

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

**Monday, July 7, 2025**

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

**Arturo Flores**  
Mayor

**Eduardo “Eddie” Martinez**  
Vice Mayor

**Jonathan A. Sanabria**  
Council Member



**Karina Macias**  
Council Member

**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.

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

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

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

### **PUBLIC COMMENT**

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

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

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

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

### **IMPORTANT NOTICE**

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## **CALL TO ORDER**

## **ROLL CALL**

Mayor 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. PRESENTATION OF AVILA SCHOLARSHIP AWARD RECIEPIANTS**

## **PUBLIC COMMENT**

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

## **STAFF RESPONSE**

RECESS TO CLOSED SESSION

## **CLOSED SESSION**

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION  
Government Code §§ 54956.9(d)(2)  
One (1) potential matter
2. CONFERENCE WITH LABOR NEGOTIATORS Regarding Represented Employees - Government Code § 54957.6  
City's Representatives: Ricardo Reyes, City Manager  
Employee Organization: General Employee Association (GEA)

## **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. Special City Council Meeting held June 25, 2025

## **CITY MANAGER**

### **2. SECOND READING OF HUNTINGTON PARK SANCTUARY CITY ORDINANCE NO. 2025-06 ESTABLISHING PROCEDURES FOR MUNICIPAL INTERACTIONS WITH FEDERAL AGENCIES RELATED TO IMMIGRATION ENFORCEMENT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive full reading and adopt Huntington Park Sanctuary City Ordinance No. 2025-06 by title.

## **FINANCE**

### **3. CHECK REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

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

### **4. CONSIDERATION AND APPROVAL OF A RESOLUTION ADOPTING THE CITY OF HUNTINGTON PARK'S STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025-2026**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution adopting the City's Statement of Investment Policy for Fiscal Year 2025-2026.

## **COMMUNITY DEVELOPMENT**

### **5. REJECT BIDS RECEIVED THROUGH THE PLANETBIDS' REQUEST FOR PROPOSAL ("RFP") VENDOR PORTAL FOR COMPREHENSIVE PARKING OPERATIONS AND MANAGEMENT SERVICES, RFP NO. CD 2025-01**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Reject the bids received for RFP No. CD 2025-01; and
2. Authorize staff to modify the project scope of work in conformance with all applicable requirements for posted and amended RFP; and



3. Authorize staff to re-advertise the RFP through Planet Bids.

## **PUBLIC WORKS**

### **6. CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION MANAGEMENT CONTRACT FOR CIP 2023-01 SB1 STREET ENHANCEMENT PROJECT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Award the contract to Aneen Construction Inc. for the construction of CIP 2023-01 SB1 Street Enhancement Project as the lowest responsive, responsible bidder for a not to exceed \$1,795,506.59 payable from Senate Bill 1, the Road Repair Accountability Act of 2017.

## **END OF CONSENT CALENDAR**

## **REGULAR AGENDA**

## **CITY MANAGER**

### **1. RATIFICATION AND APPROVAL OF COMMUNITY IMPACT AD HOC COMMITTEE AND APPROPRIATION OF FUNDS TO SUPPORT "HP WITH YOU" COMMUNITY RESILIENCE PILOT INITIATIVE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution ratifying and affirming the creation of the Community Impact Ad Hoc Committee as established by the Mayor; and
2. Approve the appropriation and allocation of \$150,000 to implement the "HP With You" pilot initiative, in accordance with the City's purchasing policies and procedures; and
3. Authorize the City Manager to take all necessary actions to carry out the intent of the City Council, including executing any related agreements and administering the program.

### **2. FIRST READING AND INTRODUCTION OF ORDINANCE NO. 2025-09 AFFIRMING PRESS FREEDOM AND PROTECTING MEMBERS OF THE MEDIA DURING CURFEWS AND DECLARATIONS OF UNLAWFUL ASSEMBLY**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Introduce for first reading of Ordinance No. 2025-09, an ordinance of the City Council of the City of Huntington Park affirming press freedom and protecting members of the media during curfews and declarations of unlawful assembly.

**3. FIRST READING OF ORDINANCE NO. 2025-08 – REVISION OF CHAPTER 11 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING CITY COMMISSIONS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss the proposed amendments to Chapter 11 of the Huntington Park Municipal Code regarding City Commissions.

**4. FIRST READING OF ORDINANCE NO. 2025-07 – ESTABLISHING ARTICLE 5, CHAPTER 5, TITLE 6 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING PROTECTION OF PUBLIC WATER RIGHTS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss the proposed establishment of Article 5, Chapter 5, Title 6 of the Huntington Park Municipal Code regarding Protection of Public Water Rights.

**POLICE DEPARTMENT**

**5. APPROVAL OF A GENERAL FUND APPROPRIATION AND DIRECTION TO PROCEED WITH BODY-WORN CAMERA PROGRAM IMPLEMENTATION**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve an appropriation of \$400,000 from the General Fund to support the initial implementation phase of the Police Department's Body-Worn Camera (BWC) Program; and
2. Direct the Police Department to solicit proposals and return to the City Council with a recommendation for the award of a professional services agreement with a qualified vendor.

**CITY CLERK**

**6. 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**

**PUBLIC HEARING(S)**

None

**END OF PUBLIC HEARING(S)**

## **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, July 21, 2025 at 6:00 P.M.

I, Eduardo Sarmiento, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park City Hall and made available at [www.hpca.gov](http://www.hpca.gov) not less than 72 hours prior to the meeting. Dated this 3<sup>rd</sup> day of July 2025.

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

Eduardo Sarmiento, City Clerk

# CONSENT CALENDER

## ITEM 1

## **CITY COUNCIL MEETING MINUTES**

Special Meeting of the  
City of Huntington Park City Council  
Wednesday, June 25, 2025

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:02 p.m. on Wednesday, June 25, 2025, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Arturo Flores presiding.

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

**ABSENT:** None

**CITY OFFICIALS/STAFF:** City Manager Ricardo Reyes; Eduardo Sarmiento City Clerk; Cosme Lozano Police Chief; Louis Morales Interim Community Development 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 Councilmember Martiz

### **PRESENTATION(S)**

#### **1. NONE**

None

### **PUBLIC COMMENTS**

The following people/ person provided public content:

1. Wendy – Spouse of Edin Alex Enamorado.
2. Albert- Complaints regarding City.
3. Jaz- Consider exploring new process to identify ICE Agents.
4. Maria De Los Angeles- Concerned HP Resident. Regarding ICE.
5. David Sanchez- Concerns about appointment process. Look up Book.
6. Patricia- Concerns about permits for Firework Vendors.
7. Rodolfo Cruz-
8. Emmanuel Rueda-
9. Anahi Cruz-
10. Rosario Clayatud Serna- Urge City Council to take a firm stance against ICE.
11. Kenia Rivas- Thank you for Leadership. There is a second wave of bounty hunters.  
How can we report this to police.
12. Mario Rivas- Demand transparency from ICE.
13. Mateo- Second what community members have said.
14. Edgar Ortiz- Strong support for Ordinance.
15. Chaming Cheer-
16. John Doe
17. Yvonne Correa- Angry about the bombs/ rubber bombs are being launched at people. She supports California separating from the Union.

Reiterated Public Comment Notice a second time for individuals who walked in at the moment.

18. Luz Castro- SELA residents. Support to Item #2, and Item #3.
19. Anani- Its hurting our kids what is occurring at the moment.

### **STAFF RESPONSE**

City Manager: Several topic came up this evening. Some is related to Items on the agenda so he'll touch upon when the item is presented to council [later in the meeting]. Ordinance was established to allow leashed dogs at Veterans Park, Salt Lake Park, and Keller Park. Firework stands are selling safe and sane fireworks one week prior to the 4<sup>th</sup> of July Celebration. If you are aware of illegal fireworks please report to police. Parking

study was made, and we'll provide findings and recommendations at some point in July at one of the Council Meetings. City will be launching program to federal immigration enforcement. Has lived in the south east for the last 35 years. Has lived in South Gate, Lynwood, currently in Downey, has lived in Bell Gardens. Went to schools here, has raised his kids here, only a 10 minute drive from City Hall, raised kids here, and takes pride in the City.

Sanabria point of order regarding illegal fireworks.

City Manager: we'll put out PSAs regarding how to report illegal fireworks.

Sanabria: requested more information regarding barricades being used.

Chief of Police: suggests tolerance and patience for issues occurring. Unlawful products being used in the city. Safe and Sane fireworks don't leave the ground. We are initiating a hotline number provided to the community to come in. Citation does have a \$5000 dollar fine. The city does close streets to manage temporary situation; however, those grounded barricades are not used by HPPD.

City Manager confirmed: The three parks where leashed dogs are allowed in are Raul Perez Park, Keller Park, and Veteran Park.

Mayor motioned to shuffle agenda around. Moving Closed Session to after special agenda. And Special Agenda he wanted to move Item #1 after Items #2 and Items #3. And leave consent where it is at.

Council entered into Closed Session 8:27pm.

### **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 June 16, 2025

#### **FINANCE**

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

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated June 25, 2025

**MOTION:** Councilmember Sanabria motioned to approve the consent calendar with the amendments stated by Councilmember Macias. 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): None

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

### **END OF CONSENT CALENDAR**

## **SPECIAL AGENDA**

### **CITY MANAGER**

#### **2. FIRST READING OF ORDINANCE NO. 2025-06 ESTABLISHING PROCEDURES FOR MUNICIPAL INTERACTIONS WITH FEDERAL AGENCIES RELATED TO IMMIGRATION ENFORCEMENT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss the proposed Ordinance No. 2025-06.

**MOTION:** Councilmember Sanabria thanked members of the community who came out and supported this. He really thinks we should move forward and approve this. Budget Plan are outlining more dollars for Ice and Border Patrol. It adds 18,000 Ice and Border Patrols agents. We as a city need to stand up and not go along with what the federal administration is doing. It isn't what they're promising to do, they are targeting ordinary citizens not criminals. The reality is that people leave their countries because they had to for their kids, for their own well-being. Children should not be targeted. My parents got fixed with the Reagan amnesty. The Chief of Police will respond on the case that the individual is a valid ICE Agent. If they are valid, we can't stop them from processing. Vice Mayor Martinez asked more details regarding the kidnapping. Councilmember Macias can call 911 and ensure validation is real. She has reached out to various organizations to provide support for individuals. She doesn't know what country she lives in anymore, that was what Governor Hochul stated. It angers her that this community must live in such despair. Same situation as the COVID pandemic except now we don't have resources to help out our community. Ordinance is a great step. Councilmember Martiz thanked everyone for coming out and providing public comments. Agrees with everything that was stated. This is a federal issue, and I look forwards to collaborating with organizations to provide resources to the community for impacted families. This ordinance tells the community we are with you, and we see you. Mayor Flores stated these are constitutional violations. When something like this happens remain calm but film everything. Justice is delayed, somebody will enter the white house and they will have a very different view of this incident. Just following orders is not an excuse that will fly. Once a warrant is provided, we have to allow them to come in, we won't collaborate with them. Councilmember Sanabria stated we should pass this ordinance and then have police create a presentation of scenarios. SB54 passed in 2017, and when into effect in 2018. Councilmember Sanabria motioned to approve Ordinance No. 2025-06. Mayor Flores added a friendly amendment to the ordinance to be renamed Huntington Park Sanctuary City Ordinance. Councilmember Sanabria accepted the friendly amendment. The motion was seconded by Councilmember Martiz. The motion was carried by unanimous consent.

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

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

#### **3. CONSIDERATION AND ADOPTION OF A RESOLUTION CONDEMNING NON-TRANSPARENT FEDERAL IMMIGRATION ENFORCEMENT TACTICS AND AFFIRMING COMMUNITY SAFETY PRINCIPLES**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution which condemns aggressive and non-transparent federal immigration enforcement tactics, reaffirms constitutional and community safety principles, and directs proactive local response measures.



2. Direct the City Manager and City Attorney to implement the measures outlined in the resolution and provide regular updates on enforcement activity and community impact.
3. Direct City staff to forward a copy of the signed resolution to the City's Congressional representative and both U.S. Senators to advocate for transparency, accountability, and community protection in federal enforcement practices.

**MOTION:** Mayor Flores stated we have had individuals kidnapping individuals on our community. They are not identifying themselves. It is very easy to buy a tactical vest, and a weapon. Once an agent is identifies there isn't much HPPD can do. However, at least this way we are aware of who is in our city. This campaign will be the largest immigration deportation campaign that has ever occurred. There are numerous amount of organizations that are unlawfully operating in our city breaking all these local laws. They have no regard for laws, public safety, respect for public or private property. The goal here is to draw the line somewhere. We cannot as a local police department. At some point someone has to step up and see credentials. Councilmember Sanabria stated that Most individuals being detained by ICE are being detained because they are brown. We have also seen them stop people, attack them then once they provide identification they are just let go. We are supposed to be a country of law and order and right now we are a country of disorder. Councilmember Martiz is stating how concerning it is without due process. Racial profiling is happening in our community. It's hard to see her nieces of nephews. We should be demanding transparency and is in full support of the law. She remembers when same sex marriage was on the ballot. It was also then that people from other states coming in and telling people how they should vote. She is proud of community, council, and neighbors for their work towards civil rights. Mayor made message very clear, men and women of HPPD are here to serve the community. They are not ICE; he knows that has this continues frustrations will continue. They are part of our community; a lot have family who live in this community. Councilmember Sanabria motioned to Adopt a Resolution which condemns aggressive and non-transparent federal immigration enforcement tactics, reaffirms constitutional and community safety principles, and directs proactive local response measures; The motion was seconded by Councilmember Martinez. The motion was carried by unanimous consent.

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

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

The council took a recess at 7:38pm for audience to clear out.

The council returned to order at 7:52pm.

Councilmember Sanabria motioned to make an amendment that we put an ITEM #4 for special agenda. Consideration for City Council for committee reassignment. After the Public Hearing Items. The motion was carried by unanimous consent.

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

## FINANCE

### 1. CONSIDERATION AND APPROVAL OF RESOLUTIONS ADOPTING THE CITY OF HUNTINGTON PARK'S FISCAL YEAR 2025-26 OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026

IT IS RECOMMENDED THAT CITY COUNCIL:

1. A Resolution adopting a Budget for the Fiscal Year Commencing July 1, 2025, and ending June 30, 2026, Making Appropriations for the Conduct of City of Huntington Park Government, Establishing Policies for the Administration of the Adopted Budget, and for other Budget Related Purposes

**MOTION:** [Continuation Item from June 16, 2025 regular City Council Meeting. We left off on the Parks and Recreation budget]. Councilmember Sanabria asked that some of the budget be brought down, items like the Holiday Parade. Youth Sports Supplies is also high because we have to redo the gymnasium floors every year. Supply money is used for equipment that we have to replace. For example, the Chalking, the soccer nets, and basketballs. All are items are regularly replaced. Finance director stated the Two-month delay for revenues. Mayor Flores wants to make a comment for salary and benefits. He want to provide parks and rec staff with decent living wages. Especially the full times. Issues with Part Timers, he wants to consider the increases. Non-Representatives staff doesn't have individuals advocating for them. Councilmember Macias is opposed to the budget cuts for the Parks and Recreation Department because they do provide emergency food distribution and other social services that can be essential in cases of emergency. Councilmember Sanabria just wants us to serve more people in the community. Vice Mayor Martinez wants to recognize all the work that Parks and Recreation does despite their limited resources. Money allocated for commission is for stipends. Commission programming was set aside for about 35,000 dollars divided among all the commissions to develop programs. Day of the Dead event was removed. Martiz stated that she believes that we shouldn't discourage community events to reallocate funding. The Police Department presented their presentation. Mayor Flores asked about Youth in PD program. It was dwindled during Covid; however, these explorers transfer as cadets, then become PSOs and Police Officers. 80% become HPPD Officers. A lot are local people. Increase in Salary is because of the renegotiations that occurred. The Chief stated that a good percentage of OT is special events driven. Such as the parade, 5K, etc. Grants are going away because they are having a sunset period. Professional Development has decreased in PD department because we are already providing the best training, and a lot of funded by state funds and grants so it isn't part of the general fund. Fleet maintenance dropped from 416K to 85K because fleet maintenance expense swapped from PD to Public Works. We are not refunded if we help other organizations due to the Mutual Aid Agreements with our neighboring cities. We are in MOU with the counties. Mutual Aid Agreements go both ways because a team of 60 patrolling 24 hours, 7 days a week. Certain cases are reimbursable, but most are not. There is some funding in this budget to swap old cars for a more modern fleet. Mayor Flores wanted the young officers to have some sort of financial literacy courses offered to them, especially right now. Martiz wants to know about the animal enforcement program and how it can be most effective and beneficial to the community. How much money are we spending on animal enforcement. PD Chief stated that they provide services and educational resources for individuals. Mayor wants to know about security for the restrooms. Public Works provided their budget. Vice Mayor Martinez stated that we need to fix lights at parks, and cross walk. Pacific Boulevard could also use more street maintenance. Is it possible to have this in the upcoming year. City Manager stated we do have a good amount of funding for pacific for security, parking, and waste management. New Landscaping PSA will assist with the Vice Mayor's concerns. Part of the contact with SLA will

be cleaning Pacific Boulevard at 3 in the morning, allocation to the creation of parking, and pressure washing bus stations. Will be hiring staff for weekend operations. Public Works director doesn't want to replace damages at Chelsea Park, instead he would want to replace them. Mayor stated he still wants to fix it to show community that the city does care. Councilmember Sanabria and Mayor Flores brought up concerns regarding Dial A Ride. It's incredibly expensive, we own everything, and the bus drivers are not being paid nearly what we pay for the services. This cost is nearly criminal what we are paying. Councilmember Macias mentioned her concerns regarding the liability, infrastructure, and capacity that we don't have removing this program. However, she believes it is a good opportunity to explore. Councilmember Sanabria says that it costs 45-90 per person per ride. He also has concerns for people connected to DES. The person in charge of the Dial-A-Ride program is the same individual connected to the DA investigation. Mayor Flores states that we should look into the program if individuals connected are involved. Dial-A-Ride you cannot reduce amount. Non-Departmental Budget was then explained. Councilmember Martiz mentioned flexibility and budget to join an SELA mutual fund for class action lawsuit against the constitutional violations occurring at the moment. @11:25pm Vice Mayor Martinez left for an early flight the next morning. Mayor Flores voiced a couple concerns regarding CIP funding. Cyber Security concerns. Mayor requested that the council chamber remodel the project be placed on hold while we find funds. New Job positions presentation was presented afterwards. Councilmember Sanabria motioned to adopt the 2025-2026 Fiscal Year Budget with all the express recommendations from City Council. And get a report by the next meeting. The motion was seconded by Councilmember Martiz. The motion was carried by majority consent.

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

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

**ABSENT:** Vice Mayor Martinez

### **CLOSED SESSION**

The council went into close session at 11:44pm

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

Government Code §§ 54956.9(d)(2)

One (1) potential matter

Council returned from Closed Session 12:01am

### **CLOSED SESSION ANNOUNCEMENT**

The council discussed the anticipated litigation and no action was taken. Council member Sanabria was recused from that closed session.

### **PUBLIC HEARING(S)**

### **COMMUNITY DEVELOPMENT**

#### **1. PUBLIC HEARING FOR CONSIDERATION AND ADOPTION OF THE CITY OF HUNTINGTON PARK'S 5-YEAR 2025-2029 CONSOLIDATED PLAN (CON PLAN) AND FIRST YEAR 2025-2026 ANNUAL ACTION PLAN (AAP)**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing; and
2. Take public testimony; and

3. Request that any City Councilmember suggesting funding changes among the noted Community Development Block Grant (CDBG) programs, provide direction from the dais regarding the ConPlan and AAP; and
4. Adopt the 2025-2029 Con Plan and adopt the Fiscal Year (FY) 2025-2026 AAP – Option 1; and
5. Authorize City Manager to adjust funding to projects and programs to reflect FY 2025-2026 Community Development Block Grant (CDBG) and HOME Partnerships Investments (HOME) entitlement allocations announcements from the U.S. Department of Housing and Urban Development Department (HUD) to the 2025-2029 ConPlan and 2025-2026 Annual Action Plan prior to submission; and
6. Authorize City Manager to execute all required documents for transmittal to HUD by the due date of Thursday, July 15, 2025; and
7. Amend the Fiscal Year 2025-2026 Budget in accordance with the approved Fiscal Year 2025-2026 Annual Action Plan.

**MOTION:** Councilmember Sanabria voiced concerns about what was delivered and what was asked. Councilmember Martiz motioned to approve the item. The motion was seconded by Councilmember Macias. The motion was carried by majority consent.

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

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

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

**ABSENT:** Vice Mayor Martinez

**2. CONSIDERATION AND APPROVAL OF THE CITY OF HUNTINGTON PARK’S REPAYMENT AGREEMENT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing; and
2. Take public testimony; and
3. Approve the repayment agreement; and
4. Authorize the Mayor to execute the CDBG Repayment Agreement; and
5. Authorize the City Manager to execute all required documents for transmittal to the U.S. Department of Housing and Urban Development Department (HUD).

**MOTION:** Councilmember Martiz motion to approve the repayment agreement; and Authorize the Mayor to execute the CDBG Repayment Agreement; and. Authorize the City Manager to execute all required documents for transmittal to the U.S. Department of Housing and Urban Development Department (HUD). The motion was seconded by Councilmember Sanabria

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

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

**ABSENT:** Vice Mayor Martinez

**FINANCE**

**3. CONSIDERATION AND REVIEW OF DELINQUENT REFUSE CHARGES PURSUANT TO SECTION 6-2.112 OF THE CITY OF HUNTINGTON PARK’S MUNICIPAL CODE (172.54 REFUSE COLLECTION FEES)**

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Conduct a Public Hearing; and
- 2. Take public testimony; and
- 3. Review Valley Vista’s list of Delinquent Accounts; and
- 4. Inform the property owners that they have until the second Council meeting in July to pay the delinquent billings before the resolution is presented to place on the County Tax Rolls.

Public Comment Opened: 12:24am  
Public Comment Closed: 12:24am

- 5. **MOTION:** Councilmember Sanabria motion to Inform the property owners that they have until the second Council meeting in July to pay the delinquent billings before the resolution is presented to place on the County Tax Rolls. The motion was seconded by Councilmember Martiz. The motion was carried by majority consent.

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

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

**ABSENT:** Vice Mayor Martinez

**SUBSEQUENT ITEM**

**1. COUNCILMEMBER APPOINTMENTS TO THE VARIOUS COMMITTEES.**

Notices:

- Marylin Sanabria has resigned from the Los Angeles County Vector.
- Councilmember Sanabria would like to make a change to the Southeast Gateway Line Corridor City Committee. He would like to motion for the board member to be Councilmember Martiz. The motion was seconded by Mayor Flores.

Councilmember Macias votes No; Councilmember Martiz; Sanabria; and Mayor Flores voted yes.

- Mayor Flores motioned to nominate Councilmember Sanabria to the Los Angeles Vector Control. The motion was seconded by Councilmember Martiz.

Councilmember Macias; Martiz; Sanabria; and Mayor Flores voted yes. Motion carried by majority consent.

**DEPARTMENTAL REPORTS**

Parks: summer tutoring beginning July 7<sup>th</sup> and signups are still available. We have 5 spaces left out of 48.

Community Development: have a homeownership event later on in the day at 10am.

Communications: Fireworks Flyer regarding the 5,000 fine and the hotline. Fairhousing workshop in July. PD has communication out about the body camera for individuals who have any questions.

Finance: Water bill address is changing. We will have a new lockbox for processing water bills. Thank you, team, for your collaboration on the budget.

Police: The hotline is an anonymous number. Thanked the finance director for all their work on budget. Thank Mayor for adopting the immigration enforcement ordinance. Ensuring our residents are safe.

City Manager: Thanks to everyone for all their hard work. Thank staff for putting all these documents together. Official response to these incidents.

### **WRITTEN COMMUNICATIONS**

Maggie Valenzuela: Actions regarding Ordinance 2025-06.

Wendy Miranda : Actions regarding Ordinance 2025-06.

### **COUNCIL COMMUNICATIONS**

**Councilmember Macias:** Thank you and have a good night.

**Councilmember Martiz:** Thank you for hanging on here. Its easier as a council member than he staff. Staff have put in a lot of work. She was happy to see her requests and concerns are being addressed in the budget. Thank you all for their hard work and extend gratitude to staff for their hard work. Have a good night!

**Councilmember Sanabria:** Its been a long night. As we debated the budget. Very excited for next year. Thank you to Jeff for helping so much with the budget. As we move through these uncertain times we should look at the services we are providing. If we can reallocate funding during these uncertain times to help out the community.

**Vice Mayor Martinez:** None

**Mayor Flores:** Did send the City Manager another Ordinance. It will be presented at the next council meeting. Providing basic protections for the journalists. It will allow journalists to not fall under the curfew or abuse, so long as they are falling within the capacity of reason. He is very humbled and honored to be the mayor. Especially with budget and conversation that was presented tonight. Especially with the discourse that has been happening within the past eight months or so. Wants the City Manager to call for a retreat to discuss the vision for the City of Huntington Park. We still have a vision for the City, and its growth. While simultaneously dealing with all the curveballs that were coming out way. Tomorrow morning tell your staff thank you for all the work you have done.

### **ADJOURNMENT**

**MOTION:** Mayor Flores adjourned 12:42am. The next regularly scheduled city council meeting is set to be held on Monday, July 7<sup>th</sup>, 2025 @6pm.

Respectfully submitted

  
Eduardo Sarmiento, City Clerk



## ITEM 2





# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

July 7, 2025

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

Dear Mayor and Members of the City Council:

## **SECOND READING OF ORDINANCE NO. 2025-06 ESTABLISHING PROCEDURES FOR MUNICIPAL INTERACTIONS WITH FEDERAL AGENCIES RELATED TO IMMIGRAITON ENFORCEMENT**

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

Review and discuss the proposed Ordinance No. 2025-06.

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

The residents of Huntington Park have experienced a surge of federal activity in recent weeks which have negatively impacted the health, safety and well-being of our community. As a result of militant like acts perpetrated by the federal government, members of the Huntington Park City Council have expressed an urgent desire to take action and protect the community from the unconstitutional overreach of the federal government.

Reports have been received of unmarked federal vehicles, with no license plates displayed, roaming the City and snatching people without the presentation of a warrant, identification as federal agents, or any notification as to the justification of their actions. This in turn has caused great alarm and distress in our community.

Among the different actions being taken by the City of Huntington Park, this ordinance would codify the City's policy regarding interactions with federal agencies as it relates to immigration enforcement. This ordinance aligns with SB 54, known as the California Values Act, which seeks to protect members of the community from unconstitutional acts being perpetrated by the federal government and limits the situations in which cities can assist or engage with federal agencies on immigration issues.

**LEGAL REQUIREMENT**

No legal consideration needed.

**FISCAL IMPACT/FINANCING**

No fiscal impact.

**CONCLUSION**

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized flourish at the end.

RICARDO REYES  
City Manager

**ATTACHMENT(S)**

Ordinance No. 2025-06

## **ORDINANCE NO. 2025-06**

An ordinance adding new Chapter 2-12 of Title 2 of the Huntington Park Municipal Code relating to procedures concerning sensitive information and prohibition of the use of City resources, including property and personnel, in connection with federal immigration enforcement.

### **THE PEOPLE OF THE CITY OF HUNTINGTON PARK DO ORDAIN AS FOLLOWS:**

A new Chapter 2-12 of Title 2, entitled Sanctuary Policy of the Huntington Park Municipal Code to read as follows:

#### **CHAPTER 2-12**

#### **PROCEDURES CONCERNING SENSITIVE INFORMATION AND PROHIBITION OF THE USE OF CITY RESOURCES FOR FEDERAL IMMIGRATION ENFORCEMENT**

##### **ARTICLE 1. COOPERATION**

##### **SECTION 1. PURPOSE**

The City of Huntington Park has long embraced and welcomed individuals of diverse racial, ethnic, religious, and national backgrounds, including a large immigrant population. The City has long derived its strength and prosperity from its diverse community, and welcomes, honors, and respects the contributions of all its residents, regardless of their immigration status. The City is home to immigrants and their families, and it is here where they form and maintain bonds of family, friendship, and love. Immigrants and their families in the City contribute to the economic and social fabric of the City by establishing and patronizing businesses, participating in the arts and culture, and achieving significant educational accomplishments.

Through the City's commitment to the equal, respectful, and dignified treatment of all people, one of the City's most important objectives is to enhance its relationship with all its residents, including immigrants. The cooperation of the City's immigrant community members is essential to advancing the City's mission, vision, and guiding principles, including community safety, support for youth and education, economic development, and financial stability. The City is safest when all people feel they can participate in civic and public life. Fostering a relationship of trust, respect, and open communication between City officials and residents is essential to the City's mission of delivering efficient public services in partnership with our community, which ensures a prosperous economic environment, opportunities for youth, and a high quality of life for all residents. Accordingly, the City seeks to continue to foster trust between City officials and residents; to encourage cooperation between residents and City officials; and to ensure public safety and due process for all.

In 2018, the California Values Act (SB 54) went into effect. SB 54 prevents state and local law enforcement resources from being commandeered by the federal government and diverted to tear families apart and violate due process rights. In that spirit, the City also refuses to use limited City resources to assist with the detention and deportation of mothers and fathers, children,

neighbors, co-workers, and friends—except as required by state and federal law. Instead, the City chooses to stand with our immigrant community members.

Due to the City’s limited resources, the complexity of federal civil immigration laws, the need to promote trust and cooperation from the public, including immigrants, and to attain the City’s objectives, the City Council finds that there is a need to clarify the communication and enforcement relationship between the City and the federal government. The purpose of this ordinance is to establish the City’s procedures concerning sensitive information and enforcement of federal immigration laws. This ordinance establishes safeguards and procedures, to the extent permissible by law, to prohibit any City resources, including property and personnel, from being utilized for any federal immigration enforcement. Further, to the extent permissible by law, the City will not enter into new, amended, or extended contracts or agreements with any person or entity that provides Immigration Authorities with any Data Broker, data-mining, or Extreme Vetting services connected to federal immigration enforcement, unless a waiver is granted.

## **SECTION 2.            DEFINITIONS**

The following definitions shall apply to this Chapter:

A.     “Awarding Authority” means a subordinate or component entity or person of the City, such as a City department or board of commissioners, that has the authority to enter into a Contract or agreement for the provision of goods or services on behalf of the City.

B.     “City” means the City of Huntington Park, agency, department, officer, employee, agent, or any Awarding Authority.

C.     “City Resources” means City monies, facilities, property, equipment, or personnel.

D.     “Commission” means the Human Relations Commission.

E.     “Company” means any person, firm, corporation, partnership, or combination thereof.

F.     “Contract” means any agreement, franchise, lease, or concession, including agreements for any occasional professional or technical personal services, for the performance of any work or service, the provision of any materials or supplies, or the rendition of any service to the City or to the public, which is let, awarded, or entered into with, or on behalf of, the City or any Awarding Authority thereof.

G.     “Database” means any set of records of any sort, electronic or otherwise, that can be queried to retrieve records matching certain criteria and that contain any Protected Personal Information. This includes but is not limited to any database that stores automated license plate reader data, data about any encounters with law enforcement entities and agencies, biometric information, business licenses, or utility service data.

H.     “Data Broker” means either of the following:

(1) an entity that collects information, including personal information about consumers, from a variety of sources for the purposes of aggregating, sharing, or reselling such information to its customers, which include both private-sector businesses and government agencies; or

(2) the aggregation of data that was collected for another purpose from that for which it is ultimately used.

I. “Designated Administrative Agency” or “DAA” means [ ] Department, which shall bear administrative responsibilities under this Chapter.

J. “Extreme Vetting” means data-mining, data-linking technology, threat modeling, predictive risk analysis, and other similar services.

K. “Immigration Authorities” means any person employed by the Department of Homeland Security, which includes U.S. Immigration and Customs Enforcement, U.S. Customs and Border Protection, and U.S. Citizenship and Immigration Services, any other federal agency or department tasked with enforcing federal immigration law, or persons or entities contracted for immigration enforcement purposes.

L. “Immigration Enforcement Action” means any investigation, search, inquiry, or action undertaken to enforce federal immigration law, whether civil or criminal, regarding a person’s entry or reentry, presence, or employment in the United States on the basis of immigration or citizenship status.

M. “Sensitive Information” means any information that identifies, relates to, describes, or is capable of being associated with a particular individual and is protected from disclosure by the City in accordance with this Chapter, including but not limited to:

- (1) name;
- (2) signature;
- (3) physical characteristics, descriptions, or biometrics, such as facial characteristics, irises, fingerprints, voice, and DNA;
- (4) residential, business, or other addresses;
- (5) education or employment histories;
- (6) telephone numbers;
- (7) date of birth;
- (8) place of birth;
- (9) religion;
- (10) sex;

- (11) gender;
- (12) gender identity;
- (13) sexual orientation;
- (14) marital status;
- (15) age;
- (16) citizenship or immigration status;
- (17) Social Security number or Individual Taxpayer Identification Number;
- (18) passport number;
- (19) driver's license or state identification card number;
- (20) employers, employers' address, or employment information;
- (21) house of worship address;
- (22) insurance policy numbers;
- (23) status as a victim of or witness to a crime;
- (24) known or suspected political or organizational affiliations;
- (25) status as a recipient of government benefits;
- (26) health or disability information;
- (27) income;
- (28) assets;
- (29) debts; and
- (30) bank account numbers, credit card numbers, debit card numbers, or any other financial information.

**SECTION 3.           CONFIDENTIALITY OF SENSITIVE INFORMATION**

A.     The City shall not request, inquire, or collect or information about Sensitive Information about any person, except as provided in Section 3(E) below.

B.     The City shall not disclose Sensitive Information to Immigration Authorities in the furtherance of any Immigration Enforcement Action, except as provided in Section 3(E) below.

C. All City departments, agencies, or commissions shall review their confidentiality policies annually and identify and implement any changes necessary to prevent the disclosure of Sensitive Information in the furtherance of any Immigration Enforcement Action, except as provided in Section 3(E) below.

D. Vendors collecting information on behalf of the City shall report annually on their data sharing policies and enumerate how the use of its data is limited to the provision of city duties or services and is not used or disclosed for any other purpose, except as provided in Section \_\_.E below.

E. This Section shall not be applicable upon the following:

- (1) The written consent of an individual to whom Sensitive Information pertains (or if such individual is a minor, the consent of that person's parent or legal guardian);
- (2) The information or disclosure is necessary to provide a City service, for election-related purposes or appointment to a City office or commission, or as required for purposes of City employment or the disbursement of City funds;
- (3) The information or disclosure is required by any applicable state or federal law, including 8 U.S.C. § 1373, or judicial decision.

#### **SECTION 4.            PROHIBITION ON USE OF CITY RESOURCES**

A. Unless pursuant to a judicial warrant or judicial probable cause determination, or as otherwise required by federal or state law, no City resources shall be used to assist in any Immigration Enforcement Action. Nothing in this Section shall prevent the City, including any agency, department, officer, employee, or agent of the City, from lawfully discharging their duties in compliance with and in response to a lawfully issued judicial warrant or judicial subpoena, or other order evidencing a judicial determination of probable cause.

B. The prohibition set forth in this Section shall include but not be limited to:

- (1) Identifying, investigating, interrogating, detaining, citing, arresting, holding, transferring, or refusing to release individuals in City custody for the purpose of Immigration Enforcement Action;
- (2) Responding to any administrative warrant or request by Immigration Authorities to detain, transfer, notify, or otherwise facilitate the arrest of any individual in City custody for the purpose of Immigration Enforcement Action;
- (3) Providing Immigration Authorities access to any non-public areas, including jails or police department property, without a valid search or arrest warrant issued by a federal court of competent jurisdiction;
- (4) Making individuals in City custody available to Immigration Authorities for interviews for the purpose of Immigration Enforcement Action;

(5) Participating in any operation or joint operation or patrol that involves, in whole or in part, an Immigration Enforcement Action;

(6) Providing access to any City Databases in the possession of the City in connection with an Immigration Enforcement Action, except as required by state or federal law, including 8 U.S.C. § 1373, or judicial decision.

C. The DAA shall establish rules and regulations, as approved by the City Council, for City employees for the reporting of information that the employee reasonably believes is evidence of a violation of this Chapter.

## **SECTION 5. INVESTIGATION AND REPORTING**

A. The DAA shall review compliance with this Chapter. The DAA may initiate and shall receive complaints regarding violations of this Chapter. All officers, employees, departments, boards, commissions, and any Company under Contract with the City shall cooperate with the DAA in any investigation of a violation.

B. By March 31st of each year, the DAA shall schedule and submit to the City Council a written public report regarding compliance with this Chapter over the previous year. At minimum, this report must include the following:

(1) detail with specificity the steps taken to ensure compliance with this Chapter;

(2) disclosure of any issues with compliance, including any violations or potential violations of this Chapter; and

(3) detailed actions taken to cure any deficiencies arising from compliance with this Chapter.

## **SECTION 6. PRIVATE RIGHT OF ACTION**

A. An individual aggrieved under this Chapter may institute civil proceedings as provided by law against the City or any Company under Contract with the City for violating any of the provisions of this Chapter, provided that such aggrieved individual has first provided written notice to the DAA by serving the City Clerk, regarding the specific alleged violations of this Chapter, and provided the City or Company with an opportunity to cure. If a specific alleged violation is not remedied within the 90-day cure period after receipt of written notice, an aggrieved individual may institute civil proceedings in any court of competent jurisdiction. The foregoing shall not apply to proceedings for injunctive relief or writ of mandate, which may be initiated at any time to the extent permissible by law.

B. An individual prevailing in court under this Chapter may be awarded compensatory damages and the imposition of civil penalties up to \$5,000 per violation, as adjudged by the court. In determining the amount of civil penalty, the court shall consider prior violations of this Chapter by the violator, and each disclosure of an individual's Sensitive Information or participation in each Immigration Enforcement Action shall be a separate violation.



C. A court may award a plaintiff who prevails on a cause of action under subsection A of this Section reasonable attorney's fees and costs.

D. Any person or entity bringing an action against the City under this Section must first file a claim with the City under Government Code Section 905 or any successor statute within three years of the alleged violation or the effective date of this Chapter, whichever is later.

## **SECTION 7. COMPLIANCE MONITORING AND PUBLIC RECORDS**

A. The City shall document in writing all requests for assistance from Immigration Authorities, including but not limited to requests for immigration detainers, transfers, interviews, interrogations, notifications, or non-publicly available information about any individual. The documented requests shall include the date, name of the requesting party, title, agency, nature of the information or assistance sought, the legal basis asserted for the request, and the response to the request.

B. All City boards, agencies, commissions, departments, and offices shall provide semi-annual written reports to the DAA aggregating the information collected in Subsection A. These reports shall be submitted every six months. These reports shall exclude all personal identifiers and shall also be considered public records within the meaning of the California Public Records Act and shall be publicly disclosed and made available online.

C. The DAA will be responsible for aggregating the information contained in the semi-annual written reports from all City boards, agencies, commissions, departments, and offices and publishing the information online. The DAA will compile this aggregated information into a monitoring report every six months, and the information will be published online in a format that is accessible to all members of the public and will be updated promptly online upon the receipt of each new semi-annual report from a City board, agency, commission, department, or office.

## **SECTION 8. CONFLICTS**

Nothing in this article shall be interpreted or applied so as to create any requirement, power, or duty in conflict with federal or state law.

## **SECTION 9. SEVERABILITY**

If any portion, subsection, sentence, clause, or phrase of this Chapter is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such a decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have passed this Chapter and each portion or subsection, sentence, clause, and phrase herein, irrespective of the fact that any one or more portions, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

## **SECTION 10. URGENCY**

In light of the findings that in order to preserve limited City resources for local needs, to maintain public trust and public access to essential City benefits and services, to promote the dignity and stability of all City communities, and in order to protect the public peace and safety, it

is necessary that the amendments to the City of Huntington Park Municipal Code as reflected in this Ordinance become effective immediately upon passage. For all these reasons, the Ordinance shall become effective upon July 7, 2025.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JULY 2025.**

---

Arturo Flores, Mayor

**ATTEST:**

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Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

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Andrew Sarega, Acting City Attorney

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2025-06 was introduced at a Special Meeting of the City Council of the City of Huntington Park on the 25th day of June 2025 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 7th day of July 2025 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Ordinance is a true, full and correct copy of an ordinance duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

\_\_\_\_\_  
Eduardo Sarmiento, City Clerk

Dated: \_\_\_\_\_

## ITEM 3

### List of Funds - City of Huntington Park

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

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

City of Huntington Park  
Demand Register  
July 7, 2025

PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
4IMPRINT INC	13946274	111-0110-411.56-27	OUTREACH EVENT SUPPLIES	5,182.81
<b>4IMPRINT INC Total</b>				<b>5,182.81</b>
A+ SMOG & AUTO REPAIR, INC.	36950	111-7010-421.43-20	PD UNIT 279 REPAIRS	140.00
<b>A+ SMOG &amp; AUTO REPAIR, INC. Total</b>				<b>140.00</b>
AAA ELECTRICAL SUPPLY INC	321428-00	535-8016-431.61-45	STREET LIGHT SUPPLIES	254.03
<b>AAA ELECTRICAL SUPPLY INC Total</b>				<b>254.03</b>
ADLERHORST INTERNATIONAL LLC	122281	111-7010-421.61-20	K9 SUPPLIES	37.71
<b>ADLERHORST INTERNATIONAL LLC Total</b>				<b>37.71</b>
ALADDIN LOCK & KEY SERVICE	35194	111-8023-451.43-10	PARKS SUPPLIES	515.80
<b>ALADDIN LOCK &amp; KEY SERVICE Total</b>				<b>515.80</b>
ALL CITY MANAGEMENT SERVICES,INC	101598	111-9010-413.56-41	SERVES 4/27/25-5/10/25	13,652.15
<b>ALL CITY MANAGEMENT SERVICES,INC Total</b>				<b>13,652.15</b>
ALVAREZ-GLASMAN & COLVIN	2025-02-21350	111-9031-413.52-30	LEGAL SERVICES	1,458.60
	2025-02-21351	111-9031-413.52-30	LEGAL SERVICES	179.45
	2025-02-21352	111-9031-413.52-30	LEGAL SERVICES	447.20
	2025-02-21354	111-9031-413.52-30	LEGAL SERVICES	4,500.00
	2025-02-21355	111-9031-413.52-30	LEGAL SERVICES	2,247.90
	2025-02-21356	111-9031-413.52-30	LEGAL SERVICES	55.00
<b>ALVAREZ-GLASMAN &amp; COLVIN Total</b>				<b>8,888.15</b>
AMAZON.COM SERVICES, INC.	194J-JNJJ-31TL	111-3010-415.61-20	FINANCE OFFICE SUPPLIES	1,088.55
	1HCM-NQHW-G47N	111-8020-431.73-10	PW SUPPLIES	353.96
	1KVL-4HVJ-3MXY	111-8020-431.73-10	PW ADMIN SUPPLIES	50.30
<b>AMAZON.COM SERVICES, INC. Total</b>				<b>1,492.81</b>
AT&T	254715586JUN	111-9010-419.53-10	MONTHLY SERVICE	123.05
	254844269JUN	111-9010-419.53-10	MONTHLY SERVICE	112.35
	283700443JUN	111-9010-419.53-10	MONTHLY SERVICE	117.70
	317316997JUN	111-9010-419.53-10	MONTHLY SERVICE	96.30
<b>AT&amp;T Total</b>				<b>449.40</b>
AUTO ZONE	4075217679	111-7010-421.43-20	PD UNIT 1004 SUPPLIES	44.08
	4075443892	741-8060-431.43-20	PW UNIT 184 SUPPLIES	41.53
	4075454096	741-8060-431.43-20	FLEET SUPPLIES	517.02
	4075454105	741-8060-431.43-20	FLEET SUPPLIES	47.49
	4075456919	111-7010-421.43-20	PD UNIT 974 SUPPLIES	298.59
	40754476112	741-8060-431.43-20	PW UNIT 182 SUPPLIES	20.97

City of Huntington Park  
Demand Register  
July 7, 2025

PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
<b>AUTO ZONE Total</b>				<b>969.68</b>
AY NURSERY INC.	185159	535-8090-452.61-20	TREES & BUSHES	897.18
	185160	535-8090-452.61-20	TREES & BUSHES	717.75
<b>AY NURSERY INC. Total</b>				<b>1,614.93</b>
BDG LAW GROUP	36504	111-0220-411.32-70	LEGAL SERVICES	70.00
<b>BDG LAW GROUP Total</b>				<b>70.00</b>
BEAR ELECTRICAL SOLUTIONS, INC	26801	221-8014-429.56-41	MAY 2025 SERVICES	6,350.00
<b>BEAR ELECTRICAL SOLUTIONS, INC Total</b>				<b>6,350.00</b>
BELL'S GLASS SHOP	28772	111-8024-421.43-10	PD BUILDING REPAIRS	465.91
<b>BELL'S GLASS SHOP Total</b>				<b>465.91</b>
BRADY INDUSTRIES OF CALIFORNIA LLC	10217070	111-8020-431.43-10	PW YARD SUPPLIES	144.41
<b>BRADY INDUSTRIES OF CALIFORNIA LLC Total</b>				<b>144.41</b>
BRIZUELA'S IRON WORK	239	535-8090-452.43-20	RITA PARKING LOT REPAIR	1,660.05
<b>BRIZUELA'S IRON WORK Total</b>				<b>1,660.05</b>
CALIFORNIA DEPARTMENT OF TAX AND	L0031493901	741-8060-431.42-05	MAINTENANCE JAN 24-DEC 24	340.82
	L0031587524	741-8060-431.42-05	2024 TAX AND INTEREST	929.75
<b>CALIFORNIA DEPARTMENT OF TAX AND Total</b>				<b>1,270.57</b>
CALIFORNIA STREET LIGHTING	1360	535-8016-431.61-45	STREET LIGHT REPAIRS	875.00
<b>CALIFORNIA STREET LIGHTING Total</b>				<b>875.00</b>
CANNON CORPORATION	92392	681-8030-461.43-30	MAY 2025 SERVICES	1,051.05
<b>CANNON CORPORATION Total</b>				<b>1,051.05</b>
CENTRAL FORD	60663	111-7010-421.43-20	PD UNIT 954 REPAIRS	433.48
<b>CENTRAL FORD Total</b>				<b>433.48</b>
CHARTER COMMUNICATIONS	170094701060125	111-9010-419.53-10	MONTHLY SERVICE	1,070.08
<b>CHARTER COMMUNICATIONS Total</b>				<b>1,070.08</b>
COUNTY OF L.A. DEPT OF PUBLIC WORKS	REPW25060906811	221-8014-429.56-41	TRAFFIC SIGNAL MAINTENANCE	677.28
<b>COUNTY OF L.A. DEPT OF PUBLIC WORKS Total</b>				<b>677.28</b>
DANIELS TIRE SERVICE	229001748	111-7010-421.43-20	PD UNIT 1006 SUPPLIES	249.85
	229001926	741-8060-431.43-20	PW UNIT 347 SUPPLIES	502.04
	229001945	219-8085-431.43-21	PW SHUTTLE SUPPLIES	663.72



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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
DANIELS TIRE SERVICE	229002025	741-8060-431.43-20	PW UNIT 354 SUPPLIES	555.08
<b>DANIELS TIRE SERVICE Total</b>				<b>1,970.69</b>
DATA TICKET INC.	180677	111-9010-415.56-15	PARKING CITATION MAY 2025	12,075.91
<b>DATA TICKET INC. Total</b>				<b>12,075.91</b>
DATAPROSE, INC.	DP2502701	681-3022-415.53-20	POSTAGE FEES	2,753.66
		681-3022-415.56-41	WATER BILL FEES	1,248.02
<b>DATAPROSE, INC. Total</b>				<b>4,001.68</b>
DELL INC.	10820199435	111-7040-421.56-41	MEMORY UPGRADES	2,322.18
<b>DELL INC. Total</b>				<b>2,322.18</b>
DEPARTMENT OF RESOURCES RECYCLING	1639573	111-8031-433.56-41	UNSPENT FUNDS CCP-22-126 FY 22/23	469.44
<b>DEPARTMENT OF RESOURCES RECYCLING Total</b>				<b>469.44</b>
DIGITAL SCEPTER CORPORATION	15159	742-9010-410.74-10	NETWORK & PREMIUM SUPPORT	66,339.29
<b>DIGITAL SCEPTER CORPORATION Total</b>				<b>66,339.29</b>
DOWNEY PLUMBING HEATING &	DWO-0003859	111-8022-419.43-10	CITY HALL RESTROOM REPAIR	99.00
<b>DOWNEY PLUMBING HEATING &amp; Total</b>				<b>99.00</b>
DUNN EDWARDS CORPORATION	2009A49044	221-8012-429.61-20	PAINT FOR STRIPING	947.76
<b>DUNN EDWARDS CORPORATION Total</b>				<b>947.76</b>
E.J. WARD, INC.	EJ-INV-1579	741-8060-431.43-20	GAS PUMP MAINTENANCE	1,150.00
	EJ-INV-1580	741-8060-431.43-20	GAS PUMP MAINTENANCE	1,440.00
<b>E.J. WARD, INC. Total</b>				<b>2,590.00</b>
EXPRESS TRANSPORTATION SERVICES LLC	HPE05312025	111-0000-362.20-15	MAY 2025 SERVICES	(2,500.00)
		219-0000-340.30-00	MAY 2025 SERVICES	(1,465.00)
		220-8085-431.56-43	MAY 2025 SERVICES	523.88
		222-8010-431.56-43	MAY 2025 SERVICES	117,826.12
<b>EXPRESS TRANSPORTATION SERVICES LLC Total</b>				<b>114,385.00</b>
FERGUSON ENTERPRISES INC	5489956	111-8022-419.43-10	MATERIALS FOR REPAIRS	677.58
	5492021	111-8022-419.43-10	CITY HALL REPAIR MATERIAL	361.66
	5446345-2	111-8023-451.43-10	MATERIALS FOR REPAIRS	118.98
<b>FERGUSON ENTERPRISES INC Total</b>				<b>1,158.22</b>
GEORGE CHEVROLET	193906CVW	741-8060-431.43-20	PW UNIT 194 SUPPLIES	701.70
	194140CVW	111-7010-421.43-20	PD UNIT 370 PARTS	63.53
	194210CVW	111-7010-421.43-20	PD UNIT 370 PARTS	483.37

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GEORGE CHEVROLET	194507CVW	741-8060-431.43-20	PW UNIT 347 SUPPLIES	270.00
<b>GEORGE CHEVROLET Total</b>				<b>1,518.60</b>
GLOBAL EQUIPMENT COMPANY INC	123300760	741-8060-431.43-20	SPECIALTY HARDWARE PARTS	519.24
<b>GLOBAL EQUIPMENT COMPANY INC Total</b>				<b>519.24</b>
GLOBAL URBAN STRATEGIES, INC	933	111-5010-419.56-41	GATEWAY GRANT WRITING	3,000.00
<b>GLOBAL URBAN STRATEGIES, INC Total</b>				<b>3,000.00</b>
GRAINGER	9535853155	741-8060-431.74-10	FLEET SUPPLIES	5,689.66
<b>GRAINGER Total</b>				<b>5,689.66</b>
GREEN POWER MOTOR COMPANY INC.	M-040725-004	219-8085-431.43-21	SHUTTLE 009 REPAIRS	3,291.22
<b>GREEN POWER MOTOR COMPANY INC. Total</b>				<b>3,291.22</b>
HASA, INC.	1041788	681-8030-461.41-00	SUPPLIES FOR WELL 15	375.11
	1041789	681-8030-461.41-00	SUPPLIES FOR WELL 18	453.09
	1041793	681-8030-461.41-00	SUPPLIES FOR WELL 12	450.13
	1043975	681-8030-461.41-00	SUPPLIES FOR WELL 18	380.59
	1043977	681-8030-461.41-00	SUPPLIES FOR WELL 15	402.12
	1046130	681-8030-461.41-00	SUPPLIES FOR WELL 18	419.86
	1046133	681-8030-461.41-00	SUPPLIES FOR WELL 15	360.10
<b>HASA, INC. Total</b>				<b>2,841.00</b>
HINDERLITER DE LLAMAS & ASSOCIATES	SIN051220	111-9010-419.56-41	AUDIT SERVICES - TRANSACTIONS TAX APR-JUN 2025	331.18
<b>HINDERLITER DE LLAMAS &amp; ASSOCIATES Total</b>				<b>331.18</b>
IBE DIGITAL	480869	111-9010-419.44-10	CONTRACT BASE AND OVERAGE CHARGE	38.55
<b>IBE DIGITAL Total</b>				<b>38.55</b>
IBE DIGITAL	39480684	111-9010-419.44-10	KONICA LEASE AGREEMENT	1,175.96
<b>IBE DIGITAL Total</b>				<b>1,175.96</b>
IFLY INDOOR SKYDIVING	3331778	239-5210-463.57-60	AFTERSCHOOL PROGRAM EXCURSION	2,205.00
<b>IFLY INDOOR SKYDIVING Total</b>				<b>2,205.00</b>
IMPACT TIRE SERVICE	10617	741-8060-431.43-20	PW UNIT 346 SUPPLIES	40.00
<b>IMPACT TIRE SERVICE Total</b>				<b>40.00</b>
INFRASTRUCTURE ENGINEERS	499755	787-8933-431.73-10	EV CHARGING STATION DESIGN PHASE MAY 2025 SERVICES	918.75
<b>INFRASTRUCTURE ENGINEERS Total</b>				<b>918.75</b>
JONES LUMBER COMPANY, INC	379964	111-8024-421.43-10	PD BUILDING REPAIRS	1,014.60

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
JONES LUMBER COMPANY, INC Total				<b>1,014.60</b>
KIMBALL MIDWEST	103431807	741-8060-431.43-20	CREDIT MEMO	(376.90)
	103431873	741-8060-431.43-20	CREDIT MEMO	(77.98)
	103442554	741-8060-431.43-20	FLEET REPAIR MATERIALS	580.41
	103452677	741-8060-431.43-20	FLEET REPAIR MATERIALS	572.24
	103460276	741-8060-431.43-20	FLEET REPAIR MATERIALS	588.92
	103460664	741-8060-431.43-20	CREDIT MEMO	(580.41)
	103466000	741-8060-431.43-20	FLEET REPAIR MATERIALS	576.15
	103476653	741-8060-431.43-20	CREDIT MEMO	(77.45)
	103476654	741-8060-431.43-20	CREDIT MEMO	(588.92)
	103478386	741-8060-431.43-20	FLEET REPAIR MATERIALS	559.52
	103480304	741-8060-431.43-20	FLEET SUPPLIES	270.61
KIMBALL MIDWEST Total				<b>1,446.19</b>
LACMTA	6152025	219-8085-431.58-50	TAP CARDS MAY 2025	204.25
	12162024	219-8085-431.58-50	TAP CARDS NOV 2024	198.52
LACMTA Total				<b>402.77</b>
LADAYU CONSULTING GROUP	18-CIP2019-02	787-8913-499.76-06	MAY 2025 SERVICES	8,842.50
LADAYU CONSULTING GROUP Total				<b>8,842.50</b>
LB JOHNSON HARDWARE CO.	138072	111-8024-421.43-10	MATERIALS FOR PD REPAIRS	141.80
	138106	535-8090-452.43-20	MATERIALS FOR LANDSCAPING	269.93
	138200	111-8023-451.43-10	MATERIALS FOR PARKS	72.40
LB JOHNSON HARDWARE CO. Total				<b>484.13</b>
LIEBERT CASSIDY WHITMORE	297317	111-0220-411.32-70	LEGAL SERVICES	8,272.00
	297318	111-0220-411.32-70	LEGAL SERVICES	3,286.50
	297319	111-0220-411.32-70	LEGAL SERVICES	257.50
LIEBERT CASSIDY WHITMORE Total				<b>11,816.00</b>
LONG BEACH BMW	53323	111-7010-421.43-20	PD UNIT 783 SUPPLIES	1,226.97
	267742	111-7010-421.43-20	PD UNIT 783 SUPPLIES	625.66
	268033	111-7010-421.43-20	PD UNIT 783 SUPPLIES	286.76
LONG BEACH BMW Total				<b>2,139.39</b>
MAYWOOD MUTUAL WATER COMPANY, NO. 2	312600353-LATE	111-9010-419.56-30	SPLASH PAD LATE FEE	25.00
MAYWOOD MUTUAL WATER COMPANY, NO. 2 Total				<b>25.00</b>
MAYWOOD MUTUAL WATER COMPANY, NO. 3	312600352-LATE	111-9010-419.56-30	IRRIGATION LATE FEE	25.00
MAYWOOD MUTUAL WATER COMPANY, NO. 3 Total				<b>25.00</b>

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
MAYWOOD MUTUAL WATER COMPANY, NO. 4	312600351-LATE	111-9010-419.56-30	IRRIGATION LATE FEE	25.00
MAYWOOD MUTUAL WATER COMPANY, NO. 4 Total				25.00
NORM REEVES FORD SUPERSTORE	148662	111-7010-421.43-20	PD UNIT 987 REPAIRS	615.90
	339795	111-7010-421.43-20	PD UNIT 966 SUPPLIES	271.92
NORM REEVES FORD SUPERSTORE Total				887.82
NORTH STAR LAND CARE	1601-914	535-8090-452.56-60	NOVEMBER 2024 SERVICES	37,617.75
NORTH STAR LAND CARE Total				37,617.75
OEM AUTO PAINT SUPPLIES	166418	221-8012-429.61-20	PAINTING MATERIALS	496.89
OEM AUTO PAINT SUPPLIES Total				496.89
O'REILLY AUTO PARTS	2959-272471	741-8060-431.74-10	PW SUPPLIES	1,552.03
	2959-272741	741-8060-431.43-20	PW UNIT 174 SUPPLIES	19.76
	2959-273403	741-8060-431.43-20	FLEET SUPPLIES	41.77
	2959-273516	111-7010-421.43-20	PD UNIT 978 PARTS	528.08
	2959-273739	741-8060-431.43-20	FLEET SUPPLIES	83.89
	2959-273756	741-8060-431.43-20	PW UNIT 184 SUPPLIES	77.39
	2959-275666	111-8010-431.59-15	PW HVAC TRAINING	70.00
	2959-275693	111-7010-421.43-20	PD UNIT 370 PART	36.72
	2959-275828	111-7010-421.43-20	PD UNIT 987 SUPPLIES	518.98
	2959-275829	111-7010-421.43-20	PD UNIT 990 PART	518.98
	2959-275834	111-7010-421.43-20	PD UNIT 218 PART	246.93
	2959-275859	111-7010-421.43-20	PD UNIT 370 PARTS	12.06
	2959-277437	111-7010-421.43-20	PD UNIT 1001 SUPPLIES	10.98
	2959-277438	111-7010-421.43-20	PD UNIT 1001 SUPPLIES	10.98
	2959-279045	111-7010-421.43-20	PD UNIT 275 PARTS	569.83
	2959-279456	741-8060-431.43-20	FLEET SUPPLIES	57.05
	2959-279473	111-7010-421.43-20	PD UNIT 954 PART	63.58
	2959-279505	111-7010-421.43-20	PD UNIT 974 PARTS	16.56
	2959-279564	741-8060-431.43-20	PARKS UNIT 280 PART	22.32
O'REILLY AUTO PARTS Total				4,457.89
PACIFICA SERVICES INC.	346-38	239-5210-463.73-05	MARCH 2025 SERVICES	5,200.00
	346-39	239-5210-463.73-05	APRIL 2025 SERVICES	3,120.00
PACIFICA SERVICES INC. Total				8,320.00
QDOXS	IN68301	111-8020-431.43-10	BILLING 06/18/25-7/17/25	111.18
QDOXS Total				111.18
R & A TANK TECHNOLOGIES LLC	0506-0568	741-8060-431.43-20	MAY MONTHLY INSPECTION	175.00
R & A TANK TECHNOLOGIES LLC Total				175.00

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
RICARDO TADEO WASTE OIL SERVICE	71627	741-8060-431.43-20	FLEET SUPPLIES	60.00
	71628	741-8060-431.43-20	FLEET SUPPLIES	40.00
<b>RICARDO TADEO WASTE OIL SERVICE Total</b>				<b>100.00</b>
ROBERT HALF INC	65104860	111-3010-415.56-41	LABOR INVOICE	4,400.00
<b>ROBERT HALF INC Total</b>				<b>4,400.00</b>
ROSEBURROUGH TOOL INC	810156	111-8010-431.74-10	CONCRETE REPAIR TOOLS	936.06
	810280	111-8010-431.74-10	CONCRETE REPAIR TOOLS	964.04
	810582	111-8010-431.74-10	CONCRETE REPAIR TOOLS	860.03
	811872	111-8010-431.74-10	CONCRETE REPAIR TOOLS	994.79
	812736	111-8010-431.74-10	CONCRETE REPAIR TOOLS	979.64
	840636	111-8010-431.74-10	CONCRETE REPAIR TOOLS	988.73
<b>ROSEBURROUGH TOOL INC Total</b>				<b>5,723.29</b>
SIDEPATH, INC.	24086	742-9010-410.74-10	NASPO 12 MONTH SUPPORT	59,304.66
<b>SIDEPATH, INC. Total</b>				<b>59,304.66</b>
SOUTH COAST & DESIGN	S501434	221-8014-429.61-20	STREET LIGHT REPAIR	972.00
<b>SOUTH COAST &amp; DESIGN Total</b>				<b>972.00</b>
SOUTHERN CALIFORNIA EDISON	700045219727JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	9,215.97
	700116911821JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	3,346.02
	700116911821MAY	111-9010-419.62-10	ELECTRICAL SERVICE MAY 25	2,653.54
	700131643996JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	418.45
	700226975697JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	61.24
	700330421450APR	111-9010-419.62-10	ELECTRICAL SERVICE APR 25	63.65
	700350430934JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	38,813.46
	700375713073JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	81.06
	700544129426JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	7,316.12
	700568462884JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	2,268.98
	700777363296APR	111-9010-419.62-10	ELECTRICAL SERVICE APR 25	87.57
	700777363296JUN	111-9010-419.62-10	ELECTRICAL SERVICE JUN 25	98.35
	700777363296MAY	111-9010-419.62-10	ELECTRICAL SERVICE MAY 25	89.94
<b>SOUTHERN CALIFORNIA EDISON Total</b>				<b>64,514.35</b>
ULINE	19331250	111-8023-451.43-10	CREDIT MEMO	(842.88)
	193449309	741-8060-431.43-20	FLEET SUPPLIES	58.44
	193929214	111-8020-431.43-10	CITY HALL SUPPLIES	73.92
<b>ULINE Total</b>				<b>(710.52)</b>
UNITED INDUSTRIES	238383	111-8020-431.43-10	PW REPAIR MATERIALS	503.04

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PAYEE	INVOICE NUMBER	ACCOUNT NUMBER	DESCRIPTION	Sum of TRANSACTION AMOUNT
UNITED INDUSTRIES Total				503.04
VALLEY ALARM	1288337	111-8022-419.56-41	MAY 2025 SERVICES	960.00
VALLEY ALARM Total				960.00
WILLDAN FINANCIAL SERVICES	010-62460	111-0210-413.56-41	MAY 2025 SERVICES	2,937.00
WILLDAN FINANCIAL SERVICES Total				2,937.00
WIP	3395	787-8938-499.73-10	CITY COUNCIL AV EQUIPMENT	24,623.82
WIP Total				24,623.82
Grand Total				516,808.38

## ITEM 4



# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

July 7, 2024

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

Dear Mayor and Members of the City Council:

## **CONSIDERATION AND APPROVAL OF A RESOLUTION ADOPTING THE CITY OF HUNTINGTON PARK'S STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2025-2026**

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

1. Adopt a Resolution adopting the City's Statement of Investment Policy for Fiscal Year 2025-2026.

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

California Government Code Section 53646 requires the City to annually submit to the City Council for approval the City's Statement of Investment Policy. The City's Statement of Investment Policy is attached as Exhibit A to the Resolution. No changes are recommended to the City's Statement of Investment Policy.

It should be noted that the City's Statement of Investment Policy complies with State Statute allowable investments. Additionally, recommended investment objectives of first Safety, second Liquidity and third Yield will be closely followed.

### **FISCAL IMPACT/FINANCING**

The City follows the practice of pooling cash and investments. Investment income revenues are recorded in the various City funds based upon the cash balances of each City fund.



**CONSIDERATION AND APPROVAL OF A RESOLUTION ADOPTING THE CITY OF  
HUNTINGTON PARK'S STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR  
2024-2025**

July 7, 2024

Page 2 of 2

**CONCLUSION**

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized, flowing script.

**RICARDO REYES**  
City Manager

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

**JEFF JONES**  
Director of Finance

**ATTACHMENT(S)**

- A. Resolution of the City Council of the City of Huntington Park Adopting the City's Statement of Investment Policy (Exhibit A) for Fiscal Year 2024-2025

**RESOLUTION 202X-XX**

**CITY OF HUNTINGTON PARK  
STATEMENT OF INVESTMENT POLICY  
FOR FISCAL YEAR 2025-2026**

**I. PURPOSE**

The purpose of the City's Investment Policy is to provide comprehensive guidelines for the responsible management of the City's funds that are available for investment. These may include, but are not limited to, temporarily idle cash, reserve funds, trust, agency, and capital funds. The Investment Policy Statement is approved annually by the City Council.

**II. POLICY STATEMENT**

The investment practices and policies of the City are based on compliance with State law and prudent money management. It is the City's policy to invest public funds in a prudent manner which will provide the highest yield consistent with the maximum security and preservation of invested principal, while meeting the daily cash flow demands of the City, while conforming to all applicable federal, state and local statutes governing the investment of public funds.

**III. SCOPE**

This investment policy applies to all financial assets of the City. Financial assets are reported in the City's Comprehensive Annual Financial Report and are accounted for in the following funds:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Enterprise Funds
- Internal Service Funds
- Trust and Agency Funds
- Any new funds created by the City Council

The provisions of the related bond indentures or resolutions shall govern investments of bond proceeds.

IV. **PRUDENCE**

Government Code Section 53600.3 provides that the “prudent investor” standard is to be used by the Treasurer as a fiduciary of public funds. This standard provides that when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the Treasurer shall act with care, skill, prudence and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

V. **DELEGATION OF AUTHORITY**

Authority to manage the City’s investment program is derived from the California Government Code. Management responsibility for the investment program is hereby delegated to the Treasurer who shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials, and their procedures in the absence of the Treasurer.

The Treasurer shall establish written investment policy procedures for the operation of the investment program consistent with this investment policy. The procedures should include references to safekeeping, wire transfer agreements, collateral/depository agreements, banking services contracts, and other investment-related activities. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

The Treasurer can designate a staff person(s) to be responsible for investment transactions and to sign as a secondary signature on time deposits and other public fund accounts. The City may engage the support services of outside professionals in regard to its investment program, as

long as it can be clearly demonstrated that these services produce a financial advantage and protection of the portfolio.

VI. **OBJECTIVES**

The objectives for investing and managing public funds and the order of priority are as follows:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investments to the extent possible by investing in a variety of securities offering independent returns and financial institutions, as well as investing in high investment grade securities.
- B. **Liquidity:** The City's investment portfolio shall remain sufficiently liquid to enable the City to meet all operating requirements that are reasonably anticipated. Liquidity refers to the ability to sell an investment at any given moment with a minimal chance of losing some portion of principal or interest.
- C. **Yield:** The City's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

VII. **AUTHORIZED INVESTMENTS**

While the Government Code Section 53600 *et seq.* authorizes the investment in a variety of securities, including U. S. Treasuries, U. S. Government Agencies, Commercial Paper, Negotiable Certificates of Deposit, Repurchase Agreements, Money Market Mutual Funds, Investment Pools, among others, the City invests in the following:

- A. **TREASURY ISSUES:** Treasury Bills, Treasury Notes, and Treasury Bonds. The maximum maturity shall not be greater than five (5) years.
- B. **FEDERAL AGENCIES:** Federal National Mortgage Association (FNMA) securities, Federal Home Loan Bank (FHLB) securities,

City of Huntington Park  
Statement of Investment Policy  
For Fiscal Year 2025-2026

Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bureau (FFCB) securities, Federal Agriculture Mortgage Corp (FAMCA), Fannie Mae Principal Strip (FNMAP), Government National Mortgage Association (GNMA) securities, Small Business Administration (SBA) securities, Student Loan Marketing Association (SLMA) securities, etc. The City restricts the maximum percentage of investment in Federal Agencies to 25%, per issuer. The maximum maturity shall not be greater than five (5) years.

**C. DEMAND DEPOSITS/SAVINGS ACCOUNTS:** A standard account with a bank or other financial institution.

**D. CERTIFICATES OF DEPOSIT:** A type of collateralized bank deposit with a specific maturity evidenced by a certificate. The City restricts the maximum percentage of investment in Certificates of Deposit to 25% of the City's total portfolio. The maximum maturity shall not be greater than five (5) years.

**E. NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD):** To be eligible for purchase by the City, the NCD must be issued by a Nationally or State-Chartered bank, State or Federal savings and loan association, and must meet one of the following criteria:

- Be a California Bank rated "A" or better by a nationally recognized statistical rating organization (NRSRO);
- Be a major national or regional bank outside California rated "A" or better by a NRSRO;
- Be a savings and loan association operating in California rated "A" or better by a NRSRO;
- Purchases of negotiable certificates of deposits may not exceed 30% of the total portfolio.

The maximum maturity shall not be greater than five (5) years.

**F. LOCAL AGENCY INVESTMENT FUND (LAIF):** The aggregate of all funds from political subdivisions that are placed in the custody of the State of California Treasurer for the benefit of local agencies. State law (California Government Code Section 16429.1) establishes the maximum deposits for each local agency.

**G. MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS:** To

be eligible for purchase by the City, the investment instruments must meet multiple minimum requirements. Instruments must receive the highest ranking, or the highest letter and numerical rating as provided for by a NRSRO, must comply with all investment restrictions and regulations that apply to public agencies in California Code 53601 (a-k, m-o), and must follow regulations specified by the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1, et seq.).

The Treasurer is required to conduct an annual analysis of any pooled investments and money market funds for local government investment with the exception of LAIF. State statute no longer requires any further analysis of LAIF by the City Treasurer because LAIF is managed by the State Treasurer of California and is highly scrutinized by many institutions.

#### VIII. **ETHICS AND CONFLICTS OF INTEREST**

The Treasurer and all investment personnel shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair his/her ability to make impartial investment decisions. The Treasurer and all investment personnel shall disclose to the City Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any material personal financial/investment positions that could be related to the performance of the City's investment portfolio.

The State of California's Fair Political Practices Commission Statement of Economic Interests, Form 700, shall be completed on an annual basis by the Treasurer and other employees designated in Government Code Section 87200.

#### IX. **REPORTING**

In addition to general reporting and updates to the City Manager, the Treasurer will submit to each member of the City Council a periodic report (either semi-annually or annually). The report shall contain a complete description of the portfolio, including the types of investments, issuers, maturity dates, par values and current market values. In the case of funds invested in the Local Agency Investment Fund (LAIF), and funds held by trustees or fiscal agents, and current statements from those institutions will

satisfy the reporting requirements. The report will also include a certification of the following:

“All investment activities since the last report have been made in full compliance with the investment policy.”

X. **INTERNAL CONTROL**

The Treasurer shall establish a system of written internal controls which will be reviewed annually with the City’s independent (external) auditor. The controls shall be designed to prevent loss of public funds due to fraud, employee error and misrepresentation by third parties and imprudent actions by employees of the Treasurer’s Office.

XI. **ADOPTION**

The investment policy shall be adopted annually by resolution.

**PASSED, APPROVED and ADOPTED** this 7th day of July, 2025.

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

**ATTEST:**

\_\_\_\_\_  
Eduardo Sarmiento  
City Clerk

## ITEM 5





# CITY OF HUNTINGTON PARK

Community Development Department  
City Council Agenda Report

July 7, 2025

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

Honorable Mayor and Members of the City Council:

**REJECT BIDS RECEIVED THROUGH THE PLANETBIDS' REQUEST FOR PROPOSAL ("RFP") VENDOR PORTAL FOR COMPREHENSIVE PARKING OPERATIONS AND MANAGEMENT SERVICES, RFP NO. CD 2025-01**

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

1. Reject the bids received for RFP No. CD 2025-01;
2. Authorize staff to modify the project scope of work in conformance with all applicable requirements for posted an amended RFP;
3. Authorize staff to re-advertise the RFP through Planet Bids.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On June 3, 2025 the City published an RFP for comprehensive parking operations and management services for the City's parking structures and potentially the City-owned surface parking lots and downtown on-street metered parking.

The RFP submittal due date was June 19, 2025 at 5pm. The City received bids from three companies as follows:

Ace Parking, LLC  
My Emerald Hand, LLC  
Premium Parking Services

Staff analyzed the bids received. After reviewing the bid proposals, the recommendation is to reject the bids received due to the need to amend the RFP and include additional components dealing with security, budget, and compatibility with the City's updated program software. The rejection of the bids will enable the City to amend the RFP and

# **CONSIDERATION TO REJECT BIDS RECEIVED THROUGH THE PLANETBIDS FOR COMPREHENSIVE PARKING OPERATIONS AND MANAGEMENT SERVICES**

July 7, 2025

Page 2 of 2

include the noted items and readvertise/repost the amended RFP. The advantages to rejecting and re-advertising the RFP will enable the City receive more comprehensive bids that will address the needs identified in the RFP. Staff recommends re-advertising the RFP.

Below is a tentative bid schedule:

Release/Bid opening:	July 14, 2025, at 12:00 pm
Questions to RFP:	July 17, 2025 at 5 pm
Response to questions:	July 23, 2025
Bid due date:	July 31, 2025 at 5 pm

Upon City Council authorization to re-advertise the Project, staff will upload the amended RFP to the PlanetBids Vendor Portal..

## **FISCAL IMPACT/FINANCING**

There is no fiscal impact associated with the rejection of the received bids, though there is a minimal annual subscription cost for PlanetBids.

## **CONCLUSION**

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

Respectfully submitted,



**RICARDO REYES**  
City Manager



**LOUIS MORALES**, Interim Director  
Community Development Department

## ITEM 6



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

July 7, 2025

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

Honorable Mayor and Members of the City Council:

## **CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION CONTRACT FOR CIP 2023-01 SB1 STREET ENHANCEMENT PROJECT**

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

1. Award the contract to Aneen Construction Inc. for the construction of CIP 2023-01 SB1 Street Enhancement Project as the lowest responsive, responsible bidder for a not to exceed \$1,795,506.59 payable from funds per Senate Bill 1, the Road Repair Accountability Act of 2017.

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

At the regularly scheduled City Council meeting of May 2, 2023, the list of streets eligible for resurfacing under Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017, were presented to the City Council for approval. SB1 funds partially finance the cost to design, construct and manage the project. SB1 eligible projects are part of an annual program to treat pavement and repair relevant facilities on various residential streets throughout the City. The street segments were selected and prioritized utilizing the City's Pavement Management System. The design scope of work included preparing plans, specifications and engineer's estimate (PS&E) in preparation for the solicitation of bids from professionally licensed paving contractors.

The following streets were chosen to be resurfaced and repairs:

Street Name	Beginning Location	Ending Location
Belgrave Avenue	Santa Fe Avenue	Pacific Boulevard
Middleton Street	Cul-de-sac end	Randolph Street
Malabar Street	Slauson Avenue	Randolph Street
Rugby Avenue	Cul-de-sac end	Randolph Street

# **CONSIDERATION AND APPROVAL OF AWARD OF A CONSTRUCTION CONTRACT FOR CIP 2023-01 SB1 STREET ENHANCEMENT PROJECT**

July 7, 2025

Page 2 of 3

The NIB was published on April 7<sup>th</sup>, 2025. The contract specifications were posted in the City's website and redistributed by several electronic media outlets that post the bid package in e-bid boards. A bid opening was held on April 29<sup>th</sup>, 2025, where the city clerk opened and read five (5) bids. The following is the ranking of the bids commencing from lowest responsive, responsible bid:

<b>Bidder (lowest bid first)</b>	<b>Total Amount</b>
Aneen Construction Inc.	\$1,795,506.59
Sequel Contractors Inc.	\$1,829,273.75
Palp Inc DBA, Excel	\$1,948,994.00
Hardy & Harper, Inc.	\$2,190,000.00
Onyx Paving Company, Inc.	\$3,069,000.00

Aneen Construction Inc. is the apparent low bidder. The bid analysis was conducted to ensure that the lowest responsive, responsible bid met all federal, state, and local requirements. Based on the investigation, staff's recommendation is to award Aneen Construction Inc. The contract agreement is attached (Attachment 1). The recommended contractor's Bid is included in Attachment 2, and the bid result showing a comparison of all the bids is included in Attachment 3. The remaining bid proposals are available in the city clerk's office for review and the itemized bid results.

## **LEGAL REQUIREMENT**

The City has adhered to Public Contract Code sections 20161 and 20162, which mandates California public works projects to be competitively bid. The public works competitive bidding laws are intended to eliminate favoritism, fraud, and corruption in the awarding of public contracts. The construction contract agreement conforms with all applicable State, local and public contracting codes and consents to the proper execution by the City Manager. The City Clerk's Office will release the bid bonds for all construction firms that were not selected after approval from the City Council.

## **FISCAL IMPACT/FINANCING**

Approval of this action will allow staff to proceed with construction of this capital project, with the estimated construction cost of \$1,974,777.30 which includes a 10% contingency of \$179,550.66. Staff recommends awarding the contract to Aneen Construction, Inc. as the lowest responsive and responsible bidder for not to exceed amount of \$1,795,252.09.

## **CONCLUSION**

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

**CONSIDERATION AND APPROVAL OF AWARD OF A CONSTRUCTION CONTRACT  
FOR CIP 2023-01 SB1 STREET ENHANCEMENT PROJECT**

July 7, 2025

Page 3 of 3

Respectfully submitted,



RICARDO REYES  
City Manager



GERARDO LOPEZ  
Director of Public Works

**ATTACHMENT(S)**

1. Aneen Construction Inc. Agreement
2. Aneen Construction Bid
3. Bid Results



# **ATTACHMENT "2"**



**CITY OF HUNTINGTON PARK  
CALIFORNIA**

**CONTRACT DOCUMENTS  
SPECIFICATIONS AND STANDARD DRAWINGS**

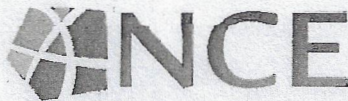
**FOR**

**SB1 STREET ENHANCEMENT PROJECT  
FY 2023/2024  
PROJECT No. CIP 2023-01**

**ARTURO FLORES – MAYOR  
EDUARDO "EDDIE" MARTINEZ – VICE MAYOR  
KARINA MACIAS – COUNCILMEMBER  
JONATHAN SANABRIA – COUNCILMEMBER**

**RICARDO "RICK" REYES – CITY MANAGER  
GERARDO "GERRY" LOPEZ – PUBLIC WORKS DIRECTOR**

**PREPARED BY:**



**2300 E. Katella Avenue, Suite 125**

**Anaheim, CA 92806  
Tel: 657-275-3018**

**Bid Opening: April 29, 2025 at 2:00 PM**



**SB1 STREET ENHANCEMENT PROJECT  
FY 2023/2024  
PROJECT NO. CIP 2023-01**

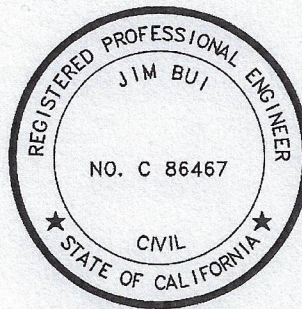
IN THE CITY OF HUNTINGTON PARK

**ADVERTISEMENT AND BIDDING SCHEDULE**

- |                            |   |                                |
|----------------------------|---|--------------------------------|
| • Bid Period               | - | APRIL 7, 2025 – APRIL 29, 2025 |
| • Requests for Information | - | APRIL 22, 2025, at 5:00 PM     |
| • Release of Information   | - | APRIL 23, 2025, at 5:00 PM     |
| • Bid Opening              | - | APRIL 29, 2025, at 2:00 PM     |
| • Award of Contract        | - | MAY 5, 2025                    |

Proposals will be received at the office of the City Clerk, City Hall, City of Huntington Park, 6550 Miles Ave., Huntington Park, CA 90255 until **2:00 PM on APRIL 29, 2025.**

These Specifications have been prepared  
Under the direction of:



Handwritten signature of Jim Bui in black ink.

Jim Bui, P.E.  
Senior Engineer II, NCE

Handwritten signature of Yunus Rahi in black ink.

Yunus Rahi, Ph.D., P.E., T.E.  
City Engineer

04/01/2025

Date





**CITY OF HUNTINGTON PARK  
CALIFORNIA**

**TO PROSPECTIVE BIDDERS:**

The City of HUNTINGTON PARK invites you to become a prospective bidder on one of its Public Works projects. It is the City's intention to provide you with thorough and complete information regarding this project and to present an accurate description of the necessary work so that you may successfully bid and construct the project.

**All bidders must visit the project site to familiarize themselves with the project conditions prior to submission of bid.** Submittal of your bid will be a proof that you have made a thorough and complete investigation of the project site and that you have discovered no apparent discrepancies between the scope of work set forth in the Plans and Specifications and the actual field conditions. If discrepancies exist, bidders must fill-out the RFI form on Page P-7 and submit by the RFI deadline listed on Page 2.

**Bidders must sign and attach the following forms with the Bid:**

- Confirmation of Site Visit Form (Page P-6)
- RFI Form (Page P-7)

Failure to include the forms above will result in rejection of bid.

Direct all questions, inquiries, and comments regarding this RFB, through the City of Huntington Park's Online Bidding Portal, Q&A Section, on or before Tuesday, April 22, 2025, at 5:00 p.m. PST.: <https://vendors.planetbids.com/portal/72415/portal-home>. Responses will be posted by Wednesday, April 23, 2025. Responses to questions or comments provided by any other department, employee, or City office concerning the RFB will not be valid and will not bind the City. Inquiries received via telephone, fax, or in-person will not receive a response. City's responses to requests and submissions of questions will be posted to the bidding site and emailed to all prospective bidders.

If there are any questions regarding this project, please contact the Public Works Department at (323) 584-6264 or by e-mail at [GLopez@hpcg.gov](mailto:GLopez@hpcg.gov).

Gerardo Lopez  
Public Works Director



**SB1 STREET ENHANCEMENT PROJECT  
FY 2023/2024  
PROJECT NO. CIP 2023-01**

**IN THE CITY OF HUNTINGTON PARK**

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CONTRACTOR REGISTRATION NUMBER FORM	
PROJECT SIGN	APPENDIX “C”



NOTICE INVITING SEALED BIDS

FOR

**SB1 STREET ENHANCEMENT PROJECT  
FY 2023/2024  
PROJECT NO. CIP 2023-01**

IN THE CITY OF HUNTINGTON PARK

PUBLIC NOTICE IS HEREBY GIVEN that the City of HUNTINGTON PARK, hereinafter "CITY" or "AGENCY", invites sealed bids for the above stated project and will receive such bids in the offices of the City Clerk, 6550 Miles Avenue, HUNTINGTON PARK, California 90255, up to the hour of **2:00 p.m. on April 29, 2025**. They will be publicly opened in the City Council Chambers at **2:00 p.m.** on the above date.

**Copies of the contract documents are available on the City's website. In order to be on the Plan holder List for this project, each bidder must submit a Bidders Information Sheet to GLopez@hpcg.gov. Bids will not be accepted unless the bidder is on the Plan holder List. All questions from plan holders, are to be posted on the website and copied to the above email address.**

The Contractor's duty to pay State prevailing wages can be found under Labor Code Section 1770 et seq. and Labor Code Sections 1775 and 1777.7 outline the penalties for failure to pay prevailing wages and employ apprentices including forfeitures and debarment. This Project is a "public work," and thus, the Contractor and any Subcontractors must pay wages in accordance with the determination of the Director of the Department of Industrial Relations ("DIR") regarding the prevailing rate of per diem wages. Copies of those rates are on file with the Director of Public Works, and are available to any interested party upon request. Contractor shall post a copy of the DIR's determination of the prevailing rate of per diem wages at each job site.

**Apprenticeship Program:** Attention is directed to Sections 1777.5, 1777.6, and 1777.7 of the California Labor Code and Title 8 of the California Administrative Code, Section 200, *et. Seq.*, to ensure compliance and complete understanding of the law regarding apprentices.

To comply with SB 854, beginning January 1, 2015 the following applies:

1. No contractor or subcontractor may be listed on a bid proposal for public works project (submitted on or after March 1, 2015) unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
2. No contractor or subcontractor may be awarded a contract for public works on a public works project awarded on or after April 1, 2015, unless registered with the DIR.



3. The project is subject to compliance monitoring and enforcement by the DIR.
4. Require the Prime Contractor to post job site notices prescribed by regulation (regulation not created yet) or the City must post the notices itself.

**The Contractor shall fill in the Department of Industrial Relations (DIR) Contractor Registration Number Form provided in Appendix "B" and submit it with the sealed Bid.**

The AGENCY hereby affirmatively ensures that minority business enterprises will be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, sex, marital status or religion in any consideration leading to the award of contract.

In entering into a public works contract, or subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor, or the Subcontractors, offers and agrees to assign to the awarding body all rights, title and interest in, and to, all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Section 15) or under the Cartwright Act (Chapter 2 [commencing with Section 16700] of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public work contract or the subcontract. This assignment shall be made and become effective as the time the awarding body tenders final payment to the Contractor, without further acknowledgement by the parties.

Bids must be prepared on the approved Proposal forms in conformance with the "Instructions to Bidders" and submitted in a sealed envelope plainly marked on the outside. The bid must be accompanied by certified or cashier's check, or bidder's bond, made payable to the AGENCY for an amount no less than ten percent of the amount bid.

**Bidders must hold a valid California Class A Contractor's License.**

No bid will be accepted from a Contractor who has not been licensed in accordance with provisions of the Business and Professions Code. The successful Contractor and his subcontractors will be required to possess business licenses from the City.

The AGENCY will deduct **five percent (5%)** retention from all progress payments as specified in Subsection 7-3.2 of these Specifications. The Contractor may substitute an escrow holder surety of equal value to the retention and the Contractor shall be beneficial owner of the surety and shall receive any interest thereon.

The AGENCY reserves the right to reject any or all bids, to waive any irregularity and to take all bids, under advisement for a period of sixty (60) days.

The contract period for this project is **sixty (60) working days** from the effective date of the Notice-to-Proceed to be issued by the City.

The AGENCY at its option reserves the right to direct the Contractor to grind and pave at nighttime including Saturdays and Sundays at no cost to the AGENCY.



BY ORDER OF: The City of HUNTINGTON PARK, California

---

Eduardo Sarmiento, City Clerk



## **IRREGULAR PROPOSALS**

Unauthorized conditions, limitations, or provisions attached to a proposal will render it irregular and may cause its rejection. The completed proposal forms shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. No oral, telegraphic, telephonic, facsimile or electronic proposal, modification or withdrawal will be considered.

## **TAXES**

No mention shall be made in the proposal of Sales Tax, Use Tax, or any other tax, as all amounts bid will be deemed and held to include any such taxes, which may be applicable.

## **DISQUALIFICATION OF BIDDERS**

In the event that any bidder acting as a prime contractor has an interest in more than one proposal, all such proposals will be rejected, and the bidder will be disqualified. This restriction does not apply to subcontractors or suppliers who may submit quotations to more than one bidder, and while doing so, may also submit a formal proposal as a prime contractor. No proposal will be accepted from a bidder who has not been licensed in accordance with the provisions of the State Business and Professions Code.

## **DISCREPANCIES AND MISUNDERSTANDINGS**

Bidders must satisfy themselves by personal examination of the work site, Plans, Specifications, and other contract documents and by any other means as they may believe necessary, as to the actual physical conditions, requirements and difficulties under which the work must be performed. No bidder shall at any time after submission of a proposal make any claim or assertion that there was any misunderstanding or lack of information regarding the nature or amount of work necessary for the satisfactory completion of the job. Any errors, omissions, or discrepancies found in the Plans, Specifications, or other contract documents shall be called to the attention of the AGENCY and clarified prior to the submission of proposals.

Any Request for Information (RFI) must be submitted in writing to the AGENCY on or before the date listed on the Advertisement and Bidding Schedule.

## **EQUIVALENT MATERIALS**

Although the bidder may believe that by use of a different material than that specified on/in the Plans and Specifications, a lower cost project/bid may result. The bidder is to bid the project on the basis of using the material(s) as named keeping in mind that all materials named herein by manufacturer is not to prohibit the bidder considering using in his bid what he consider to be an equal material except where the AGENCY has designated a sole product. Once the bids have been opened the successful Contractor may discuss with the AGENCY the use of another product; which may result in a determination by the AGENCY that the other product is equal and possibly



INSTRUCTIONS TO BIDDERS  
FOR  
SB1 STREET ENHANCEMENT PROJECT  
FY 2023/2024  
PROJECT NO. CIP 2023-01  
IN THE CITY OF HUNTINGTON PARK

**PROPOSAL FORMS**

Bids shall be submitted in writing on the Proposal forms provided by the AGENCY. All information requested therein must be clearly and legibly set forth in the manner and form indicated. The AGENCY will not consider any proposal not meeting these requirements.

**PROPOSAL GUARANTEE**

Proposals must be accompanied by a proposal guarantee consisting of a certified or cashier's check or bid bond payable to the AGENCY in the amount not less than ten percent of the total bid amount. Any proposal not accompanied by such a guarantee will not be considered. If a bidder to whom a contract is awarded fails or refuses to execute the contract documents or furnish the required insurance policies and bonds as set forth in those documents, the proposal guarantee shall be forfeited to the AGENCY. The proposal guarantees of all bidders will be held until the successful bidder has properly executed all contract documents.

**DELIVERY OF PROPOSAL**

Two (2) copies of the proposal shall be enclosed in a sealed envelope plainly marked on the outside, "SB1 STREET ENHANCEMENT PROJECT FY 2023/2024, PROJECT NO. CIP 2023-01, IN THE CITY OF HUNTINGTON PARK" – DO NOT SEND WITH REGULAR MAIL. Proposals may be mailed AND RETURN RECEIPT is required or delivered by messenger. However, it is the bidder's responsibility alone to ensure delivery of the proposal to the hands of the AGENCY'S Purchasing Officials prior to the bid opening hour stipulated in the Notice Inviting Sealed Bids. Late proposals will not be considered and are automatically disqualified.

**WITHDRAWAL OF PROPOSALS**

A proposal may be withdrawn by a written request signed by the bidder. Such requests must be delivered to the AGENCY's designated official prior to the bid-opening hour stipulated in the Notice Inviting Sealed Bids. Proposals may not be withdrawn after said hour without forfeiture of the proposal guarantee. The withdrawal of the proposal will not prejudice the right of the bidder to submit a new proposal, providing there is time to do so.



that by the AGENCY allowing the use of the Contractor proposed equal that a change in the contract amount may result.

### **SUBLETTING AND SUBCONTRACTING**

Bidder is hereby advised that, pursuant to the Subletting and Subcontracting Fair Practices Act (commencing with Section 4100 of the Public Contract Code), bidders are required to list in their proposal the name business address, California contractor license number, and public works contractor registration number issued pursuant to Section 1725.5 of the Labor Code of each subcontractor who will perform work or labor or render services in or about the construction of the work or improvement or a subcontractor who specially fabricates and installs a portion of the work or improvement according to these Specifications in excess of 1/2 of 1% of this prime Contractor's total bid or \$10,000, whichever is greater. If a subcontractor's California contractor license number or public works contractor registration number are submitted incorrectly in the bid, it will not be grounds for filing a bid protest or grounds for considering the bid nonresponsive if the corrected subcontractor's California contractor license number is submitted to AGENCY within 24 hours after the bid opening.

If after award of the contract, the bidder subcontracts pavement and painting work (Bid Items 19 to 44), except as provided in Public Contract Code Section 4107 or 4109, the bidder shall be subject to the penalties listed in Section 4111 of the Public Contract Code.

### **LEGAL RESPONSIBILITIES**

All proposals must be submitted, filed, made, and executed in accordance with State and Federal laws relating to bids for contracts of this nature whether the same or expressly referred to herein or not. Any bidder submitting a proposal shall by such action thereby agree to each and all of the terms, conditions, provisions, and requirements set forth, contemplated, and referred to in the Plans, Specifications, and other contract documents, and to full compliance therewith.

### **AWARD OF CONTRACT**

The award of contract, if made, will be to the lowest responsible bidder as determined solely by the AGENCY. Additionally, the AGENCY reserves the right to accept or reject any or all proposals, to waive any irregularity, and to make an award as may best serve the interests of the AGENCY.

### **SURETY BOND PERIOD**

Surety Faithful Performance Bond shall be maintained for one (1) year after completion of project construction.



### **CONTRACTOR REGISTRATION**

In accordance with Labor Code Section 1771.1, a contractor or subcontractor shall not be qualified to (a) bid on or be listed in a bid proposal on or after March 1, 2015, or (b) engage in the performance of this Work after April 1, 2015, unless currently registered with the Department of Industrial Relations and qualified to perform the work pursuant to labor Code Section 1725.5.

### **COMPLIANCE MONITORING AND ENFORCEMENT**

Contractor's performance of the work described in this Notice Inviting Bids is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

### **NIGHT AND WEEKEND WORK**

The AGENCY at its option reserves the right to direct the contractor to grind and pave at nightt i m e including Saturdays and Sundays at no cost to the AGENCY. The contractor shall not be allowed any extra compensation or price adjustment if the AGENCY directs him/her to work night shifts including Saturdays and Sundays.



PROPOSAL

FOR

**SB1 STREET ENHANCEMENT PROJECT  
FY 2023/2024  
PROJECT NO. CIP 2023-01**

IN THE CITY OF HUNTINGTON PARK

TO THE CITY OF HUNTINGTON PARK, as AGENCY

In accordance with AGENCY's Notice Inviting Sealed Bids, the undersigned BIDDER hereby proposes to furnish all materials, equipment, tools, labor, and incidentals required for the above stated project as set forth in the Plans, Specifications, and contract documents therefor and to perform all work in the manner and time prescribed therein.

BIDDER declares that this proposal is based upon careful examination of the work site, Plans, Specifications, Instruction to Bidders, and all other contract documents. If this proposal is accepted for award, BIDDER agrees to enter into a contract with AGENCY at the unit and/or lump sum prices set forth in the following Bid Schedule. BIDDER understands that failure to enter into a contract in the manner and time prescribed will result in forfeiture to AGENCY of the guarantee accompanying this proposal. This bid may not be withdrawn within a period of sixty (60) days after the date of its proper opening by the City.

BIDDER understands that a bid is required for the entire work and that the estimated quantities set forth in the Bid Schedule are solely for the purpose of comparing bids, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed. THE AGENCY RESERVES THE RIGHT TO INCREASE OR DECREASE THE AMOUNT OF ANY QUANTITY SHOWN AND TO DELETE ANY ITEM FROM THE CONTRACT. It is agreed that the unit and/or lump sum prices bid include all appurtenant expenses, taxes, royalties, and fees. In the case of discrepancies in the amounts bid, unit prices shall govern over extended amounts, and words shall govern over figures.

If awarded the Contract, the undersigned further agrees that in the event of the BIDDER's default in executing the required contract and filing the necessary bonds and insurance certificates within ten working days after the date of the AGENCY's notice of award of contract to the BIDDER, the proceeds of the security accompanying this bid shall become the property of the AGENCY and this bid and the acceptance hereof may, at the AGENCY'S option, be considered null and void.



# BID PROPOSAL

FOR

## **SB1 STREET ENHANCEMENT PROJECT FY 2023/2024 PROJECT NO. CIP 2023-01**

IN THE CITY OF HUNTINGTON PARK

The undersigned declares that he has carefully examined the location of the proposed work, that he has examined the specifications and read the accompanying instructions to bidders, and hereby proposes to do all the work in accordance with said specifications for the amounts set forth below:

Construct improvements as reiterated above, located in the City of HUNTINGTON PARK, California, in accordance with the specifications for the unit price set forth in the following items:

### **BASE BID**

ITEM NO.	DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	EXTENDED AMOUNT
1	Mobilization and Demobilization (Not to Exceed 3%)	LS	1	52,200	52,200
2	Implementation of BMP's	LS	1	5,000	5,000
3	Traffic Control (Not to Exceed 5%)	LS	1	83,000	83,000
4	Construction Survey	LS	1	20,000	20,000
5	Install Public Improvement Project Sign	EA	2	1,500	3,000
6	Adjust Gas Valve Box to Grade [Revocable Bid Item]	EA	14	200	2,800
7	Remove and Replace Water Valve Box	EA	21	1000	21,000
8	Adjust Sanitary Sewer Manhole Frame and Cover to Grade	EA	12	2,500	30,000
9	Adjust Storm Drain Manhole Frame and Cover to Grade [Revocable Bid Item]	EA	4	2,500	10,000
10	Adjust Electrical Manhole Frame and Cover to Grade [Revocable Bid Item]	EA	2	4000	8000



ITEM NO.	DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	EXTENDED AMOUNT
11	Relocate Traffic Signal or Street Light Pull Box Outside Curb Ramp [Revocable Bid Item]	EA	2	16,000	32,000
12	Prune Tree Roots and Install Root Barrier (10' Long and 18" Depth)	EA	7	1500	10,500
13	Remove and Replace Concrete Curb and Gutter	LF	2,568	60	154,080
14	Remove and Replace Concrete Cross Gutter and Aprons	SF	1,136	50	56,800
15	Remove and Replace Concrete Driveway Approach	SF	4,653	18	83,754
16	Concrete Curb Ramp	EA	8	7,000	56,000
17	Sidewalk Transition Panel	SF	1,262	12	15,144
18	Remove and Replace Concrete Alleyway Approach with Detectable Warning Surface	SF	3,102	30	93,060
19	Prepare Road Base	SY	4,381	2	8,762
20	Subgrade Over-Excavation and Replacement with CMB (6" Depth) [Revocable Bid Item]	CY	183	400	73,200
21	Cold Mill Asphalt Pavement (2.0" Depth)	SY	5,432	6.14	33,352.48
22	Cold Mill Asphalt Pavement (2.5" Depth)	SY	5,845	7.7	45,006.6
23	Cold Mill Asphalt Pavement (6.0" Depth)	SY	2,990	16.9	50,531
24	Remove Surfacing and Base (3.0" Depth)	CY	366	110	40,260
25	ARHM Pavement (1.5" Depth)	TON	407	160	65,120
26	ARHM Pavement (2.0" Depth)	TON	1,157	160	185,120
27	ARHM Pavement (2.5" Depth)	TON	724	160	115,840
28	HMA Pavement (1.5" Depth)	TON	407	145	59,015
29	HMA Pavement (4.0" Depth)	TON	741	145	107,445
30	Base Repairs (6.0" Depth)	SF	1,368	11	15,048
31	Base Repairs (8.0" Depth)	SF	3,134	14.5	45,443
32	Caltrans Type "E" Detector Loop	EA	4	1000	4000



ITEM NO.	DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	EXTENDED AMOUNT
33	Caltrans Type "F" Detector Loop	EA	6	600	3,600
34	Curb Paint (Red)	LF	1,207	2.2	2,655.20
35	Thermoplastic Advanced Limit Line	LF	36	5.75	207
36	Thermoplastic Limit Line	LF	236	5.75	1,357
37	Thermoplastic Continental Crosswalk (White)	LF	588	10.73	6,309.24
38	Thermoplastic Stripe - Caltrans Detail 1	LF	3,105	2.15	6,675.75
39	Thermoplastic Stripe - Caltrans Detail 22	LF	900	2.48	2,475
40	Thermoplastic Marking - Parking "T"	EA	248	36.30	9,002.40
41	Thermoplastic Marking - "STOP"	EA	15	330	4,950
42	Thermoplastic Marking - "Railroad Crossing Symbol"	EA	1	825	825
43	Thermoplastic - 1' Wide White Stripe	LF	24	5.78	138.72
44	Fire Hydrant Blue Marker	EA	9	27.5	247.50
45	Pre-Construction CCTV Inspection and Cleaning of Sewer Main	LF	2,057	11	22,627
46	Post-Construction CCTV Inspection of Sewer Main	LF	2,057	3.30	6,788.10
47	Temporary Sewer Bypass Facilities and Sewage Spill Prevention Plan	LS	1	15,000	15,000
48	Sewer Main Relining - CIPP (6" Diameter)	LF	62	281	17,422.
49	Sewer Main Relining - CIPP (8" Diameter)	LF	672	77	51,744
50	Sewer Main Point Repair - CIPP Segment Lining (6" Diameter)	LF	4	1000	4000
51	Sewer Main Point Repair - CIPP Segment Lining (8" Diameter)	LF	16	800	12,800
52	Restore Sewer Lateral Connections Following CIPP Lining and CIPP Lining Point Repair	EA	17	70	1,190
53	Sewer Main Cleaning - Calcium Removal at Joint	EA	2	4000	8000

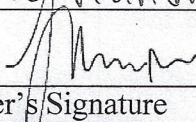


ITEM NO.	DESCRIPTION	UNIT	EST. QTY	UNIT PRICE	EXTENDED AMOUNT
54	Sewer Main Cleaning - Cleaning & Grinding of Hardened Material	EA	2	4000	8000
55	Allowance to Provide Soil and Pavement Testing Services as Directed by the Engineer		Allowance	\$25,000	\$25,000
TOTAL AMOUNT IN FIGURES				1,795,506.59	

Contract will be awarded based on the lowest credible bid.

**TOTAL COST IN WORDS:**

One million seven hundred ninety five thousand  
 Five hundred and six dollars and fifty nine cents Dollars

  
 Bidder's Signature Tamer Khalil, President  
 Title

Aneen Construction, Inc.  
 Company Name

## City of Huntington Park

## ATTACHMENT "3"

## SB1 Street Enhancement Project

Project No. CIP 2023-01

FY 2023/2024

ENGINEERS EST						ANEEN CONST		SEQUEL		Excel		ONYX		Hardy & Harper	
ITEM	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	ITEM TOTAL	UNIT Price	Item Total	Unit Price	Item Total	Unit Price	Item total	Unit Price	Item total	Unit Price	Item total
1	Mobilization and Demobilization (Not to Exceed 3%)	LS	1	\$ 57,000.00	\$ 57,000.00	\$52,200.00	\$ 52,200.00	\$50,000.00	\$ 50,000.00	\$57,000.00	\$ 57,000.00	\$88,000.00	\$ 88,000.00	\$60,000.00	\$ 60,000.00
2	Implementation of BMP's	LS	1	\$ 19,000.00	\$ 19,000.00	\$5,000.00	\$ 5,000.00	\$8,000.00	\$ 8,000.00	\$49,000.00	\$ 49,000.00	\$66,350.53	\$ 66,350.53	\$56,409.00	\$ 56,409.00
3	Traffic Control (Not to Exceed 5%)	LS	1	\$ 94,000.00	\$ 94,000.00	\$83,000.00	\$ 83,000.00	\$88,400.00	\$ 88,400.00	\$96,000.00	\$ 96,000.00	\$148,000.00	\$ 148,000.00	\$100,000.00	\$ 100,000.00
4	Construction Survey	LS	1	\$ 20,000.00	\$ 20,000.00	\$20,000.00	\$ 20,000.00	\$48,000.00	\$ 48,000.00	\$46,000.00	\$ 46,000.00	\$111,714.00	\$ 111,714.00	\$50,000.00	\$ 50,000.00
5	Install Public Improvement Project Sign	EA	2	\$ 2,500.00	\$ 5,000.00	\$1,500.00	\$ 3,000.00	\$2,000.00	\$ 4,000.00	\$1,500.00	\$ 3,000.00	\$2,800.00	\$ 5,600.00	\$2,500.00	\$ 5,000.00
6	Adjust Gas Valve Box to Grade [Revocable Bid Item]	EA	14	\$ 900.00	\$ 12,600.00	\$200.00	\$ 2,800.00	\$500.00	\$ 7,000.00	\$640.00	\$ 8,960.00	\$555.00	\$ 7,770.00	\$1,300.00	\$ 18,200.00
7	Remove and Replace Water Valve Box	EA	21	\$ 2,000.00	\$ 42,000.00	\$1,000.00	\$ 21,000.00	\$1,200.00	\$ 25,200.00	\$1,600.00	\$ 33,600.00	\$1,111.00	\$ 23,331.00	\$1,800.00	\$ 37,800.00
8	Adjust Sanitary Sewer Manhole Frame and Cover to Grade	EA	12	\$ 1,300.00	\$ 15,600.00	\$2,500.00	\$ 30,000.00	\$1,600.00	\$ 19,200.00	\$1,400.00	\$ 16,800.00	\$2,222.00	\$ 26,664.00	\$1,300.00	\$ 15,600.00
9	Adjust Storm Drain Manhole Frame and Cover to Grade	EA	4	\$ 1,300.00	\$ 5,200.00	\$2,500.00	\$ 10,000.00	\$1,600.00	\$ 6,400.00	\$1,300.00	\$ 5,200.00	\$2,222.00	\$ 8,888.00	\$1,300.00	\$ 5,200.00
10	Adjust Electrical Manhole Frame and Cover to Grade [Revocable	EA	2	\$ 2,000.00	\$ 4,000.00	\$4,000.00	\$ 8,000.00	\$1,600.00	\$ 3,200.00	\$3,500.00	\$ 7,000.00	\$11,000.00	\$ 22,000.00	\$2,200.00	\$ 4,400.00
11	Relocate Traffic Signal or Street Light Pull Box Outside Curb Ramp	EA	2	\$ 1,000.00	\$ 2,000.00	\$16,000.00	\$ 32,000.00	\$25,000.00	\$ 50,000.00	\$13,000.00	\$ 26,000.00	\$14,200.00	\$ 28,400.00	\$8,000.00	\$ 16,000.00
12	Prune Tree Roots and Install Root Barrier (10' Long and 18" Depth)	EA	7	\$ 1,500.00	\$ 10,500.00	\$1,500.00	\$ 10,500.00	\$1,000.00	\$ 7,000.00	\$900.00	\$ 6,300.00	\$2,444.00	\$ 17,108.00	\$1,000.00	\$ 7,000.00
13	Remove and Replace Concrete Curb and Gutter	LF	2,568	\$ 110.00	\$ 282,480.00	\$60.00	\$ 154,080.00	\$120.00	\$ 308,160.00	\$134.00	\$ 344,112.00	\$142.00	\$ 364,656.00	\$135.00	\$ 346,680.00
14	Remove and Replace Concrete Cross Gutter and Aprons	SF	1,136	\$ 50.00	\$ 56,800.00	\$50.00	\$ 56,800.00	\$40.00	\$ 45,440.00	\$39.00	\$ 44,304.00	\$55.00	\$ 62,480.00	\$45.00	\$ 51,120.00
15	Remove and Replace Concrete Driveway Approach	SF	4,653	\$ 40.00	\$ 186,120.00	\$18.00	\$ 83,754.00	\$30.00	\$ 139,590.00	\$25.00	\$ 116,325.00	\$48.00	\$ 223,344.00	\$28.00	\$ 130,284.00
16	Concrete Curb Ramp	EA	8	\$ 9,500.00	\$ 76,000.00	\$7,000.00	\$ 56,000.00	\$8,500.00	\$ 68,000.00	\$9,800.00	\$ 78,400.00	\$1,550.00	\$ 12,400.00	\$9,000.00	\$ 72,000.00
17	Sidewalk Transition Panel	SF	1,262	\$ 25.00	\$ 31,550.00	\$12.00	\$ 15,144.00	\$20.00	\$ 25,240.00	\$24.00	\$ 30,288.00	\$33.00	\$ 41,646.00	\$28.00	\$ 35,336.00
18	Remove and Replace Concrete Alleyway Approach with	SF	3,102	\$ 40.00	\$ 124,080.00	\$30.00	\$ 93,060.00	\$30.00	\$ 93,060.00	\$37.00	\$ 114,774.00	\$52.00	\$ 161,304.00	\$40.00	\$ 124,080.00
19	Prepare Road Base	SY	4,381	\$ 9.00	\$ 39,429.00	\$2.00	\$ 8,762.00	\$3.00	\$ 13,143.00	\$2.00	\$ 8,762.00	\$28.00	\$ 122,668.00	\$3.00	\$ 13,143.00
20	Subgrade Over-Excavation and Replacement with CMB (6" Depth)	CY	183	\$ 250.00	\$ 45,750.00	\$400.00	\$ 73,200.00	\$200.00	\$ 36,600.00	\$270.00	\$ 49,410.00	\$234.00	\$ 42,822.00	\$150.00	\$ 27,450.00
21	Cold Mill Asphalt Pavement (2.0" Depth)	SY	5,432	\$ 6.00	\$ 32,592.00	\$6.14	\$ 33,352.48	\$4.00	\$ 21,728.00	\$4.00	\$ 21,728.00	\$8.88	\$ 48,236.16	\$4.00	\$ 21,728.00
22	Cold Mill Asphalt Pavement (2.5" Depth)	SY	5,845	\$ 7.00	\$ 40,915.00	\$7.70	\$ 45,006.50	\$4.15	\$ 24,256.75	\$4.00	\$ 23,380.00	\$9.99	\$ 58,391.55	\$4.00	\$ 23,380.00
23	Cold Mill Asphalt Pavement (6.0" Depth)	SY	2,990	\$ 11.00	\$ 32,890.00	\$16.90	\$ 50,531.00	\$6.00	\$ 17,940.00	\$7.00	\$ 20,930.00	\$22.00	\$ 65,780.00	\$7.00	\$ 20,930.00
24	Remove Surfacing and Base (3.0" Depth)	CY	366	\$ 175.00	\$ 64,050.00	\$110.00	\$ 40,260.00	\$85.00	\$ 31,110.00	\$72.00	\$ 26,352.00	\$196.00	\$ 71,736.00	\$75.00	\$ 27,450.00
25	ARHM Pavement (1.5" Depth)	TON	407	\$ 170.00	\$ 69,190.00	\$160.00	\$ 65,120.00	\$127.00	\$ 51,689.00	\$138.00	\$ 56,166.00	\$163.00	\$ 66,341.00	\$140.00	\$ 56,980.00
26	ARHM Pavement (2.0" Depth)	TON	1,157	\$ 170.00	\$ 196,690.00	\$160.00	\$ 185,120.00	\$127.00	\$ 146,939.00	\$138.00	\$ 159,666.00	\$163.00	\$ 188,591.00	\$140.00	\$ 161,980.00

27	ARHM Pavement (2.5" Depth)	TON	724	\$ 170.00	\$ 123,080.00	\$160.00	\$ 115,840.00	\$127.00	\$ 91,948.00	\$138.00	\$ 99,912.00	\$163.00	\$ 118,012.00	\$140.00	\$ 101,360.00
28	HMA Pavement (1.5" Depth)	TON	407	\$ 160.00	\$ 65,120.00	\$145.00	\$ 59,015.00	\$120.00	\$ 48,840.00	\$120.00	\$ 48,840.00	\$155.00	\$ 63,085.00	\$140.00	\$ 56,980.00
29	HMA Pavement (4.0" Depth)	TON	741	\$ 160.00	\$ 118,560.00	\$145.00	\$ 107,445.00	\$120.00	\$ 88,920.00	\$120.00	\$ 88,920.00	\$155.00	\$ 114,855.00	\$140.00	\$ 103,740.00
30	Base Repairs (6.0" Depth)	SF	1,368	\$ 10.00	\$ 13,680.00	\$11.00	\$ 15,048.00	\$9.00	\$ 12,312.00	\$12.00	\$ 16,416.00	\$13.00	\$ 17,784.00	\$15.00	\$ 20,520.00
31	Base Repairs (8.0" Depth)	SF	3,134	\$ 12.00	\$ 37,608.00	\$14.50	\$ 45,443.00	\$12.00	\$ 37,608.00	\$15.00	\$ 47,010.00	\$16.00	\$ 50,144.00	\$18.00	\$ 56,412.00
32	Caltrans Type "E" Detector Loop	EA	4	\$ 500.00	\$ 2,000.00	\$1,000.00	\$ 4,000.00	\$1,000.00	\$ 4,000.00	\$600.00	\$ 2,400.00	\$888.00	\$ 3,552.00	\$700.00	\$ 2,800.00
33	Caltrans Type "F" Detector Loop	EA	6	\$ 500.00	\$ 3,000.00	\$600.00	\$ 3,600.00	\$1,000.00	\$ 6,000.00	\$610.00	\$ 3,660.00	\$888.00	\$ 5,328.00	\$700.00	\$ 4,200.00
34	Curb Paint (Red)	LF	1,207	\$ 2.00	\$ 2,414.00	\$2.20	\$ 2,655.40	\$2.00	\$ 2,414.00	\$2.00	\$ 2,414.00	\$3.50	\$ 4,224.50	\$2.50	\$ 3,017.50
35	Thermoplastic Advanced Limit Line	LF	36	\$ 5.00	\$ 180.00	\$5.75	\$ 207.00	\$6.00	\$ 216.00	\$6.00	\$ 216.00	\$5.00	\$ 180.00	\$6.00	\$ 216.00
36	Thermoplastic Limit Line	LF	236	\$ 5.00	\$ 1,180.00	\$5.75	\$ 1,357.00	\$6.00	\$ 1,416.00	\$6.00	\$ 1,416.00	\$5.00	\$ 1,180.00	\$6.00	\$ 1,416.00
37	Thermoplastic Continental Crosswalk (White)	LF	588	\$ 4.50	\$ 2,646.00	\$10.73	\$ 6,309.24	\$10.00	\$ 5,880.00	\$10.00	\$ 5,880.00	\$10.00	\$ 5,880.00	\$10.00	\$ 5,880.00
38	Thermoplastic Stripe - Caltrans Detail 1	LF	3,105	\$ 1.00	\$ 3,105.00	\$2.15	\$ 6,675.75	\$2.00	\$ 6,210.00	\$2.00	\$ 6,210.00	\$2.50	\$ 7,762.50	\$2.00	\$ 6,210.00
39	Thermoplastic Stripe - Caltrans Detail 22	LF	900	\$ 2.00	\$ 1,800.00	\$2.48	\$ 2,232.00	\$2.40	\$ 2,160.00	\$3.00	\$ 2,700.00	\$3.50	\$ 3,150.00	\$3.00	\$ 2,700.00
40	Thermoplastic Marking - Parking "T"	EA	248	\$ 25.00	\$ 6,200.00	\$36.30	\$ 9,002.40	\$33.00	\$ 8,184.00	\$34.00	\$ 8,432.00	\$25.00	\$ 6,200.00	\$40.00	\$ 9,920.00
41	Thermoplastic Marking - "STOP"	EA	15	\$ 300.00	\$ 4,500.00	\$330.00	\$ 4,950.00	\$350.00	\$ 5,250.00	\$310.00	\$ 4,650.00	\$250.00	\$ 3,750.00	\$300.00	\$ 4,500.00
42	Thermoplastic Marking - "Railroad Crossing Symbol"	EA	1	\$ 500.00	\$ 500.00	\$825.00	\$ 825.00	\$1,000.00	\$ 1,000.00	\$800.00	\$ 800.00	\$400.00	\$ 400.00	\$800.00	\$ 800.00
43	Thermoplastic - 1' Wide White Stripe	LF	24	\$ 5.00	\$ 120.00	\$5.78	\$ 138.72	\$6.00	\$ 144.00	\$6.00	\$ 144.00	\$5.00	\$ 120.00	\$10.00	\$ 240.00
44	Fire Hydrant Blue Marker	EA	9	\$ 100.00	\$ 900.00	\$27.50	\$ 247.50	\$25.00	\$ 225.00	\$26.00	\$ 234.00	\$10.00	\$ 90.00	\$30.00	\$ 270.00
45	Pre-Construction CCTV Inspection and Cleaning of Sewer Main	LF	2,057	\$ 3.50	\$ 7,199.50	\$11.00	\$ 22,627.00	\$10.00	\$ 20,570.00	\$11.00	\$ 22,627.00	\$11.00	\$ 22,627.00	\$7.00	\$ 14,399.00
46	Post-Construction CCTV Inspection of Sewer Main	LF	2,057	\$ 2.75	\$ 5,656.75	\$3.30	\$ 6,788.10	\$3.00	\$ 6,171.00	\$4.00	\$ 8,228.00	\$11.00	\$ 22,627.00	\$7.00	\$ 14,399.00
47	Temporary Sewer Bypass Facilities and Sewage Spill Prevention Plan	LS	1	\$ 10,000.00	\$ 10,000.00	\$15,000.00	\$ 15,000.00	\$7,500.00	\$ 7,500.00	\$6,000.00	\$ 6,000.00	\$111,213.76	\$ 111,213.76	\$60,000.00	\$ 60,000.00
48	Sewer Main Relining - CIPP (6" Diameter)	LF	62	\$ 82.00	\$ 5,084.00	\$281.00	\$ 17,422.00	\$300.00	\$ 18,600.00	\$280.00	\$ 17,360.00	\$345.00	\$ 21,390.00	\$325.00	\$ 20,150.00
49	Sewer Main Relining - CIPP (8" Diameter)	LF	672	\$ 95.00	\$ 63,840.00	\$77.00	\$ 51,744.00	\$80.00	\$ 53,760.00	\$72.00	\$ 48,384.00	\$222.00	\$ 149,184.00	\$110.00	\$ 73,920.00
50	Sewer Main Point Repair - CIPP Segment Lining (6" Diameter)	LF	4	\$ 500.00	\$ 2,000.00	\$1,000.00	\$ 4,000.00	\$900.00	\$ 3,600.00	\$900.00	\$ 3,600.00	\$1,777.00	\$ 7,108.00	\$1,800.00	\$ 7,200.00
51	Sewer Main Point Repair - CIPP Segment Lining (8" Diameter)	LF	16	\$ 550.00	\$ 8,800.00	\$800.00	\$ 12,800.00	\$700.00	\$ 11,200.00	\$700.00	\$ 11,200.00	\$1,444.00	\$ 23,104.00	\$1,400.00	\$ 22,400.00
52	Restore Sewer Lateral Connections Following CIPP Lining and CIPP	EA	17	\$ 160.00	\$ 2,720.00	\$70.00	\$ 1,190.00	\$50.00	\$ 850.00	\$52.00	\$ 884.00	\$4,400.00	\$ 74,800.00	\$3,600.00	\$ 61,200.00
53	Sewer Main Cleaning - Calcium Removal at Joint	EA	2	\$ 2,500.00	\$ 5,000.00	\$4,000.00	\$ 8,000.00	\$5,000.00	\$ 10,000.00	\$4,000.00	\$ 8,000.00	\$7,700.00	\$ 15,400.00	\$5,500.00	\$ 11,000.00
54	Sewer Main Cleaning - Cleaning & Grinding of Hardened Material	EA	2	\$ 7,000.00	\$ 14,000.00	\$4,000.00	\$ 8,000.00	\$5,000.00	\$ 10,000.00	\$4,000.00	\$ 8,000.00	\$7,700.00	\$ 15,400.00	\$5,500.00	\$ 11,000.00
55	Allowance to Provide Soil and Pavement Testing Services as		Allowa nce	\$ 25,000.00	\$ 25,000.00	\$25,000.00	\$ 25,000.00	\$25,000.00	\$ 25,000.00	\$25,000.00	\$ 25,000.00	\$25,000.00	\$ 25,000.00	\$25,000.00	\$ 25,000.00
Base Bid Subtotal					\$ 2,101,329.25		\$ 1,795,252.09		\$ 1,829,273.75		\$ 1,948,994.00		\$ 2,977,772.00		\$ 2,189,999.50
10% Contingency					\$ 210,132.93		\$ 179,525.21		\$ 182,927.38		\$ 194,899.40		\$ 297,777.20		\$ 218,999.95
Base Bid Grand Total					\$ 2,311,462.18		\$ 1,974,777.30		\$ 2,012,201.13		\$ 2,143,893.40		\$ 3,275,549.20		\$ 2,408,999.45



# **REGULAR AGENDA**

## ITEM 1



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

July 7, 2025

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

Dear Mayor and Members of the City Council:

## **RATIFICATION AND APPROVAL OF COMMUNITY IMPACT AD HOC COMMITTEE AND APPROPRIATION OF FUNDS TO SUPPORT "HP WITH YOU" COMMUNITY RESILIENCE PILOT INITIATIVE**

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

1. Adopt Resolution No. 2025-XX ratifying and affirming the creation of the Community Impact Ad Hoc Committee as established by the Mayor; and
2. Approve the appropriation and allocation of \$150,000 to implement the "HP With You" pilot initiative, in accordance with the City's purchasing policies and procedures; and
3. Authorize the City Manager to take all necessary actions to carry out the intent of the City Council, including executing any related agreements and administering the program.

### **BACKGROUND**

On June 16, 2025, in response to growing community concern surrounding increased immigration enforcement activities, including those involving unmarked vehicles and masked individuals claiming federal authority, the City Council expressed strong interest in a structured, rapid response. Mayor Arturo Flores established the Community Impact Ad Hoc Committee to evaluate options for compassionate and community-centered intervention. Councilmembers Jonathan Sanabria and Nancy Martiz joined the committee, along with the City Manager, to develop an actionable proposal.

The HP With You initiative was developed by the Ad Hoc Committee and designed by the City Manager. This pilot program aims to support immigrant and mixed-status families through three key pillars:

# **RATIFICATION AND APPROVAL OF COMMUNITY IMPACT AD HOC COMMITTEE AND APPROPRIATION OF FUNDS TO SUPPORT “HP WITH YOU” COMMUNITY RESILIENCE INITIATIVE**

July 7, 2025

Page 2 of 2

- Civic Education and Messaging
- Legal Aid and Rapid Response
- Social Aid through Community Partnerships

The initiative is being implemented in collaboration with local partners, including the HP Run Club, Huntington Park Chamber of Commerce, Labor Community Services, and Central City Neighborhood Partners (the Fiscal Agent). Program management is provided by the Southeast Leadership Network under the "HP With You" banner, which will remain City-controlled.

## **FISCAL IMPACT/FINANCING**

The proposed appropriation of \$150,000 will be allocated from the General Fund. The specific account number will be identified and provided at the City Council meeting on Monday, July 7, 2025, prior to final action on the item.

## **CONCLUSION**

The “HP With You” initiative is a pilot program designed to provide immediate, coordinated support to residents in response to heightened immigration enforcement concerns. By affirming the creation of the Community Impact Ad Hoc Committee and allocating targeted resources to legal aid, education, and social services, the City demonstrates its commitment to protecting vulnerable populations and fostering public trust. Adoption of the recommended actions will authorize the timely launch of this pilot effort, enabling the City to evaluate its impact and effectiveness for potential future consideration.

Respectfully submitted,



**RICARDO REYES**  
City Manager

## **ATTACHMENT(S)**

- A. Resolution No. 2025-XX Affirming the creation of the Community Impact Ad Hoc Committee
- B. Contract Services Agreement with Central City Neighborhood Partners
- C. Exhibit A – Scope of Services: 60-Day Outreach Campaign Program Proposal
- D. City Manager Memo Proposal for Community Messaging and Legal Support Initiative – Ice Response Program

**ATTACHMENT "A"**

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK  
AFFIRMING THE COMMUNITY IMPACT AD HOC COMMITTEE AND RATIFYING  
THE ALLOCATION OF FUNDS FOR THE "HP WITH YOU" COMMUNITY SUPPORT  
INITIATIVE**

WHEREAS, on June 16, 2025, Mayor Flores directed the formation of a Community Impact Ad Hoc Committee—led by Councilmembers Sanabria and Martiz—to respond to heightened community concerns regarding increased federal enforcement activity in immigrant neighborhoods; and

WHEREAS, the Committee was charged with developing a rapid, community-centered response emphasizing three pillars: education, legal aid, and social support; and

WHEREAS, according to the 2020 U.S. Census, over 97% of Huntington Park residents identify as Latino or Hispanic, and many households include immigrants or mixed-status family members—a demographic reality that requires targeted and culturally competent outreach; and

WHEREAS, the City is committed to upholding California law (Government Code § 7284.6—SB 54) by prohibiting local participation in civil immigration enforcement, while affirming its dedication to transparency, civil rights, and protection from racial profiling or government overreach; and

WHEREAS, the City Manager exercised emergency purchasing authority under City policy to launch the pilot initiative, titled "HP With You," in coordination with Central City Neighborhood Partners (fiscal agent) and Southeast Leadership Network (program management); and

1 WHEREAS, the initiative reflects unified local leadership and urgency, combining City Council  
2 initiative and program infrastructure to prioritize public trust and resident well-being; and  
3

4 WHEREAS, the City remains committed to fostering accountability and adaptability by directing the  
5 City Manager to provide periodic updates on implementation, outcomes, and community feedback; and  
6

7 WHEREAS, the City Council directed to allocate a total of \$150,000 to support "HP With You" and its  
8 community partnerships;  
9

10 NOW, THEREFORE, be it resolved by the City Council of the City of Huntington Park as follows:  
11

- 12 1. The City Council affirms the formation of the Community Impact Ad Hoc Committee and  
13 ratifies its membership and work plan under the leadership of Councilmembers Sanabria and  
14 Martiz.
- 15 2. The City Council ratifies the emergency expenditure of \$150,000 to fund the "HP With You"  
16 initiative, as directed by the Committee and implemented under the authority of the City  
17 Manager.
- 18 3. The City Manager is authorized to finalize agreements, execute contracts, and administer funding  
19 in accordance with City policies and the scope of work presented.
- 20 4. The City Manager shall provide the City Council with periodically written updates on the  
21 initiative's implementation, outcomes, budget status, and community engagement, incorporating  
22 feedback from stakeholders and residents.
- 23 5. The Community Impact Ad Hoc Committee established hereby shall sunset six (6) months from  
24 the date of adoption of this resolution unless extended or reestablished by further action of the  
25 City Council.  
26  
27  
28

[Signature Continue Next Page]

1 **APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JULY 2025.**

2  
3  
4 \_\_\_\_\_  
5 Arturo Flores, Mayor  
6

7 **ATTEST:**  
8  
9

10 \_\_\_\_\_  
11 Eduardo Sarmiento, City Clerk  
12

13 **APPROVED AS TO FORM:**  
14  
15

16 \_\_\_\_\_  
17 Andrew Sarega, Acting City Attorney  
18  
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STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2025-\_\_ was passed and adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 7th day of July 2025 and that said Resolution was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Resolution is a true, full and correct copy of a resolution duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Eduardo Sarmiento, City Clerk



## ATTACHMENT “B”



### **CONTRACT SERVICES AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK AND CENTRAL CITY NEIGHBORHOOD PARTNERS FOR ADMINISTRATION OF THE “HP WITH YOU” COMMUNITY SUPPORT PILOT INITIATIVE**

This Agreement is entered into on June 7, 2025, by and between the City of Huntington Park, a municipal corporation (“City”), and Central City Neighborhood Partners, a California nonprofit corporation (“Contractor”), collectively referred to as the “Parties.”

- I. **TERM:** This Agreement shall become effective upon execution by both parties and shall remain in effect through June 30, 2026, unless terminated earlier as provided herein.
- II. **SERVICES TO BE PERFORMED:** Contractor shall serve as the fiscal agent for the “HP With You” initiative, a community outreach and support program developed by the City of Huntington Park. Contractor shall be responsible for financial administration and distribution of funds associated with the initiative. The initiative will be implemented by Southeast Leadership Network, which shall coordinate education, legal aid, and social aid services as outlined in Exhibit A. All services shall be performed in accordance with the Scope of Services attached hereto as Exhibit A, which is hereby incorporated by reference.
- III. **COMPENSATION:** The total compensation under this Agreement shall not exceed one-hundred fifty thousand (\$150,000). Compensation shall be used to support the three programmatic pillars: education, legal aid, and social aid, as defined in Exhibit A. Disbursements shall be subject to all applicable City procurement and finance policies.
- IV. **COMPLIANCE WITH CITY POLICIES:** Contractor agrees to comply with all applicable City purchasing procedures, financial oversight protocols, and

reporting requirements. Contractor shall maintain detailed financial records and make such records available to the City upon request.

**V. TERMINATION:** The City may terminate this Agreement without cause upon thirty (30) days' written notice. In the event of termination, Contractor shall be compensated for all authorized services rendered up to the effective date of termination.

**VI. OWNERSHIP AND USE OF PROGRAM NAME AND MATERIALS:** The "Huntington Park With You" (HP With You) name, logo, branding, and any related materials developed or used in connection with this initiative shall remain the sole property of the City of Huntington Park. Contractor and any affiliated partners may use these materials only with the express permission of the City Manager and solely for purposes directly related to implementation of the initiative. Upon expiration or termination of this Agreement, all rights to the use of the program name and materials shall revert to the City.

**VII. MISCELLANEOUS PROVISIONS:**

- a. Documents & Data; Licensing of Intellectual Property:** All materials prepared in the performance of this Agreement shall remain the property of the City. Contractor grants the City a perpetual license to use and reproduce all such materials. Contractor shall ensure subcontractors grant equivalent rights.
- b. Confidentiality:** All information developed or received during the performance of this Agreement shall be kept confidential unless disclosure is required by law or approved in writing by the City.
- c. False Claims Act:** Contractor affirms no violations of federal or state False Claims Acts and no improper financial inducements have occurred in connection with this Agreement.
- d. Notices:** All official communications shall be delivered to:

**Contractor:** Margarita Alvarez, Executive Director  
Central City Neighborhood Partners  
501 S Bixel Street  
Los Angeles, CA 90017  
malvarez@laccnp.org  
(213) 482-8618

**City:** Ricardo Reyes, City Manager  
City of Huntington Park  
6550 Miles Avenue

- e. **Cooperation; Further Acts:** Parties agree to take all additional actions necessary to fulfill the terms of this Agreement.
- f. **Subcontracting:** No subcontracting shall occur without prior City Manager approval. Subcontractors are subject to all Agreement terms.
- g. **City's Right to Employ Other Contractors:** The City may engage additional contractors as needed.
- h. **Prohibited Interests:** Contractor certifies no City official has a financial interest in this Agreement, and no improper inducements were offered.
- i. **Time is of the Essence:** Time-sensitive provisions of this Agreement shall be strictly observed.
- j. **Governing Law and Venue:** This Agreement is governed by California law. Venue shall lie in Los Angeles County.
- k. **Attorneys' Fees:** The prevailing party in any dispute shall be entitled to reasonable attorney's fees and costs.
- l. **Successors and Assigns:** This Agreement shall bind and benefit the successors and assigns of the parties.
- m. **No Third-Party Beneficiaries:** This Agreement creates no rights in third parties.
- n. **Construction of Agreement:** This Agreement shall be construed as if both parties contributed equally.
- o. **Severability:** If any provision is deemed invalid, the remainder shall remain in effect.
- p. **Amendments:** No modification is valid unless in writing and signed by both parties.
- q. **Captions:** Section headings are for convenience only and do not affect interpretation.
- r. **Conflicts:** In case of conflict, the main Agreement controls over any attachments.
- s. **Entire Agreement:** This document contains the complete understanding of the parties.
- t. **Counterparts:** This Agreement may be signed in counterparts with the same effect as an original.
- u. **Business License and W-9:** Contractor must obtain a City business license and submit a W-9 before payment is issued.

**[SIGNATURE PAGE TO FOLLOW]**

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

**CITY OF HUNTINGTON PARK**

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

Ricardo Reyes, City Manager

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

**CENTRAL CITY NEIGHBORHOOD PARTNERS**

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

Margarita Alvarez, Executive Director

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

**EXHIBIT A – SCOPE OF SERVICES**  
**(See attached)**

## **ATTACHMENT “C”**

# 60-Day Outreach Campaign Proposal

### **INTRODUCTION**

This comprehensive proposal seeks to address heightened community fear due to ICE activity through civic messaging, legal support, and social aid, using a community-trusted model.

### **GOALS & OBJECTIVES**

#### **1. Inform Residents of Their Rights and Available Legal Support**

Launch targeted outreach campaigns to educate all residents—regardless of immigration status—about their legal rights during interactions with law enforcement or immigration authorities. Provide multilingual resources, host "Know Your Rights" workshops, and distribute printed materials outlining steps individuals can take to protect themselves and their families. Partner with local legal aid organizations to ensure access to free or low-cost legal consultations, representation, and assistance with immigration proceedings.

#### **2. Dismantle Fear Surrounding ICE Presence Through Clear, Community-Led Messaging**

Develop and disseminate accurate, up-to-date information about ICE activity from trusted community sources. Establish a community-led rapid response communication network using text alerts, social media, to counter misinformation and reduce panic. Use culturally competent messaging to emphasize safety, solidarity, and empowerment, and to ensure that affected individuals know how to respond without jeopardizing their legal standing or personal well-being.

#### **3. Build Trust in Community Resources**

Strengthen and promote alternative community-based support systems, such as neighborhood mutual aid groups, culturally specific service providers, and faith-based organizations. Ensure these resources are accessible, well-publicized, and staffed by individuals who reflect and

understand the communities they serve. Prioritize trauma-informed care and confidentiality to encourage engagement without fear of surveillance or retaliation.

#### **4. Mobilize Volunteers and Resources to Meet Social Aid Needs With Dignity**

Coordinate grassroots efforts to deliver essential services such as food distribution, rental assistance (possibly rent relief or emergency eviction stay), transportation (dial a ride), childcare, and mental health support in ways that honor individual dignity and autonomy. Recruit and train from within the community to ensure culturally relevant service delivery. Develop a sustainable infrastructure for resource-sharing, including donation drives, partnerships with local businesses, and centralized hubs for aid distribution.

### **CIVIC MESSAGING & COMMUNITY REASSURANCE**

#### ***1. Campaign Branding Development***

Create strong, culturally resonant campaign branding with slogans such as “We Keep Each Other Safe” and “Conozca Sus Derechos” to foster community pride, solidarity, and awareness. Branding should be visually consistent across all materials, incorporating accessible language and inclusive imagery that reflects the local population.

#### ***Multilingual Communications Distribution***

Design and disseminate print and digital outreach materials in the primary languages spoken in the community (e.g., Spanish, English, etc.). Materials should include flyers, posters, and social media graphics. Distribute through community centers, schools, clinics, local businesses, and faith organizations, as well as through door-to-door outreach.

#### ***Reassurance Through Trusted Messengers***

Use trusted community members—such as promotoras, faith leaders, and local educators—as spokespeople in messaging efforts. Host zoom town forums, and pop-up events where residents can ask questions and receive reliable information in a calm, non-threatening environment.

## **2. LEGAL AID & RAPID RESPONSE INTEGRATION**

### ***Accessible Legal Information***

Design wallet-sized “Know Your Rights” cards and referral cards with hotline numbers, local legal clinics, and brief instructions on what to do in case of ICE interaction. Materials are laminated and easy to carry.

### ***Training for Key Community Actors***

Organize regular ICE response trainings for nonprofit staff, school personnel, faith leaders, and community organizers. Topics should include rights during raids, emergency family preparedness plans, and best practices for documentation and safety.

### ***Establish a Coordinated Rapid Response Network***

Build a community-led rapid response infrastructure in partnership with local legal aid organizations. Designate point persons in different neighborhoods and equip them with a clear protocol to report ICE activity, connect affected individuals to legal counsel, and activate solidarity support (e.g., court accompaniment, media alerts).

## **3. SOCIAL AID SUPPORT THROUGH FOOD ACCESS**

### ***Non-Stigmatizing Food Drive Events***

Host food drive events in safe, accessible, and familiar community spaces such as churches, schools, or city centers. Structure events to feel welcoming and informal emphasizing dignity and mutual aid over charity.

### ***Food Delivery Program***

Coordinate weekly food delivery efforts to ensure families receive nutritious groceries directly at their homes or designated safe drop-off locations. Prioritize accessibility by offering contactless delivery with no ID or paperwork required. Deliveries should be made by trusted, trained community volunteers to create a sense of connection and care. This

program emphasizes dignity, confidentiality, and mutual aid—offering support without stigma or judgment.

### ***Volunteer Engagement and Training***

Recruit community volunteers through local networks and train them on culturally responsive outreach, trauma-informed service delivery, and confidentiality. Equip volunteers with scripts, basic supplies (e.g., gloves, bags), and transportation stipends where needed.

## **4. CANVASSING STRATEGY**

### ***Deployment and Coverage Plan***

Launch a robust canvassing operation with 6 trained outreach workers operating 5 days a week. Assign canvassers to specific zones with high concentrations of immigrant families or residents impacted by public safety concerns.

### ***Equipping Outreach Teams***

Provide each canvasser with visible identification badges, branded T-shirts or vests, PPE (e.g., masks, sanitizer), and a fully stocked outreach kit containing multilingual flyers, legal aid cards, and food distribution/delivery schedules.

### ***Targeted Outreach Locations***

Prioritize canvassing in high-traffic and high-need locations such as public schools, apartment complexes, transit stations, local supermarkets, and places of worship. Use foot traffic data and community mapping to guide deployment and ensure maximum reach.

Category	Estimated Cost
Design & Printing (Posters, Flyers, Cards)	\$5,000
Canvassing Labor (6 staff x \$25/hr x 25 hrs/week x 9 weeks)	\$33,750
Canvassing Supervision & Training	\$3,500
Volunteer Stipends & Coordination	\$3,500



Digital Ads & Social Media Campaign	\$2,000
Texting Campaign	\$2,000
TOTAL BUDGET	\$49,750

### **TIMELINE (KEY MILESTONES)**

Week 1: Staff & volunteer training; design finalized; press conference announcement

Week 2: Print materials distributed; social media launch; canvassing begins

Weeks 3–6: Weekly food events; legal aid hotline live; staff protocol training

Weeks 7–8: Evaluation surveys; re-targeting high-anxiety areas; final distribution push

### **MEASURABLE OUTCOMES**

- 10,000+ households reached via door-to-door canvassing
- 1,000 attendees served at food events
- 1,000+ legal aid card distributions
- 20 city staff and volunteers trained in ICE response protocols
- 100,000+ digital impressions across social media



## ATTACHMENT "D"

### MEMORANDUM

**TO:** Councilmembers Jonathan Sanabria and Nancy Martiz

**FROM:** Ricardo Reyes, City Manager

**DATE:** June 22, 2025

**SUBJECT:** Proposal for Community Messaging and Legal Support Initiative – ICE Response Program

---

As part of the Council’s formation of the Community Impact Ad Hoc Committee to respond to ICE-related concerns, this proposal outlines a public-facing initiative designed to reduce fear, affirm legal protections, and provide residents with trusted, non-police avenues for support and information.

Increased reports of federal activity — often involving unmarked vehicles and masked individuals — have intensified anxiety, particularly among immigrant and mixed-status families. Residents are uncertain of their rights and may be reluctant to engage with local government for fear of unintended consequences.

This mirrors broader conversations in public safety: just as mental health crises are now increasingly addressed by health professionals instead of police, immigration-related fear and legal uncertainty call for civilian-led, legally informed, and community-trusted responses.

#### Three-Pillar Response Framework:

1. Civic Messaging and Community Reassurance
  - a. Design and Launch a Visual Identity Campaign
    - i. A unifying symbol developed that reinforces safety, dignity, and rights — with key messages like “Know Your Rights” and “We Keep Each Other Safe.”
  - b. Public Awareness Materials
    - i. Multilingual posters, flyers, and digital content for distribution at City facilities, schools, and partner organizations.
2. Legal Aid and Rapid Response
  - a. Referral and Support Network

- i. Collaborate with local legal aid organizations to provide direct assistance and legal referrals for residents facing immigration-related threats.
  - b. Rapid Response Protocols
    - i. Leverage existing City infrastructure, including police dispatch, to create a mechanism for non-police alerts to legal aid partners, allowing a real-time response by attorneys or legal advocates.
  - c. Staff Guidance and Training
    - i. Equip City staff with clear, legally vetted protocols on how to handle ICE presence and redirect inquiries appropriately.
- 3. Social Aid Through Community-Based Food Distribution
  - a. Emergency Food Access
    - i. Partner with a local nonprofit food pantry to deliver regular, volunteer-driven food distribution to families facing fear or disruption due to ICE activity.
  - b. Volunteer Mobilization and Outreach
    - i. Engage community members, faith-based groups, and local businesses to support food drives and outreach efforts, thereby further building trust and civic solidarity.
  - c. Non-Stigmatizing Delivery Model
    - i. Ensure food aid is distributed with dignity, confidentiality, and without any government formality to encourage broad participation.

#### Press Conference and Community Launch:

To reinforce trust and distance the initiative from formal government branding, we plan to announce the program at a recognized nonprofit venue in Huntington Park. The press conference will include partners from legal and social service organizations, community leaders, and volunteers — affirming that this is a collective, resident-centered effort.

#### Implementation & Funding:

The initiative will be launched using resources under the City Manager’s existing spending authority, allowing for rapid rollout without delay. Any significant ongoing expenses or future expansion will be brought before the full Council for formal consideration.

#### Next Steps:

- Committee review and feedback on program scope
- Confirm partnerships with local legal aid and food pantry organizations.
- Develop materials and launch plan.
- Schedule press conferences and outreach campaign

This program responds to the moment with compassion, clarity, and coordination — reinforcing the City’s commitment to community protection and resilience.

Respectfully,  
Ricardo Reyes  
City Manager  
City of Huntington Park

## ITEM 2



# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report

July 7, 2025

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

Dear Mayor and Members of the City Council:

## **FIRST READING AND INTRODUCTION OF ORDINANCE NO. 2025-09 AFFIRMING PRESS FREEDOM AND PROTECTING MEMBERS OF THE MEDIA DURING CURFEWS AND DECLARATIONS OF UNLAWFUL ASSEMBLY**

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

1. Introduce for first reading of Ordinance No. 2025-09, an ordinance of the City Council of the City of Huntington Park affirming press freedom and protecting members of the media during curfews and declarations of unlawful assembly; and

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

The ordinance affirms the City's commitment to upholding the constitutional rights of the press and ensuring transparency and accountability in public safety operations. It codifies protections for duly authorized media representatives under California Penal Code § 409.7, ensuring that newsgathering activities may continue lawfully even under emergency orders or public safety declarations.

The proposed ordinance prohibits willful interference with, detention, or obstruction of journalists acting within the scope of their duties and reinforces training requirements for law enforcement. It also provides accountability mechanisms in the event of violations and serves to align City policy with state and federal law.

### **BACKGROUND**

Recent events across the country have highlighted the importance of press freedom during periods of civil unrest and emergency declarations. Journalists, including freelance reporters, have been wrongfully detained or obstructed while performing

# **FIRST READING AND INTRODUCTION OF ORDINANCE NO. 2025-09 AFFIRMING PRESS FREEDOM AND PROTECTING MEMBERS OF THE MEDIA DURING CURFEWS AND DECLARATIONS OF UNLAWFUL ASSEMBLY**

July 7, 2025  
Page 2 of 2

constitutionally protected duties. In California, SB 98 (2021) amended the Penal Code to affirm these rights at the state level.

The City of Huntington Park acknowledges that members of the press play a vital role in a democratic society, serving as a crucial source of real-time, factual information during critical events. This ordinance reflects the City's proactive stance in preventing the unlawful obstruction of journalists and enhancing public trust in law enforcement and government operations.

## **FISCAL IMPACT/FINANCING**

There is no direct fiscal impact associated with this ordinance.

## **CONCLUSION**

Approval of Ordinance No. 2025-09 will safeguard press freedom in Huntington Park during times of civil unrest or curfew enforcement. It ensures consistency with existing legal protections, enhances transparency, and reaffirms the City's commitment to democratic principles.

RICARDO REYES  
City Manager

## **ATTACHMENT(S)**

1. Ordinance No. 2025-09 – Press Freedom and Media Protection Ordinance

## **ORDINANCE NO. 2025-09**

An ordinance creating Chapter 21 of Title 4 of the Huntington Park Municipal Code relating to the protection of members of the media.

### **THE PEOPLE OF THE CITY OF HUNTINGTON PARK DO ORDAIN AS FOLLOWS:**

Chapter 21 of Title 4, entitled “Press Freedom and Media Protection” will be created and reads as follows:

#### **ARTICLE 1**

#### **PRESS FREEDOM AND MEDIA PROTECTION**

##### **SECTION 1.        PURPOSE**

WHEREAS, the First Amendment to the United States Constitution and Article I, Section 2 of the California Constitution protect freedom of the press as a cornerstone of democracy; and

WHEREAS, journalists play a critical role in informing the public, particularly during times of civil unrest, public demonstrations, and emergency declarations; and

WHEREAS, in recent years, members of the press have been wrongfully detained, obstructed, or otherwise targeted while covering events subject to curfews or declared as unlawful assemblies in cities across the country; and

WHEREAS, California Penal Code § 409.7, as amended by SB 98 (2021), affirms that duly authorized media representatives may remain in public places during such events, even when the general public is ordered to disperse; and

WHEREAS, the City of Huntington Park is committed to upholding press freedom, protecting constitutional rights, and ensuring transparency and accountability in public safety operations.

##### **SECTION 2.        DEFINITIONS**

The following definitions shall apply to this Chapter:

- A. “Curfew Order” means any official order issued by the City or law enforcement restricting the movement of persons in public areas during specified hours.
- B. “Media Representative” means any person who is a duly authorized representative of a news service, newspaper, magazine, radio, television station, online news outlet, or other recognized press organization, including freelance journalists with visible press credentials or equipment.
- C. “Unlawful Assembly” means a gathering that has been officially declared unlawful under California Penal Code § 407 and ordered to disperse.

### **SECTION 3. EXEMPTION FOR MEDIA REPRESENTATIVES**

Media Representatives shall not be subject to any curfew orders issued by the City, nor required to disperse from the scene of an unlawful assembly, provided they are actively engaged in newsgathering and do not obstruct law enforcement operations or create a public safety hazard.

Media Representatives may remain in any public place closed under a curfew or dispersal order, subject to reasonable safety and security measures as directed by law enforcement personnel.

### **SECTION 4. PROHIBITED CONDUCT BY LAW ENFORCEMENT**

It shall be the policy of the City and the Huntington Park Police Department that no officer shall:

- A. Willfully interfere with, detain, threaten, cite, or arrest a Media Representative engaged in lawful newsgathering during a curfew or unlawful assembly;
- B. Confiscate, damage, or delete media equipment or recordings without a valid warrant or exigent circumstances recognized by law; or
- C. Obstruct or deny press access without a lawful basis.

Officers may request reasonable identification or credentials if necessary to verify press status, but lack of formal press credentials shall not alone be grounds for removal or arrest if newsgathering activity is apparent.

### **SECTION 5. TRAINING AND IMPLEMENTATION**



The Huntington Park Police Department shall update training protocols to reflect the rights of Media Representatives during crowd control, civil unrest, and emergency response. All officers assigned to such events shall be briefed on this ordinance and applicable state and constitutional protections.

**SECTION 3.            ENFORCEMENT AND ACCOUNTABILITY**

- A.     Any violation of this ordinance by city personnel may result in administrative review and appropriate disciplinary action.
- B.     Nothing in this ordinance shall be construed to limit the ability of any individual to seek civil remedies under state or federal law.

**SECTION 4.            SEVERABILITY**

If any portion, subsection, sentence, clause, or phrase of this Chapter is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such a decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have passed this Chapter and each portion or subsection, sentence, clause, and phrase herein, irrespective of the fact that any one or more portions, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

**SECTION 5.            EFFECTIVE DATE**

This ordinance shall take effect thirty (30) days after its adoption.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JULY 2025.**

\_\_\_\_\_

Arturo Flores, Mayor

**ATTEST:**

\_\_\_\_\_

Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

---

Andrew Sarega, Acting City Attorney

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2025-09 was introduced at a Regular Meeting of the City Council of the City of Huntington Park on the 7th day of July 2025 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 21st day of July 2025 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Ordinance is a true, full and correct copy of an ordinance duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

\_\_\_\_\_  
Eduardo Sarmiento, City Clerk

Dated: \_\_\_\_\_

## ITEM 3



# CITY OF HUNTINGTON PARK

City Manager's Office  
City Council Agenda Report

July 7, 2025

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

Dear Mayor and Members of the City Council:

## **FIRST READING OF ORDINANCE NO. 2025-08 – REVISION OF CHAPTER 11 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING CITY COMMISSIONS**

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

1. Review and discuss the proposed amendments to Chapter 11 of the Huntington Park Municipal Code regarding City Commissions.

### **BACKGROUND**

The City Council ("Council") of the City of Huntington Park ("City") adopted Resolution 2015-19 on May 18, 2015. The Resolution established six (6) commissions within the City and modified the manner in which commissioners are appointed to the commissions.

At the May 19, 2025 meeting of the City Council, direction was given to staff to review the current Code and any resolutions that reflect the manner in which commissioners are appointed. Staff has undertaken a complete review of the current Code and any modifications or amendments to the Code established by resolution or other means. As a result of the review, it has been discovered that the current code does not incorporate the changes made by Resolution 2015-19.

Despite the Council adopting the Resolution, the City Municipal Code ("Code") was never updated to reflect the changes made by the Resolution. At this time, the Code only calls for two commissions, these being the Youth Commission and the Theatre and Arts Commission. These can be found under Chapter 11 – City Commissions. No other provisions within the Code were found that establish the formation, manner of appointment, or any other regulatory scheme for commissions within the City.

**FIRST READING OF ORDINANCE NO. 2025-08 – REVISION OF CHAPTER 11 OF THE  
HUNTINGTON PARK MUNICIPAL CODE REGARDING CITY COMMISSIONS**

July 7, 2025

Page 2 of 2

**FISCAL IMPACT/FINANCING**

No fiscal impact.

**LEGAL REQUIREMENT**

No legal consideration needed.

**CONCLUSION**

It is recommended that the Council review and discuss the proposed amendments to Chapter 11 of the Huntington Park Municipal Code and accept for first reading the proposed amendments.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized flourish at the end.

RICARDO REYES  
City Manager

**ATTACHMENT(S)**

A. Revisions to Chapter 11 – City Commissions of the Huntington Park Municipal Code

## **ORDINANCE NO. 2025-08**

An ordinance amending Chapter 11 of Title 2 of the Huntington Park Municipal Code relating to City commissions.

### **THE PEOPLE OF THE CITY OF HUNTINGTON PARK DO ORDAIN AS FOLLOWS:**

Chapter 11 of Title 2, entitled “City Commissions” will be amended to read as follows:

#### **ARTICLE 1**

#### **OATH OF OFFICE**

##### **SECTION 1.       REQUIRED – FORM**

All officers, full-time employees, and all members of all boards, commissions or committees of the City shall take and subscribe the following oath or affirmation within thirty days from date of appointment:

"I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the state of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the state of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
(Name of Office)

##### **SECTION 2.       FAILURE TO TAKE OATH**

Any member of any board, commission or committee of the City who has not taken and subscribed the oath or affirmation as set forth in Section 1, within thirty days of their appointment, shall be disqualified from the appointment.

##### **SECTION 3.       SEVERABILITY**

If any section, subsection, sentence, clause, phrase or portion of this chapter is for any reason held invalid or unconstitutional by the decision of any court of competent jurisdiction, such

decision shall not affect the validity of the remaining portions of this chapter. The City Council hereby declares that it would have adopted this chapter and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions be declared invalid or unconstitutional.

#### **SECTION 4.           EFFECTIVE DATE**

This ordinance shall take effect thirty (30) days after its adoption.

### **ARTICLE 2**

#### **PLANNING COMMISSION**

#### **SECTION 1.           COMPOSITION – APPOINTMENT OF MEMBERS**

The City planning commission shall consist of five members. Each member of the City planning commission shall be nominated for appointment by one member of the City Council and shall be appointed to the City planning commission by the mayor, subject to the approval of a majority of the City Council. No person shall be appointed to a position on the City planning commission unless such person is a qualified elector of the City. Each such person appointed to the City planning commission shall, as soon as is practicable after such appointment, take and file with the City clerk the oath required pursuant to Article 1, Chapter 11, Title 2 of this code.

#### **SECTION 2.           TERM OF OFFICE**

Planning commissioners shall have a term of office of four years. The term of office shall commence upon approval by the City Council and shall expire on same date of the expiration of the term of their nominating Councilmember.

#### **SECTION 3.           VACANCIES**

If a vacancy occurs, other than by expiration of a term, it shall be filled by appointment by the mayor, with the approval of a majority of the City Council, for the unexpired portion of the term. Further, all appointments to fill vacancies in the City planning commission shall be subject to the provisions of Section 1 of this Article.

#### **SECTION 4.           REMOVAL OF MEMBERS**



A member may be removed from office, prior to the expiration of the member's term, upon expiration of the term of their appointing Councilmember where the commission member's term would otherwise automatically expire without action of the City Council.

Any member of the commission shall be removed from office or that office shall be declared vacant, in the following manner and for the following reasons:

- A. By order of the mayor, subject to the approval of a majority of the City Council.
- B. By a majority vote of the entire City Council.
- C. If a member of the commission ceases to be a qualified elector of the City, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- D. If a member of the commission shall be absent from three consecutive regular meetings of the commission, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- E. If a member of the commission shall be absent from three regular meetings of the commission in any six-month period, such member's office shall be deemed vacant and no further action by the City Council shall be necessary.
- F. If a member of the commission shall fail to comply with the provisions of Article 1 of this code, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- G. At five (5) p.m. on the date specified as the expiration date for the term of office of any member of the commission, said office shall be deemed vacant and no action by the City Council shall be necessary.

## **SECTION 5.            ELECTIONS    AND    POSTS    WITHIN    THE    PLANNING COMMISSION**

The City planning commission shall elect a chairman and vice-chairman from among its appointed members for a term of twelve months, and subject to other provisions of law, may create and fill such other offices as it may determine. The election of officers shall occur at the first regular meeting in June of each year. The City planning commission may appoint, from among its appointed members, such subcommittees as are deemed necessary or convenient.

## **SECTION 6.            RULES OF CONDUCT OF MEETINGS**

The City planning commission shall observe the following rules in the conduct of its meetings and business:

- A. The times and places of all City planning commission meetings shall be set by resolution of the City Council.
- B. All meetings of the City planning commission shall be open to the public.
- C. City Council members and the City administrator, when in attendance, shall have the right to be heard on all matters; however, they shall have no vote as to any commission action to be taken.
- D. The City planning commission shall adopt rules for the transaction of business which rules may be modified from time to time as the City planning commission deems necessary or convenient.
- E. The City planning commission shall keep a record of its resolutions, transactions, findings and determinations, which records shall, during all regular business office hours, be open for public inspection.
- F. A written agenda shall be prepared and circulated to all City planning commission members in advance of all meetings and a copy of such written agenda shall be provided to any member of the public requesting such a copy.

## **SECTION 7.            POWERS AND DUTIES**

The City planning commission shall have the following powers and duties:

- A. The City planning commission's responsibilities and authorities shall be in accordance with the provisions of California law, except as may be otherwise authorized by and set forth in specific ordinances.
- B. The City planning commission shall receive and expeditiously act on all special project assignments made by the City Council and shall submit reports and recommendations to the City Council on such assignment.
- C. The City planning commission may submit recommended City projects to the City Council for possible assignment by the City Council.
- D. All actions and business of the City planning commission shall be conducted by the commission as a whole, unless a representative or subcommittee is appointed by the City planning commission to act on its behalf.
- E. Expenditure of any budgeted funds by the City planning commission shall require the prior approval of the City administrator. Proposed expenditures not budgeted in the annual budget shall be presented to the City Council with a recommendation from the City planning commission for a special appropriation.
- F. It shall be the responsibility of the City planning commission to be represented at the meetings of the City Council and other commissions when matters of joint concern are to be discussed, and to advise chairmen of other commissions of City planning commission matters of concern to such commissions which are to be discussed by the City planning commission.

- G. No decision of the City planning commission shall be final and binding on the City unless approved by the City Council, or unless authority for such decision's finality has been granted to the City planning commission by provision of some City ordinance.

### **ARTICLE 3**

#### **PARKS AND RECREATION COMMISSION**

##### **SECTION 1. COMPOSITION – APPOINTMENT OF MEMBERS**

The City parks and recreation commission shall consist of five members. Each member of the City parks and recreation commission shall be nominated for appointment by one member of the City Council and shall be appointed to the City parks and recreation commission by the mayor, subject to the approval of a majority of the City Council. No person shall be appointed to a position on the City parks and recreation commission unless such person is a qualified elector of the City. Each such person appointed to the City parks and recreation commission shall, as soon as is practicable after such appointment, take and file with the City clerk the oath required pursuant to Article 1, Chapter 11, Title 2 of this code.

##### **SECTION 2. TERM OF OFFICE**

Parks and recreation commissioners shall have a term of office of four years. The term of office shall commence upon approval by the City Council and shall expire on same date of the expiration of the term of their nominating Councilmember.

##### **SECTION 3. VACANCIES**

If a vacancy occurs, other than by expiration of a term, it shall be filled by appointment by the mayor, with the approval of a majority of the City Council, for the unexpired portion of the term. Further, all appointments to fill vacancies in the City parks and recreation commission shall be subject to the provisions of Section 1 of this Article.

##### **SECTION 4. REMOVAL OF MEMBERS**

A member may be removed from office, prior to the expiration of the member's term, upon expiration of the term of their appointing Councilmember where the commission member's term would otherwise automatically expire without action of the City Council.

Any member of the commission shall be removed from office or that office shall be declared vacant, in the following manner and for the following reasons:

- A. By order of the mayor, subject to the approval of a majority of the City Council.
- B. By a majority vote of the entire City Council.
- C. If a member of the commission ceases to be a qualified elector of the City, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- D. If a member of the commission shall be absent from three consecutive regular meetings of the commission, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- E. If a member of the commission shall be absent from three regular meetings of the commission in any six-month period, such member's office shall be deemed vacant and no further action by the City Council shall be necessary.
- F. If a member of the commission shall fail to comply with the provisions of Article 1 of this code, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- G. At five (5) p.m. on the date specified as the expiration date for the term of office of any member of the commission, said office shall be deemed vacant and no action by the City Council shall be necessary.

## **SECTION 5.            ELECTIONS AND POSTS WITHIN THE PARKS AND RECREATION COMMISSION**

The City parks and recreation commission shall elect a chairman and vice-chairman from among its appointed members for a term of twelve months, and subject to other provisions of law, may create and fill such other offices as it may determine. The election of officers shall occur at the first regular meeting in June of each year. The City parks and recreation commission may appoint, from among its appointed members, such subcommittees as are deemed necessary or convenient.

## **SECTION 6.            RULES OF CONDUCT OF MEETINGS**

The City parks and recreation commission shall observe the following rules in the conduct of its meetings and business:

- A. The times and places of all City parks and recreation commission meetings shall be set by resolution of the City Council.
- B. All meetings of the City parks and recreation commission shall be open to the public.

- C. City Council members and the City administrator, when in attendance, shall have the right to be heard on all matters; however, they shall have no vote as to any commission action to be taken.
- D. The City parks and recreation commission shall adopt rules for the transaction of business which rules may be modified from time to time as the City parks and recreation commission deems necessary or convenient.
- E. The City parks and recreation commission shall keep a record of its resolutions, transactions, findings and determinations, which records shall, during all regular business office hours, be open for public inspection.
- F. A written agenda shall be prepared and circulated to all City parks and recreation commission members in advance of all meetings and a copy of such written agenda shall be provided to any member of the public requesting such a copy.

## **SECTION 7.            PURPOSE AND OBJECTIVES**

The purpose and objectives of the Commission shall be to:

- A. When requested by the City Council, make investigations, studies, hold hearings and make recommendations to the City Council and Administrative staff concerning parks, open spaces, and community programing.
- B. Implement the requests of the City Council regarding parks, open spaces, and community programing.
- C. Create awareness in the City of parks, open spaces, and community programing matters, in general.
- D. Attempt to implement plans for improved parks, open spaces, and community programing in the City.
- E. Determine parks, open spaces, and community programing needs not currently being met by the community.

## **ARTICLE 4**

### **HEALTH AND EDUCATION COMMISSION**

## **SECTION 1.            COMPOSITION – APPOINTMENT OF MEMBERS**

The City health and education commission shall consist of five members. Each member of the City health and education commission shall be nominated for appointment by one member of the City Council and shall be appointed to the City health and education commission by the mayor, subject to the approval of a majority of the City Council. No person shall be appointed to a position on the City health and education commission unless such person is a qualified elector of the City.

Each such person appointed to the City health and education commission shall, as soon as is practicable after such appointment, take and file with the City clerk the oath required pursuant to Article 1, Chapter 11, Title 2 of this code.

## **SECTION 2.**            **TERM OF OFFICE**

Health and education commissioners shall have a term of office of four years. The term of office shall commence upon approval by the City Council and shall expire on same date of the expiration of the term of their nominating Councilmember.

## **SECTION 3.**            **VACANCIES**

If a vacancy occurs, other than by expiration of a term, it shall be filled by appointment by the mayor, with the approval of a majority of the City Council, for the unexpired portion of the term. Further, all appointments to fill vacancies in the City health and education commission shall be subject to the provisions of Section 1 of this Article.

## **SECTION 4.**            **REMOVAL OF MEMBERS**

A member may be removed from office, prior to the expiration of the member's term, upon expiration of the term of their appointing Councilmember where the commission member's term would otherwise automatically expire without action of the City Council.

Any member of the commission shall be removed from office or that office shall be declared vacant, in the following manner and for the following reasons:

- A. By order of the mayor, subject to the approval of a majority of the City Council.
- B. By a majority vote of the entire City Council.
- C. If a member of the commission ceases to be a qualified elector of the City, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- D. If a member of the commission shall be absent from three consecutive regular meetings of the commission, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- E. If a member of the commission shall be absent from three regular meetings of the commission in any six-month period, such member's office shall be deemed vacant and no further action by the City Council shall be necessary.
- F. If a member of the commission shall fail to comply with the provisions of Article 1 of this code, such member's office shall be deemed vacant and no action by the City Council shall be necessary.

- G. At five (5) p.m. on the date specified as the expiration date for the term of office of any member of the commission, said office shall be deemed vacant and no action by the City Council shall be necessary.

## **SECTION 5. ELECTIONS AND POSTS WITHIN THE HEALTH AND EDUCATION COMMISSION**

The City health and education commission shall elect a chairman and vice-chairman from among its appointed members for a term of twelve months, and subject to other provisions of law, may create and fill such other offices as it may determine. The election of officers shall occur at the first regular meeting in June of each year. The City health and education commission may appoint, from among its appointed members, such subcommittees as are deemed necessary or convenient.

## **SECTION 6. RULES OF CONDUCT OF MEETINGS**

The City health and education commission shall observe the following rules in the conduct of its meetings and business:

- A. The times and places of all City health and education commission meetings shall be set by resolution of the City Council.
- B. All meetings of the City health and education commission shall be open to the public.
- C. City Council members and the City administrator, when in attendance, shall have the right to be heard on all matters; however, they shall have no vote as to any commission action to be taken.
- D. The City health and education commission shall adopt rules for the transaction of business which rules may be modified from time to time as the City health and education commission deems necessary or convenient.
- E. The City health and education commission shall keep a record of its resolutions, transactions, findings and determinations, which records shall, during all regular business office hours, be open for public inspection.
- F. A written agenda shall be prepared and circulated to all City health and education commission members in advance of all meetings and a copy of such written agenda shall be provided to any member of the public requesting such a copy.

## **SECTION 7. PURPOSE AND OBJECTIVES**

The purpose and objectives of the Commission shall be to:

- A. When requested by the City Council, make investigations, studies, hold hearings and make recommendations to the City Council and Administrative staff concerning City health and education programs.
- B. Implement the requests of the City Council regarding City health and education programs.
- C. Create awareness in the City of health and education programs, in general.
- D. Attempt to implement plans for improved health and education programming in the City.
- E. Determine City health and education programming needs not currently being met by the community.

## **ARTICLE 5**

### **HISTORIC PRESERVATION COMMISSION**

#### **SECTION 1. COMPOSITION – APPOINTMENT OF MEMBERS**

The City historic preservation commission shall consist of five members. Each member of the City historic preservation commission shall be nominated for appointment by one member of the City Council and shall be appointed to the City historic preservation commission by the mayor, subject to the approval of a majority of the City Council. No person shall be appointed to a position on the City historic preservation commission unless such person is a qualified elector of the City. Each such person appointed to the City historic preservation commission shall, as soon as is practicable after such appointment, take and file with the City clerk the oath required pursuant to Article 1, Chapter 11, Title 2 of this code.

#### **SECTION 2. TERM OF OFFICE**

Historic preservation commissioners shall have a term of office of four years. The term of office shall commence upon approval by the City Council and shall expire on same date of the expiration of the term of their nominating Councilmember.

#### **SECTION 3. VACANCIES**

If a vacancy occurs, other than by expiration of a term, it shall be filled by appointment by the mayor, with the approval of a majority of the City Council, for the unexpired portion of the term. Further, all appointments to fill vacancies in the City historic preservation commission shall be subject to the provisions of Section 1 of this Article.

#### **SECTION 4. REMOVAL OF MEMBERS**



A member may be removed from office, prior to the expiration of the member's term, upon expiration of the term of their appointing Councilmember where the commission member's term would otherwise automatically expire without action of the City Council.

Any member of the commission shall be removed from office or that office shall be declared vacant, in the following manner and for the following reasons:

- A. By order of the mayor, subject to the approval of a majority of the City Council.
- B. By a majority vote of the entire City Council.
- C. If a member of the commission ceases to be a qualified elector of the City, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- D. If a member of the commission shall be absent from three consecutive regular meetings of the commission, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- E. If a member of the commission shall be absent from three regular meetings of the commission in any six-month period, such member's office shall be deemed vacant and no further action by the City Council shall be necessary.
- F. If a member of the commission shall fail to comply with the provisions of Article 1 of this code, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- G. At five (5) p.m. on the date specified as the expiration date for the term of office of any member of the commission, said office shall be deemed vacant and no action by the City Council shall be necessary.

## **SECTION 5.            ELECTIONS    AND    POSTS    WITHIN    THE    HISTORIC                                  PRESERVATION COMMISSION**

The City historic preservation commission shall elect a chairman and vice-chairman from among its appointed members for a term of twelve months, and subject to other provisions of law, may create and fill such other offices as it may determine. The election of officers shall occur at the first regular meeting in June of each year. The City historic preservation commission may appoint, from among its appointed members, such subcommittees as are deemed necessary or convenient.

## **SECTION 6.            RULES OF CONDUCT OF MEETINGS**

The City historic preservation commission shall observe the following rules in the conduct of its meetings and business:

- A. The times and places of all City historic preservation commission meetings shall be set by resolution of the City Council.
- B. All meetings of the City historic preservation commission shall be open to the public.
- C. City Council members and the City administrator, when in attendance, shall have the right to be heard on all matters; however, they shall have no vote as to any commission action to be taken.
- D. The City historic preservation commission shall adopt rules for the transaction of business which rules may be modified from time to time as the City historic preservation commission deems necessary or convenient.
- E. The City historic preservation commission shall keep a record of its resolutions, transactions, findings and determinations, which records shall, during all regular business office hours, be open for public inspection.
- F. A written agenda shall be prepared and circulated to all City historic preservation commission members in advance of all meetings and a copy of such written agenda shall be provided to any member of the public requesting such a copy.

## **SECTION 7.            PURPOSE AND OBJECTIVES**

The purpose and objectives of the Commission shall be to:

- A. When requested by the City Council, make investigations, studies, hold hearings and make recommendations to the City Council and Administrative staff concerning City historic preservation programs.
- B. Implement the requests of the City Council regarding City historic preservation programs.
- C. Create awareness in the City of historic preservation programs, in general.
- D. Attempt to implement plans for improved historic preservation programming in the City.
- E. Determine City historic preservation programming needs not currently being met by the community.

## **ARTICLE 6**

### **ARTS AND THEATRE COMMISSION**

## **SECTION 1.            COMPOSITION – APPOINTMENT OF MEMBERS**

The City arts and theatre commission shall consist of five members. Each member of the City arts and theatre commission shall be nominated for appointment by one member of the City Council and shall be appointed to the City arts and theatre commission by the mayor, subject to the approval of a majority of the City Council. No person shall be appointed to a position on the City arts and theatre commission unless such person is a qualified elector of the City. Each such person appointed to the City arts and theatre commission shall, as soon as is practicable after such appointment, take and file with the City clerk the oath required pursuant to Article 1, Chapter 11, Title 2 of this code.

## **SECTION 2.           TERM OF OFFICE**

Arts and theatre commissioners shall have a term of office of four years. The term of office shall commence upon approval by the City Council and shall expire on same date of the expiration of the term of their nominating Councilmember.

## **SECTION 3.           VACANCIES**

If a vacancy occurs, other than by expiration of a term, it shall be filled by appointment by the mayor, with the approval of a majority of the City Council, for the unexpired portion of the term. Further, all appointments to fill vacancies in the City arts and theatre commission shall be subject to the provisions of Section 1 of this Article.

## **SECTION 4.           REMOVAL OF MEMBERS**

A member may be removed from office, prior to the expiration of the member's term, upon expiration of the term of their appointing Councilmember where the commission member's term would otherwise automatically expire without action of the City Council.

Any member of the commission shall be removed from office or that office shall be declared vacant, in the following manner and for the following reasons:

- A. By order of the mayor, subject to the approval of a majority of the City Council.
- B. By a majority vote of the entire City Council.
- C. If a member of the commission ceases to be a qualified elector of the City, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- D. If a member of the commission shall be absent from three consecutive regular meetings of the commission, such member's office shall be deemed vacant and no action by the City Council shall be necessary.

- E. If a member of the commission shall be absent from three regular meetings of the commission in any six-month period, such member's office shall be deemed vacant and no further action by the City Council shall be necessary.
- F. If a member of the commission shall fail to comply with the provisions of Article 1 of this code, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- G. At five (5) p.m. on the date specified as the expiration date for the term of office of any member of the commission, said office shall be deemed vacant and no action by the City Council shall be necessary.

## **SECTION 5. ELECTIONS AND POSTS WITHIN THE ARTS AND THEATRE COMMISSION**

The City arts and theatre commission shall elect a chairman and vice-chairman from among its appointed members for a term of twelve months, and subject to other provisions of law, may create and fill such other offices as it may determine. The election of officers shall occur at the first regular meeting in June of each year. The City arts and theatre commission may appoint, from among its appointed members, such subcommittees as are deemed necessary or convenient.

## **SECTION 6. RULES OF CONDUCT OF MEETINGS**

The City arts and theatre commission shall observe the following rules in the conduct of its meetings and business:

- A. The times and places of all City arts and theatre commission meetings shall be set by resolution of the City Council.
- B. All meetings of the City arts and theatre commission shall be open to the public.
- C. City Council members and the City administrator, when in attendance, shall have the right to be heard on all matters; however, they shall have no vote as to any commission action to be taken.
- D. The City arts and theatre commission shall adopt rules for the transaction of business which rules may be modified from time to time as the City arts and theatre commission deems necessary or convenient.
- E. The City arts and theatre commission shall keep a record of its resolutions, transactions, findings and determinations, which records shall, during all regular business office hours, be open for public inspection.
- F. A written agenda shall be prepared and circulated to all City arts and theatre commission members in advance of all meetings and a copy of such written agenda shall be provided to any member of the public requesting such a copy.

## **SECTION 7.            PURPOSE AND OBJECTIVES**

The purpose and objectives of the Commission shall be to:

- A.     When requested by the City Council, make investigations, studies, hold hearings and make recommendations to the City Council and Administrative staff concerning City arts and theatre programs.
- B.     Implement the requests of the City Council regarding City arts and theatre programs.
- C.     Create awareness in the City of arts and theatre programs, in general.
- D.     Attempt to implement plans for improved arts and theatre programing in the City.
- E.     Determine City arts and theatre programing needs not currently being met by the community.

## **ARTICLE 7**

### **YOUTH COMMISSION**

## **SECTION 1.            COMPOSITION – APPOINTMENT OF MEMBERS**

The City youth commission shall consist of ten members. Each member of the City Council shall nominate two members for appointment to the youth commission. The nominated members shall be appointed to the City youth commission by the mayor, subject to the approval of a majority of the City Council. No person shall be appointed to a position on the City youth commission unless such person is a qualified elector of the City. Each such person appointed to the City youth commission shall, as soon as is practicable after such appointment, take and file with the City clerk the oath required pursuant to Article 1, Chapter 11, Title 2 of this code.

## **SECTION 2.            TERM OF OFFICE**

Youth commissioners shall have a term of office of four years. The term of office shall commence upon approval by the City Council and shall expire on same date of the expiration of the term of their nominating Councilmember.

## **SECTION 3.            VACANCIES**

If a vacancy occurs, other than by expiration of a term, it shall be filled by appointment by the mayor, with the approval of a majority of the City Council, for the unexpired portion of the term. Further, all appointments to fill vacancies in the City youth commission shall be subject to the provisions of Section 1 of this Article.

#### **SECTION 4.**            **REMOVAL OF MEMBERS**

A member may be removed from office, prior to the expiration of the member's term, upon expiration of the term of their appointing Councilmember where the commission member's term would otherwise automatically expire without action of the City Council.

Any member of the commission shall be removed from office or that office shall be declared vacant, in the following manner and for the following reasons:

- A. By order of the mayor, subject to the approval of a majority of the City Council.
- B. By a majority vote of the entire City Council.
- C. If a member of the commission ceases to be a qualified elector of the City, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- D. If a member of the commission shall be absent from three consecutive regular meetings of the commission, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- E. If a member of the commission shall be absent from three regular meetings of the commission in any six-month period, such member's office shall be deemed vacant and no further action by the City Council shall be necessary.
- F. If a member of the commission shall fail to comply with the provisions of Article 1 of this code, such member's office shall be deemed vacant and no action by the City Council shall be necessary.
- G. At five (5) p.m. on the date specified as the expiration date for the term of office of any member of the commission, said office shall be deemed vacant and no action by the City Council shall be necessary.

#### **SECTION 5.**            **ELECTIONS AND POSTS WITHIN THE YOUTH COMMISSION**

The City youth commission shall elect a chairman and vice-chairman from among its appointed members for a term of twelve months, and subject to other provisions of law, may create and fill such other offices as it may determine. The election of officers shall occur at the first regular meeting in June of each year. The City youth commission may appoint, from among its appointed members, such subcommittees as are deemed necessary or convenient.

#### **SECTION 6.**            **RULES OF CONDUCT OF MEETINGS**

The City youth commission shall observe the following rules in the conduct of its meetings and business:



- A. The times and places of all City youth commission meetings shall be set by resolution of the City Council.
- B. All meetings of the City youth commission shall be open to the public.
- C. City Council members and the City administrator, when in attendance, shall have the right to be heard on all matters; however, they shall have no vote as to any commission action to be taken.
- D. The City youth commission shall adopt rules for the transaction of business which rules may be modified from time to time as the City youth commission deems necessary or convenient.
- E. The City youth commission shall keep a record of its resolutions, transactions, findings and determinations, which records shall, during all regular business office hours, be open for public inspection.
- F. A written agenda shall be prepared and circulated to all City youth commission members in advance of all meetings and a copy of such written agenda shall be provided to any member of the public requesting such a copy.

#### **SECTION 7.            PURPOSE AND OBJECTIVES**

The purpose and objectives of the Commission shall be to:

- A. When requested by the City Council, make investigations, studies, hold hearings and make recommendations to the City Council and Administrative staff concerning City youth programs.
- B. Implement the requests of the City Council regarding City youth programs.
- C. Create awareness in the City of youth programs, in general.
- D. Attempt to implement plans for improved youth programing in the City.
- E. Determine City youth programing needs not currently being met by the community.

[SIGNATURES ON FOLLOWING PAGE]

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JULY 2025.**

---

Arturo Flores, Mayor

**ATTEST:**

---

Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

---

Andrew Sarega, Acting City Attorney

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2025-08 was introduced at a Regular Meeting of the City Council of the City of Huntington Park on the 7th day of July 2025 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 21st day of July 2025 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Ordinance is a true, full and correct copy of an ordinance duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

\_\_\_\_\_  
Eduardo Sarmiento, City Clerk

Dated: \_\_\_\_\_

## ITEM 4



# **CITY OF HUNTINGTON PARK**

City Manager's Office  
City Council Agenda Report

July 7, 2025

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

Dear Mayor and Members of the City Council:

## **FIRST READING OF ORDINANCE NO. 2025-07 – ESTABLISHING ARTICLE 5, CHAPTER 5, TITLE 6 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING PROTECTION OF PUBLIC WATER RIGHTS**

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

1. Review and discuss the proposed establishment of Article 5, Chapter 5, Title 6 of the Huntington Park Municipal Code regarding Protection of Public Water Rights.

### **BACKGROUND**

At the request of a City Council Member, staff has prepared an ordinance to facilitate the desire expressed by the City Council Member to protect City water rights to ensure clean and affordable water access to all residents of Huntington Park.

### **LEGAL REQUIREMENT**

No legal consideration needed.

### **FISCAL IMPACT/FINANCING**

No fiscal impact.

### **CONCLUSION**

It is recommended that the Council review and discuss the proposed amendments to Chapter 5 of the Huntington Park Municipal Code and accept for first reading the proposed amendments.

**FIRST READING OF ORDINANCE NO. 2025-07 – ESTABLISHING ARTICLE 5,  
CHAPTER 5, TITLE 6 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING  
PROTECTION OF PUBLIC WATER RIGHTS**

July 7, 2025

Page 2 of 2

Respectfully submitted,

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RICARDO REYES  
City Manager

**ATTACHMENT(S)**

A. Ordinance 2025-07 Amending the Huntington Park Municipal Code



## **ORDINANCE NO. 2025-07**

An ordinance adding new Article 5 to Chapter 5 of Title 6 of the Huntington Park Municipal Code relating to protection of public water rights.

### **THE PEOPLE OF THE CITY OF HUNTINGTON PARK DO ORDAIN AS FOLLOWS:**

A new Article 5 will be added to Chapter 5 of Title 6, entitled “Protection of Public Water Rights” to read as follows:

#### **ARTICLE 5**

#### **PROTECTION OF WATER RIGHTS**

##### **SECTION 1.        PURPOSE**

The people of the City of Huntington Park recognize that access to clean and affordable water is a fundamental human right. The purpose of this ordinance is to ensure that public water rights are protected from privatization or permanent transfer without substantial public consent.

##### **SECTION 2.        DEFINITIONS**

The following definitions shall apply to this Chapter:

- A.     “City” refers to the City of Huntington Park.
- B.     “Qualified Elector” means a registered voter residing in the City.
- C.     “Sale or Transfer” means the conveyance, lease, or assignment of any water right, water utility asset, or water service operation to a private entity or another public agency.
- D.     “Water Rights” means any legal entitlement held by the City or its agencies to use or distribute water resources.

##### **SECTION 3.        PROHIBITION ON SALE OR TRANSFER WITHOUT PRIOR APPROVAL**

No water rights, water utility infrastructure, or operations owned or controlled by the City of Huntington Park shall be sold, transferred, leased, or otherwise conveyed to any private entity, corporation, or public agency without:

- A.     A duly noticed local ballot measure; and
- B.     Approval by not less than a majority of the Qualified Electors voting in such election.

**SECTION 4.          EXEMPTIONS**

Any water pumped in excess of the needs of the City may be sold, leased, or conveyed to private entities or public agencies without prior Qualified Elector approval.

**SECTION 5.          CONFLICTS**

Nothing in this article shall be interpreted or applied so as to create any requirement, power, or duty in conflict with federal or state law.

**SECTION 6.          SEVERABILITY**

If any portion, subsection, sentence, clause, or phrase of this Chapter is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such a decision shall not affect the validity of the remaining portions of this Chapter. The City Council hereby declares that it would have passed this Chapter and each portion or subsection, sentence, clause, and phrase herein, irrespective of the fact that any one or more portions, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

**SECTION 7.          EFFECTIVE DATE**

This ordinance shall take effect thirty (30) days after its adoption.

**APPROVED AND ADOPTED THIS \_\_\_\_ DAY OF JULY 2025.**

\_\_\_\_\_

Arturo Flores, Mayor

**ATTEST:**

\_\_\_\_\_

Eduardo Sarmiento, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_

Andrew Sarega, Acting City Attorney

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES, CITY OF HUNTINGTON PARK

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2025-07 was introduced at a Regular Meeting of the City Council of the City of Huntington Park on the 7th day of July 2025 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 21st day of July 2025 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

The undersigned, City Clerk of the City of Huntington Park, does hereby attest and certify that the foregoing Ordinance is a true, full and correct copy of an ordinance duly adopted at a meeting of said City which was duly convened and held on the date stated thereon, and that said document has not been amended, modified, repealed or rescinded since its date of adoption and is in full force and effect as of the date hereof.

\_\_\_\_\_  
Eduardo Sarmiento, City Clerk

Dated: \_\_\_\_\_

## ITEM 5



# CITY OF HUNTINGTON PARK

Police Department  
City Council Agenda Report

July 7, 2025

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

Dear Mayor and Members of the City Council:

## **APPROVAL OF A GENERAL FUND APPROPRIATION AND DIRECTION TO PROCEED WITH BODY-WORN CAMERA PROGRAM IMPLEMENTATION**

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

1. Approve an appropriation of \$400,000 from the General Fund to support the initial implementation phase of the Police Department's Body-Worn Camera (BWC) Program; and
2. Direct the Police Department to solicit proposals and return to the City Council with a recommendation for the award of a professional services agreement with a qualified vendor.

### **BACKGROUND**

On December 16, 2024, the City Council received a comprehensive presentation outlining the feasibility, benefits, challenges, and estimated costs of implementing a Body-Worn Camera (BWC) Program for the Huntington Park Police Department. The presentation emphasized how BWCs can enhance transparency, accountability, evidence collection, and community relations, while also highlighting critical operational considerations, including data storage, legal compliance, privacy concerns, staffing, and the long-term fiscal impact.

Following the presentation, Councilmember Sanabria motioned, seconded by then Vice Mayor Flores, to direct staff to establish a multidisciplinary workgroup consisting of representatives from Administration, Police Administration, the Police Officers' Association, the City Clerk's Office, Human Resources, Information Technology, Finance, and other relevant stakeholders. This workgroup was tasked with evaluating the feasibility, operational considerations, and financial impacts of a BWC program and returning to the Council with a detailed proposal and recommendations within 60 days.

# **APPROVAL OF A GENERAL FUND APPROPRIATION AND DIRECTION TO PROCEED WITH BODY-WORN CAMERA PROGRAM IMPLEMENTATION**

July 7, 2025  
Page 2 of 3

Although the workgroup has not yet completed its review—as exemplified by the release of a community survey on July 1, 2025, seeking resident input on support for the implementation of body-worn cameras—the City Council has expressed interest in taking swift and decisive action to advance the program. In recognition of this urgency, the Police Department is seeking authorization to appropriate funds and initiate procurement efforts to move closer to program implementation, while the remaining components of the workgroup's analysis continue in parallel.

## **DISCUSSION**

The use of body-worn cameras has been shown to:

- Enhance transparency and accountability in police operations.
- Improve evidence collection and reduce use-of-force incidents.
- Build community trust through objective documentation of interactions.

In anticipation of the implementation, the Police Department seeks approval to appropriate \$400,000 from the General Fund to cover:

- Initial camera and equipment purchases.
- Licensing and data storage.
- Training
- Preliminary legal and redaction-related service costs.

The Department will use this allocation to initiate a Request for Proposals (RFP) process and return to the Council with a qualified vendor recommendation.

## **FISCAL IMPACT/FINANCING**

The proposed appropriation of \$400,000 will be allocated from the General Fund account number 111-7010-421.74-10 to support the initial implementation phase of the Body-Worn Camera (BWC) Program. This funding will cover the costs of equipment procurement, data storage, and training.

While the initial investment is intended to be funded through the General Fund, the Police Department is expected to actively pursue state and federal grants, as well as other external funding sources, to support the initial funding and the program's long-term sustainability.

## **CONCLUSION**

The BWC program represents a significant step forward in modernizing policing in Huntington Park and aligning operations with best practices in public safety. Staff recommends that the Council approve the appropriation and direct proceeding with vendor selection and implementation.



**APPROVAL OF A GENERAL FUND APPROPRIATION AND DIRECTION TO  
PROCEED WITH BODY-WORN CAMERA PROGRAM IMPLEMENTATION**

July 7, 2025  
Page 3 of 3

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized flourish at the end.

RICARDO REYES  
City Manager

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COSME LOZANO  
Chief of Police

**ATTACHMENT(S)**

None

## ITEM 6



# CITY OF HUNTINGTON PARK

Office of the City Clerk  
City Council Agenda Report

July 7, 2025

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

Dear Mayor and Members of the City Council:

## **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**

July 7, 2025

Page 2 of 2

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Ricardo Reyes', with a stylized, flowing script.

RICARDO REYES  
City Manager

A handwritten signature in blue ink, appearing to read 'Eduardo Sarmiento', with a stylized, flowing script.

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"

RESOLUTION NO. 2025-01

## A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AMENDING THE LIST OF ESTABLISHED CITY COMMISSIONS TO INCLUDE THE ADDITION OF THE ARTS AND THEATRE COMMISSION

**WHEREAS**, the City Council has decided to amend all commission resolutions to provide for congruent and consistent regulation and structure across all City Commissions.

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

### **SECTION 1:** Establishment of City Commissions.

The City has currently established the following commissions to serve in the capacity as advisory bodies to the City Council:

Planning Commission  
Civil Service Commission  
Parks and Recreation Commission  
Health and Education Commission  
Historic Preservation Commission  
Youth Commission  
Arts and Theatre Commission

This Resolution is intended to govern and supersede all prior resolutions establishing and amending member qualifications, organizational rules, guidelines and structure for City Commissions and hereby repeals all provisions in conflict with the provisions contained herein by the adoption of the revised provisions below. This Resolution will also govern over provisions of City ordinances currently in existence, but which will be repealed or amended for consistency with this Resolution. This Resolution shall also govern and control any additional Commission created by the City Council in addition to those enumerated above.

### **SECTION 2:** Membership.

All City Commissions shall consist of five (5) members, with the exception of the Youth Commission which shall consist of ten (10) youth from the City as defined below. All members of each Commission shall be a resident of the City of Huntington Park, however, at the City Council's discretion, no more than two (2) Commissioners for any Commission may be non-Huntington Park residents. Each person seeking appointment to a Commission shall complete an application provided by the City and submit to a Live Scan background check before being appointed to a Commission and before being sworn in to office.

1           **SECTION 3: Appointment, Reappointment and Removal.**

2           Each member of the City Council shall have authority to appoint one (1)  
3 member to each Commission, with the exception of the Youth Commission, which  
4 shall consist of two (2) members appointed by each City Councilmember. Each  
5 Councilmember shall appoint their Commissioners within sixty (60) days of assuming  
6 office, or from the adoption of this Resolution, or from a vacancy occurring for said  
7 Commission position for that respective Councilmember appointment. If no  
8 appointment is made within sixty (60) days of assuming office, or from the adoption of  
9 this Resolution, or from a vacancy occurring for said Commission position, the Mayor  
10 shall appoint a member to the vacant seat.

11           Commission members may be removed from their appointment due to  
12 disqualification as provided for in this Resolution or upon the sole decision by the  
13 Councilmember who appointed that Commissioner. All appointments or removal of  
14 Commissioners shall occur at an open meeting of the City Council. If removal of a  
15 Commissioner occurs, the City Clerk shall send notice to that Commissioner at the last  
16 address on file with the City.

17           **SECTION 4: Term of Office.**

18           Each Commissioner's term shall be for a period of four years, unless removed  
19 by the appointing Councilmember or as a result of disqualification as set forth herein.  
20 Notwithstanding the foregoing, no Commissioner shall serve for a period which  
21 exceeds the time in office for the Councilmember appointing that Commissioner. In  
22 the event that the appointing Councilmember completes his or her term, vacates their  
23 office or otherwise is no longer holding office, the term of the Commissioner appointed  
24 by said Councilmember shall end. However, nothing contained in this section shall  
25 prevent another Councilmember or the new Councilmember from appointing the  
26 individual back to the same Commission or to a different Commission.

27           **SECTION 5: Vacancy Due to Disqualification.**

28           When a member no longer meets the qualifications for the Commission, the  
member is therefore disqualified, and the office shall thereupon become vacant.

**SECTION 6: Vacancy.**

          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.

**SECTION 7: Quorum.**

          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.



1       **SECTION 8: Purpose.**

2       The purpose, duties and responsibilities of each Commission shall be  
3 established by the City Council by ordinance and codified in the Huntington Park  
4 Municipal Code.

5       **SECTION 9: Organization.**

6       Annually in the month of March, the Commission shall elect one of its members  
7 as Chair and Vice-Chair. City staff shall act as the Commission Secretary. Staff  
liaisons shall act as the conduit for all communications to the City Council.

8       **SECTION 10: Meetings.**

9       Regular meetings of the Commission shall be as set by each Commission. The  
10 place of such meetings shall be at City Hall unless otherwise designated by the City  
11 Council or approved by a majority of the total membership of the Commission. When  
12 the day for such regular meetings falls on a legal holiday, the meeting shall not be  
13 held on such holiday, but shall be held at the same hour on the next succeeding day  
14 thereafter which is not a holiday. All meetings of the Commission shall be open and  
15 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.

16       **SECTION 11: Termination of Commission.**

17       Termination of the Commission shall be done at the will and vote of the City  
18 Council.

19       **SECTION 12: Compensation.**

20       Commission member compensation shall be set by resolution of the City  
21 Council.

22       **SECTION 13: Commission Handbook.**

23       All Commission Members must adhere to the provisions contained and  
24 referenced in the City of Huntington Park Commission Handbook as approved by the  
City Council.

25       **SECTION 14:**

26       The City Clerk shall certify to the adoption of this Resolution.  
27  
28

# **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