

# **CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda**

**Monday, April 7, 2025**

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

**Arturo Flores**  
Mayor

**Eduardo “Eddie” Martinez**  
Vice Mayor

**Jonathan A. Sanabria**  
Council Member



**Karina Macias**  
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.**

CITY COUNCIL MEETING AGENDAS

**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  
CITY COUNCIL MEETING AGENDAS

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 Arturo Flores  
Vice Mayor Eduardo "Eddie" Martinez  
Council Member Jonathan A. Sanabria  
Council Member Karina Macias

### **INVOCATION**

### **PLEDGE OF ALLEGIANCE**

### **PRESENTATION(S)**

1. FAIR HOUSING PROCLAMATION
2. UPDATE ON SALT LAKE PARK BUILDING RENOVATION

### **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 CITY'S DESIGNATED LABOR REPRESENTATIVES  
City's Representatives: Ricardo Reyes, City Manager  
Employee Organization: Huntington Park Police Management Association (PMA)  
Government Code § 54957.6

### **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**

IT IS RECOMMENDED THAT CITY COUNCIL:

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

1. Regular City Council Meeting held March 17, 2025

## **FINANCE**

### **2. CHECK REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated April 7, 2025

## **PUBLIC WORKS**

### **3. CONSIDERATION AND APPROVAL TO PURCHASE THREE (3) TRAFFIC SIGNAL CABINETS TYPE 332 AND FOUR (4) 2070 CONTROLLERS**

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; and
2. Approve the purchase of three (3) Type 332 traffic signal cabinets from SWARCO for \$79,380 and four (4) 170 type controllers from SWARCO for \$29,923.99, to be paid from Account No. 221-8014-429.74-10; and
3. Authorize the City Manager to execute the purchase order.

### **4. APPROVE THE THIRD AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH GATEWAY WATER MANAGEMENT AUTHORITY (GWMA) AND AUTHORIZE CITY MANAGER TO EXECUTE THE AGREEMENT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the Third Amendment to the Memorandum of Understanding (MOU) with the Gateway Water Management Authority (GWMA), in substantially the same form as submitted, to update and continue the implementation of the Watershed



Management Program (WMP) and Coordinated Integrated Monitoring Program (CIMP) for a three-year term, with a total cost not to exceed \$135,000; and

2. Authorize the City Manager to approve the third amendment.

**5. APPROVE EXECUTE AMENDMENT TO THE INNOVATIVE UTILITY EV STREET CHARGING PILOT AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the amendment to the Innovative Utility EV Street Charging Pilot Agreement; and

2. Authorize the City Manager to execute the agreement.

**6. CONSIDERATION OF CHANGE ORDERS NUMBERS 1 THROUGH 9 FOR THE CIP 2019-02 SLAUSON AVENUE CONGESTION RELIEF PROJECT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Change Orders 1 through 9; and

2. Authorize the City Manager to approve change orders 1 through 9 for All American Asphalt, totaling **\$1,078,293.84**.

**END OF CONSENT CALENDAR**

**REGULAR AGENDA**

**FINANCE**

**1. FISCAL YEAR 2025 MID YEAR BUDGET STATUS REPORT AS OF DECEMBER 31, 2024**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a resolution to receive and file the FY 2024 Mid-Year Budget Status report as of December 31, 2024; 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.

**2. CONSIDERATION OF APPROVAL OF A RESOLUTION AMENDING THE SPENDING LIMITS POLICY FOR PURCHASING AUTHORITY FOR THE CITY MANAGER AND DIRECTORS AND THE UPDATED PURCHASING**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Resolution amending Resolution No. 2024-17, Establishing a Spending Limits Policy for Purchasing Authority for the City Manager, Director of Finance and Department Heads; and
2. Approve of the City's updated Purchasing Manual, Purchase Value Thresholds, Sections L-M.

## **PUBLIC WORKS**

### **3. AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH BOWMAN CONSULTING GROUP LTD. FOR PROJECT MANAGEMENT SERVICES RELATED TO THE BROADBAND INFRASTRUCTURE PROJECT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve an agreement with Bowman Consulting Group Ltd. for a not-to-exceed \$39,250.00 to provide project management services for the initial planning and procurement phase of the City's Broadband Infrastructure Project funded through the California Public Utilities Commission (CPUC) Federal Funding Account (FFA); and
2. Authorize the City Manager to execute the agreement and any related documents.

## **CITY MANAGER**

### **4. AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR INTERIM COMMUNITY DEVELOPMENT DIRECTOR SERVICES WITH LOUIS MORALES**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize the City Manager to execute an agreement with Louis Morales for Interim Community Development Director services in an amount not to exceed \$100,000; and
2. Authorize the City Manager to take all necessary actions to effectuate the terms of the agreement.

**END OF REGULAR AGENDA**

**PUBLIC HEARING(S)**

None

## **DEPARTMENTAL REPORTS**

## **WRITTEN COMMUNICATIONS**

## **COUNCIL COMMUNICATIONS**

**Council Member Karina Macias**

**Council Member Jonathan A. Sanabria**

**Vice Mayor Eduardo “Eddie” Martinez**

**Mayor Arturo Flores**

## **ADJOURNMENT**

The City of Huntington Park City Council will adjourn the meeting to a Regular Meeting on Monday, April 21, 2025 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 4<sup>th</sup> day of April 2025.

A handwritten signature in blue ink, appearing to read 'Edu Sarmiento', is written over a horizontal line.

Eduardo Sarmiento, City Clerk

# CONSENT CALENDER

## ITEM 1

## **MINUTES**

Regular Meeting of the  
City of Huntington Park City Council  
Monday, March 17, 2025

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:00 p.m. on Monday, March 17, 2025, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Karina Macias presiding prior to Regular Agenda Item #1 and New Mayor Arturo Flores presiding after Regular Agenda Item #1.

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

**ABSENT:** None

**CITY OFFICIALS/STAFF:** City Manager Ricardo Reyes; Eduardo Sarmiento, City Clerk; Cosme Lozano Police Chief; Gerardo “Gerry” Lopez Public Works Director; Jeff Jones Finance Director; Sergio Infanzon Community Development Director; Cynthia {Post Item #2} Andrew Sarega City Attorney.

### **INVOCATION**

Mayor Macias led the invocation.

### **PLEDGE OF ALLEGIANCE**

Councilmember Martinez led the Pledge of Allegiance.

### **PRESENTATION(S)**

1. **PROCLAMATION FOR WOMEN’S MONTH**
2. **CERTIFICATES OF APPRECIATION FOR VOLUNTEERS**
3. **PET OF THE MONTH**
4. **RECOGNITION OF OUTGOING MAYOR KARINA MACIAS**

### **PUBLIC COMMENTS**

The following people/ person provided public content:

1. Rubacalva
2. Valentin Amezquita
3. Linda Caraballo
4. Rudy Cruz
5. Albert Robles
6. SBA Program Representative [Gary Anderson]
7. David Sanchez
8. Miriam Romo
9. Jane Doe
10. Vicente Carena
11. Mathew Thompson
12. Jane Doe
13. Erica Gonzalez
14. Ana
15. Alberto
16. John Doe
17. Maria De Los Angeles
18. Maria Sanchez
19. Jane Doe
20. Mr. Capriz

### **STAFF RESPONSE**

All concerns and issues were addressed accordingly.

## **MOTION**

**MOTION:** At this point of the meeting Councilmember Sanabria motioned to move Closed Session after the Regular Agenda, but before the Public Hearing Portion of the Agenda. Vice Mayor Flores seconded the motion. The motion was carried by unanimous consent.

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

**NOES:** None

## **CONSENT CALENDAR**

### **CITY CLERK**

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

IT IS RECOMMENDED THAT CITY COUNCIL:

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

1. Special City Council Meeting held February 28, 2025

#### **2. SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, AMENDING TITLE 5, CHAPTER 21, ARTICLE 1, SECTION 5-21.102(e) OF THE HUNTINGTON PARK MUNICIPAL CODE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive the full reading and adopt by title only an ordinance amending the Huntington Park Municipal Code by amending Title 5, Chapter 21, Article 1, Section 5-21.102(e) of the Huntington Park Municipal Code.

#### **3. SECOND READING AND ADOPTION OF ORDINANCE UPDATING SIDEWALK VENDING REGULATIONS IN COMPLIANCE WITH SB 946 AND SB 972**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive the full reading and adopt by title only an ordinance amending the City's sidewalk vending regulations.

### **POLICE DEPARMENT**

#### **4. CONSIDERATION TO ACCEPT REIMBURSABLE GRANT FUNDING IN THE AMOUNT OF \$45,577.00 AND APPROVE THE STATE HOMELAND SECURITY PROGRAM SUBRECIPIENT AGREEMENT FOR GRANT YEAR 2022 BETWEEN THE COUNTY OF LOS ANGELES AND THE CITY OF HUNTINGTON PARK, INCLUDING APPROVAL TO USE THESE FUNDS FOR THE PURCHASE OF A MOBILE VIDEO SURVEILLANCE TOWER**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Accept the reimbursable grant funding in the amount of \$45,577.00; and
2. Approve a budget appropriation in the amount of \$48,523 for the purchase of the Mobile Video Trailer for the police department; and
3. Authorize the City Manager to be designated as the Grantee Official for the purpose of executing grant objectives, grant agreement, and documentation; and
4. Authorize the Finance Director to assign expenditure and reimbursement accounts for these grant funds, and
5. Authorize the Chief of Police to purchase the equipment.

**FINANCE**

**5. CHECK REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Approve Accounts Payable and Payroll Warrant(s) dated March 17, 2025

**MOTION:** Councilmember Sanabria motioned to approve Vice Mayor Arturo Flores

- AYES:** Council Member(s): Sanabria, Martinez, Vice Mayor Flores, and Mayor Macias
- NOES:** None

**END OF CONSENT CALENDAR**

**REGULAR AGENDA**

**CITY CLERK**

**1. SELECTION OF MAYOR AND VICE MAYOR FOR A TERM OF ONE YEAR**

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Deliberate, nominate, and vote for a sitting Council Member to serve as Mayor for a term of one year; and
- 2. Deliberate, nominate, and vote for a sitting Council Member to serve as Vice Mayor for a term of one year.

**MOTION:** Councilmember Sanabria motioned to nominate Vice Mayor Flores for the position of Mayor. Councilmember Martinez seconded the motion. The motion carried by majority consent.

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

**MOTION:** Councilmember Sanabria motioned to nominate Councilmember Eduardo “Eddie” Martinez for the position of Vice Mayor. Mayor Flores seconded the motion. The motion was carried by unanimous consent.

- AYES:** Council Member(s): Sanabria Martinez, Macias, and Mayor Flores
- NOES:** None

**It is at this point that the chair for the 3-17-2025 Huntington Park Regular City Council Meeting becomes newly appointed Mayor Arturo Flores.**

**2. COUNCIL APPOINTMENTS TO VARIOUS COMMISSIONS AND COMMITTEE REORGANIZATION**

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Make appointments to Commissions consistent with provisions set forth in Resolution No. 2025-01; and
- 2. Consider committee re-assignment or re-affirm current appointments; and
- 3. Add and/or delete any other temporary subcommittees, as appropriate.

**Motion:** Vice Mayor Martinez will become Delegate for California Contract Cities Association. Alternate will become all other councilmembers.



**Motion:** The board member for the Southeast Gateway Line Corridor Cities Committee (Formerly Eco Rapid Transit) will become Councilmember Karina Macias. The alternate will become Councilmember Jonathan Sanabria

**Motion:** The delegate for the Gateway Cities Council of Governments will become the Mayor Arturo Flores. The alternate will become Councilmember Jonathan Sanabria.

**Motion:** The delegate for the Metro Service Council (part of Gateway Cities Council of Government) will remain Councilmember Karina Macias.

**Motion:** The Gateway Water Management Authority delegate will become Public Works Director Gerardo Lopez. The alternate will be Marla Flores.

**Motion:** The delegate for the HUB Cities Consortium will become Councilmember Jonathan Sanabria. The alternate will be all the other council members.

**Motion:** The delegate for the Independent Cities Finance Authority Governing Board – ICFA will become Vice Mayor Martinez. The alternate will be all other council members.

**Motion:** The delegate for the Independent Cities Risk Management Authority Governing Board -ICRMA will remain City Manager Ricardo Reyes. The alternate will be City Clerk Eduardo Sarmiento. The sub alternate will be Risk Manager Marisol Nieto.

**Motion:** The delegate for the LA County City Selection Committee will be Mayor Flores. The alternate will be Vice Mayor Martinez.

**Motion:** The delegate for the Consolidated Oversight Board 1<sup>st</sup> District (Formerly L.A. County Oversight Committee) will be Finance Director Jeff Jones.

**Motion:** The delegate for the Los Angeles County Library District will become Mayor Flores. The alternate will be Vice Mayor Martinez

**Motion:** The delegate for the Los Angeles County Sanitation District No. 1 will be Mayor Arturo Flores. The alternate will be Vice Mayor Eduardo Martinez.

**Motion:** The delegate for the Los Angeles County Vector Control District will remain Marylin Sanabria.

**Motion:** the delegate for the Southern California Association of Governments (SCAG) will be Councilmember Jonathan Sanabria. The alternate will be Vice Mayor Eduardo Martinez.

**CITY MANAGER**

**3. CONSIDERATION OF THE APPOINTMENT OF ANDREW SAREGA AS INTERIM CITY ATTORNEY AND WAIVER OF 30-DAY NOTICE FOR ARNOLD M. ALVAREZ-GLASMAN’S RESIGNATION**

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Appoint Andrew Sarega as Interim City Attorney while the City comprehensively searches for a permanent City Attorney; and
- 2. Waive the 30-day notice requirement provided by Arnold M. Alvarez-Glasman regarding his resignation as City Attorney.

**MOTION:** Councilmember Sanabria motioned to appoint Andrew Sarega as Interim City Attorney while the City comprehensively searches for a permanent City Attorney; and Waive the 30-day notice requirement provided by Arnold M. Alvarez-Glasman regarding his resignation as City Attorney. The motion was seconded by Vice Mayor Martinez. The motion was carried by majority consent.

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

**NOES:** Council Member(s): Macias

**END OF REGULAR AGENDA**

**CLOSED SESSION**

**CLOSED SESSION**

- 1. CONFERENCE WITH CITY’S DESIGNATED LABOR REPRESENTATIVES  
City’s Representatives: Ricardo Reyes, City Manager, Bryce Tyler, Human

Resources Consultant  
Employee Organization: Huntington Park Police Management Association (PMA)  
Government Code § 54957.6

- 2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code § 54957

**END OF CLOSED SESSION**

**PUBLIC HEARING ITEM(S)**

**COMMUNITY DEVELOPMENT**

- 1. **HOLD A PUBLIC HEARING REGARDING THE ADOPTION OF AMENDMENTS TO THE DOWNTOWN SPECIFIC PLAN AND TITLE 9, ZONING OF THE HUNTINGTON PARK MUNICIPAL CODE TO IMPLEMENT HOUSING PROGRAMS 7, 10 AND 13.**

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Conduct a Public Hearing and public testimony; and
- 2. Adopt Amendment No. 2025-01, amending the Downtown Specific Plan; and
- 3. Adopt Amendment No. 2025-02, Title 9, Zoning, of the Huntington Park Municipal Code.

**Public Comment Opened:** 8:49 p.m.

Public Hearing Comments:

- 1) Ms. Covarrubias
- 2) Maria De Los Angeles
- 3) Valentin Amezquita
- 4) John Doe
- 5) Ms. Esperanza
- 6) Raymond Doe
- 7) Jane Doe

**Public Comment Closed:** 9:00 p.m.

**MOTION:** Vice Mayor Martinez requested we conduct more public education about this topic. Councilmember Sanabria motioned to conduct a Public Hearing and Public Testimony; and Adopt Amendment No. 2025-01, amending the Downtown Specific Plan; and Adopt Amendment No. 2025-02, Title 9, Zoning, of the Huntington Park Municipal Code. The motion was seconded by Councilmember Karina Macias.

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

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

- 2. **HOLD A PUBLIC HEARING TO RECEIVE PUBLIC INPUT ON THE DEVELOPMENT OF THE ANNUAL ACTION PLAN (AAP) 2025-2026**

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Conduct a Public Hearing; and
- 2. Receive public input, from all interested parties, on the development of the Annual Action Plan 2025-2026.

**Public Comment Opened:** 9:25 p.m.

Public Hearing Comments:

- Manuel Doe

**Public Comment Opened:** 9:26 p.m.

**MOTION:** Councilmembers motioned to receive and file this item.

**3. CONDUCT A PUBLIC HEARING FOR THE CONSIDERATION AND ADOPTION OF THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE REPORT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing; and
2. Take public testimony; and
3. Adopt the Fiscal Year 2025-2029 Analysis of Impediments to Fair Housing Choice; and
4. Authorize City Manager to execute all required documents for transmittal to the U.S. Department of Housing and Urban Development Department (HUD).

**Public Comment Opened:** 9:29 p.m.

Public Hearing Comments:

- None

**Public Comment Opened:** 9:30 p.m.

**MOTION:** Councilmember Sanabria motioned to Conduct a public hearing; and take public testimony; and Adopt the Fiscal year 2025-2029 Analysis of Impediments to Fair Housing Choice; and Authorize City Manager to execute all required documents for transmittal to the U.S. Department of Housing and Urban Development Department (HUD). The motion was seconded by Vice Mayor Martinez. The motion carried by unanimous consent.

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

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

**CLOSED SESSION ANNOUNCEMENT**

Items were briefed and discussed. Nothing to report.

**END OF CLOSED SESSION**

**PUBLIC HEARING ITEMS**

## **DEPARTMENTAL REPORTS**

Parks and Recreation: Congratulation to newly appointed Mayor Arturo Flores. Congratulations to Former Mayor Karina Macias. She also welcomed all to the 5K on Saturday, March 22 2025

Public Works: Congratulation to newly appointed Mayor Arturo Flores and newly appointed Vice Mayor Eduardo Martinez! Director Lopex reported that the concrete walkway dropped today in Salt Lake Park! The park will reopen soon as before!

City Clerk: Congratulations to newly appointed Mayor Arturo Flores and Vice Mayor Eduardo Martinez. City Clerk Sarmiento then proceeded to conduct the second reading of the Street Vendor Amendment and the Pet Ordinance.

Finance: Congrats to all the finance staff for everything! Spent extra hours preparing the 2025-26 budget!

Police: Thanked former Mayor Macias, now Councilmember Macias for her leadership. Congratulations to the newly appointed Vice Mayor Eduardo Martinez and Mayor Arturo Flores. Looking forward to their leadership. Welcomed interim City Attorney Andrew Sarega.

Community Development: In regard to the Rent Stabilization Ordinance. He had originally opened the workshop for 4 days. However, this week only 2 days had been opened due to the decrease in numbers of attendees. However, we can move back to 4 days if council deems necessary.

Communications: Earth Day Clean up event will be held on Saturday, April 19<sup>th</sup>, 2025. Art Walk event will be held on Saturday, April 27<sup>th</sup> 2025.

City Attorney: Thank you to City Council for the opportunity to serve as an Interim City Attorney.

City Manager: Congratulations to Mayor Arturo Flores and Vice Mayor Eduardo Martinez. Looks forward to working with the new City Council this year. Thanked Mayor Macias for her leadership this past year.

## **WRITTEN COMMUNICATIONS**

Mariam Romo: City Constituent submitted written comment regarding allocating or reallocation of funds to assist with animal and animal care for constituents. Potential City of Huntington Park SEACA Center.

## **COUNCIL COMMUNICATIONS**

**Councilmember Macias:** Thanked Directors and Staff all their amazing work! Wish everyone good night! Thank you all for coming to the Council Meeting!

**Councilmember Sanabria:** Congratulations to Mayor Arturo Flores and Vice Mayor Eduardo Martinez. Wants to let community members know that we do have their backs. Precisely why he worked so hard to pass the Sanctuary City Ordinance! Why does he works so hard for protection of public goods, making sure this starts with City Transportation! He would like for us to start looking into Marijuana Dispensaries! Also, he would like to move forward with the Term Limit Ordinance for council members. He would also like staff to be more accessible and transparent when answering phone calls. Looks forward to parking projects being implemented. Thanked staff for all their hard work.

**Vice Mayor Martinez:** Congratulations to Former Mayor Karina Macias for her previous leadership. Congratulations to newly appointment Mayor Arturo Flores. He also encouraged the public to participate in the Huntington Park 5K, which was set to be held on Saturday, March 22, 2025

**Mayor Flores:** Thanked colleagues for their support. It's a great honor to see that you have faith and confidence in his leadership enough to allow him to serve as mayor. It's something he doesn't take lightly. It's a responsibility that he is ready to step into on day

one. Thanked directors for their service during uncertain times and tumultuous times. We still have a city to run, and services to provide for our residents. We have a job to do, despite what has occurred in the past. Last week him and his wife, welcomed their first baby girl to the world. He is a homeowner. He is going to raise his daughter in the city. He will do everything in his power to make sure that this city is a strong city for the next generation. He is committed to the city. He asks that staff also remains loyal to the city. If you're loyal to the city, you're good in his book.

### **ADJOURNMENT**

**MOTION:** Mayor Flores adjourned the meeting of Monday, March 17, 2025 @9:43pm. The next Huntington Park City Council meeting to be held on Monday, April 7, 2025, at 6:00 p.m.

Respectfully submitted



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Eduardo Sarmiento, City Clerk

## ITEM 2

### List of Funds - City of Huntington Park

FUND	DESCRIPTION	FUND	DESCRIPTION
111	General Fund	230	Homeland Security Fund
112	Waste Collection/Disposal	231	Parking System Fund
114	Spec Events Contributions	232	Art in Public Places Fund
115	General Fund Reserve	233	Bullet Proof Vest Grant
116	Retirement Fund	234	Congressional Earmark
120	Special Revenue DNA ID	235	Federal Street Improvmnt
121	Special Revnu Welfare Inm	236	HUD Economic Empowerment
122	Prevention Intervention	237	Community Planning
123	Board of Corrections LEAD	238	Air Pollution Grant
124	Auto Theft Prevention	239	Federal CDBG Fund
150	Emergency Preparedness	240	HUD EZ/EC Soc Sec Block
151	Economic Development	241	CalHome
152	Greenway Linear Park Proj	242	HUD Home Program
200	LACTMA TOD	243	HUD 108 B03MC060566
201	Environmental Justice	244	HUD EDI Grant
202	CFP Crosswalks	245	EPA Brownfield
203	ATP Randolph Rail-Trail	246	LBPHCP-Lead Base
204	SR2S Middleton Safe Route	247	Neighborhood Stabilization
205	CFP Pacific Blvd	248	Homelessness Prevention
206	CFP I Park Pay Station	249	DEPT OF TOXIC SUBSTANCES
207	CFP Signal Synchronizatio	250	DTSC Grant
208	CMAQ Metro Rapid	251	Land & Water Conservation
209	CFP City Street Resurfac	252	ABC
210	Measure M	253	DEBT SERVICE FUND
211	Road Maint & Rehab SB1	257	CDC Merged Project Fund
212	P & R Grants	258	CDC Merged Debt Service
213	Park Facilities	259	CDC Low/Mod Income Housin
214	Recreation Field Charter	262	CDC Neighbor Preservn Cap
215	Trees for A Better Enviro	263	CDC Neighbor Presrvn Debt
216	Employees Retirement Fund	264	CDC Nghbr Prsrvn Low/Mod
217	OPEB	267	CDC Sta Fe Redev Project
218	PARS	268	CDC Sta Fe Debt Service
219	Sales Tax-Transit Fund A	269	CDC Sta Fe Low/Mod Income
220	Sales Tax-Transit C	270	Successor Agency Merge
221	State Gasoline Tax Fund	271	Successor Agency Merg Prj
222	Measure R	272	Successor Agency Low Mod
223	Local Origin Program Fund	273	Successor Agency NHP
224	Office of Traffc & Safety	274	Successor Agency NHP Prj
225	Cal Cops Fund	275	Successor Agency
226	Air Quality Improv Trust	276	SUCCESSOR AGENCY-GF
227	Offc of Criminal Justice	283	Sewer Maintenance Fund
228	State Dept. of Justice	285	Solid Waste Mgmt Fund
229	Police Forfeiture Fund	286	Illegal Disposal Abatemnt

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



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3DI SYSTEMS, INC.	HPK-0325-01	280-5210-419.74-09	IMPLEMENTATION FEE	30,000.00
	HPK-0325-02	280-5210-419.74-09	FEB 2025-JAN 2026 SERVICES	48,000.00
3DI SYSTEMS, INC. Total				78,000.00
AAA ELECTRICAL SUPPLY INC	320443-00	535-8016-431.61-45	PW SUPPLIES	2,952.94
AAA ELECTRICAL SUPPLY INC Total				2,952.94
ADVANCE AUTO PARTS	630137091	741-8060-431.43-20	UNDERPAYMENT ADJUSTMENT	22.00
	630137205	741-8060-431.43-20	UNDERPAYMENT ADJUSTMENT	184.50
	630137207	741-8060-431.43-20	CREDIT	(188.76)
	8799417867533	741-8060-431.43-20	FLEET SUPPLIES	333.50
	8799417867535	741-8060-431.43-20	CREDIT	(320.48)
ADVANCE AUTO PARTS Total				30.76
ALADDIN LOCK & KEY SERVICE	34929	111-8023-451.43-10	MASTER LOCKS FOR PARKS	564.16
	34956	111-8023-451.43-10	LOCKS & KEYS-PARKS	958.17
ALADDIN LOCK & KEY SERVICE Total				1,522.33
ALL CITY MANAGEMENT SERVICES, INC	99482	111-9010-413.56-41	SCHOOL CROSSING GUARD 2/16/25-3/1/25	12,262.69
	99832	111-9010-413.56-41	SCHOOL CROSSING GUARD 3/2/25-3/15/25	13,724.86
ALL CITY MANAGEMENT SERVICES, INC Total				25,987.55
ALVAREZ-GLASMAN & COLVIN	2024-10-21275	111-9031-413.52-30	LEGAL SERVICES OCT 24	12,444.50
	2024-11-21280	111-0220-411.32-70	LEGAL SERVICES NOV 24	24,813.73
	2024-11-21281	111-0220-411.32-70	LEGAL SERVICES NOV 24	114.00
	2024-11-21290	111-9031-413.52-30	LEGAL SERVICES NOV 24	2,957.00
	2024-11-21291	111-9031-413.52-30	LEGAL SERVICES NOV 24	5,983.50
	2024-11-21292	111-9031-413.52-30	LEGAL SERVICES NOV 24	1,586.30
	2024-11-21293	111-9031-413.52-30	LEGAL SERVICES NOV 24	962.50
	2024-11-21294	111-9031-413.52-30	LEGAL SERVICES NOV 24	3,180.00
	2024-11-21295	111-9031-413.52-30	LEGAL SERVICES NOV 24	44.80
ALVAREZ-GLASMAN & COLVIN Total				52,086.33
AMAZON.COM SERVICES, INC.	131N-K4MC-3WXX	111-8020-431.43-10	PW OFFICE SUPPLIES	128.01
	137W-777R-1RJK	111-3010-415.61-20	FINANCE OFFICE SUPPLIES	48.11
	14CJ-V396-7KXY	221-8014-429.74-10	TRAFFIC SIGNAL SUPPLIES	1,998.94
	1Q4X-KQYQ-1TPN	111-7010-421.61-20	PD SUPPLIES	1,405.47
	1V9C-44CR-1JNC	111-6060-466.61-20	AFTER SCHOOL SUPPLIES	377.37
	1V9C-44CR-44CC	111-8020-431.61-20	PW SUPPLIES	161.82
AMAZON.COM SERVICES, INC. Total				4,119.72

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AMERICAN EXPRESS	490	111-6010-451.74-10	EMERGENCY EQUIPMENT	388.48
	2769	111-7010-421.59-10	PD TRAINING	2,214.89
	844221	111-6060-466.61-20	AFTERSCHOOL SUPPLIES	150.65
	861048	742-7010-421.74-10	PD SUPPLIES	818.85
	876650	111-6010-451.74-10	EMERGENCY SUPPLIES	4.45
	886370	111-6060-466.61-20	AFTERSCHOOL SUPPLIES	13.45
	899772	111-6010-451.74-10	EMERGENCY SUPPLIES	197.33
	1062025	111-6020-451.61-35	REFUND	(14.18)
	1152025	111-7010-421.59-10	PD TRAINING	350.00
	1252025	742-7010-421.74-09	YOUTUBE TV BASE PLAN	92.98
	46099983	742-7010-421.74-09	ARLO MONTHLY CHARGE	17.99
	81381190	111-6010-451.59-15	STAFF TRAINING	150.00
	104320970	742-7010-421.74-09	DOMAIN SUBSCRIPTION	290.79
	200119975	111-7010-421.59-10	PD TRAINING	795.00
	2977835570	742-7010-421.74-09	ADOBE ACROBAT PRO	19.99
	2981231353	742-7010-421.74-09	ADOBE ACROBAT PRO	19.99
	3515637540	742-9010-419.74-09	DOMAIN SUBSCRIPTION	209.97
	04386-37033099	111-0310-413.56-41	CANVA MONTHLY	24.95
	112-2823601-44	111-7010-421.61-20	AMAZON REFUND	(79.32)
	112-3797102-77	111-7010-421.43-20	PD UNIT 1006 SUPPLIES	285.93
	112-6794101-03	111-7010-421.61-20	ADMIN SUPPLIES	357.82
	112-9219466-16	111-6010-451.74-10	EMERGENCY EQUIPMENT	43.88
	2000129-460083	111-6010-451.74-10	OFFICE EQUIPMENT	176.37
	20CWDA	111-3010-415.59-15	CSFMO AIRFARE	697.96
	38J64983L63199	111-6020-451.56-41	EVENT RENTALS	760.00
	3EEIL6	111-6010-451.59-15	TRAINING AIR FARE	838.96
			TRAINING AIR FARE REFUND	(384.99)
	4GDTA9HJ	111-0210-413.61-20	OWNERLY	(23.99)
	A2936964-0003	111-6020-451.56-41	ALLTRACK MUSIC LICENSE	395.00
	FCD4960Q	111-0210-413.61-20	OWNERLY	(23.99)
	GHOXGSHI	111-5010-419.59-15	CD TRAINING	60.00
	J0WR9SGR	111-0210-413.59-15	LGHN CONFERENCE TRANSPORT	31.22
	KG49MYF0	111-0210-413.61-20	OWNERLY	23.99
	MC02650186	111-0310-413.56-41	MAILCHIMP MONTHLY BILL	135.00
	MLF0QYVY4J	111-9010-419.53-10	ICLOUD 50 GB OF STORAGE	0.99
	RDRFMJOJH	111-0210-413.61-20	REMARKABLE SUBSCRIPTION	29.00
AMERICAN EXPRESS Total				9,069.41
AMSTERDAM PRINTING AND LITHO	7799414	111-0110-411.56-19	CITY COUNCIL SUPPLIES	3,430.78
AMSTERDAM PRINTING AND LITHO Total				3,430.78

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION TOTAL
ANGELINA MARROQUIN	24765	285-0000-228.75-00	PERMIT FEE REFUND	600.00
ANGELINA MARROQUIN Total				600.00
AT&T	23135023	111-9010-419.53-10	SERVICES 2/04/25-3/03/25	545.45
	23216358	111-9010-419.53-10	SERVICES 2/20/25-3/19/25	395.65
	254715586FEB	111-9010-419.53-10	SERVICES 2/23/25-3/22/25	123.05
	254844269FEB	111-9010-419.53-10	SERVICES 2/28/25-3/27/25	112.35
	283700443FEB	111-9010-419.53-10	SERVICES 3/01/25-3/31/25	117.70
AT&T Total				1,294.20
AT&T MOBILITY	X03252025	111-9010-419.53-10	SERVICE 2/18/25-3/17/25	7,152.16
AT&T MOBILITY Total				7,152.16
AUTO ZONE	4075334110	741-8060-431.43-20	PARTS FOR PW UNIT 190	37.46
	4075336757	111-7010-421.43-20	PARTS FOR PD UNIT 971	81.56
	4075336844	111-7010-421.43-20	PARTS FOR PD UNIT 971	15.42
	4075341840	111-7010-421.43-20	PARTS FOR PD UNIT 961	315.32
	4075341949	741-8060-431.43-20	PW FLEET SUPPLIES	6.06
	4075345061	111-7010-421.43-20	PARTS FOR PD UNIT 915	411.25
	4075351179	111-7010-421.43-20	PARTS FOR PD UNIT 957	10.39
	4075352417	741-8060-431.43-20	STOCK SUPPLIES	86.57
	4075352524	741-8060-431.43-20	STOCK SUPPLIES	67.79
	4075354473	111-7010-421.43-20	SUPPLIES FOR PD UNITS	61.63
AUTO ZONE Total				1,093.45
AY NURSERY INC.	129063	535-8090-452.74-10	TREES FOR PARKS	1,446.38
	129064	535-8090-452.74-10	TREES FOR PARKS	1,348.50
	183800	535-8090-452.74-10	TREES FOR PARKS	842.81
	184610	535-8090-452.74-10	TREES FOR PARKS	1,321.31
AY NURSERY INC. Total				4,959.00
BAVCO	319366	535-8090-452.74-10	BACKFLOW DEVICE	1,999.94
	319891	535-8090-452.74-10	BACKFLOW DEVICE	1,206.14
	320798	535-8090-452.74-10	BACKFLOW DEVICE	1,323.00
BAVCO Total				4,529.08
BDG LAW GROUP	35992	111-0220-411.32-70	LEGAL SERVICES MARCH 2025	3,274.00
	35993	111-0220-411.32-70	LEGAL SERVICES MARCH 2025	35.00
BDG LAW GROUP Total				3,309.00
BEAR ELECTRICAL SOLUTIONS, INC	25146	221-8014-429.56-41	NOVEMBER 2024 SERVICES	5,690.00

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BEAR ELECTRICAL SOLUTIONS, INC	25844	221-8014-429.56-41	FEBRUARY 2025 SERVICES	6,350.00
BEAR ELECTRICAL SOLUTIONS, INC Total				12,040.00
BENEFIT ADMINISTRATION CORPORATION	625	111-2030-413.56-41	FLEX PLAN 1ST QUARTER	150.00
BENEFIT ADMINISTRATION CORPORATION Total				150.00
BIG BELLY SOLAR, INC	56007	287-8055-432.56-41	18AH BATTERY ASSEMBLY	2,410.93
BIG BELLY SOLAR, INC Total				2,410.93
BLUE LINE ACADEMY LLC	3132025	111-7010-421.59-10	PD TRAINING	200.00
BLUE LINE ACADEMY LLC Total				200.00
BRIAN MARTINEZ	3042025	111-7010-421.59-10	PD TRAINING	1,500.00
BRIAN MARTINEZ Total				1,500.00
BRINK'S INCORPORATED	7323149	111-9010-419.33-10	FEBRUARY 2025 SERVICES	348.19
BRINK'S INCORPORATED Total				348.19
BRIZUELA'S IRON WORK	224	535-8090-452.43-20	VALVE INSTALLATION	1,642.50
BRIZUELA'S IRON WORK Total				1,642.50
CALPRIVATE BANK	3393	111-0110-411.66-05	COUNCIL MEETING MEALS	415.78
	11982	111-0110-411.66-05	ROUNDTABLE MEETING TREATS	58.71
	20800	111-8010-431.74-10	PW IT ITEMS	434.98
	21948	111-0110-411.66-05	COUNCIL MEETING MEALS	300.56
	45362	280-3022-415.61-25	OFFICE SUPPLIES	59.68
	670612	111-0110-411.66-05	ROUNDTABLE MEETING TREATS	22.00
	1774045	111-0110-411.66-05	COUNCIL MEETING DESSERT	47.60
	2112025	111-0110-411.66-05	ROUNDTABLE MEETING TREATS	119.01
	195994758	111-5010-419.56-41	COUNTY RECORDER COPIES	42.75
	646262757	111-0210-413.61-20	ACM INTERVIEW MEALS	39.50
		111-2030-413.61-20	ACM INTERVIEW MEALS	40.50
	1171705034	111-6020-451.61-35	5K SUPPLIES	119.90
	1175622026	742-9010-410.74-10	DEPARTMENT MONITORS	416.83
	771785475960	111-0210-413.61-20	FEDEX	40.87
	INV_1108	111-0110-411.58-19	ICA CITIES MEMBERSHIP	795.00
	IVI-70XYBLWI7L	111-9010-419.61-20	SNAG IT MAINTENANCE	91.00
	MZA4455D	111-3010-415.61-20	APPLE BUSINESS MANAGER	181.38
	RP89JS6FPY	111-0110-411.66-05	CLEAN UP EVENT TREATS	45.50
	WJE3PQ8UUE	111-0210-413.64-00	CCCAC FEES	50.00
CALPRIVATE BANK Total				3,321.55

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION TOTAL
CANNON CORPORATION	91498	681-8030-461.76-11	FEBRUARY 2025 SERVICES	44,826.23
<b>CANNON CORPORATION Total</b>				<b>44,826.23</b>
CARPENTER ROTHANS & DUMONT LLP	48811	111-9031-413.52-30	LEGAL SERVICES	3,259.40
<b>CARPENTER ROTHANS &amp; DUMONT LLP Total</b>				<b>3,259.40</b>
CENTRAL BASIN MWD	HP-JAN 25	681-8030-461.41-00	JANUARY 2025 SERVICES	150,964.03
<b>CENTRAL BASIN MWD Total</b>				<b>150,964.03</b>
CENTRAL FORD	54829	111-7010-421.43-20	PD UNIT PARTS	442.54
	55068	111-7010-421.43-20	CREDIT FOR RETURN PART	(442.54)
	55581	111-7010-421.43-20	PARTS FOR PD UNIT 985	1,747.47
	56166	219-8085-431.43-21	PARTS FOR SHUTTLE 002	560.63
	56548	219-8085-431.43-21	PARTS FOR SHUTTLE #002	304.04
	56668	111-7010-421.43-20	PARTS FOR PD UNIT 915	202.06
	56734	219-8085-431.43-21	PARTS FOR SHUTTLE 005	260.63
	56829	111-7010-421.43-20	PARTS FOR PD UNIT 983	27.26
	56851	111-7010-421.43-20	PARTS FOR PD UNIT 988	295.03
	56919	111-7010-421.43-20	PARTS FOR PD UNIT 279	425.28
	56957	219-8085-431.43-21	CREDIT FOR RETURN PART	(260.63)
	57056	111-7010-421.43-20	PART FOR PD UNIT 986	52.32
	57057	111-7010-421.43-20	PARTS FOR PD UNIT 977	167.14
	57058	111-7010-421.43-20	PARTS FOR PD UNIT 977	513.34
	57059	111-7010-421.43-20	PARTS FOR PD UNITS	417.85
	57074	111-7010-421.43-20	PARTS FOR PD UNIT 986	139.90
	57088	111-7010-421.43-20	PARTS FOR PD UNIT 986	1,656.68
<b>CENTRAL FORD Total</b>				<b>6,509.00</b>
CENTRAL SQUARE TECHNOLOGIES LLC	432912	742-9010-419.74-09	MAINTENANCE: 10124-93025	15,630.17
	4099258FEB	111-9010-419.33-10	BANK FEES	571.98
	4099258JAN	111-9010-419.33-10	BANK FEES	263.05
	4368819FEB	111-9010-419.33-10	BANK FEES	2,267.23
	4368819JAN	111-9010-419.33-10	BANK FEES	1,496.95
	4635487FEB	111-9010-419.33-10	BANK FEES	4,268.06
	4635487JAN	111-9010-419.33-10	BANK FEES	3,027.45
<b>CENTRAL SQUARE TECHNOLOGIES LLC Total</b>				<b>27,524.89</b>
CHAMPION CJD	714166	111-7010-421.43-20	PARTS FOR PD UNIT 956	132.13
	722836	111-7010-421.43-20	PARTS FOR PD UNIT 1002	152.15
	723263	111-7010-421.43-20	PARTS FOR PD UNIT 1002	333.52

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CHAMPION CJD	724126	111-7010-421.43-20	PARTS FOR PD UNIT 956	44.44
CHAMPION CJD Total				662.24
CHARTER COMMUNICATIONS	17009470103012	111-9010-419.53-10	FIBER INTERNET	1,650.00
CHARTER COMMUNICATIONS Total				1,650.00
CINDI CAYAX	2552	239-5210-463.57-65	CDBG SENIOR SERVICES	455.00
	2553	239-5210-463.57-65	CDBG SENIOR SERVICES	385.00
CINDI CAYAX Total				840.00
CINTAS CORPORATION NO 3	4224464237	741-8060-431.56-41	UNIFORM DRY CLEANING	491.53
	4224966790	741-8060-431.56-41	UNIFORM DRY CLEANING	491.53
CINTAS CORPORATION NO 3 Total				983.06
CLINICAL LAB OF SAN BERNARDINO, INC	2500523	681-8030-461.56-41	SERVICES 2/5/25-2/27/25	1,143.00
CLINICAL LAB OF SAN BERNARDINO, INC Total				1,143.00
CODE 5 GROUP LLC	4079	742-7010-421.74-09	PD TRACKER	1,015.00
CODE 5 GROUP LLC Total				1,015.00
COMMERCIAL TIRE COMPANY	1-186369	741-8060-431.43-20	PARTS FOR PW UNIT 197	491.88
COMMERCIAL TIRE COMPANY Total				491.88
CONCENTRA MEDICAL CENTERS	86099052	111-2030-413.56-41	NEW HIRE PHYSICALS	435.00
CONCENTRA MEDICAL CENTERS Total				435.00
CORE BUSINESS TECHNOLOGIES	317730290782FE	111-9010-419.33-10	BANK FEES	489.27
	317730304873FE	111-9010-419.33-10	BANK FEES	543.74
CORE BUSINESS TECHNOLOGIES Total				1,033.01
COUNTY OF L.A. DEPT OF PUBLIC WORKS	PW-25031004309	221-8014-429.56-41	FEBRUARY 2025 SERVICES	582.21
	PW-25031004858	221-8014-429.56-41	FEBRUARY 2025 SERVICES	927.97
COUNTY OF L.A. DEPT OF PUBLIC WORKS Total				1,510.18
CRAFTWATER ENGINEERING INC	22-058-11	787-8918-499.73-14	DEC 24-FEB 25 SERVICES	5,999.28
CRAFTWATER ENGINEERING INC Total				5,999.28
CROWN CASTLE FIBER LLC	1794178	787-8915-499.56-41	MARCH 2025 SERVICES	16,200.00
CROWN CASTLE FIBER LLC Total				16,200.00
DAILY JOURNAL CORPORATION	B3896572	111-1010-411.54-00	2 PUBLIC HEARINGS	165.00

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<b>DAILY JOURNAL CORPORATION Total</b>				<b>165.00</b>
<b>DAPEER, ROSENBLIT &amp; LITVAK</b>	<b>23595</b>	111-0220-411.32-70	LEGAL SERVICES	3,362.10
	<b>23597</b>	111-0220-411.32-70	LEGAL SERVICES	2,924.32
	<b>23598</b>	111-0220-411.32-70	LEGAL SERVICES	135.00
	<b>23599</b>	111-0220-411.32-70	LEGAL SERVICES	45.00
	<b>23600</b>	111-0220-411.32-70	LEGAL SERVICES	5,363.53
	<b>23601</b>	111-0220-411.32-70	LEGAL SERVICES	21.10
	<b>23602</b>	111-0220-411.32-70	LEGAL SERVICES	2,487.10
	<b>23603</b>	111-0220-411.32-70	LEGAL SERVICES	222.60
	<b>23721</b>	111-0220-411.32-70	LEGAL SERVICES	8,565.20
	<b>23723</b>	111-0220-411.32-70	LEGAL SERVICES	4,855.30
	<b>23724</b>	111-0220-411.32-70	LEGAL SERVICES	45.00
	<b>23725</b>	111-0220-411.32-70	LEGAL SERVICES	90.00
	<b>23726</b>	111-0220-411.32-70	LEGAL SERVICES	832.50
	<b>23727</b>	111-0220-411.32-70	LEGAL SERVICES	742.50
	<b>23835</b>	111-0220-411.32-70	LEGAL SERVICES	15,691.50
	<b>23837</b>	111-0220-411.32-70	LEGAL SERVICES	39.35
	<b>23838</b>	111-0220-411.32-70	LEGAL SERVICES	22.50
	<b>23839</b>	111-0220-411.32-70	LEGAL SERVICES	135.00
	<b>23840</b>	111-0220-411.32-70	LEGAL SERVICES	157.50
	<b>23841</b>	111-0220-411.32-70	LEGAL SERVICES	517.50
	<b>23842</b>	111-0220-411.32-70	LEGAL SERVICES	607.50
	<b>24179</b>	111-0220-411.32-70	LEGAL SERVICES	3,107.80
	<b>24180</b>	111-0220-411.32-70	LEGAL SERVICES	210.00
	<b>24181</b>	111-0220-411.32-70	LEGAL SERVICES	17.50
	<b>24182</b>	111-0220-411.32-70	LEGAL SERVICES	664.39
	<b>24183</b>	111-0220-411.32-70	LEGAL SERVICES	495.00
	<b>24184</b>	111-0220-411.32-70	LEGAL SERVICES	90.00
	<b>24185</b>	111-0220-411.32-70	LEGAL SERVICES	383.00
	<b>24186</b>	111-0220-411.32-70	LEGAL SERVICES	317.00
<b>DAPEER, ROSENBLIT &amp; LITVAK Total</b>				<b>52,146.79</b>
<b>DATA TICKET INC.</b>	<b>176527</b>	111-5055-419.56-41	JANUARY 2025 SERVICES	168.50
	<b>176573</b>	111-7040-421.56-41	CE ONLINE ACCESS FEB 2025	65.50
	<b>176634</b>	111-9010-415.56-15	ONLINE ACCESS FEB 2025	12.50
	<b>176670</b>	111-7040-421.56-41	ONLINE ACCESS FEB 2025	12.50
	<b>177005</b>	111-9010-415.56-15	CITATION PROCESSING FEB25	13,288.56
<b>DATA TICKET INC. Total</b>				<b>13,547.56</b>
<b>DATAPROSE, INC.</b>	<b>2025P-83</b>	681-3022-415.53-20	2025 POSTAGE DEPOSIT	1,421.20

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DATAPROSE, INC.	DP2500986	681-3022-415.53-20	FEBRUARY 2025 SERVICES	1,183.86
		681-3022-415.56-41	FEBRUARY SERVICES 2026	535.71
<b>DATAPROSE, INC. Total</b>				<b>3,140.77</b>
DELTA DENTAL	BE006507345	111-0000-217.50-20	DELTA DENTAL APR 2025	7,345.67
<b>DELTA DENTAL Total</b>				<b>7,345.67</b>
DELTA DENTAL INSURANCE COMPANY	BE006504857	111-0000-217.50-20	DELTA DENTAL APR 2025	1,997.33
<b>DELTA DENTAL INSURANCE COMPANY Total</b>				<b>1,997.33</b>
DEPARTMENT OF ANIMAL CARE & CONTROL	3/25/2025	111-7010-421.56-41	ANIMAL CARE & CONTROL	16,386.69
<b>DEPARTMENT OF ANIMAL CARE &amp; CONTROL Total</b>				<b>16,386.69</b>
DEPARTMENT OF JUSTICE	800277	111-7010-421.56-41	FINGERPRINT APP FEB 2025	96.00
<b>DEPARTMENT OF JUSTICE Total</b>				<b>96.00</b>
DESIGN PRINT BANNER, LLC	US338000141740	111-6020-451.61-35	5K SUPPLIES	62.65
<b>DESIGN PRINT BANNER, LLC Total</b>				<b>62.65</b>
DR. BARRY DEIRMENJIAN	22825-11386	681-0000-228.70-00	UTILITY REFUND	964.33
<b>DR. BARRY DEIRMENJIAN Total</b>				<b>964.33</b>
DUNN EDWARDS CORPORATION	2009A44299	111-8095-431.61-50	PAINT-GRAFFITI REMOVAL	945.61
<b>DUNN EDWARDS CORPORATION Total</b>				<b>945.61</b>
EMMANUEL SOBERANIS	3032025	111-7010-421.59-10	PER DIEM REIMBURSEMENT	45.00
<b>EMMANUEL SOBERANIS Total</b>				<b>45.00</b>
EWING IRRIGATION PRODUCTS, INC.	25004985	535-8090-452.43-20	VALVE REPLACEMENTS	935.52
	25121972	535-8090-452.43-20	SUPPLIES FOR REPAIRS	1,998.58
<b>EWING IRRIGATION PRODUCTS, INC. Total</b>				<b>2,934.10</b>
EXPRESS TRANSPORTATION SERVICES LLC	HPE02282025	111-0000-362.20-15	FEBRUARY 2025 SERVICES	(2,500.00)
		219-0000-340.30-00	FEBRUARY 2025 SERVICES	(1,226.00)
		219-8085-431.56-43	FEBRUARY 2025 SERVICES	34,650.00
		220-8085-431.56-43	FEBRUARY 2025 SERVICES	34,650.00
		222-8010-431.56-43	FEBRUARY 2025 SERVICES	34,650.00
<b>EXPRESS TRANSPORTATION SERVICES LLC Total</b>				<b>100,224.00</b>
FAIR HOUSING FOUNDATION	20525	239-5210-463.57-87	JANUARY 2025 SERVICES	1,570.96
	30525	239-5210-463.57-87	FEBRUARY 2025 SERVICES	1,682.24



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<b>FAIR HOUSING FOUNDATION Total</b>				<b>3,253.20</b>
FERGUSON ENTERPRISES INC	5217064	535-8090-452.43-20	PARK REPAIR SUPPLIES	139.91
	5220879	111-8023-451.43-10	MATERIALS-PARK BUILDINGS	115.57
	5224720	111-8023-451.43-10	SUPPLIES PARKS BUILDINGS	73.91
	5239975	111-8023-451.43-10	SUPPLIES PARK BUILDINGS	233.30
<b>FERGUSON ENTERPRISES INC Total</b>				<b>562.69</b>
FIRST CENTURY INV. GRP.LLC	22247-14196	681-0000-228.70-00	UTILITY REFUND	83.69
<b>FIRST CENTURY INV. GRP.LLC Total</b>				<b>83.69</b>
GALLS LLC	30676755	111-7010-421.61-20	PD UNIFORMS	94.28
	30733601	111-7010-421.61-20	PD UNIFORMS	126.02
	30778361	111-7010-421.61-20	PD UNIFORMS	117.41
<b>GALLS LLC Total</b>				<b>337.71</b>
GATEWAY CITIES COUNCIL OF	I-710 FY 24/25	111-8020-431.56-41	PLANNING FOR FY 24/25	25,000.00
<b>GATEWAY CITIES COUNCIL OF Total</b>				<b>25,000.00</b>
GEO PLASTICS	79632	285-8050-432.56-41	PW SUPPLIES	2,039.84
<b>GEO PLASTICS Total</b>				<b>2,039.84</b>
GEOSYNTEC CONSULTANTS, INC	609679	111-5011-419.56-41	JANUARY 2025 SERVICES	196.99
	609684	111-5011-419.56-41	JANUARY 2025 SERVICES	123.60
<b>GEOSYNTEC CONSULTANTS, INC Total</b>				<b>320.59</b>
GLOBAL URBAN STRATEGIES, INC.	860	241-5030-419.56-41	FEBRUARY 2025 SERVICES	1,897.50
	8612655	241-5030-419.56-41	FEBRUARY 2025 SERVICES	2,655.00
<b>GLOBAL URBAN STRATEGIES, INC. Total</b>				<b>4,552.50</b>
GRAINGER	9425737229	741-8060-431.43-20	PW FLEET SUPPLIES	207.76
	9434840667	741-8060-431.43-20	PW FLEET SUPPLIES	81.23
	9435091419	741-8060-431.43-20	PW FLEET SUPPLIES	140.69
	9435091427	741-8060-431.43-20	PW SUPPLIES	42.79
<b>GRAINGER Total</b>				<b>472.47</b>
GRANITE CONSTRUCTION COMPANY	2894457	111-8010-431.61-20	HOT ASPHALT FOR REPAIRS	4,630.50
<b>GRANITE CONSTRUCTION COMPANY Total</b>				<b>4,630.50</b>
GREEN GIANT LANDSCAPE INC.	1200-01	239-5210-463.73-05	CONSTRUCTION SERVICES	182,575.28
<b>GREEN GIANT LANDSCAPE INC. Total</b>				<b>182,575.28</b>

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GREEN POWER MOTOR COMPANY INC.	S-032425-02	219-8085-431.43-21	SHUTTLE 008 REPAIRS	4,634.26
GREEN POWER MOTOR COMPANY INC. Total				4,634.26
GUTIERREZ BACKGROUND INVESTIGATIONS	2025-6	111-7010-421.56-41	BACKGROUND INVESTIGATION	800.00
	2025-7	111-7010-421.56-41	BACKGROUND INVESTIGATION	800.00
GUTIERREZ BACKGROUND INVESTIGATIONS Total				1,600.00
H.P. TEST ONLY	24342	219-8085-431.43-21	SMOG CHECK SHUTTLE 005	45.00
	24353	111-7010-421.43-20	SMOG CHECK PD UNIT 913	45.00
	24664	111-7010-421.43-20	SMOG CHECK PD UNIT 978	45.00
H.P. TEST ONLY Total				135.00
HAJOCA CORPORATION	S174211324.001	111-8023-451.43-10	PARK BUILDING SUPPLIES	2,394.24
HAJOCA CORPORATION Total				2,394.24
HASA, INC.	1020971	681-8030-461.41-00	SUPPLIES FOR WELL 15	449.14
	1020972	681-8030-461.41-00	SUPPLIES FOR WELL 18	452.10
	1020973	681-8030-461.41-00	SUPPLIES FOR WELL 12	449.14
	1020975	681-8030-461.41-00	SUPPLIES FOR WELL 17	449.14
	1022167	681-8030-461.41-00	SUPPLIES FOR WELL 15	278.47
	1022168	681-8030-461.41-00	SUPPLIES FOR WELL 18	313.66
	1023217	681-8030-461.41-00	SUPPLIES FOR WELL 15	299.43
HASA, INC. Total				2,691.08
HAZEL ELIZABETH REYNOSO	24407-10604	681-0000-228.70-00	UTILITY REFUND	884.39
HAZEL ELIZABETH REYNOSO Total				884.39
HDL COREN & CONE	SIN048130	111-9010-419.56-41	CONTRACT SERVICES JAN-MAR	300.00
HDL COREN & CONE Total				300.00
HEALTH AND HUMAN RESOURCE CENTER	E0340226	111-0000-217.50-60	APRIL 2025 SERVICES	267.30
HEALTH AND HUMAN RESOURCE CENTER Total				267.30
HILTI, INC.	4624171033	111-8023-451.43-10	EQUIPMENT FOR REPAIRS	666.02
HILTI, INC. Total				666.02
HOME DEPOT - PUBLIC WORKS	1261423	111-8022-419.43-10	MATERIALS FOR REPAIRS	74.89
	3263293	111-8023-451.43-10	PARK BUILDING MATERIALS	484.60
	3270423	111-8023-451.43-10	PARK BUILDING MATERIALS	178.00
	4556201	111-8023-451.43-10	PARK BUILDING MATERIALS	394.23

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HOME DEPOT - PUBLIC WORKS	5263106	111-8023-451.43-10	PARK BUILDING MATERIALS	489.66
	5263113	535-8016-431.61-45	STREET LIGHT MATERIALS	143.91
	5520390	221-8010-431.61-21	STREET OPERATION MATERIALS	294.36
	5556084	111-8024-421.43-10	PD BUILDING MATERIALS	38.59
	5810637	111-8023-451.43-10	PARK BUILDING MATERIALS	208.44
	6261913	111-8024-421.43-10	PD BUILDING MATERIALS	183.49
	6261918	535-8090-452.43-20	PLANTER MATERIALS	33.03
	6270776	111-8023-451.43-10	PARK BUILDING MATERIALS	91.42
	9262684	111-8023-451.43-10	PARK BUILDING MATERIALS	368.85
	H1002-453212	111-8024-421.43-10	PD BUILDING MATERIALS	1,830.81
	H1002-45338	111-8023-451.43-10	PARK BUILDING MATERIALS	1,830.81
HOME DEPOT - PUBLIC WORKS Total				6,645.09
IBE DIGITAL - P.O. BOX 661	38754284	111-9010-419.44-10	LEASE AGREEMENT	1,173.30
IBE DIGITAL - P.O. BOX 661 Total				1,173.30
IDR ENVIRONMENTAL SERVICES	84568	741-8060-431.43-20	HAZARDOUS WASTE MANAGEMENT	2,656.50
IDR ENVIRONMENTAL SERVICES Total				2,656.50
INFRAMARK LLC	144738	283-8040-432.56-41	MARCH 2025 SERVICES	14,967.49
		681-8030-461.56-41	MARCH 2025 SERVICES	113,276.56
INFRAMARK LLC Total				128,244.05
INFRASTRUCTURE ARCHITECTS INC	578	787-8929-499.73-10	JANUARY 2025 SERVICES	42,988.00
	585	787-8929-499.73-10	FEBRUARY 2025 SERVICES	70,260.00
	587	787-8925-499.73-10	FEBRUARY 2025 SERVICES	1,865.00
INFRASTRUCTURE ARCHITECTS INC Total				115,113.00
JCL TRAFFIC	128278	221-8012-429.61-20	NO PARKING SIGNS (24)	1,061.05
JCL TRAFFIC Total				1,061.05
JERRY'S AUTO BODY, INC.	33417	111-7010-421.43-20	REPAIRS FOR PD UNIT 993	1,110.90
JERRY'S AUTO BODY, INC. Total				1,110.90
JOANA CASILLAS	030225-030525	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	302.36
JOANA CASILLAS Total				302.36
JOEL GORDILLO	JG202503	111-1010-411.56-41	MEDIA TECHNICIAN SERVICES	1,650.00
JOEL GORDILLO Total				1,650.00
JONES LUMBER COMPANY, INC	371662	111-8024-421.43-10	MATERIALS FOR PD REPAIRS	271.97

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JONES LUMBER COMPANY, INC Total				271.97
JOSE ALVARADO	28757	285-0000-228.75-00	PERMIT FEE REFUND	932.40
JOSE ALVARADO Total				932.40
JUAN GUTIERREZ	15179	285-0000-228.75-00	PERMIT FEE REFUND	3,031.05
JUAN GUTIERREZ Total				3,031.05
KIMBALL MIDWEST	103111649	741-8060-431.43-20	FLEET SUPPLIES	556.63
	103118260	741-8060-431.43-20	FLEET SUPPLIES	228.41
	103131390	741-8060-431.43-20	FLEET SUPPLIES	541.47
	103153688	741-8060-431.43-20	FLEET SUPPLIES	577.58
	103156902	741-8060-431.43-20	FLEET SUPPLIES	553.08
	103161279	741-8060-431.43-20	FLEET SUPPLIES	574.17
	103165851	741-8060-431.43-20	FLEET SUPPLIES	516.36
	103170991	741-8060-431.43-20	FLEET SUPPLIES	574.48
	103177592	741-8060-431.43-20	FLEET SUPPLIES	589.29
KIMBALL MIDWEST Total				4,711.47
LA COUNTY SHERIFF'S DEPT	252270BL	111-7010-421.56-41	FEBRUARY 2025 SERVICES	861.92
LA COUNTY SHERIFF'S DEPT Total				861.92
LACMTA	3152025	219-8085-431.58-50	TAP CARDS FEB 2025	131.00
LACMTA Total				131.00
LADAYU CONSULTING GROUP	15-CIP2019-02	787-8913-499.76-06	FEBRUARY 2025 SERVICES	52,819.50
LADAYU CONSULTING GROUP Total				52,819.50
LB JOHNSON HARDWARE CO.	134956	535-8090-452.43-20	LANDSCAPING SUPPLIES	63.73
	136643	741-8060-431.43-20	PW SUPPLIES	17.50
	136649	111-8020-431.43-10	PUBLIC WORKS SUPPLIES	19.68
	136650	111-8022-419.43-10	BATTERIES-CITY HALL	35.00
	136693	111-8023-451.43-10	MATERIALS-PARK BUILDINGS	42.67
	136706	111-8023-451.43-10	MATERIALS-PARK BUILDINGS	78.92
	136710	111-8023-451.43-10	MATERIALS-PARK BUILDINGS	21.86
	136714	111-8023-451.43-10	MATERIALS-PARK BUILDINGS	36.10
	136718	111-8023-451.43-10	MATERIALS-PARK BUILDINGS	40.02
	136719	111-8023-451.43-10	MATERIALS-PARK BUILDINGS	39.56
LB JOHNSON HARDWARE CO. Total				395.04
LEAGUE OF CALIFORNIA CITIES	NV-26940-X6S0J	111-0210-413.64-00	MEMBERSHIP DUES	20,739.00

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<b>LEAGUE OF CALIFORNIA CITIES Total</b>				<b>20,739.00</b>
LIEBERT CASSIDY WHITMORE	288429	111-0220-411.32-70	LEGAL SERVICES FEB 2025	1,416.00
	289601	111-0220-411.32-70	LEGAL SERVICES FEB 2025	227.00
	289621	111-0220-411.32-70	LEGAL SERVICES FEB 2025	3,798.00
<b>LIEBERT CASSIDY WHITMORE Total</b>				<b>5,441.00</b>
LINDE GAS & EQUIPMENT INC.	48149627	741-8060-431.43-20	WELDING SUPPLIES	127.20
	48407959	741-8060-431.43-20	PROPANE GAS	544.80
<b>LINDE GAS &amp; EQUIPMENT INC. Total</b>				<b>672.00</b>
LONG BEACH BMW	52181	111-7010-421.43-20	PW UNIT 182 MAINTENANCE	3,123.50
<b>LONG BEACH BMW Total</b>				<b>3,123.50</b>
LOS ANGELES COUNTY POLICE CHIEF ASN	2025INVOICE	111-7010-421.59-10	ANNUAL DUES	500.00
<b>LOS ANGELES COUNTY POLICE CHIEF ASN Total</b>				<b>500.00</b>
LOURDES PEREZ	21097-25490	681-0000-228.70-00	UTILITY REFUND	145.84
<b>LOURDES PEREZ Total</b>				<b>145.84</b>
LUISA CRUZ ARIAS	21827-2820	681-0000-228.70-00	UTILITY REFUND	71.30
<b>LUISA CRUZ ARIAS Total</b>				<b>71.30</b>
MARIA GUADALUPE RODRIGUEZ	25523-21462	681-0000-228.70-00	UTILITY REFUND	102.01
<b>MARIA GUADALUPE RODRIGUEZ Total</b>				<b>102.01</b>
MARISOL NIETO	1302025	111-2030-413.61-20	SUPPLIES FOR MEETING	81.09
<b>MARISOL NIETO Total</b>				<b>81.09</b>
MARLIN LEASING CORPORATION	40246693	111-8020-431.61-20	02/17-03/16 LEASE	59.99
		285-8050-432.43-05	02/17-03/16 LEASE	59.98
		681-8030-461.43-05	02/17-03/16 LEASE	59.99
<b>MARLIN LEASING CORPORATION Total</b>				<b>179.96</b>
MARX BROS FIRE EXTINGUISHER CO INC.	P23065	111-8020-431.43-10	ANNUAL MAINTENANCE	972.52
<b>MARX BROS FIRE EXTINGUISHER CO INC. Total</b>				<b>972.52</b>
MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600351MAR	681-8030-461.41-00	IRRIGATION 12/16/24-2/24/25 SERVICES	1,565.98
	312600352MAR	681-8030-461.41-00	FREEDOM PARK 12/16/24-2/24/25 SERVICES	372.34
	312600353MAR	681-8030-461.41-00	SPLASH PAD 12/16/24-2/24/25 SERVICES	181.87
<b>MAYWOOD MUTUAL WATER COMPANY, NO. 1 Total</b>				<b>2,120.19</b>

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MEGA OUTDOOR MOVIES	38928891	111-6020-451.56-41	SUMMER NIGHTS RENTALS	2,196.67
<b>MEGA OUTDOOR MOVIES Total</b>				<b>2,196.67</b>
MERRIMAC ENERGY GROUP	2237916	741-8060-431.62-30	FUEL FOR DEPT VEHICLES	22,830.29
<b>MERRIMAC ENERGY GROUP Total</b>				<b>22,830.29</b>
MIGUEL FUENTES	3172025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	571.68
<b>MIGUEL FUENTES Total</b>				<b>571.68</b>
MIGUEL R. ARDON VILLATORO	2025-037	111-7010-421.73-10	PD ADMIN FLOORING	3,941.00
<b>MIGUEL R. ARDON VILLATORO Total</b>				<b>3,941.00</b>
MODEL 1 COMMERCIAL VEHICLES	RA101015746	219-8085-431.43-21	PARTS FOR SHUTTLES	607.74
	RA101016590	219-8085-431.43-21	SERVICE ON SHUTTLE 002	838.09
<b>MODEL 1 COMMERCIAL VEHICLES Total</b>				<b>1,445.83</b>
MOMAR, INC	PSI564844	741-8060-431.43-20	FLEET SUPPLIES	201.73
<b>MOMAR, INC Total</b>				<b>201.73</b>
MR. HOSE INC.	253759	741-8060-431.43-20	PARTS FOR PW UNIT 412	264.92
<b>MR. HOSE INC. Total</b>				<b>264.92</b>
MUNICIPAL WASTE SOLUTIONS INC	105	285-8050-432.56-41	APRIL 2024 SERVICES	1,645.00
	2035	285-8050-432.56-41	APRIL 2024 SERVICES	620.00
<b>MUNICIPAL WASTE SOLUTIONS INC Total</b>				<b>2,265.00</b>
MYERS AND SONS HI-WAY SAFETY, INC	168802	221-8012-429.61-20	PW BARRICADES	1,861.90
<b>MYERS AND SONS HI-WAY SAFETY, INC Total</b>				<b>1,861.90</b>
NACHO'S LOCK & KEY SERVICE LLC	192600	111-8023-451.43-10	SERVICE CALL @ PARKS	280.01
<b>NACHO'S LOCK &amp; KEY SERVICE LLC Total</b>				<b>280.01</b>
NATIONAL JUSTICE CONSULTANTS, INC	24-185-01	111-9031-413.32-70	LEGAL SERVICES	27,250.00
<b>NATIONAL JUSTICE CONSULTANTS, INC Total</b>				<b>27,250.00</b>
NATIONAL READY MIXED CONCRETE CO.	934675	221-8010-431.61-21	CONCRETE MIX	3,293.76
<b>NATIONAL READY MIXED CONCRETE CO. Total</b>				<b>3,293.76</b>
NATIONWIDE ENVIRONMENTAL SERVICES	34578	221-8010-431.56-41	FEBRUARY 2025 SERVICES	64,945.61
	34579	220-8070-431.56-41	FEBRUARY 2025 SERVICES	22,077.53

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<b>NATIONWIDE ENVIRONMENTAL SERVICES Total</b>				<b>87,023.14</b>
<b>NICK PACHECO</b>	<b>030225-0305202</b>	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	434.36
<b>NICK PACHECO Total</b>				<b>434.36</b>
<b>NOBEL SYSTEMS, INC</b>	<b>16115</b>	742-8010-431.74-09	MAY 1 2025 - APRIL 2026	8,000.00
<b>NOBEL SYSTEMS, INC Total</b>				<b>8,000.00</b>
<b>NORM REEVES FORD SUPERSTORE</b>	<b>129837</b>	111-7010-421.43-20	PD UNIT 976 REPAIRS	2,432.23
	<b>131541</b>	111-7010-421.43-20	PD UNIT 975 REPAIRS	1,834.15
	<b>333845</b>	111-7010-421.43-20	PD UNIT 914 REPAIRS	288.73
	<b>333981</b>	111-7010-421.43-20	PD UNIT 967 REPAIRS	332.71
	<b>334594</b>	219-8085-431.43-21	SHUTTLE 008 PARTS	1,228.27
	<b>334803</b>	111-7010-421.43-20	PD UNIT 961 REPAIRS	621.15
	<b>334804</b>	111-7010-421.43-20	PD UNIT 961 REPAIRS	512.86
<b>NORM REEVES FORD SUPERSTORE Total</b>				<b>7,250.10</b>
<b>NORTH STAR LAND CARE</b>	<b>1601-973</b>	111-8023-451.43-10	JANUARY 2025 SERVICES	756.00
	<b>1601-995</b>	535-8090-452.56-60	FEBRUARY 2025 SERVICES	26,082.00
	<b>1601-996</b>	535-8090-452.56-60	FEBRUARY 2025 SERVICES	1,512.00
<b>NORTH STAR LAND CARE Total</b>				<b>28,350.00</b>
<b>OC RAW, INC.</b>	<b>6207</b>	111-7010-421.61-20	K9 SUPPLIES	1,454.63
<b>OC RAW, INC. Total</b>				<b>1,454.63</b>
<b>OK PRINTING DESIGN &amp; DIGITAL PRINT</b>	<b>3920</b>	111-6020-451.61-35	5K SUPPLIES	240.00
<b>OK PRINTING DESIGN &amp; DIGITAL PRINT Total</b>				<b>240.00</b>
<b>O'REILLY AUTO PARTS</b>	<b>2959-221155</b>	111-7010-421.43-20	PARTS FOR PD UNIT 1000	392.16
	<b>2959-221340</b>	111-7010-421.43-20	CREDIT FOR PARTS	(312.01)
	<b>2959-221349</b>	111-7010-421.43-20	PARTS FOR PD UNIT 1000	47.13
	<b>2959-223485</b>	111-7010-421.43-20	PD EXPLORERS SUPPLIES	2,116.24
	<b>2959-225117</b>	741-8060-431.43-20	FLEET SUPPLIES	19.71
	<b>2959-225120</b>	741-8060-431.43-20	FLEET SUPPLIES	10.95
	<b>2959-226156</b>	741-8060-431.43-20	PARTS FOR PW UNIT 190	373.25
	<b>2959-226263</b>	741-8060-431.43-20	PARTS FOR PW UNIT 190	44.09
	<b>2959-226442</b>	741-8060-431.43-20	PARTS FOR PW UNIT 190	33.82
	<b>2959-226633</b>	741-8060-431.43-20	PARTS FOR PW UNIT 197	44.09
	<b>2959-226665</b>	741-8060-431.43-20	CREDIT FOR RETURN PART	(43.79)
	<b>2959-226666</b>	741-8060-431.43-20	CREDIT FOR RETURN PART	(43.79)
	<b>2959-226816</b>	741-8060-431.43-20	SUPPLIES FOR PW STOCK	10.15

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O'REILLY AUTO PARTS	2959-227010	741-8060-431.43-20	CREDIT FOR RETURN PART	(43.79)
	2959-227607	111-7010-421.43-20	PARTS FOR PD UNIT 279	229.94
	2959-228022	741-8060-431.43-20	SHOP SUPPLIES	11.57
	2959-229822	741-8060-431.43-20	MULTIPLE UNIT SUPPLIES	131.46
	2959-229832	741-8060-431.43-20	STOCK SUPPLIES	468.66
	2959-230777	111-7010-421.43-20	PARTS FOR PD UNITS	21.61
	2959-231500	741-8060-431.43-20	FLEET SUPPLIES	366.83
	2959-231501	741-8060-431.43-20	PARTS FOR FLEET UNITS	288.58
	2959-231589	111-7010-421.43-20	PARTS FOR PD UNIT 957	33.30
	2959-231636	741-8060-431.43-20	CREDIT FOR RETURN PART	(71.45)
	2959-233096	741-8060-431.43-20	PARTS FOR FLEET UNITS	446.19
	2959-233394	741-8060-431.43-20	PARTS FOR PW UNIT 353	211.06
	2959-233397	111-7010-421.43-20	PARTS FOR PD UNIT 956	202.33
	2959-233423	111-7010-421.43-20	PARTS FOR PD UNIT 956	403.93
	2959-233426	111-7010-421.43-20	PARTS FOR PD UNIT 956	57.89
	2959-233496	111-7010-421.43-20	PARTS FOR PD UNIT 957	52.00
	2959-233897	111-7010-421.43-20	PARTS FOR PD UNIT 956	39.11
	2959-234437	111-7010-421.43-20	PARTS FOR PD UNIT 279	176.39
	2959-234444	219-8085-431.43-21	SHUTTLE 005 PARTS	171.19
	2959-234490	111-7010-421.43-20	PARTS FOR PD UNIT 279	99.14
	2959-234545	111-7010-421.43-20	PARTS FOR PD UNIT 279	38.55
	2959-234811	741-8060-431.43-20	STOCK SUPPLIES	31.47
	2959-235029	111-7010-421.43-20	PARTS FOR PD UNIT 1002	97.00
	2959-235340	111-7010-421.43-20	CREDIT FOR RETURNED PART	(33.06)
O'REILLY AUTO PARTS Total				6,121.90
PACIFIC BLVD PLAZA, LLC	25005	681-0000-228.70-00	FINAL BILL REFUND	978.60
PACIFIC BLVD PLAZA, LLC Total				978.60
PACIFIC HOME FASHION	24381-10092	681-0000-228.70-00	UTILITY REFUND	950.14
PACIFIC HOME FASHION Total				950.14
PACIFICA SERVICES INC.	346-37	239-5210-463.73-05	FEBRUARY 2025 SERVICES	4,940.00
PACIFICA SERVICES INC. Total				4,940.00
PARKINK	30071	111-6010-451.61-19	STAFF UNIFORMS	752.45
	30080	111-6020-451.61-35	5K SUPPLIES	381.30
PARKINK Total				1,133.75
PARS	57438	111-9010-419.56-41	JANUARY 2025 SERVICES	2,768.46
	57510	111-9010-419.56-41	JANUARY 2025 SERVICES	577.91



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<b>PARS Total</b>				<b>3,346.37</b>
PEERLESS MATERIALS COMPANY	112059	111-8095-431.61-50	GRAFFITI REMOVAL SUPPLIES	390.23
<b>PEERLESS MATERIALS COMPANY Total</b>				<b>390.23</b>
PITNEY BOWES GLOBAL FINANCIAL	3107112566	111-9010-419.53-20	PERIOD 12/30/24-3/29/25	616.11
<b>PITNEY BOWES GLOBAL FINANCIAL Total</b>				<b>616.11</b>
PREFERRED IMPRESSIONS INC	26905	111-7010-421.43-20	PD UNIT GRAPHICS	1,982.75
	26924	111-7010-421.43-20	PD UNIT 994 GRAPHICS	991.38
	27678	741-8060-431.43-20	PW UNIT 361 DECALS	267.94
	27679	111-7010-421.43-20	PD UNIT GRAPHICS	1,001.75
	27687	111-7010-421.43-20	PD UNIT 1004 GRAPHICS	956.38
<b>PREFERRED IMPRESSIONS INC Total</b>				<b>5,200.20</b>
PROFESSIONAL TURF SPECIALTIES, INC	7157	111-6030-451.61-35	BASEBALL FIELD MAINTENANCE	1,250.00
<b>PROFESSIONAL TURF SPECIALTIES, INC Total</b>				<b>1,250.00</b>
PSYCHOLOGICAL CONSULTING ASSOC, INC	900400	111-7010-421.56-41	PRE-EMPLOYMENT EVALUATIONS	462.00
	900452	111-7010-421.56-41	PRE-EMPLOYMENT EVALUATIONS	462.00
<b>PSYCHOLOGICAL CONSULTING ASSOC, INC Total</b>				<b>924.00</b>
PURCHASE POWER	80009090035581	111-9010-419.53-20	POSTAGE METER REFILL	1,281.63
<b>PURCHASE POWER Total</b>				<b>1,281.63</b>
PVP COMMUNICATIONS	136149	111-7010-421.61-20	PD PATROL SUPPLIES	385.86
<b>PVP COMMUNICATIONS Total</b>				<b>385.86</b>
QDOXS	IN66378	111-8020-431.61-20	3/18/25-04/17/25 SERVICES	50.03
		285-8050-432.43-05	3/18/25-04/17/25 SERVICES	50.03
		681-8030-461.43-05	3/18/25-04/17/25 SERVICES	50.03
<b>QDOXS Total</b>				<b>150.09</b>
R & A TANK TECHNOLOGIES LLC	2025-0337	741-8060-431.43-20	MARCH 2025 INSPECTION	175.00
	2025-2553	741-8060-431.43-20	ANNUAL MONITOR CERTIFICATION	1,295.00
<b>R &amp; A TANK TECHNOLOGIES LLC Total</b>				<b>1,470.00</b>
R & R INDUSTRIES, INC.	687983	111-8010-431.74-10	PW SUPPLIES	776.70
<b>R &amp; R INDUSTRIES, INC. Total</b>				<b>776.70</b>
RDO EQUIPMENT CO.	E0262471	535-8090-452.74-10	2025 VERMEER SC30TX	23,995.60

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RDO EQUIPMENT CO. Total				<b>23,995.60</b>
REAMP ACADEMY LLC	25323-6884	681-0000-228.70-00	UTILITY REFUND	180.97
REAMP ACADEMY LLC Total				<b>180.97</b>
REFRIGERATION SUPPLIES DISTRIBUTOR	1665846-00	111-8024-421.43-10	PD BUILDING REPAIRS	1,745.73
REFRIGERATION SUPPLIES DISTRIBUTOR Total				<b>1,745.73</b>
RENE PIZARRO	30245	285-0000-228.75-00	PERMIT FEE REFUND	1,350.00
RENE PIZARRO Total				<b>1,350.00</b>
RINCON CONSULTANTS, INC.	63941	113-9050-462.56-41	FEBRUARY 2025 SERVICES	2,304.25
RINCON CONSULTANTS, INC. Total				<b>2,304.25</b>
RIO HONDO COLLEGE	S25-80-ZHPK	111-7010-421.59-10	PD TRAINING	75.00
RIO HONDO COLLEGE Total				<b>75.00</b>
ROADLINE PRODUCTS INC	20986	221-8012-429.61-20	STREET SIGN REPLACEMENTS	3,832.68
ROADLINE PRODUCTS INC Total				<b>3,832.68</b>
ROBERT HALF INC	64609089	111-3010-415.56-41	LABOR INVOICE	4,400.00
	64725077	111-3010-415.56-41	LABOR INVOICE	3,654.00
	64727074	111-3010-415.56-41	LABOR INVOICE	1,827.00
	64770723	111-3010-415.56-41	LABOR INVOICE	4,400.00
ROBERT HALF INC Total				<b>14,281.00</b>
RUSH ORDER TEES	2880278	111-6020-451.61-35	5K SHIRTS	768.44
RUSH ORDER TEES Total				<b>768.44</b>
SAREGA LAW, APC	22825	111-0220-411.32-70	LEGAL SERVICES	24,942.00
SAREGA LAW, APC Total				<b>24,942.00</b>
SDI PRESENCE LLC	18229	742-9010-419.74-09	IT SERVICES JAN 2025	18,706.57
	18409	742-9010-419.74-09	51 VEEAM LICENSES	284.58
	18416	742-9010-419.74-09	PARTIAL JAN AND FULL FEB	746.70
	18418	742-9010-419.74-09	MICROSOFT FOR PD & CITY	3,750.00
	18419	742-9010-419.74-09	ONLINE PLAN 1 JAN-FEB	8.00
	18420	742-9010-419.74-09	ONLINE PLAN 2 JAN-FEB	16.00
SDI PRESENCE LLC Total				<b>23,511.85</b>
SETHI ORCHID MINER LLP	32025	111-9031-413.32-70	SETTLEMENT PAYMENT	100,000.00

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<b>SETHI ORCHID MINER LLP Total</b>				<b>100,000.00</b>
SIERRA INSTALLATIONS INC	25033	111-6010-451.74-10	HOLIDAY DECOR REMOVAL	2,625.00
<b>SIERRA INSTALLATIONS INC Total</b>				<b>2,625.00</b>
SINATRA UNIFORM, INC	SU14458	111-7010-421.61-20	PD UNIFORMS	183.96
	SU14503	111-7010-421.61-20	PD UNIFORMS	93.08
	SU14562	111-7010-421.61-20	UNIFORM PANTS	76.75
<b>SINATRA UNIFORM, INC Total</b>				<b>353.79</b>
SOUTHERN CALIFORNIA EDISON	700131643996FE	111-9010-419.62-10	SERVICES 2/03/25-3/04/25	431.20
	700226975697FE	111-9010-419.62-10	SERVICES 2/03/25-3/04/25	79.85
<b>SOUTHERN CALIFORNIA EDISON Total</b>				<b>511.05</b>
SOUTHSTAR ENGINEERING & CONSULTING	COHP-CYCLE-5-0	787-8903-499.76-23	FEBRUARY 2025 SERVICES	5,580.00
<b>SOUTHSTAR ENGINEERING &amp; CONSULTING Total</b>				<b>5,580.00</b>
SPARKLETTS	19438227 03052	111-9010-419.61-20	DRINKING WATER	451.07
<b>SPARKLETTS Total</b>				<b>451.07</b>
SPARTANS CARWASH	220	111-7010-421.43-20	PD DEPT CAR WASH	330.00
	221	111-7010-421.43-20	PD DEPT CAR WASH	330.00
	222	111-7010-421.43-20	PD DEPT CAR WASH	341.00
	230	111-7010-421.43-20	PD DEPT CAR WASH	110.00
	236	111-7010-421.43-20	PD DEPT CAR WASH	90.00
	240	111-7010-421.43-20	PD DEPT CAR WASH	462.00
	242	111-7010-421.43-20	PD DEPT CAR WASH	374.00
	249	111-7010-421.43-20	PD DEPT CAR WASH	407.00
	251	111-7010-421.43-20	PD DEPT CAR WASH	418.00
	252	111-7010-421.43-20	PD DEPT CAR WASH	396.00
	253	111-7010-421.43-20	PD DEPT CAR WASH	451.00
	254	111-7010-421.43-20	PD DEPT CAR WASH	363.00
	255	111-7010-421.43-20	PD DEPT CAR WASH	858.00
	256	111-7010-421.43-20	PD DEPT CAR WASH	429.99
<b>SPARTANS CARWASH Total</b>				<b>5,359.99</b>
STACY MEDICAL CENTER	3160-56237	111-7010-421.56-41	INMATE PRE-BOOKING EXAMS	189.75
<b>STACY MEDICAL CENTER Total</b>				<b>189.75</b>
STANDARD INSURANCE COMPANY	00 378917 0002	111-0000-217.50-70	APRIL 2025 PREMIUM	1,371.43
	3789170001APR2	111-0000-217.50-70	APRIL 2025 PREMIUM	8,153.66

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STANDARD INSURANCE COMPANY	3789170001MAR2	111-0000-217.50-70	MARCH 2025 PREMIUM	8,252.94
STANDARD INSURANCE COMPANY Total				17,778.03
STAPLES ADVANTAGE	6025470209	111-5010-419.61-20	OFFICE SUPPLIES	68.32
	6025470210	111-6065-466.61-20	OFFICE SUPPLIES	36.64
	6025470211	111-1010-411.61-20	OFFICE SUPPLIES	10.32
	6025470212	111-7030-421.61-20	OFFICE SUPPLIES	79.45
	6025470213	111-0310-413.61-20	OFFICE SUPPLIES	46.51
	6025470214	111-3010-415.61-20	OFFICE SUPPLIES	47.79
	6025470215	111-6065-466.61-20	OFFICE SUPPLIES	881.99
	6025470216	111-7030-421.61-20	OFFICE SUPPLIES	22.50
	6025470217	111-2030-413.61-20	OFFICE SUPPLIES	50.04
	6025470218	111-7010-421.61-20	OFFICE SUPPLIES	46.72
	6025470219	111-2030-413.61-20	OFFICE SUPPLIES	117.71
	6025470220	111-7030-421.61-20	OFFICE SUPPLIES	(99.49)
	6025470221	111-7022-421.61-24	OFFICE SUPPLIES	(74.12)
	6025470222	111-7022-421.61-24	OFFICE SUPPLIES	(3.18)
	6025470223	111-7030-421.61-20	OFFICE SUPPLIES	76.99
	6025470224	111-0310-413.61-20	OFFICE SUPPLIES	(66.94)
	6025470225	111-6010-451.61-20	OFFICE SUPPLIES	151.43
	6025470226	111-7022-421.61-24	OFFICE SUPPLIES	77.30
	6025470227	111-7030-421.61-20	OFFICE SUPPLIES	99.49
	6025470228	111-3010-415.61-20	OFFICE SUPPLIES	77.16
	6025470229	111-7022-421.61-24	OFFICE SUPPLIES	52.52
	6025470230	111-6065-466.61-20	OFFICE SUPPLIES	643.14
STAPLES ADVANTAGE Total				2,342.29
STAR2STAR COMMUNICATIONS LLC	SUBC00014824	111-9010-419.53-10	PERIOD 3/3/25 - 4/2/25	10,787.50
STAR2STAR COMMUNICATIONS LLC Total				10,787.50
STERICYCLE INC	8010220591	111-7010-421.56-41	APRIL 2025 SERVICES	53.01
STERICYCLE INC Total				53.01
SUNBELT RENTALS INC	148108076-0002	111-9010-419.44-10	XMAS PARADE HYDRAULIC LIGHT TOWERS	(3,955.53)
	163155679-0001	111-9010-419.44-10	XMAS PARADE HYDRAULIC LIGHT TOWERS	4,144.60
SUNBELT RENTALS INC Total				189.07
SUPERIOR COURT OF CALIFORNIA	2/25/2025	111-9010-415.56-10	FEB 2025 PARKING CITATIONS	24,317.50
SUPERIOR COURT OF CALIFORNIA Total				24,317.50
SWANK MOTION PICTURES, INC	BO 2413658	111-6020-451.61-35	MOVIE NIGHT LICENSE	1,380.00

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SWANK MOTION PICTURES, INC Total				1,380.00
THE HITT COMPANIES, INC	OE-136182	111-8022-419.43-10	CITY HALL SUPPLIES	43.84
	OE-138069	111-8024-421.43-10	MATERIALS-PD BUILDINGS	552.40
	OE-139127	111-7010-421.61-20	PD SUPPLIES	34.47
	OE-139236	111-0110-411.61-26	CITY COUNCIL SUPPLIES	32.56
	OE-139369	111-0110-411.61-26	CITY COUNCIL SUPPLIES	32.56
THE HITT COMPANIES, INC Total				695.83
THORSON MOTOR CENTER	525747	741-8060-431.43-20	PARTS FOR PW UNIT 191	400.38
THORSON MOTOR CENTER Total				400.38
TIME WARNER CABLE	10696480103012	111-9010-419.53-10	ICI SYSTEM JPA	667.82
	13844550103142	111-9010-419.53-10	INTERNET SERVICES	199.98
	15683320103142	111-9010-419.53-10	INTERNET SERVICES	169.99
	17009450103012	111-9010-419.53-10	FIBER INTERNET	1,999.00
TIME WARNER CABLE Total				3,036.79
TIREHUB, LLC	48307104	741-8060-431.43-20	PW UNIT 184 TIRES	549.24
TIREHUB, LLC Total				549.24
T-MOBILE USA	9596488131	111-7010-421.56-41	SERVICES 2/2/25 - 2/14/25	50.00
	9597183985	111-7010-421.56-41	SERVICES 12/01/24-1/23/25	50.00
	9597183986	111-7010-421.56-41	SERVICES 12/01/24-1/23/25	50.00
	9597183987	111-7010-421.56-41	SERVICES 12/01/24-1/23/25	50.00
T-MOBILE USA Total				200.00
TYLER TECHNOLOGIES, INC.	045-508976	787-8951-419.43-15	ORIGINAL CONTRACT 178753	5,920.00
	045-509858	787-8951-419.43-15	ORIGINAL CONTRACT 178753	2,220.00
	045-511853	787-8951-419.43-15	ORIGINAL CONTRACT 178753	6,660.00
TYLER TECHNOLOGIES, INC. Total				14,800.00
U.S. ARMOR CORPORATION	49073	111-7010-421.74-10	PD BULLET PROOF VESTS	469.08
		233-7010-421.74-10	PD BULLET PROOF VESTS	469.07
U.S. ARMOR CORPORATION Total				938.15
ULINE	189577388	111-7010-421.61-20	PD SUPPLIES	793.54
	189577469	111-7010-421.73-10	PD OFFICE SHELF & CABINET	1,110.16
	189703842	111-7010-421.73-10	PD OFFICE FURNITURE	1,448.27
	189844516	221-8014-429.61-20	PW SUPPLIES	160.79
	189942556	111-8020-431.43-10	PW SUPPLIES	311.33

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ULINE	190036846	111-7010-421.73-10	PD OFFICE CHAIRS	1,295.38
	190527145	111-8010-431.74-10	PW SUPPLIES	229.81
<b>ULINE Total</b>				<b>5,349.28</b>
<b>V &amp; V MANUFACTURING, INC.</b>	<b>62110</b>	111-3010-415.61-20	BUSINESS LICENSE ENFORCEMENT OFFICER BADGES	267.67
<b>V &amp; V MANUFACTURING, INC. Total</b>				<b>267.67</b>
<b>VETERAN INTEGRATION</b>	<b>1024</b>	787-8938-499.73-10	CITY COUNCIL AUDIO UPGRADE	24,962.86
<b>VETERAN INTEGRATION Total</b>				<b>24,962.86</b>
<b>VISION SERVICE PLAN-CA</b>	<b>822505820</b>	111-0000-217.50-30	VISION PLAN APRIL 2025	3,553.68
<b>VISION SERVICE PLAN-CA Total</b>				<b>3,553.68</b>
WALTERS WHOLESALE ELECTRIC COMPANY	S126797805.001	221-8014-429.74-10	STREET LIGHT SUPPLIES	8,611.08
	S127409827.001	111-8023-451.43-10	MATERIALS FOR PARKS	438.24
	S127409827.002	111-8023-451.43-10	MATERIALS FOR PARKS	87.83
	S127501519.001	535-8016-431.61-45	STREET LIGHT SUPPLIES	550.57
<b>WALTERS WHOLESALE ELECTRIC COMPANY Total</b>				<b>9,687.72</b>
<b>WATER REPLENISHMENT DISTRICT OF</b>	<b>1312025</b>	681-8030-461.41-00	GROUNDWATER ASSESSMENT	97,197.54
<b>WATER REPLENISHMENT DISTRICT OF Total</b>				<b>97,197.54</b>
<b>WE ARCHITECTS</b>	<b>INV-2245</b>	787-8937-499.73-10	FEBRUARY 2025 SERVICES	26,480.00
<b>WE ARCHITECTS Total</b>				<b>26,480.00</b>
<b>WHITTIER FERTILIZER CO.</b>	<b>420855</b>	535-8090-452.74-10	PW SUPPLIES	357.21
<b>WHITTIER FERTILIZER CO. Total</b>				<b>357.21</b>
<b>WILLDAN FINANCIAL SERVICES</b>	<b>010-61546</b>	111-0210-413.56-41	FEBRUARY 2025 SERVICES	8,468.00
<b>WILLDAN FINANCIAL SERVICES Total</b>				<b>8,468.00</b>
YASMIN CRUZ	5500	111-8023-451.43-10	BALLET CLASSES	400.00
	5501	111-8023-451.43-10	BALLET CLASSES	240.00
	5502	111-8023-451.43-10	BALLET CLASSES	240.00
<b>YASMIN CRUZ Total</b>				<b>880.00</b>
<b>Grand Total</b>				<b>1,975,257.87</b>

## ITEM 3



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

April 7, 2025

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 THREE (3) TRAFFIC SIGNAL CABINETS TYPE 332 AND FOUR (4) 2070 CONTROLLERS**

### **IT IS RECOMMENDED THAT THE 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; and
2. Approve the purchase of three (3) Type 332 traffic signal cabinets from SWARCO for \$79,380 and four (4) 170 type controllers from SWARCO for \$29,923.99, to be paid from Account No. 221-8014-429.74-10; and
3. Authorize the City Manager to execute the purchase order.

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

The Type 332 traffic signal cabinet is an industry standard cabinet that harnesses the 170-style controllers which transmits the timing phase at signalized intersections. The Type 332 cabinet has dual (front and rear) doors that provide convenient access to the controller. The Type 332 cabinet is compatible with the existing traffic signal setup that the City currently possess. The majority of the City's traffic control system is proprietary in nature, thus substituting alternative cabinetry or other pertinent equipment is not recommended.

Staff fulfilled their fiduciary responsibility by reaching out to vendors that supply cabinets and controllers. Three informal proposals were obtained from the same three vendors for both the controllers and cabinets:



## **CONSIDERATION AND APPROVAL TO PURCHASE A TRAFFIC SIGNAL TYPE 332 CABINET AND 170 CONTROLLER**

April 7, 2025

Page 2 of 3

### **Controllers:**

- SWARCO (Attachment 1 - \$29,923.99)
- Skyline Safety and Supply (Attachment 2 - \$32,518.52)
- JAM Services (Attachment 3 - \$32,298.84)

### **Cabinets:**

- SWARCO (Attachment 4 - \$79,380)
- Skyline Safety and Supply (Attachment 5 - \$83,349)
- JAM Services (Attachment 6 - \$85,664.25)

## **LEGAL REQUIREMENT**

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 recommends waiving the formal bidding process since soliciting informal bid proposal does not produce an advantage and the advertisement for competitive bids is unnecessary and impractical.

## **FISCAL IMPACT/FINANCING**

Approval of this item will authorize the purchase of three (3) Type 332 cabinets and four (4) 170 controllers from SWARCO for a total of \$79,380 and \$29,923.99, respectively, payable from Account No. 221-8014-429.74-10. This item was included in the Fiscal Year 2024-25 budget.

## **CONCLUSION**

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

Respectfully submitted,



**RICARDO REYES**  
City Manager

**CONSIDERATION AND APPROVAL TO PURCHASE A TRAFFIC SIGNAL TYPE 332  
CABINET AND 170 CONTROLLER**

April 7, 2025

Page 3 of 3



GERRY LOPEZ  
Director of Public Works

**ATTACHMENT(S)**

1. SWARCO Proposal (Controllers)
2. Skyline Safety and Supply (Controllers)
3. JAM Services (Controllers)
4. SWARCO Proposal (Cabinets)
5. Skyline Safety and Supply (Cabinets)
6. JAM Services (Cabinets)



# QUOTATION

Quote #: MRL012125F  
 Agency: Huntington Park City  
 Job Name: 2070LX W/ D4  
 Bid Date: 2/4/25

Estimator: Melissa Lanini  
 (760)734-5086  
 melissa.lanini@swarco.com

Bid Item	Qty	Description	Price	Extension
M86909	4	2070LX CONTROLLER, TEES 2020 W/ D4	\$4,720.00	\$18,880.00
M15049	6	PLUG IN POWER SUPPLY FOR 170E CONTROLLER	\$370.65	\$2,223.90
M86012	4	CMU, 2010ECL-LACO	\$1,273.93	\$5,095.72
M11367	16	200 LOAD SWITCH	\$28.77	\$460.32
M67427	4	PPB SIGN R62D DOUBLE SIDED (RIGHT AND LEFT ARROWS), ALUMINUM	\$18.71	\$74.84
M19732	4	PPB CAP & SWITCH	\$56.06	\$224.24
M19712	4	PPB FRAME ASS'Y, ADJUSTABLE, 5X7	\$45.73	\$182.92

TIMING NOT INCLUDED  
 TURN ON NOT INCLUDED  
 LACO TESTING NOT INCLUDED

Tax 10.25% \*subject to change \$2,782.05  
**Reference Total \$29,923.99**

Prices firm for 90 days. Freight included. Add sales tax.

Sale is subject to Swarco's standard terms and conditions.

The information transmitted is intended only for the person or entity to which it is addressed and may

**Skyline Safety and Supply**

4513 Nipomo Ave  
Lakewood, CA 90713

Phone # 714-925-0338

CA Small Bus # 1755773

sales@skylinesafetyandsupply.com

**Estimate**

Estimate #	Date
10386	3/1/2025

Name / Address
City of Huntington Park Mario Lopez mlopez@hpcg.gov

Ship To

Item	Description	Qty	Rate	Total
M86909	2070LX CONTROLLER, TEES 2020 W/D4	4	5,144.00	20,576.00T
M15049	PLUG IN POWER SUPPLY FOR 170E CONTROLLER	6	400.51	2,403.06T
M86012	CMU.2010ECL-LACO	4	1,375.00	5,500.00T
M11367	200 LOAD SWITCH	16	31.00	496.00T
M67427	PPB SIGN R62D DOUBLE SIDED (RIGHT AND LEFT ARROWS), ALUMINUM	4	20.20	80.80T
M19732	PPB CAP & SWITCH	4	60.55	242.20T
M19712	PPB FRAME ASS'Y, ADJUSTABLE, 5X7	4	49.30	197.20T
SHIP	Shipping and Handling		0.00	0.00
	Not included: Timing, Turn on and LACO Testing			

**Subtotal** \$29,495.26

**Sales Tax (10.25%)** \$3,023.26

**Total** \$32,518.52

To Order Please Contact Sales Rep  
Tricia Sontag  
Cell# 714-925-0338

958 E Airway Blvd  
LIVERMORE, CA 94550

**JAM SERVICES, INC.**

Telephone (925) 455-5267  
Fax (925) 455-5348

PRICE QUOTATION-JQM022825LREV2

City of Huntington Park  
3/3/25

JAM Services is pleased to provide the following price quotation for the subject project.

QTY (4) 2070LX Controller, Tees 2020 W/ D4 (M86909)

UNIT PRICE: \$5,095.00

TOTAL PRICE: \$20,380.00

QTY (6) Plug In Power Supply For 170E Controller (M15049)

UNIT PRICE: \$400.00

TOTAL PRICE: \$2,400.00

QTY (4) CMU,2010ECL-LACO (M86012)

UNIT PRICE: \$1,375.00

TOTAL PRICE: \$5,500.00

QTY (16) 200 Load Switch (M11367)

UNIT PRICE: \$31.00

TOTAL PRICE: \$496.00

QTY (4) PPB Sign R62D Double Sided (Right And Left Arrows), Aluminum (M67427)

UNIT PRICE: \$20.00

TOTAL PRICE: \$80.00

QTY (4) PPB Cap & Switch (M19732)

UNIT PRICE: \$60.00

TOTAL PRICE: \$240.00

QTY (4) PPB Frame Assy, Adjustable, 5X7 (M19712)

UNIT PRICE: \$50.00

TOTAL PRICE: \$200.00

**SUBTOTAL: \$29,296.00**

**TAX @ 10.25%: \$3,002.84**

**FREIGHT INCL**

**GRANDTOTAL: \$32,298.84**

**\*Timing Not Included**

**\*Turn-On Not Included**

**\*LACO Testing Not Included**

Freight allowed but Tax to be added as determined by the final BOM and the delivery address. If I can be of further assistance, please contact me at 925-455-5267.

Thank you – Cory Krisman



## QUOTATION

Quote #: MRL012125E  
 Agency: Huntington Park City  
 Job Name: 332 LACO Cabinet  
 Bid Date: 2/6/25

Estimator: Melissa Lanini  
 (760)734-5086  
 melissa.lanini@swarco.com

Bid Item	Qty	Description	Price	Extension
3		<b>332 LACO CABINET (2016)</b>	<b>\$24,000.00</b>	<b>\$72,000.00</b>
	1	170ATC W/ATC HC11 Q-UART		
	1	CMU,2010ECL-LACO		
	1	MODULE, GPS, STANDALONE		
	1	GPS POWER/DATA CABLE FOR 170 CONTROLLER		
	2	204 FLASHER		
	2	242L ISOLATOR, EDI		
	4	430 F.T.R.		
	12	200 LOAD SWITCH		
	16	EDI 222 DETECTOR		
	1	CERTIFICATION OF COMPLIANCE		
	1	CONTROLLER ASSEMBLY TESTING BY L.A.CO.		

\*LACO Software not included  
 \*turn on support not included  
 \*anchor blots not included

Tax 10.25% *subject to change	\$7,380.00
<b>Reference Total</b>	<b>\$79,380.00</b>

Prices firm for 90 days. Freight included. Add sales tax.

Sale is subject to Swarco's standard terms and conditions.

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or legally privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited.

If you received this in error, please contact the sender and delete the material from any computer.



**Skyline Safety and Supply**

4513 Nipomo Ave  
Lakewood, CA 90713

Phone # 714-925-0338

CA Small Bus # 1755773

sales@skylinesafetyandsupply.com

**Estimate**

Estimate #	Date
10295	2/6/2025

Name / Address
City of Huntington Park Mario Lopez mlopez@hpcg.gov

Ship To

Item	Description	Qty	Rate	Total
Misc	332 LACO CABINET (2016) \$ 1 -170ATC W/ATC HC11 Q-UART 1- CMU.2010ECL-LACO 1- MODULE. GPS. STANDALONE 1- GPS POWER/DATA CABLE FOR 170CONTROLLER 2- 204 FLASHER 2- 242L ISOLATOR, EDI 4- 430 F.T.R. 12- 200 LOAD SWITCH 16- EDI 222 DETECTOR 1- CERTIFICATION OF COMPLIANCE 1- CONTROLLER ASSEMBLY TESTING BY L.A.CO	3	25,200.00	75,600.00T
SHIP	Shipping and Handling  Not included in Quote: LACO software, Turn on Support, and Anchor Bolts		0.00	0.00

To Order Please Contact Sales Rep  
Tricia Sontag  
Cell# 714-925-0338

958 E Airway Blvd  
LIVERMORE, CA 94550

**JAM SERVICES, INC.**

Telephone (925) 455-5267  
Fax (925) 455-5348

PRICE QUOTATION-JQM021225U

City of Huntington Park  
2/12/25

JAM Services is pleased to provide the following price quotation for the subject project.

QTY (3) 332 LACO Cabinet, 2016, to Include:

- (1) 170ATC w/ATC HC11 Q-UART
- (1) CMU, 2010ECL-LACO
- (1) Module, GPS, Standalone
- (1) GPS Power/Data Cable for 170 Controller
- (2) 204 Flasher
- (2) 242L DC Isolator, EDI
- (4) 430 FTR
- (12) 200 Load Switch
- (16) EDI LM222 Detector
- (1) Certification of Compliance
- (1) Controller assembly Testing by LACO

UNIT PRICE: \$25,900.00

**TOTAL PRICE: \$77,700.00**

**TAX @ 10.25%: \$7,964.25**

**FREIGHT INCL**

**GRANDTOTAL: \$85,664.25**

**\*LACO Software Not Included**  
**\*Turn On Support Not Included**  
**\*AB's Not Included**

Freight allowed but Tax to be added as determined by the final BOM and the delivery address. If I can be of further assistance, please contact me at 925-455-5267.

Thank you – Cory Krisman



## ITEM 4



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

April 7, 2025

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:

## **APPROVE THE THIRD AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH GATEWAY WATER MANAGEMENT AUTHORITY (GWMA) AND AUTHORIZE CITY MANAGER TO EXECUTE THE AGREEMENT**

### **RECOMMENDATION**

1. Approve the Third Amendment to the Memorandum of Understanding (MOU) with the Gateway Water Management Authority (GWMA), in substantially the same form as submitted, to update and continue the implementation of the Watershed Management Program (WMP) and Coordinated Integrated Monitoring Program (CIMP) for a three-year term, with a total cost not to exceed \$135,000; and
2. Authorize the City Manager to approve the third amendment.

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

The proposed Third Amendment will extend the terms of the Memorandum of Understanding (MOU) through December 31, 2027, ensuring the continued implementation of the Watershed Management Program (WMP) and Coordinated Integrated Monitoring Program (CIMP). Additionally, the amendment includes the following key updates:

- Revised cost-sharing formulas for GWMA members and non-members.
- Fiscal Year 2024-2025 cost share fee is \$55,027.12 (Attachment 2)
- New procedures for invoicing, payments, and delinquency fees
- Updated budget processes and expenditure authorization
- Reference for the MS4 Permit to be updated to reflect the latest version

**APPROVE THE THIRD AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) WITH GATEWAY WATER MANAGEMENT AUTHORITY (GWMA) AND AUTHORIZE CITY MANAGER TO EXECUTE THE AGREEMENT.**

April 7, 2025

Page 2 of 2

**LEGAL IMPACT**

The Third Amendment to the MOU has been reviewed and approved as to form by the City Attorney's Office.

**FISCAL IMPACT/FINANCING**

The estimated fiscal impact is \$135,000 over a three-year period. Sufficient funds are available in the General Fund, Water Operations Account No. 111-8030-461.56-42 for the current fiscal year, with funding to be allocated in subsequent budgets as needed.

**CONCLUSION**

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

Respectfully submitted,

**ATTACHMENT(S)**

1. Third Amendment to MOU
2. Invoice for FY 2024-2025



RICARDO REYES  
City Manager



GERRY LOPEZ  
Director of Public Works

# Attachment No. 1

**THIRD AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING  
BETWEEN THE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL  
WATER MANAGEMENT JOINT POWERS AUTHORITY AND  
THE CITIES OF BELL, BELL GARDENS, COMMERCE, CUDAHY, HUNTINGTON PARK,  
MAYWOOD, VERNON, AND THE LOS ANGELES COUNTY FLOOD CONTROL  
DISTRICT  
TO  
EXTEND THE MOU’S TERM IN ORDER TO UPDATE AND CONTINUE  
IMPLEMENTING A WATERSHED MANAGEMENT PROGRAM (“WMP”) AND  
COORDINATED INTEGRATED MONITORING PROGRAM (“CIMP”) AS REQUIRED BY  
THE REGIONAL WATER QUALITY CONTROL BOARD, LOS ANGELES REGION,  
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NDPES) PERMIT FOR  
MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) DISCHARGES WITHIN THE  
COASTAL WATERSHEDS OF LOS ANGELES AND VENTURA COUNTIES, ORDER NO.  
R4-2021-0105 (“MS4 PERMIT”)**

This **THIRD AMENDMENT** to the memorandum of understanding (“MOU”) is made and entered into as of the date of the last signature set forth below, by and between the Los Angeles Gateway Region Integrated Regional Water Management Joint Powers Authority (“GWMA”), a California Joint Powers Authority, and the Cities of Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood, Vernon (“Cities”), and the Los Angeles Flood Control District (“LACFCD”):

**Recitals.** This **THIRD AMENDMENT** is made with the respect to the following facts and purposes:

A. For the purposes of this Third Amendment, the term “Watershed Permittees” shall mean the Cities of Bell, Bell Gardens, Commerce, Cudahy, Huntington Park, Maywood, Vernon, and the Los Angeles County Flood Control District; and

B. The Watershed Permittees and GWMA are collectively referred to as the “PARTIES”; and

C. On August 19, 2013, the PARTIES entered into a Memorandum of Understanding for Administration and Cost Sharing to Prepare a Watershed Management Program (“WMP”) and Coordinated Integrated Monitoring Program (“CIMP”), collectively the “Plans,” as required by the Regional Water Quality Control Board, Los Angeles Region, National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit, Order No. R4-2012-0175, as amended (“MOU”); and

D. The Watershed Permittees prepared and submitted the Plans to the Regional Board in compliance with certain elements of the MS4 Permit; and

E. On November 17, 2014, the PARTIES entered into a First Amendment to the MOU to: (1) add implementation of the Plans to the scope and purpose of the MOU; and (2)

provide a separate cost-share formula for the implementation of the Plans, subject to annual budget approval, in accordance with each PARTY'S cost share allocation; and

F. The GWMA, on behalf of the Parties, has hired a consultant, CWE Engineering ("Consultant"), to implement the Plans for the benefit of the Parties; and

G. On April 9, 2020, the PARTIES entered into a Second Amendment to the MOU in order to extend the MOU's term to December 31, 2024; and

H. On July 23, 2021, the Los Angeles Regional Water Quality Control Board approved a new MS4 Permit, which continues the WMP and CIMP permit compliance options; and

I. The PARTIES wish to again extend the MOU's term in order to maintain their existing beneficial relationship and cooperatively implement the Plans to comply with the MS4 Permit requirements with the support of GWMA's Consultant, including the process of updating the WMP and CIMP through adaptive management, and to update the financial terms of the MOU.

**Agreement.** The PARTIES agree that the following provisions of the MOU shall be amended as follows:

1. The term "MS4 Permit" shall hereafter refer to the "National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (MS4) Discharges Within the Coastal Watersheds of Los Angeles and Ventura," Los Angeles Regional Water Quality Control Board Order No. R4-2021-0105, NPDES Permit No. CAS004004.

2. Section 6 of the MOU entitled "Term" is hereby amended to read as follows:

"Section 6. Term. This MOU shall remain and continue in effect until December 31, 2027, unless sooner terminated as provided herein."

3. Section 9 of the MOU entitled "Financial Terms" is hereby amended to read as follows:

"Section 9. Financial Terms.

- a) Each Watershed Permittee shall pay its Proportional Costs as provided in Exhibit A for Consultant and any other related expenses to which the PARTIES may agree in writing.
- b) Each Watershed Permittee shall also pay its proportional share of GWMA's staff time for retaining Consultant and invoicing the Watershed Permittees, audit expenses and other overhead costs, including reasonable legal fees ("MOU Costs") incurred by GWMA in the performance of its duties under this MOU. The MOU Costs added by GWMA to each invoice submitted to each Watershed Permittee shall be a percentage based on the following formulas:

- i. GWMA Members: If the Watershed Permittee is a GWMA Member, then the MOU Costs do not include the GWMA's estimated indirect, overhead costs, which GWMA Members absorb as part of their annual membership dues. The rate charged to GWMA Members in order to recover the MOU Costs will range between zero percent (0%) and five percent (5%) of the Watershed Permittee's Proportional Costs. On an annual basis the GWMA will evaluate the percentage rate charged to GWMA Members to ensure it adequately recovers the GWMA's cost of performing its duties under this MOU. Based on this review, the GWMA Board will establish the rate charged to recover the MOU Costs for the next fiscal year. The GWMA will provide the Representative fifteen (15) days' written notice prior to July 1st of the fiscal year in which a new rate will take effect.
- ii. Non-GWMA Members. If the Watershed Permittee is not a GWMA Member (currently LACFCD), then the MOU Costs will also include the GWMA's estimated indirect, overhead costs. In order to recover direct MOU Costs, the rate charged to Non-GWMA Members will range between five percent (5%) and ten percent (10%) of the Watershed Permittee's Proportional Costs and the rate charged to recover indirect MOU Costs will range between two percent (2%) and five percent (5%) of the Watershed Permittee's Proportional Costs. On an annual basis the GWMA will evaluate the percentage rates charged to Non-GWMA Members to ensure they adequately recovers the GWMA's cost of performing its duties under this MOU. Based on this review, the GWMA Board may increase or decrease the rates charged to recover the MOU Costs, including both direct and indirect costs, for the next fiscal year. The GWMA will provide the Representative fifteen (15) days' written notice prior to July 1st of the fiscal year in which a new rate will take effect.
- c) GWMA shall submit an invoice to each Watershed Permittee reflecting each Watershed Permittee's estimated Proportional Costs of the Consultant's services through the following June 30<sup>th</sup>. Prior to releasing payment to Consultant, GWMA shall submit a copy of the Consultant's invoices to the Representative for approval by the LAR UR 2 Sub Watershed Committee. The decision regarding whether to pay the invoice shall be communicated to the GWMA by the Representative.
- d) Upon receiving an invoice from GWMA, each Watershed Permittee shall pay its Proportional Costs set forth in that invoice to the GWMA within forty-five days (45) days of receipt.
- e) By March 15<sup>th</sup> of each year, the Representative shall submit to GWMA a recommended budget for the following fiscal year. GWMA shall consider the recommendation and adopt a budget by June 30<sup>th</sup> inclusive of the Representative's recommendation. GWMA will send each Watershed Permittee no later than June 30<sup>th</sup> of each year an invoice representing the Watershed Permittee's Proportional Costs of the adopted budget. GWMA shall not expend funds in excess of each

annual budgeted amount without prior notification to and approval by the Representative.

- f) Each Watershed Permittee shall review its recommended Proportional Costs for the upcoming fiscal year in a timely manner for inclusion in its next budget cycle or exercise the withdrawal and termination clause as specified in Section 13.a of the MOU.
- g) A Watershed Permittee will be delinquent if the invoiced payment is within the budgeted amounts or the amounts authorized by the Group and such invoiced payment is not received by the GWMA within forty-five (45) days after the GWMA first sent the invoice. The GWMA will follow the procedure listed below, or such other procedure that the Group directs to effectuate payment: 1) verbally contact the official of the Watershed Permittee with copies to each other Watershed Permittee to the person and at the address to which notices should be addressed pursuant to Section 14 of the MOU, and 2) submit a formal letter from the GWMA Executive Officer to the Watershed Permittee. If payment is not received within sixty (60) days following the due date, the GWMA may terminate the MOU unless the City Managers/Administrators of the Watershed Permittees in good standing inform the GWMA in writing that their respective Watershed Permittees agree to adjust their Proportional Cost allocations in accordance with the Cost Share Formula in Exhibit A. The terminated Watershed Permittee shall remain obligated to GWMA for its delinquent payments and any other obligations incurred prior to the date of termination.
- h) GWMA shall suspend all work being performed by the Consultant if any Watershed Permittee has not paid its invoice within forty five (45) days after the GWMA first sent the invoice unless the City Managers/Administrators of the other Watershed Permittees inform the GWMA in writing that their respective Watershed Permittees will pay the delinquent Watershed Permittee's costs once the MOU with the delinquent Watershed Permittee has been terminated.
- i) Any delinquent payments by a Watershed Permittee shall accrue compound interest at the then-current rate of interest in the Local Agency Investment Fund, calculated from the first date of delinquency until the payment is made.
- j) Funds remaining in the possession of the GWMA at the end of the term of this MOU, or at the termination of this MOU, whichever occurs earlier, shall be promptly returned to the then remaining Watershed Permittees in accordance with the Cost Share Formula in Exhibit A.
- k) The PARTIES agree that if any other entity decides to cost share any element of the WMP or CIMP, GWMA will enter into a separate MOU with that entity and will reduce the Watershed Permittees' future invoice amount(s) accordingly."

4. Except for the changes specifically set forth herein, all other terms and conditions of the MOU, First Amendment, and Second Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this **THIRD AMENDMENT** to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_ LOS ANGELES GATEWAY REGION  
INTEGRATED REGIONAL WATER  
MANAGEMENT JOINT POWERS AUTHORITY

\_\_\_\_\_  
Adriana Figueroa  
GWMA Chair

APPRVED AS TO FORM

\_\_\_\_\_  
Nicholas R. Ghirelli  
Legal Counsel



IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

CITY OF BELL  
Mr. Michael L. Antwine II  
City Manager  
6330 Pine Avenue  
Bell, CA 90201

\_\_\_\_\_  
Michael L. Antwine II, City Manager

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

CITY OF BELL GARDENS  
Mr. Michael B. O'Kelly  
City Manager  
7100 Garfield Avenue  
Bell Gardens, CA 90201

\_\_\_\_\_  
Michael B. O'Kelly, City Manager

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

CITY OF COMMERCE

\_\_\_\_\_  
City Manager  
2535 Commerce Way  
Commerce, CA 90040

\_\_\_\_\_  
City Manager

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

CITY OF CUDAHY  
Mr. Alfonso Noyola  
City Manager  
5220 Santa Ana Street  
Cudahy, CA 90201

\_\_\_\_\_  
Alfonso Noyola, City Manager

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

CITY OF HUNTINGTON PARK  
Mr. Ricardo Reyes  
City Manager  
6550 Miles Avenue  
Huntington Park, CA 90255

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

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

CITY OF MAYWOOD  
Ms. Jennifer E. Vasquez  
City Manager  
4319 East Slauson Avenue  
Maywood, CA 90270

\_\_\_\_\_  
Jennifer E. Vasquez, City Manager

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

CITY OF VERNON  
Mr. Carlos R. Fandino  
City Administrator  
4305 Santa Fe Avenue  
Vernon, CA 90058

\_\_\_\_\_  
Carlos R. Fandino, City Administrator

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney

IN WITNESS WHEREOF, the Parties hereto have caused this THIRD AMENDMENT to be executed on their behalf, respectively, as follows:

DATE: \_\_\_\_\_

LOS ANGELES COUNTY FLOOD  
CONTROL DISTRICT  
Mr. Mark Pestrella  
Director  
900 S. Fremont Avenue  
Alhambra, CA 91803

\_\_\_\_\_  
Mark Pestrella, Director

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
County Counsel



## EXHIBIT A

The Watershed Permittees and the District agree to pay for the cost of preparation of a WMP and CIMP. The District will pay ten percent (10%) of the cost of the WMP and CIMP. Each Watershed Permittee shall pay an equal one seventh ( $1/7^{\text{th}}$ ) share of forty-five percent (45%) of the cost of the WMP and CIMP and each Watershed Permittee shall pay its pro-rata share of forty-five percent (45%) of the cost of the WMP and CIMP at the cost sharing allocation percentage provided in Table 1.

TABLE 1

### COST SHARING ALLOCATION FOR FORTY-FIVE PERCENT OF WMP COST

Watershed Permittee	Land Area (mi <sup>2</sup> )	Cost Allocation Percentage
Bell	2.64	11.90
Bell Gardens	2.49	11.22
Commerce	6.57	29.61
Cudahy	1.12	5.05
Huntington Park	3.03	13.65
Maywood	1.18	5.32
Vernon	5.16	23.25

16401 Paramount Boulevard  
Paramount, CA 90723  
562.663.6850 phone  
562-634-8216 fax

# Attachment No. 2

www.gatewaywater.org



*Los Angeles Gateway Region  
Integrated Regional Water Management  
Joint Powers Authority*

## INVOICE

Date: October 9, 2024  
Invoice No: UR2-24-05  
*Payment is Due Upon Receipt*

To: City of Huntington Park  
Attn: Steve Forster

---

***Los Angeles River Upper Reach 2  
Fiscal Year 2024-2025***

Administration and cost sharing to prepare and implement a Watershed Management Program and Coordinated Integrated Monitoring Program (CIMP) for the Los Angeles River Upper Reach 2 Watershed Group in accordance with the Memorandum of Understanding between Permittee and GWMA between Permittee and GWMA and subsequent amendments.

Cost Share	\$39,808.38
GWMA Direct Admin Fee (3.00%)	\$1,194.25
GWMA Indirect Admin Fee (0.00%)	\$ 0.00
<b>TOTAL AMOUNT DUE</b>	<b>\$41,002.63</b>

*Make Checks Payable to:*

GWMA  
16401 Paramount Blvd.  
Paramount, CA 90723

**Adriana Figueroa (Paramount), Board Chair • Kelli Pickler (Lakewood), Vice-Chair • Thomas Bekele (Signal Hill), Secretary/Treasurer**  
**Proudly serving Gateway cities and agencies in Southeastern Los Angeles County**

Members: Artesia · Bell · Bell Gardens · Bellflower · Central Basin Municipal Water District · Cerritos · Commerce · Compton · Cudahy · Downey · Hawaiian Gardens ·  
Huntington Park · La Mirada · Lakewood · Long Beach · Long Beach Water Department · Lynwood · Maywood · Montebello · Norwalk · Paramount · Pico Rivera  
Port of Long Beach · Santa Fe Springs · Signal Hill · South Gate · Vernon · Water Replenishment District of Southern California · Whittier

*With Technical Support From The Sanitation Districts Of Los Angeles County*

**LAR UR2 Watershed Group  
FY 24-25 Cost Share**

Agency:	Attention:	Cost Share Percentage Allocation	Calculated Cost Share (45%)	1/7 Equal Cost Share	Sub-Total	Direct Admin Fee Percentage	GWMA Direct Admin Fee	Indirect Admin Fee Percentage	GWM Indirect Admin Fee	Total
City of Bell	Lorry Hempe	11.90%	\$ 16,045.78	\$ 21,402.93	\$ 37,448.70	3%	\$ 1,123.46	0%	\$ -	\$ 38,572.17
City of Bell Gardens	Bernie Iniguez	11.22%	\$ 15,128.87	\$ 21,402.93	\$ 36,531.80	3%	\$ 1,095.95	0%	\$ -	\$ 37,627.76
City of Commerce	Andrew Caraveo	29.61%	\$ 39,925.67	\$ 21,402.93	\$ 61,328.59	3%	\$ 1,839.86	0%	\$ -	\$ 63,168.45
City of Cudahy	Aaron Hernandez-Torres	5.05%	\$ 6,809.34	\$ 21,402.93	\$ 28,212.27	3%	\$ 846.37	0%	\$ -	\$ 29,058.64
City of Huntington Park	Steve Forster	13.65%	\$ 18,405.45	\$ 21,402.93	\$ 39,808.38	3%	\$ 1,194.25	0%	\$ -	\$ 41,002.63
City of Maywood	Jerry Gomez	5.32%	\$ 7,173.41	\$ 21,402.93	\$ 28,576.33	3%	\$ 857.29	0%	\$ -	\$ 29,433.62
City of Vernon	Daniel Wall	23.25%	\$ 31,349.94	\$ 21,402.93	\$ 52,752.87	3%	\$ 1,582.59	0%	\$ -	\$ 54,335.45
LA County Flood Control District	Fred Gonzalez				\$ 14,982.05	5%	\$ 749.10	3.76%	\$ 563.33	\$ 16,294.48
<b>TOTALS:</b>		<b>100.00%</b>	<b>\$ 134,838.45</b>	<b>\$ 149,820.50</b>	<b>\$ 299,641.00</b>		<b>\$ 9,288.87</b>			<b>\$ 309,493.19</b>

<b>CIMP WORK</b>	
FY 2024/25 Budget	
GWMA Members Admin Fee	3%
GWMA Non-Members Admin Fee	5%
GWMA Indirect Fee (Non-Membe	3.76%

**Notes:**

Budget Per LAR UR2	\$299,641.00
LACFCD Cost Share (5% of Total)	\$ 14,982.05
45% for Equal Cost Share Total	\$ 134,838.45
Calculated Cost Share Total	\$ 149,820.50

## ITEM 5



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

April 7, 2025

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:

## **APPROVE EXECUTE AMENDMENT TO THE INNOVATIVE UTILITY EV STREET CHARGING PILOT AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE**

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

1. Approve the amendment to the Innovative Utility EV Street Charging Pilot Agreement; and
2. Authorize the City Manager to execute the agreement.

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

On September 18, 2023, the City entered into an agreement with Southern California Edison (SCE) to install two (2) EV chargers on Miles Ave. SCE is now requesting to relocate these chargers to the north side of Zoe Ave. and Ford Ln., as well as the parking lot at Keller Park, as shown in Presentation Attachment No. 2.

The chargers will be installed at no cost to the City, with maintenance covered for the first year. The City will serve as the customer of record and will have the authority to set usage rates. After the first year, the City may choose to retain ownership of the chargers, assuming responsibility for their maintenance and operation. Alternatively, if the City decides to discontinue their use, SCE will be responsible for removing the chargers and restoring the infrastructure to its original condition.

**APPROVE EXECUTE AMENDMENT TO THE INNOVATIVE UTILITY EV STREET CHARGING PILOT AGREEMENT AND AUTHORIZE THE CITY MANAGER TO EXECUTE**

April 7, 2025

Page 2 of 2

**LEGAL REQUIREMENT**

The attached agreement has been reviewed by the City Attorney.

**FISCAL IMPACT/FINANCING**

The pilot program will incur no costs in its first year. In subsequent years, a financial analysis outlining the associated costs will be presented to the City Council for review and approval.

**CONCLUSION**

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

Respectfully submitted,



**RICARDO REYES**  
City Manager



**GERRY LOPEZ**  
Director of Public Works

**ATTACHMENT(S)**

1. Letter Agreement to Amend Curbside Pilot Agreement
2. Curbside Pilot Agreement Presentation

## ITEM 6



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

April 7, 2025

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 OF CHANGE ORDERS NUMBERS 1 THROUGH 9 FOR THE CIP 2019-02 SLAUSON AVENUE CONGESTION RELIEF PROJECT**

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

1. Approve Change Orders 1 through 9; and
2. Authorize the City Manager to approve change orders 1 through 9 for All American Asphalt, totaling **\$1,078,293.84**.

### **BACKGROUND**

On November 7, 2023, the City of Huntington Park awarded the contract for the construction of the CIP 2019-02 Slauson Avenue Congestion Relief Project to All American Asphalt, the lowest responsive and responsible bidder. The contract, valued at a not-to-exceed amount of \$9,143,090.77 (Option 2), includes the concrete of five intersections where traffic signals will be upgraded. A portion of the cost will be covered by reimbursable Metro Measure R grant funds.

Key improvements included increasing queuing capacity in left-turn pockets, relocating bus stops to the far side of intersections for enhanced operational efficiency, and upgrading five signalized intersections with new signal poles, conduits, wiring, controller cabinets, and video detection systems. PCC Intersection and asphalt paving.



## CONSIDERATION OF CHANGE ORDERS NUMBER 1 THROUGH 9 FOR THE CIP 2019-02 SLAUSON AVENUE CONGESTION RELIEF PROJECT

April 7, 2025

Page 2 of 4

During construction, unforeseen conditions required additional work. The following changes are submitted for review and approval:

- **Change Order No. 1** – The contractor requested an additional \$520,051.65 due to the omission of Traffic Signal Poles in the estimate by the design engineer. These poles, which were initially to be provided by the City, have now been added to Bid Items 41 through 45, resulting in a contract increase of \$423,406. Additionally, 25 working days are granted, with up to 90 extra days allowed for pole ordering if necessary.
- **Change Order No. 2** – The contractor requested additional labor and materials to meet ADA requirements, costing \$47,250 for extra sidewalk work. A \$17,500 credit is applied for the southwest corner of Pacific Boulevard. The contractor is also compensated for the underestimation of sidewalk and curb removals and installations by the design engineer. The total compensation for this work is \$199,016, covering increases and decreases in various bid items. No additional working days are granted for this change order.
- **Change Order No. 3** – No cost. This change order accounts for the extra flatwork (sidewalk and concrete work) provided in Change Order No. 2 to cover Invoice No. 1 and compensates for the high-priced Bid Item No. 37 (Asphaltic Concrete Base Course), which covers the unexpected deep concrete encountered during median removals.
- **Change Order No. 4** – The contractor will be paid \$78,269.67 for the following work: replacing a bus pad on Bickett Street, pavers on Pacific Boulevard, realigning curbs on Alameda Street, installing a double pedestal on Santa Fe Avenue, extra curb and gutter work, and removing railroad tracks.
- **Change Order No. 5** – The total increase for Bid Item No. 1 is \$29,072.16 for signal conduit work on State Street. This change order does not include any additional working days.
- **Change Order No. 6** – Additional work was performed at the Santa Fe and Miles Avenue intersections, incorporated into Bid Items 42 and 43. This included investigating an unmarked utility and addressing obstructions at the Miles Avenue corners. Furthermore, coordination with Edison was required for installing a pedestal on Miles Avenue. No additional working days were granted for this extra work.

## CONSIDERATION OF CHANGE ORDERS NUMBER 1 THROUGH 9 FOR THE CIP 2019-02 SLAUSON AVENUE CONGESTION RELIEF PROJECT

April 7, 2025

Page 3 of 4

- **Change Order No. 7** – Consisting of grinding concrete, removing trolley tracks on Pacific Blvd, and replacing curb on Slauson Ave. This amount includes agreed costs for labor and materials. Additionally, 109 extra working days are granted to cover delays from signalization equipment and Edison's work at Bickett Street.
- **Change Order No. 8** – Unexpected project challenges led to a bid item increase of \$134,379.43. This includes costs for applying Petrotac over concrete slabs to ensure proper bonding of new material to the existing surface, addressing unmarked utilities, resolving a sand/slurry issue at the northwest corner of Miles Avenue (including time and materials), as well as expenses for additional benches, traffic control, and handrails. No additional working days are granted for this change order.
- **Change Order No. 9** – The contractor will receive \$69,260.97 for extra work, including unforeseen utility issues, adding push buttons, trenching, sidewalk and pothole work, asbestos testing, and removing and building sidewalks and curb ramps.

These changes ensure project compliance with operational and safety standards while maintaining efficiency.

### **FISCAL IMPACT/FINANCING**

The City of Huntington Park received \$5.6 million from the I-710 Corridor for improvement projects. In September 2024, an additional \$3.8 million will be programmed for FY 2024-25, increasing the total budget to \$9.4 million to accommodate rising construction costs. The project is currently in the construction phase and includes upgrades to signalized intersections through the County's Traffic Signal Synchronization Program (TSSP).

Enhancements will feature new signal poles, conduit, wiring, and controller cabinets with video detection from Santa Fe Avenue eastward to improve traffic flow.

All change orders will be covered under account number 787-8913-499.76-06, ensuring the project remains within its allocated budget without requiring additional appropriations.

Additionally, a 5% construction contingency of \$457,154.54 was approved by the City Council on November 7, 2023, setting aside funds to cover the remaining project balance of \$3,269,630.31 for completing the Option 2 Project.

**CONSIDERATION OF CHANGE ORDERS NUMBER 1 THROUGH 9 FOR THE CIP  
2019-02 SLAUSON AVENUE CONGESTION RELIEF PROJECT**

April 7, 2025

Page 4 of 4

**CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
City Manager



GERRY LOPEZ  
Director of Public Works

**ATTACHMENT(S)**

1. Comprehensive Change Order Summary Table
2. Change Orders No. 1–9

# Attachment NO. 1

## Change Order Summary

### CIP 2019-02 Slauson Avenue Congestion Relief Project

Change order Number	Date	Amount	Date Approved	Description
1	5/15/2024	\$ 460,051.65	5/30/2024	Bid increase for traffic signal poles
2	6/12/2024	\$ 199,016.00	6/12/2024	Additional Sidewalk ADA
3	8/14/2024	NO COST	8/29/2024	Remove 5CY of concrete bus pad, remove concrete driveway, unclassified excavation
4	10/3/2024	\$ 78,269.67	10/9/2024	Remove 5CY of concrete bus pad, Construction bus pad, double pedestal @ Santa Fe, Construction curb & gutter, remove add'l curb & gutter.
5	12/18/2024	\$ 29,072.16	12/20/2024	Signal conduit on State St.
6	12/23/2024	\$ 62,392.09	1/6/2025	time and material for investigation unmarked utility at the NW corner of Santa Fe, time and material work cone at the two corners of Miles Ave constructions
7	1/23/2025	\$ 45,851.87	NOT SIGNED YET	Concrete (not AC) with 4 Foot Grinder N/O Pacific Blvd, Time and Materials, Remove Trolley Railroad Tracks S/O Pacific Blvd, Time and Materials, Remove Curb at north side of Alameda Street, Time and Materials
8	2/26/2025	\$ 134,379.43	NOT SIGNED YET	petrotac E/O Alameda over concrete slabs, Time and material for unmarked utilities, additional traffic control, handrails on Alameda & Santa Fe
9	3/26/2025	\$ 69,260.97	NOT SIGNED YET	Different Bid items for time and material unforeseen utilities, add two more push buttons, trench, Time & material breakout sidewalk, pothole utilities, asbestos testing for unforeseen utilities, bid sheet numbers incorrect for sidewalk, construction concrete sidewalk, construction of curb ramps.
	<b>TOTAL</b>	<b>\$ 1,078,293.84</b>		





## CHANGE ORDER FORM

Attachment No. 3

Sheet 1 of 1

Change Requested by: ☒ Engineer ☒ Contractor

CHANGE ORDER NO. 1	SUPPL. NUMBER	CONTRACT NUMBER CIP2019-02	CO-RTE-PM	FEDERAL NUMBER(S)
-----------------------	---------------	-------------------------------	-----------	-------------------

TO  
**Gordon Kline, All American Asphalt**, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

As requested by the City, you are directed to delete Bid Item No. 49 for a \$60,000.00 credit. The Materials Testing is being provided by the Construction Management Contract.

As requested by the Contractor, you are authorized to add an additional \$520,051.65 to the contract.

For this work, the contractor noted that on page BD33 of the project specifications the "Traffic Signal Poles will be furnished by the City." Thus, the Traffic Pole Subcontractor, Ferreira, did not include the cost of the poles in their estimate. Poles were added to the Bid Items 41, 42, 43, 44 & 45:

## Increase in Bid Items:

Bid Item No. 41, Traffic Signal Poles @ \$ 102,086 / LS. = \$ 102,086.00	\$ 423,406.00
Bid Item No. 41, 2 add'l 1A Poles @ \$ 2,727/LS. = \$ 2,727.00	
Bid Item No. 42, Traffic Signal Poles @ \$ 91,041 / LS. = \$ 91,041.00	\$ 43,399.12 sales tax (10.25%)
Bid Item No. 43, Traffic Signal Poles @ \$ 100,559 / LS. = \$ 100,559.00	\$ 23,340.26 material markup (5%)
Bid Item No. 44, Traffic Signal Poles @ \$ 48,906 / LS. = \$ 48,906.00	\$ 29,906.27 AAA markup + bond
Bid Item No. 45, Traffic Signal Poles @ \$ 78,087 / LS. = \$ 78,087.00	
Sub Total	\$ 423,406.00

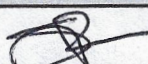
Total: \$ 520,051.65

Total Bid Item Credit = \$60,000.00  
Total Bid Item Increase = \$520,051.65

25 Working Days are granted as part of this Change Order No. 1 with the exception of the Signal Poles. All American's request for 90 days due to the pole ordering lead time, up to 90 days will be allowed for the signal poles if required.

Estimated Cost: ☒ Increase ☐ Decrease \$ 460,051.65

For this order, the time of completion will be adjusted as follows:

<b>SUBMITTED BY</b>		
SIGNATURE 	(PRINT NAME AND TITLE) Steve Forster, Public Works Director	DATE 05-15-2024
<b>APPROVAL RECOMMENDED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 05-14-2024
<b>ENGINEER APPROVAL BY</b>		
SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 05-14-2024

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

<b>CONTRACTOR ACCEPTANCE BY</b>		
SIGNATURE	(PRINT NAME AND TITLE) Gordon Kline, All American Asphalt	DATE 05-14-2024





## CHANGE ORDER FORM

Sheet 1 of 1Change Requested by: ☐ Engineer ☒ Contractor

CHANGE ORDER NO. 2	SUPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
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TO  
Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

### Slauson Avenue Congestion Relief Improvement Project CIP 2019-02

As requested by the Contractor, you are directed to provide additional labor and materials needed to 1) In order to comply with ADA transitions, additional sidewalk is required to transition at 2% to the existing sidewalks for \$47,250. 2) Credit for the south west corner of Pacific Boulevard (1,000 sf @ 17.50/sf = \$17,500 credit) and lastly 3) to compensate for the under-estimate of the engineer's estimate of removals and installation of sidewalk and curb and gutter

For this work the contractor will be compensated an agreed sum of \$ 199,016.00 for the work based on a cost analysis provided by the contractor, modified and agreed to by the Engineer which includes all allowable markups for costs associated with the labor, materials required for this pavement work.

#### Increase/Decrease in Bid Items:

- |  |   |
|--|---|
| 1. Bid Item Nos. 3, 27 & 29, Additional Sidewalk ADA           | 2,700 SF @ \$17.50 / SF = \$47,250.00                 |
| 2. Bid Items 3 & 27, leave in place decorative pavement        | 1,000 SF @ \$17.50 / SF = \$17,500 credit             |
| 3. Bid Items 3, 5, 27 & 28 - compensation for eng. est. mis    | \$23,282 + \$13,750 + \$95,564 + \$39,750 = \$172,346 |
| 4. Bid Item 35 - credit not installing root barriers W/O Miles | 4 EA @ \$770 EA = \$3,080                             |

Total Bid Item Increase = \$199,016.00

No Working Days are granted as a result of this change order.

Total Change Order = \$ 199,016.00

Estimated Cost: ☒ Increase ☐ Decrease \$ 199,016.00

For this order, the time of completion will be adjusted as follows:

#### SUBMITTED BY

SIGNATURE	(PRINT NAME AND TITLE) Steve Forster, Public Works Director	DATE 06-12-2024
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#### APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 06-12-2024
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#### ENGINEER APPROVAL BY

SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 06-12-2024
-----------	--	--------------------

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

#### CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME AND TITLE) Gordon Kline, Project Manager AAA	DATE 06-12-2024
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## CHANGE ORDER FORM

Sheet 1 of 1

Change Requested by: ☐ Engineer ☒ Contractor

CHANGE ORDER NO	SUPPLI NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)

TO  
Gordon King, Air American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Project: Avenue Congestion Relief Improvement Project C # 2019 02

As requested by the Contractor, you are directed to provide additional curb and gully material as needed to complete the curbside with ALA transitions, additional sidewalk is required to transition at 2nd to the existing sidewalk for \$47,250.00. Credit for the south west corner of Pacific Boulevard at 1000 st at 17.50/sf = \$17,500 credit and lastly 3 in compensation for the under-estimate of the engineer's estimate of removals and installation of sidewalk curb and gutter.

As with the contract, it will be the responsibility of the contractor to provide the work based on a cost analysis provided by the contractor, modified and agreed to by the Engineer which includes all allowable markups and costs associated with the 100% material required for the pavement work.

Net Increase/Decrease in bid items:

- 1. Bid Item No. 3 21 & 29 Asphalt Sidewalk FA 4 2700 SF @ \$17.50/SF = \$47,250.00
- 2. Bid items 3 & 21 3 in. (placed) material payment 1000 SF @ \$17.50/SF = \$17,500 credit
- 3. Bid items 3 5 27 & 28 (curb and gutter) FA 23,282 + \$13,750 + \$95,964 + \$39,750 = \$172,346
- 4. Bid item 35 credit for installing curb and gutter 4 FA @ \$17.50 FA = \$3,000

Net Increase/Decrease = \$199,016.00

Net Increase/Decrease in bid items = \$199,016.00

Net Increase/Decrease in bid items = \$199,016.00

Estimated Cost: ☒ Increase ☐ Decrease \$199,016.00

For this order, the time of completion will be adjusted as follows:

<b>SUBMITTED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Steve Forster, Public Works Director	06-12-2024
<b>APPROVAL RECOMMENDED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E. Construction Manager	06-12-2024
<b>ENGINEER APPROVAL BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E. Construction Manager	06-12-2024

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

<b>CONTRACTOR ACCEPTANCE BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gordon King, Project Manager AAA	06-12-2024





## CHANGE ORDER FORM

Sheet 1 of 3

Change Requested by: ☒ Engineer ☒ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
3				

TO  
Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Slauson Avenue Congestion Relief Improvement Project CIF 2019-02

See Detailed explanation attached for the following items:

## Increase in Bid Items:

Bid Item No. 3. Remove 5 CY of Concrete Bus Pad.	5 CY @ \$80.00 / CY	= \$ 400.00
Bid Item No. 32. Construct Bus Pad	171 SF @ \$22.00 / SF	= \$ 3,762.00
Bid Item No. 25. Remove Conc. Driveway	208.25 SF @ \$7.00 / SF	= \$ 1,443.75
Bid Item No. 26. Const. Conc. Driveway	208.25 SF @ \$16.00 / SF	= \$ 3,712.50
Bid Item No. 7. Rem. Local Depression	0.25 SF @ \$12.00 / SF	= \$ 3.00
Bid Item No. 31. Const. Local Depression	0.25 SF @ \$30 / SF	= \$ 7.50
Bid Item No. 16. Tree Removal	6 trees @ \$1,500 / Tree	= \$ 9,000.00
Bid Item No. 17. RR Track Removal	43 LF @ \$115 / LF	= \$ 4,945.00
Bid Item No. 24. Unclassified Excavation	25 CY @ \$300 / CY	= \$ 7,500.00
Bid Item No. 37. 7" AC Base Course	432.78 TN @ \$250 / TN	= \$ 108,195.00
Total Bid Item Increase		= \$146,466.75

## Decrease in Bid Items (Credit):

Bid Items 41, 42, 43, 44 & 45 from Change Order No. 1 - 8% Markup overcharge	= \$ 2,168.97
Bid Items 3, 5, 27 & 28 from Change Order No. 2 - Flatwork Correction	= \$123,373.09
Total Bid Item Credit:	= - \$125,543.06

Total Change Order = \$ 0.69 (NO COST CHANGE ORDER)

Estimated Cost: ☐ Increase ☐ Decrease \$ NO COST

For this order, the time of completion will be adjusted as follows:

<b>SUBMITTED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Steve Forster, Public Works Director	08-14-2024

<b>APPROVAL RECOMMENDED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	08-14-2024

 8/29/24

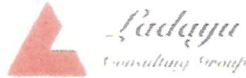
<b>ENGINEER APPROVAL BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	08-14-2024

 8/29/24

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

<b>CONTRACTOR ACCEPTANCE BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gordon Kline, Project Manager AAA	08-14-2024





August 14, 2024

**CHANGE ORDER NO. 3**

Slauson Avenue Congestion Relief Improvement Project CIP 2019-02

**INCREASE IN BID ITEMS:**

1. Due to an uneven transition between the existing bus pad and the new AC/ramp at the south side of Bickett Street, AAA had to remove 9.5 feet of 18 foot-wide bus pad with a total square footage of 171 SF of removal and replacement of bus pad.

Bid Item No. 8 Remove 5 CY of concrete bus pad @ \$80/CY.....	\$ 400.00
Bid Item No. 32 Construct Bus Pad @ \$22/SF for 171 SF.....	<u>\$3,762.00</u>
Subtotal	<b>\$4,162.00</b>

2. Bid Items 25 & 26 had an Engineer's estimated quantity of 125 SF each. LCG's Inspector verified that the actual area of the driveway west of Regent was the 331.25 SF that AAA showed in Invoice No. 1. This would add an additional 206.25 SF to both items.

Bid Item No. 25 Add an additional 206.25 SF @ \$7/SF.....	\$1,443.75
Bid Item No. 26 Add an additional 206.25 SF @ \$18/SF.....	<u>\$3,712.50</u>
Subtotal	<b>\$5,156.25</b>

3. There was an overage of 0.25 SF in Invoice No.1 from the engineer's estimate of 74 SF for removing and constructing a local depression.

Bid Item No.7 Remove local depression @ \$12/SF for 0.25 SF.....	\$ 3.00
Bid Item No. 31 Construct local depression @ \$30/SF for 0.25 SF.....	<u>7.50</u>
Subtotal	<b>\$ 10.50</b>

4. AAA removed 43 more LF of RR Tracks than the engineer's estimate.

Bid Item No. 17 for 43 LF of RR Track @ 115/LF.....	<b>\$ 4,945.00</b>
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5. AAA removed 30 CY when the engineer's estimate was 5 CY.

Bid Item No. 24 for 25 CY of Unclassified X @ 300/CY.....	<b>\$ 7,500.00</b>
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6. AAA pruned 8 trees per Bid Item No. 35. A credit was taken in Change Order No. 2 for 4 root barriers not installed. This item will rescind that credit.

Bid Item No. 35 for 4 root barriers @ \$770 ea.....	<b>\$ 3,080.00</b>
---	--------------------

7. Engineer's Estimate 47 TN @ 250/TN when Quantity this Invoice is 509.78 TN (\$127,445). My tickets add up to 428.47 TN. Agreed 449.76 TN.

Bid Item No. 37 for 7" AC Base Course an additional 402.76 TN.....	<b><u>\$100,690.00</u></b>
--	----------------------------

August 14, 2024

CREDIT IN BID ITEMS:

8. On Change Order No. 1 there was an overestimate on the 5% Material Markup of \$2,169.97 for Bid Items 41 to 45.

Bid Item No. 41 is credited for \$537.17 with \$522,663.03 remaining on this item.	
Bid Item No. 42 is credited for \$466.59 with \$510,888.63 remaining on this item.	
Bid Item No. 43 is credited for \$515.37 with \$542,481.62 remaining on this item.	
Bid Item No. 44 is credited for \$250.64 with \$369,567.88 remaining on this item.	
Bid Item No. 45 is credited for <u>\$400.20</u> with \$495,110.56 remaining on this item.	
Subtotal	<b>\$2,169.97</b>
	<b>-\$2,169.97</b>

9. On Change Order No. 2, the flatwork (sidewalk, curb & gutter, etc.) were underestimated by the engineer's estimates as we were completing the south side of the Slauson Ave. So, we doubled the amounts of the engineer's estimate in order to pay Invoice No. 1 and to have sufficient flatwork to complete the work on the plans. On this item, AAA has completed the flatwork on both sides of the street (complete - 100%). Therefore, what we didn't need we are taking as a **credit**:

Bid Item No. 3.....	-\$6,644.09
Bid Item No. 5 .....	-\$4,612.50
Bid Item No. 27 .....	-\$95,564.00
Bid Item No. 28 .....	-\$16,552.50
Subtotal .....	<b>-\$123,373.09</b>

TOTAL CHANGE ORDER NO. 3	\$	0.69
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(NO COST CHANGE ORDER)

[END]



## CHANGE ORDER FORM

Sheet 1 of 3

Change Requested by: ☒ Engineer ☒ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
3				

TO  
Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Slauson Avenue Congestion Relief Improvement Project CIP 2019-02

See Detailed explanation attached for the following items:

## Increase in Bid Items:

Bid Item No. 8, Remove 5 CY of Concrete Bus Pad,	5 CY @ \$80.00 / CY	= \$ 400.00
Bid Item No. 32, Construct Bus Pad	171 SF @ \$22.00 / SF	= \$ 3,762.00
Bid Item No. 25, Remove Conc. Driveway	206.25 SF @ \$7.00 / SF	= \$ 1,443.75
Bid Item No. 26, Const. Conc. Driveway	206.25 SF @ \$18.00 / SF	= \$ 3,712.50
Bid Item No. 7, Rem. Local Depression	0.25 SF @ \$12.00 / SF	= \$ 3.00
Bid Item No. 31, Const. Local Depression	0.25 SF @ \$30 / SF	= \$ 7.50
Bid Item No. 16, Tree Removal	6 trees @ \$1,500/Tree	= \$ 9,000.00
Bid Item No. 17, RR Track Removal	43 LF @ \$115/LF	= \$ 4,945.00
Bid Item No. 24, Unclassified Excavation	25 CY @ \$300/CY	= \$ 7,500.00
Bid Item No. 37, 7" AC Base Course	462.78 TN @ \$250/TN	= \$100,690.00
Total Bid Item Increase		= \$146,468.75

## Decrease in Bid Items (Credit):

Bid Items 41, 42, 43, 44 & 45 from Change Order No. 1 - 5% Markup overcharge	= \$ 2,169.97
Bid Items 3, 5, 27 & 28 from Change Order No. 2 - Flatwork Correction	= \$123,373.09
Total Bid Item Credit	= - \$125,543.06

Total Change Order = \$ 0.69 (NO COST CHANGE ORDER)

Estimated Cost: ☐ Increase ☐ Decrease \$ NO COST

For this order, the time of completion will be adjusted as follows:

## SUBMITTED BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Steve Forster, Public Works Director	08-14-2024

## APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	08-14-2024

8/29/24

## ENGINEER APPROVAL BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	08-14-2024

8/29/24

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

## CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gordon Kline, Project Manager AAA	08-14-2024





August 14, 2024

**CHANGE ORDER NO. 3**

Slauson Avenue Congestion Relief Improvement Project CIP 2019-02

**INCREASE IN BID ITEMS:**

1. Due to an uneven transition between the existing bus pad and the new AC/ramp at the south side of Bickett Street, AAA had to remove 9.5 feet of 18 foot-wide bus pad with a total square footage of 171 SF of removal and replacement of bus pad.

Bid Item No. 8 Remove 5 CY of concrete bus pad @ \$80/CY.....	\$ 400.00
Bid Item No. 32 Construct Bus Pad @ \$22/SF for 171 SF.....	<u>\$3,762.00</u>
Subtotal	<b>\$4,162.00</b>

2. Bid Items 25 & 26 had an Engineer's estimated quantity of 125 SF each. LCG's Inspector verified that the actual area of the driveway west of Regent was the 331.25 SF that AAA showed in Invoice No. 1. This would add an additional 206.25 SF to both items.

Bid Item No. 25 Add an additional 206.25 SF @ \$7/SF.....	\$1,443.75
Bid Item No. 26 Add an additional 206.25 SF @ \$18/SF.....	<u>\$3,712.50</u>
Subtotal	<b>\$5,156.25</b>

3. There was an overage of 0.25 SF in Invoice No.1 from the engineer's estimate of 74 SF for removing and constructing a local depression.

Bid Item No.7 Remove local depression @ \$12/SF for 0.25 SF.....	\$ 3.00
Bid Item No. 31 Construct local depression @ \$30/SF for 0.25 SF.....	<u>\$ 7.50</u>
Subtotal	<b>\$ 10.50</b>

4. AAA removed 43 more LF of RR Tracks than the engineer's estimate.

Bid Item No. 17 for 43 LF of RR Track @ 115/LF.....	<b>\$ 4,945.00</b>
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5. AAA removed 30 CY when the engineer's estimate was 5 CY.

Bid Item No. 24 for 25 CY of Unclassified X @ 300/CY.....	<b>\$ 7,500.00</b>
---	--------------------

6. AAA pruned 8 trees per Bid Item No. 35. A credit was taken in Change Order No. 2 for 4 root barriers not installed. This item will rescind that credit.

Bid Item No. 35 for 4 root barriers @ \$770 ea.....	<b>\$ 3,080.00</b>
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7. Engineer's Estimate 47 TN @ 250/TN when Quantity this Invoice is 509.78 TN (\$127,445). My tickets add up to 428.47 TN. Agreed 449.76 TN.

Bid Item No. 37 for 7" AC Base Course an additional 402.76 TN.....	<b><u>\$100,690.00</u></b>
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August 14, 2024

CREDIT IN BID ITEMS:

8. On Change Order No. 1 there was an overestimate on the 5% Material Markup of \$2,169.97 for Bid Items 41 to 45.

Bid Item No. 41 is credited for \$537.17 with \$522,663.03 remaining on this item.	
Bid Item No. 42 is credited for \$466.59 with \$510,888.63 remaining on this item.	
Bid Item No. 43 is credited for \$515.37 with \$542,481.62 remaining on this item.	
Bid Item No. 44 is credited for \$250.64 with \$369,567.88 remaining on this item.	
Bid Item No. 45 is credited for \$400.20 with \$495,110.56 remaining on this item.	
Subtotal	<b>\$2,169.97</b>
	<b>-\$2,169.97</b>

9. On Change Order No. 2, the flatwork (sidewalk, curb & gutter, etc.) were underestimated by the engineer's estimates as we were completing the south side of the Slauson Ave. So, we doubled the amounts of the engineer's estimate in order to pay Invoice No. 1 and to have sufficient flatwork to complete the work on the plans. On this item, AAA has completed the flatwork on both sides of the street (complete - 100%). Therefore, what we didn't need we are taking as a **credit**:

Bid Item No. 3.....	-\$6,644.09
Bid Item No. 5 .....	-\$4,612.50
Bid Item No. 27 .....	-\$95,564.00
Bid Item No. 28 .....	-\$16,552.50
Subtotal .....	<b>-\$123,373.09</b>

TOTAL CHANGE ORDER NO. 3	\$	0.69
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(NO COST CHANGE ORDER)

[END]



# CHANGE ORDER FORM

Sheet 1 of 2

Change Requested by: ☐ Engineer ☒ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
4				

TO

Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Slauson Avenue Congestion Relief Project CIP2019-02

See attached pages for detailed explanation.

## Increase/Decrease in Bid Items:

1. Bid Item No. 8. Remove 5 CY of conc. bus pad	5 CY @ \$80/CY	= \$	400.00
2. Bid Item No. 32. Const. bus pad	18'x9.5' = 171 SF @ \$22/SF	= \$	3,762.00
3. Bid Item No. 29. T&M for pavers @ SW Corner Pacific	Lump Sum	= \$	13,773.45
4. Bid Item No. 46. Restake @ NW Corner Alameda	Lump Sum	= \$	2,766.39
5. Bid Item No. 42. Double Pedestal @ Santa Fe	Lump Sum	= \$	25,632.83
6. Bid Item No. 5. Remove add'l curb & gutter	201.6 LF @ \$25/LF	= \$	5,040.00 (Invoice No. 3)
7. Bid Item No. 28. Const. Curb & Gutter	239 @ \$75/LF	= \$	17,925.00 (Invoice No. 3)
8. Bid Item No. 17. Remove add'l RR tracks	78 LF @ \$115/LF	= \$	8,970.00 (Invoice No. 3)

Total Bid Item Increase = \$ 78,269.67

No Working Days are granted as a result of this change order.

Total Change Order = \$ 78,269.67

Estimated Cost: ☒ Increase ☐ Decrease \$78,269.67

For this order, the time of completion will be adjusted as follows:

**SUBMITTED BY**  
SIGNATURE \_\_\_\_\_ (PRINT NAME AND TITLE) Steve Forster, Acting Public Works Director DATE 10-03-2024

**APPROVAL RECOMMENDED BY**  
SIGNATURE \_\_\_\_\_ (PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager DATE 10-03-2024

**ENGINEER APPROVAL BY**  
SIGNATURE \_\_\_\_\_ (PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager DATE 10-03-2024

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

**CONTRACTOR ACCEPTANCE BY**  
SIGNATURE \_\_\_\_\_ (PRINT NAME AND TITLE) Gordon Kline, Project Manager AAA DATE 10-03-2024



As requested by the Contractor, you are directed to provide additional labor and materials needed to A) Remove & Replace a portion of a concrete bus pad at Bickett Street to achieve ADA compliance (bid items 8 & 32), B) Replace pavers at the southwest corner of Pacific Boulevard (bid item 29), C) Restake curb returns at the northwest corner of Alameda Street (bid item No. 46), D) Install a double pedestal at Santa Fe Avenue, E) Remove and Install Curb and Gutter (bid items 5 & 28 per Invoice No. 3) and F) Remove additional Railroad Tracks (bid item 17 per Invoice No. 3).

For this work the contractor will be compensated an agreed sum of \$ 78,269.67 for the work of adding the above noted items and listed below, based on a cost analysis provided by the contractor, modified and agreed to by the Engineer which includes all allowable markups for costs associated with the labor, materials required for this pavement work.

**A) South Side of Bickett Street: Remove and Replace a portion of bus pad:**

Bid Item No. 8, Remove Conc. Bus Pad	5 CY @ \$80/CY	= \$	400.00
Bid Item No. 32, Const. Bus Pad 18' x 9.5' = 171 SF	@ \$22.00/SF	= \$	3,762.00

**B) T&M for pavers in the Southwest Corner of Pacific Boulevard (Lump Sum):**

Bid Item No. 29 lump sum	= \$	13,773.45
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**C) Restake curb returns on Northwest Corner of Alameda Street:**

Bid Item No. 46 lump sum	= \$	2,766.39
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**D) Double pedestal on Santa Fe Avenue:**

Bid Item No. 42	= \$	25,632.83
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**E) Additional Remove and Install Curb and Gutter for Invoice No. 3**

Bid Item No. 5	201.6 LF @ 25/LF	= \$	5,040.00
Bid Item No. 28	239 LF @ 75/LF	= \$	17,925.00

**F) Remove Additional Railroad Tracks for Invoice No. 3**

Bid Item No. 17	78 LF @ 115/LF	= \$	8,970.00
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<b>Total Bid Item Increase</b>	<b>= \$</b>	<b>78,269.67</b>
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[END]





# CHANGE ORDER FORM

Sheet \_\_\_\_\_ of \_\_\_\_\_

Change Requested by: ☐ Engineer ☐ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE. PM	FEDERAL NUMBER(S)
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TO \_\_\_\_\_, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Estimated Cost: ☐ Increase ☐ Decrease \$ \_\_\_\_\_

For this order, the time of completion will be adjusted as follows.

<b>SUBMITTED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	GERARDO LOPEZ	10/9/24
<b>APPROVAL RECOMMENDED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
<b>ENGINEER APPROVAL BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

<b>CONTRACTOR ACCEPTANCE BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE



As requested by the Contractor, you are directed to provide additional labor and materials needed to A) Remove & Replace a portion of a concrete bus pad at Bickett Street to achieve ADA compliance (bid items 8 & 32), B) Replace pavers at the southwest corner of Pacific Boulevard (bid item 29), C) Restake curb returns at the northwest corner of Alameda Street (bid item No. 46), D) Install a double pedestal at Santa Fe Avenue, E) Remove and Install Curb and Gutter (bid items 5 & 28 per Invoice No. 3) and F) Remove additional Railroad Tracks (bid item 17 per Invoice No. 3).

For this work the contractor will be compensated an agreed sum of \$ 78,269.67 for the work of adding the above noted items and listed below, based on a cost analysis provided by the contractor, modified and agreed to by the Engineer which includes all allowable markups for costs associated with the labor, materials required for this pavement work.

**A) South Side of Bickett Street: Remove and Replace a portion of bus pad:**

Bid Item No. 8, Remove Conc. Bus Pad	5 CY @ \$80/CY	= \$	400.00
Bid Item No. 32, Const. Bus Pad 18' x 9.5' = 171 SF	@ \$22.00/SF	= \$	3,762.00

**B) T&M for pavers in the Southwest Corner of Pacific Boulevard (Lump Sum):**

Bid Item No. 29 lump sum	= \$	13,773.45
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**C) Restake curb returns on Northwest Corner of Alameda Street:**

Bid Item No. 46 lump sum	= \$	2,766.39
--------------------------	------	----------

**D) Double pedestal on Santa Fe Avenue:**

Bid Item No. 42	= \$	25,632.83
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**E) Additional Remove and Install Curb and Gutter for Invoice No. 3**

Bid Item No. 5	201.6 LF @ 25/LF	= \$	5,040.00
Bid Item No. 28	239 LF @ 75/LF	= \$	17,925.00

**F) Remove Additional Railroad Tracks for Invoice No. 3**

Bid Item No. 17	78 LF @ 115/LF	= \$	8,970.00
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<b>Total Bid Item Increase</b>	<b>= \$</b>	<b>78,269.67</b>
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[END]





# CHANGE ORDER FORM

Sheet 1 of 1

Change Requested by: ☐ Engineer ☒ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
5				

TO  
Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Slauson Avenue Congestion Relief Improvement Project CIP 2019-02

Increase/Decrease in Bid Items:

1. Signal conduit on State St. - Lump Sum \$29,072.16

Total Bid Item Increase = \$29,072.16

No Working Days are granted as a result of this change order.

Total Change Order = \$ 29,072.16

See Attached Change Order Request from All American Asphalt.

Estimated Cost: ☒ Increase ☐ Decrease \$ 29,072.16

For this order, the time of completion will be adjusted as follows:

## SUBMITTED BY

SIGNATURE	(PRINT NAME AND TITLE) Gerry Lopez, Public Works Director	DATE 12-18-2024
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## APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 12-18-2024
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## ENGINEER APPROVAL BY

SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 12-18-2024
-----------	--	--------------------

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

## CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME AND TITLE) Gordon Kline, Project Manager AAA	DATE 12-18-2024
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# CHANGE ORDER FORM

Sheet \_\_\_\_\_ of \_\_\_\_\_

Change Requested by: ☐ Engineer ☒ Contractor

CHANGE ORDER NO	SUPPL NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
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TO  
Gordon Kune, At America's Asphalts, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

1. Add 1000 yds of 1 1/2" crushed stone to the existing base.

2. Add 1000 yds of 1 1/2" crushed stone to the existing base.

3. Add 1000 yds of 1 1/2" crushed stone to the existing base.

4. Add 1000 yds of 1 1/2" crushed stone to the existing base.

5. Add 1000 yds of 1 1/2" crushed stone to the existing base.

6. Add 1000 yds of 1 1/2" crushed stone to the existing base.

7. Add 1000 yds of 1 1/2" crushed stone to the existing base.

Estimated Cost: ☒ Increase ☐ Decrease \$ 250,000.00

For this order, the time of completion will be adjusted as follows:

## SUBMITTED BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gerry Lopez, Public Works Director	12-18-2021

## APPROVAL RECOMMENDED BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	12-18-2021

## ENGINEER APPROVAL BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	12-18-2021

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

## CONTRACTOR ACCEPTANCE BY

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gordon Kune, Project Manager AAA	12-18-2021





## CHANGE ORDER FORM

Sheet 1 of 1Change Requested by: ☒ Engineer ☒ Contractor

CHANGE ORDER NO. 6	SUPPL. NUMBER	CONTRACT NUMBER CIP2019-02	CO-RTE-PM	FEDERAL NUMBER(S)
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TO  
Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

As requested by the Engineer (pedestal on Miles) and Contractor (T&M work), you are authorized to add an additional \$62,392.09 to the contract.

For this work, the contractor AAA, added 10.25% sales tax, 5% material markup and their own markup and bond costs to the Subcontractor, Ferreira's actual costs. Extra Work was done at Santa Fe Avenue and Miles Avenue intersections and were added to the Bid Items 42 & 43:

## Increase in Bid Items:

Bid Item No. 42, for T&amp;M for investigating an unmarked utility at the NW corner of Santa Fe - LS. = \$ 17,039.43

Bid Item No. 43, for T&amp;M work done at the two northerly corners of Miles Avenue obstructions - LS. = \$ 8,485.32

Bid Item No. 43, for work in coordination w/Edison for pedestal on Miles Avenue (Eng. Req.) - LS. = \$ 36,867.34

Sub Total \$ 62,392.09

Total: \$ 62,392.09

Total Bid Item Increase = \$62,392.09

No Working Days are granted as part of this Change Order No. 6.

Total Change Order = \$ 62,392.09

Estimated Cost: ☒ Increase ☐ Decrease \$ 62,392.09

For this order, the time of completion will be adjusted as follows:

<b>SUBMITTED BY</b>	
SIGNATURE	(PRINT NAME AND TITLE) Gerry Lopez, Public Works Director
	DATE 12-23-2024

<b>APPROVAL RECOMMENDED BY</b>	
SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager
	DATE 12-23-2024

<b>ENGINEER APPROVAL BY</b>	
SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager
	DATE 12-23-2024

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

<b>CONTRACTOR ACCEPTANCE BY</b>	
SIGNATURE	(PRINT NAME AND TITLE) Gordon Kline, All American Asphalt
	DATE 12-23-2024



## CHANGE ORDER FORM

Sheet 1 of 1Change Requested by: ☒ Engineer ☒ Contractor

CHANGE ORDER NO	SUPPL NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
0		CIP2019-02		

TO  
Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

As requested by the Engineer (pedestal on Miles) and Contractor (T&M work), you are authorized to add an additional \$62,392.09 to the contract.

For this work, the contractor AAA, added 10.25% sales tax, 5% material markup and their own markup and bond costs to the Subcontractor, Ferreira's actual costs. Extra Work was done at Santa Fe Avenue and Miles Avenue intersections and were added to the Bid Items 42 & 43:

Increase in Bid Items  
Bid Item No. 42, for T&M for investigating an unmarked utility at the NW corner of Santa Fe - LS = \$ 17,039.43  
Bid Item No. 43, for T&M work done at the two northerly corners of Miles Avenue obstructions - LS = \$ 8,485.32  
Bid Item No. 43, for work in coordination w/Edison for pedestal on Miles Avenue (Eng. Req.) - LS = \$ 36,867.34

Sub Total \$ 62,392.09

Total \$ 62,392.09

Total Bid Item Increase = \$62,392.09

No Working Days are granted as part of this Change Order No. 6

Total Change Order = \$ 62,392.09

Estimated Cost: ☒ Increase ☐ Decrease \$ 62,392.09

For this order, the time of completion will be adjusted as follows

<b>SUBMITTED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gerry Lopez, Public Works Director	12-23-2024
<b>APPROVAL RECOMMENDED BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	12-23-2024
<b>ENGINEER APPROVAL BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	12-23-2024

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

<b>CONTRACTOR ACCEPTANCE BY</b>		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gordon Kline, All American Asphalt	12-23-2024



## CHANGE ORDER FORM

Sheet \_\_\_\_ of \_\_\_\_

Change Requested by: ☐ Engineer ☐ Contractor

CHANGE ORDER NO.	SUPPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
TO				

, **contractor**

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

Estimated Cost: ☐ Increase ☐ Decrease \$

For this order, the time of completion will be adjusted as follows:

SUBMITTED BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
APPROVAL RECOMMENDED BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE
ENGINEER APPROVAL BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

CONTRACTOR ACCEPTANCE BY		
SIGNATURE	(PRINT NAME AND TITLE)	DATE





## CHANGE ORDER FORM

Sheet 1 of 1Change Requested by: ☒ Engineer ☒ Contractor

CHANGE ORDER NO. 8	SUPPL. NUMBER	CONTRACT NUMBER CIP2019-02	CO-RTE-PM	FEDERAL NUMBER(S)
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TO  
Gordon Kline, All American Asphalt, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

As requested by the Contractor, you are authorized to add an additional \$134,379.43 to the contract.

For this work, the contractor encountered unforeseen field conditions in the execution of performing this project:

Increase in Bid Items:

RFI#006, petrotac E/O Alameda over concrete slabs @ LS =	\$18,380.00 (requested by Engineer)
RFI#026, T&M for unmarked utility @ NW cor of Santa Fe =	\$12,459.45
RFI#020, T&M for unmarked utilities at NW & NE cors of Miles =	\$31,749.87
Unforeseen field sand/slurry issue @ NW cor Miles, T&M =	\$9,865.11
Bid Item No. 34, additional bench & receptacle @ \$ 4,800.00 =	\$4,800.00 Invoice No. 9
Bid Item No. 2, additional Traffic Control @ LS. =	\$35,000.00 Invoice No. 9
RFI#23, handrails at Alameda & Sante Fe, T&M =	\$22,125.00
Sub Total	\$134,379.43
Total:	\$134,379.43

Total Bid Item Increase = \$134,379.43

No Working Days are granted as part of this Change Order No. 8.

Total Change Order = \$134,379.43

Estimated Cost: ☒ Increase ☐ Decrease \$134,379.43

For this order, the time of completion will be adjusted as follows:

**SUBMITTED BY**

SIGNATURE	(PRINT NAME AND TITLE) Gerry Lopez, Public Works Director	DATE 02-26-2025
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**APPROVAL RECOMMENDED BY**

SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 02-26-2025
-----------	--	--------------------

**ENGINEER APPROVAL BY**

SIGNATURE	(PRINT NAME AND TITLE) Dan Garcia, P.E., Construction Manager	DATE 02-26-2025
-----------	--	--------------------

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

**CONTRACTOR ACCEPTANCE BY**

SIGNATURE	(PRINT NAME AND TITLE) Gordon Kline, All American Asphalt	DATE 02-26-2025
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## CHANGE ORDER FORM

Sheet 1 of 1Change Requested by: ☒ Engineer ☒ Contractor

CHANGE ORDER NO.	SUPL. NUMBER	CONTRACT NUMBER	CO-RTE-PM	FEDERAL NUMBER(S)
9				

TO  
**Gordon Kline, All American Asphalt**, contractor

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract. **NOTE: This change order is not effective until approved by the engineer.**

Description of work to be done, estimate of quantities, and prices to be paid. (Segregate between additional work at contract price, agreed price, and force account.) Unless otherwise stated, rates for rental of equipment cover only such time as equipment is actually used and no allowance will be made for idle time. The last percentage shown is the net accumulated increase or decrease from the original quantity in the Bid Item List.

As requested by the City, you are directed to provide additional labor and materials needed to increase the project items listed below per bid item.

For this work the contractor will be compensated an agreed lump sum of \$ \$69,260.97 for the work based on a cost analysis provided by the contractor, modified and agreed to by the Engineer which includes all allowable markups for costs associated with the labor, materials required for this pavement work.

**Increase in Bid Items:**

Bid Item No. 41, T&M for unforeseen utilities,	Lump Sum = \$24,917.10
Bid Item No. 42, Add two push buttons, trench	Lump Sum = \$6,102.38
Bid Item No. 43, T&M breakout sidewalk, pothole utils	Lump Sum = \$5,742.63
Bid Item No. 41, Asbestos Testing for unforeseen Util	Lump Sum = \$1,230.50
Bid Item No. 3, Rem. Sidewalk, Bid sheet numbers incorrect.	4,396.40 SF @ \$3.50/SF = \$15,387.40
Bid Item No. 5, Rem. C&G, Bid sheet numbers incorrect.	20 LF @ \$25/LF = \$500.00
Bid Item No. 6, Rem. Curb Ramp	1 Ea. @ \$1,700 Ea. = \$1,700.00
Bid Item No. 27, Const. Conc. Sidewalk	498.64 SF @ \$14/SF = \$6,980.96
Bid Item No. 29, Const. Curb Ramp	1 Ea. @ \$6,700 Ea. = \$6,700.00

Total Bid Item Increase = \$69,260.97

Total Change Order = \$69,260.97

Estimated Cost: ☒ Increase ☐ Decrease \$ \$69,260.97

For this order, the time of completion will be adjusted as follows:

**SUBMITTED BY**

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gerardo Lopez, Public Works Director	03-26-2025

**APPROVAL RECOMMENDED BY**

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	03-26-2025

**ENGINEER APPROVAL BY**

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Dan Garcia, P.E., Construction Manager	03-26-2025

We, the undersigned contractor, have given careful consideration to the change proposed and agree to provide equipment, furnish materials, and perform the work specified above, and will accept as full payment the prices shown above. **NOTE: If you do not sign this order, you are directed to proceed with the ordered work. You may file a Request for Information within the time specified.**

**CONTRACTOR ACCEPTANCE BY**

SIGNATURE	(PRINT NAME AND TITLE)	DATE
	Gordon Kline, AAA Project Manager	03-26-2025



# **REGULAR AGENDA**

## ITEM 1



# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

April 7, 2025

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 2025 MID YEAR BUDGET STATUS REPORT AS OF DECEMBER 31, 2024**

FISCAL YEAR 2025 BUDGET STATUS REPORT AS OF DECEMBER 31, 2024, PRESENTS THE BUDGET VS. ACTAL REVENUES AND EXPENDITURES, BUDGET TRANSFERS BETWEEN DEPARTMENTS, AND RECOMMENDED BUDGET APPROPRIATIONS.

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

1. Adopt a resolution to receive and file the FY 2024 Mid-Year Budget Status report as of December 31, 2024; 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.

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

The FY 2025 budget was originally adopted at a special City Council meeting on June 25, 2024. By reaching the halfway point of the Fiscal Year, mid-year adjustments are needed to align budgets with expenditures, and the recommended adjustments have been brought forward to City Council for review and approval.

The Mid-Year Budget Status Report shows the City has received 31.5% of the total expected revenue. This is in line with expectations due to the timing of when actual revenues are received by the City. For example, in the Sales Tax area, the state of CA distributes tax revenues to cities two months after it has been collected so, as of December 31, 2024, the City received sales tax collections through October 2024.

# FISCAL YEAR 2025 MID YEAR BUDGET STATUS REPORT AS OF DECEMBER 31, 2024

April 7, 2025

Page 2 of 4

<b>Revenues</b>	<b>FY 2025 Budget</b>	<b>FY 2025 YTD Actual</b>	<b>% Received</b>
General Fund	\$47,160,900	\$14,269,605	30.3%
Special Revenue Funds	\$34,500,780	\$13,395,908	38.8%
Internal Service Funds	\$ 6,361,800	\$ 52	0.0%
Enterprise Funds	\$ 4,652,100	\$ 1,959,053	42.1%
Fiduciary Funds	\$ 1,256,100	\$ 50	0.0%
<b>Total</b>	<b>\$93,931,680</b>	<b>\$29,624,668</b>	<b>31.5%</b>

The YTD actual expenditures totals shown in the Mid-Year Budget Status Report show that approximately 37% of the expenditures budget has been used, while an additional 11.3% has been encumbered for future expenses. The YTD encumbrance amount, shown below, includes purchase order roll-overs from the prior fiscal year for projects or purchases that were unable to be completed in FY 2024 but are anticipated to be completed in FY 2025, as shown in Appendix A.

<b>Expenditures</b>	<b>FY 2025 Budget</b>	<b>FY 2025 YTD Actual</b>	<b>YTD Encumbrances</b>
General Fund	\$ 45,369,585	\$ 20,785,310	\$ 1,571,148
Special Funds	\$ 25,936,764	\$ 8,843,734	\$ 2,950,692
Internal Service Funds	\$ 4,218,942	\$ 1,666,396	\$ 474,835
Enterprise Funds	\$ 7,246,966	\$ 1,941,278	\$ 1,767,106
Fiduciary	\$ 1,257,400	\$ 596,786	\$ -
Capital Funds	\$ 19,394,272	\$ 4,472,312	\$ 4,944,911
<b>Total</b>	<b>\$103,423,929</b>	<b>\$ 38,305,816</b>	<b>\$ 11,708,693</b>

During the first half of FY 2025, there have been appropriation requests that total \$1,254,603, as shown in Appendix B. Within Appendix B-1 there are account appropriation requests for: Water Supply Purchases, CalPERS Unfunded Liabilities, PARS/PERS Retirement Benefits, Electric & Gas Charges, and Regular Salaries that total to \$3,303,900.

- The Water Supply Purchase appropriation request of \$354,000 is necessary due to current Well-water production not meeting the current demand. It was expected that the rehabilitation of Well 15 would have a larger impact on water production but the expected impact was significantly lower than expected.
- The CalPERS Unfunded Liability appropriation request of \$1,483,000 and the PARS/PERS Retirement Benefits appropriation request of \$21,500 are necessary due to CalPERS actuarial valuations. These valuations are published in July while the budget was prepared and finalized in May. The CalPERS actuarial valuations

## **FISCAL YEAR 2025 MID YEAR BUDGET STATUS REPORT AS OF DECEMBER 31, 2024**

April 7, 2025

Page 3 of 4

came in with a large increase from prior years due to multiple factors such as the number of employees retiring, the age of current employees, and overall market conditions within each CalPERS plan.

- The Insurance Benefits for Active Employees appropriation request of \$360,000 is necessary due to an increase in the number of claims due to a backlog in claims being cleared out.
- The Electric & Gas appropriation request of \$600,000 is necessary due to SoCal Edison raising electricity rates and changing their billing format to time-of-use therefore increasing monthly operation costs, over the past 8 years electricity costs paid by the city have nearly doubled.
- The Police department's Regular Salary appropriations request of \$300,000 is necessary due to the new POA MOU retroactive salary increase of 10%.
- The Bond Interest appropriation request of \$185,400 is necessary for the budget to be in line with the bond payment schedule.

Appendix C illustrates the budget transfers that occurred during the first half of FY 2025. These amounts are not increasing the overall budget expenditure but shifting previously approved budget dollars from one department to another, the total of all transfers equals \$812,819. These transfers are for the recognition of expenses in the correct department and fund.

The Full-Time and Part-Time Positions pages of the document have also been updated to reflect the positions requested as of December 31, 2024 and include new positions to reflect department needs. Specifically, the Finance department includes the addition of a Finance Assistant position to better match increased business demand driven by new initiatives/programs. The additional Finance Assistant position will allow City staff to serve more customers efficiently at the counter and process more bill payments, permit payments, dial-a-ride sign-ups, etc.

### **FISCAL IMPACT**

The Finance department is requesting that City Council approve the following Budget Appropriations:

- a) The Water Supply Purchase appropriation \$354,000
- b) The CalPERS Unfunded Liability appropriations \$1,483,000
- c) The PARS/PERS Retirement Benefits appropriations \$21,500
- d) The Insurance Benefits for Active Employees appropriation \$360,000
- e) The Electric and Gas appropriation \$600,000

# **FISCAL YEAR 2025 MID YEAR BUDGET STATUS REPORT AS OF DECEMBER 31, 2024**

April 7, 2025

Page 4 of 4

- f) The Police department Regular Salary appropriations \$300,000
- g) The Bond Interest appropriation \$185,400

Total Appropriation Request Amount \$3,303,900

Of these appropriation requests only \$900,000 is being requested from the General Fund. The other \$2.4 mill is being requested from Special, Enterprise, and Internal Service Funds. Therefore, the financial burden does not fall solely onto the General Fund. It should be noted that these funds, have fund balance to cover the appropriations needed to finish out the fiscal year.

## **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. Appendix A – PO Rollovers
- B. Appendix B – Budget Appropriations
- C. Appendix B-1 Mid-Year Budget Appropriations
- D. Appendix C – Budget Transfers
- E. Appendix C-1 - Mid-Year Budget Transfers

## Appendix A - PO Rollovers

Department & Accounts	Description	Adjustment Amount
City Clerk	Parking Survey	15,000
	Subtotal:	<b>15,000</b>
Finance	Audit Services	74,160
	Accounting Services (Herrera)	30,000
	Subtotal:	<b>104,160</b>
Non-Departmental	Software Add-ons	14,125
	Accounting Services (Herrera)	52,500
	Subtotal:	<b>66,625</b>
Parks & Recreation	Fitness Center Maintenance	1,850
	Fitness Center Equipment	9,269
	Contract Class Equipment	7,581
	AED's for Parks	9,531
	4th of July Supplies	1,000
	Nutrition Program	2,060
	Veterans Brunch	1,730
	Referee - Youth Basketball	4,422
	Field Maintenance	4,400
	CIP 2022-03 PSA of PS&E	12,215
	Subtotal:	<b>54,058</b>
Police	Animal Enforcement Truck Ramp	5,225
	Police Unit Major Repairs	9,505
	PD Unit 972	2,177
	Weapons Repairs	2,168
	Non-PostTraining	9,126
	Guns	4,800
	Uniforms	1,269
	FOU Supplies	12,824
	Patrol Supplies	3,855
	Mobile Police Radio System	10,326
	Mobile Police Radio System	10,326
	Handheld Radio	10,606
	HPPD Software	9,680
	Fixed LPR Subscription Package	11,663
	Dell Tablet Cradles & Dock Gambler	2,438
	Office Furniture	35,348
	Facility Improvements	24,382
	Emergency Equipment Package	7,916
	Mobile Radio	11,052
	Tactical Equipment	13,976
	3 Mobile Police Radio Systems	30,979
	2 Mobile Police Radio Systems	20,653
	2 MDC's Dell Latitude	8,295
	Lighting Equipment	14,974
	New Patrol Vehicle	34,061
	PSA for Janitorial Services	39,280
	Monthly Software Subscriptions	1,217

## Appendix A - PO Rollovers

Department & Accounts	Description	Adjustment Amount
Police	Software & Subscriptions	29,444
	Subtotal:	<b>377,565</b>
	<b>Total Amount of PO Adjustments</b>	<b>617,408</b>
Community Development	PSA for ECRG Grant work	49,029
	Labor Compliance Services	14,935
	Excursion Transportation for Students	3,933
	Cal Home Owner Occupied Program	61,156
	HOME Program Administration	24,605
	PSA for Lead & Asbestos Testing	75,925
	HOME Repair Program	70,000
	HOME ARPA Admin Services	74,505
	Subtotal:	<b>374,088</b>
Public Works	Fixed Route Transit	42,455
	PSA for Janitorial Services	32,263
	PSA for Janitorial Services	49,135
	PSA for Janitorial Services	9,146
	Catch Basin Cleaning	5,480
	Street Sweeping Services	20,114
	Catch Basin Cleaning	34,524
	CIP 2022-12 PSA for PS&E	14,455
	PSA for MS4 Compliance Services	61,600
	Bus Stop & Parklets Maintenance	22,044
	PSA for Engineering & Building Services	200,544
	Repairs to Shuttle	3,336
	Repairs to Shuttle 003	2,646
	Repairs to Shuttle 002	6,552
	Repairs to Shuttle 002	9,411
	Fixed Route Transit	84,909
	CIP 2019-14 ATP Cycle 5	18,790
	CIP 2022-11 PSA for PS&E	57,208
	Dial-A-Ride Services	9,470
	Street Sweeping Services	79,901
	PSA for Engineering & Building Services	15,473
	50lb Bags Asphalt Repair	4,923
	CIP 2022-10 PSA for Labor Compliance	40,625
	PSA Traffic Signal Maintenance	7,414
	Traffic Signal Supplies	4,931
	PSA - Water & Sewer Operations	42,927
	Sewer Master Plan	270,528
	Utility Crane	200,000
	Traffic Signal & Street Light Poles	100,000
	Traffic Signal & Street Light Poles	38,027
	Tree Removal Services	71,361
	CIP 2021-04 Well 16	83,989



## Appendix A - PO Rollovers

Department & Accounts	Description	Adjustment Amount
Public Works	Emergency Repairs to Well 14	26,548
	Water Engineering	8,233
	PSA for Lead & Copper Rule Service	15,565
	PSA - Water & Sewer Operations	227,037
	PSA for Engineering & Building Services	22,210
	CIP 2021-04 Well 16 - Construction	1,379,286
	Water Master Plan	300,000
	Hoist to Lift Heavy Equipment	3,189
	Light Bars for PD Units 347, 357	4,367
	Light Bars for PD Units 194, 192	4,367
	Repairs for Unit 900	2,818
	Utility Crane	77,853
	Subtotal:	<b>3,715,652</b>
CIP	CIP 2022-03 Enhance Playgrounds	6,108
	CIP 2022-06 Enhance Playgrounds	6,108
	CIP 2019-02 CM&CI	378,890
	ROAR	52,500
	CIP 2023-01 SB1 Street Enhancement	35,069
	Fire Protection Alarm System	209,230
	CIP 2022-07 PS&E	1,574,783
	CIP 2022-04 PS&E	55,529
	PSA for Urban Forestry Grant	159,220
	Architectural Services for EOC	51,118
	Financial System	912,294
	CIP 2022-13 Construction Roof Repairs	189,840
	Subtotal:	<b>3,630,689</b>
Total Amount of PO Adjustments		<b>7,720,429</b>
		-
Grand Total		<b>8,337,837</b>

## Appendix B - Budget Appropriations

Appropriation Description	Date Request	Requested Amount
FY 2025 - Q1		
CalHome Owner Occupied Program	7/10/2024	100,000
Azure Development Loan	8/28/2024	53,227
FY15 Azure Develop AHD	9/10/2024	64,822
FY16 Azure Develop AHD	9/10/2024	53,227
FY17 Azure Develop AHD	9/10/2024	143,038
Baseball Clinic	9/10/2024	6,500
Citation Parking Collection	9/24/2024	141,300
FY 2025 - Q2		
Concrete Truck Purchase	11/20/2024	240,831
Architectural Services for Salt Lake Park Bldg	12/11/2024	282,000
CalHome Owner Occupied Program	12/19/2024	69,658
FY 25 STEP Program	12/23/2024	100,000
Appropriation Total		1,254,603

## Appendix B-1 Mid-Year Budget Appropriations

<u>Department</u>	<u>Account</u>	<u>Account Description</u>	<u>Requested Amount</u>
City Council Support Staff	216-0110-411-23-50	CalPERS Unfunded Liability	35,000.00
		<b>Subtotal:</b>	<b>35,000.00</b>
Parks & Recreations	216-6010-451-23-50	CalPERS Unfunded Liability	20,000.00
		<b>Subtotal:</b>	<b>20,000.00</b>
Police	216-7010-419-81-10	Pension Obligation Bonds	185,400.00
	216-7010-421-23-50	CalPERS Unfunded Liability	600,000.00
	216-7010-421-24-50	CalPERS Unfunded Liability	650,000.00
	Various General Fund	Regular Salaries	300,000.00
		<b>Subtotal:</b>	<b>1,735,400.00</b>
Public Works	216-8010-431-23-50	CalPERS Unfunded Liability	178,000.00
	681-8030-461-41-00	Water Purchase/Supply	354,000.00
	741-8060-431-23-00	PARS/PERS Retirement	11,500.00
	741-8060-431-25-05	PARS/PERS Retirement	10,000.00
		<b>Subtotal:</b>	<b>553,500.00</b>
Non Departmental	111-9010-419-62-10	Electric and Gas Charges	600,000.00
	745-9030-413-52-30	Ins - Benefits Active EEs	360,000.00
		<b>Subtotal:</b>	<b>960,000.00</b>
<b>Mid Year Appropriation Grand Total</b>			<b>3,303,900.00</b>

<u>Fund</u>	<u>Requested Amount</u>
111	900,000.00
216	1,668,400.00
681	354,000.00
741	21,500.00
745	360,000.00
<b>Mid Year Appropriation Fund Totals</b>	<b>3,303,900.00</b>

## Appendix C - Budget Transfers

Receiving Department	Reason for Transfer	Amount Transferred In
Public Works	Travel / Bus Passes	8,400
	Metro Transit Fuel & Oil	60,000
	Repair & Maintenance Transit	141,945
	Engineering Contract	300,000
	Bus Shelter Maintenance	286,974
	Recreation Transit	10,000
City Manager	Professional Development	5,000
	Holiday Parade Dinner	500
Transfer Total		812,819

## Appendix C-1 Mid-Year Budget Transfers

<u>Department</u>	<u>Account</u>	<u>Account Description</u>	<u>Budget Transfer In</u>
City Council Support Staff	111-0110-411-20-00	Fringe Benefits	30,000.00
City Council Support Staff	111-0110-411-23-00	PARS/PERS Retirement	15,000.00
City Council Support Staff	111-0110-411-25-05	PARS/PERS Retirement	12,000.00
City Manager	111-0210-413-20-00	Fringe Benefits	18,000.00
City Manager	111-0210-413-23-00	PARS/PERS Retirement	8,000.00
City Manager	111-0210-413-25-10	City Paid Deferred Compensation	14,500.00
Communications	111-0310-413-23-00	PARS/PERS Retirement	8,500.00
City Clerk	111-1010-411-20-00	Fringe Benefits	16,000.00
City Clerk	111-1010-411-23-00	PARS/PERS Retirement	10,000.00
Human Resources	111-2030-413.56-41	Professional/Contractual Services	149,298.00
Human Resources	111-2030-413-20-00	Fringe Benefits	30,000.00
Human Resources	111-2030-413-23-00	PARS/PERS Retirement	16,000.00
Finance	111-3010-415-15-60	Premium Pay	2,500.00
Finance	111-3010-415-23-00	PARS/PERS Retirement	27,000.00
Finance	111-3010-415-25-05	PARS/PERS Retirement	11,000.00
Finance	111-3013-415-23-00	PARS/PERS Retirement	4,000.00
Community Development	111-5010-419-23-00	PARS/PERS Retirement	34,000.00
Community Development	111-5055-419-23-00	PARS/PERS Retirement	16,000.00
Community Development	111-5055-419-25-05	PARS/PERS Retirement	10,000.00
Parks & Recreation	111-6010-451-23-00	PARS/PERS Retirement	31,000.00
Parks & Recreation	111-6020-451-23-00	PARS/PERS Retirement	13,000.00
Parks & Recreation	111-6030-451-23-00	PARS/PERS Retirement	1,900.00
Police	111-7010-421-23-00	PARS/PERS Retirement	44,000.00
Police	111-7010-421-24-00	PARS/PERS Retirement	458,900.00
Police	111-7010-421-25-05	PARS/PERS Retirement	10,600.00
Police	111-7010-421-56-41	Professional/Contractual Services	125,000.00
Police	111-7010-421-61-20	Dept Supplies & Expense	25,000.00
Police	111-7022-421-23-00	PARS/PERS Retirement	17,900.00
Police	111-7022-421-24-00	PARS/PERS Retirement	194,000.00
Police	111-7030-421-23-00	PARS/PERS Retirement	6,100.00
Police	111-7030-421-24-00	PARS/PERS Retirement	29,700.00
Police	111-7030-421-25-05	PARS/PERS Retirement	10,500.00
Police	111-7040-421-23-00	PARS/PERS Retirement	70,100.00
Police	111-7040-421-25-05	PARS/PERS Retirement	81,900.00
Police	111-7060-421-23-00	PARS/PERS Retirement	28,800.00
Police	111-7060-421-25-05	PARS/PERS Retirement	38,800.00
Police	111-7065-441-23-00	PARS/PERS Retirement	5,800.00
Police	111-7065-441-25-05	PARS/PERS Retirement	10,000.00
Public Works	111-8010-431-23-00	PARS/PERS Retirement	21,700.00
Public Works	111-8010-431-25-05	PARS/PERS Retirement	6,000.00
Public Works	111-8020-431-23-00	PARS/PERS Retirement	15,000.00
Public Works	111-8020-431-25-05	PARS/PERS Retirement	13,000.00
Public Works	111-8022-419-23-00	PARS/PERS Retirement	6,000.00
Public Works	111-8022-419-25-05	PARS/PERS Retirement	12,000.00

## Appendix C-1 Mid-Year Budget Transfers

Public Works	111-8080-431-23-00	PARS/PERS Retirement	3,500.00
Non Departmental	111-9031-413-52-20	Ins - Liability Premium	488,600.00
Non Departmental	111-9010-419-62-10	Electric and Gas Charges	101,511.43

<b>General Fund - Mid Year Budget Transfer In Total</b>	<b>2,302,109.43</b>
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<u>Department</u>	<u>Account</u>	<u>Account Description</u>	<u>Budget Transfer Out</u>
Communication	111-0310-413-56-42	Community Outreach	(30,000.00)
Communication	111-0310-413-56-43	Spay/Neuter Program	(5,000.00)
Communication	111-0310-413-59-15	Professional Development	(1,000.00)
Communication	111-0310-413-74-10	Equipment	(3,000.00)
Human Resources	111-2030-413-54-00	Advertising & Publication	(18,000.00)
Human Resources	111-2030-413-59-15	Professional Development	(4,000.00)
Human Resources	111-2030-413-59-16	City Wide Training	(25,000.00)
Human Resources	111-2030-413-61-19	Uniforms	(25,000.00)
Human Resources	111-2030-413-64-00	Membership and Dues	(1,000.00)
Human Resources	111-2030-413-64-05	Material and Supplies	(5,000.00)
Community Development	111-5010-419-56-41	Professional/Contractual Services	(300,000.00)
Public Works	111-8010-431-59-15	Professional Development	(10,000.00)
Public Works	111-8010-431-61-20	Material and Supplies	(30,000.00)
Public Works	111-8020-431-43-10	Building Maintenance	(10,000.00)
Public Works	111-8020-431-61-20	Material and Supplies	(4,066.43)
Public Works	111-8022-419-43-10	Building Maintenance	(22,000.00)
Public Works	111-8022-419-56-41	Professional/Contractual Services	(75,000.00)
Public Works	111-8023-451-43-10	Building Maintenance	(10,000.00)
Public Works	111-8023-451-56-41	Professional/Contractual Services	(15,000.00)
Public Works	111-8080-431-61-20	Material and Supplies	(1,500.00)
Public Works	111-8085-431-56-43	Fixed Route Transit	(84,909.00)
Public Works	111-8095-431-61-50	Material and Supplies	(10,000.00)
Non Departmental	111-9010-419-26-00	Workers' Compensation	(126,000.00)
Non Departmental	111-9010-419-27-10	OPEB Contributions	(1,000,000.00)
Non Departmental	111-9010-419-53-10	Telephone & Wireless	(90,000.00)
Non Departmental	111-9010-419-56-41	Professional/Contractual Services	(317,000.00)
Non Departmental	111-9030-413-26-00	Workers' Compensation	(79,634.00)

<b>General Fund - Mid Year Budget Transfer In Total</b>	<b>(2,302,109.43)</b>
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## Appendix C-1 Mid-Year Budget Transfers

<u>Department</u>	<u>Account</u>	<u>Account Description</u>	<u>Budget Transfer In</u>
Finance	681-3022-415-15-60	Premium Pay	8,000.00
Finance	681-3022-415-23-00	PARS/PERS Retirement	10,000.00
Finance	681-3022-415-25-05	PARS/PERS Retirement	9,000.00
Public Works	681-8030-461-20-00	Fringe Benefits	2,500.00
Public Works	681-8030-461-23-00	PARS/PERS Retirement	1,900.00
Public Works	681-8030-461-25-05	PARS/PERS Retirement	1,200.00
Non Departmental	681-8030-461-41-00	Water Purchase/Supply	1,346,686.00
Water Fund - Mid Year Budget Transfer In Total			<u><u>1,379,286.00</u></u>

<u>Department</u>	<u>Account</u>	<u>Account Description</u>	<u>Budget Transfer In</u>
Public Works	681-8030-461-73-10	Well 16 Cottage Reservoir	(1,379,286.00)
Water Fund - Mid Year Budget Transfer Out Total			<u><u>(1,379,286.00)</u></u>

## ITEM 2





# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

April 07, 2025

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 OF APPROVAL OF A RESOLUTION AMENDING THE SPENDING LIMITS POLICY FOR PURCHASING AUTHORITY FOR THE CITY MANAGER AND DIRECTORS AND THE UPDATED PURCHASING**

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

1. Adopt Resolution amending Resolution No. 2024-17, Establishing a Spending Limits Policy for Purchasing Authority for the City Manager, Director of Finance and Department Heads; and
2. Approve of the City's updated Purchasing Manual, Purchase Value Thresholds, Sections L-M.

### **BACKGROUND**

A spending limit policy ensures that sound fiscal and budgetary practices are implemented by imposing certain limits upon the City Manager, and all Department Heads of the City, including their staff and employees.

The last time the limits were reviewed was in 2024. In order to more efficiently conduct the operations of the City, the following limits are being recommended for adjustment:

- The City Manager shall have the authority to purchase supplies, services or equipment in the amount of \$1,000 or greater, but not to exceed \$100,000, without prior City Council approval.
- The Director of Finance shall have the authority to purchase supplies, services or equipment up to an amount not to exceed \$35,000.
- The Department Heads shall have the authority to purchase supplies, services or equipment up to an amount not to exceed \$5,000.
- The City Manager shall have the authority to settle or resolve claims, lawsuits or other legal matters or disputes in an amount not to exceed \$200,000 without prior City Council approval.

## **CONSIDERATION AND APPROVAL OF THE FINANCE DEPARTMENT'S UPDATED PURCHASING MANUAL**

April 07, 2025

Page 2 of 2

The policy also addresses emergency situations in the following fashion:

In the event of an emergency, as defined below, emergency purchases may be authorized by the City Manager, including the Interim City Manager, which exceed the above spending limits when time is of the essence. "Emergency Situation" shall be defined as follows:

- (a) To preserve or protect life, health or property;
- (b) In circumstances involving natural disasters;
- (c) To forestall a shut-down of essential public services.

When emergency purchases have been approved by the City Manager, these purchases shall be submitted to the City Council at the earliest possible date for ratification of such purchases.

This policy also requires all other Federal, State and local laws must be followed for bidding and Request For Proposal (RFP) requirements.

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

The City Council approved a revised Purchasing Manual in January 2025. Since that time, it has become apparent that the approval authority established by the policy inhibits the City's efficiency in the purchasing process.

The proposed update aligns the approval authority monetary thresholds to amounts more closely aligned with the industry standards for cities with a similar populations and complexity to the City of Huntington Park.

Changes to the policy include changing the approval authority limits of the Department Heads from \$1,000 to \$5,000, the Finance Director from \$1,000 to \$35,000, and the City Manager from \$50,000 to \$100,000.

Overall, these changes will reduce the number of relatively small dollar purchases going to the City Manager for approval and increasing the speed at which the City can obtain supplies and services.

# **CONSIDERATION AND APPROVAL OF THE FINANCE DEPARTMENT'S UPDATED PURCHASING MANUAL**

April 07, 2025

Page 2 of 2


## **FISCAL IMPACT/FINANCING**

There is no associated cost with the updates made to the Finance Department's updated Purchasing Manual, Purchase Value Thresholds, Sections L-M

## **CONCLUSION**

Upon Council approval staff will proceed with the recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Jeff Jones', with a stylized, flowing script.A second handwritten signature in blue ink, also appearing to read 'Jeff Jones', with a similar stylized script.

JEFF JONES  
Director of Finance

## **ATTACHMENT(S)**

- A. Resolution amending Resolution No. 2025-XX, Amending the Spending Limits Policy for Purchasing Authority for the City Manager
- B. Finance Department Policy & Procedures, Section V, Purchasing Purchase Value Thresholds, Sections L-M.

# **ATTACHMENT "A"**

## **RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HUNTINGTON PARK, AMENDING RESOLUTION NO. 2024-17,  
ESTABLISHING A SPENDING LIMITS POLICY FOR  
PURCHASING AUTHORITY FOR THE CITY MANAGER OF THE  
CITY OF HUNTINGTON PARK**

**WHEREAS**, the City of Huntington Park within the provisions of its Municipal Code has established certain purchasing authority levels and amounts; and

**WHEREAS**, the City Council recognizes the need to regulate, control and limit staff spending authority, notwithstanding the higher levels of authority established by the Huntington Park Municipal Code; and

**WHEREAS**, City Council desires to exercise sound fiscal and budgetary practices by imposing certain spending level policies upon the City Manager, as expressed below; and

**WHEREAS**, the spending limit policies are hereby established as set forth below and are to take effect immediately upon the adoption of this resolution.

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

**SECTION 1:** Notwithstanding Sections 2-3.405, 2-5.10, 2-5.11 or any other provisions of the Huntington Park Municipal Code relating to spending authority, the City Council hereby imposes the following limits for spending and legal dispute resolution without prior City Council approval:

1 The City Manager shall have the authority to purchase supplies, services or equipment in the  
2 amount of \$1,000 or greater, but not to exceed \$100,000, without prior City Council approval.

3 The Director of Finance shall have the authority to purchase supplies, services or equipment up  
4 to an amount not to exceed \$35,000.

5 The Department Heads shall have the authority to purchase supplies, services or equipment up  
6 to an amount not to exceed \$5,000.

7 The City Manager shall have the authority to settle or resolve claims, lawsuits or other legal  
8 matters or disputes in an amount not to exceed \$200,000 without prior City Council approval.

9  
10 In the event of an emergency, as defined below, emergency purchases may be authorized by the  
11 City Manager, which exceed the above spending limits when time is of the essence. "Emergency  
12 Situation" shall be defined as follows:

- 13 (a) To preserve or protect life, health or property;  
14 (b) In circumstances involving natural disasters;  
15 (c) To forestall a shut-down of essential public service.

16  
17 When emergency purchases have been approved by the City Manager, these purchases shall be  
18 submitted to the City Council at the earliest possible date for ratification of such purchases.

19  
20 **SECTION 2:** The foregoing policy shall in no way relieve or exempt the City, the City Manager,  
21 Department Heads or any City staff or employee from complying with all Federal, State or local laws,  
22 which require bidding or the issuance of an RFP prior to authorizing such purchase.

23  
24 **SECTION 3:** The City Clerk shall certify to the adoption of this Resolution.

25  
26 **PASSED, APPROVED AND ADOPTED** by the City Council of the City of Huntington Park  
27 at its meeting on this 7th day of April 2025.

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[SIGNATURES ON FOLLOWING PAGE]

\_\_\_\_\_  
Arturo Flores, Mayor

ATTEST: \_\_\_\_\_  
Eduardo Sarmiento  
City Clerk



# **CITY OF HUNTINGTON PARK**



## **FINANCE DEPARTMENT PURCHASING MANUAL**



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# Purchasing Manual

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## Section A: Purchasing Manual (Purpose and Policy)

**Purpose:** The purpose of this manual is to maintain uniform policies and procedures for the purchase of supplies, services and equipment, at lowest possible cost, commensurate with the quality and quantity needed, availability of the items and the ultimate use intended, provide departments with guidelines to assist them so that they are operating under City purchasing practices, within legal regulations, and to clearly define the responsibilities of the Purchasing Division and operating departments.

**Policy:** The policies detailed in the Purchasing Manual are per the City's Municipal Code Title 2: Administration, Chapter 5: Purchasing System. The purchasing manual will provide guidelines and detailed procedures to ensure that the intent of the City's ordinance will be met. The Director of Finance will make certain that the City's Executive team understands and enforces the procedures detailed in the Purchasing Manual and that the manual is maintained.

1. Policies outlined herein are to be adhered to by the Purchasing Division and operating departments when procuring supplies, professional services, management services, general services, equipment, special equipment/supplies.
2. Public Works contracts above \$5,000 must be formally bid.
  - a. Public work is any work of improvement contracted for a public entity. A work of improvement includes, but is not restricted to, the construction, alteration, addition to or repair, in whole or in part, of any building, wharf, bridge, ditch, aqueduct, well, tunnel, fence, machinery, railroad or road, the seeding, sodding, or planting of any lot or tract of land for landscaping purposes, the filling, leveling or grading of any lot or tract of land, the demolition of buildings, and the removal of buildings. Except as otherwise provided, a work of improvement includes the entire structure or scheme of improvement as a whole [Civ. Code 3106].

**Centralized Purchasing Exemption:** The Purchasing Agent may authorize any operating department to purchase or contract for specified supplies, services and equipment independently of the Purchasing Agent, provided that such purchases or contracts shall be made in conformity with these policies and procedures. Such authorization by the Purchasing Agent may be either in writing or verbally, except that any authorization in excess of the informal purchase limits shall be in writing.

**Severability:** If any section, subsection, sentence, clause, phrase or portion of the ordinance codified in this chapter is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this chapter. The City Council of this City declares that it would have adopted the ordinance codified in this chapter and each section subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections subsections, clauses, phrases, or portions hereof be declared invalid or unconstitutional.

(§ 2, Ord. 698-NS, eff. March 18, 2003)

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## Section B: Ethical Standards and Conflict of Interest

**Ethical Standards and Conflict of Interest:** The City is extremely sensitive to what constitutes unethical purchasing behavior and what, while legal, constitutes the appearance of unethical behavior. City staff is prohibited from accepting gifts from any individual or organization when the relationship between the organization or individual and the city employee stems from the employee's role as city employee. In addition to State law requirements, City employees shall not realize or attempt to realize personal gain directly or indirectly through a purchase by or service provided to the City.

1. It is impermissible for an employee, or any member of the employee's immediate family, to have a financial interest in any purchase or service provided to the City.
2. A business or organization, in which the employee or any member of the employee's immediate family has a financial interest, cannot be involved in and purchase or service provided to the City.
3. Any other person, business or organization, with whom the employee or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment, cannot be involved in any purchase or service provided to the City.
4. No City employee operating a business outside of their current City employment or employed by an outside business shall do business with or provide a service to the City through their outside business or employment.
5. Kickbacks are financial payments made to an employee who has facilitated a purchase or contract. Kickbacks are illegal and violate purchasing policies and procedures.  
(§ 2, Ord. 698-NS, eff. March 18, 2003, as amended by § 2, Ord. 881-NS, eff. January 19, 2012)
6. The Purchasing Agent and other employees involved in the purchasing process are frequently made privy to confidential information, in the course of their duties, and the prohibition against the misuse of confidential information is just as fundamental to ethical purchasing as it is to any other sphere of government. Employees and former employees should not knowingly use confidential information for actual or anticipated personal gain or for the gain of any other person.
7. Under the regulations established by the Political Reform Act, certain Public Officials and Board or Commission Members must disclose conflict of interest.

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### **Section C: Responsibilities of Purchasing Division**

1. Coordinate and manage the procurement of City's general supplies, services and equipment, from the lowest responsive and responsible bidder, in accordance with purchasing procedures prescribed by the Huntington Park Municipal Code and the Purchasing Manual, and any such Administrative Regulations.
2. Keep informed of the current developments concerning purchasing, prices, market conditions, new products, and implement purchasing regulations and procedures.
3. Prescribe and maintain all forms and records necessary for the efficient operation of the purchasing system.
4. Identify, evaluate and utilize purchasing methods which best meet the needs of the City (i.e., cooperative purchasing, interagency collaboration, and contractual agreements)
5. Assist Departments with research and recommendations in developing specifications for completeness of information and ensure that, when feasible, purchasing specifications are open and non-restrictive to encourage full and open competition.
6. Review and approve all purchase requisitions and contracts for services, supplies, and equipment.
7. Negotiate and recommend execution of contracts for the purchase of supplies, services, and equipment.
8. Make purchase and contract award recommendations to the appropriate authority.
9. Control emergency purchases in accordance with this manual and related regulations and procedures.
10. Maintain an up-to-date bidder list, vendors' catalogs, files and such other records as needed to perform these duties. Coordinate vendor relations, locate sources of supply, maintain vendor listing, and evaluate and document vendor performance.
11. Maintain inventory records of all capital assets.
12. Operate and maintain, in partnership with the Field Services Department, the warehouse and storage facilities of the City and maintain proper inventory control and records.
13. Recommend and supervise the transfer or disposal/sale of surplus equipment and materials. (§ 2, Ord. 698-NS, eff. March 18, 2003)

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## **Section D: Responsibilities of Operating Departments**

1. Departments may purchase supplies, equipment, special equipment/supplies, and services independently of the Purchasing Agent as permitted in accordance with the dollar thresholds established in this policy.
2. Verify that there exists an unencumbered appropriation, prior to initiating a purchase.
  - a. The Purchasing Agent shall not, without City Manager's authorization, issue any purchase order, authorize the execution of any contract, or enter into any contract for purchasing of supplies, equipment, services or construction, unless there exists an unencumbered appropriation against which such purchase is to be charged.  
(§ 2, Ord. 698-NS, eff. March 18, 2003)
3. Anticipate requirements sufficiently in advance to allow the Purchasing Division adequate time to obtain goods in accordance with the best purchasing practices.
4. Communicate and coordinate all purchases equal to or greater than \$5,000 with the Purchasing Division.
5. Provide detailed, accurate specifications to ensure goods obtained are consistent with requirements and expectations.
6. Submit to the Purchasing Agent a requisition on the approved requisition form, prior to initiating any procurement.
7. Follow the bidding limits and guidelines as established by the Municipal Code and these policies and procedures.
8. Inspect all supplies, general services, special equipment, and services purchased to assure conformance with City specifications.  
(§ 2, Ord. 698-NS, eff. March 18, 2003)
9. Inform the Purchasing Agent of any vendor relations problems, shipping problems (i.e., damaged goods, late delivery, wrong items delivered, incorrect quantity delivered, etc.) and any situations which should be brought to the attention of the Purchasing Division.
10. Minimize urgent and sole source purchases and provide written justification and documentation signed by the Department Head, when such purchases are necessary.

11. Assist Purchasing Agent with the review of all bids received for compliance with specifications and provide Purchasing Agent with written documentation regarding findings. After purchasing review, prepare a recommendation to the City Council for the award of the bid.
12. Notify vendors of purchase award when authorized by the Purchasing Agent.

### **Section E: Vendor Relations**

**Vendor Relations:** It is to the City's advantage to maintain and promote good relations with suppliers of goods and services. Purchasing and operating department staff shall conduct their dealings with vendors in a professional manner and shall promote equal opportunity and demonstrate fairness, integrity, and courtesy in all vendor relations.

1. The Purchasing Division maintains a list of registered vendors for purchases of goods and services. A list of registered vendors can be obtained by category code from the Purchasing Division. If a City employee is contacted by a potential vendor, please refer vendor to the Purchasing Division or City's website Purchasing page, for registration instructions.
2. Operating departments may make direct contact with vendors and service providers for such purposes as obtaining price quotes, developing service contracts, utilizing Request for Qualifications (RFQ) / Request for Proposal (RFP), obtaining technical information, obtaining cost estimates for budgeting or purchasing purposes, for preparing purchase requisitions and for placing orders for authorized purchases.
3. The Purchasing Agent will serve as an intermediary between operating departments and be the main contact during the bidding process, and in conflict resolution situations.

### **Section F: Contracts**

**Contracts:** Contracts shall be prepared for professional, management, general or special services. All City contracts shall be prepared on the City contract template unless approved by City Attorney. Contracts and amendments shall be prepared and submitted to the City Clerk's Office for final processing once fully executed. No contract term shall be set to Automatically Renew. "Evergreen" contracts are not acceptable.



### **Section G: Grants**

**Grants:** Grant expenditures (also special revenues like gas tax, prop A, prop C, etc.), may be subject to different and stricter rules. Thus, grant documents must be reviewed by the Department Director, Finance Director, and Purchasing Agent prior to making purchases, entering service contracts, or preparing a purchase requisition.

### **Section H: Local Business Preference**

**Local Business Preferences:** In purchasing supplies and equipment, the purchase will require the City of Huntington Park to pay sales and use taxes. The City shall grant a 1% preference to local businesses. For purposes of this section, "local businesses" are defined as businesses where principal place of business whose location in the City constitute a "point of sale" for purposes of the distribution of sales tax with respect to the subject purpose. The provision of this section shall not apply to purchases for which preferences are prohibited by Federal or State law or regulation. Preferences shall not be granted where the products being purchased are considered inferior in quality to those being offered by other bidders.

(§ 2, Ord. 698-NS, eff. March 18, 2003)

## Section I: Purchase Order

**Purchase Order:** The processing departments shall initiate requests for the purchase of goods, supplies, general services, nonprofessional services, equipment, and vehicles, of \$1,000 and more using a purchase requisition form, submitted to the Finance Department Purchasing Division. There must be an unencumbered appropriation for the requested purchases. Documentation, as outlined in this manual, is required to be attached to the requisition.

(§ 2, Ord. 698-NS, eff. March 18, 2003)

1. During any given fiscal year, procurements of identical supplies, equipment, materials or general services may not be broken- up into multiple procurements. The aggregate costs of such purchases are subject to Purchase Value Threshold requirements.

## Section J: Purchase Order Changes

**Purchase Order Changes:** A purchase order is a contract between the City and a vendor. Any substantial change to a purchase order and/or its contract for goods or services shall be documented on a Purchase Requisition Form, initiated by the operating department. Change orders shall be reviewed by the Finance Department and approved by the department head, Finance Director, and City Manager. Change orders must be approved prior to the beginning of any additional work.

(§ 2, Ord. 698-NS, eff. March 18, 2003)

A contract change order is an amendment which affects the scope of work by changing, adding, amending, or deleting work, which may affect the cost. Some changes are initiated by the City and some by the contractor. The change order may alter the contract price, unit quantity change, or the plans and specifications. Since a change order modifies the contract, it is important to clarify the material elements of what is being changed. Work description and justification must relate to the original project and must be necessary to achieve the original scope of the project.

1. If the additional expenditure and costs, had they been included in the original contract, would have exceeded the City Manager's approval authority, the change order shall be approved by the City Council.
2. Authorization of changes to a contract may be delegated in the "Extra Work" section of the contract.
3. Changes to the term of the contract must be made through amendment approved per the Purchase Value Thresholds of this policy.

## **Section K: Purchase Order Exemptions**

**Exemptions from obtaining purchase orders include:**

- Utility usage Payments
- Payments to other Government Units
- Claims/Legal Settlement Payments
- Purchase of Books
- Membership Dues
- Debt Service Payments
- Employee Benefit Payments
- Reimbursement Payments
- Postage
- Notices and Advertisements
- Bonds Issuance Related Services
- Attorney Services



## CITY OF HUNTINGTON PARK

PO NUMBER: \_\_\_\_\_

### PURCHASE ORDER REQUISITION (Provide Original PO Number for Change Orders)

Vendor Number:		Request Date:	
Vendor Name:		Department Name:	
Address:		Department Contact:	
City/State/Zip:		Delivery Address:	
Vendor E-mail:		City/State/Zip:	

- Departments are required to verify budget availability and obtain appropriate signatures.
- All contracts must be fully executed by the City of Huntington Park and Vendor.
- A Purchase Order must be issued before purchase of goods or start of services, per Purchasing Policy Thresholds.
- Use this form for contract extensions, addendums, and any change orders.

#### Descriptions of Goods/Services

--	--	--	--	--

Account Number(s):	Amount	Budget Available		Initials	Date
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		
		Yes	No		

Project Code \_\_\_\_\_ Total Amount: \$0.00

Approvals:

I, the undersigned, do hereby certify City procurement guidelines were followed when issuing this PO.

_____	Department Head	Date: _____
_____	Director of Finance	Date: _____
_____	City Manager	Date: _____

Accounting Use Only:

_____	Purchasing Agent	Date: _____
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## Section L: Purchase Value Thresholds

### Purchase Value Thresholds – Supplies, Material, Equipment, & General Services

Amount	Required Approval	Required Solicitation	Required Documentation
Less Than \$1,000	Department Head	It is encouraged, but not required, to secure quotes from more than one vendor	1. Invoice 2. Check Request
\$1,000 To \$5,000	Department Head,	At least one written informal quote or Cooperative Contract	1. At least one quote or Director of Finance signed contract 2. Purchase Requisition 3. Purchase Order
\$5,001 to \$35,000	Department Head and Director of Finance	At least three written informal quotes or Cooperative Contract	1. At least three quotes or Director of Finance signed contract 2. Purchase Requisition 3. Purchase Order
\$35,001 to \$100,000	Department Head, Director of Finance, and City Manager	At least three written informal quotes or Cooperative Contract	1. At least three quotes or City Manager signed contract 2. Purchase Requisition 3. Purchase Order
Over \$100,000	City Council	Formal Bid or Cooperative Contract	1. Formal Bid Results/Proposal 2. City Council Agenda & Approval 3. Purchase Requisition 4. Purchase Order

### Purchase Value Thresholds - Professional/Consultant Services

Amount	Required Approval	Required Solicitation	Required Documentation
\$100,000 and Under	Department Head, Director of Finance, and City Manager	Informal Process	1. City Manager Signed Contract 2. Purchase Requisition 3. Purchase Order
Over \$100,000	City Council	Formal Process	1. Formal Bid Results/Proposal 2. Fully Executed Contract/Agreement 3. City Council Agenda & Approval 4. Purchase Requisition 5. Purchase Order

**Section M: Purchase Value Up to \$999 (Small Dollar)**

**Purchase Value Less Than \$1,000  
(Small Dollar)**

This is the purchase of supplies, materials, equipment or general services, when the aggregate amount is under the \$1,000 purchase threshold. Purchases less than \$1,000 do not require a purchase order. The City uses this purchase method to expedite the completion of its small dollar purchase transactions and minimize the associated administrative burden and cost. It is encouraged, but not required, to secure quotes from more than one vendor. Efforts should be made so that these types of purchases are made from vendors located in the City of Huntington Park. These purchases require an invoice attached to a Check Requisition Form with Department Head approval.

**Section N: Purchase Value Between \$1,000 - \$100,000 (Informal Quotes)**

**Purchase Value of \$1,000 to \$5,000  
(At least one informal quote)**

Purchases of \$1,000 - \$5,000 require a purchase order and at least one informal quote. It is encouraged, but not required, to secure quotes from more than one vendor. Efforts should be made so that these types of purchases are made from vendors located in the City of Huntington Park. A purchase order must be requested and issued before the purchase is made. Purchase requisitions require Department Head approval.

**Purchase Value of \$5,001 to \$35,000  
(At least three informal quotes or Director of Finance Signed Contract)**

Purchases of \$5,001 - \$35,000 require a purchase order and at least three informal written quotes or a contract signed by the Director of Finance. Efforts should be made so that these types of purchases are made from vendors located in the City of Huntington Park. The department head will use prudent judgement and comparative pricing whenever practical. The purchase shall be awarded to the most responsible and responsive vendor, for services, and to the low bidder, for goods/materials. A purchase order must be requested and issued before the purchase is made. Purchase requisitions require Department Head and Director of Finance approval. Unencumbered appropriation must be verified by Finance before purchase is made.

**Purchase Value of \$35,001 to \$100,000  
(At least three informal quotes or City Manager Signed Contract)**

Purchases of \$35,001 - \$100,000 require a purchase order and at least three informal written quotes or a contract signed by the City Manager. Efforts should be made so that these types of purchases are made from vendors located in the City of Huntington Park. The department head will use prudent judgement and comparative pricing whenever practical. The purchase shall be awarded to the most responsible and responsive vendor, for services, and to the low bidder, for goods/materials. A purchase order must be requested and issued before the purchase is made. Purchase requisitions require Department Head, Director of Finance, and City Manager approval. Unencumbered appropriation must be verified by Finance before purchase is made.

## **Section O: Purchase Value Over \$100,000 (Formal Bid Process)**

### **Purchase Value over \$100,000 (Formal Bid Process and City Council Approval)**

Purchases over \$100,000 require a purchase order and formal bid results. The bid shall be awarded to the most responsible and responsive vendor, for services, and to the low bidder, for goods/materials. A purchase order must be requested and issued before the purchase is made. Purchase requisitions require City Council agenda and approval, Department Head, Director of Finance, and City Manager approval.

## **Section P: Formal Bidding Procedures**

### **Formal Bidding Procedures (Purchase Value over \$100,000):**

#### **1. Supplies, Material, Equipment, & General Services**

- A. To initiate the bid process, operating department staff shall provide specifications for the item to be purchased, and documentation showing the existence of an unencumbered appropriation for the item in the current approved budget.
- B. The City Manager will review documentation and approve solicitation. Request for Bid (RFB), Request for Proposal (RFP), or Request for Qualifications (RFQ) documents must be reviewed and approved by the Purchasing Agent before advertised in a newspaper of public circulation, posted to the City's website, and/or online bidding site.
  - 1) Each notice inviting bids shall be published at least 10 days before the bid submittal due date.
- C. Notices inviting bids shall include a general description of the goods, articles, services, or equipment to be purchased, bonding requirements, state where bid plans and specifications may be secured, and the bid submittal due date and time. If public bid opening is required, the notice shall also include the time and place of bid opening.
  - 1) If public bid opening is required, sealed bids will be carefully safeguarded until the hour established for opening. Sealed bids shall be submitted to the City Clerk, or other designated City Official, and shall be identified as bids with the project or bid item on the envelope. Bids shall be opened in public at the published/noticed time of each bid. A tabulation of all bids received shall be open for public inspection during regular business hours, in the office of the City Clerk

- D. A representative of the requesting department shall review all bids received for compliance with specifications. All deviations from the specifications shall be fully documented by the requesting department, and the impact of the deviations on the performance or suitability of the bid item evaluated and detailed. The requesting department shall review its findings with the Purchasing Agent.
- E. Quality and service being equal, a local preference of one percent (1%) shall be given to local vendors within the City. This one percent (1%) shall be given as credit in their bid. The one percent (1%) preference is not applicable to public works projects and construction, or purchases funded by grant or special revenue funds.
- F. The City Council may reject all bids or award the purchase contract to the lowest responsive and responsible bidder whose bid fulfills the intended purpose according to criteria designated in the solicitation. If bids are rejected, the City Council may authorize Purchasing staff to negotiate a contract for the purchase, initiate a rebid, or abandon the purchase.
  - 1) The Purchasing Division and/or operating department may recommend rejection of any or all bids, if it is determined to be in the best interest of the City.
- G. If two or more bids are received for the same total amount or unit prices, quality and service being equal, and if the public interest will not permit the delay of re-posting the bids, the City Council may accept either bid.
- H. All valid responsible bids shall be considered in determining which is lowest responsive, and responsible. Late bids and incomplete bids will be disregarded. The Purchasing Agent will take into consideration delivery terms and conditions and conformity with the specifications.
- I. The City Council shall have authority to require bidders' security equal to ten (10%) of the bid amount and/or a performance bond prior to entering into a contract. A performance bond shall be in an amount determined reasonable and necessary to protect the best interest of the City. If such a bond is required, the form and amount of the bond shall be described in the notice inviting bids



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

- 1) The nature of the service
- 2) National association bylaws or professional policies prohibiting competitive bidding
- 3) The City Manager determines bidding for such services would not be in the best interest of the City and its citizens.
- 4) When subjective criteria are necessary to evaluate the proposals:
  - 1) Persons designated by the City Manager shall negotiate for the authorized service. Proposals shall be submitted whenever practicable from at least three firms, except in those cases where a service firm has established such a successful history of work with the City that it is clearly in the public interest not to negotiate with any other source. The contract for professional services should be awarded to the entity that will provide the best possible service to the City for the best value. When the City Council or City Manager finds that a service lends itself to written standard specifications, bidding for these services shall be conducted pursuant to the Purchasing Manual. When the value of any service shall be over \$100,000, the contract or purchase order shall not be executed unless approved by the City Council.

K. Formal bidding procedures for goods, equipment or services may be waived if:

- 1) The City Council deems it impractical, useless or economically infeasible to follow such procedures and that the public welfare would be promoted by dispensing with them.
- 2) In the event of an emergency, as defined in Section V.Q, emergency purchases may be authorized by City Manager, which exceeds the above spending limits when time is of the essence. When emergency purchases have been approved by the City Manager, these purchases shall be submitted to the City Council at the earliest possible date for the ratification of such purchases.

- 3) The vendor is the sole source as referenced in Section VB, where only a single vendor can reasonably provide the service, product or project being purchased.

## **2. Professional/Consultant Services:**

Professional or consultant services are those activities to be performed by specially trained persons or firms who provide services related to a specialized expertise or any services which involve the exercise of professional discretion or independent judgments based on advanced or specialized knowledge, expertise or training gained by formal studies or expertise.

### **A. Informal Process (Contracts \$100,000 and Under)**

- 1) Each Department may maintain a current list of qualified professional consultants in various categories. When selecting a consultant to provide services on a specific project, the Department Director should consider consultants on a rotational basis wherever feasible in addition to capability and qualifications.
- 2) If a list of qualified consultants is not maintained by the Department Director, the Department Director will consult various professional organizations and/or cities that have recently completed similar activities, and other methods to develop a list of qualified consultants. The Department Director, or his/her designee shall contact two or more qualified professional consultants to ensure qualifications, person(s) that will be assigned to the project, price, and other factors relevant to the selection process. Once the Department Director selects the consultant, he/she presents the proposed selection to the City Manager for approval.

### **B. Formal Process (Contracts Over \$100,000)**

- 1) In the normal course of business, the Department shall utilize an electronic Request for Proposal (RFP) process. A Request for Qualifications (RFQ) process may be used prior to the RFP process. The Department Director will submit a written recommendation for the award of contract to the City Council after completion of the RFQ and/or RFP process.
- 2) The Department Director will select whether to initially use an RFQ process or an RFP process. It is important that the solicitation clearly states the City's needs to ensure that each professional/consultant/firm has a fair opportunity to present their proposal and that the City receives well-developed proposals.

- 3) If an RFQ process is used, the Department shall issue an RFQ to those firms that appear to have qualifications in the areas that the Department Director deems will likely be used by the City. A list developed through the RFQ process is valid for a maximum of three years from the date the list was approved, unless an extension is granted by the City Council, and there is no grant or special revenue funding associated with the activity or project that would result in the professional services fee to be an ineligible cost.
- 4) The City is required by State law (Government Code § 4526) to select vendors for architectural, landscape architectural, engineering, environmental services, land surveying, and construction project management services based on demonstrated competence and professional qualifications, and at fair and reasonable prices.
- 5) Proposals shall be submitted whenever practicable from at least three firms, except in those cases where a service firm has established such a successful history of work with the City that it is clearly in the public's interest not to negotiate with any other source. The contract for professional services shall be awarded to the entity that will provide the best possible service to the City for the best value.

### **Section Q : Request for Qualifications (RFQ)**

#### **Request for Qualifications (RFQ) Process**

- A. The Department shall use the following RFQ process to develop a list of qualified consultants/firms for a type or category of professional services. Consultants are evaluated based upon the following criteria:
  - 1) **Mandatory Elements:** The firm is properly licensed to practice in California, has no conflict of interest, adheres to the proposal instructions and includes a Letter of Transmittal.
  - 2) **Expertise and Experience:** Expertise, experience and past performance on comparable engagements, quality of personnel and support, references, understanding of work to be done and firm's statement regarding qualifications.
  - 3) **Scope of Work:** Responses to all items and additional information.
  - 4) **Qualitative Evaluation:** Appropriateness of qualifications and proposed level of services to the requirements of the City, expertise and experience in the type or category of professional services outlined in

the RFQ, background and experience of key personnel, and other factors outlined in the RFQ.

- B. The Department shall rank the firms as qualified or not qualified for a particular type or category of professional services. This list will be maintained for a maximum of three years from the date the list was approved, unless an extension is granted by City Council and there is no grant or special revenue funding associated with the activity or project that would result in the professional's services fee to be ineligible cost. This list can be terminated earlier upon recommendation of the Department Director to the City Manager and approved by the City Manager.
- C. Notice of RFQ will be posted on the City's website and/or online bidding site and distributed to consultants on the City's vendor list. The RFQ may also be posted to other web sites and boards to enhance the greatest response to the RFQ. The Department may also distribute the Notice of RFQ to additional professional/consultants/firms if they know of specialists who are not on the City's list. Departments can also encourage consultants/firms to download the full RFQ document from the City's website and/or online bidding site. as this will ensure that the consultants/firms are distributed any addenda or other notifications related to the RFQ.
- D. All Statement of Qualifications (SOQ) will be received electronically through the City's website and/or online bidding site, and a listing of all those received will be posted on the website. Any SOQs received after the date and time stated on the RFQ will be rejected.
- E. The initiating Department Director shall propose a selection committee consisting of at least three members. One member shall not be a member of the initiating department. On a case-by-case basis, the Director of Finance may waive the requirement of one member of the selection committee not being a member of the initiating Department. Any individual or firm that has an interest in one or more of the firms submitting a SOQ cannot be part of the selection process or on the selection committee.
- F. The Department Director shall establish evaluation criteria in advance of receiving the SOQs. Each committee member will evaluate and rank the SOQs based on the established criteria.
- G. The Department Director will receive the results of the committee's final evaluation and recommendation and prepare a list of qualified firms, for each category of services. The list shall be approved by the City Council prior to its use.
- H. Selecting a professional/consultant services firm based on the results of the RFQ process:

- 1) The Department Director will cause a Request for Project Proposal (RPP) to be issued to firms on the qualification list of the category for which the services are requested.
- 2) The RPP will request the names and qualifications of the person(s) to be assigned to the project, their understanding of the project, available start date (or confirm that they are available to start the project on the date indicated by the City), the dollar cost (which may be itemized by category, if appropriate), the deadline for submitting a response to the RPP, and that the response to the RPP shall be submitted to the initiating Department's Director.
- 3) A departmental selection committee will review the responses to the RPP and select the firm to be recommended for approval by the City Council.

## **Section R: Request for Proposals (RFP)**

### **Request for Proposal (RFP) Process**

- A. The City shall use the following RFP process to determine the best qualified Consultants for the requested professional services as follows:
  - 1) Notice of RFP will be posted on the City's website and/or online bidding site and distributed to consultants on the City's list and those professional/consultants/firms if they appear to be qualified and are not on the City's list. The RFP may also be posted to other web sites and boards to enhance the greatest response to the RFP. The Department can also encourage consultants/firms to download the full RFP document from the website and/or online bidding site as this will ensure that the consultants/firms are distributed any addenda or other notifications related to the RFP. The RFP will contain a provision requiring the proposer to include a fee proposal in a separate file.
  - 2) All proposals (responses to the RFP) will be received electronically through the City's website and/or online bidding site and a listing of all those received will be posted. Any proposals received after the date and time stated on the notice will be rejected.
  - 3) The initiating Department Director shall propose a selection committee consisting of at least three members, one of which cannot be a member of the initiating Department. Any individual or firm that has a financial interest in one or more of the firms submitting a proposal cannot be part of the selection process or on the evaluation committee. The proposed selection committee will be approved by the City Manager or designee.

B. Consultants/Firms are evaluated based upon the criteria below, which should be included in the RFP:

- 1) **Mandatory Elements:** The firm is properly licensed to practice in California, has no conflict of interest, adheres to the proposal instructions and includes a Letter of Transmittal.
- 2) **Expertise and Experience:** Expertise, experience and past performance on comparable engagements, quality of personnel and support, references, understanding of work to be done and firm's statement regarding qualifications.
- 3) **Scope of Work:** Responses to all items and additional information.
- 4) **Qualitative Evaluation:** Appropriateness of qualifications and proposed level of services to the requirements of the City, expertise and experience in the type or category of professional services outlined in the RFQ, background and experience of key personnel, and other factors outlined in the RFQ.
  - a. Each evaluation committee member will evaluate and rank the proposals using the established criteria. The evaluation committee will review all the proposals (responses to the RFP) and rank the consultants/firms. The top firms (at least three) will become the "short list". The Department may conduct reference checks. The Department Director will receive results of their evaluation and either select one of those firms or determine which firms are on the "short list" to be interviewed.

If interviews are conducted:

- a. Professionals/consultants/firms that are on the "short list" will be invited to meet with the evaluation committee. The interview may be any of the following formats:
  - i. Interview
  - ii. demonstration of product
  - iii. oral presentations and clarification of RFP/RFQ response, if needed, and/or all the formats.
- b. During the interview process the evaluation committee will individually rank the professionals/consultants/firms. At the conclusion of all the interviews, the evaluation committee members will discuss their opinions of the consultants, the

Department representative will share the results of reference checks and through negotiation, the evaluation committee will rank the candidates and come to a consensus of the top candidate.

- C. Once firms are ranked based upon qualifications, staff will determine if the highest-ranking firm's cost proposal is reasonable prior to making a recommendation for selection. If the cost proposal is found to be unreasonable, staff can negotiate with the highest-ranking firm. If the desired outcome is not achieved, then staff should move to the second highest ranking firm. This process can continue until a firm is selected, or the Department Director, in consultation with the Finance Director, rejects all proposals and either cancels the project or revises the RFP in such a manner that will likely result in the receipt of acceptable proposals for the project. Determining a reasonable cost is based upon comparison of proposals, project budget, prior experience, comparative project costs in neighboring cities and professional judgment.

#### E. Contracts

Once the top candidate has been determined to be the most qualified, the project scope of work and price can be further negotiated. If the selected consultant's pricing exceeds the budget or what the City has determined to be a reasonable price for the job, the City may end negotiations with that consultant and begin negotiations with the next most qualified consultant.

Contracts \$100,000 and under are developed using the City's standard Professional Services Agreement (PSA), forwarded to the City Attorney's Office, and reviewed and approved as to form by the City Attorney and signed by the City Manager and the vendor. No services shall be provided until the City receives the vendor's signed Contract and certificate of insurance. The Department will retain the signed original contract and will attach a copy of the signed contract to a purchase requisition.

Contracts with an amount exceeding \$100,000 require the approval of the City Council. Prior to taking the contract to City Council, the contract should be negotiated with the contractor, using the City's standard PSA, forwarded to the City Attorney's Office, and reviewed and approved as to form by the City Attorney and signed by both the City and the vendor. No services shall be provided until the City receives the vendor's signed Contract and certificate of insurance. The City Clerk will retain the signed original contract the Department will attach a copy of the signed contract to a purchase requisition.



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## Section S: “On-Call” Consultants

### “On-Call” Consultants

Departments may utilize “on-call” consultants to assist in the workload resulting from large projects or public works projects. These “on-call” consultants must be selected in either an RFQ or RFP process. Consultants may not be associated with any engineering or consulting firm and shall work as sole proprietors and independent consultants. All “on-call” consultant agreements must be approved by the City Council prior to the signing of any contractual agreement. It is permissible for the City Council approval to be for an amount that includes more than one project, with the projects starting at various dates throughout the year.

## Section T: Professional Services – Multiple Awards

### Professional Services – Multiple Awards

**Purpose:** To enhance the efficiency of the City’s response to an identified need and / or to allow the City the flexibility to select the most responsive service provider with the highest quality of service or results.

**Policy:** Contracts for the performance of professional services, for several similar or like tasks or minor projects, on an as-needed or on-call basis, for an established contract period, may be awarded to multiple firms or individuals. The selection of firms or individuals shall be made from an existing list of firms or individuals previously approved through either an RFQ or RFP process, as stated in the applicable sections of the Procurement Policy.

#### The RFQ or RFP must identify:

- A. The number of firms that may be selected and/or number of contracts that may be awarded.
- B. Specify the initial term of the contract and the number and length of any contract extensions. The maximum term including extensions shall not exceed 5 years.
- C. The maximum total dollar amount that may be awarded over the initial term of the contract.
  - 1) Professional judgement may be used to estimate the maximum contract amount.
  - 2) This amount may be amended per the City’s policies and procedures.
- D. The maximum annual (per fiscal year) contract amount that may be awarded. This amount may be amended per the City’s policies and procedures.



- E. Include a statement of work, requirements, specifications, or other description to define the general scope, complexity, and professional nature of the services.
- F. Specify the procedures that will be used for awarding contracts to the respondents selected under either the RFP or RFQ process.

Tasks or projects are not required to be awarded on the basis of costs. Each specific task or project shall be awarded to the selected, qualified firms or individuals through an additional qualifications-based selection procedure.

### **Section U: Emergency Purchase Procedures**

**“Emergency Situation” shall be defined as follows:**

(§ 2, Ord. 698-NS, eff. March 18, 2003)

1. To preserve or protect life, health, or property.
2. In circumstances involving natural disasters.
3. To forestall a shut-down of essential public services.

Since emergency orders do not normally provide the City an opportunity to obtain competitive quotes or properly encumber funds committed, sound judgment shall be used in keeping such orders to an absolute minimum. In addition, the following requirements shall apply

(§ 2, Ord. 698-NS, eff. March 18, 2003):

1. The Purchasing Division shall be contacted as soon as possible to discuss the urgent transaction and how to proceed with the purchase order process.
2. The Emergency Purchase Form, explaining the circumstances and nature of the urgency, shall be signed by the department head and approved by the Director of Finance and City Manager, then submitted to the Purchasing Division along with the purchase requisition and quote, proposal, or invoice.
3. A completed purchase requisition shall be submitted to the Purchasing Division within 48 hours, or as soon as the information is available.
4. This documentation shall also be submitted by the department head for review and approval as follows:
  - a. Purchases in the amount of \$1,000, but not more than \$100,000: Report to the City Manager and Finance Director within one week of the urgent purchase.

- b. Purchases over \$100,000: Report to the City Council at its next scheduled meeting.
- c. If a contract would normally be required, a contract must be created and executed between the parties as soon as reasonably possible, even after the urgency has passed.
- d. The Emergency Purchase Form shall be submitted to the Purchasing Division to supplement the required purchasing documentation detailed in the purchasing thresholds section of the Purchasing Manual.



## CITY OF HUNTINGTON PARK

### EMERGENCY PURCHASE

<b>For the justification emergency purchases of equipment, supplies or services.</b>			
Emergency purchases which are subject to formal bidding may be made without benefit of competitive bidding when there is an emergency situation. <b>Emergency Situation shall be defined as followed:</b> (1) to preserve or protect life, health or property (2) upon natural disaster (3) to forestall a shutdown of public services.			
This form shall be submitted to the Purchasing Division, with a completed Purchase Requisition, and any delivery document from the vendor, <b>within 48 hours, or as soon as the information is available.</b>			
Vendor Number:		Request Date:	
Vendor Name:		Department Name:	
Address:		Department Contact:	
City/State/Zip:		Contact Phone Number:	
<b>Explanation of Emergency Purchase:</b>			
<ul style="list-style-type: none"> <li>- Describe the nature of the emergency and justification for the emergency purchase.</li> <li>- Describe items/services purchased, dates, costs, delivery timeframe, etc.</li> <li>- Attach any cost comparisons, quotations, Council agenda statements, resolutions, or other pertinent information.</li> </ul>			
<b>Approvals:</b>			
_____		Date: _____	
Department Head			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
_____		Date: _____	
Director of Finance			
_____		Date: _____	
City Manager			

REV.2025.2

## **Section V: Sole Source**

**Purpose:** To define the justifications for using sole source to waive procurement policies. A monopoly (sole source) is an "Exclusive control of the supply of any commodity given market. If there exists more than one manufacture/source in a given market, a monopoly does not exist." Unique commodities and services which can be obtained from only one vendor or one distributor authorized to sell in Huntington Park, with singular characteristics or performance capabilities or which have specific compatibility components with existing City products are exempt from the competitive bidding requirements in City's Purchasing Manual and are deemed sole source purchases. Sole source purchases may include proprietary items sold directly from the manufacturer. Sole source purchases can be awarded without bidding when the item can be obtained from only one source, and the item does not economically lend itself to substitution.

**Policy:** Sole source purchases, while may be occasionally necessary and desirable, should not be abused or used as a means of avoiding effort. Sole source purchases should be made in accordance with the following guidelines.  
(§ 2, Ord. 698-NS, eff. March 18, 2003)

**Procedure:** Sole source acquisitions must be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process. A Sole Source Justification Form must be submitted with the Purchase Requisition Form. The form must be signed by the Department Head and approved by the Director of Finance and City Manager. As with any other purchase, staff must establish facts indicating the anticipated cost is fair and reasonable. Final determination that an item is a valid sole source purchase will be made by the Purchasing Agent.

1. Sole source purchases, from \$5,000 to \$100,000, shall be approved by the Director of Finance and City Manager. Any sole source of over \$100,000 requires City Council approval.

### **Supplies, Material, Equipment, & General Services**

1. Department must demonstrate that the Supplies, Material, Equipment, & General Services are:

#### **A. Proprietary:**

- 1) An item that is held under exclusive title, trademark or copyright by a private person or company.
- 2) A proprietary distributorship would also apply.
  - 1) Bidding should occur among those vendors that provide the name brand specified.

- 2) If a proprietary distributorship is responsible for an entire area, therefore eliminating the possibility of bidding, the item is considered a sole source item and is subject to the provisions as outlined above.

**B. Standardization:**

- 1) A Brand that must match or inter-member with an existing system, and cannot be substituted without replacing the system, resulting in significant costs to the City.
  - 2) Purchase will avoid other costs (e.g., data conversion, training, purchase of additional hardware, etc.).
  - 3) An established agreement for the use of a particular product, normally subject to bidding, in lieu of other similar or equal products, based on its design, and quality or physical characteristics, which is reviewed and approved by the Department Director as a City standard.
  - 4) Bidding may occur among those distributors who provide the product that has been established as the City standard, or the product may meet sole source criteria and is subject to the provisions above.
2. **Sole Source Justification Form:** Department must submit a Sole Source Justification Form with their requisition, explaining the basis for a sole source purchase. Inadequate information may result in the rejection of the purchase requisition.



## CITY OF HUNTINGTON PARK

### SOLE SOURCE JUSTIFICATION

<b>For the justification of the purchase of equipment, supplies or services that were not competitively bid.</b>			
It is the responsibility of the End User to provide justification and documentation as to why a competitively-solicited bid/quote or RFP has not been performed for this purchase.			
<b>Complete this form and attach to the Purchase Requisition.</b>			
Vendor Number:		Request Date:	
Vendor Name:		Department Name:	
Address:		Department Contact:	
City/State/Zip:		Contact Phone Number:	
Product/Service Description: Describe what is to be purchased and why it is required.			
<b>Explanation for Non-Competitive Purchase:</b>			
<b>Proprietary:</b> (1) Explain why the Brand Is the only one that meets the user's needs. (2) What Is unique about the product? (3) Have other products/vendors been considered, and how did they fail to meet user's requirements?			
<b>Standardization:</b> (1) Explain why the materials or service is required for standardization. (2) Will purchase of this product avoid other costs, e.g., data conversion, training, purchase of additional hardware, etc.? (3) Is there an established agreement that requires Sole Source purchase? (4) What Is the dollar value of existing equipment being replaced or augmented?			
<b>Other:</b> Explain why the competitive bid process was not performed.			
<b>Approvals:</b>			
_____ Department Head		Date: _____	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
_____ Director of Finance		Date: _____	
_____ City Manager		Date: _____	

REV.2025.1

## Section W: Cooperative Purchasing

**Purpose:** City Departments should always strive to get the best government pricing when available.

**Policy:** Cooperative Purchasing allows the City to dispense with formal or informal bidding requirements in cases where the contract or purchase is capable of being performed through purchasing contracts negotiated by another governmental agency that utilized acceptable bidding procedures under California law.

**Procedure:** Cooperative purchasing may be utilized by the City when striving to get the best pricing for a contract or purchase.

1. **Cooperative:** The Purchasing Division may participate in purchases and contracts established by other public or governmental agencies, provided the cooperative agreement has not expired and is established following a competitive bid process. In a cooperative purchase setting, one agency represents several agencies by going out to bid, including the needs of the other agencies in the bid specifications. This provides for a higher product volume being purchased, resulting in lower unit costs for all agencies. Needed documentation includes copies of the other jurisdiction's bid document, and any Board or Council action awarding the contract, and the unexpired contract document. If the award calculation included a local preference and was awarded to their local vendor the bid cannot be used.
2. **Contracts Negotiated by Another Governmental Agency:** An existing unexpired contract for goods between another local, state or federal government agency and a vendor may be used to purchase the same goods as those outlined in the awarding bid document. When using an existing, unexpired, government contract, the City must use the exact contract as it was awarded by the other agency. The item being purchased must be purchased as specified/awarded and cannot be modified in any way. Also, the terms of the contract and price of the item must be as specified in the contract or awarding document. The contract for consideration must have been awarded through a competitive bidding process prepared by and awarded by another local, state, or federal government agency. The supporting documentation needed includes copies of the other jurisdiction's bid document, and any Board or Council action awarding the contract, and the unexpired contract document. If the award calculation included a local preference and was awarded to their local vendor the bid cannot be used.

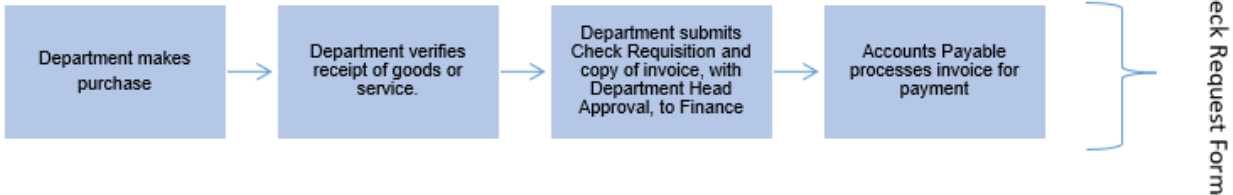
**Multiple Awarded Bids:** Multiple awarded bids are generally conducted by larger Federal, State, or other governmental agencies wherein a bidding process is conducted for a specified product. Several vendors whose product meets the specification are awarded the contract. An example of a multiple awarded contract is the California Multiple Award Schedule (CMAS). The CMAS Program creates a pool of suppliers that an agency can solicit offers from. The awarded CMAS is structured to comply with

California procurement codes, guidelines, and policies, and provide for the highest level of contractual protection. City staff must obtain quotes from at least three vendors on the list and award the bid to the lowest responsible bidder. The purchase is subject to the approval process in the Purchase Value Threshold section of this manual.

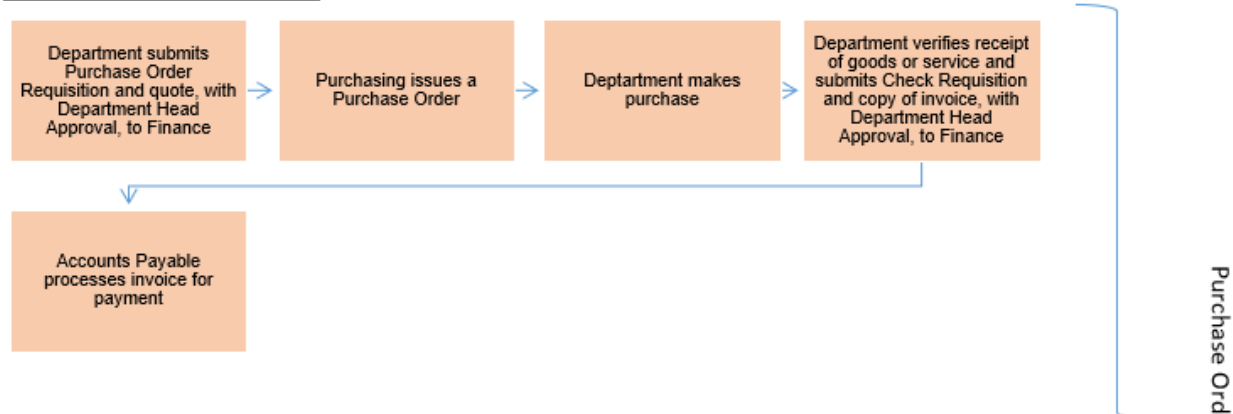


Section X: Purchase Requisition and Invoice Processing

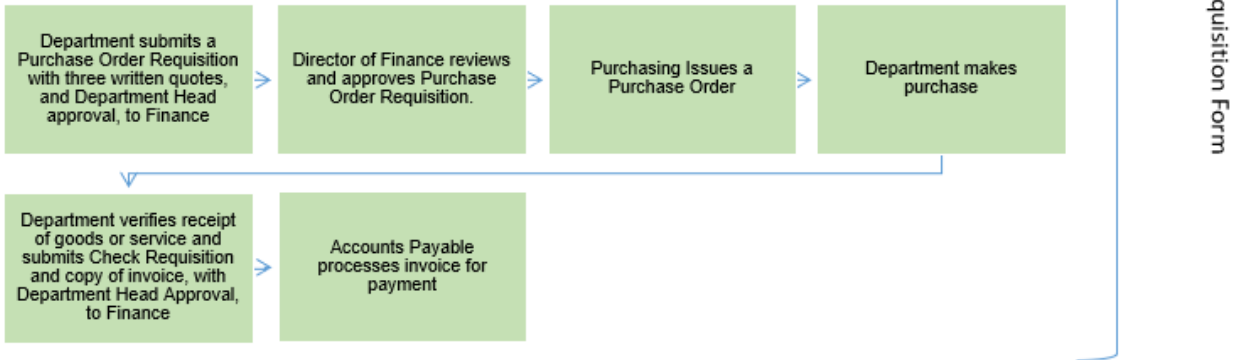
**Less than \$1,000**



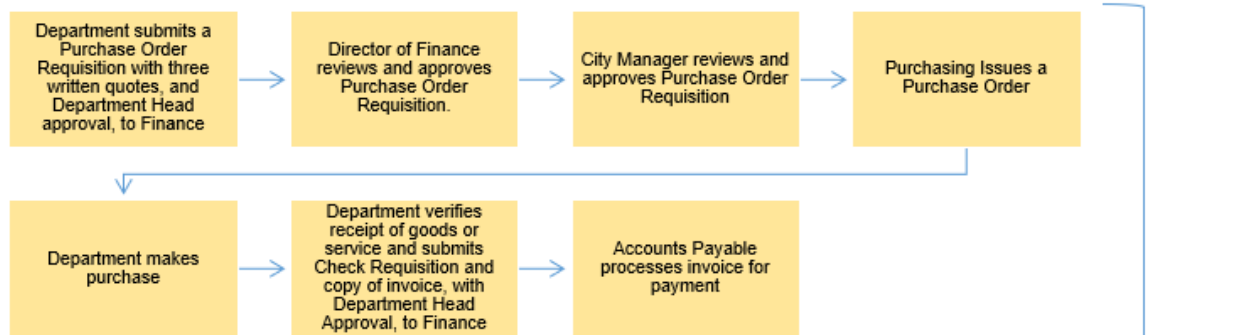
**Between \$1,000 and \$5,000**



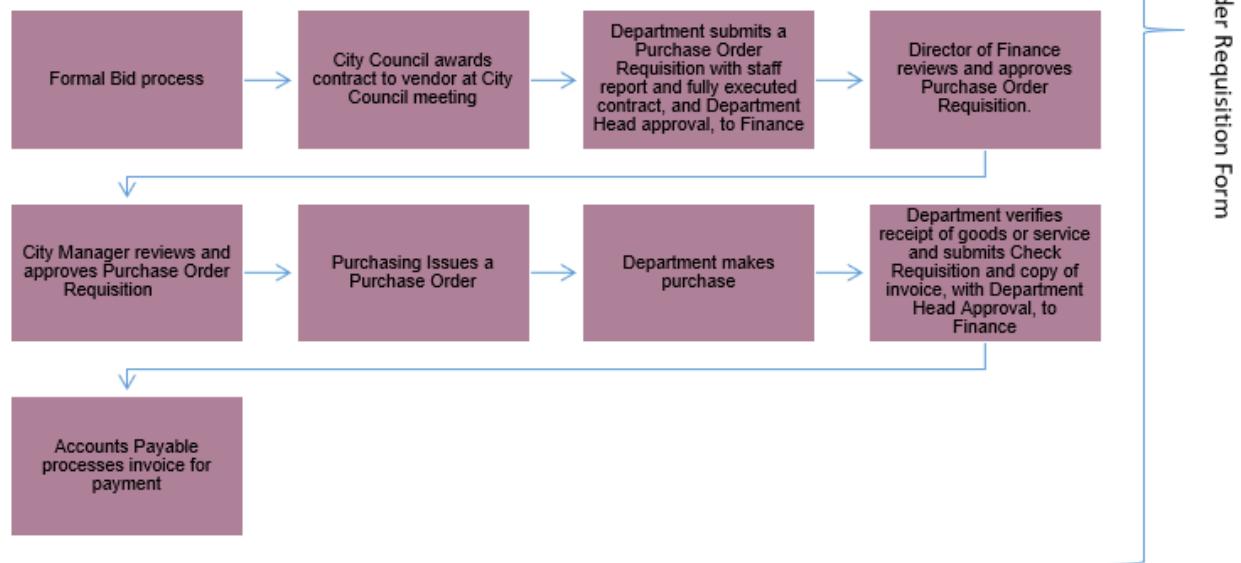
**Between \$5,001 and \$35,000**



**Between \$35,001 - \$75,000**



**Over \$75,000**



## **Section Y: Capital Projects Change Orders**

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

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

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

### **Approval Threshold**

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

Change orders greater than \$5,000.00 but less than \$100,000.00 shall be approved by the City Engineer, Director of Finance, and City Manager.

Change orders greater than \$100,000.00 shall be approved by the majority vote of the City Council.

## Section Z: Capital Project Progress Payments

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

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

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

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

## **Section AA: Capital Improvement Projects - Escrow Agreement for Security Deposits in Lieu of Contract Retention**

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

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

### **Procedure:**

#### **Progress Payments**

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

#### **Substitution of Securities**

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

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

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

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

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

The Contractor shall be the beneficial owner of the securities and will receive interest on securities held while the City has control over the disbursement of securities as retention through the escrow account.

**Establishment of an Escrow Agreement**

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

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

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

**Partial Release of Funds**

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

**Termination of Escrow Agreement**

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

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

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

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

### **Procedure:**

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

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

#### **Compliance Testing Procedures**

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

1. Name, address, and Social Security number of each employee
2. Work Classifications for each employee
3. Hourly rates of pay, including rates of contributions or costs anticipated for fringe benefits or their cash equivalents
4. Daily and weekly hours
5. Deductions
6. Actual wages paid
7. If applicable, detailed information regarding various fringe benefit plans and programs, including records that show that the plan or program has been communicated in writing to the laborers and mechanics affected.

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

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

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

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



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## Section AC: Procurement Standards for Federal Awards

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

**Policy:**

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

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

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

**Procedure:**

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

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid the acquisition of unnecessary or duplicative items. City departments should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other City departments and/or agencies that have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Cost Reduction.** City departments are encouraged to use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. City departments are further encouraged to use value engineering clauses in Federal Contracts for construction or repair that are of sufficient size to offer reasonable opportunities for cost reductions.
- C. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders or proposers must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that unduly restrict competition.
- D. **Notice of Federal Funding.** All bid solicitations for Federal Contracts must acknowledge the use of federal funding. In addition, all prospective bidders or proposers must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- E. **Compliance by Contractors.** All Federal Contract solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- F. **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition, leaving the determination of how they reach the required result to the Federal Contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.
- G. **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economic approach.

- H. **MWSBE Participation.** For all Federal Contract procurements that equal or exceed the Micro-Purchase Threshold (currently \$10,000), the City department responsible for the solicitation must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:
1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
  2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
  3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
  4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
  5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this Section.
- I. **Documentation.** City departments must maintain records detailing the history of all Federal Contract procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, Federal Contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase orders, and the Federal Contract. All documentation relating to the award of any Federal Contract must be made available to the granting agency upon request.
- J. **Cost Estimate.** For all Federal Contract procurements that are expected to equal or exceed the Simplified Acquisition Threshold (currently \$250,000), the City department responsible for the procurement shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction or repair contracts may be developed by the project designer.

- K. **Open Competition.** Solicitations shall be prepared and conducted in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for “or equal” products, or other unnecessary requirements that have the effect of restricting competition.
- L. **Geographic Preference.** No geographic preferences may be imposed in awarding Federal Contracts except to the extent permitted by federal law.
- M. **Contractors’ Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such procurements.
- N. **Employees’ Conflict of Interest.** No employee, officer, or agent of the City may participate in the selection, award, or administration of a contract supported by a Federal Award if he or she has a real or apparent conflict of interest. Such a conflict of interest arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
1. Employees who fail to comply with this policy may be subject to disciplinary action and criminal prosecution.
- O. **Prequalification.** All lists of prequalified bidders must be kept current and must include enough qualified sources to ensure maximum open and free competition. Potential bidders shall not be precluded from qualifying during the solicitation period.
- P. **City Council Approval.** Unless otherwise Council approval for a Federal Contract is required by this Policy, or by federal or state law, the thresholds established by City Council from time to time will determine when City Council approval for a Federal Contract is required.
- Q. **Procurement of Recovered Materials.** The City and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of

recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

### Requirements Applicable to All Federal Contracts

All Federal Contracts will comply with the following requirements:

- A. **Contract Award.** Federal Contracts shall be awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. Purchase Contracts and Construction Contracts that exceed the Micro-Purchase Threshold will be awarded to the lowest responsive, responsible bidder.
- B. **Fixed Price.** Federal Contract solicitations must state that bidders and proposers shall submit bids and proposals on a fixed price basis and that the Federal Contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost Federal Contracts are prohibited. Time and materials Federal Contracts will not be used unless no other form of contract is suitable and the Federal Contract includes a “not to exceed” amount. A time and materials Federal Contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds. Additionally, if a time and materials Federal Contract is awarded the City department administering the contract must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.
- C. **No Evasion.** No Federal Contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- D. **Contract Requirements.** All Federal Contracts shall be in writing and shall include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II. Federal Contracts shall further include provisions to comply with 2 C.F.R 200.315 regarding intangible property and the federal government’s right to data produced under a Federal Contract.

- E. **Debarment.** No Federal Contract shall be awarded to a contractor included on the federally debarred bidder's list. Department staff will double-check Sam.Gov to make sure the contractor is registered on the site and in good standing before awarding the contract. If the intended contractor is not registered or is registered but not in good standing the Department staff will not be able to award the contract.
- F. **Contractor Oversight.** The City department administering the Federal Contract must maintain oversight of the Federal Contract to ensure that the contractor is performing in accordance with the Federal Contract terms, conditions, and specifications.

### Specific Procurement Procedures

City departments shall comply with this Section in soliciting bids and proposals for Federal Contracts. Solicitation requirements depend on the type of Federal Contract, which types include:

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

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

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

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

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

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

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

**C. Sealed Bid Procedure.** Purchase Contracts and Construction Contracts that equal or exceed the lower of the Simplified Acquisition Threshold (currently \$250,000) shall be procured using a combination of the most restrictive requirements of the Uniform Guidance Sealed Bid Procedure (2 C.F.R. § 200.320(b)(1)). The Sealed Bid Procedure must also be used for Service Contracts over the Simplified Acquisition Threshold (currently \$250,000) when complete specifications are possible, a fixed price contract is feasible, and selection can be made principally on price.

1. Bids must be solicited from at least three (3) qualified sources, providing them with sufficient response time prior to the date set for opening the bids and the invitation for bids must be publicly advertised.
2. Cost or price analysis is required prior to soliciting bids. (This cost estimate may be provided by the project designer.)
3. Complete specifications or purchase description must be made available to all bidders.
4. The Contract must be fixed price (lump sum or unit price).
5. The solicitation must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening, except to the extent electronic advertising has been authorized by City Council. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to City Council the right to reject any or all bids only for sound documented reasons.
6. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
7. Open bids at the public bid or proposal opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed, and a minimum of 2 bids must be received in order to open any bids.
8. Award to the lowest responsive, responsible bidder. Bids may be rejected only for sound documented reasons. Where specified in bidding



documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

9. For Construction Contracts, a 5% bid bond is required of all bidders. Additionally for Construction Contracts, performance and payment bonds of 100% of the Federal Contract price is required of the winning bidder.

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

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

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

1. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from at least three (3) qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify all evaluation factors and their relative importance in the RFQ.



4. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
5. Consider all responses to the publicized RFQ to the maximum extent practical.
6. Must perform a cost or price analysis in connection with every RFQ in excess of the Simplified Acquisition Threshold (currently \$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular RFQ situation, but as a starting point, must make independent estimates before receiving bids or proposals, when applicable.
7. Evaluate the qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the Federal Contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully completed, repeat negotiations with the second-best qualified firm.
10. Award the Federal Contract to the best qualified firm with whom fair and reasonable compensation has been successfully negotiated.

## Exceptions

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

- a. **Sole Source:** when the item is available from only one source. The City department responsible for the solicitation shall document the justification for and lack of available competition for the item. A sole source Federal Contract must be approved by City Council.
- b. **Public Exigency:** when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from competitive bidding.
- c. **Inadequate Competition:** when competition is determined to be inadequate after attempts to solicit bids from at least three (3) sources.
- d. **Federal Contract:** when the purchase is made from a Federal Contract available on the U.S. General Services Administration schedules of Federal Contracts.

- e. **Awarding Agency Approval:** with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the Federal Contract without competition is consistent with state law.

## **Section AD: Credit Card Policy**

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

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

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

### **Authorization**

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

### **Use of Credit Card**

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

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

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

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

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

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

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

### **Allowable Expenses**

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

Examples of expenses allowable through the City credit card include:

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

Prohibited expenses include:

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

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

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

**Procedures:**

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_

Cardholder

\_\_\_\_\_

Date

\_\_\_\_\_

Director of Finance

\_\_\_\_\_

Date

\_\_\_\_\_

City Manager

\_\_\_\_\_

Date

### **Section AE: Legal Settlement**

**Purpose:** To conform with the approved resolution 2024-17 “Establishing a spending limits policy for purchasing authority for the City Manager of the City of Huntington Park.”

**Policy:** The City Manager shall have the authority to settle or resolve claims, lawsuits, or other legal matters or disputes in an amount not to exceed \$100,000 without prior City Council approval.

**Procedure:** When a claim, lawsuit, legal matter or dispute arises against the City. The City Manager can negotiate a settlement for up to \$100,000. If the City Manager’s agreed upon settlement is less or equal to \$100,000, the City will pay the settlement through the normal payment process.

If the City Manager cannot negotiate a settlement that is less or equal to \$100,000 then the City Council will have to make a determination about the settlement at a City Council meeting.



## ITEM 3



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

April 7, 2025

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

Honorable Mayor and Members of the City Council:

## **AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH BOWMAN CONSULTING GROUP LTD. FOR PROJECT MANAGEMENT SERVICES RELATED TO THE BROADBAND INFRASTRUCTURE PROJECT**

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

1. Approve an agreement with Bowman Consulting Group Ltd. for a not-to-exceed \$39,250.00 to provide project management services for the initial planning and procurement phase of the City's Broadband Infrastructure Project funded through the California Public Utilities Commission (CPUC) Federal Funding Account (FFA); and
2. Authorize the City Manager to execute the agreement and any related documents.

### **BACKGROUND**

In 2021, the State of California established the Federal Funding Account (FFA) under the California Advanced Services Fund (CASF) to address the digital divide in unserved and underserved communities. The FFA was created using federal funding allocated through the American Rescue Plan Act (ARPA) and is administered by the California Public Utilities Commission (CPUC). The primary goal of the FFA is to expand access to affordable, high-speed broadband to Californians who have historically lacked reliable internet connectivity.

The City of Huntington Park submitted a grant application for FFA funding in late 2023. On November 7, 2024, the CPUC approved the City's application and awarded \$25,358,952 to construct middle- and last-mile broadband infrastructure throughout Huntington Park. This award represents a transformative investment in the City's digital

# **AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH BOWMAN CONSULTING GROUP LTD. FOR PROJECT MANAGEMENT SERVICES RELATED TO THE BROADBAND INFRASTRUCTURE PROJECT**

April 7, 2025

Page 2 of 4

infrastructure and positions Huntington Park as a leader among cities advancing equitable access to high-speed internet.

## **CURRENT STATUS AND NEED**

While the CPUC award represents a major milestone for the City, it is important to acknowledge that a formal feasibility study was not completed prior to the application submission, nor was there a direct agreement with the engineering team (Wideband Group) that supported the grant documentation. As a result, the City now needs to validate the underlying technical and financial assumptions used in the application to ensure successful implementation within the awarded budget.

To move forward responsibly, the City will initiate a feasibility study as an essential step in the project's implementation. This study will assess what can realistically be built with available funding, evaluate cost projections and deployment methods, and define a refined, achievable project scope. It will also inform the development of procurement documents and ensure alignment with CPUC funding conditions and compliance requirements.

Concurrently, concerns raised by the City's in-house engineering team about the feasibility of the original scope reinforce the importance of this analysis. By grounding the next phase in data and technical review, the City can proceed with confidence and accountability.

Following internal discussions with the Public Works Department and the City's engineering consultant, staff determined that a Design-Build (DB) approach is the most efficient and practical delivery method. This model will be shaped by the outcomes of the feasibility study and is especially well-suited to meet the CPUC's aggressive timeline and performance benchmarks.

The DB approach streamlines project delivery by consolidating design and construction under one contract, eliminating the need for multiple RFPs and shortening the overall schedule. This integrated method will reduce delays associated with design review and permitting, helping the City stay on track and begin construction in a timely manner.

## **PROPOSED ACTION – AGREEMENT WITH BOWMAN CONSULTING**

Bowman Consulting Group Ltd. will support the City only in the initial stages of the Broadband Infrastructure Project. Their scope of work includes:

- Assisting with the development of a Statement of Qualifications (SOQ) to solicit qualified Design-Build (DB) entities for the project.
- Preparing the full SOQ package in alignment with CPUC grant requirements and infrastructure goals.

# **AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH BOWMAN CONSULTING GROUP LTD. FOR PROJECT MANAGEMENT SERVICES RELATED TO THE BROADBAND INFRASTRUCTURE PROJECT**

April 7, 2025

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- Arranging and facilitating pre-proposal meetings with prospective DB teams.
- Coordinating and collecting review comments from the City's selection panel.
- Assisting with the final evaluation and selection of the most qualified DB team.

Bowman will also coordinate with any additional engineering consultants, manage the early-stage schedule and deliverables, and ensure alignment with CPUC reporting requirements. Their familiarity with municipal infrastructure planning and their active contract with the City make them well-positioned to guide this foundational phase.

It is important to note that Bowman's involvement is limited to this early-stage project management and procurement support. Once the Design-Build team is selected, future phases of the project—including final design, construction, and activation—will be carried out by the awarded DB team.

## **NEXT STEPS IN PROJECT DELIVERY**

Following execution of the Bowman agreement, the City will proceed with the following steps:

- Feasibility Study coordination.
- Finalize and issue the SOQ to solicit DB proposals.
- Select a qualified DB team through a transparent evaluation process.
- Begin design and construction phases under a unified delivery contract.
- Coordinate community engagement and outreach through separate efforts.

## **FISCAL IMPACT/FINANCING**

The contract with Bowman Consulting Group Ltd. for a not-to-exceed \$39,250.00 will be funded through the CPUC FFA award. The costs associated with the agreement are considered eligible reimbursable expenses under the terms of the CPUC grant. No additional appropriation is requested at this time.

## **CONCLUSION**

The CPUC broadband grant represents a rare opportunity to close the digital divide and provide equitable internet access to all Huntington Park residents. By leveraging Bowman's project management expertise in the early stages and adopting a design-build delivery model, the City will be well-positioned to meet funding deadlines, reduce implementation risks, and deliver a high-quality broadband network efficiently.

**AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH BOWMAN CONSULTING GROUP LTD. FOR PROJECT MANAGEMENT SERVICES RELATED TO THE BROADBAND INFRASTRUCTURE PROJECT**

April 7, 2025

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Staff recommends approval of the Bowman agreement and authorization to proceed with early-stage planning and procurement.

Respectfully submitted,



**RICARDO REYES**  
City Manager



**GERRY LOPEZ**  
Director of Public Works

**ATTACHMENT(S)**

1. California Public Utilities Commission Resolution for Last Mile Federal Funding
2. Bowman proposal to provide Project Management Services for the City of Huntington Park's Broadband Infrastructure Project
3. Request for Proposal for Neighborhood Canvassing Services for Broadband Needs Assessment

# ATTACHMENT “1”

PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

Communications Division  
Broadband Regional Initiatives Branch

RESOLUTION T-17855  
November 7, 2024

RESOLUTION

**RESOLUTION T-17855: Approves three applications for grants for up to \$96,459,407 from the Last Mile Federal Funding Account in Los Angeles County, providing service to 5,303 unserved locations.**

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**I. SUMMARY**

This Resolution recommends approval of three Last Mile Federal Funding Account grants in the amount of up to \$96,459,407.

This Resolution is part of the eighth package of Resolutions approving grants to Federal Funding Account applicants for broadband infrastructure projects serving unserved areas in California. Subsequent Resolutions will be presented for Commission vote as Communications Division Staff completes its analyses of applications.

The three projects in this Resolution propose to make investments bringing the social, economic, civic, and public safety benefits of high-speed broadband to more than 5,303 unserved locations and an estimated unserved population of 142,417 in Los Angeles County. An estimated total population of 2,345,230 people will benefit from these investments as households and businesses that already have service in these communities will benefit from greater customer choice in the broadband market. The last mile connections funded by these grants build upon the state-owned open-access Middle-Mile Broadband Initiative.

Staff recommends grant awards to three entities (listed in the order in which they appear in this Resolution): Plenary Broadband Infrastructure Crenshaw, LLC (Plenary Broadband Infrastructure Crenshaw), Gateway Cities Council of Governments, and the City of Huntington Park.

Plenary Broadband Infrastructure Crenshaw is a joint business venture of Plenary Americas (a Limited Liability Corporation) and Destination Crenshaw (a community-based non-profit). The Gateway Cities Council of Governments is a Joint Powers Authority formed by incorporated cities in Los Angeles County, Los Angeles County,

and the Port of Long Beach. The City of Huntington Park is an incorporated city located in Los Angeles County.

Staff recommends the following three grant applications for Commission approval as shown in Table 1 below. Maps and summaries associated with each project are in the appendices.

**Table 1: Summary of Grant Funding**

<b>Applicant</b>	<b>Project Name</b>	<b>Estimated Unserved Locations</b>	<b>Estimated Unserved Units</b>	<b>Estimated Unserved Population</b>	<b>Estimated Benefitting Population</b>	<b>Awarded Amount</b>
<b>Los Angeles</b>						
Plenary Broadband Infrastructure Crenshaw	Destination Crenshaw Digital Equity Zone	366	845	5,523	79,925	\$25,000,000
Gateway Cities Council of Governments	Gateway Cities Council of Governments Last Mile Broadband Project	4,254	43,374	131,640	2,204,326	\$46,100,455
City of Huntington Park	Huntington Park	683	1711	5,254	60,979	\$25,358,952
<b>Subtotal</b>		<b>5,303</b>	<b>45,930</b>	<b>142,417</b>	<b>2,345,230</b>	<b>\$96,459,407</b>
<b>Total</b>		<b>5,303</b>	<b>45,930</b>	<b>142,417</b>	<b>2,345,230</b>	<b>\$96,459,407</b>

## **II. BACKGROUND**

California's multi-year broadband investment package established the last mile Federal Funding Account as part of the Budget Act of 2021 and Senate Bill 156<sup>1</sup> and invested \$2 billion in the program over multiple years. The Federal Funding Account funds the construction of last mile broadband infrastructure projects in unserved areas of California. The Federal Funding Account encourages the deployment of broadband throughout the State to enable the public to access internet-based safety applications, telehealth services, emergency services, and to allow first responders to communicate with each other and collaborate during emergencies.

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<sup>1</sup> Statute 2021, Chapters 84 and 112.



On April 21, 2022, the Commission issued Decision (D.) 22-04-055, Decision Adopting Federal Funding Account Rules. The rules and guidelines adopted in that decision included, among other items, the following: rules about projects to benefit Environmental and Social Justice Communities, affordable offers, five and ten-year price commitments, low-cost plans, project eligibility, application requirements, application objections, implementation of Public Utilities Code section 281(n) allocating funding between “rural counties” and “urban counties,” a process to reimburse grantees, a ministerial review process whereby Communications Division Staff may approve certain projects, and minimum performance standards for grantees.

The Federal Funding Account D. 22-04-055 includes requirements and preference for a number of affordability requirements including:

- Participation in the Affordable Connectivity Program or access to a “broad-based affordability program.” Given that the Affordable Connectivity Program has lapsed grantees must participate in a successor program when identified by the Commission.
- A five-year price commitment, and preference for a ten-year commitment.
- Preference for a low-cost plan that is \$40/month or less and provides speeds of at least 50 Megabits per second (Mbps) down and 20 Mbps up.
- Preference for participation in the California and/or federal Lifeline programs (which may include bundled voice and broadband offerings).

Applications that committed to provide voice service and participate in LifeLine, consistent with the requirement to serve customers in the project area at prices not exceeding those in the application for five years after project completion, must provide voice service and participate in LifeLine for five years after project completion. In providing grant funding to projects the Commission is validating the need for and the state’s investment in the provision of communications service, including voice and programs supporting affordability like LifeLine, for the life of the infrastructure.

The Federal Funding Account Decision and Appendix specify additional consideration for disadvantaged communities or Environmental and Social Justice communities.<sup>2</sup> The Commission made available on the Federal Funding Account Public Map,<sup>3</sup> the

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<sup>2</sup> The Commission Environmental and Social Justice Action plan includes definitions and data indicators for disadvantaged or Environmental and Social Justice communities including Disadvantaged Communities defined by the California Environmental Protection Agency (CalEPA) and low-income households defined as household incomes below 80 percent of the area median income. The Commission’s Environmental and Social Justice Action Plan 2.0 is available at: <https://www.cpuc.ca.gov/-/media/cpuc-website/divisions/news-and-outreach/documents/news-office/key-issues/esj/esj-action-plan-v2jw.pdf>

<sup>3</sup> The Federal Funding Account Public Map is available at: <https://federalfundingaccountmap.vetro.io/>

Applicant Tool,<sup>4</sup> and data downloads locations and census blocks meeting these definitions.<sup>5</sup> A grant application window was opened on June 30, 2023, and closed at 4 p.m. on September 29, 2023; 484 applications were submitted. Application summaries were posted on October 23, 2023, and a 28-day objection period closed on November 20, 2023. Responses to objections were received until December 20, 2023.

Applications were holistically evaluated: required and supporting documentation and the merits of the applications were compared and assessed on a county basis. Following an initial analysis, Staff sent a data request to applicants and requested additional information. Staff's holistic evaluation included project engineering, technical feasibility and design, financial viability, cost, applicant capacity, and community need, among other factors. Staff assessed how to manage overlapping applications and applications planning to include some already-served areas in their project area.<sup>6</sup>

Staff also evaluated how applications and groups of applications compared to competing applications in the same county.

The specific locations to be provided service for a given project will be updated and reconciled with the Broadband Serviceable Location Fabric after detailed engineering and project design, and the grant amount may be reduced consistent with a reduction in the number of locations. The Federal Funding Account award will not fund locations supported by a federal broadband program with Capital Project Fund monies.<sup>7</sup>

### III. APPLICATION SUMMARIES, DISCUSSION, AND RECOMMENDATIONS

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<sup>4</sup> Registration for the Federal Funding Account Applicant Tool is available at: [FFA Applicant Tool Registration](#)

<sup>5</sup> Disadvantaged or Environmental and Social Justice communities and individual locations, for purposes of the Federal Funding Account, include those in Disadvantaged Communities census tracts as defined by CalEPA and low-income areas in which the census block group median household income is less than or equal to 80 percent of the higher of the county or state average. This data is available for download on the Federal Funding Account Public Map page (visited June 13, 2024), <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/broadband-implementation-for-california/last-mile-federal-funding-account/ffa-public-map> and the Federal Funding Account Application Resources Page (visited June 13, 2024), <https://www.cpuc.ca.gov/industries-and-topics/internet-and-phone/broadband-implementation-for-california/last-mile-federal-funding-account/ffa-application-resources-page>.

<sup>6</sup> D.22-04-055 states that "households and businesses with an identified need for additional broadband infrastructure do not have to be the only ones in the service area served by an eligible broadband infrastructure project. Indeed, serving these households and businesses may require a holistic approach that provides service to a wider area, for example, in order to make ongoing service of certain households or businesses within the service area economical."

<sup>7</sup> Federal broadband programs include the Connect America Fund II, Community Connects Grant Program, Enhanced Alternative Connect America Cost Model, Rural Digital Opportunity Fund, Rural E-Connectivity Program, Tribal Broadband Connectivity Program, and Telephone Loan Program.

## Los Angeles Summary

The allocation for projects in Los Angeles County in D. 22-04-005 is \$104,655,891. This Resolution recommends awarding one grant to the City of Huntington Park, one grant to the Gateway Cities Council of Governments, and one grant to Plenary Broadband Infrastructure Crenshaw for projects in Los Angeles County. The recommended grant amount for projects in Los Angeles County is \$96,459,407, which leaves a remainder of \$8,196,484 of the allocation for Los Angeles County.

## Los Angeles County Awards

1. *Plenary Broadband Infrastructure Crenshaw, Destination Crenshaw Digital Equity Zone*

Staff recommends the Commission approve Plenary Broadband Infrastructure Crenshaw's application for a grant of up to \$25,000,000 for the Destination Crenshaw Digital Equity Zone project.

The Destination Crenshaw Digital Equity Zone project proposes to serve an estimated 366 unserved locations based on a March 2024 supplemental application filing. There are approximately 845 unserved units in the project area. An estimated unserved population of 5,523 would be offered service. An estimated total population of 79,925 will benefit from these investments in the Crenshaw District of Los Angeles. The last-mile fiber project will provide up to 10,000 Mbps / 10,000 Mbps service to consumers.

Plenary Broadband Infrastructure Crenshaw is a joint business venture of Plenary Americas and Destination Crenshaw. Destination Crenshaw would own the infrastructure and will enter into an agreement with Plenary Americas, who would design, build, maintain, and operate the infrastructure for 30 years.

Plenary Broadband Infrastructure Crenshaw will deploy approximately 143 miles of last-mile fiber. The network will be 100 percent underground. The project comes out of work by Destination Crenshaw to establish a Digital Equity Zone to identify and serve areas in the Crenshaw community lacking sufficient access to reliable, affordable internet. In partnership with City of Los Angeles and the Bureau of Street Lighting, Destination Crenshaw has developed a plan to establish a Digital Equity Zone that will provide high-speed broadband connections to the Crenshaw District's visitors, businesses, and residents. The plan aims to connect all unserved locations and the Greater Crenshaw neighborhood to a Fiber-to-the Premise network, leveraging existing infrastructure and deploying new assets where needed.

The Los Angeles Bureau of Street Lighting is also currently building and planning for future building of conduit infrastructure throughout the project area, which Plenary and Destination Crenshaw will leverage for a more efficient deployment. The City of Los Angeles will connect the project to the Middle-Mile Broadband Initiative with separate funding.

The Destination Crenshaw Digital Equity Zone project will benefit disadvantaged or Environmental and Social Justice communities; 99.5 percent of the unserved locations are located in disadvantaged communities. The applicant will provide a low-cost plan that meets the requirements of D. 22-04-055, Section 3.

The proposed project will cost an estimated \$70,542,546, of which the Federal Funding Account will fund approximately 35 percent of costs. Plenary Broadband Infrastructure Crenshaw proposes to use other grants and private investment to fund the remaining 65 percent of costs; the Federal Funding Account grant award will serve as evidence of the project's viability to other funders. The Federal Funding Account grant is conditional upon Plenary Broadband Infrastructure Crenshaw securing the remaining \$47.5 million necessary to complete the project and submit to the Commission documents confirming funding agreements within 90 days of the approval of the resolution.

Staff determined that the applicant and the project are financially viable (once the remaining 65 percent of funding is obtained), and the applicant's engineering meets the program standards. The applicant demonstrated the administrative, technical, and operational capacity to provide broadband service at the scale of this project.

This application received five objections and Plenary Broadband Infrastructure Crenshaw responded to the objections. Staff determined that the project will serve unserved locations and that the served locations in the project area will enhance the project's viability. Staff also determined that the project will provide affordable, competitive, open access fiber service to a low-income and disadvantaged area. The Destination Crenshaw Digital Equity Zone project area was not modified in response to objections; the Federal Final Rule<sup>8</sup> and D.22-04-055<sup>9</sup> allow projects serving unserved locations to include served locations.

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<sup>8</sup> Department of the Treasury, Final Rule, Coronavirus State and Local Fiscal Recovery Funds, 31 C.F.R. Part 35, 87 FR 4338-4454 (January 27, 2022) (Final Rule), available at: <https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds>.

<sup>9</sup> D.22-04-055, Appendix A, Section 2, p. A-5.

Eight Federal Funding Account Public Map comments were submitted in Los Angeles County; no comments were related to the project area.<sup>10</sup> Destination Crenshaw Digital Equity Zone project area's unserved locations were evaluated in light of the updated Federal Communications Commission and Federal Funding Account unserved data (as of June 30, 2023). In response to objections, the comments, and this data, the number of unserved locations is unchanged at 366, the project area is unchanged, and the total grant amount is unchanged. The specific locations to be provided service will be updated and reconciled with the Broadband Serviceable Location Fabric after detailed engineering and project design, and the grant amount may be reduced consistent with a reduction in the number of locations.

The following submitted letters of support for this application: Karen Bass, Mayor of Los Angeles, Marquee Harris -Dawson, Los Angeles City Council Member, the Los Angeles Metro, the Los Angeles Bureau of Street Lighting, and the California Community Foundation.

The proposed project provides the public safety benefits of reliable broadband infrastructure. This project is not located in a High Fire Threat District. This project will connect to the open-access Middle-Mile Broadband Initiative.

Based on the information received, the Commission's Energy Division has determined that this project has not met the requirements of California Environmental Quality Act (CEQA) categorical exemption at this time. Plenary Broadband Infrastructure Crenshaw must comply with the CEQA requirements discussed in the appendices. If Plenary Broadband Infrastructure Crenshaw provides additional documentation sufficient to justify a staff determination of CEQA exemption, then the project can be exempted by letter from the Communications Division Director or the director's delegate or designee.

Plenary Broadband Infrastructure Crenshaw and the Destination Crenshaw Digital Equity Zone project comply with all requirements for approval in D. 22-04-055. The Communications Division recommends that the Commission approve Plenary Broadband Infrastructure Crenshaw's application for a grant of up to \$25,000,000 for the Destination Crenshaw Digital Equity Zone project.

2. *Gateway Cities Council of Governments, Gateway Cities Council of Governments Last Mile Broadband Project*

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<sup>10</sup> See Federal Funding Account Public Map, <https://federalfundingaccountmap.vetro.io/> (visited September 6, 2024).

Staff recommends the Commission approve Gateway Cities Council of Governments application for a grant of up to \$46,100,455 for the Gateway Cities Council of Governments Last Mile Broadband Project.

The Gateway Cities Council of Governments Last Mile Broadband Project proposes to serve an estimated 4,254 unserved locations based on a March 2024 supplemental application filing. There are approximately 43,374 unserved units in the project area. An estimated unserved population of 131,640 would be offered service. An estimated total population of 2,204,326 will benefit from these investments in Southeast Los Angeles County. The last-mile fiber project will provide up to 1,000 Mbps/1,000 Mbps service to consumers. Providers on the network will offer service to served locations and providers will fund those service connections.

Gateway Cities Council of Governments will deploy approximately 139 miles of last-mile fiber. The network will be 40 percent underground.

The Gateway Cities Council of Governments Last Mile Broadband Project will benefit disadvantaged or Environmental and Social Justice communities; 83 percent of the unserved locations are located in disadvantaged communities. Gateway Cities Council of Governments has committed itself and its Internet Service Provider partners to provide a low-cost plan that meets the requirements in D. 22-04-055, Section 3, and has committed itself and its Internet Service Provider partners to maintaining their prices for at least ten years.

The proposed project will cost an estimated \$104,460,531, of which the Federal Funding Account will fund approximately 44 percent of costs.

Staff determined that the applicant and the project are financially viable, and the applicant's engineering meets the program standards. The applicant demonstrated the administrative, technical, and operational capacity to provide broadband service at the scale of this project.

This application received seven objections and Gateway Cities Council of Governments responded to the objections. Staff determined that the project will serve unserved locations and that the served locations in the project area will enhance the project's viability. Staff also determined that the project will provide affordable fiber service to low-income and disadvantaged areas. The project area of Gateway Cities Council of Governments Last Mile Broadband Project was not modified in response to objections;

the Federal Final Rule<sup>11</sup> and D.22-04-055<sup>12</sup> allow projects serving unserved locations to include served locations.

Eight Federal Funding Account Public Map comments were submitted in Los Angeles County; no comments were related to the project area.<sup>13</sup> The Gateway Cities Council of Governments Last Mile Broadband Project area's unserved locations were evaluated in light of the updated Federal Communications Commission and Federal Funding Account unserved data (as of June 30, 2023). In response to objections, comments, and this data, the number of unserved locations is unchanged at 4,254, the project area is unchanged, and the total grant amount is unchanged. The specific locations to be provided service will be updated and reconciled with the Broadband Serviceable Location Fabric after detailed engineering and project design, and the grant amount may be reduced consistent with a reduction in the number of locations.

The following submitted letters of support for this application: the City of Compton, the City of Signal Hill, and the California Community Foundation.

The proposed project provides the public safety benefits of reliable broadband infrastructure. This project is not located in a High Fire Threat District. This project contains a substantial middle-mile component that is being assessed by staff and will be detailed prior to final award. All middle-mile infrastructure in the project will be open-access. This project will connect to the open-access Middle-Mile Broadband Initiative.

Based on the information received, the Commission's Energy Division has determined that this project has not met the requirements of CEQA categorical exemption at this time. Gateway Cities Council of Governments must comply with the CEQA requirements discussed in the appendices. If Gateway Cities Council of Governments provides additional documentation sufficient to justify a staff determination of CEQA exemption, then the project can be exempted by letter from the Communications Division Director or the director's delegate or designee.

Gateway Cities Council of Governments and the Gateway Cities Council of Governments Last Mile Broadband Project comply with all requirements for approval in D. 22-04-055. The Communications Division recommends that the Commission approve Gateway Cities Council of Governments' application for a grant of up to

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<sup>11</sup> Department of the Treasury, Final Rule, Coronavirus State and Local Fiscal Recovery Funds, 31 C.F.R. Part 35, 87 FR 4338-4454 (January 27, 2022) (Final Rule), available at: <https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds>.

<sup>12</sup> D.22-04-055, Appendix A, Section 2, p. A-5.

<sup>13</sup> See Federal Funding Account Public Map, <https://federalfundingaccountmap.vetro.io/> (visited July 17, 2024).



\$46,100,455 for the Gateway Cities Council of Governments Last Mile Broadband Project.

*3. The City of Huntington Park, Huntington Park*

Staff recommends the Commission approve The City of Huntington Park's application for a grant of up to \$25,358,952 for the Huntington Park project.

The Huntington Park project proposes to serve an estimated 683 unserved locations based on a March 2024 supplemental application filing. There are approximately 1,711 unserved units in the project area. An estimated unserved population of 5,254 would be offered service. An estimated total population of 60,979 will benefit from these investments in the community of Huntington Park. The last-mile fiber project will provide up to 5,000 Mbps/5,000 Mbps service to consumers.

The City of Huntington Park will deploy approximately 42 miles of last-mile fiber and 11 miles of middle mile fiber. The network will be 25 percent underground.

The Huntington Park project will benefit disadvantaged or Environmental and Social Justice communities; 100 percent of the unserved locations are located in disadvantaged communities. The City of Huntington Park will provide a low-cost plan that meets the requirements in D. 22-04-055, Section 3, and has committed to maintaining the price of that plan for at least ten years.

The proposed project will cost an estimated \$25,358,952 of which the Federal Funding Account will fund approximately 100 percent of costs.

Staff determined that the applicant and the project are financially viable, and the applicant's engineering meets the program standards. The applicant demonstrated the administrative, technical, and operational capacity to provide broadband service at the scale of this project.

This application received three objections and The City of Huntington Park responded to the objections. Staff determined that the unserved locations in the project area are dispersed geographically, and that funding for fixed infrastructure through served areas is necessary to reach the unserved locations. Providing affordable and competitive service to the locations that the infrastructure passes is also necessary for the financial viability of the project. The project area of the Huntington Park project was not



modified in response to objections; the Federal Final Rule<sup>14</sup> and D.22-04-055<sup>15</sup> allow projects serving unserved locations to include served locations to make the project viable.

Eight Federal Funding Account Public Map comments were submitted in Los Angeles County; no comments were related to the project area.<sup>16</sup> Huntington Park project area's unserved locations were evaluated in light of the updated Federal Communications Commission and Federal Funding Account unserved data (as of June 30, 2023). In response to objections, comments, and this data, the number of unserved locations is unchanged at 683, the project area is unchanged, and the total grant amount is unchanged. The specific locations to be provided service will be updated and reconciled with the Broadband Serviceable Location Fabric after detailed engineering and project design, and the grant amount may be reduced consistent with a reduction in the number of locations.

The following submitted letters of support for this application: Arturo Flores, Eduardo "Eddie" Martinez, Karina Macias, Graciela Ortiz, and Marilyn Sanabri, The City of Huntington Park City Council Members a, the Latino Equality Alliance, AltaMed, Inner City Visions, the Los Angeles Latino Equity + Diversity Initiative, Human Services Association, Northeast Community Clinic, SELA Collaborative, Latino Heritage, and America's Job Center of California.

The proposed project provides the public safety benefits of reliable broadband infrastructure. This project is not located in a High Fire Threat District. This project will connect to the open-access Middle-Mile Broadband Initiative. The project includes \$25,000 to deploy approximately 11 miles of open-access middle-mile fiber and backhaul fiber, and to connect to the Middle Mile Broadband Initiative.

Based on the information received, the Commission's Energy Division has determined that this project has not met the requirements of CEQA categorical exemption at this time. The City of Huntington Park must comply with the CEQA requirements discussed in the appendices. If The City of Huntington Park provides additional documentation sufficient to justify a staff determination of CEQA exemption, then the project can be exempted by letter from the Communications Division Director or the director's delegate or designee.

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<sup>14</sup> Department of the Treasury, Final Rule, Coronavirus State and Local Fiscal Recovery Funds, 31 C.F.R. Part 35, 87 FR 4338-4454 (January 27, 2022) (Final Rule), available at: <https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds>.

<sup>15</sup> D.22-04-055, Appendix A, Section 2, p. A-5.

<sup>16</sup> See Federal Funding Account Public Map, <https://federalfundingaccountmap.vetro.io/> (visited July 17, 2024).

The City of Huntington Park and the Huntington Park project comply with all requirements for approval in D. 22-04-055. The Communications Division recommends that the Commission approve The City of Huntington Park's application for a grant of up to \$25,358,952 for the Huntington Park project.

#### **IV. COMPLIANCE REQUIREMENTS**

Awardees are required to comply with all the guidelines, requirements, and conditions associated with the grant of Federal Funding Account awards as specified in D.22-04-055. All Awardees are also required to sign a consent form agreeing to the terms and conditions of the Federal Funding Account. Such compliance includes, but is not limited to, the items noted below.

A. Deployment Schedule: All CEQA-exempt projects must be completed within 18 months, and all other projects shall be completed within 24 months after receiving authorization to construct.

B. Pricing: By accepting these awards, the Awardees commit to serve customers in the project area at prices not exceeding those provided in the application for five years after project completion. Awardees who committed not to increase prices for a period of ten years in their application commit to serve customers in the project area for ten years after project completion. Should the need arise for grant recipients to adjust prices due to externalities outside their control (*e.g.* inflation), grant recipients may file and serve, on the R. 20-09-001 proceeding service list, a request to modify this requirement with the Communications Division.

C. Speed and Latency: All households in the proposed project areas must be offered a broadband internet service plan with speeds of at least 100 Mbps download and 100 Mbps upload, with not more than 100 milliseconds of latency.

D. Affordability: All projects shall participate in the Affordable Connectivity Program or otherwise provide access to a broad-based affordability program to low-income customers in the proposed service area of the broadband infrastructure that provides benefits to households commensurate with those provided under the Affordable Connectivity Program. Should the Affordable Connectivity Program end, the Commission will identify a successor low-income subsidy program in which participants must participate. Awardees must participate in a successor to the Affordable Connectivity Program identified after the grant is awarded.

E. Project Audit: The Commission has the right to conduct any necessary audit, verification, and discovery during project implementation/construction to ensure that Federal Funding Account funds are spent in accordance with Commission approval. All

recipients of federally funded grants exceeding \$750,000 will need to include a budget for a federal audit.<sup>17</sup>

F. Reporting Requirements: Numerous post-award reports are required. In summary, these include monthly contractor reports (if applicable), quarterly progress reports, and a final completion report.<sup>18</sup>

G. Prevailing Wage: Section 1720 of the California Labor Code requires Federal Funding Account projects be subject to prevailing wage requirements.<sup>19</sup> Applicants accepting Federal Funding Account awards are committing to follow state prevailing wage requirements with regards to their projects.

H. Payments to Federal Funding Account Recipients: The Commission may reimburse Awardees' expenses in accordance with Public Utilities Code Section 281(n)(2), D.22-04-055, and the Appendix. Requests for payments may be submitted as the project is progressively deployed. The prerequisite for first payment is the submittal of a progress report to the Commission showing that a minimum of ten percent of the project (as determined by budget spent) has been completed. Subsequent payments may be made upon at least 25 percent intervals, with the final 15 percent payment request (from 85 to 100 percent) not eligible for payment without an approved completion report. Payments are based on submitted receipts, invoices and other supporting documentation showing expenditures incurred for the project in accordance with the approved Federal Funding Account budget included in the awardee's application.

## **FINDINGS OF FACT**

1. California's multi-year broadband infrastructure investments in the Budget Act of 2021 and Senate Bill 156 (Statutes 2021, Chapters 84 and 112) provided \$2 billion over multiple years to the Last Mile Federal Funding Account to facilitate, via reimbursement, construction of last mile broadband infrastructure projects to connect unserved Californians.
2. On April 21, 2022, the Commission approved Decision 22-04-055, which along with the Federal Final Rule, established the Last Mile Federal Funding Account and set

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<sup>17</sup> Treasury, Compliance and Reporting Guidance State and Local Fiscal Recovery Funds (November 15, 2021 Version 2.1), available at <https://home.treasury.gov/system/files/136/SLFRF-Compliance-and-Reporting-Guidance.pdf>.

<sup>18</sup> D. 22-04-055, Appendix A, Section 14.

<sup>19</sup> D.22-054-055, Section 13.2, page 57.

program rules.

3. The Communications Division opened an application window for the Federal Funding Account on June 30, 2023, and closed it on September 29, 2023. Applicants submitted 484 applications before the deadline. Application summaries were posted on October 23, 2023, and a 28-day objection window closed on November 20, 2023. Responses to objections were received until December 20, 2023.
4. Plenary Broadband Infrastructure Crenshaw submitted an application for the Destination Crenshaw Digital Equity Zone project on September 29, 2023.
5. The Gateway Cities Council of Governments submitted applications for the Gateway Cities Council of Governments Last Mile Broadband Project on September 29, 2023.
6. The City of Huntington Park submitted an application for the Huntington Park project on September 29, 2023.
7. Applicants responded to a supplemental data request that was due on March 12, 2024, providing information on project route miles, poles, unserved locations, middle-mile connectivity, and other updated project specific information.
8. The Commission has determined that Plenary Broadband Infrastructure Crenshaw's Destination Crenshaw Digital Equity Zone project, The Gateway Cities Council of Governments' Gateway Cities Council of Governments Last Mile Broadband Project, and the City of Huntington Park's Huntington Park project are not categorically exempt from California Environmental Quality Act review at this time.
9. Communications Division staff analyzed the applications for compliance with Commission and Federal rules, reviewed local feedback, and conducted fiscal and technical analysis.
10. All applications listed above met minimum eligibility requirements provided in Decision 22-04-055.
11. Staff recommends approval of the applications in this resolution, as they comply with program rules as stated and contribute to the Federal Funding Account's goal of building broadband internet infrastructure to communities without access to internet service at sufficient and reliable speeds.
12. Draft Resolution T-17855 was emailed to the CASF Distribution List and the R. 20-09-001 Service List on October 4, 2024, in compliance with Public Utilities Code Section 311(g)(1).

**THEREFORE, IT IS ORDERED** that:

1. The Commission shall award up to \$25,000,000 in Federal Funding Account funds to Plenary Broadband Infrastructure Crenshaw in order to complete the Destination Crenshaw Digital Equity Zone project, as described in the appendices. The specific locations to be provided service will be updated and reconciled with the Broadband Serviceable Location Fabric after detailed engineering and project design, and the grant amount may be reduced consistent with a reduction in the number of locations. This grant is conditional upon Plenary Crenshaw securing funding for the remaining \$47.5 million necessary to complete the project and submitting those funding agreements to the Commission within 90 days of the effective date of this Resolution.
2. The Commission shall award up to \$46,100,455 in Federal Funding Account funds to the Gateway Cities Council of Governments in order to complete the Gateway Cities Council of Governments Last Mile Broadband Project, as described in the appendices. The specific locations to be provided service will be updated and reconciled with the Broadband Serviceable Location Fabric after detailed engineering and project design, and the grant amount may be reduced consistent with a reduction in the number of locations.
3. The Commission shall award up to \$25,358,952 in Federal Funding Account funds to the City of Huntington Park in order to complete the Huntington Park project, as described in the appendices. The specific locations to be provided service will be updated and reconciled with the Broadband Serviceable Location Fabric after detailed engineering and project design, and the grant amount may be reduced consistent with a reduction in the number of locations.
4. To ensure compliance with all program rules and guidelines, the Commission will not release funds to an applicant, including but not limited to Plenary Broadband Infrastructure Crenshaw, Gateway Cities Council of Governments, and the City of Huntington Park, proposing to enter into agreement(s) with a third party or third parties for the ownership, operation, and/or leasing of the proposed infrastructure or network until the applicant provides the Commission with an advanced copy of the agreement document(s) as well as any signed agreements.
5. Applicants that committed to provide voice and/or Lifeline service must provide voice service and participate in LifeLine for five years after project completion in Federal Funding Account project areas.

6. For those projects not determined to be categorically exempt, the Commission cannot release funds for construction activities until California Environmental Quality Act (CEQA) review is complete. The awardees must comply with the requirements set forth in the CEQA Section of the Resolution. The awardees must provide their Proponent's Environmental Assessment for each project prior to the first payment.
7. Awardee(s) shall comply with all guidelines, requirements, and conditions set forth in this resolution.
8. When a successor to the Affordable Connectivity Program is identified by the Commission, all awardees shall participate in that program.
9. All construction covered by the grant must be completed within the applicable 18-month or 24-month time frame. In the event of extenuating circumstances jeopardizing this timeline, the Awardee(s) must notify the Communications Division's Director as soon as they become aware of any delay. If such notice is not provided, staff can take corrective actions including reducing payment for failure to satisfy this requirement.
10. If the awardee(s) fail to complete the project(s) in accordance with the terms outlined in Decision 22-04-055 and with the terms of the Commission's approval, as set forth in this resolution, awardees must reimburse some or all the Federal Funding Account grants received or take other corrective action.
11. If staff evaluation finds any of the projects can be exempt from the California Environmental Quality Act, then the project can be exempted by letter from the Communications Division Director or the director's delegate or designee.
12. The effective date of each award and encumbrance of funds is to be set, in consultation with the Applicant, by letter from the Communications Division Director or the director's delegate or designee. All awards are contingent on available state budget appropriations funding.

This resolution is effective today.

I certify that the foregoing resolution was duly introduced, passed, and adopted at a conference of the Public Utilities Commission of the State of California held on \_\_\_\_\_, the following Commissioners voting favorable thereon:

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Rachel Peterson  
Executive Director

**APPENDIX A**

**Plenary Broadband Infrastructure Crenshaw Environmental Quality Act Compliance Requirements**

The following Plenary Broadband Infrastructure Crenshaw project is subject to California Environmental Quality Act (CEQA) review:

- Destination Crenshaw Digital Equity Zone

The Commission must complete CEQA review prior to disbursing Federal Funding Account funds for construction activities. The initial funding granted in this Resolution may be used for project development and other Plenary Broadband Infrastructure Crenshaw's activities that do not involve construction or any activities that would have any direct or indirect effect on the physical environment.

Prior to any construction activity for the project, Plenary Broadband Infrastructure Crenshaw is required to seek further authority from the Commission for such activity by filing a Proponent's Environmental Assessment (PEA) pursuant to Commission Rule of Practice and Procedure 2.4; and must undergo an environmental review pursuant to CEQA (California Public Resources Code § 21000 et seq.).

Plenary Broadband Infrastructure Crenshaw should contact the Supervisor of the Commission's Energy Division CEQA Unit well in advance of a contemplated filing to (a) consult with staff regarding the process of developing and filing a PEA; (b) provide for cost recovery per Rule of Practice and Procedure 2.5; and (c) enter into a Memorandum of Understanding to allow the Energy Division to initiate the retention of an environmental contractor to perform the environmental review.

Plenary Broadband Infrastructure Crenshaw must provide a PEA prior to the first payment. The Commission cannot release funds for the construction phase of this project until the Commission has completed CEQA review.



**APPENDIX B**

**Gateway Cities Council of Governments California Environmental Quality Act  
Compliance Requirements**

The following Gateway Cities Council of Governments projects are subject to California Environmental Quality Act (CEQA) review:

- Gateway Cities Council of Governments Last Mile Broadband Project

The Commission must complete CEQA review prior to disbursing Federal Funding Account funds for construction activities. The initial funding granted in this Resolution may be used for project development and other Gateway Cities Council of Governments' activities that do not involve construction or any activities that would have any direct or indirect effect on the physical environment.

Prior to any construction activity for the project, Gateway Cities Council of Governments is required to seek further authority from the Commission for such activity by filing a Proponent's Environmental Assessment (PEA) pursuant to Commission Rule of Practice and Procedure 2.4; and must undergo an environmental review pursuant to CEQA (California Public Resources Code § 21000 et seq.).

Gateway Cities Council of Governments should contact the Supervisor of the Commission's Energy Division CEQA Unit well in advance of a contemplated filing to (a) consult with staff regarding the process of developing and filing a PEA; (b) provide for cost recovery per Rule of Practice and Procedure 2.5; and (c) enter into a Memorandum of Understanding to allow the Energy Division to initiate the retention of an environmental contractor to perform the environmental review.

Gateway Cities Council of Governments must provide a PEA prior to the first payment. The Commission cannot release funds for the construction phase of this project until the Commission has completed CEQA review.

**APPENDIX C**

**The City of Huntington Park California Environmental Quality Act Compliance Requirements**

The following City of Huntington Park project is subject to California Environmental Quality Act (CEQA) review:

- Huntington Park

The Commission must complete CEQA review prior to disbursing Federal Funding Account funds for construction activities. The initial funding granted in this Resolution may be used for project development and other City of Huntington Park's activities that do not involve construction or any activities that would have any direct or indirect effect on the physical environment.

Prior to any construction activity for the project, The City of Huntington Park is required to seek further authority from the Commission for such activity by filing a Proponent's Environmental Assessment (PEA) pursuant to Commission Rule of Practice and Procedure 2.4; and must undergo an environmental review pursuant to CEQA (California Public Resources Code § 21000 et seq.).

The City of Huntington Park should contact the Supervisor of the Commission's Energy Division CEQA Unit well in advance of a contemplated filing to (a) consult with staff regarding the process of developing and filing a PEA; (b) provide for cost recovery per Rule of Practice and Procedure 2.5; and (c) enter into a Memorandum of Understanding to allow the Energy Division to initiate the retention of an environmental contractor to perform the environmental review.

The City of Huntington Park must provide a PEA prior to the first payment. The Commission cannot release funds for the construction phase of this project until the Commission has completed CEQA review.

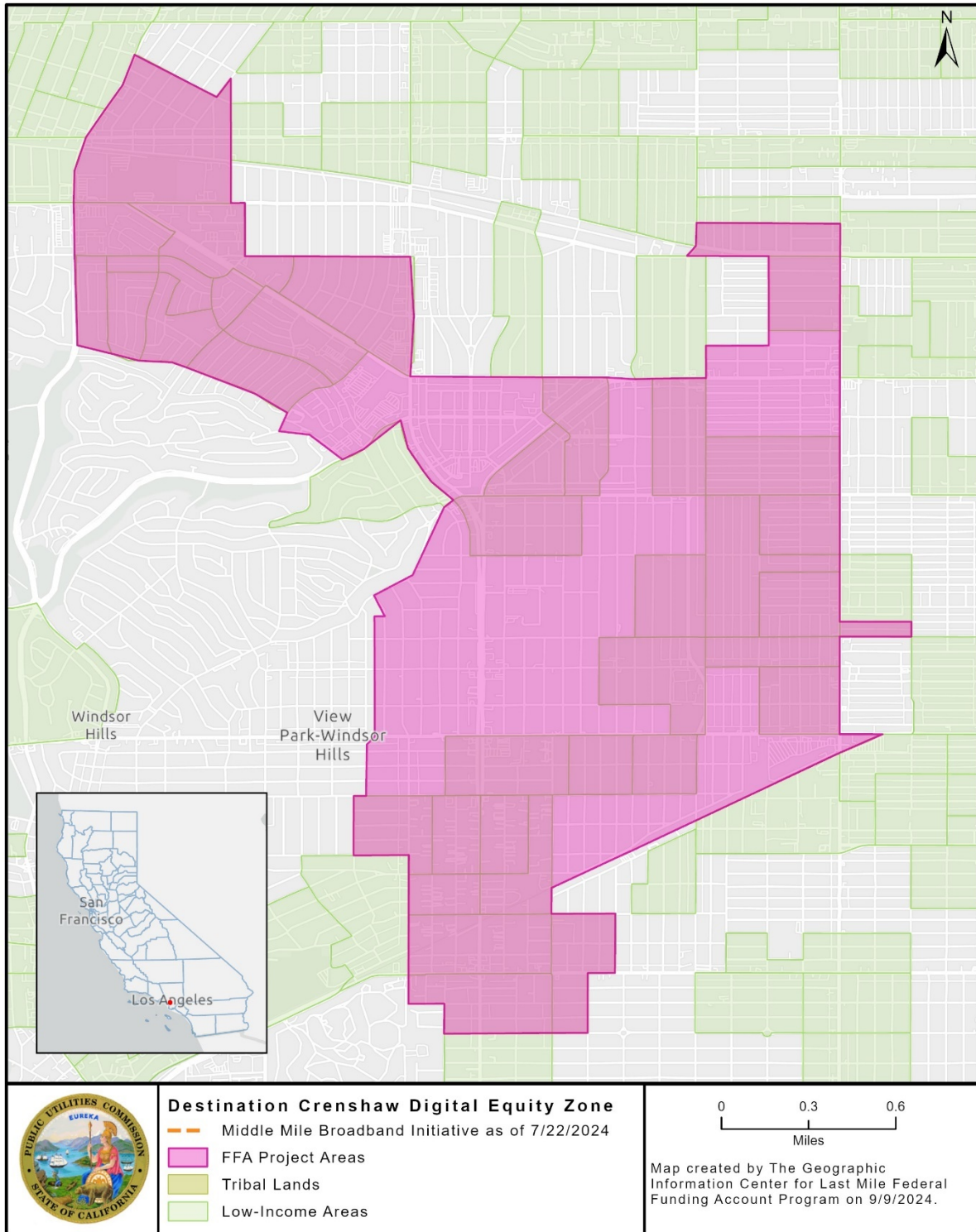
**APPENDIX D**  
**Destination Crenshaw Digital Equity Zone**  
**Key Information**

Project Name	Destination Crenshaw Digital Equity Zone
Applicant Name	Plenary Broadband Infrastructure Crenshaw LLC (PBIC LLC)
Community Names	Crenshaw District (Los Angeles)
County	Los Angeles
County Allocation	\$104,655,891
Project Size (in square miles)	7
Maximum Download/Upload speed	10,000 Mbps / 10,000 Mbps
Lowest cost plan	\$40/month for 50/50 Mbps
Low-income plan	\$35/month for 100/100 Mbps
Low-cost plan	\$40/month for 50/50 Mbps
LifeLine Participation	Yes
Percent Disadvantaged Communities	99.5 percent
Percent Low-Income Areas	69 percent
Median Household Income (weighted)	\$53,950
Area Households	28,367
Area Population	79,925
Estimated locations within 1000 feet of the project area (location passings)	19,940
Estimated units within 1000 feet of the project area (unit passings)	41,710
Unserved locations proposed to be served by the project	366
Unserved locations in the project area	410
Unserved units in the project area	845
Estimated unserved population in the project area	5,523
Estimated unserved Multiple Dwelling Unit (MDU) locations in the project area	225

Estimated unserved Multiple Dwelling Unit (MDU) location units in the project area	660
Community Anchor Institutions benefitting from the project	178
Public safety locations benefitting from the project	24
Does the project connect to public open access middle mile?	Yes
Distance of middle-mile, backhaul, and connection to Middle Mile Broadband Initiative in project	0 miles
Grant costs for middle-mile, backhaul, and connection to Middle Mile Broadband Initiative in project	\$0
Grant costs for last-mile delivery	\$25,000,000
Deployment Schedule	24 Months
Total Project Cost	\$70,542,546
Amount of FFA grant funds requested	\$25,000,000
Applicant funded	\$45,542,546
Grant (excluding middle mile) per unserved unit in the project area	\$29,586
Grant (excluding middle mile) per unit passing	\$599

## Map of Destination Crenshaw Digital Equity Zone

### Plenary Broadband Infrastructure Crenshaw- Destination Crenshaw Digital Equity Zone- Los Angeles County



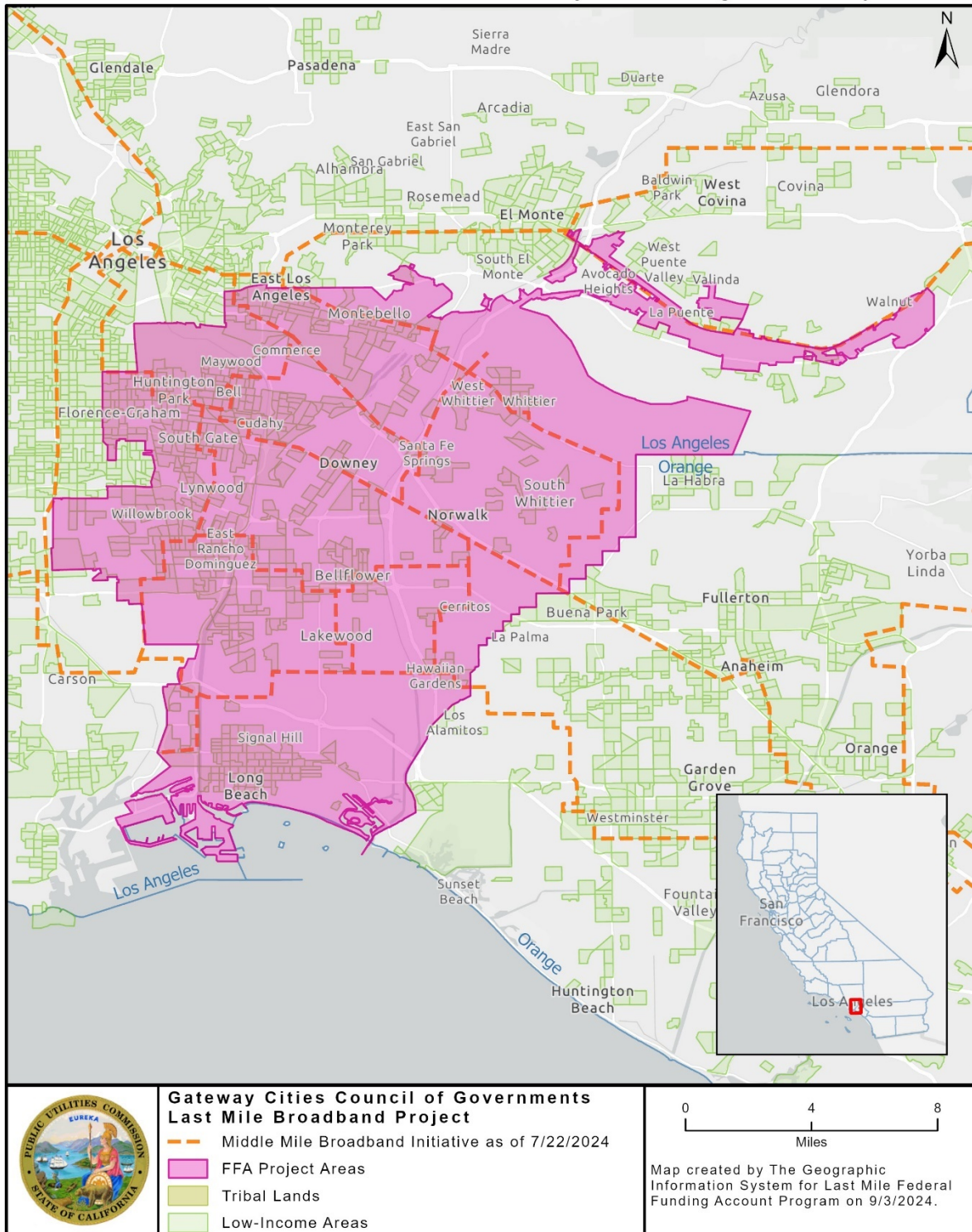
**APPENDIX E**  
**Gateway Cities Council of Governments Last Mile Broadband Project**  
**Key Information**

Project Name	Gateway Cities Council of Governments Last Mile Broadband Project
Applicant Name	Gateway Cities Council of Governments
Community Names	Southeast Los Angeles County
County	Los Angeles
County Allocation	\$104,655,8911
Project Size (in square miles)	365
Maximum Download/Upload speed	1000 Mbps / 1000 Mbps
Lowest cost plan	\$39.99/month for 50/20 Mbps
Low-income plan	\$29.95/month for 1,000/1,000 Mbps
Low-cost plan	\$39.99/month for 50/20 Mbps
LifeLine Participation	Yes
Percent Disadvantaged Communities	83 percent
Percent Low-Income Areas	54 percent
Median Household Income (weighted)	\$59,125
Area Households	660,042
Area Population	2,204,326
Estimated locations within 1000 feet of the project area (location passings)	441,722
Estimated units within 1000 feet of the project area (unit passings)	749,991
Unserved locations proposed to be served by the project	4,254
Unserved locations in the project area	21,711
Unserved units in the project area	43,374
Estimated unserved population in the project area	131,640
Estimated unserved Multiple Dwelling Unit (MDU) locations in the project area	8,760

Estimated unserved Multiple Dwelling Unit (MDU) location units in the project area	30,423
Community Anchor Institutions benefitting from the project	3,456
Public safety locations benefitting from the project	569
Does the project connect to public open access middle mile?	Yes
Distance of middle-mile, backhaul, and connection to Middle Mile Broadband Initiative in project	0 miles
Grant costs for middle-mile, backhaul, and connection to Middle Mile Broadband Initiative in project	\$0
Grant costs for last-mile delivery	\$46,100,455
Deployment Schedule	24 Months
Total Project Cost	\$104,460,531
Amount of FFA grant funds requested	\$46,100,455
Applicant funded	\$58,360,077
Grant (excluding middle mile) per unserved unit in the project area	\$1,063
Grant (excluding middle mile) per unit passing	\$61

# Map of Gateway Cities Council of Governments Last Mile Broadband Project

## Gateway Cities Council of Governments- Gateway Cities Council of Governments Last Mile Broadband Project- Los Angeles County





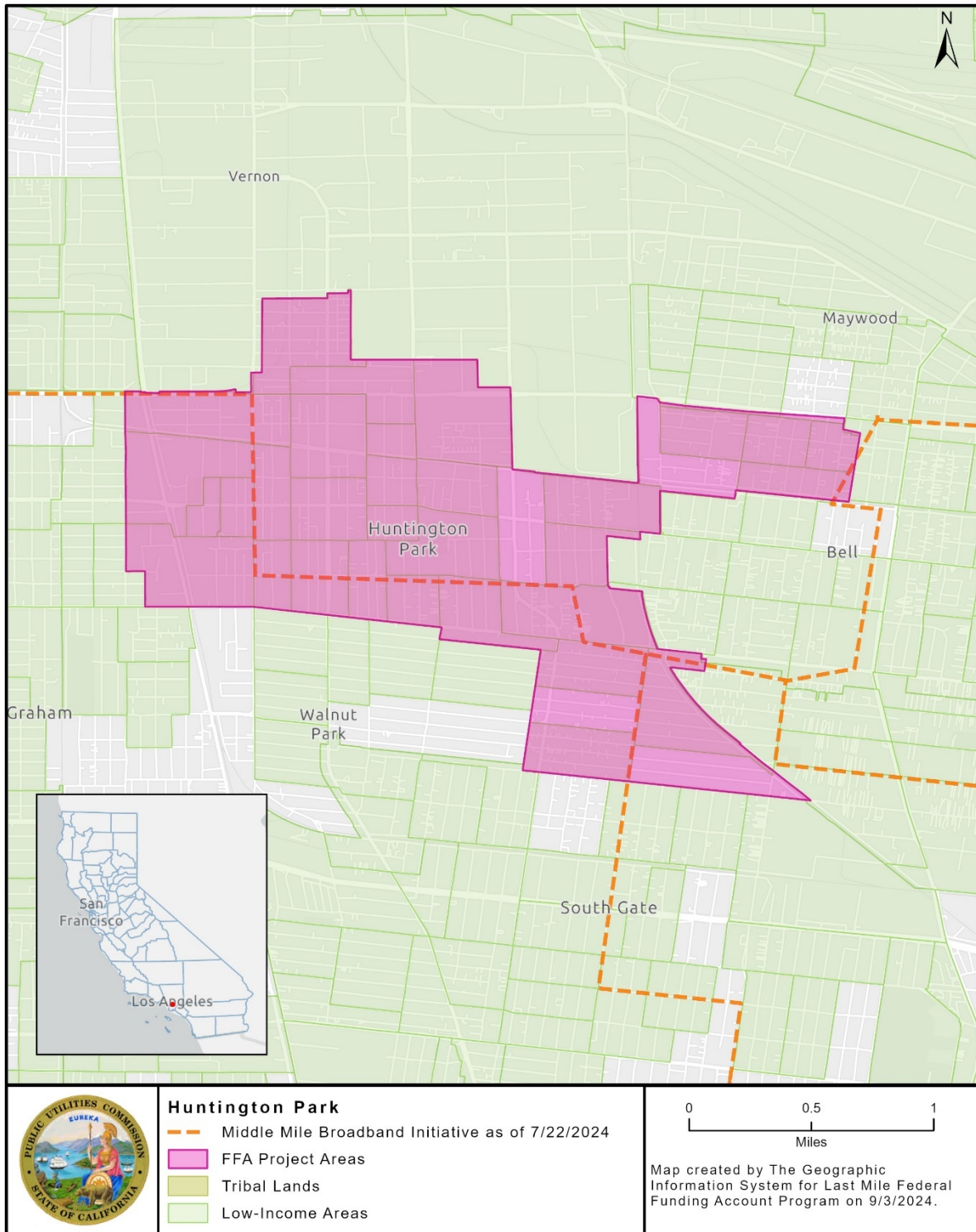
**APPENDIX F**  
**Huntington Park**  
**Key Information**

Project Name	Huntington Park
Applicant Name	The City of Huntington Park
Community Names	Huntington Park
County	Los Angeles
County Allocation	\$104,655,891
Project Size (in square miles)	4
Maximum Download/Upload speed	5000 Mbps/ 5000 Mbps
Lowest cost plan	\$40/month for 50/20 Mbps
Low-income plan	\$40/month for 50/20 Mbps
Low-cost plan	\$40/month for 50/20 Mbps
LifeLine Participation	Yes
Percent Disadvantaged Communities	100 percent
Percent Low-Income Areas	90 percent
Median Household Income (weighted)	\$48,523
Area Households	16,814
Area Population	60,979
Estimated locations within 1000 feet of the project area (location passings)	11,348
Estimated units within 1000 feet of the project area (unit passings)	25,480
Unserved locations proposed to be served by the project	683
Unserved locations in the project area	693
Unserved units in the project area	1,711
Estimated unserved population in the project area	5,254
Estimated unserved Multiple Dwelling Unit (MDU) locations in the project area	404

Estimated unserved Multiple Dwelling Unit (MDU) location units in the project area	1,422
Community Anchor Institutions benefitting from the project	88
Public safety locations benefitting from the project	14
Does the project connect to public open access middle mile?	Yes
Distance of middle-mile, backhaul, and connection to Middle Mile Broadband Initiative in project	10.9 miles
Grant costs for middle-mile, backhaul, and connection to Middle Mile Broadband Initiative in project	\$25,000
Grant costs for last-mile delivery	\$25,333,952
Deployment Schedule	20 Months
Total Project Cost	\$25,358,952
Amount of FFA grant funds requested	\$25,358,952
Applicant funded	\$0
Grant (excluding middle mile) per unserved unit in the project area	\$36,571
Grant (excluding middle mile) per unit passing	\$995

## Map of Huntington Park project

The City of Huntington Park- Huntington Park- Los Angeles County



## APPENDIX G

### Plenary Broadband Infrastructure Crenshaw Service Plans

As a condition of the grant awards in this Resolution, Plenary Broadband Infrastructure Crenshaw is obligated to offer service to customers in the project areas of the listed projects at no less than the speeds in the Table below, no more than 100 milliseconds of latency, and no more than the prices<sup>20</sup> in the Table below, including installation, for at least five years following project completion.

- Destination Crenshaw Digital Equity Zone

Plan	Speed	Price in 2024 Dollars	Notes
Residential Low-Income	100/100 Mbps	\$35/month	Customers must provide documentation showing eligibility for a qualifying program. <sup>21</sup>
Residential Low-Cost	50/50 Mbps	\$40/month	-
Residential 100 Mbps	100/100 Mbps	\$55/month	-
Residential 500 Mbps	500/500 Mbps	\$65/month	-
Residential 1000 Mbps	1000/1000 Mbps	\$75/month	-
Business 300 Mbps	300/300 Mbps	\$75/month	-
Business 500 Mbps	500/500 Mbps	\$120/month	-

As a condition of the grant awards in this Resolution, Plenary Broadband Infrastructure Crenshaw has committed to provide LifeLine-discounted voice service in the project area listed.

---

<sup>20</sup> Prices may increase at no more than the rate of inflation, defined by the Consumer Price Index.

<sup>21</sup> Qualifying programs/income thresholds include: Medicaid; Public Housing Assistance; Unemployment; Supplemental Nutrition Assistance Program; Temporary Assistance for Needy Families; Supplemental Security Income; National School Lunch Program or Head Start; Low Income Home Energy Assistance Program; the Special Supplemental Nutrition Program for Women, Infants and Children; Federal Pell Grants; Veterans Administration Pensions; Tribal Assistance, including Tribal Temporary Assistance to Needy Families and Food Distribution Program on Indian Reservations.

## APPENDIX H

### Gateway Cities Council of Governments Service Plans

As a condition of the grant awards in this Resolution, Gateway Cities Council of Governments' Internet Service Provider partners, Onward and Sonic, are obligated to offer service to customers in the project areas of the listed projects at no less than the speeds in the Table below, no more than 100 milliseconds of latency, and no more than the prices<sup>22</sup> in the Table below, including installation. Onward has committed to maintain its pricing for at least ten years, and Sonic has committed to maintain its pricing for at least five years.

- Gateway Cities Council of Governments Last Mile Broadband Project

Onward Plans			
Plan	Speed	Price in 2024 Dollars	Notes
Low-Income Plan	1000/1000 Mbps	\$35/month	Customers must provide documentation showing eligibility for a qualifying program. <sup>23</sup>
Low-Cost Plan	50/20 Mbps	\$39.99/month	-
Standard Service	1000/1000 Mbps	\$59.95/month	-

Sonic Plans			
Low-Income Plan	10/10 Gbps	\$29.99/month	Customers must provide documentation showing eligibility for a qualifying program. <sup>24</sup>
Low-Cost Plan	50/20 Mbps	\$39.99/month	-
Standard Service	10/10 Gbps	\$49.99/month	

As a condition of the grant awards in this Resolution, Plenary Broadband Infrastructure Crenshaw and its partners have committed to provide LifeLine-discounted voice service in the project area listed.

---

<sup>22</sup> Prices may increase at no more than the rate of inflation, defined by the Consumer Price Index.

<sup>23</sup> Qualifying programs/income thresholds include: Medicaid; Public Housing Assistance; Unemployment; Supplemental Nutrition Assistance Program; Temporary Assistance for Needy Families; Supplemental Security Income; National School Lunch Program or Head Start; Low Income Home Energy Assistance Program; the Special Supplemental Nutrition Program for Women, Infants and Children; Federal Pell Grants; Veterans Administration Pensions; Tribal Assistance, including Tribal Temporary Assistance to Needy Families and Food Distribution Program on Indian Reservations.

<sup>24</sup> *Ibid.*

**APPENDIX I**  
**The City of Huntington Park Service Plans**

As a condition of the grant awards in this Resolution, the City of Huntington Park is obligated to offer service to customers in the project areas of the listed projects at no less than the speeds in the Table below, no more than 100 milliseconds of latency, and no more than the prices<sup>25</sup> in the Table below, including installation, for at least ten years following project completion.

- Huntington Park

<b>Plan</b>	<b>Speed</b>	<b>Price in 2024 Dollars</b>	<b>Notes</b>
Bronze	50/20 Mbps	\$40/month	-
Gold	100/100 Mbps	\$59.99/month	-
Platinum	1 Gbps / 100 Mbps	\$89.99/month	-

As a condition of the grant awards in this Resolution, The City of Huntington Park has committed to provide LifeLine-discounted voice service in the project area listed.

---

<sup>25</sup> Prices may increase at no more than the rate of inflation, defined by the Consumer Price Index.

**APPENDIX J**  
**California Public Utilities Commission**  
**Federal Funding Account, Last Mile Program**  
**Guidance to Staff Regarding**  
**CONSENT FORM**  
**Acknowledgement and Acceptance of Terms**

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

Key Project Contact: \_\_\_\_\_

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

The Awardee identified above acknowledges receipt of the California Public Utilities Commission Resolution or Award Letter and agrees to comply with all grant terms, conditions, and requirements set forth in the Resolution or Award Letter and those in the Federal Funding Account, Last Mile program rules. Awards are contingent on available state budget appropriations funding.

Undersigned representative of \_\_\_\_\_ [Name of Awardee] is duly authorized to execute this Consent Form on behalf of the Awardee and to bind the Awardee to the terms, conditions, and requirements set forth in California Public Utilities Commission Resolution or Award Letter and those in the Federal Funding Account, Last Mile program rules.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature of Awardee Representative: \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Name of Representative's Organization:  
\_\_\_\_\_

Business Address:  
\_\_\_\_\_  
Street address, suite/apt. number

\_\_\_\_\_  
City, state, and ZIP Code

Telephone Number: \_\_\_\_\_

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

# ATTACHMENT "2"



February 7, 2025

Mr. Gerardo Lopez  
Director of Public Works  
Department of Public Works  
6550 Miles Avenue  
Huntington Park, CA 90255

**Re: Proposal to provide Project Management Services for the City of Huntington Park Broadband Infrastructure Project**

Dear Mr. Lopez:

We are pleased to submit this Proposal to provide project management services for the above referenced Project. Upon verbal or written direction to proceed with performance of the services described herein, this Proposal, along with all attachments thereto, will constitute a binding agreement (the "Agreement") between Bowman Consulting Group, Ltd. ("Bowman") and the City of Huntington Park (the "Client").

## **PROPOSAL ASSUMPTIONS AND PROJECT UNDERSTANDING**

---

It is our understanding that Bowman will provide the **Statement of Qualifications (SOQ) from Design-Build (DB) entities** (together with their team members) to solicit information in the form of qualification questionnaire and qualification statements. All the DB entities that intend to submit a proposal for the project must first complete the SOQ package and provide all materials requested by the City. The City will then create a list of qualified DB teams, as determined in the City's sole discretion as set forth in the SOQ package.

Standard of Care - Services provided by Bowman under this proposal will be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession practicing under similar circumstances, including standard of care at the time the services were provided.

Quality Control - A portion of the stated compensation is set-aside for Quality Control/Quality Assurance, which is part of the Bowman Quality Control Policy.

## **SCOPE OF SERVICES AND FEES**

---

Bowman will assist the city with the preparation, of the SOQ package utilizing all the requirements set forth in the grant funding application, conducting meetings with city staff, arranging and conducting the pre-proposal meetings, coordinating the review comments by City's selection panel and assist with final selection of the DB team by the City management.

The fee to perform the above-mentioned tasks will be as indicated below:

**FEE: Lump Sum of \$39,250.00**

3060 Saturn Street, Suite 250, Brea, California 92821

P: 714.940.0100

**bowman.com**



## EXCLUSIONS

---

The following services are specifically excluded from the scope of this agreement and may be performed as contract addendums upon request:

- Design services
- Plan review fees, permits, assessments, and other fees;
- Borings for field locating existing underground utilities;
- Geotechnical Investigation;
- Cultural and Biological Investigation;
- Scour Analysis of wash crossings;
- Construction materials testing;
- Landscape design;
- Construction Management;
- Construction Staking;
- Engineer of Record Services;
- ADEQ NOI preparation or submittal;
- ADEQ SWPPP Construction Site Book
- Traffic Engineering reports;
- Jurisdictional delineation or Nationwide 404 permits;
- Legal or title analysis of property ownership or easement rights;
- Environmental assessments;
- Items not specifically delineated in Scope.

## CLIENT RESPONSIBILITIES

---

The Client shall be responsible for obtaining permission for Bowman, its employees, agents, and subcontractors to enter onto the subject property and any properties in the vicinity as reasonably necessary for Bowman to perform the services described herein. By either countersigning this Proposal or verbally authorizing Bowman to proceed, the Client warrants and represents that it has obtained such permission. The Client shall provide the following items upon request of Bowman in a timely manner and at no expense to Bowman:

- Documents related to the City of Huntington Park's application from FAA
- Address list submitted to CPUC for the City to provide connections to
- Map of the proposed project areas
- Any available reports related to the City's broadband project

## OTHER TERMS

---

This proposal is based on the scope of services indicated herein and the information available at the time of the proposal preparation. If any additional services are required due to unforeseen circumstances and/or conditions, Client or regulatory requested revisions, additional meetings, regulatory changes, etc., Bowman will notify the Client that additional scope of work and fees are required and will obtain the Client's written approval prior to proceeding with any additional work.



Please indicate your acceptance of this proposal by executing below and returning a copy to this office.  
Thank you for the opportunity to provide services to the city of Huntington Park.

Respectfully,

*Masoud Sepahi*

Masoud Sepahi, PE, LEED GA  
Director of Municipal Engineering Services

City of Huntington Park hereby accepts all terms and conditions of this Proposal (including the Standard Terms and Conditions) and authorizes Bowman to proceed with the Project, and the undersigned represents that he or she is authorized by City of Huntington Park to so execute this Proposal.

City of Huntington Park

**By:** \_\_\_\_\_  
(Signature)

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

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

## ATTACHMENT “3”



### **CITY OF HUNTINGTON PARK REQUEST FOR PROPOSAL FOR Neighborhood Canvassing Services for Broadband Needs Assessment**

**PROPOSAL DUE DATE: May 8, 2025, 5:00 P.M.**

6550 Miles Ave  
Huntington Park, CA 90255

Contact: Sergio Infanzon  
323.584.6161  
[sinfanzon@hpca.gov](mailto:sinfanzon@hpca.gov)



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## **1. INTRODUCTION**

The City of Huntington Park invites qualified community-based organizations ("Proposers") to submit proposals ("Proposals") for neighborhood and business district canvassing services aimed at engaging the community to survey broadband needs, challenges, and opportunities.

## **2. SCOPE OF SERVICES**

The City is interested in receiving proposals from community-based organizations ("Proposers") to submit proposals ("Proposals") for neighborhood and business district canvassing services. The scope of services to be provided by the selected consultant for this project includes the following:

### **A. Project Initiation**

Meet with City staff to finalize the scope of work and final project schedule.

### **B. General Requirements**

**Objective** - The community-based organization shall fulfil the following objectives:

- Conduct an internet needs assessment through in-person events, digital media outreach, and open public forum meetings for gathering community outreach.
- Conduct an internet needs assessment of Huntington Park Business Corridors through in-person events, digital media outreach, and open public forum meetings for gathering community outreach.
- Understand community interest in purchasing broadband services from a local nonprofit operator at affordability price points:
  - Bronze \$40/month for 50MB Download / 20MB Upload
  - Gold \$59.99/month for 100MB Download / 100MB Upload
  - Platinum \$89.99/month for 1G Download / 100G Upload
- Identify current internet access levels and reasons for non-adoption among residents and small businesses.
- Identify any current problems with reliability of current internet access.
- Identify potential local hire, workforce development, and small business opportunities.

**Community Engagement** – The selected Proposer will be responsible for:

- Canvassing neighborhoods to survey residents about broadband needs.
- Engaging residents via various mechanisms such as in-person door canvassing, outreach to parents at local Huntington Park K-12 schools, hosting in-person gatherings at libraries, community centers, and parks, telephone banking, and utilizing social media to ensure all residents are informed about the outreach efforts and events.
- Canvassing business corridors to survey business operators about broadband needs and current challenges with high-speed internet service, if any.

- Survey community anchor institutions such as the public safety stations, clinics, and post-secondary institutions to determine what their broadband challenges currently are, and what kind of business broadband solutions are needed to support their work.
  - Two organizations may be selected, one with expertise in engaging with residents, and one with expertise engaged with business operators.
  - Conducting in-person focus groups and roundtables to collect qualitative data and community feedback.
- **Survey Implementation:**
  - Conducting surveys to assess:
    - Current internet access.
    - Barriers to adoption.
    - Interest in low-cost broadband options.
- **Data Collection & Reporting:**
  - Analyzing survey results.
  - Providing a comprehensive report detailing findings, trends, and recommendations.
- **Collaboration:**
  - Working with city staff and broadband experts to ensure all appropriate community stakeholders are engaged throughout the process.
  - Participating in planning meetings and providing progress updates to the City Council and Staff.

### **C. Performance Standards**

The Community-based organization shall put forth a level of effort to provide the necessary staff and services to fulfill the general requirements included in this proposal. The description of each objective is to be used as a guideline for the Contractor.

### **D. Frequency**

The detailed work schedule will be discussed with the City's personnel once the contract is awarded.

Note: It is expected that the awarded Community-based organization will make themselves aware of current meeting schedules, holidays, and other work routines within the various facilities and conduct work in a manner as to not interfere with the execution of City business.



### **E. Holidays**

The following ten (10) days are City-recognized holidays on which contractors may need to provide service. Some City facilities will require service on holidays, and others will not. Maintenance Services will provide a schedule of which facilities will require holiday service.

New Years Day	Labor Day
Martin Luther King's Day	Veterans Day
President's Birthday	Thanksgiving Day
Cesar Chavez Day	Day after Thanksgiving
Memorial Day	Christmas day through January 1 <sup>st</sup>
Independence Day	

### **3. KEY PERSONNEL**

It is imperative that the key personnel providing the consulting services have the background, experience, and qualifications to complete the project. The City reserves the right to approve all key personnel individually for work on this contract. All key staff shall be named in the contract. After the contract is signed, the proposer may not replace key staff unless their employment is terminated or agreed upon by the City. The City must approve replacement staff before a substitute person is assigned to the Project. The City reserves the right to request that the proposer replace a staff person assigned to the contract should the City consider such a replacement to be for the good of the project.

### **4. CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT**

Please see ATTACHMENT 3 - **CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT.**

### **5. INSURANCE REQUIREMENTS**

Please see ATTACHMENT 4 - **CITY'S STANDARD INSURANCE REQUIREMENTS.**

### **6. CONTRACT AWARD**

Any contract resulting from this RFP will be awarded to a firm whose Proposal meet the technical requirements of the RFP and is evaluated as the best fit for the City's needs. City staff will evaluate the proposals based upon several factors, which may include:

- Compliance with the RFP Requirements
- Project Understanding of the project and community engagement strategies
- Experience and Qualifications
- Approach and methodology
- Cost-Effectiveness
- References
- Familiarity with the City and the Region

Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection.

## **7. REQUIRED FORMAT FOR TECHNICAL PROPOSAL SUBMITTAL**

Please submit your Technical Proposal in the format specified below:

**Cover Letter:** Emphasize strong points of the project team and the firm's experience. Include the name, address, telephone number, title, and signature of the firm's contact person for this proposal. The cover letter shall state that the submittal is valid for 60 days.

**Table of Contents:** Provide contents of proposal.

**Section 1 – Scope of Work:** Provide your understanding of the project and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner.

**Section 2 - Schedule:** Provide a project schedule showing key tasks, milestones, and duration for each task/milestone for the completion of the services.

**Section 3 - Project Team, Key Personnel and Resumes:** Provide an organization chart showing the names and responsibilities of key personnel and subconsultants. Provide resumes of all key personnel identified in the organization chart.

**Section 4 - Company Qualifications:** Provide qualifications of prime consulting firm and any proposed sub-consultants. Provide information about relevant experience in community engagement and broadband-related projects. Provide a detailed methodology for canvassing and surveying and strategies for engaging underrepresented communities.

**Section 5 - References:** Provide a minimum of 3 Public Agency references that show your firm's experience in similar types of services.

**Section 6 - City's Standard Professional Services Agreement:** The RFP includes ATTACHMENT 3 - CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement or provide any comments that they would like the City to consider. The City Attorney will review any comment received and make a final decision if all or part or any of such comments may be considered.

**Section 7 – City's Standard Insurance Requirements:** The RFP includes ATTACHMENT 3 - CITY'S STANDARD INSURANCE REQUIREMENTS. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement or provide any comments that they would like the City to consider. The City Attorney will review any comment received and make a final decision if all or part or any of such comments may be considered.



**Section 8 - Other Information:** Include in this section any other and additional information you wish to submit to the City.

**8. FEE**

The Fee shall be submitted (1 copy) in a separate envelope including a detailed breakdown of costs, hourly rates, total project cost, and any reimbursable expenses. Final negotiations for the final scope and fee will occur subsequently.

**9. QUESTIONS REGARDING THIS RFP**

All questions regarding this RFP must be submitted via email:

Sergio Infanzon, Director of Communications and Community Relations

E-mail: [sinfanzon@hpca.gov](mailto:sinfanzon@hpca.gov)

Questions regarding this proposal shall be submitted via email by **5:00 PM, April 24, 2025**. In response to all questions received by this date, City will issue an Addendum no later than 5 days prior to the proposal submittal due date. The addendum will be emailed to all RFP recipients on record.

**10. PROPOSAL SUBMITTAL PROTOCOL**

In order to be considered in the selection process, interested parties shall submit five (5) hard copies and one (1) electronic copy of their Proposals no later than 5:00 **PM, May 8, 2025 to:**

City of Huntington Park

Sergio Infanzon, Director of Communications and Community Relations

6550 Miles Avenue

Huntington Park, CA 90255

Late proposals will not be accepted.

**11. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP PREPARATION**

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this RFP
- Negotiations with the City on any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations

- All other expenses incurred by a proposer/consultant prior to the date of the award and a formal notice to proceed.

The City reserves the right to amend, withdraw and cancel this RFP. The City reserves the right to reject all responses to this request at any time prior to contract execution or only award a partial contract for a limited scope of work. The City reserves the right to request or obtain additional information about any and all proposals.

**ATTACHMENTS:**

ATTACHMENT 1 - WORK SITE LOCATIONS/HOURS OF OPERATION

ATTACHMENT 2 – JOB MAINTENANCE SPECIFICATIONS

ATTACHMENT 3 – CITY’S STANDARD PROFESSIONAL SERVICE AGREEMENT

ATTACHMENT 4 – CITY’S STANDARD INSURANCE

## ITEM 4



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

April 7, 2025

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

Dear Mayor and Members of the City Council:

## **AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR INTERIM COMMUNITY DEVELOPMENT DIRECTOR SERVICES WITH LOUIS MORALES**

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

1. Authorize the City Manager to execute an agreement with Louis Morales for Interim Community Development Director services in an amount not to exceed \$100,000; and
2. Authorize the City Manager to take all necessary actions to effectuate the terms of the agreement.

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

On March 19, 2025, the Community Development Director position became vacant. In the interim, Sergio Infanzon, Director of Communications and Community Relations, has assumed the responsibilities of Acting Community Development Director. However, with limited staffing and a growing portfolio of critical initiatives, it is essential to provide dedicated, full-time leadership within the Community Development Department.

In addition to overseeing core planning, zoning, and housing responsibilities, the department is currently charged with the roll-out of the City's Rent Stabilization Program, a significant new initiative to promote housing stability. Later this year, the department will also be responsible for the planning and implementing of a city-wide parking program, a complex and high-impact initiative requiring significant coordination and policy development.

To ensure continuity of service, avoid operational delays, and maintain program momentum, staff recommends entering into a professional services agreement with Louis Morales to serve as Interim Community Development Director. Mr. Morales brings over 30 years of municipal experience, including prior service in the City's Planning Division in

# **AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR INTERIM COMMUNITY DEVELOPMENT DIRECTOR SERVICES WITH LOUIS MORALES**

April 7, 2025

Page 2 of 2

the Community Development Department. His familiarity with city operations, policies, and priorities uniquely positions him to immediately provide adequate oversight and guidance. Interestingly, Mr. Morales grew up in Huntington Park and attended Middleton Elementary, Gage Middle School, and graduated from Huntington Park High School.

## **LEGAL REQUIREMENT**

The City Attorney's Office will review the agreement to ensure compliance with applicable state and local laws and City procurement requirements before execution.

## **FISCAL IMPACT/FINANCING**

The total cost of the agreement for interim Community Development Director services will not exceed \$100,000. Funding for this agreement is available within the existing appropriations in the Community Development Department's Fiscal Year 2024–2025 budget. No additional appropriation from the General Fund is required.

Under the City's adopted Purchasing Manual (2025), professional services contracts not exceeding \$100,000 may be awarded through an informal process, subject to approval by the Director of Finance, and City Manager. The policy also allows for direct contracting without competitive solicitation under certain conditions, including:

- When the services require specialized expertise that limits open competition;
- When the selected provider has prior experience with City operations, making them uniquely suited to perform the services efficiently and effectively;
- When immediate action is necessary to maintain continuity of operations and prevent service disruptions or legal exposure.

The proposed agreement with Louis Morales satisfies these conditions. Mr. Morales' prior service with the City and his extensive municipal planning and housing experience position him to provide immediate and informed support during this transitional period.

## **CONCLUSION**

Approval of the recommended action will ensure critical leadership coverage within the Community Development Department during operational needs while the City searches for a permanent Director.

Respectfully submitted,



**RICARDO REYES**  
City Manager

**AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR INTERIM COMMUNITY  
DEVELOPMENT DIRECTOR SERVICES WITH LOUIS MORALES**

April 7, 2025

Page 2 of 3

**ATTACHMENT(S)**

- A. Professional Services Agreement – Louis Morales (To be finalized)
- B. Statement of Qualifications – Tiera West & Associates (Includes Louis Morales)

# ATTACHMENT "A"

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Huntington Park hereinafter referred to as "CITY") and Tierra West Advisors, Inc. (hereinafter referred to as "CONSULTANT").

### WITNESSETH

The parties hereto do agree as follows:

SECTION 1. RECITALS. This Agreement is made and entered into with respect to the following facts:

(a) The CITY desires to undertake certain activities necessary for the project management, planning, development and execution of projects thereunder; and

(b) The CITY desires a highly qualified CONSULTANT to provide interim management services and technical assistance in the area of planning, environmental advisory services, economic development services, financial analyses and provide staffing support; and

(c) The CONSULTANT represents that it is qualified to perform such services and has agreed to do so pursuant to this Agreement; and

(d) The CITY desires to contract with the CONSULTANT on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT. The CITY hereby employs the CONSULTANT, and the CONSULTANT hereby accepts such employment, as CONSULTANT to the CITY, for purposes of providing technical assistance in the areas of staffing support, planning, housing, economic development services, financial analyses, program advisory services and project coordination activities.

SECTION 3. SCOPE OF SERVICES. The CONSULTANT will diligently perform the tasks and prepare the documents necessary to provide interim staffing and other advisory services in accordance with City direction (the "Project"). The specific tasks are those outlined in the attached letter proposal, as well as those services that the City directs CONSULTANT to provide.

SECTION 4. TERM. The term of this Agreement shall be \_\_\_\_ ( ) months/year commencing from the date of this Agreement as first shown above, or until its termination by the City or CONSULTANT, whichever occurs first. The schedule of performance shall be as outlined in the preliminary schedule prepared by the CONSULTANT. If necessary, the schedule may be modified upon approval of the CITY staff.

SECTION 5. CONSULTANT PROJECT TEAM. John Yonai, Principal, will be designated as the responsible party for the CONSULTANT. Louis Morales, Director, will provide day-to-day Project Manager for assignment support and will include other project team members as needed for specialized tasks and projects.

If at any time during the term of this Agreement the principal consultant staff designated to work on the Project are no longer available to work on the Project, the CITY retains the right to renegotiate this Agreement.

**SECTION 6. COMPENSATION.** The CONSULTANT will perform those tasks and deliver the products as generally outlined in the proposal on an hourly time and materials basis. Not included in this fee are the costs incurred for those items identified as "Exclusions" in the Proposal. These items will be charged on a time and materials basis.

Reimbursable expenses shall mean necessary out-of-pocket expenses incurred by the CONSULTANT in the performance of this Agreement for postage, printing and duplication costs, and messenger costs. Reimbursable expenses shall be billable at the actual costs reasonably incurred therefor plus a 10% surcharge.

Within ten (10) days after the last day of any month, the CONSULTANT shall submit an invoice to the AGENCY itemizing tasks performed and related reimbursable expenses. The hourly rates for professional services rendered pursuant to this Agreement shall be those presented below.

<b>TWA - 2024-2025</b>		
<b>Standard Rate</b>		<b>Interim Services</b>
Principal	\$250	\$175
Director	\$235	\$165
Senior Associate	\$225	\$160
Associate/Acquisition Agent	\$205	\$145
Senior Analyst	\$185	\$140
Analyst	\$165	\$130
Technical Staff	\$120	\$120
Administrative Staff	\$90	\$95
Clerical	\$75	\$80
Administrative Cost	5%	5%

**SECTION 7. PAYMENT PERIOD.** The CITY shall review the invoices submitted by CONSULTANT to determine whether the nature and extent of the services performed are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice by the CITY or CITY shall give to CONSULTANT a written notice objecting to charges, including a statement of reasons for such objections.

**SECTION 8. RIGHT OF TERMINATION.** This Agreement may be terminated by the CITY, with or without cause, in its sole discretion, on ten (10) days written notice to the CONSULTANT.

In such event, the CONSULTANT shall, on the CITY'S request, promptly surrender to the CITY all completed work and work in progress, and all materials, records, and notes procured or produced pursuant to this Agreement. The CONSULTANT may retain copies of such work products as a part of its record of professional activity. The CONSULTANT is cognizant of the fact that all information and material obtained by the CONSULTANT from the CITY during the performance of this Agreement shall be treated as strictly confidential and shall not be used by the CONSULTANT for any purpose other than the performance of this Agreement. The CONSULTANT shall be reimbursed for all expenses incurred to the date of termination.



SECTION 9. REPORTS AND DOCUMENTS. All reports, agreements and other documents prepared by the CONSULTANT pursuant to this Agreement are the property of the CITY and shall be turned over to the CITY upon expiration or termination of this Agreement.

The CITY may use, duplicate, disclose, and/or disseminate, in whole or in part, in any manner it deems appropriate, all papers, writings, documents, reports and other materials of whatever kind prepared, produced or procured in the performance of this Agreement, which are delivered to or acquired by CITY.

SECTION 10. INDEPENDENT CONTRACTOR. The parties hereby acknowledge that the CONSULTANT is an independent contractor and shall not be considered to be an employee of the CITY.

SECTION 11. INDEMNITY. CONSULTANT hereby agrees to and does indemnify, defend and hold harmless the CITY, and any and all of their respective officers, employees, and representatives from any and all claims, liabilities and expenses, including attorney fees and costs that arise out of CONSULTANT'S performance of this Agreement. However, if the CONSULTANT is joined in any legal action taken against the CITY except actions based on the negligent or wrongful acts of the CONSULTANT, the CITY will indemnify, defend and hold harmless the CONSULTANT.

SECTION 12. NOTICES. Notices pursuant to this Agreement shall be given by personal service or by deposit of the same in the custody of the United States Postal Service, postage prepaid, addressed as follows:

TO CITY:

City of Huntington Park  
6550 Miles Avenue  
Huntington Park, California 90255  
Attn: City Manager  
Ricardo Reyes

TO CONSULTANT:

Tierra West Advisors, Inc.  
2616 East 3<sup>rd</sup> Street  
Los Angeles, CA 90033  
Attn: John Yonai, or  
Rose Acosta Yonai

Notices shall be deemed to be given as of the date of personal service, or two (2) days following the deposit of the same in the course of transmission of the United States Postal Service.

SECTION 13. BINDING EFFECT. This Agreement shall be binding upon the parties hereto and their successors in interest.

SECTION 14. ASSIGNMENT. CONSULTANT shall not be permitted to assign any of its rights or obligations hereunder, except to sub-consultants as approved by the CITY and except for the payment of funds due from the CITY, without prior written consent of the CITY. The consent of the CITY to an assignment shall not be unreasonably withheld, but prior to approving any assignment involving the performance of any obligations pursuant to this Agreement, the CITY shall be satisfied by competent evidence that the assignee is financially able and technically qualified to perform those services proposed to be assigned. In the event of

such assignment, the CITY may condition the same so as to ensure compliance with the provisions of this Agreement.

SECTION 15. COMPLIANCE WITH LAWS. CONSULTANT shall comply with all applicable laws in performing its obligations under this Agreement.

SECTION 16. CONFIDENTIALITY. Information and materials obtained by the CONSULTANT from the CITY during the performance of this Agreement shall be treated as strictly confidential and shall not be used by the CONSULTANT for any purpose other than the performance of this Agreement.

SECTION 17. CONSULTANT'S LIABILITY AND INSURANCE, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE. The CONSULTANT shall assume all responsibility for damages to property or injuries to persons, including accidental death, which may be caused by the CONSULTANT'S performance of a contract, whether such performance be by its employees, its subcontractor, or anyone directly or indirectly employed by it and whether such damage shall accrue or be discovered before or after termination of contract. The City shall be provided with a certificate of insurance verifying the CONSULTANT'S liability insurance coverage.

SECTION 18. WORKERS' COMPENSATION INSURANCE. The CONSULTANT agrees to maintain at its expense, during the term of this Agreement, all necessary insurance for its employees engaged in the performance of this Agreement, including, but not limited to, workers' compensation insurance, and to provide the CITY with satisfactory evidence of such insurance coverage upon the CITY'S request.

SECTION 19. DISCRIMINATION. The CONSULTANT agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, marital status, or place of national origin. In this connection, the CONSULTANT agrees to comply with all County, State and Federal laws relating to equal employment opportunity rights.

IN WITNESS WHEREOF, this Agreement has been duly authorized and executed by the parties hereto on the day and year first herein above written.

CITY:


CITY OF HUNTINGTON PARK


By: \_\_\_\_\_

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

CONSULTANT:

TIERRA WEST ADVISORS, INC.

By:   
John Yonai  
Principal

By:   
Rose Acosta Yonai  
Principal

# ATTACHMENT "B"



## STATEMENT OF QUALIFICATIONS

TIERRA WEST ADVISORS, INC.

MARCH 24, 2025

PREPARED FOR:  
CITY OF HUNTINGTON PARK



March 24, 2025

Mr. Ricardo Reyes, City Manager  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, California 90255

[rreyes@hpca.gov](mailto:rreyes@hpca.gov)

RE: Proposal for Interim Staffing services

Dear Mr. Reyes:

Thank you for contacting Tierra West Advisors, Inc. (Tierra West) to provide an interim staffing services proposal for Community Development Support Services for the City of Huntington Park ("City"). We appreciate the opportunity to re-engage advisory support services to the City.

Tierra West staff have decades of combined experience providing public agency administration management services. Past management services for various agencies include Chief Financial Officer, City Administrator, Community Development Director, Facility Director, and others. Our experience has provided our clients with the ability to smoothly continue daily services without experiencing a reduction or decline in operations.

Our team provides long term experience in strategic planning, financial management, short-term planning, economic development, implementation, and personnel development. Tierra West prides itself on providing consulting services that are balanced with our knowledge of community development. Our work efforts are designed to meet current market demands and protocols.

Tierra West's delivery of a report or work product does not end our involvement in project activities. Tierra West is always prepared to oversee sensitive projects for our clients. To this end, Tierra West essentially becomes an extension of the staff and assists in carrying out the goals, objectives, and policies established by the client.

We look forward to the opportunity to assist the City of Huntington Park with interim management services. Tierra West understands that the City is seeking a person to provide senior management support in the positions of Community Development and future cannabis planning related services.

2016 East 10th Street  
Los Angeles, California 90033  
T: 323.261.1400  
F: 323.261.1831  
W: [tierrawestadvisors.com](http://tierrawestadvisors.com)

REAL ESTATE IN DEVELOPMENT  
STRATEGISTS

For this assignment, Tierra West is proposing Mr. Louis Morales for Interim staffing services. We understand that interim services are required primarily for Community Development, however, Public Works and Economic Development Departments are also experiencing staffing shortages. Mr. John Yonai, Principal, is available for additional support as needed for interim services.

Mr. Morales and Mr. Yonai have extensive senior management experience both in the Public and Private Sectors. Both have personal knowledge of the City from previous positions in the Southern California region. Mr. Morales and Mr. Yonai have spent considerable time working with the public at large as well as elected Councils/Boards and have extensive skills that include management, daily operations, financial management, strategic planning, facility operations, as well as community outreach.

In order to provide a seamless transition to Tierra West providing interim management services, we recommend the following schedule, but will adjust it based on the discussions between the City Manager and Mr. Morales when the assignment commences:

- Provide daily office hours to maintain continuity and day-to-day operations:
  - Monday to Thursday 9 AM to 5 PM
  - Mondays (subject to Council meetings)
  - Wednesday (subject to Planning meetings)
  - Friday/Sat/Sun As Needed

Tierra West is prepared to immediately provide services as the interim Community Development Director based upon Tierra West' existing contract with the City. Louis Morales, Director, will be assigned to the City for immediate staffing support. Tierra West's current contract provides for a reduced Director rate of \$165 per hour rate. Tierra West proposes to maintain the hourly rate for two (2) years:

TWA - 2024-2025		
Standard Rate		Interim Services
Principal	\$250	\$175
Director	\$235	\$165
Senior Associate	\$225	\$160
Associate/Acquisition Agent	\$205	\$145
Senior Analyst	\$185	\$140
Analyst	\$165	\$130
Technical Staff	\$120	\$120
Administrative Staff	\$90	\$95
Clerical	\$75	\$80
Administrative Cost	5%	5%

We understand the City is seeking 30 to 40 hours per week at the City's offices as well as remote. The City will provide a work area and necessary equipment. Additional support services may be required to maintain services during the transition and recruitment for a permanent Community Development Director. Tierra West recommends that the City allow Mr. Morales to include Mr. Yonai on an as needed basis for requests or special projects that develop during the interim services period. Similar to Mr. Morales hourly rate reduction for interim services, Mr. Yonai's hourly rate will be reduced to \$175 per hour versus Tierra West's standard rates during this transitional period.

We also understand that the City executive staffing is not only reduced by the Community Development Director, but may also be without a Public Works Director and Economic Development Director. The City, while not fully staffed at the executive level, is not expending approximately \$550,000 annually or \$45,000/a month in salaries and benefits. Therefore, the interim services will not further impact the City Budget more than what was allocated for the fiscal year.

Additional City services which may require additional project support may also be addressed and requested in this contract. Additional services such as economic development, financial analysis, strategic planning, or special projects will be based on hourly rates, as stated in the existing contract. Such additional services provided by Tierra West would be at the direction of the City Manager for such services.

Please feel free to call if you have any questions. Tierra West is prepared to commence immediately. A draft service contract has been attached for your review. Again, thank you for your consideration and we look forward to working with the City of Huntington Park .

Sincerely,  
**TIERRA WEST ADVISORS, Inc.**



**John Yonai, Principal**



**Rose Acosta Yonai, Principal**

### COMPANY QUALIFICATIONS

Since 1980, Tierra West Real Estate Consultants has provided professional real estate consulting to a number of California corporations and public/private entities. John Yonai (Chairman and Principal), previously served at a Southern California consulting firm as the Partner-In-Charge, developing and overseeing the firm's practice and efforts. In September 2006, Mr. Yonai expanded the services and scope of Tierra West Real Estate Consultants. At this point, Tierra West Real Estate Consultants brought on Partners and reorganized itself as **Tierra West Advisors, Inc.**, to include the following advisory services:

- Economic Development plans and strategies, and impact analysis
  - Policy development strategies and financing
- Real estate financial services including pro-forma analysis and feasibility studies
- City Planning – current and advanced planning and assisting private clients through the Entitlement Process
- Financial Consulting – bond issuance consultant reports
- Brokerage: Real estate acquisitions and dispositions
- Implementation of AB1486 for dispositions
- Affordable Housing Program development and implementation
- Implementation of programmed strategies
- Analysis for infrastructure Financing Districts (IFD)
- Zoning Strategies and Ordinances
- TOD Development Strategies
- Innovative transportation funding and Public/Private Partnerships (P3s), EB-5, Community Facilities Districts
- Public Outreach
- Wireless Telecommunication Facilities and Negotiations
- Interim management, project/program management reports and staffing
- Redevelopment services, currently assisting Successor Agencies meet State Requirements

Tierra West takes pride in its comprehensive project approach by focusing on implementation services that extend through the complete project cycle. Implementation services include: property disposition and acquisition, issuing Request for Proposals (RFPs), selecting developers, negotiating development agreements, reviewing developer financial projections, and preparing pro-formas for project real estate economics. Tierra West essentially becomes an extension of our clients and assists in carrying out the goals, objectives, and policies they establish.

Tierra West is a full-service real estate and development advisory firm and is a licensed corporate broker in the State of California; license #01857161. Principals John Yonai/Broker, and Rose Acosta-Yonai, Sales Person are all licensed in the State of California. Tierra West is a certified WMBE von#12060021 and SBE/DBE/MBE firm under the California United Certification Program (CUCP) #39013 and with Metro file #5416 and #5417. Tierra West is also a certified a Small Local Business (SLB) under City of Los Angeles #2829.



STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK

Tierra West meets all the insurance requirements of public agencies and will comply with the Insurance Requirements of the City. Tierra West currently carries the following insurance coverage that meets or exceeds the City's insurance requirements:

Commercial General Liability – Each Occurrence \$2,000,000, General Aggregate \$4,000,000  
Automobile – Combined Single Limit - \$2,000,000  
Workers Compensation and Employers Liability – Each Accident \$1,000,000  
Commercial Errors & Omissions – per claim & Aggregate \$2,000,000

The Firm is incorporated in the State of California and is located at:

2616 East 3<sup>rd</sup> Street                      Los Angeles, CA 90033  
Telephone: (323) 265-4400              Facsimile: (323) 261-8676  
Email: [info@tierrawestadvisors.com](mailto:info@tierrawestadvisors.com)

Tierra West is organized with a team-oriented focus. Our team approach is committed to provide support and cooperation amongst its members. The assembled team for this assignment will meet regularly to discuss projects with the respective Tierra West project manager and stay in contact via email and scheduled meetings; in special cases the team will meet on a daily basis when needed. When working with Tierra West, the City of Inglewood can expect:

**Organization Expertise** – Tierra West has the expertise to assess all aspects of project organization, including; management structure and effectiveness, financial systems, resource allocation, and interdepartmental communications and coordination and public process. We have assisted many public agencies in assessing and redesigning their organizational structure and the allocation of personnel resources. We are experienced in analyzing the adequacy of policies and procedures, evaluating performance, and proposing practical recommendations for improvement. Our consultants have extensive experience in developing tactical objectives and key performance indicators that have aided our clients in improving their efficiency and effectiveness.

**Responsive Client Service** – Tierra West is committed to providing the highest level of service to meet the City's needs. We can make this commitment based upon our success in performing similar assignments throughout California.

**Clear Roles and Responsibilities** - It is important that all members of a large project team have a clear understanding of their respective roles and responsibilities on any given project. We understand the best and most effective ways to collaborate with one another, to bring out each other's best talents in solving complex design challenges and creating a compelling vision in concert with our clients and community stakeholders.

**Effective Communication** - Effective and respectful communication is a key aspect of our project management process. Tierra West has developed various methods for working with groups in an interactive, participatory, and productive manner which enhances the planning and visioning process.

**Quality Control and Exchange of Information** - Producing clearly presented materials and final products is essential to the success of a project. The Project Manager will conduct quality control reviews in each phase of a project.





#### **FIRM QUALIFICATIONS AND PROJECT SERVICES**

Tierra West understands the challenges faced by local clients in the Los Angeles basin as they attempt to redevelop their infrastructure and invigorate a sluggish economy and housing market through the redevelopment, adaptive reuse, and in-fill of existing properties. The analysis of any given real estate project is imperative to its success and may include, among other things, summary and reuse analysis reports, financial feasibility studies, detailed financial analyses of development proposals, net revenue analyses, asset analysis, and fee interest and/or lease negotiations.

Tierra West has a long-standing relationship working with both public agencies and private entities throughout the Southern California region. The Firm excels in developer negotiations, acting as an adjunct to assist staff and legal counsel with drafting documents such as Exclusive Negotiation Agreements (ENA), Development Agreements (DA), Lease Agreements, Owner Participation Agreements (OPA), and Purchase and Sale Agreements (P&S). Tierra West is recognized for its proficiency in the preparation of project financial pro-formas for potential post redevelopment projects, assisting agencies in determining the financial viability of a project and the degree of participation.

Our team regularly assists local leaders with the insightful analysis and vision required to make sound real estate/development decisions. Tierra West understands the simultaneous goals of preserving what makes a community unique while allowing for a proactive rethinking of urban resources such as land, infrastructure, open space, retail corridors and transportation nodes. Moreover, Tierra West specializes in nurturing Public-Private Partnerships (P3s) centered in truly sustainable economic development and equitable stakeholder outreach. Tierra West has over 35 years of providing real estate and financial consulting services that will help guide the City of Maywood into the future. Below is a complete listing of Tierra West's signature project services.

#### **SUSTAINABLE ECONOMIC DEVELOPMENT AND STRATEGIES**

Tierra West specializes in developing economic development strategies tailored specifically to meet community needs by assessing the unique strengths and weaknesses of each community. Tierra West differentiates itself from other consulting practices by focusing on providing implementation services that extend through the complete project cycle assignments; involving the preparation of business retention and attraction strategies, market analyses, community outreach, financing strategies, financial feasibility studies, detailed financial analyses of development proposals, tax revenue analysis, asset analysis and lease negotiations.

Economic Development generally refers to the sustained and concerted actions of policy makers and communities that promote the standard of living and economic health of a specific area. Tierra West recognizes that economic development differs from economic growth. Economic growth is but a single aspect of Economic Development, focusing strictly on the quantitative nature of market productivity and growth; whereas Economic Development reflects both the quantitative and qualitative changes in the economy. Tierra West understands the importance of working with local policy and playing an active role with implementing an effective economic development strategy that supports the economic and social well-being of the community. Such actions involve multiple areas including:

- Development of Human Capital
- Critical Infrastructure
- Regional Competitiveness
- Environmental Sustainability
- Social Equity
- Health, Safety, Literacy, and other initiatives

## **REAL ESTATE SERVICES**

### **Project Management and Coordination**

In addition to intricate acquisition negotiations services, Project Management services are provided by Tierra West. Project coordination including dissolution, disposition, bidding, selection of management for hazardous materials surveys, management plans, and hazardous waste remediation activities. Hiring and supervising fee interest, review appraisers, fixtures and equipment, and goodwill appraisers. Providing construction management services from project conception to completion. Relocation services and process; formulating acquisition and relocation settlements. Bidding and selecting escrow and title services, engineering services, escrow services including bulk sales. Property management, asset management, assisting in the condemnation process, and additional support services are provided as required.

### **Property Acquisition/Disposition/Negotiation/Brokerage**

Implementation programs frequently require property acquisition, disposition, and negotiation services. Tierra West is available as needed to provide such services. All services will be provided in conformance with State and Federal guidelines regulating the acquisition of properties by public entities. For many agencies, Tierra West consultants have provided project management, managing the assembly, coordination, and negotiation services for: the acquisition and disposition of business properties, vacant properties, single-family homes, multi-family residential units, mobile home parks, industrial enterprises, a variety of retail uses including franchises; all forms of rights-of-way, including, temporary and permanent easements, licenses, partial and full acquisitions, air rights, avigation easements; mineral, oil and gas rights, and other related forms of acquisition. Document preparation, notification, presentation, negotiations, file maintenance, and close out are also part of our services.

### **Relocation**

Tierra West provides oversight and coordination of relocation services that may be required by a project. Tierra West consultants have been routinely retained to assist and often times contract with and oversee the work of specialty relocation consultants. Services include coordination of owner/tenant interviews, determination of eligibility and distribution of information statement, provide listing of alternative locations, handle settlements, and maintain files to close out.

### **Property Management**

Tierra West is available to provide property management services for Agency-owned properties. Typically, Tierra West has provided interim management services when either the property will be held for only a short time, or when time is needed to select a long-term permanent management Company. Services vary and may include property set-up, rent collection, development of leases, prepare requests for proposals, and a number of other property asset management services that may be required.

#### **Support-for-Design and Interim Support Services**

Support-for-Design and Interim Support Services are available for projects in both the pre-construction and construction phase of an assignment. Our Support-for-Design and Interim Support Services are of particular value when implementing projects of notable size, involving numerous phases and highly sensitive deadlines. Tierra West staff implements innovative solutions when handling time consuming assignments that encumber a project. Tierra West essentially becomes an extension of staff and assists in achieving the goals, objectives, and policies established by the client in a cost effective and time efficient manner.

#### **Wireless Telecommunications Facilities – Monetization**

Digital connectivity is a vital component of daily life, and Tierra West has been working with governmental agencies, venues, and wireless carriers to ensure customers, residents, businesses, and stakeholders are better connected for 2020 and beyond. There is an increased demand for enhanced mobile wireless services. Companies like Verizon, Sprint, AT&T, T-Mobile, US Cellular, Mobilitie, Tower, Castle and others are and will continue to request use of publicly owned sites, public right-of-way ("ROW") and City infrastructure to install outdoor wireless antenna systems; in order to serve the growing demand for mobile wireless services. Both Large and Small Cell technology is growing in popularity because of their flexibility, environmentally friendly installations, and improved signal with less power usage. With this fairly new technology and other infrastructure enhancements, wireless telecommunications providers are accommodated in the ROW under the law. All Cities have a great need for new City policies that facilitate access to the ROW & City infrastructure for wireless antenna systems, while also monetizing City facilities to optimally enhance the general fund and services.

### **IMPLEMENTATION AGREEMENTS**

#### **Development Planning and Analysis**

Tierra West is available to provide development planning and analysis for specific project undertakings. Typically, this would involve the preparation of a Design-for-Development, for adoption by the agency, which sets the basic parameters for the proposed development. The options available to the agency for the development of a specific site can be analyzed to determine the optimal outcome and project recommendation.

#### **Development Pro-Forma Analysis/Negotiation**

Tierra West is available to provide financial pro-formas for potential post redevelopment projects to assist the agency in determining the financial viability of a project and determine the degree of participation which may be required by the Agency. Tierra West is also available to assist with developer negotiations as needed.

#### **Agreement Preparation**

Tierra West is available to assist client staff and legal counsel in the drafting of agreements, typically; Disposition and Development Agreements (DDA) or Owner Participation Agreements (OPA). These agreements outline the responsibilities of the parties.

**Agreement Processing**

Tierra West is available to prepare the back-up materials, agenda staff reports and summary reports (required by post redevelopment law) and assure that proper noticing and hearings are held in conformance with law.

**AFFORDABLE HOUSING PROJECTS**

**AB 1486 Implementation**

As of January 1, 2020, Assembly Bill 1486 was enacted into State Law. Governor Newsome in his attempt to assist the ongoing housing crisis developed legislation to require all public agencies to follow a disposition process described in AB 1486 for all publicly owned parcels. Tierra West has assisted clients in working through the process which is not perfect legislation but legislation none the less.

**Comprehensive Strategy**

Tierra West is available to assist with the development and preparation of a comprehensive affordable housing strategy.

**Specific Project/Site Identification**

Assist the client in identifying specific requirements to rehabilitate and develop new affordable housing, as well as specific projects and sites that could be utilized for this purpose.

**Developer Selection/Negotiation**

Tierra West is available to assist in the developer selection process, as well as negotiating the terms and agreements for future housing development.

**Financing**

Tierra West has a background in developing various financing alternatives, making use of low to moderate housing set-aside funds, tax allocation bonds, tax credit opportunities, and other revenue bond formats, to assure the most efficient and effective way of leveraging client funds for the development of housing.

**PUBLIC AGENCY ADMINISTRATION**

**Agenda Materials**

Tierra West will draft resolutions, reports, notices, plans, agenda staff reports, and back-up materials as requested by client staff.

**Meetings**

Tierra West staff is available to attend meetings of the client, Board of Supervisors, Board of Directors, Council, Housing Authority, Planning Commission, project advisory committees, and meetings with property owners and residents, when necessary. Tierra West has a track record of developing good working relationships with affected citizens, community, staff members, and elected officials.

#### **General Administrative Services**

Tierra West is available to assist with all other administrative matters on an as-needed basis. These services could include assisting with client staffing as interim services, filing document control systems, providing specialized services related to real estate appraisals, acquisition negotiations, relocation, market analysis, detailed development analysis, or goodwill appraisals. Tierra West may not directly provide all of these services but could assist by identifying those consultants who have experience in the necessary areas of expertise and coordinate the provision of their services.

### **SPECIAL PROJECT ACTIVITIES**

#### **Cannabis Administration Program**

Tierra West provides local urban and rural communities assistance with the development and implementation of regulatory compliant cannabis programs. Our Cannabis Industry practice serves all clients and programs are customized to fit the particular needs of each client; bringing maximum economic benefits to the municipal body, the civic community and the private business sector. Our services range from the development of strategic plans for a full public regulatory compliant program through program implementation and compliance inspections. In collaboration with former government policy makers, seasoned industry experts and in conjunction with best practices, Tierra West provides seamless consulting services which can bring an economic development and revenue generating program to your community.

#### **Economic Development Strategies**

Economic Development Strategic Plans are important for addressing public infrastructure deficiencies, land-use issues, business retention/attraction programs, streetscape programs, and other projects that could be impacting business growth.

#### **Cost Benefit Analysis/Economic Impact Analyses**

Tierra West is available for assignments analyzing the costs and benefits of large-scale developments and small specific development proposals. Said development proposals would be targeting an identified industry or users to create economic development programs which are beneficial to the local tax base. Implementation and maintenance of General and Redevelopment plans should be accomplished in such a manner as to promote sustainable economic stability and future revenue flow to the Agency and other taxing entities. With periodic slowdowns in real estate market activities, it is necessary for agencies charged with economic and redevelopment to take a lead role in promoting local economic development and growth. Current times require the analysis of the implementation of AB1486 and financial impacts to future project proposals.

#### **Specific Project Activities**

As necessary, Tierra West is available to analyze specific projects, develop schedules and budgets, and prepare necessary documentation.



## URBAN DECAY ASSESMENTS

The Urban Decay Assessment/Analysis (UDA) is traditionally used as a compliment to or inclusion with Environmental Impact Reports (EIR) as required under the California Environmental Quality Act (CEQA). The UDA primarily consists of a two-part analysis. Initially the UDA is used to determine whether a new retail development will create leakage or cause any significant loss of retail sales from existing and/or other planned future retail centers. The second part of the analysis looks to see if leakage or a loss in sales is documented and estimates if the severity of the change in economic circumstances will cause significant disinvestment within the area or region. Significant disinvestment may allow for estimation as to the degree, or what is reasonably foreseeable regarding; business closures, abandonment, or other forms of physical deterioration in which "urban decay" will result.

## PROJECT EXPERIENCE

The following list of completed projects are representative samples of the type of project experience and caliber of work that Tierra West is known for delivering.

### **CITY OF DOWNEY - Hotel Analysis and Developer Agreement Negotiations**

Tierra West was the real estate advisor and provided the initial market analysis of the location and feasibility of a hotel. Tierra West Prepared the RFP, analyzed the responses, assisted the City with proponent interviews and selection. Assisted City staff and selected developer on site schematics, layout and required City approvals. Implementation services included assisting with negotiations and development of a structure process and timeline. These terms were the basis of the development agreement.

**Entitlement and Development Strategy:** *Identify the vision and goals of City and community*

**Pro-forma Modeling:** *Developed operating pro-forma for the hotel*

**Quantify City Revenue:** *Developed revenue financial analyses and benefits for the City*

**Public/Private Partnership Options:** *Publicly owned property and private developer*

**Project Benefits:** *Developed fiscal analyses for higher density developments*

**Project Presentations:** *Power-point presentations to constituents City Council, and Council subcommittees*

**Meetings:** *Multiple negotiations meetings with City and developer*



### **CITY OF DOWNEY - Promenade Development /NASA Development Site**

#### **Multiple Tax Sharing Agreements – Hotel Analysis and Negotiations**

**Promenade:** Disposition/sale of the former NASA site for the Space Shuttle site and mixed-use project, including big boxes, junior and small retail, hotel, office, medical office with a total build out of approximately 1.5 million feet, 50+new retailers, up to 300,000 sq. ft. of office, 200 hotel rooms.

**Tax sharing and Hotel Agreements:** *Implementation services including, structuring, negotiations, consensus, due diligence, planning, valuation, council presentations, financial analysis, revenue analyses for auto dealers, restaurants, and hotels.*

**Entitlement and Development Strategy:** *The Economic Analysis and strategic planning preparing for a development agreement including Environmental Impact Report*

**Pro-forma Modeling:** *Developed pro-forma modeling for project projections*

**Quantify City Revenue:** *Developed revenue financial analyses for project*



STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK

**Public/Private Partnership Options:** Reviewed P3 structures, CDBG financing, IBank sources, tax sharing agreements

**Development Agreement:** Drafted with Staff and City attorney the agreement

**Project Benefits:** Developed fiscal analyses for site development and individual retailers

**Project Development Assistance:** Worked closely with staff in implementing the \$500 million dollar development and continued ongoing assistance on project components

**Project Presentations:** Multiple Presentations to City Council, staff, and developer negotiations

**Meetings:** Attended developer negotiations, public meetings, Council meeting and sub- committee meetings



**CITY OF BELL GARDENS -Bicycle Casino Club - Hotel and Event Center Expansion:**

Provided financial structure, negotiations, financial analyses, and land lease drafting for a seventy (70) year long term lease between the City and the Bicycle Hotel & Casino expansion including the project administration of environmental review process and lease Agreement for the hotel/convention center / parking garage expansion project.

Tierra West also provided financial structuring, negotiations, financial analyses for three (3) other land leases that were developed with community retail centers of approximately 300,000 square per center. The three (3) centers have created a destination location for the local community and generates a large sales tax component for the City. Currently, Tierra West is assisting the City in negotiating and selling the lease hold interests.

**Entitlement and Development Strategy:** The Economic Analysis and strategic planning for a development agreement including CEQA review and report

**Pro-forma Modeling:** Developed pro-forma modeling for project projections and operational pro-formas

**Quantify City Revenue:** Developed revenue financial analyses for project

**Public/Private Partnership Options:** Reviewed P3 structures, CDBG financing, IBank, tax sharing agreements

**Development Agreement:** drafted the agreement with Staff and City attorney

**Project Benefits:** Developed fiscal analyses for Casino expansion

**Project Development Assistance:** Worked closely with staff in implementing the \$150 million dollar development and audited costs at project completion

**Project Presentations:** Presentations to City Council, staff, and developer

**Meetings:** Attended developer negotiations, public meetings, Council, and sub- committee meeting

**CITY OF COMMERCE-Citadel Outlet Expansions - Phase I and Phase II**

**Citadel I:** Disposition/Sale and Expansion of the Citadel mixed use project, including increasing the outlet center to 450,000 square feet, 70 new retailers, 300,000 square feet of office, 200 hotel rooms and increased project site by 10 acres.

**Citadel II:** Implementation services including, structuring, negotiations, consensus, due diligence, planning, valuation, council presentations, financial analysis, revenue analyses for the redevelopment of the existing casino and expansion.

**Entitlement and Development Strategy:** Environmental Impact Report

**Entitlement and Development Strategy:** The Economic Analysis and strategic planning preparing for a development agreement including Environmental Impact Report



STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK



**Pro-forma Modeling:** *Developed pro-forma modeling for project projections*

**Quantify City Revenue:** *Developed revenue financial analyses for project*

**Public/Private Partnership Options:** *Reviewed P3 structures, CDBG financing, IBank sources, tax sharing*

**Development Agreement:** *drafted the agreement with Staff and City attorney*

**Project Benefits:** *Developed fiscal analyses for Outlet mall expansion*

**Project Development Assistance:** *Worked closely with staff in implementing the \$150 million dollar development and audited costs at project completion*

**Project Presentations:** *Presentations to City Council, staff, and developer*

**Meetings:** *Attended developer negotiations, public meetings, Council, and sub-committee meeting*

**CITY OF LOS ANGELES- HUD-Northeast Los Angeles Riverfront Collaborative (NELA RC)**

Tierra West acted as project manager and economic development advisors of the Northeast Los Angeles Riverfront Collaborative (NELA), working with the Department of Housing and Urban Development (HUD) and the City of Los Angeles Community Development Department (CDD) on a \$2.25 Million Community Planning Challenge grant. NELA is implementing the next step to further developing the 2007 L.A. River Master Plan. The ultimate goal is to cultivate a comprehensive approach linking land use plans and economic development strategies to support revitalization of the study areas of Atwater Village, Cypress Park, Elysian Valley, Glassell Park, and Lincoln Heights.



**Entitlement and Development Strategy:** *Vision Plan, Road Map and Reviewed development strategies along the river community*

**Pro-forma Modeling:** *Developed pro-forma modeling for 10 projects in the river communities*

**Quantify City Revenue:** *Developed revenue financial analyses for financing entities, joint ventures, and other structures*

**Project Benefits:** *Developed fiscal analyses for higher density developments*

**Project Presentations:** *Power point presentations to constituents, City Council, Council subcommittees and private lenders and developers*

**Meetings:** *Organized and attended over 30 project public 'outreach' meetings*

**CITY OF HUNTINGTON BEACH – The Strand**

Mixed-Use: office uses, 140-room hotel, 120,000 sq. ft. retail, restaurant, and entertainment uses. Assigned staff assisted with preparing deal point memorandums, structuring and facilitating negotiation activities, assisting legal counsel with preparing agreement documents, attending closed session meetings with City Council to keep elected officials apprised of real estate dealings, coordinating presentation materials for Council and public meetings, preparing all necessary reports pursuant to California Law and providing services in the re-dedication of a public street within the project.





STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK

**Entitlement and Development Strategy:** *The Strand Economic Analysis of the Implementation agreement and Summary Report*

**Entitlement and Development Strategy:** *Project Analysis & Report*

**Pro-forma Modeling:** *Developed pro-forma modeling for project projections*

**Quantify City Revenue:** *Developed revenue financial analyses for project*

**Public/Private Partnership Options:** *P3 tax sharing agreement between City and Private entity, EV5 financing*

**Development Agreement:** *Drafted the agreement with Staff and City attorney*

**Project Benefits:** *Developed fiscal analyses for mixed use development*

**Project Development Assistance:** *Worked closely with staff in implementing the \$150 million dollar development and audited costs at project completion*

**Project Presentations:** *Presentations to City Council, staff, and developer*

**Meetings:** *Attended developer negotiations, public meetings, and Council and sub-committee meetings*

**CITY OF ORANGE - TAX SHARING REPORTS - Stadium Nissan/SC Fuels**

Preparation of Tax Sharing Report(s) as a result of the City having finalized a Participation Agreement ("PA") with Stadium Nissan and SC Fuels which would provide for the incremental sharing of sales tax revenue over a term of twenty years under the City's Sales Tax Sharing Program. The Report was to be prepared in accordance with Section 3.46.030 of the City of Orange Municipal Code, for analysis of a sales tax sharing agreement between Stadium Nissan and the City and SC Fuels and the City. A Tax Sharing Report provides the fiscal analysis necessary to determine the current or projected revenue generated by an Applicant for a Sales Tax Sharing Agreement.

**Entitlement and Development Strategy:** *SC Fuels and Stadium Nissan Report & Analysis/Tax Sharing Reports*

**Pro-forma Modeling:** *Developed pro-forma modeling for SC Fuels and Nissan projections*

**Quantify City Revenue:** *Developed revenue financial analyses for project*

**Public/Private Partnership Options:** *P3 tax sharing agreement between City and Private entity*

**Project Benefits:** *Developed fiscal analyses for dealership expansion*

**Development Agreements:** *Assisted in drafting language and developing structure*

**Project Presentations:** *Presentations to City Council, staff, and developer*

**Meetings:** *Attended numerous meetings with staff and dealership*

**CITY OF POMONA – City and Vehicle Parking District**

Tierra West is providing the City and its Vehicle Parking District ("VPD") with real estate advisory support and asset management of 26 parking lots owned by the City/VPD. Tierra West has determined the opportunity to monetize some of the parking lots to provide adaptive reuse, community services and economic development. Tierra West is presently working on two (2) projects on City/VPD lots for commercial and residential developments. Tierra West is currently negotiating a development agreement with the commercial developer.

**Entitlement and Development Strategy:** *The Economic Analysis and strategic planning preparing for a development agreement*

**Pro-forma Modeling:** *Developed pro-forma modeling for project projections*

**Quantify City Revenue:** *Developed revenue financial analyses for project*

**Public/Private Partnership Options:** *Reviewed P3 structures, tax sharing agreements*

**Development Agreement:** *Drafting the agreement with Staff and City attorney*

**Project Benefits:** *Developed fiscal analyses*

**Project Presentations:** *Presentations to City Council, staff, and developer*

**Meetings:** *Attended developer negotiations, public meetings, Council meeting and sub- committee meetings.*

**CITY OF BELL GARDENS - Former Berk Oil Site/Pacific Metal Craft Site/5600-5636 Shull St**  
Former Berk Oil/Pacific Metal Craft/Shull St. acquired by Bell Gardens Redevelopment Agency ("RDA") approximately 20 years ago. At time of acquisition, environmental review did not identify the amount of existing contamination at the Site. Since that time, the RDA has sought funds to assist and define the amount of contamination and sources of funding to remediate the Site. Tierra West has been working on the site with various City Administration after the acquisition of the Site. As a result of the termination of the RDA, the parcel was identified as part of the Long-Range Property Management Plan for disposition. On January 1, 2020, the Surplus Land Act (SLA) went into effect, with the purpose of creating more affordable housing development on unused or underutilized land. Tierra West assisted the City in the process that is required by SLA. The process included drafting a solicitation and reviewing proposals submitted. During this time, Tierra West was included on discussions regarding testing being done on the Site, funded by the National Council for Development through an Environmental Protection Agency Brownfields Assessment Grant. Tierra West is currently assisting the City with the implementation of sale, program management of the DTSC-EPA grant and findings, affordable housing development standards and specific Shull Street housing reuse, required real estate economics, and other required services.

**TRANSACTIONAL PROJECT SAMPLES:**

**CITY OF GARDEN GROVE**

Since 2019, Tierra West has been assisting the City of Garden Grove with the disposition, financial analysis, and redevelopment of the Willowick Golf Course (100 acres of open land). Tierra West's initial efforts included reviewing development proposals submitted to the City and assisting with defining a common form of financial analysis for each proposal and provided recommendations of risk attributed to each proposed development. The top ranked proposals all included a residential component and two (2) or more of the following development types: a mix of residential housing types, for sale market rate homes, for sale and rent affordable housing-mixed income, and mixed-use development. A distinguishing factor of this project is that Tierra West is assisting the City with reviewing the potential financial impacts of residential developments, inclusive of market rate and affordable housing, brought on by AB 1486 - Surplus Land Act (SLA) and the impacts on the affordable housing production.

**CITY OF BELL GARDENS-Bicycle Casino Club-Hotel and Event Center Expansion  
Land Leases/Land Sale/P3s/Valuations**

City owned Parking lot reuse valuation for land lease; financial projections of cost and return on investment, pro-forma, revenue comparison of long- and short-term lease. Land lease negotiations with developer and Transactional Structuring. Provide Broker Opinions of Value (BOV) for City facilities and land lease sales. Currently negotiating a sale of several multi-million-dollar land leases to third parties.

**DEPARTMENT OF GENERAL SERVICES (DGS)-Real Estate Economist Services  
P3/Land Valuation/Land Lease/Real Estate Economics**

Tierra West assisted DGS with real estate economics and services to analyze the financial feasibility of a 20-acre multiple-family housing development that will provide both market rate housing as well as subsidized affordable housing for developmentally disabled individuals. Financial analyses included developing project pro-formas for development costs and develop both market land value and residual land value within the context of adhering to prevailing wage requirements and required development guidelines set forth by Senate Bill 82. Included in the overall analysis and determination to proceed was a market analysis of the current market conditions for multi-family residential units in Orange County. The combined analyses of the 20 acres at the Fairview Development Center ("FDC Site") allowed Tierra West to determine land value based at a price that would permit the development of market rate and affordable housing.

**CITY OF DOWNEY-Downey Car Dealership  
P3/Negotiations/Operational Pro-forma/Market Research**

Tierra West was commissioned by the City of Downey to analyze several new car dealerships and a recreational vehicle dealership. Services for each of these assignments included site analysis, market research of the value of vehicles sales monthly and annually, operating costs, market comparison for rental rates and land value. The information developed for each of the assignments allowed for the determination of the need for GAP financing. The new dealerships were analyzed from both a real estate economics pro-forma as well as operational pro-formas. This allowed for a larger macroscopic overview of the projects and needs.

**CITY OF DOWNEY-Downey AB562  
Negotiations/Analysis/Advice**

Tierra West was retained by the City to review several projects that requested financial assistance from the City's general fund. With the elimination of Redevelopment, all local cities are faced with the lack of a funding source for economic development. Governor Brown, recognizing this lack of funding for economic development supported Assembly Bill 562. This bill allows local jurisdictions to provide general fund revenues for economic development purposes. Pursuant to AB562, Tierra West has provided financial analyses, real estate pro-formas, developer negotiations on terms and justification of financial assistance, agreement development and financial report as required by the statute.

**CITY OF FULLERTON- Amerige Court  
Market and Affordable Housing/P3s/Valuations**

Tierra West Advisors prepared a deal structure based on a pro-forma model for the Amerige Court Mix-Use Development. The site is 1.15 Acres of City controlled land that functioned as a parking lot owned by the Fullerton Redevelopment Agency in Downtown Fullerton. The Project contemplated 124 market rate rental housing units and 9,700 SQFT of retail with 376 parking spaces to service the residential and commercial uses of the Project and replaces currently available public parking.

STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK

**REFERENCES**

**CITY OF BELL GARDENS**

Mr. Gustavo Romo, Former ACM & Community Development Director

Now ACM at Beaumont- [gusromo9@gmail.com](mailto:gusromo9@gmail.com)

(909) 255-4017

Mr. Michael O'Kelly, City Manager

[mokelly@bellgardens.org](mailto:mokelly@bellgardens.org)

(562) 806-7721

**CITY OF COMMERCE**

Mr. Ernie Hernandez, City Manager

(323)722-4805

[ehernandez@ci.commerce.ca.us](mailto:ehernandez@ci.commerce.ca.us)

**CITY OF DOWNEY**

Mr. Roger Bradley, City Manager

[rbradley@downeyca.org](mailto:rbradley@downeyca.org)

Ms. Vaniah De Rojas, Assistant City Manager

[vderojas@downeyca.org](mailto:vderojas@downeyca.org)

(562) 865-6262

Mr. Gilbert Livas, Retired former City Manager (7/22)

[livas@earthlink.net](mailto:livas@earthlink.net)

Mr. Aldo Schindler, City Manager of the City of Tustin

(714) 573-3000

**CITY OF BELL**

Mr. Mike Antwine, City Manager

[mantwine@cityofbell.org](mailto:mantwine@cityofbell.org)

(323)588-6211

**CITY OF GARDEN GROVE**

Ms. Lisa Kim, City Manager

[lisak@ggcity.org](mailto:lisak@ggcity.org)

(714) 741-5100

**OTHER PAST PROJECTS**

**CRA/LA**

Harbor Region Strategic Planning and Outreach

**HUNTINGTON BEACH**

Tax Sharing Agreement regarding Pinnacle Petroleum

**EL SEGUNDO**

Interim Planning Services: Industrial, Corporate, Entertainment

**FULLERTON**

Pacific Hawaiian Apartments: 55 Unit Residential Housing

**GARDEN GROVE**

Tax Sharing Report

**HUNTINGTON PARK**

General Plan update: future TOD projects

**NATIONAL CITY**

Pro forma review and financial feasibility for TOD project

**PLACENTIA**

Planning Services: 2 residential subdivisions, 78 & 38 units

**POMONA**

Residential Housing Development

**SANTA FE SPRINGS**

Long-Range Property Management Plan

**SAN PABLO**

Arundel Highway 80 widening

**RESUMES ON FOLLOWING PAGES**

**JOHN YONAI / Principal-Chairman**

John Yonai has an extensive background in the areas of real estate and finance for the private and public sector, providing project management and implementation services. Assignments included project structuring, market and financial analysis, agreement negotiations, redevelopment plans/amendments, real estate acquisition/disposition, bond issues, project planning/scheduling, ROW, land-use, and feasibility analysis. He has expertise with the coordination of revenue projections, financial evaluation, and fiscal consultations. John has a long-standing relationship working with both public agencies and private entities; specializing in the preparation and assessment of real estate development proposals, land use planning, development strategies, P3s/P4s, project/program management, development agreement negotiations, project conception, real estate market analysis, financial/economic feasibility, public outreach, entitlement approvals, and project close-out. He has provided interim management and Community Development Director services for several cities. Mr. Yonai offers sustainable and innovative solutions while he manages department budgets, public works services, and community development. As Project Manager and Economic Development Advisor to the Northeast Los Angeles Riverfront Collaborative with HUD and City of Los Angeles, John implemented an approach linking land-use plans and economic development strategies to further the LA River Master Plan and revitalization.



**EDUCATION**

Graduate School of Management  
Real Estate Finance Certificate  
University of California, Los Angeles  
Bachelor of Science-Business/Finance  
Loyola Marymount University

**PROFESSIONAL AFFILIATIONS / CERTIFICATIONS**

Urban Land Institute (ULI)  
International Council of Shopping Center Owners (ICSC)  
CA Association of Realtors (CAR)  
National Association-Corporate Real Estate Executives  
CA Licensed Real Estate Broker: License No: 00632122  
CA Redevelopment Association (CRA) *Past Member*

**ROSE ACOSTA-YONAI / Principal-CEO**

Rose Acosta-Yonai provides a variety of real estate and project/program advisory services. Has a comprehensive understanding of real estate transactions and acquisitions, project coordination, and has been involved in the acquisition and disposition of multiple property types within the private and public sector. Project services have involved document review and preparation, project implementation, negotiations, and coordination with legal counsel for the acquisition of real property interest including fee interest, leasehold interests, easement license agreements, and stakeholder coordination of involved parties. Knowledgeable in the areas of appraisal reviews, market values and preparation of BOVs. Provided relocation assistance services on behalf of Los Angeles World Airways (LAWA) to households displaced by the City's acquisition of property through the LAWA Voluntary Residential Acquisition and Relocation Program. Responsible for the quality and responsiveness of staff and assignments; coordinates, oversees and assists with all company projects. Contract Administration: review and implementation of project; inclusive of quality and accuracy of all administrative work.



**EDUCATION**

Bachelor of Science – Sociology  
Loyola University Marymount

**PROFESSIONAL AFFILIATIONS / CERTIFICATIONS**

CA Association of Realtors (CAR)  
CA Licensed Real Estate Salesperson License No: 00909698  
CA Association of Realtors (CAR)

**Fluent in Spanish**



STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK

**LOUIS MORALES / Director**

Louis Morales has over 30 years of experience in both city government and private industry with extensive knowledge of city budgeting, public policy, program implementation, and land-use/planning compliance. Louis has served as City Planner and Community Development Director for local jurisdictions and regularly provides interim staffing, assuming management responsibility for all services and activities of a department for the implementation of development projects. Services include oversight and monitoring of applicant's business entity with regards to State requirements, compliance of licensee's project plans and review of Operations Plan, and coordination with staff to for the preparation and amendment of City Ordinances. He is seasoned in the areas of current and advanced planning assignments, and scheduling project activities for Community and Economic Development projects. Assignments have included feasibility and land-use analysis, revenue projections, data gathering, outreach, document preparation, and interim staffing support. Previously served as Interim staff (Project Manager) for the City of El Segundo, providing project negotiations and entitlements for major commercial development including LA Lakers Corporate headquarters and training facilities, hotel development, and General Plan update and specific plan to promote economic development along the Sepulveda Corridor.



**EDUCATION**

Bachelor of Science in Urban & Regional Planning  
California Polytechnic University, Pomona  
Public Administration – Industrial Technology  
California State University, Long Beach  
Associate of Arts / Architecture  
East Los Angeles College

**Fluent in Spanish**

**JASON CHIANG / Director**

Jason provides project management, report drafting and market research for a variety of multi-disciplinary economic development and real estate assignments. Assisting all levels of management and project difficulty; performs research of real estate, economic, and market data in support of financial and economic evaluations. Manages the execution and preparation of materials required for technical reports, presentations, drafting of staff reports, resolutions, ordinances, public hearing notices and other related City, County, or special district documents. Coordinates and prepares all document layout and presentation materials for Tierra West and its clients, ensuring fantastic project outcomes. Jason has also designed strategic economic development plans and overseen their implementation in a number of diverse & growing communities.



**EDUCATION**

Bachelor of Arts – Communication  
University of Southern California  
Minor – Business Administration  
University of Southern California

STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK

**LAUREN YONAI / Associate**

Lauren Yonai coordinates Real Estate support services and implementation of related activities; planning and scheduling of projects, data assembly, and document preparation for private sector and public agencies. Helps with the preparation, coordination and submittal of proposals, SOQs and other RFP packages and marketing efforts. Efficient research skills; obtains title and lien information, property-profiles, farming, and other related back-up information. Assists with market research and analysis in support of BOV assignments.



Maintains Project Progress Reporting inclusive of budgets, schedules and requested tasks. Proficient in Photoshop and PowerPoint. Lauren Yonai coordinates Real Estate support services and implementation of related activities; planning and scheduling of projects, data assembly, and document preparation for private sector and public agencies. Aids with the preparation, coordination and submittal of proposals, SOQs and other RFP packages and marketing efforts. Efficient research skills; obtains title and lien information, property-profiles, farming, and other related back-up information. Assists with market research and analysis in support of BOV assignments. Maintains Project Progress Reporting inclusive of budgets, schedules and requested tasks.

**EDUCATION**

Loyola Marymount University, Los Angeles  
Bachelor of Business

**PROFESSIONAL AFFILIATIONS / CERTIFICATIONS**

Notary Public – California, Commission #2314389  
LMU Entrepreneurship Family Business Center

**JANE MCFARREN / Senior Analyst**

Jane McFarren provides project management and advisory support through all aspects of the project; record retention; invoicing; job-cost analysis; and report generation. Assists with the preparation, coordination, and submittals of proposals and RFP packages. Has experience working closely with general contractors and subcontractors to assure contract compliance and clear communication. Jane has vast administrative management experience in the education sector and has been responsible for budget management, data analysis, scheduling, personnel management, and compliance with State and Federal requirements. She has been instrumental in the design and development of matrix-based evaluation criteria, as well as has served on advisory committees charged with selecting viable, compliant applicants for consideration to City Councils.



**EDUCATION**

Bachelor of Arts , Liberal Arts  
Masters Degree – Education

STATEMENT OF QUALIFICATIONS:  
PREPARED FOR THE  
CITY OF HUNTINGTON PARK

**ROB HOFFMAN / Senior Analyst**

Rob specializes in financial analyses for Tierra West's projects. He develops and assists in economic benefit analysis, pro forma analysis, valuation, and comparable transactions analysis. He has provided sales tax projections for public agency clients, provides keen peer review for our team's analyses, and assists in research as needed. His work experience has been a mix of client-facing and research-oriented roles which have translated into strong customer service, operational, and time management skills. His experience in operations and client services give



him a strong perspective on streamlined processes and capturing project efficiencies. Rob's research and analytical skills assist in keeping the TWA team abreast of regulatory compliance requirements on both state and federal levels.

**EDUCATION**

BSBA Business Economics  
Certificate in Finance  
Eller College of Management  
University of Arizona

**PROFESSIONAL AFFILIATIONS / CERTIFICATIONS**

CFA Level III Candidate  
CFA Institute



**PROFESSIONAL FEE SCHEDULE  
2024 - 2025**

<b>Classification</b>	<b>Rate</b>
Principal	\$250
Principal/Director	\$235
Senior Associate	\$225
Associate	\$205
Senior Analyst	\$165
Analyst	\$165
Technical Staff	\$120
Administrative Staff	\$90
Clerical	\$75
Reimbursables	Cost plus 10%
Administrative Cost	5%

There will be no charge or reimbursement claims for telephone and or fax calls, postage, mileage, parking, and incidental photocopies. We do, however, charge for additional insured certificates, messenger services, overnight mail costs, and copies of reports, documents, notices, and support material in excess of five (5) copies. These costs are charged at actual expense plus a 10% surcharge.

Interim staffing hourly rates for staff located at the client's location will be adjusted based upon the hours and specific tasks identified. Generally, these assignments assume 30 hours a week or more and include approximately a 20% reduction in the stated hourly rates above. Invoices will be issued monthly and are payable upon receipt, unless otherwise agreed upon in advance. Billing includes detail of hourly work done by individual staff members. Invoices will identify tasks completed to date, hours expended and the hourly rate.