-0000-395.10-10 Employee Benefit Share	331	200	131	69
111-0000-392.40-05 Proceeds	13,825	-	-	-
111-0000-399.77-05 Special Events	17,560	17,200	13,770	3,430
111-0000-399.90-30 Cash Short/Over	(231)	-	88	(88)
111-0000-399.90-90 Miscellaneous Income	801,314	37,500	3,994	33,506
111-0000-399.90-92 NSF Fees	75	-	50	(50)
<b>MISCELLANEOUS REVENUE TOTAL</b>	<b>832,873</b>	<b>54,900</b>	<b>18,032</b>	<b>36,868</b>
<b>INVESTMENT AND RENTAL INCOME</b>				
111-0000-361.10-00 Interest Income	716,831	1,500,000	794,894	705,106
111-0000-362.10-00 Rents & Concessions	8,253	12,200	9,980	2,220
111-0000-362.20-15 Metro Transit Lease	30,000	33,500	12,500	21,000
<b>INVESTMENT AND RENTAL INCOME TOTAL</b>	<b>755,085</b>	<b>1,545,700</b>	<b>817,374</b>	<b>728,326</b>
<b>TRANSFERS IN</b>				
111-0000-391.10-90 Pension Tax	-	-	-	-
111-0000-391.20-10 Water	-	-	-	-
111-0000-391.82-99 Transfer from Fund 122	-	100	-	100
111-0000-391.82-99 Transfer from Fund 210	-	141,500	-	141,500
111-0000-391.82-99 Transfer from Fund 216	-	7,662,700	-	7,662,700
111-0000-391.82-99 Transfer from Fund 217	-	1,578,300	-	1,578,300
111-0000-391.82-99 Transfer from Fund 219	-	1,648,400	-	1,648,400
111-0000-391.82-99 Transfer from Fund 220	-	1,285,600	-	1,285,600
111-0000-391.82-99 Transfer from Fund 221	-	1,629,500	-	1,629,500
111-0000-391.82-99 Transfer from Fund 222	-	669,800	-	669,800
111-0000-391.82-99 Transfer from Fund 224	-	46,300	-	46,300
111-0000-391.82-99 Transfer from Fund 225	-	166,300	-	166,300
111-0000-391.82-99 Transfer from Fund 226	-	57,200	-	57,200
111-0000-391.82-99 Transfer from Fund 227	-	58,900	-	58,900
111-0000-391.82-99 Transfer from Fund 229	-	10,100	-	10,100
111-0000-391.82-99 Transfer from Fund 232	-	13,000	-	13,000
111-0000-391.82-99 Transfer from Fund 239	-	62,400	-	62,400
111-0000-391.82-99 Transfer from Fund 275	-	28,900	-	28,900
111-0000-391.82-99 Transfer from Fund 535	-	101,100	-	101,100
111-0000-391.82-99 Transfer from Fund 681	-	255,200	-	255,200
111-0000-391.82-99 Transfer from Fund 741	-	256,300	-	256,300
111-0000-391.82-99 Transfer from Fund 745	-	3,804,000	-	3,804,000
111-0000-391.82-99 Fund Balance for CIP	-	-	-	-
<b>TRANSFERS IN TOTAL</b>	<b>-</b>	<b>21,231,400</b>	<b>-</b>	<b>21,231,400</b>
<b>FRANCHISE FEE</b>				
111-0000-318.10-00 Franchise Fee	2,500,953	1,467,400	603,546	863,854
<b>FRANCHISE FEE TOTAL</b>	<b>2,500,953</b>	<b>1,467,400</b>	<b>603,546</b>	<b>863,854</b>
<b>TRANSIENT OCCUPANCY TAX</b>				
111-0000-318.30-00 Transient Occupancy Tax	105,748	94,300	61,584	32,716
<b>TRANSIENT OCCUPANCY TAX TOTAL</b>	<b>105,748</b>	<b>94,300</b>	<b>61,584</b>	<b>32,716</b>
<b>GENERAL FUND TOTAL</b>	<b>38,430,414</b>	<b>53,950,989</b>	<b>16,656,197</b>	<b>37,294,792</b>

## Revenues

	FY 2023 Actuals	FY 2024 Budget	FY 2024 Q2 YTD	FY 2024 Unrealized
<b><u>SPECIAL REVENUE FUNDS</u></b>				
<b>SPECIAL EVENTS CONTRIBUTIONS</b>				
114-0000-361.10-00 Interest Income	-	100	-	100
114-0000-364.10-00 Special Event	50,256	500	3,024	(2,524)
114-0000-364.10-05 Prior Year Received	-	-	-	-
<b>SPECIAL EVENTS CONTRIBUTIONS TOTAL</b>	<b>50,256</b>	<b>600</b>	<b>3,024</b>	<b>(2,424)</b>
<b>SPECIAL REVENUE DNA ID</b>				
120-0000-355.20-05 County of L.A.	4,710	2,600	2,280	320
120-0000-355.20-10 Prior Year Received	-	-	-	-
120-0000-361.10-00 Interest Income	-	100	-	100
<b>SPECIAL REVENUE DNA ID TOTAL</b>	<b>4,710</b>	<b>2,700</b>	<b>2,280</b>	<b>420</b>
<b>INMATE WELFARE</b>				
121-0000-361.10-00 Interest Income	-	-	-	-
<b>INMATE WELFARE TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PREVENTION INTERVENTION</b>				
122-0000-361.10-00 Interest Income	-	100	-	100
<b>PREVENTION INTERVENTION TOTAL</b>	<b>-</b>	<b>100</b>	<b>-</b>	<b>100</b>
<b>GREENWAY LINEAR PARK PROJECT</b>				
152-0000-334.71-00 Greenway Linear Park Proj	416,842	-	-	-
152-0000-361.10-00 Interest Income	-	-	-	-
<b>GREENWAY LINEAR PARK PROJECT TOTAL</b>	<b>416,842</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LACTMA TOD</b>				
200-0000-340.70-00 MTA TOD	-	-	-	-
200-0000-399.90-90 Miscellaneous Revenue	1,500,000	-	-	-
<b>LACTMA TOD TOTAL</b>	<b>1,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STATE GRANTS</b>				
201-0000-370.71-00 ECRG	-	-	219,204	(219,204)
<b>STATE GRANTS TOTAL</b>	<b>-</b>	<b>-</b>	<b>219,204</b>	<b>(219,204)</b>
<b>CROSSWALK SAFETY</b>				
202-0000-336.75-00 Crosswalk Safety	1,059,814	6,900	-	6,900
202-0000-361.10-00 Interest Income	-	-	-	-
<b>CROSSWALK SAFETY TOTAL</b>	<b>1,059,814</b>	<b>6,900</b>	<b>-</b>	<b>6,900</b>
<b>MEASURE M</b>				
210-0000-314.50-00 Measure M	996,893	1,099,200	325,940	773,260
210-0000-361.10-00 Interest Income	-	2,400	-	2,400
<b>MEASURE M TOTAL</b>	<b>996,893</b>	<b>1,101,600</b>	<b>325,940</b>	<b>775,660</b>
<b>EMPLOYEES' RETIREMENT</b>				
216-0000-311.10-10 Secured	3,308,354	3,309,800	1,500,950	1,808,850
216-0000-311.50-00 Home Owner Tax Relief	148,373	10,200	-	10,200
216-0000-311.60-00 Residual Tax	4,836,913	4,300,400	-	4,300,400
216-0000-319.10-00 Penalties & Interest Delq	-	25,300	-	25,300
216-0000-361.10-00 Interest Income	-	17,000	-	17,000
<b>EMPLOYEES' RETIREMENT TOTAL</b>	<b>8,293,639</b>	<b>7,662,700</b>	<b>1,500,950</b>	<b>6,161,750</b>

## Revenues

<u>SPECIAL REVENUE FUNDS CONTINUED</u>	<b>FY 2023 Actuals</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Q2 YTD</b>	<b>FY 2024 Unrealized</b>
<b>SALES TAX- TRANSIT PROPOSITION A</b>				
219-0000-314.10-00 Prop A	1,549,141	1,548,000	607,240	940,760
219-0000-314.30-00 MTA Bus Passes	8,215	4,500	1,831	2,669
219-0000-340.10-00 Dial-A-Ride Services	1,170	1,200	470	730
219-0000-340.30-00 Fixed Route Fares	18,467	29,900	7,312	22,588
219-0000-340.40-00 National Transit Database	-	-	556,880	(556,880)
219-0000-361.10-00 Interest Income	-	800	-	800
219-0000-362.20-10 Lease Payment	-	-	-	-
219-0000-395.41-15 Fuel Reimbursement	41,981	64,000	43,013	20,987
<b>SALES TAX- TRANSIT PROPOSITION A TOTAL</b>	<b>1,618,974</b>	<b>1,648,400</b>	<b>1,216,745</b>	<b>431,655</b>
<b>SALES TAX- TRANSIT PROPOSITION C</b>				
220-0000-314.20-00 Prop C	1,187,963	1,284,100	503,972	780,128
220-0000-361.10-00 Interest Income	-	1,500	-	1,500
220-0000-395.41-15 Fuel Reimbursement	-	-	-	-
<b>SALES TAX- TRANSIT PROPOSITION C TOTAL</b>	<b>1,187,963</b>	<b>1,285,600</b>	<b>503,972</b>	<b>781,628</b>
<b>STATE GASOLINE TAX</b>				
221-0000-335.40-10 Fund 2105	311,403	308,900	168,318	140,582
221-0000-335.40-20 Fund 2106	192,947	181,100	99,449	81,651
221-0000-335.40-30 Fund 2107	401,541	364,300	233,348	130,952
221-0000-335.40-40 Fund 2107.5	7,500	7,700	7,500	200
221-0000-335.45-00 Road and Maint Rehab SB1	1,197,648	1,211,000	668,433	542,567
221-0000-335.50-00 Traffic Congestion Relief	441,042	449,600	279,040	170,560
221-0000-335.60-10 TCRF Loan Repayment	-	-	-	-
221-0000-361.10-00 Interest Income	-	3,400	-	3,400
<b>STATE GASOLINE TAX TOTAL</b>	<b>2,552,081</b>	<b>2,526,000</b>	<b>1,456,088</b>	<b>1,069,912</b>
<b>MEASURE R</b>				
222-0000-336.87-00 IPark Pay Station	-	-	-	-
222-0000-340.65-05 Street Project	1,077,840	962,900	317,487	645,413
222-0000-361.10-00 Interest Income	-	1,400	-	1,400
222-0000-395.41-15 Fuel Reimbursement	-	-	-	-
<b>MEASURE R TOTAL</b>	<b>1,077,840</b>	<b>964,300</b>	<b>317,487</b>	<b>646,813</b>
<b>OFFICE OF TRAFFIC &amp; SAFETY</b>				
224-0000-335.30-96 OTS STEP	35,103	40,300	24,511	15,789
224-0000-351.50-00 Vehicle Impound PT0703	3,810	4,300	1,949	2,351
224-0000-361.10-00 Interest Income	-	1,700	-	1,700
<b>OFFICE OF TRAFFIC &amp; SAFETY TOTAL</b>	<b>38,913</b>	<b>46,300</b>	<b>26,460</b>	<b>19,840</b>
<b>CAL COPS</b>				
225-0000-361.10-00 Interest Income	-	200	-	200
225-0000-335.30-10 Supplemental Law Enforcement	80,813	-	-	-
225-0000-399.90-91 Miscellaneous Income	84,459	166,100	168,911	(2,811)
<b>CAL COPS TOTAL</b>	<b>165,271</b>	<b>166,300</b>	<b>168,911</b>	<b>(2,611)</b>
<b>AIR QUALITY IMPROVEMENT TRUST</b>				
226-0000-330.10-00 AB2766	-	56,800	8,420	48,380
226-0000-361.10-00 Interest Income	-	400	-	400
<b>AIR QUALITY IMPROVEMENT TRUST TOTAL</b>	<b>-</b>	<b>57,200</b>	<b>8,420</b>	<b>48,780</b>

## Revenues

<u>SPECIAL REVENUE FUNDS CONTINUED</u>	<u>FY 2023 Actuals</u>	<u>FY 2024 Budget</u>	<u>FY 2024 Q2 YTD</u>	<u>FY 2024 Unrealized</u>
<b>OFFICE OF CRIMINAL JUSTICE</b>				
227-0000-331.20-00 JAG 2017	-	58,900	-	58,900
227-0000-361.10-00 Interest Income	-	-	-	-
<b>OFFICE OF CRIMINAL JUSTICE TOTAL</b>	<b>-</b>	<b>58,900</b>	<b>-</b>	<b>58,900</b>
<b>POLICE FORFEITURE</b>				
229-0000-352.15-05 L.A. Impact Reimbursement	-	-	-	-
229-0000-352.20-00 Treasury Fed Asset	-	10,100	859,821	(849,721)
229-0000-361.10-00 Interest Income	-	-	-	-
<b>POLICE FORFEITURE TOTAL</b>	<b>-</b>	<b>10,100</b>	<b>859,821</b>	<b>(849,721)</b>
<b>HOMELAND SECURITY FUND</b>				
230-0000-335.30-70 Entitlement Revenue	19,185	-	-	-
<b>HOMELAND SECURITY FUND TOTAL</b>	<b>19,185</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>ART IN PUBLIC PLACES</b>				
232-0000-318.50-00 Art In Pblc Place Assessment	20,252	12,900	5,965	6,935
232-0000-361.10-00 Interest Income	-	100	-	100
<b>ART IN PUBLIC PLACES TOTAL</b>	<b>20,252</b>	<b>13,000</b>	<b>5,965</b>	<b>7,035</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT</b>				
239-0000-331.40-10 HCDA	3,613,760	510,500	1,232,493	(721,993)
239-0000-361.10-00 Interest Income	-	-	-	-
239-0000-399.90-91 Miscellaneous Income	-	100	-	100
<b>COMMUNITY DEVELOPMENT BLOCK GRANT TOTAL</b>	<b>3,613,760</b>	<b>510,600</b>	<b>1,232,493</b>	<b>(721,893)</b>
<b>CALHOME</b>				
241-0000-334.60-20 Home Loan Payment	-	-	640	(640)
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>640</b>	<b>(640)</b>
<b>HUD HOME PROGRAM</b>				
242-0000-331.30-00 County Grant	60,151	27,700	930,849	(903,149)
242-0000-361.10-00 Interest Income	-	1,200	-	1,200
<b>HUD HOME PROGRAM TOTAL</b>	<b>60,151</b>	<b>28,900</b>	<b>930,849</b>	<b>(901,949)</b>
<b>SOLID WASTE RECYCLE GRANT</b>				
287-0000-334.10-00 Beverage Container Grant	13,752	15,000	-	15,000
287-0000-334.20-00 Used Oil Recycling Grant	8,518	8,500	-	8,500
287-0000-361.10-00 Interest Income	-	100	-	100
287-0000-399.90-91 Miscellaneous Income	1,777	-	-	-
<b>SOLID WASTE RECYCLE GRANT TOTAL</b>	<b>24,047</b>	<b>23,600</b>	<b>-</b>	<b>23,600</b>
<b>PED/BIKE PATH</b>				
334-0000-334.30-00 TDA/Bike Path	45,000	63,100	209,281	(146,181)
334-0000-361.10-00 Interest Income	-	-	-	-
<b>PED/BIKE PATH TOTAL</b>	<b>45,000</b>	<b>63,100</b>	<b>209,281</b>	<b>(146,181)</b>
<b>PUBLIC FINANCING AUTHORITY</b>				
475-0000-361.10-00 Interest Income	-	2,900	-	2,900
475-0000-391.80-25 Merged Redev Debt Svc	-	-	2,448,061	(2,448,061)
475-0000-395.10-00 Reimbursements	-	-	-	-
<b>PUBLIC FINANCING AUTHORITY TOTAL</b>	<b>-</b>	<b>2,900</b>	<b>2,448,061</b>	<b>(2,445,161)</b>
<b>STREET LIGHT &amp; LANDSCAPE ASSESSMENT</b>				
535-0000-311.30-30 Measure L	2,025,955	1,888,900	877,333	1,011,567
535-0000-361.10-00 Interest Income	-	200	-	200
<b>STREET LIGHT &amp; LANDSCAPE ASSESSMENT TOTAL</b>	<b>2,025,955</b>	<b>1,889,100</b>	<b>877,333</b>	<b>1,011,767</b>
<b>SPECIAL REVENUES GROUP TOTAL</b>	<b>24,771,545</b>	<b>18,068,900</b>	<b>12,313,925</b>	<b>5,754,975</b>

## Revenues

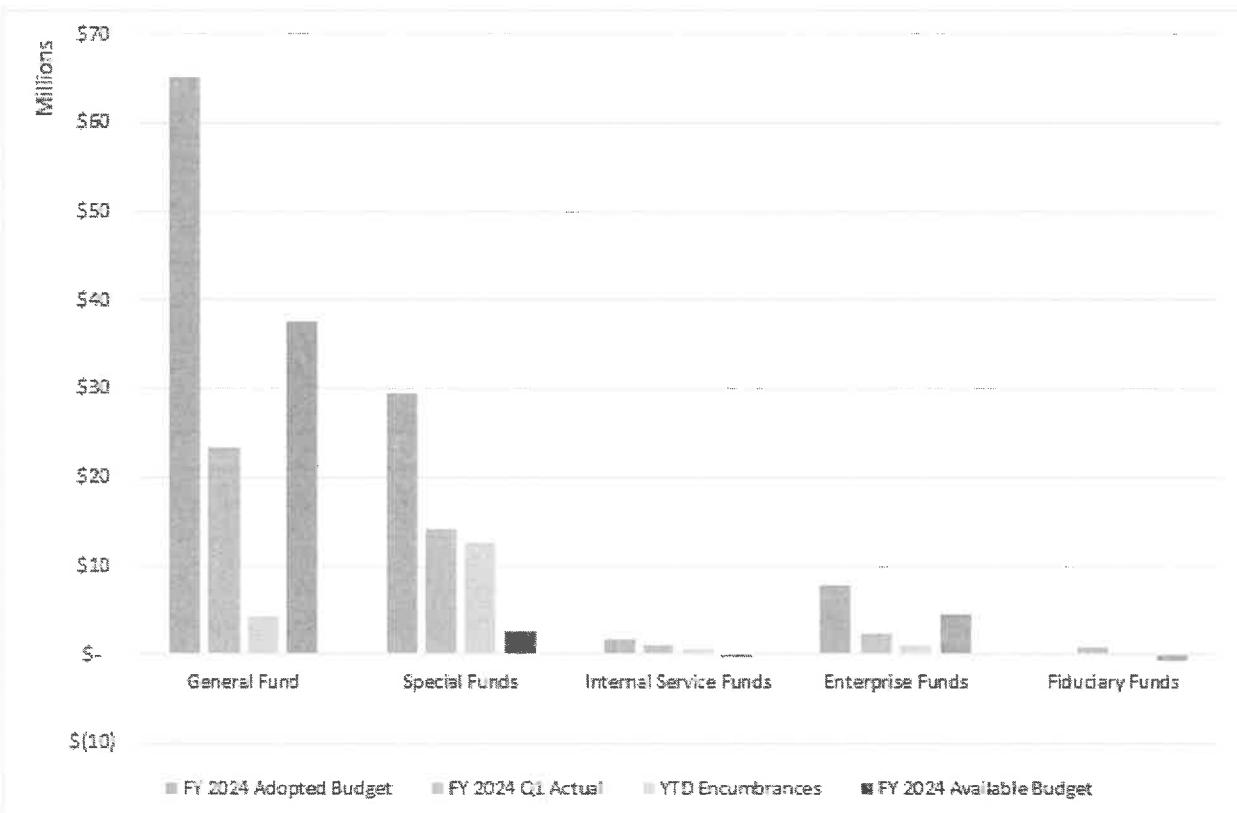
<u>ENTERPRISE FUNDS</u>	FY 2023	FY 2024	FY 2024	FY 2024
	Actuals	Budget	Q2 YTD	Unrealized
<b>SEWER MAINTENANCE</b>				
283-0000-344.30-00 Sewer Maintenance	269,129	258,300	130,848	127,452
283-0000-361.10-00 Interest Income	-	1,300	-	1,300
<b>SEWER MAINTENANCE TOTAL</b>	<b>269,129</b>	<b>259,600</b>	<b>130,848</b>	<b>128,752</b>
<b>SOLID WASTE MANAGEMENT</b>				
285-0000-334.10-00 Beverage Container Grant	-	-	-	-
285-0000-344.20-10 AB 939 Fees	135,747	187,000	14,472	172,528
285-0000-344.20-30 UPW Admin Reimb	3	-	(3)	3
285-0000-361.10-00 Interest Income	-	1,400	-	1,400
285-0000-399.90-90 Miscellaneous Income	-	-	-	-
<b>SOLID WASTE MANAGEMENT TOTAL</b>	<b>135,750</b>	<b>188,400</b>	<b>14,469</b>	<b>173,931</b>
<b>WATER</b>				
681-0000-322.55-05 Dispensary Fee	68,060	28,400	2,832	25,568
681-0000-345.10-10 Water	5,020,860	4,623,500	2,594,638	2,028,862
681-0000-345.10-20 Meter Services	-	-	-	-
681-0000-345.10-40 Delinquent Charges	12,530	6,800	17,625	(10,825)
681-0000-345.10-60 Meter Recalibration	-	-	-	-
681-0000-361.10-00 Interest Income	-	2,900	-	2,900
681-0000-395.10-05 Damage to City Property	-	-	-	-
681-0000-399.10-10 Reimbursements	15,896	6,800	22,945	(16,145)
681-0000-399.10-20 Stand By Charges	19,978	22,300	10,751	11,549
681-0000-399.10-35 Lease Payments	-	-	-	-
681-0000-399.90-90 Miscellaneous Revenue	5,728	-	-	-
<b>WATER TOTAL</b>	<b>5,143,053</b>	<b>4,690,700</b>	<b>2,648,791</b>	<b>2,041,909</b>
<b>ENTERPRISE FUND GROUP TOTAL</b>	<b>5,547,933</b>	<b>5,138,700</b>	<b>2,794,107</b>	<b>2,344,593</b>

## Revenues

<u>INTERNAL SERVICE FUNDS</u>	FY 2023 Actuals	FY 2024 Budget	FY 2024 Q2 YTD	FY 2024 Unrealized
<b>OTHER POST-EMPLOYMENT BENEFITS</b>				
217-0000-361.10-00 Interest Income	-	100	-	100
217-0000-391.10-05 Pension Tax	-	2,000	-	2,000
217-0000-391.10-10 General Fund	-	1,467,900	-	1,467,900
217-0000-391.20-10 Water	-	36,700	-	36,700
217-0000-391.20-20 Sewer	-	2,100	-	2,100
217-0000-391.20-30 Solid Waste	-	1,000	-	1,000
217-0000-391.40-10 Prop C Sales Tax	-	16,700	-	16,700
217-0000-391.40-20 Prop A Sales Tax	-	5,300	-	5,300
217-0000-391.40-22 Measure R	-	2,900	-	2,900
217-0000-391.40-30 Gas Tax	-	32,000	-	32,000
217-0000-391.65-40 Street Light Assessment	-	7,600	-	7,600
217-0000-391.81-20 Successor Agency	-	4,000	-	4,000
217-0000-395.10-00 Reimbursements	65	-	65	(65)
<b>OTHER POST-EMPLOYMENT BENEFITS TOTAL</b>	<b>65</b>	<b>1,578,300</b>	<b>65</b>	<b>1,578,235</b>
<b>FLEET MAINTENANCE</b>				
741-0000-361.10-00 Interest Income	-	100	-	100
741-0000-391.10-10 General Fund	-	788,100	-	788,100
741-0000-399.90-90 Miscellaneous Revenue	-	-	142	(142)
<b>FLEET MAINTENANCE TOTAL</b>	<b>-</b>	<b>788,200</b>	<b>142</b>	<b>788,058</b>
<b>RISK MANAGEMENT</b>				
745-0000-361.10-00 Interest Income	-	1,100	-	1,100
745-0000-391.10-05 Pension Tax	-	11,700	-	11,700
745-0000-391.10-10 General Fund	-	3,328,900	-	3,328,900
745-0000-391.20-10 Water	-	386,200	-	386,200
745-0000-391.20-20 Sewer	-	29,500	-	29,500
745-0000-391.20-30 Solid Waste	-	3,400	-	3,400
745-0000-391.40-10 Prop C Sales Tax	-	16,100	-	16,100
745-0000-391.40-20 Prop A Sales Tax	-	2,800	-	2,800
745-0000-391.40-22 Measure R	-	1,500	-	1,500
745-0000-391.40-30 Gas Tax	-	16,500	-	16,500
745-0000-391.65-40 Street Light Assessment	-	4,000	-	4,000
745-0000-391.81-20 Successor Agency	-	2,100	-	2,100
745-0000-395.10-00 Reimbursements	29,249	200	214,542	(214,342)
<b>RISK MANAGEMENT TOTAL</b>	<b>29,249</b>	<b>3,804,000</b>	<b>214,542</b>	<b>3,589,458</b>
<b>INTERNAL FUND GROUP TOTAL</b>	<b>29,314</b>	<b>6,170,500</b>	<b>214,750</b>	<b>5,955,750</b>
<b>FIDUCIARY FUNDS</b>				
<b>SUCCESSOR AGENCY</b>				
275-0000-312.50-05 RPTTF ALLOCATION	5,149,477	1,087,000	-	1,087,000
275-0000-361.10-00 Interest Income	-	-	-	-
275-0000-363.10-00 Rental Southland Steel	-	-	-	-
<b>SUCCESSOR AGENCY TOTAL</b>	<b>5,149,477</b>	<b>1,087,000</b>	<b>-</b>	<b>1,087,000</b>

## Expenditures

Expenditures	FY 2024 Adopted	FY 2024 Q2 Actual	YTD Encumbrances	FY 2024 Available Budget
General Fund	\$ 63,124,834	\$ 23,361,096	\$ 4,401,669	\$ 35,362,069
Special Funds	40,010,892	14,179,325	12,635,237	13,196,330
Internal Service Funds	1,647,300	1,132,689	617,264	(102,653)
Enterprise Funds	7,890,079	2,423,484	975,749	4,490,845
Fiduciary Funds	1,043,800	799,322	-	244,478
<b>Total</b>	<b>\$ 113,716,905</b>	<b>\$ 41,895,917</b>	<b>\$ 18,629,919</b>	<b>\$ 53,191,069</b>



**FY 2024 Adopted Expenditure Budget: \$113,716,905**

**FY 2024 Q2 YTD Expenditures: \$41,895,917**



# City Council

## Mission Statement

Dedicated to improving the quality of life for the residents of our community, in an environment of excellence, with financial integrity, and with mindfulness of the impact on our taxpayers.

## Departmental Oversight

- City Attorney
- City Manager
- Boards & Commissions

## Responsibilities

The Council makes policy determinations, approves agreements & contracts, adopts ordinances, resolutions (local laws) & regulations, and authorizes all expenditures of City funds. In addition, the City Council reviews and adopts an annual City Budget.

### Major Accomplishments 2022-23

- ❖ Led efforts to provide the same level of municipal services to residents through the Covid-19 pandemic
- ❖ Enacted monthly senior voucher program to assist residents during the Covid-19 pandemic
- ❖ Enacted Citywide Wi-Fi program for residents of Huntington Park
- ❖ Hosted several food drives for residents during the Covid-19 pandemic
- ❖ Successfully brought back the Huntington Park Holiday Parade after the Covid-19 pandemic
- ❖ Successfully brought back the "Haunt"ington Park Halloween event for City residents
- ❖ Enacted an Education Compact with LAUSD to assist City students with various resources

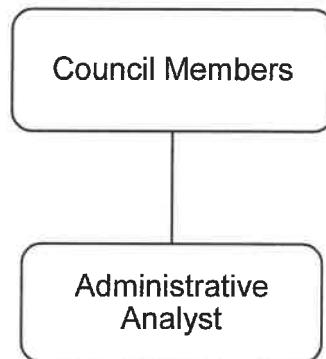
### Expected Outcomes 2023-24

- ❖ Continue monthly senior voucher program to assist post Covid-19 pandemic
- ❖ Continue to provide exceptional municipal services to the residents of the City of Huntington Park while enjoying a balanced budget.
- ❖ Continue to implement safety measures at City Hall and other city facilities that will serve to create a welcoming and secure atmosphere for employees and guests alike.

# **City Council**

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## **Organizational Chart by Position**



# City Council

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	165,200	76,880	-	88,320
Additional Pay	2,700	1,350	-	1,350
Allowances	800	360	-	440
Overtime	-	-	-	-
Holiday Payout	-	-	-	-
Sick Leave Buy Back	4,300	1,577	-	2,723
PARS/PERS Retirement	21,900	15,834	-	6,066
CalPERS Unfunded Liability	-	18,962	-	(18,962)
Fringe Benefits	100,500	38,389	-	62,111
Medicare	2,100	1,098	-	1,002
<b>Salary &amp; Benefits Total</b>	<b>297,500</b>	<b>154,450</b>	-	<b>143,050</b>
<b><u>Maintenance &amp; Operations</u></b>				
Community Outreach/Materials	40,000	19,574	-	20,426
Council Meeting Expenses	20,088	6,348	-	13,740
Material and Supplies	2,800	1,611	-	1,189
Membership and Dues	1,000	-	-	1,000
Professional Development	1,000	-	-	1,000
Public Events	14,100	-	-	14,100
<b>Maintenance &amp; Operations Total</b>	<b>78,988</b>	<b>27,533</b>	-	<b>51,455</b>
<b><u>Internal Service Charges</u></b>				
General Liability	-	-	-	-
Office Equipment Maintenance	1,612	-	-	1,612
Workers' Compensation	-	-	-	-
<b>Internal Service Charges Total</b>	<b>1,612</b>	-	-	<b>1,612</b>
<b><u>Capital Outlay</u></b>				
Improvements	-	-	-	-
Equipment	-	-	-	-
<b>Capital Outlay Total</b>	<b>-</b>	-	-	-
<b>Total Expenditures/Expenses</b>	<b>378,100</b>	<b>181,983</b>	-	<b>196,117</b>

## TOTAL BY FUND

FUND TITLE	FY 2024 ADOPTED	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General Fund	378,100	163,021	-	215,079
216- Employees Retirement	-	18,962	-	(18,962)
227 - OFFICE OF CRIMINAL JUSTICE	-	-	-	-
	<b>378,100</b>	<b>181,983</b>	-	<b>196,117</b>



# City Manager

Mission Statement	Departmental Oversight
<p>To oversee all quality-of-life aspects for the City of Huntington Park residents with professional public administration that is responsive, effective, and efficient and spearheading the implementation and application of City Council policies and directives through the delivery of high-quality municipal services through department managers and staff.</p>	<ul style="list-style-type: none"><li>• City Clerk</li><li>• Community Development</li><li>• Finance</li><li>• Human Resources</li><li>• Parks &amp; Recreation</li><li>• Police</li><li>• Public Works</li><li>• Communications and Community Relations</li></ul>

Responsibilities
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The City Manager oversees the general operations of the various city departments. The City Manager identifies, promotes, and practices a high standard of ethics and values and proactively provides guidance and expertise to the City Council on issues and matters of importance to the City's operations. The City Manager provides information in a timely and consistent manner by updating and adding information to the City's website and social media platforms to better disseminate information to the community. The City Manager also identifies opportunities for increased and improved organizational efficiencies.

## Major Accomplishments 2022-23

- ❖ Successfully oversaw efforts to stabilize and maintain the same level of municipal services during the Covid -19 pandemic
- ❖ Successfully restructured the Police Department to enhance operational efficiency, oversight, and accountability across all ranks.
- ❖ Added a new Captain to provide more robust command-level support to the Chief of Police.
- ❖ Restructured and rebuilt the Finance Department to improve financial planning and analysis, financial reporting, increased accountability, enhanced compliance, and cost savings.
- ❖ Improved quality control and oversight of city personnel and operations by adding middle-to-upper managers to multiple departments, including a Human Resources Supervisor, Code Enforcement Manager, Project Manager, Finance Manager, and Fleet-Street Manager.
- ❖ Led the development and opening of a new Target retail store in previously blighted area
- ❖ Successfully negotiated and enacted new Memorandum of Understanding (MOU) with City represented employees
- ❖ Established new Department of Communications and Community Relations
- ❖ Successfully recruited new Director of Community Development
- ❖ Successfully recruited new Interim Finance Director

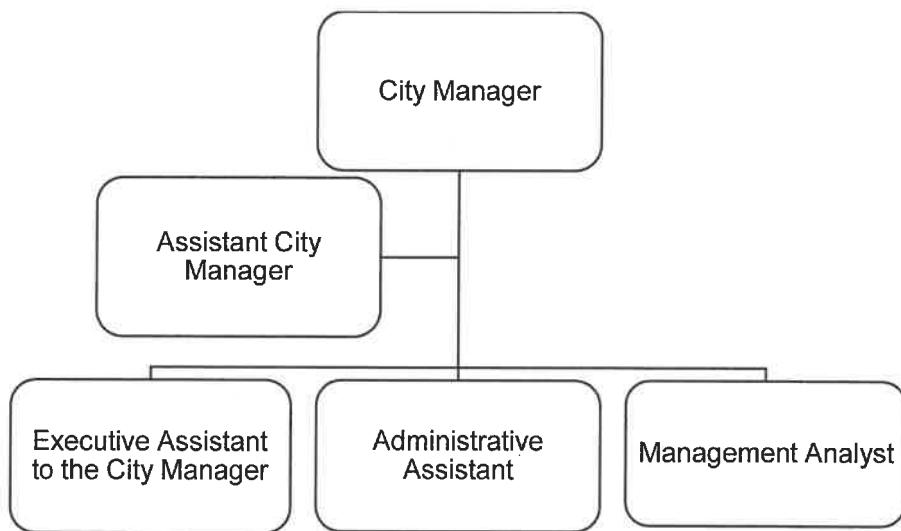
## Expected Outcomes 2023-24

- ❖ Continue efforts to open of new Farmer Boys restaurant in previously blighted area
- ❖ Continue efforts to open new Raising Cane restaurant in previously blighted area
- ❖ Continue efforts to open new Ross development on Pacific Blvd.
- ❖ Implement Tyler Munis management software system for all City Departments
- ❖ Recruit permanent Finance Director
- ❖ Enact balance budget for Fiscal Year 2023-24
- ❖ Develop Comprehensive and Robust Administrative Policies and Procedures
- ❖ Update the Employer-Employee Rules and Regulations
- ❖ Update the Civil Service Rules

# City Manager

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## Organizational Chart by Position



# City Manager

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	444,200	213,708	-	230,492
Salaries Temporary/Part Time	-	-	-	-
Additional Pay	2,700	2,700	-	(0)
Allowances & Stipends	6,000	3,000	-	3,000
Holiday Pay	-	-	-	-
Overtime	-	-	-	-
Sick Leave Buy Back	9,100	7,309	-	1,791
Payout	20,500	8,568	-	11,932
PARS/PERS Retirement	54,100	16,764	-	37,336
CalPERS Unfunded Liability	-	64,316	-	(64,316)
Fringe Benefits	89,800	29,189	-	60,611
Medicare	6,600	3,575	-	3,025
City Paid Deferred Compensation	23,800	8,853	-	14,947
<b>Salary &amp; Benefits Total</b>	<b>656,800</b>	<b>357,982</b>	<b>-</b>	<b>298,818</b>
<b><u>Maintenance &amp; Operations</u></b>				
Equipment Lease	982,212	15,121	-	967,091
Legal Services	840,000	149,026	-	690,974
Holiday Parade	10,500	17,573	-	(7,073)
Material and Supplies	4,700	1,685	-	3,015
Membership and Dues	71,600	12,924	-	58,676
Office Equipment Maintenance	1,000	742	-	258
Professional Development	10,000	854	-	9,146
Professional/Contractual Services	250,000	27,688	-	222,312
Public Events	3,000	482	-	2,518
<b>Maintenance &amp; Operations Total</b>	<b>2,173,012</b>	<b>226,095</b>	<b>-</b>	<b>1,946,917</b>
<b><u>Internal Service Charges</u></b>				
Workers' Compensation	-	-	-	-
Fleet Maintenance	-	-	-	-
General Liability	-	-	-	-
<b>Internal Service Charges Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Capital Outlay</u></b>				
Equipment	-	-	-	-
<b>Capital Outlay Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditures/Expenses</b>	<b>2,829,812</b>	<b>584,078</b>	<b>-</b>	<b>2,245,734</b>
<b>TOTAL BY FUND</b>				
FUND TITLE	FY 2024 ADOPTED	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General fund	2,829,812	519,762	-	2,310,050
216- Employees Retirement	-	64,316	-	(64,316)
219- Sales Tax- Transit Prop A	-	-	-	-
229- Police Forfeiture	-	-	-	-
239- Community Development Block Grant	-	-	-	-
	<b>2,829,812</b>	<b>584,078</b>	<b>-</b>	<b>2,245,734</b>



# City Clerk

Mission Statement	Responsibilities
To oversee and administer democratic processes such as elections, access to city records, and all legislative actions for residents of Huntington Park, ensuring transparency to the public.	<ul style="list-style-type: none"><li>• Elections Official</li><li>• Local Legislation Auditor</li><li>• Municipal Officer</li><li>• Political Reform Filing Officer</li><li>• Records &amp; Archives</li><li>• Public Inquiries &amp; Relationships</li></ul>

## Department Responsibilities

The City Clerk is the local official who administers democratic processes such as elections, access to city records, and all legislative actions ensuring transparency to the public. The City Clerk acts as a compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk manages public inquiries and relationships and arranges ceremonial and official functions.

## Accomplishments in FY 2022-23

- ❖ Adoption of new Records Retention Schedule
- ❖ Achieved professional designation as Certified Municipal Clerk governed by City Clerk Association of California
- ❖ Recovered \$45,000 in property damages to repair and replace damaged city infrastructure
- ❖ Facilitation of upgrade to City Council Chamber audio visual system
- ❖ Execute consolidation and oversight of Statewide Direct Primary Election
- ❖ Implemented the utilization of DocuSign for expeditious routing of vital documents and contracts
- ❖ Implemented the utilization of Zoom videoconferencing option to increase transparency and participation in City Council meetings and all other Brown Act body meetings
- ❖ Risk Management Certification
- ❖ Active Board Member on Independent Risk Management Authority

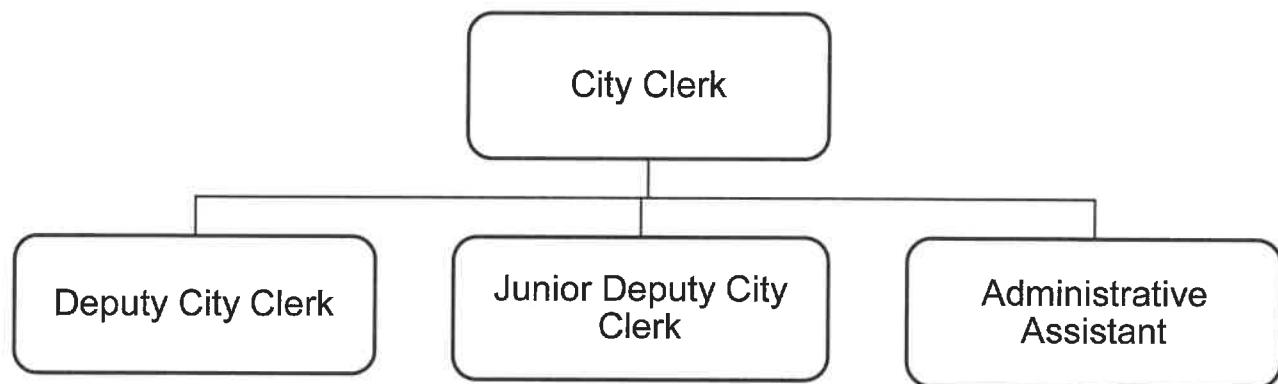
## Goals and Objective in FY 2023-24

- ❖ Coordinate closely with all departments to ensure records retention schedule is being followed and coordinate annual document purging events
- ❖ Completion of Risk Management Certification process
- ❖ Continue close coordination with all departments related to agenda management and timely submission of staff reports
- ❖ Coordinate with Information Technology staff to execute audio visual improvements in City Council Chambers
- ❖ Coordinate closely with executive team in preparation of 2024 election cycle
- ❖ Hiring of Jr. Deputy City Clerk
- ❖ Obtain Notary Commission both City Clerk staff
- ❖ Passport Services and Training
- ❖ Continue staff professional development in Pursuit of Clerk Designation

# **City Clerk**

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## **Organizational Chart by Position**



## City Clerk

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	248,200	84,902	-	163,298
Salaries Temporary/Part Time	-	-	-	-
Additional Pay	8,100	1,350	-	6,750
Allowances	-	-	-	-
Overtime	-	-	-	-
Payout	7,000	2,464	-	4,536
Sick Leave/Vacation Buy Back	4,700	2,957	-	1,743
PARS/PERS Retirement	20,500	5,332	-	15,168
CalPERS Unfunded Liability	-	21,012	-	(21,012)
Fringe Benefits	58,900	7,380	-	51,520
Medicare	3,800	1,417	-	2,383
<b>Salary &amp; Benefits Total</b>	<b>351,200</b>	<b>126,813</b>	<b>-</b>	<b>224,387</b>
<b><u>Maintenance &amp; Operations</u></b>				
Advertising & Publication	9,700	5,701	-	3,999
Material and Supplies	149,000	413	-	148,587
Membership and Dues	400	250	-	150
Municipal Election	153,000	676	15,000	137,325
Professional Development	7,750	-	-	7,750
Professional/Contractual Services	72,700	13,257	-	59,443
<b>Maintenance &amp; Operations Total</b>	<b>392,550</b>	<b>20,297</b>	<b>15,000</b>	<b>357,253</b>
<b><u>Internal Service Charges</u></b>				
General Liability	-	-	-	-
Office Equipment Maintenance	200	195	-	5
Workers' Compensation	-	-	-	-
<b>Internal Service Charges Total</b>	<b>200</b>	<b>195</b>	<b>-</b>	<b>5</b>
<b><u>Capital Outlay</u></b>				
Improvements	-	-	-	-
Equipment	224	113	-	111
Vehicle Replacement	-	-	-	-
<b>Capital Outlay Total</b>	<b>224</b>	<b>113</b>	<b>-</b>	<b>111</b>
<b>Total Expenditures/Expenses</b>	<b>744,174</b>	<b>147,419</b>	<b>15,000</b>	<b>581,755</b>
<b>TOTAL BY FUND</b>				
FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General Fund	744,174	126,407	15,000	602,767
216- Employees Retirement	-	21,012	-	(21,012)
	<b>744,174</b>	<b>147,419</b>	<b>15,000</b>	<b>581,755</b>



# Communications & Community Relations

Mission Statement	Departmental Oversight
<p>To inform the public in a timely and concise manner about city issues, programs, meetings, and services to enhance their awareness, understanding, interest, involvement, and provide innovative and creative communications solutions to promote the City's initiatives, and overall mission.</p>	<ul style="list-style-type: none"><li>• Monthly Electronic Newsletter</li><li>• City's Facebook Social Media page</li><li>• City's Instagram Social Media page</li><li>• City's Twitter Social Media page</li><li>• Media Consulting Program</li><li>• City's Portal Website</li><li>• Art Walk Annual Festival</li><li>• State of the City Program</li><li>• Marketing Campaign Programs</li><li>• Planning and Implementation of Special Programs and Activities Designed by the Administration and City Council</li></ul>

Communications advances the City's strategic vision to help position the City as a thriving, healthy, smart, and innovative community. Our goal is to create an internal public relations agency that serves each of the City's businesses through media strategy and response, marketing, graphic design, print production, social media, web management, and video production. The Department also provides support to Council and other departments with the planning, and implementation of activities and programs.

## Major Accomplishments 2022-2023

- ❖ Successfully Coordinated the First Annual Art Walk Festival.
- ❖ Successfully Coordinated the 2022 State of the City Event.
- ❖ Successfully Coordinated Two Job Fairs and Two Workshops (Interviewing Skills and How to Build A Resume) for the Residents.
- ❖ Successfully Coordinated, In Conjunction with the Police Department, Two Spay and Neuter Events and a Free Dogs and Cats Vaccination Event.
- ❖ Successfully Coordinated the First Health Fair – Environmental Justice and Education
- ❖ Successfully Coordinated, In Conjunction with the Mexican American Opportunity Foundation, the First GET UP! GET MOVING! Health Fair.
- ❖ In Conjunction with METRO, we Successfully Coordinated a Workshop for Residents to Provide Feedback on a 710 Freeway related project.
- ❖ Successfully Launched the Monthly Electronic Newsletter.
- ❖ Provided Support to Coordinate Food Distributions.
- ❖ Coordinated, In Conjunction with Community Development, Different Public Review Workshops for the Environmental Justice and Housing Elements.
- ❖ Coordinated, In Conjunction with Community Development and the City Attorney's Office, a Public Engagement Campaign to Provide Feedback and Comments for the Environmental Justice and Housing Elements.
- ❖ Created and Coordinated the Meetings of the Environmental Advisory Committee, as dictated by the Attorney's General Office, to provide guidance and community feedback in the development of the Environmental Justice Element.

## Communications & Community Relations

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- ❖ Coordinated, In Conjunction with City's Departments and City Council, the Distribution of Turkeys and Thanksgiving's Dinner Groceries to the Residents of the City.
- ❖ Coordinated, In Conjunction with City's Departments and the Office of Speaker Rendon, the Distribution of Turkeys and Thanksgiving Dinner Groceries.
- ❖ Provided Support to City's Departments to Promote the following Events: PD National Night Out (August 2<sup>nd</sup>, 2022), Community Clean-Up (September 24<sup>th</sup>, 2022), National Coffee with a Cop Day (October 5<sup>th</sup>, 2022), Haunting'ton Park Halloween 2022 (October 31<sup>st</sup>, 2022), Veterans Day (November 10<sup>th</sup>, 2022), Holiday Tree Lighting (December 5<sup>th</sup>, 2022), 2022 Mayor's Holiday Decorating Contest (December 15<sup>th</sup>, 2022), Veteran's Brunch (February 25<sup>th</sup>, 2023).
- ❖ Provided Support to the Committees that Successfully Organized the 71<sup>st</sup> Annual Huntington Park Holiday Parade 2022 (December 10<sup>th</sup>, 2022).

### Expected Outcomes 2022-2023

- ❖ Continue to provide support to all City's Departments with the promotion and advertising of their special events and activities.
- ❖ Continue to run a pro-active, educational, inventive, and creative advertising and public relations program that includes:
  - Publicize and advertise the City of Huntington Park's resources, initiatives, programs, and services.
  - Support city programs and services via marketing and communications.
  - Increase community involvement and collaboration.
  - Improve the representation of the City of Huntington Park.
  - Promote and coordinate special events.
  - Develop programs for the web, social, and digital media.
  - Develop a proactive public relation strategy.
- ❖ **Communications and Community Relations Department Future Goals**
  - Continue to provide support to all City's Departments with the promotion and advertising of their special events and activities.
  - Continue to run a pro-active, educational, inventive, and creative advertising and public relations program.
  - Provide a Legislative Report after every City Council meeting.
  - Create a Printed or Electronic Quarterly Magazine/Brochure.
  - Launch a Campaign to Promote/Create City Branding and City Identities.
  - Design logos or slogans that could be used to create – coffee mugs, reusable shopping bags, hats, hoodies, shirts for community engagement.
  - Discuss the possibility to create a public not-for profit "Merch Store".
  - Update the Information Included in the City's Website.
  - Launch a Marketing Campaign to Promote the City's Portal.
  - Discuss the Possibility to Launch a City's Podcast.
  - Produce short videos to advertise and promote main City's activities.
  - Coordinate the Acquisition of Electronic and Audiovisual Equipment for Conference Rooms and Special Events.
  - Acquire the Necessary Equipment to create better posters/flyers and edit videos.
  - Acquire a Drone.
  - Acquire a Bigger City Logo Backdrop and other related equipment.

## **Communications & Community Relations**

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### **Organizational Chart by Position**



## Communications & Community Relations

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	197,500	97,523	-	99,977
Additional Pay	2,700	1,350	-	1,350
Allowances	800	360	-	440
CalPers Unfunded Liability	-	18,962		(18,962)
Overtime	2,500	-	-	2,500
Sick Leave/Vacation Buy Back	5,000	4,416	-	584
PARS/PERS Retirement	16,100	7,910	-	8,190
Fringe Benefits	35,900	10,269	-	25,631
Medicare	3,000	1,507	-	1,493
<b>Salary &amp; Benefits Total</b>	<b>263,500</b>	<b>142,297</b>	-	<b>121,203</b>
<b><u>Maintenance &amp; Operations</u></b>				
Art Walk on Pacific	60,000	15,739	-	44,261
Community Outreach	55,000	224	-	54,776
Material and Supplies	2,500	321	-	2,179
Professional Development	1,700	145	-	1,555
Professional/Contractual Services	190,000	37,841	-	152,159
Performing Arts at Parks	10,000	-	-	10,000
Spay/Neuter Program	20,000	872	-	19,128
<b>Maintenance &amp; Operations Total</b>	<b>339,200</b>	<b>55,143</b>	-	<b>284,057</b>
<b><u>Internal Service Charges</u></b>				
Workers' Compensation	-	-	-	-
General Liability	-	-	-	-
<b>Internal Service Charges Total</b>	<b>-</b>	<b>-</b>	-	<b>-</b>
<b><u>Capital Outlay</u></b>				
Improvements	-	-	-	-
Equipment	10,000	-	-	10,000
Vehicle Replacement	-	-	-	-
<b>Capital Outlay Total</b>	<b>10,000</b>	<b>-</b>	-	<b>10,000</b>
<b>Total Expenditures/Expenses</b>	<b>612,700</b>	<b>197,440</b>	-	<b>415,260</b>

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General Fund	612,700	178,478	-	434,222
216- Employees Retirement	-	18,962	-	(18,962)
	<b>612,700</b>	<b>197,440</b>	-	<b>415,260</b>



# Community Development

## Planning & Building Divisions

### Mission Statement

To provide comprehensive municipal services that implements a comprehensive general plan within the city's corporate boundaries to the standards and expectations set forth by the City Council. Process all project and building permits. With 3 full-time planners and 1 part-time staff members in the Planning Division and 5 contractual staff in the Building Division within the Community Development Department to provide quality community service and improve the quality of life in the City of Huntington Park.

### Departmental Oversight

- General Plan Development
- Land Use Zoning Implementation
- Specific Plan Implementation
- Zoning Project Entitlements
- Environmental Reviews
- Planning Grants
- Pre-Construction Consultation
- Plan Check Services
- Inspection Services
- Community Event Permits
- Business License Clearance
- Customer Service

### Responsibilities

**Development Guidance** – Provide development standard consultation with applicants, property owners, architects, consultants, and general members of the public.

**Zoning Entitlements** – Process development permits, conditional use permits, subdivisions, and other land use permits that require Planning Commission approval with findings and justifications.

**Community Permits** – Process resident and business owner permits for special events, temporary uses, fireworks, yard sales, etc.

**Long Range Planning** – Work with the community, city and state officials, and planning consultants to develop general plan updates and the creation of specific plans and special districts for the proper guidance and development of the city.

**Planning Grants** – Apply for and implement various planning and transportation grants.

**Building Permits** – Process and review applications and plans for construction to ensure structural stability and proper minimum/maximum design to be compliant with the zoning and building codes.

**Building Inspections** – Provide inspection services for the monitoring and evaluation of construction methods and requirements for safety and code compliance purposes. Identify any violations and/or corrections.

**Business Zoning Clearances** – Ensure that a proposed use is allowed per the underlying zone and appropriate for the property and/or unit the applicant plans to occupy.

**Customer Service** – Provide customer service through the public counter, emails, and phone for property, zoning, and project inquiries through research, guidance and coordination with other departments when not Planning or Building & Safety, and provide the most accurate information available in an expedited and reliable manner.

### Major Accomplishments 2022-2023

- ❖ Completion of WSAB TOD Strategic Implementation Plan with Eco-Rapid for the Matching Grant of \$81,111 from Metro (currently in process to close out last invoice and reimbursement.)
- ❖ Awarded a first round Equitable Community Revitalization Grant from the Department of Toxic Substances Control (DTSC) for \$290,000 to conduct a City Wide Assessment, a prequel to rounds two and three.
- ❖ Approved plans for new **Farmer Boys** at the new Target Center
- ❖ Approved plans for a new **Starbucks** at Florence and Salt Lake
- ❖ Approved Plans for **Ross** Department Store on Pacific Boulevard
- ❖ Approved Plans for **Community of Friends** senior housing on State Street
- ❖ Created new procedures for Minor Conditional Use Permits

## Community Development

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- ❖ Created new procedures for Transfers of Conditional Use Permits
- ❖ Created new procedures and application forms for Sidewalk Vendors
- ❖ Hired four (4) new permanent Planning Division staff members (Associate Planner, Assistant Planner, Planning Intern, and Administrative Assistant)
- ❖ On time submission of the General Plan Annual Report to HCD and OPR
- ❖ On time submission of the annual Housing Element Update Report to HCD and OPR
- ❖ Building Division Projects Processed (976+):
  - 574 Plan Checks (\$525,602)
  - 976 Permits (\$720,517)
  - 1,598 Inspections
  - 1,289 Visitors
  - Hired a new staff including Building Official, Lead Building Technician and Building Technician
  - Revamped plan check procedures and filing systems creating an organized and efficient counter to improve customer service at the counter and assist planning department
  - Improve the wait time for plan check processing and pick up
  - Put in place new financial and status reports for revenue analysis and updated report for permits/plan check/visitors/inspections for regular updates
- ❖ Planning Division Projects Processed (685 plus visitors):
  - 171 Business Licenses
  - 3 Conditional Use Permits (CUPs)
  - 4 CUP Transfers
  - 2 Development Permits
  - 25 Film Permits
  - 11 Home Enterprise Permits
  - 114 Minor Development Permits (MDPs)
  - 306 Miscellaneous Permits
  - 6 Preliminary Reviews
  - 26 Sign Design Reviews
  - 17 Special Event Permits
  - 2,044 Visitors

### Preliminary Goals 2023-2024

- ❖ Continue working towards the adoption and certification of the 2021-2029 Housing Element, Safety Element, and Environmental Justice Element.
- ❖ Bring approved major retail projects on-line with the new Starbucks coffee shop at Florence and Salt Lake, and the new Raising Cane's restaurant on Slauson Avenue.
- ❖ Initiate the electronic permitting system for plan checking, permit issuances, and inspection reports.
- ❖ Apply for second round for Investigation Phase of the ECRG program from DTSC for environmental clean-up of the parks.

# Community Development

## Housing Division

### Mission Statement

### Division Oversight

To provide public services and programs that are beneficial to the residents by providing the resources for a safe and sanitary home. The Division currently has 5 housing programs to assist with rent, house rehabilitation, and homeownership.

- CalHome Fund
- HOME Fund
- CDBG Fund
- CDBG-CV Fund
- HOME ARP Fund

### Responsibilities

#### 1) CalHome Fund

- Owner Occupied Rehabilitation Program is a loan of up to \$100,000, with simple interest at 3% to rehabilitate residents' homes.
- First Time Home Buyer Program is a loan of up to \$100,000, with simple interest at 3% to assist first-time home buyers with the down payment.

#### 2) HOME Fund

- Home Repair Program to provide up to \$25,000 monetary assistance to homeowners for eligible home rehabilitation improvements.
- First Time Home Buyer Program to provide up to \$100,000 monetary assistance to income-qualifying, creditworthy, first-time home buyer residents.

#### 3) CDBG Fund

- Inner City Visions to assist people experiencing homelessness.
- Fair Housing Foundation to assist renters and owners with their housing rights.
- Public Facility Improvements for Street Repair Program, and Chelsey Park.
- Parks and Recreation Senior Program to offer activities and social engagement for seniors.
- Parks and Recreation After School Program to offer activities and new skill learning.
- Facility Improvements to HUB Cities Career Center
- City Wi-Fi Project to provide access to residents located within CDBG census tracts.

#### 4) CDBG-CV Fund

- Inner City Visions to assist residents impacted by COVID-19 from experiencing homelessness.
- Salvation Army to provide food and toiletries to residents affected by the COVID-19 pandemic.
- Emergency Rental Assistance Program to assist with up to 3 months of back rent due to COVID-19.

#### 5) HOME ARP Fund

- Funds to finance a non-congregate shelter for the 4 qualifying populations.

### Preliminary Goals 2023-2024

- ❖ Focus on meeting grant expenditure deadlines and delivering timely responses to residents' and stakeholders' questions and concerns. We strive to ensure community engagement to have a steady flow of program applications and ensure they are processed in a timely manner for eligible residents and households. The measure to track and report accountability are presented to the Director of Community Development on a continuous basis with a monthly metric report to show program progress, including tables and charts, to enhance clarity on household and resident services that are being responded to and in the process to receive a grant or loan.

# Community Development

## Code Enforcement Division

Mission Statement	Departmental Oversight
<p>The Division focuses on maintaining, improving, and preserving property standards within the community. The importance of enforcing regulations related to ADU conversions, illegal units, and building code violations is to ensure that our division is reactive to any complaints and proactive on any foreseeable enforcement measure. With four full-time personnel, the Department is focused on maintaining the City's building and property standards, enhancing public safety, and fostering compliance through both proactive and reactive enforcement measures.</p>	<ul style="list-style-type: none"><li>• Building Maintenance</li><li>• Property Maintenance</li><li>• ADU Conversions</li><li>• Illegal Units</li><li>• Building Code Violations</li><li>• Proactive Enforcement</li><li>• Reactive Enforcement</li></ul>

Responsibilities
<p><b>Building Maintenance</b> – Ensuring compliance with building and property maintenance standards of existing buildings through code regulations that provide clear and specific plans.</p>
<p><b>Property Maintenance</b> – Establish compliance that is in the context of community development and maintenance standards to swiftly address building code violations to enhance public safety.</p>
<p><b>ADU Conversion</b> – Ensure safe and healthy living conditions and offer a habitable living unit for single-family units and detached single-family units.</p>
<p><b>Illegal Units</b> – Identify illegal, unwanted, non-conforming, or unpermitted units, being used as habitable space, within the community.</p>
<p><b>Building Code Violations</b> – Require property owners to adhere to California Building/Housing Codes to create safe living conditions for the community.</p>
<p><b>Proactive Enforcement</b> – Remain vigilant and focused on routine patrol, scheduled inspections, specific agendas, and enforcement of target areas on the edge of projecting blight conditions.</p>
<p><b>Reactive Enforcement</b> – Responsive to community complaints and offering solutions to resolve identified issues.</p>

### Major Accomplishments 2022-2023

- ❖ Implemented a Code Enforcement Manager to increase oversight of community needs, managing over 1,000 Code Enforcement cases, and focused on timely compliance to close the cases.
- ❖ Focused on residential and commercial properties that were in blight condition for a long period of time and brought them up to code.
- ❖ Same-day response time to address fire and safety issues from abandoned residential and commercial businesses.
- ❖ Completed the Commercial Property Business License Validation Project on Pacific Boulevard.

### Expected Outcomes 2023-2024

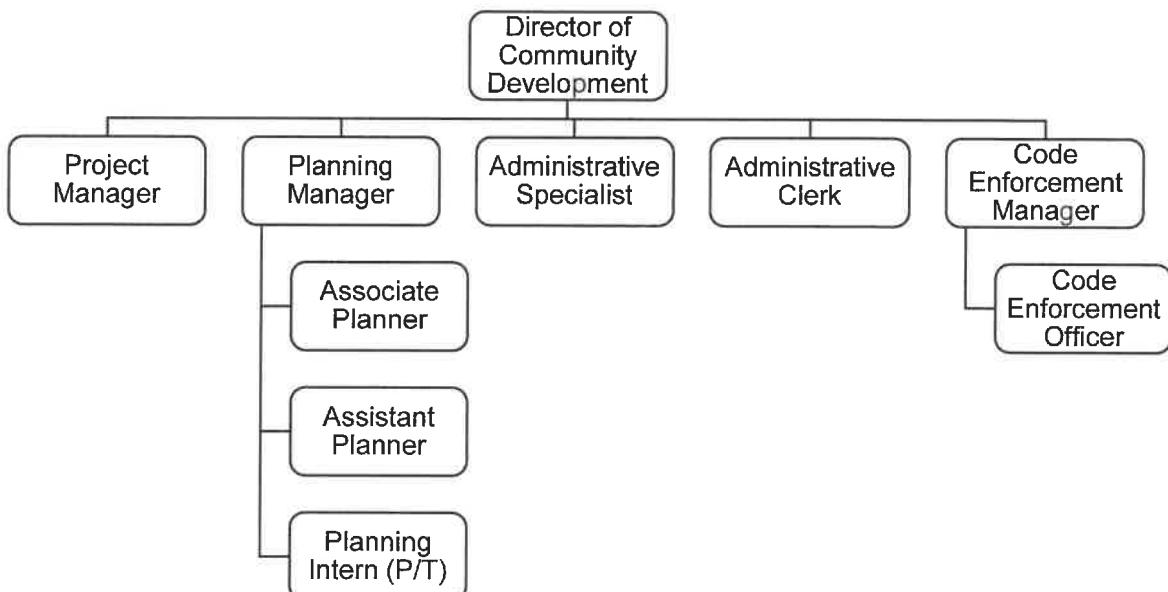
- ❖ Address community needs and treat each situation as an opportunity to improve the health and safety of residents, business owners, and visitors to the City of Huntington Park. To attain results that adhere to City Council needs and assure they align with the Community Department goals and objectives. Focus to be placed on the main thoroughfares of the City to enhance the beautification of the community and assist new businesses to prosper in the City. Code Enforcement understands the difficult part is changing the attitude and behavior of the community while understanding the fundamentals of demographics and leveraging communication to create positive relationships.

### Preliminary Goals 2023-2024

- ❖ Remain focused on the goals of the City and establish goals and objectives that align with desired results. Health and safety are key in attracting future business growth to the community. In partnership with the Housing Division, we are providing opportunities for the community by introducing them to grants and resources that offer solutions to those who live and conduct business in the community. The Code Enforcement Division is committed to maintaining building and property standards by increasing public safety and awareness through enforcement measures.

# Community Development

## Organizational Chart by Position



## Community Development

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b>Salaries &amp; Benefits</b>				
Salaries Permanent/Full Time	1,066,000	454,361	-	611,639
Salaries Temporary/Part Time	39,700	39,770	-	(70)
Additional Pay	10,800	7,477	-	3,323
Premium Pay	7,200	3,600	-	3,600
Allowances & Stipends	3,700	6,375	-	(2,675)
Overtime	5,000	-	-	5,000
Vacation Payout*	7,600	8,680	-	(1,080)
Sick Leave/Vacation Buy Back	16,000	16,031	-	(31)
PARS/PERS Retirement	146,400	70,599	-	75,801
CalPERS Unfunded Liability	-	87,805	-	(87,805)
Fringe Benefits	232,000	95,541	-	136,459
Medicare	16,400	7,795	-	8,605
<b>Salary &amp; Benefits Total #</b>	<b>1,550,800</b>	<b>798,033</b>	<b>-</b>	<b>752,767</b>
<b>Maintenance &amp; Operations</b>				
Advertising and Publication	1,000	-	-	1,000
After School Program (Fund 239)	259,700	2,075	-	257,625
Audit Fees	42,500	-	-	42,500
Emergency Housing Asst (Fund 239)	500,000	26,957	-	473,043
Fair Housing Services (Fund 239)	20,000	10,738	-	9,262
First Time Home Buyer (Fund 239)	500,000	-	-	500,000
First Time Home Buyer (Fund 242)	2,018,200	-	-	2,018,200
Homeless Services Program (Fund 239)	125,000	-	-	125,000
Hybrid Learning Program (Fund 239)	85,200	-	-	85,200
Legal Services	40,000	30,930	-	9,070
Material and Supplies	3,400	4,112	-	(712)
Membership and Dues	500	-	-	500
Professional Development	14,250	2,269	-	11,981
Professional/Contractual Services	2,639,771	2,468,203	219,325	(47,757)
Residential Rehab (Fund 242)	1,310,000	-	-	1,310,000
Azure Develop AHD (Fund 242)	1,208,652	930,773	-	277,879
Salvation Army Southeast (Fund 239)	125,000	-	-	125,000
Senior Meal Program	187,500	-	-	187,500
Senior Program (Fund 239)	75,000	10,064	5,690	59,246
<b>Maintenance &amp; Operations Total</b>	<b>9,155,673</b>	<b>3,486,121</b>	<b>225,014</b>	<b>5,444,537</b>
<b>Internal Service Charges</b>				
Workers' Compensation	-	-	-	-
Fleet Maintenance	-	-	-	-
General Liability	-	-	-	-
<b>Internal Service Charges Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Capital Outlay</b>				
Equipment	8,675	-	905	7,770
Improvements (Fund 239)	1,322,900	1,037,565	-	285,335
Vehicle Replacement	-	-	-	-
<b>Capital Outlay Total</b>	<b>1,331,575</b>	<b>1,037,565</b>	<b>905</b>	<b>293,104</b>
<b>Total Expenditures/Expenses</b>	<b>12,038,048</b>	<b>5,321,719</b>	<b>225,920</b>	<b>6,490,409</b>

## Community Development

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General Fund	3,300,480	2,337,256	95,250	867,974
216- Employees Retirement	-	87,805	-	(87,805)
239- Community Development Block Grant	3,413,100	1,904,681	130,670	1,377,749
241- CalHome	631,116	61,204	-	569,912
242- HUD Home Program	4,693,352	930,773	-	3,762,579
	<b>12,038,048</b>	<b>5,321,719</b>	<b>225,920</b>	<b>6,490,409</b>



# Human Resources

Mission Statement	Departmental Oversight
To attract, develop, and retain a diverse, and productive workforce that provides exceptional customer service to the citizens and patrons of Huntington Park.	<ul style="list-style-type: none"><li>• Recruitment/Selection</li><li>• Employee Relations</li><li>• Benefits Administration</li><li>• Workers Compensation/Risk Management</li><li>• Classification/Compensation</li></ul>
Responsibilities	
<p>The Human Resources Department conducts recruitment and selection activities to attract, retain, and develop highly competent, qualified employees who are dedicated to delivering quality service to the citizens and customers of the City of Huntington Park.</p> <ul style="list-style-type: none"><li>• Provides advice and assistance to other departments relating to personnel matters.</li><li>• Maintains the City's classification and compensation plans.</li><li>• Administers employee benefits programs that include the retirement plan, health, dental, vision insurance plans, and other City optional benefits.</li><li>• Oversees and manages employee leave of absences in accordance with applicable Federal, State, and Local laws and regulations.</li><li>• Provides new employee orientation and job-related workers' compensation/risk management training.</li><li>• Administers the City's workers' compensation/risk management program ensuring the safety of all City employees.</li><li>• Provides administrative support to the Civil Service Commission and departmental employee hearings.</li><li>• Administers the employee's appreciation events and service awards programs.</li><li>• Conducts labor relations activities including employee disciplinary actions and appeals.</li><li>• Conducts benchmarking research and meet with professional consulting organizations regarding classification and wage compensation market studies for competitive salary schedules, cost of living adjustments, benefits, classifications, and other terms and conditions of the employment agreement.</li><li>• Administers the provisions of the collective bargaining agreements and non-represented compensation plan.</li><li>• Develops and maintains a timely employer/employee performance evaluation system.</li><li>• Maintains employee records and administers verifications of employment.</li></ul>	

## Major Accomplishments January 2022 – May 2023 (present)

- Conducted 55 employee recruitments.
- Hired 54 new employees (31 full-time; 23 part-time, includes commissioners)
- Processed 43 Employee Separations (Retirements, resignations, etc.) (29 F/T, 14 P/T) Closed – 39 worker's compensation claims.
- Assist with legal/administrative negotiations of newly approved/adopted non-represented compensation plan, effective January 1, 2023
- Continue to be a strategic partner with all departments through even-handed and firm application of the laws, rules, and regulations under which the City operates and the recommendation of appropriate corrective action when necessary.

## Expected Outcomes FY 2022/2023

- Implement a new records retention tracking system and online employment application software Complete the mandatory AB1825 Sexual Harassment Prevention Training for all supervisory staff Complete the recruitment and hiring of all open positions.

# Human Resources

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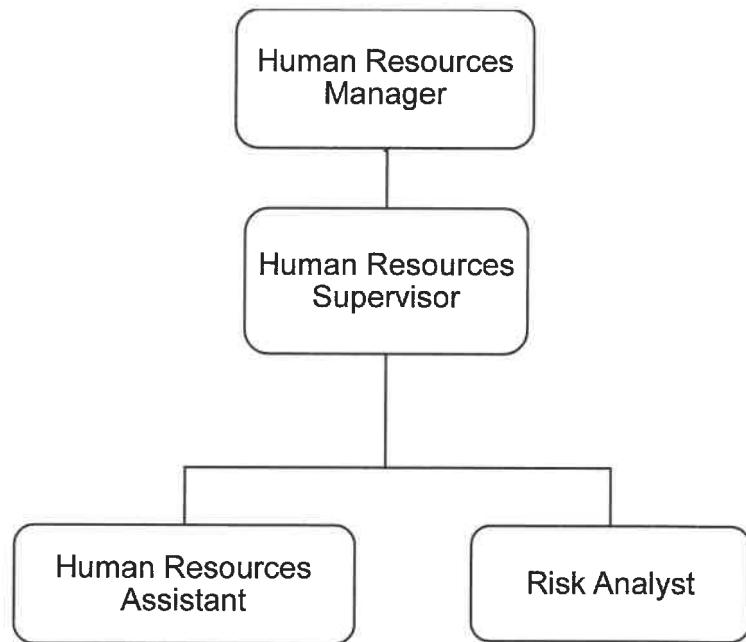
## Goals and Objectives 2023-2024

- Retain motivated, highly productive, customer service driven individuals by providing them a supportive work environment, fair and competitive wages and benefits, and training and development that will encourage professional growth and opportunity.
- Promote cost-effective recruitment strategies which will result in the attraction and selection of qualified and diverse individuals, demonstrating commitment to equality and diversity.
- Support Training & Development; Succession and leadership development planning.
- Revise and update the Civil Service Rules & Regulations, last adopted August 19, 1963; (includes the selection, employment, classification, advancement suspension, discharge, and retrenchment of appointed offices and employees of the City).
- Work with ICRMA (Independent Cities Risk Management Authority) to provide employee training to deepen the safety culture and reduce worker's compensation claims and City liability.

# Human Resources

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## Organizational Chart by Position



## Human Resources

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b>Salaries &amp; Benefits</b>				
Salaries Permanent/Full Time	267,900	100,608	-	167,292
Salaries Temporary/Part Time	-	-	-	-
Additional Pay	8,100	2,825	-	5,275
Allowances & Stipends	-	-	-	-
Overtime	5,000	126	-	4,874
Holiday Payout	-	1,057	-	(1,057)
Sick Leave/Vacation Buy Back	7,000	1,471	-	5,529
Payout	13,200	-	-	13,200
PARS/PERS Retirement	24,900	10,217	-	14,683
CalPERS Unfunded Liability	-	12,129	-	(12,129)
Fringe Benefits	70,700	20,164	-	50,536
Medicare	3,900	1,538	-	2,362
<b>Salary &amp; Benefits Total</b>	<b>400,700</b>	<b>150,134</b>	-	<b>250,566</b>
<b>Maintenance &amp; Operations</b>				
Advertising and Publication	1,000	-	-	1,000
City Wide Training	2,500	-	-	2,500
Legal Services	16,000	-	-	16,000
Material and Supplies	13,700	7,310	-	6,390
Membership and Dues	1,800	-	-	1,800
Professional Development	5,000	3,509	-	1,491
Professional/Contractual Services	245,000	32,522	-	212,478
<b>Maintenance &amp; Operations Total</b>	<b>285,000</b>	<b>43,342</b>	-	<b>241,658</b>
<b>Internal Service Charges</b>				
Workers' Compensation	-	-	-	-
General Liability	-	-	-	-
<b>Internal Service Charges Total</b>	<b>-</b>	<b>-</b>	-	<b>-</b>
<b>Capital Outlay</b>				
Improvements	-	-	-	-
Equipment	4,500	-	-	4,500
<b>Capital Outlay Total</b>	<b>4,500</b>	<b>-</b>	-	<b>4,500</b>
<b>Total Expenditures/Expenses</b>	<b>690,200</b>	<b>193,476</b>	-	<b>496,724</b>

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General Fund	690,200	155,079	-	535,121
216- Employees Retirement	-	12,129	-	(12,129)
745- Risk Management	-	26,268	-	(26,268)
	<b>690,200</b>	<b>193,476</b>	-	<b>496,724</b>



# Finance

## FINANCE DEPARTMENT

### Mission Statement

Ensure financially strong and effective City government, adhering to best practices in accounting, auditing, budgeting, and financial reporting. Implement financial policies and procedures continuously reviewed and improved to maintain the financial integrity of the City and expand the fiscal capacity of the organization.

### Departmental Oversight

- Accounting, Auditing, and Reporting
- Accounts Payable / Procurement
- Accounts Receivable / Revenue Collection
- Business Licensing
- Payroll / Tax Reporting & Compliance
- Utility Billing and Customer Service
- Bonds & Debt Administration
- Budget Preparation & Quarterly Reports

### Department Responsibilities

The Finance Department is responsible for oversight and internal controls over expenditures and revenues, and provides financial accounting and reporting services in the most economical and fiscally responsible manner. Through oversight of the City's balance sheet, the Department manages assets and liabilities, and residual equity (fund balances), with periodic reporting to management and Council.

The Department has 15 FTE (full-time equivalent) positions, which includes a Director, Manager, Accountant, Management Analyst, Administrative Analyst, and 10 Accounting Assistants. The Department is a full-service fiscal services office with Accounts Payable, Payroll, Accounts Receivable, Utility Billing, Business Licensing, Budget Preparation, Debt Administration, Audit, and Financial Reporting.

#### Accomplishments in FY 2022-23

- ❖ Backfilled the vacant Finance Director and Finance Manager through MuniTemps Staffing
- ❖ Prepared FY 2023 Budget for adoption by Council which was 8 months delinquent.
- ❖ Obtained City Council approval for \$450k ROAR project to clean up delinquent audits.
- ❖ Began training of all Finance Department staff using municipal accounting standards.
- ❖ Completed the bank reconciliations for June 2020 through June 2021.
- ❖ Close the books and delivered a final Trial Balance for fiscal year ending June 30, 2021
- ❖ Prepared the PBCs (provided by client) audit schedules required for the 2020 audit.
- ❖ Prepared a Quarterly Financial Budget Report as a new management reporting tool.
- ❖ Presented Q2 (Mid-Year Budget) budget update to City Council.
- ❖ Presented Q3 budget update to the City Council.
- ❖ Prepare the FY 2023-24 City Budget for adoption by Council on June 30, 2023.
- ❖ Fill vacant positions in Finance through the MuniTemps temporary staffing contract.
- ❖ Begin update of fiscal policies & procedures for accounting and purchasing.

# Finance

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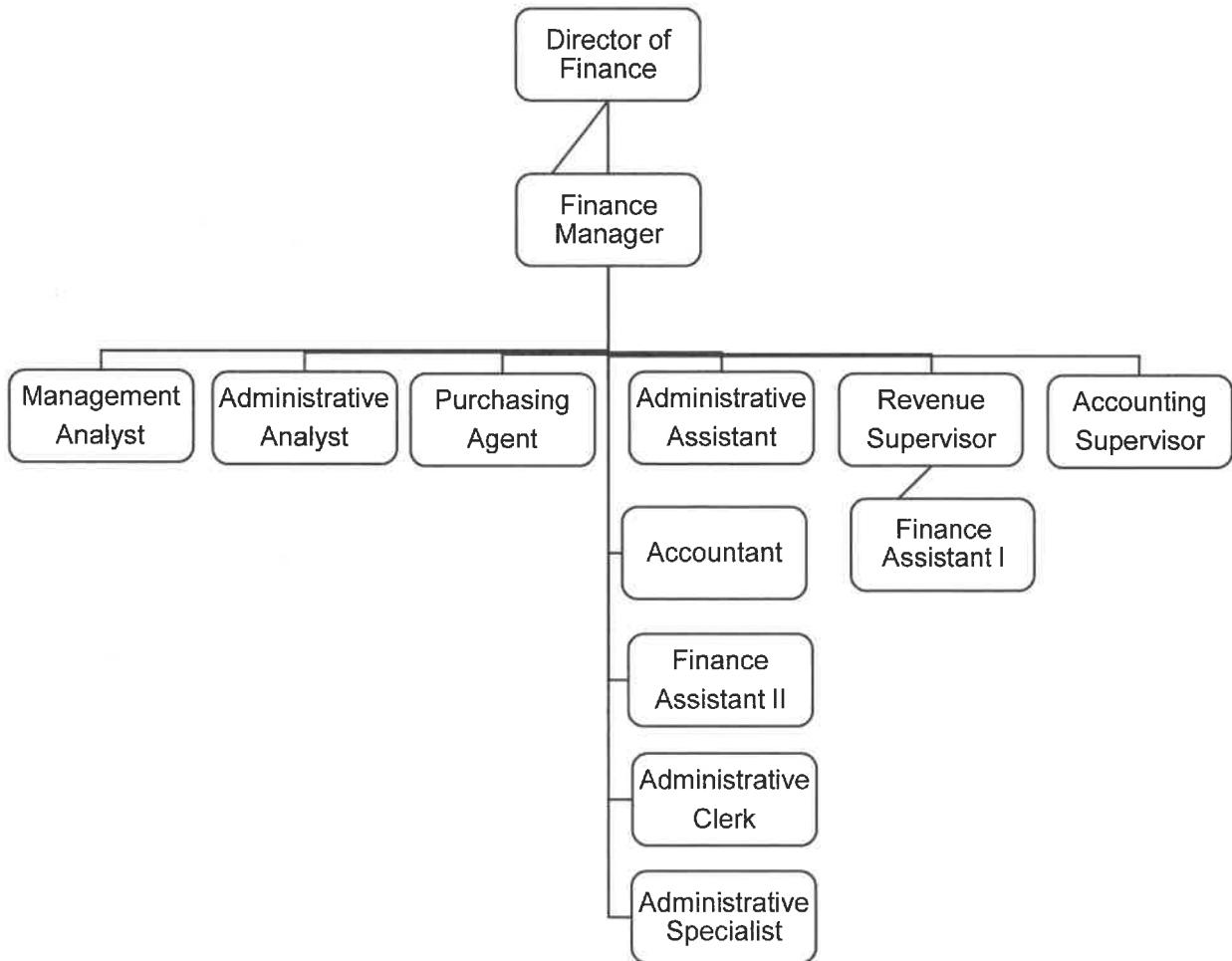
## Expected Outcomes in FY 2023-24

- ❖ Complete all monthly bank reconciliations for July 2020 through May 31, 2024.
- ❖ Close the books in the Naviline financial system through June 30, 2023.
- ❖ Presented Q4 2023, Q1 2024, Q2 2024, and Q3 2024 Quarterly Budget Updates to Council.
- ❖ Obtain a final audit report for Fiscal Years 2020, 2021, 2022, and 2023 for ROAR project goals.
- ❖ Begin implementation of the Tyler Munis ERP system on July 1, 2023 for non-Finance modules.
- ❖ Begin implementation of Finance modules of Tyler Munis ERP on June 30, 2024.
- ❖ Prepare the FY 2025 / FY 2026 Two-Year Budget for adoption by June 30, 2024.
- ❖ Fill vacant positions in Finance through the MuniTemps temporary staffing contract while permanent positions are recruited and filled by Human Resources.
- ❖ Train Finance Department staff through Herrera & Associates municipal finance training program.
- ❖ Complete a Finance Department Policies and Procedures Manual.

# Finance

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## Organizational Chart by Position



## Finance

<u>Expenditure/Expense Classification</u>	<u>FY 2024 Adopted</u>	<u>FY 2024 Q2 YTD</u>	<u>YTD Encumbrances</u>	<u>FY 2024 Available Budget</u>
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	1,424,500	376,574	-	1,047,926
Salaries Temporary/Part Time	-	-	-	-
Additional Pay	24,300	12,406	-	11,894
Allowances & Stipends	-	-	-	-
Overtime	10,000	9,375	-	625
Vacation Payout	10,000	11,909	-	(1,909)
Sick Leave/Vacation Buy Back	8,700	9,147	-	(447)
PARS/PERS Retirement	157,400	50,010	-	107,390
CalPERS Unfunded Liability	-	135,380	-	(135,380)
Fringe Benefits	326,900	80,521	-	246,379
Medicare	21,000	6,088	-	14,912
<b>Salary &amp; Benefits Total</b>	<b>1,982,800</b>	<b>691,411</b>	<b>-</b>	<b>1,291,389</b>
<b><u>Maintenance &amp; Operations</u></b>				
Advertising and Publication	-	-	-	-
Audit Fees	777,500	293,466	326,750	157,284
Material and Supplies	14,800	8,831	-	5,969
Postage	20,000	9,156	-	10,844
Professional Development	24,000	575	-	23,425
Professional/Contractual Services	240,000	43,759	56,818	139,423
Trustee Fees	2,700	2,625	-	75
<b>Maintenance &amp; Operations Total</b>	<b>1,079,000</b>	<b>358,411</b>	<b>383,568</b>	<b>337,020</b>
<b><u>Internal Service Charges</u></b>				
Fleet Maintenance	7,500	-	-	7,500
General Liability	-	-	-	-
Office Equipment Maintenance	15,000	-	1,797	13,203
Workers' Compensation	-	-	-	-
<b>Internal Service Charges Total</b>	<b>22,500</b>	<b>-</b>	<b>1,797</b>	<b>20,703</b>
<b><u>Capital Outlay</u></b>				
Equipment	25,000	17,841	4,341	2,819
<b>Capital Outlay Total</b>	<b>25,000</b>	<b>17,841</b>	<b>4,341</b>	<b>2,819</b>
<b>Total Expenditures/Expenses</b>	<b>3,109,300</b>	<b>1,067,663</b>	<b>389,706</b>	<b>1,651,931</b>

## Finance

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General Fund	2,810,200	671,406	389,706	1,749,088
216- Employees Retirement	2,700.00	152,624	-	(149,924)
219- Sales Tax-Transit Proposition A	-	8,664	-	(8,664)
220- Sales Tax-Transit Proposition C	-	4,749	-	(4,749)
222- Measure R	-	8,664	-	(8,664)
275- Successor Agency	-	37,074	-	(37,074)
283- Sewer Maintenance	-	-	-	-
285- Solid Waste Management	-	-	-	-
535- Street Light & Landscape	-	16,814	-	(16,814)
681- Water	20,900.00	150,856	-	(129,956)
745- Risk Management	-	16,813	-	(16,813)
	<b>2,833,800</b>	<b>1,067,663</b>	<b>389,706</b>	<b>1,376,431</b>



# Parks & Recreation

## Mission Statement

## Departmental Oversight

To improve the quality of life of Huntington Park residents by creating affordable, accessible, and equitable recreation and leisure opportunities that promote the benefits of living a healthier lifestyle. We accomplish this through innovative and traditional programming facilities and parks.

- Cultural Arts
- Recreation Administration
- Sports

## Responsibilities

### Major Accomplishments 2022-2023

Provided various programs and services to the community including recreation classes, special events, tiny tots program, afterschool programming, free food program, youth and adult sports leagues, athletic and social facilities, and open park space.

#### Administration Division

- ❖ Program and class registration with online capabilities
- ❖ Facility reservations, rentals, and membership
- ❖ City Buildings management and counter hours at two park sites
- ❖ Increased capacity of programs to serve large numbers of individuals and provide greater opportunities for participation in Tae Kwon Do, Ballet, and Folklorico

#### Cultural Arts Division

- ❖ Annual city-wide events: 5K and Health Expo, Summer Nights, "Hanut"ington Park Halloween, Veteran's Day Ceremony, Tree Lighting, Ceremony, Memorial Day Ceremony, Veteran's Day Lunch, Winter Drive-thru and Toy Giveaway
- ❖ Free after-school program at park sites
- ❖ Senior Program computer classes
- ❖ Summer Soccer Program
- ❖ Playground supervision and inspection
- ❖ Received grant funds for Freedom Park funded by Prop 68
- ❖ Hosted Medical Camp and Resource Fair
- ❖ Back-to-School Fair in partnership with Telemundo
- ❖ Four family events for Summer Nights in the Park
- ❖ Pet Vaccine Clinic
- ❖ Earth Day Community Clean-Up Event
- ❖ Senior Prom in partnership with multiple cities
- ❖ Hosted a Job Fair for Farmer job workers in partnership with United Food and Commercial Workers Union
- ❖ Emergency Senior Meal program for over 200 seniors

# Parks & Recreation

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## Youth & Adult Sports

- ❖ Reinstituted girls' softball league
- ❖ Youth Sports leagues and awarded the Dodger DreamTeam Grant
- ❖ Scheduling and management of athletic facilities for city-sponsored programs
- ❖ Scheduling and management of athletic facilities for local schools
- ❖ Field Maintenance and preparation

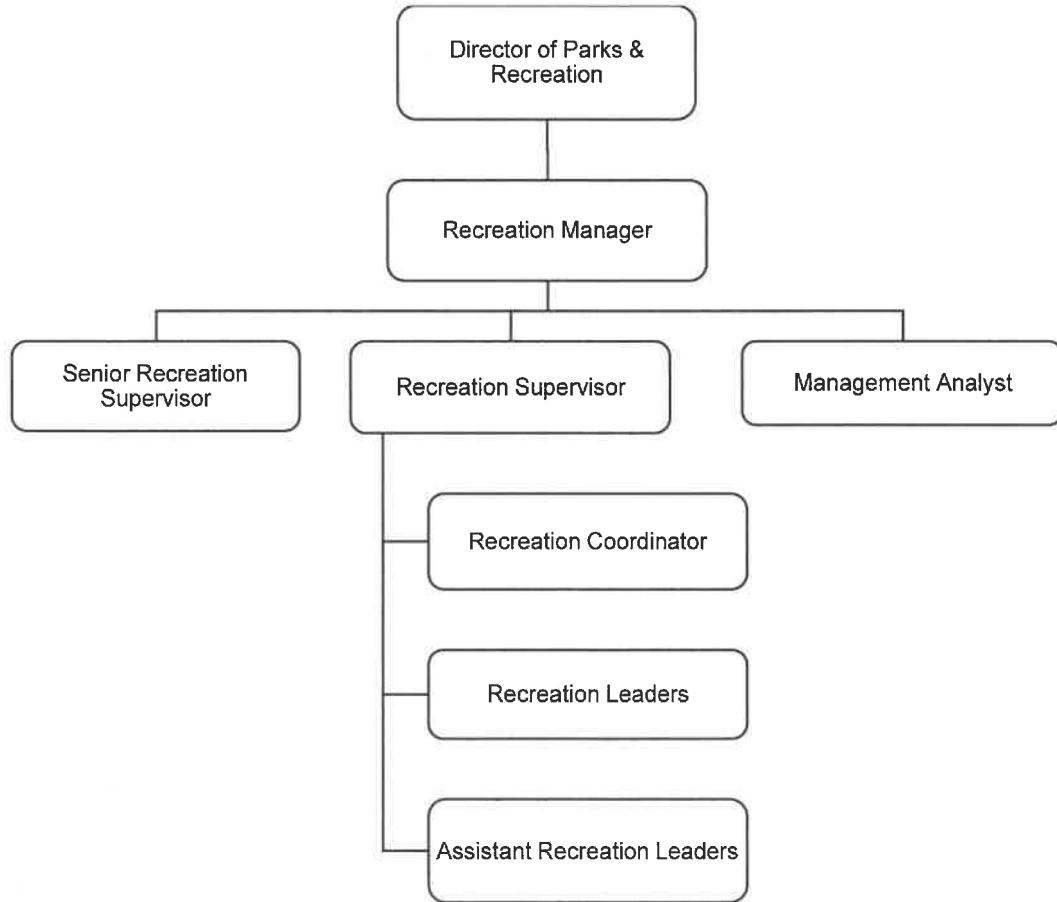
## Expected Outcomes 20223-2024

- ❖ Increase public safety by requesting access to security camera systems and additional police presence during peak hours for additional surveillance of community parks.
- ❖ Implement programming and coordinate operations for the Splash Pad at Salt Lake Park.
- ❖ Continue to provide various and affordable programs and services to fulfill the need of the community.
- ❖ Continue to increase opportunities for professional staff development and retention.
- ❖ Promote cost-effective strategies which will attract and select qualified and diverse individuals for the community.
- ❖ Increase maintenance of park facilities indoor and outdoor.

# Parks & Recreation

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## Organizational Chart by Position



## Parks & Recreation

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	757,286	391,241	-	366,045
Salaries Temporary/Part Time	558,800	173,297	-	385,503
Additional Pay	27,000	12,877	-	14,123
Allowances & Stipends	2,825	975	-	1,850
Overtime	23,200	5,106	-	18,094
Vacation Payout	2,900	-	-	2,900
Sick Leave Buy Back	6,642	9,818	-	(3,176)
PARS/PERS Retirement	95,771	41,831	-	53,940
CalPERS Unfunded Liability	-	72,772	-	(72,772)
Fringe Benefits	192,616	75,924	-	116,692
Medicare	19,500	8,611	-	10,889
<b>Salary &amp; Benefits Total</b>	<b>1,686,540</b>	<b>792,451</b>	-	<b>894,089</b>
<b><u>Maintenance &amp; Operations</u></b>				
Art Walk on Pacific	2,000	-	-	2,000
Fourth of July	29,000	-	-	29,000
Halloween	25,400	14,586	22	10,792
Holiday Parade	84,200	46,201	29,050	8,949
Material and Supplies	123,858	41,511	9,331	73,016
Membership and Dues	800	800	-	-
Professional Development	12,474	3,449	-	9,025
Professional/Contractual Services	79,550	41,958	1,850	35,742
Public Events	25,000	15,190	-	9,810
Recreational Transit	10,000	3,652	2,000	4,348
Referee Services	12,200	-	-	12,200
Senior Dance Program	30,000	4,106	3,640	22,255
Senior Meal Program	16,000	-	-	16,000
<b>Maintenance &amp; Operations Total</b>	<b>450,482</b>	<b>171,452</b>	<b>45,893</b>	<b>233,137</b>
<b><u>Internal Service Charges</u></b>				
Workers' Compensation	-	-	-	-
Fleet Maintenance	-	-	-	-
General Liability	-	-	-	-
<b>Internal Service Charges Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>Capital Outlay</u></b>				
Equipment	237,400	116,660	-	120,740
Improvements	174,966	18,002	35,680	121,284
<b>Capital Outlay Total</b>	<b>412,366</b>	<b>134,662</b>	<b>35,680</b>	<b>242,024</b>
<b>Total Expenditures/Expenses</b>	<b>2,549,388</b>	<b>1,098,566</b>	<b>81,573</b>	<b>1,369,249</b>

## Parks & Recreation

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General	2,524,172	1,012,661	65,608	1,445,903
114- Special Events Contribution	24,966	9,001	15,965	-
216- Employees Retirement	-	72,772	-	(72,772)
232- Art In Public Places	250	-	-	250
239- Community Development Block Grant	-	4,132	-	(4,132)
	<b>2,549,388</b>	<b>1,098,566</b>	<b>81,573</b>	<b>1,369,249</b>



# Police

## Mission Statement

The men and women of the Huntington Park Police Department are dedicated to service through excellence in performance. We believe teamwork between the community and the police is essential in achieving our mission. With mutual respect, trust, and pride in our organization and by using traditional values and innovative techniques, we strive to ensure the community's right to a safe environment while being aligned with the direction of the City and managing our fiscal year budget in a prudent and responsible manner.

## Department Divisions

- Administration
- Investigations
- Field Operations
- Support Services

## Responsibilities

**Administration Division** – Provides support to the Office of the Chief of Police. Ensures effective oversight and management of all Divisions. Directs and coordinates public safety and law enforcement services to the community. Develops goals, objectives, and strategic planning throughout the Department. Works closely with the City Manager to ensure the mission and direction of the Police Department align with that of the City. Works closely with other City Departments to ensure the hiring of personnel and to coordinate activities and support to City staff. Administers training of personnel, performance measures, and discipline. Manages the Department's fiscal year budget and ensures responsible spending.

**Field Operations Division** – Provides public safety and law enforcement services to the community year-round, 24 hours daily. Provides patrol officers to respond to calls for service, including emergency response to critical incidents and life/safety situations. Investigates crimes, traffic collisions, and public safety concerns and engages in proactive patrolling and crime prevention, traffic enforcement, and community relations. Provides oversight and management of various units, including Dispatch Center, Inmate Jail, K-9 program, Traffic Enforcement, Parking Enforcement, Animal Safety Enforcement, and Public Safety Officer program.

**Investigations Division** – Investigates all crimes in the community, ranging from petty theft to homicide. Coordinates prosecution of suspects with the District Attorney's Office. Collaborates with the Los Angeles County Office of Juvenile Diversion to divert juveniles from the criminal justice system. Administers the Mental Evaluation Team and Department of Mental Health program to provide services and shelter to the homeless and mentally ill in the community. Provides oversight of the Gang Enforcement program and coordinates focused gang enforcement activities. Administers the Police Honor Guard program and manages the department's evidence system.

**Support Services Division** – Provides support to all divisions in the areas of recruitment, police community events and programs, technology improvements, fleet purchases and maintenance, equipment/supplies, maintenance of the police facility and management of outside vendor contracts and services.

## Major Accomplishments 2022-2023

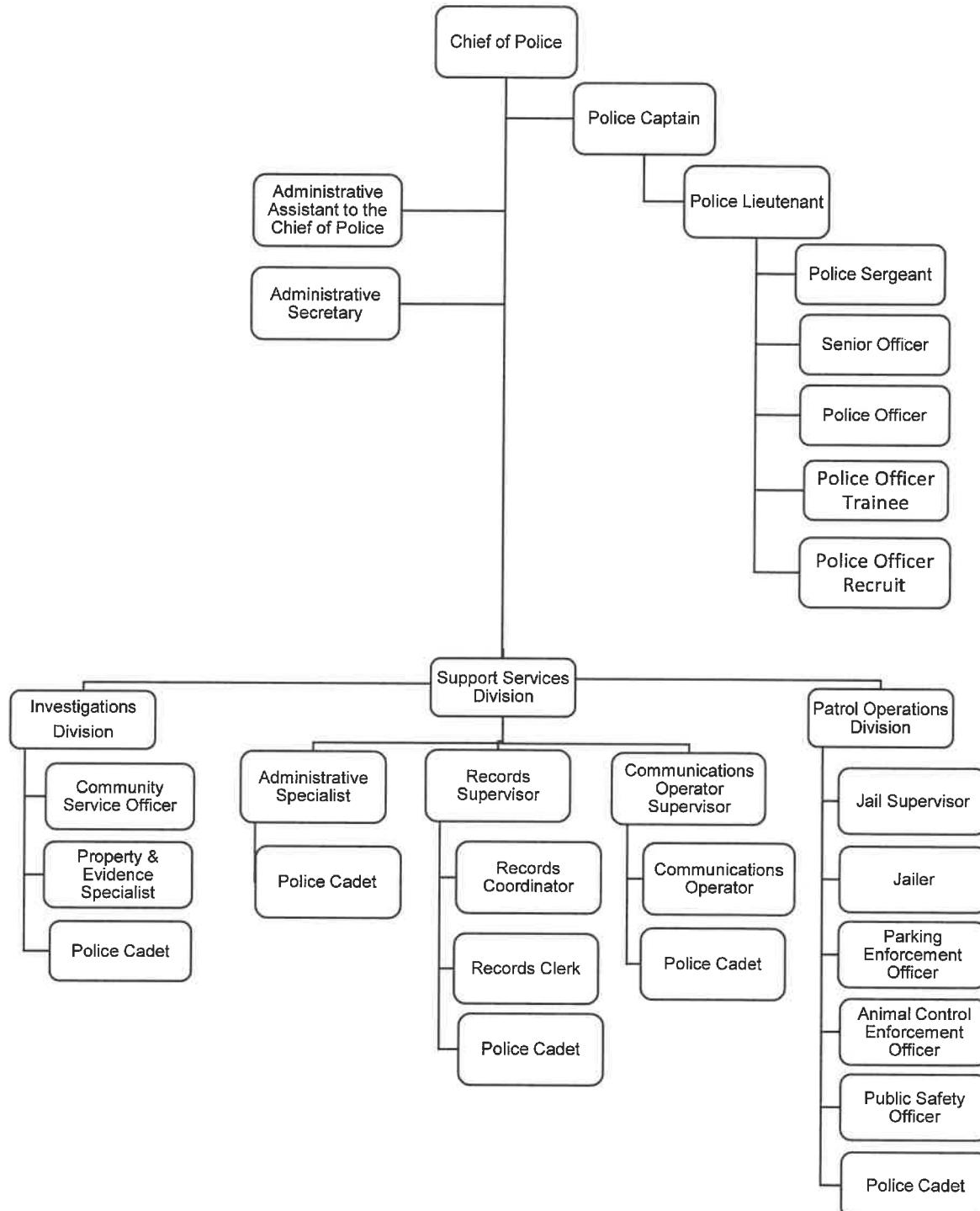
- ❖ Secured 1 million dollars in federal grant funding to upgrade and modernize the City's Emergency Operations Center.
- ❖ Completed various technology projects, including the upgrade of the citywide Automated License Plate Reader camera system.
- ❖ Completed "Active Shooter" refresher training for all sworn police officers.

## Expected Outcomes 2023-2024

- ❖ Develop the design of the new Emergency Operations Center and break ground on the project.
- ❖ Continue to cultivate and retain a distinguished workforce, consisting of dedicated and respected professionals, through enhanced training, education and mentoring of new and current police personnel.
- ❖ Enhance community engagement through community programs and events and by expanding volunteer opportunities through the Police Explorer, Police Volunteer, and Reserve Police Officer programs

# Police

## Organizational Chart by Position



## Police

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	9,013,600	3,693,239	-	5,320,361
Salaries Temporary/Part Time	632,900	76,254	-	556,646
Additional Pay	540,800	93,324	-	447,476
Allowances & Stipends	84,900	39,650	-	45,250
Overtime	879,000	631,254	-	247,746
Holiday/Vacation Payout	79,300	29,020	-	50,280
Vacation Payout	10,100	1,157	-	8,943
Sick Leave/Vacation Buy Back	34,500	95,816	-	(61,316)
PARS/PERS Retirement	1,901,600	759,434	-	1,142,166
CalPERS Unfunded Liability	-	1,939,310	-	(1,939,310)
Fringe Benefits	1,814,100	649,971	-	1,164,130
Medicare	148,300	67,931	-	80,369
<b>Salary &amp; Benefits Total</b>	<b>15,139,100</b>	<b>8,076,360</b>	<b>-</b>	<b>7,062,740</b>
<b><u>Maintenance &amp; Operations</u></b>				
Citation Parking Collections	370,000	53,682	-	316,319
Interest Expense/Bonds	135,300	-	-	135,300
IT Services	216,400	131,807	-	84,594
Material and Supplies	232,250	77,738	3,792	150,721
Pension Obligation Bonds	2,295,800	2,295,592	-	208
Professional Development	167,000	42,818	-	124,182
Professional/Contractual Services	2,380,682	584,753	88,150	1,707,779
<b>Maintenance &amp; Operations Total</b>	<b>5,797,432</b>	<b>3,186,390</b>	<b>91,942</b>	<b>2,519,101</b>
<b><u>Internal Service Charges</u></b>				
Workers' Compensation	-	-	-	-
Fleet Maintenance (Includes Fuel)	581,500	197,625	115,358	268,517
General Liability	-	-	-	-
<b>Internal Service Charges Total</b>	<b>581,500</b>	<b>197,625</b>	<b>115,358</b>	<b>268,517</b>
<b><u>Capital Outlay</u></b>				
Equipment	2,609	2,609	-	-
Improvements	587,800	117,764	108,622	361,414
Vehicles	397,695	117,195	43,535	236,965
<b>Capital Outlay Total</b>	<b>988,104</b>	<b>237,568</b>	<b>152,157</b>	<b>598,379</b>
<b>Total Expenditures/Expenses</b>	<b>22,506,136</b>	<b>11,697,943</b>	<b>359,457</b>	<b>10,448,737</b>

## Police

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General	22,506,136	8,533,454	359,457	13,613,225
121- Welfare Inmate	-	388	-	(388)
122- Prevention Intervention	-	-	-	-
216- Employees Retirement	-	3,147,108	-	(3,147,108)
217- Other Post-Employment Benefits	-	-	-	-
224- Office of Traffic & Safety	-	16,992	-	(16,992)
225- Cal Cops	-	-	-	-
226- Air Quality Management Trust	-	-	-	-
227- Office of Criminal Justice	-	-	-	-
229- Police Forfeiture	-	-	-	-
230- Homeland Security Fund	-	-	-	-
233- Bullet Proof Vest Grant	-	-	-	-
	<b>22,506,136</b>	<b>11,697,943</b>	<b>359,457</b>	<b>10,448,737</b>



# Public Works

Mission Statement	Departmental Oversight
<p>To provide comprehensive municipal services that is environmentally conscious, structurally proficient and above-all enhance the safety of our community. The Department develops, builds and maintains the City's infrastructure to the standards and expectations set forth by the City Council. With 23 full-time personnel and five part-time staff members housed within 10 divisions, the Department is focused on maintaining the City's infrastructure.</p>	<ul style="list-style-type: none"><li>• Building Maintenance</li><li>• Electrical Maintenance</li><li>• Engineering</li><li>• Fleet Maintenance</li><li>• Parks and Trees</li><li>• Recycling/Waste Management</li><li>• Street Maintenance</li><li>• Stormwater</li><li>• Transportation</li><li>• Water/Sewer</li></ul>

Responsibilities
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**Building Maintenance** – General and preventative maintenance services of City-owned buildings and facilities.

**Electrical** – Maintenance of City-owned streetlights, traffic signals and electrical equipment.

**Engineering** – Management, inspection, engineering design and construction of various capital improvement projects. Investigation and solution oriented towards citizen's inquiries and requests. Administer maintenance and professional services contracts. Review development applications to determine and mitigate impacts to the public right of way. Issue public right-of-way permits to utility companies and state licensed contractors.

**Fleet Maintenance** – Maintenance and repair of the City's fleet and equipment. Create service reminders to keep up with preventive maintenance. Optimize Inventory Management.

**Park and Trees** – Maintenance of public right-of-way trees, park grounds, sports fields, playgrounds, basketball/tennis/volleyball courts, splash pad, and irrigation systems.

**Recycling/Waste Management** – Education, promotion and preparation of recycling and waste management. Operational compliance of the City's programs to comply with State conservation mandates.

**Street Maintenance** – Routine maintenance of the public right-of-way which includes streets, alleys, sidewalks, curb & gutters, traffic signs and roadway striping.

**Stormwater** – Maintain the drainage infrastructure, which includes routine inspections, cleaning storm drainpipes and ditches, and repairing & installing drainage systems as needed. Oversee capital improvement projects. Inspect new construction sites for compliance with erosion control and city development standards and monitor for illegal dumping & litter. Operational compliance of the City's programs to comply with Federal, State, and local environmental protection mandates. Develop and implement Illicit Connection/Illicit Discharge Inspection Program.

**Transportation** – Provides the community with safe and reliable transportation to key destinations/landmarks. Provides dependable Dial-A-Ride service to City residents in need of transportation.

**Water and Sewer Utilities** – Monitor and maintain the City's water infrastructure system to provide safe and clean potable water for the City's residents and businesses. Maintain the sanitary sewer system to mitigate potential sanitary sewer overflows.

## Major Accomplishments 2022-2023

- ❖ CIP 2016-01 Active Transportation Program Cycle 2 Pedestrian Enhancement Improvement
- ❖ CIP 2017-03 Active Transportation Program Cycle 3 Pedestrian Enhancement Improvement
- ❖ CIP 2018-05 Traffic Signal Synchronization Project
- ❖ CIP 2019-06 Street Enhancement Project
- ❖ CIP 2019-07 Water Main Replacement Project – Hill Street & Cudahy Street

## Public Works

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- ❖ CIP 2019-11 High-Intensity Activated crossWaLK Traffic Signal at Gage Avenue & Bissell Street
- ❖ CIP 2020-01 SB1 Street Enhancement Project
- ❖ CIP 2020-03 Cottage Reservoir Rehabilitation at Well 15 Project
- ❖ CIP 2021-02 Connector Pipe Screen & Automatic Retractable Screens Installation Project
- ❖ CIP 2021-01 SB1 Community Development Block Grant Street Enhancement Project
- ❖ CIP 2022-01 SB1 Slurry Seal Project
- ❖ CIP 2022-05 Salt Lake Park Outdoor Basketball Court Rehabilitation Project
- ❖ Cal Fire Urban & Community Forestry Grant FY 21-22 – Urban Forest Master Plan
- ❖ Streets paved: 3.5 lane miles
- ❖ Number of pedestrian ramps removed and replaced in compliance with ADA standards: 51
- ❖ Sidewalk in need of repair: 2,804 square feet
- ❖ Number of traffic safety control devices including flashing beacons and rectangular rapid-flashing beacons: 8
- ❖ Number of crosswalks restriped to comply with safety standards: 83
- ❖ Number of speed bumps placed as traffic calming measures: 7
- ❖ Number of new stop signs installed: 13
- ❖ Number of additional parking spaces added along Randolph Street between Alameda Street and Santa Fe Avenue: 91
- ❖ Number of encroachment permits issued to utility companies and state licensed contractors: 411
- ❖ Number of locations where graffiti was removed: 10,576
- ❖ Number of bulky & illegal dumping items removed from the public right-of-way: 5,739
- ❖ Number of traffic signals repaired: 137
- ❖ Number of streetlights repaired: 378
- ❖ Number of street signs repaired/removed and replaced: 97
- ❖ Number of potholes repaired: 367

### Expected Outcomes 2023-2024

- ❖ Public service is the key to the realization of the health and wellness of our community. Supporting the City Council's vision with encouragement from the City Manager's Office helps the Department achieve its goals of improving the quality of life for the constituents and stakeholders of Huntington Park. Public Works has identified several focal indicators to meet the community's needs and has implemented internal fundamentals to assist in mitigating future adversities. Focal points include sustainability, resiliency, equity, environmental justice, and the overall wellbeing of our infrastructure network. The Department recognizes the difficulties facing the City in complying with Federal, State, and Local requirements and is up to the challenge to help find solutions to implement positive change. Adversities facing a disadvantaged community will be overcome through awareness from the City and its Departments and the community as a collective. Strategically finding ways to improve individual's health and wellness through education, volunteerism, and social change are accomplished through exceptional organizational culture and uplifting of community values.

# Public Works

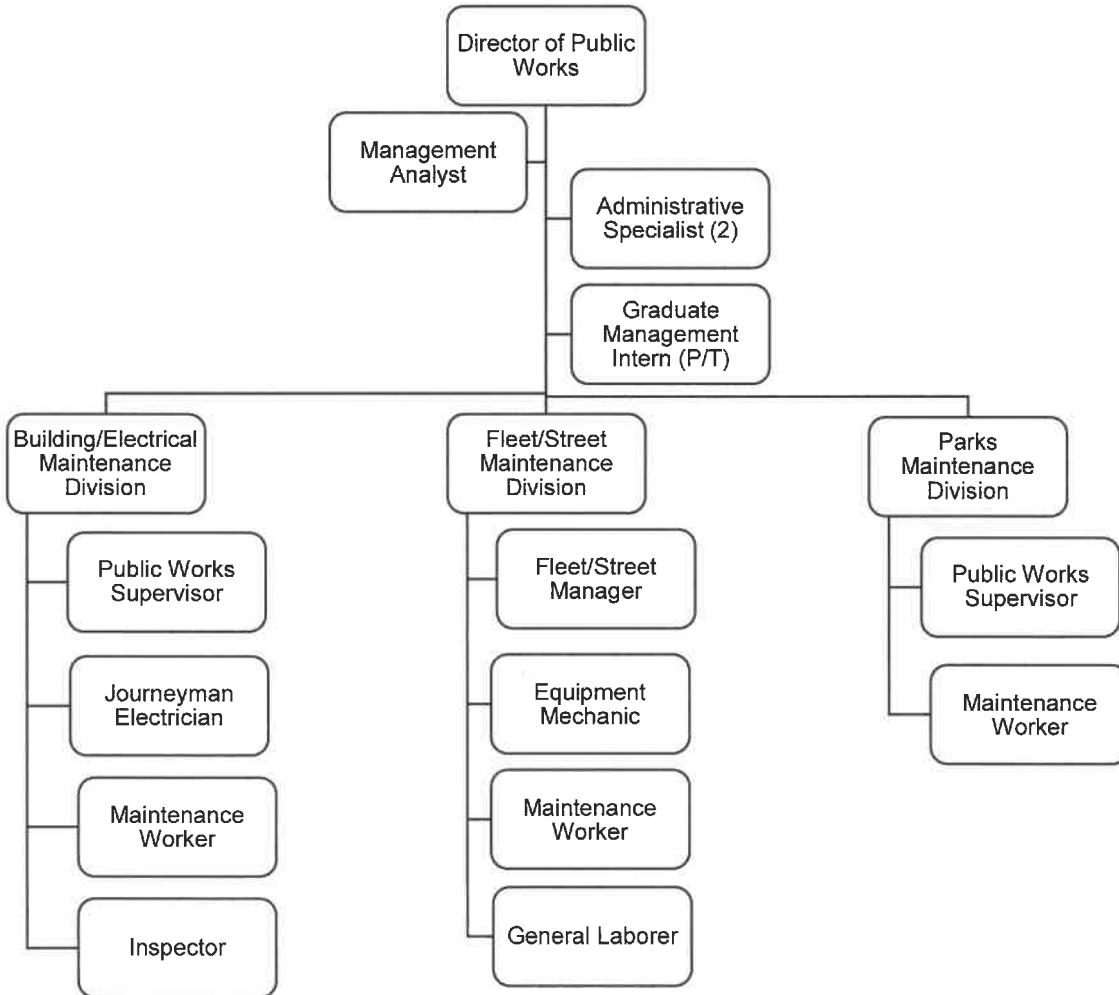
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## Preliminary Goals 2023-2024

- ❖ Focus on foundational standards of accountability for asset and personnel management and work to deliver safe and fiscally responsible projects and programs. The department strives to address internal and external challenges by better preparing to plan and build for the future while ensuring quality of life for all stakeholders. Goals and objectives include providing exceptional public services by maintaining and improving the condition of the roadways, by keeping the drainage system free of debris and contaminants, by maintaining and operating traffic signs, and pavement markings in a safe and effective manner, by providing a safe and reliable public water and sewer systems and by providing an efficient and responsive department that effectively delivers capital projects.

# Public Works

## Organizational Chart by Position



# Public Works

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><u>Salaries &amp; Benefits</u></b>				
Salaries Permanent/Full Time	1,765,500	837,774	-	927,726
Salaries Temporary/Part Time	107,200	37,477	-	69,723
Additional Pay	64,800	27,324	-	37,476
Allowances & Stipends	6,600	(600)	-	7,200
Overtime	113,700	71,467	-	42,233
Holiday/Vacation Payout	2,400	12,509	-	(10,109)
Sick Leave/Vacation Buy Back	12,000	29,326	-	(17,326)
PARS/PERS Retirement	342,500	154,423	-	188,077
CalPERS Unfunded Liability	-	184,493	-	(184,493)
Fringe Benefits	503,000	227,230	-	275,770
Medicare	28,200	14,774	-	13,426
<b>Salary &amp; Benefits Total</b>	<b>2,945,900</b>	<b>1,596,197</b>	-	<b>1,349,703</b>
<b><u>Maintenance &amp; Operations</u></b>				
Advertising and Publication	6,000	-	-	6,000
Building Maintenance	613,600	155,263	145,070	313,267
Bus Passes	25,000	1,909	-	23,091
Dial-A-Ride	877,431	484,283	393,147	1
Electric and Gas Charges	60,000	8,903	-	51,097
Equipment Rental	4,000	16,731	-	(12,731)
Fixed Route Transit	1,518,380	534,498	711,132	272,750
Fuel and Oil	470,900	187,572	26,902	256,426
Material and Supplies	635,350	148,400	65,626	421,325
Membership and Dues	-	49,255	-	(49,255)
Office Equipment Maintenance	63,600	1,233	-	62,367
Other Improvements	1,000	-	1,000	-
Permits and Fees	130,500	43,219	-	87,281
Professional Development	25,000	2,727	-	22,273
Professional/Contractual Services	6,322,620	2,617,980	3,165,075	539,565
Storm Water WMP	165,306	79,887	20,516	64,903
Vehicle/Transit Maintenance	479,353	98,996	3,853	376,504
Water Purchase/Supply	2,961,000	807,844	-	2,153,156
<b>Maintenance &amp; Operations Total</b>	<b>14,359,040</b>	<b>5,238,697</b>	<b>4,532,320</b>	<b>4,588,022</b>
<b><u>Internal Service Charges</u></b>				
Workers' Compensation	-	-	-	-
Fleet Maintenance	450,000	120,250	10,354	319,396
General Liability	-	-	-	-
<b>Internal Service Charges Total</b>	<b>450,000</b>	<b>120,250</b>	<b>10,354</b>	<b>319,396</b>
<b><u>Capital Outlay</u></b>				
Equipment	1,721,302	555,283	815,565	350,454
Improvements	2,348,056	361,362	470,752	1,515,942
Water & Sewer Master Plan	600,000	-	-	600,000
<b>Capital Outlay Total</b>	<b>4,669,358</b>	<b>916,645</b>	<b>1,286,317</b>	<b>2,466,396</b>
<b>Total Expenditures/Expenses</b>	<b>22,424,298</b>	<b>7,871,789</b>	<b>5,828,991</b>	<b>8,723,518</b>

## Public Works

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General Fund	9,485,559	3,156,866	2,593,016	3,735,677
210- Measure M	250,290	33,638	216,652	-
216- Employees Retirement	-	184,493	-	(184,493)
219- Sales Tax-Transit Prop A	13,324	11,122	13,323	(11,120)
220- Sales Tax-Transit Prop C	-	36,552	-	(36,552)
221- State Gasoline Tax	1,378,371	837,111	605,206	(63,945)
222- Measure R	-	-	-	-
226 - Air Quality Management Trust	370,915	335,040	-	35,875
283- Sewer Maintenance	521,600	85,782	100,115	335,703
285- Solid Waste Management	180,625	17,491	-	163,134
287- Solid Waste Recycle Grant	23,264	-	7,000	16,264
334 - Ped/Bike Path	-	-	-	-
535- Street Light and Landscape	1,427,196	393,968	800,781	232,447
681- Water	7,125,854	2,169,200	875,635	4,081,020
741- Fleet Maintenance	1,647,300	610,527	617,264	419,508
	22,424,298	7,871,789	5,828,991	8,723,518



## Non-Departmental

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><i>Maintenance &amp; Operations</i></b>				
Bank Services	103,300	47,755	-	55,545
Citation Parking Collections	40,300	90,408	-	(50,108)
County Admin Fee	-	1,815	-	(1,815)
Debt Service	2,897,900	1,275,933	-	1,621,967
Electric and Gas Charges	673,000	136,313	-	536,687
Equipment Rental	83,600	26,665	3,200	53,735
Financial Systems	1,290,156	392,030	1,093,064	(194,938)
In-Home Supportive Svcs	4,800,000	856,995	-	3,943,005
Material and Supplies	31,800	11,464	5,266	15,071
Miscellaneous Refunds	28,800	-	-	28,800
Other Expenses	258,014	41,017	18,000	198,997
Penalties & Interest	10,800	-	-	10,800
Postage	25,900	7,840	-	18,060
Professional/Contractual Services	1,265,086	2,136,126	6,400	(877,440)
Retiree Health Insurance Premium	1,526,600	168,802	-	1,357,798
Risk Management Premium	3,185,500	3,058,073	-	127,427
Telephone & Wireless	279,500	105,644	-	173,856
Tuition Assistance	25,000	-	-	25,000
Uniforms	1,000	-	-	1,000
<b>Maintenance &amp; Operations Total</b>	<b>16,526,256</b>	<b>8,356,882</b>	<b>1,125,929</b>	<b>7,043,445</b>
<b><i>Internal Service Charges</i></b>				
Other Post-Employment Benefits	3,081,600	-	-	3,081,600
Ins - Unemployment	29,400	-	-	29,400
Ins - Benefits Active EEs	266,100	312,765	-	(46,665)
Ins - Liability Premium	2,590,150	-	-	2,590,150
Risk Management Premium	168,900	159,247	-	9,653
Workers' Compensation	360,500	237,262	-	123,238
<b>Internal Service Charges Total</b>	<b>6,496,650</b>	<b>709,274</b>	<b>-</b>	<b>5,787,376</b>
<b><i>Capital Outlay</i></b>				
Equipment Improvements	819,422	7,795	289,659	521,967
<b>Capital Outlay Total</b>	<b>819,422</b>	<b>7,795</b>	<b>289,659</b>	<b>521,967</b>
<b>Total Expenditures/Expenses</b>	<b>23,842,328</b>	<b>9,073,952</b>	<b>1,415,588</b>	<b>13,352,788</b>

## Non-Departmental

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General	16,661,342	6,428,928	379,305	9,853,110
113- American Rescue Plna Act	5,041,786	889,771	1,036,284	3,115,731
216- Employees Retirement	-	-	-	-
217- Other Post-Employment Benefits	-	169,405	-	(169,405)
219- Sales Tax - Proposition A	-	-	-	-
220- Sales Tax - Proposition C	-	-	-	-
221- State Gasoline Tax	-	71	-	(71)
222- Measure R	-	-	-	-
275- Successor Agency	1,043,800	762,248	-	281,552
283- Sewer Maintenance	2,200	-	-	2,200
285- Solid Waste Management	1,100	-	-	1,100
475- Public Financing Authority	-	-	-	-
535- Street Lighting & Landscape	1,054,300	513,697	-	540,603
681- Water	37,800	155	-	37,645
745- Risk Management	-	309,676	-	(309,676)
	23,842,328	9,073,952	1,415,588	13,352,788



## CIP

Expenditure/Expense Classification	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
<b><i>Capital Improvement Programs</i></b>				
ATP Cycle 3	4,540,743	-	3,468,873	1,071,870
ATP Cycle 4	207,024	3,235,578	1,737,245	(4,765,800)
ATP Cycle 5	51,877	31,667	20,210	-
CIP 2022-10	270,465	3,070	-	267,395
City Hall & PD - Roof Repair	2,173,000	-	2,173,000	-
City-Wide Fire Alarm System	-	28,577	1,823,458	(1,852,035)
City-Wide WiFi	1,064,423	519,933	10,540	533,950
CPS & ARS Installation Project	581,956	77,629	504,327	1
Cyber Security	176,350	-	-	176,350
Downtown i-Park System	-	-	-	-
Freedom Park - Playground	12,483	-	-	12,483
Salt Lake Park Cistern	1,691,813	-	-	1,691,813
Salt Lake Park - Aquatic Center	-	206,895	-	(206,895)
Salt Lake Park - Plarground	12,483	-	-	12,483
SB1 Street Enhancement Program-Constructio	148,988	55,141	141,814	(47,967)
Slauson Congestion Relief	9,613,292	19,816	0	9,593,476
Security Upgrades at Parks/Community Center:	-	-	-	-
Pacific Blvd Pedestrian and Transportation	-	-	-	-
Resurfacing Tennis/Bball Courts	59,550	59,550	-	-
ROAR Project	398,623	214,868	183,795	(40)
On Premises	96,000	-	-	96,000
Playground Equipment	164,840	-	-	164,840
Tyler Technologies	1,004,011	-	-	1,004,011
Tree People	-	7,017	249,922	(256,940)
Zoe Ave Trench & Pavement	-	150	-	(150)
<b>Total Capital Improvements</b>	<b>22,267,921</b>	<b>4,459,891</b>	<b>10,313,184</b>	<b>7,494,846</b>

### TOTAL BY FUND

FUND TITLE	FY 2024 Adopted	FY 2024 Q2 YTD	YTD Encumbrances	FY 2024 Available Budget
111- General	581,959	77,779	504,327	(147)
202- Crosswalks	4,424,562	110,299	3,213,480	1,100,783
210- Measure M	338,716	-	338,716	-
221- State Gasoline Tax Fund	12,185	13,145	47,010	(47,970)
222- Measure R	56,182	19,816	35,390	976
334- Ped/Bike Path	270,465	3,070	-	267,395
787- Capital Improvement Projects	16,583,852	4,235,782	6,174,762	6,173,308
	<b>22,267,921</b>	<b>4,459,891</b>	<b>10,313,684</b>	<b>7,494,346</b>



## Full-Time and Part-Time Positions

Department	Position Title	Fiscal Year	Fiscal Year	Fiscal Year
		2023-2024	2023-2024	2023-2024
		Adopted	Q2 Update	Filled
<b>City Council</b>				
	City Council	5	5	5
	Administrative Analyst	1	1	1
	<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>City Manager</b>				
	City Manager	1	1	1
	Assistant City Manager	1	1	-
	Executive Assistant to the City Manager	1	1	1
	Management Analyst	1	1	1
	Administrative Assistant	1	1	-
	<b>Total</b>	<b>5</b>	<b>5</b>	<b>3</b>
<b>City Clerk</b>				
	City Clerk	1	1	1
	Deputy City Clerk	1	1	-
	Junior Deputy City Clerk	1	1	-
	Administrative Specialist	1	1	-
	<b>Total</b>	<b>4</b>	<b>4</b>	<b>1</b>
<b>Communications &amp; Community Relations</b>				
	Director of Communications & Community Relations	1	1	1
	Administrative Specialist	1	1	1
	<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Community Development</b>				
	Director of Community Development	1	1	1
	Administrative Clerk	1	1	1
	Administrative Specialist	1	1	1
	Project Manager	1	1	1
	Planning Manager	1	1	-
	Assistant Planner	1	1	1
	Associate Planner	1	1	1
	Code Enforcement Manager	1	1	1
	Code Enforcement Officer	4	4	4
	Planning Intern (P/T)	1	1	-
	<b>Total</b>	<b>13</b>	<b>13</b>	<b>11</b>
<b>Human Resources</b>				
	Human Resources Manager	1	1	-
	Human Resources Supervisor	-	1	1
	Risk Analyst	1	1	-
	Human Resources Assistant	1	1	1
	<b>Total</b>	<b>3</b>	<b>4</b>	<b>2</b>

## Full-Time and Part-Time Positions

Department	Position Title	Fiscal Year	Fiscal Year	Fiscal Year
		2023-2024 Adopted	2023-2024 Q2 Update	2023-2024 Filled
<b>Finance</b>				
Director of Finance	1	1	1	1
Finance Manager	1	1	-	-
Accounting Supervisor	1	-	-	-
Administrative Assistant	1	1	1	1
Administrative Analyst	1	1	1	1
Management Analyst	1	1	1	1
Accountant	1	2	-	2
Purchasing Agent	1	1	-	-
Revenue Supervisor	1	1	1	1
Finance Assistant I	2	2	2	1
Finance Assistant II	1	1	1	1
Administrative Specialist	2	2	2	3
Administrative Clerk	2	2	2	1
<b>Total</b>	<b>16</b>	<b>16</b>	<b>13</b>	
<b>Parks and Recreation</b>				
Director of Parks & Recreation	1	1	1	1
Recreation Manager	1	1	1	1
Senior Recreation Supervisor	-	1	1	1
Recreation Supervisor	2	1	1	1
Community Services Supervisor	1	1	1	1
Management Analyst	1	1	1	1
Recreation Coordinator	4	4	4	4
Recreation Leader	10	10	10	3
Assistant Recreation Leader (P/T)	34	34	-	26
<b>Total</b>	<b>54</b>	<b>54</b>	<b>39</b>	
<b>Police - Sworn</b>				
Chief of Police	1	1	1	1
Police Captain	1	1	1	1
Police Lieutenant	5	5	5	5
Police Lieutenant (Professional Standards P/T)	1	1	1	1
Police Sergeant	5	5	5	4
Senior Officer	10	10	10	5
Police Officer	32	32	32	33
Police Officer Trainee	4	4	4	2
Police Officer Recruit	-	1	-	-
Police Sergeant (Fire Range Master P/T)	-	-	-	-
<b>Total</b>	<b>59</b>	<b>60</b>	<b>52</b>	

## Full-Time and Part-Time Positions

Department	Position Title	Fiscal Year	Fiscal Year	Fiscal Year
		2023-2024 Adopted	2023-2024 Q2 Update	2023-2024 Filled
<b>Police (Non-Sworn)</b>				
	Administrative Assistant to the Chief of Police	1	1	1
	Administrative Secretary	1	1	1
	Administrative Specialist	1	1	1
	Animal Enforcement Officer	2	2	2
	Communications Operator Supervisor	1	1	1
	Communications Operator	10	10	7
	Community Service Officer	2	2	1
	Jailer Supervisor	1	1	1
	Jailer	4	4	3
	Parking Enforcement Officer	6	6	6
	Police Cadets (P/T)	14	14	9
	Police Records Supervisor	1	1	1
	Police Records Coordinator	1	1	1
	Police Records Clerk	3	3	2
	Public Safety Officer	10	10	9
	Property & Evidence Specialist	2	2	1
	<b>Total</b>	<b>60</b>	<b>60</b>	<b>47</b>
<b>Public Works</b>				
	Director of Public Works	1	1	1
	Administrative Secretary	1	-	-
	Administrative Specialist	-	2	-
	Fleet / Street Manager	1	1	1
	Equipment Mechanic	2	2	2
	Inspector	-	1	1
	Journeyman Electrician	3	3	3
	Maintenance Worker	12	12	11
	Management Analyst	1	1	1
	Public Works Supervisor	2	2	2
	General Laborer (P/T)	4	4	4
	Graduate Management Intern (P/T)	1	1	1
	<b>Total</b>	<b>28</b>	<b>30</b>	<b>27</b>
	<b>Grand Total</b>	<b>250</b>	<b>254</b>	<b>203</b>



## Special Events

<u>Expenditure/Expense Classification</u>	<u>2023-24 Projected Budget</u>	<u>FY 2024 Q2 YTD</u>
<b><u>Special Events</u></b>		
4th of July	46,500	-
5K Event	28,750	163
Art Walk	50,000	900
Citizen's/Community Academy	500	379
Coffee With A Cop	1,500	-
Dia De Los Muertos	8,000	5,176
LA Dodgers Event	1,000	-
Earth Day	12,300	-
Graduation Stage at City Hall	2,600	-
Halloween	45,500	68,504
Holiday Parade	300,200	151,621
LE Torch Run	2,000	-
Mayor Holiday Award	1,250	288
Meet Your Police	2,500	-
Memorial Day	5,850	-
National Night Out	6,000	11,617
Performing Arts at Parks	25,000	-
Round Table Meetings	1,750	-
Spay & Neuter	20,150	872
Special Presentations	3,510	-
State of the City	11,000	-
Summer Nights	1,500	3,053
Teen Academy	3,000	-
Toy Drive	21,000	20,667
Tree Lighting Ceremony	41,124	8,591
Turkey Give-A-Way	16,500	16,953
Veterans Day	4,000	-
Veterans Brunch	5,140	-
<b>Total Special Events</b>	<b>668,124</b>	<b>288,782</b>

## Appendix

### Appendix A - PO Rollovers

<b>Department &amp; Accounts</b>	<b>Description</b>	<b>Adjustment Amount</b>
<b>Finance</b>	Audit Fees	275,500
	Subtotal:	275,500
	<b>Q2 PO adjustments</b>	<b>275,500</b>
<b>Police Department</b>		
	Equipment	2,609
	Subtotal:	2,609
<b>Public Works</b>		
	Capital Outlay	94,959
	Contractual Srvc - Other	448,713
	Dept Supplies & Expense	9,200
	Conn Pipe & AR Screens	463,955
	Other Improvements	1,000
	Metro Transit O S & M	3,853
	Dial-A-Ride (All City)	9,470
	Subtotal:	1,031,149
<b>Non-Departmental</b>		
	Financial Systems	1,120,966
	Equipment	183,723
	Subtotal:	1,304,690
<b>Parks &amp; Recreation</b>		
	Improvements	24,966
	Subtotal:	24,966
<b>Capital Improvement Projects</b>		
	ATP Cycle 3	4,540,743
	ATP Cycle 4	207,024
	ATP Cycle 5	51,877
	Street Enhancement Proj.	12,188
	Slauson Congestion Relief	19,816
	Contractual Srvc - Other	308,663
	Improvements	59,550
	Subtotal:	5,199,860
	<b>Total Amount of Q1 Adjustments</b>	<b>7,563,274</b>

## Appendix

### Appendix B - Budget Appropriations

Appropriation Description	Date Request	Requested Amount
<b>Q2 2024</b>		
Modifications for Jails at Police Dept	11/13/2023	51,624
Purchase of three PD Vehicles	10/17/2023	12,695
Citywide Tree Maintenance Contract	10/10/223	6,386
CIP 2019-02 Slauson Cong. Relief (Construction)	11/7/2023	9,143,091
CIP 2019-02 Slauson Cong. Relief (Const, Mgmt, & insepction)	11/7/2023	450,385
Bank Charges	12/31/2023	100,000
Water Fund Postage	12/31/2023	20,000
Trustee Fees	12/31/2023	2,700
Parking Citation Services	12/31/2023	370,000
IT Services	12/31/2023	216,400
CIP - City WiFi Project	12/31/2023	1,064,423
CIP - Salt Lake Cistern Project	10/17/2023	1,691,813
CIP - Playground SLP & Freedom Park	3/21/2023	24,966
CIP - City Hall & PD Roofing Repair	12/31/2023	2,173,000
<b>Q2 Appropriation Total</b>		<b>15,327,483</b>
<b>Q1 2024</b>		
Discretionary Fund	10/17/2023	100,000
Toy Drive Event	10/17/2023	8,900
Turkey Give-A-Way	10/17/2023	5,000
Royal-Allard Elementary Art Project	10/17/2023	30,000
Replacement of Equipment (SERT)	9/19/2023	55,000
Janitorial Services Contract	9/19/2023	349,940
ETS Fixed Route Contract	9/19/2023	272,750
6 Electric Vehicles	9/19/2023	370,915
PSA MS4 Compliance Svcs NPDES	6/15/2021	118,000
Street Enhancement - CIP 2023-01	9/5/2023	136,800
ADA Construction Project - CIP2022-10	8/15/2023	270,465
FY2015 Azure Development (AHD)	9/5/2023	36,707
FY2016 Azure Development (AHD)	9/5/2023	64,745
<b>Q1 Appropriation Total</b>		<b>1,819,222</b>

## Appendix

### Appendix C - Budget Transfers

Department	Reason for Transfer	Amount Transferred In
<b>Non-Departmental to Human Resources</b>	Employee Luncheon	5,000
<b>Public Works to Police Department</b>	Oven for Inmate Meals	7,800
<b>Non-Departmental</b>	Department Equipment	20,000
<b>Parks &amp; Recreation to Administration</b>	Holiday Parade Expenses	10,500
<b>Police Department</b>	New Police Vehicles	385,000
<b>Parks &amp; Recreation</b>	Toy Drive	11,000
	<b>Q2 Transfer Total</b>	<b>439,300</b>

## **RESOLUTION NO. 2024-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF HUNTINGTON PARK, CALIFORNIA,  
RECEIVE AND FILE THE Q1 FY 2024 BUDGET  
STATUS REPORT AND APPROVE THE BUDGET  
TRANSFERS BETWEEN DEPARTMENTS,  
PREVIOUSLY APPROVED BUDGET  
APPROPRIATIONS AND NEW REQUESTS, AND  
PURCHASE ORDER ROLLOVERS FROM FISCAL  
YEAR 2023

**WHEREAS**, the City is committed to upholding the highest standards of fiscal stewardship; and

**WHEREAS**, the City recognizes that 2023 continues to be a year of financial volatility, bank failures, and economic uncertainty; and

**WHEREAS**, the City requires that more frequent financial and budget updates are necessary to make adjustments where necessary, and to identify economic trends that may negatively impact the organization; and

**WHEREAS**, through quarterly financial and budget reporting, the City can more quickly make an adjustment in spending and budgets as necessary to address changing market forces in the economy,

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

**SECTION 1.** That the Fiscal Year 2024 Q2 Quarterly Budget Status report be received, analyzed, and filed as attached to this Budget Resolution.

**SECTION 2.** That the list of Fiscal Year 2024 Q2 budget amendments for various operating expenditure line items be approved as shown in Exhibit A, Exhibit B and Exhibit C attached to this Budget Resolution.

**PASSED, APPROVED AND ADOPTED** this 6 day of February 2024.

**Marilyn Sanabria,  
Mayor**

**ATTEST:**

---

Eduardo Sarmiento,  
City Clerk

ITEM 4



# CITY OF HUNTINGTON PARK

City Manager's Office  
City Council Agenda Report

February 6, 2024

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 AMERICAN RESCUE PLAN ACT (ARPA) SPENDING PLAN**

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

1. Approve the American Rescue Plan Act (ARPA) Spending Plan for the following capital improvement projects; and
2. Authorize the City Manager to effectuate the distribution of funds according to the approved ARPA Spending Proposal.

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

The American Rescue Plan Act (ARPA), enacted on March 11, 2021, aimed to provide financial relief in response to the economic impacts of COVID-19, addressing various sectors such as food supply chain security, supplemental nutrition assistance programs, education emergency relief, childcare, public health, and housing. Approximately \$45.5 billion was allocated to metropolitan cities to mitigate the effects of the pandemic. This funding is distributed in two tranches, covering eligible costs incurred between March 3, 2021, and December 31, 2024.

On December 7, 2021, the City committed to receiving \$27,952,355.00 in ARPA Funds. Subsequently, on February 15, 2022, the City Council approved an ARPA spending plan. This plan earmarked \$2.4 million for guaranteed income for seniors, \$4.8 million for pay stipends for In-Home Support Services and Nursing Home Workers, and \$2 million to modernize information technology systems at City Hall. Currently, the City has utilized approximately \$19.3 million of ARPA funds.

Per Section 603(c), the City Council will allocate the ARPA Funds as follows:

1. Roof Replacement and Repairs at City Hall and Police Facilities - \$2,173,000.00

# CONSIDERATION AND APPROVAL OF AMERICAN RESCUE PLAN ACT (ARPA) SPENDING PROPOSAL

February 6, 2024

Page 2 of 3

- a. Funds address critical roofing issues at City Hall and Police Facilities, ensuring the safety and structural integrity of these essential structures.
2. Emergency Operations Center Matching Funds - \$333,000.00
  - a. Securing matching funds for the Emergency Operations Center enhances the City's preparedness and response capabilities during emergencies and unforeseen events.
3. Rehabilitation and Modernization of City Hall Council Chambers - \$1,000,000.00
  - a. Upgrading audio and visual equipment for public meetings to improve communication, transparency, and engagement with the community.
4. Upgrading Security and Surveillance Systems - \$2,000,000.00
  - a. Enhancing security measures across all city facilities and buildings, including water wells operations systems, to ensure the safety of residents and city assets.
5. Rehabilitation and Modernization of City Hall - \$2,000,000.00
  - a. Renovating City Hall to improve overall functionality, efficiency, and accessibility for residents and city staff.
6. Rehabilitation and Modernization of Salt Lake Park Municipal Building - \$2,400,000.00
  - a. Enhancing Salt Lake Park Municipal Building to serve the community better and provide improved recreational activities and events facilities.

## FISCAL IMPACT

There is no anticipated negative financial impact on the City. The distribution of funds will comply with ARPA guidelines, contributing to essential capital improvement projects that benefit the community.

## CONCLUSION

This proposal aligns with the ARPA's objectives, focusing on crucial capital improvements that enhance the City's infrastructure and public services. We recommend the City Council's approval of the proposed spending, emphasizing its positive impact on the community's well-being and safety.

Respectfully submitted,



RICARDO REYES  
City Manager

**CONSIDERATION AND APPROVAL OF AMERICAN RESCUE PLAN ACT (ARPA)  
SPENDING PROPOSAL**

February 6, 2024

Page 3 of 3

**ATTACHMENT(S)**

A. U.S. Department of the Treasury Coronavirus State and Local Fiscal Recovery Funds  
Award Terms and Conditions

## ATTACHMENT "A"

U.S. DEPARTMENT OF THE TREASURY  
CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS  
AWARD TERMS AND CONDITIONS

1. Use of Funds.
  - a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with sections 602(c) and 603(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.
  - b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. Period of Performance. The period of performance for this award begins on the date hereof and ends on December 31, 2026. As set forth in Treasury's implementing regulations, Recipient may use award funds to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024.
3. Reporting. Recipient agrees to comply with any reporting obligations established by Treasury as they relate to this award.
4. Maintenance of and Access to Records
  - a. Recipient shall maintain records and financial documents sufficient to evidence compliance with sections 602(c) and 603(c), Treasury's regulations implementing those sections, and guidance regarding the eligible uses of funds.
  - b. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Recipient in order to conduct audits or other investigations.
  - c. Records shall be maintained by Recipient for a period of five (5) years after all funds have been expended or returned to Treasury, whichever is later.
5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. Administrative Costs. Recipient may use funds provided under this award to cover both direct and indirect costs.
7. Cost Sharing. Cost sharing or matching funds are not required to be provided by Recipient.
8. Conflicts of Interest. Recipient understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.11

OMB Approved No. [REDACTED]  
Expiration Date: November 30, 2021

## ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS REQUIREMENTS

### ASSURANCES OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

As a condition of receipt of federal financial assistance from the Department of the Treasury, the recipient named below (hereinafter referred to as the "Recipient") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Recipient's beneficiaries, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The assurances apply to all federal financial assistance from or funds made available through the Department of the Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of the Recipient's program(s) and activity(ies), so long as any portion of the Recipient's program(s) or activity(ies) is federally assisted in the manner prescribed above.

1. Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.
3. Recipient agrees to consider the need for language services for LEP persons when Recipient develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.

OMB Approved No. [REDACTED]  
Expiration Date: November 30, 2021

4. Recipient acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Recipient and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. Recipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances 1-4 above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the Recipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:

*The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

6. Recipient understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates the Recipient, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure 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. If any personal property is provided, this assurance obligates the Recipient for the period during which it retains ownership or possession of the property.
7. Recipient shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Recipient shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Recipient shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Recipient also must inform the Department of the Treasury if Recipient has received no complaints under Title VI.
9. Recipient must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other

OMB Approved No. [REDACTED]  
Expiration Date: November 30, 2021

agreements between the Recipient and the administrative agency that made the finding. If the Recipient settles a case or matter alleging such discrimination, the Recipient must provide documentation of the settlement. If Recipient has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Recipient makes sub-awards to other agencies or other entities, the Recipient is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document. State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of sub-recipients.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

Under penalty of perjury, the undersigned official(s) certifies that official(s) has read and understood the Recipient's obligations as herein described, that any information submitted in conjunction with this assurances document is accurate and complete, and that the Recipient is in compliance with the aforementioned nondiscrimination requirements.

City of Huntington Park

12/7/2021

Recipient

Date

DocuSigned by

Ricardo Reyes

Signature of Authorized Official

#### PAPERWORK REDUCTION ACT NOTICE

The information collected will be used for the U.S. Government to process requests for support. The estimated burden associated with this collection of information is 30 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Office of Privacy, Transparency and Records, Department of the Treasury, 1500 Pennsylvania Ave., N.W., Washington, D.C. 20220. DO NOT send the form to this address. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid control number assigned by OMB.

ITEM 5



# CITY OF HUNTINGTON PARK

City Council  
City Council Agenda Report

February 6, 2024

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 URGING PRIME HEALTHCARE TO REINSTATE EMPLOYMENT OF THE NINE REGISTERED NURSES AND FRONTLINE HEALTHCARE WORKERS AT PRIME ST. FRANCIS MEDICAL CENTER IN LYNWOOD**

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

1. Adopt Resolution urging Prime Healthcare to reinstate employment of the nine registered nurses and frontline healthcare workers at prime St. Francis medical center in Lynwood.

### **BACKGROUND**

The City Council is committed to supporting local healthcare professionals as it ensures accessible healthcare, promotes public health, and contributes to the overall well-being of the community.

### **DISCUSSION AND ANALYSIS**

The City Council supports Prime St. Francis Medical Center registered nurses and frontline healthcare workers and encourages constructive dialogue and advocates for the fair treatment and well-being of the professionals at St. Francis.

### **FISCAL IMPACT/FINANCING**

None

**RESOLUTION URGING PRIME HEALTHCARE TO REINSTATE EMPLOYMENT OF  
THE NINE REGISTERED NURSES AND FRONTLINE HEALTHCARE WORKERS AT  
PRIME ST. FRANCIS MEDICAL CENTER IN LYNWOOD**

February 6, 2024

Page 2 of 2

**CONCLUSION**

The City Council adoption of resolution is a testament to the fostering of Prime registered nurses and frontline healthcare workers and calls for furtherance of good-faith negotiations.

Respectfully submitted,



RICARDO REYES  
City Manager

**ATTACHMENTS**

- A. Resolution urging Prime Healthcare to reinstate employment of the nine registered nurses and frontline healthcare workers at prime St. Francis medical center in Lynwood.

# ATTACHMENT "A"

## RESOLUTION NO. 2024-XX

1  
2                   **A RESOLUTION OF THE CITY COUNCIL OF THE**  
3                   **CITY OF HUNTINGTON PARK, CALIFORNIA,**  
4                   **URGING PRIME HEALTHCARE TO REINSTATE**  
5                   **EMPLOYMENT OF THE NINE REGISTERED**  
6                   **NURSES AND FRONTLINE HEALTHCARE**  
7                   **WORKERS AT PRIME ST. FRANCIS MEDICAL**  
8                   **CENTER IN LYNWOOD**

9  
10               **WHEREAS**, the nine Registered Nurses and frontline healthcare workers who  
11 were terminated at the Prime Healthcare-owned hospital in Lynwood are member  
12 leaders of SEIU-United Healthcare Workers West (SEIU-UHW) and United Nurses  
13 Associations of California/Union of Health Care Professionals (UNAC/UHCP), which  
14 represent the healthcare employees at Prime St. Francis Medical Center; and

15  
16               **WHEREAS**, the nine Prime St. Francis Medical Center healthcare workers  
17 were terminated for engaging in concerted union activity, speaking up for better  
18 working conditions and safer staffing after they responsibly delivered their concerns  
19 and support letters from various local elected officials, including Los Angeles County  
20 Supervisor Janice Hahn, to corporate leadership at Prime headquarters. These letters  
underscored the urgent need for safer staffing levels and improvements in working  
conditions to enhance patient care; and

21  
22               **WHEREAS**, hundreds of dedicated frontline healthcare workers at Prime St.  
23 Francis Medical Center found themselves on their second unfair labor practice strike  
24 this year. This action comes after months of attempting to address long-standing  
issues such as understaffing, worker turnover, and patient care concerns through  
bargaining. Regrettably, these efforts have been met with bad faith bargaining,  
threats, intimidation, retaliation, and other unfair labor practices by Prime Healthcare  
management; and

25  
26               **WHEREAS**, the firing of the Registered Nurses and other healthcare workers at  
27 Prime St. Francis Medical Center who bravely spoke out about their working  
28 conditions and patient care concerns during a global pandemic sends a chilling  
message to other frontline healthcare workers advocating for themselves and their  
patients. And it raises concerns among patients that their caregivers are terminated for  
expressing valid concerns about workplace safety and the quality of care provided.

29  
30               **NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF HUNTINGTON**  
31               **PARK DOES HEREBY RESOLVE AS FOLLOWS:**

32  
33               **SECTION 1.** that the Huntington Park City Council strongly urge Prime  
34 Healthcare to immediately reverse the termination of the nine healthcare workers at  
35 St. Francis Medical Center and reinstate them to their previous positions. We further  
36 call upon Prime Healthcare to engage in good-faith negotiations with the frontline  
37 healthcare workers of SEIU-UHW who are in contract negotiations to address and

1 resolve the long-standing issues of understaffing, worker turnover, and patient care  
2 concerns. This resolution is enacted in the spirit of standing in solidarity with the  
3 terminated frontline healthcare workers and prioritizing better working conditions for  
caregivers and patient care for the communities they serve.

4 **PASSED, APPROVED AND ADOPTED** this 6th day of February 2024.

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Marilyn Sanabria,  
8 Mayor

9 **ATTEST:**

10 

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Eduardo Sarmiento,  
11 City Clerk

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ITEM 6



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

February 6, 2024

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

Dear Mayor and Members of the City Council:

**CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING THE  
AUTHORITY TO FILE APPLICATION(S) FOR THE LOCAL ASSISTANCE  
SPECIFIED GRANTS PROGRAM FROM BUDGET ACT 2023/24 FROM THE STATE  
DEPARTMENT OF PARKS AND RECREATION**

**IT IS RECOMMENDED THAT CITY COUNCIL:**

1. Adopt Resolution approving the authority to file applications for grant funds from the Local Assistance Specified Grants Program from Budget Act 2023/24 from the State Department of Parks and Recreation; and
2. Authorize the City Manager to execute all related grant application documents submitted by Parks and Recreation Director.

**BACKGROUND**

This specified grant originated from a line item in the State of California Budget for fiscal year 2023-24. A resolution is required before a contract will be issued, and an approved application packet is required before grant payments can be approved. The grant performance period is July 1, 2023-June 30, 2027

This funding will allow for funding assistance in capital improvement project(s) throughout our parks, of our choosing as identified in the application. This is extremely beneficial to the community at large.

The Director and staff will prepare a grant application for the Local Assistance Specified Grants Program from Budget Act 2023/24 that will aid in possibly various renovations and enhancements to the different parks within the City of Huntington Park. Staff will work to gather input regarding the community's preference for improvements, renovations and enhancements to City parks which will then be used to establish the specifics of the project(s). Staff will submit all related grant applications for the Local Assistance Specified Grants Program from Budget Act 2023/24 after approval from the City Manager.

**CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING THE  
AUTHORITY TO FILE APPLICATION(S) FOR THE LOCAL ASSISTANCE  
SPECIFIED GRANTS PROGRAM FROM BUDGET ACT 2023/24 FROM THE STATE  
DEPARTMENT OF PARKS AND RECREATION**

February 6, 2024

Page 2 of 2

**FISCAL IMPACT/FINANCING**

This is a reimbursement grant. The overall fiscal impact will depend upon the project(s) once they are identified.

**CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
Interim City Manager



CYNTHIA NORZAGARAY  
Director of Parks and Recreation

**ATTACHMENT(S)**

- A. Resolution approving the authority to file application(s) for grant funds from the Local Assistance Specified Grants Program from Budget Act 2023/24, of the State Department of Parks and Recreation.

## **ATTACHMENT "A"**

## **RESOLUTION NO. 2024-XX**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK APPROVING APPLICATION(S) FOR SPECIFIED GRANT FUNDS FROM BUDGET ACT 2023/2024

**WHEREAS**, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of a grant to the City of Huntington Park, setting up necessary procedures governing application(s); and

**WHEREAS**, said procedures established by the State Department of Parks and Recreation require the applicant's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

**WHEREAS**, the applicant will enter into a contract with the State of California to complete project(s).

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

**SECTION 1.** Approves the filing of project application(s) for specified grant project(s); and

**SECTION 2.** Certifies that said applicant has or will have available, prior to commencement of project work utilizing specified grant funds, sufficient funds, including those provided by this grant, to complete the project; and

**SECTION 3.** The fees contained in this resolution shall supersede and replace any and all such fees adopted for the same listed services in any prior resolution of the City of Huntington Park.

**SECTION 4.** Certifies that the applicant has reviewed, understands, and agrees to the General Provisions contained in the contract in this Procedural Guide; and

**SECTION 5.** Delegates the authority to the City Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and

**SECTION 6.** Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

*(Signatures on the following page)*

**PASSED, APPROVED AND ADOPTED** this 6<sup>th</sup> day of February 2024.

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Marilyn Sanabria,  
Mayor

**ATTEST:**

**Eduardo Sarmiento,  
City Clerk**

**Item 7**



# CITY OF HUNTINGTON PARK

Community Development Department  
City Council Agenda Report

February 6, 2024

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:

## **RETENTION OF CONSULTANT FOR COMMUNITY EDUCATIONAL PROGRAM FOR MEASURE PP**

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

1. Authorize the retention of Upwards Solutions to conduct an educational and informational program to the City's residents regarding Measure PP and Measure CC; and
2. Authorize the City Manager to execute a professional services agreement with Upwards Solutions consistent with their proposal attached herewith.

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

The City of Huntington Park continues to face a lack of parking within the city for various reasons. Public 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 for residents to have vehicles to commute for work. For these reasons, on December 5, 2023, the City Council voted to authorize the placement of Measure PP on the March 5, 2024, General Election ballot.

If the Huntington Park voters approve Measure PP, the City Council will be authorized, by resolution, to establish procedures for the consideration and issuance of overnight parking permits for residents and business owners within the City.

In addition, on December 5, 2023, the City Council voted to authorize the placement of Measure PP on the March 5, 2024, General Election ballot. Measure CC is to authorize a limitation of terms from three (3) full consecutive terms to four (4) full consecutive terms. The additional term will allow for continuity of governance for projects and social

**RETENTION OF CONSULTANT FOR COMMUNITY EDUCATIONAL PROGRAM FOR  
MEASURE PP AND MEASURE CC**

February 6, 2024

Page 2 of 2

programs within the community. To that end, Upwards Solutions has experience in providing the necessary services to conduct a community education program to inform residents about the purposes of Measure PP and Measure CC. City staff does not have the background, experience, or resources to provide such services.

**FISCAL IMPACT/FINANCING**

Upward Solutions will conduct and provide the services in their proposal under the appropriate tasks as outlined in the attached proposal. These associated tasks in an amount not to exceed \$160,000 would be paid upon the conclusion of the contract through General Fund account code 111-5010-419.56-41.

**CONCLUSION**

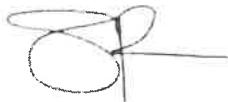
It is recommended that the City Council approve retaining Upwards Solutions consistent with the submitted proposal for purposes of conducting a community information program regarding Measure PP and Measure CC.

Respectfully submitted,



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RICARDO REYES  
City Manager



---

Steve Forster  
Community Development Director

**RETENTION OF CONSULTANT FOR COMMUNITY EDUCATIONAL PROGRAM FOR  
MEASURE PP AND MEASURE CC**

February 6, 2024

Page 3 of 2

**ATTACHMENTS**

- A: HP Community Outreach and Education Proposal submitted by Upward Solutions
- B: Draft Professional Services Agreement

# Attachment "A"



*Public Affairs & Communications*

## **City of Huntington Park Measure CC and Measure PP Communications Proposal**

### **Introduction**

Upward Solutions is a Government Relations & Public Affairs firm that specializes in Advocacy, Communications, Community Outreach, and Campaigns at the local level. Upward Solutions has developed a deep network of relationships with local community college districts, school districts, cities, and water districts mainly in Southern California but has reach throughout all of California.

### **Objective**

Upward Solutions proposes to utilize its Campaign and Communications services to educate residents and voters on Measure CC and Measure PP on the March 5, 2024, election ballot. Upward Solutions will communicate and educate voters with direct mail, social media, emails, and text messages.

### **City of Huntington Park Demographics**

Voters	21,995	Landlines	3,850
Mailboxes	11,920	Mobile	8,011
Houses	11,738	Emails	8,729

### **Communications & Education Methods**

**Direct Mail** – 5 Direct Mail communications to all voter households in Huntington Park.

**Social Media** – 5 Social Media ads to all zip codes in Huntington Park.

**Email** – 4 Emails to all voters with email addresses in Huntington Park.

**Text Messages** – 3 Text Messages to all voters with cell phones in Huntington Park.

### **Additional Services**

Upward Solutions is capable of providing many additional services outside the proposed scope of work and is willing to assist where appropriate.

750 S Garland Ave., Suite #206 Los Angeles, CA 90017

Office: (213) 986-7125 Cell: (323) 490-8164 Email: Robert@UPward-Solutions.com

### Budget - Measure CC

**Direct Mail Program (12,000 HH)      \$55,100**

Mailer #1 (11 x 17) \$12,500  
Mailer #2 (8.5 x 11) \$11,300  
Mailer #3 (8.5 x 11) \$11,300  
Mailer #4 (8.5 x 11) \$10,000  
Mailer #5 (8.5 x 11) \$10,000

**Social Media (Includes Advertising Costs)      \$17,400**

Social Media Ad #1 \$3,800  
Social Media Ad #2 \$3,500  
Social Media Ad #3 \$3,500  
Social Media Ad #4 \$3,300  
Social Media Ad #5 \$3,300

**Email Program      \$3,300**

Email #1 \$900  
Email #2 \$800  
Email #3 \$800  
Email #4 \$800

**Text Program      \$4,200**

Text #1 \$1,600  
Text #2 \$1,400  
Text #3 \$1,200

**Total      \$80,000**

### Budget - Measure PP

**Direct Mail Program (12,000 HH)      \$55,100**

Mailer #1 (11 x 17) \$12,500  
Mailer #2 (8.5 x 11) \$11,300  
Mailer #3 (8.5 x 11) \$11,300  
Mailer #4 (8.5 x 11) \$10,000  
Mailer #5 (8.5 x 11) \$10,000

**Social Media (Includes Advertising Costs)      \$17,400**

Social Media Ad #1 \$3,800  
Social Media Ad #2 \$3,500  
Social Media Ad #3 \$3,500  
Social Media Ad #4 \$3,300

Social Media Ad #5 \$3,300

**Email Program** \$3,300

Email #1	\$900
Email #2	\$800
Email #3	\$800
Email #4	\$800

**Text Program** \$4,200

Text #1	\$1,600
Text #2	\$1,400
Text #3	\$1,200

**Total** \$80,000

# Attachment "B"



## PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this **7<sup>th</sup> of February 2024** (hereinafter, the "Effective Date"), by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("CITY") and Upward Solutions, "CONTRACTOR"). For the purposes of this Agreement CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONTRACTOR interchangeably.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, CITY and CONTRACTOR agree as follows:

### I. ENGAGEMENT TERMS

- 1.1 **SCOPE OF SERVICES:** Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONTRACTOR agrees to perform the services and tasks set forth in **Exhibit "A"** (hereinafter referred to as the "**Scope of Services**"). CONTRACTOR further agrees to furnish to CITY all labor, tools, supplies, equipment, services, tasks, and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Services. For the purposes of this Agreement, the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."
- 1.2 **TERM:** This Agreement shall commence on **February 7, 2024, to June 30, 2024**. It is the CONTRACTOR'S responsibility to request an extension at least (2) weeks in advance of the expiration of the term of the Agreement. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause.
- 1.3 **COMPENSATION:**
  - A. CONTRACTOR shall perform the various services and tasks set forth in the **Scope of Services Exhibit "A"**.
  - B. Section 1.3(A) notwithstanding, CONTRACTOR'S total compensation during the Term of this Agreement or any extension term shall not exceed the budgeted aggregate sum of **\$160,000** (hereinafter, the "Not-to-Exceed Sum") unless such added expenditure is first approved by the CITY acting in consultation with the City Manager and the Director of Finance. In the event CONTRACTOR'S charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of the Term or any single extension term, CITY may suspend CONTRACTOR'S performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY-approved amendment to the compensation terms of this Agreement.

1.4 **PAYMENT OF COMPENSATION:** Following the conclusion of each calendar month, CONTRACTOR shall submit to CITY an itemized invoice indicating the services and tasks performed during the recently concluded calendar month, including services and tasks performed. If the amount of CONTRACTOR'S monthly compensation is a function of hours worked by CONTRACTOR'S personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed. Within **thirty (30) calendar days** of receipt of each invoice, CITY shall notify CONTRACTOR in writing of any disputed amounts included in the invoice. Within **forty-five (45) calendar days** of receipt of each invoice, CITY shall pay all undisputed amounts included on the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONTRACTOR.

1.5 **ACCOUNTING RECORDS:** CONTRACTOR shall maintain complete and accurate records concerning all matters covered under this Agreement during and for three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access and examine such records, without charge. CITY shall further have the right to audit such records, make transcripts therefrom, and inspect all program data, documents, proceedings, and activities. The City shall own all accounting records maintained by the CONTRACTOR.

1.6 **ABANDONMENT BY CONTRACTOR:** In the event CONTRACTOR ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONTRACTOR shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONTRACTOR in the performance of this Agreement. Furthermore, CONTRACTOR shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONTRACTOR'S cessation or abandonment.

## II. PERFORMANCE OF AGREEMENT

2.1 **CITY'S REPRESENTATIVES:** The CITY hereby designates the City Manager and Interim Director of Community Development (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONTRACTOR shall not accept directions or orders from any person other than the CITY Representatives or their designee.

2.2 **CONTRACTOR REPRESENTATIVE AND CONTACT INFORMATION:** CONTRACTOR hereby designates or designee to act as its representative for the performance of this Agreement (hereinafter, "CONTRACTOR Representative"). CONTRACTOR Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. CONTRACTOR Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this

Agreement. Notice to the CONTRACTOR Representative shall constitute notice to CONTRACTOR.

2.3 **COORDINATION OF SERVICE; CONFORMANCE WITH REQUIREMENTS:** CONTRACTOR agrees to work closely with CITY staff in the performance of the Work and this Agreement and shall be available to CITY staff and the CITY Representatives at all reasonable times. All work prepared by CONTRACTOR shall be subject to inspection and approval by CITY Representatives or their designees.

2.4 **STANDARD OF CARE; PERFORMANCE OF EMPLOYEES:** CONTRACTOR represents, acknowledges and agrees to the following:

- A. CONTRACTOR shall perform all Work skillfully, competently and to the highest standards of CONTRACTOR'S profession;
- B. CONTRACTOR shall perform all Work in a manner reasonably satisfactory to the CITY;
- C. CONTRACTOR shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code section 1090 and the Political Reform Act (Government Code section 81000 et seq.);
- D. CONTRACTOR understands the nature and scope of the Work to be performed under this Agreement as well as any and all schedules of performance;
- E. All of CONTRACTOR'S employees and agents possess sufficient skill, knowledge, training and experience to perform those services and tasks assigned to them by CONTRACTOR; and
- F. All of CONTRACTOR'S employees and agents (including but not limited SUB-CONTRACTOR) possess all licenses, permits, certificates, qualifications and approvals of whatever nature that are legally required to perform the tasks and services contemplated under this Agreement and all such licenses, permits, certificates, qualifications and approvals shall be maintained throughout the term of this Agreement and made available to CITY for copying and inspection.

The Parties acknowledge and agree that CONTRACTOR shall perform, at CONTRACTOR'S own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONTRACTOR'S failure to comply with the standard of care set forth under this Section or by any like failure on the part of CONTRACTOR'S employees, agents, and SUB-CONTRACTOR. Such effort by CONTRACTOR to correct any errors or omissions shall be commenced immediately upon their discovery by either Party and shall be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the CITY Representatives in writing and in their sole and absolute discretion. The Parties acknowledge and agree that CITY'S acceptance of any work performed by CONTRACTOR or on CONTRACTOR'S behalf shall not constitute a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONTRACTOR, including but not limited to the representation that CONTRACTOR possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and to the highest standards of CONTRACTOR'S profession.

2.5 **ASSIGNMENT:** The skills, training, knowledge and experience of CONTRACTOR are

material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONTRACTOR or on behalf of CONTRACTOR in the performance of this Agreement. In recognition of this interest, CONTRACTOR agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONTRACTOR'S duties or obligations under this Agreement without the prior written consent of CITY. In the absence of CITY'S prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.

2.6 **CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONTRACTOR:** The Work shall be performed by CONTRACTOR or under CONTRACTOR'S strict supervision. CONTRACTOR will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONTRACTOR on an independent CONTRACTOR basis and not as an employee. CONTRACTOR reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONTRACTOR'S competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONTRACTOR are not employees of CITY and shall at all times be under CONTRACTOR'S exclusive direction and control. CONTRACTOR shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONTRACTOR shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.

2.7 **REMOVAL OF EMPLOYEES OR AGENTS:** If any of CONTRACTOR'S officers, employees, agents, or SUB-CONTRACTOR is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONTRACTOR, a threat to persons or property, or if any of CONTRACTOR'S officers, employees, agents, or SUBCONTRACTOR fail or refuse to perform the Work in a manner acceptable to the CITY, such officer, employee, agent, or SUB-CONTRACTOR shall be promptly removed by CONTRACTOR and shall not be reassigned to perform any of the Work.

2.8 **COMPLIANCE WITH LAWS:** CONTRACTOR shall keep itself informed of and in compliance with all applicable federal, state or local laws to the extent such laws control or otherwise govern the performance of the Work. CONTRACTOR'S compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements.

2.9 **NON-DISCRIMINATION:** In the performance of this Agreement, CONTRACTOR shall not discriminate against any employee, CONTRACTOR, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability or medical condition.

2.10. **INDEPENDENT CONTRACTOR STATUS:** The Parties acknowledge, understand and agree that CONTRACTOR and all persons retained or employed by CONTRACTOR are, and shall at all times remain, wholly independent CONTRACTOR and are not officials, officers,

employees, departments or subdivisions of CITY. CONTRACTOR shall be solely responsible for the negligent acts and/or omissions of its employees, agents, CONTRACTOR and SUB-CONTRACTOR. CONTRACTOR and all persons retained or employed by CONTRACTOR shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on behalf of, or against, CITY, whether by CONTRACTOR or otherwise, unless such authority is expressly conferred to CONTRACTOR under this Agreement or is otherwise expressly conferred by CITY in writing.

### III. INSURANCE

3.1 **DUTY TO PROCURE AND MAINTAIN INSURANCE:** Prior to the beginning of and throughout the duration of the Work, CONTRACTOR will procure and maintain policies of insurance that meet the requirements and specifications set forth under this Article. CONTRACTOR shall procure and maintain the following insurance coverage, at its own expense:

- A. **Commercial General Liability Insurance:** CONTRACTOR shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and CONTRACTOR dual liability.
- B. **Automobile Liability Insurance:** CONTRACTOR shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per accident for bodily injury and property damage.
- C. **Workers' Compensation Insurance / Employer's Liability Insurance:** A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both CONTRACTOR and CITY against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by CONTRACTOR in the course of carrying out the Work contemplated in this Agreement.

3.2 **ADDITIONAL INSURED REQUIREMENTS:** The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY'S elected and appointed officials, officers, employees, agents and volunteers as additional insureds.

3.3 **REQUIRED CARRIER RATING:** All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A: VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.

- 3.4 **PRIMACY OF CONTRACTOR'S INSURANCE**: All policies of insurance provided by CONTRACTOR shall be primary to any coverage available to CITY or CITY'S elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY'S elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONTRACTOR'S insurance and shall not contribute with it.
- 3.5 **WAIVER OF SUBROGATION**: All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR officers, employees, agents, CONTRACTOR or SUB-CONTRACTOR from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against CITY.
- 3.6 **VERIFICATION OF COVERAGE**: CONTRACTOR acknowledges, understands and agrees, that CITY'S ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY'S financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONTRACTOR warrants, represents and agrees that it shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf and shall be on forms provided by the CITY if requested**. All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONTRACTOR'S commencement of any work or any of the Work. Upon CITY'S written request, CONTRACTOR shall also provide CITY with certified copies of all required insurance policies and endorsements.

#### IV. INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY'S elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONTRACTOR acknowledges that CITY would not enter into this Agreement in the absence of CONTRACTOR'S commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 To the fullest extent permitted by law, CONTRACTOR shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONTRACTOR'S performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement.
- 4.3 CITY shall have the right to offset against the amount of any compensation due CONTRACTOR under this Agreement any amount due CITY from CONTRACTOR as a result of CONTRACTOR'S failure to pay CITY promptly any indemnification arising under this Article and related to CONTRACTOR'S failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.4 The obligations of CONTRACTOR under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to CITY and CITY'S elected and appointed officials,

officers, employees, agents, and volunteers.

4.5 CONTRACTOR agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every CONTRACTOR or any other person or entity involved by, for, with, or on behalf of CONTRACTOR in the performance of this Agreement. In the event CONTRACTOR fails to obtain such indemnity obligations from others as required herein, CONTRACTOR agrees to be fully responsible and indemnify, hold harmless, and defend CITY and CITY'S elected and appointed officials, officers, employees, agents, and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONTRACTOR'S, SUB-CONTRACTOR or any other person or entity involved by, for, with or on behalf of CONTRACTOR in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY'S choice.

4.6 CITY does not, and shall not, waive any rights that it may possess against CONTRACTOR because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

4.7 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

## V. TERMINATION

5.1 **TERMINATION WITHOUT CAUSE:** CITY may terminate this Agreement at any time for convenience and without cause by giving CONTRACTOR a minimum of five (5) calendar day's prior written notice of CITY'S intent to terminate this Agreement. Upon such termination for convenience, CONTRACTOR shall be compensated only for those services and tasks which have been performed by CONTRACTOR up to the effective date of the termination. CONTRACTOR may not terminate this Agreement except for cause as provided under Section 5.2, below. If this Agreement is terminated as provided herein, CITY may require CONTRACTOR to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONTRACTOR in connection with the performance of the Work. CONTRACTOR shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY'S written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY'S ability to terminate this Agreement for convenience as provided under this Section.

5.2 **EVENTS OF DEFAULT; BREACH OF AGREEMENT:**

A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service, or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than

the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period, to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

B. CONTRACTOR shall cure the following Events of Defaults within the following time periods:

- i. Within three (3) business days of CITY'S issuance of a Default Notice for any failure of CONTRACTOR to timely provide CITY or CITY'S employees or agents with any information and/or written reports, documentation, or work product which CONTRACTOR is obligated to provide to CITY or CITY'S employees or agents under this Agreement. Prior to the expiration of the 3-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 3-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2 B.i. that exceeds seven (7) calendar days from the end of the initial 3-day cure period; or
- ii. Within fourteen (14) calendar days of CITY'S issuance of a Default Notice for any other Event of Default under this Agreement. Prior to the expiration of the 14-day cure period, CONTRACTOR may submit a written request for additional time to cure the Event of Default upon a showing that CONTRACTOR has commenced efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 14-day cure period. The foregoing notwithstanding, CITY shall be under no obligation to grant additional time for the cure of an Event of Default under this Section 5.2B.ii that exceeds thirty (30) calendar days from the end of the initial 14-day cure period.

In addition to any other failure on the part of CONTRACTOR to perform any duty, obligation, service or task set forth under this Agreement (or the failure to timely perform or properly perform any such duty, obligation, service or task), an Event of Default on the part of CONTRACTOR shall include, but shall not be limited to the following: (i) CONTRACTOR'S refusal or failure to perform any of the services or tasks called for under the Scope of Services; (ii) CONTRACTOR'S failure to fulfill or perform its obligations under this Agreement within the specified time or if no time is specified, within a reasonable time; (iii) CONTRACTOR'S and/or its employees' disregard or violation of any federal, state, local law, rule, procedure or regulation; (iv) the initiation of proceedings under any bankruptcy, insolvency, receivership, reorganization, or similar legislation as relates to CONTRACTOR, whether voluntary or involuntary; (v) CONTRACTOR'S refusal or failure to perform or observe any covenant, condition, obligation or provision of this Agreement; and/or (vii) CITY'S discovery that a statement representation or warranty by CONTRACTOR relating to this Agreement is false, misleading or erroneous in any material respect.

C. CITY shall cure any Event of Default asserted by CONTRACTOR within forty-five (45) calendar days of CONTRACTOR'S issuance of a Default Notice unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY'S failure to timely pay any

undisputed sums to CONTRACTOR as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONTRACTOR'S Default Notice to CITY.

- D. CITY, in its sole and absolute discretion, may also immediately suspend CONTRACTOR'S performance under this Agreement pending CONTRACTOR'S cure of any Event of Default by giving CONTRACTOR written notice of CITY'S intent to suspend CONTRACTOR'S performance (hereinafter, a "Suspension Notice"). CITY may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONTRACTOR shall be compensated only for those services and tasks which have been rendered by CONTRACTOR to the reasonable satisfaction of CITY up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY'S ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
  - i. Upon written notice to CONTRACTOR, CITY may immediately terminate this Agreement in whole or in part;
  - ii. Upon written notice to CONTRACTOR, CITY may extend the time of performance;
  - iii. CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONTRACTOR'S breach of the Agreement or to terminate the Agreement; or
  - iv. CITY may exercise any other available and lawful right or remedy.

CONTRACTOR shall be liable for all legal fees plus other costs and expenses that CITY incurs upon a breach of this Agreement or in the CITY'S exercise of its remedies under this Agreement.

- G. In the event CITY is in breach of this Agreement, CONTRACTOR'S sole remedy shall be the suspension or termination of this Agreement and/or the recovery of any unpaid sums lawfully owed to CONTRACTOR under this Agreement for completed services and tasks.

5.3 **SCOPE OF WAIVER:** No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty, or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

5.4 **SURVIVING ARTICLES, SECTIONS AND PROVISIONS:** The termination of this Agreement

pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

## VI. MISCELLANEOUS PROVISIONS

6.1 **DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY:** All Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONTRACTOR in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate, and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONTRACTOR shall require all SUB-CONTRACTORS working on behalf of CONTRACTOR in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate, and retain Documents and Data prepared or assembled by any CONTRACTOR as applies to Documents and Data prepared by CONTRACTOR in the performance of this Agreement.

6.2 **CONFIDENTIALITY:** All data, documents, discussion, or other information developed or received by CONTRACTOR or provided for the performance of this Agreement are deemed confidential and shall not be disclosed by CONTRACTOR without prior written consent by CITY. CITY shall grant such consent if the disclosure is legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONTRACTOR shall not use CITY'S name or insignia, photographs, or any publicity pertaining to the Work in any magazine, trade paper, newspaper, television or radio production, or other similar medium without the prior written consent of CITY.

6.3 **FALSE CLAIMS ACT:** CONTRACTOR warrants and represents that neither CONTRACTOR nor any person who is an officer of, in a managing position with, or has an ownership interest in CONTRACTOR has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., section 3789 et seq. and the California False Claims Act, Government Code section 12650 et seq.

6.4 **NOTICES:** All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

**CONTRACTOR:**

Upward Solutions  
750 s. Garland Ave, Suite #206  
Los Angeles, CA 90017  
Attn. Robert Urteaga  
Phone: (323) 490-8164

**CITY:**

City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255  
Attn. Ricardo Reyes, City Manager  
Phone: (323) 582-6161

Such notices shall be deemed effective when personally delivered or successfully transmitted

by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first-class postage prepaid and addressed to the Party at its applicable address.

- 6.5 **COOPERATION; FURTHER ACTS:** The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate, or convenient to achieve the purposes of this Agreement.
- 6.6 **SUBCONTRACTING:** CONTRACTOR shall not SUB-CONTRACTOR any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. SUB-CONTRACTORS (including without limitation SUB-CONTRACTORS with Sub-CONTRACTOR'S), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.
- 6.7 **CITY'S RIGHT TO EMPLOY OTHER CONTRACTOR:** CITY reserves the right to employ other CONTRACTOR in connection with the various projects worked upon by CONTRACTOR.
- 6.8 **PROHIBITED INTERESTS:** CONTRACTOR warrants, represents, and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONTRACTOR, to solicit or secure this Agreement. Further, CONTRACTOR warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONTRACTOR, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 6.9 **TIME IS OF THE ESSENCE:** Time is of the essence for each and every provision of this Agreement.
- 6.10 **GOVERNING LAW AND VENUE:** This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.
- 6.11 **ATTORNEYS' FEES:** If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 **NO THIRD-PARTY BENEFIT:** There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

6.14 **CONSTRUCTION OF AGREEMENT:** This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.

6.15 **SEVERABILITY:** If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

6.16 **AMENDMENT; MODIFICATION:** No amendment, modification, or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications, or supplements cannot be waived and any attempted waiver shall be void and invalid.

6.17 **CAPTIONS:** The captions of the various articles, sections, and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

6.18 **INCONSISTENCIES OR CONFLICTS:** In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.

6.19 **ENTIRE AGREEMENT:** This Agreement including all attached exhibits is the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written or entered into between CITY and CONTRACTOR prior to the execution of this Agreement. No statements, representations, or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification, or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.

6.20 **COUNTERPARTS:** This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterpart(s) shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONTRACTOR and the remaining two original counterparts shall be retained by CITY.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed the day and year first appearing in this Agreement, above:

**CITY OF HUNTINGTON PARK:**

By: Ricardo Reyes  
City Manager

Date: \_\_\_\_\_

**UPWARD SOLUTIONS:**

By: Robert Urteaga  
Public Affairs & Communications

Date: \_\_\_\_\_

**APPROVED AS TO FORM:**

By: City Attorney

Date: \_\_\_\_\_

**EXHIBIT "A"**

**SCOPE OF WORK**

**UPWARD SOLUTIONS PROPOSAL**

ITEM 8



## CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

February 6, 2024

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:

**REJECT BID RECEIVED FOR CIP 2022-09 CDBG CHESLEY "CIRCLE" PARK PROJECT IN ACCORDANCE WITH PUBLIC CONTRACT CODE SECTION 22038(A)(1)**

**IT IS RECOMMENDED THAT CITY COUNCIL:**

1. Reject the bid received for CIP 2022-09 CDBG Chesley "Circle" Park Project in accordance with Public Contract Code Section 22038(a)(1);
2. Authorize staff to modify the project scope of work in conformance with all applicable engineering standards; and
3. Authorize staff to re-advertise the Notice Inviting Bid in accordance with Public Contract Code Section 22038(a)(1).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On November 11, 2023, the City Council authorized staff to advertise the Notice Inviting Bid (NIB) for CIP 2022-09 CDBG Chesley "Circle" Park Project. The project design includes a revitalization of Chesley "Circle" Park. Enhancements include ADA improvements, new multiuse age-appropriate playground equipment and other ancillary park improvements. Primary focus is on the construction of playgrounds that comply with current National Program for Playground Safety guidelines, standards and regulations that ensure safe, quality and inclusive playground spaces. The design integrates safety initiatives and targets on mitigating the persistent concerns brought to staff's attention over the quality of the existing playground equipment. Properly designed playgrounds encourage active mobility, exercise and inclusivity. Improvements center on the health and wellness of space and place that address a youth population with a high rate of obesity in the State.

**CONSIDERATION TO ADOPT PLANS, SPECIFICATIONS AND ENGINEER'S ESTIMATE FOR CIP 2022-09 CDBG CHESLEY "CIRCLE" PARK PROJECT AND AUTHORIZATION TO PROCEED WITH BID ADVERTISEMENT**

February 6, 2024

Page 2 of 4

The NIB was published on November 24, 2023, in a newspaper of general circulation. The plans and specifications are accessible on the City's website and redistributed by several electronic media outlets that post the bid package on e-bid boards. City Clerk's Office held a bid opening on January 17, 2024, where one (1) bid was received. The following is the information gathered:

<b>Bidder (lowest bid first)</b>	<b>Total Bid</b>
Pub Construction, Inc.	\$1,007,006.59

Staff analyzed the bid received (Attachment 1). After reviewing the bid proposal, the recommendation is to reject the sole bid received due to a lack of adequate competitive bids as well as the bid significantly exceeding the project budget. The advantages to rejecting and re-advertising the Project is increasing the number of participants.

Staff recommends re-advertising the project. Below is a tentative bid schedule:

NIB issued and posted:	February 9, 2024
Request for Information (RFI):	February 21, 2024, at 2:00 pm
Answers to RFIs:	February 28, 2023, at 5:00 pm
Bid opening date:	March 5, 2024, at 2:00 pm
Contract awarded by City Council:	March 19, 2024

Upon City Council authorization to re-advertise the Project, staff will upload the plans and specifications to the City's website and provide the City Clerk's Office with the revised NIB to be published in a newspaper of general circulation.

**LEGAL REQUIREMENT**

The City has adhered to Public Contract Code sections 20161 and 20162, which mandates California public works projects to be competitively bid. The public works competitive bidding laws are intended to eliminate favoritism, fraud and corruption in the awarding of public contracts.

Government Code Section 830.6 provides, "Neither a public entity nor a public employee is liable ... for an injury caused by the plan or design of a construction of, or an improvement to, public property where such plan or design has been approved in advance of the construction or improvement by the legislative body ... or employee exercising discretionary authority to give such approval or where such plan or design is prepared in conformity with standards previously approved ... ."

The City Council's adoption of the PS&E on November 21, 2023, provided the nexus to comply with Government Code Section 830.6. The intent of Section 830.6 is to prevent a judge or jury from second-guessing discretionary approvals made by the public agency and its employees regarding a plan or design for a construction project. Staff's

**CONSIDERATION TO ADOPT PLANS, SPECIFICATIONS AND ENGINEER'S ESTIMATE FOR CIP 2022-09 CDBG CHESLEY "CIRCLE" PARK PROJECT AND AUTHORIZATION TO PROCEED WITH BID ADVERTISEMENT**

February 6, 2024

Page 3 of 4

recommendation is for the slight modification of the PS&E as discussed in the recommendation and to authorize staff to formally rebid the project.

The City Clerk's Office shall publish the NIB and shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published for a minimum period of twenty-one (21) calendar days before the date of opening the bids in a newspaper of general circulation per Public Contract Code Section 22037.

**ENVIRONMENTAL IMPACT**

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

**FISCAL IMPACT/FINANCING**

There is no fiscal impact associated with the rejection of the solely received bid, though there is a minimal cost of approximately \$180 associated with the republishing of the NIB.

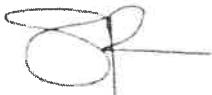
**CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
City Manager



Steve Forster  
Acting Director of Public Works

**CONSIDERATION TO ADOPT PLANS, SPECIFICATIONS AND ENGINEER'S  
ESTIMATE FOR CIP 2022-09 CDBG CHESLEY "CIRCLE" PARK PROJECT AND  
AUTHORIZATION TO PROCEED WITH BID ADVERTISEMENT**

February 6, 2024

Page 4 of 4

**ATTACHMENT(S)**

1. Bid Results

## Attachment 1: Bid Analysis

Item	Description	QTY	Unit	Engineers Estimate		Pub Construction, Inc.	
				Unit Price	Total Price	Unit Price	Total Price
1	Base Bid						
1	Mobilization/Demobilization (Not to exceed 3% of the total of all other prime contract Bid Items)	LS	1	15000	\$ 15,000.00	24945.2	\$ 24,945.20
2	Provide Traffic Control	LS	1	20000	\$ 20,000.00	17700	\$ 17,700.00
3	Provide Erosion Control and BMPs	LS	1	10000	\$ 10,000.00	2360	\$ 2,360.00
4	Remove and Replace the Existing Entrance Ramp with ADA Ramp (SSPWC Standard).	EA	2	2000	\$ 4,000.00	5310	\$ 10,620.00
5	Relocate one Tree	EA	1	1000	\$ 1,000.00	2950	\$ 2,950.00
6	Prune the Root of Existing Tree and Install the Root Barrier	LS	1	1000	\$ 1,000.00	7080	\$ 7,080.00
7	Remove Concrete Sidewalk, Including Soil Backfill, Top Layer Mulch, and Utility Box/Valve Lid Adjustment to Finish Grade	SF	894.5	3.353829	\$ 3,000.00	15.93	\$ 14,249.39
8	Remove all Existing appurtenances as noted on the Demolition plan sheet A102 (Drinking Fountain, trash bins, existing signage, Benches, light poles, etc.)	LS	1	12000	\$ 12,000.00	31270	\$ 31,270.00
9	Relocate the Existing Gate and all the attachments	EA	1	2000	\$ 2,000.00	18762	\$ 18,762.00
10	Demolish Existing Concrete appurtenances as noted on the Demolition plans (Ramps, Playground Flooring, etc.)	LS	1	4000	\$ 4,000.00	29500	\$ 29,500.00
11	Construct Concrete ADA Ramp	LS	1	5000	\$ 5,000.00	5074	\$ 5,074.00
12	Furnish and Install Impact Playground Flooring	SF	3,450	20.86957	\$ 72,000.00	38.23	\$ 131,893.50
13	Furnish and Install all Commercial Playground Equipment per plans	EA	3	23333.33	\$ 70,000.00	53100	\$ 159,300.00
14	Furnish and Install Playground Hill Climb Per details on Plans	LS	1	60000	\$ 60,000.00	12390	\$ 12,390.00
15	Furnish and Install Fog System including In-ground Lighting	SF	120	150	\$ 18,000.00	348.1	\$ 41,772.00
16	Provide and Install Lighting, Including 6 Poles, 18 Bollard including foundations	EA	24	1041.667	\$ 25,000.00	7316	\$ 175,584.00
17	Provide and Install Two Level Drinking Fountain	EA	2	6000	\$ 12,000.00	7198	\$ 14,396.00
18	Furnish and Install Natural Plants	SF	1,700	20.58824	\$ 35,000.00	22.24	\$ 37,808.00
19	Furnish and Install Picnic Bench and Umbrella sets (3), Playground Benches (6), Trash Cans (4) Per Plans	LS	1	25000	\$ 25,000.00	69620	\$ 69,620.00
20	Construct 5-Foot-Wide concrete Sidewalk	SF	800	12.5	\$ 10,000.00	17.7	\$ 14,160.00
21	Install Public Improvement Project Signs	EA	1	2000	\$ 2,000.00	1770	\$ 1,770.00
22	Furnish and Install Irrigation System Per Landscape Plans	LS	1	6000	\$ 6,000.00	61920.5	\$ 61,920.50
23	Grade To Drain Playground Area and Sidewalk Per Plans	SF	6,000	5	\$ 30,000.00	6.96	\$ 41,760.00
24	Repair and Paint Fences and Gates Per Plans	LS	1	5000	\$ 5,000.00	12862	\$ 12,862.00
25	Electrical Materials and Installation Furnish and Install all Electrical Components Per Electrical Plans (Wires, Coupling, Conduit, Junction Boxes and etc.)	LS	1	41000	\$ 41,000.00	17700	\$ 17,700.00
26	Mechanical Material and Installation Furnish and Install all Mechanical Components Per Mechanical Plans (Pipes, Plumbing, Conduit, and etc.)	LS	1	30000	\$ 30,000.00	17700	\$ 17,700.00
27	Furnish and Install the Main Electrical board (Siemens or approved Equal)	EA	1	5000	\$ 5,000.00	31860	\$ 31,860.00
					\$ 523,000.00		\$1,007,006.59

ITEM 9

# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report



February 6, 2024

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:

**CONSIDERATION AND APPROVAL TO REPLACE EXISITING CONCRETE PAD  
LOCATED AT THE PUBLIC WORKS YARD TO SUPPORT INSTALLTION OF EV  
CHARGING STATIONS**

**IT IS RECOMMENDED THAT CITY COUNCIL:**

1. 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.
2. Approve the replacement of a 8X10 (minimum) concrete pad to begin the installation process for the EV charging stations. Doty Bros Construction Company will provide materials, equipment, and labor to replace the existing concrete pad and surrounding asphalt for a not-to-exceed amount of \$45,000 payable from Account No. 111-8020-431.56-41 and 111-8010-431.61-20; and
3. Authorize the City Manager to execute the quote (Attachment 1) and subsequent purchase order.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

At the City Council meeting of September 19, 2023, the City Council authorized the purchasing of two (2) wheelchair accessible and four (4) electrical vans; a total of six EV vans. The authorized amount was \$335,040.00. Unfortunately, the Public Works Yard existing electrical infrastructure does not support the maintenance and operations of the vehicles. The existing Southern California Edison transformer will need to be replaced. However, after Southern California Edison inspected the transformer, they noticed that

## **CONSIDERATION AND APPROVAL TO REPLACE EXISITING CONCRETE PAD LOCATED AT THE PUBLIC WORKS YARD TO SUPPORT INSTALLTION OF EV CHARGING STATIONS**

February 6, 2024

Page 2 of 3

the integrity of the concrete pad that supports the transformer has weakened and is not viable to support a new transformer.

The existing concrete pad was installed 30 years ago to support the current transformer. To charge the EV vehicle, a new concrete pad will need to be installed before the Public Works Department can upgrade the existing Southern California Edison transformer. Staff is also reviewing the option to upgrade the pad to an even larger footprint for a larger transformer. A larger transformer will be needed for an anticipated expansion of fleet charging in the future.

### **LEGAL REQUIREMENT**

A new concrete pad will need to be installed to facilitate support for a new Southern California Edison transformer to begin the installation process for the EV charging stations that will be used for the electric shuttles.

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.

Additionally, staff recommend waiving the formal bidding process since soliciting bids does not produce an advantage and the advertisement for competitive bids is unnecessary and impractical. In addition, only qualified contractors may perform work on or around SCE infrastructure. Doty Brothers construction is a qualified contractor.

### **FISCAL IMPACT/FINANCING**

Approval of this item will authorize the replacement of the existing concrete for \$45,000 payable from Account No. 111-8020-431.56-41 and 111-8010-431.61-20 Staff recommend authorizing the City Manager to execute the quote and all applicable fiscal forms.

**CONSIDERATION AND APPROVAL TO REPLACE EXISITING CONCRETE PAD  
LOCATED AT THE PUBLIC WORKS YARD TO SUPPORT INSTALLTION OF EV  
CHARGING STATIONS**

February 6, 2024

Page 3 of 3

**CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
City Manager



STEVE FORSTER  
Acting Director of Public Works

**ATTACHMENT(S)**

1. Doty Bros Construction Company – Quote
2. Henkels & McCoy – Nonresponsive
3. Irish Construction – Nonresponsive

## Attachment No. 2

**Lopez, Mario**

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**From:** Lopez, Mario  
**Sent:** Tuesday, October 3, 2023 2:38 PM  
**To:** 'jvail@henkels.com'  
**Subject:** Proposed Switchgear Installation

Good afternoon Justin,

SCE is going to install a new transformer at our facility.

We want to take this opportunity to install a new switchgear including the conduit from the switchgear to the transformer.

Do you have someone that does electrical plans?

Do you have time to do an evaluation at our facility this week?

The project address is; 6900 Bissell St Huntington Park, CA, 90255

**Mario Lopez**, Public Works Supervisor  
City of Huntington Park | Public Works Department  
6900 Bissell Street | Huntington Park, CA 90255  
® (323) 584-6214 | (323) 447-6115  
**S** [email: mlopez@hPCA.gov](mailto:mlopez@hPCA.gov)  
**H** [www.hPCA.gov](http://www.hPCA.gov)

# Attachment No. 3

**Lopez, Mario**

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**From:** Lopez, Mario  
**Sent:** Tuesday, October 3, 2023 2:32 PM  
**To:** marinopacheco@irishteam.com  
**Subject:** Proposed Switchgear Installation

Marino,

Per our conversation. SCE is going to install a new transformer at our facility.

We want to take this opportunity to install a new switchgear including the conduit from the switchgear to the transformer.

Do you have time to do an evaluation at our facility this week?

The project address is; 6900 Bissell St Huntington Park, CA, 90255

---

Mario Lopez, Public Works Supervisor  
City of Huntington Park | Public Works Department  
6900 Bissell Street | Huntington Park, CA 90255  
☎ (323) 584-6214 | (323) 447-6115  
✉ [email: mlopez@hPCA.gov](mailto:mlopez@hPCA.gov)  
🌐 [www.hPCA.gov](http://www.hPCA.gov)

ITEM 10



# CITY OF HUNTINGTON PARK

Police Department  
City Council Agenda Report

February 6, 2024

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 PURCHASE AUTOMATED LICENSE PLATE READER (ALPR) MOBILE CAMERA SYSTEMS WITH YEAR 2021 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT FUNDS**

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

1. Authorize the acquisition of Vigilant Solutions Automated License Plate Reader (ALPR) mobile camera systems, which are a product of Motorola Solutions, with Year 2021 State Homeland Security Program (SHSP) grant funds in an amount not to exceed \$80,000; and
2. Authorize the Chief of Police to purchase and outfit police vehicles with the equipment.

### **BACKGROUND**

On April 4, 2023, the City Council approved the agreement, receipt of funding, and the project associated with the 2021 State Homeland Security Program (SHSP). The project was initially proposed to enhance the security surveillance camera system of the police facility, however; staff later determined modifying the project to purchase ALPR camera systems would be best use of these funds at the present time. The grant fund administrator approved the modification of the project from surveillance cameras to the proposed ALPR camera systems. The performance period for this grant award will expire May 31, 2024.

Each year the U.S. Department of Homeland Security, through the Office of Grants and Training, provides financial assistance for the State Homeland Security Program (SHSP) directly to the California Governor's Office of Emergency Services (CalOES). CalOES then provides funds to the County of Los Angeles as its subgrantee. The County of Los

## **CONSIDERATION AND APPROVAL TO PURCHASE AUTOMATED LICENSE PLATE READER (ALPR) MOBILE CAMERA SYSTEMS WITH YEAR 2021 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT FUNDS**

February 6, 2024

Page 2 of 4

Angeles then distributes the awarded funds to local municipalities within the County. The Police Department applied for grant funds available through this program and was awarded \$80,000.

The financial assistance provided by these grant funds is specifically designated to address unique equipment needs and to facilitate the purchase and adoption of innovative technology to enhance public safety. These grant funds are only to be used to supplement existing funds and supplanting is prohibited.

The Police Department specifically applied for these grant funds under Investment Justification: "Enhance the Protection of Soft Targets / Crowded Places" to continue improving equipment and technology associated with public safety. The project will include the purchase and installation of six (6) Automated License Plate Reader camera systems, hardware, software, and associated equipment to equip six (6) existing police fleet vehicles.

### **RECOMMENDATION**

Staff recommends the City Council approve the purchase of the Vigilant Solutions ALPR mobile camera systems, which are a product of Motorola Solutions. Motorola Solutions is the current ALPR system used by the police department and an industry leader in ALPR technology with a proven record of quality, durability, and reliability. The purchase of these cameras will expand the City's existing ALPR camera network.

Motorola Solutions ALPR systems readily connect to, and share data with, other agencies through a software platform known as the Law Enforcement Archival and Reporting Network (LEARN). The LEARN platform provides access to over five billion law enforcement shared nationwide ALPR detections and over 150 million additional detections, which are added monthly. Motorola Solutions software is proprietary, so there are no secondary vendors involved. Motorola Solutions installs, maintains, and services its ALPR system exclusively. Considering this exclusivity, staff propose that Motorola technology should be regarded as the sole source option for acquiring this equipment.

### **PROCUREMENT PROCESS**

Staff recognizes the City's three-bid procurement process requirement for a purchase of this nature; however, given that this project is an expansion of the City's existing Motorola Solutions ALPR system, staff recommends the City Council waive the three-bid process. This recommendation is based on the proprietary nature of the Motorola Solutions ALPR systems, which necessitates the use of Motorola specific equipment for any system expansion. Due to this proprietary technology constraint, the system cannot be integrated with, or supplemented by, equipment from other manufacturers. Therefore, to ensure compatibility and maintain the integrity and effectiveness of the existing ALPR system, it

# **CONSIDERATION AND APPROVAL TO PURCHASE AUTOMATED LICENSE PLATE READER (ALPR) MOBILE CAMERA SYSTEMS WITH YEAR 2021 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT FUNDS**

February 6, 2024

Page 3 of 4

is prudent to consider Motorola Solutions as a sole source vendor and acquire the proposed equipment directly from Motorola Solutions.

The table below provides a summary of the estimated cost:

<b>Item</b>	<b>Cost</b>
Motorola Hosted Software Service for 12 months	9,450.00
Six (6) ALPR mobile camera systems	43,200.00
Associated hardware	7,884.00
Installation and configuration	9,024.00
Shipping and Sales Tax	6,172.11
<b>Total: \$75,730.11</b>	

## **FISCAL IMPACT/FINANCING**

No matching City funds are required to spend these grant funds. The County of Los Angeles provides reimbursement of spent funds as the City incurs expenditures.

The City Council previously approved a budget appropriation of \$80,000 to account number 111-7030-421-56.41 (project code 00700), to administer these funds.

## **LEGAL AND PROGRAM REQUIREMENTS**

Reference the Agreement included in this report for legal and program requirements associated with accepting these grant funds.

## **CONCLUSION**

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

Respectfully submitted,



**RICARDO REYES**  
City Manager



**COSME LOZANO**  
Chief of Police

**CONSIDERATION AND APPROVAL TO PURCHASE AUTOMATED LICENSE PLATE READER (ALPR) MOBILE CAMERA SYSTEMS WITH YEAR 2021 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT FUNDS**

February 6, 2024

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**ATTACHMENT(S)**

- A. Motorola Solutions Quote number LQW-0834-02

# ATTACHMENT "A"

 <b>MOTOROLA SOLUTIONS</b>	<b>Vigilant Solutions, LLC</b> <b>P.O Box 841001</b> <b>Dallas, Texas 75202</b> <b>(P) 925-398-2079 (F) 925-398-2113</b>	
Issued To:	Huntington Park Police Department - Attention: Mike Parsa	Date: 11-15-23
Project Name:	L5M (Parking) BoGo - Huntington Park	Quote ID: LQW-0834-02

## L5M Hardware

### One Time Cost

L5M Buy One Get One Promotion

Must be purchased before 12/31/23

Qty	Item #	Description
(3)	<b>Mobile LPR SYS-1</b> CDM-3-234-L5M	<p><b>Mobile LPR 3-Camera L5M High-Definition System (Expandable to 4 Cams)</b></p> <p><u>Hardware:</u></p> <ul style="list-style-type: none"> <li>• Qty=1 8mm lens package</li> <li>• Qty=1 12mm lens package</li> <li>• Qty=1 16mm lens package</li> <li>• VLP-5200 Processing Unit</li> <li>• Wiring harness w/ ignition control (Direct to Battery) <ul style="list-style-type: none"> <li>◦ Single point power connection</li> </ul> </li> <li>• Field installed GPS antenna</li> </ul> <p><u>Software:</u></p> <ul style="list-style-type: none"> <li>• CarDetector Mobile LPR software application for MDC unit <ul style="list-style-type: none"> <li>◦ LPR vehicle license plate scanning / real time alerting</li> <li>◦ Full suite of LPR tools including video tool set</li> </ul> </li> </ul>
<b>Subtotal Price</b>		<b>List Price: \$14,400.00</b> <b>Sell Price: \$14,400.00</b> <b>Amount: \$43,200.00</b>

(3)	<b>Mobile LPR SYS-2</b> CDM-3-234-L5M	<b>Mobile LPR 3-Camera L5M High-Definition System (Expandable to 4 Cams)</b> <u>Hardware:</u> <ul style="list-style-type: none"> <li>Qty=1 8mm lens package</li> <li>Qty=1 12mm lens package</li> <li>Qty=1 16mm lens package</li> <li>VLP-5200 Processing Unit</li> <li>Wiring harness w/ ignition control (Direct to Battery)           <ul style="list-style-type: none"> <li>Single point power connection</li> </ul> </li> <li>Field installed GPS antenna</li> </ul> <u>Software:</u> <ul style="list-style-type: none"> <li>CarDetector Mobile LPR software application for MDC unit           <ul style="list-style-type: none"> <li>LPR vehicle license plate scanning / real time alerting</li> <li>Full suite of LPR tools including video tool set</li> </ul> </li> </ul>		
<b>Subtotal Price</b>		<b>List Price: \$14,400.00</b>	<b>Sell Price: \$0.00</b>	<b>Amount: \$0.00</b>
(6)	VS-LBB-02-REV-E	<b>LPR Camera Mounting Brackets - Light Bar Mounting Style - Complete Set</b> <ul style="list-style-type: none"> <li>LPR Camera Mounting Bracket - Rooftop under light bar</li> <li>Compatible with most Whelen, Code3, TOMAR, Federal Signal, Arjent S2 Light Bars</li> <li>Mounts up to four (4) LPR cameras</li> </ul>		
<b>Subtotal Price</b>		<b>List Price: \$1,314.00</b>	<b>Sell Price: \$1,314.00</b>	<b>Amount: \$7,884.00</b>

### Camera Licensing & Data Hosting

Annual Cost @ \$525.00 per camera x (18) cameras

1 Year Service

Qty	Item #	Description		
(1)	VSBSCSV-02	<b>Vigilant LPR Basic Service Package for Hosted/Managed LPR Deployments</b> <ul style="list-style-type: none"> <li>Managed/hosted server account services by Vigilant           <ul style="list-style-type: none"> <li>Includes access to all LEARN or Client Portal and CarDetector software updates</li> </ul> </li> <li>Priced per camera per year for 15-30 total camera units</li> <li>Requires new/existing Enterprise Service Agreement (ESA)</li> </ul>		
<b>Subtotal Price</b>		<b>List Price: \$540.00</b>	<b>Sell Price: \$9,450.00</b>	<b>Amount: \$9,450.00</b>

## Technical Service

### One Time Cost

Qty	Item #	Description		
(6)	SSU-SYS-COM	<b>Vigilant System Start Up &amp; Commissioning of 'In Field' LPR system</b> <ul style="list-style-type: none"> <li>• Vigilant technician to visit customer site</li> <li>• Includes system start up, configuration and commissioning of LPR system</li> <li>• Includes CDM/CDF Training</li> <li>• Applies to mobile (1 System) and fixed (1 Camera) LPR systems</li> </ul>		
<b>Subtotal Price</b>		<b>List Price: \$1,194.00</b>	<b>Sell Price: \$1,194.00</b>	<b>Amount: \$7,164.00</b>
(1)	VS-TRVL-01	<b>Vigilant Travel via Client Site Visit</b> <ul style="list-style-type: none"> <li>• Vigilant certified technician to visit client site</li> <li>• Includes all travel costs for onsite support services</li> </ul>		
<b>Subtotal Price</b>		<b>List Price: \$1,860.00</b>	<b>Sell Price: \$1,860.00</b>	<b>Amount: \$1,860.00</b>

## Delivery

Qty	Item #	Description		
(6)	VS-SHP-01	<b>Vigilant Shipping Charges - Mobile</b> <ul style="list-style-type: none"> <li>• Applies to each Mobile LPR System</li> <li>• Shipping Method is FOB Shipping</li> </ul>		
<b>Subtotal Price</b>		<b>List Price: \$156.00</b>	<b>Sell Price: \$156.00</b>	<b>Amount: \$936.00</b>

### Quote Notes:

1. This Quote will expire in 90 Days from the date of the Quote.
2. All hardware components to have standard One (1) year hardware warranty.
3. This Quote does not include anything outside the above stated bill of materials.
4. MSI's Master Customer Agreement: [https://www.motorolasolutions.com/en\\_us/about/legal.html](https://www.motorolasolutions.com/en_us/about/legal.html) (and all applicable addenda) shall govern the products & services and is incorporated herein by this reference. Any free services provided under this offer are provided AS IS with no express or implied warranty
5. L5M Buy One Get One Promotional pricing. Must be purchased before 12/31/23
6. Hardware installation and technical services are not included.
7. Customer to provide MDC, tablet or monitor for CDM software interface.
8. Camera licensing calculated @ \$525.00 per camera, per year.

Quoted by: Louis Wershaw - 209-283-0990 - [louis.wershaw@motorolasolutions.com](mailto:louis.wershaw@motorolasolutions.com)

<b>Subtotal Price</b>	<b>\$70,494.00</b>
<b>Sales Tax</b>	<b>\$5,236.11</b>
<b>Total Price</b>	<b>\$75,730.11</b>

# MOBILE LICENSE PLATE RECOGNITION: A VISUAL GUIDE

MOTOROLA SOLUTIONS

With new solutions entering the market for mobile license plate recognition, we wanted to provide some guidance to help you better understand how they work.

## AI-ENABLED IN-CAR VIDEO SYSTEM

Increase tactical awareness and keep officers safe by tracking license plate accuracy and the force facing them with the M500 in-car video system.

License plate recognition (LPR) is one of the many artificial intelligence (AI) enabled features available on the M500 that are designed to keep officers safer.

By pairing AI-powered officer safety features with evidence-grade ultra high-definition video recording, the M500 is the most advanced in-car video system.

## MOBILE LPR CAMERA SYSTEM

Enhance situational awareness and increase patrol efficiency by capturing accurate license plate data at scale with the high-performance 15M camera system purpose-built for LPR. Additionally, capture vehicle make and model information to accelerate investigations and generate more actionable leads.

With a global market capture, LPR is ideal for 24/7 mobile enforcement, including high-speed pursuits.

Direct AI license plate, make and model data to your mobile device and mobile server.

Up to 10 LPR cameras  
Up to four cameras  
Up to four cameras  
Up to four cameras  
Up to four cameras

## LICENSE PLATE RECOGNITION DESIGNED TO MEET YOUR NEEDS

Having choices like the M500 and 15M allows you to build a license plate recognition program that can be tailored to your needs.

Our portfolio provides the flexibility to expand your network as desired with extensive mobile, fixed, trailer, Android® OS app and vision-based LPR options that all utilize our widely deployed, tested and proven OCR algorithm.

And with seamless integration to Vigilant VehicleManager, a part of the LEARN platform, you can take advantage of having full control of data retention and sharing. Paired with patented search and analytics tools, you'll be able to generate more investigative insights and actionable leads from billions of detections to help solve cases, faster.

# MOBILE LPR CAMERA SYSTEM

With time at a premium and distractions ever-growing, officer attention needs to be prioritized. The L5M mobile license plate recognition (LPR) camera system is a high-performance solution meant for those who want to maximize detections and data collection to ensure their officers are their safest and most productive while on the road.

With a new, industry-leading image sensor, the L5M provides unprecedented low light performance for accurate license plate and vehicle make and model recognition. A global shutter ensures clear image capture of license plates moving at higher speeds than ever. And our modernized in-car user experience makes all the tools officers need to stay alert and conduct investigations easily accessible.

Paired with the powerful VLP processor, configure your systems with up to four cameras that will continuously and reliably scan day-in and day-out. Even mix and match our previous-generation cameras within a single system for added flexibility or coverage.

Like all of our license plate recognition camera systems, the L5M seamlessly connects with our suite of software solutions, including Vigilant VehicleManager where data can be further operationalized with patented search capabilities and analytics.





### DETECT MORE VEHICLES YOU PASS

Capture accurate license plate and make and model information on vehicles moving at high speed and in light and dark conditions.



### STAY IN THE KNOW AS YOU DRIVE

Our in-car software keeps you informed at all times with real-time alerts, quick search, system monitoring and distraction-free design.



### DEPLOY YOUR CAMERAS YOUR WAY

Rely on a flexible system that can be built to meet your exact needs with a variety of camera options and high-powered processing.



### SCAN MORE. MAINTAIN LESS.

Patrol confidently with a system that is always up-to-date and will work as long and as hard as you do, in rain or shine, wind or snow.



### AMPLIFY INSIGHT & AWARENESS

Go beyond basic alerts and searches with patented analytics and complete control over your data retention and sharing.

# L5M LICENSE PLATE READER

## KEY SPECIFICATIONS

### CAMERA

Focal Length	Optimal Capture Distance	Capture Range
6 mm	9 ft	4 - 20 ft
8 mm	14 ft	8 - 27 ft
12 mm	22 ft	10 - 35 ft
16 mm	40 ft	22 - 55 ft
25 mm	70 ft	55 - 85 ft

### OPTICS

Window	Shatterproof window	
Resolution	1440x1080 Monochrome global shutter	1400x1080 Color global shutter
Capture speed maximum	150 mph (241 kph)	
Pulsed LED illumination	Zero lux environments 850nm	

### VIDEO STREAMING

ONVIF compliant	H.264/H.265, M-JPEG
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### HOUSING

Size	6.9 x 4.5 x 2 in (175 x 114 x 51 mm)
Color	Matte black
Weight	3.5 lbs (1.59 kgs)

### ENVIRONMENTAL

Environmental protection	IP68 / NEMA4 compliant
Operational temperature	-40°F to 140°F (-40°C to 65°C)
Connector	IP68 rated

### ELECTRICAL

Power consumption	12.5W nominal, 25.5W Max
Input voltage	POE+ (IEEE802.3 af PD)

### CABLE MANAGEMENT

Cable length	Up to 328 ft (100 m)
Type	Cat6 STP 22-24 AWG
Connector	10 pin circular- all-weather impact resistant

### CAMERA ACCESSORIES

Part #	Contact your sales representative for camera accessories part numbers
Description	Magnet mounts, lightbar mounts, and make/model specific roof/trunk mounts

# VLP PROCESSOR

## KEY SPECIFICATIONS

### SYSTEM

CPU	Intel Gen8 Core i7-8700T (12M Cache 2.4GHz up to 4.0GHz)
Memory	2 x 8GB DDR4 2400 MHz SO-DIMM
LAN chipset	9 x Intel i210-AT and 1 x i219 (iAMT9.5 w/ i5, i7 only) Gb/s Ethernet Controllers Onboard Support PXE and WOL

### I/O

Serial port	3 x RS 232/422/485 (Auto Direction Control)
USB port	4 x USB 3.0 Ports
LAN	10 x RJ45 Ports for GbE (Optional for M12 connector and 8 x PoE total Max 120W)
Video port	3 x DP Ports
Wi-Fi adapter	802.11n/g/b
4G LTE / GPS	Sierra Wireless EM7511 Dual Sim Support

### POWER REQUIREMENT

Power input	12V DC
Power protection	Automatic Recovery - Short Circuit Protection
Power management	Remote/Ignition connection to toggle power
Power off control	Power off Delay Time Setting by BIOS and Software

### SOFTWARE

Operating System	Ubuntu 18.04 64bit
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### GRAPHICS

Graphics	Intel UHD Graphics 630
Resolution	Max Resolution (DP): 4096 x 2304 @ 60Hz

### STORAGE

Type	2 x 2.5" Drive Bay for SATA Type HDD/SSD RAID 0, 1, 5, 1 x mSATA
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### ENVIRONMENTAL

Operational temperature	-40°F - 158°F (-40°C - 70°C), ambient w/0.6m/s airflow
Storage temperature	-40°F - 178°F (-40°C - 80°C)
Relative humidity	10% RH - 90% RH (non-condensing)
Vibration (random)	IEC60068-2-64 random, 2.5G @ 5-500Hz 1hr/axis with SSD
Vibration operating	MIL-STD-810G, Method 514.6, Procedural, Category 4
Shock	Operating: MIL-STD-810G, Method 516.6, Procedure I, Trucks and semi-trailers=15G (11ms) with SSD
Certifications	CE, FCC Class A, E13

### MECHANICAL

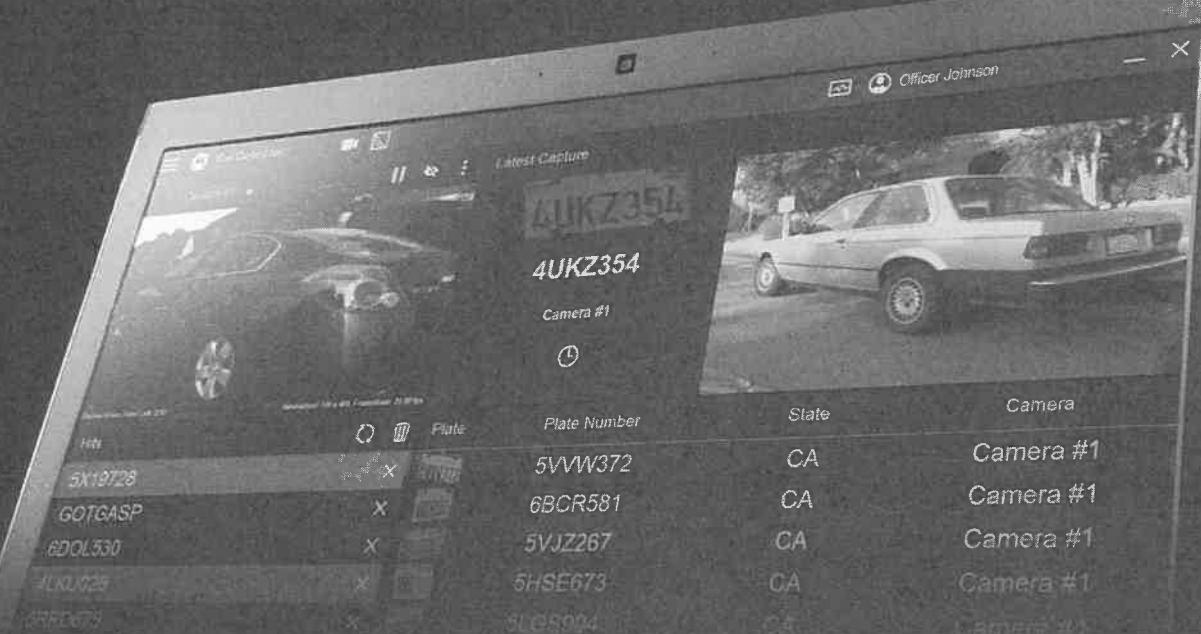
Construction	Polycarbonate
Mounting	Wall-mount
Weight	11.44 lbs (5.18 kgs)
Dimensions	10.24 x 9.84 x 3.74 in (260 x 250 x 95 mm)



# CARDETECTOR MOBILE

## KEY SPECIFICATIONS

MINIMUM HARDWARE REQUIREMENTS		RECOMMENDED HARDWARE REQUIREMENTS
<strong>HARDWARE</strong>		
Processor	Intel Core i3-8145U @ 2.10GHz (or 3,847+ PassMark Score) NOTE: x86 CPUs only, No ARM CPUs	Intel Core i7-3632QM Processor (or 5,929+ PassMark Score) NOTE: x86 CPUs only, No ARM CPUs
Memory	8 GB	16 GB
Hard Drive	256GB+ HDD @ 7200RPM	256GB+ SSD or NVME
Network Adapter	Gigabit USB to Ethernet Adapter NOTE: Requires USB 3.0 Port	Onboard Gigabit Ethernet Port
<strong>SOFTWARE</strong>		
Operating System	Windows 8.1 64-Bit	Windows 10 64-Bit
<strong>NETWORK</strong>		
Ports Utilized	[LAN: 2000, 3000, 3310, 4000, 5000]   WAN: 443, 8888	



# FOCUS YOUR ENFORCEMENT

## BUILT TO KEEP COMMUNITIES SAFER

To do license plate recognition well, you need the right tools for the job. We provide the most flexibility and options for capturing license plate data with fixed, mobile, trailer and quick-deploy camera systems, video-based integration and even mobile apps. All of these are equipped with our in-house developed, industry-leading LPR algorithm that is relied upon by law enforcement agencies world-wide.

Beyond ensuring you can collect the data you need, our suite of software solutions, including Vigilant VehicleManager, combines robust hot list management and alerting options with patented search and data analytics to equip your team with the insights they need to close more cases, faster.

Our software also keeps you in complete control of your data and systems with group and user-based access control, agency-defined data retention and broad data sharing options with built in memorandum of understanding (MOU) templates for you and your partners.

Lastly, to ensure your program is most successful, your solution is backed by a team who has built our license plate recognition portfolio to be secure and designed for responsible use from the ground up. You also have access to 24/7 support and free in-person and virtual training from our trainers, all of whom were former users and want nothing more than to help you succeed.

For more information, please visit  
[motorolasolutions.com/L5M](http://motorolasolutions.com/L5M)



**MOTOROLA SOLUTIONS**

Motorola Solutions, Inc. 500 West Monroe Street, Chicago, IL 60661 U.S.A. [motorolasolutions.com](http://motorolasolutions.com)  
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Specifications are subject to change without notice 10-2022 UP04

Vigilant Solutions LLC  
Louis Wershaw  
Date \_\_\_\_\_

Re: LQW-0834-02

**Agency:** Huntington Park Police Department

**Total Cost:** \$70,494.00

**Contract Reference:** L5M (Parking) BoGo - Huntington Park

Please be advised that the Huntington Park Police Department will purchase the goods and/or services offered in your Quote LQW-0834-02. This constitutes a purchase pursuant to the terms of the specified contract below, including any applicable addenda.

Specified Contract: Master Customer Agreement and attached addenda, signed concurrently herewith.

Agency affirms that a purchase order or notice to proceed is not required for contract performance or for subsequent years of service, and acknowledges that pursuant to \_\_\_\_\_, the funds for this purchase has been authorized. Customer agrees to appropriate funding in accordance with the contract.

Invoices shall be according to the milestone schedule included in the quote and services agreement, should reference 'LQW-0834-02' and be sent to:

Huntington Park Police Department

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The equipment will be shipped to the customer at the following address, and the ultimate destination where the equipment will be delivered to the customer is:

Huntington Park Police Department

Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

## Contract Terms Acknowledgment

This Contract Terms Acknowledgment (this “**Acknowledgment**”) is entered into between **Vigilant Solutions, LLC**, a Delaware corporation (“**Vigilant**”) and the entity set forth in the signature block below (“**Customer**”). Vigilant and Customer will each be referred to herein as a “**Party**” and collectively as the “**Parties**”.

- 1. Contract Terms Acknowledgment.** Customer acknowledges that they have received Statements of Work that describe the services provided on this Agreement. Parties acknowledge and agree that the terms of the Master Customer Agreement (“MCA”), including all applicable Addenda, shall apply to the Services set forth in the accompanying Ordering Document. Vigilant’s Terms and Conditions, available at [https://www.motorolasolutions.com/en\\_us/about/legal.html](https://www.motorolasolutions.com/en_us/about/legal.html), including the Master Customer Agreement, is incorporated herein by this reference. By signing the signature block below, Customer certifies that it has read and agrees to the provisions set forth in this Acknowledgment and the signatory to this Acknowledgment represents and warrants that he or she has the requisite authority to bind Customer to this Acknowledgment.
- 2. Entire Agreement.** This Acknowledgment, including the accompanying Ordering Document, supplements the terms of the MCA, applicable Addenda, and Ordering Documents entered between the Parties and forms a part of the Parties’ Agreement.
- 3. Disputes; Governing Law.** **Sections 12 – Disputes** of the MCA is hereby incorporated into this Acknowledgment *mutatis mutandis*.
- 4. Execution and Amendments.** This Acknowledgment may be executed in multiple counterparts and will have the same legal force and effect as if the Parties had executed it as a single document. The Parties may sign in writing or by electronic signature. An electronic signature, facsimile copy, or computer image of a signature will be treated, and will have the same effect as an original signature, and will have the same effect, as an original signed copy of this document. This Acknowledgment may be amended or modified only by a written instrument signed by authorized representatives of both Parties.

The Parties hereby enter into this Acknowledgment as of the last signature date below.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_



**MOTOROLA SOLUTIONS**

**Standard LPR Hosting Services w/ LPR, Fees and Payment Provision**

**I License Key:** The Camera License Key (CLK) means an electronic license key that will permit the use of MSI's LPR software to be used with standard MSI issued LPR cameras (one CLK per LPR camera) and select MSI Software Products.

**II Offer Services:** This Offer includes the following Software Services / Software Products:

- LPR Software Services / Software Products:
  - Basic Service:
    - MSI Managed/Hosted LPR Account
    - CarDetector LPR Software w/ all updates
  - Standard Service:
    - Mobile Hit Hunter (for CarDetector Mobile LPR Software)
    - Unlimited Mobile Companion (for Android or iPhone) Single Plate Scan
- Optional Parking Services:
  - Parking Toolkit (software application)
  - Parking Integration (3<sup>rd</sup> party system integration)
  - Scofflaw Alerting Service

**III Annual Service Fees (CLKs):** The Service Fees applicable to each Annual Service Period shall be as follows:

<b>Annual Service Fee per CLK</b>				
Total CLKs under this Offer	0-14 CLKs	15-30 CLKs	31-60 CLKs	Over 60 CLKs
Vigilant Basic LPR Service	525.00	450.00	400.00	275.00
Vigilant Standard LPR Service	750.00	640.00	565.00	390.00

Optional Parking Services: Software and/or data services related to Parking specific application and use:

<b>Annual Parking Services Fee Schedule</b>	
Parking Enforcement System Toolkit	\$1,000.00
Parking Integration Service	\$1,000.00
Scofflaw Alerting Service	\$25,000.00

*Area intentionally left blank*



**MOTOROLA SOLUTIONS**

IN WITNESS WHEREOF, the undersigned has agreed to this rate sheet as of the Signature Date.

Company Name: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Signer's Email: \_\_\_\_\_

Signature Date: \_\_\_\_\_

Signature: \_\_\_\_\_