

# CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda

**Monday, June 2, 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

**Nancy Martiz**  
Council Member

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

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

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

**PLEASE NOTE--**The numerical order of items on this agenda is for convenience of reference.

CITY COUNCIL MEETING AGENDA

Items may be taken out of order upon request of the Mayor or Members of the City Council. Members of the City Council and the public are reminded that they must preserve order and decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

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

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

### **PUBLIC COMMENT**

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

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

### **ADDITIONS/DELETIONS TO AGENDA**

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

### **IMPORTANT NOTICE**

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

CITY COUNCIL MEETING AGENDA

## **CALL TO ORDER**

## **ROLL CALL**

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

## **INVOCATION**

## **PLEDGE OF ALLEGIANCE**

## **PRESENTATION(S)**

- 1. RECOGNITION OF LOCAL HIGH SCHOOL(S) VALEDICTORIANS AND SALUTATORIANS**
- 2. REPORT FROM INNER CITY VISIONS ON CASE MANAGEMENT, REFERRALS, AND SUPPORTIVE SERVICES PROVIDED TO UNSHELTERED HOMELESS INDIVIDUALS IN HUNTINGTON PARK**
- 3. UPDATE ON SALVATION ARMY BELL SHELTER BED PROGRAM**

## **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 INVOLVING JOINT POWERS AGENCY HUB CITIES CONSORTIUM - ANTICIPATED LITIGATION Government Code §§ 54956.9(d)(2) and 54956.9(e)(3) One (1) potential matter**

## **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 May 19, 2025

## **FINANCE**

### **2. CHECK REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated June 2, 2025

## **CITY MANAGER**

### **3. CONSIDERATION AND APPROVAL OF THE LOAN AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK AND HUB CITIES CONSORTIUM (HCC) FOR UNFUNDED ACCRUED LIABILITY (UAL) PAYMENTS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the Loan Agreement between the City of Huntington Park and the Hub Cities Consortium, in substantially the form provided; and
2. Authorize the City Manager to finalize any non-substantive terms and execute the agreement.

## **HUMAN RESOURCES**

### **4. CONSIDERATION AND APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF HUNTINGTON PARK AND THE HUNTINGTON PARK POLICE MANAGEMENT ASSOCIATION (HPPMA)**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the Memorandum of Understanding (MOU) between the City of Huntington Park and the Huntington Park Police Management Association (HPPMA) for the period July 1, 2024 through June 30, 2029 in substantially the form provided; and
2. Authorize the City Manager to finalize the MOU language to implement mutually agreed-upon modifications and execute the agreement once finalized.

## **END OF CONSENT CALENDAR**

## **REGULAR AGENDA**

### **COMMUNICATIONS AND COMMUNITY RELATIONS**

#### **1. CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT TO THE PRINCIPIA GROUP, LLC FOR NEIGHBORHOOD CANVASSING SERVICES FOR BROADBAND NEEDS ASSESSMENT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Consider awarding a Professional Services Agreement to The Principia Group, LLC, the only responsive bidder, for Neighborhood Canvassing Services related to the City's Broadband Needs Assessment; or
2. Reject all proposals and direct staff to reissue the Request for Proposals (RFP) via PlanetBids to solicit additional competitive bids in accordance with the City's procurement policy.

### **COMMUNITY DEVELOPMENT**

#### **2. CONSIDERATION AND APPROVAL OF FIREWORKS SALES PERMIT APPLICATIONS SUBMITTED BY LOCAL**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the Fireworks Sales Permit Applications submitted by local non-profit organizations in the City of Huntington Park; and
2. Authorize the Community Development Department to process the applications and conduct the final inspections of the stands.

### **PUBLIC WORKS**

#### **3. CONSIDERATION AND APPROVAL TO PURCHASE 5 VEHICLES FROM NORM REEVES FORD IN CERRITOS, CA**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the purchase of two (2) 2024 Ford F-250 Super Cab trucks with Royal Utility Bodies, including two (2) utility body warranties, and three (3) 2024 Ford F-250 Regular Cab trucks (Service/Vinyl trim) from Norm Reeves Ford in Cerritos, CA; and
2. Authorize the City Manager to execute any necessary documents related to the purchase.

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

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve a three-year Professional Services Agreement (PSA) with Municipal Waste Solutions (MWS), with two (2) one-year options to extend, for continued Solid Waste and Recycling Consulting Services, including hauler compliance oversight, quarterly financial audits, and SB 1383 implementation support, for a total not-to-exceed amount of \$486,000 over a three-year term, equating to \$162,000 per year, to be funded from Account No. 285-8050-432-56.41; and
2. Authorize the City Manager to execute the PSA.

**CITY CLERK**

**5. COUNCIL APPOINTMENTS TO VARIOUS COMMISSIONS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Make appointments to Commissions consistent with provisions set forth in Resolution No. 2025-01.

**END OF REGULAR AGENDA**

**DEPARTMENTAL REPORTS**

**WRITTEN COMMUNICATIONS**

**COUNCIL COMMUNICATIONS**

**Council Member Nancy Martiz**

**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, June 16, 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 30<sup>th</sup> day of May 2025.



Eduardo Sarmiento, City Clerk

# **CONSENT CALENDAR**

## ITEM 1

## MINUTES

Regular Meeting of the  
City of Huntington Park City Council  
Monday, May 19, 2025

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:01 p.m. on Monday, May 19, 2025, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Arturo Flores presiding.

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

**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, Cynthia Norzagaray Parks and Recreation Director; Andrew Sarega City Attorney.

### **INVOCATION**

Invocation led by Mayor Arturo Flores.

### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Vice Mayor Martinez

### **PRESENTATION(S)**

1. **PROCLAMATION FOR FORMER HUNTINGTON PARK MAYOR AND COUNCIL MEMBER WILLIAM CUNNINGHAM**
2. **PURPLE HEART CITY PROCLAMATION**
3. **PUBLIC WORKS PROCLAMATION WEEK**
4. **MENTAL HEALTH AWARENESS MONTH**

### **PUBLIC COMMENTS**

The following people/ person provided public content:

1. Lee Squire
2. K&K Meat and Deli Inc
3. Rodolfo Cruz
4. Yvonne Correa
5. Emmanuel
6. Nancy Bugarini
7. Christian Vazquez
8. Manuel Martinez

### **STAFF RESPONSE**

Mayor Flores would like report on agencies that are supporting city with homeless issues.  
Finance: Will reach out to K&K Meat and Deli Inc in regard to their public comment.  
Police: PSO's and Officer's

Council entered into Closed Session @ 6:58pm.

### **CLOSED SESSION**

1. **CONFERENCE WITH LABOR NEGOTIATORS** Regarding Represented Employees - Government Code § 54957.6  
City's Representatives: Ricardo Reyes, City Manager  
Employee Organization: General Employee Association (GEA)

Council returned from Closed Session @ 7:19pm

## **CLOSED SESSION ANNOUNCEMENT**

No action taken

## **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. Regular City Council Meeting held May 5, 2025

### **FINANCE**

#### **2. CHECK REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated May 19, 2025

**MOTION:** Vice Mayor Martinez moved to approve the consent calendar. The motion was seconded by Councilmember Sanabria. The motion was carried by unanimous consent.

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

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

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

## **END OF CONSENT CALENDAR**

## **REGULAR AGENDA**

### **CITY ATTORNEY**

#### **1. CONSIDERATION AND APPROVAL OF RESOLUTION AUTHORIZING LEGAL REPRESENTATION FOR FORMER COUNCILMEMBERS GRACIELA ORTIZ AND MARILYN SANABRIA RELATED TO THE LOS ANGELES COUNTY DISTRICT ATTORNEY'S INVESTIGATION INTO THE AQUATIC CENTER PROJECT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt resolution to authorize legal representation reimbursement, not to exceed \$30,000 per individual, for former Councilmembers Graciela Ortiz and Marilyn Sanabria, in connection with the ongoing investigation by the Los Angeles County District Attorney's Office regarding the Aquatic Center Project.

**MOTION:** Councilmember Sanabria recused himself from voting on this agenda item. Vice Mayor Martinez motion to adopt resolution to authorize legal representation reimbursement, not to exceed \$30,000 per individual, for former Councilmembers Graciela Ortiz and Marilyn Sanabria, in connection with the ongoing investigation by the Los Angeles County District Attorney's Office regarding the Aquatic Center Project. The motion was seconded by Councilmember Martiz. The motion was carried by majority consent.

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

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

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

## **CITY MANAGER**

### **2. CONSIDERATION AND APPROVAL OF AN AMENDMENT TO THE AGREEMENT WITH DAPEER ROSENBLIT LITVAK LLP FOR CITY PROSECUTOR SERVICES RELATED TO MUNICIPAL CODE ENFORCEMENT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Resolution 2025-XX amending the existing Agreement between the City and Dapeer Rosenblit Litvak (DRL) who serve as the City Prosecutor.

**MOTION:** Councilmember Sanabria motioned to approve Resolution 2025-XX amending the existing Agreement between the City and Dapeer Rosenblit Litvak (DRL) who serve as the City Prosecutor. Councilmember Sanabria also made a motion that the last rate increase was in 2012 which means that by year rate increases are below 3% (averaging around 2.7-2.8% per year) which is below rent markets. The motion was seconded by Vice Mayor Martinez. The motion was carried by majority consent.

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

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

## **CITY CLERK**

### **3. COUNCIL APPOINTMENTS TO VARIOUS COMMISSIONS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Make appointments to Commissions consistent with provisions set forth in Resolution No. 2025-01.

Motion:

- Councilmember Sanabria motioned to approve Blake McCormack to the Historic Preservation Commission.
- Councilmember Sanabria motioned to appoint Edgar Gordillo to the Parks and Recreation Commission.
- Mayor Flores motioned to appoint Jairo F. Avila to the Historic Preservation Commission.
- Councilmember Macias motioned to appoint Celia Rivas to the Health and Education Commission.

**Council members brought up concerns regarding the appointment process of commissioners.**

Council members Sanabria, Flores, and Martiz brought up their concerns regarding the appointment process stating that it is not up to code, the commission handbook, and might not be up to state law.

Council member Macias brought up that a resolution was passed and that the appointment process is up to code with that resolution.

**Motion:** Councilmember Sanabria motioned to continue Item to the July 7<sup>th</sup> Regular City Council meeting. Giving the Interim City Attorney to research and ensure that we are following the code of the City Commission Handbook and Ordinance. Ensure the resolution mentioned isn't in violation of any state law. The motion was seconded by Councilmember Martinez. The motion was carried by unanimous consent.

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

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

## **DEPARTMENTAL REPORTS**

**Parks and Recreation:** Thanks to all who submitted scholarships. Congratulations to the Class of 2025. The photo backdrop for 2025 graduates will be up in front of City Hall until the end of June.

**Public Works:** Recognized Public Works and Police Department for respective appreciation week.

**Communications:** All resources from presentations on Friday are available online. We have a lot of programming for the children of Huntington Park including Summer Night Concerts, Movie Nights, and we encourage people to get involved on Social Media.

## **WRITTEN COMMUNICATIONS**

None.

## **COUNCIL COMMUNICATIONS**

**Councilmember Martiz:** Wanted to share that she is looking to reach out to community members who are looking forward to serving on the various commissions. She announced a June 20<sup>th</sup> deadline for submissions. She was shocked at the process of recruiting commissioners. There are a lot of members in the community with a lot of knowledge looking to serve and don't want to appoint an individual simply because she knows them. She looks forward to recruiting the best residents to serve as commissioners. She is making a public call for residents who are interested in serving. There are 5 commissions and the youth commission for individuals who are interested in serving. She is looking to bring folks in that are new and have new ideas. I want to start talking about Salt Lake Park. She wants to start moving on that plot of land that has so much opportunity. Exploring options to see what we can do on that plot of land. She isn't attached to a pool project but would like to see what the community would be interested in putting on that plot of land. Somebody mentioned that Salt Lake Park used to have a Salt Lake. So, it might be interesting to incorporate that. Bell Gardens invited her to the Skate Jam and got to see the skate park. She got to meeting with the Bell Gardens councilmember and looked into Skate Park Funding. Hopefully we can serve our Youth with external resources.

**Councilmember Macias:** Thank you to Staff! Look forward to seeing everyone at the memorial day ceremony.

**Councilmember Sanabria:** Thank you to the staff for all the work that you all do. He looks forward to the Memorial Day event that is coming up. He grew up skateboarding on the old skate park at Salt Lake Park. He agrees with Martiz. He asked for a report for Parks and Recreation for charging kids to use Splash Pads in the parks. He wants to make that area free of use and not charge the kids a dollar. He wants to bring more transparency to the City regarding the cases and litigation we receive. He would like to speak about litigation on the dais.

**Vice Mayor Martinez:** Thank you to everyone for making sure we're here safe. Thank you for putting together the workshop budget. This was a very good opportunity to bring the community together to start learning. He asks that when the budget is presented it is done beforehand to be as transparent as possible with the community. He wanted to make a point of education. Councilmembers receive a stipend depending on the population of the community. As councilmembers we also make donations to schools and charities and all that comes from the stipend.

**Mayor Flores:** Thanked directors and colleagues for providing the services they do to the residents of Huntington Park. It's great seeing the changes in communications for the residents. Thank you to the community members who continue to engage with the community. We have had residents mention Belgrade and Bisol Intersection. Hopefully we look into this. Mentioned to staff to start preparing for summer and record-breaking heat waves that we get.

## **ADJOURNMENT**

**MOTION:** Mayor Flores adjourned the meeting of Monday, May 19, 2025 @8:04pm. The next Huntington Park City Council meeting to be held on Monday, June 2, 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 Stabilzation
205	CFP Pacific Blvd	248	Homelessness Prevention
206	CFP I Park Pay Station	249	DEPT OF TOXIC SUBSTANCES
207	CFP Signal Synchronizatio	250	DTSC Grant
208	CMAQ Metro Rapid	251	Land & Water Conservation
209	CFP City Street Resurfac	252	ABC
210	Measure M	253	DEBT SERVICE FUND
211	Road Maint & Rehab SB1	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 Abatemetn

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

City of Huntington Park  
Demand Register  
June 02, 2025

PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION TOTAL
4IMPRINT INC	13815817	111-0110-411.56-19	COUNCIL SUPPLIES	1,529.35
<b>4IMPRINT INC Total</b>				<b>1,529.35</b>
ALADDIN LOCK & KEY SERVICE	35030	111-8022-419.43-10	COUNCIL KEYS	79.34
	35031	111-8022-419.43-10	FINANCE KEYS	47.60
	35041	111-8020-431.43-10	PW YARD MASTER LOCKS	1,766.78
	35077	111-8020-431.43-10	FLEET SUPPLIES	197.15
<b>ALADDIN LOCK &amp; KEY SERVICE Total</b>				<b>2,090.87</b>
ALL AMERICAN ASPHALT	210646	787-8913-499.76-06	SLAUSON CONGESTION PROJECT	46,591.28
<b>ALL AMERICAN ASPHALT Total</b>				<b>46,591.28</b>
ALL CITY MANAGEMENT SERVICES, INC	101174	111-9010-413.56-41	SERVICES 4/27/2025-5/10/2025	13,724.86
<b>ALL CITY MANAGEMENT SERVICES, INC Total</b>				<b>13,724.86</b>
ALVAREZ GLASMAN & COLVIN	2024-12-21310	111-0220-411.32-70	LEGAL SERVICES	31,824.12
	2024-12-21311	111-0220-411.32-70	LEGAL SERVICES	94.00
	2024-12-21312	111-0220-411.32-70	LEGAL SERVICES	114.00
	2025-01-21320	111-9031-413.52-30	LEGAL SERVICES	29,068.91
	2025-01-21321	111-9031-413.52-30	LEGAL SERVICES	23.50
	2025-01-21322	111-9031-413.52-30	LEGAL SERVICES	114.00
<b>ALVAREZ GLASMAN &amp; COLVIN Total</b>				<b>61,238.53</b>
AMAZON.COM SERVICES, INC.	17D6-CKK7-4Y4N	111-6020-451.61-35	PARKS SUPPLIES	48.51
	1HND-M4X7-1N7Q	111-6010-451.61-20	PARKS SUPPLIES	(25.26)
	1JTY-V1NJ-331G	111-8020-431.43-10	PW ADMIN SUPPLIES	77.21
	1JXM-M49P-3MLX	111-1010-411.54-00	COUNCIL SUPPLIES	819.88
	1LDF-1JCW-4D61	111-6020-451.61-35	PARKS SUPPLIES	61.87
	1Q3G-QQ1V-9GRK	111-6065-451.57-46	PARKS SUPPLIES	2,740.82
	1WLK-1NR4-3LPC	111-7010-421.61-70	PD SUPPLIES	4,147.43
<b>AMAZON.COM SERVICES, INC. Total</b>				<b>7,870.46</b>
AMERICAN EXPRESS	3297	111-6010-451.59-15	CPRS TRAINING MEALS	26.95
	3781	111-3010-415.59-15	YEARLY MEMBERSHIP RENEWAL	150.00
	53571	111-6020-451.61-35	5K SUPPLIES	699.48
	78299	111-5010-419.59-15	PROFESSIONAL DEVELOPMENT	100.00
	217001	111-6010-451.59-15	CPRS TRAINING MEALS	23.71
	248073	111-7010-421.59-10	PD TRAINING	495.00
	274699	111-7010-421.59-10	PD CONFERENCE	295.00
	776625	111-7010-421.59-10	PD TRAINING STAY	179.14
	801301	111-9010-419.61-20	SHIPPING FEES	30.10
	805942	111-6020-451.61-35	5K SUPPLIES	84.75
	811866	111-0110-411.58-25	NALEO CONFERENCE	900.00
	820848	111-6060-466.61-20	AFTERSCHOOL SUPPLIES	33.08

City of Huntington Park  
Demand Register  
June 02, 2025

PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION TOTAL
AMERICAN EXPRESS	840222	111-6010-451.59-15	CPRS TRAINING MEALS	76.91
	840624	111-6010-451.59-15	CPRS TRAINING MEALS	32.63
			CPRS TRANSPORTATION	5.91
	841274	111-6010-451.59-15	CPRS TRAINING MEALS	18.75
	847265	111-6010-451.59-15	CPRS TRAINING MEALS	29.60
	861252	111-6060-466.61-20	AFTERSCHOOL SUPPLIES	141.64
	865728	111-6020-451.61-35	5K SUPPLIES	111.26
	875459	111-6010-451.59-15	CPRS TRAINING MEALS	24.11
	882056	111-6010-451.59-15	CPRS TRAINING MEALS	67.35
			CPRS TRANSPORTATION	33.69
	892253	111-6010-451.59-15	CPRS TRAINING MEALS	17.47
	895122	111-6020-451.61-35	EVENT SUPPLIES	599.76
	1073573	239-5210-463.57-60	AFTERSCHOOL EXCURSION	580.00
	3232026	111-0210-413.61-20	ADMIN DIAL PAD	196.65
	3242025	111-7010-421.59-10	PD TRAINING	540.75
	3252025	111-6010-451.59-15	HOTEL ACCIDENTAL CREDIT	(26.95)
			HOTEL CREDIT REVERSAL	26.95
		742-7010-421.74-09	YOUTUBE TV BASE PLAN	92.98
	47938262	742-7010-421.74-09	ARLO MONTHLY CHARGE	17.99
	84823891	111-7010-421.59-10	PD TRAINING STAY	775.52
			PD TRAINING STAY RETURN	(775.52)
	96142672	111-7010-421.59-10	PD TRAINING STAY	198.00
	130844443	111-9010-419.61-20	DRINKING WATER	1,664.51
	200004662	111-1010-411.59-15	ARMA TRAINING	75.00
	200123213	111-7010-421.59-10	PD TRAINING	795.00
	300021889	111-5010-419.59-15	PROFESSIONAL DEVELOPMENT	100.00
	300021890	111-5010-419.59-15	PROFESSIONAL DEVELOPMENT	100.00
	725867664	111-3010-415.59-15	CMTA ANNUAL CONFERENCE	660.00
	3034512790	742-7010-421.74-09	ADOBE ACROBAT PRO	19.99
	3038010695	742-7010-421.74-09	ADOBE ACROBAT PRO	19.99
	3382895601	111-6010-451.59-15	CPRS TRAINING STAY	822.36
	4199729801	111-6010-451.59-15	CPRS INCIDENTAL	16.00
			CPRS TRAINING STAY	822.36
	4774786601	111-6010-451.59-15	CPRS TRAINING STAY	822.36
	0317-182025	111-7010-421.59-10	PD TRAINING	500.00
	04445-47054647	111-0310-413.61-20	CANVA MONTHLY	24.95
	09N26535HT16487	111-1010-411.59-15	CCAC TRAINING	60.00
	0DV89578TB66141	239-5210-463.57-60	CDBG AFTERSCHOOL	586.00
	112-6794101-035	111-7010-421.61-20	AMAZON REFUND	(108.77)
	170094701020125	111-9010-419.53-10	SPECTRUM PD BILL	1,650.00
	1722-6642	111-7010-421.59-10	PD TRAINING	150.00
	20000129-498922	111-6060-466.61-20	AFTERSCHOOL SUPPLIES	34.57
	2025-39-6322475	111-7010-421.59-10	PD TRAINING	385.00
	3JS92306PX60370	111-1010-411.59-15	IIMC TRAINING	75.00

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AMERICAN EXPRESS	807040104915	742-9010-410.74-10	MACBOOK REPLACEMENT	1,907.90
	AAA3530015	111-7010-421.61-20	PD IPAD MAGIC KEYBOARD	307.60
	INV298514882	111-6020-451.56-41	ZOOM SUBSCRIPTION	174.69
	MARCH182025	111-6010-451.59-15	CPRS TRAINING MEALS	33.55
			CPRS TRANSPORTATION	71.91
	MARCH212025	111-6010-451.59-15	CPRS TRANSPORTATION	110.87
	MB59553973	111-7010-421.61-20	PD APPLE DELIVERY FEE	16.00
	MC02897477	111-0310-413.56-41	MAILCHIMP MONTHLY BILL	135.00
	MLF0Z4GQ9Z	111-9010-419.53-10	ICLOUD 50 GB OF STORAGE	0.99
	Q9G-V0G	111-6020-451.61-35	5K SUPPLIES	408.86
	S0024387	219-8085-431.57-70	SENIOR EXCURSION	448.50
<b>AMERICAN EXPRESS Total</b>				<b>18,692.85</b>
ANTHEM SPORTS, LLC	428599	111-6030-451.61-35	SPORTS SUPPLIES	306.56
<b>ANTHEM SPORTS, LLC Total</b>				<b>306.56</b>
AT&T	23430537	111-9010-419.53-10	MONTHLY BILLING	560.13
<b>AT&amp;T Total</b>				<b>560.13</b>
AUTO ZONE	4075393979	741-8060-431.43-20	PW UNIT 186 PARTS	46.54
	4075402663	111-7010-421.43-20	PD UNIT 279 PARTS	95.88
	4075407108	741-8060-431.43-20	PW UNIT 345 PARTS	170.04
	4075407113	219-8085-431.43-21	SHUTTLE 001 PARTS	262.53
	4075407294	111-7010-421.43-20	PD UNIT 275 PARTS	204.40
	4075407357	111-7010-421.43-20	PD UNIT 984 PARTS	30.43
	4075407430	111-7010-421.43-20	PD UNIT 984 PARTS	75.12
	4075408288	111-7010-421.43-20	PD UNIT 957 PARTS	10.00
	4075410483	741-8060-431.43-20	FLEET SUPPLIES	22.24
	<b>AUTO ZONE Total</b>			
BEE REMOVERS	603294	111-7010-421.56-41	BEE HIVE REMOVALS	580.00
<b>BEE REMOVERS Total</b>				<b>580.00</b>
BLUE LINE ACADEMY LLC	6182025	111-7010-421.59-10	PD TRAINING	200.00
<b>BLUE LINE ACADEMY LLC Total</b>				<b>200.00</b>
BLUE TRITON BRANDS INC.	25D8710089811	111-9010-419.56-41	WATER DELIVERY	637.30
<b>BLUE TRITON BRANDS INC. Total</b>				<b>637.30</b>
CALPRIVATE BANK	7796	111-0110-411.66-05	COUNCIL MEETING DESSERT	39.00
	9862	111-0110-411.66-05	ROUNDTABLE MEETING SUPPLY	119.89
	9927	111-0110-411.66-05	ROUNDTABLE MEETING COFFEE	22.00
	10038	111-0110-411.66-05	ROUNDTABLE MEETING TREATS	92.69
	10360	111-0210-413.61-20	USPS SERVICES	31.40

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CALPRIVATE BANK				
	15651	111-0110-411.66-05	EARTH DAY COFFEE	44.00
			EARTH DAY TREATS	129.61
	293668	111-0110-411.66-05	COUNCIL MEETING MEALS	292.17
	300713	111-0110-411.66-05	EARTH DAY TREATS	61.00
	4022025	111-3010-415.61-20	FINANCE OFFICE SUPPLIES	139.94
	4172025	111-5010-419.56-41	EARTH DAY SUPPLIES	151.72
	1186739986	111-3010-415.61-20	FINANCE OFFICE SUPPLIES	276.23
	4509685401	111-0110-411.58-19	CREDIT REFUND	(312.48)
	012190/9615143	111-3010-415.61-20	CABLES FOR PAYROLL	28.21
	25-0051-IC	111-2030-413.54-00	EMPLOYMENT ADVERTISEMENT	240.00
	G27WYHQN	741-8060-431.43-20	AUTOAUTH SERVICES	200.00
	MZA4BL1B	111-3010-415.61-20	APPLE BUSINESS MANAGER	220.81
	ONTKI7US9545	111-3010-415.61-20	FINANCE COPIES	18.66
CALPRIVATE BANK Total				<b>1,794.85</b>
CENTRAL FORD				
	58710	741-8060-431.43-20	PW UNIT 345 PARTS	449.94
	58778	219-8085-431.43-21	SHUTTLE UNIT 01 PARTS	86.83
	58788	219-8085-431.43-21	SHUTTLE UNIT 004 PARTS	706.76
	58813	219-8085-431.43-21	SHUTTLE UNIT 01 PARTS	706.76
	61961	111-7010-421.43-20	PD UNIT 977 REPAIRS	494.22
CENTRAL FORD Total				<b>2,444.51</b>
CHARTER COMMUNICATIONS	170094701050125	111-9010-419.53-10	MONTHLY BILLING CREDIT	(579.92)
CHARTER COMMUNICATIONS Total				<b>(579.92)</b>
CINTAS CORPORATION	2000149003	111-6030-451.61-35	CPR/FIRST AID TRAINING	1,759.50
CINTAS CORPORATION Total				<b>1,759.50</b>
CINTAS CORPORATION NO 3	4230198677	741-8060-431.56-41	UNIFORM CLEANING	491.53
	4230944476	741-8060-431.56-41	UNIFORM CLEANING	491.53
CINTAS CORPORATION NO 3 Total				<b>983.06</b>
CITY OF WHITTIER	732024	111-6065-451.57-46	SENIOR PROM SUPPLIES	30.90
CITY OF WHITTIER Total				<b>30.90</b>
CLINICAL LAB OF SAN BERNARDINO, INC	2500690	681-8030-461.56-41	SERVICES 3/5/25-3/26/25	1,593.50
CLINICAL LAB OF SAN BERNARDINO, INC Total				<b>1,593.50</b>
COALITION FOR RESPONSIBLE COMMUNITY	FM1515	111-7024-421.56-41	JANITORIAL SERVICES	4,422.50
		111-8020-431.56-41	JANITORIAL SERVICES	20,529.67
		111-8022-419.56-41	JANITORIAL SERVICES	5,191.99
		111-8023-451.56-41	JANITORIAL SERVICES	13,706.89
COALITION FOR RESPONSIBLE COMMUNITY Total				<b>43,851.05</b>

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CONCENTRA MEDICAL CENTERS	86732026	111-2030-413.56-41	NEW HIRE PHYSICAL	67.00
	86800017	111-2030-413.56-41	DOT PHYSICAL	145.00
<b>CONCENTRA MEDICAL CENTERS Total</b>				<b>212.00</b>
<b>DANIELS TIRE SERVICE</b>	<b>229001227</b>	<b>111-7010-421.43-20</b>	<b>PD UNIT 216 PARTS</b>	<b>528.56</b>
<b>DANIELS TIRE SERVICE Total</b>				<b>528.56</b>
DAPEER, ROSENBLIT & LITVAK	24426	111-0220-411.32-70	LEGAL SERVICES	397.12
	24427	111-0220-411.32-70	LEGAL SERVICES	160.20
	24428	111-0220-411.32-70	LEGAL SERVICES	12,147.50
	24429	111-0220-411.32-70	LEGAL SERVICES	469.70
	24430	111-0220-411.32-70	LEGAL SERVICES	45.00
	24431	111-0220-411.32-70	LEGAL SERVICES	339.30
	24432	111-0220-411.32-70	LEGAL SERVICES	6,997.50
	24433	111-0220-411.32-70	LEGAL SERVICES	4,477.80
	24434	111-0220-411.32-70	LEGAL SERVICES	53,334.62
<b>DAPEER, ROSENBLIT &amp; LITVAK Total</b>				<b>78,368.74</b>
DATA TICKET INC.	178782	111-9010-415.56-15	WEBSITE ACCESS APRIL 2025	17.50
	179490	111-9010-415.56-15	PARKING CITATION APRIL 2025	16,964.68
<b>DATA TICKET INC. Total</b>				<b>16,982.18</b>
DATAPROSE, INC.	DP2502126	681-3022-415.53-20	POSTAGE FEES	1,827.34
		681-3022-415.56-41	WATER BILL FEES	888.20
<b>DATAPROSE, INC. Total</b>				<b>2,715.54</b>
DAVID CEJA	5052025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	276.28
<b>DAVID CEJA Total</b>				<b>276.28</b>
DELTA DENTAL INSURANCE COMPANY	BE006571021	111-0000-217.50-20	JUNE 2025 MONTHLY PREMIUM	1,975.72
	BE006573515	111-0000-217.50-20	JUNE 2025 MONTHLY PREMIUM	6,998.33
<b>DELTA DENTAL INSURANCE COMPANY Total</b>				<b>8,974.05</b>
DEPARTMENT OF ANIMAL CARE & CONTROL	4252025	111-7010-421.56-41	ANIMAL CARE HOUSING MARCH 25	24,956.11
<b>DEPARTMENT OF ANIMAL CARE &amp; CONTROL Total</b>				<b>24,956.11</b>
DEPARTMENT OF JUSTICE	813664	111-7010-421.56-41	APRIL 2025 SERVICES	224.00
<b>DEPARTMENT OF JUSTICE Total</b>				<b>224.00</b>
DEUTSCHE BANK NATIONAL TRUST	25619-8730	681-0000-228.70-00	UTILITY REFUND	98.81
<b>DEUTSCHE BANK NATIONAL TRUST Total</b>				<b>98.81</b>
EDGAR FELIX	5192025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	462.00
<b>EDGAR FELIX Total</b>				<b>462.00</b>

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ENNIS-FLINT, INC	475077	111-8010-431.61-20	CITY REPAIR SUPPLIES	4,992.53
	476225	111-8010-431.61-20	PAINT SUPPLIES	4,965.10
<b>ENNIS-FLINT, INC Total</b>				<b>9,957.63</b>
EVELYN REYES	5082025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	281.04
<b>EVELYN REYES Total</b>				<b>281.04</b>
EWING IRRIGATION PRODUCTS, INC.	25927341	535-8090-452.74-10	IRRIGATION SUPPLIES	1,432.85
<b>EWING IRRIGATION PRODUCTS, INC. Total</b>				<b>1,432.85</b>
F.S.O.C. LLC	2175	111-7010-421.61-70	PD SUPPLIES	2,255.90
	5082025	111-7010-421.61-70	PD SUPPLIES	765.16
<b>F.S.O.C. LLC Total</b>				<b>3,021.06</b>
FAIR HOUSING FOUNDATION	40825	239-5210-463.57-87	MARCH 2025 SERVICES	1,404.34
<b>FAIR HOUSING FOUNDATION Total</b>				<b>1,404.34</b>
FAST DEER BUS CHARTER	13210	219-8085-431.57-70	SENIOR TRIP TRANSPORTATION	1,748.00
	13213	239-5210-463.57-60	CDBG AFTERSCHOOL PROGRAM TRANSPORTATION	1,610.00
<b>FAST DEER BUS CHARTER Total</b>				<b>3,358.00</b>
FERGUSON ENTERPRISES INC	5375786	111-8024-421.43-10	PW SUPPLIES	398.29
<b>FERGUSON ENTERPRISES INC Total</b>				<b>398.29</b>
FM THOMAS AIR CONDITIONING INC	48026	111-7024-421.56-41	APRIL 2025 SERVICES	581.90
		111-8020-431.56-41	APRIL 2025 SERVICES	158.70
		111-8022-419.56-41	APRIL 2025 SERVICES	2,697.90
		111-8023-451.56-41	APRIL 2025 SERVICES	1,851.50
<b>FM THOMAS AIR CONDITIONING INC Total</b>				<b>5,290.00</b>
GALVAN, ESPERANZA	13611	681-0000-228.70-00	FINAL BILL REFUND	239.65
<b>GALVAN, ESPERANZA Total</b>				<b>239.65</b>
GEORGE CHEVROLET	191170CVW	741-8060-431.43-20	PW UNIT 186 PARTS	63.49
	191556CVW	741-8060-431.43-20	PW UNIT 180 PARTS	663.89
	191846CVW	111-7010-421.43-20	PD UNIT 984 PARTS	194.03
	191847CVW	111-7010-421.43-20	PD UNIT 984 PARTS	399.18
	191885CVW	111-7010-421.43-20	PD UNIT 275 PARTS	77.52
	191899CVW	741-8060-431.43-20	PW UNIT 186 REPAIRS	520.23
<b>GEORGE CHEVROLET Total</b>				<b>1,918.34</b>
GEYER INSTRUCTIONAL PRODUCTS	PSI016018	239-5210-463.57-60	STEM SUPPLIES	1,873.15
<b>GEYER INSTRUCTIONAL PRODUCTS Total</b>				<b>1,873.15</b>

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GRAINGER	9485705298	741-8060-431.43-20	FLEET SUPPLIES	1,082.73
	9493374798	741-8060-431.74-10	FLEET SUPPLIES	926.68
<b>GRAINGER Total</b>				<b>2,009.41</b>
GREEN POWER MOTOR COMPANY INC.	M-041525-03	219-8085-431.43-21	SHUTTLE 0010 REPAIRS	1,215.50
	M-041525-04	219-8085-431.43-21	SHUTTLE 009 REPAIRS	1,126.57
	M-050725-001	219-8085-431.43-21	SHUTTLE 011 PARTS	102.55
<b>GREEN POWER MOTOR COMPANY INC. Total</b>				<b>2,444.62</b>
HASA, INC.	1032561	681-8030-461.41-00	SUPPLIES FOR WELL 12	630.18
	1032564	681-8030-461.41-00	SUPPLIES FOR WELL 18	386.63
	1032568	681-8030-461.41-00	SUPPLIES FOR WELL 15	354.10
	1032570	681-8030-461.41-00	SUPPLIES FOR WELL 17	780.22
	1034152	681-8030-461.41-00	SUPPLIES FOR WELL 18	332.26
	1034157	681-8030-461.41-00	SUPPLIES FOR WELL 15	315.09
	1035887	681-8030-461.41-00	SUPPLIES FOR WELL 15	405.12
	1035890	681-8030-461.41-00	SUPPLIES FOR WELL 18	425.90
<b>HASA, INC. Total</b>				<b>3,629.50</b>
HEE SOOK CHOI	24607-24960	681-0000-228.70-00	UTILITY REFUND	2,179.03
<b>HEE SOOK CHOI Total</b>				<b>2,179.03</b>
HILDA ESTRADA	37	111-1010-411.56-41	COUNCIL MEETING TRANSLATOR SERVICES	3,900.00
<b>HILDA ESTRADA Total</b>				<b>3,900.00</b>
HOME DEPOT	1272851	111-8024-421.43-10	MATERIALS FOR PD REPAIRS	79.62
	2533088	221-8010-431.61-21	PW SUPPLIES	561.80
	3260269	111-8023-451.56-41	PARKS SUPPLIES	76.41
	3260273	111-8020-431.43-10	PW SUPPLIES	410.96
	6533682	111-8020-431.43-10	PW SUPPLIES	26.34
	6550726	111-8020-431.43-10	PW SUPPLIES	134.77
	7274208	111-8023-451.43-10	PARKS SUPPLIES	297.34
	7274214	111-8024-421.43-10	MATERIALS FOR PD REPAIRS	174.59
	7740752	221-8010-431.61-21	PW SUPPLIES	14.90
	8273135	221-8010-431.61-21	STREET REPAIR SUPPLIES	511.06
	8273195	221-8010-431.61-21	STREET REPAIR SUPPLIES	113.75
	8810960	111-8022-419.43-10	MATERIALS FOR CITY HALL	48.55
	8906089	111-8010-431.74-10	PW SUPPLIES	650.73
	9274688	111-8024-421.43-10	MATERIALS FOR PD REPAIRS	57.11
	9901848	111-8024-421.43-10	MATERIALS FOR PD REPAIRS	356.68
<b>HOME DEPOT Total</b>				<b>3,514.61</b>
IBE DIGITAL	479951	111-9010-419.44-10	KONICA/MINOLTA C4001I	38.55

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IBE DIGITAL	479952	111-9010-419.44-10	KONICA/MINOLTA ACCURIO	899.54
	39253860	111-9010-419.44-10	KONICA MINOLTA LEASE	1,175.96
<b>IBE DIGITAL Total</b>				<b>2,114.05</b>
IDR ENVIRONMENTAL SERVICES	84884	741-8060-431.43-20	HAZARDOUS WASTE REMOVAL	2,844.65
<b>IDR ENVIRONMENTAL SERVICES Total</b>				<b>2,844.65</b>
INFRAMARK LLC	148791	283-8040-432.56-41	APRIL 2025 SERVICES	14,967.49
		681-8030-461.56-41	APRIL 2025 SERVICES	113,276.56
<b>INFRAMARK LLC Total</b>				<b>128,244.05</b>
INFRASTRUCTURE ARCHITECTS INC	605	787-8929-499.73-10	ARCHITECTURAL SERVICES PROJECT 3000.08	25,580.00
	606	787-8936-499.56-41	ARCHITECTURAL SERVICES PROJECT 3000.06	880.00
	607	787-8936-499.56-41	ARCHITECTURAL SERVICES PROJECT 3000.05	1,170.00
	608	787-8936-499.56-41	ARCHITECTURAL SERVICES PROJECT 3000.04	395.00
	612	787-8936-499.56-41	ARCHITECTURAL SERVICES PROJECT 3000.01	1,170.00
<b>INFRASTRUCTURE ARCHITECTS INC Total</b>				<b>29,195.00</b>
INFRASTRUCTURE ENGINEERS A BOWMAN COMPANY	477993	111-5010-419.56-41	BUILDING & SAFETY PLAN CHECK FEB 2025	22,062.46
	482454	111-5010-419.56-41	ENGINEERING PLAN CHECK FEB 2025	2,464.00
	482455	111-5010-419.56-41	BUILDING & SAFETY STAFF AGUMENTATION FEB 2025	47,469.50
	482473	111-8080-431.56-62	ENGINEERING SERVICES FEB 2025	40,606.50
	483333	111-5010--419.56-41	BUILDING & SAFETY PLAN CHECK MARCH 2025	18,507.15
	486456	111-5010-419.56-41	ENGINEERING PLAN CHECK MARCH 2025	1,925.00
	486459	111-5010-419.56-41	BUILDING & SAFETY STAFF AGUMENTATION MARCH 2025	53,618.50
	488046	111-8080-431.56-62	ENGINEERING SERVICES MARCH 2025	42,003.00
	488126	111-5010-419.56-41	PLANNING STAFF AGUMENTATION MARCH 2025	35,030.00
	493316	111-8080-431.56-62	ENGINEERING SERVICES APRIL 2025	44,903.00
	493368	787-8933-431.73-10	PROJECT 440179-01-001 DESIGN PHASE	2,471.25
<b>INFRASTRUCTURE ENGINEERS A BOWMAN COMPANY Total</b>				<b>311,060.36</b>
INNOVENT REAL ESTATE GROUP	25535	681-0000-228.70-00	UTILITY REFUND	72.78
<b>INNOVENT REAL ESTATE GROUP Total</b>				<b>72.78</b>
J SQUARED	160	681-8030-461.56-41	APRIL 2025 SERVICES	1,942.50
<b>J SQUARED Total</b>				<b>1,942.50</b>
JCL TRAFFIC	129120	221-8012-429.61-20	PW SUPPLIES	2,486.25
<b>JCL TRAFFIC Total</b>				<b>2,486.25</b>
JOEL GORDILLO	JG202505	111-1010-411.56-41	MEDIA TECHNICIAN SERVICES	1,650.00
<b>JOEL GORDILLO Total</b>				<b>1,650.00</b>
JOEL MARQUEZ	4032025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	65.10

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JOEL MARQUEZ Total				<b>65.10</b>
KAREN K. TRUONG	5192025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	262.00
KAREN K. TRUONG Total				<b>262.00</b>
KIMBALL MIDWEST	103330500	741-8060-431.43-20	FLEET SUPPLIES	601.35
	103344071	741-8060-431.43-20	FLEET SUPPLIES	555.55
KIMBALL MIDWEST Total				<b>1,156.90</b>
LA COUNTY SHERIFF'S DEPT	252698BL	111-7010-421.56-41	MARCH 2025 INMATE MEALS	1,225.76
	252957BL	111-7010-421.56-41	APRIL 2025 INMATE MEALS	1,126.18
LA COUNTY SHERIFF'S DEPT Total				<b>2,351.94</b>
LACMTA	5152025	219-8085-431.58-50	APRIL 2025 TAP CARDS	159.00
LACMTA Total				<b>159.00</b>
LADAYU CONSULTING GROUP	17	787-8913-499.76-06	APRIL 2025 SERVICES	27,653.75
LADAYU CONSULTING GROUP Total				<b>27,653.75</b>
LIBERTY PAPER	322940	111-9010-419.61-20	COPY PAPER	5,662.44
LIBERTY PAPER Total				<b>5,662.44</b>
LILLIANNE VILLANUEVA	5222025	111-6020-451.56-41	MEMORIAL DAY SUPPLIES	150.00
LILLIANNE VILLANUEVA Total				<b>150.00</b>
MARTHA HERNANDEZ	22433-3104	681-0000-228.70-00	UTILITY REFUND	26.93
MARTHA HERNANDEZ Total				<b>26.93</b>
MARX BROS FIRE EXTINGUISHER CO INC.	E62198	111-8023-451.56-41	ANNUAL MAINTENANCE	175.14
	E62199	111-8023-451.56-41	ANNUAL MAINTENANCE	80.00
MARX BROS FIRE EXTINGUISHER CO INC. Total				<b>255.14</b>
MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600351	681-8030-461.41-00	IRRIGATION BI-MONTHLY BILLING	590.33
	312600352	681-8030-461.41-00	FREEDOM PARK BI-MONTHLY BILLING	416.24
	312600353	681-8030-461.41-00	SPLASH PAD BI-MONTHLY BILLING	220.51
MAYWOOD MUTUAL WATER COMPANY, NO. 1 Total				<b>1,227.08</b>
MIGUEL FUENTES	5012025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	140.70
MIGUEL FUENTES Total				<b>140.70</b>
MIKE PARSA	5192025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	262.00
MIKE PARSA Total				<b>262.00</b>
MOTOROLA SOLUTIONS, INC	58125	111-7040-421.56-41	LPR SUBSCRIPTION PACKAGE	14,721.81

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MOTOROLA SOLUTIONS, INC Total				<b>14,721.81</b>
MOUSAVI, SHAHRAM	24843	681-0000-228.70-00	UTILITY REFUND	962.54
MOUSAVI, SHAHRAM Total				<b>962.54</b>
MUNICIPAL WASTE SOLUTIONS INC	150 2055 2061	285-8050-432.56-41 285-8050-432.56-41 285-8050-432.56-41	SB 1383 IMPLEMENTATION ASSISTANCE ENVIRONMENTAL SERVICE SUPPORT FEB-MAR 2025 ANNUAL REPORT FILING	5,485.00 1,550.00 155.00
MUNICIPAL WASTE SOLUTIONS INC Total				<b>7,190.00</b>
NACHO'S LOCK & KEY SERVICE LLC	20231	111-8024-421.73-10	PD HARDWARE DOORS	40,139.42
NACHO'S LOCK & KEY SERVICE LLC Total				<b>40,139.42</b>
NAPA AUTO PARTS	671743	741-8060-431.43-20	FLEET SUPPLIES	49.98
NAPA AUTO PARTS Total				<b>49.98</b>
NATIONWIDE ENVIRONMENTAL SERVICES	34695	221-8010-431.56-41	STREET SWEEPING APRIL 2025	64,945.61
NATIONWIDE ENVIRONMENTAL SERVICES Total				<b>64,945.61</b>
NISHA SCHUMACHER	5012025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	74.20
NISHA SCHUMACHER Total				<b>74.20</b>
NORM REEVES FORD SUPERSTORE	142637 337424 337527	111-7010-421.43-20 219-8085-431.43-21 219-8085-431.43-21	PD UNIT 989 REPAIRS SHUTTLE UNIT 004 PARTS SHUTTLE UNIT 01 PARTS	1,751.73 181.68 707.24
NORM REEVES FORD SUPERSTORE Total				<b>2,640.65</b>
OK PRINTING DESIGN & DIGITAL PRINT	4029 4032	111-0110-411.61-29 681-3022-415.61-20	BUSINESS CARDS WATER DIVISION SUPPLIES	120.00 950.00
OK PRINTING DESIGN & DIGITAL PRINT Total				<b>1,070.00</b>
ON THE GO DJ PRO, INC.	1287328	111-6065-451.57-46	SENIOR PROGRAM EVENT	386.87
ON THE GO DJ PRO, INC. Total				<b>386.87</b>
O'REILLY AUTO PARTS	2959-247395 2959-256050 2959-256135 2959-256657 2959-258051 2959-258196 2959-258231 2959-258292 2959-259588 2959-261637	111-7010-421.43-20 741-8060-431.43-20 741-8060-431.43-20 741-8060-431.43-20 111-7010-421.43-20 741-8060-431.43-20 111-7010-421.43-20 111-7010-421.43-20 741-8060-431.43-20 219-8085-431.43-21	PD UNIT 216 PARTS STOCK SUPPLY CREDIT FLEET SUPPLIES STOCK SUPPLY STOCK SUPPLY PD SUPPLIES PD UNIT 275 PARTS FLEET SUPPLIES SHUTTLE 004 PARTS	231.46 9.92 (9.92) 171.57 102.14 672.72 294.44 175.49 78.46 69.62

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O'REILLY AUTO PARTS	2959-261823	741-8060-431.43-20	FLEET SUPPLIES	203.44
	OPCM-5279200A	741-8060-431.43-20	CREDIT	(378.36)
	UPCR1280387-928	741-8060-431.43-20	CREDIT	(323.19)
<b>O'REILLY AUTO PARTS Total</b>				<b>1,297.79</b>
OSCAR CARRILLO	32825	111-6030-451.61-35	BASEBALL FEES	1,518.00
<b>OSCAR CARRILLO Total</b>				<b>1,518.00</b>
PARS	57853	111-9010-419.56-41	ANNUAL ASSET FEE	589.99
			TERM FEE	80.00
			TRUSTEE FEE	4.56
	57951	111-9010-419.56-41	MONTHLY ADMIN FEE	2,768.46
<b>PARS Total</b>				<b>3,443.01</b>
PRYME INFIL	15-2025	742-7010-421.74-09	SOFTWARE APP TRAINING	7,500.00
<b>PRYME INFIL Total</b>				<b>7,500.00</b>
PURCHASE POWER	5/11/2025	111-9010-419.56-41	POSTAGE FEES	413.14
<b>PURCHASE POWER Total</b>				<b>413.14</b>
REGIONAL TRAINING CENTER	78530	111-7010-421.59-10	PD TRAINING	1,700.00
	80569	111-7010-421.59-10	PD TRAINING	674.00
<b>REGIONAL TRAINING CENTER Total</b>				<b>2,374.00</b>
ROBERT HALF INC	64830021	111-3010-415.56-41	LABOR INVOICE	2,805.00
	64851465	111-3010-415.56-41	LABOR INVOICE	4,400.00
	64872691	111-3010-415.56-41	LABOR INVOICE	3,400.00
	64876505	111-2030-413.11-00	LABOR INVOICE CREDIT	(255.00)
	64914852	111-3010-415.56-41	LABOR INVOICE	4,400.00
	64915013	111-3010-415.56-41	LABOR INVOICE	3,400.00
	64934253	111-3010-415.56-41	LABOR INVOICE	4,400.00
	64972527	111-3010-415.56-41	LABOR INVOICE	4,400.00
	64972683	111-3010-415.56-41	LABOR INVOICE	3,400.00
<b>ROBERT HALF INC Total</b>				<b>30,350.00</b>
SAFETY SYSTEMS CORPORATIONS	3791	111-0240-466.55-42	HOLIDAY PARADE BANNERS	540.00
<b>SAFETY SYSTEMS CORPORATIONS Total</b>				<b>540.00</b>
SAN DIEGO POLICE EQUIPMENT CO.	665310	111-7010-421.61-20	PD TRAINING	2,561.13
	665402	111-7010-421.61-20	PD TRAINING	496.14
<b>SAN DIEGO POLICE EQUIPMENT CO. Total</b>				<b>3,057.27</b>
SAREGA LAW, APC	25-002	111-0220-411.32-70	LEGAL SERVICES	15,000.00
<b>SAREGA LAW, APC Total</b>				<b>15,000.00</b>

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SAUL RODRIGUEZ	5082025	111-7010-421.59-10	EMPLOYEE REIMBURSEMENT	281.04
SAUL RODRIGUEZ Total				<b>281.04</b>
SDI PRESENCE LLC	19063	742-9010-419.74-09	IT SUPPORT SERVICES	53,447.33
	19270	742-9010-419.74-09	VEEAM LICENSES	284.58
	19303	742-9010-419.74-09	MS DEFENDER	712.15
	19304	742-9010-419.74-09	MS EXCHANGE PLAN 2	16.00
	19305	742-9010-419.74-09	EXCHANGE PLAN 1	8.00
	19306	742-9010-419.74-09	MS COPILOT ANNUAL	720.00
SDI PRESENCE LLC Total				<b>55,188.06</b>
SOUTHERN CALIFORNIA EDISON	700350430934MAY	111-9010-419.62-10	ELECTRICAL SERVICES MAY 2025	35,022.17
	700568462884MAY	111-9010-419.62-10	ELECTRICAL SERVICES MAY 2025	1,925.79
SOUTHERN CALIFORNIA EDISON Total				<b>36,947.96</b>
SOV SECURITY	914879	225-7120-421.74-10	PD EQUIPMENT	14,974.91
SOV SECURITY Total				<b>14,974.91</b>
SPARTANS CARWASH	42925	111-7010-421.43-20	PD VEHICLE CAR WASH	440.00
	50625	111-7010-421.43-20	PD VEHICLE CAR WASH	429.00
	51325	111-7010-421.43-20	PD VEHICLE CAR WASH	418.00
SPARTANS CARWASH Total				<b>1,287.00</b>
STACK SPORTS	7914574	111-6020-451.56-41	5K TIMING	1,543.50
STACK SPORTS Total				<b>1,543.50</b>
STANDARD INSURANCE COMPANY	378917-0001	111-0000-217.50-70	JUNE 2025 MONTHLY PREMIUM	8,153.66
	378917-0002	111-0000-217.50-70	JUNE 2025 MONTHLY PREMIUM	1,328.88
STANDARD INSURANCE COMPANY Total				<b>9,482.54</b>
STAPLES ADVANTAGE	6030682043	111-5010-419.61-20	OFFICE SUPPLIES	95.00
	6030682045	111-7030-421.61-20	OFFICE SUPPLIES	73.28
	6030682046	111-6030-451.61-35	OFFICE SUPPLIES	117.98
	6030682047	111-3010-415.61-20	OFFICE SUPPLIES	301.51
	6030682048	111-6030-451.61-35	OFFICE SUPPLIES	504.16
	6030682049	111-5010-419.61-20	OFFICE SUPPLIES	294.22
	6030682050	111-5010-419.61-20	OFFICE SUPPLIES	26.94
	6030682051	111-5010-419.61-20	OFFICE SUPPLIES	10.94
	6030682052	111-7010-421.61-20	OFFICE SUPPLIES	495.02
	6030682053	111-7010-421.61-20	OFFICE SUPPLIES	366.74
	6030682054	111-7010-421.61-20	OFFICE SUPPLIES	6.23
	6030682055	111-7010-421.61-20	OFFICE SUPPLIES	495.02
STAPLES ADVANTAGE Total				<b>2,787.04</b>

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION TOTAL
SUPERCO SPECIALTY PRODUCTS	PSI615829	741-8060-431.43-20	FLEET SUPPLIES	292.14
SUPERCO SPECIALTY PRODUCTS Total				<b>292.14</b>
SUPERIOR COURT OF CALIFORNIA	4/1/2025	111-9010-415.56-10	PARKING CITATION APRIL 2025	29,780.50
SUPERIOR COURT OF CALIFORNIA Total				<b>29,780.50</b>
TA PRODUCTION LLC	5/19/2025	111-7010-421.56-41	PD RECRUITMENT VIDEO	750.00
TA PRODUCTION LLC Total				<b>750.00</b>
THE JANKOVICH COMPANY, LLC	5488721	741-8060-431.62-30	GENERATOR FUEL	1,052.85
THE JANKOVICH COMPANY, LLC Total				<b>1,052.85</b>
TIERRA WEST ADVISORS, INC	HP-0425	111-5010-419.56-41	STAFFING SERVICES	18,975.00
TIERRA WEST ADVISORS, INC Total				<b>18,975.00</b>
TIME WARNER CABLE	106964801050125	111-9010-419.53-10	MONTHLY BILLING	667.82
	170094501050125	111-9010-419.53-10	MONTHLY BILLING	1,999.00
TIME WARNER CABLE Total				<b>2,666.82</b>
TIREHUB, LLC	49534636	111-7010-421.43-20	PD UNIT 974 PARTS	472.00
TIREHUB, LLC Total				<b>472.00</b>
TOTAL OFFICE FURNITURE	IN3051	111-0210-413.43-05	ADMIN SUPPLIES	440.90
TOTAL OFFICE FURNITURE Total				<b>440.90</b>
U.S. ARMOR CORPORATION	48930	111-7010-421.61-70	PD SUPPLIES	15.44
	49668	111-7010-421.61-70	PD SUPPLIES	395.38
U.S. ARMOR CORPORATION Total				<b>410.82</b>
U.S. BANK EQUIPMENT FINANCE	554794776	111-9010-419.44-10	IBE FINANCING MAY 2025	2,470.45
U.S. BANK EQUIPMENT FINANCE Total				<b>2,470.45</b>
UNDERGROUND SERVICE ALERT OF SO CAL	420250149	221-8014-429.56-41	APRIL 2025 SERVICES	357.45
	24-253467	221-8014-429.56-41	APRIL 2025 SERVICES	106.39
UNDERGROUND SERVICE ALERT OF SO CAL Total				<b>463.84</b>
VALLEY ALARM	1277257-A	111-8022-419.56-41	APRIL 2025 SERVICES	960.00
VALLEY ALARM Total				<b>960.00</b>
VAN BEEK, ANTHONY & ESPERANZA	22641-23976	681-0000-228.70-00	UTILITY REFUND	674.53
VAN BEEK, ANTHONY & ESPERANZA Total				<b>674.53</b>
VETERAN INTEGRATION	1031	787-8938-499.73-10	COUNCIL CHAMBER SUPPLIES	1,525.74

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION TOTAL
VETERAN INTEGRATION Total				<b>1,525.74</b>
VICTOR FUNES	5012025	111-7010-421.56-41	EMPLOYEE REIMBURSEMENT	140.70
VICTOR FUNES Total				<b>140.70</b>
VISION SERVICE PLAN	822899501	111-0000-217.50-30	JUNE 2025 MONTHLY PREMIUM	3,517.60
VISION SERVICE PLAN Total				<b>3,517.60</b>
WEST GOVERNMENT SERVICES	851882751	742-7010-421.74-09	APRIL 2025 SERVICES	1,892.77
WEST GOVERNMENT SERVICES Total				<b>1,892.77</b>
WILLDAN FINANCIAL SERVICES	010-62143	111-0210-413.56-41	COST ALLOCATION PLAN	4,415.00
WILLDAN FINANCIAL SERVICES Total				<b>4,415.00</b>
ZERO9 HOLSTERS	8736-B2B	111-7010-421.61-70	PD SUPPLIES	4,364.80
ZERO9 HOLSTERS Total				<b>4,364.80</b>
<b>Grand Total</b>				<b>1,301,882.03</b>

## ITEM 3



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

June 2, 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 OF THE LOAN AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK AND HUB CITIES CONSORTIUM (HCC) FOR UNFUNDED ACCRUED LIABILITY (UAL) PAYMENTS**

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

1. Approve the Loan Agreement between the City of Huntington Park and the Hub Cities Consortium, in substantially the form provided; and
2. Authorize the City Manager to finalize any non-substantive terms and execute the agreement.

### **BACKGROUND**

In February 2025, the Hub Cities Consortium (HCC), a joint powers authority formed in 1988 and comprised of six Southeast Los Angeles cities including Huntington Park, requested financial assistance from its member cities to address unfunded accrued liability (UAL) payments owed to CalPERS.

HCC advised that without immediate support, it faced potential enforcement action by CalPERS and risked the termination of its pension agreement. Member cities agreed to participate in a cost-share solution to cover HCC's outstanding UAL balance and preserve the organization's operational continuity.

In consultation with legal counsel, staff developed the attached agreement to address the financial assistance request submitted by Hub Cities Consortium.

### **SUMMARY OF KEY TERMS**

- Loan Amount: \$40,833.33 (Huntington Park's proportional share)

**CONSIDERATION AND APPROVAL OF LOAN AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK AND HUB CITIES CONSORTIUM FOR UNFUNDED ACCRUED LIABILITY (UAL) PAYMENTS**

June 2, 2025

Page 2 of 2

- Purpose: To cover HUB Cities' UAL payments for December 2024 through June 2025
- Repayment Terms:
  - Monthly repayment of \$1,135 starting January 1, 2026
  - Full repayment by December 31, 2029
- Early Repayment: Permitted without penalty
- Late Payments: Accrue interest at the statutory rate unless waived
- City Oversight:
  - Monthly financial and payment reporting required
  - Establishment of a City Manager Technical Advisory Committee by July 1, 2025
  - Annual financial report due September 1 of each year

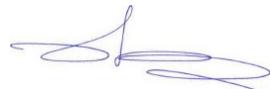
**FISCAL IMPACT/FINANCING**

The City's portion of the loan will be disbursed under the City Manager's spending authority. Repayment is scheduled over four years. No additional fiscal impact is anticipated.

**CONCLUSION**

Approval of the loan agreement formalizes the City's role in a coordinated financial response among HCC member cities and ensures accountability for repayment and fiscal oversight.

Respectfully submitted,



RICARDO REYES  
City Manager

**ATTACHMENT(S)**

A. Draft Loan Agreement between the City of Huntington Park and Hub Cities Consortium

## LOAN AGREEMENT

**THIS LOAN AGREEMENT** (the “**Agreement**”) is made and entered into as of May 12, 2025 (the “**Effective Date**”) by and among the City of Huntington Park (“**City**”) as lender, and Hub Cities Consortium, a California joint powers authority (“**Hub Cities**”), as borrower, with reference to the following facts:

- A. Hub Cities is a joint powers authority formed in 1988 by six Member Cities, including the cities of Bell Gardens, Cudahy, Huntington Park, Lynwood, Maywood, and South Gate (“**Member Cities**”), under a Joint Exercise of Powers Agreement pursuant to the Joint Exercise of Powers Act set forth at California Government Code §§ 6500 *et seq.*
- B. Pursuant to a 1991 agreement, as amended in 2000 and 2008 (the “**CalPERS Agreement**”), between Hub Cities and the California Public Employees’ Retirement System (“**CalPERS**”), Hub Cities is required to make monthly unfunded accrued liability contributions to CalPERS in the amount of Thirty-Five Thousand Dollars (\$35,000) per month (the “**UAL Payments**”).
- C. Hub Cities is experiencing financial hardship and requires assistance in making its UAL payments. CalPERS has advised that if Hub Cities fails to pay all past-due amounts, it will terminate its agreement with the organization. If such termination were to occur, Hub Cities would immediately become obligated to pay retirement benefit obligations to CalPERS in the approximate amount of \$15,397,000.
- D. The Member Cities are willing to lend Hub Cities sufficient funds to allow Hub Cities to immediately pay its outstanding debt to CalPERS.
- E. Each of the Member Cities will be lending Hub Cities a total of Forty Thousand Eight Hundred Thirty-Three Dollars and Thirty-Three Cents (\$40,833.33) (the “**Loan**”) for a grand total of Two Hundred Forty-Five Thousand Dollars (\$245,000).
- F. The City Manager, under his spending authority, authorized the disbursement of the Loan to HUB Cities.
- G. The City, through this Agreement, in no manner represents, warrants, or guarantees that any future loans or sureties will be provided to HUB Cities for any financial shortfalls.

**NOW THEREFORE**, the parties hereby agree as follows:

### **AGREEMENT**

1. **LOAN; LOAN AMOUNT; DISTRIBUTION OF LOAN PROCEEDS.** City hereby agrees to lend Borrower the maximum sum of Forty Thousand Eight Hundred Thirty-Three Dollars and Thirty-Three Cents (\$40,833.33), the proceeds of which shall be disbursed as follows:
  - 1.1 **Disbursement.** On or before May 31, 2025, City will deliver to Hub Cities the total sum of the Loan.

*Loan Agreement Loan Amount: \$40,833.33  
Borrower: Hub-Cities Consortium  
Lender: City of Huntington Park*

2. **USE OF LOAN PROCEEDS BY HUB CITIES.** Hub Cities shall use the proceeds of the disbursement to pay to CalPERS the UAL Payments for December 2024, January 2025, February 2025, March 2025, April 2025, May 2025, and June 2025. All such payments shall be made on or before the date on which such payment is due to CalPERS. Hub Cities shall not use any of the Loan proceeds for any purpose other than those authorized by this Section 2.

3. **MONTHLY REPORTS; EVIDENCE OF HUB CITIES' USE OF PROCEEDS.**

- 3.1 **Initial Report.** As soon as possible following the execution of this Agreement, Hub Cities will prepare and deliver to City an up-to-date written fiscal report for Hub Cities for the period from July 1, 2024, through and including March 31, 2025. This report shall be provided to the City no later than May 16, 2025.
- 3.2 **Monthly Reports.** Not later than five (5) business days prior to the deadline for each payment owed by Hub Cities to CalPERS, Hub Cities shall deliver a written monthly report of Hub Cities' then-current fiscal condition.
- 3.3 **Evidence of Payment.** Not later than two (2) business days after the deadline for each payment owing by Hub Cities to CalPERS pursuant to Section 2 above, Hub Cities shall electronically deliver to Jeff Jones, Finance Director at jjones@hpcagov, evidence that such payment has been made.
- 3.4 **Form and Content of Documents.** All reports and payment of evidence required under this Section 3.4 shall be in such form and contain such contents as shall be reasonably required by City.

4. **REPAYMENT TERMS.**

- 4.1 **Monthly Installments.** Hub Cities shall repay the Loan to City in monthly installments of Three Thousand Four Hundred Two Dollars (\$1,135), beginning January 1, 2026 (the "**Repayment Amount**").
- 4.2 **Payment Deadline.** Each monthly Repayment Amount must be postmarked no later than the 10th calendar day of each month to be considered timely.
- 4.3 **Late Payment Interest.** If Hub Cities fails to remit the Repayment Amount by the due date, interest shall begin to accrue on the unpaid balance at the statutory rate, commencing on the 11th calendar day of that month.
- 4.4 **Waiver of Interest.** The City may, at its sole discretion, waive the accrual of interest on any late payment.
- 4.5 **Early Payments.** Hub Cities may make early payments toward the Loan at any time without penalty. Such payments shall be applied to the outstanding balance.
- 4.6 **Term of Loan.** The term of the Loan shall expire on December 31, 2029 and the balance of the Loan shall be paid in full by then.

5. **DUE ON DEMAND.** Notwithstanding Section 4 above, City shall have the right at any time to declare the Loan due and payable and require the immediate repayment of all proceeds that have been distributed to Hub Cities. In no event shall the City have the right to declare the Loan due and payable prior to June 1, 2026.

*Loan Agreement Loan Amount: \$40,833.33  
Borrower: Hub-Cities Consortium  
Lender: City of Huntington Park*

6. **PROMISSORY NOTE.** Concurrent with the execution and delivery of this Agreement, Hub Cities shall execute and deliver to City a Promissory Note signed by Hub Cities, in favor of City, in the form attached hereto as Exhibit “A” (“Note”).
7. **SECURITY.** Upon request of the City at any time prior to the full repayment of the Loan, Hub Cities shall sign and deliver to the City such other security instruments as the City deems necessary or desirable to create or perfect a security interests in any collateral hereafter requested by the City.
8. **CITY MANAGER TECHNICAL ADVISORY COMMITTEE.** Hub Cities shall establish a City Manager Technical Advisory Committee (“**City Manager Committee**”) by July 1, 2025. The City Manager Committee shall be comprised of at least three (3) City Managers from Member Cities and shall meet on a monthly basis.
  - 8.1 **Reports.** Hub Cities shall provide the City Manager Committee with monthly financial statements, including all revenues, grant receipts, expenditures, and liabilities (current and future).
  - 8.2 **Annual Financial Report.** Hub Cities shall provide the City Manager Committee with an annual financial report by September 1<sup>st</sup> of each year.

9. **GENERAL PROVISIONS.**

- 9.1 **Notice.** All notices required to be given pursuant to the terms hereof shall be in writing and shall be either (a) personally delivered, (b) deposited in the United States express mail or first-class mail, registered or certified, return receipt requested, postage prepaid, (c) delivered by overnight courier service, or (d) delivered by e-mail transmission. All such notices shall be deemed delivered upon actual receipt (or upon the first attempt at delivery pursuant to the methods specified in clauses (a), (b) or (c) above if the intended recipient refuses to accept delivery). All such notices shall be delivered to the addresses set forth below, or to such other address as the receiving party may from time to time specify by written notice to the other party. Each party agrees that the attorney for such party shall have the authority to deliver notices on such party’s behalf to the other party or parties hereto.

**To City:**

City of Huntington Park  
 6550 Miles Avenue  
 Huntington Park, CA 90255  
 Attn: Ricardo Reyes, City Manager  
 Telephone No.: (323) 584-6222  
 Email: rreyes@hpcgov

With a copy (which shall not constitute notice) to:

Andrew Sarega, Esq.  
 Huntington Park City Attorney  
 Sarega Law, APC  
 2211 E Orangewood Ave Unit 488  
 Anaheim, CA 92806  
 Telephone No.: (714) 931-8386  
 Email: andrew@saregalaw.com

*Loan Agreement Loan Amount: \$40,833.33  
 Borrower: Hub-Cities Consortium  
 Lender: City of Huntington Park*

**To Hub Cities:**

HUB Cities Consortium  
4354 Tweedy Blvd  
South Gate, CA 90280  
Attn: Joe Martinez  
Telephone No.: (323) 586-4700  
Email: jmartinez@hubcities.org

With a copy (which shall not constitute notice) to:

Norma Copado, Esq.  
General Counsel  
Alvarez-Glasman & Colvin  
13181 Crossroads Parkway North  
Suite 400 – West Tower  
City of Industry, CA 91746  
Telephone No.: (562) 699-5500  
Email: ncopado@agclawfirm.com

9.2 **Entire Agreement.** The Agreement contains the entire understanding of the parties and supersedes any and all other written or oral understanding. No alteration of or amendment to the Agreement shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

9.3 **Incorporation of Recitals and Exhibit.** All of the recitals set forth in the Agreement, and Exhibit “A” attached hereto, are by the reference incorporated in and made a part of the Agreement as though fully set forth herein.

9.4 **Severability.** If any one or more of the provisions contained in the Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such invalidity, illegality or unenforceability shall not affect any other provision hereof, and the Agreement shall be construed as if such invalid, illegal, or unenforceable term or provision had never been contained herein.

9.5 **Captions.** Any captions or headings to the Sections and subsections in the Agreement are solely for the convenience of the parties hereto, are not a part of the Agreement, and shall not be used for the interpretation or determination of validity of the Agreement or any provision hereof, and in no way define, limit or prescribe the scope or intent of the Agreement or any provisions thereof.

9.6 **Time.** Time is of the essence of every provision contained in the Agreement. If the date (“**Performance Date**”) on which any action is to be taken, any obligation is to be performed, or any notice is to be given under the Agreement falls on a Saturday, Sunday or holiday, such Performance Date shall be automatically extended to the next business day; provided, however, that this Section 8.6 shall not extend Hub Cities obligation to make any UAL Payment to CalPERS beyond the due date for such payment established by CalPERS. As used herein, references to business days means weekdays (Monday through Friday) which are not federal or California State holidays. Except where business days are expressly referenced herein, all references to periods of days shall refer to consecutive calendar days.

9.7 **Successors and Assigns.** This Agreement shall inure to the benefit of and be binding upon the parties hereto and their successors and assigns.

*Loan Agreement Loan Amount: \$40,833.33  
Borrower: Hub-Cities Consortium  
Lender: City of Huntington Park*

9.8 **Governing Law.** This Agreement shall be construed and interpreted in accordance with and shall be governed and enforced in all respects according to, the laws of the State of California. All claims relating to or arising out of this Agreement, or the breach thereof, whether sounding in contract, tort or otherwise, shall likewise be governed by the laws of the State of California. No effect shall be given to any choice of law or conflict of law provision, principal or rule (whether of the State of California or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than the State of California.

9.9 **Consent to Jurisdiction and Service of Process.** All judicial proceedings brought against any party hereto arising out of or relating to this Agreement shall be brought in a state or federal court of competent jurisdiction in the County of Los Angeles, State of California, and by execution and delivery of this Agreement each party accepts for itself and in connection with its properties, generally and unconditionally, the exclusive jurisdiction of the aforesaid courts (both personal jurisdiction and subject matter jurisdiction), waives any defense of *forum non conveniens* and irrevocably agrees to be bound by any judgment rendered thereby in connection with this Agreement. Each party hereby agrees that service of all process in any such proceeding in any such court may be made by registered or certified mail, return receipt requested, to any other party at its address provided herein, such service being hereby acknowledged by each party to be sufficient for personal jurisdiction in any action against said party in any such court and to be otherwise effective and binding service in every respect. Nothing herein shall affect the right to serve process in any other manner permitted by law.

9.10 **Attorneys' Fees.** If either party brings suit against the other with respect to this Agreement, then all costs and expenses, including without limitation actual professional fees and costs such as appraisers' accountants' experts', and attorneys' fees and costs, incurred by the prevailing party (whether that party prevails by final judgment or out-of-court settlement) shall be paid by the losing party. The losing party's obligation shall be deemed to have accrued on the date of the commencement of such actions (but shall include all related fees and expenses incurred prior to such commencement) and shall be enforceable whether or not the action is prosecuted to judgment. As used herein, the term "**attorneys' fees and costs**" shall include, *without limitation*, attorneys' fees, arbitrators' fees, witness fees, court and arbitration costs, and expenses incurred in connection with any (a) bankruptcy litigation, (b) contempt proceedings, (c) debtor and third-party examinations, (d) discovery, (e) garnishment and levy proceedings, (f) pre-judgment and post-judgment motions, and (g) trial preparation and presentation. As used herein, the term "**prevailing party**" shall include, *without limitation*, (h) any party against whom a cause of action, complaint, cross-complaint, counter-claim, cross-claim or third-party complaint is voluntarily dismissed, with or without prejudice, where that party has paid no consideration for the dismissal or where the dismissing party did not obtain the relief it sought, (i) a party who dismisses an action in exchange for sums allegedly due, (j) the party who receives performance from the other party for an alleged breach of contract or a desired remedy where the performance is substantially equal to the relief sought in an action, (k) the party who receives any award for relief through arbitration, or (l) the party determined to be the prevailing party by a court of law.

9.11 **Counterparts.** The Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the

*Loan Agreement Loan Amount: \$40,833.33  
Borrower: Hub-Cities Consortium  
Lender: City of Huntington Park*

same instrument. In addition, the Agreement may contain more than one counterpart of the signature page and may be executed by the affixing of the signatures of each of the parties to any one of such counterpart signature pages; all of such counterpart signature pages shall read as though one and they shall have the same force and effect as though all of the signers had signed a single signature page.

9.12 **Digital Signatures.** Signatures to this Agreement transmitted by facsimile (fax) or in the form of a digital image – including without limitation PDF, JPEG and/or GIF files, or any electronic signature complying with the U.S. Federal ESIGN Act of 2000 (15 USC § 7001 *et seq.*) or California’s Uniform Electronic Transactions Act (Cal. Civil Code § 1633.1 *et seq.*) – shall be valid and effective to bind the party so signing; each party agrees to promptly deliver an execution original of this Agreement with its actual signature to each other party, but a failure to do so shall not affect the enforceability of this Agreement, it being expressly agreed that each party to this Agreement shall be bound by its own facsimile, scanned or other electronic signature and shall accept the telecopied or scanned signature of each other party to this Agreement.

9.13 **No Waiver.** Any waiver, consent or approval by either party of any breach, default or event of default of any provision, condition or covenant of the Agreement must be in writing and shall be effective only to the extent set forth in writing. No waiver of any breach, default or event of default shall be deemed a waiver of any later breach, default or event of default of the same or any other provision of the Agreement. Any failure or delay on the part of either party in exercising any power, right or privilege under the Agreement shall not operate as a waiver thereof, nor shall any single or partial exercise of any such power, right or privilege preclude any further exercise thereof.

9.14 **Rights and Remedies.** No right or remedy conferred by any of the specific provisions of the Agreement is intended to be exclusive of any other right or remedy given hereunder or hereafter existing at law or in equity. The exercise of any one or more rights or the election of any one or more remedies by any party shall not constitute a waiver of the right to exercise other available rights or pursue other available remedies.

9.15 **Construction.** The parties acknowledge that each party and its counsel have reviewed and revised the Agreement (or have had the opportunity to do so) and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of the Agreement or any amendments hereto.

9.16 **No Third-Party Beneficiaries.** The parties hereto acknowledge and agree that no provision in the Agreement may be enforced by any third party.

9.17 **Relationship of Parties.** Nothing contained in this Agreement or in the relationship between the parties shall be deemed to constitute a partnership, joint venture or any other relationship between them except that of borrower and lenders.

9.18 **Further Assurances.** Each party shall cooperate with the other and shall execute such other documents as may be reasonably necessary to carry out the provisions of the Agreement.

*Loan Agreement Loan Amount: \$40,833.33  
Borrower: Hub-Cities Consortium  
Lender: City of Huntington Park*

In witness whereof, the parties hereto have caused the Agreement to be executed as of the date first written above.

**CITY OF HUNTINGTON PARK:**

**HUB CITIES CONSORTIUM**

By: \_\_\_\_\_

Ricardo Reyes  
City Manager

By: \_\_\_\_\_

Joe Martinez  
Executive Director

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

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

**APPROVED AS TO FORM:**

By: 

Andrew Sarega  
City Attorney

Date: May 12, 2025

*Loan Agreement* *Loan Amount: \$40,833.33*  
*Borrower: Hub-Cities Consortium*  
*Lender: City of Huntington Park*

# EXHIBIT A

*The Note is subject to Section 2966 of the Civil Code, which provides that the holder of this Note shall give written notice to the Maker, or his successor in interest, of prescribed information at least 90 and not more than 150 days before any balloon payment is due.*

**Principal Amount: \$40,833.33**

**May 12, 2025**

### **PROMISSORY NOTE**

FOR VALUE RECEIVED, Hub Cities Consortium, a California Joint Powers Authority (“Maker”), hereby promises to pay to the City of Huntington Park, a California municipal corporation (“Holder”), a principal sum of Forty Thousand Eight Hundred Thirty-Three Dollars and Thirty-Three Cents (\$40,833.33) (the “Principal Amount”), *plus* interest thereon as set forth below that Maker will pay to Holder under this Promissory Note (this “Note”).

**1. Interest; Maturity Date.**

(a) The entire unpaid balance shall be repaid by December 31, 2029 (the “Maturity Date”). Beginning on the Maturity Date, interest shall accrue on the outstanding principal balance at a fixed *per annum* rate at the statutory allowed maximum rate of interest in California. All interest shall be computed on the basis of a 365-day year and actual days elapsed. Unless sooner repaid, the entire unpaid principal balance of this Note, plus all accrued but unpaid interest, and all other amounts owing hereunder shall be due and payable in full upon the earlier to occur: (a) December 31, 2029; or (b) the occurrence of an Event of Default, pursuant to the terms of Section 4 hereof.

(b) Prepayment. All unpaid principal and accrued interest under this Note may be prepaid in whole or in part, by Maker at any time without penalty or premium in advance of the Maturity Date.

**2. Manner and Location of Payment.**

(a) This Note shall be payable in monthly installments equal to Three Thousand Four Hundred Two Dollars (\$1,135.00 USD). The first payment shall be due on January 1, 2026, and on the first day of each month. All payments will be considered timely if postmarked by the tenth (10<sup>th</sup>) day of each calendar month. Failure to make timely payment will accrue interest as described herein. All payments received by Holder will be applied first to interest then due and payable, and then to the outstanding principal balance of this Note. Amounts due under this Note are payable in lawful money of the United States. Payment due hereunder will be paid to Holder in such manner as Holder may designate in writing.

(b) Unless sooner repaid, the entire unpaid principal balance of this Note, plus all accrued but unpaid interest, and all other amounts owing hereunder shall be due and payable by Maker in full on the Maturity Date.

3. Event of Default. The occurrence of any of the following shall constitute an “Event of Default” under this Note: (a) Maker fails to pay when due principal, interest or other expense hereunder; (b) Maker breaches or fails to comply with any covenant or condition contained in this Note (other than a failure to pay) and fails to cure such breach within fifteen (15) days after receipt of written notice of such breach by Holder; (c) Maker makes a general assignment for the benefit of creditors, or files a petition or answer seeking to take advantage of any bankruptcy, receivership, or insolvency laws; or (d) an involuntary petition or complaint is filed against Maker seeking bankruptcy of substantially all of the assets of Maker or the appointment of a receiver with respect to all or substantially all of Maker’s assets and such petition or complaint shall not have been dismissed within sixty (60) days after the filing thereof.

4. Remedies. Upon the occurrence of an Event of Default and any time thereafter, at the sole option of Holder, the entire outstanding principal balance of this Note and all accrued and unpaid interest and other costs, expenses and charges hereunder shall immediately become due and payable without notice or demand. Holder may exercise any rights or remedies under this Note or otherwise available at law or in equity against Maker. All rights and remedies of Holder as set forth in this Note or otherwise allowed in law or in equity shall be cumulative and may be enforced by Holder concurrently or sequentially.

5. Maximum Interest. Notwithstanding any other provision of this Note, interest and charges payable by reason of the indebtedness evidenced by this Note shall not exceed the maximum, if any, permitted by applicable law. If by virtue of applicable law, sums in excess of such maximum would otherwise be payable, then such excess sums shall be construed as having been immediately applied by Holder to the principal balance of this Note when received. If at the time any such sum is received by Holder, the principal balance of this Note has been paid in full, such sums shall be promptly refunded by Holder to Maker, less any sums due to Holder.

6. Waiver. Maker waives presentment and demand for payment, notice of dishonor, protest and notice of protest, notice of nonpayment and notice of acceleration or intent of acceleration of this Note, and shall pay all costs of collection when incurred, including, without limitation, reasonable attorneys’ fees, costs and other expenses. The right to plead any and all statutes of limitations as a defense to any demands hereunder is hereby waived to the fullest extent permitted by law, regardless of, and without, any notice, diligence, act or omission as, or with respect to, the collection of any amount called for hereunder.

7. Costs of Collection. If action is instituted for collection on this Note after any Event of Default, and Holder substantially prevails in such proceedings, Maker shall reimburse Holder for all reasonable costs of collection and enforcement, including reasonable attorneys’ fees.

8. Notices. All notices, demands, or other communications that are required or given under the terms of this Note will be in writing and deemed to have been duly given upon: (a) personal delivery, (b) confirmed delivery by a standard nationally-recognized overnight service to the addresses set forth on the signature page hereto (or at such address as will be specified by notice given hereunder), or (c) by email transmission to the email addresses set forth on the signature page hereto.

9. Transfer; Successors and Assigns. This Note may not be transferred by Maker or Holder without the express prior written consent of the other parties. This Note inures to the benefit of, and is binding upon, the parties' permitted successors, endorsees, and assigns.

10. Severability. If any provision of this Note is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, the balance of this Note shall remain in effect. In such an event, the parties will in good faith attempt to effect the business agreement represented by such invalidated term to the fullest extent permitted by law

11. Choice of Law; Jurisdiction and Venue. This Note shall be governed by, and construed in accordance with, the laws of the State of California, without giving effect to any choice or conflict of law provision or rule. Any action to enforce any provision of this Note, or to obtain any remedy with respect hereto, shall be brought exclusively in the state and federal courts located in Los Angeles County, California, and for this purpose, each party hereto expressly and irrevocably consents to the exclusive jurisdiction and venue of such courts.

12. Amendments and Waivers. No modification of this Note shall be deemed effective unless in writing and signed by the parties. Any waiver granted shall not be deemed effective unless in writing, executed by the party against whom enforcement of the waiver is sought. The failure of Holder to exercise any right hereunder shall not constitute a waiver of the right to exercise such right in the event of any subsequent default or continuance of any existing default.

13. Saturdays, Sundays and U.S. Federal Holidays. If the last or appointed day for the taking of any action or the expiration of any right required or granted herein shall be a Saturday, Sunday or U.S. federal holiday, then such action may be taken or such right may be exercised on the next succeeding day that is not a Saturday, Sunday or U.S. federal holiday.

14. Interpretation. Maker agrees that Maker and its counsel has reviewed (or has had the opportunity to review) this Note and that any rule of construction, to the effect that ambiguities are to be resolved against the drafting party, shall not apply to the interpretation of this Note.

15. Counterparts. This Note may be executed and delivered in counterparts, including by emailed PDF or DocuSign, each of which shall be deemed an original, and all of which, taken together, shall constitute one fully executed instrument.

*[Intentionally left blank. Signatures on the next page]*

**ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, FORBEAR FROM ENFORCING REPAYMENT OF THIS NOTE OR FORBEAR FROM EXERCISING ANY REMEDY UNDER THIS NOTE ARE ALL UNENFORCEABLE UNDER CALIFORNIA LAW.**

IN WITNESS WHEREOF, this Note has been executed as of the date first above written.

**MAKER:**

Hub Cities Consortium, a California  
Joint Powers Authority

By: \_\_\_\_\_

Authorized Signatory

**HOLDER:**

City of Huntington Park

By: \_\_\_\_\_

Authorized Signatory

Approved as to Form

By: \_\_\_\_\_

  
Andrew Sarega  
City Attorney

Addresses for Notices:

Alvarez-Glasman & Colvin  
13181 Crossroads Parkway North  
Suite 400 – West Tower  
City of Industry, CA 91746  
Attn: Norma Copado, Esq.

Addresses for Notices:

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

Sarega Law, APC  
2211 E Orangewood Ave Unit 488  
Anaheim, CA 92806  
Attn: Andrew Sarega, Esq.

## ITEM 4



# CITY OF HUNTINGTON PARK

Human Resources Department  
City Council Agenda Report

June 2, 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 OF MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF HUNTINGTON PARK AND THE HUNTINGTON PARK POLICE MANAGEMENT ASSOCIATION (HPPMA)**

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

1. Approve the Memorandum of Understanding (MOU) between the City of Huntington Park and the Huntington Park Police Management Association (HPPMA) for the period July 1, 2024 through June 30, 2029 in substantially the form provided; and
2. Authorize the City Manager to finalize the MOU language to implement mutually agreed-upon modifications and execute the agreement once finalized.

### **BACKGROUND**

Following negotiations between the City and HPPMA, a tentative agreement was reached and ratified by HPPMA membership. If approved, the new MOU will be effective July 1, 2024, through June 30, 2029.

### **Summary of Key Terms:**

- **Term:** Five-year contract, July 1, 2024 – June 30, 2029
- **Salary Increases:**
  - July 1, 2024 – 10%
  - July 1, 2025 – 3%
  - July 1, 2026 – 3%
  - July 1, 2027 – 4%
  - July 1, 2028 – 4%
- **Longevity Pay:** Maintains previous levels — \$870 monthly at 20 years, \$870 + 8% of base salary at 25 years

**CONSIDERATION AND APPROVAL OF MEMORANDUM OF UNDERSTANDING  
(MOU) BETWEEN THE CITY OF HUNTINGTON PARK AND THE HUNTINGTON PARK  
POLICE MANAGEMENT ASSOCIATION (HPPMA)**

June 2, 2025

Page 2 of 2

- **POST Incentive:** 10% for Supervisory Certificate; increases to 12% for Management Certificate
- **Bilingual Pay:** \$250 per month for certified employees
- **Uniform Allowance:** Increased to \$1,200 annually
- **Vacation Cash-Out:** Up to 80 hours with minimum usage requirements
- **Retiree Health:** Clarifies eligibility for employees with reciprocal CalPERS service
- **FLSA Status:** City designates members as FLSA “Exempt”
- **Clean-Up Language:** Updates made to align with current practice and law

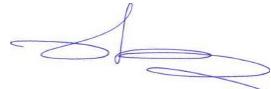
**FISCAL IMPACT/FINANCING**

The proposed MOU will result in increased costs related to wages and benefits. A fiscal analysis has been prepared and will be included as a budget adjustment item during the FY 2024–2025 budget cycle.

**CONCLUSION**

Adoption of the MOU will conclude negotiations and provide continuity of management labor relations through 2029.

Respectfully submitted,



RICARDO REYES  
City Manager

Marisol Nieto  
Human Resources Risk Manager

**ATTACHMENT(S)**

- A. Draft Memorandum of Understanding (MOU) with the Huntington Park Police Management Association (HPPMA).

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF HUNTINGTON PARK, CALIFORNIA  
AND  
THE HUNTINGTON PARK POLICE MANAGEMENT ASSOCIATION (HPPMA)**

**ARTICLE ONE:**

**EMPLOYEE AND EMPLOYER RIGHTS**

**I. PARTIES TO THE MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding, hereinafter called the “MOU” is made by and between the City of Huntington Park, California, hereinafter called the “City” and the Huntington Park Police Management Association, hereinafter called “HPPMA” or “Association” representing the full-time, management, sworn police safety classified employees of the City. This MOU is made pursuant to the California Government Code Section 3500, et seq. and the City’s Employer-Employee Relations Resolution 69-76 as amended.

**II. RECOGNITION FULL-TIME GENERAL CLASSIFIED EMPLOYEES**

The City hereby recognizes HPPMA as the exclusive representative of the full-time, sworn police management employees, comprised of Police Lieutenants as amended, and attached hereto, pursuant to the City’s Employer-Employee Relations Resolution No. 69-76, as amended, generally referred to and hereinafter called “HPPMA,” “Police Management Association” or “Unit Employees.”

**III. BARGAINING UNIT CHANGES**

Any change in the classes which compose the Police Management Association HPPMA unit shall be in accordance with the provisions of the City’s Employer-Employee Relations Resolution No.69-76, as amended.

**IV. NONDISCRIMINATION**

**A. POLICY**

No unit employee shall be subject to discrimination which is prohibited by applicable federal, state or local law. In accordance with this policy, the City agrees that no employee shall be interfered with, intimidated, restrained, coerced, employed, promoted, demoted, discharged or in any way favored or discriminated against because of political opinions or affiliations, race, religious belief, age, sex sexual orientation, gender orientation, physical or mental disability, or because of the exercise of his/her rights under this MOU.

**B. ASSOCIATION AGREES NOT TO DISCRIMINATE**

In accordance with the above policy, HPPMA agrees not to discriminate against a unit employee because of the exercise of his or her rights granted under this MOU or with respect to admission to membership and the rights of membership in HPPMA for any of the above enumerated reasons.

**V. CONFIDENTIAL EMPLOYEES – EMPLOYEE RELATIONS**

1. In accordance with G.C. Section 3507.5, many California public agencies designate certain key employees as confidential for Employee Relations purposes.
2. The confidential employees are generally those who have access to confidential or privileged information dealing with labor relations.
3. Those unit employees designated as confidential are not permitted to represent other employees of the agency in labor matters – negotiations or discipline hearings, for example – in order to avoid an obvious conflict of interest, the appearance of bad faith and the willful or inadvertent release of information that could seriously impair the labor-management relationships within the agency.
4. Upon agreement between the City and HPPMA, certain incumbent unit employee(s) can be designated as confidential by the City Manager after meeting and consulting with the association. Those employees designated as Confidential-Employee Relations are prohibited from representing any employee organization or any matter within the scope of representation.
5. A designated confidential employee may be permitted to participate in certain labor relation functions if so, approved in advance by the City Manager.

**VI.****DUES/INSURANCE CHECK-OFF**

The City shall, on behalf of HPPMA during the term of this MOU shall do the following:

1. Provide official payroll deductions for HPPMA dues and approved insurance and welfare plan fees (uniform in dollar amount for all unit employees) to be deducted bi-weekly by the City from the salary of each unit employee who has filed a written authorization, on the appropriate City form, that such deduction be made.

## **ARTICLE ONE**

2. Assistance to HPPMA on a quarterly basis by identifying newly hired unit employees in the representation unit.
3. Distribution of HPPMA membership packets, if provided by the City, to newly hired unit employees in the representation unit; and
4. Inform all new hires in the representation unit that HPPMA is the employee organization designated as the representative of the employees in the unit.

### **VII. INDEMNIFICATION**

HPPMA agrees to defend and indemnify and hold harmless the City against all claims and/or other forms of liability arising from the provisions of Article One, Section VI, of this MOU.

### **VIII. USE OF CITY FACILITIES**

1. Employee organizations may, with the prior approval of the Municipal Employee Relations Officer (City Manager), be granted the use of City facilities during non-work hours for meetings of unit employees provided space is available, and provided further such meetings are not used for organizational activities or membership drives of unit employees. All such requests shall be in writing and shall state the purpose or purposes of the meeting. The City reserves the right to assess reasonable charges for the use of such facilities.
2. The use of City equipment other than items normally used in the conduct of business meetings, such as desks, chairs, and bulletin boards, is strictly prohibited, the presence of such equipment in approved City facilities notwithstanding.

### **IX. USE OF BULLETIN BOARDS**

HPPMA may use portions of City bulletin boards under the following conditions:

## **ARTICLE ONE**

1. All materials must be dated and must identify the organization which published them.
2. The actual posting of materials will be done by the HPPMA. In the event that posted materials are, in the opinion of the department head, objectionable or interfere with the proper functioning of the department, the department head may order the material removed provided, however, the department head first discusses such removal order with the Municipal Employee Relations Officer (City Manager).
3. The City reserves the right to determine where bulletin boards shall be placed and what portion of them are to be allocated to HPPMA materials.
4. If HPPMA does not abide by these rules, they will forfeit its right to have material posted on City bulletin boards.
5. The HPPMA shall be permitted to use the City's email system to communicate to its unit employees provided; however, the association and its members shall comply with the City's Information Technology Equipment Policy and other regulations as set forth by the City.

### **X. RIGHTS**

#### **A. EMPLOYEE RIGHTS**

1. Unit employees of the City shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and conditions of employment.
2. Unit employees also shall have the right to refuse to join or participate in the activities of employee organizations.
3. No unit employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of the exercise of these rights.

#### **B. MANAGEMENT RIGHTS AND RESPONSIBILITIES**

The City reserves, retains and is vested with solely and exclusively, all rights of Management which have not been expressly abridged by specific provision of this MOU or by law to manage the City for the citizens of Huntington Park, as such rights existed prior to the execution of this MOU. The sole and exclusive rights of Management shall include, but not be limited to, the following rights:

## **ARTICLE ONE**

1. To manage the city generally and to determine policies, procedures, and the right to manage the affairs of the City;
2. To determine the existence or nonexistence of facts, which are the bases of the Management decision;
3. To determine the necessity, organization, and implementation of any service or activity conducted by the City or other governmental jurisdictions, and expand or diminish services;
4. To determine the nature, manner, means, extent, type, quantity, quality and technology, standards, level and extent of services to be provided to the public;
5. To determine methods of financing;
6. To determine quality, quantity and types of equipment or technology to be used;
7. To determine and/or change the facilities, methods, technology, equipment and apparatus, means, organizational structure, size and composition of the workforce and allocate and assign work by which the City operations and services are to be conducted;
8. To plan, determine and manage City budget which includes changes in the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including the right to contract for or subcontract any work or operation of the City;
9. To assign work to and schedule unit employees in accordance with requirements as determined by the City and to establish and change work hours, schedules and assignments;
10. To lay off unit employees from duties because of lack of work or funds, or under conditions where continued work would be ineffective or nonproductive or not cost effective as determined by the City;
11. To establish and modify productivity and performance programs and standards;
12. To direct, supervise, recruit, select, hire, evaluate, promote, transfer, discipline, discharge, terminate, suspend, demote, reduce, reprimand, withhold salary increases and benefits, or otherwise discipline unit employees for cause;
13. To determine minimum qualifications, skills, abilities, knowledge, selection procedures and standards, job classifications and to reallocate and reclassify unit employees;

## **ARTICLE ONE**

14. To hire, transfer, promote, reduce in rank, demote, reallocate, and terminate unit employees and take other personnel action for non-disciplinary reasons in accordance with the MOU and applicable resolutions and Codes of the City;
15. To determine policies, procedures and standards for selection, training and promotion of unit employees;
16. To establish unit employee performance standards, including quality and quantity standards, and to require compliance therewith;
17. To maintain order and efficiency in its facilities and operations;
18. To establish and promulgate and/or modify rules and regulations, policies and procedures related to productivity, efficiency, conduct, safety, health and order in the City and to require compliance therewith;
19. To restrict the activity of an employee organization on City property and on City time except as set forth in the Employer-Employee Relations Resolution;
20. To take any and all necessary steps and actions to carry out the service requirements and to determine the issues of public policy and the overall mission of the City and the mission of the Agency in emergencies or other time deemed necessary by the city not specified above.

### **C. IMPACT ON MANAGEMENT RIGHTS**

1. The City agrees to meet and confer with the HPPMA, except in cases of emergencies defined in the MOU, over the exercise of a Management right which has significant impact upon the wages, hours, and terms and conditions of employment of unit employees.
2. Notwithstanding the above, if the proposed changes impact "Terms and Conditions of Employment" as defined by State Law, the City shall comply with the meet and confer requirements as other required by law.
3. After meeting and conferring with HPPMA, and if needed, exhausting impasse requirements as set forth in the City's Employer-Employee Relations Resolution 69-76 as amended, nothing shall prevent the City from implementing said management rights.

**XI. PAID TIME OFF FOR HPPMA REPRESENTATIVES**

**A. RELEASE TIME**

1. Leave of Absence with Pay is authorized for representatives of HPPMA to attend employee relations related conferences, meetings, institutes, or similar affairs approved in advance by the Chief of Police (in addition to meet and conferences with City representatives).
2. Such leave is subject to the prior approval of the Chief of Police or City Manager.

**B. LIMITATIONS**

HPPMA agrees that any off-duty time shall not constitute hours worked.

**ARTICLE TWO:**

**SALARIES AND COMPENSATION**

**I. SALARIES**

**A. SALARY ADJUSTMENTS – July 2024**

**Effective on the first day of the pay period, which includes July 1, 2024,** all classifications in the unit shall receive a ten percent (10.0%) base salary increase.

**B. SALARY ADJUSTMENTS – July 2025**

**Effective on the first day of the pay period, which includes July 1, 2025,** all classifications in the unit shall receive a three percent (3.0%) base salary increase.

**C. SALARY ADJUSTMENTS – July 2026**

**Effective on the first day of the pay period, which includes July 1, 2026,** all classifications in the unit shall receive a three percent (3.0%) salary increase.

**D. SALARY ADJUSTMENTS – July 2027**

**Effective on the first day of the pay period, which includes July 1, 2027,** all classifications in the unit shall receive a four percent (4.0%) salary increase.

**E. SALARY ADJUSTMENTS – July 2028**

**Effective on the first day of the pay period, which includes July 1, 2028,** all classifications in the unit shall receive a four percent (4.0%) salary increase.

**II. CITY'S RIGHT TO INCREASE SALARIES – RECLASSIFICATION STUDY**

The City shall not be restricted in its ability to increase any of those salaries for unit employees as a result of reclassification study or if a determination is made by the City that it is not possible to recruit effectively or competitively for a classification in the unit. No such salary increases are mandated.

**III. FIVE STEP SALARY SCHEDULE**

**Step 1**

## ARTICLE TWO

- a) Shall be the entry level step for new unit employees in all classifications unless otherwise another step is approved by the City Manager.
- b) The City Manager may appoint a new employee to the maximum salary for the class if he/she determines that the candidate is exceptionally qualified or there has been difficulty in recruiting.
- c) A unit employee must serve at least six (6) months of satisfactory job performance in Step 1 to be eligible to advance to Step 2.

### **Step 2**

A unit employee should receive this step after the completion of six (6) months of satisfactory job performance in Step 1 in the same classification.

### **Step 3**

Should be considered the proper step for a unit employee who has completed one (1) year of service with satisfactory job performance in Step 2 in the same classification

### **Step 4**

Should be considered the proper step for a unit employee who has completed one (1) year of service with satisfactory job performance in Step 3 in the same classification.

### **Step 5**

Should be considered the proper step for a unit employee who has completed one (1) year of service with satisfactory job performance in Step 4 in the same classification.

## **IV. STEP INCREASES – BASED ON MERIT**

### **A. NOT AUTOMATIC**

No step increase in salary shall be automatic merely upon completion of a specific period of service.

### **B. BASED ON MERIT**

All increases shall be based on merit as established by record of the unit employee's performance with at least a satisfactory job performance rating.

**V. PROBATIONARY PERIOD****A. LENGTH OF PROBATIONARY PERIOD**

1. All unit employees including all lateral transfers and except demotions and promotions, shall serve a probationary period of twelve (12) full calendar months.
2. The probationary period may be extended by the approval of the Chief of Police and City Manager for the length of time of the total approved leave time taken (paid leave time or protected non pay leave time) taken during the unit employee's probationary period.

**B. "AT WILL" STATUS**

1. During the probationary period, a unit employee serves as an "at will" status and may be dismissed with or without cause and with or without notice.
2. If a promoted unit employee fails their probationary period, they shall return to their former classification they held as permanent employee prior to the promotion, unless he/she is dismissed from the City service in the manner provided in Civil Service Rules and Regulations as amended and the personnel rules and regulations.

**C. PROMOTIONS**

Promoted unit employees will serve a six (6) month probationary period.

**VI. ADJUSTMENT TO SALARY RANGE OR CLASSIFICATION****A. REDUCTION OF UNIT SALARY RANGE**

In the event the salary range assigned to any classification is reduced, all unit employees within such classification shall be reassigned to a classification with such lower range which most nearly corresponds to the salary being received by such unit employee at the time such range is reduced.

**B. INCREASE OF SALARY RANGE OR CLASSIFICATION**

In the event the salary range assigned to any classification is increased, all unit employees within such classification will be reassigned to the step to which such unit employee was assigned immediately prior to such increase.

**C. TRANSFER OR DEMOTION TO CLASSIFICATION WITH LOWER SALARY RANGE**

1. Any unit employee voluntarily transferred or demoted to a classification where a lower salary range is assigned shall be placed at a salary step in a lower

## **ARTICLE TWO**

salary range which is closest to the unit employee's salary step immediately prior to such voluntary transfer or demotion.

2. Upon such transfer or demotion, such unit employee shall be entitled to annual increases as authorized for their new classification as a salaried full-time employee.

### **D. TRANSFER OR PROMOTION TO CLASSIFICATION WITH HIGHER SALARY RANGE**

1. Any unit employee receiving promotion to a higher classification to which a higher salary range is assigned shall receive compensation at the step within the assigned range which will result in at least a one-step increase in salary over that being received by such employee immediately prior to such promotion, or to the lowest step in the salary range of such higher classification, whichever results in a greater increase.

2. After promotion to a higher classification, or transfer to a classification to which a higher salary range is assigned, such employee will be eligible for regular step increase for their new classification.

## **VII. ANNIVERSARY DATE**

### **A. DATE OF INITIAL HIRE**

1. For all purposes, except eligibility for salary increases which uses the date of promotion to a higher class, a unit employee's anniversary date, shall be the date of initial hire with the City as a salaried full-time employee.

2. In cases of reemployment of a unit employee who has left the City longer than one (1) year, less the time the unit employee was on approved leave of absence, the anniversary date shall be the effective date of reemployment as a salaried full-time employee.

### **B. LIMITATIONS**

Salary range adjustments for a classification will not set a new salary anniversary date for unit employees serving in that classification.

**VIII. EQUIVALENT BIWEEKLY, MONTHLY AND ANNUAL RATE**

1. Equivalent bi-weekly pay rate shall be determined by multiplying the hourly rate by eighty (80) hours.
2. Equivalent annual pay rate shall be determined by multiplying the hourly rate by two-thousand eighty (2080) hours.
3. Equivalent monthly pay rate shall be determined by dividing the annual rate by twelve (12) months.

**IX. FREQUENCY OF PAYCHECK ISSUANCE**

Current unit employees shall be paid bi-weekly, once every two (2) weeks, by direct deposit..

**X. PAYROLL WITHHOLDING CHANGES**

1. Unit employee must submit any changes in payroll withholdings at least fourteen (14) calendar days in advance of the implementation of said withholdings.
2. If a unit employee, due to an emergency situation, requests to have withholding to be effective in less than fourteen (14) calendar days, they may appeal to the City's Personnel Supervisor who may grant or deny employees request.

**XI. VOLUNTARY 457 DEFERRED COMPENSATION PLAN**

**A. VOLUNTARY 457 DEFERRED COMPENSATION PLAN**

1. City agrees to provide a deferred compensation plan for unit employees covered herein pursuant to IRS Code Section 457.
2. If more than one plan is offered, unit employees shall be limited to participation in one (1) plan at a time.

**B. PLAN DOCUMENTS AND RULES**

Plan documents and participation rules under Section 457 are maintained by and available from the Human Resources Department.

**C. CHANGING YOUR CONTRIBUTION**

Unit employees may reduce or increase the amount of their bi-weekly deferred compensation contribution at any time with advance written notice on the appropriate form to the Human Resources Department.

**D. LIMITATIONS**

The City does not warrant that amounts deposited in the deferred compensation plans are “qualified” for tax deferral and is not to be held liable for such tax payments as may be determined assessable.

**XII. ACTING PAY****A. ELIGIBILITY**

1. Any unit employee who is required in writing to and does act and perform duties included within a vacant higher classification and which are broader than the specifications governing such employee’s position shall be eligible for acting pay upon written approval by corresponding department head and the City Manager.

2. To be eligible, the unit employee must have actually worked in the acting higher classification a minimum of five (5) consecutive scheduled workdays, including official paid holidays.

3. To be eligible, the unit employee who is a supervisor must actually work in the acting classification a minimum of seven (7) consecutive scheduled workdays or fifty-six (56) consecutive scheduled working hours, including paid holidays.

**B. COMPENSATION**

1. A unit employee approved for acting pay:

- Shall be paid the hourly rate for the acting classification which is a minimum of five percent (5%) above the current base salary of the employee’s permanent position, or Step “1” of the acting classification whichever is greater; and
- Shall in no instance be entitled to be paid more than Step “5” of the acting classification.

## **ARTICLE TWO**

2. During that period of acting service, a unit employee shall be paid at the acting pay rate when off on an official City holiday or sick leave, and
3. A unit employee working overtime or call back during acting assignment shall be paid at the acting pay rate for such time.
4. A unit employee receiving acting pay as set forth above shall continue to receive the benefits associated with his/her permanent position and not the benefits associated with the acting position.

### **C. LIMITATIONS**

1. The City strongly encourages departments not to use acting pay longer than six (6) months assignments unless extension is approved in writing by both the Chief of Police and City Manager.
2. Acting assignments are not provisional appointments.

## **XIII. BILINGUAL PROGRAM**

### **A. PURPOSE**

1. The purpose of the Bilingual Program is to provide linguistic assistance for non-English speaking person(s) who represent a large segment of the community.
2. The service is provided through certain selected unit employees who have been certified as proficient in a designated foreign language which is regularly utilized in providing services to the community.

### **B. QUALIFICATION**

1. Unit employees that deal with the public and are in designated classes eligible to serve as a bilingual translator and pass a test given by the City to be certified to qualify.
2. The Human Resources Department will conduct the proficiency tests, as needed, in designated language.
3. The Human Resources Department will then certify an eligible list of qualified bilingual translators so certified to perform technical bilingual skills including reading, writing, and translation.

**C. COMPENSATION**

Eligible certified unit employees shall receive compensation in the amount of One-Hundred Seventy-Five (\$250.00) dollars per month above their base salary.

**XIV. POLICE P.O.S.T. SUPERVISORY AND MANAGEMENT CERTIFICATES****A. PURPOSE**

The purpose of the Police POST Supervisory and Management Certificate programs is to motivate Police Management to achieve higher educational and professional law enforcement-related standards and enhance career development.

**B. COMPENSATION**

1. Upon promotion to the Lieutenant position, all certified unit members who possess the POST Supervisory Certificate will be eligible to receive a 10% bonus.
2. In accordance with the POST Management certification process, the certified unit member must successfully pass all Management level course requirements and obtain final certification to be eligible for an increase of the POST Certificate Bonus from 10% to 12%.


**C. LIMITATIONS**

1. The certified unit member will be required to provide proof of POST Management Certificate to the Chief of Police and Human Resources Department prior to the processing of the bonus increase. Additionally, the effective date of the bonus increase will be the date that proof of completion is provided to the Chief of Police and Human Resources Department.

**XV. POLICE MANAGEMENT EDUCATIONAL INCENTIVE PROGRAM****A. PURPOSE**

1. The purpose of the Police Management Educational Incentive program is to motivate Police Management to achieve higher educational and professional law enforcement related standards by obtaining an Associate's Degree or higher in Administration of Justice, Public Administration, Political Science, Business Administration, or a closely related field as approved by Chief of Police and City Manager from an accredited college or university.

**B. ELIGIBILITY**

1. All current unit employees who qualify for Police Management Educational Incentive Pay must have earned at least an Associate's Degree in Administration of Justice, Public Administration, Political Science, Business Administration or a closely related field as approved by Chief of Police and City Manager from an accredited college or university.

**C. COMPENSATION**

1. Eligible Police Management employees, as set forth in "B" above, who have earned an Associate's Degree or higher in appropriate fields shall receive Police Management Educational Incentive pay as follows:

<b>EDUCATIONAL INCENTIVE</b>	
<b>DEGREE</b>	<b>Compensation</b>
Associate's Degree	2%
Bachelor's Degree	3%
Master's Degree	4%

**D. LIMITATIONS**

1. This extra compensation shall be awarded only for the highest achieved degree as specified in the above section.
2. Employees must successfully conclude their probationary period to be eligible to receive Educational Incentive Pay.

**XVI. LONGEVITY PAY****A. PURPOSE**

The purpose of the Longevity Pay is to recognize unit employees who have served a minimum of twenty (20) years of full-time salaried service time with the City of Huntington Park in a classification represented by the HPPMA.

**B. COMPENSATION**

Eligible unit employees in their respective classification shall receive the following additional longevity compensation above their base salary per month:

<b>LONGEVITY PAY</b>		
<b>CLASSIFICATION</b>	<b>20 Years</b>	<b>25 Years</b>
Police Lieutenant	\$870	\$870 + 8% of base salary

**XVII. TEMPORARY ASSIGNMENTS****A. LIMITATIONS**

All assignments, and additional compensation including but not limited to those reference herein (i.e., acting pay, bilingual pay) above are:

- Temporary assignments,
- Not a separate job classification,
- Do not have civil service status,

## **ARTICLE TWO**

- Are not subject to civil service selection procedures, appeals or seniority,
- Do not have any property rights, and
- May be revoked by Chief of Police at any time for job related reasons or operational necessity.

### **B. NOT ENTITLED TO ADMINISTRATIVE APPEAL**

1. Unit employees assigned to any special assignment positions may be transferred in accordance with normal department practices and/or operational needs for non-disciplinary and/or non-punitive reasons; if such a transfer occurs, the unit employee shall not be entitled to an administrative appeal unless the unit employee alleges the transfer was for punitive or discipline reasons.

## **ARTICLE THREE:**

### **WORK PERIODS, SCHEDULES AND OVERTIME**

#### **I. ESTABLISHING AND POSTING WORK SCHEDULES**

1. The City shall establish work schedules for unit employees. The work schedule shall specify the days of the week and the daily starting and quitting times.
2. Work schedules shall be posted by the City in such a manner so all unit employees may be aware of the work schedule.

#### **II. WORK PERIODS – UNIT EMPLOYEE**

##### **A. SEVEN (7) DAY WORK WEEK**

The work period for unit employees shall be a fixed and regularly recurring period consisting of one hundred sixty-eight (168) consecutive hours, comprising seven (7) consecutive twenty-four (24)-hour periods.

##### **B. SEVEN (7) DAY WORK PERIOD FOR EMPLOYEES BEGINNING/ENDING**

The seven (7) day work period shall begin on Monday at 12:00 a.m. and end on Sunday at 11:59:59 p.m. except as modified by Police Management.

**III. WORK SCHEDULES/WORK SHIFTS****A. CITY WORK SCHEDULES**

City work schedules shall be as herein defined, except as otherwise provided for in this agreement:

**1. 5/40 Work Schedule**

The 5/40 work schedule shall consist of a five (5) consecutive workdays consisting of eight (8) consecutive work hours each in a seven (7) consecutive calendar day period, inclusive of any meal periods assigned by the Chief of Police or designee.

**2. 4/10 (Weekdays) Work Schedule**

- a) The weekdays 4/10 work shift shall consist of three (3) shifts (Day shift, Swing shift, and Graveyard shift).
- b) The weekday shift will cover Monday through Thursday or Tuesday through Friday.
- c) The weekday shifts shall consist of four (4) ten (10) hour shifts per week.

**3. 3x13.0;13.50;13.50 (Weekends) “Hybrid” Work Schedule:**

- a) The weekend: Saturday and Sunday 13.5 hours each; Monday 13.0 hours work shift shall consist of two (2) fully staffed shifts and one (1) cover shift (Dayshift, Cover shift, or Graveyard).
- b) The weekend work shift will cover Saturday through Monday.
- c) Upon elimination of the “Hybrid” work schedule, if ever, the work schedule shall revert to a 4/10 work schedule

**IV. PUNCTUALITY/TARDINESS****A. POLICY**

It is a job requirement for all unit employees to report to work at their required work schedule starting time. Lack of punctuality has a negative impact on City's work productivity and therefore tardiness shall not be tolerated.

## **ARTICLE FOUR**

### **B. TARDINESS REPORTING**

### **C. Certified unit employees arriving past their scheduled start time without prior approval shall have their tardiness documented and may be subject to disciplinary measures. NO USE OF LEAVE TIME BENEFITS**

Certified unit employees who accrue tardiness records may not apply accumulated leave time benefits (Annual Sick Leave or Sick Leave Bank) retroactively to justify repeated unapproved late arrivals unless expressly approved by the Chief of Police or their designee.

### **D. DISCIPLINARY ACTION**

If any unit employee who is continually tardy, including one (1) minute or more late for his/hers work starting time on a continuous basis, the department head has the right to take appropriate disciplinary action on the tardy unit employee.

## **V. OVERTIME**

### **A. POLICY**

Upon the execution of this MOU, certified unit members FLSA status will change from “Covered” to “Exempt.” With the change in FLSA status, certified unit members will no longer be able to claim overtime at time and a half.

### **B. PAID LEAVE OF ABSENCE TIME INCLUDED IN WORK TIME**

Each workday a unit employee is off duty on an authorized paid leave of absence; i.e. holiday, vacation leave, comp time, except for sick leave, during the scheduled workweek shall be considered work time by the unit employee..

## **VI. TIME WORKED**

### **A. TIME WORKED – 7 DAY WORK PERIOD**

The following activities shall not be considered work time, except as provided for in this agreement:

## **ARTICLE FOUR**

1. Leave of absence taken for sick leave or IOD.
2. All travel time to work and returning home in either personal or City vehicle.
3. All time in off-duty training assignments (Homework, study time, mealtime, sleep time, etc.) except as otherwise provided by this agreement.
4. All off-duty travel to training sites and returning home, except as otherwise provided for by this agreement.
5. All time putting on/taking off uniforms, unless required by law.
6. All time for personal preparation and clean up.
7. All off-duty time spent in vehicle and/or, equipment.
8. All time assigned on standby assignment and/or assigned electronic recall devices.
9. Any time not authorized as work time.
10. Any time spent by unit employees in an Employee Wellness Program (EAP)

## **VII. WORK TIME/NON-WORK TIME – OUT OF TOWN TRAVEL AND TRAINING TIME**

### **A. ADVANCED APPROVAL**

All out-of-town trips and training time, including attendance at lectures, meetings, training programs and similar events must be approved in advance by the department head.

### **B. ONE DAY TRAVEL TRIPS**

One-Day Trips travel time for training programs is not counted as time worked, if a unit employee is traveling to another location and travel time is comparable to the normal commute time. Any meal period while traveling is not time worked.

**C. OVERNIGHT TRIPS**

1. On Overnight Trips the unit employee's normal hours of work shall exclude meal time and sleep time. The City shall count as time worked either the time spent driving or the time it would have taken on the public transportation, if the employee is offered public transportation and chooses to travel by automobile.
2. Any trip or training time not authorized by the Chief of Police or designee is not treated as time worked if all of the following criteria are met:
  - a) Attendance is outside the employee's normal working hours;
  - b) Attendance is voluntary;
  - c) The training course is not directly related to the unit employee's job; and
  - d) The unit employee does not perform any significant job related work while in attendance.

3. If a unit employee voluntarily attends a conference, seminar, a school, college, university, or trade school after hours, the time is not considered as time worked even if the City contributes any incidental expenses. A unit employee's voluntary training for another job or training to add new or additional skills is not considered as directly related to the unit employee's job.

**D. TRAINING DAY OCCURS ON EMPLOYEE WORKDAY**

If a unit employee is assigned to a full day of training of eight (8) hours or more on their scheduled workday, then said training day shall serve as the affected unit employees full workday.

**VIII. BREAK-REST PERIODS WITH PAY FOR UNIT EMPLOYEES****A. BREAK-REST PERIOD SCHEDULING**

1. Break-rest periods are scheduled and/or rescheduled by the Chief of Police or designee so as not to impair service and as job requirements dictate.
2. Unit employees may receive:
  - Two (2) paid break-rest periods of fifteen (15) minutes each for each scheduled workday actually worked; and
  - One (1) paid break-rest period of fifteen (15) minutes for each four (4) consecutive hours of overtime worked.

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### **B. BREAK-REST PERIOD FIFTEEN (15) MINUTE DURATION**

The duration of a break-rest period shall consist of fifteen (15) minutes of cessation of work and will include time involved in going to and from a rest area unless otherwise authorized by this agreement.

### **C. LIMITATIONS**

1. Break-rest periods are non-cumulative and shall not be added to any meal time, vacation, or any other form of authorized absence from work, unless authorized by Chief of Police or designee.
2. Break-rest periods may not be used within the first or last two (2) hours of the scheduled work period or the end of a work shift unless authorized by the Chief of Police or designee.
3. Break-rest periods must be earned as any other benefit and are computed at the rate of fifteen (15) minutes per four (4) hours worked or major fraction thereof

## **IX. MEAL TIME**

### **A. MEAL TIME SCHEDULING**

The schedule for meal times shall be determined by the Chief of Police or designee in consideration of the continuity of services provided to the public and the convenience of the unit employee.

### **B. MEAL TIME ONE-HALF (½) HOUR DURATION**

1. The normal paid meal time shall be one-half (½) hour in duration.
2. In no case will paid meal time be permitted to exceed one (1) hour, unless approved by the Chief of Police or designee.

**C. LIMITATIONS**

1. Meal time is non-cumulative and shall not be added to any break-rest time, vacation, or any other form of authorized absence from work, unless authorized by the Chief of Police or designee.
2. Meal time may not be used at the beginning or the end of a work shift unless authorized by the Chief of Police or designee.
3. All meal time taken is considered on-duty subject to call for both sworn and non-sworn unit employees.

**X. ASSIGNMENT OF OVERTIME**

Except as otherwise provided for in this Agreement, the Chief of Police or designee retains the right to determine the assignment of overtime or stand-by to any qualified unit employee based upon availability, eligibility and seniority.

**XI. COMPENSATORY TIME (CTO)****A. ELIGIBILITY**

Compensatory Time Off (CTO) may be granted with prior approval from the Chief of Police. Certified unit members must work a minimum of three (3) hours before claiming CTO, with CTO hours not to exceed eight (8) hours per occurrence.

### **B. ACCUMULATION OF COMPENSATORY TIME BANK**

Compensatory time will be accumulated on the basis of hour for hour for all work-related activities outside regularly assigned work schedules, with advanced approval by the Chief of Police.

1. The maximum number of compensatory hours that may be accumulated is two hundred (200) hours at the straight time hourly rate, which may be carried until the end of the fiscal year and used as time off, or which may be paid to the unit employee upon separation from service for any reason.
2. .
3. Once the maximum has been accumulated, any additional compensatory overtime accrual submitted through payroll will be automatically paid to the unit employee on the succeeding paycheck.
4. For time earned from July 1 through June 30 of each Fiscal Year, the unit employee must request in writing the option to carry over all or partial of their accumulated unused Compensatory Time, if any. The remaining compensatory time off balance shall be paid out the first pay period in the new fiscal year.

### **C. SCHEDULING AND USE OF COMPENSATORY TIME**

1. The scheduling of compensatory time off shall be handled the same as the scheduling of vacation time off.
2. Accumulated compensatory time may be utilized as paid leave on a straight time hour for hour basis at the mutual convenience of management and the unit employee.
3. All compensatory time utilized as paid leave by a unit employee shall be debited from the unit employee's compensatory time bank.

### **D. PAY OUT OF COMPENSATORY TIME UPON TERMINATION FROM SERVICE**

In the event of termination from the City for any reason, the unit employee shall be entitled to cash payment of one-hundred percent (100%) of an accumulated unused compensatory time at termination paid at the unit employee's straight time base hourly rate, including POST pay, if any.

ARTICLE FOUR:SUPPLEMENTAL BENEFITS**I. RETIREMENT****A. CalPERS RETIREMENT BENEFITS**

The City agrees to provide retirement benefits to eligible unit employees, hired prior to ratification of this contract, under the California Public Employees' Retirement System (CalPERS) as follows:

<b>Government Code Section</b>	<b>Benefit</b>
20042	<b>One Year Final Compensation:</b> Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months.
20055	<b>Prior Service Credit:</b> Unit employees may be eligible to purchase prior service credit.
20124	<b>Military Service Credit as Public Service:</b> Unit employees may elect to purchase up to four (4) years of service credit.
20965	<b>Credit for Unused Sick Leave:</b> Unit employees may be eligible to convert unused sick leave hours at time of retirement to additional service time.
21329	<b>Two percent (2%) COLA:</b> Beginning the 2 <sup>nd</sup> calendar year after the year of retirement, retirement and survivor allowances will be adjusted annually on a compound basis of two percent (2%); the adjustment may not be greater than the change in the CPI.
21354	<b>2% @ 55 for Local Miscellaneous Members:</b> Base retirement plan of two percent (2%) at age 55 for all eligible unit employees.
21362.2	<b>3% @ 50 for Safety Members:</b> Base retirement plan of three percent (3%) at age 50 for all eligible unit employees.
21551	<b>Death Benefit Continues:</b> Provides that death benefits paid to a spouse of a member who died prior to retirement will continue in full should the spouse remarry.
21574	<b>Fourth Level of 1959 Survivor Benefit:</b> Benefits are paid monthly to certain survivors of a unit employee who dies before retirement.
21620	<b>Retired Death Benefit \$500:</b> Upon the death of a retiree, a one-time lump sum payment of five-hundred dollars (\$500) will be paid to the retiree's designated survivor(s), or to the retiree's estate.
21624 and 21626	<b>Post Retirement Survivor Allowance:</b> Provides surviving spouse fifty percent (50%) of the amount of retirement allowance, dependent on option choices, as it was at time of death of retiree.

**B. ESTABLISHMENT OF TWO-TIER RETIREMENT FORMULA FOR SAFETY EMPLOYEES**

1. New Safety (Sworn) employees hired after ratification of this contract will be enrolled in the base retirement program 3%@55 for Safety Members formula. For purposes of this section, “New Safety (Sworn) employees” means a newly hired employee from outside the police department and/or City.

**C. CITY PAYMENT – EMPLOYEE'S CalPERS RATE**

1. The payment of the sworn unit employee nine percent (9%) CalPERS employee rate by the City shall be PERSable and shall be included in any retirement compensation for unit employees. This benefit is known as Employer Paid Member Contribution (EPMC).

**D. EMPLOYEE CONTRIBUTION TOWARDS CALPERS RETIREMENT**

1. Effective July 1, 2013, Safety members agree to pay 9% of the CalPERS employer share.

2. This total contribution will be used solely to fund CalPERS retirement.

**II. HEALTH INSURANCE****A. HEALTH INSURANCE – CalPERS MEDICAL PLANS**

The City will provide unit employees, their eligible dependents and retirees and their eligible dependents with medical insurance provided through the California Public Employees' Retirement System under the Medical and Hospital Care Act (PEHMCA).

**B. HEALTH INSURANCE – CITY CONTRIBUTION**

1. The City shall contribute on behalf of each unit employee an amount equal to 100% of the cost of the employee's insurance plan (i.e. Employee Only, Employee plus One Dependent, Employee Plus Two or more Dependents) not to exceed the cost of the respective plan of the Kaiser Permanente (HMO)-Los Angeles Region Plan available through (PEMHCA).

2. Effective once during each fiscal year, at the time rate changes are implemented by CalPERS, the City will adjust its monthly contribution for each contribution category (Employee Only, Employee Plus One Dependent, Employee Plus Two or More Dependents) in the amount not to exceed one-

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hundred percent (100%) of the respective plan of the Kaiser Permanente (HMO) – Los Angeles Region Plan.

### **III. RETIREE HEALTH INSURANCE**

#### **A. ELIGIBILITY**

A unit employee who subsequently retires from the City of Huntington Park and who qualify as set forth in the following shall receive the following retiree Health Insurance Benefits upon official retirement from the City of Huntington Park.

#### **B. RETIRED HEALTH INSURANCE BENEFIT**

1. All unit employees who officially retire from the City of Huntington Park with at least five (5) years of full-time service with the City of Huntington Park, the City shall pay one-hundred percent (100%) of the maximum level of the City's contribution based on the Basic Kaiser Permanente – L.A. Area Region monthly health premium for those eligible retired unit employees under the California Public Employee's Medical and Hospital Care Act or other health insurance and all other form of health insurance for these retired employees and their dependents.

2. Effective January 1, 2011, for retired unit employees who are eligible for Medicare, the City's contribution shall be solely based upon Kaiser Permanente – L.A. Area Region Supplement/Managed Medicare monthly health premium or the Combination of both Basic (meaning non-Medicare basic medical coverage) and the Kaiser Medicare monthly health premium.

3. The City agrees to defend and indemnify and hold harmless the PMA against all claims and/or other forms of liability arising from provisions of Article Four, Section III, B-2 of this MOU.

4. These qualifying requirements shall be waived for unit employees who retire from City service on an Industrial Disability Retirement.

**C. RETIRED HEALTH INSURANCE BENEFIT FOR EMPLOYEES HIRED AFTER RATIFICATION OF THIS CONTRACT AND ONCE CALPERS CONTRACT IS AMENDED.**

1. All unit employees hired after ratification of this contract and once CalPERS contract is amended, will not be eligible for retiree medical benefits beyond the minimum allowed by CalPERS. For purposes of this section, “New Employees Hired” means a newly hired employee from outside the police department and/or City.
2. The City will establish a Health Savings Account (HSA) by July 1, 2014 for employees hired after July 1, 2012. Contributions into the HSA will be solely the employee’s responsibility.

**IV. HEALTH INSURANCE PREMIUMS – OPT-OUT/CASH OUT OPTION (NON-PERSABLE)**

Unit employees may elect to discontinue participation in, “opt out,” of the CalPERS Health Plan medical insurance coverage. The intent of this provision is to share premium savings that the City will incur as a result of a unit employee canceling City coverage.

**A. EMPLOYEE SPOUSES/DEPENDENTS NOT ELIGIBLE FOR OPT-OUT**

1. For these medical plans, when a unit employee is the spouse of another benefited City employee, the affected employees shall have the option of:
  - Individual coverage; or
  - One (1) employee may select a plan and list the spouse as a dependent.
2. A unit employee who is covered as the dependent of a City employee in the City plan is eligible for single-party rate “opt-out” compensation.
3. Unit employees may not both insure each other or the same dependents.

**B. PROOF OF COVERAGE/WAIVE CITY LIABILITY**

1. Unit employees electing to cancel City health insurance coverage for themselves and all eligible family members must provide proof.
  - a) The unit employee is not receiving Medicare or Medical
  - b) The unit employee must sign a document stating his/her desire to waive their City medical insurance coverage.
  - c) The unit employee has coverage through another (non-City) benefit plan end year prior to open enrollment (e.g., spouse’s coverage

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through another employer), and must waive any liability to the City for their decision to cease coverage under the City's health insurance plan.

### **C. OPT-OUT CASH VALUE (NON-PERSABLE)**

1. Unit employee's electing to opt out will receive the taxable cash (non-PERSable) value of one-half (½) of the monthly medical premium rate for which the unit employee would have qualified had the qualified unit employee not "opted-out" payable in two equal amounts and added to the first and the next subsequent paycheck of each month and is non-PERSable compensation.
2. If, for any reason, CalPERS determines that unit employees may not "opt out", this program becomes null and void.

### **D. RE-ENROLLMENT IN CITY HEALTH INSURANCE PLAN**

1. After electing this provision, a unit employee and their dependent who later requests to re-enroll under the City plan can only do so during the open enrollment period or after a qualifying event as permitted by the insurance carrier. Coverage will commence per the plan document.
2. A qualifying event shall be defined as set forth in the PERS medical plan, a copy of which is available to unit employees in the Human Resources Department.

## **V. DENTAL INSURANCE**

### **A. BENEFITS – DELTA CARE/PMI PLAN**

1. Benefits – Delta Preferred Option Plan (DPO). The City shall pay the full monthly premium up to the Employee Plus Two or More Dependents, on a monthly basis.
2. Effective once during each fiscal year, at the time rate changes are implemented, the City will adjust its monthly contribution for each contribution category (Employee Only, Employee Plus One Dependent, Employee Plus Two or More Dependents) for the Delta Preferred Option (DPO) monthly premium.

### **B. DENTAL INSURANCE BENEFITS – LIMITATIONS**

The Dental Insurance coverage shall cease for unit employees upon termination, including retirement, at the end of the month following after the unit employee terminates from employment with the City.

### **VI. LIFE INSURANCE**

#### **A. BENEFIT**

1. The City shall pay the full monthly premium for unit employees for Term Life Insurance Group coverage of \$100,000.
2. Said Life Insurance benefit shall include coverage for Accidental Death and Dismemberment (AD&D).

#### **B. LIMITATION**

This Life Insurance Plan Coverage shall cease upon the unit employee termination from employment with the City.

### **VII. LONG TERM DISABILITY INSURANCE**

#### **A. PURPOSE**

The City has a Long Term Disability insurance policy intended to augment the annual sick leave accrual and sick leave bank programs and provide certain income protection for unit employees up to one (1) year.

#### **B. BENEFIT**

1. The City shall pay the full monthly premium for the Long Term Disability Insurance Plan Coverage for unit employees.
2. Long Term Disability may be used by sworn unit employees for non-work related injuries or illness and may be used by non-sworn unit employees for either work or non-work related injuries or illness, in accordance with City Policy and the insurance company carriers qualifying rules and regulations.
3. Long Term Disability Insurance benefits shall be paid to eligible unit employees in accordance with the policies established by the insurance carrier's written policy rules and regulations for qualifying and a thirty (30) calendar day waiting period established by the insurance carrier before benefits can be paid.

## **ARTICLE FOUR**

### **C. LIMITATIONS**

1. The unit employee must use all their accumulated annual sick leave hours, and all accumulated sick leave bank time before being eligible to receiving Long Term Disability benefits.
2. Accumulated sick leave may be used in separate thirty (30) calendar day periods.
3. This Long-Term Disability Insurance Plan shall cease upon the unit employee's termination from employment with the City.

## **VIII. VISION CARE INSURANCE**

### **A. BENEFIT**

1. The City shall pay the full monthly premium for the unit employee up to Employee plus Two or more Dependents category for Vision Care Insurance.
2. Effective once during each fiscal year, at the time rate changes are implemented, the City will adjust its monthly contribution for each contribution category (Employee Only, Employee Plus One Dependent, Employee Plus Two or More Dependents) for the vision care insurance monthly premium
3. The vision care insurance coverage shall cease upon the unit employee termination from employment with the City.

## **IX. CITY RIGHTS – CONTENT AND CONTRACTOR**

### **A. INSURANCE/EMPLOYEE BENEFIT PLANS**

The City retains the exclusive right to determine the content and contractors for all insurance plans.

### **B. MEET WITH HPPMA**

The City agrees to meet and confer with the HPPMA over any City proposed change in the benefit levels for any insurance plan.

**X. UNIFORMS ALLOWANCE AND ISSUED UNIFORM EQUIPMENT – SWORN UNIT EMPLOYEES****A. PURPOSE**

1. The purpose of uniform cleaning and replacement allowance is to provide sworn unit employees funds for the future purchase, replacement, and cleaning of uniforms and clothing.
2. Additionally, the funds are provided to compensate for all time expended in cleaning and maintaining required uniform equipment in proper order.
3. Unit employees, except employees on IOD status, who have been on an unpaid leave of absence for any reason from active service for any time in excess of forty-two (42) calendar days, shall have the monthly pro-rated value of the annual uniform and cleaning allowance deducted from their installment payment for each month these conditions are applicable.

**B. SAFETY EQUIPMENT – ONE TIME PURCHASE**

After the City provided the one-time purchase order to provide the following safety equipment, the City will be responsible for maintaining and replacing the following safety equipment:

- Duty weapon
- Duty Weapon Holster
- Ammunition Magazine
- OC (Pepper Spray) canister & case
- Helmet & Face Shield with carry bag
- Gas Mask
- Vest
- Trauma First Aid Kit

**C. UNIFORM CLEANING AND REPLACEMENT ALLOWANCE – SWORN UNIT EMPLOYEE**

1. All sworn unit employees shall receive a uniform purchase, cleaning and replacement allowance of one-thousand two-hundred dollars (\$1,200.00) per year. The allowance is to be payable in twelve equal installments throughout each calendar year.

**D. LIMITATIONS**

All unit employees who resign from their positions and later are reinstated shall not be recognized as a new hire and shall not be eligible for equipment allowance.

**E. PURCHASE – SPECIFICATIONS AND RECEIPTS**

- a) Such uniform equipment purchase allowances meet legal requirements and shall be in lieu of the purchase and supply of these items by the City.
- b) Uniform equipment and uniform clothing items shall meet specifications as set forth in the Huntington Park Police Department Policy Manual.
- c) Unit employees shall provide City with original receipt toward the purchase of those items in this section on Uniform Allowance.

**F. TERMINATION PRIOR TO COMPLETION OF PROBATION**

Any unit employee who fails probation with the City shall reimburse the City for all uniform equipment purchased by the uniform allowance.

**G. UNIFORM EQUIPMENT – REPAIR AND REPLACEMENT****1. Repair and Replacement**

- a) The City shall replace or repair uniform equipment, only if due to wear or damage or if damage occurred during specific instances and approved by the Chief of Police, according to department discretion and specifications once such items have been deemed no longer serviceable due to wear or damage.
- b) Should the City choose to issue a voucher for the damaged item, such voucher shall be for an amount permitting the repairs or replacement of equipment meeting the minimum division standards regardless of the type, make, model or modifications of the item.
- c) Upon the City's replacement or issuance of a voucher, the damaged equipment shall be turned in to the City except equipment which is repaired pursuant to approval by a division commander.

**2. Safety Equipment Replacement List**

The following is the uniform safety equipment that the City will replace after initial purchase order from City or repair:

- Duty weapon

- Duty Weapon Holder
- Ammunition Magazine
- OC (Pepper Spray) canister & case
- Helmet & Face Shield with carry bag
- Gas Mask
- Vest
- Trauma First Aid Kit

**H. SPECIAL ASSIGNMENT SAFETY EQUIPMENT**

The City shall be responsible for the cost for initial purchase and replacement of safety equipment for the following special assignment:

1. Bicycle Detail
  - Safety Helmet and cover
  - Safety eye wear and gloves
2. SWAT Team
  - Entry vests or any increased ballistic vests
  - Safety Goggles
  - Gloves
  - Entry holster for alternative duty weapon
  - 1 Green BDU
  - 1 Training BDU
3. Detective Bureau/SERT/Narcotics/Traffic/K-9 Detail
  - Concealment holster duty weapon
  - Other specialty equipment as needed
4. Prior Special Assignment Posting

The City is responsible at its cost for the initial purchase of special assignment uniforms for the unit employee when it is within one (1) year of a prior special assignment posting.

**I. OTHER UNIFORM ITEMS**

1. The City will be responsible at its costs for supplying or purchasing uniform patches, name tag, badge, hat piece, and identification card.
2. The unit employee will be responsible at his/her costs for purchasing rank insignia and authorized special assignment tabs or pins.

**J. CHIEF OF POLICE – SAFETY EQUIPMENT NOT LISTED**

1. The City, Police Department, and unit employees acknowledge employee safety is paramount and the changing nature and dangers that are inherent to police work may require safety equipment not listed in this agreement.
2. The Chief of Police retains the right to authorize department purchases at City expense of safety equipment not listed if it is the judgment of the Chief of Police that said safety equipment is desirable or essential.
3. Nothing in this agreement abrogates the City's responsibility to provide safety equipment as required by law and P.O.S.T. regulations.

**XI. TUITION REIMBURSEMENT PROGRAM****A. PURPOSE**

The purpose of the City's Educational Tuition Reimbursement Program is to promote and encourage employees to obtain a college level education up to, and including, a Master's or Doctorate's degree. All unit employees may use the tuition reimbursement program each fiscal year, subject to the conditions of the program set forth in this section.

**B. ANNUAL REIMBURSEMENT**

1. The maximum amount of the annual reimbursement shall be fifteen hundred (\$1,500) dollars, which shall cover tuition, enrollment fees, required textbooks and other related material;
2. Participation for reimbursement shall be on a first come, first served basis and subject to a twenty-five thousand (\$25,000) dollar city-wide cap;
3. Following the end of a fiscal year, remaining funds in the \$25,000 fund shall be made available to employees who have eligible expenses in excess of the \$1,500 individual limit;
4. To the extent that funds remaining in the pool are insufficient to fund all the supplemental applications, participants shall receive equal reimbursements from the remaining funds in the City-wide Tuition Reimbursement Fund;

### C. REQUIREMENTS

1. All courses must be completed at an accredited college, university, junior college, or other institution, as recommended by the Chief of Police and approved by the City Manager;
2. To be eligible for reimbursement, unit employees must receive a grade of "C" or better (or "Pass" if the course is given on a "Pass/Fail" basis);
3. Classes must be taken while a unit employee is off-duty and not during employees scheduled work hours; and,
4. Approval for reimbursement must be obtained from the City Manager prior to the beginning of the class and payment for reimbursement shall be made only after the certified transcript of grades and receipts for payment of tuition fees and other expenses are received by the City.

### XII. CITY VEHICLE USE

1. Police Lieutenants (certified unit members) shall be assigned new take-home City vehicles, to be utilized in compliance with departmental policy. These vehicles shall be purchased no later than August 1, 2025, and shall be police-rated, equipped with emergency lights and sirens to facilitate emergency responses.
2. In times of fiscal emergency, as declared by the City Manager or the Chief of Police, these assigned vehicles may be temporarily recalled as a cost saving measure until the City Manager or Chief of Police determines that the fiscal emergency has ended.
3. Certified unit members who are assigned a city vehicle shall not be compensated for travel time associated with use of the city vehicle. This provision also applies in those situations where the radio must be left on and monitored.
4. The City will develop a vehicle replacement policy which will assess when vehicles should be replaced with new vehicles to ensure effective and efficient maintenance of these vehicles.

### XIII. COFFEE SUPPLIES

The coffee and related supplies that is provided for the City Council and the various City Commissions shall also be made available for use by City employees.

**ARTICLE FIVE:**

**LEAVE POLICIES**

**I. HOLIDAYS**

**A. ANNUAL HOLIDAY LEAVE**

1. Effective July 1, 2016, regular full-time employees shall be compensated a total of one-hundred ten (110) hours of Holiday Leave per fiscal year.

2. For each authorized official paid holiday, the employee will be compensated at their base salary rate not to exceed ten (10) holiday hours for each paid authorized paid holiday during each fiscal year.

**B. OFFICIAL PAID HOLIDAYS FOR UNIT EMPLOYEES**

1. The official paid recognized holidays granted to unit employees is as follows:

- (1) New Year's Day (January 1)
- (2) Martin Luther King's, Jr. Birthday (3<sup>rd</sup> Monday in January)
- (3) President's Day (3<sup>rd</sup> Monday in February)
- (4) Cesar Chavez Birthday (March 31)
- (5) Memorial Day (4<sup>th</sup> Monday in May)
- (6) Independence Day (4<sup>th</sup> of July)
- (7) Labor Day (1<sup>st</sup> Monday in September)
- (8) Veteran's Day (November 11)
- (9) Thanksgiving Day (4<sup>th</sup> Thursday in November)
- (10) Day after Thanksgiving
- (11) Christmas Day (December 25<sup>th</sup>)

2. The City Manager or City Council has the right to designate any day or part of a day as a Holiday.

**C. UNUSED HOLIDAY LEAVE TIME**

1. Sworn Unit Employee
  - a) For sworn unit employees, unused Holiday Leave Time shall be accumulated and paid in the last pay period in June of each fiscal year.
  - b) A sworn unit employee who is not required to work on his/her regularly scheduled workday because it is a recognized City Holiday may, at the employee's option, use accrued vacation leave, COLA in Lieu Leave or compensatory time off to provide a full pay check for the pay period.

**D. USE OF HOLIDAY LEAVE**

Unit employees may take his/her unused Holiday Leave Time as approved by Police Management with due regard to the service needs of the City and the needs of the unit employee.

**E. EMPLOYEE REQUIRED TO WORK AN OFFICIAL HOLIDAY**

1. When a unit employee is required to work on an official holiday, all hours worked shall be paid at the unit employee's regular hourly rate; and
2. No Holiday Leave Time shall be deducted from their annual Holiday Leave Bank.

**F. HOLIDAYS OCCURRING DURING VACATION PERIOD**

Any official holiday time occurring within a unit employee's vacation period shall be charged as Holiday Leave Time in lieu of Vacation.

**G. HOLIDAYS AND SICK LEAVE USE**

If a unit employee is on Annual Sick Leave or taking Sick Leave Bank Leave on the last working day before the holiday or immediately after any official holiday, those holiday leave hours [eight (8) for unit employees on 5/8 work schedule, ten (10) for unit employees on the 4/10 work schedule and thirteen

## **ARTICLE FIVE**

hours and thirty minutes (13.30) for unit employees on 3/13] for that holiday shall be forfeited and deducted from their annual Holiday Leave Bank.

### **H. PAY OFF OF UNUSED HOLIDAY LEAVE OR FLOATING HOLIDAY LEAVE UPON TERMINATION**

1. Any unit employee terminating employment from the City, either voluntary or involuntarily shall have any eligible accrued Holiday Leave Time hours cashed out at the employee current hourly rate of pay.
2. Eligible holiday hours shall mean those holidays in the fiscal year which have already been earned by the terminating unit employee. (Earned meaning they were employed by City when certain eligible Holidays had occurred.)
3. In the case of any unit employee whose employment with the City is terminated by death, such payment shall be made to the estate, spouse or beneficiaries entitled to, or in the case of doubt to the beneficiary of records for public retirement, upon approval by City Attorney.

### **I. DECEMBER 24-CHRISTMAS EVE/DECEMBER 31- NEW YEAR'S EVE**

1. If approved by the City Manager, each unit employee, who is scheduled to work and is working on December 24 and December 31, except those unit employees determined by the City Manager and Chief of Police to provide services for the necessary functions of the Police Department which he/she is employed, shall be permitted to be absent for duty one-half (1/2) of the work shift on December 24 (Christmas Eve) and December 31 (New Year's Eve) or the last working day prior to December 24 and December 31.
2. Only unit employee actually working on December 24 or December 31 or the last working day prior to December 24 and December 31 shall be eligible and considered for this leave.
3. Should a unit employee be on approved leave with pay (holiday leave, vacation leave, or compensatory time, but not sick leave) on December 24 or December 31 and it's a regular assigned work day for them they shall be charged leave time for one-half (1/2) of their work shift for said day.

**II. VACATION LEAVE****A. VACATION LEAVE ACCRUAL**

1. All unit employees are eligible to earn vacation leave time.
2. Unit employees shall receive accrue vacation leave time on the fifteenth (15) day of each month.
3. Unit employee shall be entitled to utilize their accumulated vacation leave with pay upon completion of six (6) months of continuous employment with the City and approval by their department head.

**B. VACATION LEAVE EARNED**

1. Vacation time shall be earned and accrued on the following basis:

<b>YEARS/MONTHS EMPLOYED</b>	<b>VACATION EARNED Per month</b>	<b>VACATION EARNED Per Year</b>	<b>*TWICE MAXIMUM VACATION EARNED</b>
0-4 yrs (0-48 months)	9.33 hours per month	112 hours per year	224 Hours
5-9 yrs (49-108 months)	12.66 hours per month	152 hours per year	304 Hours
10 yrs and up (109 months and up thereafter)	16.66 hours per month	200 hours per year (see B.3 below)	400 Hours

2. Vacation Leave Time is earned on a continuous service time with the City and is prorated on a monthly basis.
3. \*After a unit employee accrues twice their annual Vacation Leave Time accrual said unit employee ceases to earn Vacation Leave balance. The affected unit employee will only begin accruing vacation Leave Time again after their vacation Leave balance is less than twice the annual Vacation Leave Time accrual.

**C. APPROVAL OF VACATION LEAVE REQUESTS**

The Department Head shall approve unit employee Vacation Leave Time request with due regard to the service needs of the City and the personal need of the unit employee.

**D. NO VACATION TAKEN PRIOR TO ACCRUED**

1. Unit employees may take only Vacation Leave Time as they have accumulated at the time the vacation begins.
2. Vacation Leave shall only be approved if the unit employee has no further accumulated Vacation Leave Time.

**E. LIMITATIONS ON VACATION LEAVE**

1. Vacation is charged on the basis of the actual hours the unit employee is on vacation leave to the nearest one-quarter (0.25) hour.
2. Unit employees do not accrue vacation leave while on leave in excess of thirty (30) calendar days.
3. An employee who is sick during their vacation may charge the period of illness and/or injury to sick leave if available. Verification may be required from a physician.

**F. PAYMENT ON TERMINATION, LAYOFF, OR DEATH**

1. Terminated or laid off unit employees will be paid a lump sum of all accrued Vacation Leave Time upon termination at their current hourly rate of pay. Upon death all accrued vacation leave will be paid to the employee's beneficiary, after approval by the City Attorney.
2. At termination of employment the City shall be reimbursed by the employee for any vacation leave taken in excess of their accumulated vacation time Leave Time.
3. Unit employees who are reemployed after one (1) year or more break of service do not receive credit for vacation accrual.

**G. VACATION CASH-OUT IN LIEU OF GRANTING VACATION**

Certified unit members may make an irrevocable election to cash-out a maximum of 80 hours of vacation time so long as in the current fiscal year the unit member has used at least 80 hours of vacation time. Such time shall be designated by October in the calendar year prior to desired cash-out year and paid between July and November of the following calendar year.

**III. SICK LEAVE**

**A. PURPOSE OF SICK LEAVE**

1. Sick Leave is not a right which a unit employee may use at his or her discretion. Sick leave is leave from duty necessitated by illness or injury to the unit employee or illness or injury of a member of the unit employee's immediate family requiring the unit employee's attendance, and medical appointment to the extent that such appointment cannot be scheduled outside the workday.
2. For the purposes of this section, immediate family means employee's spouse or domestic partner, child, stepchild, father, mother, step-father, step-mother, father-in-law, mother-in-law, brother, sister, grandfather, grandmother, grandchild, or other individual residing in the same household whose relationship to the unit employee is that of a dependent.
3. The maximum amount of accrued sick leave that can be used by a unit employee for use for their immediate family shall be forty-eight (48) hours per fiscal year.
4. All sick leave requires approval by Police Management and such request will not be unreasonably denied.

**B. SICK LEAVE ACCRUAL RATE**

1. Each eligible unit employee shall accrue Sick Leave at the rate of eight (8) hours for each month, or major fraction thereof, of continuous City services.
2. The maximum annual Sick Leave accrual shall be ninety-six (96) hours for each year of continuous City service.
3. There is no maximum limit on the amount of total Sick Leave bank a unit employee may accumulate with the City.
4. A unit employee shall not accrue sick leave during absences from duty in excess of thirty (30) calendar days by reason of illness, disability or injury on duty, except where such credit is mandated by law (Labor Code 4850).

**C. 50% CASH OUT OF ANNUAL ACCUMULATED SICK LEAVE**

1. In the last pay period of each fiscal year, one half (50%) of an employee's unused, accrued sick leave from that fiscal year (48 hours maximum), shall be cashed out by the City at the unit employee's regular rate of pay in effect on June 30<sup>th</sup>.
2. The remaining one-half (50%) of a unit employee's unused Sick Leave from the fiscal year (not to exceed forty-eight (48) hours) shall be added to the unit employees Sick Leave Bank.
3. Unit employees shall be paid the cash out in the month of November of each calendar year.
4. With the exception of the annual cash out of one-half (50%) of a unit employee's unused, accrued sick leave from that fiscal year, there is no other cash out of accrued sick leave.

**D. NO CASH-OUT OF ACCUMULATED SICK LEAVE BANK AT TERMINATION**

No accumulated Sick Leave Bank Time shall be cashed out by the City at the unit employee's termination of employment from the City.

**E. CASH OUT OF 50% ANNUAL SICK LEAVE ACCRUAL AT TERMINATION**

If a unit employee terminates their employment or is Laid Off from the City before receiving cash-out for the fifty percent (50%) (48 hours maximum) of

their annual sick leave accrual for that fiscal year, they shall receive payment for fifty percent (50%) of the annual unused sick leave time accrual up to the time of such termination or Lay-Off and shall serve as final and full settlement of their annual sick leave accrual.

**F. USE OF SICK LEAVE**

1. In order to receive compensation while absent on sick leave an employee (or someone on the employee's behalf) shall notify the department head or immediate supervisor within thirty (30) minutes after the beginning of the unit employee's daily duties.
2. The first day of sick leave shall not commence until such notice is given except in cases of emergency or when provision of such notice is not reasonably possible.
3. In order to be compensated with sick leave for three (3) or more consecutive working days, the unit employee shall be required to submit upon return to work, a physician's verification of illness or injury.
4. A unit employee may use accrued sick leave for the actual number of hours of the regular work period that the unit employee is absent due to illness or injury.

**G. ABUSE OF SICK LEAVE**

1. A unit employee shall be subject to disciplinary action for excessive or abuse of sick leave which is defined as a unit employee's use of sick leave when the unit employee is not sick, not required to care for a member of the employee's immediate family or not attending a doctor's appointment.
2. If a unit employee calls in sick in violation of the City's rules and regulations then a deduction shall be made from the unit employee's earned vacation credit, holiday bank, and/or compensatory time bank.

**H. UNPAID LEAVE OF ABSENCE DUE TO INJURY OR ILLNESS**

1. A unit employee who is absent due to illness or injury and who does not have any form of accrued leave on the books shall be required to furnish a physician's statement giving the reason for the absence and a further statement indicating that the unit employee is fit to return with or without limitations.

**IV. ADMINISTRATIVE LEAVE – EXECUTIVE/MANAGEMENT****A. ELIGIBILITY**

All HPPMA employees shall be eligible for up to forty (40) hours of Administrative Leave each fiscal year.

**B. LIMITATIONS**

1. Administrative Leave shall not accrue past the maximum forty (40) hours.
2. Unused Administrative Leave shall be lost at the end of each fiscal year (July 1 – June 30) and shall not be converted to any other form of compensation.
- 3.

**V. PERSONAL TIME LEAVE****A. SICK LEAVE WITH PAY-UP TO TWO (2) WORKING DAYS PER CALENDAR YEAR**

Up to two (2) working days per calendar year of Sick Leave Time Accrual with pay may be used by each unit employee for personal time days as part of the unit employee's accrual.

**B. NOTIFICATION TO DEPARTMENT HEAD OR DESIGNEE**

1. In order to be compensated while absent on Personal Time Leave, the unit employee must notify his/her department head or designee at least twenty-four (24) hours in advance; provided that such notice shall not be required in an emergency situation. However, the unit employee shall notify his/her department head or immediate supervisor within thirty (30) minutes after the beginning of his/her shift.

2. All Personal Time Leave requires the department head or designee's approval.

**C. LIMITATIONS**

1. Personal Time Leave shall be charged to the unit employee in even two (2) hour Sick Leave increments or more.
2. Personal Time Leave shall be deducted from the unit employee's annual sick leave accrual.
3. Any unused sick leave, including Personal Time Leave shall be compensated in accordance with the City's Annual accumulated unused sick leave buy-back program.
4. Personal Time Leave shall not be used for vacation or any other leave.

**VI. WORK RELATED DISABILITY**

**A. POLICY**

The City may continue to provide a light-duty assignment when available and when a treating physician's release for such an assignment is obtained.

**VII. SICK LEAVE WITHOUT PAY**

**A. POLICY**

Whenever an unit employee must take sick leave, but does not have any annual sick time accrual or sick time accrual bank credit accumulated for such sick leave because he or she has not yet earned any credit for such sick leave or has exhausted such credits through the use of sick accrual or long term disability accrual, such unit employee shall be allowed a sick leave, without pay, upon approval of the City Manager.

**B. LIMITATIONS**

1. Use of Sick Leave, in combination with annual sick leave accrual or sick leave bank accrual, shall not extend beyond one year. Unit employees shall retain all rights and privileges granted unit employees on a regular sick leave, except for compensation and except that they shall not accumulate holidays, vacations or annual sick day accrual or sick leave bank accrual while on unpaid leave.
2. Such unit employee shall return to the same step and range currently assigned to such former position.

**VIII. TEMPORARY MODIFIED WORK****A. ELIGIBILITY**

Any unit employee who is temporarily incapable of performing his/her normal assigned duties because of an illness or injury may request assignment or be required by his/her department supervisor to participate in the temporary modified work program.

**B. LIMITATIONS**

Participation in the program is limited to unit employee who shall not:

1. Have an industrial disabling injury, disease, or sickness that exceeds a projected recovery date of twenty-six (26) weeks from the date such temporary modified work program is scheduled to commence; or
2. Have a non-industrial disabling injury, disease, or sickness that exceeds a projected recovery date of twenty-six (26) weeks from the date such temporary modified work program is scheduled to commence; or
3. Be in a Vocational Rehabilitation Plan approved by the City.

**C. APPLICATION AND ACCEPTANCE**

Application for the Temporary Modified Work shall be in writing by the unit employee when consideration is requested for the work program and by written direction when the department head requires the employee to participate. The department head shall make a determination of admission to the program based upon such factors as:

1. The attending physician's release to temporary modified work program;
2. Availability of City-wide work stations suitable to accommodate the employee's specific limitations; and
3. The employee's ability to perform satisfactorily in a selected temporary assignment.

**D. OUTSIDE EMPLOYMENT**

During convalescence and/or modified work assignment, it shall be expressly forbidden for the employee to engage in any outside employment that would interfere with their convalescence.

**E. FINAL DECISION**

The department head shall make the final decision based upon stated criteria, and the affected unit employee shall be notified in writing.

**IX. BEREAVEMENT LEAVE****A. POLICY**

The City's bereavement policy is provided for in the case of death within the immediate family of a unit employee, such unit employee shall be entitled to be absent from duty with pay at the unit employee's regular rate of pay in order to attend the funeral or memorial services or related bereavement purposes for their immediate family. Said bereavement leave shall not exceed 40 work hours and will not be charged to an unit employee's sick day accrual or sick leave bank, vacation bank or any other employee time bank.

**B. IMMEDIATE FAMILY**

For the purpose of this section, immediate family means father, mother, stepfather, stepmother, father-in-law, mother-in-law, brother, sister, husband, wife child, stepchild, grandfather, grandmother, or grandchild, legal domestic partner, or other individual whose relationship to the employee is that of a legal dependent.

**C. VERIFICATION**

1. The City may require verification of the death of the immediate family.
2. Verification may include any printed records or notice of death (i.e. newspaper obituary notice, mortuary leaflet, etc.)

**X. JURY DUTY**

**A. POLICY**

1. A unit employee summoned to active jury duty shall inform his/her supervisor and, if required to serve, may be absent from duty with full pay for up to eighty (80) hours in a calendar year.
2. However, the unit employee must remit to the City within fifteen (15) days after receipt, all fees received for said Jury Duty, except those specifically allowed for mileage and expense.
3. Jury service required on a unit employee off duty day is not compensable by the City, and the unit employee may retain jury compensation for such days.
4. Jury time shall not be considered work time and does not count toward hours worked for the calculation of overtime.
5. Unit employees shall be responsible for providing proof of jury service upon his/her return to work.

**XI. MILITARY LEAVE**

**A. POLICY**

The provisions of the Military and Veterans Code of the State of California, as amended along with applicable Federal and Municipal Law and City policies shall govern military leave of City employees.

**B. COMPENSATION**

Except as set forth in this section, all unit employees entitled to military leave shall receive full pay and benefits to a maximum of thirty (30) calendar days per year of active duty but the City shall have the opportunity, within the limits of military regulations, to determine when such leave shall be taken.

**C. EXTENDED BENEFITS – WAR ON TERRORISM**

1. The City Council has authorized for unit employees in the military service assigned to the war on terrorism, shall receive extended military leave benefits and receive additional pay on the thirty-first (31<sup>st</sup>) calendar day of active military duty through one-hundred and twenty (120) calendar days.
2. The eligible unit employee must remit proof of their military pay to the city received between the thirty-first (31<sup>st</sup>) calendar days of active military duty through the one-hundred and twenty (120) calendar days in order to receive the extended salary as set forth in this section.

**XII. MILITARY FAMILY LEAVE****A. POLICY**

The Federal Family Medical Leave Act, as amended, provides for Military Family Leave as set forth in this section.

**B. NEW QUALIFYING REASON FOR LEAVE**

Eligible unit employees are entitled to up to twelve (12) weeks of leave because of “any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the unit employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.

**C. NEW UNPAID LEAVE ENTITLEMENT**

An eligible unit employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to twenty-six (26) weeks of unpaid leave in a single twelve (12) month period to care for the servicemember.

**XIII. FAMILY MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)**

**A. PURPOSE**

1. This section does not purport to provide all the provisions of law, but summarizes the general intent at the time this MOU was adopted.
2. Specific details of the State and Federal laws relating to FMLA and CFRA are available in the Human Resources Department.
3. Unit employees and department heads must contact Human Resources Department to verify current provisions and requirements.
4. Failure to do so could result in a misunderstanding of rights and obligations, and could cause loss of leave benefits or loss of insurance coverage.

**B. ELIGIBILITY FOR FMLA AND CFRA**

1. Pursuant to State and Federal laws, employees shall be eligible for Family and Medical Leave of absence (FMLA) for:
  - The birth of a child of the employee;
  - Disability due to pregnancy – FMLA only;
  - The placement of a child with an employee in connection with the adoption or foster care of that employee;
  - The care of the employee's child with a serious health condition;
  - The care of a spouse or parent with a serious health condition; or
  - The employee's own serious health condition.
2. Such leave rights apply to all employees with twelve (12) months or more service with the City prior to the leave request who have worked a minimum of one-thousand two-hundred fifty (1,250) hours in the preceding twelve (12) months.

**C. EMPLOYEE RIGHTS UNDER FMLA**

1. The maximum amount of leave shall be twelve (12) weeks in a twelve (12) month period.
2. The twelve (12) month period is rolling, and is measured backward from the date leave is used and continuous with each additional leave day taken.
3. Leave may be taken as days off, or intermittent or modified work schedules.
4. The unit employee is guaranteed a return to his/her position at the end of approved leave.
5. During the twelve (12) work week FMLA period, the City shall maintain the employee's medical, dental, and life insurance.

**D. APPROVAL PROCESS FOR FMLA**

1. Unit employees must give thirty (30) days advance written notice, on a form provided by the City, of the need for such leave, unless the absence could not be anticipated. In such cases, the unit employee must give notice as soon as possible but in any event no later than five (5) working days from learning of the need for FMLA leave.
2. Verification by the attending a physician or health care provider will be required for absences relating to the unit employee's or family member's serious health condition.
3. The Human Resources Department shall determine if the leave qualifies under the Family and Medical leave laws, and may determine the commencement date.

**E. PRIVACY UNDER FMLA**

For privacy reasons, the City may not require specific medical diagnosis of a family member's health condition, but such information may be provided for the unit employee's own illness or condition with the health care provider's certification of the need for the leave.

**F. USE OF ACCRUALS WHILE ON FMLA**

1. The unit employee shall be required to use sick leave for any FMLA illness or medical-related absence, and may use vacation or other accrued leaves if sick leave has been exhausted.
2. FMLA shall run concurrently with Pregnancy Disability Leave.

**G. EXPIRATION OF FMLA**

Upon expiration of FMLA, if the unit employee remains on leave, he/she shall be responsible for maintaining his/her insurance benefits, either by use of sufficient accrued paid leave or by payment of the required premiums.

**XIV. PREGNANCY DISABILITY LEAVE (PDL)**

1. Pregnancy Disability Leave of up to four (4) months, with or without pay, shall be provided to unit employees covered herein pursuant to the Fair Employment Housing Act (FEHA).
2. Such leave shall be granted for disability of the unit employee determined by a physician, for the duration of such disability, provided, however, that the cumulative unpaid leave for disability and non-disability reasons shall not exceed one (1) year.
3. Pregnancy Disability Leave without pay shall not be granted until all accrued sick leave bank time has been exhausted.
4. Unit employees may voluntarily use accrued vacation or other paid leave before commencing unpaid leave.

**XV. VOTING LEAVE**

1. Unit employees shall be permitted to leave to vote as required by California Elections Code Section 14350-14352, as amended, if the unit employee cannot otherwise get to the polling place during non-working hours.
2. Up to two (2) hours of leave with pay may be provided at the beginning or end of the normal work shift, whichever permits the opportunity to vote with minimal interruption of work responsibilities.
3. Unit employees shall be required to give a minimum three (3) day notice of the need for leave, obtain advance approval, and submit proof of voting.
4. Any unit employee who does not utilize this voting leave privilege shall not thereby become eligible for any overtime compensation for any time taken to vote.

**XVI. SCHOOL ACTIVITY LEAVE**

**A. POLICY**

1. Pursuant to California Labor Code Sections 230.7 and 230.8, as amended, unit employees who are parents of school-age children shall be allowed School Activity Leave from their jobs, with or without pay, as may be necessary to participate in school activities such as parent-teacher conference, disciplinary matters, school programs and related events with their children.
2. Such leave is limited to forty (40) hours per school year, at a maximum of eight (8) hours per month.
3. This limit shall not apply when a unit employee is required to appear in the school of his/her child pursuant to a request from the school administration pertaining to disciplinary action.

**B. LIMITATIONS/RIGHTS**

1. Unit employees must give reasonable advance notice to the employer to permit work coverage, and may be required to provide documentation from the school that the unit employee participated in the activity on the specific date and time.
2. Leave properly requested in advance shall not be denied.
3. Unit employees may take accrued leave with pay (vacation, compensatory time, or floating holiday) for School Activity Leave purposes.

**XVII. LEAVE OF ABSENCE WITHOUT PAY**

**A. POLICY**

1. Upon written request, the City Manager may, in its discretion and upon recommendation of the department head, grant a leave of absence to any unit employee who has been employed by the City regularly for one (1) year or more.
2. Any such unit employee, with the approval of the City Manager or department head, may return prior to the time fixed for the expiration of such leave.

**B. LIMITATIONS**

In no event shall the City Manager grant a leave of absence contrary to this MOU or the Civil Service Rules and Regulations.

**XVIII. ABSENCE WITHOUT PAY**

**A. POLICY**

Failure of a unit employee to report for duty on a normal working day or shift without notice to his/her department head of the reason for such absence within thirty (30) minutes after the time designated as the beginning of the workday shall constitute absence without leave and without pay.

**B. UNAUTHORIZED LEAVE OF ABSENCE/ABANDONMENT OF POSITION**

1. A unit employee absent without authorization for three (3) or more consecutive work days and who fails to contact his/her department head to provide justification for the absence, shall be considered to have abandoned

## ARTICLE FIVE

his/her position and resigned from City employment as of the third (3<sup>rd</sup>) day of absence.

2. The unit employee shall be notified by their department head that the City considers him/her to be absent without leave, and that, under this section, a termination of employment will be processed.

3. Such notification shall be made pursuant to the procedures for notification of intent to discipline as provided in the Civil Service Rules & Regulations.

4. The unit employee may be reinstated, subject to disciplinary action for other causes, if adequate justification for the absence is provided to the department head prior to the end of the notification period.

### **XIX. EMPLOYEE DEATH – ACCUMULATED ELIGIBLE LEAVE TIME BENEFITS PAID TO SPOUSE OR ESTATE**

In the event a unit employee's services are terminated as a result of death the payment of eligible accumulated unused vacation leave, sick leave and compensatory time off, if any, shall be made to the employee's spouse or estate. If there is a questions of doubt as to the appropriate person(s) entitled thereto, the beneficiary of record for the California Public Employees' Retirement System shall be determined, with the approval of the City Attorney.

**ARTICLE SIX:**  
**WORKING CONDITIONS**

**I. AMERICANS WITH DISABILITIES ACT (ADA)**

**A. ACCOMMODATIONS**

1. The HPPMA recognize that the City may be required to make accommodations in order to carry out its obligations under the Americans With Disabilities Act (ADA).
2. Some of these accommodations may require actions which are contrary to the language or intent of existing provisions of this agreement.
3. In such cases, the parties agree that such accommodation shall not constitute a “past practice” or waiver by either party of its right to fully enforce such provisions in the future with regard to persons not subject to the protections of the ADA.

**B. ADA COMPLIANCE**

1. The HPPMA recognize that circumstances surrounding ADA compliance in individual cases may involve matters which are personal and require the utmost confidentiality.
2. Specifics of an individual case may not be divulged by the City or HPPMA.

**C. ACTIONS TAKEN NOT GRIEVABLE**

Actions taken by the City under Section I, shall not be subject to the grievance procedure.

**II. RESIGNATION**

A unit employee wishing to leave the City in good standing shall file with the appropriate department head, a written notice stating the effective date and reasons for leaving at least two (2) weeks in advance of his or her resignation. A statement as to the resigned employee's service performance and other pertinent information shall be forwarded to the Human Resources Office. Failure to give notice may be the cause for denying future employment by the City.

**III. EMPLOYEE INCARCERATED – UNABLE TO REPORT TO WORK**

**A. NON-PAY STATUS**

1. Should a unit employee become incarcerated and held in any jail custody and not be able to come to work to perform his/her job assigned work schedule and duties they shall be placed on unpaid, administrative leave – unable to report to work status until they return to work as assigned.
2. If a unit employee is indicted by any Federal, State or Superior Court or held to answer by the court on any felony, the unit employee may, at the discretion Chief of Police, be placed on unpaid administrative leave.
3. If the charge(s) are dismissed by the court or the unit employee is cleared of all charges, the City may reimburse the unit employee's Holiday Time, Vacation Time, and CTO that was used by the unit employee during that time period. The unit employee is not entitled to any reimbursement other than those listed in this section.
4. If a sworn unit employee is prohibited from possessing a firearm as a result of legal proceedings then the unit employee may, at the Chief of Police discretion, be placed on unpaid Administrative Leave until the prohibition is lifted.

**B. USE OF ACCUMULATED LEAVE**

Unit employees who are on unpaid Administrative Leave and/or unable to report to their work may use their accumulated, if any, Vacation, Holiday or Compensatory Time for any of the unpaid work time due to their incarceration or indictment.

**C. NO USE OF SICK LEAVE**

No unit employee may use any of their accumulated sick time to cover any unpaid time due to their incarceration or indictment.

**IV. CITY DRESS CODE**

**A. RIGHT TO SET DRESS CODE**

The City reserves the right to establish and regulate a Workplace Dress Code for all unit employees, subject to meet and confer with HPPMA.

**B. POLICE DEPARTMENT UNIT EMPLOYEES**

Unit employees assigned to work in the Police Department shall abide by the Police personnel appearance and grooming standards as set forth by the Chief of Police in the Police Department Policy Manual.

**V. CITY ADMINISTRATIVE POLICIES****A. POLICIES**

The City has a number of city Administrative Policies covering a wide range of subjects which address important City and work-related issues. These policies are in full force and effect, and they may or may not be addressed specifically in this MOU.

**B. SUBJECTS**

Those Administrative Policies which currently are being utilized by the City include but are not limited to:

- Donation of Leave Time Program
- Nepotism Policy
- Travel & Expense Reimbursement Policy
- Smoking Regulations at City Facilities
- Prohibiting Discrimination or Harassment of City Employees
- Disability Discrimination Policy and Complaint Procedure
- Outside Employment Policy
- Information Technology Equipment Policy
- Cellular Phone/Pager Policy
- Police Department Substance Abuse Policy
- AQMD Trip Incentive Program (City Hall & Police Department only)

**C. ADDITIONAL ADMINISTRATIVE POLICIES**

1. Additional City Administrative Policies may be implemented in the future as set forth in the Management Clause in Article One, Section X.

**VI. POLICE DEPARTMENT SUBSTANCE ABUSE POLICY****A. POLICIES**

The City and HPPMA have a mutual agreed upon Police Department Substance Abuse Administrative Policy adopted March 18, 1996 and amended July 1, 2001.

**B. RANDOM DRUG TESTING**

The policy includes Random Drug testing requirement for all sworn and non-sworn police unit employees.

**C. DETAILS**

Specific details of the program are set forth in the policy and copies are available in the Police Department and the Human Resources office.

**VII. SPECIAL EVENTS****A. PREFERENCE**

1. Whenever a special event is scheduled to occur in the City and, in the opinion of the Chief of Police, law enforcement employees are required, sworn officers of the Police Department will be given first preference to those law enforcement functions assignments.

**B. PROCEDURES**

Such assignments shall be made in accordance with procedures established by the Chief of Police.

**VIII. SENIORITY SHIFT BID POLICY****A. SENIORITY - POLICE MANAGEMENT**

1. Seniority for a unit employee shall be based on the initial date of promotion to the rank of Police Lieutenant.

2. If more than one Police Lieutenant is promoted on the same date, the Civil Service test results listing the position on list will be used to determine their seniority in regards to shift bidding.

**B. REASSIGNMENT**

1. If a Police Lieutenant is reassigned from a special or non-patrol assignment, they will assume the vacated position of the Lieutenant replacing them for the remainder of the current shift bid cycle.

## **ARTICLE SIX**

1. Upon completion of the shift bid cycle, the Police Lieutenant reassigned to patrol will take part in the shift bid in the above listed manner.

### **C. LIMITATIONS**

Once a shift is bid upon and assigned, it cannot be traded between Police Lieutenant without the authorization from the Chief of Police, or designee.

### **D. POLICE MANAGEMENT – RIGHT TO TRANSFER**

The Chief of Police retains the right to transfer employees where unforeseen circumstances occur, based on the needs of the police department in accordance with the police department's established practice.

**ARTICLE SEVEN:****GRIEVANCE PROCEDURE****I. GRIEVANCE PROCEDURE****A. SCOPE AND LIMITATIONS**

In accordance with the Civil Service Rules, the purpose of the grievance procedure is to provide adequate opportunity for City employees to bring forth their views and concerns relating to any alleged unfair or improper aspect of their employment situations and to seek corrective action

**B. SCOPE AND LIMITATIONS**

The grievance procedures as set forth in the following shall apply to all employee grievances except where other methods have been specifically prescribed in the Civil Service Rules or in this MOU.

**C. PROCEDURE****1. 1<sup>ST</sup> STEP INFORMAL - VERBAL**

In any instance of grievance, the employee or employees concerned shall first verbally make efforts to resolve such grievance with their immediate supervisor.

**2. 2<sup>ND</sup> STEP – FORMAL WRITTEN**

**a)** In the event such verbal efforts with their immediate supervisor are not productive to a mutually satisfactory resolution, the aggrieved employee or employees may present their complaint in writing.

**b)** Said complaint shall set forth all the issues involved, and it shall be free from any charges or language not germane to the real issue involved.

**c)** The written grievance complaint shall be signed by the employee or employees and shall be submitted to the employee's immediate supervisor. The supervisor shall promptly forward the written grievance to the Department Head.

**d)** The Department Head will make such investigation of the facts and issues as he/she deems necessary and will reach a conclusion at the earliest date consistent with the nature of the investigation and with the conduct of the department's business.

## ARTICLE SEVEN

**e)** Upon reaching such conclusion, but in no event later than five (5) working days following his/her receipt of the grievance statement, the Department Head shall reply to the grievance in writing, stating the department head's findings and decision on the issue(s) involved.

**f)** A copy of such written reply shall be transmitted to the employee by the Department Head.

### 3. 3<sup>rd</sup> STEP – APPEAL TO PERSONNEL OFFICER (CITY MANAGER)

**a)** If the employee wishes to appeal the grievance further he/she shall within two (2) working days of the receipt of the Department Head's written reply, so notify the Department Head of their request to appeal their grievance to the City's Personnel Officer.

**b)** The Department Head shall then notify the Personnel Officer of such appeal and shall submit the original written grievance complaint together with the written decision of the Department Head to the Personnel Officer.

**c)** The Personnel Officer shall then promptly arrange a grievance meeting with the aggrieved employee, the Department Head, and him or herself. At such meeting(s) discussion shall be limited to the issues raised in the grievance complaint and an earnest effort shall be made to arrive at a satisfactory resolution of the issue(s).

**d)** A record of notes shall be made of the substance of the issues and conclusions of the meeting as the Personnel Officer deems necessary.

**e)** The conclusions and finding of the grievance meeting shall be reduced to writing and will be provided to the grieved party and Department Head and shall be final except in cases as set forth in Section 4 below.

### 4. APPEAL TO THE CIVIL SERVICE COMMISSION

**a)** Only in such cases, which involve the alleged violation of the Civil Service Rules, the Classifications in the Salary Resolution or City's Personnel Rules, including: (1) job classification, (2) conduct, scoring or recording of examinations, (3) employee performance evaluation for permanent employees, (4) dismissals, suspension or demotions, subject to the special rules thereon, (5) reduction in salary not provided for by resolution of the City Council, (6) re-employment rights, and (7) layoff action (subject to the special rules thereon), the employee may within two (2) working days after receiving the notice of the Personnel Officer's decision, submit written notification to the Personnel Officer requesting the submission of the grievance issue to the Civil Service Commission, stating specifically the paragraphs and subparagraphs of

## **ARTICLE SEVEN**

the Civil Service Rules and the City's Personnel Rules which he/she alleges are being violated.

### **5. CIVIL SERVICE COMMISSION REVIEW**

- a)** The Personnel Officer shall then submit said written request, together with copies of all pertinent forms, documents, and materials, to the Civil Service Commission and the Commission shall review all such evidence and information as it relates to the specific grievance alleged by the employee.
- b)** The Commission may then at its discretion make such investigations and hold such hearing as it requires and shall make its findings and decision on said grievance as set forth in the Civil Service Rules.

**ARTICLE EIGHT:****GENERAL PROVISIONS****I. TERM OF MEMORANDUM OF UNDERSTANDING**

This MOU shall be effective July 1, 2024 and together with all the terms, conditions and effect thereof, shall expire as of midnight on June 30, 2029.

**II. EMERGENCY WAIVER**

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder, national emergency, or similar circumstances, as determined by the City, the non-economic provisions of this Memorandum of Understanding which restrict the City's ability to respond to these emergencies shall be suspended for the duration of such emergencies. After the emergency is over, the Huntington Park Police Management Association (HPPMA) shall have the right to meet and confer with the City regarding the impact on unit employees of this suspension of these provisions in this Memorandum of Understanding.

**III. SEVERABILITY PROVISION**

Should any article, section, subsection, subdivision, sentence, clause, phrase, or provision of this Memorandum of Understanding be found to be illegal, unenforceable, inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. In the event of such invalidation, the City and the HPPMA agree to meet to determine an alternative equivalent article, section, subsection, subdivision, sentence, clause, phrase, or provision, if any.

**IV. CIVIL SERVICE RULES AND REGULATIONS/CITY POLICY**

1. Reference is made in this MOU to certain Civil Service Rules and Regulations, Personnel Rules and Regulations, and City's Policy statements. Nothing in this MOU shall preclude the City from amending the Civil Service Rules and Regulations, Personnel Rules and Regulations, and City policies as needed subject to meet and confer with HPPMA.
2. The parties agree that all conditions of employment, as they pertain to unit employees covered by this MOU, subject to meet and confer provided for by the City's Civil Service Rules and Regulations, Personnel Rules and Regulations, Ordinances, Resolutions or any Policy Statements in effect prior to the date of this MOU, unless specifically provided for to the contrary in this MOU, shall remain in force and effect during the term of this MOU. Any conflicts with the

## **ARTICLE EIGHT**

City's Civil Service Rules and Regulations, Personnel Rules and Regulations, and City Policy Statements shall be considered to have been superseded by this MOU.

### **V. FULL AGREEMENT AND IMPLEMENTATION**

#### **A. FULL AGREEMENT – WAIVER OF MEET AND CONFER**

1. This MOU contains all of the covenants, stipulations, and provisions, agreed upon by the parties.
2. Therefore, during the term of this agreement, except as provided herein, all other compensation and benefits not modified in this agreement shall remain in full force and effect.
3. For the purpose of the MOU neither party shall be compelled to meet with the other concerning any issues, whether specifically discussed prior to the execution of this MOU or which may have been omitted in the meet and confer process leading up to the execution of the MOU, except as provided for in this MOU or by mutual agreement of the parties or required by law.
4. Each party acknowledges that they had the full and unlimited opportunity to meet and confer over any issue it either did raise or could have raised and hereby waives the right to meet and confer further during the term of this MOU except as specifically provided for in this MOU.

### **VI. CONTINUED PERFORMANCE OF CITY SERVICES AND OPERATIONS**

#### **A. NO STRIKES/JOB ACTION**

HPPMA hereby agrees that during the term of this MOU the unit employees of the City as set forth in this MOU and officers and/or agents of the recognized unit employee organization shall not engage in, encourage, sanction, support, authorize, or suggest any work stoppages, picketing, job actions, strikes, walkouts, boycotts, slowdowns, mass resignations, or any other intentional interferences of the work of the City.

#### **B. ASSOCIATION RESPONSIBILITY**

In the event that HPPMA, its officers, agents, representatives or employees engage in any of the conduct listed above, HPPMA shall immediately instruct, in writing, any persons engaging in such activity that their conduct is in violation of the MOU and unlawful, and that they must cease engaging in such conduct and return to work.

**VII. MINIMUM LIEUTENANT STAFFING**

1. The Department's objective is to maintain full staffing of all budgeted lieutenant positions. Should a lieutenant position be vacant for more than 60 calendar days, the City shall fill that position with an acting appointment (temporary assignment), not to exceed six (6) months, as is the City's current practice for temporary assignments.
2. Additionally, the City commits to reviewing the current Citywide policy to ensure that there is a Workforce Reduction policy/process in place for all City positions.

**ARTICLE NINE:**  
**RATIFICATION**

**I. RATIFICATION**

**A. ACKNOWLEDGEMENT**

The City and the HPPMA acknowledge that this Memorandum of Understanding shall not be in force and effect until ratified by simple majority vote of unit employees who are in classifications represented by HPPMA set forth in this agreement and adopted by the City Council of the City of Huntington Park.

**B. MUTUAL RECOMMENDATION**

This agreement constitutes a mutual recommendation of this new MOU by the parties hereto, to the City Council, that one or more ordinances and/or resolutions be adopted and implemented accepting its provisions and effecting the changes enumerated herein relating to wages, hours, benefits and other term and conditions of employment for unit employees represented by the HPPMA.

**B. RATIFIED – PENDING CITY COUNCIL APPROVAL**

Subject to the foregoing, this Memorandum of Understanding is hereby ratified and agreed to be recommended for approval to the City Council by the authorized representatives of the City of Huntington Park and the Huntington Park Police Management Association, entered into this \_\_\_\_ day of May, 2025.

**ARTICLE TEN:**  
**IMPLEMENTATION**

**IMPLEMENTATION**

<b>PARTIES TO THE AGREEMENT</b>	
Huntington Park Police Management Association	City of Huntington Park, California
Lt. Elsa Cobian, President Huntington Park Police Management Association	Ricardo Reyes, City Manager

**ARTICLE ELEVEN:**  
**EXECUTION OF NEW AGREEMENT**

**EXECUTION OF NEW AGREEMENT**

This MOU has been approved by a vote of the City Council of the City of Huntington Park. Following its execution by the parties hereto, the City Council shall implement its terms and conditions by appropriate lawful action.

In witness whereof, the parties hereto have cause this agreement to be executed this day of 2025.

<b>Huntington Park Police Management Association      City of Huntington Park</b>	
Elsa Cobian, President Huntington Park Police Management Association	Ricardo Reyes, City Manager

# **REGULAR AGENDA**

## ITEM 1



# CITY OF HUNTINGTON PARK

Communications and Community Relations Department  
City Council Agenda Report

June 2, 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 AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR NEIGHBORHOOD CANVASSING SERVICES FOR BROADBAND NEEDS ASSESSMENT.**

**IT IS RECOMMENDED THAT CITY COUNCIL:**

1. Consider awarding a Professional Services Agreement to The Principia Group, LLC, the only responsive bidder, for Neighborhood Canvassing Services related to the City's Broadband Needs Assessment; or
2. Reject all proposals and direct staff to reissue the Request for Proposals (RFP) via PlanetBids to solicit additional competitive bids in accordance with the City's procurement policy.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

In 2021, the State of California established the Federal Funding Account (FFA) under the California Advanced Services Fund (CASF) to close the digital divide in underserved communities. Funded through the American Rescue Plan Act (ARPA), the program is administered by the California Public Utilities Commission (CPUC).

On November 7, 2024, the CPUC awarded the City of Huntington Park \$25,358,952 to construct middle- and last-mile broadband infrastructure. This transformative investment positions the City as a leader in equitable internet access.

Recognizing the need for robust community engagement, the City Council on April 7, 2025, authorized an agreement for the development and management of construction bidding documents related to the broadband infrastructure project. As part of the broader project delivery strategy, the City subsequently issued a Request for Proposal (RFP) for

# **CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR NEIGHBORHOOD CANVASSING SERVICES FOR BROADBAND NEEDS ASSESSMENT**

June 02, 2025

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Neighborhood Canvassing Services to support a Broadband Needs Assessment and ensure community input informs project implementation.

## **PROCUREMENT PROCESS**

- The RFP was issued through PlanetBids on April 15, 2025.
- 266 vendors were notified, and 19 firms downloaded the RFP documents.
- On the May 8, 2025, submission deadline, two (2) proposals were received:

<b>Proposer</b>	<b>Total Proposal Amount</b>	<b>Status</b>
The Principia Group, LLC.	\$57,600	Responsive
Alliance for a Better Community (ABC)	No fee submitted via PlanetBids	Non-responsive

### **Evaluation and Disqualification of ABC**

The RFP requires, per Section 8, that the Fee Proposal be submitted as a separate envelope, digitally interpreted through PlanetBids' platform. ABC did not upload its fee to PlanetBids. Instead, ABC submitted a physical envelope containing financial documents to the City Clerk's office outside of the required platform and protocol.

Upon discovery during the week of May 26, staff reviewed the physical submission. Still, it confirmed that ABC's proposal remained non-responsive due to failure to comply with the explicit digital submission requirements.

## **OPTIONS FOR CITY COUNCIL CONSIDERATION**

### **Option 1: Award Contract to The Principia Group, LLC**

- The Principia Group submitted a complete and compliant proposal to the City's procurement standards.
- The proposal was evaluated as responsive and responsible and falls within the available broadband grant budget.

### **Option 2: Reject All Proposals and Reissue the RFP**

- Reissuing the RFP may increase competition and vendor diversity, though it may delay the outreach component of the broadband project.

# **CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR NEIGHBORHOOD CANVASSING SERVICES FOR BROADBAND NEEDS ASSESSMENT**

June 02, 2025

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- This option may be preferred if the Council determines that the response rate is too low, or that greater transparency is warranted, given heightened public interest.

## **FISCAL IMPACT**

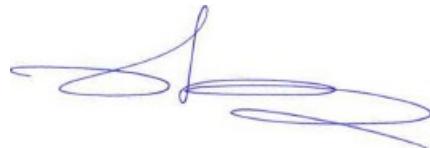
There is no impact on the General Fund. The contract, if awarded, will be fully funded through the CPUC broadband grant.

## **CONCLUSION**

Staff has determined that only one proposal, submitted by The Principia Group, LLC, was responsive and compliant with the City's procurement process. However, in the interest of transparency and maximizing competition, the Council may also consider rejecting all proposals and reissuing the RFP.

Staff are ready to implement either course of action as directed by the Council.

Respectfully submitted,



RICARDO REYES  
City Manager



SERGIO INFANZON  
Communications and Community Relations Director

## **ATTACHMENT(S)**

- A. Draft Professional Services Agreement
- B. The Principia Group, LLC Proposal
- C. Alliance for a Better Community Proposal

**CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES  
AGREEMENT FOR NEIGHBORHOOD CANVASSING SERVICES FOR BROADBAND  
NEEDS ASSESSMENT**

June 02, 2025

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## PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this **2nd day of June, 2025** (hereinafter, the "Effective Date"), by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("CITY") and The Principia Group, LLC. Hereinafter, ("CONTRACTOR"). For the purposes of this Agreement CITY and CONTRACTOR may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONTRACTOR interchangeably.

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

### I. ENGAGEMENT TERMS

- 1.1 **SCOPE OF SERVICES:** Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONTRACTOR agrees to perform the services and tasks set forth in **Exhibit "A"** (hereinafter referred to as the "**Scope of Services**"). CONTRACTOR further agrees to furnish to CITY all labor, tools, supplies, equipment, services, tasks and incidental and customary work necessary to competently perform and timely complete the services and tasks set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."
- 1.2 **TERM:** This Agreement shall commence on **June 16, 2025, to September 15, 2025**. It is the CONTRACTOR'S responsibility to request an extension at least (60) days in advance of the expiration of term of the Agreement. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause.
- 1.3 **COMPENSATION:**
  - A. CONTRACTOR shall perform the various services and tasks set forth in the **Scope of Services Exhibit "A"**.
  - B. Section 1.3(A) notwithstanding, CONTRACTOR'S total compensation during the Term of this Agreement or any extension term shall not exceed the budgeted aggregate sum of **\$57,600** (hereinafter, the "Not-to-Exceed Sum"), unless such added expenditure is first approved by the CITY acting in consultation with the City Manager and the Director of Finance. In the event CONTRACTOR'S charges are projected to exceed the Not-to-Exceed Sum prior to the expiration of the Term or any single extension term, CITY may suspend CONTRACTOR'S performance pending CITY approval of any anticipated expenditures in excess of the Not-to-Exceed Sum or any other CITY-approved amendment to the compensation terms of this Agreement.
- 1.4 **PAYMENT OF COMPENSATION:** Following the conclusion of each calendar month, CONTRACTOR shall submit to CITY an itemized invoice indicating the services and tasks performed during the recently concluded calendar month, including services and tasks

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

- 1.5 **ACCOUNTING RECORDS**: CONTRACTOR shall maintain complete and accurate records with respect to all matters covered under this Agreement during and for a period of three (3) years after the expiration or termination of this Agreement. CITY shall have the right to access and examine such records, without charge. CITY shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities. The City shall own all accounting records maintained by the CONTRACTOR.
- 1.6 **ABANDONMENT BY CONTRACTOR**: In the event CONTRACTOR ceases to perform the Work agreed to under this Agreement or otherwise abandons the undertaking contemplated herein prior to the expiration of this Agreement or prior to completion of any or all tasks set forth in the Scope of Services, CONTRACTOR shall deliver to CITY immediately and without delay, all materials, records and other work product prepared or obtained by CONTRACTOR in the performance of this Agreement. Furthermore, CONTRACTOR shall only be compensated for the reasonable value of the services, tasks and other work performed up to the time of cessation or abandonment, less a deduction for any damages, costs or additional expenses which CITY may incur as a result of CONTRACTOR'S cessation or abandonment.

## II. PERFORMANCE OF AGREEMENT

- 2.1 **CITY'S REPRESENTATIVES**: The CITY hereby designates the City Manager and Interim Director of Community Development (hereinafter, the "CITY Representatives") to act as its representatives for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representatives or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONTRACTOR shall not accept directions or orders from any person other than the CITY Representatives or their designee.
- 2.2 **CONTRACTOR REPRESENTATIVE AND CONTACT INFORMATION**: CONTRACTOR hereby designates or designee to act as its representative for the performance of this Agreement (hereinafter, "CONTRACTOR Representative"). CONTRACTOR Representative shall have full authority to represent and act on behalf of the CONTRACTOR for all purposes under this Agreement. CONTRACTOR Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this

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

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

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

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

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

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

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

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

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

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

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

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

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

### III. INSURANCE

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

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

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

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

3.4 **PRIMACY OF CONTRACTOR'S INSURANCE:** All policies of insurance provided by CONTRACTOR shall be primary to any coverage available to CITY or CITY'S elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY'S elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONTRACTOR'S insurance and shall not contribute with it.

3.5 **WAIVER OF SUBROGATION:** All insurance coverage provided pursuant to this Agreement shall not prohibit CONTRACTOR officers, employees, agents, CONTRACTOR or SUB-CONTRACTOR from waiving the right of subrogation prior to a loss. CONTRACTOR hereby waives all rights of subrogation against CITY.

3.6 **VERIFICATION OF COVERAGE:** CONTRACTOR acknowledges, understands and agrees, that CITY'S ability to verify the procurement and maintenance of the insurance required under this Article is critical to safeguarding CITY'S financial well-being and, indirectly, the collective well-being of the residents of the CITY. Accordingly, CONTRACTOR warrants, represents and agrees that it shall furnish CITY with original certificates of insurance and endorsements evidencing the coverage required under this Article on forms satisfactory to CITY in its sole and absolute discretion. **The certificates of insurance and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf and shall be on forms provided by the CITY if requested.** All certificates of insurance and endorsements shall be received and approved by CITY as a condition precedent to CONTRACTOR'S commencement of any work or any of the Work. Upon CITY'S written request, CONTRACTOR shall also provide CITY with certified copies of all required insurance policies and endorsements.

#### IV. INDEMNIFICATION

4.1 The Parties agree that CITY and CITY'S elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONTRACTOR acknowledges that CITY would not enter into this Agreement in the absence of CONTRACTOR'S commitment to indemnify, defend and protect CITY as set forth herein.

4.2 To the fullest extent permitted by law, CONTRACTOR shall indemnify, hold harmless and defend the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with CONTRACTOR'S performance of work hereunder or its failure to comply with any of its obligations contained in this Agreement.

4.3 CITY shall have the right to offset against the amount of any compensation due CONTRACTOR under this Agreement any amount due CITY from CONTRACTOR as a result of CONTRACTOR'S failure to pay CITY promptly any indemnification arising under this Article and related to CONTRACTOR'S failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

4.4 The obligations of CONTRACTOR under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONTRACTOR expressly waives its statutory immunity under such statutes or laws as to CITY and CITY'S elected and appointed officials,

officers, employees, agents and volunteers.

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

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

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

## V. TERMINATION

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## VI. MISCELLANEOUS PROVISIONS

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

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

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

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

**CONTRACTOR:**

**The Principia Group, LLC**  
**6750 Foster Bridge Blvd. Suite A**  
**Bell Gardens, CA 90201**  
Attn.Frank Aguirre, Vice President

**CITY:**

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

Such notices shall be deemed effective when personally delivered or successfully transmitted by facsimile as evidenced by a fax confirmation slip or when mailed, forty-eight (48) hours after deposit with the United States Postal Service, first class postage prepaid and addressed to the

Party at its applicable address.

6.5 **COOPERATION; FURTHER ACTS:** The Parties shall fully cooperate with one another and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.

6.6 **SUBCONTRACTING:** CONTRACTOR shall not SUB-CONTRACTOR any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. SUB-CONTRACTORS (including without limitation SUB-CONTRACTORS with Sub-CONTRACTOR'S), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement, including provisions relating to insurance requirements and indemnification.

6.7 **CITY'S RIGHT TO EMPLOY OTHER CONTRACTOR:** CITY reserves the right to employ other CONTRACTOR in connection with the various projects worked upon by CONTRACTOR.

6.8 **PROHIBITED INTERESTS:** CONTRACTOR warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONTRACTOR, to solicit or secure this Agreement. Further, CONTRACTOR warrants and represents that it has not paid nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONTRACTOR, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

6.9 **TIME IS OF THE ESSENCE:** Time is of the essence for each and every provision of this Agreement.

6.10 **GOVERNING LAW AND VENUE:** This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.

6.11 **ATTORNEYS' FEES:** If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.

6.12 **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding on the successors and assigns of the Parties.

6.13 **NO THIRD-PARTY BENEFIT:** There are no intended third-party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.

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

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

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

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

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

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

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

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

**CITY OF HUNTINGTON PARK:**

**CONSULTANT, INC.:**

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By: Ricardo Reyes, City Manager

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By:

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

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

**APPROVED AS TO FORM:**

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By: City Attorney

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

DRAFT

**EXHIBIT "A"**

**SCOPE OF WORK**

**PROPOSAL FROM SELECTED CONSULTANT.**

**DRAFT**



The Principia Group

**PROPOSAL FOR  
NEIGHBORHOOD CANVASSING  
SERVICES FOR BROADBAND  
NEEDS ASSESSMENT**



May 7, 2025

City of Huntington Park  
6550 Miles Ave  
Huntington Park, CA 90255

Dear Selection Committee,

The Principia Group LLC is pleased to submit our proposal for the Neighborhood Canvassing Services for Broadband Needs Assessment. With over five decades of collective experience in governmental relations, public affairs, and community outreach our minority-owned firm specializes in community engagement strategies that drive impactful results. Our proven track record in organizing public support and navigating local government processes positions us uniquely to fulfill the objectives outlined in your RFP.

We understand the critical importance of assessing broadband needs within Huntington Park's diverse neighborhoods and business corridors. Our team is committed to executing a comprehensive outreach strategy that includes in-person events, digital media outreach, and public forums to gather meaningful community input.

This proposal is valid for 60 days from the submission date. We look forward to the opportunity to partner with the City of Huntington Park to enhance broadband access and equity for all residents and businesses.

Sincerely,

Frank Aguirre  
Senior Vice President  
The Principia Group, LLC

6750 Foster Bridge Blvd. Suite A  
Bell Gardens, CA 90201  
[frank@principiagroupllc.com](mailto:frank@principiagroupllc.com)  
(562) 746-0264



## Table of Contents

### Introduction

1. Scope of Work
2. Project Schedule
3. Project Team and Key Personnel
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## **Introduction**

The Principia Group LLC is a Southeast Los Angeles-based, minority-owned public affairs consulting firm with over 50 years of combined experience in governmental relations and community engagement. The firm's services include strategic communications, governmental advocacy and issue management, political consulting, campaign management, conditional use permits, temporary sign permits, business license applications for various uses, coalition building and stakeholder relationship development within state and local government. We have been in business for over 10 years.

Our expertise lies in understanding client needs, formulating strategic approaches, and executing comprehensive outreach initiatives. Within the have successfully partnered with various organizations, including public agencies, nonprofit organizations, trade associations, labor unions and private entities, to implement community outreach and persuasion programs.

## **1. Scope of Work**

### **Project Initiation**

- Collaborate with City staff to finalize the scope of work and project schedule.

### **Community Engagement**

- Conduct in-person events, digital media outreach, and public forums to assess internet needs among residents and businesses.
- Engage with community anchor institutions to identify broadband challenges and opportunities.
- Implement door-to-door canvassing, outreach at local schools, libraries, community centers, and parks.
- Utilize telephone banking and social media campaigns to maximize outreach.

### **Survey Implementation**

- Design and administer surveys to evaluate current internet access, barriers to adoption, and interest in affordable broadband options.

### **Data Collection & Reporting**

- Analyze survey results to identify trends and community needs.
- Provide a comprehensive report detailing findings and recommendations.

## Collaboration

- Work closely with City staff and broadband experts to ensure inclusive stakeholder engagement.
- Participate in planning meetings and provide progress updates to the City Council and staff.

## 2. Project Schedule

The Principia Group LLC proposes a structured 12-14-week project timeline, designed to align with the City of Huntington Park's goals and maximize outreach efficiency while ensuring thorough data collection and reporting.

Phase	Duration	Key Tasks
Phase 1: Project Kickoff	Week 1	<ul style="list-style-type: none"><li>- Meet with City staff to finalize scope, timelines, and stakeholder map- Develop outreach materials, survey tools, and training protocols.</li></ul>
Phase 2: Team Training	Week 2	<ul style="list-style-type: none"><li>- Train canvassers and outreach staff on data collection tools, messaging, and cultural competency</li></ul>
Phase 3: Community Engagement	Weeks 3–7	<ul style="list-style-type: none"><li>- Door-to-door canvassing across neighborhoods- Business corridor visits and interviews- Community events, school outreach, and library/park pop-ups- Digital media and phone banking campaigns</li></ul>
Phase 4: Focus Groups & Forums	Weeks 5–8 (overlap)	<ul style="list-style-type: none"><li>- Facilitate in-person and virtual roundtables with residents, business owners, and community institutions</li></ul>
Phase 5: Data Analysis	Weeks 8–10	<ul style="list-style-type: none"><li>- Aggregate survey responses- Identify key trends, barriers, and opportunities</li></ul>
Phase 6: Reporting & Review	Weeks 11–12	<ul style="list-style-type: none"><li>- Draft comprehensive findings report- Present draft to City staff for feedback- Final report submission and City Council presentation</li></ul>

### Milestones & Deliverables:

- Week 1: Project launch and material development
- Week 2: Trained outreach team ready for deployment
- Week 7: Mid-project engagement update to City staff
- Week 10: Preliminary data analysis completed
- Week 12: Final report submitted and presented

Notes:

- Timeline is adjustable based on City coordination, community response rates, and holiday schedules.
- Weekly progress reports will be delivered to ensure transparency and course correction if needed.

### **3. Project Team and Key Personnel**

Mario Beltran, Project Manager

Over 20 years of experience in public affairs and community engagement.

Enrique Vega, Community Outreach Coordinator

Expertise in organizing community events and conducting surveys.

Frank Aguirre Jr., Data Analyst

Specializes in analyzing survey data and preparing comprehensive reports.

Resumes for all key personnel are attached.

### **4. Company Qualifications**

The Principia Group LLC is a minority-owned public affairs firm based in Los Angeles with over 50 years of combined experience in governmental relations, strategic outreach, and civic engagement. Our firm has built a strong reputation for effectively engaging diverse communities throughout Southern California—including immigrant populations, low-income households, and linguistically isolated groups—on critical public policy and infrastructure issues.

#### ***Relevant Experience***

We have partnered with public agencies, nonprofit organizations, and private sector stakeholders to design and execute high-impact outreach and persuasion campaigns

for initiatives related to public utilities, labor organizing, housing policy, and public infrastructure investments. Notable projects include:

- Executed a successful community outreach and education for the Zero Waste Campaign as a subcontractor for Athens Services in the City of Los Angeles. The Zero Waste Campaign is part of RecycLA, a city-wide commercial waste system in Los Angeles, encompassing over 66,000 accounts.
- Coordinating and executing a successful community outreach and persuasion campaign in Bell Gardens in support of a sales tax increase of 0.75% that is generating over \$2.33 million in new revenue per year for city services.
- Leading door-to-door, digital, and mail successful community outreach campaigns in three Southeast Los Angeles municipalities to build support for the adoption of commercial cannabis licensing.
- Organizing a successful bilingual campaign in support of the Citadel Premium Outlets expansion to boost economic inclusion among neighboring communities and ensure the approval of project that will bring \$11.4 million per year in additional revenue to the city of Commerce.

## **Methodology for Canvassing and Surveying Underrepresented Communities**

Our approach is tailored to ensure that historically underrepresented voices are not only reached—but prioritized—in the data collection and community consultation process. We recognize that equity-focused outreach requires trust, presence, and cultural fluency. Our methodology includes:

### ***1. Culturally and Linguistically Competent Staff***

- All canvassers and outreach workers are trained in cultural sensitivity and many are bilingual (English/Spanish).
- We hire directly from within the communities we serve to increase relatability and trust.

### ***2. Layered Outreach Channels***

- Door-to-Door Canvassing: Prioritize census tracts with high broadband disparity and non-English speaking households.
- School-Based Engagement: Distribute surveys and flyers at drop-off/pick-up points in Huntington Park K-12 schools, where working families are regularly present.
- Community Anchors: Partner with libraries, churches, clinics, and parks to host tabling events, pop-up booths, and focus groups in familiar settings.

### ***3. Language Access and Accessibility***

- All survey instruments, flyers, and communications are available in English and Spanish.
- We use visual and simplified content formats where appropriate to increase participation among seniors and individuals with low literacy.

### ***4. Community Feedback Loops***

- Focus groups and roundtables offer structured opportunities for deeper qualitative insights.
- Participants are compensated (where permitted) for their time to show respect for their contributions.

### ***5. Data Integrity and Privacy***

- Surveys are conducted using secure mobile platforms (or paper where preferred) and all data is anonymized to protect resident identity.
- We transparently communicate how the data will be used and how it may benefit the community.

This equity-first strategy ensures that the broadband needs assessment captures a full and accurate picture of the community's infrastructure gaps, adoption barriers, and economic opportunities.

## **5. References**

1. City of Bell Gardens  
Contact: Michael O'Kelly, City Manager  
Phone: (562) 806-7702  
Email: [MOKelly@bellgardens.org](mailto:MOKelly@bellgardens.org)
2. City of Pico Rivera  
Contact: Steve Carmona, City Manager  
Phone: (562) 801-4371  
Email: [scarmona@pico-rivera.org](mailto:scarmona@pico-rivera.org)
3. City of Montebello  
Contact: John Soria, Director of Transportation  
Phone: (323) 558-1625  
Email: [jsoria@montebello.ca.gov](mailto:jsoria@montebello.ca.gov)

## **6. Compliance with City Agreements**

We have reviewed the City's Standard Professional Services Agreement and Standard Insurance Requirements. The Principia Group LLC agrees to comply with all aspects of these agreements.

## **7. Compliance with City Agreements**

We have reviewed the City's Standard Insurance Requirements. The Principia Group LLC agrees to comply with all aspects of these agreements.

## **8. Additional Information**

The Principia Group LLC is committed to fostering digital equity and enhancing broadband access for underserved communities. Our approach is data-driven and community-focused, ensuring that the solutions we propose are both effective and sustainable. Please see attached deck showcasing our abilities.

## **9. Non-Collusion Declaration**

Please find the signed Non-Collusion Declaration form attached

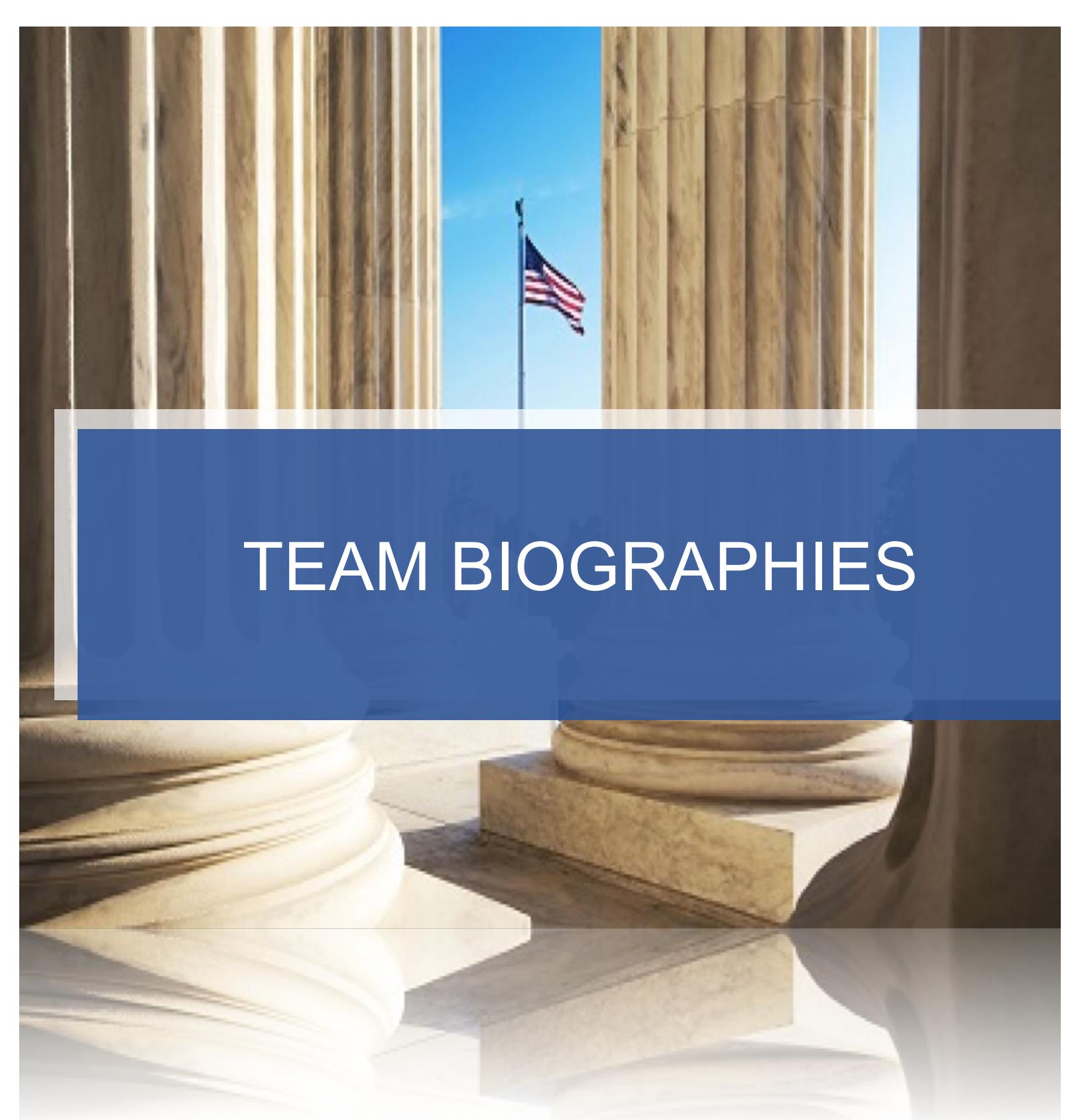
## **Fee Proposal**

Submitted under separate cover as per RFP instructions.

We appreciate the opportunity to submit this proposal and look forward to the possibility of working together to enhance broadband access in Huntington Park.

---

## **COMPANY BIOGRAPHIES**



# TEAM BIOGRAPHIES



## Mario E. Beltran

**President and Founder**

- Over 20 years of experience in political consulting, government relations, and communications strategy.
- Served 12+ years in the California State Legislature and as a City Councilmember and Planning Commissioner.
- Expert in navigating policy and political dynamics at all levels of government across Los Angeles County.
- Co-founder of the Southeast Leadership Network; Vice President of Southeast LA Kiwanis Club.
- Former Board Member, Salvadoran American National Association and South Gate Chamber of Commerce.
- Recognized for building long-standing political relationships and executing issue-based strategies from start to finish.

**"Known for delivering strategic advocacy and timely solutions across public and private sector challenges."**



## Frank Aguirre Jr.

Vice President

- **20+ years in government affairs, corporate social responsibility, and political campaign strategy.**
- **Former strategist for California State Senate, Assembly, and LA City Councilmembers.**
- **Led government affairs for the nation's largest Latino-focused grocer, overseeing statewide public affairs.**
- **Expert in stakeholder engagement, communications, and land use strategy.**
- **Successfully managed numerous local and statewide electoral campaigns in Southern California.**

**“Specializes in bridging corporate goals with community priorities for sustainable success.”**



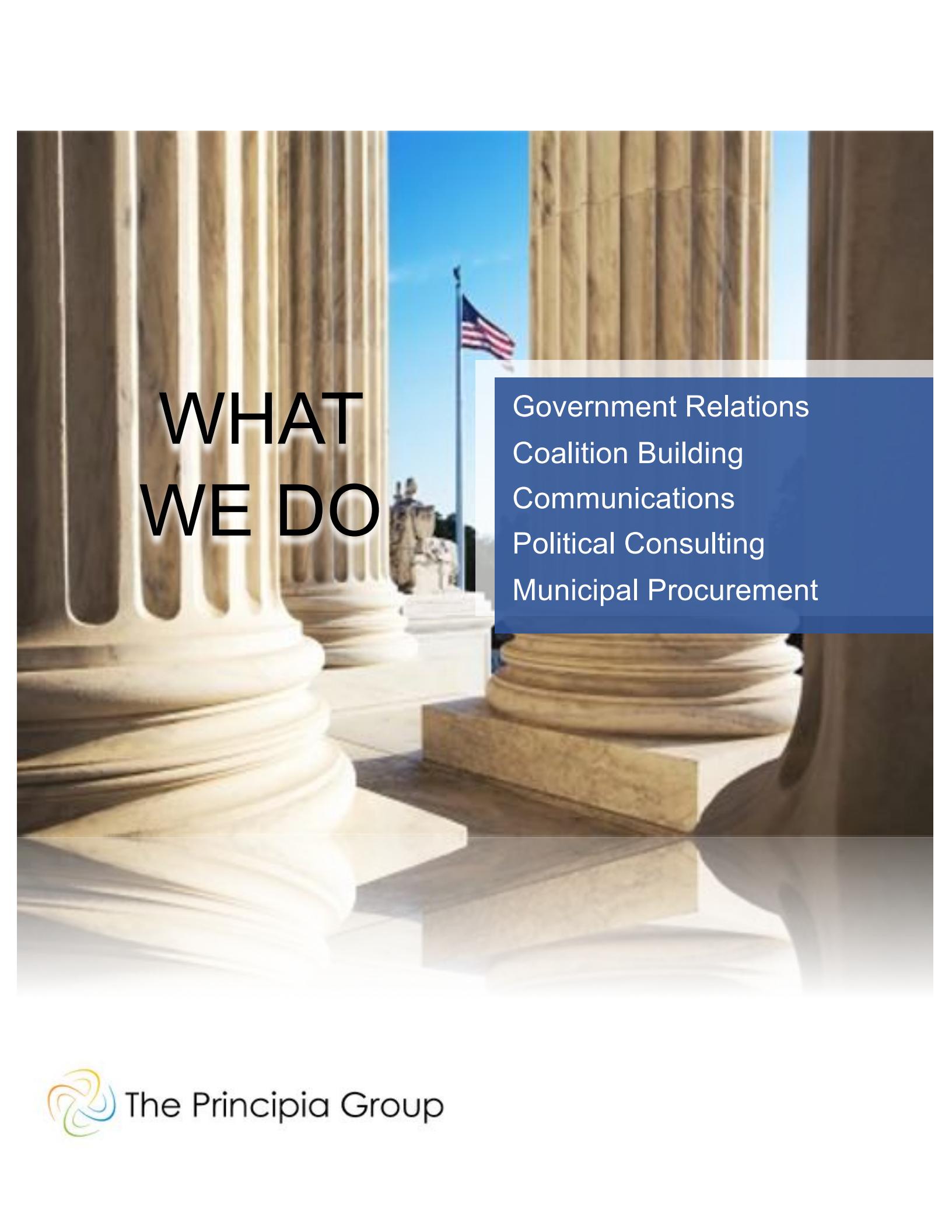
## Enrique Vega

Vice President

- Over 18 years of experience in public affairs, coalition building, and community organizing.
- Former Field Representative for CA State Assembly in Southeast LA, with deep grassroots ties.
- Contracted by LA County CEO's Office for community outreach in underserved areas.
- Served in leadership roles with the Archdiocese of LA, Padres Unidos, and multiple regional chambers.
- Former Chair of Government Affairs – Regional Hispanic Chamber of Commerce, Long Beach.
- Led successful advocacy efforts across local, state, and national campaigns.

**“Trusted connector between policymakers, community groups, and business leaders.”**

## **ADDITIONAL INFORMATION**



# WHAT WE DO

Government Relations  
Coalition Building  
Communications  
Political Consulting  
Municipal Procurement



# THE FIRM

## Practice Areas

Government Relations

Coalition Building

Communications

Political Consulting

Our team is a community, public, and government affairs firm operating at all levels of government throughout Southern California. With over 50 years of collective experience, our firm's principals bring unique backgrounds, qualifications, and relationships to achieve the goals of our clients. We recognize that our clients are not just looking for "lobbying" but need a firm that understands politics, policy, stakeholder engagement, public opinion, and corporate reputation.

In today's world, positive outcomes are the result of sound strategy and execution, access to decision-makers, and effective communication. We strive to exceed our clients' expectations with the understanding that our success is the success of our clients. Our work takes us from city halls and state capitals to community groups, corporate boardrooms and trade associations throughout the state.

Our approach is both personal and thoughtful as we ensure our clients are always ahead of the curve, never behind it. We execute by navigating the public policy and business landscapes to produce favorable outcomes for our clients.

Finally, we are effective communicators – we bring to life your organization's successes and accomplishments through visuals and media. Whether to the press, government officials, or prospective business partners, your story must be told clearly, concisely, effectively, and on your terms. That is our responsibility, and we take it seriously. When we speak on your behalf or represent your interests, we aim to make an impression that will produce the results you want.



# WHY US



- **50+ Years of Combined Experience**

Our leadership team brings over five decades of political consulting, community engagement, and government relations expertise.



- **Proven Track Record of Success**

From securing WIC licenses statewide for Mi Pueblo to winning municipal contracts for NASA Services and Measure M — we deliver results.



- **Deep Community Roots & Bilingual Outreach**

We specialize in culturally competent stakeholder engagement in Latino and underrepresented communities.



- **Multi-Sector Expertise**

We've served clients across infrastructure, cannabis, labor, public health, waste services, and campaigns.



- **End-to-End Campaign Execution**

From outreach strategy to media production and campaigns — we execute at every step.



# Government Relations

## *Key Services*

**Legislative Advocacy**

**Regulatory Compliance**

**Governmental Procurement**

**Municipal Consulting**

**Real Estate Development**

**Zoning and Land Use**

**Strategic Planning**

Relationships are at the core of getting things done in the world of advocacy. Whether it is input on legislation that will impact your business, a million-dollar procurement bid, or entitlements on your development project, you need access to decision-makers and an experienced team to tell your story. At The Principia Group, we know how to move government by reaching out to leaders and working with them to create positive outcomes on behalf of our clients. We achieve this by leveraging our network of relationships and the governmental process to get the desired results.

We are known for focusing on the details and using our extensive knowledge of local, regional, and state policy to deliver compelling messages which support your goals. We commit ourselves to deliver real-time responses to changing political environments. Our extensive network of elected officials and policy makers provides our clients the access that they desire. In addition to face-to-face meetings with decision makers, we implement a range of communication techniques.



# Coalition Building

## Key Services

Community Outreach

Stakeholder Engagement

Grassroots and Grassroots  
Mobilization

Strategic Planning

Building strong coalitions significantly improves advocacy efforts. Such alliances make it possible to coordinate resources and advocacy capacities between individuals and organizations to achieve a common goal.

The Principia Group has an extensive network of relationships with diverse groups and organizations, including community and business groups, trade associations, labor unions, elected officials, and special interest groups.

We have a history of creating broad coalitions and garnering public support for our clients on many issues. We connect multiple stakeholders to develop partnerships and strengthen the community's resolve and the position of our clients.



# Municipal Procurement

## Key Services

Procurement Strategy

RFP Analysis

Contract Management

Contract Evaluation

At Principia Group we understand the critical role that effective municipal procurement plays in the success of many companies. We are pleased to offer our comprehensive consulting services tailored specifically to meet the unique needs and challenges of municipal procurement processes.

Our team brings a wealth of knowledge and expertise in municipal procurement, coupled with a deep understanding of the legal, regulatory, and ethical considerations that govern public sector procurement. We are committed to assisting companies in achieving their objectives while ensuring transparency, fairness, and accountability throughout the entire process.

## Our Process

- Procurement Strategy Development: We work closely with our clients to develop a robust procurement strategy aligned with specific goals and objectives. Our consultants conduct a thorough analysis of your current objectives, identify areas for improvement, and recommend strategies to enhance efficiency, cost-effectiveness, and risk management.
- Policy and Procedure Development: We assist in the development and enhancement of procurement policies and procedures tailored to your goals and unique requirements.
- Contract Management: We establish robust contract management frameworks to ensure effective monitoring, performance measurement, and compliance. Our consultants provide guidance on contract terms, dispute resolution mechanisms, and post-contract evaluation, enabling companies to maximize value.
- By engaging Principia Group your company can benefit from our extensive experience, industry insights, relationships and a client-centric approach. We are committed to delivering tailored solutions that address your specific procurement needs, promote efficiency, and drive successful project outcomes.



# Political Consulting

## Key Services

- Campaign Management
- Direct Mail Design
- Graphic Design
- Targeted Messaging
- Speech Writing
- Strategic Campaign Development
- Video Production
- Photography Production
- Web Site Development

Our Firm offers a full suite of electoral campaign services that are tailored to streamline your operation. Our team has over 50 years of combined consulting, communications, campaign management, and political strategy experience.

Our team focuses on understanding the political landscape and voting population by crafting, developing, and delivering tailored messaging to specific cohorts and subgroups. Our experience has proven that successfully managed campaigns win with strategists that have a proven track record equipped with the correct tools, knowledge, and resources to identify, target, and mobilize voters. Our team of consultants has managed countless local, state, and federal campaigns.

We have acquired the data, tools and know-how to ensure your success. We understand that there is not a one size fits all approach when it comes to electoral campaigns, that is why our services can be customized to fit your individual campaign needs and goals.

### Campaign Management Tools

Direct mail, email, and text messaging – reaching the maximum number of voters is essential to any campaign. Identifying your voter universe and contacting them through traditional direct mail, along with email and text messaging, can make the difference in obtaining your desired results.

Voice Recognition and Predictive Dialer – Our program routes calls to live operators or recorded messages based on whether a voter picks up the phone or not, thereby increasing the number of contacts made to provide you with the winning edge.



# Our Success

## *Current & Past Client List:*

***Mi Pueblo Food Centers***

***Alpine Vapor***

***Elevue Media***

***KushCo Holdings***

***4Front Ventures***

***Southland Energy***

***Teamsters Local 630***

***UTLA***

***Florence-Firestone/  
Walnut Park Chamber  
of Commerce***

The Principia Group was built on the premise of providing clients with comprehensive representation across a broad spectrum of public policy issues. Our team of professionals have significant experience successfully representing clients before decision makers within the government space and have excellent working relationships throughout all branches of state and local government.

### ***Mi Pueblo Food Center***

A California area retailer with over 40 locations across the state hired us to secure WIC licenses after some of their original applications had previously been denied.

Our client came to us in the midst of the holiday season, with just two weeks left to appeal and reverse these decisions. This is a process that generally takes 60-90 days, and as such, it was critical to waste no time attacking this issue head on. Our effort began by approaching the Department of Public Health, whose responsibility it was to approve or deny these licenses. After contacting the necessary public officials, and advising them of the impact this could have on the retailer's ability to operate, our team was able to successfully appeal and reverse the original decision that prevented many of their locations from obtaining licenses.

By leveraging existing relationships, our team was able to successfully contact all necessary officials, despite the fact that the issue arose during the holidays. After contact had been made, our team facilitated communication between our client and the Department of Public Health so that the decision could be reversed before the new year. In the end, our team was successful in servicing our client despite the limited timeframe, and this can be attributed to the creative techniques our company employs.



# Our Success (continued)

## *Current & Past Client List:*

**[Alchemy Media](#)**

**[Cookies \(Los Angeles\)](#)**

**[WPH Holdings](#)**

**[Athens Services](#)**

**[Ridwell, Inc.](#)**

**[West Coast Arborists](#)**

**[Infrastructure Engineers](#)**

**[The Beverly Hilton](#)**

**[Citadel Outlets](#)**

**[Yes on Measure S](#)**

**[Catalyst](#)**

**[Alchemy Media](#)**

As part of our full range of Government Affairs services, The Principia Group assists our clients in navigating entitlement and permitting processes. Our firm represents Alchemy Media, a national advertising firm specializing in urban outdoor media campaigns for some of the largest record labels, television networks and movie studios in the world. As one of their many vehicles for marketing, Alchemy Media places advertisements on pedestrian barriers surrounding vacant lots and construction sites through a graffiti abatement program offered by the City of Los Angeles' Office of Community Beautification. The Principia Group assists Alchemy Media by preparing site maps, and applications and securing permits from the Los Angeles Department of Building and Safety. Over the past three years, The Principia Group has successfully obtained permits for over 200 sites throughout the city.

**[Cannabis Industry](#)**

Our team has worked for a variety of operators in the Cannabis Industry, from conducting community outreach, to providing tours to policy makers, to preparing applications to lobbying on and successfully obtaining licenses in various municipalities throughout Southern California. Our successes include the planning and execution of a successful community outreach campaign to ensure the approval of the Maywood Commercial Cannabis Ordinance on behalf of Cookies.



# Our Success (continued)

## Current & Past Client List:

**ABM Industries**

**NASA Services**

**Yes on Measure M (LA County)**

**Yes on Measure A**

**Building Industry Association of Southern California**

**Levy Affiliated**

**Montebello Police Officers Association**

**SEIU Local 99**

**AltaMed**

**Universal Waste Systems**

**Stiiizy**

### **ABM Industries**

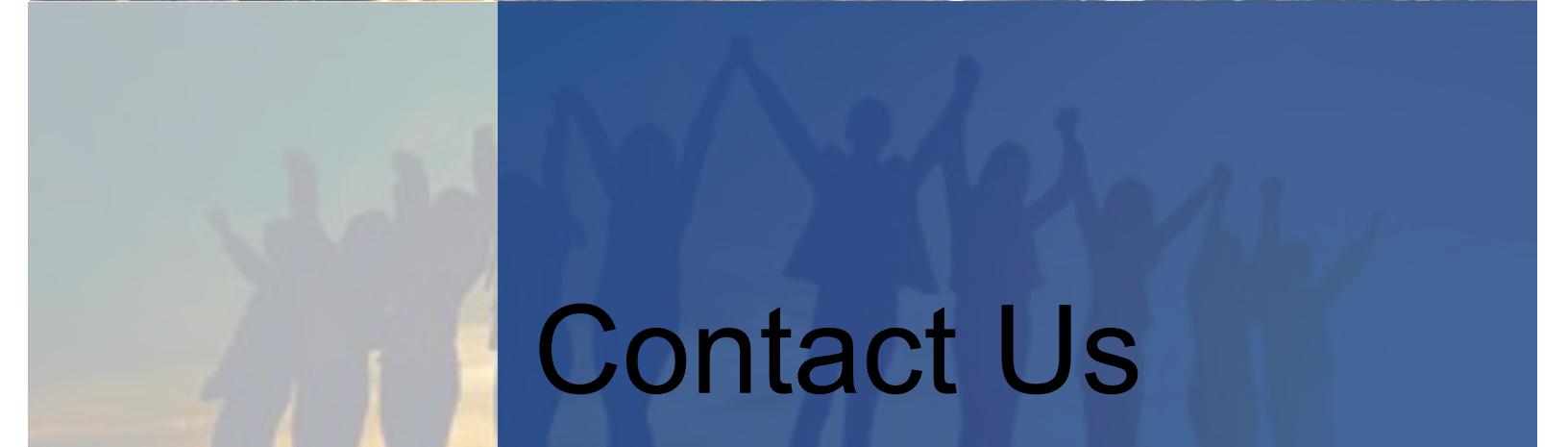
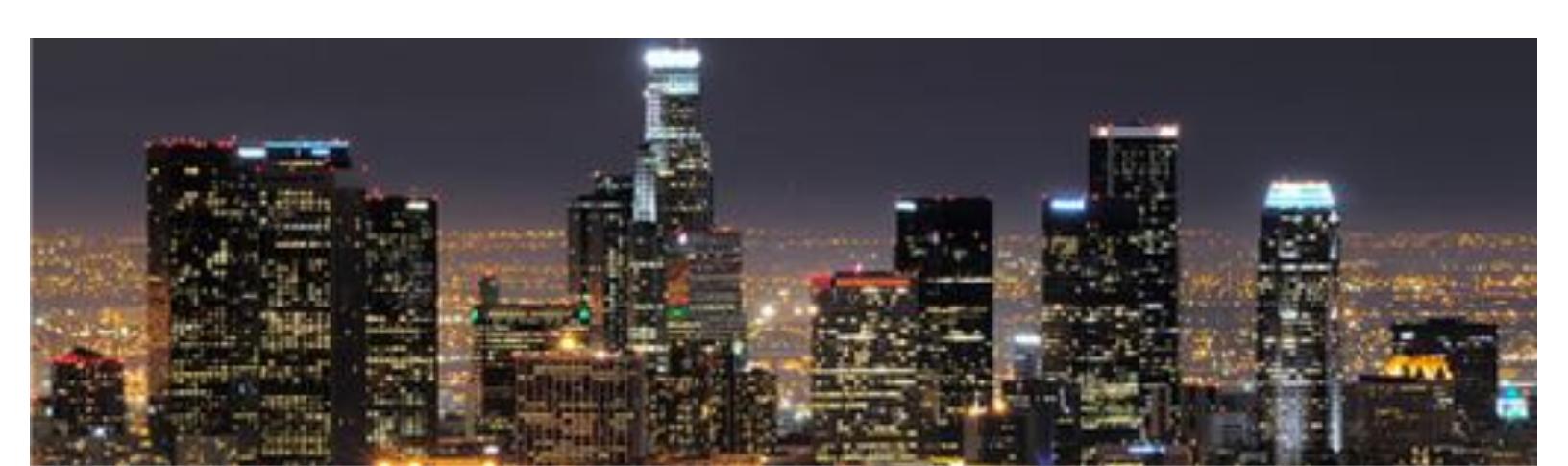
ABM, a fortune 500 company, approached our team looking to access local municipalities in order to highlight their Energy Savings Solutions Division. ABM realized that in order to gain access to the decision-makers they needed a team that understood a particular city's needs in order to offer a comprehensive package of services. Our team continues to assist ABM in identifying procurement opportunities by understanding the needs of the community and by leveraging our relationships. ABM has been successful in presenting comprehensive Bundled Energy Solutions to dozens of elected officials and city managers, and is currently assessing and presenting findings to multiple interested municipalities.

### **NASA Services**

Our team represents NASA Services, one of the top trash haulers in Southern California. The Principia Group has provided governmental relations services for the company since 2014 and has played a key role in its continued expansion. The Principia Group led the strategic efforts to help NASA Services become one of only seven companies to secure an exclusive trash franchise zone in the City of Los Angeles. The City of Los Angeles trash franchise is the largest exclusive franchise in the United States, worth approximately \$3.5 billion.

### **Yes on Measure M**

The Principia Group was part of the campaign team that successfully executed the Yes on Measure M campaign in Los Angeles County. The Principia Group led the efforts and assisted in the development of strategy and messaging to reduce the opposition and increase support among elected officials in the Gateway Cities region. Measure M is the largest transportation infrastructure initiative in the United States.



# Contact Us

**6750 Foster Bridge Blvd. Suite A  
Bell Gardens, CA 90201**

**info@principiagroupllc.com  
(562) 746-0264**



**The Principia Group**

# **NON-COLLUSION DECLARATION**



## NON-COLLUSION DECLARATION

The undersigned declares:

This Agreement is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal submitted by the Contractor is genuine and not collusive or sham. The Contractor has not directly or indirectly induced or solicited any other entity to put in a false or sham bid or proposal. The Contractor has not directly or indirectly colluded, conspired, connived, or agreed with any other entity or anyone else to put in a sham bid or proposal, or to refrain from submitting such bid or proposal. The Contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid or proposal price of the Contractor or any other entity, or to fix any overhead, profit, or cost element of the bid or proposal price, or of that of any other entity. All statements contained in the bid or proposal submitted by Contractor are true. The Contractor has not, directly or indirectly, submitted his or her bid or proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid or proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Contractor that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Contractor.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 5/7/2025 [date], at Bell Gardens [city], CA [state].”

Signed: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "M. Beltran". It is written over a horizontal line that follows the "Signed:" label.

Print name and title: Mario Beltran, President

CONTRACTOR: Principia Group LLC

# FEE PROPOSAL



## Fee Proposal

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Neighborhood Canvassing Services for Broadband Needs Assessment

Submitted by: The Principia Group LLC

Date: May 7, 2025

**Total Estimated Budget: \$57,600**

### Cost Breakdown by Task

Task Description	Role	Estimated Hours	Hourly Rate	Subtotal
Project Management & Strategy	Principal Consultant	40	250	10000
Community Outreach Coordination	Senior Outreach Manager	60	175	10500
Neighborhood Canvassing (Field Team of 4)	Outreach Associate (x4)	240	50	12000
Survey Design & Implementation	Communications Strategist	20	150	3000
Focus Groups / Forums Facilitation	Outreach Manager	30	125	3750
Data Analysis & Reporting	Research Analyst	40	125	5000
Stakeholder Meetings & City Presentations	Principal Consultant	20	250	5000
Social Media & Digital Outreach	Communications Associate	20	100	2000
Project Administration	Admin Support	30	75	2250

**Subtotal Labor: \$53,500**

Reimbursable Expenses (mileage, materials, printing, translation): \$4,100

**TOTAL PROJECT COST: \$57,600**

### Notes:

- All work will be performed in accordance with the City's standard Professional Services Agreement and insurance requirements.



*Audrey Dow - Chair*  
Public Affairs Consultant

*Rosie Arroyo - Vice Chair*  
Senior Program Officer  
California Community  
Foundation (CCF)

*Juan De La Cruz - Vice Chair*  
President  
Adventist Health White Memorial  
Charitable Foundation

*Michael Méndez, Ph.D - Secretary*  
Assistant Professor  
University of California, Irvine

*Refugio Lopez - Treasurer*  
Vice President  
Head of U.S. Money Movement  
ADP

*Lizette Carbalal*  
Vice President of Community  
Relations  
Telemundo 52 & NBC4

*Veronica Carrizales*  
Managing Director  
The California Wellness  
Foundation

*Mercedes Cruz, J.D.*  
Sr. Law Partner  
Leal & Trejo APLC

*Robert M. Sainz*  
Executive Director  
New Ways to Work

May 8, 2025

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

Dear Mr. Ricardo Reyes,

Re: Proposal Submission: Neighborhood Canvassing Services  
for Broadband Needs Assessment

On behalf of the Alliance for a Better Community (ABC), please accept this proposal for Neighborhood Canvassing Services in support of the City of Huntington Park's Broadband Needs Assessment. ABC is honored to submit this response and expresses its strong interest in serving as the lead outreach partner for this important effort.

ABC is a trusted, community-based nonprofit organization with nearly 25 years of experience leading culturally competent engagement efforts across Southeast Los Angeles (SELA). The organization is uniquely positioned to deliver a comprehensive, multilingual canvassing and outreach strategy in Huntington Park—grounded in equity, guided by community voice, and supported by established partnerships with local schools, community-based organizations, and civic leaders.

ABC's project team brings deep expertise in digital equity, community mobilization, and survey-based data collection. The team has successfully led similar outreach and broadband planning efforts in the region, including targeted campaigns in Huntington Park. Leveraging a promotor/a model, bilingual community canvassers, and collaborative partnerships with local institutions, ABC is prepared to carry out a statistically representative, inclusive engagement strategy that reflects the needs and experiences of Huntington Park's diverse residents, businesses, and anchor institutions.

The enclosed proposal outlines ABC's approach to implementing a trusted messenger-based canvassing strategy, engaging small businesses and anchor institutions, and synthesizing community feedback into actionable insights for the City's broadband planning efforts. ABC is confident in its ability to meet and exceed the scope of work outlined in the City's Request for Proposals.

Please note that this proposal shall remain valid for a period of sixty (60) days from the date of submission.

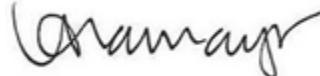
For any questions or follow-up, please contact:

Vanessa Aramayo  
President and CEO  
Alliance for a Better Community  
201 South Figueroa Street., Ste. 200  
Los Angeles, CA 90012  
(213) 201-3904  
[vanessa@afabc.org](mailto:vanessa@afabc.org)

Erika Cervantes  
Director of Policy and Advocacy  
Alliance for a Better Community  
201 South Figueroa Street., Ste. 200  
Los Angeles, CA 90012  
(213) 267-2144  
[erika@afabc.org](mailto:erika@afabc.org)

Thank you for your consideration. ABC looks forward to the opportunity to partner with the City of Huntington Park to advance digital equity and connectivity for all.

Sincerely,



Vanessa Aramayo  
President & CEO  
Alliance for a Better Community

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Needs Assessment**

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## **Section 1 – Scope of Work**

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### **About Alliance for a Better Community**

Alliance for a Better Community (ABC) is a community-based nonprofit organization committed to advancing equity for Latina/o families across Los Angeles through policy and systems change. With deep roots in Southeast Los Angeles (SELA), ABC leads regional advocacy, civic engagement, and coalition-building efforts to ensure historically underserved communities can thrive.

ABC brings close to 25 years of experience in public education campaigns, parent engagement, and coalition-led advocacy. ABC serves as a trusted convener, bridge-builder, and policy advocate, grounding all of the organization's work in the lived experiences of the community members they serve. Over the last two years, ABC has led targeted digital equity efforts across SELA and Huntington Park through community training cohorts, legislative advocacy, coalition convenings, and multilingual outreach. ABC is well-positioned to lead a citywide outreach and engagement strategy that is culturally competent, community-driven, and designed for impact.

### **Project Understanding**

The City of Huntington Park is a vibrant, predominantly Latina/o community with a population of approximately 54,000 residents. Over 97% of the population identifies as Latina/o, and more than one-third are foreign-born. The city is characterized by a young population, with a median age of around 32, and a high percentage of households speaking a language other than English at home. These demographics reflect a community that is rich in culture and resilience but disproportionately impacted by systemic inequities in access to education, economic opportunity, and digital infrastructure.

ABC understands the unique needs of Huntington Park residents and the importance of culturally competent, community-centered engagement to ensure programs and services effectively address local challenges. Our proposal reflects a deep commitment to advancing digital equity, empowering local leaders, and building sustainable pathways that uplift historically underserved communities in Huntington Park.

The City of Huntington Park recognizes that meaningful digital equity requires direct engagement with the communities most impacted by broadband gaps. This project seeks to lay the foundation for an equitable, community-informed municipal broadband network by identifying broadband access, affordability, and service challenges across households, businesses, and institutions.

ABC understands that the central role of this project is to design and lead a robust outreach strategy that is statistically representative and intentionally inclusive. As a trusted community organization in Southeast Los Angeles, ABC has long-standing relationships with local schools, nonprofits, community leaders, and residents in Huntington Park. ABC's multilingual and multigenerational approach is grounded in cultural competency and trust, which is critical for collecting honest feedback from populations who are often excluded from civic planning processes. ABC brings a deep understanding of community-based engagement practices and has successfully led previous digital equity initiatives in the city and surrounding regions.

Through its established infrastructure and relationships, ABC will reach Huntington Park's diverse population, particularly low-income, immigrant, senior, and youth residents, to ensure that data collection reflects the needs of those who stand to benefit most from a reliable, community-owned broadband system. ABC's role extends beyond outreach, encompassing public awareness-building, facilitation of civic dialogue, and the integration of community voices into municipal planning processes.

## **Project Goals and Approach**

### **A. Community Engagement: Canvassing & Outreach to Residents**

To ensure meaningful and representative participation from Huntington Park's diverse population, ABC will implement a combination of digital and in-person outreach strategies. Efforts will focus on reaching underrepresented voices—including monolingual Spanish speakers, renters, seniors, and immigrant families—through approaches that prioritize language accessibility, cultural relevance, and community trust.

- **Promotor/a model canvassing:** ABC will recruit, train, and deploy bilingual promotoras/es who are residents of Huntington Park to conduct door-to-door outreach. These promotoras/es will provide project information, answer resident questions, and assist with completing surveys in preferred languages. This trusted messenger model supports authentic community conversations and enhances participation.
- **Tabling and workshops at community hubs:** ABC will coordinate with key community sites, such as the Huntington Park Library, community centers, parks, and local events, to host tabling efforts and mini-survey drives. Informational workshops about digital equity and broadband access will also be offered to spark resident interest.
- **Parent engagement at local K-12 schools:** In collaboration with local schools, ABC will conduct outreach during parent drop-off/pick-up hours, attend school events and meetings, and distribute bilingual (English/Spanish) materials. Engaging families through school networks

ensures outreach to households with K-12 students most affected by the digital divide.

- **Senior and childcare center outreach:** ABC will coordinate outreach events and distribute surveys at senior centers and childcare facilities, working with local health clinics and family-serving providers. Small-group discussions and direct assistance with survey completion will be provided to ensure inclusion of older adults and early childhood caregivers in the planning process.
- **CBO-based outreach:** ABC will collaborate with trusted, local community-based organizations, particularly those that serve youth, families, and immigrant communities, to strengthen outreach efforts. These organizations are deeply embedded within Huntington Park's social fabric and maintain long-standing relationships with residents. ABC will work alongside these partners to align outreach with ongoing community activities and engagement spaces, such as existing programs, events, and meetings. Through this collaborative approach, ABC will amplify trust, encourage participation, and ensure that the survey and related materials reach residents in spaces where they already feel safe, informed, and empowered.
- **Digital and traditional media campaigns:** ABC will design and implement a culturally relevant media campaign using both digital platforms and traditional outlets. Paid social media ads, text messaging, and email blasts through partner networks will be combined with outreach via Spanish-language TV to maximize reach and promote both survey participation and community forums.

## **B. Business Corridor Engagement**

To assess the broadband needs of Huntington Park's business community, ABC will engage a broad cross-section of business operators through a range of culturally and linguistically responsive outreach strategies. Emphasis will be placed on reaching mom-and-pop shops, immigrant-owned businesses, and those operating along key commercial corridors such as Pacific Boulevard and Florence Avenue. ABC's approach will prioritize building relationships and fostering trust to ensure that input reflects the real-world broadband challenges and opportunities faced by businesses across the city's diverse economic landscape.

- **Door-to-door canvassing:** ABC will deploy teams to canvass businesses along Pacific Blvd, Florence Ave, and other commercial corridors. Businesses will be introduced to the survey's purpose, with on-the-spot support available for completion. This personal approach builds trust and yields timely, accurate data.

- **Chamber of Commerce partnerships:** ABC will coordinate with the local Chamber of Commerce and other business associations to distribute the survey via newsletters, network events, and mixers. These partnerships will help reach businesses beyond those accessible through street canvassing alone.
- **Business-focused outreach booths and digital engagement:** ABC will host booths at business events and city forums to share information and collect input from business owners. Concurrent digital engagement, including social media and text campaigns, will target business owners directly, offering links to the survey and details on upcoming events.

### **C. Anchor Institution Engagement**

A full understanding of Huntington Park's broadband needs requires insight from a broad range of anchor institutions. In addition to the categories of community and business segments identified above, ABC will also engage within public safety stations, community clinics and health centers, childcare and early education centers, post-secondary institutions, faith-based institutions, libraries, and other community-based organizations.

#### **Survey collection:**

ABC will administer online surveys with institutional leaders to understand broadband-related challenges, such as reliability, speed, and equipment limitations. These engagements will also explore the impact of broadband on service delivery, including telehealth, operations, and public access.

#### **Sector-specific focus groups and roundtables:**

ABC will organize small focus groups and roundtable discussions with representatives from health, education, public safety, and nonprofit sectors to gather qualitative insights and cross-sector challenges. Findings will inform recommendations for municipal broadband planning that reflect institutional needs.

### **Community Forums and Public Engagement**

ABC will lead the planning and logistics for four quarterly town hall-style community forums. These events will provide structured opportunities for education, feedback, and engagement. Forums will be conducted in both English and Spanish and promoted via ABC's outreach channels. Each forum will include:

- Educational segments on broadband access, speed, pricing, and reliability
- Interactive features such as live polling, Q&A sessions, and group discussions
- Promotion of additional opportunities for resident input through focus groups and surveys.

- Opportunity for City staff to provide a city-led presentation on the municipal broadband buildout, including goals, timelines, and infrastructure plans, ensuring public trust and transparency.

### **Data Collection, Analysis, and Reporting**

ABC will oversee the collection, analysis, and synthesis of both qualitative and quantitative data from residents, businesses, and anchor institutions. This process will include implementing surveys to assess current internet access, identify barriers to broadband adoption, and gauge community interest in low-cost municipal broadband options offered by a nonprofit provider. Key areas of focus will include:

- Current levels of internet access and service reliability.
- Reasons for non-adoption among residents and small businesses.
- Interest in subscribing to broadband services at affordability price points, including:
  - Bronze: \$40/month for 50MB download / 20MB upload
  - Gold: \$59.99/month for 100MB download / 100MB upload
  - Platinum: \$89.99/month for 1G download / 1G upload
- Identification of opportunities for local hire, workforce development, and small business participation in broadband expansion efforts.

### **Deliverables will include:**

- A comprehensive final report with demographic breakdowns, geographic insights, quantitative and qualitative findings from focus groups and community forums.
- Detailed analysis of survey results, including trends and community preferences related to affordability and service needs.
- Recommendations for broadband infrastructure priorities, pricing strategies, and culturally responsive outreach approaches.
- Ongoing coordination with City staff and broadband experts through planning meetings to ensure alignment with municipal goals and phased presentation of findings.

The activities outlined in this scope of work are designed to meet and exceed the expectations detailed in the City of Huntington Park's Request for Proposals. ABC brings a unique combination of community trust, institutional partnerships, and digital equity expertise. This positions the organization to collect meaningful data, elevate local voices, and inform an inclusive municipal broadband strategy. ABC's approach is intentionally community-centered and aimed at building long-term public awareness and buy-in for a future city-owned broadband network. Through multilingual, cross-sector, and culturally responsive engagement, ABC is committed to supporting a digital future that is inclusive, equitable, and sustainable for all Huntington Park residents and businesses.

## Section 2: Schedule

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### 12-Month Project Schedule

Task / Milestone	Duration	Estimated Timeframe	Activities
<b>Project Kickoff &amp; Coordination with City</b>	3 weeks	Month 1	Launch meeting, finalize project timeline, align on deliverables and community goals
<b>Promotora Recruitment &amp; Training</b>	3 weeks	Month 1–2	Hire/train bilingual promotoras for resident and business outreach
<b>Survey Development &amp; Testing</b>	4 weeks	Month 2–3	Resident, business, and institutional surveys; language review and testing
<b>Outreach Strategy Finalization</b>	2 weeks	Month 3	Identify tabling sites, community forum calendar, school outreach schedule, media contacts. Develop communications campaign.
<b>Community Forum #1 (Education + Awareness)</b>	1 week	Month 4	Launch forum: intro to broadband equity, city plans, and input opportunities
<b>Door-to-Door Canvassing – Residents</b>	6 weeks	Months 4–5	Promotoras canvass neighborhoods, assist with surveys, prioritize underrepresented groups
<b>CBO-Based Outreach &amp; Events</b>	10 weeks	Months 4–5	Attend existing partner events to promote and distribute surveys
<b>Tabling at Community Hubs &amp; Schools</b>	10 weeks	Months 4–6	Parks, library, senior centers, childcare, and school pick-up/drop-off outreach
<b>Digital &amp; Traditional Media Campaign</b>	12 weeks	Months 4–7	Social media ads, text blasts, emails, Spanish-language TV/radio; promotes survey + forums

<b>Door-to-Door Canvassing – Businesses</b>	4 weeks	Months 5–6	Targeted commercial corridors
<b>Community Forum #2 (Survey Pulse-Check)</b>	1 week	Month 6	Share early findings, get feedback, drive more survey completions
<b>Business Event Tabling + Chamber Outreach</b>	4 weeks	Months 5–6	Partner with business serving organizations, Chamber, attend mixers, share digital content and printed surveys
<b>Institutional Surveys &amp; 1:1 Interviews</b>	6 weeks	Months 6–7	Online surveys and interviews with education, health, public safety, faith, etc.
<b>Focus Groups &amp; Roundtables (Institutions)</b>	4 weeks	Month 8	Sector-based small group sessions for deeper input and planning
<b>Community Forum #3 (Emerging Themes)</b>	1 week	Month 9	Present themes from outreach and institutional engagement
<b>Data Cleaning, Compilation, &amp; Analysis</b>	5 weeks	Months 8–9	Aggregate survey and qualitative data; identify trends and community preferences
<b>Draft Report &amp; Findings Development</b>	4 weeks	Month 10	Include affordability modeling, local hire opportunities, barriers to access
<b>Community Forum #4 (Recommendations Preview)</b>	1 week	Month 11	Present draft recommendations for resident validation and feedback
<b>Internal Review &amp; Community Feedback</b>	2 weeks	Month 11	City staff + community leader validation of findings
<b>Final Report &amp; Recommendations Submission</b>	3 weeks	Month 12	Deliver final deliverables to City with detailed data and community-informed strategies
<b>Final Presentation &amp; Strategy Session</b>	1 week	Month 12	Public presentation and workshop on recommendations and next steps

### **Section 3: Project Team, Key Personnel and Resumes**

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ABC has assembled a highly qualified, community-rooted project team with extensive experience in digital equity, community engagement, cross-sector collaboration, and survey and data analysis. The team is composed of professionals with extensive backgrounds in outreach, data analysis, and municipal planning, each of whom has demonstrated a commitment to serving the Huntington Park community. All members are bilingual and have lived experience, which ensures cultural relevance and strengthens trust with the residents and businesses they engage. *Full staff resumes are submitted as attachments.*

**Vanessa Aramayo, President and CEO:** Vanessa Aramayo serves as President and CEO of ABC, where she leads the organization's strategic vision and oversees city, county, and statewide policy and advocacy initiatives focused on improving outcomes for Latina/o communities across Los Angeles. Under her leadership, ABC has emerged as a trusted convener and thought leader on digital equity, public education, and economic mobility.

Vanessa brings over 20 years of experience advancing equity-driven policy solutions through cross-sector collaboration and grassroots engagement. Her work spans federal, state, and local levels, including previous service in the California Legislature and the U.S. Congress, where she developed deep expertise in community-informed policymaking. She has spearheaded successful advocacy efforts that secured historic investments in parent engagement, education equity, and access to affordable healthcare.

Vanessa's leadership ensures that all outreach and engagement efforts reflect the lived realities of underrepresented residents and are aligned with long-term goals for inclusive infrastructure planning. Vanessa holds a B.A. in Political Science with a concentration in International Relations from UCLA.

In this project, Vanessa will provide executive oversight of all components of the initiative, ensuring alignment with ABC's mission, deliverables, and strategic goals.

**Tina Ochoa, Vice President of Programs and Strategic Partnerships:** Tina Ochoa serves as Vice President of Programs and Strategic Partnerships at ABC, where she provides strategic and operational oversight of all programs and community engagement initiatives. She leads ABC's efforts to build and sustain strong cross-sector partnerships while ensuring that community-centered approaches drive the design and delivery of ABC's work in underserved Latina/o communities across Los Angeles.

Tina brings over 15 years of experience managing and scaling high-impact programs that advance educational equity and improve outcomes for marginalized students, families, and young adults. Her expertise spans program development, culturally relevant curriculum design and stakeholder collaboration with schools, districts, families, and civic leaders. She has led community engagement campaigns rooted in equity and social justice that elevate the voices of historically excluded populations in public decision-making processes.

In her current role, Tina ensures that ABC's outreach efforts are responsive to the needs of residents and grounded in trusted, community-based practices. Her leadership in program administration, partner coordination, and multilingual engagement strategies is instrumental to the success of projects spanning across a diverse range of issue areas. Tina's previous roles include leadership positions at the Center for Civic Education, California Collaborative for Educational Excellence, Families In Schools, and Citizen Schools. She holds a Bachelor of Arts in Journalism and Sociology from the University of Arizona.

Tina will lead and manage the community outreach and canvassing strategies, overseeing the implementation of focus groups and community forums, and other participatory activities to ensure inclusive input from local stakeholders.

**Erika Cervantes, Director of Policy and Advocacy:** Erika Cervantes serves as Director of Policy and Advocacy at ABC, where she leads the organization's equity-focused policy agenda. In this role, she manages ABC's advocacy strategies to increase college access and success for Latina/o students, advance digital equity campaigns, and build the civic power of historically excluded communities across Los Angeles County.

Erika plays a central role in developing and maintaining ABC's coalition partnerships and legislative relationships, facilitating strategic engagement with elected officials and public agencies, and producing research-driven policy materials that elevate community-identified priorities. Her leadership supports ABC's broader systems-change work, ensuring that policy initiatives are informed by the lived experiences of community members and grounded in equity and justice.

Erika brings extensive cross-sector experience, having worked with city and county governments, nonprofit organizations, and public institutions across Southern California. Her areas of expertise include economic development, environmental justice, civic engagement, and program equity. She also contributed to the design of diversity recruitment initiatives in graduate education while completing her own graduate studies. Erika holds a Bachelor of Arts in Economics and Urban Studies from the University of California, Irvine, and a Master of Public Policy from the UCLA Luskin School of Public Affairs.

Erika will co-lead the facilitation of roundtables and forums, compile community input to inform final recommendations, oversee the consultant responsible for survey design and data analysis, and coordinate with partners to identify regional workforce development and small business opportunities.

**Stephanie Tapia Onate, Senior Communications and Policy Coordinator:**

Stephanie Tapia serves as the Senior Communications and Policy Coordinator for ABC, where she leads the development and implementation of narrative change initiatives that elevate the experiences of multilingual learners and dual language learner students and supports communications and training efforts on digital equity across Southeast Los Angeles and the San Fernando Valley. Stephanie holds a Bachelor of Arts in Public Affairs and a Master of Public Policy from UCLA.

In this project, Stephanie will lead the development of strategic communications campaigns and support outreach to community members, small businesses, and partner organizations to ensure broad visibility and engagement.

**Ana Karen Estrada, Senior Programs Coordinator:** Ana Karen Estrada serves as Senior Programs Coordinator at ABC, where she supports programming with ABC's parent network and civic engagement initiatives that highlight the intersection of programs and policy advocacy. Ana oversees Integrated Voter Engagement strategies, Parent Academy workshops, and ABC's Latina/o Professional Network.

In this project, Ana will support the outreach and canvassing strategies, coordination of promotora/es trainings, and planning of community forums.

**Susana Bonis, Consultant:** Susana Bonis brings nearly twenty years of experience working across the public and nonprofit sectors in California, Washington State, and Washington, D.C., with deep expertise in strategic planning, fund development, program and curriculum design, and program evaluation. In California, she has contributed to major initiatives including The California Endowment's Building Healthy Communities initiative in Boyle Heights and UCLA's Watts Leadership Institute, and has worked with organizations such as Homeboy Industries, Families in Schools, Hispanics Organized for Political Equality (HOPE), Consejo de Federaciones Mexicanas (COFEM), and Alliance for a Better Community (ABC), where she has supported projects since 2018 and first worked in 2003.

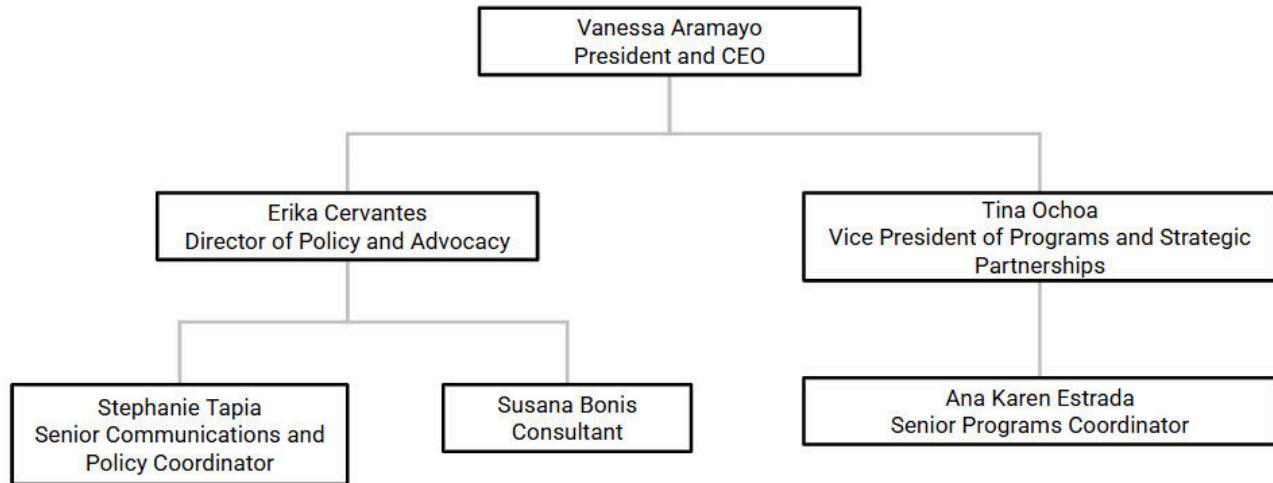
Her expertise in theory-driven program evaluation was instrumental during her five years at the U.S. Department of Education, where she contributed to PreK–16 education policy, grantmaking, strategic planning, and evaluation work. Susana's practice centers on helping organizations—including social justice

advocates and direct service providers—embed reflective practices that strengthen leadership, vision, and governance. A fluent Spanish speaker, Susana holds an M.A. in Education and a Ph.D. in Psychology with a specialization in organizational behavior, evaluation, and applied research.

In this project, Susana will lead survey design and analysis, as well as the synthesis of qualitative findings from community engagement efforts.

### **Organizational Chart:**

Below is an organizational chart detailing the roles and responsibilities of key personnel and subconsultants, followed by brief bios and comprehensive resumes for each team member.



## Section 4: Company Qualifications

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### **About Alliance for a Better Community (ABC)**

Alliance for a Better Community (ABC) is a nonprofit advocacy organization committed to advancing equity and opportunity for Latina/o communities across Los Angeles, with a particular focus on Southeast Los Angeles (SELA) and the San Fernando Valley. ABC works at the intersection of education, civic engagement, digital equity, health, and economic mobility to address systemic barriers that impact working families, immigrant communities, and under-resourced neighborhoods.

ABC's approach is rooted in community powerbuilding. ABC engages residents, and local leaders in uplifting community voices through strategic advocacy, culturally relevant outreach, and data-informed campaigns. Over the past two decades, ABC has built trusted relationships with grassroots leaders, public institutions, and coalition partners to shape inclusive policies in K-12 and higher education, broadband access, and economic prosperity. Whether training parent leaders, supporting mixed-status students, or bridging digital divides, ABC centers lived experience to ensure lasting and meaningful change for Latina/o communities in Los Angeles.

### **History of Digital Equity Work**

ABC is a recognized regional leader in digital equity and advocacy. ABC's recent work includes:

- Helping pass several [\*\*city-level resolutions\*\*](#) on digital discrimination in 2024, including in Huntington Park.
- Leading four [\*\*digital equity training cohorts\*\*](#) in SELA for community members that build knowledge around broadband access and advocacy tools, while also cultivating resident leaders who continue championing digital equity in their communities. Through partnerships with EveryoneOn and Southeast Community Development Corporation, ABC trained 59 parents, with Huntington Park parents participating in three out of the four cohorts.
- Achieved significant increases in advocacy confidence among participants, with post-training surveys showing:
  - Confidence in advocacy rose from 6.3% to 40%
  - Comfort giving public comment rose from 43.8% to 66.7%,
  - 100% of parents felt confident explaining digital equity to others.
- Uplifting [\*\*community voices\*\*](#) in broadband policy efforts at the local, regional, and state level and developing social media communications campaigns.
- In partnership with Parent Engagement Academy, graduated 199 parents from schools throughout SELA, including Liberty Blvd STEAM, Maywood Academy HS, and Walnut Park MS. These trainings not only build

leadership capacity but also deepen residents' engagement in systems change.

## **Canvassing Capacity**

Launched in 2022, the **SEL A Votes! Initiative** is an ABC-led initiative designed to build Latino/a electoral power in Southeast LA through partnerships and peer-to-peer outreach. By training promotoras/es as trusted messengers, the initiative engages “high opportunity” voters—residents whose civic power remains untapped—and fosters long-term, integrated voter engagement (IVE) efforts. In 2024, promotoras/es canvassed households across Bell, Bell Gardens, Cudahy, Huntington Park, and Maywood, and reached over 60,000 voters in 2024 via door knocking, phone banking, and peer-to-peer outreach, gathering community input on key priorities like affordable housing, livable wages, and immigration reform, while supporting a unified and empowered voting bloc in SELA.

In Huntington Park, ABC has mobilized parents and residents to speak at community meetings, participate in advocacy forums, and attend public events, including SELA Advocacy Day in 2024, where Huntington Park and SELA, leaders met with over 10 legislative offices and spoke directly to the Assembly Budget Committee in Sacramento.

## **Experience hosting Community Forums**

In Fall 2024, ABC, in partnership with other community-based organizations, co-hosted a series of LA Unified Candidate Forums. The forums engaged over 300 people, who were a mix of parents, students, educators, and advocates. With Board Districts 1, 3, 5, and 7 up for re-election in 2024, these races carried significant implications for ABC's initiatives within the LA Unified framework. These forums amplified the opportunity for voters to uplift their concerns and provided candidates with a platform to present their visions for the students and families of LA Unified. By fostering direct engagement between voters and candidates, ABC helped cultivate a more informed electorate ahead of the high-stakes 2024 election.

## **History of Partnerships with Local Institutions**

In July and August 2024, ABC hosted five financial aid workshops across Southeast Los Angeles, serving over 68 parents and students. These workshops provided one-on-one support with financial aid applications at a time when mixed-status families were navigating significant barriers due to the new Federal Application for Financial Aid (FAFSA) rollout. The workshops were held in person, including two hosted at the Huntington Park Library and Bell Gardens Library, where community members were also invited to learn about the financial aid process and available resources.

## **Small Business Engagement & Survey Analysis**

ABC has demonstrated strong capacity in conducting community-centered research to inform policy and program design. In 2023, ABC designed and administered a 46-question bilingual (Spanish-English) survey to understand the needs of Latina/o-owned small businesses in Southeast Los Angeles. By training and deploying trusted community leaders to support survey outreach and completion, ABC secured participation from 105 business owners—90% of whom responded in Spanish—across key SELA cities including Huntington Park, Lynwood, and South Gate. The survey’s participatory design and high response rate reflect ABC’s ability to reach linguistically and culturally diverse business owners, including those in informal or under-resourced sectors.

The [survey](#) also included targeted questions on digital equity, revealing significant gaps such as only 53% of respondents having broadband access, with affordability cited as the primary barrier, and just 37% rated their internet service as above average or excellent. These findings highlight structural inequities that limit digital competitiveness among Latina/o business owners. Building on these established relationships, ABC will implement a robust survey analysis to assess current internet access, barriers to adoption, and interest in low-cost broadband options, as well as conduct canvassing along business corridors to uplift broadband needs and ongoing challenges with high-speed internet service.

## **Communications**

ABC supports digital equity messaging across social and traditional media platforms, leveraging its role as a trusted voice in Latina/o communities to raise awareness and drive action. In 2024 alone, ABC conducted targeted social media campaigns to uplift digital inclusion resources, promote community events, and engage Spanish-speaking audiences across Southeast Los Angeles and the San Fernando Valley. Through culturally relevant content and community-centered storytelling, ABC reached thousands of residents via Instagram, Facebook, and Twitter/X.

In addition to its digital strategy, ABC has successfully engaged traditional media to amplify digital equity priorities, including securing radio and television segments on Univision and local Spanish-language outlets to discuss broadband access, community training programs, and small business needs. This combination of grassroots digital outreach and earned media demonstrates ABC’s ability to mobilize public awareness and influence public discourse on key equity issues. For example, in 2024 alone, ABC:

- Published 35 Twitter/X posts, 15 Instagram posts, 19 stories, and 12 LinkedIn updates tied to digital equity.
- Sent 7 newsletters—5 of which featured digital equity—and 2 standalone issues, reaching nearly 1,000 subscribers.

- Secured coverage in La Opinión, LAist, and Capitol Weekly, amplifying the voices of Huntington Park parents and community leaders.
  - CALO News: [Southeast organizations mobilize to increase voter participation in the upcoming elections](#)
  - La Opinión: [Autoridades y líderes del sureste de LA llaman a los residentes a votar el 5 de noviembre](#)
  - Capitol Weekly: [Digital equity is a 21st Century right.](#)

### **Connection to Huntington Park**

ABC has longstanding partnerships in Huntington Park and regularly engages residents through community-based events, trainings, and advocacy campaigns. ABC works with schools, nonprofit partners, city leaders, and grassroots organizations to ensure residents are informed, equipped, and heard in matters of public policy, especially around digital access and equity.

ABC is a trusted convener and founding member of the [SELA Collaborative](#), a regional network of nonprofit organizations committed to advancing equity and community power in Southeast Los Angeles. As a co-lead of the [SELA Cares Resource Center](#), located at 3355 E. Gage Avenue in Huntington Park, ABC plays a critical role in coordinating services and outreach to families impacted by systemic inequities, including digital exclusion, housing insecurity, and immigration enforcement. Through this partnership, ABC will provide direct support and trusted information to Huntington Park residents, while collaborating with local organizations to ensure culturally responsive and community-informed service delivery.

More information on ABC's prior work on broadband access and affordability can be found on the organization's [website](#).

### **Methodology**

The proposed project will utilize a multi-pronged, equity-centered research design to assess barriers to broadband access, affordability, and adoption in the City of Huntington Park. The methodology is structured around three key areas of inquiry: Community Engagement Analysis, Business Engagement Analysis, and Anchor Institution Qualitative Analysis. Each component is designed to capture the unique digital needs of historically underserved populations, particularly Latina/o residents, small businesses, and local institutions.

#### **1. Community Engagement Analysis**

The community engagement component will be informed by successful peer-to-peer canvassing models, such as the SELA Votes! initiative. Community members will be trained to serve as outreach ambassadors, conducting in-language surveys through door-to-door outreach and at trusted community institutions including clinics, churches, schools, and neighborhood

centers. Outreach materials will be culturally responsive and available in both English and Spanish. Surveys will collect disaggregated data on broadband access, affordability, device availability, and digital literacy. Data will be geocoded to identify digital equity gaps by census tract and demographic group, helping to inform localized planning and intervention strategies.

## **2. Business Engagement Analysis**

To understand broadband challenges faced by local business owners, a survey will be deployed, modeled after the 2023 Small Business Survey conducted in Southeast Los Angeles. The survey will gather data on broadband service quality, pricing, usage, and digital tools necessary for business resilience and growth. Outreach will be facilitated through business corridors, local chambers of commerce, and business-serving organizations. Data will be disaggregated by business size, industry sector, and ownership demographics. This analysis will highlight systemic gaps in access to digital infrastructure and tools that support long-term economic mobility for local business owners.

## **3. Anchor Institution Qualitative Analysis**

Key anchor institutions, including public safety stations, community health clinics, childcare centers, libraries and community based organizations, will be engaged through semi-structured interviews, focus groups and roundtable discussions. The qualitative component will explore systemic issues such as infrastructure limitations, digital literacy gaps, and partnership or policy opportunities. A thematic coding approach will be used to analyze qualitative data, drawing out cross-cutting insights and elevating the perspectives of institutional actors working closest with underserved populations. These findings will support a holistic understanding of broadband challenges and help generate community-informed, actionable recommendations.

*Note: The final methodology and scope of work will be determined in close collaboration with City of Huntington Park officials to ensure alignment with city priorities, community needs, and project goals.*

## Section 5: References

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Alliance for a Better Community (ABC) is pleased to submit the following references who can speak to the organization's leadership, collaborative approach, and ability to implement complex, community-centered initiatives. Additional references can be provided upon request. *Letters of Recommendation from each public agency are submitted as attachments.*

1. **Rebecca F. Kauma, MPA**  
Director of Digital Equity  
Internal Services Department (ISD)  
County of Los Angeles
2. **Debra Duardo, MSW, Ed.D.**  
Superintendent  
Los Angeles County Office of Education (LACOE)
3. **Dr. Michael Méndez, PhD, MCP**  
Associate Professor and Chancellor's Fellow  
University of California, Irvine

## **Section 6: City's Standard Professional Services Agreement**

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Alliance for a Better Community (ABC) has reviewed the City of Los Angeles' Standard Professional Services Agreement, located on the Attachments Tab of the City's online bidding site (<https://vendors.planetbids.com/portal/72415/portal-home>) and affirms its commitment to comply with all terms and conditions outlined therein. ABC has extensive experience partnering with public agencies and is well-versed in adhering to contractual obligations, including compliance with the Living Wage Ordinance, Service Contractor Worker Retention Ordinance, and all applicable federal, state, and local regulations.

Should ABC be selected for this contract, we will execute the agreement without exception. If any clarifications or minor administrative adjustments are required during the contracting process, ABC will work collaboratively with City staff and the City Attorney's Office to address them. We appreciate the opportunity to support the City's goals and are committed to upholding the highest standards of accountability, transparency, and service delivery.

## Section 7: City's Standard Insurance Requirements

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Alliance for a Better Community (ABC) has thoroughly reviewed the City's Standard Professional Services Agreement, including the insurance requirements specified in Section III and Exhibit 1 (Form Gen. 133). ABC acknowledges and agrees to comply with all aspects of the City's insurance requirements, including:

- **Commercial General Liability Insurance:** ABC will maintain coverage with minimum limits as specified by the City, naming the City as an additional insured.
- **Automobile Liability Insurance:** Coverage will be provided for all owned, non-owned, and hired vehicles, with the City named as an additional insured.
- **Workers' Compensation and Employer's Liability Insurance:** ABC will comply with California Labor Code requirements and maintain appropriate coverage.
- **Professional Liability Insurance:** If applicable, ABC will maintain coverage with minimum limits as specified by the City.

ABC will provide the City with valid Certificates of Insurance evidencing the required coverage and endorsements prior to the commencement of any services. Additionally, ABC will ensure that all policies include a waiver of subrogation in favor of the City, as required.

ABC understands that failure to procure or maintain the required insurance may constitute a material breach of the contract, and the City reserves the right to suspend or terminate the agreement in such instances.

ABC is committed to upholding the City's insurance requirements and ensuring that all necessary documentation is submitted promptly to facilitate the timely commencement of services.

# Attachments

# VANESSAARAMAYO

P R E S I D E N T & C E O

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Los Angeles, CA  
vanessa@afabc.org

## PROFILE

Strategist, convener, collaborator, and public policy specialist with 19 years of experience working with low-income, immigrant communities, communities of color, and local, state, and federal systems. Areas of expertise include policy development, fund development, power-building, strategic planning, creating and implementing programs and campaigns, and cultivating leaders.

## EDUCATION

**B.A. Political Science**  
University of California, Los Angeles, 2001  
**Concentration in International Relations and Allied Fields in Psychology and Geography**

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## PROFESSIONAL EXPERIENCE

### President and CEO

#### Alliance for a Better Community | September 2018 - Present

- Supervise the organization's strategic plan and policy priorities.
- Oversee ABC's advocacy efforts aimed at improving the well-being of Latino/as in Los Angeles County.
- Develop and implement the organization's strategic plan and policy priorities in education, economic advancement, health, and civic participation.
- Oversee reports, research, stakeholder surveys, policy agendas, and publications including:
  - English Learner Student Success Policy Agenda (2018-2021)
  - LA Unified Board District 5 Policy Agenda Rooted in Constituent Voices (2019)
  - Southeast Los Angeles Collaborative Policy Agenda (2019, 2021)
  - College Access & Success in Southeast LA Priorities Framework (2020)
  - Los Angeles County Latino Scorecard (2021)
- Maintain the organization's influence on local education issues while engaging and increasing its visibility on new issues.
- Position ABC to engage at the state level on issues impacting Latino/as.
- Cultivate new relationships with key stakeholders and decision-makers in highly politicized environments.
- Create the organization's first Latino voter engagement campaign:
  - Secured a seat on the CA Prop. 15 Schools and Communities First Initiative Executive Committee.
  - Partnered with education and social justice organizations across the to leverage resources and implement an effective voter outreach program, contacting over 1 million Black and Latino voters across LA County.
- Spokesperson for Spanish and English media outlets.
- Develop a communications plan that increases ABC's presence in traditional media, increases activity on social media platforms.
- Refresh and refine the organization's branding.
- Create, lead and co-lead coalitions on issues where impacts to Latinos can be raised and prioritized, develop their strategic plans, and advance their goals.
- Lead efforts to diversify and increase funding resources from private donors and public opportunities.
- Strengthen the internal financial infrastructure, create and develop personnel policies, expand fringe and health benefits to retain talent, and create a Human Resources support system for a growing staff.
- Diversify and strengthen Board of Directors.
  - Retire founding members to become advisors.
- Identify and recruit full-time staff, temporary workers, and consultants.

# MY SERVICE TO COMMUNITY OR VOLUNTEER EXPERIENCE

- Nature for All, Founding Board Member, 2018-Present
- Family Promise of the Verdugos, Advisory Board Member, 2011-2013
- Glendale Oaks Homeowners Association, President 2005-2010
- Glendale Latino Association, Board Member, 2003-2008
- Boys and Girls Club of Burbank and Eastern Valley, Board Member, 2003-2007
- UCLA D.C. Fellow, US Department of Justice, Victim Witness Assistance, 2001

## Founder

### **Aramayo Consulting Group (ACG) | August 2015 – December 2018**

- Helped clients establish clear goals and developing realistic and ambitious plans to achieve their goals in advocacy, outreach, leadership, communications, staff and board development, and fund development.
- Guided clients to establish clear goals and developed plans to achieve them in advocacy, outreach, leadership, communications, staff and board development, and fund development.
- Assisted clients in being more intentional, consistent, and strategic with how they strengthened their organization or brand.
- Provided thoughtful and effective advice in fast-paced environments using strong interpersonal-skills to help clients succeed.
- Established the importance of strategic collaboration and internal growth.
- Developed Spanish-language messaging and created plans targeting specific communities.
- Managed Spanish media requests (Telemundo and Univision) and provided insight on national and state issues impacting the Latino community.
- Served as a thought-partner to clients in strengthening their vision

## Executive Director

### **California Partnership (CAP), Center for Community Change | December 2011 – July 2015**

- Led and managed fund development, wrote proposals, provided grant reports and communication to funders on program progress, maintained existing relationships and sought new ones, more than doubled the organization's funding portfolio in 18 months.
- Led and oversaw a strategic planning process for the organization.
- Increased statewide presence by expanding into the Sacramento, Central Valley, Inland Empire, Coachella Valley areas.
- Served as an Executive Committee member for the CA Prop. 30 measure of 2012, which generated \$7B-8B in new revenues from 2012 to 2018; provided campaign strategy and messaging.
- Developed and oversaw CAP's voter outreach programs from 2011-2015.
- Co-chaired Mobilize the Immigrant Vote (MIV) statewide coalition.
- Strengthened the organization's leadership on California state budget issues as a primary vehicle to combat poverty.
- Co-led a statewide organization that oversaw the implementation of the Affordable Care Act in California, working to establish the market place and advocating and organizing to expand county (San Bernardino, Riverside, Kern, and Los Angeles) eligibility requirements.
- Identified, created, and maintained alliances and coalitions with organizations across the state.
- Served as the organization's spokesperson, provided interviews, maintained
- Media relations, targeted outreach on key issues impacting communities.

## Deputy Executive Director

### **Council of Mexican Federations | June 2009 – December 2011**

- Worked closely with the Executive Director to strengthen and move the organization's agenda forward to increase the civic engagement of Latinos and Latino immigrants to improve access to resources.
- Developed strategic outreach plans to increase the organization's presence in various campaigns, engaged membership, and communicated the organization's position on key policies.

- Led and managed comprehensive immigration reform campaigns, Health Care for America Now Campaign, and parent engagement efforts with LAUSD and Coachella Valley Unified School District (CVUSD).
- Ensured the successful implementation of existing programs, and created new programs in various regions to meet the needs of specific communities.
- Created the first Latino immigrant-led coalition that worked with the Sierra Club to call for federal protections of the San Gabriel Valley and further preservation of open spaces in Los Angeles County.
- Established and maintained strategic relationships with community stakeholders in key regions, led government affairs efforts, worked with private foundations, elected officials, Mexican Consulates, and other dignitaries. Engaged partners in Mexico to discuss economic development opportunities through bi-national partnerships.
- Represented COFEM on local, state, and national coalitions as well as provided public comments and statements to decision making bodies.
- Expanded organization's presence into the Coachella Valley; opened a zero-cost office and hired full-time staff.
- Led voter registration and outreach programs in the Coachella Valley with farmworker and low-income parent leaders.
- Provided overall direction of COFEM's projects and mobilization efforts,
- Monitored implementation of the organization's multi-year strategic plan.

#### **District Director**

##### **U.S. Congresswoman Jane Harman | August 2006 – July 2009**

- Developed and implemented district-wide outreach and communication strategies.
- Established local and strategic relationships aligned with Member's priority issues.
- Oversaw the Congresswoman's immigration, education, and security issues portfolio.
- Provided DC staff with district and stakeholder input on policy directly impacting the district.
- Facilitated and co-led meetings of Congressional District Directors representing the Los Angeles and Orange County delegation.
- Cultivated relationships with local, state, and federal law enforcement officials and offices, labor, immigration advocates, education leaders, business leaders, and other stakeholder groups.
- Managed and maintained relationships at the Ports of Los Angeles, Long Beach, and the Los Angeles World Airports (LAWA); represented the Congresswoman regularly in high-ranking district meetings.
- Addressed local issues of concern to the community, updated the Member on current matters and made recommendations for action.
- Advanced dignitary visits, including members of the President's Cabinet.
- Developed special events in response to pressing community needs.

#### **Senior Representative**

##### **California State Assembly Majority Leader Dario Frommer | June 2002 – August 2006**

- Developed outreach strategies for constituent groups
- Served as a residential liaison.
- Updated the Member on district developments and priority issues.
- Collaborated with cities, stakeholders, and other elected officials on efforts.
- Coordinated with Sacramento staff to plan press events and Assembly Committee Hearings.

# TINA OCHOA

VICE PRESIDENT OF PROGRAMS & STRATEGIC PARTNERSHIPS

Los Angeles, CA  
tina@afabc.com

## PROFILE

A results-oriented and passionate professional with 15+ years of experience leading innovative initiatives to advance the educational achievement of underrepresented children across the K-13 continuum. A mission-driven leader committed to advancing the strategic impact and growth of an organization and its people. Highly skilled in problem-solving and building consensus with diverse stakeholders. Adept to thriving in changing circumstances and environments. Strong background in administration and fund development, project management, and development of culturally relevant and family-centered curriculum and resources.

## EDUCATION

**Bachelor of Arts in Journalism and Sociology**  
University of Arizona

## SKILLS

- Collaborative Leadership
- Strategic Planning
- Grant Writing and Research
- Stakeholder Engagement
- Social Justice & Equity Advocacy
- Program Development & Expansion
- Training Development and Facilitation
- Public Speaking

## PROFESSIONAL EXPERIENCE

### **Vice President of Programs & Strategic Partnerships**

#### **Alliance for a Better Community | December 2024 to Present**

- Drive strategic planning and execution, ensuring programmatic excellence, rigorous evaluation, and operational efficiency across finance, administration, fundraising, and communications.
- Lead, coach, and develop high-performing teams of staff and volunteers, fostering a culture of continuous growth and impact.
- Spearhead fund development efforts, expanding revenue streams to sustain and grow programs and advocacy initiatives.
- Strengthen brand visibility and refine communication strategies to enhance external presence, stakeholder engagement, and fundraising efforts.
- Oversee and enhance key programs, including parent academies and civic engagement initiatives, to advance social, economic, and racial equity for Latino/a communities in Los Angeles.
- Build and sustain strategic partnerships to maximize collective impact, strengthen advocacy efforts, and expand organizational reach

### **Managing Director, Community Partnerships**

#### **Citizen Schools | May 2022 to November 2025**

- Develop and lead organization wide-strategies to drive earned revenue generation and address the unique needs of various educational stakeholders including but not limited to schools, districts, non-profits and community organizations
- Drive growth and financial sustainability by proactively cultivating and nurturing strategic partnerships to expand the organization's funding streams
- Provide mentoring, coaching and professional development for the Community Partnership team, fostering a high-performing and motivated team to achieve ambitious partnership goals
- Develop and manage the Community Partnership department budget and contribute to the planning of the overall organizational budget planning process
- Collaborate with cross-functional teams (Programs, Philanthropy & External Engagement, and Measurement & Learning) in the development and writing of partnership messaging including marketing collateral, digital communications, and social media
- Evaluate key project outcomes and policy initiatives, as well as legislation and advocacy efforts to maximize their impact on both the community and the organization

### **Vice President of Programs & Strategic Partnerships**

#### **Families In Schools (FIS) | January 2019 - April 2022**

- Oversee all program areas, including program development, delivery, and evaluation, fundraising, budget setting, knowledge management, and all external relationship management

## CERTIFICATES

- Community Leadership Development Program: South Los Angeles
- Certified Nonprofit Accounting Professional (CNAP)

- Lead the senior leadership team to implement organizational priorities in the areas of educational advocacy, policy, professional development, and family-centered programming
- Build and cultivate new partnerships to sustain and expand the organization's financial portfolio
- Develop the necessary systems, processes, and tools to enhance the facilitation, collection, and sharing of the data that is generated by the programs
- Ensure that key project outcomes and policy, advocacy, and legislation are evaluated and leveraged for maximum community and organizational impact
- Co-lead the California Community Engagement Initiative consortium to strengthen the capacity of families, community members, school, and district staff to have difficult conversations that lead to authentic school-community partnerships that influence student success

### **Director of Strategic Partnerships**

#### **Families In Schools (FIS) | March 2018 - December 2018**

- Led and implemented a comprehensive strategy to scale training offerings to wider audiences of schools, districts, and other agencies
- Spearheaded the organizational marketing and branding strategies; including overseeing the FIS website and social media platforms with the support of a communications coordinator
- Expanded fee-for-service marketing efforts and product sales
- Thought partner to the President & CEO in pitch preparation to funders and potential partners
- Promoted to the executive role after successfully increasing the organization's footprint with local and out-of-state stakeholders

### **Senior Manager, Training**

#### **California Collaborative for Educational Excellence (CCEE) | February 2017 - February 2018**

- Provided professional development to school districts, charter schools, county offices of education, advocacy groups, civil rights groups, and philanthropic groups; to increase the quality of education programs, student outcomes, and services throughout California
- Co-designed and facilitated training services to local education agencies and stakeholders regarding the Local Control Accountability Plan template and the corresponding funding evaluation rubrics to ensure student success statewide
- Co-developed communication materials, resources, and programs to support the implementation of the organization's training program

### **Curriculum & Professional Development Manager**

#### **Families In Schools (FIS) | March 2013 to February 2017**

- Supported the curriculum development process for the organization's PreK-12 family and student engagement curricula
- Standardized best practices for curriculum development and training across all program content areas to ensure materials were of high-quality, content-rich, and culturally relevant
- Collaborated with the leadership team to develop systems, processes, and tools to support program expansion across strategic priority areas

# ERIKA CERVANTES

Los Angeles, CA  
erika@afabc.org

DIRECTOR OF POLICY & ADVOCACY

## PROFILE

Highly motivated advocacy and public policy professional, with a strong work ethic and diversity of skills. People-oriented, problem solver committed to diversity, equity, and social inclusion of underrepresented groups and lived-experienced individuals in the development of public policy and advocacy efforts. Passionate about social justice and grassroots movements, data-driven and evidence-based policy.

## EDUCATION

**Master of Public Policy**  
University of California, Los Angeles

**B.A. Economics,**  
**B.A. Urban Planning**  
University of California, Irvine

## SKILLS

Leadership Orientated  
Group Communication  
Community Engagement  
Survey development and Analysis  
Qualitative Research  
Project Management  
Policy Analysis  
Legislative and Budget process expertise  
Coalition-Building  
Fluent: Spanish

## PROFESSIONAL EXPERIENCE

### Director of Policy and Advocacy

**Alliance for a Better Community | January 2025- Present**

- Lead the development and implementation of ABC's policy agenda, advancing equity in education, digital access, economic mobility, and health for Latino and underserved communities across Los Angeles
- Conduct policy analysis and develop legislative priorities at the local, state levels in alignment with community needs and organizational mission.
- Leads the facilitation and planning for College for All Coalition, encompassing over 25+ organizations in support of college and success advocacy campaigns.
- Oversee and execute advocacy campaigns, including the development of policy briefs, public comment letters, talking points, and community education materials on issues of higher education, digital equity and economic prosperity.
- Coordinate and lead legislative meetings, advocacy days, and public forums to elevate community voices and shape decision-making processes.
- Facilitate community engagement strategies to ensure policy priorities are shaped by grassroots leadership and lived experience.

### Senior Policy & Advocacy Manager

**Alliance for a Better Community | March 2024 – December 2024**

- Oversee grant budgets of a cumulative over \$600K, including the MOU and subgrant process to partner organizations.
- Lead the strategy and planning of Sacramento Advocacy Days.
- Oversees a growing team of 4 staff.
- Maintain and strengthen working relationships with civic leaders, elected officials, coalition partners, and education advocates as it relates to priority areas.
- Support leadership in improving internal organizational policies and systems.

### Policy & Advocacy Manager

**Alliance for a Better Community | August 2022 – March 2024**

- Leads ABC's Consortium for Multilingual Learner Success in collaboration with research, CBO and academic partner organizations.
- Advance ABC's College Access and Success policy agenda, inclusive of raising awareness amongst stakeholders Southeast LA.
- Develop and implement the organization's economic prosperity priorities inclusive of support to Latino/a small businesses and expanding workforce development programs in Southeast LA.
- Support fund development efforts including reports and proposals.
- Advise leadership on policy trends, critical issues, and recommended actions.
- Draft talking points, opinion editorials, social and print media content, collateral material, and other public pieces that highlight ABC's policy priorities, strategies, and successes

// TECHNICAL  
Microsoft Office  
Adobe Acrobat  
Asana  
Slack  
Zoom  
GovBuddy  
LegInfo  
Salesforce  
NetSuite

## PUBLICATIONS

Housing in Honolulu: Analyzing the Prospect of Taxing Empty Homes. UCLA Luskin. Adam Barsch, Erika Cervantes, Mary Daou, Dickran Jebejian, Michael Rios (2020)

### Program Manager, California State Policy

#### Corporation for Supportive Housing (CSH) | Sept. 2020 - August 2022

Advanced state-level policies toward solving homelessness by co-leading lobbying and advocacy efforts for CSH-sponsored state bills on topics of homelessness, reentry and justice-impacted populations, workforce capacity and development, older adults and people with disabilities, and the intersection of Medi-Cal services with supportive housing developments. Coordinated and managed the logistics and planning for the 2021 and 2022 CSH State Policy Advocacy Day, participated in by over 100 individuals, including lived-experience members of homelessness, service providers, & policy experts holding meetings with state legislators and their staff. Led the outreach and communication efforts for a statewide coalition campaign, Bring CA Home, endorsed by 300+ organizations statewide. Managed vendor contracts and payment processing. Updated and oversaw project budgets.

### Public Policy & Government Relations

#### Southern California Grant-Makers (SCG) | 2019-2020

- Authored position statements, memos, and letters on state & county-level policy issues, such as housing, homelessness, social safety nets, immigration.
- Supported the content development and logistical planning of major SCG events, including Foundations on the Hill, Philanthropy in the State Capital, Public Policy Conference & Annual Conference.
- Managed and developed content for the monthly public policy newsletter directed to over 600 subscribers.

### Outreach Coordinator

#### UCLA Luskin Dept. of Public Policy | 2020

- Assisted in the implementation of diversity and inclusion-related recruitment programs for prospective graduate-level students.
- Helped sustain and foster partnerships with diversity-led public affairs programs

## LEADERSHIP EXPERIENCE

### HOPE Leadership Institute

#### Hispanas Organized for Political Equality (HOPE) | Cohort of 2024

- The HOPE Leadership Institute® (HLI) features intense, full-day training sessions and research on building political and economic power for our community. Training sessions include academic seminars, personal assessments, group work and presentations, political advocacy, field trips, networking, and conferences.

### Director of Engagement

#### Young Professionals Network, Latinas Lead California | November 2024-Present

- Responsible for the recruitment of new members of the YPN Leadership Council and YPN Supporter network.
- Discussing Leadership Council and YPN Supporter commitments, as well as application and selection process for the Leadership Council;
- Helping new Leadership Council members transition into the organization, in coordination with the Vice Chair.

# STEPHANIE TAPIA ONATE

SENIOR COMMUNICATIONS AND POLICY COORDINATOR

Los Angeles, CA  
Stephanie@afabc.org

## PROFILE

Organized and detail-oriented senior communications and policy coordinator with a background in public policy research and community outreach. Passionate about leveraging communication as a catalyst for positive social change and including people's lived experiences in the policy-making process.

## EDUCATION

**Master of Public Policy**  
University of California,  
Los Angeles

**B.A. Public Affairs**  
University of California,  
Los Angeles

## SKILLS

/ / PROFESSIONAL  
Bilingual in English & Spanish  
Policy Analysis  
Team-Oriented  
Time Management  
Partnership Development  
// Technical  
Canva  
Constant Contact  
Google Suite  
RStudio  
Asana  
Social Media: Instagram,  
Facebook, Twitter

## PROFESSIONAL EXPERIENCE

### Senior Communications and Policy Coordinator

**Alliance for a Better Community | December 2024- present**

- Lead the Narrative Change initiative, collaborating with partner organizations across LA County to drive support for multilingual education through a strategic communications campaign informed by research.
- Represent ABC in coalitions focused on multilingual learners and digital equity, strengthening partnerships and advancing collective advocacy goals.
- Monitor and analyze local and state policies related to digital equity and multilingual learners.
- Develop and execute asset-based social media campaigns showcasing ABC's programs, advocacy efforts, and community stories.
- Facilitate digital equity trainings to cultivate a network of community advocates to mobilize for timely policy and advocacy efforts

### Communications and Policy Coordinator

**Alliance for a Better Community | August 2023- present**

- Assist in the pre-planning, planning, and implementation phases of the Multilingual Learner (MLL) Narrative Change project.
- Coordinate and co-lead communications work group meetings with partner organizations.
- Assist in creating content for blog posts, policy briefs, newsletters, and press releases supporting MLL Narrative Change communications deliverables.
- Work with partner organizations and create social media toolkits and resources to help stakeholders and community members share our work to grow our audiences.
- Assist the communications team in developing campaign strategies, tactics, and messaging.
- Work in collaboration with the Policy and Advocacy team to uplift MLL-specific policies and priorities.

### Outreach Specialist

**Children's Bureau of Southern California | June 2021 – July 2023**

- Created and delivered weekly presentations to schools, community agencies, parents, clinics, and the Los Angeles County Department of Mental Health in English and Spanish.
- Established partnerships with LAUSD stakeholders such as school principals, psychiatric social workers, and organizational facilitators to provide quality mental health services at over 30 LAUSD schools.
- Designed and implemented outreach and engagement strategies for school administrators, parents, and community members throughout Los Angeles County using referral data and Excel.
- Developed monthly reports that measure the effectiveness of current marketing and outreach efforts for two offices that receive 150+ referrals per month, on average, using Excel.
- Collaborated with the communications team to create emails, brochures, newsletters, and blog posts.
- Represented Children's Bureau at meetings with stakeholders such as LAUSD and the Los Angeles Department of Mental Health and served as a primary point of contact.

# ANA KAREN ESTRADA

SENIOR PROGRAMS COORDINATOR

Los Angeles, CA  
ana@afabc.org

## PROFILE

A dedicated community advocate with experience bridging organizational programming and grassroots engagement. Specializing in developing data-driven curriculum while amplifying community voices, I have a proven track record of building partnerships with diverse stakeholders. My expertise spans policy research, coalition building, and program implementation with particular strength in Latino/a community engagement. As a bilingual professional recognized for leadership in advocacy, I leverage analytical skills to drive measurable impact in public service and community empowerment.

## EDUCATION

### Bachelor's of Arts in Political Science

Cal State University,  
Northridge

## SKILLS

- English and Spanish (Fluent)
- IndigoV
- Legislative
- Research
- VAN
- Social Media
- Microsoft Office &
- Google Platforms

## PROFESSIONAL EXPERIENCE

### Senior Programs Coordinator

#### Alliance for a Better Community | April 2025- Current

- Support the development and implementation of Parent Academy program and civic engagement initiatives across Los Angeles, creating data-driven curriculum while collecting and amplifying first-hand stories from parents, students, and community members to inform program development and advocacy efforts.
- Cultivate and strengthen relationships with partners, academic institutions, government agencies, and community-based organizations, representing ABC at conferences and stakeholder meetings while developing strategies to enhance Latino/a representation in policy decision-making spaces.
- Assist in identifying funding opportunities, drafting grant proposals and reports, and tracking grant deliverables for curriculum and community engagement programs, including support for ABC's Zocalos and Latino/a Heritage Month annual event.

### Raíz Organizer

#### Planned Parenthood Los Angeles | November 2023 -December 2024

- Led grassroots organizing efforts, including but not limited to: activist recruitment, training, and engagement; visibility at community events; and implementing program goals with a racial justice lens. Oversaw the launch of the PP Gen Chapter at CSUN, engaging over 500 college students and solidifying presence on campus. Recruited over 200 supporters, 15 dynamic volunteer leaders, and more than 30 dedicated volunteers.
- Organized and participated in over 30 events, averaging more than three per month, while building strong relationships with diverse community partners, with a particular focus on Latinx communities. Established new relationships and further developed existing partnerships with over 20 local and national community organizations.

### Political Director

#### Project Super Bloom PAC | February 2023 - January 2024

- Conduct detailed research and provide recommendations regarding state Assembly and Senate races within California. Oversaw the endorsement process and worked closely with the Board of Directors to devise a strategic election and endorsement plan while implementing campaign strategies for endorsed candidates.
- Managed coalition building with organizations across California to and strengthen the organization's presence and to develop relationships around increasing voter turnout within the upcoming election cycle.

## LOCAL POLITICAL ACTIVITIES & AWARDS

- Board Member, Winnetka Neighborhood Council (fmr)
- Board Chair, Project Super Bloom PAC
- Honoree, CA Enviro Voter's Badass Green Awards
- Volunteer, Pueblo Y Salud's 2024 Cesar Chavez March Committee
- Youth Activist of the Year, 3rd Annual Valley Community Leadership Awards
- Future History Latina Maker, Hispanas Organized for Political Equity (HOPE)

# SUSANA M. BONIS

EVALUATION, PLANNING,  
FACILITATION, & GRANT WRITING

Alhambra,  
smbonis@gmail.com

## PROFILE

I am a versatile organizational development professional experienced in conducting organizational assessments, strategic planning, evaluation and research, and grant writing. I excel at analysis and synthesis of information, strategic thinking, engaging with diverse communities, and storytelling. I speak and write fluently in Spanish. Writing samples may be shared upon request.

## EDUCATION

### Ph.D. in PSYCHOLOGY

Claremont Graduate University

### Co-concentration of organizational behavior and evaluation and applied research

### PROFESSIONAL EDITING

#### CERTIFICATE

The George Washington University Center for Professional Development

### M.A.T in SECONDARY EDUCATION (ENGLISH AND SOCIAL STUDIES)

American University

### B.A. in ENGLISH; B.A. in HISTORY

The George Washington University

## PROFESSIONAL EXPERIENCE

### Consultant

#### The California Endowment - Building Healthy Communities Boyle Heights | April 2012 - Present

- Developed seventeen case studies of campaigns focused on policy and systems changes; two additional case studies are in progress
- Supported development & implementation of the evaluation plan for BHCBH
- Conducted interviews and focus groups to help inform sustainability planning; facilitated planning discussions

### Consultant

#### Alliance for a Better Community | March 2020 - Present

- Coordinate development of the Latino/a Scorecard Report: A Roadmap for Transforming Los Angeles
- Support strategic and annual planning and fund development

### Consultant

#### UCLA Watts Leadership Institute | November 2019 - Present

- Provide training and coaching in English and Spanish to promote capacity building among grassroots organizations and leaders in Watts

### Consultant

#### SBCC (Strengths-Based Community Change | July 2011 - Present

- Facilitate focus groups in Spanish and English with children, youth, and adults; present findings in reports (average of six focus groups per year)

### Consultant

#### NLA Group - Yakima, WA | June 2009 - Present

- Evaluate nine 21st Century Community Learning Center sites in rural Washington using a mixed methods design, including comparison groups for academic achievement data and bilingual (English and Spanish) focus groups and interviews

### Director of Development and Evaluation

#### Consejo de Federaciones Mexicanas (COFEM) | 2007 - 2012

### Director of Development and Communications

#### Families in Schools | 2003 - 2006

### Strategic Accountability Service: Preparing Tomorrow's Teachers to Use Technology; Compact for Reading

#### U.S. Department of Education - Washington, DC | 1997 - 2003



County of Los Angeles  
**INTERNAL SERVICES DEPARTMENT**

1100 North Eastern Avenue  
Los Angeles, California 90063

Telephone: (323) 267-2101  
FAX: (323) 264-7135

**MICHAEL OWH**  
Director

*Speed. Reliability. Value.*

May 1, 2025

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

Dear Neighborhood Canvassing Services for Broadband Needs Assessment Selection Committee:

I am pleased to support the Alliance for a Better Community (ABC) application and proposal for the City of Huntington Park Neighborhood Canvassing Services for Broadband Needs Assessment. ABC has been instrumental in advancing digital equity for residents impacted by the digital divide in Southeast Los Angeles and countywide.

ABC has collaborated with other trusted community-based organizations throughout Los Angeles County and trained 60 community members through a four-week Digital Skills and Digital Equity Advocacy Training Series. This Training has equipped these community members with tangible digital skills and empowered them to advocate for digital equity within their respective cities and communities. ABC's equity-driven and culturally sensitive community outreach and engagement approach is truly inspiring. It empowers all community members to use their new digital skills and tools to enhance their daily activities.

ABC's commitment to digital equity is further demonstrated by its active membership in the County Intergovernmental Broadband Coordinating Committee (IBCC). As a member organization, ABC plays a key role in the IBCC's goal to address the digital divide in all Los Angeles County. The IBCC, a regional collective body and standing committee of more than 60 multidisciplinary stakeholder organizations and community members, is fortunate to have ABC's broadband and digital equity expertise, knowledge, and experience.

May 1, 2025

Page 2 of 2

As a regional leader in digital inclusion with impactful countywide programming, ABC's efforts are invaluable in advancing digital equity. I am delighted to collaborate and partner with ABC and support their efforts without reservation. If you have any follow-up questions regarding this support letter, please email me at [rkauma@isd.lacounty.gov](mailto:rkauma@isd.lacounty.gov).

Respectfully,

*Rebecca Kauma*

Rebecca Kauma (May 1, 2025 16:43 PDT)

**Rebecca F. Kauma, MPA**

Director of Digital Equity

Internal Services Department (ISD)

County of Los Angeles



# Los Angeles County Office of Education

Serving Students ■ Supporting Communities ■ Leading Educators

May 2, 2025

Debra Duardo  
Superintendent

Los Angeles County  
Board of Education

Stanley L. Johnson, Jr.  
President

James Cross  
Vice President

Michele Breslauer

Yvonne Chan

Andrea Foggy-Paxton

Betty Forrester

Theresa Montaño

City Council and City Manager  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Dear City Council Members and City Manager,

On behalf of the Los Angeles County Office of Education (LACOE), I am pleased to offer this letter of support for Alliance for a Better Community (ABC) and its proposal in response to the City's Request for Proposal (RFP) for **Neighborhood Canvassing Services for Broadband Needs Assessment**.

As the largest regional education agency in the nation, LACOE serves more than 80 school districts and 1.3 million students across Los Angeles County — many of whom reside in communities like Huntington Park that continue to face deep-rooted barriers to digital access and equity. Through our work, we have seen firsthand how critical it is to address broadband gaps that disproportionately affect historically marginalized communities.

Alliance for a Better Community has long been a trusted partner in advancing equity and opportunity across Los Angeles County, particularly in Southeast LA and the San Fernando Valley. Their work spans critical areas including education, civic engagement, digital equity, and economic mobility — all while centering the voices of the communities they serve.

In particular, ABC has distinguished itself as a regional leader in **digital equity advocacy and community engagement**. Their achievements include helping pass six city-level resolutions on digital discrimination in 2024, leading digital equity trainings for community members, and uplifting community voices in broadband policy discussions at every level of government. Their deep roots in Huntington Park — through longstanding partnerships, resident engagement, and leadership in regional initiatives like SELA Votes! and the SELA Collaborative — position them as an ideal partner for this important broadband needs assessment.

ABC's proven ability to design and lead culturally responsive and community-centered outreach efforts is especially critical for this initiative. Their approach not only informs public policy but also empowers residents and small businesses to actively shape solutions that reflect their realities and needs.

Letter of Support - ABC  
May 2, 2025  
Page 2

LACOE proudly supports ABC's application for this RFP. We value our partnership and share a commitment to ensuring that all communities, especially those historically underserved, have access to affordable, high-quality internet — a necessity for education, economic mobility, and civic participation.

Thank you for your consideration of this proposal. Please feel free to contact my office if you require any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Debra Duardo".

Debra Duardo, MSW, Ed.D.  
Superintendent

May 1, 2025

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

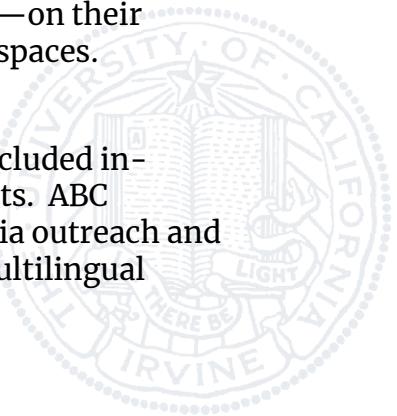
Dear Mr. Ricardo Reyes,

I am writing to offer my strongest recommendation for Alliance for a Better Community (ABC) as a trusted and highly capable partner to support the City of Huntington Park's broadband equity efforts. As an Associate Professor for the Department of Urban Planning and Public Policy with the University of California, Irvine (UCI), I have had the privilege of working closely with ABC through our formal partnership established via a Memorandum of Understanding on a project titled "Collaborative Framework for Air Quality Research and Community Empowerment." Our collaboration focused on addressing environmental justice challenges, specifically the disproportionate impact of poor air quality on under-resourced communities in Southeast Los Angeles, including Huntington Park.

Through this partnership, ABC has demonstrated exceptional capacity in community-centered research, public engagement, and data-informed advocacy. The organization has worked side-by-side with our university researchers to implement participatory air quality monitoring projects, conduct data analysis, and produce policy-relevant research products rooted in lived experience. Their strength lies in bridging data collection with authentic, on-the-ground insight through community-centered processes.

In alignment with the City's RFP goals, I am confident in ABC's ability to carry out the following key activities:

- ABC effectively conducted neighborhood-based outreach and surveying, building trust with local residents through door-to-door engagement and community events in Southeast LA. In our air quality research partnership, ABC was instrumental in gathering high-response survey data from frontline communities by meeting residents where they were—on their porches, in parks, at schools, and in neighborhood gathering spaces.
- They implemented a multi-pronged outreach strategy that included in-person canvassing and school-based engagement with parents. ABC amplified these efforts through culturally relevant social media outreach and trusted messenger communications, successfully reaching multilingual



households and residents with limited digital access.

- To complement survey efforts, ABC facilitated focus groups and small roundtable discussions, which provided critical context to the quantitative data. These sessions were thoughtfully designed and led in partnership with community leaders, ensuring residents felt safe, heard, and empowered to share their lived experiences and ideas.
- ABC demonstrated strong analytical capacity, organizing and synthesizing data collected across multiple channels into actionable findings. In our joint work, they collaborated with university researchers to ensure data integrity while elevating key narratives from the community.
- Their ability to produce accessible, compelling reports and policy recommendations has been a cornerstone of our partnership. ABC consistently translated technical findings into clear, community-informed recommendations that were used to inform local advocacy and decision-making.

ABC's collaborative model is rooted in power building, equity, and shared leadership. Their ability to uplift resident voices while applying a data-driven approach makes them uniquely qualified to support the City's efforts to close the digital divide. Their past experience in Huntington Park, deep trust with local leaders and families, and track record with university partners make them an ideal lead for this vital initiative.

I fully endorse ABC's role in this project and remain available to provide any additional information as needed.

Sincerely,



Michael Méndez, PhD, MCP  
Associate Professor and Chancellor's Fellow  
Andrew Carnegie Fellow  
Email: [mamende6@uci.edu](mailto:mamende6@uci.edu) cell: 916.752.5814





## NON-COLLUSION DECLARATION

The undersigned declares:

This Agreement is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The proposal submitted by the Contractor is genuine and not collusive or sham. The Contractor has not directly or indirectly induced or solicited any other entity to put in a false or sham bid or proposal. The Contractor has not directly or indirectly colluded, conspired, connived, or agreed with any other entity or anyone else to put in a sham bid or proposal, or to refrain from submitting such bid or proposal. The Contractor has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid or proposal price of the Contractor or any other entity, or to fix any overhead, profit, or cost element of the bid or proposal price, or of that of any other entity. All statements contained in the bid or proposal submitted by Contractor are true. The Contractor has not, directly or indirectly, submitted his or her bid or proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid or proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Contractor that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Contractor.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].”

Signed: Chamay

Print name and title: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

## ITEM 2



# CITY OF HUNTINGTON PARK

Community Development Department  
City Council Agenda Report

June 2, 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 AND APPROVAL OF FIREWORKS SALES PERMIT APPLICATIONS SUBMITTED BY LOCAL NON-PROFIT ORGANIZATIONS IN THE CITY OF HUNTINGTON PARK**

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

1. Approve the Fireworks Sales Permit Applications submitted by local non-profit organizations in the City of Huntington Park; and
2. Authorize the Community Development Department to process the applications and conduct the final inspections of the stands.

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

Title 4, Chapter 8 of the Huntington Park Municipal Code provides the application process, procedures, and requirements for issuing fireworks sales permits. The chapter also details the safety requirements and operation standards for temporary fireworks stands. This section of the Municipal Code was amended to update requirements in order to identify the Community Development Department as the lead department for the application process, clarify applicant eligibility, and provide additional safety measures. Lastly, the amendment made the City Council the final approval body for the issuance of firework sales permits.

### **FACTS AND PROVISIONS**

Applicants filed permit applications with the Community Development Department and their applications were processed for City Council review. The following organizations have submitted an application:

## **CONSIDERATION AND APPROVAL OF FIREWORKS SALES PERMIT APPLICATIONS SUBMITTED BY LOCAL NON-PROFIT ORGANIZATIONS IN THE CITY OF HUNTINGTON PARK**

June 2, 2025

Page 2 of 3

- Huntington Park Youth Football
- Southeast Churches Services Center
- AYSO Region 526
- Huntington Park Police Officers Association

The process to select the applications for City Council review included the eligibility review by requiring that permits be filed by local non-profit organizations only.

Additionally, applicants are aware of the increased public safety measures by requiring minimum ages for adults in charge of fireworks stand operations, requiring overnight security of stands, and updating sidewalk setback requirements in order to prevent obstruction of vehicular line of sight. It will also require Building and Safety inspections for the temporary stands.

The City Council is the final approval body for all complete Fireworks Sales Permit Applications.

Pursuant to Huntington Park Municipal Code 4-8.02, the sale of fireworks shall be limited to the time period of 12:00 noon on June 26th and ending at 11:59 p.m. July 4th of each calendar year.

Furthermore, Huntington Park Municipal Code 4-8.03 stipulates that complete applications will be presented to City Council at the first meeting in June for consideration.

### **FISCAL IMPACT**

Fireworks sales permits will continue to generate required application fees including Building Permits, Electrical Permits, Temporary Use Permits, and city business license fees. In addition, the permit fee for the sale of fireworks shall continue to be one percent of the gross retail sales as reported to the State of California Board of Equalization by the non-profit organization.

**CONSIDERATION AND APPROVAL OF FIREWORKS SALES PERMIT  
APPLICATIONS SUBMITTED BY LOCAL NON-PROFIT ORGANIZATIONS IN THE  
CITY OF HUNTINGTON PARK**

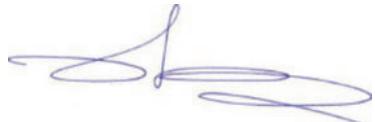
June 2, 2025

Page 3 of 3

**CONCLUSION**

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ricardo Reyes".

RICARDO REYES  
City Manager

LOUIS MORALES  
Interim Director of Community Development

**ATTACHMENT(S)**

**A. Applications Submitted by Local Non-Profit Organizations**

## **APPLICATIONS SUBMITTED BY LOCAL NON- PROFIT ORGANIZATIONS**

**ATTACHMENT A**

## (Attachment "A")

# FIREWORKS PERMIT APPLICATIONS

1. Huntington Park Youth Football (1951 E. Florence Ave) → TUP 2025-02
2. Southeast Churches Services Center (2911 E. Florence Ave) → TUP 2025-03
3. AYSO Region 526 (5900 Pacific Blvd) → TUP 2025-04
4. Huntington Park Police Officers Association (1925 Gage Ave) → TUP 2025-06

## Fireworks Stands

## Legend



Fireworks Stand

AYSO Region 526



Huntington Park Police Officers Association



Huntington Park Youth Football



Southeast Church Services Center



Google Earth

3000 ft



N

S

E

W

3000 ft



## CITY OF HUNTINGTON PARK

Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • [planning@hPCA.gov](mailto:planning@hPCA.gov)

# TEMPORARY USE PERMIT APPLICATION

**FOR OFFICE USE ONLY**

Date Filed: 4/3/2025 File No.: TUP 2025-02 Fee/Receipt No.: \$307.00 Initials: SM

**BUSINESS ADDRESS OR GENERAL LOCATION:** 1951 E. FLORENCE

## APPLICANT'S INFORMATION

Applicant: HUNTINGTON PARK YOUTH FOOTBALL

**Mailing Address:**

Phone 1: [REDACTED]

## Phone 2:

Email: [REDACTED]

## PROPERTY OWNER'S INFORMATION

Property Owner: ATREKO, INC PARINAZ ZARABI

**Mailing Address:**

Phone 1: [REDACTED]

## Phone 2:

Email:

#### DESCRIPTION OF TEMPORARY USE

1. Describe in detail the type of business activity to be temporarily conducted (include any equipment or product to be used in the commercial activity): FIREWORKS STAND SAFE-N-SANE FIREWORKS STATE APPROVED

2. How long do you plan to operate the temporary use? 6/2/2025 - 7/4/2025

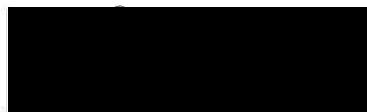
**SUBMITTAL REQUIREMENTS:**

- **Completed Temporary Use Permit Application**
- **Certificate of Liability Insurance**
- **Two (2) sets of plot plans and/or floor plans identifying the location of all event activity, pedestrian and vehicle circulation and/or parking as necessary.**

**A fully completed application with all required departmental and agency approvals (as noted by Staff) must be submitted to the Community Development Department at minimum of fourteen (14) days prior to the date of the temporary use. The applicant is responsible for routing the application to outside agencies.**

**If the applicant is not the property owner, the owner of the property must sign the application, or a written authorization must be submitted so that the applicant may file the application.**

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.



Signature of Applicant

4/13/2025

Date

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

Date Submitted: 4/13/2025

Received By: JM

Filing Fee: \$207.00

Receipt No.: 216478

Property Owner Approval Provided?  Yes  No

Site Plan Provided?  Yes  No

Certificate of Liability Insurance Provided?  Yes  No

**Departmental/Division Approvals Required:**

Building and Safety  City Clerk  Engineering  Parks & Recreation

Planning  Police Department  Public Works  Revenue Collections

**Outside Agency Approvals Required:**

L.A. County Fire Dept.  L.A. County Health Dept.  Dept. of Alcoholic Beverage Control (ABC)



**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • planning@hpcagov

## DEPARTMENTS / AGENCIES REVIEW CHECKLIST

### TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2006-02

The Community Development Department requires proof of approval from the following departments/ agencies that are checked:

*(The applicant is responsible for routing the application to outside agencies\*)*

Los Angeles County Fire Department\*  
Fire Prevention Division  
3161 E. Imperial Hwy.  
Lynwood, CA 90255  
(310) 603-5258

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Los Angeles County Health Department\*  
Environmental Health Specialist  
5850 S Main Street, Room 2257  
Los Angeles, CA 90003  
(323) 235-7009

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

State Dept. of Alcoholic Beverage Control\*  
Duty Investigator  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
(213) 736-2005

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Police Department  
Watch Commander  
6542 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6254

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X John \_\_\_\_\_ Date: 04/24/05

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2026-02

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park City Manager's Office  
**City Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6223

Approved     Not Approved     No Approval Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: APR 21 2025

Huntington Park Office of the City Clerk  
**City Clerk**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6297

Approved     Not Approved     No Approval Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: 4/10/25

Huntington Park Planning Division  
**Community Development Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6392

Approved     Not Approved     No Approval Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: 04/10/2025

Huntington Park Finance Department  
**Finance Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6201

Approved     Not Approved     No Approval Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2026-02

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park Building Division  
**Building Official**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6271

Approved    Not Approved    No Approval  
Necessary  
*41 Generator Permit*  
 Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: 4/10/2025

Huntington Park Public Works Dept.  
**Public Works Director / City Engineer**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6253

Approved    Not Approved    No Approval  
Necessary  
 Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Parks and Rec. Dept.  
**Parks and Recreation Director**  
3401 E. Florence Avenue  
Huntington Park, CA 90255  
(323) 584-6218

Approved    Not Approved    No Approval  
Necessary  
 Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Code Enforcement  
**Code Enforcement Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6213

Approved    Not Approved    No Approval  
Necessary  
 Approved w/ Conditions - Comments: \_\_\_\_\_

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

## PROPERTY PERMISSION FORM FOR CITY

TO WHOM IT MAY CONCERN:

Permission is hereby granted to NON PROFIT ORGANIZATION TBD and  
AMERICAN PROMOTIONAL EVENTS, INC. - WEST, d.b.a., TNT FIREWORKS,  
for the exclusive right to use the property located at **1951 E. FLORENCE AVE.**  
in the City of **HUNTINGTON PARK** for their 2025 Fireworks stand.

It is understood that this sale will be conducted in accordance with all City,  
County and State regulations, and the property left clean and free of debris.

**ATREKO, INC.**

DocuSigned by:

By: (Sign)   
23BA7B5AFDBA422...

Print Name: Josef Zarabi

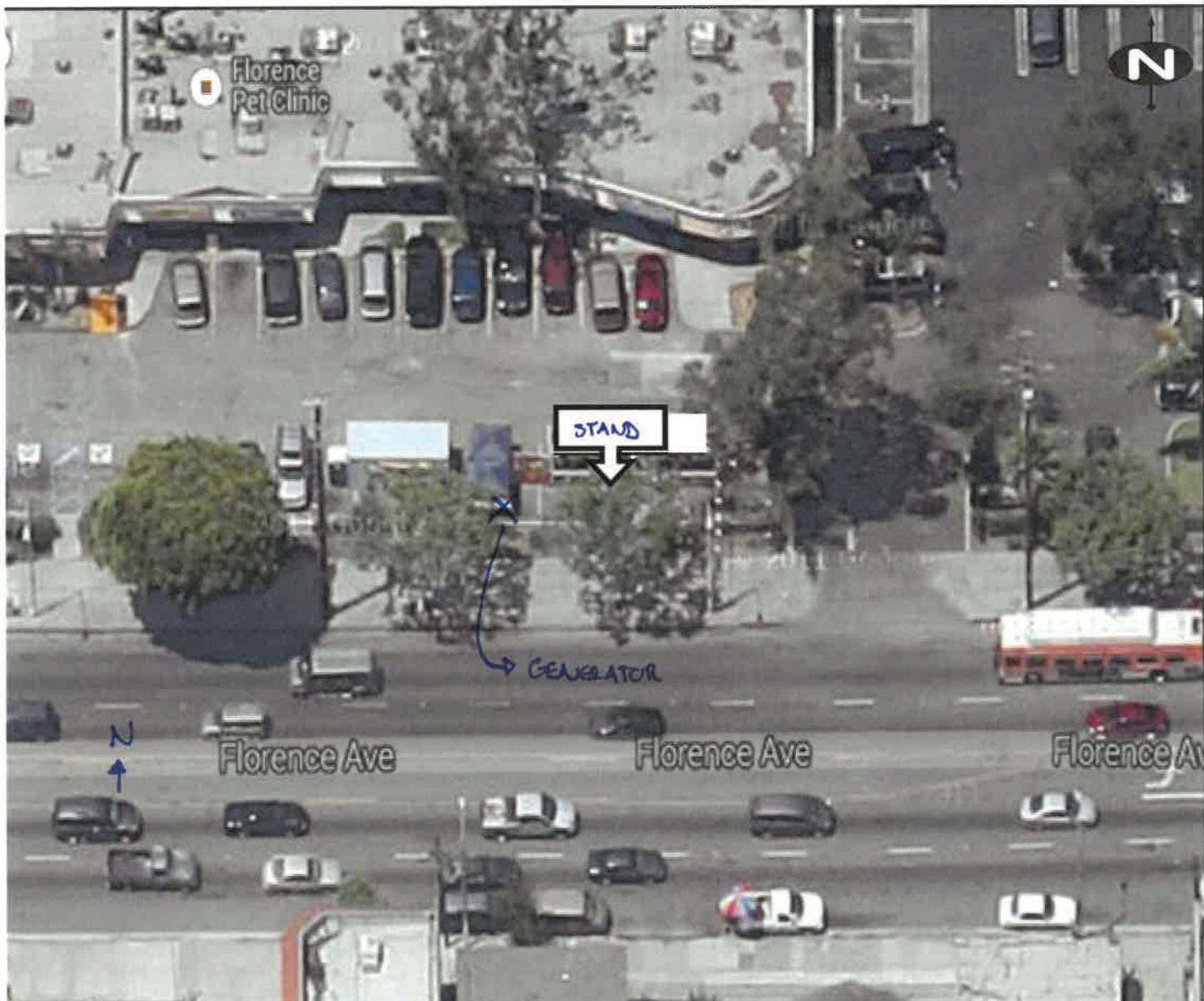
Date: 12/9/2021

Loc # **XXX0699**

INSPECTION DATE 6/25

# TNT FIREWORKS

SALES ASSOCIATE R. LEGASPI CITY HUNTINGTON PARK  
LOCATION# XXX0699 ORGANIZATION HP YOUTH FOOTBALL  
SIZE 32X8X9 TYPE OPM BACK DOORS 0 A-FRAMES 1  
SET-UP 6/24 DOWN DATE 7/6 LIGHTS OPM  
ADDRESS 1951 E. FLORENCE AVE  
INTERSECTION NWC FLORENCE & ALAMEDA  
THOMAS GUIDE — COUNTY LA PAGE 674 GRID H-7  
SPECIAL INSTRUCTIONS SET STAND FACING FLORENCE LEAVE ROOM IN FRONT OF STAND FOR CUSTOMERS





**Pop Warner Little Scholars, Inc.**  
586 Middletown Blvd. Suite C-100 • Langhorne • PA • 19047  
Phone: 215-752-2691 • Fax: 215-752-2879  
[www.popwarner.com](http://www.popwarner.com)



April 11, 2023

**RE: HUNTINGTON PARK YOUTH FOOTBALL & CHEER  
ASSOCIATION**

To Whom It May Concern:

This will serve as confirmation that the above captioned organization is a subordinate member in good standing of Pop Warner Little Scholars, Inc.

Since Pop Warner is classified by the Internal Revenue Service as a 501 (c) (3) non-profit organization, our subordinates are considered non-profit, also. Pop Warner Little Scholars, Inc., the parent organization's Federal Tax Identification number is 23-1582287, Federal Group Tax Exemption number is 9183.

If you require any further information, please feel free to contact our headquarters.

Our address is the following:

Pop Warner Little Scholars, Inc.  
586 Middletown Boulevard, Suite C-100  
Langhorne, PA 19047

Telephone: [REDACTED]  
Fax: [REDACTED]

Sincerely,

A handwritten signature in black ink, appearing to read "Jon C. Butler". The signature is somewhat stylized and includes a small flourish at the beginning.

Jon C. Butler  
Executive Director

JCB/bsd



STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0540

## Entity Status Letter

Date: 4/2/2025

ESL ID: 2600610044

### Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 8062462

Entity Name: POP WARNER LITTLE SCHOLARS, INC

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on [REDACTED] through the Franchise Tax Board Administrative Dissolution process.

### Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

### Connect With Us

Web: [ftb.ca.gov](http://ftb.ca.gov)  
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays  
916-845-6500 from outside the United States

California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)



## **CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

11/14/2024

11/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 3280 Peachtree Rd. NE, Ste. 1000 Atlanta GA 30305 (404) 460-3600	<b>CONTACT NAME:</b>	<b>FAX (A/C, No.):</b>
	<b>PHONE (A/C, No, Ext.):</b>	
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A : Century Surety Company</b>	36951
<b>INSURED</b> 1359665	<b>INSURER B : Arch Specialty Insurance Company</b>	21199
	<b>INSURER C : Arch Indemnity Insurance Company</b>	30830
	<b>INSURER D : Arch Insurance Company</b>	11150
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

## COVERAGES

CERTIFICATE NUMBER: 12339457

REVISION NUMBER: XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

EXCLUSIONS AND CONDITIONS OF COVERAGE: LIMITS OWNED MAY HAVE BEEN REDUCED BY PAYMENT OF PREMIUM											
INSR LTR	TYPE OF INSURANCE			ADDL INSD	SUBR WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X	COMMERCIAL GENERAL LIABILITY				CCP1219465		12/1/2024	11/1/2025	EACH OCCURRENCE	\$ 1,000,000
		CLAIMS-MADE	X	OCCUR						DAMAGE TO RENTED PREMISES (Ex occurrence)	\$ 100,000
										MED EXP (Any one person)	\$ Excluded
										PERSONAL & ADV INJURY	\$ 1,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:								GENERAL AGGREGATE	\$ 2,000,000
		POLICY	PROJECT	X	LOC					PRODUCTS - COMP/OP AGG	\$ 2,000,000
		OTHER:									\$
	AUTOMOBILE LIABILITY					NOT APPLICABLE				COMBINED SINGLE LIMIT (Ex accident)	\$ XXXXXXXX
		ANY AUTO								BODILY INJURY (Per person)	\$ XXXXXXXX
		OWNED AUTOS ONLY		SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$ XXXXXXXX
		Hired AUTOS ONLY		NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$ XXXXXXXX
											\$ XXXXXXXX
B	X	UMBRELLA LIAB	X	OCCUR		UXP0056189-11		12/1/2024	11/1/2025	EACH OCCURRENCE	\$ 5,000,000
		EXCESS LIAB		CLAIMS-MADE						AGGREGATE	\$ 5,000,000
		DED		RETENTION \$							\$ XXXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				Y/N	N	34WCI1101000 (AOS) 31WCI1100900 (FL)	11/1/2024 11/1/2024	11/1/2025 11/1/2025	X PER STATUTE	OTH- ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)				N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under DESCRIPTION OF OPERATIONS below								E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
										E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
property located @ 1951 E. Florence, Huntington Park, Ca. (XXX0699) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

**CERTIFICATE HOLDER**

## CANCELLATION

12339457

Huntington Park Youth Football and the City of Huntington Park their officers, agents & employees when acting in their official capacities as such Huntington Park CA 90255

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**AUTHORIZED REPRESENTATIVE**

PRESENTATIVE

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**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • [planning@h pca.gov](mailto:planning@h pca.gov)

# TEMPORARY USE PERMIT APPLICATION

**FOR OFFICE USE ONLY**

Date Filed: 4/10/2025 File No.: TIP 2025-03 Fee/Receipt No.: \$307.00 Initials: JM

**BUSINESS ADDRESS OR GENERAL LOCATION:** 2911 E. FLORENCE

## APPLICANT'S INFORMATION

Applicant: SOUTHEAST CHURCH SERVICES CENTER

Mailing Address: [REDACTED]

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: \_\_\_\_\_

## PROPERTY OWNER'S INFORMATION

Property Owner: LAS PALMAS CENTER INC.

Mailing Address:

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ Email: donay@universalcapitalinvestments.com

## DESCRIPTION OF TEMPORARY USE

1. Describe in detail the type of business activity to be temporarily conducted (include any equipment or product to be used in the commercial activity): \_\_\_\_\_

2. How long do you plan to operate the temporary use? 6/2/2025 - 7/4/2025

**SUBMITTAL REQUIREMENTS:**

- **Completed Temporary Use Permit Application**
- **Certificate of Liability Insurance**
- **Two (2) sets of plot plans and/or floor plans identifying the location of all event activity, pedestrian and vehicle circulation and/or parking as necessary.**

**A fully completed application with all required departmental and agency approvals (as noted by Staff) must be submitted to the Community Development Department at minimum of fourteen (14) days prior to the date of the temporary use. The applicant is responsible for routing the application to outside agencies.**

*If the applicant is not the property owner, the owner of the property must sign the application, or a written authorization must be submitted so that the applicant may file the application.*

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.



Signature of Applicant

4-10-2025

Date

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

Date Submitted: 4/10/2025

Received By: jm

Filing Fee: \$207.00

Receipt No.: 37355

Property Owner Approval Provided?  Yes  No

Site Plan Provided?  Yes  No

Certificate of Liability Insurance Provided?  Yes  No

**Departmental/Division Approvals Required:**

Building and Safety  City Clerk  Engineering  Parks & Recreation  
 Planning  Police Department  Public Works  Revenue Collections

**Outside Agency Approvals Required:**

L.A. County Fire Dept.  L.A. County Health Dept.  Dept. of Alcoholic Beverage Control (ABC)



**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • planning@hpcagov

## DEPARTMENTS / AGENCIES REVIEW CHECKLIST

### TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2025-01

The Community Development Department requires proof of approval from the following departments/ agencies that are checked:

*(The applicant is responsible for routing the application to outside agencies\*)*

Los Angeles County Fire Department\*  
Fire Prevention Division  
3161 E. Imperial Hwy.  
Lynwood, CA 90255  
(310) 603-5258

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Los Angeles County Health Department\*  
Environmental Health Specialist  
5850 S Main Street, Room 2257  
Los Angeles, CA 90003  
(323) 235-7009

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

State Dept. of Alcoholic Beverage Control\*  
Duty Investigator  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
(213) 736-2005

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Police Department  
Watch Commander  
6542 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6254

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X John \_\_\_\_\_ Date: 4/24/25

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2025-03

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park City Manager's Office  
**City Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6223

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X		Date: <u>APR 21 2025</u>

Huntington Park Office of the City Clerk  
**City Clerk**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6297

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X		Date: <u>4/10/25</u>

Huntington Park Planning Division  
**Community Development Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6392

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X		Date: <u>04/10/25</u>

Huntington Park Finance Department  
**Finance Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6201

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X		Date: _____

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2025-03

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park Building Division  
**Building Official**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6271

Approved     Not Approved     No Approval  
*with generator permit*  
Necessary  
 Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: 4/10/2025

Huntington Park Public Works Dept.  
**Public Works Director / City Engineer**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6253

Approved     Not Approved     No Approval  
Necessary  
 Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Parks and Rec. Dept.  
**Parks and Recreation Director**  
3401 E. Florence Avenue  
Huntington Park, CA 90255  
(323) 584-6218

Approved     Not Approved     No Approval  
Necessary  
 Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Code Enforcement  
**Code Enforcement Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6213

Approved     Not Approved     No Approval  
Necessary  
 Approved w/ Conditions - Comments: \_\_\_\_\_

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

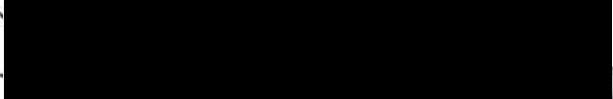
## PROPERTY PERMISSION FORM

TO WHOM IT MAY CONCERN:

Permission is hereby granted to SOUTHEAST WOMEN'S ORGANIZATION and  
AMERICAN PROMOTIONAL EVENTS, INC. - WEST, d.b.a., TNT FIREWORKS,  
for the exclusive right to use the property located at **2901-2931 E FLORENCE AVE**  
in the City of **HUNTINGTON PARK** for their 2025 Fireworks stand.

It is understood that this sale will be conducted in accordance with all City,  
County and State regulations, and the property left clean and free of debris.

**LAS PALMAS CENTER, INC**

By: (Sign) 

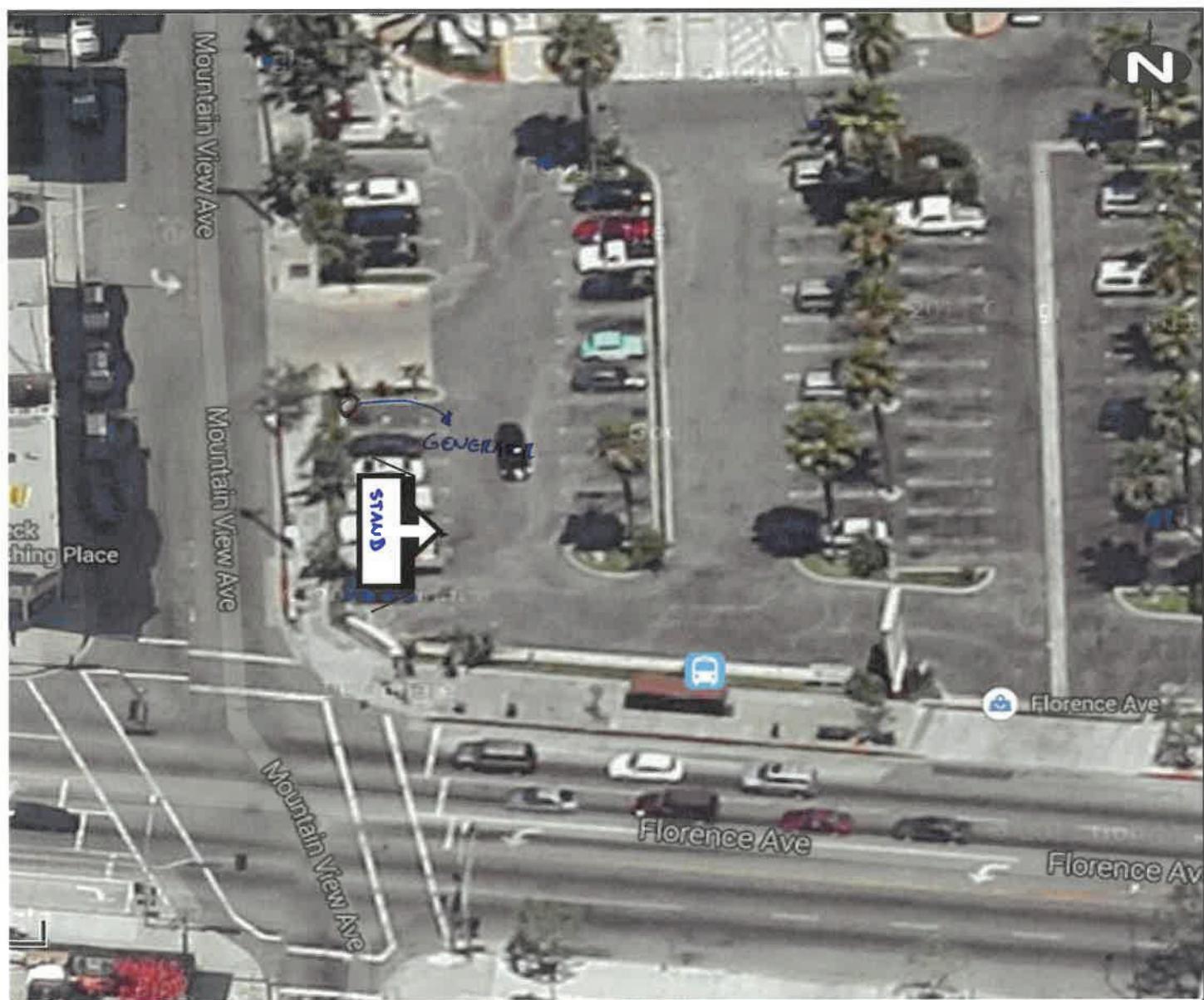
Print Name: Elias Donay (Property manager)  
Date: 12/4/2024

Loc # **BBB0118**

INSPECTION DATE 6/25

## TNT FIREWORKS

SALES ASSOCIATE R. LEGASPI CITY HUNTINGTON PARK  
LOCATION# BBB0118 ORGANIZATION SOUTHEAST CHURCHES  
SIZE 24X8 TYPE NN BACK DOORS 0 A-FRAMES 1  
SET-UP 6/24 DOWN DATE 7/5 LIGHTS MCGILLS  
ADDRESS 2911 E. FLORENCE  
INTERSECTION NEC FLORENCE & MOUNTAIN VIEW  
THOMAS GUIDE — COUNTY LA PAGE 675 GRID A-7  
SPECIAL INSTRUCTIONS FACE STAND TO STORES SET CLOSE TO CORNER





## Entity Status Letter

Date: 4/2/2025

ESL ID: 7786939613

### Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 1238868

Entity Name: SOUTHEAST CHURCHES SERVICE CENTER

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on \_\_\_\_\_ through the Franchise Tax Board Administrative Dissolution process.

### Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

### Connect With Us

Web: [ftb.ca.gov](http://ftb.ca.gov)  
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays  
916-845-6500 from outside the United States

### California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)



# CERTIFICATE OF LIABILITY INSURANCE

11/1/2025

DATE (MM/DD/YYYY)

11/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

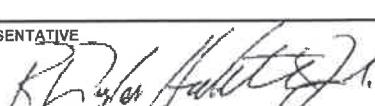
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 3280 Peachtree Rd. NE, Ste. 1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	FAX (A/C, No.):
		PHONE (A/C, No. Ext): E-MAIL: ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A: Century Surety Company	36951
		INSURER B: Arch Specialty Insurance Company	21199
		INSURER C: Arch Indemnity Insurance Company	30830
		INSURER D: Arch Insurance Company	11150
		INSURER E:	
		INSURER F:	

COVERAGES		CERTIFICATE NUMBER: 12341187			REVISION NUMBER: XXXXXXX							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.												
INSR LTR	TYPE OF INSURANCE		ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS					
A	COMMERCIAL GENERAL LIABILITY		Y	N	CCP1219465	12/1/2024	11/1/2025	EACH OCCURRENCE \$ 1,000,000				
	<input type="checkbox"/> CLAIMS-MADE	<input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
GEN'L AGGREGATE LIMIT APPLIES PER:												
POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC												
OTHER:												
AUTOMOBILE LIABILITY		NOT APPLICABLE										
ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY		<table border="1"> <tr> <td><input type="checkbox"/> SCHEDULED AUTOS</td> <td><input type="checkbox"/> NON-OWNED AUTOS ONLY</td> </tr> </table>						<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS ONLY			
<input type="checkbox"/> SCHEDULED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS ONLY											
		<table border="1"> <tr> <td>COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXX</td> </tr> <tr> <td>BODILY INJURY (Per person) \$ XXXXXXX</td> </tr> <tr> <td>BODILY INJURY (Per accident) \$ XXXXXXX</td> </tr> <tr> <td>PROPERTY DAMAGE (Per accident) \$ XXXXXXX</td> </tr> <tr> <td>\$ XXXXXXX</td> </tr> </table>						COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXX	BODILY INJURY (Per person) \$ XXXXXXX	BODILY INJURY (Per accident) \$ XXXXXXX	PROPERTY DAMAGE (Per accident) \$ XXXXXXX	\$ XXXXXXX
COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXX												
BODILY INJURY (Per person) \$ XXXXXXX												
BODILY INJURY (Per accident) \$ XXXXXXX												
PROPERTY DAMAGE (Per accident) \$ XXXXXXX												
\$ XXXXXXX												
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		Y	N	UXP0056189-11	12/1/2024	11/1/2025	EACH OCCURRENCE \$ 5,000,000				
	EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE							AGGREGATE \$ 5,000,000				
DED <input type="checkbox"/> RETENTION \$												
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		Y/N <input checked="" type="checkbox"/> N	N/A	34WCI1101000 (AOS) 31WCI1100900 (FL)	11/1/2024 11/1/2024	11/1/2025 11/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. EACH ACCIDENT \$ 1,000,000				
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) property located @ 2911 E. Florence Ave., Huntington Park, CA. (BBB0118) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.												

## CERTIFICATE HOLDER

## CANCELLATION

12341187 Southeast Churches Services Center and the City of Huntington Park their officers, agents and employees when acting in their official capacities as such 6550 Miles Ave. Huntington Park CA 90255	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.



**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • planning@h pca.gov

## TEMPORARY USE PERMIT APPLICATION

### FOR OFFICE USE ONLY

Date Filed: 4/10/2025 File No.: TUP 2025 -04 Fee/Receipt No.: \$307.00 Initials: JM

**BUSINESS ADDRESS OR GENERAL LOCATION:** 5900 PACIFIC BOULEVARD

### APPLICANT'S INFORMATION

Applicant: AYSO REGION 526

Mailing Address: [REDACTED]

Phone 1: [REDACTED] Phone 2: [REDACTED] Email: [REDACTED]

### PROPERTY OWNER'S INFORMATION

Property Owner: STEVE KIM, ASST. ARIANE PACIFIC PROPERTIES MANAGEMENT

Mailing Address: [REDACTED]

Phone 1: [REDACTED] Phone 2: [REDACTED] Email: [REDACTED]

### DESCRIPTION OF TEMPORARY USE

1. Describe in detail the type of business activity to be temporarily conducted (include any equipment or product to be used in the commercial activity):  
FIREWORKS STAND SAFE-N-SANE FIREWORKS STATE APPROVED

2. How long do you plan to operate the temporary use? 6/2/2025 - 7/4/2025

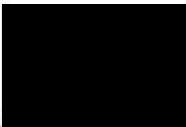
### SUBMITTAL REQUIREMENTS:

- *Completed Temporary Use Permit Application*
- *Certificate of Liability Insurance*
- *Two (2) sets of plot plans and/or floor plans identifying the location of all event activity, pedestrian and vehicle circulation and/or parking as necessary.*

*A fully completed application with all required departmental and agency approvals (as noted by Staff) must be submitted to the Community Development Department at minimum of fourteen (14) days prior to the date of the temporary use. The applicant is responsible for routing the application to outside agencies.*

*If the applicant is not the property owner, the owner of the property must sign the application, or a written authorization must be submitted so that the applicant may file the application.*

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.



Signature of Applicant

4-10-25

Date

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

Date Submitted: 4/10/2025

Received By: jmv

Filing Fee: \$ 307.00

Receipt No.: 37366

Property Owner Approval Provided?  Yes  No

Site Plan Provided?  Yes  No

Certificate of Liability Insurance Provided?  Yes  No

**Departmental/Division Approvals Required:**

<input checked="" type="checkbox"/> Building and Safety	<input checked="" type="checkbox"/> City Clerk	<input type="checkbox"/> Engineering	<input type="checkbox"/> Parks & Recreation
<input checked="" type="checkbox"/> Planning	<input checked="" type="checkbox"/> Police Department	<input type="checkbox"/> Public Works	<input checked="" type="checkbox"/> Revenue Collections

**Outside Agency Approvals Required:**

<input checked="" type="checkbox"/> L.A. County Fire Dept.	<input type="checkbox"/> L.A. County Health Dept.	<input type="checkbox"/> Dept. of Alcoholic Beverage Control (ABC)
--	---	--



**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • planning@hpcgov

## DEPARTMENTS / AGENCIES REVIEW CHECKLIST

### TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TRP 2015-04

The Community Development Department requires proof of approval from the following departments/ agencies that are checked:

*(The applicant is responsible for routing the application to outside agencies\*)*

**Los Angeles County Fire Department\***  
**Fire Prevention Division**  
3161 E. Imperial Hwy.  
Lynwood, CA 90255  
(310) 603-5258

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

**Los Angeles County Health Department\***  
**Environmental Health Specialist**  
5850 S Main Street, Room 2257  
Los Angeles, CA 90003  
(323) 235-7009

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

**State Dept. of Alcoholic Beverage Control\***  
**Duty Investigator**  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
(213) 736-2005

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

**Huntington Park Police Department**  
**Watch Commander**  
6542 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6254

Approved     Not Approved     No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: 04/24/25

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2025-04

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park City Manager's Office  
**City Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6223

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: <u>APR 21 2025</u>		

Huntington Park Office of the City Clerk  
**City Clerk**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6297

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: <u>S. A. D. P.</u> Date: <u>4/10/25</u>		

Huntington Park Planning Division  
**Community Development Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6392

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: <u>04/16/25</u>		

Huntington Park Finance Department  
**Finance Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6201

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2025-04

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park Building Division  
**Building Official**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6271

Approved       Not Approved       No Approval  
with generator  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X  Date: 4/10/2025

Huntington Park Public Works Dept.  
**Public Works Director / City Engineer**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6253

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Parks and Rec. Dept.  
**Parks and Recreation Director**  
3401 E. Florence Avenue  
Huntington Park, CA 90255  
(323) 584-6218

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Code Enforcement  
**Code Enforcement Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6213

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

## PROPERTY PERMISSION FORM

TO WHOM IT MAY CONCERN:

Permission is hereby granted to NON PROFIT ORGANIZATION TBD and  
AMERICAN PROMOTIONAL EVENTS, INC. - WEST, d.b.a., TNT FIREWORKS,  
for the exclusive right to use the property located at **5900 PACIFIC BLVD.**  
in the City of **HUNTINGTON PARK** for their 2025 Fireworks stand.

It is understood that this sale will be conducted in accordance with all City,  
County and State regulations, and the property left clean and free of debris.

### IMEDRA 5900 FAMILY LIMITED PARTNERSHIP DBA PACIFIC CENTER

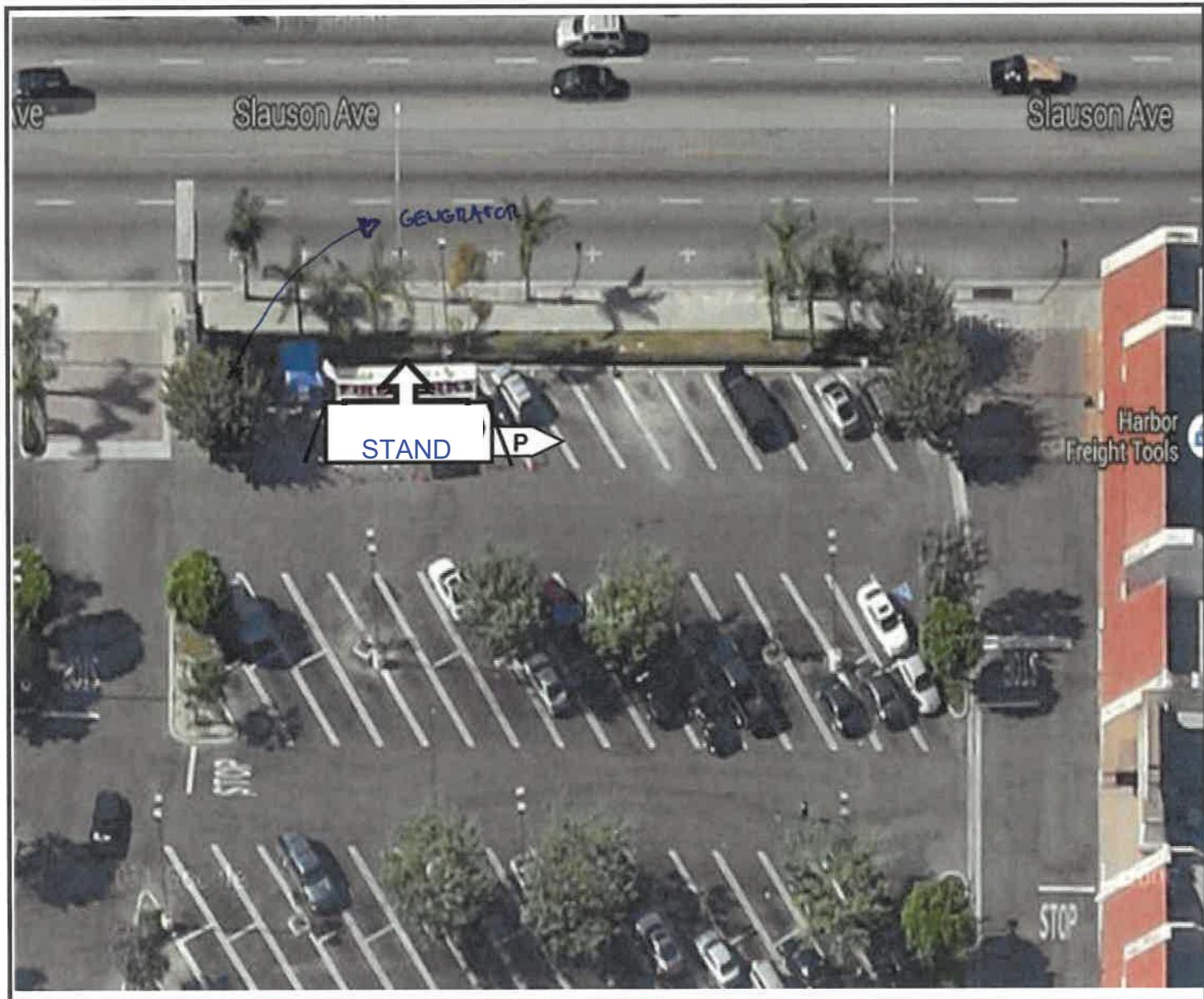
DocuSigned by:  
By: (Sign)   
Print Name: Richard Kim  
Date: 5/28/2024

Loc # **XXX0899**

INSPECTION DATE 6/25

**TNT FIREWORKS**

SALES ASSOCIATE R. LEGASPI CITY HUNTINGTON PARK  
LOCATION# XXX0899 ORGANIZATION AYSO  
SIZE 8X32 TYPE OPW BACK DOORS 0 A-FRAMES 2  
SET-UP 6/25 DOWN DATE 7/5 LIGHTS OPW  
ADDRESS 5990 PACIFIC AVE  
INTERSECTION EAST OF SWC PACIFIC & SLAUSON  
THOMAS GUIDE — COUNTY LA PAGE 674 GRID J-6  
SPECIAL INSTRUCTIONS FACE STAND TO STREET. LEAVE ROOM IN FRONT  
OF STAND FOR CUSTOMERS





STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0540

## Entity Status Letter

Date: 4/2/2025

ESL ID: 5108095388

### Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 0537598

Entity Name: AMERICAN YOUTH SOCCER ORGANIZATION

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on \_\_\_\_\_ through the Franchise Tax Board Administrative Dissolution process.

### Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

### Connect With Us

Web: [ftb.ca.gov](http://ftb.ca.gov)  
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays  
916-845-6500 from outside the United States

California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/1/2025

11/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 3280 Peachtree Rd. NE, Ste. 1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	FAX (A/C, No.):
		PHONE (A/C, No. Ext):	
INSURED 1359665	American Promotional Events, Inc. DBA TNT Fireworks, Inc. 555 North Gilbert Avenue Fullerton CA 92833 XXX0899	E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Century Surety Company	36951	
	INSURER B : Arch Specialty Insurance Company	21199	
	INSURER C : Arch Indemnity Insurance Company	30830	
	INSURER D : Arch Insurance Company	11150	
	INSURER E :		
	INSURER F :		

COVERAGES      CERTIFICATE NUMBER: 15362168      REVISION NUMBER: XXXXXXXX

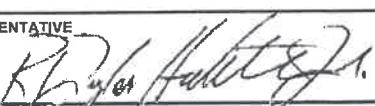
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  <b>GEN'L AGGREGATE LIMIT APPLIES PER:</b> <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	Y	N	CCP1219465	12/1/2024	11/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b>  ANY AUTO OWNED AUTOS ONLY      SCHEDULED AUTOS HIRED AUTOS ONLY      NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (EA accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED      RETENTION \$	X	Y	UXP0056189-11	12/1/2024	11/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ XXXXXXXX
C D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	34WCI1101000 (AOS) 31WCI1100900 (FL)	11/1/2024 11/1/2024	11/1/2025 11/1/2025	X PER STATUTE      OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 property located @ 5900 Pacific Blvd., Huntington Park, CA (XXX0899) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

## CERTIFICATE HOLDER

## CANCELLATION

15362168  AYSO and the City of Huntington Park, their officers, agents, and employees when acting in their official capacities as such 6550 Miles Ave. Huntington Park CA 90255	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • planning@h pca.gov

## **TEMPORARY USE PERMIT APPLICATION**

### **FOR OFFICE USE ONLY**

Date Filed: 4/10/2025 File No.: TUP 2025-06 Fee/Receipt No.: \$307.00 Initials: JM

**BUSINESS ADDRESS OR GENERAL LOCATION:** 1925 GAGE AVENUE

#### **APPLICANT'S INFORMATION**

Applicant: HUNTINGTON PARK POLICE OFFICERS ASSOCIATION

Mailing Address: ██

Phone 1: ██ Phone 2: ██ Email: ██

#### **PROPERTY OWNER'S INFORMATION**

Property Owner: SHALOM REAL ESTATE INVESTMENT/KAM BIJARI

Mailing Address: ██

Phone 1: ██ Phone 2: ██ Email: ██

#### **DESCRIPTION OF TEMPORARY USE**

1. Describe in detail the type of business activity to be temporarily conducted (include any equipment or product to be used in the commercial activity):  
FIREWORKS STAND SAFE-N-SANE FIREWORKS STATE APPROVED  
██  
██  
██

2. How long do you plan to operate the temporary use? 6/2/2025 - 7/4/2025

#### **SUBMITTAL REQUIREMENTS:**

- *Completed Temporary Use Permit Application*
- *Certificate of Liability Insurance*
- *Two (2) sets of plot plans and/or floor plans identifying the location of all event activity, pedestrian and vehicle circulation and/or parking as necessary.*

*A fully completed application with all required departmental and agency approvals (as noted by Staff) must be submitted to the Community Development Department at minimum of fourteen (14) days prior to the date of the temporary use. The applicant is responsible for routing the application to outside agencies.*

*If the applicant is not the property owner, the owner of the property must sign the application, or a written authorization must be submitted so that the applicant may file the application.*

**CERTIFICATE AND AFFIDAVIT OF APPLICANT:** I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.

[Redacted]  
\_\_\_\_\_  
Signature of Applicant

2/16/25  
\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE**

Date Submitted: 4/16/2025

Received By: jm

Filing Fee: 9307.00

Receipt No.: 37417

Property Owner Approval Provided?  Yes  No

Site Plan Provided?  Yes  No

Certificate of Liability Insurance Provided?  Yes  No

**Departmental/Division Approvals Required:**

Building and Safety  City Clerk  Engineering  Parks & Recreation  
 Planning  Police Department  Public Works  Revenue Collections

**Outside Agency Approvals Required:**

L.A. County Fire Dept.  L.A. County Health Dept.  Dept. of Alcoholic Beverage Control (ABC)



**CITY OF HUNTINGTON PARK**  
Community Development Dept. • Planning Division  
6550 Miles Avenue, Huntington Park, CA 90255  
Tel. (323) 584-6210 • planning@hpcgov

## DEPARTMENTS / AGENCIES REVIEW CHECKLIST

### TEMPORARY USE PERMIT APPLICATION

PERMIT NO. 102025-06

The Community Development Department requires proof of approval from the following departments/ agencies that are checked:

*(The applicant is responsible for routing the application to outside agencies\*)*

Los Angeles County Fire Department\*  
Fire Prevention Division  
3161 E. Imperial Hwy.  
Lynwood, CA 90255  
(310) 603-5258

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Los Angeles County Health Department\*  
Environmental Health Specialist  
5850 S Main Street, Room 2257  
Los Angeles, CA 90003  
(323) 235-7009

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

State Dept. of Alcoholic Beverage Control\*  
Duty Investigator  
3530 Wilshire Blvd., Suite 1110  
Los Angeles, CA 90010  
(213) 736-2005

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

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

Huntington Park Police Department  
Watch Commander  
6542 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6254

Approved       Not Approved       No Approval  
Necessary

Approved w/ Conditions - Comments: \_\_\_\_\_

Signature: X \_\_\_\_\_ Date: 01/01/25

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2025 - 06

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park City Manager's Office  
**City Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6223

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: <u>APR 21 2025</u>		

Huntington Park Office of the City Clerk  
**City Clerk**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6297

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: <u>4/10/25</u>		

Huntington Park Planning Division  
**Community Development Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6392

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: <u>04/16/25</u>		

Huntington Park Finance Department  
**Finance Director**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6201

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

## TEMPORARY USE PERMIT APPLICATION

PERMIT NO. TUP 2025-06

The Community Development Department requires proof of approval from the following departments/agencies that are checked:

Huntington Park Building Division  
**Building Official**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6271

<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X  Date: <u>4/10/2025</u>		

Huntington Park Public Works Dept.  
**Public Works Director / City Engineer**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6253

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

Huntington Park Parks and Rec. Dept.  
**Parks and Recreation Director**  
3401 E. Florence Avenue  
Huntington Park, CA 90255  
(323) 584-6218

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

Huntington Park Code Enforcement  
**Code Enforcement Manager**  
6550 Miles Avenue  
Huntington Park, CA 90255  
(323) 584-6213

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	<input type="checkbox"/> No Approval Necessary
<input type="checkbox"/> Approved w/ Conditions - Comments: _____		
Signature: X _____ Date: _____		

TO WHOM IT MAY CONCERN:

Permission is hereby granted to HP POLICE OFFICES and American Promotional Events, Inc., D.B.A, TNT FIREWORKS for the exclusive right to use the property located at 1925 E. GAGE in the City of HUNTINGTON PARK, California, for their 2025 Fireworks Stand. It is understood that this sale will be conducted in accordance with all City, County, and State regulations.

**The Organization and/or AMERICAN PROMOTIONAL EVENTS, INC., agrees to leave the premises clean and cleared of any and all debris.**

— DocuSigned by:  
By:  \_\_\_\_\_  
0605501911874fc...

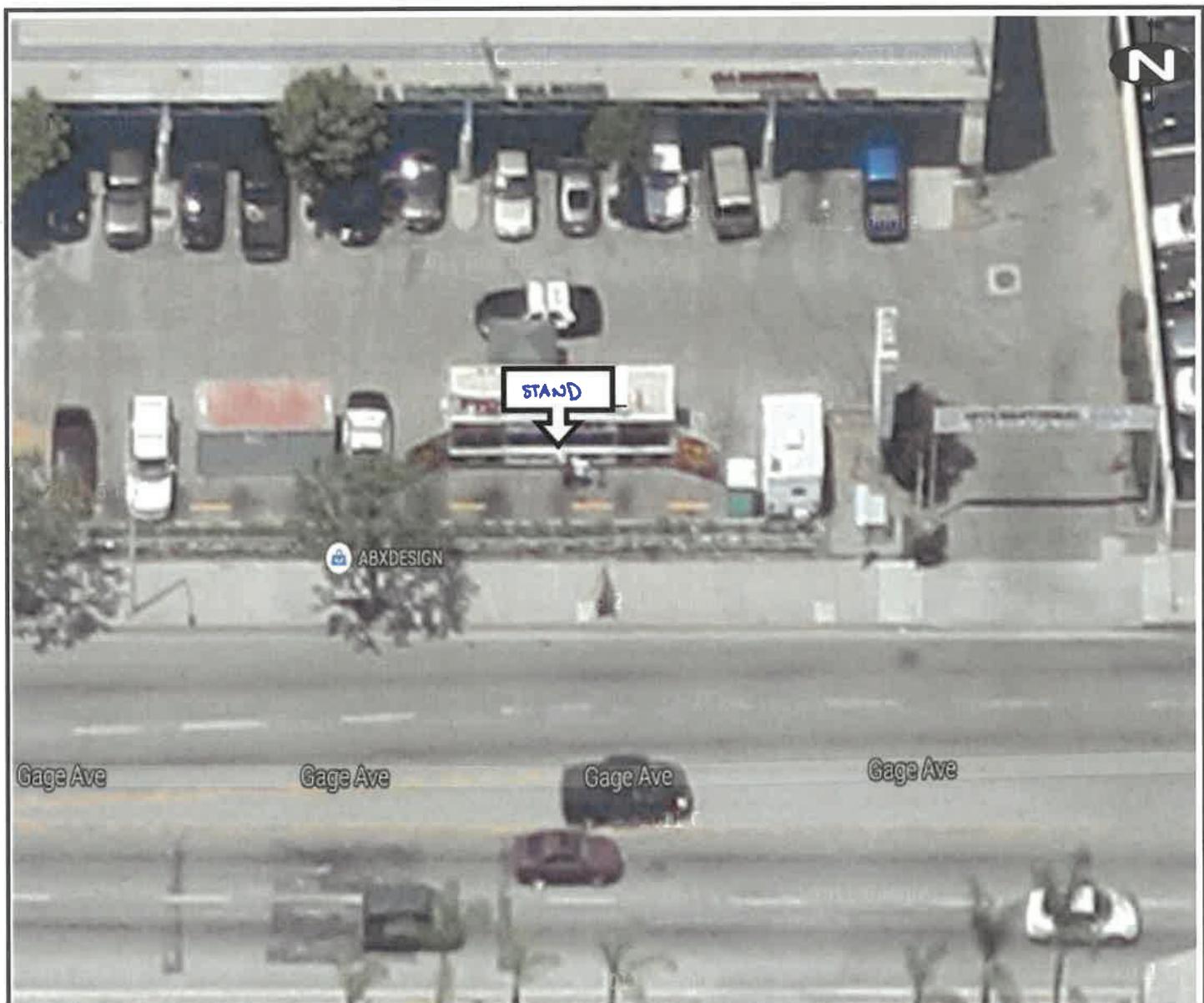
Print Name: KAM BIJARI  
310-920-1078

CSR2807

INSPECTION DATE 6/25

# TNT FIREWORKS

SALES ASSOCIATE R. LEGASPI CITY HUNTINGTON PARK  
LOCATION# CSR2807 ORGANIZATION HP POLICE ASSOCIATION  
SIZE 32X8X9 TYPE OPM BACK DOORS 1 A-FRAMES 2  
SET-UP 6/25 DOWN DATE 7/5 LIGHTS OPM  
ADDRESS 1925 GAGE  
INTERSECTION NWC GAGE & WILMINGTON (JUST WEST OF ALAMEDA  
THOMAS GUIDE — COUNTY PAGE 674 GRID G-6  
SPECIAL INSTRUCTIONS SET STAND FACING STREET. 7 ' North of planter  
two parking stall west of driveway





STATE OF CALIFORNIA  
FRANCHISE TAX BOARD  
PO BOX 942857  
SACRAMENTO CA 94257-0540

## Entity Status Letter

Date: 4/3/2025

ESL ID: 5871628963

### Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: 1271953

Entity Name: HUNTINGTON PARK POLICE OFFICERS ASSOCIATION

- 1. The entity is in good standing with the Franchise Tax Board.
- 2. The entity is **not** in good standing with the Franchise Tax Board.
- 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 a.
- 4. We do not have current information about the entity.
- 5. The entity was administratively dissolved/cancelled on [redacted] through the Franchise Tax Board Administrative Dissolution process.

### Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

### Connect With Us

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Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays  
916-845-6500 from outside the United States

California

Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)



# CERTIFICATE OF LIABILITY INSURANCE

11/1/2025

DATE (MM/DD/YYYY)

11/14/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies, LLC DBA Lockton Insurance Brokers, LLC in CA CA license #0F15767 3280 Peachtree Rd. NE, Ste. 1000 Atlanta GA 30305 (404) 460-3600	CONTACT NAME:	
		PHONE (A/C, No. Ext.):	FAX (A/C, No.):
		E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Century Surety Company		36951
INSURED 1359665	INSURER B: Arch Specialty Insurance Company		21199
	INSURER C: Arch Indemnity Insurance Company		30830
	INSURER D: Arch Insurance Company		11150
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: 12338980 REVISION NUMBER: XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	COMMERCIAL GENERAL LIABILITY  CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Y	N	CCP1219465	12/1/2024	11/1/2025	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
							MED EXP (Any one person)	\$ Excluded	
							PERSONAL & ADV INJURY	\$ 1,000,000	
							GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMP/OP AGG	\$ 2,000,000	
								\$	
	GEN'L AGGREGATE LIMIT APPLIES PER:  POLICY <input type="checkbox"/> PRO- JECT <input checked="" type="checkbox"/> LOC  OTHER:						COMBINED SINGLE LIMIT (Ea accident)	\$ XXXXXXX	
							BODILY INJURY (Per person)	\$ XXXXXXX	
							BODILY INJURY (Per accident)	\$ XXXXXXX	
							PROPERTY DAMAGE (Per accident)	\$ XXXXXXX	
								\$ XXXXXXX	
B	AUTOMOBILE LIABILITY  ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY				NOT APPLICABLE				
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		Y	N	UXP0056189-11	12/1/2024	11/1/2025	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000	
								\$ XXXXXXX	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	N	34WCI1101000 (AOS) 31WCI1100900 (FL)	11/1/2024 11/1/2024	11/1/2025 11/1/2025	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER
D							E.L. EACH ACCIDENT	\$ 1,000,000	
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
property located @ 1925 Gage, Huntington Park, Ca. (CSR2807) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

## CERTIFICATE HOLDER

## CANCELLATION

12338980 Police Officers Association and the City of Huntington Park their officers, agents & employees when acting in their official capacities as such 6550 Miles Ave. Huntington Park CA 90255	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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## ITEM 3

# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report



June 2, 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 AND APPROVAL TO PURCHASE 5 VEHICLES FROM NORM REEVES FORD IN CERRITOS, CA.**

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

1. Approve the purchase of two (2) 2024 Ford F-250 Super Cab trucks with Royal Utility Bodies, including two (2) utility body warranties, and three (3) 2024 Ford F-250 Regular Cab trucks (Service/Vinyl trim) from Norm Reeves Ford in Cerritos, CA; and
2. Authorize the City Manager to execute any necessary documents related to the purchase.

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

As part of the City's Fleet Management and Equipment Replacement Plan, the Public Works Department has identified the need to replace aging vehicles with five (5) new Ford F-250 trucks to support field operations.

To ensure cost-effective purchasing, staff obtained and evaluated **three competitive quotes** for equivalent vehicles and builds. After review, Norm Reeves Ford provided the lowest responsive quote for the specified vehicle configurations and warranties:

- **Two (2)** 2024 Ford F-250 Super Cab trucks with Royal Utility Bodies – \$126,674.52
- **Two (2)** Utility body warranties – \$7,570.00
- **Three (3)** 2024 Ford F-250 Regular Cab trucks – \$142,616.85
- **Total Cost:** \$276,861.37

**CONSIDERATION AND APPROVAL TO PURCHASE 5 VEHICLES FROM NORM REEVES FORD IN CERRITOS, CA.**

June 2, 2025  
Page 2 of 2

Quotes from South Bay Ford (\$294,774.75) and Sunrise Ford (\$290,966.52) were higher than Norm Reeves for the same vehicle specifications.

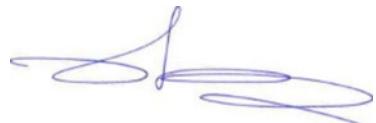
**FISCAL IMPACT/FINANCING**

The total cost for the purchase is **\$276,861.37**, which includes vehicle builds and warranty coverage. Sufficient funds are available in the Fiscal Year 2024–2025 budget, **Account No. 741-8010-431.73-11**.

**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. Vehicle Quotes (Norm Reeves, South Bay Ford, Sunrise Ford)

**Attachment No. 1**

Dealer	Contract	Build	Description	Quote Date	Purchase Price	Quantity	Extended Price
Norm Reeves	Hemet USD	Utility	2024 Ford F-250 (Royal Utility Body/Super Cab)	05/13/25	63,337.26	2	126,674.52
			Warranty on Super Body	05/13/25	3,785.00	2	7,570.00
Norm Reeves	Hemet USD	Service	2024 Ford F-250 Regular Cab (Service/Vinyl)	05/13/25	47,538.95	3	142,616.85
<b>Grand Total</b>							<b>276,861.37</b>

Rush	BuyBoard	Utility	2025 Ford F-250 (Scelzi Utility Body/Super Cab)	04/03/25	70,573.79	2	141,147.58
Rush	BuyBoard	Utility	2025 Ford F-250 (Scelzi Utility Body/Super Cab) Extended Warranty (5yrs)	04/03/25	4,625.00	2	9,250.00
Rush	BuyBoard	Service	2025 Ford F-250 Regular Cab(Service)	04/03/25	58,618.80	3	175,856.40
<b>Grand Total</b>							<b>317,928.98</b>

South Bay		Utility	2024 Ford F-250 (Royal Utility Body/Super Cab)	04/02/25	70,257.00	2	140,514.00
South Bay		Service	2024 Ford F-250 Regular Cab (Service)	04/02/25	51,420.25	3	154,260.75
<b>Grand Total</b>							<b>294,774.75</b>

Sunrise		Utility	2025 Ford F-250 (Scelzi Utility Body/Super Cab)	04/22/25	70,724.07	2	141,448.14
Sunrise		Service	2025 Ford F-250 (Service)	04/22/25	49,839.46	3	149,518.38
<b>Grand Total</b>							<b>290,966.52</b>

## ITEM 4



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

June 2, 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 AND APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR SOLID WASTE CONSULTING SERVICES**

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

1. Approve a three-year Professional Services Agreement (PSA) with Municipal Waste Solutions (MWS), with two (2) one-year options to extend, for continued Solid Waste and Recycling Consulting Services, including hauler compliance oversight, quarterly financial audits, and SB 1383 implementation support, for a total not-to-exceed amount of \$486,000 over a three-year term, equating to \$162,000 per year, to be funded from Account No. 285-8050-432-56.41; and
2. Authorize the City Manager to execute the PSA.

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

The City of Huntington Park must meet increasing state requirements for solid waste and recycling, overseen by CalRecycle. These include AB 939, AB 341, AB 1826, and SB 1383. To help the City stay compliant, staff partnered with Municipal Waste Solutions, Inc. (MWS) to implement the SB 1383 Action Plan and address compliance issues identified by CalRecycle.

SB 1383 requires a 75% reduction in organic waste disposal by 2025 and recovery of 20% of edible food. AB 341 and AB 1826 require certain businesses and multifamily properties to recycle. AB 827 requires clearly marked recycling and organics bins for customers at points of disposal.

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

June 2, 2025

Page 2 of 3

Because the City is under Compliance Review by CalRecycle's Judicial Unit, it must closely follow the action plan submitted in 2020 and maintain strong oversight of hauler operations, reporting, and education efforts.

MWS has worked with the City since 2020, helping to develop ordinances, monitor hauler compliance, and prepare required reports. Their continued support is essential to keeping the City in compliance and avoiding penalties.

Staff recommend approving the attached proposal from MWS for ongoing support with compliance, audits, and hauler oversight.

### **LEGAL REQUIREMENT**

Typically, local municipalities are required to procure such services through a traditional Request for Qualifications (RFQ) or Request for Proposal (RFP) process. However, the City's Municipal Code provides exceptions to the RFP procurement process. Specifically, Huntington Park Municipal Code: 2-5.19 provides the following:

"(4) When subjective criteria are necessary to evaluate the proposals; Persons designated by the City Manager shall negotiate for the authorized service. Proposals shall be submitted whenever practicable from at least three (3) firms, except in those cases where a service firm has established such a successful past history of work with the City that it is clearly in the public interest not to negotiate with any other source. The contract for professional services should be awarded to the entity that will provide the best possible service to the City for the best value".

In this case, the City has an existing relationship with MWS. MWS offers a customized approach to providing this specialized service. Notably, at the request of our City, MWS previously completed and submitted the aforementioned Action Plan to CalRecycle. Given this technically knowledge of our Action Plan and implementation goals, City staff believes MWS will provide this specialized service at a rate that ensures the best value and service.

Additionally, the Huntington Park Municipal Code includes an exception to the RFP process where the vendor is the only source of the service (HPMC Section 2-5.14.). Here, City staff recommends the award of the professional services contract to MWS relying

upon the Huntington Park Municipal Code's sole source exception. Notably, per this code "Formal bidding requirements shall be waived in areas where only a single vendor can reasonably provide the service, product or project being purchased. The Purchasing Agent will establish requirements and procedures for sole source purchases." The City believes MWS meets the following criteria: 1) Only one known source that can provide the commodity or service, 2) Unique source (commodity/service is unique/special in nature), and 3) Compatibility (e.g., a public safety agency requiring a specific piece of equipment to be compatible with an existing equipment system).

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

June 2, 2025

Page 3 of 3

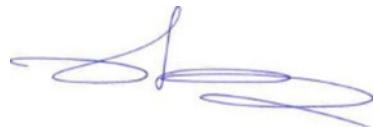
### **FISCAL IMPACT/FINANCING**

MWS will perform the services detailed in Sections 1 and 2 of their proposal, as directed by the City. Staff recommends approval of a Professional Services Agreement (PSA) with MWS for a total not-to-exceed amount of \$486,000 over a three-year term, equating to \$162,000 per year, to be funded from Account No. 285-8050-432-56.41.

### **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. Municipal Waste Solutions Proposal for Solid Waste & Recycling Consulting Services – Ongoing Hauler Compliance Oversight, Quarterly Financial Audits, and SB 1383 Compliance.



# MUNICIPAL WASTE SOLUTIONS

**P.O. Box 2045  
Blue Jay, CA 92317**

**Phone 909-234-9099**

May 15, 2025

City of Huntington Park  
Mr. Gerardo Lopez, Public Works Director  
6550 Miles Ave  
Huntington Park, CA 90255

**Subject: Proposal for Solid Waste & Recycling Consulting Services – Ongoing Hauler Compliance Oversight, Quarterly Financial Audits, and SB 1383 Compliance**

Dear Mr. Lopez;

Municipal Waste Solutions, Inc. (MWS) is pleased to submit this Proposal for continued Solid Waste & Recycling Consulting Services for the City of Huntington Park. We are committed to supporting the City in maintaining full compliance with California legislative requirements, including AB 939, AB 341, AB 1826, and SB 1383, as well as ensuring comprehensive hauler compliance oversight, quarterly financial audits, and effective program administration.

As the City is currently under Compliance Review by CalRecycle's Judicial Unit, it is critical to maintain rigorous oversight, documentation, and reporting to demonstrate ongoing compliance. Our proposed services are designed to help the City meet these obligations efficiently and effectively.

With over 30 years of experience in solid waste consulting and contract management—and a strong working relationship with the City over the past several years—MWS brings deep regulatory knowledge and a proven track record of success. Our familiarity with the City's goals, challenges, and franchise framework positions us to continue providing reliable, results-driven support.

Please find our Proposal and Statement of Qualifications below for your review.

## **Section I Ongoing Hauler Compliance and Oversight & Quarterly Financial Audits**

This section outlines the scope of services necessary to ensure the City's continued compliance with applicable state regulations, as well as the enforcement of the terms and financial provisions of the City's franchise agreement. Our approach includes the following core components:

- Ongoing monitoring and oversight to ensure the franchised hauler is fully compliant with contract terms and state mandates, including SB 1383 requirements
- Quarterly financial audits to verify that all AB 939 and Franchise Fees are accurately calculated and remitted in full—without unapproved deductions.
- Reconciliation of reported gross revenues, rate increases, customer billing, and the City's share of fees based on disposal and recycling tonnages.

- Review of historical and current hauler records, documentation, and correspondence to assess the City's financial position and compliance history under the Franchise Agreement.

Importantly, the Annual Performance Audit Program Payment and the Hauler's CIWMA Fee—outlined in Section 6.2.2 of the Franchise Agreement and currently totaling approximately \$67,000 per year—are intended to fund third-party reviews and audits. These hauler-paid funds will significantly offset the cost of the services described in this section, ensuring the City receives expert oversight with minimal budget impact.

## **Section II – Ongoing Oversight, Implementation, Education, Monitoring, and Enforcement of CalRecycle SB 1383**

This section outlines the key components required for the continued oversight, implementation, education, monitoring, and enforcement of the City's SB 1383 programs. These efforts are essential for achieving and maintaining full compliance with CalRecycle regulations and meeting the City's responsibilities under the law.

MWS will support the City through the following activities:

- **Program Oversight & Implementation Support:** Provide ongoing technical guidance and administrative support to ensure timely implementation of SB 1383 mandates, including procurement targets, organics diversion, edible food recovery, and reporting.
- **Education & Outreach:** Assist in the development and deployment of bilingual (English/Spanish) educational materials and public outreach campaigns to engage residents, businesses, and edible food generators in compliance efforts.
- **Monitoring & Data Management:** Conduct regular reviews of program data, including hauler reports, contamination monitoring logs, edible food recovery tracking, and procurement records. Ensure that all data is accurately reported in accordance with CalRecycle's Electronic Annual Report (EAR) requirements.
- **Enforcement Coordination:** Collaborate with City staff to implement a structured enforcement process for SB 1383 non-compliance, including the issuance of notices of violation and documentation of corrective actions in alignment with the City's Municipal Code and state guidance.

Given the City's current status of being under Compliance Review by CalRecycle's Judicial Unit, these services are crucial for demonstrating sustained commitment and progress toward regulatory compliance. MWS will ensure that all SB 1383-related activities are documented, verifiable, and aligned with state expectations to support a favorable compliance outcome.

The services described in this section will be funded through a portion of the AB 939 Fees—approximately \$240,000 annually—collected from customers by the Hauler and remitted to the City on a quarterly basis. These funds are specifically designated for the implementation, oversight, and administration of AB 939 and related solid waste and recycling legislation, including SB 1383.

## **PROPOSED PROJECT SCOPE OF WORK**

### **Section 1 Ongoing Hauler Compliance Review & Financial Audits**

Section 1 outlines the key tasks to be implemented, monitored, maintained, and reviewed to help the City achieve its solid waste and recycling compliance and financial objectives. This includes ensuring that the franchised hauler operates in full adherence to the terms of the Franchise Agreement.

#### **TASK I      Hauler Franchise Agreement Compliance Review**

MWS will review and evaluate all relevant hauler documents to ensure compliance with contractual and regulatory obligations. This includes, but is not limited to:

1. Franchise Agreement and all accessory documents
2. Operational standards and implementation methods
3. Inventory of equipment, vehicles, and containers
4. Residential, commercial, and multifamily customer unit lists
5. Authorized processing, disposal, and recycling facilities
6. Diversion requirements, generation rates, and supporting records
7. Historical hauler data reports and performance metrics

#### **TASK II      Administrative Program Management**

MWS will assign its Principal, Susan Contreras, to oversee administrative program management in support of City staff. Services will include:

- Receiving and reviewing hauler records, reports, and correspondence
- Maintaining a comprehensive hauler file management system
- Preparing and submitting reports and documentation as needed
- Providing administrative support for City communications with the hauler and/or CalRecycle
- Ensuring commercial and multifamily recycling programs are implemented and tracked
- Verifying residential and non-residential diversion program end users monthly

#### **TASK III      AB 939 and State Reporting**

MWS will complete all required quarterly and annual reports for CalRecycle, ensuring accuracy and timeliness. Reports will include, but are not limited to:

- Electronic Annual Reports (EAR) to CalRecycle
- County Disposal Tonnage Reports

- Diversion and Generation Reports
- Hauler compliance evaluations
- Program implementation summaries
- SRRE/HHWE updates
- Compliance summaries for SB 1383, AB 341, AB 1826, and SB 32
- Review of composting, organics, and GHG reduction programs
- Verification of disposal and diversion site status and permitting

All reports will be submitted to the City for final review and approval prior to CalRecycle submittal. MWS has a proven record of accurate and accepted reporting.

#### **TASK IV     Monitor Commercial & Multifamily Recycling and Organics Implementation**

MWS will coordinate with the franchised hauler to facilitate implementation of recycling and organics programs. Subtasks include:

- Regular meetings with hauler to review compliance and outreach strategies
- Supporting hauler efforts to promote cost-saving recycling options for businesses
- Overseeing business waste evaluations and service level establishment
- Ensuring service implementation and tracking progress
- Monitoring hauler reports on business participation and outcomes

These programs help the City meet SB 1383, AB 341, and AB 1826 requirements and support businesses in achieving compliance.

#### **TASK V     Monitor Commercial, Multifamily, Temporary and Residential Services**

The City of Huntington Park's Hauler agreement requirements, appropriate fees, insurance requirements, bonding regulations, diversion compliance and all other agreement issues will be carefully reviewed, evaluated, and rated on a monthly basis. MWS will perform the task of monitoring the Agreement to ensure that proposed programs are implemented, fees are accurately determined and submitted to the City and disposal and reporting requirements are strictly adhered to. This task ensures the following activities are conducted and Agreement requirements are met:

- Recycling and Organics Programs are Implemented Pursuant to the Hauler Agreement
- Education Programs are Implemented and Proof is Submitted
- Outreach is Conducted in a Timely and Effective Manner
- Disposal Reporting is Conducted Accurately in Accordance with State Code

- Proposed Refuse and Recycling Rates are Adhered to and Maintained
- Processing of Recyclables is Accurately Reviewed and Monitored
- Compliance Evaluations of all Waste Sectors are Conducted to Compliance

In addition, the following residential and commercial Collection Agreement requirements will be monitored and reviewed by MWS for proper implementation:

### **Collection & Diversion Services**

- Bulky Item Services
- Recycling Services
- Green Waste Composting
- Target Materials for Recycling
- Diversion Requirements
- Method of Recyclable Processing
- Material Processing
- Guaranteed Disposal Tons
- Disposal Site Usage

### **Customer-Facing Services & Support**

- Holiday Services
- Walk-Outs and Senior Discounts
- Customer Service Goals
- Outreach to Residents
- Warning Notices

### **Operational & Administrative Requirements**

- Schedule of Operations
- Insurance Requirements
- Personnel Behavior
- Employee Training
- Discrimination Policy
- 

## **TASK VI      Quarterly Financial Audits**

MWS will conduct quarterly audits to evaluate the hauler's compliance with financial obligations and ensure all City fees are properly calculated and remitted. Audits will include:

- Review of all City fees: AB 939, franchise, bulky item, public works, etc.
- Verification of insurance, bonds, and other financial instruments
- Analysis of rate schedules, collection costs, and billing procedures
- Evaluation of service level charges and escalation clauses
- Review of delinquent account practices and liquidated damages (in coordination with City Attorney)
- Preparation of pro forma cost assessments and quarterly audit reports

MWS will compile and assess all supporting documentation to identify underpayments, overcharges, and any financial inconsistencies, ensuring complete and accurate reporting in accordance with the Franchise Agreement.

## **TASK VII City Liaison to CalRecycle**

MWS will serve as the City's liaison to CalRecycle, managing all communications, program revisions, data submittals, Local Implementation Plan updates, and participation in scheduled compliance calls and meetings.

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## **Section 2 Ongoing Oversight, Implementation, Education, Monitoring and Enforcement of CalRecycle SB 1383**

Section 2 outlines the tasks necessary to support the City of Huntington Park in implementing, maintaining, and documenting compliance with the requirements of SB 1383. This includes ongoing oversight, education, reporting, and enforcement actions in accordance with CalRecycle regulations.

### **TASK I Program Requirements Review**

MWS will continue to review all relevant documents to identify program requirements and/or programs required for compliance. These documents and data sources include but are not limited to:

1. Assess existing City programs for compliance gaps and recommend corrective actions
2. Conduct an SB 1383 compliance review of organics and recycling programs
3. Review hauler customer lists to identify non-compliant accounts
4. Identify and verify self-haulers and recyclers, including required reporting
5. Review hauler waste assessments for accuracy and completeness
6. Monitor the City's and hauler's progress toward full implementation of SB 1383 requirements

### **TASK II Monitoring & Reporting Requirements**

MWS will manage and oversee the City's ongoing SB 1383 monitoring and reporting obligations, including:

1. Coordinate and conduct SB 1383 workshops and outreach
2. Compile and evaluate disposal and procurement data
3. Track and report progress toward the City's procurement target
4. Prepare and file the Annual Procurement Report
5. Monitor compliance levels across all account types
6. Track and approve/deny waiver requests; maintain waiver records

7. Conduct inspections of Tier 1 and Tier 2 Edible Food Generators
8. Report edible food recovery compliance for Tier 1 and Tier 2 generators to CalRecycle
9. Review and assess annual reports from Edible Food Generators and Food Recovery Organizations
10. Evaluate quarterly reports from self-recyclers and third-party recyclers for compliance
11. Oversee hauler route contamination audits and submit annual findings to CalRecycle
12. Coordinate and oversee compost giveaway events and educational workshops
13. Maintain the City's SB 1383 enforcement log and documentation
14. Provide content recommendations for the City's SB 1383 webpage to support public education

### **TASK III      City Liaison to CalRecycle**

MWS will continue to serve as the City's liaison to CalRecycle, handling all regulatory correspondence, report submittals, program revisions, Local Implementation Plan updates, and participation in compliance-related meetings, including Zoom and conference calls.

## **Cost of Services for a Three-Year Term with Two (2) One-Year Extensions**

### **Cost of Section 1**

### **Ongoing Hauler Compliance and Financial Audits**

MWS will conduct all tasks outlined in Section 1 at a total not-to-exceed amount of **\$97,000 annually**, as directed by the City. Please note that this amount is offset by the Annual CIWMA Payment and the Annual Performance Audit Program Payment (Franchise Agreement, Sections 6.2.1 and 6.2.2), which total approximately **\$97,000** and are paid annually by Valley Vista Services. These franchise-required payments are designated for ongoing compliance oversight and third-party audits to verify the accuracy of all hauler fee payments.

### **Cost of Section 2**

### **SB 1383 Implementation, Enforcement & Oversight**

MWS will conduct all tasks outlined in Section 2 at a total not-to-exceed amount of **\$65,000 annually**, as directed by the City. These services were previously funded by the City's SB 1383 Implementation Grant; however, the funds allocated for consultant services have now been fully expended, and no additional grant cycles are anticipated.

Going forward, these services can be funded through a portion of the **AB 939 Fees**, which total approximately **\$240,000 annually** and are collected from customers by the Hauler and remitted to the City on a quarterly basis. These fees are intended to support AB 939 and related legislation, including the implementation, oversight, and administration of solid waste and recycling programs such as SB 1383.

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MWS is also available to perform additional services beyond the scope of this proposal at the City's request, in accordance with the rate schedule provided in **Exhibit I**, attached.

If you have any questions or require further clarification regarding this proposal, please do not hesitate to contact me directly at (909) 234-9099.

Sincerely,

*Susan Contreras*

Susan Contreras  
Chief Executive Officer

## EXHIBIT I

### MWS SCHEDULE OF RATES

<b>Principal/Senior Consultant</b>	<b>\$155/Hr</b>
<b>Senior Consultant</b>	<b>\$130/Hr</b>
<b>Consultant</b>	<b>\$110/Hr</b>
<b>Administrative Staff</b>	<b>\$ 75/Hr</b>
<b>Subcontractor</b>	<b>Cost</b>
<b>Travel Expenses</b>	<b>\$0.70/Mile</b>
<b>Reproduction</b>	<b>\$0.45/Pg</b>



# MUNICIPAL WASTE SOLUTIONS

**P.O. Box 2045  
Blue Jay, CA 92317**

## STATEMENT OF QUALIFICATIONS

**MUNICIPAL WASTE SOLUTIONS, INC  
SUSAN CONTRERAS**

Municipal Waste Solutions, Inc. (MWS) is a woman-owned environmental consulting firm established and operated by Susan Contreras since 2013. Mrs. Contreras has worked in the solid waste and recycling industry in California since 1991, beginning her career with Emcon Associates, Inc., where she assisted in the development of Recycling Plans for over 32 municipalities under the California Integrated Waste Management Act (AB 939).

She later contributed to Recycling Implementation Services (RIS) and Huls Environmental Management, conducting waste characterizations, developing reporting spreadsheets, and performing technical research to support AB 939 compliance. Since founding MWS, Mrs. Contreras has led the firm in assisting jurisdictions with the implementation, compliance, and oversight of CalRecycle mandates, including AB 341 (Mandatory Commercial Recycling), AB 1826 (Mandatory Organics Recycling), and SB 1383 (Short-Lived Climate Pollutants).

MWS currently provides consulting services to the Cities of El Monte, Huntington Park, Maywood, and La Puente.

---

## Current Clients

### **City of Huntington Park** **Term: February 2020 – Present**

MWS developed an SB 1383 Action Plan to close program gaps identified by CalRecycle, including enforcement strategies to improve participation. MWS also drafted the Hauler Franchise Agreement, the City's SB 1383 Ordinance, and implemented organic waste programs to ensure compliance. MWS oversees the City's solid waste and recycling systems and administers its Beverage Container and Used Oil Recycling Grants, as well as its SB 1383 Implementation Grant.

### **City of Maywood** **Term: December 2016 – Present**

Initially contracted to bring the City into compliance with a CalRecycle Compliance Order, MWS significantly reduced penalties and extended compliance timelines. MWS drafted the revised C&D

Ordinance, MCR, MORe, and SB 1383 Ordinances. The firm established and continues to oversee all related recycling programs. MWS also conducted a performance audit of the City's prior hauler, facilitated the hauler transition via RFP, and currently manages compliance oversight. MWS administers the City's SB 1383 Implementation Grant and developed enforcement mechanisms to support compliance.

### **City of La Puente**

**Term: June 2015 – Present**

MWS was retained to prepare and implement the City's Source Reduction and Recycling Element (SRRE) and Household Hazardous Waste Element (HHWE). MWS conducts regular tonnage analysis and reporting, addresses misallocation of tonnage from adjacent unincorporated areas, and ensures compliance with CalRecycle reporting requirements. MWS monitors the franchised hauler's performance and drafted the SB 1383 Ordinance and Organic Waste Program. The firm also manages the City's Beverage Container Recycling and SB 1383 Implementation Grants.

### **City of El Monte**

**Term: December 2004 – 2016; June 2020 – Present**

In her early years partnering with Huls Environmental, Mrs. Contreras oversaw the restructuring and transition of residential and commercial waste services, including managing multiple hauler agreements and establishing equitable franchise allocations. She conducted two comprehensive compliance and performance audits across seven franchise agreements, uncovering and recovering over \$2.5 million for the City. From 2009–2016, Mrs. Contreras served in-house managing the Environmental Services Department, HHW Facility, and grant programs. Since 2020, MWS has resumed oversight of solid waste and hauler compliance, developed the City's AB 1826 Action Plan, and implemented SB 1383 Ordinance and Organic Waste Programs. MWS continues to manage the City's SB 1383 Implementation Grant.

---

## **Former Clients**

**City of Lynwood** – Conducted a hauler audit, uncovering \$1.5 million in unpaid funds due to the City

**Lynwood Unified School District** – Developed and managed a solid waste RFP process

**City of Bell** – Performed hauler compliance audit and oversight

## **References:**

**Troy Grunklee**, La Puente, Director of Administrative Services (626) 855-1500

**Jennifer Vasquez**, Maywood City Manager (323) 562-5721

**Jerry Moreno**, El Monte Public Works Director (626) 580-2058

## ITEM 5



# CITY OF HUNTINGTON PARK

Office of the City Clerk  
City Council Agenda Report

June 2, 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:

## **COUNCIL APPOINTMENTS TO VARIOUS COMMISSIONS**

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

1. Make appointments to Commissions consistent with provisions set forth in Resolution No. 2025-01.

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

On May 18, 2015, the City Council adopted Resolution No. 2015-19 which established a new process for making appointments to various City Commissions. On January 6, 2025 the City Council adopted resolution 2025-01 amending resolution No. 2015-19 to include the newly formed Arts and Theatre Commission.

Individuals appointed to Commissions will be required to submit to a LiveScan and subsequently take an Oath of Office.

### **FISCAL IMPACT**

There is no fiscal impact. Compensation for added Commissioners has been budgeted for FY 2024/25 to account 111-0123-413.19-05.

### **CONCLUSION**

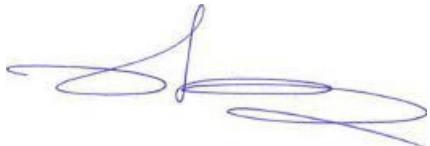
Terms will run concurrent with the Council Member who appoints. After the appointment the City Clerk will notify applicants of their appointments.

**COUNCIL APPOINTMENT TO CIVIL SERVICE COMMISSION**

June 2, 2025

Page 2 of 2

Respectfully submitted,

A purple ink signature in cursive script, appearing to read "Ricardo Reyes".

RICARDO REYES  
City Manager

A purple ink signature in cursive script, appearing to read "Eduardo Sarmiento".

EDUARDO SARMIENTO,  
City Clerk

**ATTACHMENT(S)**

- A. Resolution No. 2025-01, Amending list of established commission and revised Rules, Method of Appointment, Guidelines for the Conduct of Meetings and Structure for all Commissions of the city and Repealing all Prior Resolutions or Provisions in Conflict with the Provisions Contained Herein.
- B. Commission Handbook – How Appointments Are Made Page(s) 3 and 4 in handbook.

# ATTACHMENT "A"

## 1                   RESOLUTION NO. 2025-01

### 2                   A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF 3                   HUNTINGTON PARK AMENDING THE LIST OF ESTABLISHED CITY 4                   COMMISSIONS TO INCLUDE THE ADDITION OF THE ARTS AND 5                   THEATRE COMMISSION

6                   ~~WHEREAS~~, the City Council has decided to amend all commission resolutions  
7                   to provide for congruent and consistent regulation and structure across all City  
8                   Commissions.

### 9                   THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK DOES 10                  RESOLVE AS FOLLOWS:

#### 11                  SECTION 1: Establishment of City Commissions.

12                  The City has currently established the following commissions to serve in the  
13                  capacity as advisory bodies to the City Council:

14                  Planning Commission  
15                  Civil Service Commission  
16                  Parks and Recreation Commission  
17                  Health and Education Commission  
18                  Historic Preservation Commission  
19                  Youth Commission  
20                  Arts and Theatre Commission

21                  This Resolution is intended to govern and supersede all prior resolutions  
22                  establishing and amending member qualifications, organizational rules, guidelines and  
23                  structure for City Commissions and hereby repeals all provisions in conflict with the  
24                  provisions contained herein by the adoption of the revised provisions below. This  
25                  Resolution will also govern over provisions of City ordinances currently in existence,  
26                  but which will be repealed or amended for consistency with this Resolution. This  
27                  Resolution shall also govern and control any additional Commission created by the  
28                  City Council in addition to those enumerated above.

#### 22                  SECTION 2: Membership.

23                  All City Commissions shall consist of five (5) members, with the exception of  
24                  the Youth Commission which shall consist of ten (10) youth from the City as defined  
25                  below. All members of each Commission shall be a resident of the City of Huntington  
26                  Park, however, at the City Council's discretion, no more than two (2) Commissioners  
27                  for any Commission may be non-Huntington Park residents. Each person seeking  
28                  appointment to a Commission shall complete an application provided by the City and  
                        submit to a Live Scan background check before being appointed to a Commission and  
                        before being sworn in to office.

1                   **SECTION 3: Appointment, Reappointment and Removal.**

2                   Each member of the City Council shall have authority to appoint one (1)  
3 member to each Commission, with the exception of the Youth Commission, which  
4 shall consist of two (2) members appointed by each City Councilmember. Each  
5 Councilmember shall appoint their Commissioners within sixty (60) days of assuming  
6 office, or from the adoption of this Resolution, or from a vacancy occurring for said  
7 Commission position for that respective Councilmember appointment. If no  
8 appointment is made within sixty (60) days of assuming office, or from the adoption of  
9 this Resolution, or from a vacancy occurring for said Commission position, the Mayor  
10 shall appoint a member to the vacant seat.

11                  Commission members may be removed from their appointment due to  
12 disqualification as provided for in this Resolution or upon the sole decision by the  
13 Councilmember who appointed that Commissioner. All appointments or removal of  
14 Commissioners shall occur at an open meeting of the City Council. If removal of a  
15 Commissioner occurs, the City Clerk shall send notice to that Commissioner at the last  
16 address on file with the City.

17                  **SECTION 4: Term of Office.**

18                  Each Commissioner's term shall be for a period of four years, unless removed  
19 by the appointing Councilmember or as a result of disqualification as set forth herein.  
20 Notwithstanding the foregoing, no Commissioner shall serve for a period which  
21 exceeds the time in office for the Councilmember appointing that Commissioner. In  
22 the event that the appointing Councilmember completes his or her term, vacates their  
23 office or otherwise is no longer holding office, the term of the Commissioner appointed  
24 by said Councilmember shall end. However, nothing contained in this section shall  
25 prevent another Councilmember or the new Councilmember from appointing the  
26 individual back to the same Commission or to a different Commission.

27                  **SECTION 5: Vacancy Due to Disqualification.**

28                  When a member no longer meets the qualifications for the Commission, the  
29 member is therefore disqualified, and the office shall thereupon become vacant.

30                  **SECTION 6: Vacancy.**

31                  If for any reason a vacancy occurs, it shall be filled by appointment by the  
32 member of the City Council who appointed said Commissioner for the unexpired  
33 portion of such term.

34                  **SECTION 7: Quorum.**

35                  A majority of the total number of members of the Commission shall constitute a  
36 quorum for the transaction of business, but a lesser number may adjourn from time to  
37 time for want of quorum and until a quorum can be obtained.

## **SECTION 8: Purpose.**

The purpose, duties and responsibilities of each Commission shall be established by the City Council by ordinance and codified in the Huntington Park Municipal Code.

## **SECTION 9: Organization.**

Annually in the month of March, the Commission shall elect one of its members as Chair and Vice-Chair. City staff shall act as the Commission Secretary. Staff liaisons shall act as the conduit for all communications to the City Council.

## **SECTION 10:** Meetings.

Regular meetings of the Commission shall be as set by each Commission. The place of such meetings shall be at City Hall unless otherwise designated by the City Council or approved by a majority of the total membership of the Commission. When the day for such regular meetings falls on a legal holiday, the meeting shall not be held on such holiday, but shall be held at the same hour on the next succeeding day thereafter which is not a holiday. All meetings of the Commission shall be open and public, and subject to all laws of the state of California e.g. the Brown Act, governing open public meetings. The Commission shall adopt its own rules for the transaction of its business and keep a record of resolutions, findings and recommendations and actions voted upon. A report of each meeting of the Commission shall be given to the City Council.

## **SECTION 11: Termination of Commission.**

Termination of the Commission shall be done at the will and vote of the City Council.

## **SECTION 12: Compensation.**

Commission member compensation shall be set by resolution of the City Council.

## **SECTION 13: Commission Handbook.**

All Commission Members must adhere to the provisions contained and referenced in the City of Huntington Park Commission Handbook as approved by the City Council.

## SECTION 14:

The City Clerk shall certify to the adoption of this Resolution.

# CITY OF HUNTINGTON PARK

## Commission Handbook



Prepared by the City Clerk  
Revised January 2023,

# Welcome

Welcome and thank you for your willingness to serve as a member of the City of Huntington Park Commission. The general role of an Advisory body (Commission) is to provide an opportunity for Huntington Park residents/non-residents to participate in the City's decision-making process on various issues. Each Advisory body provides recommendations to the City Council in their respective areas and assists the City Council in addressing specific issues.

As a new commissioner, you should familiarize yourself with the documents governing your commission including City ordinances, City Council resolutions, and other related documents, all available from your staff liaison. Reviewing these documents will help you get a sense of your responsibilities.

This handbook serves as a reference for the basic protocols that apply to all City commissions. As a new member you may want to meet with the staff liaison responsible for your commission or the Chair for your commission to get a better sense of your role and the business of the advisory body. Along with familiarizing yourself with your commission's foundational documents, you may want to review agendas and minutes from recent meetings to see what current issues have been under consideration. All commission agendas and minutes are available on the City's website at [www.hpca.gov](http://www.hpca.gov)

We hope this handbook will assist you towards a satisfying and productive experience as a commissioner for the City of Huntington Park. Your participation and commitment are deeply appreciated by the City Council, by City staff, and by your community.

## **General City Information**

The City of Huntington Park was incorporated September 1, 1906 as a general law city. This means the municipal government operates and is governed in accordance with State laws rather than a local charter.

This specific form of government is a Council/Manager. It provides elected members of the City Council in Huntington Park to hire a City Manager to manage the administrative functions of government. The City Manager is responsible for effective and economical municipal operations and ensures that City Council policies are implemented.

The City Council is responsible for setting policies and providing overall direction for the City operation. As elected representatives, Council members provide a direct link with residents and to gain a greater awareness of the view of the residents, the Council also appoints advisory groups composed of local residents familiar with the community and its needs. These groups further expand the opportunity for resident participation in City government.

## **Application Process**

Any citizen interested in serving on a commission is invited to complete an application form and submit it to the City Clerk's office. Applications remain on file for one year. A listing of all current appointments will be posted at City Hall, City's website and the City of Huntington Park Library whenever a vacancy occurs. Applications may be downloaded from the City's website, picked up at City Hall in the Office of the City Clerk, or you may request that an application be mailed to you by contacting the Office of the City Clerk at (323) 584-6297.

## **Membership**

All City Commissions shall consist of five (5) members, with the exception of the Youth Commission which shall consist of ten (10) youth from the City as defined below. All members of each Commission shall be a resident of the City of Huntington Park, however, at the City Council's discretion, no more than two (2) Commissioners for any Commission may be non-Huntington Park residents. Each person seeking appointment to a Commission shall complete an application provided by the City and submit to a Live Scan background check before being appointed to a Commission and before being sworn into office. (Resolution No. 2015-19)

## **How Appointments Are Made**

Each member of the City Council shall have authority to appoint one (1) member to each Commission, with the exception of the Youth Commission, which shall consist of two (2) members appointed by each City Councilmember. Each Councilmember shall appoint their Commissioners within sixty (60) days of assuming office, or from the adoption of this Resolution, or from a vacancy occurring for said Commission position for that respective Councilmember appointment. If no appointment is made within sixty (60) days of assuming office, or from the adoption of this Resolution, or from a vacancy occurring for said Commission position, the Mayor shall appoint a member to the vacant seat.

Commission members may be removed from their appointment due to disqualification as provided for in this Resolution or upon the sole decision by the Councilmember who appointed that Commissioner. All appointments or removal of Commissioners shall occur at an open meeting of the City Council. If removal of a Commissioner occurs, the City Clerk shall send notice to that Commissioner at the last address on file with the City. (Resolution No. 2015-19)

## **Oath of Office**

Upon appointment to a City of Huntington Park commission, members or advisory bodies shall take an Oath of Office administered by the City Clerk prior to assuming office and participating in commission meetings. By taking this oath, you swear or affirm to support, defend, and bear allegiance to the Constitution of the United States and the Constitution of the State of California.

## **Officers**

A Chair and a Vice Chair are selected by the members of the individual advisory bodies in March each year for a one-year term. In the case of advisory bodies that meet on an “as-needed” basis, the Chair and Vice Chair shall be elected at the first meeting scheduled in March each year. A Chair may not serve more than two consecutive terms.

## **Responsibilities**

The primary role of an advisory body is to provide judicious advice to the City Council, the elected policy-making body of the City. The advisory body’s role can include hearing public testimony on the Council’s behalf, building community consensus for proposals, facilitating study of issues, assessing the alternatives regarding issues of community concern, and ultimately forwarding recommendations to the Council for its consideration. There may be times when the advisory body’s recommendations will not be sustained or will be modified by the City Council. It is important for the advisory body members to recognize that this is not a rejection of the integrity of the recommendation, but an inevitable part of the process of community decision-making.

## **Attendance**

For advisory bodies to function effectively and accomplish their goals, all members must be active participants. This means all members must be present at all meetings. Commissioners should inform the staff liaison prior to the meeting if they will be unable to attend.

If any member of a commission or committee is absent from three (3) regular meetings in any one calendar year, the staff liaison shall immediately inform the City Council. Upon notification to the City Council, the office will be deemed vacant, and the term of such member terminated. Excused absences may be granted by the chair. An excused absence will not count towards the allowable three (3) absences in any one calendar year.

## **Resignations**

Members wishing to resign from their commission position prior to the expiration of their term should submit to the City a brief letter stating their intention and the effective date of the resignation. The letter should be addressed to the Mayor and Council Members in care of the City Clerk.

## **Disqualification**

When a member no longer meets the qualifications for the Commission, the member is therefore disqualified, and the office shall thereupon become vacant. (Resolution No. 2015-19)

## **Vacancies**

If for any reason a vacancy occurs, it shall be filled by appointment by the member of the City Council who appointed said Commissioner for the unexpired portion of such term. (Resolution No. 2015-19)

The staff liaison shall inform the City Clerk and have a vacancy notice posted in accordance with the requirements of the Government Code. Applications from people interested in serving on a particular body are accepted. Following the interview of eligible applicants. The City Council shall make an appointment during a regular City Council meeting to fill the unexpired term.

## **Term Limits**

Each Commissioner's term shall be for a period of four years, unless removed by the appointing Councilmember or because of disqualification as set forth herein. Notwithstanding the foregoing, no Commissioner shall serve for a period which exceeds the time in office for the Councilmember appointing that Commissioner. If the appointing Councilmember completes his or her term, vacates their office or otherwise is no longer holding office, the term of the Commissioner appointed by said Councilmember shall end. However, nothing contained in this section shall prevent another Councilmember or the new Councilmember from appointing the individual back to the same Commission or to a different Commission. (Resolution No. 2015-19)

## **Termination of Commission**

Termination of the Commission shall be done at the will and vote of the City Council. (Resolution No. 2015-19)

## **Compensation**

Commission member compensation shall be set by resolution of the City Council.

## Commission Handbook

All Commission Members must adhere to the provisions contained and referenced in the City of Huntington Park Commission Handbook as approved by the City Council.

### Scope of Authority

All communication or questions should be addressed to each advisory body's respective staff liaison. If a question arises and the members require clarification as to duties, authority, or legal issues, all such items must be presented to the staff liaison. The staff liaison will seek clarification from the appropriate parties (i.e. department head, City Attorney or City Council) and report back to the advisory body.

***Advisory bodies are not involved in the administration or operation of City departments. Advisory body members may not direct City staff to initiate programs and may not conduct major studies or establish policy without the approval of the City Council. All communication or questions must go through the staff liaison.***

Advisory body members may not use their official title or City equipment or resources for non-City business. Examples of such prohibited conduct include, but are not limited to, use of City vehicles, facilities and City stationery.

Advisory bodies shall not receive, disburse, or in any way possess money or any other valuable commodity as an agent of the City without the prior authorization of the City Council

Advisory bodies shall not knowingly work to the advantage of any citizen or group or show preference to any other citizen or group.

All advisory bodies who anticipate the need during the upcoming fiscal year for financial expenditures shall submit through their staff liaison an annual proposed budget to the corresponding Department Head and City Manager. The budget request will be incorporated into the City's annual budget for Council review and approval. All requests for budgeted expenditures shall be processed according to City purchasing procedures.

Advisory bodies shall be subject to the same travel and business expense policy established by the City Council. (Policy available through staff liaison.)

All action and business of the advisory body shall be conducted by the advisory body as a whole, and no member shall transact business on an individual basis unless authorized by the majority vote of the quorum.

It is the responsibility of the advisory body to be represented at the meetings of the City Council or at meetings of other committees or commissions when matters of joint concern are to be discussed.

It will be the responsibility of advisory bodies to inform other bodies of the city via the staff liaison when it will consider matters of concern to such other advisory bodies.

## **Conflicts of Interest**

All members of City advisory bodies should avoid the appearance of bias in pending City matters at all times. The Government Code states that “members of the legislature, state, county, district, judicial district, and city officers or employees, which includes city advisory board members, shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members.

The Political Reform Act of 1974 defines various conflicts of interest and is quite lengthy; but basically, a conflict of interest exists when a person influences a decision that will materially affect the value of a personal financial interest, or a financial interest of his/her immediate family, as distinguished from the action’s effect on the public in general.

If a Commission or Committee member has a conflict of interest, he/she must not make or participate in making, or in any way attempt to use his/her official position to influence a governmental decision relating to the matter in which he/she or a member of his/her immediate family, possess a financial interest. The safest way to address a conflict of interest is for the Commission or Committee members to state that there is a conflict immediately after the Chair announces the item for consideration. The member must then refrain from participating in the deliberations and abstain from voting.

Penalties for violating the conflict-of-interest laws are serious and may include fines and/or a prohibition against serving in public office. Questions regarding a potential conflict of interest may be directed to your staff liaison or the City Clerk, who will consult with the City Attorney if necessary. You may also view more information about conflicts of interest by visiting the State of California Fair Political Practices Commission website at [www.fppc.ca.gov](http://www.fppc.ca.gov)

Additionally, all members of a City advisory body are required to complete a Statement of Economic Interest (Form 700) upon assuming office and an annual statement for filing with the City Clerk. All forms are distributed by the City Clerk who is the City’s FPPC filing officer. Upon completion all Form 700s are filed with the City Clerk and kept available for public inspection.

The City of Huntington Park has adopted a Conflict-of-Interest Code which identifies the officers, employees and consultants who are required to file a Form 700 based upon their involvement or participation in the making of decisions which may foreseeably have a material effect or a financial interest.

## **Quorum**

At any meeting of an advisory body, a majority of the total number of members of the Commission shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time for want of quorum and until a quorum can be obtained. (Resolution No. 2015-19). Unless otherwise posted, a majority vote of those present and voting shall be sufficient to adopt motions.

## **Agendas**

State law requires that an agenda for each advisory meeting be posted at least 72 hours prior to the meeting. The agenda shall state the time and place of the meeting and a brief description of matters to be heard. The agenda shall also provide an opportunity for members of the public to be heard at the

meeting regarding matters within the jurisdiction of the advisory body. The staff liaison assigned to each advisory body is responsible for preparation and posting of the meeting agenda. A copy of the agenda is mailed and/or e-mailed (upon request) to each member of the advisory body as well as to the members of the Huntington Park City Council, City Manager and the City Clerk. The staff liaison is also responsible for notifying the advisory members, City Council, City Manager and the City Clerk of meeting cancellations, adjournments, and/or change of locations.

## **Public Comment**

The public shall be allowed to speak at all meetings on any item of interest so long as the item is within the subject matter jurisdiction of the legislative body. The law also provides that the public must be allowed to speak *before* the consideration of any specific item on the agenda.

## **Meetings**

Regular meetings of the Commission shall be as set by each Commission. The place of such meetings shall be at Salt Lake Park, 3401 E. Florence Avenue, Hunting Park, California (with the exception of the Planning and Civil Service Commissions) unless otherwise designated by the City Council or approved by a majority of the total membership of the Commission. When the day for such regular meetings falls on a legal holiday, the meeting shall not be held on such holiday, but shall be held at the same hour on the next succeeding day thereafter which is not a holiday. All meetings of the Commission shall be open and public, and subject to all laws of the state of California e.g. the Brown Act, governing open public meetings. The Commission shall adopt its own rules for the transaction of its business and keep a record of resolutions, findings and recommendations and actions voted upon. A report of each meeting of the Commission shall be given to the City Council. (Resolution No. 2015-19)

## **Meeting Types**

City advisory bodies may hold two types of meetings: regular and special meetings.

**Regular Meetings** are held at the time and place specified in the resolution establishing procedures for each corresponding advisory body. Regular meetings may be “adjourned to” another date and time and are considered “regular adjourned meetings.” A copy of the order or notice of adjournment shall be posted on the door where the regular meeting was held within 24 hours of the adjournment.

**Special Meetings** may be held at a different time or place to discuss specific issues as noted on the meeting agenda, as long as the meeting has been properly noticed at least 24 hours prior to the meeting. No other business may be discussed at the special meeting.

## **E-Mail Communications between Advisory Body Members**

Since e-mail communication can ultimately lead to the exchange of information intended to, or which may, create collective concurrence among a quorum of advisory body members, e-mail communications between advisory body member's relative to advisory body business, should be avoided. While two members of a five-member body, for example, may appropriately communicate

with one another by way of e-mail, the “forwarding” of such an e-mail message on to a third or subsequent member would result in a Brown Act violation.

## **Role and Responsibilities of the Chair**

The Chair shall preserve order and decorum at all meetings of the advisory body, announce the advisory body’s decisions, and decide questions of order. The Chair is responsible for ensuring the effectiveness of the group process by moving the discussion forward, involving all members of the advisory body, and allowing adequate public participation. In the absence of the Chair the Vice Chair shall act as the presiding officer.

## **Making Motions**

Advisory body meetings are usually conducted according to parliamentary procedure. Unless otherwise specified by State law or City regulations, conduct of all meetings shall generally follow Robert’s Rules of Order.

When a member wishes to propose an action on a particular item on the posted agenda for the advisory body to consider, the member makes a motion. Below is an example of the steps involved with a motion.

1. The member asks to be recognized by the Chair.
2. After being recognized, the member makes the motion: *“I move that ...”*
3. Another member seconds the motion: *“I second the motion.”*
4. The Chair restates the motion and asks for discussion on the motion.
5. When the Chair determines that there has been enough discussion, the debate may be closed with, *“Is there any further discussion?”*
6. If no one asks for permission to speak, the Chair then puts the question to a vote: *“All those in favor say aye.”* *“All those opposed say nay.”* Any member may request a roll call vote on a motion.
7. After the vote, the Chair announces the decision.

## **Decorum and Order**

Properly phrasing a motion can be difficult and corrections may be necessary before it is acted upon. The member making the motion may rephrase it or withdraw it.

Every commissioner desiring to speak shall address the chair and, upon recognition by the presiding officer, shall confine himself or herself to the question under debate.

Every commissioner desiring to question the administrative staff shall address the question to the department head who shall be entitled either to answer the inquiry directly or to designate some member of staff for that purpose.

A commissioner, once recognized, shall not be interrupted while speaking unless called to order by the presiding officer, unless a Point of Order is raised by another commissioner or unless the speaker chooses to yield to questions from another commissioner.

If a commissioner is called to order while speaking, he or she shall cease speaking immediately until the question or order is determined. If ruled to be in order, he or she shall be permitted to proceed. If ruled to be not in order, he or she shall remain silent or shall alter his or her remarks so as to comply with rules of the commission.

Advisory body members shall accord the utmost courtesy to each other, to City employees, and to the public appearing before the advisory body and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments and statements as to motives and personalities.

Any commissioner may move to require the presiding officer to enforce the rules, and the affirmative vote of a majority of the advisory body shall require him or her to so act.

Members of the advisory body shall not leave their seats during a meeting without the consent of the presiding officer.

City employees shall observe the same rules of procedure and decorum applicable to members of the advisory body. Any staff member, including the department head, desiring to address the commission, or members of the public shall first be recognized by the chair. All remarks shall be addressed to the chair and not to any one individual commissioner or public member.

## **Meeting Minutes**

The staff liaison assigned to the advisory body is responsible for preparation of the minutes of each meeting. Meeting minutes shall be in Action form with the exception of Public Comment to be in summary form. Actions taken by the advisory body. Minutes of the meeting shall be submitted to the advisory body for approval at its next meeting and shall be signed by the Chair.

All advisory body agendas and minutes will be kept by the staff liaison, a copy forwarded to the City Council, City Manager, and City Clerk.

## **CIVIL SERVICE COMMISSION**

**PURPOSE:** To serve in an advisory capacity to the City Council and the City Manager on personnel matters in the City Service.

**TERM OF OFFICE:** four-year term to run concurrent with appointing Council Member  
**MEETINGS:** TBD  
**STAFF:** Marisol Nieto, Human Resources Supervisor  
**PHONE NO.:** (323) 584-6237

## **HEALTH AND EDUCATION COMMISSION**

**PURPOSE:** To create awareness of health and education matters in the City; determine health and education needs in the Community; and attempt to implement plans for improved health and education in the City.

**TERM OF OFFICE:** four-year term to run concurrent with appointing Council Member  
**MEETINGS:** Every last Tuesday of the month  
**STAFF:** Steve Forster, Community Development Director  
**PHONE NO.:** (323) 584-6318

## **HISTORIC PRESERVATION COMMISSION**

**PURPOSE:** To protect, enhance, perpetuate, and designate historic resources of the City. The Historic Preservation Commission shall review and make recommendations for revisions to the Municipal Code for the preservation of historic resources within the City.

**TERM OF OFFICE:** four-year term to run concurrent with appointing Council Member  
**MEETINGS:** TBD  
**STAFF:** Steve Forster, Community Development Director  
**PHONE NO.:** (323) 584-6318

## **PARKS AND RECREATION COMMISSION (aka PARC)**

**PURPOSE:** To advise the City Council and the Administrative Staff in all matters of policy pertaining to the acquisition, use, maintenance, and operation of parks, playgrounds and other public recreational facilities, and to the maintenance of a planned program of public recreation for the citizens of Huntington Park.

**TERM OF OFFICE:** four-year term to run concurrent with appointing Council Member  
**MEETINGS:** Meets the 4<sup>th</sup> Wednesday at 6:00 p.m. in:  
January, March, May, July, September & November  
(Maximum of Six (6) Regular Meetings per year)  
**STAFF:** Cynthia Norzagaray, Parks and Recreation Director  
**PHONE NO.:** (323) 584-6218

## **PLANNING COMMISSION**

**PURPOSE:** To recommend adoption, implement and periodically review and recommend revisions to the General Plan for the desired physical development of the City. The Planning Commission is the lead advisory body in the determination of what uses may be of property in the City and what form and shape the community will take in the future. The Commission's responsibilities and authority are governed by Title 9, Section 9-1.104 of the Huntington Park Municipal Code.

**TERM OF OFFICE:** four-year term to run concurrent with appointing Council Member  
**MEETINGS:** The third Wednesday of each month at 6:30 p.m.  
**STAFF:** Steve Forster , Community Development Director  
**PHONE NO.:** (323) 584-6318

## **YOUTH COMMISSION**

**PURPOSE:** To create awareness in the City of youth, implement youth level economics; determine needs not being met by the Community; serve as an advisory body to the City Council; and develop leadership in the community.

**TERM OF OFFICE:** four-year term to run concurrent with appointing Council Member  
**MEETINGS:** TBD  
**STAFF:** Cynthia Norzagaray, Parks and Recreation Director  
**PHONE NO.:** (323) 584-6218