

CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda

Tuesday, September 23, 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. 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

CITY COUNCIL MEETING AGENDA

decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

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

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

PUBLIC COMMENT

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

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

ADDITIONS/DELETIONS TO AGENDA

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

IMPORTANT NOTICE

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

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

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

COMMUNITY PRESENTATION(S) AND ANNOUNCEMENTS

1. PRESENTATION ON CHARTER SCHOOL COMMUNITY PROGRAMING AND SERVICES

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.

CONSENT CALENDAR

All matters listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items prior to the time the Council votes on the motion unless members of the Council, staff, or the public request specific items to be discussed and/or removed from the Consent Calendar for separate action.

CITY CLERK

1. CITY COUNCIL MEETING MINUTES

IT IS RECOMMENDED THAT CITY COUNCIL:

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

1. Regular City Council Meeting held August 18, 2025

FINANCE

2. WARRANT REGISTERS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated September 23, 2025

PUBLIC WORKS

3. APPROVE LIST OF VEHICLES AS SURPLUS AND AUTHORIZATION TO SELL VIA AUCTION

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the attached list of vehicles as surplus; and
2. Authorize Public Works Department to sell via auction.

CITY MANAGER

4. AGREEMENT WITH COUNTY OF LOS ANGELES FOR LIBRARY PARKING

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss proposed Agreement with the County of Los Angeles.

END OF CONSENT CALENDAR

PUBLIC HEARING(S)

FINANCE

1. CONSIDERATION AND APPROVAL TO IMPLEMENT USER FEE STUDY PREPARED BY WILL DAN FINANCIAL SERVICES

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing; and
2. Take public testimony; and
3. Separate parking citations from the User Fee Study make it open to the public; and
4. Conduct a study session to evaluate the feasibility of implementing a separate hardship waiver program, and veteran discount program; and
5. Direct staff to make updates to the user fees based on Council request.

ORDINANCES AND RESOLUTIONS

POLICE DEPARTMENT

1. CONSIDERATION AND APPROVAL OF THE CITY OF HUNTINGTON PARK EMERGENCY OPERATIONS PLAN (EOP)

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the City of Huntington Park Emergency Operations Plan (EOP); and

2. Adopt a Resolution formally adopting the City of Huntington Park Emergency Operations Plan (EOP) as the City's official framework for emergency management, disaster response, preparedness, and recovery; and
3. Authorize the City Manager to implement and maintain the plan in coordination with all City departments.

CITY MANAGER

2. CONSIDERATION AND APPROVAL OF RESOLUTION AUTHORIZING NEW POSITIONS, AMENDMENT TO THE SALARY SCHEDULE, AND BUDGET APPROPRIATIONS TO SUPPORT ORGANIZATIONAL CAPACITY, SUCCESSION PLANNING, AND SERVICE DELIVERY

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution effectuating the addition of the following classifications and positions to the City's classification and salary plan: Police Department: Police Administration Manager; one (1) Community Service Officer; six (6) Public Safety Officers (two assigned to the Park Ranger Program, four assigned to restore the Downtown Bike Patrol Program). Community Development Department: Assistant Director of Community Development; Assistant Planner; Building Official. Public Works: Recycling Coordinator. Human Resources Department: Risk Management Analyst; and
2. Amend the City of Huntington Park Salary Schedule through Resolution to reinstate the classification of Senior Maintenance Worker; and
3. Appropriate funds from the General Fund to the Fiscal Year 2025–26 Budget to support the new positions identified in Recommendation No. 1; and
4. Authorize the City Manager to take all necessary steps to implement recruitment and filling of these positions consistent with Civil Service Rules, Personnel Ordinance No. 1456, and applicable Memoranda of Understanding (MOUs); and
5. Discuss and provide direction on whether to authorize the position of Assistant Chief of Police, with the understanding that if the Council approves the position, the Police Captain classification should be eliminated to avoid redundancy and conflict in the Police Department's executive management.

END OF ORDINANCES AND RESOLUTIONS

STUDY SESSION

None

REPORTS AND INFORMATIONAL ITEMS

CITY MANAGER

1. CONSIDERATION AND APPROVAL OF AN AGREEMENT FOR DISTRICTING CONSULTING SERVICES AND APPROPRIATION OF FUNDS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve an agreement with National Demographics Corporation (NDC) to provide professional consulting services for the City's transition to district-based elections; and
2. Appropriate \$50,000 from the General Fund to account number 111-0210-413-56-41, to fund districting consulting services; and
3. Authorize the City Manager to negotiate and finalize the terms, execute the agreement and any related documents, and take all necessary actions to initiate the project.

PUBLIC WORKS

2. CONSIDERATION AND APPROVAL TO AWARD A PUBLIC WORKS CONTRACT FOR WELL NO. 14 REHABILITATION

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Award contract to General Pump Company for the rehabilitation of Well No. 14; and
2. Authorize the City Manager to execute the Public Works Contract.

POLICE DEPARTMENT

3. APPROVE FY 2025-2026 STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY AGREEMENT AND ACCEPT GRANT FUNDING

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Accept funding for the Police Department provided by the State of California Office of Traffic Safety (OTS) through the Selective Traffic Enforcement and Pedestrian and Bicycle Safety Programs, totaling \$149,450 for FY 2025-2026; and
2. Authorize the City Manager to execute the Standard Agreement for FY 2025-2026 Selective Traffic Enforcement and the Pedestrian and Bicycle Safety Programs between the City of Huntington Park and the State of California Office of Traffic Safety (OTS); and

3. Approve a budget appropriation in the amount of \$149,450 and authorize the Finance Director to designate appropriate expenditure and revenue accounts to administer the grant reimbursement funds; and
4. Designate the Chief of Police to manage the grant goals and objectives and ensure successful outcomes.

COMMUNITY DEVELOPMENT

4. CONSIDERATION AND SELECTION OF A PARKING OPERATOR AND FINALIZE A PARKING PLAN AND TERMS FOR AN OPERATING AGREEMENT

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Selection of Metropolis as the city's parking operator based on their demonstrated expertise, operational plan, and comprehensive proposal; and
2. Authorize the City Manager to finalize the operational details with Metropolis and include negotiating terms, outlining responsibilities, and address any outstanding issues related to the parking operation and options; and
3. Direct staff to prepare and draft an operating agreement upon completion of negotiations, reflecting the terms agreed upon with Metropolis and present to City Council with parking plan options and revenue sharing; and
4. Direct staff to bring back finalized draft operating agreement with parking options for City Council review, discussion, and formal approval prior to implementation.

5. CONSIDERATION AND APPROVAL TO AWARD MEASURE A FUNDS TO THE SALVATION ARMY BELL SHELTER AS THE SUBRECIPIENT TO PROVIDE HOMELESS SERVICES

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Award a One (1) year subrecipient agreement to provide homeless services by The Salvation Army Bell Shelter for the not-to-exceed amount of \$194,910; and
2. Authorize the City Manager to execute the Subrecipient agreement

CITY CLERK

6. COUNCIL NOMINATION AND CONSIDERATION FOR APPOINTMENT TO VARIOUS COMMISSIONS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Make appointments to Commissions consistent with provisions set forth in Ordinance No. 2025-08.

END OF REPORTS AND INFORMATIONAL ITEMS

DEPARTMENTAL REPORTS

COUNCIL COMMUNICATIONS

Council Member Nancy Martiz

Council Member Karina Macias

Council Member Jonathan A. Sanabria

Vice Mayor Eduardo “Eddie” Martinez

Mayor Arturo Flores

RECESS TO CLOSED SESSION

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): Two potential cases

ADJOURNMENT

The City of Huntington Park City Council will adjourn the meeting to a Regular Meeting on Tuesday, October 14, 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 not less than 72 hours prior to the meeting. Dated this 19th day of September 2025.



Eduardo Sarmiento, City Clerk

CONSENT CALENDAR

ITEM 1

CITY COUNCIL MEETING MINUTES

Tuesday Meeting of the
City of Huntington Park City Council
Monday, August 18, 2025

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:04 p.m. on Monday, August 18, 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, Gerardo “Gerry” Lopez Public Works 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 Sanabria.

PRESENTATION(S)

1. **CERTIFICATE OF RECOGNITION TO CELEBRATION NATION FOR CONTRIBUTION IN PLANNING OF COMMUNITY GATHERING AT SALT LAKE PARK HELD JUNE 14, 2025**
2. **PRESENTATION BY LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY RELATE TO RECONNECTING COMMUNITIES AND NEIGHBORHOODS (RCN)**

PUBLIC COMMENTS

The following people/ person provided public content:

1. Kathy W/ More LA
2. Vanessa Aramallo
3. Dereck Blansengy
4. David Sanchez
5. Maria De Los Angeles SFO
6. Ana Maria Baldman
7. Rodolfo Cruz
8. Vergio Figueroa
9. Christian Vasquez
10. Flavidel keme
11. Iris Delgado
12. Baldomero Capiz

STAFF RESPONSE

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 July 15, 2025

FINANCE

2. WARRANT REGISTERS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated August 18, 2025

CITY MANAGER

3. SECOND READING OF ORDINANCE NO. 2025-10 TO CHANGE CITY COUNCIL MEETING DAYS FROM FIRST AND THIRD MONDAYS OF THE MONTH TO SECOND AND FOURTH TUESDAYS OF THE MONTH

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Consider changing the day for the regular City Council meetings from the 1st and 3rd Monday of every month to the 2nd and 4th Tuesday of every month; and
2. If Council concurs, waive further reading and approve an Ordinance amending Ordinance No. 2024-02, Amending Title 2 Chapter 1 Article 2 Section 2-1.201 of the Huntington Park Municipal Code Relating to City Council Meetings; and
3. Notify the public of the new meeting day Tuesday to take effect 15 days after the adoption of said ordinance at the August 18, 2025, City Council Regular Meeting, with the first new regular City Council meeting starting Tuesday, September 9, 2025.

PUBLIC WORKS

4. CONSIDERATION AND AUTHORIZE CITY MANAGER TO EXECUTE THE LETTER OF AGREEMENT (LOA) WITH LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA)

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve and authorize the City Manager to execute the LOA with LACMTA for a project along Florence Ave.

MOTION: Vice Mayor Martinez motioned to passed Consent Calendar. The motion was seconded by Vice Mayor Sanabria. Councilmember Macias abstained from voting. The voting 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

PUBLIC HEARING(S)

FINANCE

1. CONSIDERATION AND APPROVAL TO IMPLEMENT USER FEE STUDY PREPARED BY WILLDAN FINANCIAL SERVICES

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing; and

- 2. Take public testimony; and
- 3. Direct staff to make updates to the user fees based on Council request.

Public Hearing Opened: 7:25pm

No Public Comments were made.

Public Hearing Closed: 7:26pm

MOTION: Mayor and Councilmember Sanabria discussed their concerns regarding raising the parking fees. This should be considered separated to consider circumstances. Council member Sanabria motioned to table the item and bring back a future meeting. The motion was seconded by Vice Mayor Martinez. The motion was carried by unanimous vote.

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

NOES: Council Member(s): None

ABSTAIN: Council Member(s): None

POLICE DEPARTMENT

2. CONSIDERATION TO MODIFY SCHOOL CROSSING GUARD SERVICE LOCATIONS AND RENEW AGREEMENT WITH ALL CITY MANAGEMENT SERVICES AND ACCEPT INCREASE IN COST

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Consider modifying school crossing guard service locations and renewal of the crossing guard services agreement with All City Management Services; and
- 2. Authorize the City Manager to finalize and execute the agreement.

MOTION: Mayor Flores motioned to add a friendly amendment and conduct a study on which crosswalks should have crossing guards. Keep as is, send to RFP, staff create need assessment, and collaborate with LAUSD to conversate some of the partnership. Council member Sanabria motioned to add a friendly amendment to really look into the study and focus on which schools really do require these services.

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

NOES: Council Member(s): NA

3. CONSIDERATION AND APPROVAL FOR THE IMPLEMENTATION OF A POLICE BODY-WORN CAMERA PROGRAM AND APPROVE AGREEMENT WITH MOTOROLA SOLUTIONS FOR THE PURCHASE OF SIXTY (60) BODY-WORN CAMERAS, INCLUDING ACCESSORIES AND SOFTWARE

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Authorize the City Manager to enter into a five (5) year agreement with Motorola Solutions for the purchase of sixty (60) body-worn cameras, including all necessary accessories and software; and
- 2. Authorize the Chief of Police to implement the police body-worn camera program, procure the required equipment and software, and establish policy.

MOTION: Council member Sanabria motioned to Authorize the City Manager to enter into a five (5) year agreement with Motorola Solutions for the purchase of sixty (60) body-worn cameras, including all necessary accessories and software; and; Authorize the Chief of Police to implement the police body-worn camera program, procure the required equipment and software, and establish policy. The motion was seconded by Council member 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

PUBLIC WORKS

4. RESOLUTION TO APPROVE ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SENATE BILL 1 (SB1), THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Resolution approving the Fiscal Year 2025-26 project list for Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017; and
2. Authorize staff to upload the resolution with the list of streets to the California Transportation Commission (CTC) website, CalSMART.

MOTION: Council member Sanabria motioned to Adopt Resolution approving the Fiscal Year 2025-26 project list for Senate Bill 1 (SB1), the Road Repair and Accountability Act of 2017; and Authorize staff to upload the resolution with the list of streets to the California Transportation Commission (CTC) website, CalSMART.

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

NOES: Council Member(s): NA

5. CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION MANAGEMENT CONTRACT TO BEDROCK GROUP INC. FOR CIP 2024-01 EMERGENCY OPERATIONS CENTER (EOC)

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Award contract to Bedrock Group Inc. for the construction of CIP 2024-01 Emergency Operations Center as a responsive and responsible bidder for a not-to-exceed amount of \$2,000,000;
2. Authorize the City Manager to execute the PSA.

MOTION: Council member Sanabria motioned to continue this item to the next regularly scheduled meeting. Scheduled for Monday, August 18, 2025. The motion was seconded by Vice Mayor 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): None

COMMUNICATIONS AND COMMUNITY RELATIONS

6. CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT FOR NEIGHBORHOOD CANVASSING SERVICES FOR BROADBAND NEEDS

ASSESSMENT

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Award a Professional Services Agreement (PSA) to The Principia Group, LLC, in an amount not-to-exceed \$109,250.00, for neighborhood canvassing services to support the Broadband Needs Assessment component of the City’s Broadband Project, to be funded through the CPUC Federal Funding Award; and
- 2. Authorize the City Manager to execute the Professional Services Agreement.

1st MOTION: Councilmember Sanabria motioned to award PSA to Principial Group, LLC. This motion died due to a lack of second.

2nd MOTION: Mayor Flores motioned to award the agreement to Southeast Community Development Corporation. The motion was seconded by Vice Mayor Flores. The motion carried by unanimous consent.

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

NOES: Council Member(s): Sanabria

7. SECOND READING OF ORDINANCE NO. 2025-01 AMEDNDING THE DOWNTOWN SPECIFIC PLAN AND ORDIANCE NO. 2025-02 AMENDING TITLE 9, ZONING OF THE HUNTINGTON PARK MUNICIPAL CODE

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Waive full reading and adopt Ordinance No. 2025-01 amending the downtown specific plan and Ordinance No. 2025-02 amending title 9, zoning of the Huntington Park municipal code by title.

MOTION: Vice Mayor Martinez motioned to approve. The motion was seconded by Councilmember Sanabria.

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

NOES: Council Member(s): None

CITY CLERK

7. 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.

No Appointments made tonight.

PUBLIC HEARING(S)

FINANCE

1. CONSIDERATION AND APPROVAL OF A RESOLUTION ESTABLISHING AND ORDERING THE LEVY AND COLLECTION OF THE ANNUAL SPECIAL TAX FOR THE CITY OF HUNTINGTON PARK STREET LIGHTING, PARKS, AND LANDSCAPING SPECIAL TAX DISTRICT FOR FISCAL YEAR 2025-2026

IT IS RECOMMENDED THAT CITY COUNCIL:

- 4. Conduct a public hearing; and
- 5. Take public testimony; and

6. Adopt a Resolution Establishing and Ordering the Levy and Collection of the Annual Special Tax for the City of Huntington Park Street Lighting, Parks and Landscaping Special Tax District for Fiscal Year 2025-2026.

Public Testimony Opened at: 10:25pm.

No Public Testimony or Written comments were conducted or submitted for item.

Public Testimony Closed at: 10:25pm

Councilmember Macias motioned to Adopt a Resolution Establishing and Ordering the Levy and Collection of the Annual Special Tax for the City of Huntington Park Street Lighting, Parks and Landscaping Special Tax District for Fiscal Year 2025-26/ The motion was seconded by Vice Mayor 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): None

END OF PUBLIC HEARING(S)

ORDINANCES AND RESOLUTIONS

CITY MANAGER

1. FIRST READING OF ORDINANCE NO. 2025-11 ESTABLISHING AN ANTI-TRUST POLICY FOR AWARD OF CITY CONTRACTS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss proposed Ordinance No. 2025-11.

Council member Macias motioned to Adopt a Resolution Establishing and Ordering the Levy and Collection of the Annual Special Tax for the City of Huntington Park Street Lighting, Parks and Landscaping Special Tax District for Fiscal Year 2025-26/ The motion was seconded by Vice Mayor 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): None

2. FIRST READING OF ORDINANCE NO. 2025-12 ESTABLISHING A RECEIVERSHIP POLICY FOR PROPERTIES UNDER RECEIVERSHIP IN THE CITY OF HUNTINGTON PARK

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss proposed Ordinance No. 2025-12.

Motion: Council member Sanabria motioned to approve Ordinance No. 2025-12. The motion was seconded by Council member Martiz. The motion was carried by unanimous vote.

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

NOES: Council Member(s): None

3. CONSIDERATION OF APPROVAL OF RESOLUTION NO. 2025-XX REGARDING IMPLEMENTATION OF EVIDENCE BASED SYSTEMS TO ASSIST UNHOUSED INDIVIDUALS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss the proposed Resolution regarding implementation of evidence-based system to assist unhoused individuals.

MOTION: Council member Sanabria motioned to table the item for further analysis. The motion was seconded by Vice Mayor 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): None

4. CONSIDERATION AND APPROVAL OF RESOLUTION APPROVING THE RENEWAL OF THE PUBLIC HEALTH CONTRACT BETWEEN THE CITY OF HUNTINGTON PARK AND THE LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Resolution approving a five-year renewal of the Public Health Contract between the City of Huntington Park and the County of Los Angeles Department of Public Health; and
2. Authorize the City Manager to execute the agreement.

MOTION: Vice Mayor Martinez motioned to Adopt Resolution approving a five-year renewal of the Public Health Contract between the City of Huntington Park and the County of Los Angeles Department of Public Health; and Authorize the City Manager to execute the agreement. The motion was carried by unanimous consent.

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

NOES: Council Member(s): None

PUBLIC WORKS

5. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, IN SUPPORT OF THE RAIL TO RIVER ACTIVE TRANSPORTATION CORRIDOR PROJECT – SEGMENT B, AND AFFIRMING THE CITY'S COMMITMENT TO ENSURING SEAMLESS, SAFE, AND HIGH-QUALITY CONNECTIONS BETWEEN SEGMENT A AND SEGMENT B, INTEGRATING BEST-PRACTICE STREET DESIGN OPTIONS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Resolution approving support to LA Metro's Rail To River Active Transportation Corridor Project – Segment B, and affirming the City's commitment to ensuring seamless, safe, and high-quality connections between Segment A and Segment B, integrating best-practice street design options; and
2. Authorize staff to collaborate with Metro, City of Bell, Los Angeles County's Supervisor Holly Mitchell, residents, regional organizations and other partners to advocate for these changes and communicate its position to LA Metro.

MOTION: Mayor Flores added some amendments to the letter. The new letter states. Councilmember Sanabria motioned to approve with the amendments that were just made. 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

Ver Batum

“WHEREAS, the Rail to River Active Transportation Corridor Project – Segment B is a regionally significant initiative led by the Los Angeles County Metropolitan Transportation Authority (Metro) to convert a former rail right-of-way into a safe, accessible, and sustainable multi-modal corridor, enhancing community connectivity through walking and biking infrastructure built to nationally recognized standards of safety and comfort; and

WHEREAS, The City of Huntington Park has committed to provide safety for pedestrians and bicycles as described in the mobility and circulation element of the general plan amendment.

WHEREAS, the City of Huntington Park requires the development of sustainable, safe, and community-serving active transportation infrastructure, and recognizes the long-term health, economic, environmental, and social equity benefits of the Rail to River Project; and

WHEREAS, the City is committed to ensuring that the design of Segment B maximizes **real community benefits** for Huntington Park residents, particularly in terms of safety, mobility, access to green amenities, and local connectivity; and

WHEREAS, the City recognizes that implementing the Rail to River Project – Segment B may require thoughtful consideration of street configurations, supporting separated bike lanes as stated in the Huntington Park 2014 master bike plan and class four bike lane, including exploring innovative design solutions such as single-lane streets, traffic calming strategies, and the potential relocation or reconfiguration of existing on-street parking; and

WHEREAS, the City shall give due consideration to the inclusion of supplementary infrastructure—such as shaded areas, water stations, restrooms secure bike parking, wayfinding signage, and lighting designed to enhance safety during evening hours — to ensure that residents of all backgrounds are encouraged to engage with the newly implemented designs; and

WHEREAS, the City is committed to working collaboratively with Metro, City of Bell, Los Angeles County’s Supervisor Holly Mitchell, residents, and regional organizations to identify solutions that both enhance, accessibility, connectivity, continuity, and active transportation options;

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

SECTION 1. The City supports the Rail to River Active Transportation Corridor Project – Segment B and affirms its commitment to delivering real measurable benefits for Huntington Park residents, this commitment encompasses advancing initiatives to prevent chronic disease, expanding opportunities for active transportation and fostering healthy lifestyles through safe accessible walking and biking connections that link the community to parks, schools, businesses, and central services. Additionally, to include project timelines, and detailed project updates for Huntington Park residents.

SECTION 2. The City requires Metro to revise Segment B designs to include a minimum class four bike lane exploring parking designs options, elevated crosswalks at all crossings, and additional funding for key community amenities.

SECTION 3. The City will collaborate with Metro, Neighboring Cities, Los Angeles County’s Supervisorial districts two and four, residents, regional organizations and other partners to advocate for these changes and communicate its position to LA Metro through this resolution.

SECTION 4. The City will seek support from community organizations, regional transportation advocates, and elected officials to build momentum and support for this effort to include the identification of additional funding sources to deliver community spaces that align with the communities active transportation needs with emphasis to deliver deliver safe, continuous, and high-comfort facilities for people walking and biking that eliminate gaps, avoid unnecessary detours, and are designed for users of all ages and abilities.

SECTION 5. The City will ensure staff communicates with the Metro Active Transportation Segment B and gateway to ensure alignment with the projects. Alignment should not be heading in different direction that is not in alignment with segment B or the southeast gateway line.

The mayor called for a 10-minute recess at 8:36pm.
The council readjoined at 8:49pm.

6. APPROVE LOS ANGELES GATEWAY REGION INTEGRATED REGIONAL WATER MANAGEMENT AUTHORITY “GWMA” AMENDED AND RESTATED JOINT EXERCISE OF POWER AUTHORITY AGREEMENT

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Adopt Resolution approving the Amended and Restated Joint Exercise of Powers Agreement (“JPA Agreement”) for the Los Angeles Gateway Region Integrated Regional Water Management Authority (“GWMA”); and
- 2. Authorize the City Manager to execute the Amended and Restated JPA Agreement, as presented.

MOTION: Vice Mayor Martinez motioned to Adopt Resolution approving the Amended and Restated Joint Exercise of Powers Agreement (“JPA Agreement”) for the Los Angeles Gateway Region Integrated Regional Water Management Authority (“GWMA”); and. Authorize the City Manager to execute the Amended and Restated JPA Agreement, as presented. Councilmember Macias seconded the motion. The motion was carried by unanimous consent.

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

NOES: Council Member(s): None

REPORTS AND INFORMATIONAL ITEMS

CITY MANAGER

1. CONSIDERATION AND DIRECTION TO INITIATE THE PROCESS OF ESTABLISHING CITY COUNCIL DISTRICTS AND AUTHORIZE THE CITY MANAGER TO RETAIN A CONSULTANT TO PROVIDE ANALYSIS AND RECOMMENDATIONS

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Open the item for discussion; and
- 2. Provide direction on initiating a process to transition the City of Huntington Park from at-large to district-based elections; and

- 3. Authorize the City Manager to retain a qualified consultant to evaluate, analyze, and present districting options to the City Council, including community outreach, mapping, and compliance with applicable laws.

MOTION: Councilmember Sanabria motioned to open the item for discussion; and provide direction on initiating a process to transition the City of Huntington Park from at-large to district- based elections; and Authorize the City Manager to retain a qualify consultant to evaluate, analyze, and present districting options to the City Council, including community outreach, mapping, and compliance with applicable laws. The motion was seconded by Councilmember Martiz. The motion was passed by majority consent.

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

NOES: Council Member(s): NA

ABSTAIN: Council Member(s): Macias

PUBLIC WORKS

2. CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR PROJECT MANAGEMENT AND CONSULTING SERVICES FOR BROADBAND INFRASTRUCTURE DEPLOYMENT

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Award the Professional Services Agreement (PSA) to Entrust for project management and consulting services related to the oversight of the City’s Broadband Infrastructure Project for a not-to-exceed amount of \$1,457,472.00; and
- 2. Authorize the City Manager to finalize terms and execute the professional services agreement.

MOTION: Vice Mayor Martinez motion to award the professional services agreement to entrust for project management and consulting services related to the oversight of the City’s Broadband Infrastructure Project for a non-to-exceed amount of \$1,457,472.00 and Authorize the City Manager to finalize terms and execute the professional services agreement. The motion was seconded by Councilmember Martiz. The motion was carried by majority consent.

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

NOES: Council Member(s): NA

3. CONSIDERATION AND APPROVAL TO AWARD A CONSTRUCTION MANAGEMENT CONTRACT TO BEDROCK GROUP INC. FOR CIP 2024-01 EMERGENCY OPERATIONS CENTER (EOC)

IT IS RECOMMENDED THAT CITY COUNCIL:

- 1. Award contract to Bedrock Group Inc. for the construction of CIP 2024-01 Emergency Operations Center as a responsive and responsible bidder for a not-to-exceed amount of \$2,000,000; and
- 2. Authorize the City Manager to execute the Contract Services Agreement.

MOTION: Councilmember Sanabria motioned to approve and 1. Award contract to Bedrock Group Inc. for the construction of CIP 2024-01 Emergency Operations Center as a responsive and responsible bidder for a not-to-exceed amount of \$2,000,000; and Authorize the City Manager to execute the Contract Services Agreement.

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

NOES: Council Member(s): NA

ABSTAIN: Council Member(s): Macias

CITY CLERK

4. 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.

Mayor Flores appointed Maria Flores to the Planning Commission

Mayor Flores appointed Ruben Cardiel to the Parks and Recreation Commission.

DEPARTMENTAL REPORTS

Parks: Afterschool program is open. We encourage kids to come and check out. We have a lot of activities planned. For children ages 6-16. We are open until 5:30. This Saturday is back to school event with Univision. That will take place at Salt Lake Park from 8am-1pm. Annual event with large turnout and giveaways. Backpacks, Health Screening, Food Distribution, and an overall great resource. We encourage all to come out.

Community Development: Update on fire on Santa Fe/ and Gage. Southwest corner which is a former cleaner. Property sustained great damage and was determined unsafe to occupy at this point.

Public Works: Thank you to council for approving today's agenda items.

Communications: HP With You program is helping about 80 families per week. 5 are being provided legal services. We are going through the process of assisting people.

Police: Thank you for council for moving the EOC project forward. City of Huntington Park sets the trend. Once the project is complete Huntington Park will have the most up-to-date emergency operation center in the South East. Thank you!

Finance: Wanted to let community know as we transition from one bank to another for the public to be able to mail check in. We currently have both lockboxes open. If there are any questions they can reach out to front desk staff in finance.

WRITTEN COMMUNICATIONS

Maria De Los Angeles- Concerns regarding the lighting and trash near the church off of Cedar/ Florence. Potentially adding lights and more patrol to ensure homeless don't camp there and the area remains clean

Marria Villatoro: Support of keeping the crossing guards, and against cutting the crossing guard program.

Cristina Alcaraz: Support of keeping the crossing guards, and against cutting the crossing guard program.

Felix Reza: Reporting homeless people near his shop. He rents the location, thus he can't make formal complaints without the landlord's assistance.

COUNCIL COMMUNICATIONS

Councilmember Macias: Thank you to directors and have a good night.

Councilmember Martiz: Thank you all for all the hard work that you do. And for showing up for us and the community.

Councilmember Sanabria: Thank you city clerk for ensuring batteries are operating today. Can we bring back the situation of Santa Fe/ Gage.

Vice Mayor Martinez: Thank you for good meeting. Did want to bring attention on Hill and State. It is beginning to look littered. Maybe talk to owner to get it cleaned up. Can we also organize a fall community clean up.

Mayor Flores: Reminded colleagues we are able to give directions openly and transparently to staff. Can we bring back emergency moratorium for evictions and homes considering what is happening with ICE. We want to try to find funding for the City to be able to intervene or fix the issues that are happening in the City. He wanted to recognize the state of Salt Lake Park, he brought up issues regarding unhoused individuals and upkeep. He recognized the Public Works staff for their hard work. Mayor Flores requested an update on Raul Perez Park, being that it was utilized by the fire department as a temporary station. He also requested staff to get a fall community cleanup on the calendar. There are members of our community that are dealing with many issues. We should really look into making sure the problems are solved correctly. Like when it comes to painting the sidewalks, we should be sanding and then painting over. We should be elevating ourselves to these standards and ensuring our staff is providing excellent customer service.

Council Entered in Closed Session on: 9:49pm

CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS Regarding Represented Employees - Government Code § 54957.6
City's Representatives: Ricardo Reyes, City Manager
Employee Organization: General Employee Association (GEA)
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Name of Case: Raymond Garcia v. City of Huntington Park
Case No: 25STCV22667
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Government Code § 54956.8
Property: 2938 E. 60th Place
Agency Negotiator: Ricardo Reyes, City Manager
Negotiating Parties: Ruta Lizet Trust
Under Negotiation: Price and Terms
4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Government Code § 54956.8
Property: 4301 E. 60th Street
Agency Negotiator: Ricardo Reyes, City Manager
Negotiating Parties: Jose & Francisca Rosales
Under Negotiation: Price and Terms

Council Returned from Closed Session at 10:35pm

CLOSED SESSION REPORT

During Closed Session No reportable action was taken.

ADJOURNMENT

MOTION: Mayor Flores adjourned 10:33pm. The next regularly scheduled city council meeting is set to be held on Tuesday, September 9th, 2025 @6pm.

Respectfully submitted,


Eduardo Sarmiento, City Clerk

Public Finance Authority Meeting called to order at 10:33pm.

PRESENT: Board members: Karina Macias, Nancy Martiz, Jonathan A. Sanabria; Vice Chair Eduardo “Eddie” Martinez, and Chair Arturo Flores

ABSENT: None

1. CONSIDERATION AND APPROVAL TO AUTHORIZE THE ALLOCATION OF \$1,000,000 FROM THE HUNTINGTON PARK PUBLIC FINANCING AUTHORITY FUND 475 TOWARDS THE CONSTRUCTION OF THE EMERGENCY OPERATIONS CENTER PROJECT

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize the Director of Finance to allocate funds from the Huntington Park Public Financing Authority Fund 475 towards the Emergency Operations Center Capital Project

MOTION: Board member Sanabria motioned to authorize the Director of Finance to allocate funds from the Huntington Park Public Financing Authority Fund 475 towards the Emergency Operations Center Capital Project. The motion was seconded by Vice Chair Martinez. The motion was carried by unanimous consent.

AYES: Board member(s): Macias, Martiz, Sanabria, Vice Chair Martinez, and Chair Flores.

NOES: Board member(s): None

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Public Finance Authority Meeting was adjourned at 10:35pm.

ITEM 2

City of Huntington Park
Warrant Register
September 23, 2025

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000839	9/18/2025	AAA ELECTRICAL SUPPLY INC	321712	PW REPAIRS	2,293.58
1000840	9/18/2025	ADAN MONTES	3568	PERMIT REFUND	540.00
1000841	9/18/2025	ADVANCED FILING CONCEPTS, INC	158733	BLANK DIVIDERS	19.28
1000842	9/18/2025	AGILE OCCUPATIONAL MEDICINE, PC	EM051226	3 TREADMILL STRESS TESTS	900.00
1000843	9/18/2025	AIRESPRING INC.	200096466	CLOUD INTERNET SEPT 25	1,157.14
1000844	9/18/2025	ALADDIN LOCK & KEY SERVICE	35357	DUPLICATE KEYS	14.26
W2451	9/4/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	96197	PW SUPPLIES	287.81
W2451	9/4/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	96194	PW SUPPLIES	231.62
1000845	9/18/2025	ALTEC INDUSTRIES INC	51772427	PW UNIT 345 REPAIRS	146.59
1000845	9/18/2025	ALTEC INDUSTRIES INC	51773009	PW UNIT 345 REPAIRS	1,865.88
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1R6T-FRKV-3WTF	MACIAS OUTREACH SUPPLIES	835.38
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1MKM-FF17-3K9N	ADMIN MEETING SUPPLIES	35.52
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1PD9-V7HG-3TYN	PROGRAM SUPPLIES	564.41
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1RVT-9XL9-9HXG	PROGRAM SUPPLIES	33.15
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1D17-F4GC-7XP7	PROGRAM SUPPLIES	211.20
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1K4G-94VG-KGCJ	PROGRAM SUPPLIES	88.48
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1NYT-QCRH-9HCN	PROGRAM SUPPLIES	57.62
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1GWG-F6H4-3YC9	INVESTIGATION SUPPLIES	260.26
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1GWG-F6H4-3YC9	COMMUNICATIONS SUPPLIES	214.85
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1GWG-F6H4-3YC9	PATROL SUPPLIES	278.07
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1GWG-F6H4-3YC9	ADMINISTRATION SUPPLIES	13.99
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	1K9H-YCFJ-444X	DEPARTMENT SUPPLIES	147.65
1000846	9/18/2025	AMAZON.COM SERVICES, INC.	17YM-TY1K-GTNG	STUDENT SUPPLIES	119.28
1000847	9/18/2025	AMTECH ELEVATOR SERVICES	151402057402	SERVICES 9/1/25-11/30/25	1,191.18
1000848	9/18/2025	APEX IMAGING SERVICES	42172	PERMIT REFUND	17,895.60
1000849	9/18/2025	ASCAP	200012304436	MUSIC LICENSE	37.29
1000850	9/18/2025	AT&T	23954532	PD CAL NET	399.72
W9246	9/12/2025	AT&T	317316997SEPT	INTERNET SERVICE SEPT 25	101.65
W9246	9/11/2025	AT&T	254852700SEPT	INTERNET SERVICE SEPT 25	128.40
W9246	9/13/2025	AT&T	254715586SEPT	INTERNET SERVICE SEPT 25	128.40
W9246	9/21/2025	AT&T	254844269SEPT	INTERNET SERVICE SEPT 25	112.35
W9246	9/21/2025	AT&T	283700443SEPT	INTERNET SERVICE SEPT 25	117.70
1000851	9/18/2025	AUTO ZONE	4075526581	PD UNIT 972 PARTS	107.17
1000851	9/18/2025	AUTO ZONE	4075525318	STOCK SUPPLY	317.14
1000851	9/18/2025	AUTO ZONE	5222774736	PD UNIT 957 PARTS	282.49
1000851	9/18/2025	AUTO ZONE	4075535137	STOCK SUPPLIES	212.39
1000851	9/18/2025	AUTO ZONE	4075535146	SHOP SUPPLIES	37.09
1000851	9/18/2025	AUTO ZONE	265251337	PD UNIT 912 PARTS	307.29
1000852	9/18/2025	BDG LAW GROUP	36907	LEGAL SERVICES	401.48

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CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000853	9/18/2025	BELL'S GLASS SHOP	28801	PW REPAIRS	303.65
1000854	9/18/2025	BUENA PARK HONDA	534207	PW UNIT 196 PARTS	608.17
1000854	9/18/2025	BUENA PARK HONDA	534211	PW UNIT 196 PARTS	6.96
1000856	9/18/2025	CANNON CORPORATION	92932	JULY 2025 SERVICES	44,235.47
1000857	9/18/2025	CENTRAL FORD	63243	PD UNIT 978 REPAIRS	287.05
1000857	9/18/2025	CENTRAL FORD	62852	PD UNIT 985 REPAIRS	951.56
1000857	9/18/2025	CENTRAL FORD	63293	PD UNIT 279 PARTS	387.89
1000857	9/18/2025	CENTRAL FORD	63318	PD UNIT 968 PARTS	739.85
1000857	9/18/2025	CENTRAL FORD	63256	PD UNIT 985 PARTS	334.76
1000857	9/18/2025	CENTRAL FORD	63384	PD UNIT 982 PARTS	55.86
1000857	9/18/2025	CENTRAL FORD	63172	PD UNIT 993 PARTS	94.49
1000857	9/18/2025	CENTRAL FORD	63238	PD UNIT 993 PARTS	894.85
W2452	9/4/2025	CENTRAL SQUARE TECHNOLOGIES LLC	441455	MAINTENANCE 10/01-9/30/25	15,630.16
1000858	9/18/2025	CINDI CAYAX	2557	ZUMBA FOR SENIORS	228.00
1000859	9/18/2025	CINDY FLORES	2000092.002	CLASS REFUND	25.00
1000860	9/18/2025	CLINICAL LAB OF SAN BERNARDINO, INC	2501359	JULY 2025 SERVICES	2,084.54
1000861	9/18/2025	COMMERCIAL TIRE COMPANY	1-186361	EV SHUTTLE 10 TIRES	2,142.12
1000862	9/18/2025	CONCENTRA MEDICAL CENTERS	87942726	EMPLOYMENT PHYSICAL	1,148.00
1000862	9/18/2025	CONCENTRA MEDICAL CENTERS	88019454	EMPLOYMENT PHYSICAL	574.00
1000863	9/18/2025	COUNTY OF L.A. DEPT OF PUBLIC WORKS	25081200730	JUNE 2025 SERVICES	18,166.29
1000864	9/18/2025	CR ASSOCIATES	12109	HP PARKING STUDY	37,022.88
1000865	9/18/2025	CRYSTAL MARTINEZ	9022025	EMPLOYEE REIMBURSEMENT	39.42
1000866	9/18/2025	DAILY JOURNAL CORPORATION	A3956703	PUBLIC HEARING AMENDING	93.65
1000866	9/18/2025	DAILY JOURNAL CORPORATION	A3958328	ORDINANCE PUBLICATION	112.15
1000866	9/18/2025	DAILY JOURNAL CORPORATION	A3958331	ORDINANCE PUBLICATION	80.70
1000866	9/18/2025	DAILY JOURNAL CORPORATION	A3964996	CUP NOTICE OF HEARING	145.45
1000866	9/18/2025	DAILY JOURNAL CORPORATION	A3964999	CUP NOTICE OF HEARING	143.60
1000866	9/18/2025	DAILY JOURNAL CORPORATION	B3963151	15 DAY REVIEW PERIOD	240.00
1000867	9/18/2025	DANIELS TIRE SERVICE	229002828	STOCK SUPPLIES	501.95
1000867	9/18/2025	DANIELS TIRE SERVICE	200547528	PD UNIT 971 TIRES	280.40
1000867	9/18/2025	DANIELS TIRE SERVICE	229003142	PD UNIT 960 TIRES	550.66
1000868	9/18/2025	DATA TICKET INC.	182255	JULY 2025 SERVICES	112.50
1000868	9/18/2025	DATA TICKET INC.	182301	JULY 2025 SERVICES	117.50
1000868	9/18/2025	DATA TICKET INC.	183072	JULY 2025 SERVICES	11,322.36
W2453	9/4/2025	DATAPROSE, INC.	DP2503864	JULY 2025 SERVICES	4,591.21
W2453	9/4/2025	DATAPROSE, INC.	DP2503864	JULY 2025 SERVICES	6,058.38
1000869	9/18/2025	DELL INC.	10826505595	DELL PRO THUNDERBOLT	1,059.11
1000869	9/18/2025	DELL INC.	10826749414	DELL PRO 16 PLUS LAPTOP	1,639.54
W2454	9/4/2025	DELTA DENTAL	BE006695922	DELTA CARE PPO SEPT 2025	7,021.91

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CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
W2455	9/4/2025	DELTA DENTAL INSURANCE COMPANY	BE006693449	DELTA PMI SEPT 2025	1,938.73
1000870	9/18/2025	DEPARTMENT OF ANIMAL CARE & CONTROL	8/25/2025	JULY 2025 SERVICES	43,230.61
1000871	9/18/2025	DEPARTMENT OF JUSTICE	834516	JULY 2025 SERVICES	371.00
1000872	9/18/2025	DF POLYGRAPH	2025/2	POLYGRAPH EXAM	200.00
1000873	9/18/2025	DIMAS TIRES CORP	1000	PD ALIGNMENT	80.00
1000874	9/18/2025	DUNN EDWARDS CORPORATION	2009A50412	PAINT FOR GRAFFITI	947.76
W2456	9/4/2025	EADIE AND PAYNE, LLP	146456	AUDIT YEAR END JUNE 2025	5,460.00
W2456	9/4/2025	EADIE AND PAYNE, LLP	146200	AUDIT YEAR END JUNE 2025	5,075.00
1000875	9/18/2025	EL RUISEÑOR DE MEXICO INC	2329321026	UTILITY REFUND	38.61
1000876	9/18/2025	ELIAS FREGOSO	153377286	UTILITY REFUND	120.00
1000876	9/18/2025	ELIAS FREGOSO	1544525712	UTILITY REFUND	50.00
1000877	9/18/2025	ESTELA RAMIREZ	5566	AEROBIC INSTRUCTOR	308.00
1000878	9/18/2025	EWING IRRIGATION PRODUCTS, INC.	27191270	IRRIGATION PUMP MAINTENANCE	1,380.00
W2457	9/4/2025	EXPRESS TRANSPORTATION SERVICES LLC	HPE07312025	FIXED ROUTE JULY 2025	(2,000.00)
W2457	9/4/2025	EXPRESS TRANSPORTATION SERVICES LLC	HPE07312025	FIXED ROUTE JULY 2025	(200.00)
W2457	9/4/2025	EXPRESS TRANSPORTATION SERVICES LLC	HPE07312025	FIXED ROUTE JULY 2025	(418.00)
W2457	9/4/2025	EXPRESS TRANSPORTATION SERVICES LLC	HPE07312025	FIXED ROUTE JULY 2025	25,560.00
W2457	9/4/2025	EXPRESS TRANSPORTATION SERVICES LLC	HPE07312025	FIXED ROUTE JULY 2025	25,560.00
W2457	9/4/2025	EXPRESS TRANSPORTATION SERVICES LLC	HPE07312025	FIXED ROUTE JULY 2025	25,560.00
1000879	9/18/2025	FERGUSON ENTERPRISES INC	5629687	PARK REPAIR MATERIALS	569.05
1000879	9/18/2025	FERGUSON ENTERPRISES INC	5553786	PARK REPAIR MATERIALS	278.21
1000879	9/18/2025	FERGUSON ENTERPRISES INC	5496021	STOCK SUPPLIES	174.51
1000879	9/18/2025	FERGUSON ENTERPRISES INC	5443338	VETERANS PARK WATER LEAK	1,084.81
1000879	9/18/2025	FERGUSON ENTERPRISES INC	5576963-1	PD REPAIR MATERIALS	329.29
1000880	9/18/2025	FREDDY RAMIREZ	8252025	EMPLOYEE REIMBURSEMENT	58.09
1000881	9/18/2025	GENESIS METALS & SUPPLY CO. INC.	22904	RESTROOM CEILING VENT	847.55
1000882	9/18/2025	GEORGE CHEVROLET	198398CVW	PW UNIT 198 PARTS	78.17
W2458	9/4/2025	GLOBAL URBAN STRATEGIES, INC.	976	CALHOME JULY 2025	1,118.75
W2458	9/4/2025	GLOBAL URBAN STRATEGIES, INC.	977	CALHOME JULY 2025	2,820.00
1000883	9/18/2025	GLORIA GOMEZ	6569	PERMIT REFUND	436.80
1000884	9/18/2025	GRAINGER	9621685495	PW SUPPLIES	230.72
1000884	9/18/2025	GRAINGER	9621424762	PW SUPPLIES	25.54
1000884	9/18/2025	GRAINGER	9621424754	PW SUPPLIES	51.08
1000885	9/18/2025	HAJOCA CORPORATION	S014575015.001	ELECTRICAL SUPPLIES	141.72
W2459	9/4/2025	HASA, INC.	1057231	WELL 18 SUPPLIES	405.64
W2459	9/4/2025	HASA, INC.	1057232	WELL 15 SUPPLIES	396.98
1000886	9/18/2025	HASSAN SALEH	8212025	EMPLOYEE REIMBURSEMENT	65.10
1000887	9/18/2025	HECTOR G. MORENO	5569	TAEKWONDO SERVICES	1,120.00
1000887	9/18/2025	HECTOR G. MORENO	5571	TAEKWONDO SERVICES	1,232.00

City of Huntington Park
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September 23, 2025

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000887	9/18/2025	HECTOR G. MORENO	5573	TAEKWONDO SERVICES	784.00
1000888	9/18/2025	HILTI, INC.	4624826870	PW SUPPLIES	390.66
1000888	9/18/2025	HILTI, INC.	4624571975	PW SUPPLIES	13,136.67
1000888	9/18/2025	HILTI, INC.	4624826873	PW SUPPLIES	1,229.91
1000889	9/18/2025	IBE DIGITAL	39931495	COPIERS & ACCURIOPRINT	2,469.52
1000890	9/18/2025	IDEAL LIGHTING	126575	PARK FACILITIES LIGHTING	3,799.33
W2460	9/4/2025	INFRASTRUCTURE ENGINEERS	511140	JULY 2025 STAFF AUGMENTATION	18,620.00
W2460	9/4/2025	INFRASTRUCTURE ENGINEERS	511050	ENGINEERING PLAN CHECK	385.00
W2460	9/4/2025	INFRASTRUCTURE ENGINEERS	511048	BUILDING & SAFETY PLAN	45,218.98
W2460	9/4/2025	INFRASTRUCTURE ENGINEERS	511049	JULY 2025 STAFF AUGMENTATION	60,810.00
W2460	9/4/2025	INFRASTRUCTURE ENGINEERS	511151	JULY 2025 SERVICES	5,556.50
W2460	9/4/2025	INFRASTRUCTURE ENGINEERS	505537	PRELIM DESIGNS	29,914.00
1000891	9/18/2025	INTERSTATE BATTERIES OF CA COAST	140084709	PW SUPPLIES	384.19
1000892	9/18/2025	JAILENE MACHUCA	821205	EMPLOYEE REIMBURSEMENT	138.63
W2461	9/4/2025	JOEL GORDILLO	JG2025078	MEDIA TECHNICIAN SERVICES	1,650.00
1000893	9/18/2025	JOSE YAMASAKI	8212025	EMPLOYEE REIMBURSEMENT	138.63
1000894	9/18/2025	JR LEAL BROTHERS INC	968	PW SUPPLIES	300.00
1000895	9/18/2025	KIMBALL MIDWEST	103670326	PW SUPPLIES	101.88
1000895	9/18/2025	KIMBALL MIDWEST	103648161	FLEET SUPPLIES	573.45
1000895	9/18/2025	KIMBALL MIDWEST	103632252	FLEET SUPPLIES	591.24
1000895	9/18/2025	KIMBALL MIDWEST	103653230	FLEET SUPPLIES	568.83
1000895	9/18/2025	KIMBALL MIDWEST	103674209	FLEET SUPPLIES	569.01
1000895	9/18/2025	KIMBALL MIDWEST	103669226	FLEET SUPPLIES	571.19
1000895	9/18/2025	KIMBALL MIDWEST	103680471	FLEET SUPPLIES	156.43
1000895	9/18/2025	KIMBALL MIDWEST	103694765	FLEET SUPPLIES	586.90
1000895	9/18/2025	KIMBALL MIDWEST	103705200	CREDIT	(79.02)
1000895	9/18/2025	KIMBALL MIDWEST	103705162	CREDIT	(50.94)
1000896	9/18/2025	LACMTA	8152025	TAP CARDS JULY 2025	172.00
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139043	CREDIT	(136.95)
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139044	PW SUPPLIES	138.69
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139051	PW SUPPLIES	768.06
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139042	PW SUPPLIES	138.69
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139076	PW SUPPLIES	53.74
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139120	PW SUPPLIES	35.10
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139065	PW SUPPLIES	70.79
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139033	PW SUPPLIES	78.98
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139041	PW SUPPLIES	100.44
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139029	PW SUPPLIES	58.09
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139045	PW SUPPLIES	241.37

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September 23, 2025

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	138949	PW SUPPLIES	144.85
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139017	PW SUPPLIES	70.20
W2462	9/4/2025	LB JOHNSON HARDWARE CO.	139007	PW SUPPLIES	55.91
1000897	9/18/2025	LEAGUE OF CALIFORNIA CITIES	4374	FY 2025-2026	1,249.50
1000898	9/18/2025	LIEBERT CASSIDY WHITMORE	302518	LEGAL SERVICES	315.00
1000899	9/18/2025	LINDE GAS & EQUIPMENT INC.	51604872	CYLINDER RENTAL & FEES	136.15
1000900	9/18/2025	LONG BEACH BMW	54150	PD UNIT 783 SERVICE	1,834.20
1000901	9/18/2025	LUXURY AUTO BODY	PW6080	PD UNIT 993 REPAIRS	3,427.34
1000902	9/18/2025	MATTHEW RINCON	8252025	EMPLOYEE REIMBURSEMENT	115.92
1000902	9/18/2025	MATTHEW RINCON	8042025	EMPLOYEE REIMBURSEMENT	550.59
1000903	9/18/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 2	7022025	WATER MAY 25 - JUNE 25	400.00
1000904	9/18/2025	MIGUEL SANCHEZ	8252025	EMPLOYEE REIMBURSEMENT	115.92
1000905	9/18/2025	MNS ENGINEERS, INC.	91038	JULY 2025 SERVICES	3,407.50
W2463	9/4/2025	NATIONWIDE ENVIRONMENTAL SERVICES	34726	FEBRUARY 2025 SERVICES	5,480.49
W2463	9/4/2025	NATIONWIDE ENVIRONMENTAL SERVICES	34726	FEBRUARY 2025 SERVICES	15,315.99
W2463	9/4/2025	NATIONWIDE ENVIRONMENTAL SERVICES	34891	JULY 2025 SERVICES	64,945.61
1000906	9/18/2025	NEW CHEF FASHION INC.	1103070	PD UNIFORMS	1,031.19
1000907	9/18/2025	NICK ALEXANDER RESTORATION	215	FUEL MACHINE COVER	125.00
1000907	9/18/2025	NICK ALEXANDER RESTORATION	218	AC MACHINE COVER	125.00
1000907	9/18/2025	NICK ALEXANDER RESTORATION	217	TORCH MACHINE COVER	125.00
1000907	9/18/2025	NICK ALEXANDER RESTORATION	212	WELDING MACHINE COVER	125.00
1000907	9/18/2025	NICK ALEXANDER RESTORATION	214	SM WELDING MACHINE COVER	125.00
1000907	9/18/2025	NICK ALEXANDER RESTORATION	216	JIGSAW MACHINE COVER	100.00
W2464	9/4/2025	NORM REEVES FORD SUPERSTORE	342501	PD UNIT 279 PARTS	246.22
W2464	9/4/2025	NORM REEVES FORD SUPERSTORE	342500	PD UNIT 961 PARTS	246.22
1000909	9/18/2025	OEM AUTO PAINT SUPPLIES	167484	MATERIALS FOR REPAIRS	307.30
1000910	9/18/2025	OLIVAREZ MADRUGA, LLP	28728	LEGAL SERVICES	3,607.70
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-307272	PD UNIT 957 PARTS	51.48
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-307401	CREDIT	(41.80)
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-307281	PD UNIT 957 PARTS	56.72
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-307091	STOCK SUPPLIES	51.61
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-310338	PW UNIT 194 SUPPLIES	11.51
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-310325	PW UNIT 194 SUPPLIES	98.64
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-308756	STOCK SUPPLIES	159.03
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-308180	PD UNIT 985 SUPPLIES	16.00
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-310339	PW UNIT 194 SUPPLIES	18.98
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-307140	FLEET SUPPLIES	6,501.59
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-315099	PD UNIT 960 PARTS	19.62
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-3117817	PD UNIT 912 PARTS	128.36

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CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-317337	CREDIT	(360.90)
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-317491	FLEET SUPPLIES	40.20
1000908	9/18/2025	O'REILLY AUTO PARTS	2959-317482	FLEET SUPPLIES	57.45
1000911	9/18/2025	OSCAR CABRERA	2000091.002	JANITORIAL REFUND	500.00
1000911	9/18/2025	OSCAR CABRERA	2000091.002	JANITORIAL REFUND	475.00
1000912	9/18/2025	PITNEY BOWES GLOBAL FINANCIAL	3107361315	QUARTER LEASE JUN-SEPT 25	573.99
1000913	9/18/2025	PREFERRED IMPRESSIONS INC	27922	PD UNIT 1005 GRAPHICS	393.88
1000914	9/18/2025	PURCHASE POWER	8/11/2025	POSTAGE FEES	257.83
1000915	9/18/2025	QDOXS	IN69531	BILLING 7/18 - 8/17/25	11.07
1000915	9/18/2025	QDOXS	IN70018	BASE RATE & OVERAGE	33.02
1000915	9/18/2025	QDOXS	CM13326	CREDIT	(11.07)
1000915	9/18/2025	QDOXS	IN69531	BILLING 7/18 - 8/17/25	11.07
1000915	9/18/2025	QDOXS	IN70018	BASE RATE & OVERAGE	33.02
1000915	9/18/2025	QDOXS	CM13326	CREDIT	(11.07)
1000915	9/18/2025	QDOXS	IN69531	BILLING 7/18 - 8/17/25	11.07
1000915	9/18/2025	QDOXS	IN70018	BASE RATE & OVERAGE	33.02
1000915	9/18/2025	QDOXS	CM13326	CREDIT	(11.07)
W2465	9/4/2025	REDEFINE CONSTRUCTION LLC	INV0009	RADIATOR HEATER REMOVAL	611.01
W2465	9/4/2025	REDEFINE CONSTRUCTION LLC	INV0012	PD BUILDING REPAIRS	4,826.25
1000916	9/18/2025	REXEL COMMERCIAL & INDUSTRIAL	S142510894.001	PEDESTRIAN LIGHT POLE	4,444.88
1000916	9/18/2025	REXEL COMMERCIAL & INDUSTRIAL	S143057187.003	PW SUPPLIES	2,358.55
1000916	9/18/2025	REXEL COMMERCIAL & INDUSTRIAL	S143057187.002	CREDIT	(2,358.55)
1000917	9/18/2025	ROGELIO NEGRETE	3643	PERMIT REFUND	600.00
1000918	9/18/2025	RWC GROUP	XA301227300:01	STOCK SUPPLIES	294.13
1000918	9/18/2025	RWC GROUP	XA301227977:01	CREDIT	(210.52)
1000918	9/18/2025	RWC GROUP	XA301227966:01	STOCK SUPPLIES	190.69
1000918	9/18/2025	RWC GROUP	XA301227966:02	STOCK SUPPLIES	280.70
1000919	9/18/2025	SAFETY-KLEEN SYSTEMS, INC	97904969	PW SUPPLIES	806.95
1000920	9/18/2025	SANGOMA US INC	CI32142	CITYWIDE PHONE SYSTEM	11,034.48
1000921	9/18/2025	SCANTASTIK, INC.	250320	PLANNING DEPT SCANNER	6,089.00
W2466	9/4/2025	SDI PRESENCE LLC	20088	VEEAM LICENSES	295.74
W2466	9/4/2025	SDI PRESENCE LLC	20091	MS 365 BUSINESS	3,750.00
W2466	9/4/2025	SDI PRESENCE LLC	20093	EXCHANGE PLAN 2	12.00
W2466	9/4/2025	SDI PRESENCE LLC	20094	EXCHANGE PLAN 1	8.00
W2466	9/4/2025	SDI PRESENCE LLC	20092	MS DEFENDER	712.50
W2466	9/4/2025	SDI PRESENCE LLC	19897	IT SERVICES JULY 2025	53,447.33
1000922	9/18/2025	SHAHRAM MOUSAVI	2484325084	UTILITY REFUND	71.34
1000923	9/18/2025	SITEONE LANDSCAPE SUPPLY	156340178-001	PW SUPPLIES	1,307.96
1000923	9/18/2025	SITEONE LANDSCAPE SUPPLY	156340264-001	PW SUPPLIES	1,179.38

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CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000924	9/18/2025	SLA	7301	LANDSCAPING AUGUST 2025	34,980.00
1000924	9/18/2025	SLA	7302	PARKS MAINTENANCE AUGUST 2025	800.00
1000925	9/18/2025	SONSRAY MACHINERY, LLC	PSO197044-1	PW UNIT 412 SUPPLIES	579.45
1000925	9/18/2025	SONSRAY MACHINERY, LLC	PSO197043-1	PW UNIT 412 SUPPLIES	1,880.87
1000926	9/18/2025	SOUTHEAST LEADERSHIP NETWORK	25-101	SE LEADERSHIP NETWORK	6,394.00
1000927	9/18/2025	SOUTHERN CALIFORNIA ASSOCIATION	SCAG FY26 0074	MEMBERSHIP DUES FY 25/26	7,712.00
1000928	9/18/2025	SOUTHSTAR ENGINEERING & CONSULTING	510	JULY 2025 SERVICES	15,570.00
W2467	9/4/2025	STANDARD INSURANCE COMPANY	00 378917 0002	SEPTEMBER 2025 SERVICES	1,328.88
W2467	9/4/2025	STANDARD INSURANCE COMPANY	378917-0001 SEP	SEPTEMBER 2025 SERVICES	8,104.03
1000929	9/18/2025	TERRENCE WILLIE	8252025	EMPLOYEE REIMBURSEMENT	115.92
1000930	9/18/2025	THE HITT COMPANIES, INC	OE-144094	COUNCIL SUPPLIES	27.62
1000930	9/18/2025	THE HITT COMPANIES, INC	OE-142448	ENGRAVING SERVICES	27.50
W9246	9/18/2025	TIME WARNER CABLE	170094501090125	INTERNET SERVICES SEPT 25	1,999.00
1000931	9/18/2025	TIREHUB, LLC	47813976	PD UNIT 272 TIRES	472.16
1000931	9/18/2025	TIREHUB, LLC	47558129	PD UNIT 1003 TIRES	635.94
1000931	9/18/2025	TIREHUB, LLC	51623269	PD UNIT 1001 TIRES	1,285.96
1000932	9/18/2025	TMG STRATEGIES	2233	JUNE 2025 SERVICES	7,500.00
W9246	9/19/2025	T-MOBILE USA	975956065AUG	MOBILE PHONES 7/21-8/20	8,257.72
1000933	9/18/2025	TOWN HALL STREAMS	16780	MONTHLY TOWN STREAMS	300.00
1000934	9/18/2025	TRIANGLE SPORTS	43505	YOUTH SPORTS SUPPLIES	436.91
1000935	9/18/2025	U.S. ARMOR CORPORATION	50604	PD SUPPLIES	856.43
1000936	9/18/2025	ULINE	196158903	VINYL SLED CHAIR W/ARMS	430.36
1000936	9/18/2025	ULINE	196378209	VINYL SLED CHAIR W/ARMS	861.83
1000936	9/18/2025	ULINE	196891115	PD JAIL SUPPLIES	951.41
1000936	9/18/2025	ULINE	197059512	PD SUPPLIES	323.27
1000936	9/18/2025	ULINE	196357589	PW SUPPLIES	552.03
1000936	9/18/2025	ULINE	196594976	SPLASH PAD SUPPLIES	557.88
1000937	9/18/2025	V & V MANUFACTURING, INC.	62982	PD UNIFORMS	1,927.55
1000938	9/18/2025	VALLEY ALARM	1305331	JULY 2025 SERVICES	665.34
1000938	9/18/2025	VALLEY ALARM	1305331	JULY 2025 SERVICES	665.33
1000938	9/18/2025	VALLEY ALARM	1305331	JULY 2025 SERVICES	715.28
W2468	9/4/2025	VISION SERVICE PLAN	823476510	SEPTEMBER 2025 SERVICES	3,419.16
1000939	9/18/2025	VORTEX USA INC	63976	SPLASH PAD SUPPLIES	5,801.15
1000939	9/18/2025	VORTEX USA INC	63488	PW SUPPLIES	2,257.45
1000940	9/18/2025	VULCAN MATERIALS COMPANY	4297977	HOT ASPHALT FOR STREETS	576.85
1000940	9/18/2025	VULCAN MATERIALS COMPANY	4298578	HOT ASPHALT FOR STREETS	241.45
1000941	9/18/2025	WALTERS WHOLESALE ELECTRIC CO	S128609472.001	PD BUILDING MATERIALS	296.97
1000941	9/18/2025	WALTERS WHOLESALE ELECTRIC CO	S128554868.001	PW SUPPLIES	2,560.45
1000942	9/18/2025	WHITE CAP L.P.	47041	MATERIALS FOR REPAIRS	719.83

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CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000943	9/18/2025	YASMIN CRUZ	5586	BALLET INSTRUCTOR SERVICE	240.00
1000943	9/18/2025	YASMIN CRUZ	5587	BALLET INSTRUCTOR SERVICE	240.00
1000943	9/18/2025	YASMIN CRUZ	5588	BALLET INSTRUCTOR SERVICE	280.00
1000944	9/18/2025	4IMPRINT INC	14167234	CITY COUNCIL SUPPLIES	1,265.75
Grand Total					854,487.71

ITEM 3



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

September 23, 2025

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

Honorable Mayor and Members of the City Council,

APPROVE LIST OF VEHICLES AS SURPLUS AND AUTHORIZATION TO SELL VIA AUCTION

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the attached list of vehicles as surplus; and
2. Authorize Public Works Department to sell via auction.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Public Works Department is presenting a list of proposed surplus vehicles to designate as surplus and to be auctioned off. The City strives to maintain a cost-effective vehicle and equipment fleet.

City staff periodically evaluate the cost-effectiveness of its vehicle fleet to determine if any should transition from active daily use to surplus status. The City-owned vehicles and equipment listed have exceeded the programmed life expectancy and are no longer cost-effective to operate or repair costs exceed its salvage value per the City's Vehicle Replacement Policy.

Attached is the list of these vehicles that are no longer dependable or cost-effective for daily use, meet the age and/or mileage requirements of the City's Vehicle Replacement Policy, and should be designated as surplus and sold through auction. Staff recommend that the vehicles delineated on the attached surplus list be disposed of by way of auction utilizing the services of US Auctions, 130 East 9th Street, Upland, CA 91786.

FISCAL IMPACT

The proceeds received from the auction will be allocated to the vehicle and equipment replacement account or returned to the funding sources from which the original purchases were secured, if required, according to the City's Vehicle Replacement Policy.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The vehicles will be sold via auction utilizing the services of US Auctions, 130 East 9th Street, Upland, CA 91786 which provides the most cost-effective solution.

CONCLUSION

Upon City Council approval, staff will process the proper documentation to auction the surplus vehicles and report the result of the auction at a future City Council meeting.

Respectfully submitted,



Ricardo Reyes
City Manager



Gerry Lopez
Public Works Director

ATTACHMENT

- A – List of Proposed Surplus Vehicles
- B – Pictures of Proposed Surplus Vehicles
- C – US Auctions 2025 Calendar

Attachment "A"

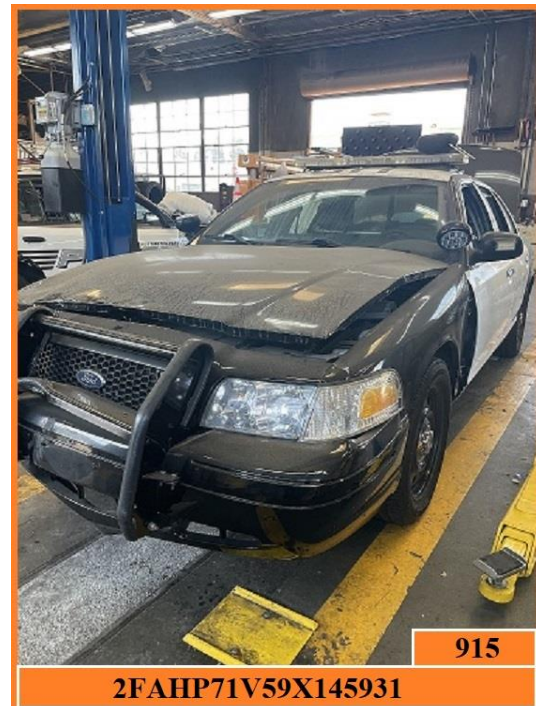
PROPOSED SURPLUS VEHICLES - September 05, 2025

UNITS	YEAR	DPT.	DESCRIPTION	IDENTIFICATION	HRS/MILEAGE	RATIONALE/CONDITION
902	2007	PD	Ford Crown Victoria	2FAHP71WX7X106211	137,426	Engine and body damage
903	2007	PD	Ford Crown Victoria	2FAHP71WX7X106208	151,125	Engine, transmission, too expensive to repair
918	2011	PD	Ford Crown Victoria	2FABP7BV4BX106807	111,580	Complete body and chassis damage
915	2009	PD	Ford Crown Victoria	2FAHP71V59X145931	112,293	Engine and complete body damage
954	2008	PD	Ford Taurus	1FAHP24W28G140584	111,872	Steering system expensive to repair
963-B	2009	PW	Ford F350	1FDEE35L29DA44191	188,958	Engine exceeded service miles
334	1978	PW	International Loader	D0512HHB33369	13,188	Parts are obsolete vehicle cannot be smogged
504	1995	PW	Daihatsu Hijet	JDA000S8000309171	2625	Paint pump is not working, No parts manufactured
181	1998	PW	Chevrolet Cheyenne 3500	1GBGC34R6WZ267099	68,375	Parts are obsolete vehicle cannot be smogged
186	2001	PW	Chevrolet Silverado	1GCGC24U91Z319375	111,786	Engine damage expensive to repair
190	2003	PW	Honda Civic	JHME596643S008061	48,131	Transmission damage parts are obsolete
195	2003	PW	Chevrolet Express Van 3500	1GAHG39U931167910	50318	Engine damage expensive to repair
137	2004	PW	Ford Explorer	1FMZU63E54ZB08410	73,193	Engine exceeded service miles
184	2000	PW	Chevrolet S10	1GCCS14W8YK300879	85,846	

PROPOSED MISCELLANEOUS EQUIPMENT/ITEMS

QUANTITY	DPT.	DESCRIPTION	RATIONALE/CONDITION
2	PW	(1) Grease Pump (1) Gear Oil Pump	Pump damage, No parts available
2	PW	Billy Goat Vacuum (Unit 541 & 542)	Engine seized
1	PW	Sand Blaster / Dust Collector	Parts not available
1	PW	40 Ton Press, Hub Bearing Press	Upgrade to heavier tonnage
1	PW	Table Saw	Burnt Motor
1	PW	Welder (Unit 517)	Motor seized, Parts are obsolete
1	PW	Dianostic Scanner	Obsolete
2	PW	Fuel Dispenser and Fuel Pedestal	Obsolete and mechanical issues
2	PW	Coolant Flush System	Obsolete and inoperable
1	PW	Battery Charger	Inoperable
1	PW	Scale Seale Fairbank-Morse	Obsolete
1	PW	Drill Press	Burnt motor
2	PW	(1) Engine Hoist (1) Vehicle Overhead Ladder	Damage hydraulic cylinder
1	PW	Air Compressor (Unit 539)	Corroded Tank
2	PW	(1) Shop Bench Grinder (1) Drill Press	Burnt Motor
20	PW	Compartment Steel Boxes	Damaged drawer rails
4	PW	(2) Metal Cutoff Saw (1) Bench Vise (1) Metal Table	Burnt motor and bench vise
2	PW	Gas Cylinder Cart Dollies	Damaged axle and frame
2	PW	(1) Oil Containment Platform (1) Muffler Stand	Damaged stand and platform
22	PW	Top Post Lamps	Parts not available
1	PD	Automobile Transmission	Burnt Clutch

Attachment "B"





2FABP7BV4BX106807



1GCGC24U91Z319375



1FDEE35L29DA44191





1GAHG39U931167910



DIANOSTIC SCANNER



FLOOR DRILL PRESS



(1) ENGINE HOIST (1) VEHICLE OVERHEAD LADDER



PORTABLE AIR COMPRESSOR



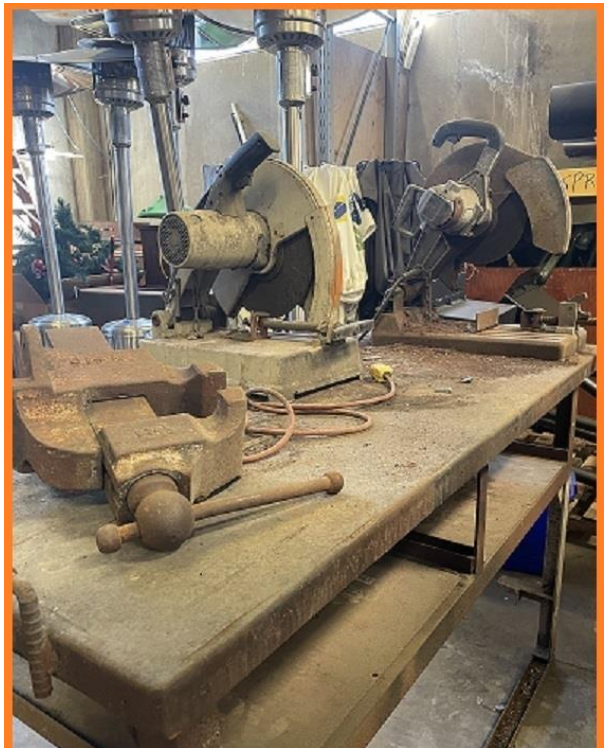
(1) SHOP BENCH GRINDER (1) DRILL PRESS



(20) COMPARTMENT STEEL BOXES



FORKLIFT JACK



(2) METAL CUTOFF SAW (1) BENCH VISE (1) METAL TABLE



(2) GAS CYLINDER CART DOLLIES



(2) LEAF AND LITTER VACUUMS



COOLANT FLUSH SYSTEM



(2) FUEL DISPENSERS



BATTERY CHARGER



(1) GREASE PUMP (1) GEAR OIL PUMP



TABLE SAW



40 TON PRESS / HUB BEARING PRESS



SAND BLASTER DUST COLLECTOR



(1) OIL CONTAINMENT PLATTFORM (1) MUFFLER STAND



AUTOMOBILE TRANSMISSION



(22) TOP POST LAMPS



AIR CONDITIONING DETECTOR MACHINE



WELDING MACHINE

Southern California

281 Fogg Street
Colton, CA 92324

Attachment "C"

Northern California

8826 Sparling Lane
Dixon, CA 95620



Main Office:
130 E 9th St. Upland, CA 91786
PH: 909-982-6688
www.usauctions.net

2025 Auction Calendar

Auction dates are in RED and subject to change

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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In emergency situations all cosignors RESERVE THE RIGHT to
remove any items before the auction.**

ITEM 4



CITY OF HUNTINGTON PARK

Office of the City Manager
City Council Agenda Report

September 23, 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:

AGREEMENT WITH COUNTY OF LOS ANGELES FOR LIBRARY PARKING

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Review and discuss proposed Agreement with the County of Los Angeles.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The County of Los Angeles provides library services to the residents of Huntington Park via the library located at 6518 Miles Avenue in the City of Huntington Park. Due to the location of the library and the limited space available for parking, the City and the County have had past agreements that allowed certain parking spaces on City owned property to be used exclusively by patrons of the library.

This Agreement would provide specific terms for the use of City owned parking spaces to be used by the Huntington Park Library, which is run by the County of Los Angeles.

LEGAL REQUIREMENT

No legal consideration needed.

FISCAL IMPACT/FINANCING

No fiscal impact.

CONCLUSION

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

AGREEMENT WITH COUNTY OF LOS ANGELES FOR LIBRARY PARKING

September 23, 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

ATTACHMENT(S)

A. Agreement with the County of Los Angeles

ATTACHMENT "A"

COUNTY OF LOS ANGELES PARKING LICENSE AGREEMENT 6518 MILES AVE., HUNTINGTON PARK, CALIFORNIA

This Parking Agreement ("Agreement"), dated as of _____, 20____ ("Effective Date"), by and between the City of Huntington Park, a municipal corporation ("Licensor") and the COUNTY OF LOS ANGELES, a body corporate and politic ("Licensee"). The Licensor and Licensee are sometimes individually defined herein as a "Party" and collectively as the "Parties". This Agreement is entered into with reference to the following facts and circumstances:

RECITALS

A. WHEREAS, Licensor owns certain real property, a parking lot, and Licensee wishes to use this real property for parking to support the Huntington Park Library.

NOW, THEREFORE, the Parties agree as follows:

AGREEMENT

1. Licensor hereby represents and warrants that (i) Licensor has the power and authority to enter into, and to enforce, the provisions of this Agreement, and (ii) notwithstanding any parking management agreement Licensor may have entered into (with regard to the day to day operation of the Parking Lot or otherwise), Licensor retains control over the Parking Lot and its operation.

2. Consideration. For the annual consideration of \$1.00, Licensor grants a non-exclusive license to the Licensee to utilize up to 64 non-reserved parking spaces (the "Parking Spaces") located in the parking lot (Parking Lot or Premises) adjacent to the Huntington Park Library, commencing effective [____], [____] (the "Parking Change Date"). The Parking Spaces are sometimes collectively referred to as the "parking spaces". The Parking Lot is shown on Exhibit "A", attached hereto and incorporated by this reference.

3. Term; Termination. Licensee shall have the use of the Parking Spaces from the Effective Date until the earlier to occur of (i) thirty (30) days following receipt by Licensor of written notice from Licensee of Licensee's cancellation of the use of the Parking Spaces, (ii) the expiration or the termination of the license agreement not to exceed June 30, 2038. Licensee shall have the right to cancel the use of the Parking Spaces by written notice to Licensor, or (iii) thirty (30) days following receipt by Licensee of written notice from Licensor of Licensor's cancellation of the use of the Parking Spaces.

4. Repairs and Maintenance. Licensor agrees to maintain the Premises for the duration of the term, at Licensor's sole cost and expense. Licensor's maintenance responsibility shall include, but not be limited to lighting (including lamps and tubes), sweeping, security, trash removal, and repair or replacement of car-stops, gates and fence, if applicable.

5. Utilities. Licensor agrees to pay when due all charges for the use of the sewer, effluent treatment (when and if imposed by any governmental authority), all water, electricity, lighting and other charges accruing or payable in connection with the Premises.

6. Default.

- A. Default by Licensee: Licensee agrees that if default shall be made in any of the covenants or agreements herein contained on the part of the Licensee to be kept and performed which constitute a material breach of the Agreement, it shall be lawful for the Licensor to declare said term ended and to terminate this Agreement upon the giving of thirty (30) days written notice. In addition, thereto, Licensor shall have such other rights or remedies as may be provided by law. Licensor may not terminate the Agreement if Licensee cures the default within the thirty (30) day period after the notice is given; provided, however, if more than thirty (30) days are reasonably required for its cure then Licensee shall not be deemed to be in default if Licensee commences such cure, within said 30-day period and thereafter diligently prosecutes such cure to completion.
- B. Default by Licensor: Licensor shall not be in default in the performance of any obligation required to be performed under this Agreement unless Licensor has failed to perform such obligation within thirty (30) days after the receipt of written notice of default from Licensee specifying in detail Licensor's failure to perform or within such shorter period of time as may be specified herein. Licensee may terminate this Agreement upon Licensor's default of any material obligation upon giving of thirty (30) days written notice of termination. In addition, thereto, Licensee shall have such other rights or remedies as may be provided by law. Licensee may not terminate the Agreement if Licensor cures the default within the thirty (30) day period after the notice is given. If Licensor or such person does not cure the default, Licensee may exercise any of its rights or remedies provided for or permitted in this Agreement or pursuant to law, including the right to recover any damages proximately caused by the default.

7. Applicable Laws. Licensee shall at all times comply with all applicable ordinances, rules, regulations, codes, laws, statutes and requirements of all federal, state, county and municipal governmental bodies or their subdivisions respecting Licensee's use of the Parking Lot.

8. Optional Operating Agreement. Licensor hereby reserves the right to enter into a management agreement or license with another entity for the operation of the Parking Lot ("Operator"). In such event, Licensee, upon request of Licensor, shall enter into an agreement upon substantially the same terms hereunder with the Operator and pay the Operator the monthly charge established hereunder, and Licensor shall have no liability for claims arising through acts or omissions of the Operator is understood and agreed that the identity of the Operator may change from time to time during the Term. In connection therewith, any parking license or agreement entered into between Licensee and any Operator shall be freely assignable by such Operator or any successors thereto.

9. Indemnification.

- A. The Licensee shall indemnify, defend and hold harmless the Licensor, from and against any and all liability, loss, injury or damage including (but not limited to) demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from or connected with the Licensee's repair, maintenance and other acts and omissions arising from and/or relating to the Licensee's use of the Premises.
- B. The Licensor shall indemnify, defend and hold harmless the Licensee from and against any and all liability, loss, injury or damage including (but not limited to)

demands, claims, actions, fees, costs and expenses (including attorney and expert witness fees), arising from or connected with the Licensors' repair, maintenance and other acts and omissions arising from and/or relating to the Licensors' ownership of the Premises.

10. Insurance. Without limiting the Licensors' indemnification of Licensee and during the term of this Agreement, and until all of its obligations pursuant to this Agreement have been met, Licensors shall provide and maintain at its own expense insurance coverage satisfying the requirements specified in this Agreement. These minimum insurance coverage terms, types and limits (the "Required Insurance") also are in addition to and separate from any other contractual obligation imposed upon Licensors pursuant to this Agreement. The Licensee in no way warrants that the Required Insurance is sufficient to protect the Licensors for liabilities which may arise from or relate to this Agreement.

Licensors Requirements: During the term of this Agreement, Licensors shall provide and maintain the following programs of insurance coverage:

- A. Commercial General Liability Insurance providing scope of coverage equivalent to ISO policy form CG 00 01, naming Licensee and its Agents as an additional insured, with limits of not less than:

General Aggregate:	\$ 2 million
Products/Completed Operations Aggregate:	\$ 2 million
Personal and Advertising Injury:	\$ 1 million
Each Occurrence:	\$ 1 million

Notwithstanding the foregoing or any language to the contrary, Licensors, at its sole option, may satisfy all or any part of this insurance requirement through use of a program of self-insurance (self-funding of its liabilities). Certificate evidencing coverage or letter evidencing self-funding will be provided to Licensee after execution of this Agreement.

- B. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than \$1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Licensee's use of autos pursuant to this Agreement, including owned, licensed, hired, and/or non-owned autos, as each may be applicable. Any Licensee whose business includes auto garage, auto servicing or similar operations also shall endorse its policy to provide Garagekeeper's Liability coverage (written on ISO form CA 99 37 or its equivalent) with a limit of not less than \$400,000 for the Premises.
- C. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than \$1 million per accident. If applicable to Licensee's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.
- D. Commercial Property Insurance. Such coverage shall:

- Provide coverage for Licensee's property, and any improvements and betterments; this coverage shall be at least as broad as that provided by the Causes-of-Loss Special Form (ISO form CP 10 30), excluding earthquake and including flood and ordinance or law coverage.
- Be written for the full replacement cost of the property, with a deductible no greater than \$250,000 or 5% of the property value whichever is less. Insurance proceeds shall be payable to the Licensee and Licensor as their interests may appear and be utilized for repair and restoration of the Premises. Failure to use such insurance proceeds to timely repair and restore the Premises shall constitute a material breach of the Agreement.

11. General Provisions.

- A. Warranty of Authority. Each of the undersigned signatories for the Licensor hereby personally covenant, warrant and guarantee that each of them, jointly and severally, has the power and authority to execute this Agreement upon the terms and conditions stated herein and each agrees to indemnify and hold harmless the Licensee from all damages, costs, and expenses, which result from a breach of this material representation.
- B. Solicitation Of Consideration. It is improper for any County officer, employee or agent to solicit consideration, in any form, from a Licensor with the implication, suggestion or statement that the Licensor's provision of consideration may secure more favorable treatment for the Licensor in the award of the Agreement or that the Licensor's failure to provide such consideration may negatively affect the County's consideration of the Licensor's submission. A Licensor shall not offer to, or give either, directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the issuance of an Agreement.
- Licensor shall immediately report any attempt by a County officer, employee or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (213) 974-0914 or (800) 544-6861. Failure to report such solicitation may result in the Licensor's submission being eliminated from consideration.
- C. County Lobbyist Ordinance. Licensor is aware of the requirements of Chapter 2.160 of the Los Angeles County Code with respect to County Lobbyists as such are defined in Section 2.160.010 of said Code, and certifies full compliance therewith. Failure to fully comply shall constitute a material breach upon which County may terminate or suspend this Agreement.
- D. Binding on Successors. Each and all of the terms and agreements herein contained shall be binding upon and shall inure to the benefit of the successors in interest of the Licensor, and wherever the context permits or requires, the successors in interest to the Licensee.

- E. Entire Agreement. This Agreement contains the entire agreement between the parties hereto, and no addition or modification of any terms or provisions shall be effective unless set forth in writing, signed by both Licensor and Licensee.
- F. Enforcement. This Agreement may be enforced by any of the Parties. Enforcement of this Agreement may be by any proceeding in law or in equity against any person or persons or entity or entities violating or attempting to violate any of the provisions of this Agreement, and may seek to enjoin or prevent them from doing so, to cause any violation to be remedied and/or recover damages for any violation. The rights, powers, privileges and remedies of the Parties provided herein are cumulative and not exclusive of any right, power, privilege or remedy provided by law or in equity.
- G. Notices. All notices and other communications required or permitted to be given under this Agreement shall be in writing and shall be personally delivered by courier or overnight delivery service or mailed, certified or registered mail, return receipt requested, to the Parties at the following addresses:

If to Licensee:

County of Los Angeles
Chief Executive Office-Real Estate Division
320 West Temple St, 7th Floor
Los Angeles, California 90012
Attention: Senior Manager

If to Licensor:

City of Huntington Park
c/o Ricardo Reyes, City Manager
6550 Miles Avenue
Huntington Park, CA 90255

Personally and courier delivered notices shall be deemed given upon actual personal delivery to designated address of the intended recipient. Mailed notices shall be deemed given upon the date of actual receipt as evidenced by the return receipt. Any address for notice may be changed from time to time by written notice to the other Parties.

- H. Waivers. No provision herein may be waived unless in writing and signed by the Party or Parties whose rights are thereby waived. No waiver by a Party of any one provision in this Agreement shall be deemed a waiver of any other provision herein at the same or any other time. Any delay in providing any Party with any notice of a breach or default of this Agreement shall not constitute a waiver of any such breach or default.
- I. Severability. The provisions of this Agreement are contractual, and not mere recitals, and shall be considered severable, so that if any provision or part of this Agreement shall at any time be held invalid, illegal or unenforceable, that provision or part thereof shall remain in force and effect to the extent allowed by law, and all other provisions of this Agreement shall remain in full force and effect, and be enforceable; provided, however, that the foregoing shall not apply if the invalid,

illegal or unenforceable provision provided a material portion of the consideration to a Party with respect to its entry into this Agreement.

- J. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the Parties and their successors and assigns.
- K. No Presumption re Drafter. The Parties acknowledge and agree that the provisions of this Agreement have been negotiated and discussed between the Parties and their attorneys, and this Agreement reflect their mutual agreement regarding the same. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement, and therefore no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.
- L. No Partnership or Other Special Relationship. Nothing in this Agreement is intended to or does establish the Parties as partners, joint venturers, or principal and agent with one another.
- M. Exhibits. All Exhibits attached hereto are incorporated herein by this reference and made a part of this Agreement.
- N. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California, except for its choice of law provisions. Jurisdiction and venue is proper only in a state or federal court located in Los Angeles County, California.
- O. Counterparts; Electronic Signatures. This Agreement and any other document necessary for the consummation of the transaction contemplated by this Agreement may be executed in counterparts, including both counterparts that are executed on paper and counterparts that are in the form of electronic records and are executed electronically. An electronic signature means any electronic sound, symbol or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or e-mail electronic signatures. All executed counterparts shall constitute one agreement, and each counterpart shall be deemed an original. The parties hereby acknowledge and agree that electronic records and electronic signatures, as well as facsimile signatures, may be used in connection with the execution of this Agreement and electronic signatures, facsimile signatures or signatures transmitted by electronic mail in so-called pdf format shall be legal and binding and shall have the same full force and effect as if a paper original of this Agreement had been delivered had been signed using a handwritten signature. Licensor and Licensee(i) agree that an electronic signature, whether digital or encrypted, of a party to this Agreement is intended to authenticate this writing and to have the same force and effect as a manual signature, (ii) intended to be bound by the signatures (whether original, faxed or electronic) on any document sent or delivered by facsimile or, electronic mail, or other electronic means, (iii) are aware that the other party will rely on such signatures, and (iv) hereby waive any defenses to the enforcement of the terms of this Agreement based on the foregoing forms of signature. If this Agreement has been executed by electronic signature, all parties executing this document are expressly consenting under the United States

Federal Electronic Signatures in Global and National Commerce Act of 2000 ("E-SIGN") and California Uniform Electronic Transactions Act ("UETA") (Cal. Civ. Code § 1633.1, et seq.), that a signature by fax, email or other electronic means shall constitute an Electronic Signature to an Electronic Record under both E-SIGN and UETA with respect to this specific transaction.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

LICENSOR:

City of Huntington Park, a municipal corporation

By: _____
Name: Ricardo Reyes
Title: City Manager

LICENSEE:

COUNTY OF LOS ANGELES,
a body corporate and politic

FESIA A. DAVENPORT
Chief Executive Officer

By: _____
John T. Cooke
Assistant Chief Executive Officer

ATTEST:

DEAN C. LOGAN
Registrar-Recorder/County Clerk

By: _____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
Senior Deputy

EXHIBIT A

LICENSED AREA

PARKING FOR HUNTINGTON PARK LIBRARY – LIBRARY SERVICES AND PROGRAMS

6518 MILES AVENUE, HUNTINGTON PARK, CA 90255



PUBLIC HEARING(S)

ITEM 1



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

September 23, 2025

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

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL TO IMPLEMENT USER FEE STUDY PREPARED BY WILLDAN FINANCIAL SERVICES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Conduct a public hearing; and
2. Take public testimony; and
3. Separate parking citations from the User Fee Study make it open to the public; and
4. Conduct a study session to evaluate the feasibility of implementing a separate hardship waiver program, and veteran discount program; and
5. Direct staff to make updates to the user fees based on Council request.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City's most recent comprehensive User Fee Study was completed in 2016, with calculated fees projected through 2019. Since that time, multiple Memoranda of Understanding (MOUs) have been negotiated and implemented between 2019 and 2025, resulting in increased labor costs, a key driver of user fee calculations. As a result, many of the City's current fees no longer accurately reflect the true cost of providing services.

In 2024, the City engaged Willdan Financial Services to conduct an updated Cost Allocation Plan and Comprehensive User Fee Study. The objective of this effort is to evaluate the City's current fee structure and determine whether adjustments are warranted to support cost recovery and ensure alignment with the actual costs of service delivery. The updated Cost Allocation Plan was finalized in fiscal year 2025 and will be implemented in the current fiscal year.

Parking citations are established at the discretion of the City and are not subject to cost recovery requirements. Accordingly, staff recommend that City Council remove parking

CONSIDERATION AND APPROVAL TO IMPLEMENT USER FEE STUDY PREPARED BY WILLDAN FINANCIAL SERVICES

September 23, 2025

Page 2 of 3

citations from the current User Fee Study and instead revisit this item following completion of the City's comprehensive parking study.

During the initial public hearing held on August 18, 2025, City Council meeting, the potential implementation of a hardship waiver program and a veteran discounts program was discussed. In response, staff have conducted preliminary research into the feasibility of such programs. Based on this initial analysis, staff recommends initiating a formal study session to define the specific goals, eligibility criteria, and administrative structure of both proposed subsidy programs.

In addition, staff recommend in the same study session including a detailed review of the findings from the User Fee Study. This will provide an opportunity for staff to: (1) present the changes and additions made to the User Fees, and (2) explain the methodology used to calculate the full cost of providing services, while addressing any questions or concerns from Council. It will also allow for fee adjustments to be considered and incorporated based on Council feedback and direction.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The fees detailed in the attached document, hereinafter referred to as "Attachment A," have been calculated to ensure they do not exceed the reasonable cost of providing the associated governmental services and to maintain compliance with the statutory requirements of the California Constitution, Proposition 218, and the California Code of Regulations.

These regulations require that all fees adhere to applicable legal standards. Furthermore, the California Code mandates that such fees be adopted by the City Council through either an ordinance or a resolution.

FISCAL IMPACT

Once the proposed fees are approved, staff will return to the City Council with a resolution to amend the current fee schedule(s). Based on the proposed adjustments, the City's General Fund is anticipated to experience a modest increase in revenue, thereby providing additional resources for general municipal purposes.

CONCLUSION

**CONSIDERATION AND APPROVAL TO IMPLEMENT USER FEE STUDY PREPARED
BY WILLDAN FINANCIAL SERVICES**

September 23, 2025

Page 3 of 3

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. User Fee Study
- B. Cost Allocation Plan
- C. Willdan User Fee Presentation

ATTACHMENT "A"

City of Huntington Park, CA

User Fee Study





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Executive Summary

The City of Huntington Park engaged Willdan Financial Services (Willdan) to determine the full costs incurred by the City to support the various activities for which the City charges user fees. Due to the complexity and the breadth of performing a comprehensive review of fees, Willdan employed a variety of fee methodologies to identify the full costs of individual fee and program activities. This report and the appendices herein identify 100% full cost recovery for City services. **Appendix C** details the full cost and suggested fees as determined through discussion with departmental staff. The recommended fees identified herein are either at or less than full cost recovery.



User Fee Background

Background

As part of a general cost recovery strategy, local governments adopt user fees to fund programs and services that provide limited or no direct benefit to the community as a whole ("User Fees"). As cities struggle to maintain levels of service and variability of demand, they have become increasingly aware of subsidies provided by the General Fund and have implemented cost-recovery targets. To the extent that governments use general tax monies to provide individuals with private benefits, and not require them to pay the full cost of the service (and, therefore, receive a subsidy), the government is limiting funds that may be available to provide other community-wide benefits. In effect, the government is using community funds to pay for private benefits. Unlike most revenue sources, cities have more control over the level of user fees they charge to recover costs, or the subsidies they can institute.

Fees in California are required to conform to the statutory requirements of the California Constitution, Proposition 218, Proposition 26, and the California Code of Regulations. The Code also requires that the City Council adopt fees by either ordinance or resolution, and that any fees in excess of the estimated total cost of rendering the related services must be approved by a popular vote of two-thirds of those electors voting because the charge would be considered a tax and not a fee. There are no fees suggested to be set above the cost of service and as such a public vote is not required.

California User Fee History

Before Proposition 13, in times of fiscal shortages, California cities were able to raise property taxes, which funded everything from police and recreation to development-related services. However, this situation changed with the passage of Proposition 13 in 1978.

Proposition 13 established the era of revenue limitation in California local government. In subsequent years, the state saw a series of additional limitations to local government revenues. Proposition 4 (1979) defined the difference between a tax and a fee: a fee can be no greater than the cost of providing the service; and Proposition 218 (1996) further limited the imposition of taxes for certain classes of fees. As a result, cities were required to secure a supermajority vote in order to enact or increase taxes. Due to the thresholds needed to increase local taxes, cities have less control and very few successful options for new revenues. The State of California took a series of actions in the 1990's and 2000's to improve the State's fiscal situation, at the expense of local governments. In 2004-05, the Educational Revenue Augmentation Funds ("ERAF") take-away of property taxes and the reduction of Vehicle License Fees further reduced local tax revenues.

In addition, on November 2, 2010, California voters approved Proposition 26, the "Stop Hidden Taxes Initiative", which is aimed at defining "regulatory fees" as a special tax rather than a fee, thus requiring approval by two-thirds vote of local voters. These regulatory fees are typically intended to mitigate the societal and environmental impacts of a business or person's activities. Proposition 26 contains seven categories of exceptions. The fees analyzed as part of a user fee study typically fall under categories one through five consisting of charges for specific benefits, government service, regulatory need, for use of government property, or a fine/penalty.



Additional Policy Considerations

State regulations require that municipalities update their fee schedules to reflect the actual costs of certain public services primarily benefiting users. User fees recover costs associated with the provision of specific services benefiting the user, thereby typically reducing the use of General Fund monies for such purposes.

In addition to collecting the direct cost of labor and materials associated with processing and administering user services, it is common for local governments to recover reasonable support costs. Support costs are those costs relating to a local government's central service departments that are allocable to the local government's operating departments. Central services support cost allocations were incorporated using the resulting indirect overhead percentages determined through the City's cost allocation plan. A cost allocation plan identifies the central service functions of the City such as Finance, City Manager, and Human Resources and allocates their cost to the departments and funds of the City that they support. This plan was used in the user fee study to account for the burden placed upon central services by the operating departments in order to allocate a proportionate share of central service cost through the study.

As labor effort and costs associated with the provision of services fluctuate over time, a significant element in the development of any fee schedule is that it has the flexibility to remain current. Therefore, it is recommended that the City include an inflationary factor in the resolution adopting the fee schedule to allow the City to annually increase or decrease the fees by changes in a pre-approved inflationary index, as described below. However, such inflationary increases shall not exceed the reasonable estimated cost of providing the services each year.

The City may employ many different inflationary factors. The most commonly used inflator is some form of the Consumer Price Index (CPI) as it is widely well known and accepted. A similar inflator is the implicit price deflator for GDP, which is much like the CPI except that while the CPI is based on the same "basket" of goods and services every year, the price deflators' "basket" can change year to year. Since the primary factor for the cost of a City's services is usually the costs of the personnel involved, tying an inflationary factor that connects more directly to the personnel costs can also be suitable if there is a clear method, or current practice of obtaining said factor.

Each City should use an inflator that they believe works the best for their specific situation and needs but cannot rely solely on the CPI increase as it is incumbent upon each agency to ensure the amount of the fees charged does not exceed the reasonable estimated costs of providing the services. It is also recommended that the City perform this internal review annually with a comprehensive review of services and fees performed every five years, which would include adding, amending, or removing fees for programs/services.



Study Objective

As the City of Huntington Park seeks to efficiently manage limited resources and adequately respond to increased service demands, it needs a variety of tools. A user fee study provides assurance that the City has the best information and the best resources available to make sound decisions, fairly and legitimately set fees, maintain compliance with state law and local policies, and meet the needs of the City administration and its constituency. Given the limitations on raising revenue in local government, the City recognizes that a user fee Study is a very cost-effective way to understand the total cost of services and identify potential fee deficiencies. Essentially, a user fee is a payment for a requested service provided by a local government that primarily benefits an individual or group.

The total cost of each service included in this analysis is based on the full cost of providing City services, including direct salaries and benefits of City staff, direct departmental costs, and indirect costs from central service support. This study determines the full cost recovery fee for the City to provide each service; however, each fee is set at the City's discretion, up to 100% of the total cost, as specified in this report.

The principal goal of the study was to help the City determine the full cost of the services that the City provides. In addition, Willdan established a series of additional objectives including:

- Developing a rational basis for setting fees
- Identifying subsidy amount, if applicable, of each fee in the model
- Ensuring compliance with State law
- Developing an updatable and comprehensive list of fees
- Maintaining accordance with City policies and goals

The study results will help the City better understand its true costs of providing services and may serve as a basis for making informed policy decisions regarding the most appropriate fees, if any, to collect from individuals and organizations that require individualized services from the City.

Scope of the Study

The scope of this study encompasses a review and calculation of the user fees charged by the following Huntington Park departments and fee groups:

- | | |
|------------------------|-----------------------|
| • Finance | • Planning |
| • City Clerk | • Building and Safety |
| • Police | • Public Works |
| • Parks and Recreation | • Fire |

The study involved the identification of existing and potential new fees, fee schedule restructuring, data collection and analysis, orientation and consultation, quality control, communication and presentations, and calculation of individual service costs (fees) or program cost recovery levels.



Aim of the Report

The user fee study focused on the cost of City services, as City staff currently provide them at existing, known, or reasonably anticipated service and staff level needs. This report provides a summary of the study results, and a general description of the approach and methods Willdan and City staff used to determine the recommended fee schedule. The report is not intended to document all of the numerous discussions throughout the process, nor is it intended to provide an influential dissertation on the qualities of the utilized tools, techniques, or alternative approaches.



Project Approach and Methodology

Conceptual Approach

The basic concept of a user fee study is to determine the “reasonable cost” of each service provided by the City for which it charges a user fee. The full cost of providing a service may not necessarily become the City’s fee, but it serves as the objective basis as to the maximum amount that may be collected.

The standard fee limitation established in California law for such fees is the “estimated, reasonable cost” principle. In order to maintain compliance with the letter and spirit of this standard, every component of the fee study process included a related review. The use of budget figures, time estimates, and improvement valuation clearly indicates reliance upon estimates for some data.

Fully Burdened Hourly Rates

The total cost of each service included in this analysis is primarily based on the Fully Burdened Hourly Rates (FBHRs) that were determined for City personnel directly involved in providing services. The FBHRs include not only personnel salary and benefits (see [Appendix B](#)), but also any costs that are reasonably ascribable to personnel. The cost elements that are included in the calculation of fully burdened rates are:

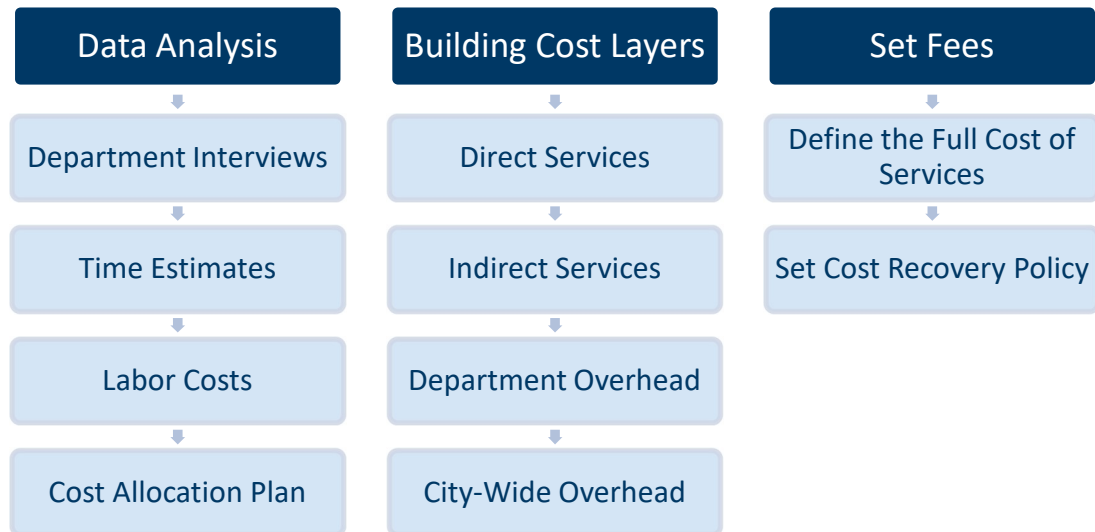
- Salaries & benefits of personnel involved
- Operating costs applicable to fee operations
- Departmental support, supervision, and administration overhead
- Central service overhead costs allocated through the cost allocation plan

An important factor in determining the fully burdened rate is in the calculation of productive hours for personnel. This calculation takes the available workable hours in a year of 2,080 and adjusts this figure to 1,650 productive or billable hours to account for calculated or anticipated hours’ employees are involved in non-billable activities such as paid vacation, sick leave, holidays, and other considerations as necessary. Dividing the full cost, including overhead, of a position by the number of productive hours provides the FBHR.

The FBHRs are then used in conjunction with time estimates, when appropriate for how a service is provided, to calculate a fee’s cost based on the personnel and the amount of their time that is involved in providing each service.

Summary Steps of the Study

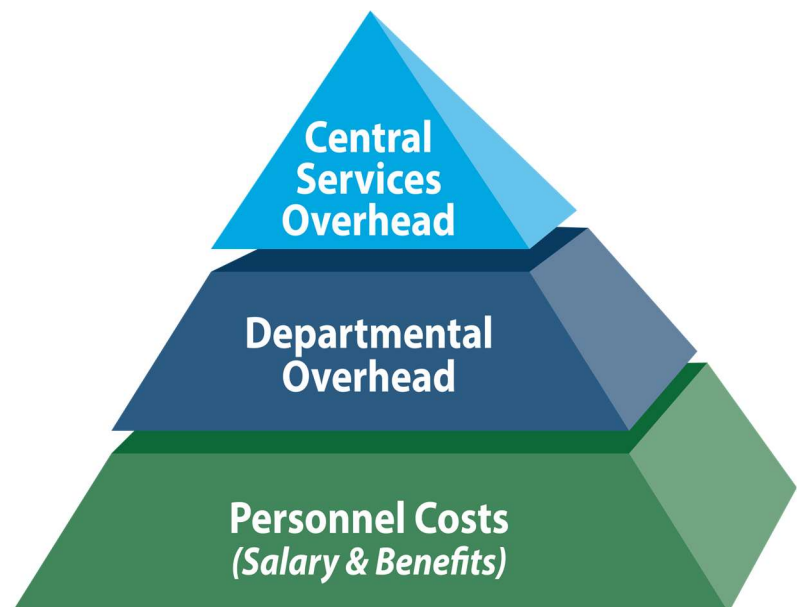
The process of the study is straightforward and simple in concept. The following list provides a summary of the study process steps:



Allowable Costs

This report identifies three types of costs that, when combined, constitute the fully burdened cost of a service (**Appendix A**). Costs are defined as direct labor, including salary and benefits, departmental overhead costs, and the City's central services overhead, where departmental and central service overhead costs constitute support costs. These cost types are defined as follows:

- **Direct Labor (Personnel Costs):** The costs related to staff salaries for time spent directly on fee-related services.
- **Departmental Overhead:** A proportional allocation of departmental overhead costs, including operation costs such as supplies and materials that are necessary for the department to function.
- **Central Services Overhead:** These costs, as provided via the City's cost allocation plan, represent services provided by those central services departments whose primary function is to support other City departments.



Methodology

The three methods of analysis for calculating fees used in this report are the:

Case Study Method (Standard Unit Cost Build-Up Approach): This approach estimates the actual labor and material costs associated with providing a unit of service to a single user. This analysis is suitable when City staff time requirements do not vary dramatically for a service, or for special projects where the time and cost requirements are easy to identify at the project's outset. Further, the method is effective in instances when a staff member from one department assists on an application, service or permit for another department on an as-needed basis. Costs are estimated based upon interviews with City staff regarding the time typically spent on tasks, a review of available records, and a time and materials analysis.

Program Cost Approach: In some instances, the underlying data is not available or varies widely, leaving a standard unit cost build-up approach impractical. In addition, market factors and policy concerns (as opposed to actual costs) tend to influence rental based fee levels more than other types of services. Willdan employed a different methodology where appropriate to fit a programs' needs and goals. Typical programmatic approach cases are facility use fees, penalties, and instances where a program cost is divided over the user base to obtain a per applicant cost for shared cost services.

Valuation Based Fees: This method of collection is used when the valuation of the improvement can be used as a proxy for the amount of effort it would take for City staff to complete the service provided. More specifically, this approach is commonly used for certain User Fees in the Building Division. It is generally accepted that as a project's size scales up, the cost of the project increases, and the amount of effort needed to review and inspect also increases. Using valuation-based fees provide for a system that can adjust as project sizes scale. Land is not included in the valuation.

Quality Control/Quality Assurance

All study components are interrelated, thus flawed data at any step in the process will cause the ultimate results to be inconsistent and unsound. The elements of our Quality Control process for user fee calculations include:

- Involvement of knowledgeable City staff
- Clear instructions and guidance to City staff
- Reasonableness tests and validation
- Internal and external reviews
- Cross-checking

Reasons for cost increases/decreases over current fees

Within the fee tables in **Appendix C**, the differences are identified between the full costs calculated through the study and the fee levels currently in effect. The reasons for differences between the two can arise from a number of possible factors including:



-
- Previous fee levels may have been set at levels less than full cost intentionally, based on policy decisions
 - Staffing levels and the positions that complete fee and service activity may vary from when the previous costs were calculated
 - Personnel and materials costs could have increased at levels that differed from any inflationary factors used to increase fees since the last study
 - Costs that this study has identified as part of the full cost of services may not have been accounted for in a previous study
 - Departmental overhead and administration costs
 - Indirect overhead from the cost allocation plan
 - Changes in processes and procedures within a department, or the City as a whole
 - Changes in the demand for services in a City may have also changed the staffing or cost structure of departments over time

City Staff Contributions

As part of the study process, Willdan received tremendous support and cooperation from City staff, who contributed and reviewed a variety of components to the study, including:

- Budget and other cost data
- Staffing structures
- Fee and service structures, organization, and descriptions
- Direct and indirect work hours (billable/non-billable)
- Time estimates to complete work tasks
- Review of draft results and other documentation

A user fee study requires significant involvement of the managers and line staff from the departments on top of their existing workloads and competing priorities. The contributions from City staff were critical to this study. We would like to express our appreciation to the City and its staff for their assistance, professionalism, positive attitudes, helpful suggestions, responsiveness, and overall cooperation.



Huntington Park User Fees

Cost Recovery

The cost recovery models, by department/division fee type, are presented in detail in [Appendix C](#). Full cost recovery is determined by summing the estimated amount of time each position (in increments of minutes or hours) spends to render a service. Time estimates for each service rendered were obtained through interviews conducted with City staff for each department/division fee included in the study. The resulting cost recovery amount represents the total cost of providing each service. The City's current fee being charged for each service, if applicable, is provided in this section, as well, for reference.

It is important to note that the time data used to determine the amount of time each employee spends assisting in the provision of the services listed on the fee schedule is essential in identifying the total cost of providing each service and will differ from City to City depending on staffing, positions involved, experience of staff, the use of consultants, and the policies and procedures in place for each City. Specifically, in providing services, a number of employees are often involved in various aspects of the process, spending anywhere from a few minutes to several hours on the service.

The primary goal of this study was to identify the cost of City services, to provide information to help the City make informed decisions regarding the actual fee levels and charges. The responsibility of determining the final fee levels is a complicated task. City staff must consider many issues in formulating recommendations, and the City Council must consider those same issues and more in making the final decisions.

City staff assumes the responsibility to develop specific fee level recommendations to present to the City Council. Unfortunately, there are no hard and fast rules to guide the City, since many of the considerations are based on the unique characteristics of the City of Huntington Park, and administrative and political discretion. However, in setting the level of full cost recovery for each fee, one should consider whether the service solely benefits one end user or the general community.

Subsidization

Recalling the definition of a user fee helps guide decisions regarding subsidization. The general standard is that individuals (or groups) who receive a wholly private benefit should pay 100% of the full cost of the services. In contrast, services that are simply public benefit should be funded entirely by the general fund's tax dollars. Unfortunately, for the decision makers, some services fall into the range between these two extremes.

Further complicating the decision, opponents of fees often assert that the activities subject to the fees provide economic, cultural, "quality of life," or other community benefits that exceed the costs to the City, but it is important to distinguish the difference between any purported possible benefits that may be conveyed through the result of activities of the service receiver and the direct benefit being conveyed through the City providing the service to the requestor.

It is recommended the City consider such factors during its deliberations regarding appropriate fee levels.



Of course, subsidization can be an effective public policy tool since it can be used to reduce fees to encourage certain activities (such as to ensure public safety) or allow some people to be able to afford to receive services they otherwise could not at the full cost. In addition, subsidies can be an appropriate and justifiable action, such as to allow citizens to rightfully access services, without overburdensome costs.

Despite the intent, it is important for the City and public to understand that subsidies must be covered by another revenue source, typically the General Fund's other unrestricted funds.

Impact on Demand (Elasticity)

Economic principles of elasticity suggest that increased costs for services (higher fees) will eventually curtail the demand for the services; whereas lower fees may spark an incentive to utilize the services and encourage certain actions. Either of these conditions may be a desirable effect to the City. However, the level of the fees that would cause demand changes is largely unknown. The cost of service study did not attempt to evaluate the economic or behavioral impacts of higher or lower fees; nevertheless, the City should consider the potential impacts of these issues when deciding on fee levels.

Summary

City staff is recommending setting user fees at suggested fee amounts as detailed in [Appendix C](#). City and departmental goals, City Council priorities, policy initiatives, past performance, implementation issues, and other internal and external factors should influence staff recommendations and City Council decisions. In this case, the proper identification of additional services (new or existing services) and the update to a consistent and comprehensive fee schedule were the primary objectives of this study. City staff has reviewed the full costs and identified the recommended fee levels for consideration by City Council.

The following sections provide background for each department, division, and fee group and the results of this study's analysis of their fees. For the full list of each fee's analysis, refer to [Appendix C](#) of this report.



Finance

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

Analysis

Willdan individually reviewed the services associated with the Finance Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services listed under Finance services consist of parking citations, general administrative, peddlers and sidewalk vendors, animal license, reproduction, water utility deposits fees. The analysis of the cost-based services relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that the Finance fees are currently set below the full cost of providing the service and staff have suggested reasonable fee adjustments as detailed in **Appendix C**. As a result, there would be:

- 13 fees would increase;
- 5 new fees would be added;
- 11 fees would remain as currently set;
- The average fee change for Finance services would be an increase of 8% for current fees;
- 83 parking fines and penalties would increase;
- 10 parking fines and penalties would remain as currently set, and;
- The average fee change for parking fines and penalties would be an increase of 171%.



City Clerk

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

Analysis

Willdan individually reviewed the services associated with the City Clerk. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The services listed under City Clerk services consist of a flat cost-based fee and others set by the State. The analysis of the cost-based service relied upon a standard unit cost build-up approach, whereby we determined the reasonable cost of each fee occurrence using staff time to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that the current fee is not in line with the full cost of providing service. Staff have suggested reasonable fee adjustments as detailed in [Appendix C](#). As a result, there would be:

- An increase for the copy fee;
- 3 fees would remain as currently set, and;
- The average fee change would be an increase of 0.22%.



Police

The purpose of the Huntington Park Police Department is to provide a safe, attractive and well-maintained community through quality law enforcement services and programs.

Analysis

Willdan individually reviewed the services associated with the Police Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Police services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the cost of providing service. Staff have suggested reasonable fee adjustments as detailed in [Appendix C](#). As a result, there would be:

- An increase for 27 fees;
- 6 fees would decrease;
- 1 fee for Pick Up of Live Animals would change to Actual Cost per County Animal Control from a flat fee;
- 4 new fees would be added, and;
- The average fee change would be an increase of 46% for current fees.



Parks and Recreation

The Parks and Recreation Department provides various programs and services to the community including recreation classes, special events, afterschool programming, senior programming, free food program, youth and adult sports leagues, athletic and social facilities, and open park space.

Analysis

Willdan individually reviewed the services associated with the Parks and Recreation Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of most Parks and Recreation programs encompassed facility rentals and other recreation services. The fee for use of government owned facilities and property can be set discretionally by the City per Proposition 26 to reduce the cost to the public for related facilities costs, and because there is market availability for facility use elsewhere. The cost of acquisition, maintenance, repair, and upgrade to the City and subsequently the community is partially offset by rental or use fee revenue. As such these fees should be set using the knowledge of activity use for the facilities, policy desires of the City, and market factors when desirable. It is generally accepted that many Recreation programs provide a measure of public benefit to the residents and City as a whole. In addition, cities generally want to ensure that their programs and services remain affordable to the community at large, and that the programs remain competitive with surrounding jurisdictions and private businesses. Therefore, full cost recovery is typically not the primary goal of fee setting. An overall program cost analysis for Parks and Recreation was also performed and determined that the department is currently operating at around 6% cost recovery. A time and cost analysis was performed on the fees in the schedule that could have direct staff involvement identified to determine the direct cost for each. The analysis found that the current fees for facility use and services are below the cost of providing them. Staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in [Appendix C](#). As a result, there would be:

- An increase for 323 fees;
- 1 new fee would be added for a Public works hourly rate for special events;
- 43 fees would remain as currently set, and;
- The average fee change would be an increase of 35%.



Planning

The Planning & Building Divisions provide comprehensive municipal services that implements a comprehensive general plan within the city's corporate boundaries to the standards and expectations set forth by the City Council. Process all project and building permits. With 3 Full-time Planners and 1 Full-time Administrative Specialist member in the Planning Division and 4 contractual staff in the Building Division within the Community Development Department to provide quality community service and improve the quality of life in the City of Huntington Park.

Analysis

Willdan individually reviewed the services associated with the Planning Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Planning services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that current fees are not in line with the cost of providing service. Staff has suggested reasonable fee adjustments to the fee schedule as detailed in [Appendix C](#). As a result, there would be:

- An increase for 54 fees;
- 8 fees would decrease;
- 6 fees would remain as currently set, and;
- The average fee change would be an increase of 52%.



Building

The Planning & Building Divisions provide comprehensive municipal services that implements a comprehensive general plan within the city's corporate boundaries to the standards and expectations set forth by the City Council. Process all project and building permits. With 3 Full-time Planners and 1 Full-time Administrative Specialist member in the Planning Division and 4 contractual staff in the Building Division within the Community Development Department to provide quality community service and improve the quality of life in the City of Huntington Park.

Analysis

Willdan individually reviewed the services and programs associated with the Building Division. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Building services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most flat rate fees are currently set below the full cost of providing the service. Staff have suggested reasonable fee adjustments to the fee schedule, and they are detailed in **Appendix C**. As a result, there would be:

- An increase for 186 fees;
- 21 fees would decrease;
- 2 fees would change to an hourly rate from a flat fee;
- 8 fees would remain as currently set, and;
- The average fee change would be an increase of 84%.

In addition to the above referenced fees listed under Building, the Building Permit fees are also provided by this division. For the Building Permit fees, valuation is used as a proxy for measuring the amount of effort needed to provide services on a case-by-case basis. This method is an industry standard widely used by other jurisdictions to evaluate the cost of providing service. It is generally understood that the larger and more complex a project is, the more time and effort that is required to provide code compliance services. Project valuation also follows that trend, and so by using a combination of either project valuation or historical revenue figures along with a multiplier or cost recovery analysis for historical and anticipated future trends, current cost recovery along with variability in charges due to project type and scale is determined. The result of the cost analysis completed for the Building Permit program found that the program is currently operating at 95% cost recovery based on the annual activity levels from Fiscal Year 2023-24. Staff is recommending that the fees be increased to 100% cost recovery.



Public Works

The Public Works Department provides comprehensive municipal services that is environmentally conscious, structurally proficient and above-all enhance the safety of our community. The Department develops, builds and maintains the City's infrastructure to the standards and expectations set forth by the City Council. With 23 full-time personnel and five part-time staff members housed within 10 divisions, the Department is focused on maintaining the City's infrastructure.

Analysis

Willdan individually reviewed the services associated with the Public Works Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

The analysis of Public Works Department services relied primarily upon a standard unit cost build-up approach, whereby the reasonable cost of each fee occurrence was determined using staff time involved with providing the service to recover the direct cost of staff and the pro-rata share of departmental costs, including indirect costs for City central services. Willdan then compared the calculated full cost against the current fee amount to determine, if charged, whether the current fee is recovering the costs associated with the requested service. The analysis found that most Public Works fees are currently set below the full cost of providing the service. Staff has suggested reasonable fee adjustments to the fee schedule as detailed in **Appendix C**. As a result, there would be:

- An increase for 170 fees;
- 22 fees would decrease;
- 2 new fees would be added;
- 2 fees would change to an hourly rate from a flat fee;
- 8 fees for Equipment would change to the FEMA rate from a flat fee;
- 16 fees would remain as currently set, and;
- The average fee change would be an increase of 41% for current fees.



Fire

The Los Angeles County Fire Department provides Emergency Medical Services (EMS), fire and rescue services and safe haven services for unincorporated Los Angeles County and for contract cities.

Analysis

Willdan individually reviewed the services associated with the Fire Department. The review also consisted of an evaluation of existing services in an effort to update the fee schedule.

Staff has suggested to change the Fire Safety Officer Personnel fee to a per County Rate from a flat fee as detailed in **Appendix C**.



Appendix A – Total Allowable Cost to be Recovered

Below are the total allowable costs that may be recovered through user fees; however, only a portion of the total allowable cost is recovered as staff not only works on services related to user fees, but also works on an array of other City functions during the operational hours of the City. The direct overhead percentages below are derived by dividing other operational costs by salaries and benefits. The indirect allocation percentages are provided through the cost allocation plan. The amounts listed below will not reconcile to City budgets as costs that should not be included in overhead for personnel in the application of determining fully burdened hourly rates were excluded. Examples of these costs are capital, debt, monetary transfers, contract costs, and other costs that are charged directly to the service requestor.

City of Huntington Park - User Fee

Overhead Rate Calculations

Department	Total Salaries & Benefits	Department Operations & Internal Services	Direct Overhead %	Indirect Allocation %
111: City Manager	672,662	297,500	44%	0%
111: Communications	245,814	198,750	81%	0%
111: City Clerk	286,751	60,000	21%	0%
111: Finance	1,045,240	614,220	59%	0%
111: Community Development	1,400,904	1,618,820	116%	51%
111: Parks	1,765,579	315,670	18%	68%
111: Police	13,242,410	1,340,300	10%	74%
111: Public Works	1,495,703	2,457,507	164%	36%



Appendix B –Fully Burdened Hourly Rates

Below are fully burdened hourly rates (FBHR) of staff positions that provide for the services detailed in **Appendix C**. The FBHRs were used to determine the full cost of each service. They include the salary and benefit costs for each position as well as all applicable overhead amounts for each position. For any user fee service request that is outside the scope of the fees detailed in **Appendix C**, or for services for which there is no fee currently set, the City can charge up to the full cost of the FBHR for personnel involved.

City of Huntington Park - User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
Position Rates		
111: Community Development	CD - Administrative Clerk	\$141.95
111: Community Development	CD - Administrative Specialist	\$141.95
111: Community Development	CD - Assistant Planner	\$252.66
111: Community Development	CD - Associate Planner	\$281.89
111: Community Development	CD - Code Enforcement Manager	\$311.25
111: Community Development	CD - Code Enforcement Officer	\$233.33
111: Community Development	CD - Director of Community Development	\$485.42
111: Community Development	CD - Management Analyst	\$238.14
111: Community Development	CD - Planning Intern	\$129.92
111: Community Development	CD - Planning Manager	\$358.10
111: Community Development	CD - Project Manager	\$296.39
111: City Clerk	City Clerk - Administrative Specialist	\$52.79
111: City Clerk	City Clerk - City Clerk	\$142.83
111: City Clerk	City Clerk - Deputy City Clerk	\$75.56
111: City Manager	CM - Administrative Asst to the City Manager	\$97.55
111: City Manager	CM - Assistant City Manager	\$225.96
111: City Manager	CM - City Manager	\$351.95
111: City Manager	CM - Executive Assistant to the City Manager	\$97.55
111: City Manager	CM - Management Analyst	\$105.64
111: Communications	Comm - Administrative Specialist	\$78.96
111: Communications	Comm - Director of Communications & Comm. Relations	\$247.79
111: Council	Council - Administrative Analyst	\$92.19
111: Finance	Fin - Accountant	\$123.38
111: Finance	Fin - Accounting Technician	\$107.33
111: Finance	Fin - Administrative Analyst	\$105.27
111: Finance	Fin - Administrative Assistant	\$95.30
111: Finance	Fin - Administrative Clerk	\$69.31
111: Finance	Fin - Business License Enforcement Officer	\$113.93
111: Finance	Fin - Director of Finance	\$286.98
111: Finance	Fin - Finance Assistant I	\$82.87
111: Finance	Fin - Finance Assistant II	\$87.09



City of Huntington Park - User Fee

Fully Burdened Hourly Rate Calculation

Department	Title	Fully Burdened Hourly Rate
111: Finance	Fin - Finance Manager	\$176.77
111: Finance	Fin - Management Analyst	\$116.28
111: Finance	Fin - Purchasing Agent	\$148.28
111: Finance	Fin - Revenue Collection Supervisor	\$116.28
111: Parks	Parks - Assistant Recreation Leader	\$79.00
111: Parks	Parks - Director of Parks & Recreation	\$275.60
111: Parks	Parks - Management Analyst	\$144.80
111: Parks	Parks - Recreation Coordinator	\$98.23
111: Parks	Parks - Recreation Leader	\$81.36
111: Parks	Parks - Recreation Manager	\$181.95
111: Parks	Parks - Recreation Supervisor	\$129.79
111: Parks	Parks - Senior Recreation Supervisor	\$162.23
111: Police	Police - Administrative Clerk	\$83.70
111: Police	Police - Administrative Secretary	\$122.10
111: Police	Police - Administrative Specialist	\$83.70
111: Police	Police - Animal Enforcement Officer	\$109.44
111: Police	Police - Chief of Police	\$327.62
111: Police	Police - Communications Operator	\$143.12
111: Police	Police - Communications Operator Supervisor	\$169.13
111: Police	Police - Community Service Officer	\$134.81
111: Police	Police - Jailer	\$119.62
111: Police	Police - Jailer Supervisor	\$131.84
111: Police	Police - Parking Enforcement Officer	\$110.47
111: Police	Police - Police Captain	\$292.03
111: Police	Police - Police Corporal	\$189.87
111: Police	Police - Police Lieutenant	\$252.71
111: Police	Police - Police Officer	\$180.67
111: Police	Police - Police Officer Trainee	\$144.53
111: Police	Police - Police Records Clerk	\$102.08
111: Police	Police - Police Records Coordinator	\$112.76
111: Police	Police - Police Records Supervisor	\$155.00
111: Police	Police - Police Sergeant	\$213.94
111: Police	Police - Property and Evidence Specialist	\$140.27
111: Police	Police - Public Safety Officer	\$83.70
111: Public Works	PW - Administrative Specialist	\$156.53
111: Public Works	PW - Building Inspector	\$301.72
111: Public Works	PW - Fleet Street Manager	\$359.23
111: Public Works	PW - Journeyman Electrician	\$281.42
111: Public Works	PW - Maintenance Worker	\$210.88
111: Public Works	PW - Management Analyst	\$262.62
111: Public Works	PW - Parks/Public Works Maintenance Supervisor	\$310.86



Appendix C – Cost Recovery Analysis

The following tables provide the results of the analysis, resulting full cost recovery amount, and recommended fees. For fees, services, and penalties in which the full cost, existing fee, and suggested fee is listed as “NA”, the amount or percentage was not calculable. This is most common when either the current or the suggested fee includes a variable component that is not comparable on a one-to-one basis, a full cost was not calculated (for penalties, fines, market-based fees, or items not included in the study), or when there is not a current fee amount to compare against.

FINANCE DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
1	GENERAL ADMINISTRATIVE FEES			
2	Business License Application Processing Fee	\$75.00		
3	Business License Renewal Processing Fee	\$47.00		
4	Business License Certificate Reprint	New		
5	Business License Branch Fee	\$1.00		
6	Water Report Fees	New		
7	Water Bill Reprints	New		
8	Budget Copy	\$36.15		
9	Financial Statements Copy	\$21.57		
10	Photo Copies			
11	1st Copy	\$0.21		
12	Additional Copies	\$0.15		
13	Copies of Journal Entry	\$0.30	Per Page	
14	Credit Card Convenience Fee	New		
15	PEDDLERS AND SIDEWALK VENDORS FEES			
16	Permit Application Fee	\$870.72		
17	Renewal Permit Application Fee	\$659.52		
18	Fee to Appeal the Decision to the Director of Finance	\$562.67		
19	Animal License: Dog & Cats			
20	Regular License	\$40.29		
21	Spayed or Neutered Animals	\$20.14		
22	Senior Citizen Owners	\$10.07		
23	Animal Impound Fee	New		
24	WATER UTILITY DEPOSIT FEES			
25	<u>Account Type</u>			
26	Single Family	\$100.00		
27	Duplex	\$200.00		
28	Triplex	\$300.00		
29	4-10 Units	\$750.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$336.80	1%	\$335.00	\$260
\$166.82	7%	\$155.00	\$108
\$101.73	2%	\$100.00	NA
\$336.80	1%	\$335.00	\$334
\$29.42	15%	\$25.00	NA
\$29.07	14%	\$25.00	NA
\$71.42	2%	\$70.00	\$34
\$238.73	16%	\$200.00	\$178
\$0.35	0%	\$0.35	\$0
\$0.35	0%	\$0.35	\$0
NA	NA	\$0.30	\$0
3%	0%	3%	NA
\$1,013.04	1%	\$1,000.00	\$129
\$765.93	0%	\$765.00	\$105
\$604.29	1%	\$600.00	\$37
\$92.68	30%	\$65.00	\$25
\$65.32	23%	\$50.00	\$30
\$65.32	39%	\$40.00	\$30
NA	NA	County Kennel Housing Rate	NA
NA	NA	\$100.00	\$0
NA	NA	\$200.00	\$0
NA	NA	\$300.00	\$0
NA	NA	\$750.00	\$0

FINANCE DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
30	11-20 Units	\$1,250.00		
31	21 Units and Above	\$2,500.00		
32	Commercial & Industrial	\$1,000.00		
33	Restaurant	\$500.00		
34	WATER UTILITY DEPOSIT FEES			
35	<u>Account Type</u>			
36	Laundry & Laundromats	\$2,500.00		
37	High Volume Business	1 Month Bill		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$1,250.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	\$1,000.00	\$0
NA	NA	\$500.00	\$0
NA	NA	\$2,500.00	\$0
NA	NA	1 Month Bill	\$0

FINANCE DEPARTMENT - PARKING

#	Title	Current Fee/Charge	Unit	Notes
1	PARKING CITATION FEES			
2	Obstruct Use of Driveway 4-7.140(e)	\$55.00		
3	Funeral/No Parking 4-7.1401(f)	\$55.00		
4	Vehicle . Over 84" within 50' of intersections 4-7.1401(g)	\$55.00		
5	Red Zone 4-7.1404(a)	\$51.00		
6	Yellow Zone 4-7.1404(b)	\$51.00		
7	White Zone 4-7.1404 (c)	\$55.00		
8	Green Zone 4-7.1404(d)	\$55.00		
9	Standing in Alley (10 Minutes)	\$55.00		
10	Two Per Hour Parking 4-7.1603	\$55.00		
11	72 Hr. Parking 4-7.1604	\$55.00		
12	One Per Hour parking 4-7.1605(a)	\$55.00		
13	No Parking Certain Per Hours 4-7.1607	\$55.00		
14	Street Sweeping 4-7.1607.1	\$55.00		
15	No Parking Any Time 4-7.1608	\$60.00		
16	Emergency Parking 4-7.1609(a)	\$60.00		
17	Temporary No Parking 4-7.1609(b)	\$60.00		
18	Wash/Lube/Repair 4-7.1613(a)	\$60.00		
19	Store Vehicle On St. 3 Hours 4-7.1613(d)	\$60.00		
20	Auxiliary Motor 4-7.1614	\$60.00		
21	Unattended Trailer 4-7.1615	\$96.00		
22	Over 6, 000 lbs. 10PM-6AM 4-7.1617	\$141.00		
23	Comm. Vehicle . 10,000 lbs. 2AM-6AM 4-7.1621	\$188.00		
24	Over 6, 000 lbs. Anytime/Res Dist. 4-7.1621 (a)	\$141.00		
25	Over 6,000 lbs. 10 PM to 6 AM Any Street 4-7.1621(b)	\$141.00		
26	Prohibited Parking of Motorhomes & Trailers 4-7.1622	\$55.00		
27	Prohibited Parking of Vehicles For Sale 4-7.1623	\$55.00		
28	Fail to Obey Posted Signs CVC 21461(a)	\$55.00		
29	Parked more than 18" from Curb CVC 22502(a)	\$55.00		
30	Expired Registration CVC 4000(a)	\$70.00		
31	\$50.00 Min. bail set per 42001.8 CVC	\$3.00		
32	Damaged License Plate CVC 4457	\$55.00		
33	Plate Missing CVC 5200	\$55.00		
34	\$10.00 with proof of correction per 40225(e) CVC	\$3.00		
35	Illegible Plates CVC5201	\$55.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$65.00	\$14
NA	NA	\$65.00	\$14
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$110.00	\$55
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$95.00	\$40
NA	NA	\$110.00	\$50
NA	NA	\$250.00	\$190
NA	NA	\$75.00	\$15
NA	NA	\$110.00	\$50
NA	NA	\$75.00	\$15
NA	NA	\$75.00	\$15
NA	NA	\$146.00	\$50
NA	NA	\$250.00	\$109
NA	NA	\$298.00	\$110
NA	NA	\$250.00	\$109
NA	NA	\$250.00	\$109
NA	NA	\$250.00	\$195
NA	NA	\$150.00	\$95
NA	NA	\$95.00	\$40
NA	NA	\$75.00	\$20
NA	NA	\$95.00	\$25
NA	NA	\$9.00	\$6
NA	NA	\$95.00	\$40
NA	NA	\$195.00	\$140
NA	NA	\$10.00	\$7
NA	NA	\$195.00	\$140

FINANCE DEPARTMENT - PARKING

#	Title	Current Fee/Charge	Unit	Notes
36	\$10.00 with proof of correction per 40225(e) CVC	\$3.00		
37	Tags Missing CVC5204	\$55.00		
38	\$10.00 with proof of correction per 40225(e) CVC	\$3.00		
39	Unlawful Parking-Public Grounds CVC 21113(a)	\$65.00		
40	Unlawful Bicycle Parking CVC 21210(a)	\$29.00		
41	Parking within Intersection CVC 22500(a)	\$55.00		
42	Parking on Crosswalk CVC 22500(b)	\$55.00		
43	Parking Fire Station Entrance CVC 22500(d)	\$70.00		
44	Blocking Driveway CVC 22500(e)	\$65.00		
45	Parking on Sidewalk CVC 22500(f)	\$65.00		
46	Parking along Excavation CVC 22500(g)	\$65.00		
47	Parked on Opposite side CVC 22500(h)	\$60.00		
48	Parking Bus Zone CVC 22500(i)	\$277.00		
49	Min Bail set per 42001.5 CVC	\$0.00		
50	Parking in Tunnel CVC 2500(j)	\$55.00		
51	Parking on Bridge CVC 22500(k)	\$55.00		
52	Blocking Handicap Access CVC22500(l)	\$277.00		
53	Min Bail set per 42001.5 CVC	\$0.00		
54	Blocking Fire Lane CVC 22500.1	\$316.00		
55	Min Bail set per 42001.5 CVC	\$0.00		
56	Curb Parking/One Way St. CVC 22502(c)	\$55.00		
57	Handicap Parking/On St. CVC22507.8(a)	\$411.00		
58	Min Bail set per 42001.5 CVC	\$0.00		
59	Handicap Parking/Off St. CVC 22507.8(b)	\$411.00		
60	Min Bail set per 42001.5 CVC	\$0.00		
61	Within 15' of Fire Hydrant	\$60.00		
62	Vehicle Unattended/Engine Running CVC 22515 (2)	\$55.00		
63	Locked Vehicle/Occupant No Escape CVC 2215(a)	\$65.00		
64	Vehicle Door Open to Traffic CVC 22516	\$55.00		
65	Parked within 7 1/2' RR Track CVC 22521	\$55.00		
66	Parked within 3' of Sidewalk Ramp CVC 22522	\$277.00		
67	Min Bail set per 42001.5 CVC	\$0.00		
68	Abandon Vehicle Upon Highway CVC 22523(a)	\$111.00		
69	Min fine set per CVC22523 (c)	\$0.00		
70	Abandon Vehicle Public/Private Property CVC22523 (b)	\$111.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$10.00	\$7
NA	NA	\$75.00	\$20
NA	NA	\$10.00	\$7
NA	NA	\$75.00	\$10
NA	NA	\$45.00	\$16
NA	NA	\$375.00	\$320
NA	NA	\$375.00	\$320
NA	NA	\$1,200.00	\$1,130
NA	NA	\$95.00	\$30
NA	NA	\$375.00	\$310
NA	NA	\$375.00	\$310
NA	NA	\$375.00	\$315
NA	NA	\$375.00	\$98
NA	NA	\$0.00	\$0
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$1,200.00	\$923
NA	NA	\$0.00	\$0
NA	NA	\$1,200.00	\$884
NA	NA	\$0.00	\$0
NA	NA	\$75.00	\$20
NA	NA	\$1,200.00	\$789
NA	NA	\$0.00	\$0
NA	NA	\$1,200.00	\$789
NA	NA	\$0.00	\$0
NA	NA	\$95.00	\$35
NA	NA	\$95.00	\$40
NA	NA	\$95.00	\$30
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$375.00	\$98
NA	NA	\$0.00	\$0
NA	NA	\$375.00	\$264
NA	NA	\$0.00	\$0
NA	NA	\$275.00	\$164

FINANCE DEPARTMENT - PARKING

#	Title	Current Fee/Charge	Unit	Notes
71	Min Bail set per 42001.5 CVC	\$0.00		
72	Blocking Intersection/Crosswalk (Gridlock) CVC22526(a)	\$111.00		
73	Min Bail set per 42001.5 CVC	\$0.00		
74	Blocking intersection/crosswalk turning CVC22526(b)	\$111.00		
75	Min Bail set per 42001.5 CVC	\$0.00		
76	Lot Street/Alley Parking CVC22951	\$44.00		
77	Overnight/City Parking Prohibited 4-7.1616	\$55.00		
78	Fuel Cap Required CVC2715	\$44.00		
79	\$10.00 with Proof of Correction per 40225(e) CVC	\$3.00		
80	Handicap Parking 4-6.107(e)	\$368.00		
81	2hr Meter Civic Center/Parking Permit 4-6.108	\$55.00		
82	Overtime Meter 4-6.211(a)	\$55.00		
83	Occupy More Than One Space 4-6.211(b)	\$60.00		
84	Outside Marked Stall 4-6.211(c)	\$55.00		
85	Double Parked 4-7.1301 (a) (b) (c)	\$60.00		
86	Occupying More Than One Space 4-6.12(b)	\$55.00		
87	Angle Parking Prohibited 4-7.1305	\$55.00		
88	Stopping, Standing Parking Prohibited 4-7.1401	\$55.00		
89	Tunnel, Bridge, Viaduct 4-7.1401(a)	\$55.00		
90	Within Parkway 4-7.1401(b)	\$55.00		
91	In Intersection 4-7.1401(c)	\$55.00		
92	In Crosswalk 4-7.1401(d)	\$55.00		
93	Parked on front lawn 9-3.801(5) (a)	\$85.00		
94	Defective Windshield CVC 26710	\$55.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$0.00	\$0
NA	NA	\$375.00	\$264
NA	NA	\$0.00	\$0
NA	NA	\$375.00	\$264
NA	NA	\$0.00	\$0
NA	NA	\$95.00	\$51
NA	NA	\$95.00	\$40
NA	NA	\$95.00	\$51
NA	NA	\$10.00	\$7
NA	NA	\$1,200.00	\$832
NA	NA	\$75.00	\$20
NA	NA	\$75.00	\$20
NA	NA	\$120.00	\$60
NA	NA	\$75.00	\$20
NA	NA	\$375.00	\$315
NA	NA	\$375.00	\$320
NA	NA	\$120.00	\$65
NA	NA	\$95.00	\$40
NA	NA	\$95.00	\$40
NA	NA	\$95.00	\$40
NA	NA	\$375.00	\$320
NA	NA	\$375.00	\$320
NA	NA	\$120.00	\$35
NA	NA	\$75.00	\$20

CITY CLERK

#	Title	Current Fee/Charge	Unit	Notes
1	GENERAL ADMINISTRATIVE FEES			
2	<u>Photo Copies</u>			
3	Copy Fee	\$0.15	Per Sheet	
4	<u>Notary Services</u>			
5	Acknowledgments	\$15.00	Per Signature	
6	Jurats	\$15.00	Per Signature	
7	Certified Copies of Power of Attorney	\$15.00	Per Each Power of Attorney	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$0.25	0%	\$0.25	\$0.10
NA	NA	\$15.00	\$0
NA	NA	\$15.00	\$0
NA	NA	\$15.00	\$0

POLICE DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
1	PERSONNEL*			
2	Police Sergeant	\$147.00	Per Hour	
3	Overtime	\$220.00	Per Hour	
4	Senior Officer	\$132.00	Per Hour	
5	Overtime	\$197.00	Per Hour	
6	Police Corporal	\$113.00	Per Hour	
7	Overtime	\$170.00	Per Hour	
8	Communication Operator (Dispatcher)	\$11.00	Per Hour	
9	Overtime	\$164.00	Per Hour	
10	Parking Enforcement Officer	\$97.00	Per Hour	
11	Overtime	\$145.00	Per Hour	
12	<i>*Personnel fees subject to change</i>			
13	GENERAL ADMINSTRATIVE FEES			
14	Arrest Reports	\$32.00		
15	Redacted Reports	\$32.00		
16	Reports Requested By Mail	\$32.00		
17	Finger Printing:			
18	Basic Live Scan	\$77.89		
19	Enhanced Live Scan	\$114.16		
20	Repossessions (Gov. code sect. 26752 & CVC 41612)	\$18.00		
21	Crime Reports	\$26.86		
22	Incident Reports	\$32.00		
23	CAD Reports	\$32.00		
24	Traffic Collision Reports:			
25	Residents	\$32.00		
26	Non Residents	\$33.58		
27	Booking Slips/Dispositions	\$32.00		
28	Clearance Letters	\$75.00		
29	Pick up & Disposal of Deceased Animals	\$191.00		
30	Pick up of Live Animals	\$191.00		
31	Animal Litter Pickup	\$191.00		
32	Housing and Shelter of Animals	\$0.00		
33	Research for Documents & Duplication	\$99.37		
34	Street Vendor Permits	\$0.00		
35	Vehicle Impounds/Suspended License/Unlicensed (30 days)	\$167.87		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$213.94	0%	\$214.00	\$67
\$320.91	0%	\$321.00	\$101
\$189.87	0%	\$190.00	\$58
\$284.80	0%	\$285.00	\$88
\$180.67	0%	\$181.00	\$68
\$271.00	0%	\$271.00	\$101
\$143.12	0%	\$143.00	\$132
\$214.68	0%	\$215.00	\$51
\$110.47	0%	\$110.00	\$13
\$165.71	0%	\$166.00	\$21
\$40.83	0%	\$41.00	\$9
\$40.83	0%	\$41.00	\$9
\$45.94	0%	\$46.00	\$14
\$47.85	0%	\$48.00	-\$30
\$47.85	0%	\$48.00	-\$66
NA	NA	\$15.00	-\$3
\$40.83	0%	\$41.00	\$14
\$40.83	0%	\$41.00	\$9
\$40.83	0%	\$41.00	\$9
\$40.83	0%	\$41.00	\$9
\$40.83	0%	\$41.00	\$7
\$25.52	2%	\$25.00	-\$7
\$46.50	1%	\$46.00	-\$29
\$218.89	0%	\$219.00	\$28
NA	NA	Actual Cost per County Animal Control	Variable
\$218.89	0%	\$219.00	\$28
\$218.89	0%	\$219.00	\$219
\$40.83	0%	\$41.00	-\$58
\$899.38	61%	\$350.00	\$350
\$192.41	0%	\$192.00	\$24

POLICE DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
36	Vehicle Release Fees	\$114.16		
37	Vehicle Release Fees - DUI	\$335.72		
38	Digital Photos	New		
39	Digital Videos	New		
40	Color Photographs - Printed	New		
41	Copy of Citation	New		
42	TRAFFIC/EQUIPMENT CITATION REVIEW			
43	HP Police Citations	\$28.00		
44	Other Police Agency Citations/HP Residents only and those approved by Watch Commander	\$20.54		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$141.37	0%	\$141.00	\$27
\$463.42	0%	\$463.00	\$127
\$51.15	0%	\$51.00	NA
\$93.00	0%	\$93.00	NA
\$38.75	2%	\$38.00	NA
\$25.52	2%	\$25.00	NA
\$45.17	0%	\$45.00	\$17
\$45.17	0%	\$45.00	\$24

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
1	GENERAL FEES & INFORMATION			
2	<u>Minimum Reservation</u>			
3	The minimum reservation time for the use of any park facility for private special events, such as birthdays, anniversaries, weddings, etc. is five (5) per hours.			
4	Same day permits are available on a per hourly basis for small scale events, such as membership meetings and trainings/workshops, only if those events take place during the Department's normal hours of operation, if the facility is available and if the Director of Parks and Recreation or designee approves said use.			
5	Personnel services for all private rentals	\$19.00	Per Hour	Personnel fees are not charged for rentals during normal hours of operation
6	PERSONNEL			
7	Supervisor	\$54.46	Per Hour	
8	Coordinator	\$38.14	Per Hour	
9	Part-time	\$19.00	Per Hour	
10	FACILITY FEES			
11	Security Deposit	\$75.00 - \$2,500.00		
12	Janitorial	\$475.00		
13	Splash Pad Admission	\$1.00	Each	
14	Public works hourly rate for special events	New	Per Hour	
15	Special event application fee (private)	\$80.00		
16	Deposit for city facilities special events	\$2,500.00		
17	Special event application fee (non profit)	\$30.00		
18	Football Field Deposit	\$150.00		
19	Football Field Priority Group #1-6 Weekday	\$35.00		
20	Football Field Priority Group #1-6 Weekend	\$40.00		
21	Football Field Priority Group #7 Weekday	\$40.00		
22	Football Field Priority Group #7 Weekend	\$45.00		
23	Football Field Private Party Weekday	\$45.00		
24	Football Field Private Party Weekend	\$50.00		
25	Football Field Commercial	\$76.00		
26	Per Hourly Rental Rates	\$10.00 - \$123.00		
27	Application Fee (Special Events)			
28	Profit	\$80.00		
29	Nonprofit	\$30.00		
30	<u>Salt Lake Park</u>			3401 E. Florence Ave
31	1. Lounge			Capacity Assembly/Banquet - 200/100 Persons
32	Security Deposit	\$500.00	Flat Rate	
33	Janitorial	\$475.00	Flat Rate	
34	Kitchen	\$78.00	Flat Rate	
35	Private Weekday	\$21.00	Per Hour	
36	Private Weekend	\$63.00	Per Hour	
37	Non-Profit Weekday	\$16.00	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$157.99	83%	\$27.00	\$8
\$129.79	41%	\$77.00	\$23
\$98.23	45%	\$54.00	\$16
\$79.00	66%	\$27.00	\$8
NA	NA	\$75.00 - \$2,500.00	\$0
\$475.00	0%	\$475.00	\$0
NA	NA	\$1.00	\$0
\$492.29	0%	\$492.00	NA
\$1,637.52	91%	\$150.00	\$70
NA	NA	\$3,000.00	\$500
\$1,637.52	97%	\$50.00	\$20
NA	NA	\$250.00	\$100
NA	NA	\$49.00	\$14
NA	NA	\$56.00	\$16
NA	NA	\$56.00	\$16
NA	NA	\$63.00	\$18
NA	NA	\$63.00	\$18
NA	NA	\$70.00	\$20
NA	NA	\$106.40	\$30
NA	NA	\$10.00 - \$123.00	\$0
\$9,902.43	98%	\$150.00	\$70
\$9,902.43	99%	\$50.00	\$20
NA	NA	\$500.00	\$0
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$29.40	\$8
NA	NA	\$88.20	\$25
NA	NA	\$22.40	\$6

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
38	Non-Profit Weekend	\$31.00	Per Hour	
39	Commercial/Business	\$63.00	Per Hour	
40	2. Social Hall			Capacity Assembly/Banquet - 325/150 Persons
41	Security Deposit	\$500.00	Flat Rate	
42	Janitorial	\$475.00	Flat Rate	
43	Kitchen	\$78.00	Flat Rate	
44	Private Weekday	\$21.00	Per Hour	
45	Private Weekend	\$63.00	Per Hour	
46	Non-Profit Weekday	\$16.00	Per Hour	
47	Non-Profit Weekend	\$31.00	Per Hour	
48	Commercial/Business	\$62.00	Per Hour	
49	3. Club Room 2			Capacity Assembly/Banquet - 70/30 Persons
50	Security Deposit	\$150.00	Flat Rate	
51	Janitorial	\$475.00	Flat Rate	
52	Kitchen	\$78.00	Flat Rate	
53	Private Weekday	\$11.00	Per Hour	
54	Private Weekend	\$36.00	Per Hour	
55	Non-Profit Weekday	\$11.00	Per Hour	
56	Non-Profit Weekend	\$16.00	Per Hour	
57	Commercial/Business	\$36.00	Per Hour	
58	4. Club Room 3			Capacity Assembly/Banquet - 70/30 Persons
59	Security Deposit	\$150.00	Flat Rate	
60	Janitorial	\$475.00	Flat Rate	
61	Kitchen	\$78.00	Flat Rate	
62	Private Weekday	\$11.00	Per Hour	
63	Private Weekend	\$36.00	Per Hour	
64	Non-Profit Weekday	\$11.00	Per Hour	
65	Non-Profit Weekend	\$16.00	Per Hour	
66	Commercial/Business	\$36.00	Per Hour	
67	5. Parking Lots			
68	Security Deposit	\$150.00	Flat Rate	
69	Private Weekday	\$26.00	Per Hour (10 Hr Limit)	
70	Private Weekend	\$26.00	Per Hour (10 Hr Limit)	
71	Non-Profit Weekday	\$26.00	Per Hour (10 Hr Limit)	
72	Non-Profit Weekend	\$26.00	Per Hour (10 Hr Limit)	
73	Commercial/Business	\$26.00	Per Hour (10 Hr Limit)	
74	<u>Huntington Park Community Center</u>			6925 Salt Lake Ave
75	1. Community Center			Capacity Assembly/Banquet - 500/240 Persons
76	Security Deposit	\$500.00	Flat Rate	
77	Janitorial	\$475.00	Flat Rate	
78	Kitchen	\$78.00	Flat Rate	
79	Private Weekday	\$31.00	Per Hour	
80	Private Weekend	\$83.00	Per Hour	
81	Non-Profit Weekday	\$21.00	Per Hour	
82	Non-Profit Weekend	\$41.00	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$43.40	\$12
NA	NA	\$88.20	\$25
NA	NA	\$500.00	\$0
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$29.40	\$8
NA	NA	\$88.20	\$25
NA	NA	\$22.40	\$6
NA	NA	\$43.40	\$12
NA	NA	\$86.80	\$25
NA	NA	\$250.00	\$100
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$15.40	\$4
NA	NA	\$50.40	\$14
NA	NA	\$15.40	\$4
NA	NA	\$22.40	\$6
NA	NA	\$50.40	\$14
NA	NA	\$250.00	\$100
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$15.40	\$4
NA	NA	\$50.40	\$14
NA	NA	\$15.40	\$4
NA	NA	\$22.40	\$6
NA	NA	\$50.40	\$14
NA	NA	\$250.00	\$100
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$500.00	\$0
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$43.40	\$12
NA	NA	\$116.20	\$33
NA	NA	\$29.40	\$8
NA	NA	\$57.40	\$16

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
83	Commercial/Business	\$83.00	Per Hour	
84	2. Senior Park + Pavilion			Capacity Assembly/Banquet - 200/200 Persons
85	Security Deposit	\$250.00	Flat Rate	
86	Janitorial	\$475.00	Flat Rate	
87	Kitchen	\$78.00	Flat Rate	
88	Private Weekday	\$26.00	Per Hour	
89	Private Weekend	\$78.00	Per Hour	
90	Non-Profit Weekday	\$26.00	Per Hour	
91	Non-Profit Weekend	\$46.00	Per Hour	
92	Commercial/Business	\$78.00	Per Hour	
93	3. Community Center + Pavilion + Senior Park			Capacity Assembly/Banquet - 200/200 Persons
94	Security Deposit	\$500.00	Flat Rate	
95	Janitorial	\$475.00	Flat Rate	
96	Kitchen	\$78.00	Flat Rate	
97	Private Weekday	\$52.00	Per Hour	
98	Private Weekend	\$125.00	Per Hour	
99	Non-Profit Weekday	\$31.00	Per Hour	
100	Non-Profit Weekend	\$83.00	Per Hour	
101	Commercial/Business	\$125.00	Per Hour	
102	4. Parking Lot			
103	Security Deposit	\$150.00	Flat Rate	
104	Private Weekday	\$26.00	Per Hour (10 Hr Limit)	
105	Private Weekend	\$26.00	Per Hour (10 Hr Limit)	
106	Non-Profit Weekday	\$26.00	Per Hour (10 Hr Limit)	
107	Non-Profit Weekend	\$26.00	Per Hour (10 Hr Limit)	
108	Commercial/Business	\$26.00	Per Hour (10 Hr Limit)	
109	<u>Raul R. Perez Memorial Park</u>			6208 Alameda St.
110	1. Room A			Capacity Assembly/Banquet - 70/30 Persons
111	Security Deposit	\$250.00	Flat Rate	
112	Janitorial	\$475.00	Flat Rate	
113	Kitchen	\$78.00	Flat Rate	
114	Private Weekday	\$21.00	Per Hour	
115	Private Weekend	\$46.00	Per Hour	
116	Non-Profit Weekday	\$16.00	Per Hour	
117	Non-Profit Weekend	\$26.00	Per Hour	
118	Commercial/Business	\$46.00	Per Hour	
119	2. Room B			Capacity Assembly/Banquet - 70/30 Persons
120	Security Deposit	\$250.00	Flat Rate	
121	Janitorial	\$475.00	Flat Rate	
122	Kitchen	\$78.00	Flat Rate	
123	Private Weekday	\$21.00	Per Hour	
124	Private Weekend	\$46.00	Per Hour	
125	Non-Profit Weekday	\$16.00	Per Hour	
126	Non-Profit Weekend	\$26.00	Per Hour	
127	Commercial/Business	\$46.00	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$116.20	\$33
NA	NA	\$500.00	\$250
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$36.40	\$10
NA	NA	\$109.20	\$31
NA	NA	\$36.40	\$10
NA	NA	\$64.40	\$18
NA	NA	\$109.20	\$31
NA	NA	\$500.00	\$0
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$72.80	\$21
NA	NA	\$175.00	\$50
NA	NA	\$43.40	\$12
NA	NA	\$116.20	\$33
NA	NA	\$175.00	\$50
NA	NA	\$250.00	\$100
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$500.00	\$250
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$29.40	\$8
NA	NA	\$64.40	\$18
NA	NA	\$22.40	\$6
NA	NA	\$36.40	\$10
NA	NA	\$64.40	\$18
NA	NA	\$500.00	\$250
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$29.40	\$8
NA	NA	\$64.40	\$18
NA	NA	\$22.40	\$6
NA	NA	\$36.40	\$10
NA	NA	\$64.40	\$18

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
128	3. Room C			Capacity Assembly/Banquet - 160/75 Persons
129	Security Deposit	\$250.00	Flat Rate	
130	Janitorial	\$475.00	Flat Rate	
131	Kitchen	\$78.00	Flat Rate	
132	Private Weekday	\$21.00	Per Hour	
133	Private Weekend	\$46.00	Per Hour	
134	Non-Profit Weekday	\$16.00	Per Hour	
135	Non-Profit Weekend	\$26.00	Per Hour	
136	Commercial/Business	\$46.00	Per Hour	
137	4. Room A+B+C			Capacity Assembly/Banquet - 250/120 Persons
138	Security Deposit	\$500.00	Flat Rate	
139	Janitorial	\$475.00	Flat Rate	
140	Kitchen	\$78.00	Flat Rate	
141	Private Weekday	\$52.00	Per Hour	
142	Private Weekend	\$93.00	Per Hour	
143	Non-Profit Weekday	\$31.00	Per Hour	
144	Non-Profit Weekend	\$46.00	Per Hour	
145	Commercial/Business	\$93.00	Per Hour	
146	5. Parking Lot			
147	Security Deposit	\$150.00	Flat Rate	
148	Kitchen	\$78.00	Flat Rate	
149	Private Weekday	\$26.00	Per Hour (10 Hr Limit)	
150	Private Weekend	\$26.00	Per Hour (10 Hr Limit)	
151	Non-Profit Weekday	\$26.00	Per Hour (10 Hr Limit)	
152	Non-Profit Weekend	\$26.00	Per Hour (10 Hr Limit)	
153	Commercial/Business	\$26.00	Per Hour (10 Hr Limit)	
154	Freedom Park			3801 E. 61st St.
155	1. Community Center			Capacity Assembly/Banquet - 325/150 Persons
156	Security Deposit	\$500.00	Flat Rate	
157	Janitorial	\$475.00	Flat Rate	
158	Kitchen	\$78.00	Flat Rate	
159	Private Weekday	\$21.00	Per Hour	
160	Private Weekend	\$63.00	Per Hour	
161	Non-Profit Weekday	\$16.00	Per Hour	
162	Non-Profit Weekend	\$31.00	Per Hour	
163	Commercial/Business	\$63.00	Per Hour	
164	Robert H. Keller Park			6550 Miles Ave
165	1. Picnic Shelter			Capacity Assembly/Banquet - 75/75 Persons
166	Security Deposit	\$75.00	Flat Rate	
167	Private Weekday	\$26.00	Per Hour	
168	Private Weekend	\$36.00	Per Hour	
169	Non-Profit Weekday	\$26.00	Per Hour	
170	Non-Profit Weekend	\$26.00	Per Hour	
171	Commercial/Business	\$36.00	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$500.00	\$250
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$29.40	\$8
NA	NA	\$64.40	\$18
NA	NA	\$22.40	\$6
NA	NA	\$36.40	\$10
NA	NA	\$64.40	\$18
NA	NA	\$500.00	\$0
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$72.80	\$21
NA	NA	\$130.20	\$37
NA	NA	\$43.40	\$12
NA	NA	\$64.40	\$18
NA	NA	\$130.20	\$37
NA	NA	\$250.00	\$100
NA	NA	\$109.20	\$31
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$500.00	\$0
\$475.00	0%	\$475.00	\$0
NA	NA	\$109.20	\$31
NA	NA	\$29.40	\$8
NA	NA	\$88.20	\$25
NA	NA	\$22.40	\$6
NA	NA	\$43.40	\$12
NA	NA	\$88.20	\$25
NA	NA	\$250.00	\$175
NA	NA	\$36.40	\$10
NA	NA	\$50.40	\$14
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$50.40	\$14

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
172	ATHLETIC FACILITY FEES			
173	Minimum Reservation			
174	The minimum reservation time for use of any park athletic facility for practices or games is two hours.			
175	Non-Profit Rates			
176	A nonprofit organization is a group organized for purposes other than generating profit and in which no part of the organization's income is distributed to its members, directors, or officers. Nonprofit organizations must submit an IRS letter recognizing it as a tax-exempt organization prior to rental.			
177	Light Fees			
178	Light fee will be assessed per field	\$11.00	Per Hour	
179	Field Marking (Optional)			Personnel fees are required for field marking
180	Flat rate will be assessed per field each time a field is desired to be marked with chalk	\$7.00		Chalk is not allowed on any grass or artificial turf facilities
181	Flat rate painting fee will be assessed per field each time a field is desired to be marked with paint	\$11.00		
182	Equipment (Optional)			
183	Flat rate fee will be charged for rental of the volleyball system	\$11.00		
184	Fee assessed when the scoreboard is desired	\$9.00	Per Hour	Personnel fees are required for scoreboard operation
185	Personnel Fees			
186	For personnel services for field marking or operating the scoreboard	\$19.00	Per Hour	
187	Weekday and Weekend Rates			
188	Weekday fees are defined as Monday through Friday from 8:00 a.m. to 5:00 p.m.			
189	Weekend fees begin on Friday 5:01 p.m. through Sunday 11:00 p.m.			
190	Priority Group Qualifications			
191	Groups 1-6			
192	~Co-sponsored programs and events – City of Huntington Park Department of Parks and Recreation youth or adult programs, leagues or events ~Nonprofit organizations with 51%+ of its participants residing in Huntington Park (Huntington Park residency) and an “Everyone Plays” ~Philosophy (ex. AYSO, PONY Baseball, Little League, Jr. NBA) during traditional season ~Nonprofit organizations that cater to participants with special needs ~Nonprofit organizations that provide gender-equitable programs ~Los Angeles Unified School District (LAUSD) related programs ~Non-LAUSD School related programs (ex. charter schools)			
193	Groups 7			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$15.40	\$4
NA	NA	\$9.80	\$3
NA	NA	\$15.40	\$4
NA	NA	\$15.40	\$4
NA	NA	\$12.60	\$4
\$79.00	62%	\$30.00	\$11

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
194	~Youth club programs, teams, organizations or events with 51%+ of its participants residing in Huntington Park. Membership is required to participate within a club program, team, organization or event.			
195	Private Party			
196	~Adult programs, teams, organizations, or events. ~Youth club programs, organizations or events with less than 51% Huntington Park residency ~Adult programs, organizations or events with less than 51% Huntington Park residency			
197	Commercial			
198	~A non-sport group that will generate revenue solely for making profit for the private enterprise. This includes but is not limited to car shows, carnivals, circuses, magic shows, radio shows, television stations or special events.			
199	Liability Insurance Requirements			
200	~General liability insurance of the type and amount (at least \$1 million) required by the Director of Parks and Recreation shall be a condition for issuance of a facility permit. Failure to provide adequate insurance may be cause for the City to reject or revoke a permit. A certificate of liability insurance shall name the City of Huntington Park as an additional insured. Additionally, an Endorsement Page (document CG 20 10 11 85 or CG 20 10 10 93) naming the City of Huntington Park, it's officers, agents and employees as additionally insured must be included. Insurance documents must be submitted with the application.			
201	<u>Freedom Park</u>			3801 East 61st Street
202	1. Multi-Purpose Athletic Facility			
203	Deposit	\$150.00	Flat Rate	
204	Groups 1-6 Weekday	\$16.00	Per Hour	
205	Groups 1-6 Weekend	\$21.00	Per Hour	
206	Group 7 Weekday	\$26.00	Per Hour	
207	Group 7 Weekend	\$31.00	Per Hour	
208	Private Party Weekday	\$46.00	Per Hour	
209	Private Party Weekend	\$41.00	Per Hour	
210	Commercial	\$0.00	Per Hour	
211	2. Freedom Park Basketball Court #1			
212	Deposit	\$150.00	Flat Rate	
213	Groups 1-6 Weekday	\$30.00	Per Hour	
214	Groups 1-6 Weekend	\$35.00	Per Hour	
215	Group 7 Weekday	\$30.00	Per Hour	
216	Group 7 Weekend	\$35.00	Per Hour	
217	Private Party Weekday	\$35.00	Per Hour	
218	Private Party Weekend	\$35.00	Per Hour	
219	Commercial	\$0.00	Per Hour	
220	3. Freedom Park Basketball Court #1-2			
221	Deposit	\$150.00	Flat Rate	
222	Groups 1-6 Weekday	\$44.00	Per Hour	
223	Groups 1-6 Weekend	\$44.00	Per Hour	

[illegible]

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
224	Group 7 Weekday	\$49.00	Per Hour	
225	Group 7 Weekend	\$49.00	Per Hour	
226	Private Party Weekday	\$54.00	Per Hour	
227	Private Party Weekend	\$54.00	Per Hour	
228	Commercial	\$54.00	Per Hour	
229	Raul R. Perez Memorial Park			6208 Alameda Street
230	1. Basketball Court #1 or #2			
231	Deposit	\$150.00	Flat Rate	
232	Groups 1-6 Weekday	\$30.00	Per Hour	
233	Groups 1-6 Weekend	\$35.00	Per Hour	
234	Group 7 Weekday	\$30.00	Per Hour	
235	Group 7 Weekend	\$35.00	Per Hour	
236	Private Party Weekday	\$35.00	Per Hour	
237	Private Party Weekend	\$35.00	Per Hour	
238	Commercial	\$0.00	Per Hour	
239	2. Basketball Court #1 and #2			
240	Deposit	\$150.00	Flat Rate	
241	Groups 1-6 Weekday	\$59.00	Per Hour	
242	Groups 1-6 Weekend	\$61.00	Per Hour	
243	Group 7 Weekday	\$51.00	Per Hour	
244	Group 7 Weekend	\$61.00	Per Hour	
245	Private Party Weekday	\$61.00	Per Hour	
246	Private Party Weekend	\$61.00	Per Hour	
247	Commercial	\$0.00	Per Hour	
248	Salt Lake Park Baseball & Softball Facilities			3401 East Florence Avenue
249	1. Ball Field #1, #2, or #3			
250	Deposit	\$150.00	Flat Rate	
251	Groups 1-6 Weekday	\$16.00	Per Hour	
252	Groups 1-6 Weekend	\$21.00	Per Hour	
253	Group 7 Weekday	\$21.00	Per Hour	
254	Group 7 Weekend	\$26.00	Per Hour	
255	Private Party Weekday	\$31.00	Per Hour	
256	Private Party Weekend	\$32.00	Per Hour	
257	Commercial	\$41.00	Per Hour	
258	2. Ball Field #4			
259	Deposit	\$150.00	Flat Rate	
260	Groups 1-6 Weekday	\$16.00	Per Hour	
261	Groups 1-6 Weekend	\$21.00	Per Hour	
262	Group 7 Weekday	\$21.00	Per Hour	
263	Group 7 Weekend	\$26.00	Per Hour	
264	Private Party Weekday	\$31.00	Per Hour	
265	Private Party Weekend	\$36.00	Per Hour	
266	Commercial	\$41.00	Per Hour	
267	3. Ball Field Grass #1, #2, #3, or #4			
268	Deposit	\$150.00	Flat Rate	
269	Groups 1-6 Weekday	\$13.00	Per Hour	
270	Groups 1-6 Weekend	\$15.00	Per Hour	
271	Group 7 Weekday	\$17.00	Per Hour	
272	Group 7 Weekend	\$20.00	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$68.60	\$20
NA	NA	\$68.60	\$20
NA	NA	\$75.60	\$22
NA	NA	\$75.60	\$22
NA	NA	\$75.60	\$22
NA	NA	\$250.00	\$100
NA	NA	\$42.00	\$12
NA	NA	\$49.00	\$14
NA	NA	\$42.00	\$12
NA	NA	\$49.00	\$14
NA	NA	\$49.00	\$14
NA	NA	\$49.00	\$14
NA	NA	\$0.00	\$0
NA	NA	\$250.00	\$100
NA	NA	\$82.60	\$24
NA	NA	\$85.40	\$24
NA	NA	\$71.40	\$20
NA	NA	\$85.40	\$24
NA	NA	\$85.40	\$24
NA	NA	\$85.40	\$24
NA	NA	\$0.00	\$0
NA	NA	\$250.00	\$100
NA	NA	\$22.40	\$6
NA	NA	\$29.40	\$8
NA	NA	\$29.40	\$8
NA	NA	\$36.40	\$10
NA	NA	\$43.40	\$12
NA	NA	\$44.80	\$13
NA	NA	\$57.40	\$16
NA	NA	\$250.00	\$100
NA	NA	\$22.40	\$6
NA	NA	\$29.40	\$8
NA	NA	\$29.40	\$8
NA	NA	\$36.40	\$10
NA	NA	\$43.40	\$12
NA	NA	\$50.40	\$14
NA	NA	\$57.40	\$16
NA	NA	\$250.00	\$100
NA	NA	\$18.20	\$5
NA	NA	\$21.00	\$6
NA	NA	\$23.80	\$7
NA	NA	\$28.00	\$8

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
273	Private Party Weekday	\$20.00	Per Hour	
274	Private Party Weekend	\$23.00	Per Hour	
275	Commercial	\$0.00	Per Hour	
276	4. Batting Cages - 15 Minutes			
277	Deposit	\$0.00	Flat Rate	
278	Groups 1-6 Weekday	\$13.00	Per Hour	
279	Groups 1-6 Weekend	\$13.00	Per Hour	
280	Group 7 Weekday	\$15.00	Per Hour	
281	Group 7 Weekend	\$15.00	Per Hour	
282	Private Party Weekday	\$16.00	Per Hour	
283	Private Party Weekend	\$16.00	Per Hour	
284	Commercial	\$0.00	Per Hour	
285	5. Batting Cages - 30 Minutes			
286	Deposit	\$0.00	Flat Rate	
287	Groups 1-6 Weekday	\$23.00	Per Hour	
288	Groups 1-6 Weekend	\$23.00	Per Hour	
289	Group 7 Weekday	\$26.00	Per Hour	
290	Group 7 Weekend	\$26.00	Per Hour	
291	Private Party Weekday	\$28.00	Per Hour	
292	Private Party Weekend	\$28.00	Per Hour	
293	Commercial	\$0.00	Per Hour	
294	6. Batting Cages - 60 Minutes			
295	Deposit	\$0.00	Flat Rate	
296	Groups 1-6 Weekday	\$37.00	Per Hour	
297	Groups 1-6 Weekend	\$37.00	Per Hour	
298	Group 7 Weekday	\$39.00	Per Hour	
299	Group 7 Weekend	\$39.00	Per Hour	
300	Private Party Weekday	\$42.00	Per Hour	
301	Private Party Weekend	\$42.00	Per Hour	
302	Commercial	\$0.00	Per Hour	
303	Salt Lake Park Gymnasium (Basketball & Volleyball)			3401 East Florence Avenue
304	1. Gymnasium - Full Court			
305	Deposit	\$200.00	Flat Rate	
306	Groups 1-6 Weekday	\$37.00	Per Hour	
307	Groups 1-6 Weekend	\$52.00	Per Hour	
308	Group 7 Weekday	\$42.00	Per Hour	
309	Group 7 Weekend	\$62.00	Per Hour	
310	Private Party Weekday	\$78.00	Per Hour	
311	Private Party Weekend	\$93.00	Per Hour	
312	Commercial	\$98.00	Per Hour	
313	2. Gymnasium - 1/2 Court			
314	Deposit	\$200.00	Flat Rate	
315	Groups 1-6 Weekday	\$23.00	Per Hour	
316	Groups 1-6 Weekend	\$28.00	Per Hour	
317	Group 7 Weekday	\$28.00	Per Hour	
318	Group 7 Weekend	\$33.00	Per Hour	
319	Private Party Weekday	\$33.00	Per Hour	
320	Private Party Weekend	\$38.00	Per Hour	
321	Commercial	\$0.00	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$28.00	\$8
NA	NA	\$32.20	\$9
NA	NA	\$0.00	\$0
NA	NA	\$250.00	\$250
NA	NA	\$18.20	\$5
NA	NA	\$18.20	\$5
NA	NA	\$21.00	\$6
NA	NA	\$21.00	\$6
NA	NA	\$22.40	\$6
NA	NA	\$22.40	\$6
NA	NA	\$0.00	\$0
NA	NA	\$250.00	\$250
NA	NA	\$32.20	\$9
NA	NA	\$32.20	\$9
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$39.20	\$11
NA	NA	\$39.20	\$11
NA	NA	\$0.00	\$0
NA	NA	\$250.00	\$250
NA	NA	\$51.80	\$15
NA	NA	\$51.80	\$15
NA	NA	\$54.60	\$16
NA	NA	\$54.60	\$16
NA	NA	\$58.80	\$17
NA	NA	\$58.80	\$17
NA	NA	\$0.00	\$0
NA	NA	\$250.00	\$50
NA	NA	\$51.80	\$15
NA	NA	\$72.80	\$21
NA	NA	\$58.80	\$17
NA	NA	\$86.80	\$25
NA	NA	\$109.20	\$31
NA	NA	\$130.20	\$37
NA	NA	\$137.20	\$39
NA	NA	\$250.00	\$50
NA	NA	\$32.20	\$9
NA	NA	\$39.20	\$11
NA	NA	\$39.20	\$11
NA	NA	\$46.20	\$13
NA	NA	\$46.20	\$13
NA	NA	\$53.20	\$15
NA	NA	\$0.00	\$0

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
322	Salt Lake Park Soccer Fields			3401 East Florence Avenue
323	1. Kevin De Leon Soccer Field A or B			
324	Deposit	\$150.00	Flat Rate	
325	Groups 1-6 Weekday	\$30.00	Per Hour	
326	Groups 1-6 Weekend	\$35.00	Per Hour	
327	Group 7 Weekday	\$35.00	Per Hour	
328	Group 7 Weekend	\$40.00	Per Hour	
329	Private Party Weekday	\$40.00	Per Hour	
330	Private Party Weekend	\$45.00	Per Hour	
331	Commercial	\$0.00	Per Hour	
332	2. Kevin De Leon Soccer Field A + B (Entire Field)			
333	Deposit	\$150.00	Flat Rate	
334	Groups 1-6 Weekday	\$51.00	Per Hour	
335	Groups 1-6 Weekend	\$56.00	Per Hour	
336	Group 7 Weekday	\$56.00	Per Hour	
337	Group 7 Weekend	\$61.00	Per Hour	
338	Private Party Weekday	\$61.00	Per Hour	
339	Private Party Weekend	\$66.00	Per Hour	
340	Commercial	\$92.00	Per Hour	
341	3. Kevin De Leon - 1/4 Soccer Field			
342	Deposit	\$150.00	Flat Rate	
343	Groups 1-6 Weekday	\$16.00	Per Hour	
344	Groups 1-6 Weekend	\$21.00	Per Hour	
345	Group 7 Weekday	\$21.00	Per Hour	
346	Group 7 Weekend	\$26.00	Per Hour	
347	Private Party Weekday	\$26.00	Per Hour	
348	Private Party Weekend	\$31.00	Per Hour	
349	Commercial	\$0.00	Per Hour	
350	4. Soccer Square - Full Field			
351	Deposit	\$150.00	Flat Rate	
352	Groups 1-6 Weekday	\$16.00	Per Hour	
353	Groups 1-6 Weekend	\$21.00	Per Hour	
354	Group 7 Weekday	\$26.00	Per Hour	
355	Group 7 Weekend	\$31.00	Per Hour	
356	Private Party Weekday	\$36.00	Per Hour	
357	Private Party Weekend	\$41.00	Per Hour	
358	Commercial	\$56.00	Per Hour	
359	5. Soccer Square A or B (1/2 Field)			
360	Deposit	\$150.00	Flat Rate	
361	Groups 1-6 Weekday	\$13.00	Per Hour	
362	Groups 1-6 Weekend	\$15.00	Per Hour	
363	Group 7 Weekday	\$20.00	Per Hour	
364	Group 7 Weekend	\$25.00	Per Hour	
365	Private Party Weekday	\$25.00	Per Hour	
366	Private Party Weekend	\$30.00	Per Hour	
367	Commercial	\$50.00	Per Hour	
368	Salt Lake Park Outdoor Courts (Basketball, Tennis, & Volleyball Courts)			3401 East Florence Avenue
369	1. Tennis Court - Single Court			
370	Deposit	\$150.00	Flat Rate	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$250.00	\$100
NA	NA	\$42.00	\$12
NA	NA	\$49.00	\$14
NA	NA	\$49.00	\$14
NA	NA	\$56.00	\$16
NA	NA	\$56.00	\$16
NA	NA	\$63.00	\$18
NA	NA	\$0.00	\$0
NA	NA	\$250.00	\$100
NA	NA	\$71.40	\$20
NA	NA	\$78.40	\$22
NA	NA	\$78.40	\$22
NA	NA	\$85.40	\$24
NA	NA	\$85.40	\$24
NA	NA	\$92.40	\$26
NA	NA	\$128.80	\$37
NA	NA	\$250.00	\$100
NA	NA	\$22.40	\$6
NA	NA	\$29.40	\$8
NA	NA	\$29.40	\$8
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$43.40	\$12
NA	NA	\$50.40	\$14
NA	NA	\$57.40	\$16
NA	NA	\$78.40	\$22
NA	NA	\$250.00	\$100
NA	NA	\$18.20	\$5
NA	NA	\$21.00	\$6
NA	NA	\$28.00	\$8
NA	NA	\$35.00	\$10
NA	NA	\$35.00	\$10
NA	NA	\$42.00	\$12
NA	NA	\$70.00	\$20
NA	NA	\$250.00	\$100

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
371	Groups 1-6 Weekday	\$30.00	Per Hour	
372	Groups 1-6 Weekend	\$30.00	Per Hour	
373	Group 7 Weekday	\$35.00	Per Hour	
374	Group 7 Weekend	\$35.00	Per Hour	
375	Private Party Weekday	\$35.00	Per Hour	
376	Private Party Weekend	\$35.00	Per Hour	
377	Commercial	\$40.00	Per Hour	
378	2. Tennis Court - 5 Courts			
379	Deposit	\$150.00	Flat Rate	
380	Groups 1-6 Weekday	\$44.00	Per Hour	
381	Groups 1-6 Weekend	\$44.00	Per Hour	
382	Group 7 Weekday	\$49.00	Per Hour	
383	Group 7 Weekend	\$49.00	Per Hour	
384	Private Party Weekday	\$54.00	Per Hour	
385	Private Party Weekend	\$54.00	Per Hour	
386	Commercial	\$54.00	Per Hour	
387	3. Outdoor Basketball Court - Single Court			
388	Deposit	\$150.00	Flat Rate	
389	Groups 1-6 Weekday	\$23.00	Per Hour	
390	Groups 1-6 Weekend	\$28.00	Per Hour	
391	Group 7 Weekday	\$28.00	Per Hour	
392	Group 7 Weekend	\$33.00	Per Hour	
393	Private Party Weekday	\$33.00	Per Hour	
394	Private Party Weekend	\$38.00	Per Hour	
395	Commercial	\$38.00	Per Hour	
396	4. Outdoor Basketball Court - 5 Courts			
397	Deposit	\$150.00	Flat Rate	
398	Groups 1-6 Weekday	\$59.00	Per Hour	
399	Groups 1-6 Weekend	\$69.00	Per Hour	
400	Group 7 Weekday	\$59.00	Per Hour	
401	Group 7 Weekend	\$69.00	Per Hour	
402	Private Party Weekday	\$69.00	Per Hour	
403	Private Party Weekend	\$69.00	Per Hour	
404	Commercial	\$75.00	Per Hour	
405	5. Volleyball Court - Single Court			
406	Deposit	\$150.00	Flat Rate	
407	Groups 1-6 Weekday	\$16.00	Per Hour	
408	Groups 1-6 Weekend	\$21.00	Per Hour	
409	Group 7 Weekday	\$21.00	Per Hour	
410	Group 7 Weekend	\$26.00	Per Hour	
411	Private Party Weekday	\$26.00	Per Hour	
412	Private Party Weekend	\$31.00	Per Hour	
413	Commercial	\$36.00	Per Hour	
414	ACTIVITIES IN PUBLIC PLACES EQUIPMENT FEES AND RENTALS			
415	4' X 8' Stage Panel	\$95.88	Each	
416	Stage Steps	\$23.50	Each	
417	Stanchions (10') - White w/ Chain	\$10.62	Set of 2	
418	Portable Bleachers	\$476.89	Each	
419	10' X 10' Canopy	\$71.33	Each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$42.00	\$12
NA	NA	\$42.00	\$12
NA	NA	\$49.00	\$14
NA	NA	\$49.00	\$14
NA	NA	\$49.00	\$14
NA	NA	\$49.00	\$14
NA	NA	\$56.00	\$16
NA	NA	\$250.00	\$100
NA	NA	\$61.60	\$18
NA	NA	\$61.60	\$18
NA	NA	\$68.60	\$20
NA	NA	\$68.60	\$20
NA	NA	\$75.60	\$22
NA	NA	\$75.60	\$22
NA	NA	\$75.60	\$22
NA	NA	\$250.00	\$100
NA	NA	\$32.20	\$9
NA	NA	\$39.20	\$11
NA	NA	\$39.20	\$11
NA	NA	\$46.20	\$13
NA	NA	\$46.20	\$13
NA	NA	\$53.20	\$15
NA	NA	\$53.20	\$15
NA	NA	\$250.00	\$100
NA	NA	\$82.60	\$24
NA	NA	\$96.60	\$28
NA	NA	\$82.60	\$24
NA	NA	\$96.60	\$28
NA	NA	\$96.60	\$28
NA	NA	\$96.60	\$28
NA	NA	\$105.00	\$30
NA	NA	\$250.00	\$100
NA	NA	\$22.40	\$6
NA	NA	\$29.40	\$8
NA	NA	\$29.40	\$8
NA	NA	\$36.40	\$10
NA	NA	\$36.40	\$10
NA	NA	\$43.40	\$12
NA	NA	\$50.40	\$14
NA	NA	\$134.23	\$38
NA	NA	\$32.90	\$9
NA	NA	\$14.87	\$4
NA	NA	\$667.65	\$191
NA	NA	\$99.86	\$29

PARKS AND RECREATION DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
420	15' X 30' Canopy	\$359.19	Each	
421	Sound Mixer Board (8 Channel)	\$34.97	Each	
422	Two way Speaker w/ Stand	\$49.97	Each	
423	Premium Speaker w/ Stand	\$61.10	Each	
424	Wireless Mic	\$47.47	Each	
425	8 ft. Tables	\$8.25	Each	
426	Round Tables	\$6.87	Each	
427	Chairs (Black)	\$1.07	Each	
428	Chairs (Blue)	\$0.73	Each	
429	Lectern	\$62.14	Each	
430	Portable PA System w/ Wireless Mic	\$89.99	Each	
431	Projector 2000 Lumen	\$108.25	Each	
432	10' X10' Projector Screen	\$60.10	Each	
433	5' X 5' Projector Screen	\$48.48	Each	
434	Coffee Urn	\$20.00	Each	
435	Linen (8' Rectangular Black)	\$8.88	Each	
436	Linen (6' Round Black)	\$10.50	Each	
437	Cocktail Tables	\$9.00	Each	
438	Cocktail Chairs	\$1.50	Each	
439	YOUTH SPORTS FEES			*Prices subject to change *Residents fee will include all individuals that live in 90255- including Walnut Park Residents
440	Youth Baseball			
441	Residents*	\$65.00		
442	Non-Residents*	\$75.00		
443	Youth Basketball			
444	Residents*	\$65.00		
445	Non-Residents*	\$75.00		
446	Girls Basketball			
447	Residents*	\$65.00		
448	Non-Residents*	\$75.00		
449	Little Dribblers			
450	Residents*	\$65.00		
451	Non-Residents*	\$75.00		
452	Little Kickers			
453	Residents*	\$65.00		
454	Non-Residents*	\$75.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	\$502.87	\$144
NA	NA	\$48.96	\$14
NA	NA	\$69.96	\$20
NA	NA	\$85.54	\$24
NA	NA	\$66.46	\$19
NA	NA	\$11.55	\$3
NA	NA	\$9.62	\$3
NA	NA	\$1.50	\$0
NA	NA	\$1.02	\$0
NA	NA	\$87.00	\$25
NA	NA	\$125.99	\$36
NA	NA	\$151.55	\$43
NA	NA	\$84.14	\$24
NA	NA	\$67.87	\$19
NA	NA	\$28.00	\$8
NA	NA	\$12.43	\$4
NA	NA	\$14.70	\$4
NA	NA	\$12.60	\$4
NA	NA	\$2.10	\$1
NA	NA	\$65.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$65.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$65.00	\$0
NA	NA	\$75.00	\$0
NA	NA	\$65.00	\$0
NA	NA	\$75.00	\$0

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING AND BUILDING

#	Title	Current Fee/Charge	Unit	Notes
1	ADMINISTRATIVE APPLICATIONS, PERMITS & REVIEWS			
2	Activity in Public Places Permit:			
3	Minor Permits/ For Profit Entities	\$280.00	Per Day	
4	Minor Permits/ Nonprofit Entities	\$95.00	Per Day	
5	Business License/Zoning Compliance Review	\$45.00		
6	Conditional Use Permit Transfer	\$316.00		
7	Dance and Entertainment Permit	\$1,875.00		
8	Home Enterprise Permit	\$125.00		
9	Home Family Day Care Center Permit	\$256.00		
10	Landscape and Irrigation Plan Review	\$95.00	Per Hour	
11	Minor Development Permit	\$412.00		
12	Minor Modifications to Administrative Applications	\$190.00		
13	Minor Modification to Entitlements	\$665.00		
14	Miscellaneous Review (Fences, Solar, etc.)	\$55.00		
15	News Rack Permits	\$250.00	Per Rack	
16	News Rack Impound	\$190.00		
17	Preliminary Plan Reviews (1st & 2nd) (Each)	\$930.00		
18	Preliminary Plan Reviews (each additional review)	\$333.00	Per Hour (1 Hour Min)	
19	Sign Design Review	\$95.00	Per Hour	
20	Sign Program Review	\$684.00	Per Hour (2 Hour Min)	
21	Special Event Permit:			
22	Minor Permits/ For Profit Entities	\$275.00	Per Day	
23	Minor Permits/ Nonprofit Entities	\$95.00	Per Day	
24	Temporary Sign Review	\$307.00		
25	Temporary Use Permit	\$280.00		
26	DISCRETIONARY APPLICATIONS, PERMITS & REVIEWS			
27	Activity in Public Places Permit:			
28	Major Permits/ For Profit Entities	\$1,875.00	Per Day	
29	Major Permits/ Nonprofit Entities	\$625.00	Per Day	
30	Amendment to Major Development Permit	\$661.00		
31	Conditional Use Permit	\$4,972.00		
32	Covenants, Conditions & Restrictions	\$915.00	Plus A/C of City Attorney	
33	Development Agreement	\$3,789.00	Plus A/C of City Attorney	
34	Extension of Planning Commission Approval/Amendment	\$935.00		
35	General Plan Amendment	\$6,387.00		
36	Major Amendment to Entitlements	\$1,951.00		
37	Major Development Permit	\$4,972.00		
38	Minor Conditional Use Permit	\$2,474.00		
39	Minor Variance	\$2,200.00		
40	Misc. Agreements with Payment Processing	\$2,643.00	Plus A/C of City Attorney	
41	Parking Covenant Agreement	\$745.00		
42	Public Visible Art Application	\$995.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,069.10	53%	\$500.00	\$220
\$1,069.10	86%	\$150.00	\$55
\$64.96	0%	\$65.00	\$20
\$10,870.02	90%	\$1,100.00	\$784
\$2,672.74	3%	\$2,600.00	\$725
\$422.83	29%	\$300.00	\$175
\$281.89	0%	\$281.00	\$25
\$252.66	0%	\$252.00	\$157
\$1,515.97	21%	\$1,200.00	\$788
\$252.66	0%	\$252.00	\$62
\$563.77	0%	\$563.00	-\$102
\$64.96	1%	\$64.00	\$9
\$64.96	1%	\$64.00	-\$186
\$64.96	1%	\$64.00	-\$126
\$1,010.65	0%	\$1,010.00	\$80
\$505.32	0%	\$505.00	\$172
\$252.66	0%	\$252.00	\$157
\$1,010.65	0%	\$1,010.00	\$326
\$1,010.65	26%	\$750.00	\$475
\$1,010.65	51%	\$500.00	\$405
\$64.96	1%	\$64.00	-\$243
\$845.66	41%	\$500.00	\$220
\$2,317.25	0%	\$2,317.00	\$442
\$2,317.25	53%	\$1,100.00	\$475
\$2,317.25	0%	\$2,317.00	\$1,656
\$10,870.02	0%	\$10,870.00	\$5,898
\$1,306.60	0%	\$1,306.00	\$391
\$3,581.04	0%	\$3,581.00	-\$208
\$2,997.92	17%	\$2,500.00	\$1,565
\$6,399.91	0%	\$6,399.00	\$12
\$4,609.39	0%	\$4,609.00	\$2,658
\$11,049.08	0%	\$11,049.00	\$6,077
\$8,926.53	44%	\$5,000.00	\$2,526
\$8,926.53	50%	\$4,500.00	\$2,300
\$2,864.83	0%	\$2,864.00	\$221
\$2,864.83	48%	\$1,500.00	\$755
\$5,703.59	47%	\$3,000.00	\$2,005

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING AND BUILDING

#	Title	Current Fee/Charge	Unit	Notes
43	Publication	\$650.00		
44	Specific Plan	\$3,000.00	Plus A/C of City Attorney	
45	Technical Study/Analysis Review (Parking, Noise, etc.)	\$2,643.00		
46	Zoning Variance	\$4,972.00		
47	Zone Change	\$5,616.00		
48	Zoning Ordinance Amendment	\$6,647.00		
49	Zone Use Determination	\$180.00		
50	SUBDIVISIONS			
51	Certificate of Compliance	\$1,316.00		
52	Extension of Approved Parcel/Tentative Map	\$620.00		
53	Final Parcel Map	County Fee		
54	Final Tract Map	County Fee		
55	Tentative Parcel Map	\$2,644.00		
56	Tentative Tract Map	\$2,644.00		
57	ENVIRONMENTAL REVIEWS (CEQA)			
58	Env. Assessment w/Categorical Exemption	\$285.00		
59	Env. Assessment w/Negative Declaration	\$1,179.00		
60	Env. Assessment w/Mitigated Negative Declaration	\$1,622.00		
61	Environmental Impact Report	Consultant's Fee plus 25% Admin Fee		
62	Dept. of Fish & Game w/Negative Declaration	Determined by CA Dept. of Fish & Game		
63	Dept. of Fish & Game w/Mitigated Negative Declaration	Determined by CA Dept. of Fish & Game		
64	Dept. of Fish & Game w/Environmental Impact Report	Determined by CA Dept. of Fish & Game		
65	Request for Categorical Exemption Preparation	\$250.00		
66	APPEALS			
67	Appeals to City Council	\$1,299.00		
68	Appeals to Community Development Director	\$195.00		
69	Appeals to Planning Commission	\$1,299.00		
70	MISC. LETTERS, FORMS & SERVICES			
71	ABC Forms and Affidavits	\$35.00		
72	DMV Forms and Affidavits	\$35.00		
73	Document Filing with County Recorder	\$250.00		
74	Photo Copies	\$0.15	Per Copy	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,069.10	0%	\$1,069.00	\$419
\$7,162.08	0%	\$7,162.00	\$4,162
\$5,703.59	0%	\$5,703.00	\$3,060
\$5,703.59	0%	\$5,703.00	\$731
\$3,176.97	0%	\$3,176.00	-\$2,440
\$3,176.97	0%	\$3,176.00	-\$3,471
\$3,176.97	81%	\$600.00	\$420
\$358.10	0%	\$358.00	-\$958
\$2,331.31	23%	\$1,800.00	\$1,180
NA	NA	County Fee	\$0
NA	NA	County Fee	\$0
\$3,176.97	0%	\$3,176.00	\$532
\$3,176.97	0%	\$3,176.00	\$532
\$1,427.20	37%	\$900.00	\$615
\$2,496.30	0%	\$2,496.00	\$1,317
\$2,496.30	0%	\$2,496.00	\$874
NA	NA	Consultant's Fee plus 25% Admin Fee	\$0
NA	NA	Determined by CA Dept. of Fish & Game	\$0
NA	NA	Determined by CA Dept. of Fish & Game	\$0
NA	NA	Determined by CA Dept. of Fish & Game	\$0
\$1,427.20	47%	\$750.00	\$500
\$3,176.97	50%	\$1,600.00	\$301
\$3,176.97	87%	\$400.00	\$205
\$3,176.97	50%	\$1,600.00	\$301
\$252.66	72%	\$70.00	\$35
\$126.33	64%	\$45.00	\$10
\$252.66	0%	\$252.00	\$2
\$0.25	0%	\$0.25	\$0.10

COMMUNITY DEVELOPMENT DEPARTMENT - PLANNING AND BUILDING

#	Title	Current Fee/Charge	Unit	Notes
75	Rebuild Letter	\$90.00		
76	Zoning Letter	\$90.00		
77	FILM PERMITS			
78	Film Permit	\$308.10		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$252.66	53%	\$120.00	\$30
\$252.66	53%	\$120.00	\$30
\$3,207.29	0%	\$3,207.00	\$2,923

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
1	For all plan checks, after the second submittal	\$130.00	Hour	All initial plan check fees paid shall cover the first plan check and one recheck only. Additional review required beyond the first recheck shall be paid on an hourly basis in accordance with the current fee schedule.
2	Permit Issuance Fee	\$48.00	Each	All permits issued shall require a Permit Issuance Fee, regardless of permit type
3	ELECTRICAL PERMIT FEES			
4	Permit Issuance Fee	\$48.00	Each	
5	The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time:			
6	For new multifamily residential buildings (apartments and condominiums) having three (3) or more living units not including garages, carports, and other noncommercial automobiles storage areas constructed at the same time	\$0.09	Per sq. ft.	
7	For new single and two-family residential buildings including garages, carports and other minor accessory buildings constructed at the same time	\$0.24	Per sq. ft.	
8	<u>Swimming Pools</u>			
9	For new private, residential, in-ground swimming pools for single, or multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping, and other similar electrical equipment directly related to the operation of a swimming pool	\$140.48	Each	
10	For other types of swimming pools, therapeutic whirlpools, spas, hot tubs and alterations to existing swimming pools	\$94.56	Each	
11	<u>Carnivals and Circuses or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays</u>			
12	For electric generator and electrically driven rides	\$67.36	Each	
13	For mechanically driven rides and walk-through attractions or displays having electric lighting	\$28.16	Each	
14	For a system of area and booth lighting	\$28.16	Each	
15	<u>Temporary Power Service</u>			
16	For a temporary service power pole or pedestal, including all pole or pedestal mounted receptacle outlets and appurtenances	\$75.52	Each	
17	For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, firework stands, etc.	\$39.96	Each	
18	<u>Branch Circuit Fees (Alternate to Unit Fees) apply to new branch circuit wiring and the lighting fixtures, switches, and receptacles which are supplied by these branch circuits, including their outlets</u>			
19	For 15 or 20 ampere 120 volt lighting or general use receptacles			
20	First 10 branch circuits	\$30.08	Each	
21	Additional branch circuit from 11 to 40	\$24.96	Each	
22	Additional branch circuit over 40	\$22.40	Each	
23	15 or 20 ampere 208 volt to 277 volt lighting	\$47.36	Each	
24	<u>Receptacle, Switch, Lighting, or other</u>			
25	For receptacle, switch, lighting, or other outlets at which current is used or controlled except services, feeders and meters:			
26	First 20 Outlets	\$3.68	Each	
27	Additional Outlets	\$2.56	Each	
28	<u>Lighting Fixtures</u>			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$646.57	0%	\$646.00	\$516
\$100.09	0%	\$100.00	\$52
\$101.97	2%	\$100.00	\$52
\$1.27	61%	\$0.50	\$0.41
\$0.88	66%	\$0.30	\$0.06
\$490.25	0%	\$490.00	\$350
\$490.25	39%	\$300.00	\$205
\$295.17	0%	\$295.00	\$228
\$490.25	0%	\$490.00	\$462
\$490.25	0%	\$490.00	\$462
\$197.63	24%	\$150.00	\$74
\$228.84	48%	\$120.00	\$80
\$228.84	59%	\$93.00	\$63
\$262.39	70%	\$80.00	\$55
\$295.17	75%	\$75.00	\$53
\$197.63	24%	\$150.00	\$103
\$262.39	95%	\$12.00	\$8
\$162.51	94%	\$9.00	\$6

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
29	For lighting fixtures, sockets, or other lamp-holding devices:			
30	First 20 Fixtures	\$3.68	Each	
31	Additional Fixtures	\$2.56	Each	
32	For pole or platform mounted lighting fixtures	\$4.32	Each	
33	For theatrical-type lighting fixtures or assemblies	\$4.32	Each	
34	<u>Residential Appliances of Three Horsepower or Less</u>			
35	For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops, electric ranges, self contained room, console, or through-wall air conditioners space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor operated appliances, not exceeding three horsepower in rating	\$18.56	Each	
36	Note: For other types of air conditioners and other motor-driven appliances having larger electrical rating, see <u>Power Apparatus</u>			
37	<u>Other Appliances of Three Horsepower or Less</u>			
38	For any appliance installed in a non-residential occupancy and not exceeding three horsepower, kilowatt, or kilovolt ampere in rating, including medical and dental devices, food, beverage, and ice cream cabinets, illuminated showcases, drinking fountains, vending machines, laundry machines, or other similar types or equipment	\$26.88	Each	
39	Note: 1. As used in the above sentence, "non-residential occupancy" includes but is not limited to hotels and motels. 2. For other types of air conditioners and other motor-driven appliances having larger electrical rating, see <u>Power Apparatus</u>			
40	<u>Power Apparatus</u>			
41	For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, with a rating as follows: Rating in horsepower (HP), kilowatts (KW), kilovolt amperes (KVA), or kilovolt-amperes-reactive (KVAR).			
42	Rating over 3 and not over 10	\$34.72	Each	
43	Rating over 10 and not over 50	\$79.84	Each	
44	Rating over 50 and not over 100	\$149.44	Each	
45	Rating over 100	\$246.72	Each	
46	<u>Busways</u>			
47	For cable trays, trolley and plug-in type busways, each 100 feet or fraction thereof	\$45.29		
48	<u>Signs, Outline Lighting, and Marquees</u>			
49	For signs, outline lighting systems, or marquees supplied from one branch circuit	\$67.36	Each	
50	For additional branch circuits within the same sign, outline lighting system, or marquee	\$22.40	Each	
51	<u>Services, Switchboards, Switchboard Sections, Motor Control Centers and Panelboards</u>			
52	Of 600 volts or less and not over 399 amperes in rating	\$67.36	Each	
53	Of 600 volts or less and 400 amperes to 1,000 amperes in rating	\$132.16	Each	
54	Of over 600 volts or over 1,000 amperes in rating	\$281.28	Each	
55	<u>Miscellaneous Apparatus, Conduits and Conductors</u>			
56	For electrical apparatus, conduits, and conductors for which a permit is required but for which no fee is herein set forth (For example: a cellular site)	\$113.28		(Not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs, or other equipment.)
57	<u>Inspections</u>			
58	For each extra inspection resulting from defective workmanship or materials	\$57.28	Each	
59	For inspection of electrical equipment for which no fee is herein set forth and for emergency inspections for the time consumed:			

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$262.39	95%	\$12.00	\$8
\$162.51	94%	\$9.00	\$6
\$197.63	92%	\$16.00	\$12
\$197.63	92%	\$16.00	\$12
\$197.63	73%	\$54.00	\$35
\$228.84	65%	\$80.00	\$53
\$228.84	56%	\$100.00	\$65
\$228.84	34%	\$150.00	\$70
\$228.84	13%	\$200.00	\$51
\$262.39	0%	\$262.00	\$15
\$197.63	54%	\$90.00	\$45
\$197.63	49%	\$100.00	\$33
\$131.30	66%	\$45.00	\$23
\$197.63	24%	\$150.00	\$83
\$262.39	14%	\$225.00	\$93
\$295.17	0%	\$295.00	\$14
\$295.17	0%	\$295.00	\$182
\$295.17	0%	\$295.00	\$238

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
60	The first 1/2 hour, or fraction thereof	\$95.04		
61	Each hour, or fraction thereof	\$189.76		
62	For any single hazardous location area, as defined by the provision of Chapter 5 of the California Electrical Code, larger than 2,000 sq. ft. or an aggregate area consisting of smaller hazardous location areas totaling over 2,000 sq. ft., a surcharge in addition to any other applicable fees each.	\$379.04	Each	
63	For investigation and review of test reports from local testing laboratories, or to comply with Section 83-3. Reports for electrical items, apparatus, machine tools, appliances, or other electrical equipment:			
64	One (1) to ten (10) items	\$438.08		
65	Eleven (11) to twenty (20) items	\$875.36		
66	Twenty-one (21) to fifty (50) items	\$1,313.28		
67	More than fifty (50) items	\$1,459.36		
68	For high voltage switchgears, transformers or substations	\$875.36	Each	
69	For the investigation of alternate materials and methods of construction:			
70	Initial filing fee	\$379.52		
71	Each hour of fraction thereof, in excess of two	\$189.76		
72	Investigation fee for work done without a required permit	\$583.36		
73	Exception: One- and two-family dwellings, when work is performed by owner builder, if no other permit obtained since ownership (check w/ Building Official)	\$291.68		
74	Noncompliance fee:			
75	For one- and two-family dwelling occupancies	\$175.20		
76	For other occupancies	\$350.88		
77	The fee shall be equal to seventy percent (70%) of the required electrical permit fee provided, however, the minimum fee shall be:	\$189.76		
78	For each tenant improvement plan check [installations requiring review to verify compliance with the State's Electrical Energy Conservation requirements (Title 24)], when a building plan check is not required for that work, shall be:	\$23.76	Per 1,000 sq. ft.	
79	However, the minimum fee shall be:	\$95.04		
80	For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check due to changes, errors or omissions	\$189.76	Per Hour	
81	Inspection Cancellation Fee	\$165.00	Each	If the requestor/contractor/owner-builder cancels the inspection upon the Building Inspector arriving at the job-site without the contractor/owner-builder notifying the City ahead of time
82	Excessive Re-Inspection Fee	\$165.00	Each	Re-inspection fee for the same violation(s) occurring more than twice (For example: if a permit applicant requests the same type of inspection more than twice because the requestor/contractor/owner-builder did not address the corrections)
83	SOLAR FEES			
84	<u>Single-Family Dwellings Photovoltaic Fees with an inverter, systems less or equal to 10 KW, the following fees will apply:</u>			
85	<u>Electrical Permit and Plan Check</u>			
86	Plan Review	\$118.60	Hour	
87	Permit Fee	\$10.50		
88	Permit Issuance Fee	\$48.00	Each	
89	Total	\$177.10		(If project includes energy storage or electrical panel upgrade, add \$67.36 to permit fee)
90	<u>Building Permit and Plan Check</u>			
91	Plan Review	\$118.60	Hour	
92	Permit Fee	\$106.30		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$295.17	39%	\$180.00	\$85
\$490.25	27%	\$360.00	\$170
\$730.59	0%	\$730.00	\$351
\$976.58	44%	\$547.00	\$109
\$1,171.66	7%	\$1,094.00	\$219
\$1,366.74	0%	\$1,366.00	\$53
\$1,756.90	0%	\$1,756.00	\$297
\$880.41	0%	\$880.00	\$5
\$207.77	0%	\$207.00	-\$173
\$490.25	52%	\$237.00	\$47
\$880.41	17%	\$729.00	\$146
\$490.25	29%	\$350.00	\$58
\$490.25	0%	\$490.00	\$315
\$685.33	0%	\$685.00	\$334
\$490.25	0%	\$490.00	\$300
\$100.09	55%	\$45.00	\$21
\$100.09	0%	\$100.00	\$5
\$620.56	42%	\$360.00	\$170
\$162.51	0%	\$162.00	-\$3
\$162.51	0%	\$162.00	-\$3
\$620.56	60%	\$250.00	\$131
\$162.51	82%	\$30.00	\$20
\$100.09	40%	\$60.00	\$12
\$620.56	76%	\$148.00	\$29
\$162.51	19%	\$132.00	\$26

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
93	Permit Issuance Fee	\$48.00	Each	
94	Total	\$272.90		
95	Total Fees	\$450.00		\$517.36 (Total with electrical panel upgrade or energy storage)
96	<u>Single-Family Dwellings Photovoltaic Fees with an inverter, systems over 10 KW but less or equal to 50 KW, the following fees will apply:</u>			
97	<u>Electrical Permit and Plan Check</u>			
98	Plan Review	\$118.60	Hour	
99	Permit Fee	\$10.50		
100	Add per kilowatt over 15 KW	\$15.00		
101	Permit Issuance Fee	\$48.00	Each	
102	Total	\$177.10		
103	<u>Building Permit and Plan Check</u>			
104	Plan Review	\$189.76	Hour	
105	Permit Fee	\$212.00		
106	Permit Issuance Fee	\$48.00	Each	
107	Total	\$449.76		
108	Total Fees	\$626.86		\$694.22 (Total with electrical panel upgrade or energy storage)
109	<u>Multi-Family Dwellings and Non-Residential Photovoltaic Fees</u>			
110	<u>Electrical Permit and Plan Check</u>			
111	Plan Review	70% of the permit fee		
112	Permit Fee	\$6.40	per module	
113	Permit Issuance Fee	\$48.00	Each	
114	Total	TO BE CALCULATED		
115	<u>Building Permit and Plan Check</u>			
116	Plan Review	\$237.20	Hour	
117	Permit Fee	\$212.60		
118	Permit Issuance Fee	\$48.00	Each	
119	Total	\$497.80		
120	Total Fees	TO BE CALCULATED		
121	GRADING PLAN REVIEW FEES			Pursuant to Section 21.44.065 (4) of Title 21 of the County Code, fees are collected as follows:
122	(a) The fee for the first two plan reviews is based on the estimated yardage:			
123	Volume (cu. yds.)			
124	1-10,000	\$7,311.00		
125	10,001-100,000	\$7,311.00		
126	Plus % of excess over 10,000 cu. yds.	14.37%		
127	100,001-500,000	\$20,244.00		
128	Plus % of excess over 100,000 cu. yds.	4.08%		
129	500,001-1,000,000	\$36,564.00		
130	Plus % of excess over 500,000 cu. yds.	3.00%		
131	1,000,001 and up	\$51,564.00		
132	Plus % of excess over 1,000,000 cu. yds.	1.29%		
133	(b) After the second submittal:	10% of the original fee for each		
134	(c) Revisions	\$130.00	Per Hour	
135	(d) A fee applied to the Fire Department	\$347.00		
136	(e) A fee if the project includes a Quimby Park	\$474.00		
137	and/or if the project includes a publicly dedicated trail, to be applied to the Department of Parks and Recreation	\$725.00		
138	GRADING PERMIT FEES			
139	Permit Issuance Fee	\$48.00	Each	
140	1-50 cubic yards (0.8-38 m3)	\$280.48		
141	51-1,000 cubic yards (39-764.6 m3)	\$417.12		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$100.09	40%	\$60.00	\$12
\$620.56	76%	\$148.00	\$29
\$162.51	92%	\$13.00	\$3
\$162.51	89%	\$18.00	\$3
\$100.09	40%	\$60.00	\$12
\$620.56	62%	\$237.00	\$47
\$162.51	0%	\$162.00	-\$50
\$100.09	40%	\$60.00	\$12
NA	NA	70% of the permit fee	\$0
\$387.71	95%	\$18.00	\$12
\$100.09	40%	\$60.00	\$12
\$620.56	23%	\$480.00	\$243
\$197.63	0%	\$197.00	-\$16
\$100.09	40%	\$60.00	\$12
\$9,082.88	0%	\$9,082.88	\$1,772
\$11,911.55	0%	\$11,911.55	\$4,601
19.12%	0%	\$0.19	\$0
\$29,116.01	0%	\$29,116.01	\$8,872
2.86%	0%	\$0.03	\$0
\$40,536.53	0%	\$40,536.53	\$3,973
5.70%	0%	\$0.06	\$0
\$69,054.02	0%	\$69,054.02	\$17,490
1.73%	0%	\$0.02	\$0
NA	NA	10% of the original fee for each	\$0
\$1,576.45	90%	\$162.00	\$32
NA	NA	Hourly Rate	NA
NA	NA	Hourly Rate	NA
\$1,733.23	48%	\$906.00	\$181
\$100.09	40%	\$60.00	\$12
\$439.20	20%	\$350.00	\$70
\$1,165.87	55%	\$521.00	\$104

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
142	Plus \$ per 100 cubic yards (76.5 m3) or fraction thereof in excess of 100 cubic yards (76.5 m3)	\$88.20		
143	1,001-10,000 cubic yards (765.3-7,645.5 m3)	\$1,688.96		
144	Plus \$ per 1,000 cubic yards (764.6 m3) or fraction thereof in excess of 1,000 cubic yards (76.5 m3)	\$74.10		
145	10,001-100,000 cubic yards (7,646.3-76,455 m3)	\$2,755.04		
146	Plus \$ per 10,000 cubic yards (764.6 m3) or fraction thereof in excess of 10,000 cubic yards (7,645.5 m3)	\$47.30		
147	100,001 cubic yards (76,456 m3) or more	\$9,572.32		
148	Plus \$ per 10,000 cubic yards (764.6 m3) or fraction thereof in excess of 100,000 cubic yards (76,455 m3)	\$117.90		
149	Inspection Cancellation Fee	\$165.00	Each	If the requestor/contractor/owner-builder cancels the inspection upon the Building Inspector arriving at the job-site without the contractor/owner-builder notifying the City ahead of time
150	Excessive Re-Inspection Fee	\$165.00	Each	Re-inspection fee for the same violation(s) occurring more than twice (For example: if a permit applicant requests the same type of inspection more than twice because the requestor/contractor/owner-builder did not address the corrections)
151	MECHANICAL PERMIT FEES			
152	Permit Issuance Fee	\$48.00	Each	
153	For the installation or alteration of each air handling unit for air conditioning including ducts attached thereto:			Note: This fee shall not apply to an air handling unit which is a portion of a factory assembled air-conditioning appliance for which a permit is required elsewhere in this code.
154	Up to and including 2,000 CFM			
155	Up to 10 units	\$22.40	Each	
156	Over 10 units	\$6.88	Each	
157	More than 2,000 CFM and up to and including			
158	10,000 CFM	\$67.36	Each	
159	More than 10,000 CFM	\$113.44	Each	
160	For each evaporative cooler other than portable	\$37.92	Each	
161	For ventilation fans which serve a single register:			
162	Up to 10 fans	\$27.68	Each	
163	Over 10 fans	\$9.76	Each	
164	For each ventilation system which is not a portion of any air-conditioning system for which a permit is required required elsewhere in this code	\$58.72	Each system	
165	For the installation of each commercial kitchen hood, spray booth or product conveying duct system, including the fans and ducts attached thereto	\$113.44	Each	
166	For the installation of each fire damper	\$18.40	Each	
167	For the alteration of an existing duct system for which a permit is not required elsewhere in this Code	\$47.04	Each system	
168	Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than	\$583.36		
169	Exception: One- or two-family dwellings, when work is performed by owner builder/requires Building Official approval, shall be:	\$291.68		
170	Noncompliance Fee			
171	For one- and two-family dwelling occupancies	\$175.20		
172	For other occupancies	\$350.88		
173	For Investigation of alternate materials and methods of construction			
174	For the initial filing fee	\$379.52		
175	For each hour or fraction thereof, in excess of two	\$189.76	Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$580.63	81%	\$110.00	\$22
\$2,619.22	19%	\$2,111.00	\$422
\$1,058.58	91%	\$92.00	\$18
\$5,135.76	33%	\$3,443.00	\$688
\$2,209.55	97%	\$59.00	\$12
\$10,988.17	0%	\$10,988.00	\$1,416
\$3,184.96	95%	\$147.00	\$29
\$162.51	0%	\$162.00	-\$3
\$162.51	0%	\$162.00	-\$3
\$100.09	40%	\$60.00	\$12
\$197.63	86%	\$28.00	\$6
\$197.63	96%	\$8.00	\$1
\$197.63	57%	\$84.00	\$17
\$197.63	29%	\$141.00	\$28
\$197.63	76%	\$47.00	\$9
\$197.63	83%	\$34.00	\$6
\$197.63	94%	\$12.00	\$2
\$197.63	63%	\$73.00	\$14
\$228.84	38%	\$141.00	\$28
\$197.63	88%	\$23.00	\$5
\$197.63	71%	\$58.00	\$11
\$1,010.72	28%	\$729.00	\$146
\$532.77	32%	\$364.00	\$72
\$293.80	25%	\$219.00	\$44
\$532.77	18%	\$438.00	\$87
\$749.31	37%	\$474.00	\$94
\$466.45	49%	\$237.00	\$47

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
176	Inspection Cancellation Fee	\$165.00	Each	If the requestor/contractor/owner-builder cancels the inspection upon the Building Inspector arriving at the job-site without the contractor/owner-builder notifying the City ahead of time
177	Excessive Re-Inspection Fee	\$165.00	Each	Re-inspection fee for the same violation(s) occurring more than twice (For example: if a permit applicant requests the same type of inspection more than twice because the requestor/contractor/owner-builder did not address the corrections)
178	MECHANICAL PLAN CHECK FEES			The Mechanical Code requires plan check fees to be paid at the time of submitting plans and specifications.
179	The plan check fee shall be	50% of the required mechanical permit fee		
180	Exception: Identical appliances of 10,000 BTU or less installed in a single building:			
181	Up to and including 10 appliances	50% of permit fee		
182	Over 10 appliances	an additional 5% of its permit fee	Each appliance	
183	If any of the following systems is included in the work proposed, a surcharge shall be collected for each of these systems, as follows:			
184	(i) A commercial Type I or II hood	\$291.68	Each	
185	(ii) Garage ventilation systems	\$291.68	Each	
186	(iii) Stairs pressurization systems	\$291.68	Each	
187	(iv) Product conveying systems	\$291.68	Each	
188	If any of the following systems is included in the work proposed, a surcharge shall be collected for each of these systems, as follows:			
189	The minimum plan check fee (including all surcharges)	\$189.76	Hour	
190	Installations of the following individual systems:			
191	(i) A commercial Type I or II hood	\$438.08	Each	
192	(ii) Garage ventilation systems	\$438.08	Each	
193	(iii) Stairs pressurization systems	\$438.08	Each	
194	(iv) Product conveying systems	\$438.08	Each	
195	Tenant improvement installations requiring review to verify compliance with the State's Energy Regulations (Title 24), when a building permit is not required for that work, the fee shall be	\$47.04	for each 1,000 sq. ft. of conditioned space, with a minimum fee of \$95.04.	
196	For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions	\$189.76	Per Hour	
197	PLUMBING PERMIT FEES			
198	Permit Issuance Fee	\$48.00	Each	
199	In addition:			
200	For each plumbing fixture or trap, or set of fixtures on one trap, including drainage vent, water piping, and backflow prevention devices thereof. (Hose bibs are considered fixtures)	\$28.16	Each	
201	For each permanent-type dishwasher whether individually trapped or not	\$28.16	Each	
202	For future stacks or branches, each waste inlet	\$15.36	Each	
203	For each roof drain	\$28.16	Each	
204	For each drainage or sewer backwater valve	\$81.28	Each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$162.51	0%	\$162.00	-\$3
\$162.51	0%	\$162.00	-\$3
NA	NA	50% of the required mechanical permit fee	\$0
NA	NA	50% of permit fee	\$0
NA	NA	an additional 5% of its permit fee	\$0
\$563.99	35%	\$364.00	\$72
\$423.72	14%	\$364.00	\$72
\$423.72	14%	\$364.00	\$72
\$423.72	14%	\$364.00	\$72
\$620.56	62%	\$237.00	\$47
\$630.31	13%	\$547.00	\$109
\$422.55	0%	\$422.00	-\$16
\$422.55	0%	\$422.00	-\$16
\$422.55	0%	\$422.00	-\$16
\$651.77	91%	\$58.00	\$11
\$651.77	64%	\$237.00	\$47
\$100.09	40%	\$60.00	\$12
\$197.63	75%	\$50.00	\$22
\$197.63	75%	\$50.00	\$22
\$197.63	90%	\$19.00	\$4
\$197.63	75%	\$50.00	\$22
\$197.63	49%	\$101.00	\$20

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
205	For each industrial waste pre-treatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.	\$28.16	Each	
206	For each kitchen-type grease interceptor without an Industrial Waste Discharge Permit required from Los Angeles County Sanitation Districts	\$166.72	Each	
207	For each kitchen-type grease interceptor with an Industrial Waste Discharge Permit required from Los Angeles County Sanitation Districts	\$438.08	Each	
208	For each swimming pool drainage trap and receptor, whether connected to a building drain or a building sewer (water supply for pool not included)	\$28.16	Each	
209	For each gas piping system on any one meter or alteration, extension or retest of existing gas piping system:			
210	Low pressure system:			
211	~5 outlets or less	\$28.16		
212	~For each additional outlet over 5	\$7.20	Each	
213	Medium or high pressure system:			
214	~Each system	\$116.32	Each	
215	~Additional fee for each outlet	\$7.20	Each	
216	For each gas meter not under control and maintenance of the serving gas supplier	\$28.16	Each	
217	For each gas pressure regulator other than appliance regulators	\$28.16	Each	
218	For each water heater and/or vent	\$28.16	Each	
219	For repair or alteration of drainage and/or vent piping, per fixture	\$28.16	Each	
220	For each piece of water-treating equipment	\$28.16	Each	
221	For each water pressure regulator	\$28.16	Each	
222	Water Service: For potable water not covered elsewhere in fee schedule:			
223	1-1/2 inch and smaller	\$28.16		
224	2 to 3 inches	\$87.84		
225	Over 3 inches	\$189.76		
226	For replacing water piping in a building, (1) each fixture, each water treating device and each piece of water-using or dispensing equipment, or (2) each branch or riser that has none of the above items connected thereto	\$11.68		
227	For fire sprinkler systems to any one meter, each backflow prevention device thereto	\$28.16	Each	
228	For each back-flow prevention device on unprotected water supplies, pools, tanks, vats, etc. (including incidental water piping)	\$28.16	Each	
229	For each trap primer	\$28.16	Each	
230	For each solar potable water-heating system, including water heater and vent	\$94.56		
231	Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than	\$583.36		
232	Exception: One- or two-family dwellings, when work is performed by owner builder/requires Building Official approval, shall be:	\$291.68		
233	Noncompliance Fee:			
234	For one- or two-family dwelling occupancies	\$175.20		
235	For other occupancies	\$350.88		
236	For the initial filing fee	\$379.52		
237	For each hour or fraction thereof, in excess of two	\$189.76	Hour	
238	For the connection of a house sewer to a public sewer, or for the extension of a house lateral onto a lot for future use (separate permit required for each such connection or extension)	\$81.28	Each	
239	For each house sewer manhole	\$81.28	Each	
240	For each installation of a section of house sewer for future use	\$52.48	Each	
241	For the connection of each additional building or additional work to a house sewer	\$52.48	Each	
242	For the connection of a house sewer to a private sewage disposal system	\$52.48	Each	
243	For each private sewage disposal system (septic tank and seepage pits or pits and/or drain field)	\$166.72	Each	
244	For each grey water system (storage tanks and disposal/irrigation fields)	\$166.72	Each	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$228.84	78%	\$50.00	\$22
\$358.57	42%	\$208.00	\$41
\$436.60	0%	\$436.00	-\$2
\$162.51	69%	\$50.00	\$22
\$197.63	75%	\$50.00	\$22
\$162.51	94%	\$9.00	\$2
\$197.63	27%	\$145.00	\$29
\$6.97	14%	\$6.00	-\$1
\$162.51	69%	\$50.00	\$22
\$162.51	69%	\$50.00	\$22
\$197.63	75%	\$50.00	\$22
\$197.63	75%	\$50.00	\$22
\$162.51	69%	\$50.00	\$22
\$162.51	69%	\$50.00	\$22
\$162.51	33%	\$109.00	\$21
\$197.63	0%	\$197.00	\$7
\$197.63	85%	\$30.00	\$18
\$242.88	79%	\$50.00	\$22
\$242.88	79%	\$50.00	\$22
\$162.51	69%	\$50.00	\$22
\$242.88	38%	\$150.00	\$55
\$1,010.72	21%	\$800.00	\$217
\$532.77	32%	\$364.00	\$72
\$293.80	25%	\$219.00	\$44
\$532.77	18%	\$438.00	\$87
\$749.31	37%	\$474.00	\$94
\$466.45	49%	\$237.00	\$47
\$162.51	38%	\$101.00	\$20
\$197.63	49%	\$101.00	\$20
\$197.63	60%	\$80.00	\$28
\$197.63	60%	\$80.00	\$28
\$197.63	60%	\$80.00	\$28
\$228.84	9%	\$208.00	\$41
\$260.05	20%	\$208.00	\$41

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
245	For each cesspool, overflow seepage pit, percolation test pit, swimming pool, drywell, or drain field extension or replacement	\$81.28	Each	
246	For disconnection, abandonment, alteration, or repair of any house sewer or private sewage disposal system, or part thereof	\$52.48	Each	
247	Inspection Cancellation Fee	\$165.00	Each	If the requestor/contractor/owner-builder cancels the inspection upon the Building Inspector arriving at the job-site without the contractor/owner-builder notifying the City ahead of time
248	Excessive Re-Inspection Fee	\$165.00	Each	Re-inspection fee for the same violation(s) occurring more than twice (For example: if a permit applicant requests the same type of inspection more than twice because the requestor/contractor/owner-builder did not address the corrections)
249	PLUMBING PLAN CHECK FEES			
250	(A) A plan checking fee as indicated shall be paid to Building & Safety at the time of submitting plans and specifications for work described in this subsection.	Fee shall be equal to 40% of the required plumbing plans and specifications for work described permit fee but no less than \$189.76.		
251	If any of the following systems is included in the work proposed, a surcharge shall be collected for each of these systems as follows:			
252	Combination waste and vent system	\$291.52		
253	Gas system containing an earthquake actuated shut-off valve	\$101.92		
254	Chemical waste system	\$58.08		
255	Rainwater system	\$189.76		
256	(B) For plan checking individual systems not required to be reviewed under subsection (A) above.			
257	Combination waste and vent system	\$438.08		
258	Gas system containing an earthquake actuated shut-off valve	\$144.00		
259	Chemical waste system	\$87.84		
260	Rainwater system	\$291.68		
261	Grey water system	\$166.72		
262	(C) For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions, per hour			
263	The minimum plan checking fee (including all surcharges) shall be:	\$189.76	Hour	
264	MISCELLANEOUS APPLICATION FEES			
265	Permit Issuance Fee	\$48.00	Each	
266	Continued Use Application	\$819.88		
267	Swimming Pool Back Fill Inspection and Min Plan Check (plan check and inspection included)	\$240.00		
268	Address assignment/Address Change/Address Correction (no permit issuance)	\$89.60		
269	Issuance of Certificate of Completed Construction	\$167.68		
270	Issuance of Temporary Certificate of Completed Construction	\$252.00		
271	Each extension of a Temporary Certificate of Completed Construction	\$167.68		
272	Process of rescission of Notice of Violation, substandard release	\$501.76		
273	Release of any recordation			
274	Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than	\$558.56		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$260.05	38%	\$160.00	\$79
\$197.63	49%	\$100.00	\$48
\$162.51	0%	\$162.00	-\$3
\$162.51	0%	\$162.00	-\$3
NA	NA	Fee shall be equal to 40% of the required plumbing plans and specifications for work described permit fee but no less than \$189.76.	\$0
\$903.43	0%	\$900.00	\$608
\$620.56	51%	\$306.00	\$204
\$620.56	71%	\$180.00	\$122
\$620.56	39%	\$380.00	\$190
\$903.43	39%	\$550.00	\$112
\$620.56	55%	\$280.00	\$136
\$620.56	71%	\$180.00	\$92
\$620.56	36%	\$400.00	\$108
\$620.56	52%	\$300.00	\$133
\$620.56	60%	\$250.00	\$60
\$100.09	0%	\$100.00	\$52
\$222.27	0%	\$222.00	-\$598
\$718.10	30%	\$500.00	\$260
\$155.36	28%	\$112.00	\$22
\$337.69	38%	\$209.00	\$41
\$337.69	7%	\$315.00	\$63
\$100.09	0%	\$100.00	-\$68
\$196.26	0%	\$196.00	-\$306
\$727.85	4%	\$698.00	\$139

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
275	Exception: Shall be equal to permit fee but not less than when work performed by owner-builder for one- or two-family dwellings	\$279.20		BUILDING OFFICIAL APPROVAL REQUIRED TO APPLY EXCEPTION
276	Re-Inspection Fee	\$101.80		
277	Notice of Violation Compliance Application/Inspection (in case no building permit required)	\$101.80	Per Hour	
278	For inspections for which no fee is specifically indicated	\$162.88	Per Hour	
279	Demolition Permit (including sewage system termination)	\$271.04		
280	For other structures on the same lot only permit issuance fee will be charged			
281	Additional review required by complexity of plans or changes, additions, or revisions of approved or submitted plans or reports	\$113.60	Per Hour	
282	Review of drawings and date which are sufficient to determine nature and scope of work in lieu of submittal of plans and specifications as defined in California Building Code (CBC) Section 107.2 (including pedestrian protection, underground tanks, etc.)	\$135.84	Per Hour	
283	All other services provided by plan check staff	\$113.60	Per Hour	
284	Request for hearing before Building Board of Appeals	\$713.28		
285	For inspection of structures or devices regulated by California Fire Code (CFC) Chapter 66:			
286	The first inspection or first structure/device	\$271.04		
287	Each additional structure and/or device	\$43.52		
288	Presale			
289	Exterior inspection (condominiums interior only)	\$105.00	Each	
290	Interior Inspection	\$60.00	Each	
291	SFD	\$165.00	Each	
292	Fireworks Stands			
293	Permit Application Fee	\$325.00	Each	
294	Permit Fee (includes inspection)	1% of gross sales		
295	Construction and Demolition (C&D)	3% of project valuation		
296				
297	9-3.1706 Projects subject to publicly visible art requirement			
298	(a) All new residential developments of two (2) or more units, public and institutional buildings, and all commercial and industrial development projects with a construction valuation equal to or exceeding one hundred thousand (\$100,000.00) dollars shall be subject to the provisions of this article, provided that the value of residential units covenanted for low or moderate income households, or for senior citizens shall not be included when determining the value of a residential development.			The Planning Division assesses the 9-3.1706 publicly visible art requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.
299	(b) Including, but not limited to, exterior and interior modifications and additions, all remodeling and/or renovation of existing residential buildings of two (2) or more units, public and institutional buildings, and existing commercial and industrial buildings shall be subject to the provisions of this article when such remodeling/renovation has a valuation equal to or exceeding fifty thousand (\$50,000.00) dollars, excluding earthquake rehabilitation required by this Code for seismic safety. As used in this article, the value of a residential unit covenanted for low or moderate income households or for senior citizens shall not be included when determining the value of a residential development.			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$727.85	23%	\$558.00	\$279
\$295.17	2%	\$290.00	\$188
\$197.63	0%	\$197.00	\$95
\$197.63	0%	\$197.00	\$34
\$293.80	0%	\$293.00	\$22
\$620.56	45%	\$339.00	\$225
\$620.56	35%	\$405.00	\$269
\$565.03	40%	\$339.00	\$225
\$1,186.29	7%	\$1,100.00	\$387
\$295.17	0%	\$295.00	\$24
\$197.63	34%	\$130.00	\$86
\$341.60	8%	\$315.00	\$210
\$341.60	47%	\$180.00	\$120
\$604.95	18%	\$495.00	\$330
\$54.83	2%	\$54.00	-\$271
NA	NA	1% of gross sales	\$0
NA	NA	3% of project valuation	\$0

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
300	(c) All development projects, as identified above, shall comply with all requirements of this article.			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.
301	9-3.1707 Exemptions			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.
302	(a) Buildings which are designed and dedicated to performing arts or museum uses shall not be required to meet the one percent set-aside requirement as described in Section 9-3.1708 for as long as the performing arts or museum uses are maintained within the building.			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.
303	(b) Reconstruction of structures which have been damaged by fire, collapse, explosion, flooded, wind, earthquake or other disaster and subject to Section 9-3.611 of this Code			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.
304	9-3.1708 Program allocations			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.
305	(a) The program allocation, used in this article, is the percentage of the construction cost which is set aside for the City's publicly visible art program, and shall be an amount equal to one percent of the total construction valuation for an applicable project, excluding land acquisition and off-site improvement costs. The total construction valuation shall be computed using the rates established by the County of Los Angeles' Ordinance Numbers 91-0086, 87, 88, 89 as adopted by the Huntington Park City Council. Res #94-52			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.

Full Cost	Subsidy %	Suggested Fee	Fee Δ

COMMUNITY DEVELOPMENT - BUILDING AND SAFETY

#	Title	Current Fee/Charge	Unit	Notes
306	(b) In-lieu of placement or donation of an approved artwork, the applicant may pay to the City art fund as set forth in Section 9-3.1705, one percent of the total construction valuation, determined as set forth in subsection a.			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.
307	(c) Nothing in this section shall prohibit the applicant from placing an approved artwork with acquisition and installation costs in an amount less than the program allocations provided that the applicant shall also pay to the City art fund an amount equal to the difference between the program allocation and the costs of acquisition and installation of such artwork.			The Planning Division assesses the 9-3.1706 Publicly Visible Art Requirement; however, Building & Safety does communicate with applicants regarding these fees and enforces through the permit issuance process. No final inspection is granted by Building & Safety without these fees paid to the Planning Division.

* Note: Plan Check, Permit, and Inspection Fees not specifically delineated in this Master Fee Schedule shall be the County of Los Angeles fees in effect at the time of permit issuance

Full Cost	Subsidy %	Suggested Fee	Fee Δ

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee \$100.00															
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
500	179.32	108.93	164.97	100.22	172.15	104.58	157.80	95.86	143.46	87.15	76.37	0.50	0.50	1.00	500
600	179.32	108.93	164.97	100.22	172.15	104.58	157.80	95.86	143.46	87.15	76.37	0.50	0.50	1.00	600
700	179.32	108.93	164.97	100.22	172.15	104.58	157.80	95.86	143.46	87.15	76.37	0.50	0.50	1.00	700
800	179.32	156.67	164.97	144.13	172.15	150.40	157.80	137.87	143.46	125.33	114.56	0.50	0.50	1.00	800
900	179.32	193.63	164.97	178.14	172.15	185.88	157.80	170.39	143.46	154.90	144.13	0.50	0.50	1.00	900
1,000	184.56	230.59	169.80	212.14	177.18	221.37	162.41	202.92	147.65	184.47	173.70	0.50	0.50	1.00	1,000
2,000	215.98	267.55	198.70	246.15	207.34	256.85	190.06	235.45	172.78	214.04	203.27	0.50	0.56	1.00	2,000
3,000	247.40	304.52	227.60	280.15	237.50	292.33	217.71	267.97	197.92	243.61	232.84	0.50	0.84	1.00	3,000
4,000	278.81	341.48	256.51	314.16	267.66	327.82	245.36	300.50	223.05	273.18	262.41	0.52	1.12	1.00	4,000
5,000	310.23	378.44	285.41	348.16	297.82	363.30	273.00	333.03	248.19	302.75	291.98	0.65	1.40	1.00	5,000
6,000	341.65	417.78	314.32	384.36	327.98	401.07	300.65	367.64	273.32	334.22	321.55	0.78	1.68	1.00	6,000
7,000	373.06	457.38	343.22	420.79	358.14	439.09	328.30	402.49	298.45	365.90	351.12	0.91	1.96	1.00	7,000
8,000	404.48	496.98	372.12	457.22	388.30	477.10	355.94	437.35	323.59	397.59	380.69	1.04	2.24	1.00	8,000
9,000	435.90	536.59	401.03	493.66	418.46	515.12	383.59	472.20	348.72	429.27	410.26	1.17	2.52	1.00	9,000
10,000	467.32	576.19	429.93	530.09	448.63	553.14	411.24	507.05	373.85	460.95	439.83	1.30	2.80	1.00	10,000
11,000	498.74	615.79	458.84	566.53	478.79	591.16	438.89	541.90	398.99	492.63	469.40	1.43	3.08	1.00	11,000
12,000	530.15	655.39	487.74	602.96	508.95	629.18	466.54	576.75	424.12	524.31	498.97	1.56	3.36	1.00	12,000
13,000	561.57	694.99	516.65	639.40	539.11	667.19	494.18	611.60	449.26	556.00	528.54	1.69	3.64	1.00	13,000
14,000	592.99	734.60	545.55	675.83	569.27	705.21	521.83	646.45	474.39	587.68	558.11	1.82	3.92	1.00	14,000
15,000	624.41	774.20	574.45	712.26	599.43	743.23	549.48	681.30	499.53	619.36	587.68	1.95	4.20	1.00	15,000
16,000	655.83	813.80	603.36	748.70	629.59	781.25	577.13	716.15	524.66	651.04	617.25	2.08	4.48	1.00	16,000
17,000	687.24	853.40	632.26	785.13	659.75	819.27	604.77	751.00	549.79	682.72	646.82	2.21	4.76	1.00	17,000
18,000	718.66	893.01	661.17	821.57	689.91	857.29	632.42	785.85	574.93	714.41	676.39	2.34	5.04	1.00	18,000
19,000	750.08	932.61	690.07	858.00	720.08	895.30	660.07	820.70	600.06	746.09	705.96	2.47	5.32	1.00	19,000
20,000	781.50	972.21	718.98	894.43	750.24	933.32	687.72	855.55	625.20	777.77	735.53	2.60	5.60	1.00	20,000
21,000	812.91	1,011.81	747.88	930.87	780.40	971.34	715.36	890.40	650.33	809.45	765.10	2.73	5.88	1.00	21,000
22,000	844.33	1,051.42	776.79	967.30	810.56	1,009.36	743.01	925.25	675.47	841.13	794.67	2.86	6.16	1.00	22,000
23,000	875.75	1,091.02	805.69	1,003.74	840.72	1,047.38	770.66	960.10	700.60	872.81	824.24	2.99	6.44	1.00	23,000
24,000	907.17	1,130.62	834.59	1,040.17	870.88	1,085.40	798.31	994.95	725.73	904.50	853.81	3.12	6.72	1.00	24,000
25,000	938.59	1,170.22	863.50	1,076.60	901.04	1,123.41	825.96	1,029.80	750.87	936.18	883.38	3.25	7.00	2.00	25,000
26,000	959.40	1,197.35	882.65	1,101.56	921.02	1,149.45	844.27	1,053.67	767.52	957.88	902.96	3.38	7.28	2.00	26,000
27,000	980.21	1,224.47	901.79	1,126.51	941.00	1,175.49	862.58	1,077.53	784.17	979.58	922.55	3.51	7.56	2.00	27,000
28,000	1,001.02	1,251.59	920.94	1,151.47	960.98	1,201.53	880.90	1,101.40	800.82	1,001.28	942.14	3.64	7.84	2.00	28,000
29,000	1,021.83	1,278.72	940.08	1,176.42	980.96	1,227.57	899.21	1,125.27	817.46	1,022.97	961.72	3.77	8.12	2.00	29,000
30,000	1,042.64	1,305.84	959.23	1,201.37	1,000.94	1,253.61	917.52	1,149.14	834.11	1,044.67	981.31	3.90	8.40	2.00	30,000
31,000	1,063.45	1,332.97	978.38	1,226.33	1,020.92	1,279.65	935.84	1,173.01	850.76	1,066.37	1,000.90	4.03	8.68	2.00	31,000
32,000	1,084.26	1,360.09	997.52	1,251.28	1,040.89	1,305.69	954.15	1,196.88	867.41	1,088.07	1,020.48	4.16	8.96	2.00	32,000
33,000	1,105.08	1,387.21	1,016.67	1,276.24	1,060.87	1,331.73	972.47	1,220.75	884.06	1,109.77	1,040.07	4.29	9.24	2.00	33,000
34,000	1,125.89	1,414.34	1,035.82	1,301.19	1,080.85	1,357.76	990.78	1,244.62	900.71	1,131.47	1,059.66	4.42	9.52	2.00	34,000
35,000	1,146.70	1,441.46	1,054.96	1,326.14	1,100.83	1,383.80	1,009.09	1,268.49	917.36	1,153.17	1,079.25	4.55	9.80	2.00	35,000
36,000	1,167.51	1,468.59	1,074.11	1,351.10	1,120.81	1,409.84	1,027.41	1,292.36	934.01	1,174.87	1,098.83	4.68	10.08	2.00	36,000
37,000	1,188.32	1,495.71	1,093.25	1,376.05	1,140.79	1,435.88	1,045.72	1,316.22	950.66	1,196.57	1,118.42	4.81	10.36	2.00	37,000
38,000	1,209.13	1,522.83	1,112.40	1,401.01	1,160.77	1,461.92	1,064.04	1,340.09	967.31	1,218.27	1,138.01	4.94	10.64	2.00	38,000
39,000	1,229.94	1,549.96	1,131.55	1,425.96	1,180.74	1,487.96	1,082.35	1,363.96	983.95	1,239.97	1,157.59	5.07	10.92	2.00	39,000
40,000	1,250.75	1,577.08	1,150.69	1,450.91	1,200.72	1,514.00	1,100.66	1,387.83	1,000.60	1,261.67	1,177.18	5.20	11.20	2.00	40,000
41,000	1,271.57	1,604.21	1,169.84	1,475.87	1,220.70	1,540.04	1,118.98	1,411.70	1,017.25	1,283.36	1,196.77	5.33	11.48	2.00	41,000
42,000	1,292.38	1,631.33	1,188.99	1,500.82	1,240.68	1,566.08	1,137.29	1,435.57	1,033.90	1,305.06	1,216.35	5.46	11.76	2.00	42,000
43,000	1,313.19	1,658.45	1,208.13	1,525.78	1,260.66	1,592.11	1,155.60	1,459.44	1,050.55	1,326.76	1,235.94	5.59	12.04	2.00	43,000
44,000	1,334.00	1,685.58	1,227.28	1,550.73	1,280.64	1,618.15	1,173.92	1,483.31	1,067.20	1,348.46	1,255.53	5.72	12.32	2.00	44,000
45,000	1,354.81	1,712.70	1,246.42	1,575.68	1,300.62	1,644.19	1,192.23	1,507.18	1,083.85	1,370.16	1,275.12	5.85	12.60	2.00	45,000
46,000	1,375.62	1,739.82	1,265.57	1,600.64	1,320.60	1,670.23	1,210.55	1,531.05	1,100.50	1,391.86	1,294.70	5.98	12.88	2.00	46,000
47,000	1,396.43	1,766.95	1,284.72	1,625.59	1,340.57	1,696.27	1,228.86	1,554.91	1,117.15	1,413.56	1,314.29	6.11	13.16	2.00	47,000
48,000	1,417.24	1,794.07	1,303.86	1,650.55	1,360.55	1,722.31	1,247.17	1,578.78	1,133.79	1,435.26	1,333.88	6.24	13.44	2.00	48,000
49,000	1,438.05	1,821.20	1,323.01	1,675.50	1,380.53	1,748.35	1,265.49	1,602.65	1,150.44	1,456.96	1,353.46	6.37	13.72	2.00	49,000
50,000	1,458.87	1,848.32	1,342.16	1,700.45	1,400.51	1,774.39	1,283.80	1,626.52	1,167.09	1,478.66	1,373.05	6.50	14.00	3.00	50,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee \$100.00															
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
51,000	1,477.25	1,872.58	1,359.07	1,722.78	1,418.16	1,797.68	1,299.98	1,647.87	1,181.80	1,498.07	1,390.35	6.63	14.28	3.00	51,000
52,000	1,495.63	1,896.85	1,375.98	1,745.10	1,435.80	1,820.97	1,316.15	1,669.23	1,196.50	1,517.48	1,407.65	6.76	14.56	3.00	52,000
53,000	1,514.01	1,921.11	1,392.89	1,767.42	1,453.45	1,844.27	1,332.33	1,690.58	1,211.21	1,536.89	1,424.95	6.89	14.84	3.00	53,000
54,000	1,532.39	1,945.38	1,409.80	1,789.75	1,471.09	1,867.56	1,348.50	1,711.93	1,225.91	1,556.30	1,442.25	7.02	15.12	3.00	54,000
55,000	1,550.77	1,969.64	1,426.71	1,812.07	1,488.74	1,890.86	1,364.68	1,733.28	1,240.61	1,575.71	1,459.55	7.15	15.40	3.00	55,000
56,000	1,569.15	1,993.90	1,443.62	1,834.39	1,506.38	1,914.15	1,380.85	1,754.64	1,255.32	1,595.12	1,476.84	7.28	15.68	3.00	56,000
57,000	1,587.53	2,018.17	1,460.53	1,856.72	1,524.03	1,937.44	1,397.02	1,775.99	1,270.02	1,614.54	1,494.14	7.41	15.96	3.00	57,000
58,000	1,605.91	2,042.43	1,477.44	1,879.04	1,541.67	1,960.74	1,413.20	1,797.34	1,284.73	1,633.95	1,511.44	7.54	16.24	3.00	58,000
59,000	1,624.29	2,066.70	1,494.35	1,901.36	1,559.32	1,984.03	1,429.37	1,818.69	1,299.43	1,653.36	1,528.74	7.67	16.52	3.00	59,000
60,000	1,642.67	2,090.96	1,511.26	1,923.68	1,576.96	2,007.32	1,445.55	1,840.05	1,314.14	1,672.77	1,546.04	7.80	16.80	3.00	60,000
61,000	1,661.05	2,115.23	1,528.17	1,946.01	1,594.61	2,030.62	1,461.72	1,861.40	1,328.84	1,692.18	1,563.34	7.93	17.08	3.00	61,000
62,000	1,679.43	2,139.49	1,545.08	1,968.33	1,612.25	2,053.91	1,477.90	1,882.75	1,343.54	1,711.59	1,580.64	8.06	17.36	3.00	62,000
63,000	1,697.81	2,163.75	1,561.99	1,990.65	1,629.90	2,077.20	1,494.07	1,904.10	1,358.25	1,731.00	1,597.94	8.19	17.64	3.00	63,000
64,000	1,716.19	2,188.02	1,578.90	2,012.98	1,647.54	2,100.50	1,510.25	1,925.46	1,372.95	1,750.41	1,615.24	8.32	17.92	3.00	64,000
65,000	1,734.57	2,212.28	1,595.81	2,035.30	1,665.19	2,123.79	1,526.42	1,946.81	1,387.66	1,769.83	1,632.54	8.45	18.20	3.00	65,000
66,000	1,752.95	2,236.55	1,612.72	2,057.62	1,682.83	2,147.08	1,542.60	1,968.16	1,402.36	1,789.24	1,649.84	8.58	18.48	3.00	66,000
67,000	1,771.33	2,260.81	1,629.63	2,079.95	1,700.48	2,170.38	1,558.77	1,989.51	1,417.07	1,808.65	1,667.14	8.71	18.76	3.00	67,000
68,000	1,789.71	2,285.07	1,646.53	2,102.27	1,718.12	2,193.67	1,574.95	2,010.87	1,431.77	1,828.06	1,684.43	8.84	19.04	3.00	68,000
69,000	1,808.09	2,309.34	1,663.44	2,124.59	1,735.77	2,216.96	1,591.12	2,032.22	1,446.47	1,847.47	1,701.73	8.97	19.32	3.00	69,000
70,000	1,826.47	2,333.60	1,680.35	2,146.91	1,753.41	2,240.26	1,607.30	2,053.57	1,461.18	1,866.88	1,719.03	9.10	19.60	3.00	70,000
71,000	1,844.85	2,357.87	1,697.26	2,169.24	1,771.06	2,263.55	1,623.47	2,074.92	1,475.88	1,886.29	1,736.33	9.23	19.88	3.00	71,000
72,000	1,863.23	2,382.13	1,714.17	2,191.56	1,788.70	2,286.85	1,639.65	2,096.27	1,490.59	1,905.70	1,753.63	9.36	20.16	3.00	72,000
73,000	1,881.61	2,406.39	1,731.08	2,213.88	1,806.35	2,310.14	1,655.82	2,117.63	1,505.29	1,925.12	1,770.93	9.49	20.44	3.00	73,000
74,000	1,899.99	2,430.66	1,747.99	2,236.21	1,823.99	2,333.43	1,671.99	2,138.98	1,520.00	1,944.53	1,788.23	9.62	20.72	3.00	74,000
75,000	1,918.37	2,454.92	1,764.90	2,258.53	1,841.64	2,356.73	1,688.17	2,160.33	1,534.70	1,963.94	1,805.53	9.75	21.00	4.00	75,000
76,000	1,936.75	2,479.19	1,781.81	2,280.85	1,859.28	2,380.02	1,704.34	2,181.68	1,549.40	1,983.35	1,822.83	9.88	21.28	4.00	76,000
77,000	1,955.13	2,503.45	1,798.72	2,303.17	1,876.93	2,403.31	1,720.52	2,203.04	1,564.11	2,002.76	1,840.13	10.01	21.56	4.00	77,000
78,000	1,973.52	2,527.71	1,815.63	2,325.50	1,894.57	2,426.61	1,736.69	2,224.39	1,578.81	2,022.17	1,857.43	10.14	21.84	4.00	78,000
79,000	1,991.90	2,551.98	1,832.54	2,347.82	1,912.22	2,449.90	1,752.87	2,245.74	1,593.52	2,041.58	1,874.73	10.27	22.12	4.00	79,000
80,000	2,010.28	2,576.24	1,849.45	2,370.14	1,929.86	2,473.19	1,769.04	2,267.09	1,608.22	2,060.99	1,892.02	10.40	22.40	4.00	80,000
81,000	2,028.66	2,600.51	1,866.36	2,392.47	1,947.51	2,496.49	1,785.22	2,288.45	1,622.93	2,080.41	1,909.32	10.53	22.68	4.00	81,000
82,000	2,047.04	2,624.77	1,883.27	2,414.79	1,965.16	2,519.78	1,801.39	2,309.80	1,637.63	2,099.82	1,926.62	10.66	22.96	4.00	82,000
83,000	2,065.42	2,649.04	1,900.18	2,437.11	1,982.80	2,543.07	1,817.57	2,331.15	1,652.33	2,119.23	1,943.92	10.79	23.24	4.00	83,000
84,000	2,083.80	2,673.30	1,917.09	2,459.44	2,000.45	2,566.37	1,833.74	2,352.50	1,667.04	2,138.64	1,961.22	10.92	23.52	4.00	84,000
85,000	2,102.18	2,697.56	1,934.00	2,481.76	2,018.09	2,589.66	1,849.92	2,373.86	1,681.74	2,158.05	1,978.52	11.05	23.80	4.00	85,000
86,000	2,120.56	2,721.83	1,950.91	2,504.08	2,035.74	2,612.95	1,866.09	2,395.21	1,696.45	2,177.46	1,995.82	11.18	24.08	4.00	86,000
87,000	2,138.94	2,746.09	1,967.82	2,526.40	2,053.38	2,636.25	1,882.27	2,416.56	1,711.15	2,196.87	2,013.12	11.31	24.36	4.00	87,000
88,000	2,157.32	2,770.36	1,984.73	2,548.73	2,071.03	2,659.54	1,898.44	2,437.91	1,725.86	2,216.28	2,030.42	11.44	24.64	4.00	88,000
89,000	2,175.70	2,794.62	2,001.64	2,571.05	2,088.67	2,682.84	1,914.62	2,459.27	1,740.56	2,235.70	2,047.72	11.57	24.92	4.00	89,000
90,000	2,194.08	2,818.88	2,018.55	2,593.37	2,106.32	2,706.13	1,930.79	2,480.62	1,755.26	2,255.11	2,065.02	11.70	25.20	4.00	90,000
91,000	2,212.46	2,843.15	2,035.46	2,615.70	2,123.96	2,729.42	1,946.96	2,501.97	1,769.97	2,274.52	2,082.32	11.83	25.48	4.00	91,000
92,000	2,230.84	2,867.41	2,052.37	2,638.02	2,141.61	2,752.72	1,963.14	2,523.32	1,784.67	2,293.93	2,099.61	11.96	25.76	4.00	92,000
93,000	2,249.22	2,891.68	2,069.28	2,660.34	2,159.25	2,776.01	1,979.31	2,544.68	1,799.38	2,313.34	2,116.91	12.09	26.04	4.00	93,000
94,000	2,267.60	2,915.94	2,086.19	2,682.67	2,176.90	2,799.30	1,995.49	2,566.03	1,814.08	2,332.75	2,134.21	12.22	26.32	4.00	94,000
95,000	2,285.98	2,940.20	2,103.10	2,704.99	2,194.54	2,822.60	2,011.66	2,587.38	1,828.78	2,352.16	2,151.51	12.35	26.60	4.00	95,000
96,000	2,304.36	2,964.47	2,120.01	2,727.31	2,212.19	2,845.89	2,027.84	2,608.73	1,843.49	2,371.57	2,168.81	12.48	26.88	4.00	96,000
97,000	2,322.74	2,988.73	2,136.92	2,749.63	2,229.83	2,869.18	2,044.01	2,630.08	1,858.19	2,390.99	2,186.11	12.61	27.16	4.00	97,000
98,000	2,341.12	3,013.00	2,153.83	2,771.96	2,247.48	2,892.48	2,060.19	2,651.44	1,872.90	2,410.40	2,203.41	12.74	27.44	4.00	98,000
99,000	2,359.50	3,037.26	2,170.74	2,794.28	2,265.12	2,915.77	2,076.36	2,672.79	1,887.60	2,429.81	2,220.71	12.87	27.72	4.00	99,000
100,000	2,377.88	3,061.52	2,187.65	2,816.60	2,282.77	2,939.06	2,092.54	2,694.14	1,902.31	2,449.22	2,238.01	13.00	28.00	5.00	100,000
101,000	2,398.71	3,088.67	2,206.81	2,841.57	2,302.76	2,965.12	2,110.86	2,718.03	1,918.97	2,470.93	2,257.61	13.13	28.28	5.00	101,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
106,000	2,460.65	3,174.73	2,263.79	2,920.76	2,362.22	3,047.75	2,165.37	2,793.77	1,968.52	2,539.79	2,315.90	13.78	29.68	5.00	106,000
107,000	2,473.03	3,191.95	2,275.19	2,936.59	2,374.11	3,064.27	2,176.27	2,808.91	1,978.43	2,553.56	2,327.56	13.91	29.96	5.00	107,000
108,000	2,485.42	3,209.16	2,286.59	2,952.43	2,386.00	3,080.80	2,187.17	2,824.06	1,988.34	2,567.33	2,339.22	14.04	30.24	5.00	108,000
109,000	2,497.81	3,226.38	2,297.98	2,968.27	2,397.90	3,097.32	2,198.07	2,839.21	1,998.25	2,581.10	2,350.88	14.17	30.52	5.00	109,000
110,000	2,510.20	3,243.59	2,309.38	2,984.10	2,409.79	3,113.85	2,208.97	2,854.36	2,008.16	2,594.87	2,362.54	14.30	30.80	5.00	110,000
111,000	2,522.58	3,260.80	2,320.78	2,999.94	2,421.68	3,130.37	2,219.87	2,869.51	2,018.07	2,608.64	2,374.20	14.43	31.08	5.00	111,000
112,000	2,534.97	3,278.02	2,332.17	3,015.78	2,433.57	3,146.90	2,230.78	2,884.66	2,027.98	2,622.41	2,385.86	14.56	31.36	5.00	112,000
113,000	2,547.36	3,295.23	2,343.57	3,031.61	2,445.47	3,163.42	2,241.68	2,899.80	2,037.89	2,636.19	2,397.52	14.69	31.64	5.00	113,000
114,000	2,559.75	3,312.45	2,354.97	3,047.45	2,457.36	3,179.95	2,252.58	2,914.95	2,047.80	2,649.96	2,409.17	14.82	31.92	5.00	114,000
115,000	2,572.13	3,329.66	2,366.36	3,063.29	2,469.25	3,196.47	2,263.48	2,930.10	2,057.71	2,663.73	2,420.83	14.95	32.20	5.00	115,000
116,000	2,584.52	3,346.87	2,377.76	3,079.12	2,481.14	3,213.00	2,274.38	2,945.25	2,067.62	2,677.50	2,432.49	15.08	32.48	5.00	116,000
117,000	2,596.91	3,364.09	2,389.16	3,094.96	2,493.03	3,229.52	2,285.28	2,960.40	2,077.53	2,691.27	2,444.15	15.21	32.76	5.00	117,000
118,000	2,609.30	3,381.30	2,400.55	3,110.80	2,504.93	3,246.05	2,296.18	2,975.54	2,087.44	2,705.04	2,455.81	15.34	33.04	5.00	118,000
119,000	2,621.69	3,398.51	2,411.95	3,126.63	2,516.82	3,262.57	2,307.08	2,990.69	2,097.35	2,718.81	2,467.47	15.47	33.32	5.00	119,000
120,000	2,634.07	3,415.73	2,423.35	3,142.47	2,528.71	3,279.10	2,317.98	3,005.84	2,107.26	2,732.58	2,479.13	15.60	33.60	5.00	120,000
121,000	2,646.46	3,432.94	2,434.74	3,158.31	2,540.60	3,295.62	2,328.89	3,020.99	2,117.17	2,746.35	2,490.79	15.73	33.88	5.00	121,000
122,000	2,658.85	3,450.16	2,446.14	3,174.14	2,552.49	3,312.15	2,339.79	3,036.14	2,127.08	2,760.12	2,502.45	15.86	34.16	5.00	122,000
123,000	2,671.24	3,467.37	2,457.54	3,189.98	2,564.39	3,328.67	2,350.69	3,051.29	2,136.99	2,773.90	2,514.10	15.99	34.44	5.00	123,000
124,000	2,683.62	3,484.58	2,468.93	3,205.82	2,576.28	3,345.20	2,361.59	3,066.43	2,146.90	2,787.67	2,525.76	16.12	34.72	5.00	124,000
125,000	2,696.01	3,501.80	2,480.33	3,221.65	2,588.17	3,361.73	2,372.49	3,081.58	2,156.81	2,801.44	2,537.42	16.25	35.00	6.00	125,000
126,000	2,708.40	3,519.01	2,491.73	3,237.49	2,600.06	3,378.25	2,383.39	3,096.73	2,166.72	2,815.21	2,549.08	16.38	35.28	6.00	126,000
127,000	2,720.79	3,536.22	2,503.12	3,253.33	2,611.95	3,394.78	2,394.29	3,111.88	2,176.63	2,828.98	2,560.74	16.51	35.56	6.00	127,000
128,000	2,733.17	3,553.44	2,514.52	3,269.16	2,623.85	3,411.30	2,405.19	3,127.03	2,186.54	2,842.75	2,572.40	16.64	35.84	6.00	128,000
129,000	2,745.56	3,570.65	2,525.92	3,285.00	2,635.74	3,427.83	2,416.09	3,142.17	2,196.45	2,856.52	2,584.06	16.77	36.12	6.00	129,000
130,000	2,757.95	3,587.87	2,537.31	3,300.84	2,647.63	3,444.35	2,427.00	3,157.32	2,206.36	2,870.29	2,595.72	16.90	36.40	6.00	130,000
131,000	2,770.34	3,605.08	2,548.71	3,316.67	2,659.52	3,460.88	2,437.90	3,172.47	2,216.27	2,884.06	2,607.38	17.03	36.68	6.00	131,000
132,000	2,782.72	3,622.29	2,560.11	3,332.51	2,671.42	3,477.40	2,448.80	3,187.62	2,226.18	2,897.84	2,619.03	17.16	36.96	6.00	132,000
133,000	2,795.11	3,639.51	2,571.50	3,348.35	2,683.31	3,493.93	2,459.70	3,202.77	2,236.09	2,911.61	2,630.69	17.29	37.24	6.00	133,000
134,000	2,807.50	3,656.72	2,582.90	3,364.18	2,695.20	3,510.45	2,470.60	3,217.92	2,246.00	2,925.38	2,642.35	17.42	37.52	6.00	134,000
135,000	2,819.89	3,673.94	2,594.30	3,380.02	2,707.09	3,526.98	2,481.50	3,233.06	2,255.91	2,939.15	2,654.01	17.55	37.80	6.00	135,000
136,000	2,832.27	3,691.15	2,605.69	3,395.86	2,718.98	3,543.50	2,492.40	3,248.21	2,265.82	2,952.92	2,665.67	17.68	38.08	6.00	136,000
137,000	2,844.66	3,708.36	2,617.09	3,411.69	2,730.88	3,560.03	2,503.30	3,263.36	2,275.73	2,966.69	2,677.33	17.81	38.36	6.00	137,000
138,000	2,857.05	3,725.58	2,628.49	3,427.53	2,742.77	3,576.55	2,514.20	3,278.51	2,285.64	2,980.46	2,688.99	17.94	38.64	6.00	138,000
139,000	2,869.44	3,742.79	2,639.88	3,443.37	2,754.66	3,593.08	2,525.11	3,293.66	2,295.55	2,994.23	2,700.65	18.07	38.92	6.00	139,000
140,000	2,881.83	3,760.00	2,651.28	3,459.20	2,766.55	3,609.60	2,536.01	3,308.80	2,305.46	3,008.00	2,712.31	18.20	39.20	6.00	140,000
141,000	2,894.21	3,777.22	2,662.68	3,475.04	2,778.44	3,626.13	2,546.91	3,323.95	2,315.37	3,021.77	2,723.97	18.33	39.48	6.00	141,000
142,000	2,906.60	3,794.43	2,674.07	3,490.88	2,790.34	3,642.65	2,557.81	3,339.10	2,325.28	3,035.55	2,735.62	18.46	39.76	6.00	142,000
143,000	2,918.99	3,811.65	2,685.47	3,506.71	2,802.23	3,659.18	2,568.71	3,354.25	2,335.19	3,049.32	2,747.28	18.59	40.04	6.00	143,000
144,000	2,931.38	3,828.86	2,696.87	3,522.55	2,814.12	3,675.71	2,579.61	3,369.40	2,345.10	3,063.09	2,758.94	18.72	40.32	6.00	144,000
145,000	2,943.76	3,846.07	2,708.26	3,538.39	2,826.01	3,692.23	2,590.51	3,384.54	2,355.01	3,076.86	2,770.60	18.85	40.60	6.00	145,000
146,000	2,956.15	3,863.29	2,719.66	3,554.22	2,837.90	3,708.76	2,601.41	3,399.69	2,364.92	3,090.63	2,782.26	18.98	40.88	6.00	146,000
147,000	2,968.54	3,880.50	2,731.06	3,570.06	2,849.80	3,725.28	2,612.31	3,414.84	2,374.83	3,104.40	2,793.92	19.11	41.16	6.00	147,000
148,000	2,980.93	3,897.72	2,742.45	3,585.90	2,861.69	3,741.81	2,623.22	3,429.99	2,384.74	3,118.17	2,805.58	19.24	41.44	6.00	148,000
149,000	2,993.31	3,914.93	2,753.85	3,601.73	2,873.58	3,758.33	2,634.12	3,445.14	2,394.65	3,131.94	2,817.24	19.37	41.72	6.00	149,000
150,000	3,005.70	3,932.14	2,765.25	3,617.57	2,885.47	3,774.86	2,645.02	3,460.29	2,404.56	3,145.71	2,828.90	19.50	42.00	7.00	150,000
151,000	3,018.09	3,949.36	2,776.64	3,633.41	2,897.37	3,791.38	2,655.92	3,475.43	2,414.47	3,159.49	2,840.55	19.63	42.28	7.00	151,000
152,000	3,030.48	3,966.57	2,788.04	3,649.24	2,909.26	3,807.91	2,666.82	3,490.58	2,424.38	3,173.26	2,852.21	19.76	42.56	7.00	152,000
153,000	3,042.86	3,983.78	2,799.44	3,665.08	2,921.15	3,824.43	2,677.72	3,505.73	2,434.29	3,187.03	2,863.87	19.89	42.84	7.00	153,000
154,000	3,055.25	4,001.00	2,810.83	3,680.92	2,933.04	3,840.96	2,688.62	3,520.88	2,444.20	3,200.80	2,875.53	20.02	43.12	7.00	154,000
155,000	3,067.64	4,018.21	2,822.23	3,696.75	2,944.93	3,857.48	2,699.52	3,536.03	2,454.11	3,214.57	2,887.19	20.15	43.40	7.00	155,000
156,000	3,080.03	4,035.43	2,833.62	3,712.59	2,956.83	3,874.01	2,710.42	3,551.17	2,464.02	3,228.34	2,898.85	20.28	43.68	7.00	156,000
157,000	3,092.41	4,052.64	2,845.02	3,728.43	2,968.72	3,890.53	2,721.32	3,566.32	2,473.93	3,242.11	2,910.51	20.41	43.96	7.00	157,000
158,000	3,104.80	4,069.85	2,856.42	3,744.26	2,980.61	3,907.06	2,732.23	3,581.47	2,483.84	3,255.88	2,922.17	20.54	44.24	7.00	158,000
159,000	3,117.19	4,087.07	2,867.81	3,760.10	2,992.50	3,923.58	2,743.13	3,596.62	2,493.75	3,269.65	2,933.83	20.67	44.52	7.00	159,000
160,000	3,129.58	4,104.28	2,879.21	3,775.94	3,004.39	3,940.11	2,754.03	3,611.77	2,503.66	3,283.42	2,945.48	20.80	44.80	7.00	160,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
161,000	3,141.97	4,121.49	2,890.61	3,791.78	3,016.29	3,956.63	2,764.93	3,626.92	2,513.57	3,297.20	2,957.14	20.93	45.08	7.00	161,000
162,000	3,154.35	4,138.71	2,902.00	3,807.61	3,028.18	3,973.16	2,775.83	3,642.06	2,523.48	3,310.97	2,968.80	21.06	45.36	7.00	162,000
163,000	3,166.74	4,155.92	2,913.40	3,823.45	3,040.07	3,989.69	2,786.73	3,657.21	2,533.39	3,324.74	2,980.46	21.19	45.64	7.00	163,000
164,000	3,179.13	4,173.14	2,924.80	3,839.29	3,051.96	4,006.21	2,797.63	3,672.36	2,543.30	3,338.51	2,992.12	21.32	45.92	7.00	164,000
165,000	3,191.52	4,190.35	2,936.19	3,855.12	3,063.85	4,022.74	2,808.53	3,687.51	2,553.21	3,352.28	3,003.78	21.45	46.20	7.00	165,000
166,000	3,203.90	4,207.56	2,947.59	3,870.96	3,075.75	4,039.26	2,819.43	3,702.66	2,563.12	3,366.05	3,015.44	21.58	46.48	7.00	166,000
167,000	3,216.29	4,224.78	2,958.99	3,886.80	3,087.64	4,055.79	2,830.34	3,717.80	2,573.03	3,379.82	3,027.10	21.71	46.76	7.00	167,000
168,000	3,228.68	4,241.99	2,970.38	3,902.63	3,099.53	4,072.31	2,841.24	3,732.95	2,582.94	3,393.59	3,038.76	21.84	47.04	7.00	168,000
169,000	3,241.07	4,259.21	2,981.78	3,918.47	3,111.42	4,088.84	2,852.14	3,748.10	2,592.85	3,407.36	3,050.42	21.97	47.32	7.00	169,000
170,000	3,253.45	4,276.42	2,993.18	3,934.31	3,123.32	4,105.36	2,863.04	3,763.25	2,602.76	3,421.14	3,062.07	22.10	47.60	7.00	170,000
171,000	3,265.84	4,293.63	3,004.57	3,950.14	3,135.21	4,121.89	2,873.94	3,778.40	2,612.67	3,434.91	3,073.73	22.23	47.88	7.00	171,000
172,000	3,278.23	4,310.85	3,015.97	3,965.98	3,147.10	4,138.41	2,884.84	3,793.55	2,622.58	3,448.68	3,085.39	22.36	48.16	7.00	172,000
173,000	3,290.62	4,328.06	3,027.37	3,981.82	3,158.99	4,154.94	2,895.74	3,808.69	2,632.49	3,462.45	3,097.05	22.49	48.44	7.00	173,000
174,000	3,303.00	4,345.27	3,038.76	3,997.65	3,170.88	4,171.46	2,906.64	3,823.84	2,642.40	3,476.22	3,108.71	22.62	48.72	7.00	174,000
175,000	3,315.39	4,362.49	3,050.16	4,013.49	3,182.78	4,187.99	2,917.54	3,838.99	2,652.31	3,489.99	3,120.37	22.75	49.00	8.00	175,000
176,000	3,327.78	4,379.70	3,061.56	4,029.33	3,194.67	4,204.51	2,928.45	3,854.14	2,662.22	3,503.76	3,132.03	22.88	49.28	8.00	176,000
177,000	3,340.17	4,396.92	3,072.95	4,045.16	3,206.56	4,221.04	2,939.35	3,869.29	2,672.13	3,517.53	3,143.69	23.01	49.56	8.00	177,000
178,000	3,352.55	4,414.13	3,084.35	4,061.00	3,218.45	4,237.56	2,950.25	3,884.43	2,682.04	3,531.30	3,155.35	23.14	49.84	8.00	178,000
179,000	3,364.94	4,431.34	3,095.75	4,076.84	3,230.34	4,254.09	2,961.15	3,899.58	2,691.95	3,545.07	3,167.00	23.27	50.12	8.00	179,000
180,000	3,377.33	4,448.56	3,107.14	4,092.67	3,242.24	4,270.61	2,972.05	3,914.73	2,701.86	3,558.85	3,178.66	23.40	50.40	8.00	180,000
181,000	3,389.72	4,465.77	3,118.54	4,108.51	3,254.13	4,287.14	2,982.95	3,929.88	2,711.77	3,572.62	3,190.32	23.53	50.68	8.00	181,000
182,000	3,402.10	4,482.98	3,129.94	4,124.35	3,266.02	4,303.67	2,993.85	3,945.03	2,721.68	3,586.39	3,201.98	23.66	50.96	8.00	182,000
183,000	3,414.49	4,500.20	3,141.33	4,140.18	3,277.91	4,320.19	3,004.75	3,960.17	2,731.59	3,600.16	3,213.64	23.79	51.24	8.00	183,000
184,000	3,426.88	4,517.41	3,152.73	4,156.02	3,289.80	4,336.72	3,015.65	3,975.32	2,741.50	3,613.93	3,225.30	23.92	51.52	8.00	184,000
185,000	3,439.27	4,534.63	3,164.13	4,171.86	3,301.70	4,353.24	3,026.56	3,990.47	2,751.41	3,627.70	3,236.96	24.05	51.80	8.00	185,000
186,000	3,451.66	4,551.84	3,175.52	4,187.69	3,313.59	4,369.77	3,037.46	4,005.62	2,761.32	3,641.47	3,248.62	24.18	52.08	8.00	186,000
187,000	3,464.04	4,569.05	3,186.92	4,203.53	3,325.48	4,386.29	3,048.36	4,020.77	2,771.23	3,655.24	3,260.28	24.31	52.36	8.00	187,000
188,000	3,476.43	4,586.27	3,198.32	4,219.37	3,337.37	4,402.82	3,059.26	4,035.92	2,781.14	3,669.01	3,271.93	24.44	52.64	8.00	188,000
189,000	3,488.82	4,603.48	3,209.71	4,235.20	3,349.27	4,419.34	3,070.16	4,051.06	2,791.05	3,682.79	3,283.59	24.57	52.92	8.00	189,000
190,000	3,501.21	4,620.70	3,221.11	4,251.04	3,361.16	4,435.87	3,081.06	4,066.21	2,800.96	3,696.56	3,295.25	24.70	53.20	8.00	190,000
191,000	3,513.59	4,637.91	3,232.51	4,266.88	3,373.05	4,452.39	3,091.96	4,081.36	2,810.87	3,710.33	3,306.91	24.83	53.48	8.00	191,000
192,000	3,525.98	4,655.12	3,243.90	4,282.71	3,384.94	4,468.92	3,102.86	4,096.51	2,820.78	3,724.10	3,318.57	24.96	53.76	8.00	192,000
193,000	3,538.37	4,672.34	3,255.30	4,298.55	3,396.83	4,485.44	3,113.76	4,111.66	2,830.69	3,737.87	3,330.23	25.09	54.04	8.00	193,000
194,000	3,550.76	4,689.55	3,266.70	4,314.39	3,408.73	4,501.97	3,124.67	4,126.80	2,840.61	3,751.64	3,341.89	25.22	54.32	8.00	194,000
195,000	3,563.14	4,706.76	3,278.09	4,330.22	3,420.62	4,518.49	3,135.57	4,141.95	2,850.52	3,765.41	3,353.55	25.35	54.60	8.00	195,000
196,000	3,575.53	4,723.98	3,289.49	4,346.06	3,432.51	4,535.02	3,146.47	4,157.10	2,860.43	3,779.18	3,365.21	25.48	54.88	8.00	196,000
197,000	3,587.92	4,741.19	3,300.89	4,361.90	3,444.40	4,551.54	3,157.37	4,172.25	2,870.34	3,792.95	3,376.87	25.61	55.16	8.00	197,000
198,000	3,600.31	4,758.41	3,312.28	4,377.73	3,456.29	4,568.07	3,168.27	4,187.40	2,880.25	3,806.72	3,388.52	25.74	55.44	8.00	198,000
199,000	3,612.69	4,775.62	3,323.68	4,393.57	3,468.19	4,584.59	3,179.17	4,202.55	2,890.16	3,820.50	3,400.18	25.87	55.72	8.00	199,000
200,000	3,625.08	4,792.83	3,335.08	4,409.41	3,480.08	4,601.12	3,190.07	4,217.69	2,900.07	3,834.27	3,411.84	26.00	56.00	9.00	200,000
201,000	3,637.47	4,810.05	3,346.47	4,425.24	3,491.97	4,617.65	3,200.97	4,232.84	2,909.98	3,848.04	3,423.50	26.13	56.28	9.00	201,000
202,000	3,649.86	4,827.26	3,357.87	4,441.08	3,503.86	4,634.17	3,211.87	4,247.99	2,919.89	3,861.81	3,435.16	26.26	56.56	9.00	202,000
203,000	3,662.24	4,844.47	3,369.27	4,456.92	3,515.76	4,650.70	3,222.78	4,263.14	2,929.80	3,875.58	3,446.82	26.39	56.84	9.00	203,000
204,000	3,674.63	4,861.69	3,380.66	4,472.75	3,527.65	4,667.22	3,233.68	4,278.29	2,939.71	3,889.35	3,458.48	26.52	57.12	9.00	204,000
205,000	3,687.02	4,878.90	3,392.06	4,488.59	3,539.54	4,683.75	3,244.58	4,293.43	2,949.62	3,903.12	3,470.14	26.65	57.40	9.00	205,000
206,000	3,699.41	4,896.12	3,403.46	4,504.43	3,551.43	4,700.27	3,255.48	4,308.58	2,959.53	3,916.89	3,481.80	26.78	57.68	9.00	206,000
207,000	3,711.80	4,913.33	3,414.85	4,520.26	3,563.32	4,716.80	3,266.38	4,323.73	2,969.44	3,930.66	3,493.45	26.91	57.96	9.00	207,000
208,000	3,724.18	4,930.54	3,426.25	4,536.10	3,575.22	4,733.32	3,277.28	4,338.88	2,979.35	3,944.44	3,505.11	27.04	58.24	9.00	208,000
209,000	3,736.57	4,947.76	3,437.64	4,551.94	3,587.11	4,749.85	3,288.18	4,354.03	2,989.26	3,958.21	3,516.77	27.17	58.52	9.00	209,000
210,000	3,748.96	4,964.97	3,449.04	4,56											

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
216,000	3,823.28	5,068.25	3,517.42	4,662.79	3,670.35	4,865.52	3,364.49	4,460.06	3,058.63	4,054.60	3,598.38	28.08	60.48	9.00	216,000
217,000	3,835.67	5,085.47	3,528.82	4,678.63	3,682.24	4,882.05	3,375.39	4,475.21	3,068.54	4,068.37	3,610.04	28.21	60.76	9.00	217,000
218,000	3,848.06	5,102.68	3,540.21	4,694.47	3,694.14	4,898.57	3,386.29	4,490.36	3,078.45	4,082.15	3,621.70	28.34	61.04	9.00	218,000
219,000	3,860.45	5,118.31	3,551.61	4,708.85	3,706.03	4,913.58	3,397.19	4,504.11	3,088.36	4,094.65	3,633.36	28.47	61.32	9.00	219,000
220,000	3,872.83	5,132.89	3,563.01	4,722.25	3,717.92	4,927.57	3,408.09	4,516.94	3,098.27	4,106.31	3,645.02	28.60	61.60	9.00	220,000
221,000	3,885.22	5,147.46	3,574.40	4,735.66	3,729.81	4,941.56	3,419.00	4,529.76	3,108.18	4,117.97	3,656.68	28.73	61.88	9.00	221,000
222,000	3,897.61	5,162.03	3,585.80	4,749.07	3,741.71	4,955.55	3,429.90	4,542.59	3,118.09	4,129.63	3,668.34	28.86	62.16	9.00	222,000
223,000	3,910.00	5,176.61	3,597.20	4,762.48	3,753.60	4,969.54	3,440.80	4,555.41	3,128.00	4,141.29	3,680.00	28.99	62.44	9.00	223,000
224,000	3,922.38	5,191.18	3,608.59	4,775.89	3,765.49	4,983.53	3,451.70	4,568.24	3,137.91	4,152.94	3,691.66	29.12	62.72	9.00	224,000
225,000	3,934.77	5,205.75	3,619.99	4,789.29	3,777.38	4,997.52	3,462.60	4,581.06	3,147.82	4,164.60	3,703.32	29.25	63.00	10.00	225,000
226,000	3,947.16	5,220.33	3,631.39	4,802.70	3,789.27	5,011.51	3,473.50	4,593.89	3,157.73	4,176.26	3,714.97	29.38	63.28	10.00	226,000
227,000	3,959.55	5,234.90	3,642.78	4,816.11	3,801.17	5,025.51	3,484.40	4,606.71	3,167.64	4,187.92	3,726.63	29.51	63.56	10.00	227,000
228,000	3,971.94	5,249.47	3,654.18	4,829.52	3,813.06	5,039.50	3,495.30	4,619.54	3,177.55	4,199.58	3,738.29	29.64	63.84	10.00	228,000
229,000	3,984.32	5,264.05	3,665.58	4,842.92	3,824.95	5,053.49	3,506.20	4,632.36	3,187.46	4,211.24	3,749.95	29.77	64.12	10.00	229,000
230,000	3,996.71	5,278.62	3,676.97	4,856.33	3,836.84	5,067.48	3,517.11	4,645.19	3,197.37	4,222.90	3,761.61	29.90	64.40	10.00	230,000
231,000	4,009.10	5,293.20	3,688.37	4,869.74	3,848.73	5,081.47	3,528.01	4,658.01	3,207.28	4,234.56	3,773.27	30.03	64.68	10.00	231,000
232,000	4,021.49	5,307.77	3,699.77	4,883.15	3,860.63	5,095.46	3,538.91	4,670.84	3,217.19	4,246.22	3,784.93	30.16	64.96	10.00	232,000
233,000	4,033.87	5,322.34	3,711.16	4,896.56	3,872.52	5,109.45	3,549.81	4,683.66	3,227.10	4,257.87	3,796.59	30.29	65.24	10.00	233,000
234,000	4,046.26	5,336.92	3,722.56	4,909.96	3,884.41	5,123.44	3,560.71	4,696.49	3,237.01	4,269.53	3,808.25	30.42	65.52	10.00	234,000
235,000	4,058.65	5,351.49	3,733.96	4,923.37	3,896.30	5,137.43	3,571.61	4,709.31	3,246.92	4,281.19	3,819.90	30.55	65.80	10.00	235,000
236,000	4,071.04	5,366.06	3,745.35	4,936.78	3,908.19	5,151.42	3,582.51	4,722.14	3,256.83	4,292.85	3,831.56	30.68	66.08	10.00	236,000
237,000	4,083.42	5,380.64	3,756.75	4,950.19	3,920.09	5,165.41	3,593.41	4,734.96	3,266.74	4,304.51	3,843.22	30.81	66.36	10.00	237,000
238,000	4,095.81	5,395.21	3,768.15	4,963.59	3,931.98	5,179.40	3,604.31	4,747.79	3,276.65	4,316.17	3,854.88	30.94	66.64	10.00	238,000
239,000	4,108.20	5,409.79	3,779.54	4,977.00	3,943.87	5,193.39	3,615.21	4,760.61	3,286.56	4,327.83	3,866.54	31.07	66.92	10.00	239,000
240,000	4,120.59	5,424.36	3,790.94	4,990.41	3,955.76	5,207.38	3,626.12	4,773.44	3,296.47	4,339.49	3,878.20	31.20	67.20	10.00	240,000
241,000	4,132.97	5,438.93	3,802.34	5,003.82	3,967.66	5,221.38	3,637.02	4,786.26	3,306.38	4,351.15	3,889.86	31.33	67.48	10.00	241,000
242,000	4,145.36	5,453.51	3,813.73	5,017.23	3,979.55	5,235.37	3,647.92	4,799.09	3,316.29	4,362.80	3,901.52	31.46	67.76	10.00	242,000
243,000	4,157.75	5,468.08	3,825.13	5,030.63	3,991.44	5,249.36	3,658.82	4,811.91	3,326.20	4,374.46	3,913.18	31.59	68.04	10.00	243,000
244,000	4,170.14	5,482.65	3,836.53	5,044.04	4,003.33	5,263.35	3,669.72	4,824.74	3,336.11	4,386.12	3,924.83	31.72	68.32	10.00	244,000
245,000	4,182.52	5,497.23	3,847.92	5,057.45	4,015.22	5,277.34	3,680.62	4,837.56	3,346.02	4,397.78	3,936.49	31.85	68.60	10.00	245,000
246,000	4,194.91	5,511.80	3,859.32	5,070.86	4,027.12	5,291.33	3,691.52	4,850.38	3,355.93	4,409.44	3,948.15	31.98	68.88	10.00	246,000
247,000	4,207.30	5,526.37	3,870.72	5,084.26	4,039.01	5,305.32	3,702.42	4,863.21	3,365.84	4,421.10	3,959.81	32.11	69.16	10.00	247,000
248,000	4,219.69	5,540.95	3,882.11	5,097.67	4,050.90	5,319.31	3,713.32	4,876.03	3,375.75	4,432.76	3,971.47	32.24	69.44	10.00	248,000
249,000	4,232.07	5,555.52	3,893.51	5,111.08	4,062.79	5,333.30	3,724.23	4,888.86	3,385.66	4,444.42	3,983.13	32.37	69.72	10.00	249,000
250,000	4,244.46	5,570.10	3,904.91	5,124.49	4,074.68	5,347.29	3,735.13	4,901.68	3,395.57	4,456.08	3,994.79	32.50	70.00	11.00	250,000
251,000	4,256.85	5,584.67	3,916.30	5,137.90	4,086.58	5,361.28	3,746.03	4,914.51	3,405.48	4,467.74	4,006.45	32.63	70.28	11.00	251,000
252,000	4,269.24	5,599.24	3,927.70	5,151.30	4,098.47	5,375.27	3,756.93	4,927.33	3,415.39	4,479.39	4,018.11	32.76	70.56	11.00	252,000
253,000	4,281.63	5,613.82	3,939.10	5,164.71	4,110.36	5,389.26	3,767.83	4,940.16	3,425.30	4,491.05	4,029.77	32.89	70.84	11.00	253,000
254,000	4,294.01	5,628.39	3,950.49	5,178.12	4,122.25	5,403.25	3,778.73	4,952.98	3,435.21	4,502.71	4,041.42	33.02	71.12	11.00	254,000
255,000	4,306.40	5,642.96	3,961.89	5,191.53	4,134.14	5,417.25	3,789.63	4,965.81	3,445.12	4,514.37	4,053.08	33.15	71.40	11.00	255,000
256,000	4,318.79	5,657.54	3,973.29	5,204.93	4,146.04	5,431.24	3,800.53	4,978.63	3,455.03	4,526.03	4,064.74	33.28	71.68	11.00	256,000
257,000	4,331.18	5,672.11	3,984.68	5,218.34	4,157.93	5,445.23	3,811.43	4,991.46	3,464.94	4,537.69	4,076.40	33.41	71.96	11.00	257,000
258,000	4,343.56	5,686.68	3,996.08	5,231.75	4,169.82	5,459.22	3,822.34	5,004.28	3,474.85	4,549.35	4,088.06	33.54	72.24	11.00	258,000
259,000	4,355.95	5,701.26	4,007.48	5,245.16	4,181.71	5,473.21	3,833.24	5,017.11	3,484.76	4,561.01	4,099.72	33.67	72.52	11.00	259,000
260,000	4,368.34	5,715.83	4,018.87	5,258.57	4,193.61	5,487.20	3,844.14	5,029.93	3,494.67	4,572.67	4,111.38	33.80	72.80	11.00	260,000
261,000	4,380.73	5,730.41	4,030.27	5,271.97	4,205.50	5,501.19	3,855.04	5,042.76	3,504.58	4,584.32	4,123.04	33.93	73.08	11.00	261,000
262,000	4,393.11	5,744.98	4,041.66	5,285.38	4,217.39	5,515.18	3,865.94	5,055.58	3,514.49	4,595.98	4,134.70	34.06	73.36	11.00	262,000
263,000	4,405.50	5,759.55	4,053.06	5,298.79	4,229.28	5,529.17	3,876.84	5,068.41	3,524.40	4,607.64	4,146.35	34.19	73.64	11.00	263,000
264,000	4,417.89	5,774.13	4,064.46	5,312.20	4,241.17	5,543.16	3,887.74	5,081.23	3,534.31	4,619.30	4,158.01	34.32	73.92	11.00	264,000
265,000	4,430.28	5,788.70	4,075.85	5,325.60	4,253.07	5,557.15	3,898.64	5,094.06	3,544.22	4,630.96	4,169.67	34.45	74.20	11.00	265,000
266,000	4,442.66	5,803.27	4,087.25	5,339.01	4,264.96	5,571.14	3,909.54	5,106.88	3,554.13	4,642.62	4,181.33	34.58	74.48	11.00	266,000
267,000	4,455.05	5,817.85	4,098.65	5,352.42	4,276.85	5,585.13	3,920.45	5,119.71	3,564.04	4,654.28	4,192.99	34.71	74.76	11.00	267,000
268,000	4,467.44	5,832.42	4,110.04	5,365.83	4,288.74	5,599.12	3,931.35	5,132.53	3,573.95	4,665.94	4,204.65	34.84	75.04	11.00	268,000
269,000	4,479.83	5,847.00	4,121.44	5,379.24	4,300.63	5,613.12	3,942.25	5,145.36	3,583.86	4,677.60	4,216.31	34.97	75.32	11.00	269,000
270,000	4,492.21	5,861.57	4,132.84	5,392.64	4,312.53	5,627.11	3,953.15	5,158.18	3,593.77	4,689.25	4,227.97	35.10	75.60	11.00	270,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee \$100.00															
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
271,000	4,504.60	5,876.14	4,144.23	5,406.05	4,324.42	5,641.10	3,964.05	5,171.01	3,603.68	4,700.91	4,239.63	35.23	75.88	11.00	271,000
272,000	4,516.99	5,890.72	4,155.63	5,419.46	4,336.31	5,655.09	3,974.95	5,183.83	3,613.59	4,712.57	4,251.28	35.36	76.16	11.00	272,000
273,000	4,529.38	5,905.29	4,167.03	5,432.87	4,348.20	5,669.08	3,985.85	5,196.65	3,623.50	4,724.23	4,262.94	35.49	76.44	11.00	273,000
274,000	4,541.77	5,919.86	4,178.42	5,446.27	4,360.09	5,683.07	3,996.75	5,209.48	3,633.41	4,735.89	4,274.60	35.62	76.72	11.00	274,000
275,000	4,554.15	5,934.44	4,189.82	5,459.68	4,371.99	5,697.06	4,007.65	5,222.30	3,643.32	4,747.55	4,286.26	35.75	77.00	12.00	275,000
276,000	4,566.54	5,949.01	4,201.22	5,473.09	4,383.88	5,711.05	4,018.56	5,235.13	3,653.23	4,759.21	4,297.92	35.88	77.28	12.00	276,000
277,000	4,578.93	5,963.58	4,212.61	5,486.50	4,395.77	5,725.04	4,029.46	5,247.95	3,663.14	4,770.87	4,309.58	36.01	77.56	12.00	277,000
278,000	4,591.32	5,978.16	4,224.01	5,499.91	4,407.66	5,739.03	4,040.36	5,260.78	3,673.05	4,782.53	4,321.24	36.14	77.84	12.00	278,000
279,000	4,603.70	5,992.73	4,235.41	5,513.31	4,419.56	5,753.02	4,051.26	5,273.60	3,682.96	4,794.19	4,332.90	36.27	78.12	12.00	279,000
280,000	4,616.09	6,007.31	4,246.80	5,526.72	4,431.45	5,767.01	4,062.16	5,286.43	3,692.87	4,805.84	4,344.56	36.40	78.40	12.00	280,000
281,000	4,628.48	6,021.88	4,258.20	5,540.13	4,443.34	5,781.00	4,073.06	5,299.25	3,702.78	4,817.50	4,356.22	36.53	78.68	12.00	281,000
282,000	4,640.87	6,036.45	4,269.60	5,553.54	4,455.23	5,794.99	4,083.96	5,312.08	3,712.69	4,829.16	4,367.87	36.66	78.96	12.00	282,000
283,000	4,653.25	6,051.03	4,280.99	5,566.94	4,467.12	5,808.99	4,094.86	5,324.90	3,722.60	4,840.82	4,379.53	36.79	79.24	12.00	283,000
284,000	4,665.64	6,065.60	4,292.39	5,580.35	4,479.02	5,822.98	4,105.76	5,337.73	3,732.51	4,852.48	4,391.19	36.92	79.52	12.00	284,000
285,000	4,678.03	6,080.17	4,303.79	5,593.76	4,490.91	5,836.97	4,116.67	5,350.55	3,742.42	4,864.14	4,402.85	37.05	79.80	12.00	285,000
286,000	4,690.42	6,094.75	4,315.18	5,607.17	4,502.80	5,850.96	4,127.57	5,363.38	3,752.33	4,875.80	4,414.51	37.18	80.08	12.00	286,000
287,000	4,702.80	6,109.32	4,326.58	5,620.58	4,514.69	5,864.95	4,138.47	5,376.20	3,762.24	4,887.46	4,426.17	37.31	80.36	12.00	287,000
288,000	4,715.19	6,123.89	4,337.98	5,633.98	4,526.58	5,878.94	4,149.37	5,389.03	3,772.15	4,899.12	4,437.83	37.44	80.64	12.00	288,000
289,000	4,727.58	6,138.47	4,349.37	5,647.39	4,538.48	5,892.93	4,160.27	5,401.85	3,782.06	4,910.77	4,449.49	37.57	80.92	12.00	289,000
290,000	4,739.97	6,153.04	4,360.77	5,660.80	4,550.37	5,906.92	4,171.17	5,414.68	3,791.97	4,922.43	4,461.15	37.70	81.20	12.00	290,000
291,000	4,752.35	6,167.62	4,372.17	5,674.21	4,562.26	5,920.91	4,182.07	5,427.50	3,801.88	4,934.09	4,472.80	37.83	81.48	12.00	291,000
292,000	4,764.74	6,182.19	4,383.56	5,687.61	4,574.15	5,934.90	4,192.97	5,440.33	3,811.79	4,945.75	4,484.46	37.96	81.76	12.00	292,000
293,000	4,777.13	6,196.76	4,394.96	5,701.02	4,586.04	5,948.89	4,203.87	5,453.15	3,821.70	4,957.41	4,496.12	38.09	82.04	12.00	293,000
294,000	4,789.52	6,211.34	4,406.36	5,714.43	4,597.94	5,962.88	4,214.78	5,465.98	3,831.61	4,969.07	4,507.78	38.22	82.32	12.00	294,000
295,000	4,801.91	6,225.91	4,417.75	5,727.84	4,609.83	5,976.87	4,225.68	5,478.80	3,841.52	4,980.73	4,519.44	38.35	82.60	12.00	295,000
296,000	4,814.29	6,240.48	4,429.15	5,741.25	4,621.72	5,990.86	4,236.58	5,491.63	3,851.43	4,992.39	4,531.10	38.48	82.88	12.00	296,000
297,000	4,826.68	6,255.06	4,440.55	5,754.65	4,633.61	6,004.86	4,247.48	5,504.45	3,861.34	5,004.05	4,542.76	38.61	83.16	12.00	297,000
298,000	4,839.07	6,269.63	4,451.94	5,768.06	4,645.51	6,018.85	4,258.38	5,517.28	3,871.25	5,015.70	4,554.42	38.74	83.44	12.00	298,000
299,000	4,851.46	6,284.20	4,463.34	5,781.47	4,657.40	6,032.84	4,269.28	5,530.10	3,881.16	5,027.36	4,566.08	38.87	83.72	12.00	299,000
300,000	4,863.84	6,298.78	4,474.74	5,794.88	4,669.29	6,046.83	4,280.18	5,542.93	3,891.07	5,039.02	4,577.73	39.00	84.00	13.00	300,000
301,000	4,876.23	6,313.35	4,486.13	5,808.28	4,681.18	6,060.82	4,291.08	5,555.75	3,900.98	5,050.68	4,589.39	39.13	84.28	13.00	301,000
302,000	4,888.62	6,327.93	4,497.53	5,821.69	4,693.07	6,074.81	4,301.98	5,568.57	3,910.89	5,062.34	4,601.05	39.26	84.56	13.00	302,000
303,000	4,901.01	6,342.50	4,508.93	5,835.10	4,704.97	6,088.80	4,312.89	5,581.40	3,920.80	5,074.00	4,612.71	39.39	84.84	13.00	303,000
304,000	4,913.39	6,357.07	4,520.32	5,848.51	4,716.86	6,102.79	4,323.79	5,594.22	3,930.71	5,085.66	4,624.37	39.52	85.12	13.00	304,000
305,000	4,925.78	6,371.65	4,531.72	5,861.92	4,728.75	6,116.78	4,334.69	5,607.05	3,940.62	5,097.32	4,636.03	39.65	85.40	13.00	305,000
306,000	4,938.17	6,386.22	4,543.12	5,875.32	4,740.64	6,130.77	4,345.59	5,619.87	3,950.54	5,108.98	4,647.69	39.78	85.68	13.00	306,000
307,000	4,950.56	6,400.79	4,554.51	5,888.73	4,752.53	6,144.76	4,356.49	5,632.70	3,960.45	5,120.64	4,659.35	39.91	85.96	13.00	307,000
308,000	4,962.94	6,415.37	4,565.91	5,902.14	4,764.43	6,158.75	4,367.39	5,645.52	3,970.36	5,132.29	4,671.01	40.04	86.24	13.00	308,000
309,000	4,975.33	6,429.94	4,577.31	5,915.55	4,776.32	6,172.74	4,378.29	5,658.35	3,980.27	5,143.95	4,682.67	40.17	86.52	13.00	309,000
310,000	4,987.72	6,444.52	4,588.70	5,928.95	4,788.21	6,186.73	4,389.19	5,671.17	3,990.18	5,155.61	4,694.32	40.30	86.80	13.00	310,000
311,000	5,000.11	6,459.09	4,600.10	5,942.36	4,800.10	6,200.73	4,400.09	5,684.00	4,000.09	5,167.27	4,705.98	40.43	87.08	13.00	311,000
312,000	5,012.49	6,473.66	4,611.49	5,955.77	4,811.99	6,214.72	4,411.00	5,696.82	4,010.00	5,178.93	4,717.64	40.56	87.36	13.00	312,000
313,000	5,024.88	6,488.24	4,622.89	5,969.18	4,823.89	6,228.71	4,421.90	5,709.65	4,019.91	5,190.59	4,729.30	40.69	87.64	13.00	313,000
314,000	5,037.27	6,502.81	4,634.29	5,982.58	4,835.78	6,242.70	4,432.80	5,722.47	4,029.82	5,202.25	4,740.96	40.82	87.92	13.00	314,000
315,000	5,049.66	6,517.38	4,645.68	5,995.99	4,847.67	6,256.69	4,443.70	5,735.30	4,039.73	5,213.91	4,752.62	40.95	88.20	13.00	315,000
316,000	5,062.04	6,531.96	4,657.08	6,009.40	4,859.56	6,270.68	4,454.60	5,748.12	4,049.64	5,225.57	4,764.28	41.08	88.48	13.00	316,000
317,000	5,074.43	6,546.53	4,668.48	6,022.81	4,871.46	6,284.67	4,465.50	5,760.95	4,059.55	5,237.22	4,775.94	41.21	88.76	13.00	317,000
318,000	5,086.82	6,561.10	4,679.87	6,036.22	4,883.35	6,298.66	4,476.40	5,773.77	4,069.46	5,248.88	4,787.60	41.34	89.04	13.00	318,000
319,000	5,099.21	6,575.68	4,691.27	6,049.62	4,895.24	6,312.65	4,487.30	5,786.60							

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
326,000	5,185.92	6,677.69	4,771.05	6,143.48	4,978.48	6,410.59	4,563.61	5,876.37	4,148.74	5,342.15	4,880.87	42.38	91.28	14.00	326,000
327,000	5,198.31	6,692.27	4,782.44	6,156.89	4,990.38	6,424.58	4,574.51	5,889.20	4,158.65	5,353.81	4,892.53	42.51	91.56	14.00	327,000
328,000	5,210.70	6,706.84	4,793.84	6,170.29	5,002.27	6,438.57	4,585.41	5,902.02	4,168.56	5,365.47	4,904.18	42.64	91.84	14.00	328,000
329,000	5,223.08	6,721.41	4,805.24	6,183.70	5,014.16	6,452.56	4,596.31	5,914.84	4,178.47	5,377.13	4,915.84	42.77	92.12	14.00	329,000
330,000	5,235.47	6,735.99	4,816.63	6,197.11	5,026.05	6,466.55	4,607.21	5,927.67	4,188.38	5,388.79	4,927.50	42.90	92.40	14.00	330,000
331,000	5,247.86	6,750.56	4,828.03	6,210.52	5,037.94	6,480.54	4,618.12	5,940.49	4,198.29	5,400.45	4,939.16	43.03	92.68	14.00	331,000
332,000	5,260.25	6,765.14	4,839.43	6,223.92	5,049.84	6,494.53	4,629.02	5,953.32	4,208.20	5,412.11	4,950.82	43.16	92.96	14.00	332,000
333,000	5,272.63	6,779.71	4,850.82	6,237.33	5,061.73	6,508.52	4,639.92	5,966.14	4,218.11	5,423.77	4,962.48	43.29	93.24	14.00	333,000
334,000	5,285.02	6,794.28	4,862.22	6,250.74	5,073.62	6,522.51	4,650.82	5,978.97	4,228.02	5,435.43	4,974.14	43.42	93.52	14.00	334,000
335,000	5,297.41	6,808.86	4,873.62	6,264.15	5,085.51	6,536.50	4,661.72	5,991.79	4,237.93	5,447.09	4,985.80	43.55	93.80	14.00	335,000
336,000	5,309.80	6,823.43	4,885.01	6,277.56	5,097.41	6,550.49	4,672.62	6,004.62	4,247.84	5,458.74	4,997.46	43.68	94.08	14.00	336,000
337,000	5,322.18	6,838.00	4,896.41	6,290.96	5,109.30	6,564.48	4,683.52	6,017.44	4,257.75	5,470.40	5,009.12	43.81	94.36	14.00	337,000
338,000	5,334.57	6,852.58	4,907.81	6,304.37	5,121.19	6,578.47	4,694.42	6,030.27	4,267.66	5,482.06	5,020.77	43.94	94.64	14.00	338,000
339,000	5,346.96	6,867.15	4,919.20	6,317.78	5,133.08	6,592.47	4,705.32	6,043.09	4,277.57	5,493.72	5,032.43	44.07	94.92	14.00	339,000
340,000	5,359.35	6,881.72	4,930.60	6,331.19	5,144.97	6,606.46	4,716.23	6,055.92	4,287.48	5,505.38	5,044.09	44.20	95.20	14.00	340,000
341,000	5,371.74	6,896.30	4,942.00	6,344.59	5,156.87	6,620.45	4,727.13	6,068.74	4,297.39	5,517.04	5,055.75	44.33	95.48	14.00	341,000
342,000	5,384.12	6,910.87	4,953.39	6,358.00	5,168.76	6,634.44	4,738.03	6,081.57	4,307.30	5,528.70	5,067.41	44.46	95.76	14.00	342,000
343,000	5,396.51	6,925.45	4,964.79	6,371.41	5,180.65	6,648.43	4,748.93	6,094.39	4,317.21	5,540.36	5,079.07	44.59	96.04	14.00	343,000
344,000	5,408.90	6,940.02	4,976.19	6,384.82	5,192.54	6,662.42	4,759.83	6,107.22	4,327.12	5,552.02	5,090.73	44.72	96.32	14.00	344,000
345,000	5,421.29	6,954.59	4,987.58	6,398.23	5,204.43	6,676.41	4,770.73	6,120.04	4,337.03	5,563.67	5,102.39	44.85	96.60	14.00	345,000
346,000	5,433.67	6,969.17	4,998.98	6,411.63	5,216.33	6,690.40	4,781.63	6,132.87	4,346.94	5,575.33	5,114.05	44.98	96.88	14.00	346,000
347,000	5,446.06	6,983.74	5,010.38	6,425.04	5,228.22	6,704.39	4,792.53	6,145.69	4,356.85	5,586.99	5,125.70	45.11	97.16	14.00	347,000
348,000	5,458.45	6,998.31	5,021.77	6,438.45	5,240.11	6,718.38	4,803.43	6,158.52	4,366.76	5,598.65	5,137.36	45.24	97.44	14.00	348,000
349,000	5,470.84	7,012.89	5,033.17	6,451.86	5,252.00	6,732.37	4,814.34	6,171.34	4,376.67	5,610.31	5,149.02	45.37	97.72	14.00	349,000
350,000	5,483.22	7,027.46	5,044.57	6,465.26	5,263.89	6,746.36	4,825.24	6,184.17	4,386.58	5,621.97	5,160.68	45.50	98.00	15.00	350,000
351,000	5,495.61	7,042.04	5,055.96	6,478.67	5,275.79	6,760.35	4,836.14	6,196.99	4,396.49	5,633.63	5,172.34	45.63	98.28	15.00	351,000
352,000	5,508.00	7,056.61	5,067.36	6,492.08	5,287.68	6,774.34	4,847.04	6,209.82	4,406.40	5,645.29	5,184.00	45.76	98.56	15.00	352,000
353,000	5,520.39	7,071.18	5,078.76	6,505.49	5,299.57	6,788.34	4,857.94	6,222.64	4,416.31	5,656.95	5,195.66	45.89	98.84	15.00	353,000
354,000	5,532.77	7,085.76	5,090.15	6,518.90	5,311.46	6,802.33	4,868.84	6,235.47	4,426.22	5,668.60	5,207.32	46.02	99.12	15.00	354,000
355,000	5,545.16	7,100.33	5,101.55	6,532.30	5,323.36	6,816.32	4,879.74	6,248.29	4,436.13	5,680.26	5,218.98	46.15	99.40	15.00	355,000
356,000	5,557.55	7,114.90	5,112.95	6,545.71	5,335.25	6,830.31	4,890.64	6,261.12	4,446.04	5,691.92	5,230.63	46.28	99.68	15.00	356,000
357,000	5,569.94	7,129.48	5,124.34	6,559.12	5,347.14	6,844.30	4,901.54	6,273.94	4,455.95	5,703.58	5,242.29	46.41	99.96	15.00	357,000
358,000	5,582.32	7,144.05	5,135.74	6,572.53	5,359.03	6,858.29	4,912.45	6,286.76	4,465.86	5,715.24	5,253.95	46.54	100.24	15.00	358,000
359,000	5,594.71	7,158.62	5,147.14	6,585.93	5,370.92	6,872.28	4,923.35	6,299.59	4,475.77	5,726.90	5,265.61	46.67	100.52	15.00	359,000
360,000	5,607.10	7,173.20	5,158.53	6,599.34	5,382.82	6,886.27	4,934.25	6,312.41	4,485.68	5,738.56	5,277.27	46.80	100.80	15.00	360,000
361,000	5,619.49	7,187.77	5,169.93	6,612.75	5,394.71	6,900.26	4,945.15	6,325.24	4,495.59	5,750.22	5,288.93	46.93	101.08	15.00	361,000
362,000	5,631.88	7,202.35	5,181.33	6,626.16	5,406.60	6,914.25	4,956.05	6,338.06	4,505.50	5,761.88	5,300.59	47.06	101.36	15.00	362,000
363,000	5,644.26	7,216.92	5,192.72	6,639.57	5,418.49	6,928.24	4,966.95	6,350.89	4,515.41	5,773.54	5,312.25	47.19	101.64	15.00	363,000
364,000	5,656.65	7,231.49	5,204.12	6,652.97	5,430.38	6,942.23	4,977.85	6,363.71	4,525.32	5,785.19	5,323.91	47.32	101.92	15.00	364,000
365,000	5,669.04	7,246.07	5,215.51	6,666.38	5,442.28	6,956.22	4,988.75	6,376.54	4,535.23	5,796.85	5,335.57	47.45	102.20	15.00	365,000
366,000	5,681.43	7,260.64	5,226.91	6,679.79	5,454.17	6,970.21	4,999.65	6,389.36	4,545.14	5,808.51	5,347.22	47.58	102.48	15.00	366,000
367,000	5,693.81	7,275.21	5,238.31	6,693.20	5,466.06	6,984.21	5,010.56	6,402.19	4,555.05	5,820.17	5,358.88	47.71	102.76	15.00	367,000
368,000	5,706.20	7,289.79	5,249.70	6,706.60	5,477.95	6,998.20	5,021.46	6,415.01	4,564.96	5,831.83	5,370.54	47.84	103.04	15.00	368,000
369,000	5,718.59	7,304.36	5,261.10	6,720.01	5,489.84	7,012.19	5,032.36	6,427.84	4,574.87	5,843.49	5,382.20	47.97	103.32	15.00	369,000
370,000	5,730.98	7,318.93	5,272.50	6,733.42	5,501.74	7,026.18	5,043.26	6,440.66	4,584.78	5,855.15	5,393.86	48.10	103.60	15.00	370,000
371,000	5,743.36	7,333.51	5,283.89	6,746.83	5,513.63	7,040.17	5,054.16	6,453.49	4,594.69	5,866.81	5,405.52	48.23	103.88	15.00	371,000
372,000	5,755.75	7,348.08	5,295.29	6,760.24	5,525.52	7,054.16	5,065.06	6,466.31	4,604.60	5,878.47	5,417.18	48.36	104.16	15.00	372,000
373,000	5,768.14	7,362.66	5,306.69	6,773.64	5,537.41	7,068.15	5,075.96	6,479.14	4,614.51	5,890.12	5,428.84	48.49	104.44	15.00	373,000
374,000	5,780.53	7,377.23	5,318.08	6,787.05	5,549.31	7,082.14	5,086.86	6,491.96	4,624.42	5,901.78	5,440.50	48.62	104.72	15.00	374,000
375,000	5,792.91	7,391.80	5,329.48	6,800.46	5,561.20	7,096.13	5,097.76	6,504.79	4,634.33	5,913.44	5,452.15	48.75	105.00	16.00	375,000
376,000	5,805.30	7,406.38	5,340.88	6,813.87	5,573.09	7,110.12	5,108.67	6,517.61	4,644.24	5,925.10	5,463.81	48.88	105.28	16.00	376,000
377,000	5,817.69	7,420.95	5,352.27	6,827.27	5,584.98	7,124.11	5,119.57	6,530.44	4,654.15	5,936.76	5,475.47	49.01	105.56	16.00	377,000
378,000	5,830.08	7,435.52	5,363.67	6,840.68	5,596.87	7,138.10	5,130.47	6,543.26	4,664.06	5,948.42	5,487.13	49.14	105.84	16.00	378,000
379,000	5,842.46	7,450.10	5,375.07	6,854.09	5,608.77	7,152.09	5,141.37	6,556.09	4,673.97	5,960.08	5,498.79	49.27	106.12	16.00	379,000
380,000	5,854.85	7,464.67	5,386.46	6,867.50	5,620.66	7,166.08	5,152.27	6,568.91	4,683.88	5,971.74	5,510.45	49.40	106.40	16.00	380,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
381,000	5,867.24	7,479.25	5,397.86	6,880.91	5,632.55	7,180.08	5,163.17	6,581.74	4,693.79	5,983.40	5,522.11	49.53	106.68	16.00	381,000
382,000	5,879.63	7,493.82	5,409.26	6,894.31	5,644.44	7,194.07	5,174.07	6,594.56	4,703.70	5,995.05	5,533.77	49.66	106.96	16.00	382,000
383,000	5,892.01	7,508.39	5,420.65	6,907.72	5,656.33	7,208.06	5,184.97	6,607.39	4,713.61	6,006.71	5,545.43	49.79	107.24	16.00	383,000
384,000	5,904.40	7,522.97	5,432.05	6,921.13	5,668.23	7,222.05	5,195.87	6,620.21	4,723.52	6,018.37	5,557.08	49.92	107.52	16.00	384,000
385,000	5,916.79	7,537.54	5,443.45	6,934.54	5,680.12	7,236.04	5,206.78	6,633.03	4,733.43	6,030.03	5,568.74	50.05	107.80	16.00	385,000
386,000	5,929.18	7,552.11	5,454.84	6,947.94	5,692.01	7,250.03	5,217.68	6,645.86	4,743.34	6,041.69	5,580.40	50.18	108.08	16.00	386,000
387,000	5,941.57	7,566.69	5,466.24	6,961.35	5,703.90	7,264.02	5,228.58	6,658.68	4,753.25	6,053.35	5,592.06	50.31	108.36	16.00	387,000
388,000	5,953.95	7,581.26	5,477.64	6,974.76	5,715.79	7,278.01	5,239.48	6,671.51	4,763.16	6,065.01	5,603.72	50.44	108.64	16.00	388,000
389,000	5,966.34	7,595.83	5,489.03	6,988.17	5,727.69	7,292.00	5,250.38	6,684.33	4,773.07	6,076.67	5,615.38	50.57	108.92	16.00	389,000
390,000	5,978.73	7,610.41	5,500.43	7,001.58	5,739.58	7,305.99	5,261.28	6,697.16	4,782.98	6,088.33	5,627.04	50.70	109.20	16.00	390,000
391,000	5,991.12	7,624.98	5,511.83	7,014.98	5,751.47	7,319.98	5,272.18	6,709.98	4,792.89	6,099.99	5,638.70	50.83	109.48	16.00	391,000
392,000	6,003.50	7,639.56	5,523.22	7,028.39	5,763.36	7,333.97	5,283.08	6,722.81	4,802.80	6,111.64	5,650.36	50.96	109.76	16.00	392,000
393,000	6,015.89	7,654.13	5,534.62	7,041.80	5,775.26	7,347.96	5,293.98	6,735.63	4,812.71	6,123.30	5,662.02	51.09	110.04	16.00	393,000
394,000	6,028.28	7,668.70	5,546.02	7,055.21	5,787.15	7,361.95	5,304.89	6,748.46	4,822.62	6,134.96	5,673.67	51.22	110.32	16.00	394,000
395,000	6,040.67	7,683.28	5,557.41	7,068.61	5,799.04	7,375.95	5,315.79	6,761.28	4,832.53	6,146.62	5,685.33	51.35	110.60	16.00	395,000
396,000	6,053.05	7,697.85	5,568.81	7,082.02	5,810.93	7,389.94	5,326.69	6,774.11	4,842.44	6,158.28	5,696.99	51.48	110.88	16.00	396,000
397,000	6,065.44	7,712.42	5,580.21	7,095.43	5,822.82	7,403.93	5,337.59	6,786.93	4,852.35	6,169.94	5,708.65	51.61	111.16	16.00	397,000
398,000	6,077.83	7,727.00	5,591.60	7,108.84	5,834.72	7,417.92	5,348.49	6,799.76	4,862.26	6,181.60	5,720.31	51.74	111.44	16.00	398,000
399,000	6,090.22	7,741.57	5,603.00	7,122.25	5,846.61	7,431.91	5,359.39	6,812.58	4,872.17	6,193.26	5,731.97	51.87	111.72	16.00	399,000
400,000	6,102.60	7,756.14	5,614.40	7,135.65	5,858.50	7,445.90	5,370.29	6,825.41	4,882.08	6,204.92	5,743.63	52.00	112.00	17.00	400,000
401,000	6,114.99	7,770.72	5,625.79	7,149.06	5,870.39	7,459.89	5,381.19	6,838.23	4,891.99	6,216.57	5,755.29	52.13	112.28	17.00	401,000
402,000	6,127.38	7,785.29	5,637.19	7,162.47	5,882.28	7,473.88	5,392.09	6,851.06	4,901.90	6,228.23	5,766.95	52.26	112.56	17.00	402,000
403,000	6,139.77	7,799.87	5,648.59	7,175.88	5,894.18	7,487.87	5,403.00	6,863.88	4,911.81	6,239.89	5,778.60	52.39	112.84	17.00	403,000
404,000	6,152.15	7,814.44	5,659.98	7,189.28	5,906.07	7,501.86	5,413.90	6,876.71	4,921.72	6,251.55	5,790.26	52.52	113.12	17.00	404,000
405,000	6,164.54	7,829.01	5,671.38	7,202.69	5,917.96	7,515.85	5,424.80	6,889.53	4,931.63	6,263.21	5,801.92	52.65	113.40	17.00	405,000
406,000	6,176.93	7,843.59	5,682.78	7,216.10	5,929.85	7,529.84	5,435.70	6,902.36	4,941.54	6,274.87	5,813.58	52.78	113.68	17.00	406,000
407,000	6,189.32	7,858.16	5,694.17	7,229.51	5,941.74	7,543.83	5,446.60	6,915.18	4,951.45	6,286.53	5,825.24	52.91	113.96	17.00	407,000
408,000	6,201.71	7,872.73	5,705.57	7,242.92	5,953.64	7,557.82	5,457.50	6,928.01	4,961.36	6,298.19	5,836.90	53.04	114.24	17.00	408,000
409,000	6,214.09	7,887.31	5,716.97	7,256.32	5,965.53	7,571.82	5,468.40	6,940.83	4,971.27	6,309.85	5,848.56	53.17	114.52	17.00	409,000
410,000	6,226.48	7,901.88	5,728.36	7,269.73	5,977.42	7,585.81	5,479.30	6,953.66	4,981.18	6,321.50	5,860.22	53.30	114.80	17.00	410,000
411,000	6,238.87	7,916.45	5,739.76	7,283.14	5,989.31	7,599.80	5,490.20	6,966.48	4,991.09	6,333.16	5,871.88	53.43	115.08	17.00	411,000
412,000	6,251.26	7,931.03	5,751.16	7,296.55	6,001.21	7,613.79	5,501.11	6,979.31	5,001.00	6,344.82	5,883.53	53.56	115.36	17.00	412,000
413,000	6,263.64	7,945.60	5,762.55	7,309.95	6,013.10	7,627.78	5,512.01	6,992.13	5,010.91	6,356.48	5,895.19	53.69	115.64	17.00	413,000
414,000	6,276.03	7,960.18	5,773.95	7,323.36	6,024.99	7,641.77	5,522.91	7,004.95	5,020.82	6,368.14	5,906.85	53.82	115.92	17.00	414,000
415,000	6,288.42	7,974.75	5,785.35	7,336.77	6,036.88	7,655.76	5,533.81	7,017.78	5,030.73	6,379.80	5,918.51	53.95	116.20	17.00	415,000
416,000	6,300.81	7,989.32	5,796.74	7,350.18	6,048.77	7,669.75	5,544.71	7,030.60	5,040.64	6,391.46	5,930.17	54.08	116.48	17.00	416,000
417,000	6,313.19	8,003.90	5,808.14	7,363.59	6,060.67	7,683.74	5,555.61	7,043.43	5,050.56	6,403.12	5,941.83	54.21	116.76	17.00	417,000
418,000	6,325.58	8,018.47	5,819.53	7,376.99	6,072.56	7,697.73	5,566.51	7,056.25	5,060.47	6,414.78	5,953.49	54.34	117.04	17.00	418,000
419,000	6,337.97	8,033.04	5,830.93	7,390.40	6,084.45	7,711.72	5,577.41	7,069.08	5,070.38	6,426.44	5,965.15	54.47	117.32	17.00	419,000
420,000	6,350.36	8,047.62	5,842.33	7,403.81	6,096.34	7,725.71	5,588.31	7,081.90	5,080.29	6,438.09	5,976.81	54.60	117.60	17.00	420,000
421,000	6,362.74	8,062.19	5,853.72	7,417.22	6,108.23	7,739.70	5,599.21	7,094.73	5,090.20	6,449.75	5,988.47	54.73	117.88	17.00	421,000
422,000	6,375.13	8,076.77	5,865.12	7,430.62	6,120.13	7,753.69	5,610.12	7,107.55	5,100.11	6,461.41	6,000.12	54.86	118.16	17.00	422,000
423,000	6,387.52	8,091.34	5,876.52	7,444.03	6,132.02	7,767.69	5,621.02	7,120.38	5,110.02	6,473.07	6,011.78	54.99	118.44	17.00	423,000
424,000	6,399.91	8,105.91	5,887.91	7,457.44	6,143.91	7,781.68	5,631.92	7,133.20	5,119.93	6,484.73	6,023.44	55.12	118.72	17.00	424,000
425,000	6,412.29	8,120.49	5,899.31	7,470.85	6,155.80	7,795.67	5,642.82	7,146.03	5,129.84	6,496.39	6,035.10	55.25	119.00	18.00	425,000
426,000	6,424.68	8,135.06	5,910.71	7,484.25	6,167.69	7,809.66	5,653.72	7,158.85	5,139.75	6,508.05	6,046.76	55.38	119.28	18.00	426,000
427,000	6,437.07	8,149.63	5,922.10	7,497.66	6,179.59	7,823.65	5,664.62	7,171.68	5,149.66	6,519.71	6,058.42	55.51	119.56	18.00	427,000
428,000	6,449.46	8,164.21	5,933.50	7,511.07	6,191.48	7,837.64	5,675.52	7,184.50	5,159.57	6,531.37	6,070.08	55.64	119.84	18.00	428,000
429,000	6,461.85	8,178.78	5,944.90	7,524.48	6,203.37	7,851.63	5,686.42	7,197.33	5,169.48	6,543.02	6,081.74	55.77	120.12	18.00	429,000
430,000	6,474.23	8,193.35	5,956.29	7,537.89	6,215.26	7,865.62	5,697.32	7,210.15	5,179.39	6,554.68	6,093.40	55.90	120.40	18.00	430,000
431,000	6,486.62	8,207.93	5,967.69	7,551.29	6,227.16	7,879.61	5,708.23	7,222.98	5,189.30	6,566.34	6,105.05	56.03	120.68	18.00	431,000
432,000	6,499.01	8,222.50	5,979.09	7,564.70	6,239.05	7,893.60	5,719.13	7,235.80	5,199.21	6,578.00	6,116.71	56.16	120.96	18.00	432,000
433,000	6,511.40	8,237.08	5,990.48	7,578.11	6,250.94	7,907.59	5,730.03	7,248.63	5,209.12	6,589.66	6,128.37	56.29	121.24	18.00	433,000
434,000	6,523.78	8,251.65	6,001.88	7,591.52	6,262.83	7,921.58	5,740.93	7,261.45	5,219.03	6,601.32	6,140.03	56.42	121.52	18.00	434,000
435,000	6,536.17	8,266.22	6,013.28	7,604.92	6,274.72	7,935.57	5,751.83	7,274.28	5,228.94	6,612.98	6,151.69	56.55	121.80	18.00	435,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
436,000	6,548.56	8,280.80	6,024.67	7,618.33	6,286.62	7,949.56	5,762.73	7,287.10	5,238.85	6,624.64	6,163.35	56.68	122.08	18.00	436,000
437,000	6,560.95	8,295.37	6,036.07	7,631.74	6,298.51	7,963.56	5,773.63	7,299.93	5,248.76	6,636.30	6,175.01	56.81	122.36	18.00	437,000
438,000	6,573.33	8,309.94	6,047.47	7,645.15	6,310.40	7,977.55	5,784.53	7,312.75	5,258.67	6,647.95	6,186.67	56.94	122.64	18.00	438,000
439,000	6,585.72	8,324.52	6,058.86	7,658.56	6,322.29	7,991.54	5,795.43	7,325.58	5,268.58	6,659.61	6,198.33	57.07	122.92	18.00	439,000
440,000	6,598.11	8,339.09	6,070.26	7,671.96	6,334.18	8,005.53	5,806.34	7,338.40	5,278.49	6,671.27	6,209.98	57.20	123.20	18.00	440,000
441,000	6,610.50	8,353.66	6,081.66	7,685.37	6,346.08	8,019.52	5,817.24	7,351.22	5,288.40	6,682.93	6,221.64	57.33	123.48	18.00	441,000
442,000	6,622.88	8,368.24	6,093.05	7,698.78	6,357.97	8,033.51	5,828.14	7,364.05	5,298.31	6,694.59	6,233.30	57.46	123.76	18.00	442,000
443,000	6,635.27	8,382.81	6,104.45	7,712.19	6,369.86	8,047.50	5,839.04	7,376.87	5,308.22	6,706.25	6,244.96	57.59	124.04	18.00	443,000
444,000	6,647.66	8,397.39	6,115.85	7,725.59	6,381.75	8,061.49	5,849.94	7,389.70	5,318.13	6,717.91	6,256.62	57.72	124.32	18.00	444,000
445,000	6,660.05	8,411.96	6,127.24	7,739.00	6,393.65	8,075.48	5,860.84	7,402.52	5,328.04	6,729.57	6,268.28	57.85	124.60	18.00	445,000
446,000	6,672.43	8,426.53	6,138.64	7,752.41	6,405.54	8,089.47	5,871.74	7,415.35	5,337.95	6,741.23	6,279.94	57.98	124.88	18.00	446,000
447,000	6,684.82	8,441.11	6,150.04	7,765.82	6,417.43	8,103.46	5,882.64	7,428.17	5,347.86	6,752.89	6,291.60	58.11	125.16	18.00	447,000
448,000	6,697.21	8,455.68	6,161.43	7,779.23	6,429.32	8,117.45	5,893.54	7,441.00	5,357.77	6,764.54	6,303.26	58.24	125.44	18.00	448,000
449,000	6,709.60	8,470.25	6,172.83	7,792.63	6,441.21	8,131.44	5,904.45	7,453.82	5,367.68	6,776.20	6,314.92	58.37	125.72	18.00	449,000
450,000	6,721.98	8,484.83	6,184.23	7,806.04	6,453.11	8,145.43	5,915.35	7,466.65	5,377.59	6,787.86	6,326.57	58.50	126.00	19.00	450,000
451,000	6,734.37	8,499.40	6,195.62	7,819.45	6,465.00	8,159.43	5,926.25	7,479.47	5,387.50	6,799.52	6,338.23	58.63	126.28	19.00	451,000
452,000	6,746.76	8,513.97	6,207.02	7,832.86	6,476.89	8,173.42	5,937.15	7,492.30	5,397.41	6,811.18	6,349.89	58.76	126.56	19.00	452,000
453,000	6,759.15	8,528.55	6,218.42	7,846.26	6,488.78	8,187.41	5,948.05	7,505.12	5,407.32	6,822.84	6,361.55	58.89	126.84	19.00	453,000
454,000	6,771.54	8,543.12	6,229.81	7,859.67	6,500.67	8,201.40	5,958.95	7,517.95	5,417.23	6,834.50	6,373.21	59.02	127.12	19.00	454,000
455,000	6,783.92	8,557.70	6,241.21	7,873.08	6,512.57	8,215.39	5,969.85	7,530.77	5,427.14	6,846.16	6,384.87	59.15	127.40	19.00	455,000
456,000	6,796.31	8,572.27	6,252.61	7,886.49	6,524.46	8,229.38	5,980.75	7,543.60	5,437.05	6,857.82	6,396.53	59.28	127.68	19.00	456,000
457,000	6,808.70	8,586.84	6,264.00	7,899.90	6,536.35	8,243.37	5,991.65	7,556.42	5,446.96	6,869.47	6,408.19	59.41	127.96	19.00	457,000
458,000	6,821.09	8,601.42	6,275.40	7,913.30	6,548.24	8,257.36	6,002.56	7,569.25	5,456.87	6,881.13	6,419.85	59.54	128.24	19.00	458,000
459,000	6,833.47	8,615.99	6,286.80	7,926.71	6,560.13	8,271.35	6,013.46	7,582.07	5,466.78	6,892.79	6,431.50	59.67	128.52	19.00	459,000
460,000	6,845.86	8,630.56	6,298.19	7,940.12	6,572.03	8,285.34	6,024.36	7,594.90	5,476.69	6,904.45	6,443.16	59.80	128.80	19.00	460,000
461,000	6,858.25	8,645.14	6,309.59	7,953.53	6,583.92	8,299.33	6,035.26	7,607.72	5,486.60	6,916.11	6,454.82	59.93	129.08	19.00	461,000
462,000	6,870.64	8,659.71	6,320.99	7,966.93	6,595.81	8,313.32	6,046.16	7,620.55	5,496.51	6,927.77	6,466.48	60.06	129.36	19.00	462,000
463,000	6,883.02	8,674.29	6,332.38	7,980.34	6,607.70	8,327.31	6,057.06	7,633.37	5,506.42	6,939.43	6,478.14	60.19	129.64	19.00	463,000
464,000	6,895.41	8,688.86	6,343.78	7,993.75	6,619.60	8,341.30	6,067.96	7,646.20	5,516.33	6,951.09	6,489.80	60.32	129.92	19.00	464,000
465,000	6,907.80	8,703.43	6,355.18	8,007.16	6,631.49	8,355.30	6,078.86	7,659.02	5,526.24	6,962.75	6,501.46	60.45	130.20	19.00	465,000
466,000	6,920.19	8,718.01	6,366.57	8,020.57	6,643.38	8,369.29	6,089.76	7,671.85	5,536.15	6,974.40	6,513.12	60.58	130.48	19.00	466,000
467,000	6,932.57	8,732.58	6,377.97	8,033.97	6,655.27	8,383.28	6,100.67	7,684.67	5,546.06	6,986.06	6,524.78	60.71	130.76	19.00	467,000
468,000	6,944.96	8,747.15	6,389.36	8,047.38	6,667.16	8,397.27	6,111.57	7,697.50	5,555.97	6,997.72	6,536.43	60.84	131.04	19.00	468,000
469,000	6,957.35	8,761.73	6,400.76	8,060.79	6,679.06	8,411.26	6,122.47	7,710.32	5,565.88	7,009.38	6,548.09	60.97	131.32	19.00	469,000
470,000	6,969.74	8,776.30	6,412.16	8,074.20	6,690.95	8,425.25	6,133.37	7,723.14	5,575.79	7,021.04	6,559.75	61.10	131.60	19.00	470,000
471,000	6,982.12	8,790.87	6,423.55	8,087.60	6,702.84	8,439.24	6,144.27	7,735.97	5,585.70	7,032.70	6,571.41	61.23	131.88	19.00	471,000
472,000	6,994.51	8,805.45	6,434.95	8,101.01	6,714.73	8,453.23	6,155.17	7,748.79	5,595.61	7,044.36	6,583.07	61.36	132.16	19.00	472,000
473,000	7,006.90	8,820.02	6,446.35	8,114.42	6,726.62	8,467.22	6,166.07	7,761.62	5,605.52	7,056.02	6,594.73	61.49	132.44	19.00	473,000
474,000	7,019.29	8,834.60	6,457.74	8,127.83	6,738.52	8,481.21	6,176.97	7,774.44	5,615.43	7,067.68	6,606.39	61.62	132.72	19.00	474,000
475,000	7,031.68	8,849.17	6,469.14	8,141.24	6,750.41	8,495.20	6,187.87	7,787.27	5,625.34	7,079.34	6,618.05	61.75	133.00	20.00	475,000
476,000	7,044.06	8,863.74	6,480.54	8,154.64	6,762.30	8,509.19	6,198.78	7,800.09	5,635.25	7,090.99	6,629.71	61.88	133.28	20.00	476,000
477,000	7,056.45	8,878.32	6,491.93	8,168.05	6,774.19	8,523.18	6,209.68	7,812.92	5,645.16	7,102.65	6,641.37	62.01	133.56	20.00	477,000
478,000	7,068.84	8,892.89	6,503.33	8,181.46	6,786.08	8,537.17	6,220.58	7,825.74	5,655.07	7,114.31	6,653.02	62.14	133.84	20.00	478,000
479,000	7,081.23	8,907.46	6,514.73	8,194.87	6,797.98	8,551.17	6,231.48	7,838.57	5,664.98	7,125.97	6,664.68	62.27	134.12	20.00	479,000
480,000	7,093.61	8,922.04	6,526.12	8,208.27	6,809.87	8,565.16	6,242.38	7,851.39	5,674.89	7,137.63	6,676.34	62.40	134.40	20.00	480,000
481,000	7,106.00	8,936.61	6,537.52	8,221.68	6,821.76	8,579.15	6,253.28	7,864.22	5,684.80	7,149.29	6,688.00	62.53	134.68	20.00	481,000
482,000	7,118.39	8,951.18	6,548.92	8,235.09	6,833.65	8,593.14	6,264.18	7,877.04	5,694.71	7,160.95	6,699.66	62.66	134.96	20.00	482,000
483,000	7,130.78	8,965.76	6,560.31	8,248.50	6,845.55	8,607.13	6,275.08	7,889.87	5,704.62	7,172.61	6,711.32	62.79	135.24	20.00	483,000
484,000	7,143.16	8,980.33	6,571.71	8,261.91	6,857.44	8,621.12	6,285.98	7,902.69	5,714.53	7,184.27	6,722.98	62.92	135.52	20.00	484,000
485,000	7,155.55	8,994.91	6,583.11	8,275.31	6,869.33	8,635.11	6,296.89	7,915.52	5,724.44	7,195.92	6,734.64	63.05	135.80	20.00	485,000
486,000	7,167.94	9,009.48	6,594.50	8,288.72	6,881.22	8,649.10	6,307.79	7,928.34	5,734.35	7,207.58	6,746.30	63.18	136.08	20.00	486,000
487,000	7,180.33	9,024.05	6,605.90	8,302.13	6,893.11	8,663.09	6,318.69	7,941.17	5,744.26	7,219.24	6,757.95	63.31	136.36	20.00	487,000
488,000	7,192.71	9,038.63	6,617.30	8,315.54	6,905.01	8,677.08	6,329.59	7,953.99	5,754.17	7,230.90	6,769.61	63.44	136.64	20.00	488,000
489,000	7,205.10	9,053.20	6,628.69	8,328.94	6,916.90	8,691.07	6,340.49	7,966.82	5,764.08	7,242.56	6,781.27	63.57	136.92	20.00	489,000
490,000	7,217.49	9,067.77	6,640.09	8,342.35	6,928.79	8,705.06	6,351.39	7,979.64	5,773.99	7,254.22	6,792.93	63.70	137.20	20.00	490,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
491,000	7,229.88	9,082.35	6,651.49	8,355.76	6,940.68	8,719.05	6,362.29	7,992.47	5,783.90	7,265.88	6,804.59	63.83	137.48	20.00	491,000
492,000	7,242.26	9,096.92	6,662.88	8,369.17	6,952.57	8,733.04	6,373.19	8,005.29	5,793.81	7,277.54	6,816.25	63.96	137.76	20.00	492,000
493,000	7,254.65	9,111.50	6,674.28	8,382.58	6,964.47	8,747.04	6,384.09	8,018.12	5,803.72	7,289.20	6,827.91	64.09	138.04	20.00	493,000
494,000	7,267.04	9,126.07	6,685.68	8,395.98	6,976.36	8,761.03	6,395.00	8,030.94	5,813.63	7,300.85	6,839.57	64.22	138.32	20.00	494,000
495,000	7,279.43	9,140.64	6,697.07	8,409.39	6,988.25	8,775.02	6,405.90	8,043.77	5,823.54	7,312.51	6,851.23	64.35	138.60	20.00	495,000
496,000	7,291.82	9,155.22	6,708.47	8,422.80	7,000.14	8,789.01	6,416.80	8,056.59	5,833.45	7,324.17	6,862.88	64.48	138.88	20.00	496,000
497,000	7,304.20	9,169.79	6,719.87	8,436.21	7,012.03	8,803.00	6,427.70	8,069.41	5,843.36	7,335.83	6,874.54	64.61	139.16	20.00	497,000
498,000	7,316.59	9,184.36	6,731.26	8,449.61	7,023.93	8,816.99	6,438.60	8,082.24	5,853.27	7,347.49	6,886.20	64.74	139.44	20.00	498,000
499,000	7,328.98	9,198.94	6,742.66	8,463.02	7,035.82	8,830.98	6,449.50	8,095.06	5,863.18	7,359.15	6,897.86	64.87	139.72	20.00	499,000
500,000	7,341.37	9,213.51	6,754.06	8,476.43	7,047.71	8,844.97	6,460.40	8,107.89	5,873.09	7,370.81	6,909.52	65.00	140.00	21.00	500,000
501,000	7,353.75	9,228.08	6,765.45	8,489.84	7,059.60	8,858.96	6,471.30	8,120.71	5,883.00	7,382.47	6,921.18	65.13	140.28	21.00	501,000
502,000	7,366.14	9,242.66	6,776.85	8,503.25	7,071.50	8,872.95	6,482.20	8,133.54	5,892.91	7,394.13	6,932.84	65.26	140.56	21.00	502,000
503,000	7,378.53	9,257.23	6,788.25	8,516.65	7,083.39	8,886.94	6,493.10	8,146.36	5,902.82	7,405.79	6,944.50	65.39	140.84	21.00	503,000
504,000	7,390.92	9,271.81	6,799.64	8,530.06	7,095.28	8,900.93	6,504.01	8,159.19	5,912.73	7,417.44	6,956.16	65.52	141.12	21.00	504,000
505,000	7,403.30	9,286.38	6,811.04	8,543.47	7,107.17	8,914.92	6,514.91	8,172.01	5,922.64	7,429.10	6,967.82	65.65	141.40	21.00	505,000
506,000	7,415.69	9,300.95	6,822.44	8,556.88	7,119.06	8,928.91	6,525.81	8,184.84	5,932.55	7,440.76	6,979.47	65.78	141.68	21.00	506,000
507,000	7,428.08	9,315.53	6,833.83	8,570.28	7,130.96	8,942.91	6,536.71	8,197.66	5,942.46	7,452.42	6,991.13	65.91	141.96	21.00	507,000
508,000	7,440.47	9,330.10	6,845.23	8,583.69	7,142.85	8,956.90	6,547.61	8,210.49	5,952.37	7,464.08	7,002.79	66.04	142.24	21.00	508,000
509,000	7,452.85	9,344.67	6,856.63	8,597.10	7,154.74	8,970.89	6,558.51	8,223.31	5,962.28	7,475.74	7,014.45	66.17	142.52	21.00	509,000
510,000	7,465.24	9,359.25	6,868.02	8,610.51	7,166.63	8,984.88	6,569.41	8,236.14	5,972.19	7,487.40	7,026.11	66.30	142.80	21.00	510,000
511,000	7,477.63	9,373.82	6,879.42	8,623.92	7,178.52	8,998.87	6,580.31	8,248.96	5,982.10	7,499.06	7,037.77	66.43	143.08	21.00	511,000
512,000	7,490.02	9,388.39	6,890.82	8,637.32	7,190.42	9,012.86	6,591.21	8,261.79	5,992.01	7,510.72	7,049.43	66.56	143.36	21.00	512,000
513,000	7,502.40	9,402.97	6,902.21	8,650.73	7,202.31	9,026.85	6,602.12	8,274.61	6,001.92	7,522.37	7,061.09	66.69	143.64	21.00	513,000
514,000	7,514.79	9,417.54	6,913.61	8,664.14	7,214.20	9,040.84	6,613.02	8,287.44	6,011.83	7,534.03	7,072.75	66.82	143.92	21.00	514,000
515,000	7,527.18	9,432.12	6,925.01	8,677.55	7,226.09	9,054.83	6,623.92	8,300.26	6,021.74	7,545.69	7,084.40	66.95	144.20	21.00	515,000
516,000	7,539.57	9,446.69	6,936.40	8,690.95	7,237.98	9,068.82	6,634.82	8,313.09	6,031.65	7,557.35	7,096.06	67.08	144.48	21.00	516,000
517,000	7,551.95	9,461.26	6,947.80	8,704.36	7,249.88	9,082.81	6,645.72	8,325.91	6,041.56	7,569.01	7,107.72	67.21	144.76	21.00	517,000
518,000	7,564.34	9,475.84	6,959.20	8,717.77	7,261.77	9,096.80	6,656.62	8,338.74	6,051.47	7,580.67	7,119.38	67.34	145.04	21.00	518,000
519,000	7,576.73	9,490.41	6,970.59	8,731.18	7,273.66	9,110.79	6,667.52	8,351.56	6,061.38	7,592.33	7,131.04	67.47	145.32	21.00	519,000
520,000	7,589.12	9,504.98	6,981.99	8,744.59	7,285.55	9,124.78	6,678.42	8,364.39	6,071.29	7,603.99	7,142.70	67.60	145.60	21.00	520,000
521,000	7,601.51	9,519.56	6,993.38	8,757.99	7,297.45	9,138.78	6,689.32	8,377.21	6,081.20	7,615.65	7,154.36	67.73	145.88	21.00	521,000
522,000	7,613.89	9,534.13	7,004.78	8,771.40	7,309.34	9,152.77	6,700.23	8,390.04	6,091.11	7,627.30	7,166.02	67.86	146.16	21.00	522,000
523,000	7,626.28	9,548.70	7,016.18	8,784.81	7,321.23	9,166.76	6,711.13	8,402.86	6,101.02	7,638.96	7,177.68	67.99	146.44	21.00	523,000
524,000	7,638.67	9,563.28	7,027.57	8,798.22	7,333.12	9,180.75	6,722.03	8,415.69	6,110.93	7,650.62	7,189.33	68.12	146.72	21.00	524,000
525,000	7,651.06	9,577.85	7,038.97	8,811.62	7,345.01	9,194.74	6,732.93	8,428.51	6,120.84	7,662.28	7,200.99	68.25	147.00	22.00	525,000
526,000	7,663.44	9,592.43	7,050.37	8,825.03	7,356.91	9,208.73	6,743.83	8,441.33	6,130.75	7,673.94	7,212.65	68.38	147.28	22.00	526,000
527,000	7,675.83	9,607.00	7,061.76	8,838.44	7,368.80	9,222.72	6,754.73	8,454.16	6,140.66	7,685.60	7,224.31	68.51	147.56	22.00	527,000
528,000	7,688.22	9,621.57	7,073.16	8,851.85	7,380.69	9,236.71	6,765.63	8,466.98	6,150.57	7,697.26	7,235.97	68.64	147.84	22.00	528,000
529,000	7,700.61	9,636.15	7,084.56	8,865.26	7,392.58	9,250.70	6,776.53	8,479.81	6,160.49	7,708.92	7,247.63	68.77	148.12	22.00	529,000
530,000	7,712.99	9,650.72	7,095.95	8,878.66	7,404.47	9,264.69	6,787.43	8,492.63	6,170.40	7,720.58	7,259.29	68.90	148.40	22.00	530,000
531,000	7,725.38	9,665.29	7,107.35	8,892.07	7,416.37	9,278.68	6,798.34	8,505.46	6,180.31	7,732.24	7,270.95	69.03	148.68	22.00	531,000
532,000	7,737.77	9,679.87	7,118.75	8,905.48	7,428.26	9,292.67	6,809.24	8,518.28	6,190.22	7,743.89	7,282.61	69.16	148.96	22.00	532,000
533,000	7,750.16	9,694.44	7,130.14	8,918.89	7,440.15	9,306.66	6,820.14	8,531.11	6,200.13	7,755.55	7,294.27	69.29	149.24	22.00	533,000
534,000	7,762.54	9,709.02	7,141.54	8,932.29	7,452.04	9,320.65	6,831.04	8,543.93	6,210.04	7,767.21	7,305.92	69.42	149.52	22.00	534,000
535,000	7,774.93	9,723.59	7,152.94	8,945.70	7,463.93	9,334.65	6,841.94	8,556.76	6,219.95	7,778.87	7,317.58	69.55	149.80	22.00	535,000
536,000	7,787.32	9,738.16	7,164.33	8,959.11	7,475.83	9,348.64	6,852.84	8,569.58	6,229.86	7,790.53	7,329.24	69.68	150.08	22.00	536,000
537,000	7,799.71	9,752.74	7,175.73	8,972.52	7,487.72	9,362.63	6,863.74	8,582.41	6,239.77	7,802.19	7,340.90	69.81	150.36	22.00	537,000
538,000	7,812.09	9,767.31	7,187.13	8,985.93	7,499.61	9,376.62	6,874.64	8,595.23	6,249.68	7,813.85	7,352.56	69.94	150.64	22.00	538,000
539,000	7,824.48	9,781.88	7,198.52	8,999.33	7,511.50	9,390.61	6,885.54	8,608.06	6,259.59	7,825.51	7,364.22	70.07	150.92	22.00	539,000
540,000	7,836.87	9,796.46	7,209.92	9,012.74	7,523.40	9,404.60	6,896.45	8,620.88	6,269.50	7,837.17	7,375.88	70.20	151.20	22.00	540,000
541,000	7,849.26	9,811.03	7,221.32	9,026.15	7,535.29	9,418.59	6,907.35	8,633.71	6,279.41	7,848.82	7,387.54	70.33	151.48	22.00	541,000
542,000	7,861.65	9,825.60	7,232.71	9,039.56	7,547.18	9,432.58	6,918.25	8,646.53	6,289.32	7,860.48	7,399.20	70.46	151.76	22.00	542,000
543,000	7,874.03	9,840.18	7,244.11	9,052.96	7,559.07	9,446.57	6,929.15	8,659.36	6,299.23	7,872.14	7,410.85	70.59	152.04	22.00	543,000
544,000	7,886.42	9,854.75	7,255.51	9,066.37	7,570.96	9,460.56	6,940.05	8,672.18	6,309.14	7,883.80	7,422.51	70.72	152.32	22.00	544,000
545,000	7,898.81	9,869.33	7,266.90	9,079.78	7,582.86	9,474.55	6,950.95	8,685.01	6,319.05	7,895.46	7,434.17	70.85	152.60	22.00	545,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
546,000	7,911.20	9,883.90	7,278.30	9,093.19	7,594.75	9,488.54	6,961.85	8,697.83	6,328.96	7,907.12	7,445.83	70.98	152.88	22.00	546,000
547,000	7,923.58	9,898.47	7,289.70	9,106.59	7,606.64	9,502.53	6,972.75	8,710.66	6,338.87	7,918.78	7,457.49	71.11	153.16	22.00	547,000
548,000	7,935.97	9,913.05	7,301.09	9,120.00	7,618.53	9,516.52	6,983.65	8,723.48	6,348.78	7,930.44	7,469.15	71.24	153.44	22.00	548,000
549,000	7,948.36	9,927.62	7,312.49	9,133.41	7,630.42	9,530.52	6,994.56	8,736.31	6,358.69	7,942.10	7,480.81	71.37	153.72	22.00	549,000
550,000	7,960.75	9,942.19	7,323.89	9,146.82	7,642.32	9,544.51	7,005.46	8,749.13	6,368.60	7,953.75	7,492.47	71.50	154.00	23.00	550,000
551,000	7,973.13	9,956.77	7,335.28	9,160.23	7,654.21	9,558.50	7,016.36	8,761.96	6,378.51	7,965.41	7,504.13	71.63	154.28	23.00	551,000
552,000	7,985.52	9,971.34	7,346.68	9,173.63	7,666.10	9,572.49	7,027.26	8,774.78	6,388.42	7,977.07	7,515.78	71.76	154.56	23.00	552,000
553,000	7,997.91	9,985.91	7,358.08	9,187.04	7,677.99	9,586.48	7,038.16	8,787.60	6,398.33	7,988.73	7,527.44	71.89	154.84	23.00	553,000
554,000	8,010.30	10,000.49	7,369.47	9,200.45	7,689.88	9,600.47	7,049.06	8,800.43	6,408.24	8,000.39	7,539.10	72.02	155.12	23.00	554,000
555,000	8,022.68	10,015.06	7,380.87	9,213.86	7,701.78	9,614.46	7,059.96	8,813.25	6,418.15	8,012.05	7,550.76	72.15	155.40	23.00	555,000
556,000	8,035.07	10,029.64	7,392.27	9,227.26	7,713.67	9,628.45	7,070.86	8,826.08	6,428.06	8,023.71	7,562.42	72.28	155.68	23.00	556,000
557,000	8,047.46	10,044.21	7,403.66	9,240.67	7,725.56	9,642.44	7,081.76	8,838.90	6,437.97	8,035.37	7,574.08	72.41	155.96	23.00	557,000
558,000	8,059.85	10,058.78	7,415.06	9,254.08	7,737.45	9,656.43	7,092.67	8,851.73	6,447.88	8,047.03	7,585.74	72.54	156.24	23.00	558,000
559,000	8,072.23	10,073.36	7,426.46	9,267.49	7,749.35	9,670.42	7,103.57	8,864.55	6,457.79	8,058.69	7,597.40	72.67	156.52	23.00	559,000
560,000	8,084.62	10,087.93	7,437.85	9,280.90	7,761.24	9,684.41	7,114.47	8,877.38	6,467.70	8,070.34	7,609.06	72.80	156.80	23.00	560,000
561,000	8,097.01	10,102.50	7,449.25	9,294.30	7,773.13	9,698.40	7,125.37	8,890.20	6,477.61	8,082.00	7,620.72	72.93	157.08	23.00	561,000
562,000	8,109.40	10,117.08	7,460.65	9,307.71	7,785.02	9,712.39	7,136.27	8,903.03	6,487.52	8,093.66	7,632.37	73.06	157.36	23.00	562,000
563,000	8,121.79	10,131.65	7,472.04	9,321.12	7,796.91	9,726.39	7,147.17	8,915.85	6,497.43	8,105.32	7,644.03	73.19	157.64	23.00	563,000
564,000	8,134.17	10,146.22	7,483.44	9,334.53	7,808.81	9,740.38	7,158.07	8,928.68	6,507.34	8,116.98	7,655.69	73.32	157.92	23.00	564,000
565,000	8,146.56	10,160.80	7,494.84	9,347.93	7,820.70	9,754.37	7,168.97	8,941.50	6,517.25	8,128.64	7,667.35	73.45	158.20	23.00	565,000
566,000	8,158.95	10,175.37	7,506.23	9,361.34	7,832.59	9,768.36	7,179.87	8,954.33	6,527.16	8,140.30	7,679.01	73.58	158.48	23.00	566,000
567,000	8,171.34	10,189.95	7,517.63	9,374.75	7,844.48	9,782.35	7,190.78	8,967.15	6,537.07	8,151.96	7,690.67	73.71	158.76	23.00	567,000
568,000	8,183.72	10,204.52	7,529.03	9,388.16	7,856.37	9,796.34	7,201.68	8,979.98	6,546.98	8,163.62	7,702.33	73.84	159.04	23.00	568,000
569,000	8,196.11	10,219.09	7,540.42	9,401.57	7,868.27	9,810.33	7,212.58	8,992.80	6,556.89	8,175.27	7,713.99	73.97	159.32	23.00	569,000
570,000	8,208.50	10,233.67	7,551.82	9,414.97	7,880.16	9,824.32	7,223.48	9,005.63	6,566.80	8,186.93	7,725.65	74.10	159.60	23.00	570,000
571,000	8,220.89	10,248.24	7,563.22	9,428.38	7,892.05	9,838.31	7,234.38	9,018.45	6,576.71	8,198.59	7,737.30	74.23	159.88	23.00	571,000
572,000	8,233.27	10,262.81	7,574.61	9,441.79	7,903.94	9,852.30	7,245.28	9,031.28	6,586.62	8,210.25	7,748.96	74.36	160.16	23.00	572,000
573,000	8,245.66	10,277.39	7,586.01	9,455.20	7,915.83	9,866.29	7,256.18	9,044.10	6,596.53	8,221.91	7,760.62	74.49	160.44	23.00	573,000
574,000	8,258.05	10,291.96	7,597.40	9,468.60	7,927.73	9,880.28	7,267.08	9,056.93	6,606.44	8,233.57	7,772.28	74.62	160.72	23.00	574,000
575,000	8,270.44	10,306.54	7,608.80	9,482.01	7,939.62	9,894.27	7,277.98	9,069.75	6,616.35	8,245.23	7,783.94	74.75	161.00	24.00	575,000
576,000	8,282.82	10,321.11	7,620.20	9,495.42	7,951.51	9,908.26	7,288.89	9,082.58	6,626.26	8,256.89	7,795.60	74.88	161.28	24.00	576,000
577,000	8,295.21	10,335.68	7,631.59	9,508.83	7,963.40	9,922.26	7,299.79	9,095.40	6,636.17	8,268.55	7,807.26	75.01	161.56	24.00	577,000
578,000	8,307.60	10,350.26	7,642.99	9,522.24	7,975.30	9,936.25	7,310.69	9,108.23	6,646.08	8,280.20	7,818.92	75.14	161.84	24.00	578,000
579,000	8,319.99	10,364.83	7,654.39	9,535.64	7,987.19	9,950.24	7,321.59	9,121.05	6,655.99	8,291.86	7,830.58	75.27	162.12	24.00	579,000
580,000	8,332.37	10,379.40	7,665.78	9,549.05	7,999.08	9,964.23	7,332.49	9,133.88	6,665.90	8,303.52	7,842.23	75.40	162.40	24.00	580,000
581,000	8,344.76	10,393.98	7,677.18	9,562.46	8,010.97	9,978.22	7,343.39	9,146.70	6,675.81	8,315.18	7,853.89	75.53	162.68	24.00	581,000
582,000	8,357.15	10,408.55	7,688.58	9,575.87	8,022.86	9,992.21	7,354.29	9,159.52	6,685.72	8,326.84	7,865.55	75.66	162.96	24.00	582,000
583,000	8,369.54	10,423.12	7,699.97	9,589.27	8,034.76	10,006.20	7,365.19	9,172.35	6,695.63	8,338.50	7,877.21	75.79	163.24	24.00	583,000
584,000	8,381.92	10,437.70	7,711.37	9,602.68	8,046.65	10,020.19	7,376.09	9,185.17	6,705.54	8,350.16	7,888.87	75.92	163.52	24.00	584,000
585,000	8,394.31	10,452.27	7,722.77	9,616.09	8,058.54	10,034.18	7,387.00	9,198.00	6,715.45	8,361.82	7,900.53	76.05	163.80	24.00	585,000
586,000	8,406.70	10,466.85	7,734.16	9,629.50	8,070.43	10,048.17	7,397.90	9,210.82	6,725.36	8,373.48	7,912.19	76.18	164.08	24.00	586,000
587,000	8,419.09	10,481.42	7,745.56	9,642.91	8,082.32	10,062.16	7,408.80	9,223.65	6,735.27	8,385.14	7,923.85	76.31	164.36	24.00	587,000
588,000	8,431.48	10,495.99	7,756.96	9,656.31	8,094.22	10,076.15	7,419.70	9,236.47	6,745.18	8,396.79	7,935.51	76.44	164.64	24.00	588,000
589,000	8,443.86	10,510.57	7,768.35	9,669.72	8,106.11	10,090.14	7,430.60	9,249.30	6,755.09	8,408.45	7,947.17	76.57	164.92	24.00	589,000
590,000	8,456.25	10,525.14	7,779.75	9,683.13	8,118.00	10,104.13	7,441.50	9,262.12	6,765.00	8,420.11	7,958.82	76.70	165.20	24.00	590,000
591,000	8,468.64	10,539.71	7,791.15	9,696.54	8,129.89	10,118.13	7,452.40	9,274.95	6,774.91	8,431.77	7,970.48	76.83	165.48	24.00	591,000
592,000	8,481.03	10,554.29	7,802.54	9,709.94	8,141.78	10,132.12	7,463.30	9,287.77	6,784.82	8,443.43	7,982.14	76.96	165.76	24.00	592,000
593,000	8,493.41	10,568.86	7,813.94	9,723.35	8,153.68	10,146.11	7,474.20	9,300.60	6,794.73	8,455.09	7,993.80	77.09	166.04	24.00	593,000
594,000	8,505.80	10,583.43	7,825.34	9,736.76	8,165.57	10,160.10	7,485.10	9,313.42	6,804.64	8,466.75	8,005.46	77.22	166.32	24.00	594,000
595,000	8,518.19	10,598.01	7,836.73	9,750.17	8,177.46	10,174.09	7,496.01	9,326.25	6,814.55	8,478.41	8,017.12	77.35	166.60	24.00	595,000
596,000	8,530.58	10,612.58	7,848.13	9,763.58	8,189.35	10,188.08	7,506.91	9,339.07	6,824.46	8,490.07	8,028.78	77.48	166.88	24.00	596,000
597,000	8,542.96	10,627.16	7,859.53	9,776.98	8,201.25	10,202.07	7,517.81	9,351.90	6,834.37	8,501.72	8,040.44	77.61	167.16	24.00	597,000
598,000	8,555.35	10,641.73	7,870.92	9,790.39	8,213.14	10,216.06	7,528.71	9,364.72	6,844.28	8,513.38	8,052.10	77.74	167.44	24.00	598,000
599,000	8,567.74	10,656.30	7,882.32	9,803.80	8,225.03	10,230.05	7,539.61	9,377.55	6,854.19	8,525.04	8,063.75	77.87	167.72	24.00	599,000
600,000	8,580.13	10,670.88	7,893.72	9,817.21	8,236.92	10,244.04	7,550.51	9,390.37	6,864.10	8,536.70	8,075.41	78.00	168.00	25.00	600,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
601,000	8,592.51	10,685.45	7,905.11	9,830.61	8,248.81	10,258.03	7,561.41	9,403.20	6,874.01	8,548.36	8,087.07	78.13	168.28	25.00	601,000
602,000	8,604.90	10,700.02	7,916.51	9,844.02	8,260.71	10,272.02	7,572.31	9,416.02	6,883.92	8,560.02	8,098.73	78.26	168.56	25.00	602,000
603,000	8,617.29	10,714.60	7,927.91	9,857.43	8,272.60	10,286.01	7,583.21	9,428.85	6,893.83	8,571.68	8,110.39	78.39	168.84	25.00	603,000
604,000	8,629.68	10,729.17	7,939.30	9,870.84	8,284.49	10,300.00	7,594.12	9,441.67	6,903.74	8,583.34	8,122.05	78.52	169.12	25.00	604,000
605,000	8,642.06	10,743.75	7,950.70	9,884.25	8,296.38	10,314.00	7,605.02	9,454.50	6,913.65	8,595.00	8,133.71	78.65	169.40	25.00	605,000
606,000	8,654.45	10,758.32	7,962.10	9,897.65	8,308.27	10,327.99	7,615.92	9,467.32	6,923.56	8,606.65	8,145.37	78.78	169.68	25.00	606,000
607,000	8,666.84	10,772.89	7,973.49	9,911.06	8,320.17	10,341.98	7,626.82	9,480.15	6,933.47	8,618.31	8,157.03	78.91	169.96	25.00	607,000
608,000	8,679.23	10,787.47	7,984.89	9,924.47	8,332.06	10,355.97	7,637.72	9,492.97	6,943.38	8,629.97	8,168.68	79.04	170.24	25.00	608,000
609,000	8,691.62	10,802.04	7,996.29	9,937.88	8,343.95	10,369.96	7,648.62	9,505.79	6,953.29	8,641.63	8,180.34	79.17	170.52	25.00	609,000
610,000	8,704.00	10,816.61	8,007.68	9,951.28	8,355.84	10,383.95	7,659.52	9,518.62	6,963.20	8,653.29	8,192.00	79.30	170.80	25.00	610,000
611,000	8,716.39	10,831.19	8,019.08	9,964.69	8,367.73	10,397.94	7,670.42	9,531.44	6,973.11	8,664.95	8,203.66	79.43	171.08	25.00	611,000
612,000	8,728.78	10,845.76	8,030.48	9,978.10	8,379.63	10,411.93	7,681.32	9,544.27	6,983.02	8,676.61	8,215.32	79.56	171.36	25.00	612,000
613,000	8,741.17	10,860.33	8,041.87	9,991.51	8,391.52	10,425.92	7,692.23	9,557.09	6,992.93	8,688.27	8,226.98	79.69	171.64	25.00	613,000
614,000	8,753.55	10,874.91	8,053.27	10,004.92	8,403.41	10,439.91	7,703.13	9,569.92	7,002.84	8,699.93	8,238.64	79.82	171.92	25.00	614,000
615,000	8,765.94	10,889.48	8,064.67	10,018.32	8,415.30	10,453.90	7,714.03	9,582.74	7,012.75	8,711.59	8,250.30	79.95	172.20	25.00	615,000
616,000	8,778.33	10,904.06	8,076.06	10,031.73	8,427.20	10,467.89	7,724.93	9,595.57	7,022.66	8,723.24	8,261.96	80.08	172.48	25.00	616,000
617,000	8,790.72	10,918.63	8,087.46	10,045.14	8,439.09	10,481.88	7,735.83	9,608.39	7,032.57	8,734.90	8,273.62	80.21	172.76	25.00	617,000
618,000	8,803.10	10,933.20	8,098.86	10,058.55	8,450.98	10,495.87	7,746.73	9,621.22	7,042.48	8,746.56	8,285.27	80.34	173.04	25.00	618,000
619,000	8,815.49	10,947.78	8,110.25	10,071.95	8,462.87	10,509.87	7,757.63	9,634.04	7,052.39	8,758.22	8,296.93	80.47	173.32	25.00	619,000
620,000	8,827.88	10,962.35	8,121.65	10,085.36	8,474.76	10,523.86	7,768.53	9,646.87	7,062.30	8,769.88	8,308.59	80.60	173.60	25.00	620,000
621,000	8,840.27	10,976.92	8,133.05	10,098.77	8,486.66	10,537.85	7,779.43	9,659.69	7,072.21	8,781.54	8,320.25	80.73	173.88	25.00	621,000
622,000	8,852.65	10,991.50	8,144.44	10,112.18	8,498.55	10,551.84	7,790.34	9,672.52	7,082.12	8,793.20	8,331.91	80.86	174.16	25.00	622,000
623,000	8,865.04	11,006.07	8,155.84	10,125.59	8,510.44	10,565.83	7,801.24	9,685.34	7,092.03	8,804.86	8,343.57	80.99	174.44	25.00	623,000
624,000	8,877.43	11,020.64	8,167.24	10,138.99	8,522.33	10,579.82	7,812.14	9,698.17	7,101.94	8,816.52	8,355.23	81.12	174.72	25.00	624,000
625,000	8,889.82	11,035.22	8,178.63	10,152.40	8,534.22	10,593.81	7,823.04	9,710.99	7,111.85	8,828.17	8,366.89	81.25	175.00	26.00	625,000
626,000	8,902.20	11,049.79	8,190.03	10,165.81	8,546.12	10,607.80	7,833.94	9,723.82	7,121.76	8,839.83	8,378.55	81.38	175.28	26.00	626,000
627,000	8,914.59	11,064.37	8,201.42	10,179.22	8,558.01	10,621.79	7,844.84	9,736.64	7,131.67	8,851.49	8,390.20	81.51	175.56	26.00	627,000
628,000	8,926.98	11,078.94	8,212.82	10,192.62	8,569.90	10,635.78	7,855.74	9,749.47	7,141.58	8,863.15	8,401.86	81.64	175.84	26.00	628,000
629,000	8,939.37	11,093.51	8,224.22	10,206.03	8,581.79	10,649.77	7,866.64	9,762.29	7,151.49	8,874.81	8,413.52	81.77	176.12	26.00	629,000
630,000	8,951.76	11,108.09	8,235.61	10,219.44	8,593.68	10,663.76	7,877.54	9,775.12	7,161.40	8,886.47	8,425.18	81.90	176.40	26.00	630,000
631,000	8,964.14	11,122.66	8,247.01	10,232.85	8,605.58	10,677.75	7,888.45	9,787.94	7,171.31	8,898.13	8,436.84	82.03	176.68	26.00	631,000
632,000	8,976.53	11,137.23	8,258.41	10,246.26	8,617.47	10,691.74	7,899.35	9,800.77	7,181.22	8,909.79	8,448.50	82.16	176.96	26.00	632,000
633,000	8,988.92	11,151.81	8,269.80	10,259.66	8,629.36	10,705.74	7,910.25	9,813.59	7,191.13	8,921.45	8,460.16	82.29	177.24	26.00	633,000
634,000	9,001.31	11,166.38	8,281.20	10,273.07	8,641.25	10,719.73	7,921.15	9,826.42	7,201.04	8,933.11	8,471.82	82.42	177.52	26.00	634,000
635,000	9,013.69	11,180.95	8,292.60	10,286.48	8,653.15	10,733.72	7,932.05	9,839.24	7,210.95	8,944.76	8,483.48	82.55	177.80	26.00	635,000
636,000	9,026.08	11,195.53	8,303.99	10,299.89	8,665.04	10,747.71	7,942.95	9,852.07	7,220.86	8,956.42	8,495.13	82.68	178.08	26.00	636,000
637,000	9,038.47	11,210.10	8,315.39	10,313.29	8,676.93	10,761.70	7,953.85	9,864.89	7,230.77	8,968.08	8,506.79	82.81	178.36	26.00	637,000
638,000	9,050.86	11,224.68	8,326.79	10,326.70	8,688.82	10,775.69	7,964.75	9,877.71	7,240.68	8,979.74	8,518.45	82.94	178.64	26.00	638,000
639,000	9,063.24	11,239.25	8,338.18	10,340.11	8,700.71	10,789.68	7,975.65	9,890.54	7,250.59	8,991.40	8,530.11	83.07	178.92	26.00	639,000
640,000	9,075.63	11,253.82	8,349.58	10,353.52	8,712.61	10,803.67	7,986.56	9,903.36	7,260.50	9,003.06	8,541.77	83.20	179.20	26.00	640,000
641,000	9,088.02	11,268.40	8,360.98	10,366.93	8,724.50	10,817.66	7,997.46	9,916.19	7,270.42	9,014.72	8,553.43	83.33	179.48	26.00	641,000
642,000	9,100.41	11,282.97	8,372.37	10,380.33	8,736.39	10,831.65	8,008.36	9,929.01	7,280.33	9,026.38	8,565.09	83.46	179.76	26.00	642,000
643,000	9,112.79	11,297.54	8,383.77	10,393.74	8,748.28	10,845.64	8,019.26	9,941.84	7,290.24	9,038.04	8,576.75	83.59	180.04	26.00	643,000
644,000	9,125.18	11,312.12	8,395.17	10,407.15	8,760.17	10,859.63	8,030.16	9,954.66	7,300.15	9,049.69	8,588.41	83.72	180.32	26.00	644,000
645,000	9,137.57	11,326.69	8,406.56	10,420.56	8,772.07	10,873.62	8,041.06	9,967.49	7,310.06	9,061.35	8,600.07	83.85	180.60	26.00	645,000
646,000	9,149.96	11,341.27	8,417.96	10,433.96	8,783.96	10,887.61	8,051.96	9,980.31	7,319.97	9,073.01	8,611.72	83.98	180.88	26.00	646,000
647,000	9,162.34	11,355.84	8,429.36	10,447.37	8,795.85	10,901.61	8,062.86	9,993.14	7,329.88	9,084.67	8,623.38	84.11	181.16	26.00	647,000
648,000	9,174.73	11,370.41	8,440.75	10,460.78	8,807.74	10,915.60	8,073.76	10,005.96	7,339.79	9,096.33	8,635.04	84.24	181.44	26.00	648,000
649,000	9,187.12	11,384.99	8,452.15	10,474.19	8,819.63	10,929.59	8,084.67	10,018.79	7,349.70	9,107.99	8,646.70	84.37	181.72	26.00	649,000
650,000	9,199.51	11,399.56	8,463.55	10,487.60	8,831.53	10,943.58	8,095.57	10,031.61	7,359.61	9,119.65	8,658.36	84.50	182.00	27.00	650,000
651,000	9,211.89	11,414.13	8,474.94	10,501.00	8,843.42	10,957.57	8,106.47	10,044.44	7,369.52	9,131.31	8,670.02	84.63	182.28	27.00	651,000
652,000	9,224.28	11,428.71	8,486.34	10,514.41	8,855.31	10,971.56	8,117.37	10,057.26	7,379.43	9,142.97	8,681.68	84.76	182.56	27.00	652,000
653,000	9,236.67	11,443.28	8,497.74	10,527.82	8,867.20	10,985.55	8,128.27	10,070.09	7,389.34	9,154.62	8,693.34	84.89	182.84	27.00	653,000
654,000	9,249.06	11,457.85	8,509.13	10,541.23	8,879.10	10,999.54	8,139.17	10,082.91	7,399.25	9,166.28	8,705.00	85.02	183.12	27.00	654,000
655,000	9,261.45	11,472.43	8,520.53	10,554.63	8,890.99	11,013.53	8,150.07	10,095.74	7,409.16	9,177.94	8,716.65	85.15	183.40	27.00	655,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
656,000	9,273.83	11,487.00	8,531.93	10,568.04	8,902.88	11,027.52	8,160.97	10,108.56	7,419.07	9,189.60	8,728.31	85.28	183.68	27.00	656,000
657,000	9,286.22	11,501.58	8,543.32	10,581.45	8,914.77	11,041.51	8,171.87	10,121.39	7,428.98	9,201.26	8,739.97	85.41	183.96	27.00	657,000
658,000	9,298.61	11,516.15	8,554.72	10,594.86	8,926.66	11,055.50	8,182.78	10,134.21	7,438.89	9,212.92	8,751.63	85.54	184.24	27.00	658,000
659,000	9,311.00	11,530.72	8,566.12	10,608.26	8,938.56	11,069.49	8,193.68	10,147.04	7,448.80	9,224.58	8,763.29	85.67	184.52	27.00	659,000
660,000	9,323.38	11,545.30	8,577.51	10,621.67	8,950.45	11,083.48	8,204.58	10,159.86	7,458.71	9,236.24	8,774.95	85.80	184.80	27.00	660,000
661,000	9,335.77	11,559.87	8,588.91	10,635.08	8,962.34	11,097.48	8,215.48	10,172.69	7,468.62	9,247.90	8,786.61	85.93	185.08	27.00	661,000
662,000	9,348.16	11,574.44	8,600.31	10,648.49	8,974.23	11,111.47	8,226.38	10,185.51	7,478.53	9,259.56	8,798.27	86.06	185.36	27.00	662,000
663,000	9,360.55	11,589.02	8,611.70	10,661.90	8,986.12	11,125.46	8,237.28	10,198.34	7,488.44	9,271.21	8,809.93	86.19	185.64	27.00	663,000
664,000	9,372.93	11,603.59	8,623.10	10,675.30	8,998.02	11,139.45	8,248.18	10,211.16	7,498.35	9,282.87	8,821.58	86.32	185.92	27.00	664,000
665,000	9,385.32	11,618.16	8,634.50	10,688.71	9,009.91	11,153.44	8,259.08	10,223.98	7,508.26	9,294.53	8,833.24	86.45	186.20	27.00	665,000
666,000	9,397.71	11,632.74	8,645.89	10,702.12	9,021.80	11,167.43	8,269.98	10,236.81	7,518.17	9,306.19	8,844.90	86.58	186.48	27.00	666,000
667,000	9,410.10	11,647.31	8,657.29	10,715.53	9,033.69	11,181.42	8,280.89	10,249.63	7,528.08	9,317.85	8,856.56	86.71	186.76	27.00	667,000
668,000	9,422.48	11,661.89	8,668.69	10,728.93	9,045.58	11,195.41	8,291.79	10,262.46	7,537.99	9,329.51	8,868.22	86.84	187.04	27.00	668,000
669,000	9,434.87	11,676.46	8,680.08	10,742.34	9,057.48	11,209.40	8,302.69	10,275.28	7,547.90	9,341.17	8,879.88	86.97	187.32	27.00	669,000
670,000	9,447.26	11,691.03	8,691.48	10,755.75	9,069.37	11,223.39	8,313.59	10,288.11	7,557.81	9,352.83	8,891.54	87.10	187.60	27.00	670,000
671,000	9,459.65	11,705.61	8,702.88	10,769.16	9,081.26	11,237.38	8,324.49	10,300.93	7,567.72	9,364.49	8,903.20	87.23	187.88	27.00	671,000
672,000	9,472.03	11,720.18	8,714.27	10,782.57	9,093.15	11,251.37	8,335.39	10,313.76	7,577.63	9,376.14	8,914.86	87.36	188.16	27.00	672,000
673,000	9,484.42	11,734.75	8,725.67	10,795.97	9,105.05	11,265.36	8,346.29	10,326.58	7,587.54	9,387.80	8,926.52	87.49	188.44	27.00	673,000
674,000	9,496.81	11,749.33	8,737.07	10,809.38	9,116.94	11,279.35	8,357.19	10,339.41	7,597.45	9,399.46	8,938.17	87.62	188.72	27.00	674,000
675,000	9,509.20	11,763.90	8,748.46	10,822.79	9,128.83	11,293.35	8,368.09	10,352.23	7,607.36	9,411.12	8,949.83	87.75	189.00	28.00	675,000
676,000	9,521.59	11,778.48	8,759.86	10,836.20	9,140.72	11,307.34	8,378.99	10,365.06	7,617.27	9,422.78	8,961.49	87.88	189.28	28.00	676,000
677,000	9,533.97	11,793.05	8,771.25	10,849.60	9,152.61	11,321.33	8,389.90	10,377.88	7,627.18	9,434.44	8,973.15	88.01	189.56	28.00	677,000
678,000	9,546.36	11,807.62	8,782.65	10,863.01	9,164.51	11,335.32	8,400.80	10,390.71	7,637.09	9,446.10	8,984.81	88.14	189.84	28.00	678,000
679,000	9,558.75	11,822.20	8,794.05	10,876.42	9,176.40	11,349.31	8,411.70	10,403.53	7,647.00	9,457.76	8,996.47	88.27	190.12	28.00	679,000
680,000	9,571.14	11,836.77	8,805.44	10,889.83	9,188.29	11,363.30	8,422.60	10,416.36	7,656.91	9,469.42	9,008.13	88.40	190.40	28.00	680,000
681,000	9,583.52	11,851.34	8,816.84	10,903.24	9,200.18	11,377.29	8,433.50	10,429.18	7,666.82	9,481.07	9,019.79	88.53	190.68	28.00	681,000
682,000	9,595.91	11,865.92	8,828.24	10,916.64	9,212.07	11,391.28	8,444.40	10,442.01	7,676.73	9,492.73	9,031.45	88.66	190.96	28.00	682,000
683,000	9,608.30	11,880.49	8,839.63	10,930.05	9,223.97	11,405.27	8,455.30	10,454.83	7,686.64	9,504.39	9,043.10	88.79	191.24	28.00	683,000
684,000	9,620.69	11,895.06	8,851.03	10,943.46	9,235.86	11,419.26	8,466.20	10,467.66	7,696.55	9,516.05	9,054.76	88.92	191.52	28.00	684,000
685,000	9,633.07	11,909.64	8,862.43	10,956.87	9,247.75	11,433.25	8,477.10	10,480.48	7,706.46	9,527.71	9,066.42	89.05	191.80	28.00	685,000
686,000	9,645.46	11,924.21	8,873.82	10,970.27	9,259.64	11,447.24	8,488.01	10,493.31	7,716.37	9,539.37	9,078.08	89.18	192.08	28.00	686,000
687,000	9,657.85	11,938.79	8,885.22	10,983.68	9,271.53	11,461.23	8,498.91	10,506.13	7,726.28	9,551.03	9,089.74	89.31	192.36	28.00	687,000
688,000	9,670.24	11,953.36	8,896.62	10,997.09	9,283.43	11,475.22	8,509.81	10,518.96	7,736.19	9,562.69	9,101.40	89.44	192.64	28.00	688,000
689,000	9,682.62	11,967.93	8,908.01	11,010.50	9,295.32	11,489.22	8,520.71	10,531.78	7,746.10	9,574.35	9,113.06	89.57	192.92	28.00	689,000
690,000	9,695.01	11,982.51	8,919.41	11,023.91	9,307.21	11,503.21	8,531.61	10,544.61	7,756.01	9,586.01	9,124.72	89.70	193.20	28.00	690,000
691,000	9,707.40	11,997.08	8,930.81	11,037.31	9,319.10	11,517.20	8,542.51	10,557.43	7,765.92	9,597.66	9,136.38	89.83	193.48	28.00	691,000
692,000	9,719.79	12,011.65	8,942.20	11,050.72	9,331.00	11,531.19	8,553.41	10,570.26	7,775.83	9,609.32	9,148.03	89.96	193.76	28.00	692,000
693,000	9,732.17	12,026.23	8,953.60	11,064.13	9,342.89	11,545.18	8,564.31	10,583.08	7,785.74	9,620.98	9,159.69	90.09	194.04	28.00	693,000
694,000	9,744.56	12,040.80	8,965.00	11,077.54	9,354.78	11,559.17	8,575.21	10,595.90	7,795.65	9,632.64	9,171.35	90.22	194.32	28.00	694,000
695,000	9,756.95	12,055.37	8,976.39	11,090.94	9,366.67	11,573.16	8,586.12	10,608.73	7,805.56	9,644.30	9,183.01	90.35	194.60	28.00	695,000
696,000	9,769.34	12,069.95	8,987.79	11,104.35	9,378.56	11,587.15	8,597.02	10,621.55	7,815.47	9,655.96	9,194.67	90.48	194.88	28.00	696,000
697,000	9,781.73	12,084.52	8,999.19	11,117.76	9,390.46	11,601.14	8,607.92	10,634.38	7,825.38	9,667.62	9,206.33	90.61	195.16	28.00	697,000
698,000	9,794.11	12,099.10	9,010.58	11,131.17	9,402.35	11,615.13	8,618.82	10,647.20	7,835.29	9,679.28	9,217.99	90.74	195.44	28.00	698,000
699,000	9,806.50	12,113.67	9,021.98	11,144.58	9,414.24	11,629.12	8,629.72	10,660.03	7,845.20	9,690.94	9,229.65	90.87	195.72	28.00	699,000
700,000	9,818.89	12,128.24	9,033.38	11,157.98	9,426.13	11,643.11	8,640.62	10,672.85	7,855.11	9,702.59	9,241.31	91.00	196.00	29.00	700,000
701,000	9,831.28	12,142.82	9,044.77	11,171.39	9,438.02	11,657.10	8,651.52	10,685.68	7,865.02	9,714.25	9,252.97	91.13	196.28	29.00	701,000
702,000	9,843.66	12,157.39	9,056.17	11,184.80	9,449.92	11,671.09	8,662.42	10,698.50	7,874.93	9,725.91	9,264.62	91.26	196.56	29.00	702,000
703,000	9,856.05	12,171.96	9,067.57	11,198.21	9,461.81	11,685.09	8,673.32	10,711.33	7,884.84	9,737.57	9,276.28	91.39	196.84	29.00	703,000
704,000	9,868.44	12,186.54	9,078.96	11,211.61	9,473.70	11,699.08	8,684.23	10,724.15	7,894.75	9,749.23	9,287.94	91.52	197.12	29.00	704,000
705,000	9,880.83	12,201.11	9,090.36	11,225.02	9,485.59	11,713.07	8,695.13	10,736.98	7,904.66	9,760.89	9,299.60	91.65	197.40	29.00	705,000
706,000	9,893.21	12,215.68	9,101.76	11,238.43	9,497.49	11,727.06	8,706.03	10,749.80	7,914.57	9,772.55	9,311.26	91.78	197.68	29.00	706,000
707,000	9,905.60	12,230.26	9,113.15	11,251.84	9,509.38	11,741.05	8,716.93	10,762.63	7,924.48	9,784.21	9,322.92	91.91	197.96	29.00	707,000
708,000	9,917.99	12,244.83	9,124.55	11,265.25	9,521.27	11,755.04	8,727.83	10,775.45	7,934.39	9,795.87	9,334.58	92.04	198.24	29.00	708,000
709,000	9,930.38	12,259.41	9,135.95	11,278.65	9,533.16	11,769.03	8,738.73	10,788.28	7,944.30	9,807.52	9,346.24	92.17	198.52	29.00	709,000
710,000	9,942.76	12,273.98	9,147.34	11,292.06	9,545.05	11,783.02	8,749.63	10,801.10	7,954.21	9,819.18	9,357.90	92.30	198.80	29.00	710,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
711,000	9,955.15	12,288.55	9,158.74	11,305.47	9,556.95	11,797.01	8,760.53	10,813.93	7,964.12	9,830.84	9,369.55	92.43	199.08	29.00	711,000
712,000	9,967.54	12,303.13	9,170.14	11,318.88	9,568.84	11,811.00	8,771.43	10,826.75	7,974.03	9,842.50	9,381.21	92.56	199.36	29.00	712,000
713,000	9,979.93	12,317.70	9,181.53	11,332.28	9,580.73	11,824.99	8,782.34	10,839.58	7,983.94	9,854.16	9,392.87	92.69	199.64	29.00	713,000
714,000	9,992.31	12,332.27	9,192.93	11,345.69	9,592.62	11,838.98	8,793.24	10,852.40	7,993.85	9,865.82	9,404.53	92.82	199.92	29.00	714,000
715,000	10,004.70	12,346.85	9,204.33	11,359.10	9,604.51	11,852.97	8,804.14	10,865.23	8,003.76	9,877.48	9,416.19	92.95	200.20	29.00	715,000
716,000	10,017.09	12,361.42	9,215.72	11,372.51	9,616.41	11,866.96	8,815.04	10,878.05	8,013.67	9,889.14	9,427.85	93.08	200.48	29.00	716,000
717,000	10,029.48	12,376.00	9,227.12	11,385.92	9,628.30	11,880.96	8,825.94	10,890.88	8,023.58	9,900.80	9,439.51	93.21	200.76	29.00	717,000
718,000	10,041.86	12,390.57	9,238.52	11,399.32	9,640.19	11,894.95	8,836.84	10,903.70	8,033.49	9,912.46	9,451.17	93.34	201.04	29.00	718,000
719,000	10,054.25	12,405.14	9,249.91	11,412.73	9,652.08	11,908.94	8,847.74	10,916.53	8,043.40	9,924.11	9,462.83	93.47	201.32	29.00	719,000
720,000	10,066.64	12,419.72	9,261.31	11,426.14	9,663.97	11,922.93	8,858.64	10,929.35	8,053.31	9,935.77	9,474.48	93.60	201.60	29.00	720,000
721,000	10,079.03	12,434.29	9,272.71	11,439.55	9,675.87	11,936.92	8,869.54	10,942.17	8,063.22	9,947.43	9,486.14	93.73	201.88	29.00	721,000
722,000	10,091.42	12,448.86	9,284.10	11,452.95	9,687.76	11,950.91	8,880.45	10,955.00	8,073.13	9,959.09	9,497.80	93.86	202.16	29.00	722,000
723,000	10,103.80	12,463.44	9,295.50	11,466.36	9,699.65	11,964.90	8,891.35	10,967.82	8,083.04	9,970.75	9,509.46	93.99	202.44	29.00	723,000
724,000	10,116.19	12,478.01	9,306.90	11,479.77	9,711.54	11,978.89	8,902.25	10,980.65	8,092.95	9,982.41	9,521.12	94.12	202.72	29.00	724,000
725,000	10,128.58	12,492.58	9,318.29	11,493.18	9,723.44	11,992.88	8,913.15	10,993.47	8,102.86	9,994.07	9,532.78	94.25	203.00	30.00	725,000
726,000	10,140.97	12,507.16	9,329.69	11,506.59	9,735.33	12,006.87	8,924.05	11,006.30	8,112.77	10,005.73	9,544.44	94.38	203.28	30.00	726,000
727,000	10,153.35	12,521.73	9,341.09	11,519.99	9,747.22	12,020.86	8,934.95	11,019.12	8,122.68	10,017.39	9,556.10	94.51	203.56	30.00	727,000
728,000	10,165.74	12,536.31	9,352.48	11,533.40	9,759.11	12,034.85	8,945.85	11,031.95	8,132.59	10,029.04	9,567.76	94.64	203.84	30.00	728,000
729,000	10,178.13	12,550.88	9,363.88	11,546.81	9,771.00	12,048.84	8,956.75	11,044.77	8,142.50	10,040.70	9,579.42	94.77	204.12	30.00	729,000
730,000	10,190.52	12,565.45	9,375.27	11,560.22	9,782.90	12,062.83	8,967.65	11,057.60	8,152.41	10,052.36	9,591.07	94.90	204.40	30.00	730,000
731,000	10,202.90	12,580.03	9,386.67	11,573.62	9,794.79	12,076.83	8,978.56	11,070.42	8,162.32	10,064.02	9,602.73	95.03	204.68	30.00	731,000
732,000	10,215.29	12,594.60	9,398.07	11,587.03	9,806.68	12,090.82	8,989.46	11,083.25	8,172.23	10,075.68	9,614.39	95.16	204.96	30.00	732,000
733,000	10,227.68	12,609.17	9,409.46	11,600.44	9,818.57	12,104.81	9,000.36	11,096.07	8,182.14	10,087.34	9,626.05	95.29	205.24	30.00	733,000
734,000	10,240.07	12,623.75	9,420.86	11,613.85	9,830.46	12,118.80	9,011.26	11,108.90	8,192.05	10,099.00	9,637.71	95.42	205.52	30.00	734,000
735,000	10,252.45	12,638.32	9,432.26	11,627.26	9,842.36	12,132.79	9,022.16	11,121.72	8,201.96	10,110.66	9,649.37	95.55	205.80	30.00	735,000
736,000	10,264.84	12,652.89	9,443.65	11,640.66	9,854.25	12,146.78	9,033.06	11,134.55	8,211.87	10,122.32	9,661.03	95.68	206.08	30.00	736,000
737,000	10,277.23	12,667.47	9,455.05	11,654.07	9,866.14	12,160.77	9,043.96	11,147.37	8,221.78	10,133.97	9,672.69	95.81	206.36	30.00	737,000
738,000	10,289.62	12,682.04	9,466.45	11,667.48	9,878.03	12,174.76	9,054.86	11,160.20	8,231.69	10,145.63	9,684.35	95.94	206.64	30.00	738,000
739,000	10,302.00	12,696.62	9,477.84	11,680.89	9,889.92	12,188.75	9,065.76	11,173.02	8,241.60	10,157.29	9,696.00	96.07	206.92	30.00	739,000
740,000	10,314.39	12,711.19	9,489.24	11,694.29	9,901.82	12,202.74	9,076.67	11,185.85	8,251.51	10,168.95	9,707.66	96.20	207.20	30.00	740,000
741,000	10,326.78	12,725.76	9,500.64	11,707.70	9,913.71	12,216.73	9,087.57	11,198.67	8,261.42	10,180.61	9,719.32	96.33	207.48	30.00	741,000
742,000	10,339.17	12,740.34	9,512.03	11,721.11	9,925.60	12,230.72	9,098.47	11,211.50	8,271.33	10,192.27	9,730.98	96.46	207.76	30.00	742,000
743,000	10,351.56	12,754.91	9,523.43	11,734.52	9,937.49	12,244.71	9,109.37	11,224.32	8,281.24	10,203.93	9,742.64	96.59	208.04	30.00	743,000
744,000	10,363.94	12,769.48	9,534.83	11,747.93	9,949.39	12,258.70	9,120.27	11,237.15	8,291.15	10,215.59	9,754.30	96.72	208.32	30.00	744,000
745,000	10,376.33	12,784.06	9,546.22	11,761.33	9,961.28	12,272.70	9,131.17	11,249.97	8,301.06	10,227.25	9,765.96	96.85	208.60	30.00	745,000
746,000	10,388.72	12,798.63	9,557.62	11,774.74	9,973.17	12,286.69	9,142.07	11,262.80	8,310.97	10,238.91	9,777.62	96.98	208.88	30.00	746,000
747,000	10,401.11	12,813.20	9,569.02	11,788.15	9,985.06	12,300.68	9,152.97	11,275.62	8,320.88	10,250.56	9,789.28	97.11	209.16	30.00	747,000
748,000	10,413.49	12,827.78	9,580.41	11,801.56	9,996.95	12,314.67	9,163.87	11,288.45	8,330.79	10,262.22	9,800.93	97.24	209.44	30.00	748,000
749,000	10,425.88	12,842.35	9,591.81	11,814.96	10,008.85	12,328.66	9,174.78	11,301.27	8,340.70	10,273.88	9,812.59	97.37	209.72	30.00	749,000
750,000	10,438.27	12,856.93	9,603.21	11,828.37	10,020.74	12,342.65	9,185.68	11,314.09	8,350.61	10,285.54	9,824.25	97.50	210.00	31.00	750,000
751,000	10,450.66	12,871.50	9,614.60	11,841.78	10,032.63	12,356.64	9,196.58	11,326.92	8,360.52	10,297.20	9,835.91	97.63	210.28	31.00	751,000
752,000	10,463.04	12,886.07	9,626.00	11,855.19	10,044.52	12,370.63	9,207.48	11,339.74	8,370.43	10,308.86	9,847.57	97.76	210.56	31.00	752,000
753,000	10,475.43	12,900.65	9,637.40	11,868.60	10,056.41	12,384.62	9,218.38	11,352.57	8,380.35	10,320.52	9,859.23	97.89	210.84	31.00	753,000
754,000	10,487.82	12,915.22	9,648.79	11,882.00	10,068.31	12,398.61	9,229.28	11,365.39	8,390.26	10,332.18	9,870.89	98.02	211.12	31.00	754,000
755,000	10,500.21	12,929.79	9,660.19	11,895.41	10,080.20	12,412.60	9,240.18	11,378.22	8,400.17	10,343.84	9,882.55	98.15	211.40	31.00	755,000
756,000	10,512.59	12,944.37	9,671.59	11,908.82	10,092.09	12,426.59	9,251.08	11,391.04	8,410.08	10,355.49	9,894.21	98.28	211.68	31.00	756,000
757,000	10,524.98	12,958.94	9,682.98	11,922.23	10,103.98	12,440.58	9,261.98	11,403.87	8,419.99	10,367.15	9,905.87	98.41	211.96	31.00	757,000
758,000	10,537.37	12,973.52	9,694.38	11,935.63	10,115.87	12,454.57	9,272.89	11,416.69	8,429.90	10,378.81	9,917.52	98.54	212.24	31.00	758,000
759,000	10,549.76	12,988.09	9,705.78	11,949.04	10,127.77	12,468.57	9,283.79	11,429.52	8,439.81	10,390.47	9,929.18	98.67	212.52	31.00	759,000
760,000	10,562.14	13,002.66	9,717.17	11,962.45	10,139.66	12,482.56	9,294.69	11,442.34	8,449.72	10,402.13	9,940.84	98.80	212.80	31.00	760,000
761,000	10,574.53	13,017.24	9,728.57	11,975.86	10,151.55	12,496.55	9,305.59	11,455.17	8,459.63	10,413.79	9,952.50	98.93	213.08	31.00	761,000
762,000	10,586.92	13,031.81	9,739.97	11,989.27	10,163.44	12,510.54	9,316.49	11,467.99	8,469.54	10,425.45	9,964.16	99.06	213.36	31.00	762,000
763,000	10,599.31	13,046.38	9,751.36	12,002.67	10,175.34	12,524.53	9,327.39	11,480.82	8,479.45	10,437.11	9,975.82	99.19	213.64	31.00	763,000
764,000	10,611.70	13,060.96	9,762.76	12,016.08	10,187.23	12,538.52	9,338.29	11,493.64	8,489.36	10,448.77	9,987.48	99.32	213.92	31.00	764,000
765,000	10,624.08	13,075.53	9,774.16	12,029.49	10,199.12	12,552.51	9,349.19	11,506.47	8,499.27	10,460.42	9,999.14	99.45	214.20	31.00	765,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
766,000	10,636.47	13,090.10	9,785.55	12,042.90	10,211.01	12,566.50	9,360.09	11,519.29	8,509.18	10,472.08	10,010.80	99.58	214.48	31.00	766,000
767,000	10,648.86	13,104.68	9,796.95	12,056.30	10,222.90	12,580.49	9,370.99	11,532.12	8,519.09	10,483.74	10,022.45	99.71	214.76	31.00	767,000
768,000	10,661.25	13,119.25	9,808.35	12,069.71	10,234.80	12,594.48	9,381.90	11,544.94	8,529.00	10,495.40	10,034.11	99.84	215.04	31.00	768,000
769,000	10,673.63	13,133.83	9,819.74	12,083.12	10,246.69	12,608.47	9,392.80	11,557.77	8,538.91	10,507.06	10,045.77	99.97	215.32	31.00	769,000
770,000	10,686.02	13,148.40	9,831.14	12,096.53	10,258.58	12,622.46	9,403.70	11,570.59	8,548.82	10,518.72	10,057.43	100.10	215.60	31.00	770,000
771,000	10,698.41	13,162.97	9,842.54	12,109.93	10,270.47	12,636.45	9,414.60	11,583.42	8,558.73	10,530.38	10,069.09	100.23	215.88	31.00	771,000
772,000	10,710.80	13,177.55	9,853.93	12,123.34	10,282.36	12,650.44	9,425.50	11,596.24	8,568.64	10,542.04	10,080.75	100.36	216.16	31.00	772,000
773,000	10,723.18	13,192.12	9,865.33	12,136.75	10,294.26	12,664.44	9,436.40	11,609.07	8,578.55	10,553.70	10,092.41	100.49	216.44	31.00	773,000
774,000	10,735.57	13,206.69	9,876.73	12,150.16	10,306.15	12,678.43	9,447.30	11,621.89	8,588.46	10,565.36	10,104.07	100.62	216.72	31.00	774,000
775,000	10,747.96	13,221.27	9,888.12	12,163.57	10,318.04	12,692.42	9,458.20	11,634.72	8,598.37	10,577.01	10,115.73	100.75	217.00	32.00	775,000
776,000	10,760.35	13,235.84	9,899.52	12,176.97	10,329.93	12,706.41	9,469.10	11,647.54	8,608.28	10,588.67	10,127.38	100.88	217.28	32.00	776,000
777,000	10,772.73	13,250.41	9,910.92	12,190.38	10,341.82	12,720.40	9,480.01	11,660.36	8,618.19	10,600.33	10,139.04	101.01	217.56	32.00	777,000
778,000	10,785.12	13,264.99	9,922.31	12,203.79	10,353.72	12,734.39	9,490.91	11,673.19	8,628.10	10,611.99	10,150.70	101.14	217.84	32.00	778,000
779,000	10,797.51	13,279.56	9,933.71	12,217.20	10,365.61	12,748.38	9,501.81	11,686.01	8,638.01	10,623.65	10,162.36	101.27	218.12	32.00	779,000
780,000	10,809.90	13,294.14	9,945.11	12,230.60	10,377.50	12,762.37	9,512.71	11,698.84	8,647.92	10,635.31	10,174.02	101.40	218.40	32.00	780,000
781,000	10,822.28	13,308.71	9,956.50	12,244.01	10,389.39	12,776.36	9,523.61	11,711.66	8,657.83	10,646.97	10,185.68	101.53	218.68	32.00	781,000
782,000	10,834.67	13,323.28	9,967.90	12,257.42	10,401.29	12,790.35	9,534.51	11,724.49	8,667.74	10,658.63	10,197.34	101.66	218.96	32.00	782,000
783,000	10,847.06	13,337.86	9,979.29	12,270.83	10,413.18	12,804.34	9,545.41	11,737.31	8,677.65	10,670.29	10,209.00	101.79	219.24	32.00	783,000
784,000	10,859.45	13,352.43	9,990.69	12,284.24	10,425.07	12,818.33	9,556.31	11,750.14	8,687.56	10,681.94	10,220.66	101.92	219.52	32.00	784,000
785,000	10,871.83	13,367.00	10,002.09	12,297.64	10,436.96	12,832.32	9,567.21	11,762.96	8,697.47	10,693.60	10,232.32	102.05	219.80	32.00	785,000
786,000	10,884.22	13,381.58	10,013.48	12,311.05	10,448.85	12,846.31	9,578.12	11,775.79	8,707.38	10,705.26	10,243.97	102.18	220.08	32.00	786,000
787,000	10,896.61	13,396.15	10,024.88	12,324.46	10,460.75	12,860.31	9,589.02	11,788.61	8,717.29	10,716.92	10,255.63	102.31	220.36	32.00	787,000
788,000	10,909.00	13,410.73	10,036.28	12,337.87	10,472.64	12,874.30	9,599.92	11,801.44	8,727.20	10,728.58	10,267.29	102.44	220.64	32.00	788,000
789,000	10,921.39	13,425.30	10,047.67	12,351.27	10,484.53	12,888.29	9,610.82	11,814.26	8,737.11	10,740.24	10,278.95	102.57	220.92	32.00	789,000
790,000	10,933.77	13,439.87	10,059.07	12,364.68	10,496.42	12,902.28	9,621.72	11,827.09	8,747.02	10,751.90	10,290.61	102.70	221.20	32.00	790,000
791,000	10,946.16	13,454.45	10,070.47	12,378.09	10,508.31	12,916.27	9,632.62	11,839.91	8,756.93	10,763.56	10,302.27	102.83	221.48	32.00	791,000
792,000	10,958.55	13,469.02	10,081.86	12,391.50	10,520.21	12,930.26	9,643.52	11,852.74	8,766.84	10,775.22	10,313.93	102.96	221.76	32.00	792,000
793,000	10,970.94	13,483.59	10,093.26	12,404.91	10,532.10	12,944.25	9,654.42	11,865.56	8,776.75	10,786.87	10,325.59	103.09	222.04	32.00	793,000
794,000	10,983.32	13,498.17	10,104.66	12,418.31	10,543.99	12,958.24	9,665.32	11,878.39	8,786.66	10,798.53	10,337.25	103.22	222.32	32.00	794,000
795,000	10,995.71	13,512.74	10,116.05	12,431.72	10,555.88	12,972.23	9,676.23	11,891.21	8,796.57	10,810.19	10,348.90	103.35	222.60	32.00	795,000
796,000	11,008.10	13,527.31	10,127.45	12,445.13	10,567.77	12,986.22	9,687.13	11,904.04	8,806.48	10,821.85	10,360.56	103.48	222.88	32.00	796,000
797,000	11,020.49	13,541.89	10,138.85	12,458.54	10,579.67	13,000.21	9,698.03	11,916.86	8,816.39	10,833.51	10,372.22	103.61	223.16	32.00	797,000
798,000	11,032.87	13,556.46	10,150.24	12,471.94	10,591.56	13,014.20	9,708.93	11,929.69	8,826.30	10,845.17	10,383.88	103.74	223.44	32.00	798,000
799,000	11,045.26	13,571.04	10,161.64	12,485.35	10,603.45	13,028.19	9,719.83	11,942.51	8,836.21	10,856.83	10,395.54	103.87	223.72	32.00	799,000
800,000	11,057.65	13,585.61	10,173.04	12,498.76	10,615.34	13,042.18	9,730.73	11,955.34	8,846.12	10,868.49	10,407.20	104.00	224.00	33.00	800,000
801,000	11,070.04	13,600.18	10,184.43	12,512.17	10,627.24	13,056.18	9,741.63	11,968.16	8,856.03	10,880.15	10,418.86	104.13	224.28	33.00	801,000
802,000	11,082.42	13,614.76	10,195.83	12,525.58	10,639.13	13,070.17	9,752.53	11,980.99	8,865.94	10,891.81	10,430.52	104.26	224.56	33.00	802,000
803,000	11,094.81	13,629.33	10,207.23	12,538.98	10,651.02	13,084.16	9,763.43	11,993.81	8,875.85	10,903.46	10,442.18	104.39	224.84	33.00	803,000
804,000	11,107.20	13,643.90	10,218.62	12,552.39	10,662.91	13,098.15	9,774.34	12,006.64	8,885.76	10,915.12	10,453.83	104.52	225.12	33.00	804,000
805,000	11,119.59	13,658.48	10,230.02	12,565.80	10,674.80	13,112.14	9,785.24	12,019.46	8,895.67	10,926.78	10,465.49	104.65	225.40	33.00	805,000
806,000	11,131.97	13,673.05	10,241.42	12,579.21	10,686.70	13,126.13	9,796.14	12,032.28	8,905.58	10,938.44	10,477.15	104.78	225.68	33.00	806,000
807,000	11,144.36	13,687.62	10,252.81	12,592.61	10,698.59	13,140.12	9,807.04	12,045.11	8,915.49	10,950.10	10,488.81	104.91	225.96	33.00	807,000
808,000	11,156.75	13,702.20	10,264.21	12,606.02	10,710.48	13,154.11	9,817.94	12,057.93	8,925.40	10,961.76	10,500.47	105.04	226.24	33.00	808,000
809,000	11,169.14	13,716.77	10,275.61	12,619.43	10,722.37	13,168.10	9,828.84	12,070.76	8,935.31	10,973.42	10,512.13	105.17	226.52	33.	

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee \$100.00															
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
821,000	11,317.79	13,891.66	10,412.37	12,780.32	10,865.08	13,335.99	9,959.65	12,224.66	9,054.23	11,113.32	10,652.04	106.73	229.88	33.00	821,000
822,000	11,330.18	13,906.23	10,423.76	12,793.73	10,876.97	13,349.98	9,970.56	12,237.48	9,064.14	11,124.98	10,663.70	106.86	230.16	33.00	822,000
823,000	11,342.56	13,920.80	10,435.16	12,807.14	10,888.86	13,363.97	9,981.46	12,250.31	9,074.05	11,136.64	10,675.35	106.99	230.44	33.00	823,000
824,000	11,354.95	13,935.38	10,446.56	12,820.55	10,900.75	13,377.96	9,992.36	12,263.13	9,083.96	11,148.30	10,687.01	107.12	230.72	33.00	824,000
825,000	11,367.34	13,949.95	10,457.95	12,833.95	10,912.65	13,391.95	10,003.26	12,275.96	9,093.87	11,159.96	10,698.67	107.25	231.00	34.00	825,000
826,000	11,379.73	13,964.52	10,469.35	12,847.36	10,924.54	13,405.94	10,014.16	12,288.78	9,103.78	11,171.62	10,710.33	107.38	231.28	34.00	826,000
827,000	11,392.11	13,979.10	10,480.75	12,860.77	10,936.43	13,419.93	10,025.06	12,301.61	9,113.69	11,183.28	10,721.99	107.51	231.56	34.00	827,000
828,000	11,404.50	13,993.67	10,492.14	12,874.18	10,948.32	13,433.92	10,035.96	12,314.43	9,123.60	11,194.94	10,733.65	107.64	231.84	34.00	828,000
829,000	11,416.89	14,008.25	10,503.54	12,887.59	10,960.21	13,447.92	10,046.86	12,327.26	9,133.51	11,206.60	10,745.31	107.77	232.12	34.00	829,000
830,000	11,429.28	14,022.82	10,514.94	12,900.99	10,972.11	13,461.91	10,057.76	12,340.08	9,143.42	11,218.26	10,756.97	107.90	232.40	34.00	830,000
831,000	11,441.67	14,037.39	10,526.33	12,914.40	10,984.00	13,475.90	10,068.67	12,352.91	9,153.33	11,229.91	10,768.63	108.03	232.68	34.00	831,000
832,000	11,454.05	14,051.97	10,537.73	12,927.81	10,995.89	13,489.89	10,079.57	12,365.73	9,163.24	11,241.57	10,780.28	108.16	232.96	34.00	832,000
833,000	11,466.44	14,066.54	10,549.13	12,941.22	11,007.78	13,503.88	10,090.47	12,378.56	9,173.15	11,253.23	10,791.94	108.29	233.24	34.00	833,000
834,000	11,478.83	14,081.11	10,560.52	12,954.62	11,019.67	13,517.87	10,101.37	12,391.38	9,183.06	11,264.89	10,803.60	108.42	233.52	34.00	834,000
835,000	11,491.22	14,095.69	10,571.92	12,968.03	11,031.57	13,531.86	10,112.27	12,404.20	9,192.97	11,276.55	10,815.26	108.55	233.80	34.00	835,000
836,000	11,503.60	14,110.26	10,583.31	12,981.44	11,043.46	13,545.85	10,123.17	12,417.03	9,202.88	11,288.21	10,826.92	108.68	234.08	34.00	836,000
837,000	11,515.99	14,124.83	10,594.71	12,994.85	11,055.35	13,559.84	10,134.07	12,429.85	9,212.79	11,299.87	10,838.58	108.81	234.36	34.00	837,000
838,000	11,528.38	14,139.41	10,606.11	13,008.26	11,067.24	13,573.83	10,144.97	12,442.68	9,222.70	11,311.53	10,850.24	108.94	234.64	34.00	838,000
839,000	11,540.77	14,153.98	10,617.50	13,021.66	11,079.14	13,587.82	10,155.87	12,455.50	9,232.61	11,323.19	10,861.90	109.07	234.92	34.00	839,000
840,000	11,553.15	14,168.56	10,628.90	13,035.07	11,091.03	13,601.81	10,166.78	12,468.33	9,242.52	11,334.84	10,873.56	109.20	235.20	34.00	840,000
841,000	11,565.54	14,183.13	10,640.30	13,048.48	11,102.92	13,615.80	10,177.68	12,481.15	9,252.43	11,346.50	10,885.22	109.33	235.48	34.00	841,000
842,000	11,577.93	14,197.70	10,651.69	13,061.89	11,114.81	13,629.79	10,188.58	12,493.98	9,262.34	11,358.16	10,896.87	109.46	235.76	34.00	842,000
843,000	11,590.32	14,212.28	10,663.09	13,075.29	11,126.70	13,643.79	10,199.48	12,506.80	9,272.25	11,369.82	10,908.53	109.59	236.04	34.00	843,000
844,000	11,602.70	14,226.85	10,674.49	13,088.70	11,138.60	13,657.78	10,210.38	12,519.63	9,282.16	11,381.48	10,920.19	109.72	236.32	34.00	844,000
845,000	11,615.09	14,241.42	10,685.88	13,102.11	11,150.49	13,671.77	10,221.28	12,532.45	9,292.07	11,393.14	10,931.85	109.85	236.60	34.00	845,000
846,000	11,627.48	14,256.00	10,697.28	13,115.52	11,162.38	13,685.76	10,232.18	12,545.28	9,301.98	11,404.80	10,943.51	109.98	236.88	34.00	846,000
847,000	11,639.87	14,270.57	10,708.68	13,128.93	11,174.27	13,699.75	10,243.08	12,558.10	9,311.89	11,416.46	10,955.17	110.11	237.16	34.00	847,000
848,000	11,652.25	14,285.14	10,720.07	13,142.33	11,186.16	13,713.74	10,253.98	12,570.93	9,321.80	11,428.12	10,966.83	110.24	237.44	34.00	848,000
849,000	11,664.64	14,299.72	10,731.47	13,155.74	11,198.06	13,727.73	10,264.89	12,583.75	9,331.71	11,439.77	10,978.49	110.37	237.72	34.00	849,000
850,000	11,677.03	14,314.29	10,742.87	13,169.15	11,209.95	13,741.72	10,275.79	12,596.58	9,341.62	11,451.43	10,990.15	110.50	238.00	35.00	850,000
851,000	11,689.42	14,328.87	10,754.26	13,182.56	11,221.84	13,755.71	10,286.69	12,609.40	9,351.53	11,463.09	11,001.80	110.63	238.28	35.00	851,000
852,000	11,701.80	14,343.44	10,765.66	13,195.96	11,233.73	13,769.70	10,297.59	12,622.23	9,361.44	11,474.75	11,013.46	110.76	238.56	35.00	852,000
853,000	11,714.19	14,358.01	10,777.06	13,209.37	11,245.62	13,783.69	10,308.49	12,635.05	9,371.35	11,486.41	11,025.12	110.89	238.84	35.00	853,000
854,000	11,726.58	14,372.59	10,788.45	13,222.78	11,257.52	13,797.68	10,319.39	12,647.88	9,381.26	11,498.07	11,036.78	111.02	239.12	35.00	854,000
855,000	11,738.97	14,387.16	10,799.85	13,236.19	11,269.41	13,811.67	10,330.29	12,660.70	9,391.17	11,509.73	11,048.44	111.15	239.40	35.00	855,000
856,000	11,751.36	14,401.73	10,811.25	13,249.60	11,281.30	13,825.66	10,341.19	12,673.53	9,401.08	11,521.39	11,060.10	111.28	239.68	35.00	856,000
857,000	11,763.74	14,416.31	10,822.64	13,263.00	11,293.19	13,839.66	10,352.09	12,686.35	9,410.99	11,533.05	11,071.76	111.41	239.96	35.00	857,000
858,000	11,776.13	14,430.88	10,834.04	13,276.41	11,305.09	13,853.65	10,362.99	12,699.18	9,420.90	11,544.71	11,083.42	111.54	240.24	35.00	858,000
859,000	11,788.52	14,445.45	10,845.44	13,289.82	11,316.98	13,867.64	10,373.90	12,712.00	9,430.81	11,556.36	11,095.08	111.67	240.52	35.00	859,000
860,000	11,800.91	14,460.03	10,856.83	13,303.23	11,328.87	13,881.63	10,384.80	12,724.83	9,440.72	11,568.02	11,106.73	111.80	240.80	35.00	860,000
861,000	11,813.29	14,474.60	10,868.23	13,316.63	11,340.76	13,895.62	10,395.70	12,737.65	9,450.63	11,579.68	11,118.39	111.93	241.08	35.00	861,000
862,000	11,825.68	14,489.18	10,879.63	13,330.04	11,352.65	13,909.61	10,406.60	12,750.47	9,460.54	11,591.34	11,130.05	112.06	241.36	35.00	862,000
863,000	11,838.07	14,503.75	10,891.02	13,343.45	11,364.55	13,923.60	10,417.50	12,763.30	9,470.45	11,603.00	11,141.71	112.19	241.64	35.00	863,000
864,000	11,850.46	14,518.32	10,902.42	13,356.86	11,376.44	13,937.59	1								

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee \$100.00															
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
876,000	11,999.11	14,693.21	11,039.18	13,517.75	11,519.14	14,105.48	10,559.21	12,930.02	9,599.29	11,754.57	11,293.28	113.88	245.28	36.00	876,000
877,000	12,011.50	14,707.78	11,050.58	13,531.16	11,531.04	14,119.47	10,570.12	12,942.85	9,609.20	11,766.22	11,304.94	114.01	245.56	36.00	877,000
878,000	12,023.88	14,722.35	11,061.97	13,544.57	11,542.93	14,133.46	10,581.02	12,955.67	9,619.11	11,777.88	11,316.60	114.14	245.84	36.00	878,000
879,000	12,036.27	14,736.93	11,073.37	13,557.97	11,554.82	14,147.45	10,591.92	12,968.50	9,629.02	11,789.54	11,328.25	114.27	246.12	36.00	879,000
880,000	12,048.66	14,751.50	11,084.77	13,571.38	11,566.71	14,161.44	10,602.82	12,981.32	9,638.93	11,801.20	11,339.91	114.40	246.40	36.00	880,000
881,000	12,061.05	14,766.08	11,096.16	13,584.79	11,578.60	14,175.43	10,613.72	12,994.15	9,648.84	11,812.86	11,351.57	114.53	246.68	36.00	881,000
882,000	12,073.43	14,780.65	11,107.56	13,598.20	11,590.50	14,189.42	10,624.62	13,006.97	9,658.75	11,824.52	11,363.23	114.66	246.96	36.00	882,000
883,000	12,085.82	14,795.22	11,118.96	13,611.61	11,602.39	14,203.41	10,635.52	13,019.80	9,668.66	11,836.18	11,374.89	114.79	247.24	36.00	883,000
884,000	12,098.21	14,809.80	11,130.35	13,625.01	11,614.28	14,217.40	10,646.42	13,032.62	9,678.57	11,847.84	11,386.55	114.92	247.52	36.00	884,000
885,000	12,110.60	14,824.37	11,141.75	13,638.42	11,626.17	14,231.40	10,657.32	13,045.45	9,688.48	11,859.50	11,398.21	115.05	247.80	36.00	885,000
886,000	12,122.98	14,838.94	11,153.14	13,651.83	11,638.06	14,245.39	10,668.23	13,058.27	9,698.39	11,871.16	11,409.87	115.18	248.08	36.00	886,000
887,000	12,135.37	14,853.52	11,164.54	13,665.24	11,649.96	14,259.38	10,679.13	13,071.10	9,708.30	11,882.81	11,421.53	115.31	248.36	36.00	887,000
888,000	12,147.76	14,868.09	11,175.94	13,678.64	11,661.85	14,273.37	10,690.03	13,083.92	9,718.21	11,894.47	11,433.18	115.44	248.64	36.00	888,000
889,000	12,160.15	14,882.66	11,187.33	13,692.05	11,673.74	14,287.36	10,700.93	13,096.75	9,728.12	11,906.13	11,444.84	115.57	248.92	36.00	889,000
890,000	12,172.53	14,897.24	11,198.73	13,705.46	11,685.63	14,301.35	10,711.83	13,109.57	9,738.03	11,917.79	11,456.50	115.70	249.20	36.00	890,000
891,000	12,184.92	14,911.81	11,210.13	13,718.87	11,697.52	14,315.34	10,722.73	13,122.39	9,747.94	11,929.45	11,468.16	115.83	249.48	36.00	891,000
892,000	12,197.31	14,926.39	11,221.52	13,732.27	11,709.42	14,329.33	10,733.63	13,135.22	9,757.85	11,941.11	11,479.82	115.96	249.76	36.00	892,000
893,000	12,209.70	14,940.96	11,232.92	13,745.68	11,721.31	14,343.32	10,744.53	13,148.04	9,767.76	11,952.77	11,491.48	116.09	250.04	36.00	893,000
894,000	12,222.08	14,955.53	11,244.32	13,759.09	11,733.20	14,357.31	10,755.43	13,160.87	9,777.67	11,964.43	11,503.14	116.22	250.32	36.00	894,000
895,000	12,234.47	14,970.11	11,255.71	13,772.50	11,745.09	14,371.30	10,766.34	13,173.69	9,787.58	11,976.09	11,514.80	116.35	250.60	36.00	895,000
896,000	12,246.86	14,984.68	11,267.11	13,785.91	11,756.99	14,385.29	10,777.24	13,186.52	9,797.49	11,987.74	11,526.46	116.48	250.88	36.00	896,000
897,000	12,259.25	14,999.25	11,278.51	13,799.31	11,768.88	14,399.28	10,788.14	13,199.34	9,807.40	11,999.40	11,538.12	116.61	251.16	36.00	897,000
898,000	12,271.64	15,013.83	11,289.90	13,812.72	11,780.77	14,413.27	10,799.04	13,212.17	9,817.31	12,011.06	11,549.77	116.74	251.44	36.00	898,000
899,000	12,284.02	15,028.40	11,301.30	13,826.13	11,792.66	14,427.27	10,809.94	13,224.99	9,827.22	12,022.72	11,561.43	116.87	251.72	36.00	899,000
900,000	12,296.41	15,042.98	11,312.70	13,839.54	11,804.55	14,441.26	10,820.84	13,237.82	9,837.13	12,034.38	11,573.09	117.00	252.00	37.00	900,000
901,000	12,308.80	15,057.55	11,324.09	13,852.94	11,816.45	14,455.25	10,831.74	13,250.64	9,847.04	12,046.04	11,584.75	117.13	252.28	37.00	901,000
902,000	12,321.19	15,072.12	11,335.49	13,866.35	11,828.34	14,469.24	10,842.64	13,263.47	9,856.95	12,057.70	11,596.41	117.26	252.56	37.00	902,000
903,000	12,333.57	15,086.70	11,346.89	13,879.76	11,840.23	14,483.23	10,853.54	13,276.29	9,866.86	12,069.36	11,608.07	117.39	252.84	37.00	903,000
904,000	12,345.96	15,101.27	11,358.28	13,893.17	11,852.12	14,497.22	10,864.45	13,289.12	9,876.77	12,081.02	11,619.73	117.52	253.12	37.00	904,000
905,000	12,358.35	15,115.84	11,369.68	13,906.58	11,864.01	14,511.21	10,875.35	13,301.94	9,886.68	12,092.67	11,631.39	117.65	253.40	37.00	905,000
906,000	12,370.74	15,130.42	11,381.08	13,919.98	11,875.91	14,525.20	10,886.25	13,314.77	9,896.59	12,104.33	11,643.05	117.78	253.68	37.00	906,000
907,000	12,383.12	15,144.99	11,392.47	13,933.39	11,887.80	14,539.19	10,897.15	13,327.59	9,906.50	12,115.99	11,654.70	117.91	253.96	37.00	907,000
908,000	12,395.51	15,159.56	11,403.87	13,946.80	11,899.69	14,553.18	10,908.05	13,340.42	9,916.41	12,127.65	11,666.36	118.04	254.24	37.00	908,000
909,000	12,407.90	15,174.14	11,415.27	13,960.21	11,911.58	14,567.17	10,918.95	13,353.24	9,926.32	12,139.31	11,678.02	118.17	254.52	37.00	909,000
910,000	12,420.29	15,188.71	11,426.66	13,973.61	11,923.47	14,581.16	10,929.85	13,366.07	9,936.23	12,150.97	11,689.68	118.30	254.80	37.00	910,000
911,000	12,432.67	15,203.29	11,438.06	13,987.02	11,935.37	14,595.15	10,940.75	13,378.89	9,946.14	12,162.63	11,701.34	118.43	255.08	37.00	911,000
912,000	12,445.06	15,217.86	11,449.46	14,000.43	11,947.26	14,609.14	10,951.65	13,391.72	9,956.05	12,174.29	11,713.00	118.56	255.36	37.00	912,000
913,000	12,457.45	15,232.43	11,460.85	14,013.84	11,959.15	14,623.14	10,962.56	13,404.54	9,965.96	12,185.95	11,724.66	118.69	255.64	37.00	913,000
914,000	12,469.84	15,247.01	11,472.25	14,027.25	11,971.04	14,637.13	10,973.46	13,417.37	9,975.87	12,197.61	11,736.32	118.82	255.92	37.00	914,000
915,000	12,482.22	15,261.58	11,483.65	14,040.65	11,982.94	14,651.12	10,984.36	13,430.19	9,985.78	12,209.26	11,747.98	118.95	256.20	37.00	915,000
916,000	12,494.61	15,276.15	11,495.04	14,054.06	11,994.83	14,665.11	10,995.26	13,443.02	9,995.69	12,220.92	11,759.63	119.08	256.48	37.00	916,000
917,000	12,507.00	15,290.73	11,506.44	14,067.47	12,006.72	14,679.10	11,006.16	13,455.84	10,005.60	12,232.58	11,771.29	119.21	256.76	37.00	917,000
918,000	12,519.39	15,305.30	11,517.84	14,080.88	12,018.61	14,693.09	11,017.06	13,468.66	10,015.51	12,244.24	11,782.95	119.34	257.04	37.00	918,000
919,000	12,531.77	15,319.87	11,529.23	14,094.28	12,030.50	14,707.08	11,027.96	13,481.49	10,025.42						

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee		\$100.00													
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
931,000	12,680.43	15,494.76	11,665.99	14,255.18	12,173.21	14,874.97	11,158.78	13,635.39	10,144.34	12,395.81	11,934.52	121.03	260.68	38.00	931,000
932,000	12,692.81	15,509.33	11,677.39	14,268.59	12,185.10	14,888.96	11,169.68	13,648.21	10,154.25	12,407.47	11,946.18	121.16	260.96	38.00	932,000
933,000	12,705.20	15,523.91	11,688.79	14,281.99	12,196.99	14,902.95	11,180.58	13,661.04	10,164.16	12,419.12	11,957.84	121.29	261.24	38.00	933,000
934,000	12,717.59	15,538.48	11,700.18	14,295.40	12,208.89	14,916.94	11,191.48	13,673.86	10,174.07	12,430.78	11,969.50	121.42	261.52	38.00	934,000
935,000	12,729.98	15,553.05	11,711.58	14,308.81	12,220.78	14,930.93	11,202.38	13,686.69	10,183.98	12,442.44	11,981.15	121.55	261.80	38.00	935,000
936,000	12,742.36	15,567.63	11,722.98	14,322.22	12,232.67	14,944.92	11,213.28	13,699.51	10,193.89	12,454.10	11,992.81	121.68	262.08	38.00	936,000
937,000	12,754.75	15,582.20	11,734.37	14,335.62	12,244.56	14,958.91	11,224.18	13,712.34	10,203.80	12,465.76	12,004.47	121.81	262.36	38.00	937,000
938,000	12,767.14	15,596.77	11,745.77	14,349.03	12,256.45	14,972.90	11,235.08	13,725.16	10,213.71	12,477.42	12,016.13	121.94	262.64	38.00	938,000
939,000	12,779.53	15,611.35	11,757.16	14,362.44	12,268.35	14,986.89	11,245.98	13,737.99	10,223.62	12,489.08	12,027.79	122.07	262.92	38.00	939,000
940,000	12,791.91	15,625.92	11,768.56	14,375.85	12,280.24	15,000.88	11,256.88	13,750.81	10,233.53	12,500.74	12,039.45	122.20	263.20	38.00	940,000
941,000	12,804.30	15,640.50	11,779.96	14,389.26	12,292.13	15,014.88	11,267.79	13,763.64	10,243.44	12,512.40	12,051.11	122.33	263.48	38.00	941,000
942,000	12,816.69	15,655.07	11,791.35	14,402.66	12,304.02	15,028.87	11,278.69	13,776.46	10,253.35	12,524.06	12,062.77	122.46	263.76	38.00	942,000
943,000	12,829.08	15,669.64	11,802.75	14,416.07	12,315.91	15,042.86	11,289.59	13,789.29	10,263.26	12,535.71	12,074.43	122.59	264.04	38.00	943,000
944,000	12,841.47	15,684.22	11,814.15	14,429.48	12,327.81	15,056.85	11,300.49	13,802.11	10,273.17	12,547.37	12,086.08	122.72	264.32	38.00	944,000
945,000	12,853.85	15,698.79	11,825.54	14,442.89	12,339.70	15,070.84	11,311.39	13,814.94	10,283.08	12,559.03	12,097.74	122.85	264.60	38.00	945,000
946,000	12,866.24	15,713.36	11,836.94	14,456.29	12,351.59	15,084.83	11,322.29	13,827.76	10,292.99	12,570.69	12,109.40	122.98	264.88	38.00	946,000
947,000	12,878.63	15,727.94	11,848.34	14,469.70	12,363.48	15,098.82	11,333.19	13,840.58	10,302.90	12,582.35	12,121.06	123.11	265.16	38.00	947,000
948,000	12,891.02	15,742.51	11,859.73	14,483.11	12,375.37	15,112.81	11,344.09	13,853.41	10,312.81	12,594.01	12,132.72	123.24	265.44	38.00	948,000
949,000	12,903.40	15,757.08	11,871.13	14,496.52	12,387.27	15,126.80	11,354.99	13,866.23	10,322.72	12,605.67	12,144.38	123.37	265.72	38.00	949,000
950,000	12,915.79	15,771.66	11,882.53	14,509.93	12,399.16	15,140.79	11,365.90	13,879.06	10,332.63	12,617.33	12,156.04	123.50	266.00	39.00	950,000
951,000	12,928.18	15,786.23	11,893.92	14,523.33	12,411.05	15,154.78	11,376.80	13,891.88	10,342.54	12,628.99	12,167.70	123.63	266.28	39.00	951,000
952,000	12,940.57	15,800.81	11,905.32	14,536.74	12,422.94	15,168.77	11,387.70	13,904.71	10,352.45	12,640.64	12,179.36	123.76	266.56	39.00	952,000
953,000	12,952.95	15,815.38	11,916.72	14,550.15	12,434.84	15,182.76	11,398.60	13,917.53	10,362.36	12,652.30	12,191.02	123.89	266.84	39.00	953,000
954,000	12,965.34	15,829.95	11,928.11	14,563.56	12,446.73	15,196.75	11,409.50	13,930.36	10,372.27	12,663.96	12,202.67	124.02	267.12	39.00	954,000
955,000	12,977.73	15,844.53	11,939.51	14,576.96	12,458.62	15,210.75	11,420.40	13,943.18	10,382.18	12,675.62	12,214.33	124.15	267.40	39.00	955,000
956,000	12,990.12	15,859.10	11,950.91	14,590.37	12,470.51	15,224.74	11,431.30	13,956.01	10,392.09	12,687.28	12,225.99	124.28	267.68	39.00	956,000
957,000	13,002.50	15,873.67	11,962.30	14,603.78	12,482.40	15,238.73	11,442.20	13,968.83	10,402.00	12,698.94	12,237.65	124.41	267.96	39.00	957,000
958,000	13,014.89	15,888.25	11,973.70	14,617.19	12,494.30	15,252.72	11,453.10	13,981.66	10,411.91	12,710.60	12,249.31	124.54	268.24	39.00	958,000
959,000	13,027.28	15,902.82	11,985.10	14,630.60	12,506.19	15,266.71	11,464.01	13,994.48	10,421.82	12,722.26	12,260.97	124.67	268.52	39.00	959,000
960,000	13,039.67	15,917.39	11,996.49	14,644.00	12,518.08	15,280.70	11,474.91	14,007.31	10,431.73	12,733.92	12,272.63	124.80	268.80	39.00	960,000
961,000	13,052.05	15,931.97	12,007.89	14,657.41	12,529.97	15,294.69	11,485.81	14,020.13	10,441.64	12,745.57	12,284.29	124.93	269.08	39.00	961,000
962,000	13,064.44	15,946.54	12,019.29	14,670.82	12,541.86	15,308.68	11,496.71	14,032.96	10,451.55	12,757.23	12,295.95	125.06	269.36	39.00	962,000
963,000	13,076.83	15,961.12	12,030.68	14,684.23	12,553.76	15,322.67	11,507.61	14,045.78	10,461.46	12,768.89	12,307.60	125.19	269.64	39.00	963,000
964,000	13,089.22	15,975.69	12,042.08	14,697.63	12,565.65	15,336.66	11,518.51	14,058.61	10,471.37	12,780.55	12,319.26	125.32	269.92	39.00	964,000
965,000	13,101.61	15,990.26	12,053.48	14,711.04	12,577.54	15,350.65	11,529.41	14,071.43	10,481.28	12,792.21	12,330.92	125.45	270.20	39.00	965,000
966,000	13,113.99	16,004.84	12,064.87	14,724.45	12,589.43	15,364.64	11,540.31	14,084.26	10,491.19	12,803.87	12,342.58	125.58	270.48	39.00	966,000
967,000	13,126.38	16,019.41	12,076.27	14,737.86	12,601.33	15,378.63	11,551.21	14,097.08	10,501.10	12,815.53	12,354.24	125.71	270.76	39.00	967,000
968,000	13,138.77	16,033.98	12,087.67	14,751.27	12,613.22	15,392.62	11,562.12	14,109.91	10,511.01	12,827.19	12,365.90	125.84	271.04	39.00	968,000
969,000	13,151.16	16,048.56	12,099.06	14,764.67	12,625.11	15,406.62	11,573.02	14,122.73	10,520.92	12,838.85	12,377.56	125.97	271.32	39.00	969,000
970,000	13,163.54	16,063.13	12,110.46	14,778.08	12,637.00	15,420.61	11,583.92	14,135.56	10,530.83	12,850.51	12,389.22	126.10	271.60	39.00	970,000
971,000	13,175.93	16,077.70	12,121.86	14,791.49	12,648.89	15,434.60	11,594.82	14,148.38	10,540.74	12,862.16	12,400.88	126.23	271.88	39.00	971,000
972,000	13,188.32	16,092.28	12,133.25	14,804.90	12,660.79	15,448.59	11,605.72	14,161.21	10,550.65	12,873.82	12,412.53	126.36	272.16	39.00	972,000
973,000	13,200.71	16,106.85	12,144.65	14,818.30	12,672.68	15,462.58	11,616.62	14,174.03	10,560.56	12,885.48	12,424.19	126.49	272.44	39.00	973,000
974,000	13,213.09	16,121.43	12,156.05	14,831.71	12,684.57	15,476.57	11,627.52	14,186.85	10,570.47	12,897.14	12,435.85	126.62	272.72	39.00	974,000
975,000	13,225.48	16,136.00	12,167.44	14,845.12	12,696.46	15,490.56	11,638.42	14,199.68	10,580.38	12,908.80	12,447.51	126.75	273.00	40.00	975,000
976,000	13,237.87	16,150.57	12,178.84	14,858.53	12,708.35	15,504.55	11,649.32	14,212.50	10,590.29	12,920.46	12,459.17	126.88	273.28	40.00	976,000
977,000	13,250.26	16,165.15	12,190.24	14,871.94	12,720.25	15,518.54	11,660.23	14,225.33	10,600.21	12,932.12	12,470.83	127.01	273.56	40.00	977,000
978,000	13,262.64	16,179.72	12,201.63	14,885.34	12,732.14	15,532.53	11,671.13	14,238.15	10,610.12	12,943.78	12,482.49	127.14	273.84	40.00	978,000
979,000	13,275.03	16,194.29	12,213.03	14,898.75	12,744.03	15,546.52	11,682.03	14,250.98	10,620.03	12,955.44	12,494.15	127.27	274.12	40.00	979,000
980,000	13,287.42	16,208.87	12,224.43	14,912.16	12,755.92	15,560.51	11,692.93	14,263.80	10,629.94	12,967.09	12,505.81	127.40	274.40	40.00	980,000
981,000	13,299.81	16,223.44	12,235.82	14,925.57	12,767.81	15,574.50	11,703.83	14,276.63	10,639.85	12,978.75	12,517.47	127.53	274.68	40.00	981,000
982,000	13,312.19	16,238.02	12,247.22	14,938.97	12,779.71	15,588.49	11,714.73	14,289.45	10,649.76	12,990.41	12,529.12	127.66	274.96	40.00	982,000
983,000	13,324.58	16,252.59	12,258.62	14,952.38	12,791.60	15,602.49	11,725.63	14,302.28	10,659.67	13,002.07	12,540.78	127.79	275.24	40.00	983,000
984,000	13,336.97	16,267.16	12,270.01	14,965.79	12,803.49	15,616.48	11,736.53	14,315.10	10,669.58	13,013.73	12,552.44	127.92	275.52	40.00	984,000

CITY OF HUNTINGTON PARK BUILDING DIVISION BUILDING PLAN CHECK AND BUILDING PERMIT FEE SCHEDULE															
Permit Issuance Fee \$100.00															
	With Energy & Disabled Access & Green		With Energy & Green		With Energy & Disabled Access		With Disabled Access Only or With Energy Only		Without Energy & Disabled Access			SMIP			
Building Valuation	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Plan Check	Permit Fees	Permit Fees w/o plan maintenance	Category 1 Residential up to 3 story	Category 2 All others	BSASRF	Building Valuation
986,000	13,361.74	16,296.31	12,292.81	14,992.61	12,827.28	15,644.46	11,758.34	14,340.75	10,689.40	13,037.05	12,575.76	128.18	276.08	40.00	986,000
987,000	13,374.13	16,310.88	12,304.20	15,006.01	12,839.17	15,658.45	11,769.24	14,353.58	10,699.31	13,048.71	12,587.42	128.31	276.36	40.00	987,000
988,000	13,386.52	16,325.46	12,315.60	15,019.42	12,851.06	15,672.44	11,780.14	14,366.40	10,709.22	13,060.37	12,599.08	128.44	276.64	40.00	988,000
989,000	13,398.91	16,340.03	12,327.00	15,032.83	12,862.95	15,686.43	11,791.04	14,379.23	10,719.13	13,072.02	12,610.74	128.57	276.92	40.00	989,000
990,000	13,411.30	16,354.60	12,338.39	15,046.24	12,874.84	15,700.42	11,801.94	14,392.05	10,729.04	13,083.68	12,622.40	128.70	277.20	40.00	990,000
991,000	13,423.68	16,369.18	12,349.79	15,059.64	12,886.74	15,714.41	11,812.84	14,404.88	10,738.95	13,095.34	12,634.05	128.83	277.48	40.00	991,000
992,000	13,436.07	16,383.75	12,361.18	15,073.05	12,898.63	15,728.40	11,823.74	14,417.70	10,748.86	13,107.00	12,645.71	128.96	277.76	40.00	992,000
993,000	13,448.46	16,398.33	12,372.58	15,086.46	12,910.52	15,742.39	11,834.64	14,430.53	10,758.77	13,118.66	12,657.37	129.09	278.04	40.00	993,000
994,000	13,460.85	16,412.90	12,383.98	15,099.87	12,922.41	15,756.38	11,845.54	14,443.35	10,768.68	13,130.32	12,669.03	129.22	278.32	40.00	994,000
995,000	13,473.23	16,427.47	12,395.37	15,113.28	12,934.30	15,770.37	11,856.45	14,456.18	10,778.59	13,141.98	12,680.69	129.35	278.60	40.00	995,000
996,000	13,485.62	16,442.05	12,406.77	15,126.68	12,946.20	15,784.36	11,867.35	14,469.00	10,788.50	13,153.64	12,692.35	129.48	278.88	40.00	996,000
997,000	13,498.01	16,456.62	12,418.17	15,140.09	12,958.09	15,798.36	11,878.25	14,481.83	10,798.41	13,165.30	12,704.01	129.61	279.16	40.00	997,000
998,000	13,510.40	16,471.19	12,429.56	15,153.50	12,969.98	15,812.35	11,889.15	14,494.65	10,808.32	13,176.96	12,715.67	129.74	279.44	40.00	998,000
999,000	13,522.78	16,485.77	12,440.96	15,166.91	12,981.87	15,826.34	11,900.05	14,507.48	10,818.23	13,188.61	12,727.33	129.87	279.72	40.00	999,000
1,000,000	13,535.17	16,500.34	12,452.36	15,180.31	12,993.76	15,840.33	11,910.95	14,520.30	10,828.14	13,200.27	12,738.98	130.00	280.00	41.00	1,000,000
For any valuation above \$1MM add an additional per \$1,000															
Below is calculation for total passthrough fee															
	12.39	14.57	11.40	13.41	11.89	13.99	10.90	12.82	9.91	11.66	11.66	Val x .00013	Val x .00028	\$1 per \$25,000	

PUBLIC WORKS DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
1	For all plan checks, after the second submittal	\$130.00	Hour	All initial plan check fees paid shall cover the first plan check and one recheck only. Additional review required beyond the first recheck shall be paid on an hourly basis in accordance with the current fee schedule.
2	Permit Issuance Fee	\$48.00	Each	All permits issued shall require a Permit Issuance Fee, regardless of permit type
3	PERSONNEL			
4	Supervisor	\$61.19	Per Hour	
5	Overtime	\$91.78	Per Hour	
6	Maintenance Worker	\$42.80	Per Hour	
7	Overtime	\$64.19	Per Hour	
8	Electrician	\$53.98	Per Hour	
9	Overtime	\$80.98	Per Hour	
10	EQUIPMENT			
11	Stake Bed Truck	\$22.76	Per Hour	
12	Ford F450 w/ Trailer	\$28.17	Per Hour	
13	Pickup Truck	\$22.76	Per Hour	
14	Chevy 250 Pickup Truck	\$22.76	Per Hour	
15	Service Vehicle	\$25.00	Per Hour	
16	Flat Bed Units (2)	\$795.00	2 Day Rental	
17	Arrow Board	\$150.00	Per Day	
18	Message Board	\$250.00	3 Day Rental	
19	ENGINEERING DIVISION FEES			
20	Home Enterprise Permit	\$125.00	Each	
21	Copy of General Plan	\$65.00	Each	
22	Miscellaneous Field Inspections	\$80.35	Per Hour	
23	Industrial Waste Permits:			
24	Initial Processing Fee, including Plan Review	\$250.00	Each	
25	Revision to Existing Permit, including Plan Review	\$185.42	Each	
26	Permit Inspection Fee	\$123.61	Each	
27	Encroachment Permit:			
28	Temporary	\$154.52	Each	
29	Permanent	TBD	Case by Case	
30	Sewer Connections	TBD	Case by Case	
31	Drive Approaches:			
32	Residential	\$123.61	Each	
33	Commercial	\$154.52	Each	
34	Parkway Drains	\$61.81	Each	
35	Utility Company Street Cuts	\$96.68		
36	Plus:	\$1.25	Per Sq. Ft.	
37	Oversize Load Permits	\$49.44	Per Trip	
38	Parkway Tree Permits	\$49.44	Per Tree	
39	City Street Light Attachment	\$1,200.00	Per Location Per Year	
40	Curb & Gutter	\$2.15	Per LF (\$50 Min, Per Location)	
41	Sidewalks	\$0.62	Per LF (\$50 Min, Per Location)	
42	HYDROLOGY STUDY			Pursuant to Section 21.44.065 (1) of Title 21 of the County Code, fees are collected as follows:
43	Hydrology Study			
44	(a) The fee for the first two plan reviews is as follows:			
45	1-10 lots or commercial subdivisions with up to 30 parking spaces	\$2,967.00		
46	11-30 lots or commercial subdivisions with 31-50 parking spaces	\$4,309.00		
47	31-60 lots or commercial subdivisions with up to 70 parking spaces	\$5,764.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$646.57	0%	\$646.00	\$516
\$100.09	0%	\$100.00	\$52
\$310.86	0%	\$310.00	\$249
\$466.29	0%	\$466.00	\$374
\$210.88	0%	\$210.00	\$167
\$316.32	0%	\$316.00	\$252
\$281.42	0%	\$281.00	\$227
\$422.12	0%	\$422.00	\$341
NA	NA	FEMA rate	NA
NA	NA	FEMA rate	NA
NA	NA	FEMA rate	NA
NA	NA	FEMA rate	NA
NA	NA	FEMA rate	NA
NA	NA	FEMA rate	NA
NA	NA	FEMA rate	NA
\$162.57	0%	\$162.00	\$37
\$81.93	0%	\$82.00	\$17
\$395.51	43%	\$225.00	\$145
\$3,493.47	79%	\$750.00	\$500
\$1,640.85	66%	\$556.00	\$371
\$763.36	52%	\$370.00	\$246
\$512.09	62%	\$193.00	\$38
NA	NA	Actual Cost	\$0
NA	NA	Actual Cost	\$0
\$512.09	39%	\$312.00	\$188
\$512.09	0%	\$512.00	\$357
\$512.09	85%	\$77.00	\$15
\$512.09	0%	\$512.00	\$415
\$512.09	99%	\$3.75	\$3
\$512.09	88%	\$61.00	\$12
\$512.09	88%	\$61.00	\$12
\$512.09	0%	\$512.00	-\$688
\$51.21	95%	\$2.69	\$0.54
\$51.21	98%	\$0.78	\$0.16
\$6,103.94	0%	\$6,103.00	\$3,136
\$7,625.57	0%	\$7,625.00	\$3,316
\$9,147.19	0%	\$9,147.00	\$3,383

PUBLIC WORKS DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
48	61-100 lots or commercial subdivisions with up to 100 parking spaces	\$7,554.00		
49	Over 100 lots or commercial subdivisions with more than 100 parking spaces	\$9,456.00		
50	Adopted floodplain or delineation of flood hazard added to each	\$1,678.00		
51	(b) Hydrology Studies with detention/retention facilities (good for two reviews)	\$1,022.00		
52	(c) After the second submittal: 10% of the original fee	\$674.00	Per Submittal	
53	(d) Revisions to approved Hydrology Study	\$674.00	Per Submittal	
54	GRADING PLAN REVIEW FEES			Pursuant to Section 21.44.065 (4) of Title 21 of the County Code, fees are collected as follows:
55	(a) The fee for the first two plan reviews is based on the estimated yardage:			
56	Volume (cu. yds.)			
57	1-10,000	\$7,311.00		
58	10,001-100,000	\$7,311.00		
59	Plus % of excess over 10,000 cu. yds.	14.37%		
60	100,001-500,000	\$20,244.00		
61	Plus % of excess over 100,000 cu. yds.	4.08%		
62	500,001-1,000,000	\$36,564.00		
63	Plus % of excess over 500,000 cu. yds.	3.00%		
64	1,000,001 and up	\$51,564.00		
65	Plus % of excess over 1,000,000 cu. yds.	1.29%		
66	(b) After the second submittal:	10% of the original fee for each		
67	(c) Revisions	\$130.00	Per Hour	
68	(d) A fee applied to the Fire Department	\$347.00		
69	(e) A fee if the project includes a Quimby Park	\$474.00		
70	and/or if the project includes a publicly dedicated trail, to be applied to the Department of Parks and Recreation	\$725.00		
71	GRADING PERMIT FEES			
72	Permit Issuance Fee	\$48.00	Each	
73	1-50 cubic yards (0.8-38 m3)	\$280.48		
74	51-1,000 cubic yards (39-764.6 m3)	\$417.12		
75	Plus \$ per 100 cubic yards (76.5 m3) or fraction thereof in excess of 100 cubic yards (76.5 m3)	\$88.20		
76	1,001-10,000 cubic yards (765.3-7,645.5 m3)	\$1,688.96		
77	Plus \$ per 1,000 cubic yards (764.6 m3) or fraction thereof in excess of 1,000 cubic yards (76.5 m3)	\$74.10		
78	10,001-100,000 cubic yards (7,646.3-76,455 m3)	\$2,755.04		
79	Plus \$ per 10,000 cubic yards (764.6 m3) or fraction thereof in excess of 10,000 cubic yards (7,645.5 m3)	\$47.30		
80	100,001 cubic yards (76,456 m3) or more	\$9,572.32		
81	Plus \$ per 10,000 cubic yards (764.6 m3) or fraction thereof in excess of 100,000 cubic yards (76,455 m3)	\$117.90		
82	LANDSCAPE PLAN REVIEW FEES			Pursuant to Section 21.44.065 (5) of Title 21 of the County Code, fees are collected as follows:
83	(a) The fee for the first two plan reviews is based on the estimated area to be landscaped:			
84	Area (sq. ft.)			
85	2,500 to 7,500 sq. ft.	\$1,500.00		
86	7,501 to 15,000 sq. ft.	\$1,621.00		
87	15,001 to 30,000 sq. ft.	\$1,741.00		
88	30,001 sq. ft. to one acre	\$1,983.00		
89	Greater than one acre	\$130.00	Per Hour	
90	(b) After the second submittal	\$130.00	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$11,285.67	0%	\$11,285.00	\$3,731
\$14,504.49	0%	\$14,504.00	\$5,048
\$477.95	0%	\$477.00	-\$1,201
\$2,646.14	0%	\$2,646.00	\$1,624
\$1,602.46	0%	\$1,602.00	\$928
\$1,602.46	0%	\$1,602.00	\$928
\$9,082.88	0%	\$9,082.88	\$1,772
\$11,911.55	0%	\$11,911.55	\$4,601
19.12%	0%	19.12%	4.7%
\$29,116.01	0%	\$29,116.01	\$8,872
2.86%	0%	2.86%	-1.2%
\$40,536.53	0%	\$40,536.53	\$3,973
5.70%	0%	5.70%	2.7%
\$69,054.02	0%	\$69,054.02	\$17,490
1.73%	0%	1.73%	0.4%
NA	NA	10% of the original fee for each	\$0
\$1,576.45	90%	\$162.00	\$32
NA	NA	Hourly Rate	Variable
NA	NA	Hourly Rate	Variable
\$1,733.23	48%	\$906.00	\$181
\$100.09	40%	\$60.00	\$12
\$439.20	20%	\$350.00	\$70
\$1,165.87	55%	\$521.00	\$104
\$580.63	81%	\$110.00	\$22
\$2,619.22	19%	\$2,111.00	\$422
\$1,058.58	91%	\$92.00	\$18
\$5,135.76	33%	\$3,443.00	\$688
\$2,209.55	97%	\$59.00	\$12
\$10,988.17	0%	\$10,988.00	\$1,416
\$3,184.96	95%	\$147.00	\$29
\$2,294.09	18%	\$1,875.00	\$375
\$2,809.43	28%	\$2,026.00	\$405
\$3,118.30	30%	\$2,176.00	\$435
\$3,401.17	27%	\$2,478.00	\$495
\$1,681.54	90%	\$162.00	\$32
\$1,627.56	90%	\$162.00	\$32

PUBLIC WORKS DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
91	(c) If the plans include a park, a fee to be applied to the Department of Parks and Recreation is as follows:			
92	Private Park	\$701.00		
93	Public Park, 5 acres or less	\$1,331.00		
94	Public Park, between 5 and 10 acres	\$2,135.00		
95	Public Park, greater than 10 acres	\$2,792.00		
96	PARCEL MAP ANALYSIS FEES			
97	Waiver or Certificate of Compliance (up to 2 reviews)			
98	Public Works Fees	\$1,843.00		
99	Fire Dept. Fees	\$185.00		
100	Parks & Rec Fees	\$0.00		
101	1-4 Parcels (up to 2 reviews)			
102	Public Works Fees	\$5,704.00		
103	Fire Dept. Fees	\$365.00		
104	Parks & Rec Fees	\$207.00		
105	5-10 Parcels (up to 2 reviews)			
106	Public Works Fees	\$5,704.00		
107	Fire Dept. Fees	\$441.00		
108	Parks & Rec Fees	\$488.00		
109	11-50 Parcels (up to 2 reviews)			
110	Public Works Fees	\$9,768.00		
111	Fire Dept. Fees	\$630.00		
112	Parks & Rec Fees	\$599.00		
113	51 or more Parcels (up to 2 reviews)			
114	Public Works Fees	\$13,836.00		
115	Fire Dept. Fees	\$756.00		
116	Parks & Rec Fees	\$1,106.00		
117	Third and Fourth submittal of originals and/or prints			
118	Public Works Fees	\$2,217.00		
119	Fire Dept. Fees	\$126.00		
120	Parks & Rec Fees	\$219.00		
121	Fifth and Sixth submittal of originals and/or prints			
122	Public Works Fees	\$2,011.00		
123	Fire Dept. Fees	\$126.00		
124	Parks & Rec Fees	\$219.00		
125	Seventh and each subsequent submittal of original and/or prints			
126	Public Works Fees	\$1,875.00		
127	Fire Dept. Fees	\$126.00		
128	Parks & Rec Fees	\$219.00		
129	TRACT MAP ANALYSIS FEES			
130	1-5 Lots (up to 2 reviews)			
131	Public Works Fees	\$5,729.00		
132	Fire Dept. Fees	\$365.00		
133	Parks & Rec Fees	\$1,263.00		
134	6-10 Lots (up to 2 reviews)			
135	Public Works Fees	\$5,729.00		
136	Fire Dept. Fees	\$630.00		
137	Parks & Rec Fees	\$1,263.00		
138	11-25 Lots (\$16 per lot is in excess of 10 lots) (up to 2 reviews)			
139	Public Works Fees	\$12,448.00		
140	Fire Dept. Fees	\$756.00		
141	Parks & Rec Fees	\$1,263.00		
142	Add:	\$16.00	Per Lot	
143	26-50 Lots (\$16 per lot is in excess of 10 lots) (up to 2 reviews)			
144	Public Works Fees	\$12,448.00		
145	Fire Dept. Fees	\$756.00		
146	Parks & Rec Fees	\$1,263.00		
147	Add:	\$16.00	Per Lot	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,139.50	23%	\$876.00	\$175
\$3,132.57	47%	\$1,663.00	\$332
\$5,945.34	55%	\$2,668.00	\$533
\$7,626.64	54%	\$3,490.00	\$698
\$2,808.71	0%	\$2,808.00	\$965
\$464.94	0%	\$464.00	\$279
\$464.94	100%	\$0.00	\$0
\$9,031.77	0%	\$9,031.00	\$3,327
\$464.94	0%	\$464.00	\$99
\$464.94	0%	\$464.00	\$257
\$10,728.97	0%	\$10,728.00	\$5,024
\$464.94	0%	\$464.00	\$23
\$464.94	0%	\$464.00	-\$24
\$11,853.47	0%	\$11,853.00	\$2,085
\$464.94	0%	\$464.00	-\$166
\$464.94	0%	\$464.00	-\$135
\$17,982.71	0%	\$17,982.00	\$4,146
\$929.88	0%	\$929.00	\$173
\$929.88	0%	\$929.00	-\$177
\$6,668.05	58%	\$2,771.00	\$554
\$929.88	83%	\$157.00	\$31
\$929.88	71%	\$273.00	\$54
\$5,536.58	55%	\$2,513.00	\$502
\$929.88	83%	\$157.00	\$31
\$929.88	71%	\$273.00	\$54
\$4,405.12	47%	\$2,343.00	\$468
\$929.88	83%	\$157.00	\$31
\$929.88	71%	\$273.00	\$54
\$9,031.77	0%	\$9,031.00	\$3,302
\$464.94	0%	\$464.00	\$99
\$464.94	0%	\$464.00	-\$799
\$10,728.97	0%	\$10,728.00	\$4,999
\$464.94	0%	\$464.00	-\$166
\$464.94	0%	\$464.00	-\$799
\$14,689.10	0%	\$14,689.00	\$2,241
\$464.94	0%	\$464.00	-\$292
\$464.94	0%	\$464.00	-\$799
NA	NA	\$16.00	\$0
\$17,517.77	0%	\$17,517.00	\$5,069
\$464.94	0%	\$464.00	-\$292
\$464.94	0%	\$464.00	-\$799
NA	NA	\$16.00	\$0

PUBLIC WORKS DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
148	51-100 Lots (\$10 per lot is in excess of 50 lots) (up to 2 reviews)			
149	Public Works Fees	\$15,957.00		
150	Fire Dept. Fees	\$756.00		
151	Parks & Rec Fees	\$1,949.00		
152	Add:	\$10.00	Per Lot	
153	101-150 Lots (\$5 per lot is in excess of 100 lots) (up to 2 reviews)			
154	Public Works Fees	\$2,488.00		
155	Fire Dept. Fees	\$756.00		
156	Parks & Rec Fees	\$2,521.00		
157	Add:	\$5.00	Per Lot	
158	151 or more Lots (\$5 per lot is in excess of 100 lots) (up to 2 reviews)			
159	Public Works Fees	\$32,248.00		
160	Fire Dept. Fees	\$756.00		
161	Parks & Rec Fees	\$2,521.00		
162	Add:	\$5.00	Per Lot	
163	Third and Fourth submittal of originals and/or prints			
164	Public Works Fees	\$2,636.00		
165	Fire Dept. Fees	\$126.00		
166	Parks & Rec Fees	\$651.00		
167	Fifth and Sixth submittal of originals and/or prints			
168	Public Works Fees	\$2,217.00		
169	Fire Dept. Fees	\$126.00		
170	Parks & Rec Fees	\$651.00		
171	Seventh and each subsequent submittal of original and/or prints			
172	Public Works Fees	\$1,875.00		
173	Fire Dept. Fees	\$126.00		
174	Parks & Rec Fees	\$478.00		
175	Easement Checking for Tracts			
176	Public Works Fees	\$844.00		
177	Fire Dept. Fees	\$0.00		
178	Parks & Rec Fees	\$464.00		
179	Easement Checking for Parcels			
180	Public Works Fees	\$464.00		
181	Fire Dept. Fees	\$0.00		
182	Parks & Rec Fees	\$272.00		
183	Monument Inspection, Each			
184	Public Works Fees	\$307.00		
185	Fire Dept. Fees	\$0.00		
186	Parks & Rec Fees	\$0.00		
187	Verification of Conditions on Final Subdivision Map (Tract)			
188	Public Works Fees	\$801.00		
189	Fire Dept. Fees	\$168.00		
190	Parks & Rec Fees	\$674.00		
191	Verification of Conditions on Final Subdivision Map (Parcel)			
192	Public Works Fees	\$375.00		
193	Fire Dept. Fees	\$168.00		
194	Parks & Rec Fees	\$383.00		
195	Bond Agreement Processing, Tract or Parcel			
196	Public Works Fees	\$509.00		
197	Bond Extension Processing, Tract or Parcel			
198	Public Works Fees	\$480.00		
199	Tax Bond Processing, Tract or Parcel			
200	Public Works Fees	\$379.00		
201	Tax Clearance Processing: 5 years history provided by applicant			
202	Public Works Fees	\$408.00		
203	Subdivision conditions for Final Map Clearance (Tract)			
204	Public Works Fees	\$5,000.00		

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$23,640.04	0%	\$23,640.00	\$7,683
\$929.88	0%	\$929.00	\$173
\$929.88	0%	\$929.00	-\$1,020
NA	NA	\$10.00	\$0
\$29,297.36	0%	\$29,297.00	\$26,809
\$929.88	0%	\$929.00	\$173
\$929.88	0%	\$929.00	-\$1,592
NA	NA	\$5.00	\$0
\$43,440.69	0%	\$43,440.00	\$11,192
\$929.88	0%	\$929.00	\$173
\$929.88	0%	\$929.00	-\$1,592
NA	NA	\$5.00	\$0
\$6,668.05	51%	\$3,295.00	\$659
\$929.88	83%	\$157.00	\$31
\$929.88	13%	\$813.00	\$162
\$5,536.58	50%	\$2,771.00	\$554
\$929.88	83%	\$157.00	\$31
\$929.88	13%	\$813.00	\$162
\$4,405.12	47%	\$2,343.00	\$468
\$929.88	83%	\$157.00	\$31
\$929.88	36%	\$597.00	\$119
\$2,707.92	61%	\$1,055.00	\$211
\$929.88	100%	\$0.00	\$0
\$929.88	38%	\$580.00	\$116
\$2,142.19	73%	\$580.00	\$116
\$929.88	100%	\$0.00	\$0
\$929.88	63%	\$340.00	\$68
\$2,142.19	82%	\$383.00	\$76
\$929.88	100%	\$0.00	\$0
\$929.88	100%	\$0.00	\$0
\$3,839.39	74%	\$1,001.00	\$200
\$929.88	77%	\$210.00	\$42
\$929.88	9%	\$842.00	\$168
\$2,707.92	83%	\$468.00	\$93
\$929.88	77%	\$210.00	\$42
\$929.88	49%	\$478.00	\$95
\$464.94	0%	\$464.00	-\$45
\$464.94	0%	\$464.00	-\$16
\$621.48	24%	\$473.00	\$94
\$464.94	0%	\$464.00	\$56
\$9,031.77	31%	\$6,250.00	\$1,250

PUBLIC WORKS DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
205	Subdivision conditions for Final Map Clearance (Parcel)			
206	Public Works Fees	\$2,000.00		
207	Grant Deed Preparation (no Tract or Parcel Map)			
208	Public Works Fees	\$1,000.00		
209	Recording Fee			
210	First Sheet	\$10.00		
211	Additional Sheets, Each	\$3.00		
212	Certificate of Correction Plan Check Fee			
213	Public Works Fees	\$375.00		
214	STORM DRAIN PLAN REVIEW (MISCELLANEOUS TRANSFER DRAIN-MTD OR PRIVATE DRAIN-PD)			Pursuant to Section 21.44.065 (2) of Title 21 of the County Code, fees are collected as follows:
215	(a) The fee for the first two plan reviews is based on the estimated construction cost as follows:			
216	Estimated Construction Cost			
217	\$0.00 - \$10,000	\$4,799.00		
218	\$10,001 - \$50,000	\$4,799.00		
219	Plus % of excess over \$10,000.00	10.82%		
220	\$50,001- \$100,000	\$9,127.00		
221	Plus % of excess over \$50,000.00	6.18%		
222	\$100,001 - \$500,000	\$12,217.00		
223	Plus % of excess over \$100,000.00	4.17%		
224	\$500,001 - \$1,000,000	\$28,897.00		
225	Plus % of excess over \$500,000.00	1.49%		
226	\$1,000,001 and up	\$36,347.00		
227	Plus % of excess over \$1,000,000.00	0.26%		
228	(b) After the second submittal:	10% of the original fee for each submittal		
229	(c) Minor revision:	\$210.00	Per Sheet	
230	(d) Major revision:	Fee is based on construction cost in accordance with table above		
231	TRANSFER PROCESSING OF DRAINS TO THE COUNTY			Pursuant to Section 21.44.065 (3) of Title 21 of the County Code, fees are collected as follows:
232	(a) Transfer Processing	\$1,576.00		
233	(b) Right-of-Way Processing	\$6,468.00		
234	STREET PLAN REVIEW			Pursuant to Section 21.44.070 of Title 21 of the County Code, fees are collected as follows:
235	(a) The fee for the first two plan reviews is based on the estimated construction cost as follows:			
236	Estimated Construction Cost			
237	\$0.00-\$10,000	\$1,562.00		
238	Plus % of excess over \$5,000.00	2.29%		
239	\$10,001-\$100,000	\$2,827.00		
240	Plus % of excess over \$10,000.00	11.22%		
241	\$100,001 and up	\$12,925.00		
242	Plus % of excess over \$100,000.00	2.74%		
243	(b) After the second submittal	\$321.00	Per Sheet	
244	(c) Revisions	\$321.00	Per Sheet	
245	Deposit required to review single lot grading encroachments (as part of referrals from Building & Safety)	\$600.00		Pursuant to Section 16.10.100(C) of Title 16 of the County Code, fees are collected as follows:
246	STORMWATER COMPLIANCE - INDUSTRIAL FACILITIES (IC) / CONSTRUCTION SITES (ID)			
247	Inspection Facility			
248	Restaurant	\$186.00	Per Inspection	
249	Automotive/Retail Gasoline Outlet (RGO)	\$210.00	Per Inspection	
250	Nursery	\$234.00	Per Inspection	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$7,334.57	66%	\$2,500.00	\$500
\$6,203.11	80%	\$1,250.00	\$250
\$304.20	96%	\$12.00	\$2
\$182.02	98%	\$3.75	\$1
\$500.26	6%	\$468.00	\$93
\$7,310.19	0%	\$7,310.19	\$2,511
\$8,158.79	0%	\$8,158.79	\$3,360
4.73%	0%	4.73%	-6.1%
\$10,051.07	0%	\$10,051.07	\$924
7.37%	0%	7.37%	1.2%
\$13,734.83	0%	\$13,734.83	\$1,518
4.44%	0%	4.44%	0.3%
\$31,487.14	0%	\$31,487.14	\$2,590
3.78%	0%	3.78%	2.3%
\$50,409.93	0%	\$50,409.93	\$14,063
0.36%	0%	0.36%	0.1%
NA	NA	10% of the original fee for each submittal	\$0
\$461.24	43%	\$262.00	\$52
NA	NA	Fee is based on construction cost in accordance with table above	\$0
\$2,839.95	31%	\$1,970.00	\$394
\$9,628.75	16%	\$8,085.00	\$1,617
\$6,589.40	0%	\$6,589.40	\$5,027
11.67%	0%	11.67%	9.4%
\$7,755.98	0%	\$7,755.98	\$4,929
8.63%	0%	8.63%	-2.6%
\$15,518.90	0%	\$15,518.90	\$2,594
3.29%	0%	3.29%	0.5%
\$3,760.73	0%	\$3,760.73	\$3,440
\$1,342.37	0%	\$1,342.37	\$1,021
\$833.21	0%	\$833.21	\$233
\$851.41	58%	\$360.00	\$174
\$851.41	51%	\$420.00	\$210
\$851.41	46%	\$460.00	\$226

PUBLIC WORKS DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
251	Other Infiltration and Conveyance (I/C) Facilities	\$234.00	Per Inspection	
252	Industrial General Permit (IGP) Facilities (IGP regulates industrial storm water discharges and authorized non-storm water discharges from industrial facilities in California)	\$384.00	Per Inspection	
253	Phase I Industrial General Permit (IGP) Facilities - Phase I MS4 Permit Program (municipalities with populations over 100,000)	\$384.00	Per Inspection	
254	Phase II Industrial General Permit (IGP) Facilities - Phase II Small MS4 Permit Program (municipalities with populations under 100,000)	\$384.00	Per Inspection	
255	Post Construction Best Management Practice (BMP)	\$228.00	Per Inspection	
256	Potential Industrial General Permit (IGP) Non-Filer	\$180.00	Per Inspection	
257	Emergency Inspection (time + material)	TBD	Case by Case	
258	WATER PLAN REVIEW			Pursuant to Section 20.08.060 of Title of 20 of the County Code, fees are collected as follows:
259	(a) The fee for the first two plan reviews is based on the Lineal Feet of Water Mains and/or Hydrant Laterals:			
260	Lineal Feet			
261	1 to 150	\$949.00		
262	151 to 500	\$1,594.00		
263	501 to 1,000	\$2,240.00		
264	1,001 to 2,000	\$2,883.00		
265	2,001 to 3,000	\$3,143.00		
266	3,001 to 4,000	\$3,528.00		
267	4,001 to 5,000	\$4,175.00		
268	5,001 and up	\$4,175.00		
269	Plus for each 1,000 ft in excess over 5,000 ft.	\$692.00		
270	(b) Where the water system includes fire hydrants, a fee to be applied to the Fire Department	\$180.00	First 10 hydrants	
271	Per hydrant over 10	\$30.00	Per hydrant	
272	(c) The fee for Booster Pump Station, Reservoir, etc. is based on estimated construction cost of the pump	\$2,627.00	.17% of estimated	
273	(d) Revisions	\$692.00	Each 1,000 ft.	
274	Pursuant to Section 20.08.090 of Title 20 of the County Code, fees are collected as follows:			
275	(a) Processing a certificate of registration or a water utility authorization	\$483.00		
276	Pursuant to Section 20.08.091 of Title 20 of the County Code, fees are collected as follows:			
277	(a) Water Appeals Board Filing Fee - Public Works Department	\$1,587.00		
278	(b) Water Appeals Board Filing Fee - Fire Department	\$184.00		
279	SEWER PLAN REVIEW			Pursuant to Section 20.32.230 of Title of 20 of the County Code, fees are collected as follows:
280	(a) The fee for the first two plan reviews is based on the estimated construction cost as follows:			
281	Estimated Construction Cost			
282	\$0.00 - \$5,000	\$1,389.00		
283	\$5,001 - \$20,000	\$1,389.00		
284	Plus % of excess over \$5,000.00	12.54%		
285	\$20,001 and up	\$3,270.00		
286	Plus % of excess over \$20,000.00	10.30%		
287	VMT TRANSPORTATION IMPACT & LOCAL ACCESSIBILITY STUDY			
288	a) Initial Review of Project Site Plans and Scoping Determination (by City Traffic Engineer)	New	per project	
289	b) Subsequent reviews after initial review (by City Traffic Engineer)	New	per hour	

* Note: Plan Check, Permit, and Inspection Fees not specifically delineated in this Master Fee Schedule shall be the County of Los Angeles fees in effect at the time of permit issuance

Full Cost	Subsidy %	Suggested Fee	Fee Δ
\$1,006.83	50%	\$500.00	\$266
\$1,693.86	6%	\$1,600.00	\$1,216
\$1,835.29	2%	\$1,800.00	\$1,416
\$1,835.29	2%	\$1,800.00	\$1,416
\$851.41	19%	\$690.00	\$462
\$1,006.83	46%	\$540.00	\$360
NA	NA	Actual Cost	\$0
\$2,080.41	43%	\$1,186.00	\$237
\$3,036.30	34%	\$1,992.00	\$398
\$4,557.93	39%	\$2,800.00	\$560
\$5,123.66	30%	\$3,603.00	\$720
\$6,645.29	41%	\$3,928.00	\$785
\$7,776.76	43%	\$4,410.00	\$882
\$9,298.38	44%	\$5,218.00	\$1,043
\$10,429.85	50%	\$5,218.00	\$1,043
\$1,514.68	43%	\$865.00	\$173
\$2,391.27	91%	\$225.00	\$45
\$1,192.16	97%	\$37.00	\$7
\$2,957.00	0%	\$2,957.00	\$2,927
\$1,670.11	48%	\$865.00	\$173
\$1,435.38	58%	\$603.00	\$120
\$2,566.84	23%	\$1,983.00	\$396
\$1,279.95	82%	\$230.00	\$46
\$5,152.29	0%	\$5,152.29	\$3,763
\$6,829.35	0%	\$6,829.35	\$5,440
12.22%	0%	12.22%	-0.3%
\$8,661.83	0%	\$8,661.83	\$5,392
27.28%	0%	27.28%	17.0%
\$3,823.57	74%	\$1,000.00	NA
\$477.95	0%	\$477.00	NA

FIRE DEPARTMENT

#	Title	Current Fee/Charge	Unit	Notes
1	PERSONNEL			
2	Fire Safety Officer	\$166.24	Per Hour	

Full Cost	Subsidy %	Suggested Fee	Fee Δ
NA	NA	Per County Rate	NA



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ATTACHMENT "B"

City of Huntington Park, CA

Cost Allocation Plan





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Certification of Cost Allocation Plan

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal 2/18/2025 to establish cost allocations or billings for Fiscal Year 2024 – 2025 are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: **City of Huntington Park**

Signature: _____

Name of Official: _____

Title: _____

Date of Execution: _____



Executive Summary

This cost allocation plan ("CAP") summarizes a comprehensive analysis that has been completed for the City of Huntington Park, California (the "City") to determine the appropriate allocation of costs from central service departments to the operating departments. The primary objective is to allocate costs from departments that provide services internally to operating departments that conduct the day-to-day operations necessary to serve the community. The internal service costs typically represent (a) incurred for a common or joint purpose benefiting more than one cost objective, and (b) not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. The term "indirect costs," as used herein, applies to costs of this type originating in the central service departments.

To ensure central service department costs are appropriately allocated to the operating departments, Willdan analyzed the City's cost code structure to determine which types of costs are allowable versus unallowable in accordance with standard and accepted cost allocation principles. The term "allocable costs" as used herein, applies to costs that are allowable for allocation.

The study is comprised of two separate allocation plans. Table 1 is the summary results of the allocation in compliance with the Office of Management and Budget Uniform Guidance (the OMB Uniform Guidance) and CFR Part 200 (Cost Principles). Table 2 that follows is the summary results of the full plan. The report below includes descriptions of the differences between the two plans, their separate purposes, and specific details of when the plans deviate from each other.



**Table 1: Allocated Costs to Recipient Departments
(OMB Compliant CAP)**

Allocated Cost Summary

Fiscal Year 2024-2025

Operating Department / Division / Fund	Total Allocation	Direct Cost Base	Indirect Cost Rate
		Modified Total Direct Cost	
	\$18,122,817	\$36,385,400	50%
111: Community Development	\$1,457,061	\$3,019,724	48%
111: Parks	\$1,379,033	\$2,117,849	65%
111: Police	\$10,420,427	\$14,582,710	71%
111: Public Works	\$2,046,953	\$6,144,210	33%
122: Prevention Intervention	\$8,866	\$21,750	41%
219: Sales Tax-Transit Fund A	\$47,345	\$46,747	101%
220: Sales Tax-Transit C	\$44,599	\$53,040	84%
221: State Gasoline Tax Fund	\$1,018,030	\$2,371,164	43%
222: Measure R	\$19,738	\$25,670	77%
224: Office of Traffic & Safety	\$36,686	\$90,000	41%
225: Cal Cops Fund	\$0	\$0	
227: Offc of Criminal Justice	\$0	\$0	
230: Homeland Security Fund	\$178	\$0	
233: Bullet Proof Vest Grant	\$355	\$0	
239: Federal CDBG Fund	\$240,333	\$1,178,492	20%
241: CAL Home	\$56,159	\$420,486	13%
242: HUD Home Program	\$460,450	\$3,548,328	13%
252: ABC	\$14,031	\$39,600	35%
254: Home American Rescue Plan	\$4,216	\$28,574	15%
275: Successor Agency	\$76,651	\$95,400	80%
283: Sewer Maintenance Fund	\$39,785	\$255,853	16%
285: Solid Waste Mgmt Fund	\$33,541	\$179,991	19%
287: Solid Waste Recycle Grant	\$3,180	\$22,056	14%
535: Measure L Strt Lght & Lndscp Assess	\$237,752	\$1,080,625	22%
681: Water Department Fund	\$477,450	\$1,063,131	45%



Table 2: Allocated Costs to Recipient Departments (Full CAP)

Allocated Cost Summary

Fiscal Year 2024-2025

Operating Department / Division / Fund	Total Allocation	Direct Cost Base	Indirect Cost Rate
		Modified Total Direct Cost	
	\$19,010,237	\$36,385,400	52%
111: Community Development	\$1,535,089	\$3,019,724	51%
111: Parks	\$1,434,048	\$2,117,849	68%
111: Police	\$10,805,903	\$14,582,710	74%
111: Public Works	\$2,190,917	\$6,144,210	36%
122: Prevention Intervention	\$9,111	\$21,750	42%
219: Sales Tax-Transit Fund A	\$49,190	\$46,747	105%
220: Sales Tax-Transit C	\$46,351	\$53,040	87%
221: State Gasoline Tax Fund	\$1,076,889	\$2,371,164	45%
222: Measure R	\$20,413	\$25,670	80%
224: Office of Traffic & Safety	\$37,699	\$90,000	42%
225: Cal Cops Fund	\$0	\$0	
227: Offc of Criminal Justice	\$0	\$0	
230: Homeland Security Fund	\$183	\$0	
233: Bullet Proof Vest Grant	\$366	\$0	
239: Federal CDBG Fund	\$264,535	\$1,178,492	22%
241: CAL Home	\$64,016	\$420,486	15%
242: HUD Home Program	\$526,342	\$3,548,328	15%
252: ABC	\$14,504	\$39,600	37%
254: Home American Rescue Plan	\$4,762	\$28,574	17%
275: Successor Agency	\$79,477	\$95,400	83%
283: Sewer Maintenance Fund	\$44,837	\$255,853	18%
285: Solid Waste Mgmt Fund	\$37,250	\$179,991	21%
287: Solid Waste Recycle Grant	\$3,612	\$22,056	16%
535: Measure L Strt Lght & Lndscp Assess	\$260,433	\$1,080,625	24%
681: Water Department Fund	\$504,312	\$1,063,131	47%



Introduction

In the early 1970s, the cost allocation plan concept was introduced to many government agencies. The purpose of a typical cost allocation plan is to identify costs related to rendering internal central support services and allocate those costs to operating departments or programs that utilize and benefit from them, in a fair and equitable manner.

Before indirect costs and central support service charges may be claimed for reimbursement by an operating department, there must be some formal means of identifying, accumulating and distributing these types of costs to all benefiting departments. Regardless of whether an agency has a formal comprehensive cost accounting system, the best method of accumulating, identifying, and determining a distribution of indirect costs is a cost allocation plan.

A City is made up of many departments, each with their own specific purposes or functions. Departments whose primary function is to provide support internally to other City departments are called central services. Examples of central services are City Manager, City Clerk, Human Resources, Finance, and City Council. Within these groups there are numerous functions performed that provides support to the direct cost centers. The direct cost centers, or departments and funds, that require support from Central Services and provide services directly to the community through their day-to-day operations, are called operating departments. Examples of operating departments are Public Works, Community Development, Police, and Parks. The cost allocation plan allocates the costs of the central services to the operating departments based on the nature of the functions of each central service, upon which the operating departments depend. This is done to determine the total cost associated with providing direct services. The overall goal of the cost allocation plan process is to allow cities to allocate a portion of the central service costs to the operating departments, thus 1) accounting for “all” costs, direct and indirect, for each operating department, and 2) facilitating the calculation of a fully burdened cost estimate of providing services to the public.

The purpose of this study is to:

- Identify the central support and operating departments in the City;
- Identify the functions and services provided by the central departments;
- Identify allocable and non-allocable costs associated with the City’s central service departments; and
- Distribute those costs to operating entities in a fair and equitable manner.

Approach

Methodology

The way in which each Indirect Service provides support to the operating departments is determined in order to perform allocations in a manner consistent with the nature of that Indirect Service. This ensures that the costs can be allocated to each operating department in a fair and equitable way. The cost allocation plan identifies the functions of each central service department, and then determines a methodology to allocate or spread the central service costs in a manner that best represents the nature of those functions. The mathematical representations of central service functions used to allocate indirect costs are commonly called distribution bases. A distribution basis is a set of data displayed as the level of measure of each department's participation in a specific activity or City function. This basis is then used to distribute costs that reasonably relate to the activity or City function that the basis represents. Some examples of distribution bases are salary and benefits costs, number of full-time equivalent employees, frequencies of city council agenda items, and number of processed transactions. The data sets associated with these distribution bases for each department is collected to facilitate the allocation of indirect costs.

The methodology used for this cost allocation plan is the iterative method, which is one of the most equitable methods for allocating costs from central services to operating departments. While not used as prevalently as simpler allocation methods, it is widely considered to be the most accurate. The iterative method utilizes a recursive application of central service cost distribution to allocate indirect costs. In the first step, the allocable costs of central service departments are identified and distributed to *all* departments including the central service departments themselves, based on the appropriate allocation bases that were selected to represent the manner in which central services are utilized. This is repeated ad infinitum until all costs have been distributed to the operating departments, and none remain with the central service departments.

As an example, consider the allocation of central service costs associated with Human Resources. The function of Human Resources is identified, and the appropriate distribution basis is determined to be the total salaries and benefits and the total number of full-time equivalent personnel per department and fund. The allowable costs are then distributed to all City departments and funds based on their proportional share of salaries and benefits and full-time equivalent personnel, including other central services. The costs allocated from central service to central service in the initial allocation are then allocated out using the same distribution methodology. This function is performed as many times as necessary until all costs for Human Resources have been allocated.

All central service departments are treated equally. That is to say, this method is performed concurrently for the allowable costs in each of the central service departments for each iteration until all costs associated with the central service departments have been allocated to each direct service department. The method is complete when the total amount of allocable costs remaining in the central service departments is equal to zero.



Applications

Public agencies use cost allocation plans for many purposes such as internal accounting, the justification of user fees, application for reimbursement from federal programs or the determination of administrative effort associated with special districts and/or municipal service activities. In many of these cases, the agency will be required to certify that the costs identified are “reasonable”. Per the *Code of Federal Regulations*, a cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when determining the amount that a public agency should be reimbursed for central service overhead activities associated with a federally funded program. Additionally, public agencies should consider special care to only identify the portion of central service costs that have not been reimbursed through other means (such as grants, user fee revenues, transfers from other departments or internal service funds) to avoid double-counting. These cost reductions are done before the allocation methodologies are used and are detailed within the model itself.

OMB Uniform Guidance and 2 CFR Part 200

This report details the allocations for two separate cost allocation plans. The primary model, presented in text and tables in the below sections and in Appendix A, provides a plan that complies with the Office of Management and Budget Uniform Guidance (the OMB Uniform Guidance) and CFR Part 200 (Cost Principles) that are used to determine central overhead costs incurred while carrying out activities associated with Federal awards, cost reimbursement contracts and some other intergovernmental agreements (as required). The secondary model presented in Appendix B of this report is the full cost allocation plan, which the City should use for standard City operations and budgeting. Unless otherwise indicated, the details of this report and Appendix A contain the OMB compliant allocation plan. The Appendix B tables contain the full cost plan, and utilize the same distribution methodology as the OMB Compliant plan. While the overall methodology used for both plans is the same, there are specific guidelines that require additional cost exemptions for OMB Uniform Guidance compliance outside of what was done for the full cost plan. Where such exemptions are done in the methodology has been explained below. Some commonly encountered examples that are usually exempt under OMB Uniform Guidance guidelines are:

- General Advertising
- Bad Debt
- Contingencies
- Litigation
- Debt Service
- Entertainment
- Capital
- Lobbying
- Legislative Body (City Council)
- Promotional Items



Central Service Departments

Eight (8) central service functions were identified for the purposes of this cost allocation plan:

- City Clerk
- City Manager
- Communications
- Council
- Finance
- Human Resources
- Non-Departmental
- Non-Departmental – City Attorney



Distribution Bases

Distribution bases are the allocation factors that may be used to distribute the allocable costs to all departments and funds. As discussed previously, distribution bases are measurable and readily available data that are utilized to represent activities or functions, and which are then used to distribute costs matching that activity or function. Below are the bases that were analyzed in this study and used to allocate central services costs to operating departments.

- City Council Agenda Frequency – City Council agendas spanning a 12-month period were used to determine the number of times each department and fund had matters brought before the City Council.
- Number of FTE Employees – The number of full-time equivalent personnel for each department and fund.
- Modified Total Direct Cost – The total allowable expenditure budgeted for each department and funds for Fiscal Year 2024-2025 which excludes capital, debt, non-operational transfers, and any other costs non-representative of the level of support received.
- Total Checks– The number of checks processed for each department and fund in a year.
- Total Salaries & Benefits– The total salary and benefit expenditures for each department and fund for Fiscal Year 2024-2025.



Allocable Costs and Distribution Bases

Allocable Costs

Table 3 identifies the allocable cost of each central service department for the OMB compliant allocation plan, with the total allocable costs for this study being \$18,122,817. The total expenditures from the central service departments were \$19,825,287. However, \$1,702,470 of the expenditures identified as unallowable by the 200 CFR Part 200 and have been excluded from allocation. The primary exclusions were budgeted expenses related to City Council, capital, City events, lobbying, non-central function activities in Non-Departmental, employee recognition, penalties and interest, and the Communications budget for citywide advertising and promotion. The remaining amount was distributed to the operating departments and the central services departments by distribution factor(s) that best represents the functions of each central service department and the demand placed on that central service by all City departments, as previously described in the Methodology section of this report. The allocation methodology for each central service is detailed in the following section of this report.

Table 3: Allocable Cost Summary

Allocable Cost Summary - Central Services

Fiscal Year 2024-2025

	Total Cost	Unallocable Cost	Allocable Cost
Summary	\$ 19,825,287	\$ 1,702,470	\$ 18,122,817
Central Service			
111: City Clerk	346,751	-	346,751
111: City Manager	1,685,162	48,100	1,637,062
111: Communications	455,064	455,064	-
111: Council	441,606	441,606	-
111: Finance	1,905,460	-	1,905,460
111: Human Resouces	549,094	23,000	526,094
111: Non-Dept	11,882,150	734,700	11,147,450
111: Non-Dept - City Attorney	2,560,000	-	2,560,000



Central Service Allocation Methodology

The first step of the iterative allocation method is to distribute the allocable costs of the central service departments to other central service departments and operating departments based on the distribution methodology and bases that best represent the activity of the central service, and the functions it serves. The sections below describe each central service and the methodology used to allocate their costs. Corresponding tables detailing each distribution are attached in the Appendices as tables A-1 through A-3 for the OMB compliant plan and B-1 for the full cost plan.

Section 1: City Clerk

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

Allocation Method

Based on the assessment of the functions of the City Clerk, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Thirty-three percent (33%) of the allocable cost was allocated based on the amount of modified total cost for each department and fund.
- Thirty-three percent (33%) of the allocable cost was allocated based on the number of full-time equivalents for each department and fund.
- Thirty-three percent (33%) of the allocable cost was allocated based on the number of City Council agendas for each department and fund.

111: City Clerk

Modified Total Direct Cost	33%
FTEs	33%
Total Agenda Items	33%

Section 2: City Manager

The City Manager oversees and manages the general operations of the various city departments. The City Manager identifies, promotes, and practices a high standard of ethics and values and proactively provides guidance and expertise to the City Council on issues and matters of importance to the City's operations. The City Manager represents the city to the media and public to address the concerns of City residents. The City Manager also identifies opportunities for increased and improved organizational efficiencies, ensuring services are consistently available.



Allocation Method

Based on the assessment of the functions of the City Manager, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Thirty-three percent (33%) of the allocable cost was allocated based on the amount of modified total cost for each department and fund.
- Thirty-three percent (33%) of the allocable cost was allocated based on the number of full-time equivalents for each department and fund.
- Thirty-three percent (33%) of the allocable cost was allocated based on the number of City Council agendas for each department and fund.

111: City Manager

Modified Total Direct Cost	33%
FTEs	33%
Total Agenda Items	33%

Section 3: Communications

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

Allocation Method

Based on the assessment of the functions of Communications, it is reasonable to distribute the allocable cost by using the method(s) described below.

- One hundred percent (100%) of the allocable cost was allocated based on the amount of modified total cost for each department and fund.
- For the OMB plan the costs of this department are not allocated to ensure compliance.

111: Communications

Modified Total Direct Cost	100%
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Section 4: Council

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

Allocation Method

Based on the assessment of the functions of the Council, it is reasonable to distribute the allocable cost by using the method(s) described below.



- Thirty-three percent (33%) of the allocable cost was allocated based on the amount of modified total cost for each department and fund.
- Thirty-three percent (33%) of the allocable cost was allocated based on the number of full-time equivalents for each department and fund.
- Thirty-three percent (33%) of the allocable cost was allocated based on the number of City Council agendas for each department and fund.
- For the OMB plan the costs of Council are not allocated to ensure compliance.

111: Council

Modified Total Direct Cost	33%
FTEs	33%
Total Agenda Items	33%

Section 5: Finance

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

Allocation Method

Based on the assessment of the functions of the Finance Department, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Fifty percent (50%) of the allocable cost was allocated based on the amount of modified total cost for each department and fund.
- Twenty percent (20%) of the allocable cost was allocated based on the number of full-time equivalents for each department and fund.
- Thirty percent (30%) of the allocable cost was allocated based on the number of checks processed for each department and fund.

111: Finance

Modified Total Direct Cost	50%
FTEs	20%
Total Checks	30%

Section 6: Human Resources

The Human Resources Department conducts recruitment and selection activities to attract, retain, and develop highly competent, qualified employees who are dedicated to delivering quality service to the citizens and customers of the City of Huntington Park.



Allocation Method

Based on the assessment of the functions of the Human Resources Department, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Fifty percent (50%) of the allocable cost was allocated based on the number of full-time equivalents for each department and fund.
- Fifty percent (50%) of the allocable cost was allocated based on the total salary and benefit expenditures for each department and fund.

111: Human Resources

FTEs	50%
Total Salaries and Benefits	50%

Section 7: Non-Departmental

Allocation Method

Based on the assessment of the functions of Non-Departmental, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Fifty four percent (54%) of the allocable cost was allocated based on the total salaries and benefit expenditures for each department and fund.
- Eight percent (8%) of the allocable cost was allocated based on the amount of modified total cost for each department and fund.

Thirty nine percent (39%) of the allocable cost was allocated based on the number of full-time equivalents for each department and fund.

111: Non-Dept

Total Salaries and Benefits	54%
Modified Total Direct Cost	8%
FTEs	39%

Section 8: Non-Departmental – City Attorney

Non-Departmental – City Attorney includes contractual costs to pay for the outside law firm, Arnold Alvarez-Glasman, contracted by the City to provide City Attorney services.

Allocation Method

Based on the assessment of the functions of Non-Departmental City Attorney, it is reasonable to distribute the allocable cost by using the method(s) described below.

- Thirty-three percent (33%) of the allocable cost was allocated based on the amount of modified total cost for each department and fund.
- Thirty-three percent (33%) of the allocable cost was allocated based on the number of full-time equivalents for each department and fund.



- Thirty-three percent (33%) of the allocable cost was allocated based on the number of City Council agendas for each department and fund.

111: Non-Dept - City Attorney

Modified Total Direct Cost	33%
FTEs	33%
Total Agenda Items	33%

Iterative Allocation

The total allocable expenditures of each central service department were allocated to other departments (including both operating departments and other central service departments) based on the individual methodologies outlined above in Sections 1 through 8 of the Allocation Percentages chapter. Any cost allocated from central service to central service is then reallocated using the same methodology. This operation is done iteratively until all allocable cost is received by the operating departments and funds, and none remain with the central services. After completion of the iterative allocation method, a total combined allocable cost of \$18,122,817 was distributed to all departments and funds until the allocable cost remained only in the operating departments and funds, and the amount of allocable costs remaining in central service departments was equal to zero.

The full cost plan follows the same methodology with the exception that all costs that were excluded solely for OMB compliance, but were reasonable for the full plan, were made allowable and included in the allocation. See Table B-1 for additional details for the full cost plan.

After implementing the iterative allocation methodology, all allocable central service costs have been distributed to the operating departments and funds. Table 1 in the Executive Summary of this report summarized the distribution of the total allocable cost of \$18,122,817 to each recipient department for the OMB compliant CAP. Table 2 summarized the distribution of the total allocable cost of \$19,010,237 to each recipient department for the full cost CAP.



Appendix A

Appendix A lists the tables detailing the allocation methodology performed in allocating central service costs for the OMB compliant cost allocation plan.



Table A-1: Initial Allocation Percentages (OMB Compliant CAP)

Central Service Departments								
Central Service/Operating Departments	111: City Clerk	111: City Manager	111: Communications	111: Council	111: Finance	111: Human Resources	111: Non-Dept	111: Non-Dept - City Attorney
111: City Clerk	7.5%	7.5%	0.6%	7.5%	1.1%	1.4%	1.3%	7.5%
111: City Manager	3.5%	3.5%	3.0%	3.5%	2.7%	2.8%	2.8%	3.5%
111: Communications	0.8%	0.8%	0.8%	0.8%	1.0%	0.5%	0.5%	0.8%
111: Council	1.9%	1.9%	0.8%	1.9%	2.0%	1.5%	1.2%	1.9%
111: Finance	11.5%	11.5%	3.4%	11.5%	3.7%	6.0%	5.6%	11.5%
111: Human Resources	0.9%	0.9%	1.0%	0.9%	1.3%	1.8%	1.7%	0.9%
111: Non-Dept	7.0%	7.0%	21.1%	7.0%	14.6%	0.0%	1.6%	7.0%
111: Non-Dept - City Attorney	1.5%	1.5%	4.6%	1.5%	2.5%	0.0%	0.3%	1.5%
111: Community Development	6.0%	6.0%	5.4%	6.0%	5.5%	6.7%	6.5%	6.0%
111: Parks	4.2%	4.2%	3.8%	4.2%	5.2%	7.0%	6.9%	4.2%
111: Police	29.2%	29.2%	26.0%	29.2%	33.7%	56.9%	54.9%	29.2%
111: Public Works	10.3%	10.3%	10.9%	10.3%	11.5%	6.9%	7.2%	10.3%
122: Prevention Intervention	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.1%	0.0%
219: Sales Tax-Transit Fund A	0.2%	0.2%	0.1%	0.2%	0.2%	0.2%	0.2%	0.2%
220: Sales Tax-Transit C	0.2%	0.2%	0.1%	0.2%	0.1%	0.2%	0.2%	0.2%
221: State Gasoline Tax Fund	4.5%	4.5%	4.2%	4.5%	4.0%	4.4%	4.4%	4.5%
222: Measure R	0.0%	0.0%	0.0%	0.0%	0.1%	0.1%	0.1%	0.0%
224: Office of Traffic & Safety	0.1%	0.1%	0.2%	0.1%	0.1%	0.2%	0.2%	0.1%
225: Cal Cops Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
227: Offc of Criminal Justice	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
230: Homeland Security Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
233: Bullet Proof Vest Grant	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
239: Federal CDBG Fund	1.6%	1.6%	2.1%	1.6%	1.9%	0.4%	0.5%	1.6%
241: CAL Home	0.5%	0.5%	0.7%	0.5%	0.4%	0.0%	0.1%	0.5%
242: HUD Home Program	4.2%	4.2%	6.3%	4.2%	3.2%	0.0%	0.5%	4.2%
252: ABC	0.0%	0.0%	0.1%	0.0%	0.0%	0.1%	0.1%	0.0%
254: Home American Rescue Plan	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
275: Successor Agency	0.2%	0.2%	0.2%	0.2%	0.2%	0.4%	0.4%	0.2%
283: Sewer Maintenance Fund	0.3%	0.3%	0.5%	0.3%	0.3%	0.0%	0.1%	0.3%
285: Solid Waste Mgmt Fund	0.2%	0.2%	0.3%	0.2%	0.3%	0.0%	0.0%	0.2%
287: Solid Waste Recycle Grant	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
535: Measure L Strt Lght & Lndscp Assess	1.6%	1.6%	1.9%	1.6%	1.5%	0.5%	0.6%	1.6%
681: Water Department Fund	2.0%	2.0%	1.9%	2.0%	2.7%	1.9%	1.9%	2.0%



Table A-2: Final Allocation Percentages (OMB Compliant CAP)

Central Service/Operating Departments	Central Service Departments							
	111: City Clerk	111: City Manager	111: Communications	111: Council	111: Finance	111: Human Resources	111: Non-Dept	111: Non-Dept - City Attorney
111: City Clerk	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: City Manager	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: Communications	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: Council	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: Finance	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: Human Resources	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: Non-Dept	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: Non-Dept - City Attorney	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
111: Community Development	8.8%	8.8%	8.2%	8.8%	7.8%	7.9%	7.8%	8.8%
111: Parks	6.7%	6.7%	6.4%	6.7%	7.4%	8.0%	8.0%	6.7%
111: Police	47.1%	47.1%	46.1%	47.1%	49.9%	63.9%	62.7%	47.1%
111: Public Works	15.1%	15.1%	14.9%	15.1%	15.0%	8.9%	9.2%	15.1%
122: Prevention Intervention	0.0%	0.0%	0.1%	0.0%	0.0%	0.1%	0.1%	0.0%
219: Sales Tax-Transit Fund A	0.2%	0.2%	0.2%	0.2%	0.3%	0.3%	0.3%	0.2%
220: Sales Tax-Transit C	0.2%	0.2%	0.2%	0.2%	0.2%	0.3%	0.3%	0.2%
221: State Gasoline Tax Fund	6.6%	6.6%	6.2%	6.6%	5.6%	5.2%	5.3%	6.6%
222: Measure R	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%	0.1%
224: Office of Traffic & Safety	0.1%	0.1%	0.2%	0.1%	0.1%	0.2%	0.3%	0.1%
225: Cal Cops Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
227: Offc of Criminal Justice	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
230: Homeland Security Fund	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
233: Bullet Proof Vest Grant	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
239: Federal CDBG Fund	2.2%	2.2%	2.6%	2.2%	2.3%	0.7%	0.8%	2.2%
241: CAL Home	0.7%	0.7%	0.9%	0.7%	0.5%	0.1%	0.1%	0.7%
242: HUD Home Program	5.6%	5.6%	7.3%	5.6%	4.1%	0.6%	1.1%	5.6%
252: ABC	0.0%	0.0%	0.1%	0.0%	0.1%	0.1%	0.1%	0.0%
254: Home American Rescue Plan	0.0%	0.0%	0.1%	0.0%	0.0%	0.0%	0.0%	0.0%
275: Successor Agency	0.3%	0.3%	0.3%	0.3%	0.3%	0.5%	0.5%	0.3%
283: Sewer Maintenance Fund	0.5%	0.5%	0.5%	0.5%	0.3%	0.1%	0.1%	0.5%
285: Solid Waste Mgmt Fund	0.3%	0.3%	0.4%	0.3%	0.4%	0.1%	0.1%	0.3%
287: Solid Waste Recycle Grant	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
535: Measure L Strt Lght & Lndscp Assess	2.2%	2.2%	2.4%	2.2%	2.0%	0.8%	0.9%	2.2%
681: Water Department Fund	3.0%	3.0%	2.8%	3.0%	3.5%	2.3%	2.4%	3.0%



Table A-3: Final Allocation Amounts (OMB Compliant CAP)

Department Classification	Department	Central Service Departments								Total Allocation
		111: City Clerk	111: City Manager	111: Communications	111: Council	111: Finance	111: Human Resources	111: Non-Dept	111: Non-Dept - City Attorney	
		346,751	1,637,062	0	0	1,905,460	526,094	11,147,450	2,560,000	18,122,817
Central Service	111: City Clerk	-	-	-	-	-	-	-	-	-
Central Service	111: City Manager	-	-	-	-	-	-	-	-	-
Central Service	111: Communications	-	-	-	-	-	-	-	-	-
Central Service	111: Council	-	-	-	-	-	-	-	-	-
Central Service	111: Finance	-	-	-	-	-	-	-	-	-
Central Service	111: Human Resources	-	-	-	-	-	-	-	-	-
Central Service	111: Non-Dept	-	-	-	-	-	-	-	-	-
Central Service	111: Non-Dept - City Attorney	-	-	-	-	-	-	-	-	-
Operating Department	111: Community Development	30,557	144,266	-	-	148,673	41,304	866,660	225,600	1,457,061
Operating Department	111: Parks	23,268	109,853	-	-	140,702	42,142	891,282	171,786	1,379,033
Operating Department	111: Police	163,361	771,253	-	-	951,067	336,390	6,992,287	1,206,068	10,420,427
Operating Department	111: Public Works	52,283	246,834	-	-	284,932	46,705	1,030,207	385,993	2,046,953
Operating Department	122: Prevention Intervention	89	419	-	-	626	281	6,796	655	8,866
Operating Department	219: Sales Tax-Transit Fund A	842	3,975	-	-	5,186	1,476	29,649	6,217	47,345
Operating Department	220: Sales Tax-Transit C	792	3,738	-	-	3,187	1,446	29,592	5,845	44,599
Operating Department	221: State Gasoline Tax Fund	22,753	107,421	-	-	107,289	27,302	585,282	167,983	1,018,030
Operating Department	222: Measure R	289	1,363	-	-	1,979	642	13,336	2,131	19,738
Operating Department	224: Office of Traffic & Safety	367	1,734	-	-	2,589	1,164	28,121	2,711	36,686
Operating Department	225: Cal Cops Fund	-	-	-	-	-	-	-	-	-
Operating Department	227: Offc of Criminal Justice	-	-	-	-	-	-	-	-	-
Operating Department	230: Homeland Security Fund	3	12	-	-	102	2	40	19	178
Operating Department	233: Bullet Proof Vest Grant	5	25	-	-	203	4	79	39	355
Operating Department	239: Federal CDBG Fund	7,777	36,716	-	-	43,886	3,674	90,864	57,416	240,333
Operating Department	241: CAL Home	2,343	11,061	-	-	10,186	402	14,870	17,297	56,159
Operating Department	242: HUD Home Program	19,573	92,405	-	-	78,255	3,243	122,473	144,501	460,450
Operating Department	252: ABC	157	740	-	-	1,179	426	10,373	1,157	14,031
Operating Department	254: Home American Rescue Plan	165	779	-	-	921	32	1,100	1,219	4,216
Operating Department	275: Successor Agency	1,202	5,676	-	-	6,579	2,557	51,759	8,877	76,651
Operating Department	283: Sewer Maintenance Fund	1,588	7,498	-	-	6,398	400	12,175	11,725	39,785
Operating Department	285: Solid Waste Mgmt Fund	1,196	5,648	-	-	7,080	373	10,411	8,833	33,541
Operating Department	287: Solid Waste Recycle Grant	134	633	-	-	583	23	818	990	3,180
Operating Department	535: Measure L Strt Lght & Lndscp Assess	7,571	35,743	-	-	37,345	3,960	97,240	55,894	237,752
Operating Department	681: Water Department Fund	10,436	49,268	-	-	66,516	12,146	262,038	77,045	477,450



Appendix B

Appendix B provides the table detailing the allocation performed in allocating central service costs for the full cost allocation plan. The methodology for the full plan is the same as for the OMB compliant plan, as it is the most reasonable and represents how indirect support is provided in the City. The difference between the two plans, as has been described in this report, is in the costs that can be allocated.

Table B-1: Final Allocation Amounts (Full CAP)

Department Classification	Department	Central Service Departments								Total Allocation
		111: City Clerk	111: City Manager	111: Communications	111: Council	111: Finance	111: Human Resources	111: Non-Dept	111: Non-Dept - City Attorney	
		346,751	1,659,062	395,814	441,606	1,905,460	549,094	11,152,450	2,560,000	19,010,237
Central Service	111: City Clerk	-	-	-	-	-	-	-	-	-
Central Service	111: City Manager	-	-	-	-	-	-	-	-	-
Central Service	111: Communications	-	-	-	-	-	-	-	-	-
Central Service	111: Council	-	-	-	-	-	-	-	-	-
Central Service	111: Finance	-	-	-	-	-	-	-	-	-
Central Service	111: Human Resources	-	-	-	-	-	-	-	-	-
Central Service	111: Non-Dept	-	-	-	-	-	-	-	-	-
Central Service	111: Non-Dept - City Attorney	-	-	-	-	-	-	-	-	-
Operating Department	111: Community Development	30,565	146,243	32,524	38,927	148,739	43,207	869,225	225,659	1,535,089
Operating Department	111: Parks	23,256	111,270	25,459	29,618	140,600	43,836	888,314	171,694	1,434,048
Operating Department	111: Police	163,254	781,103	182,264	207,913	950,186	349,809	6,966,101	1,205,274	10,805,903
Operating Department	111: Public Works	52,323	250,343	59,263	66,636	285,259	49,227	1,041,578	386,289	2,190,917
Operating Department	122: Prevention Intervention	88	423	221	113	623	289	6,701	653	9,111
Operating Department	219: Sales Tax-Transit Fund A	842	4,028	690	1,072	5,184	1,539	29,618	6,215	49,190
Operating Department	220: Sales Tax-Transit C	791	3,787	715	1,008	3,184	1,505	29,518	5,843	46,351
Operating Department	221: State Gasoline Tax Fund	22,761	108,902	24,588	28,987	107,353	28,589	587,668	168,040	1,076,889
Operating Department	222: Measure R	288	1,380	331	367	1,977	667	13,274	2,129	20,413
Operating Department	224: Office of Traffic & Safety	366	1,750	913	466	2,577	1,197	27,730	2,700	37,699
Operating Department	225: Cal Cops Fund	-	-	-	-	-	-	-	-	-
Operating Department	227: Off of Criminal Justice	-	-	-	-	-	-	-	-	-
Operating Department	230: Homeland Security Fund	3	13	1	3	102	2	40	19	183
Operating Department	233: Bullet Proof Vest Grant	5	25	3	7	203	4	80	39	366
Operating Department	239: Federal CDBG Fund	7,788	37,262	10,220	9,918	43,976	3,966	93,907	57,497	264,535
Operating Department	241: CAL Home	2,347	11,230	3,424	2,989	10,220	469	16,009	17,328	64,016
Operating Department	242: HUD Home Program	19,608	93,814	28,796	24,971	78,541	3,801	132,052	144,759	526,342
Operating Department	252: ABC	156	747	386	199	1,175	439	10,247	1,153	14,504
Operating Department	254: Home American Rescue Plan	165	791	236	211	923	37	1,178	1,221	4,762
Operating Department	275: Successor Agency	1,202	5,750	1,257	1,531	6,574	2,663	51,628	8,873	79,477
Operating Department	283: Sewer Maintenance Fund	1,591	7,611	2,126	2,026	6,419	448	12,873	11,744	44,837
Operating Department	285: Solid Waste Mgmt Fund	1,198	5,733	1,537	1,526	7,095	411	10,905	8,846	37,250
Operating Department	287: Solid Waste Recycle Grant	134	642	181	171	585	27	880	991	3,612
Operating Department	535: Measure L Strt Lght & Lndscp Assess	7,580	36,267	9,503	9,654	37,420	4,244	99,803	55,962	260,433
Operating Department	681: Water Department Fund	10,439	49,947	11,176	13,295	66,545	12,720	263,119	77,071	504,312



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City of Huntington Park

User Fee Study (ATTACHMENT "C")



What are User Fees

- Provide private benefit with limited to no community benefit
- State law requires that 1) individual use of the service must be voluntary, and 2) fees must reasonably relate to the services provided
- Fee levels & cost recovery determined through City Council fee adoption
- Does not include development impact fees, utility rates, taxes, etc.

Why Update User Fees

- Subsidies in services impact the General Fund
 - Private & specific benefit services are subsidized by general fund
 - Reduces ability to fund general benefit activities like public safety & community events/programs
- Decreased department funding can impact service quality/delivery
- Cost recovery knowledge and planning
 - Provides clarity of pressures on City resources
 - Enables City to strategize and set fees to benefit of the City and community
 - State requirements for reasonable cost-based fees

User Fee Objectives & Steps

- Determine full cost of providing services or programs
 - Review fee schedules based on service delivery
 - Identify potential new fees (not currently collected)
 - Remove or restructure obsolete fees
 - Using fully-burdened rates, calculate full cost recovery
- Update fees for services based on cost analysis
 - Incorporate or establish cost recovery goals
 - ✓ Subsidies allow access to services and can promote compliance
 - Identify appropriate fee levels that:
 - ✓ Promote local policies and objectives
 - ✓ Maintain legal compliance with state law

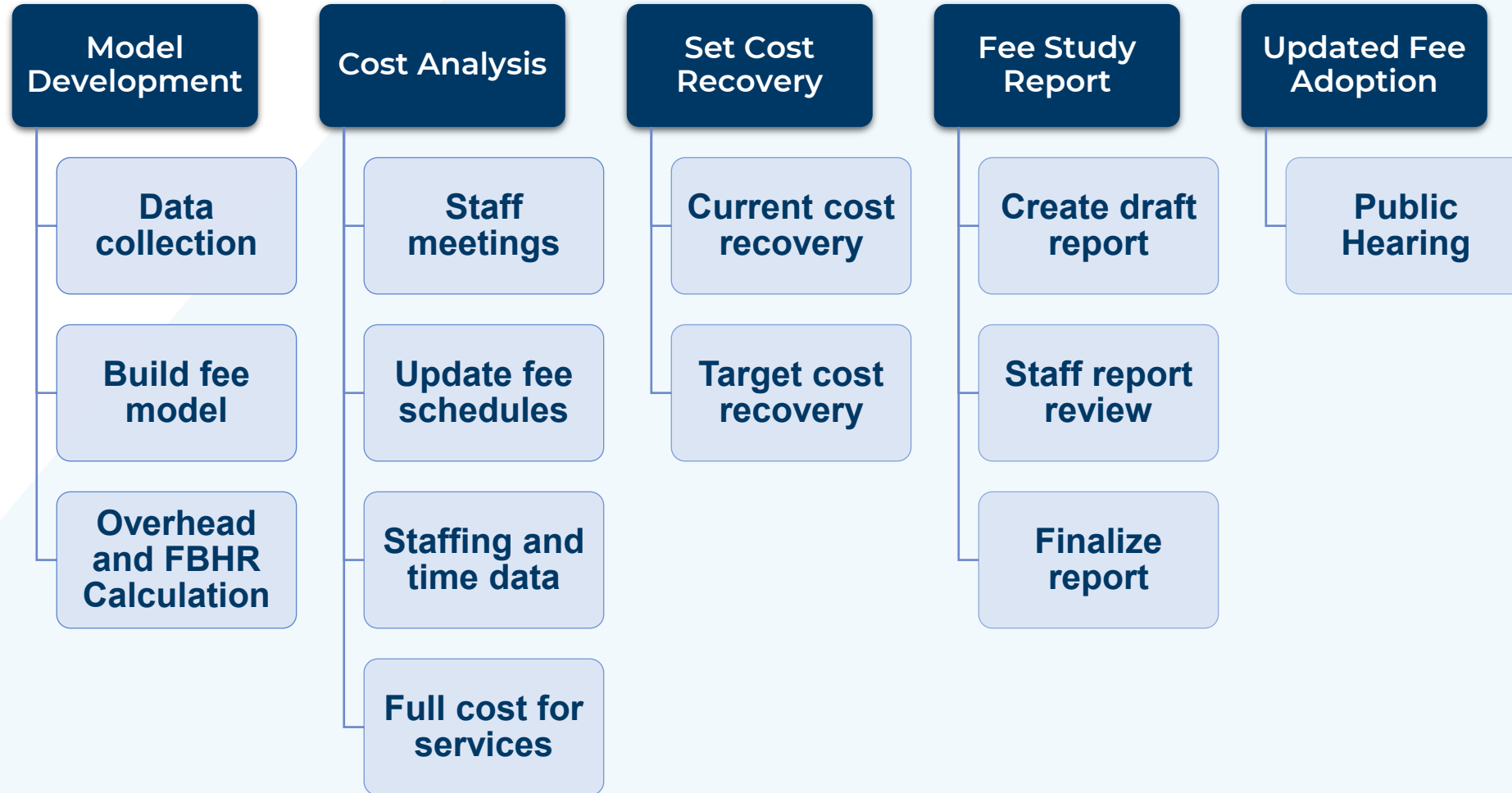
Scope of the Study

- Review and calculate cost of providing services and related fees charged by the following departments and divisions:
 - Finance
 - City Clerk
 - Police
 - Parks and Recreation
 - Planning
 - Building and Safety
 - Public Works
 - Fire

Data & City Staff Participation

- Primary types of data used:
 - Expenditure data
 - Staffing structures
 - Central service/Indirect overhead
 - Productive/billable hours
 - Time estimates to complete tasks
 - City/Department input, feedback and policies
- Staff support throughout process essential to ensure analysis fidelity

Summary Steps of the Study



Fee Structures

Flat Fees

- Reasonable time estimates for providing service

Actual Cost / Deposit Based Fees

- Services are billed using Fully Burdened Hourly Rates

Fees determined by project size

- Programmic analysis determines the cost relationship between project size and cost of service

Recreation Activities / Programs / Rental / Use Fees

- Fees can be set based on policy, usage characteristics, comparison, and market based

Fines / Penalties

- Not a cost-based fee, set to deter activity, without being overburdensome

Cost of Service Calculation

- Primary types of data used:
 - Salary & Benefits
 - Services and supply costs
 - Indirect support costs
 - System and maintenance costs
- Hourly rates structured to account for direct work hours



Fee Cost Composition Example

- Fully Burdened Hourly rates predominately used to calculate full cost for fees
- Important to keep in mind all processes, personnel, cross department, and indirect support involved to calculate full cost for services



Finance

- Analysis of services relied upon a time-based analysis
- Current fee amounts are subsidizing services
- Suggested fee notes:
 - An increase to 13 fees
 - 5 new fees would be added
 - 11 fees would remain as currently set
 - The average fee change would be an increase of 8%.
 - An increase to 83 parking fines and penalties
 - 10 parking fines and penalties would remain as currently set
 - The average fee change for parking fines and penalties would be an increase of 171%.

City Clerk

- Time based analysis for flat fees
- There are limited subsidies in the department
- Suggested fee notes:
 - An increase to the copy fee
 - 3 fees would remain as currently set
 - The average fee change would be an increase of .22%

Police

- Time based analysis for flat fees
- Current fee amounts are subsidizing services
- Suggested fee notes:
 - An increase to 27 fees
 - 6 fees would decrease
 - 1 fee for Pick Up of Live Animals would change from a flat fee to Actual Cost per County Animal Control
 - 4 new fees would be added
 - The average fee change would be an increase of 46%

Parks and Recreation

- Facility rental fees are set based on policy considerations, usage factors, and market factors
- Staff fees were based on a time based analysis
- Department is currently at operating around 6% cost recovery
- Suggested fee notes:
 - An increase to 323 fees
 - 1 new fee would be added for a Public Works Hourly Rate for Special Events
 - 43 fees would remain as currently set
 - The average fee change would be an increase of 35%

Planning

- Time based analysis for flat fees
- Current fee amounts are subsidizing services
- Suggested fee notes:
 - An increase to 54 fees
 - 8 fees would decrease
 - 6 fees would remain as currently set
 - The average fee change would be an increase of 52%

Building

- Time based analysis
- Current fees are subsidizing services
- Suggested Fee Notes
 - An Increase to 186 fees
 - 21 fees would decrease
 - 2 fees would change from a flat fee to an hourly rate
 - 8 fees would remain as currently set
 - The average fee change would be an increase of 84%
- Building Permit Program
 - Cost analysis found that pro Current fee amounts are subsidizing services gram is currently operating at 95% cost recovery
 - Staff is recommending fees be increased to obtain 100% cost recovery

Public Works

- Time based analysis for flat fees
- Current fee amounts are subsidizing services
- Suggested fee notes:
 - An increase to 170 fees
 - 22 fees would decrease
 - 2 new fees would be added
 - 2 fees would change to an hourly rate from a flat fee
 - 8 fees for Equipment would change to the FEMA rate from a flat fee
 - 16 fees would remain as currently set
 - The average fee change would be an increase of 41%

Fire

- Fire Services are provided by LA County Fire Department
- Staff has suggested to change the Fire Safety Officer Personnel fee from a flat fee to be per the County Rate.

Policy Considerations

- General standard: individuals or groups who receive private benefit from service should pay 100% of cost
- In certain situations, subsidization is an effective public policy tool:
 - Encourage participation
 - Ensure compliance when cost is prohibitive to residents
 - Promote access to services
- Recommend that City utilize inflation factor to annually adjust fees based on CPI, MOU, or another factor
- Comprehensive fee study every 5 years

Questions



ORDINANCES AND RESOLUTIONS

ITEM 1



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

September 23, 2025

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

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF THE CITY OF HUNTINGTON PARK EMERGENCY OPERATIONS PLAN (EOP)

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the City of Huntington Park Emergency Operations Plan (EOP); and
2. Adopt a Resolution formally adopting the City of Huntington Park Emergency Operations Plan (EOP) as the City's official framework for emergency management, disaster response, preparedness, and recovery; and
3. Authorize the City Manager to implement and maintain the plan in coordination with all City departments.

BACKGROUND

The preservation of life, property, and the environment are inherent responsibilities of local, state, and federal government agencies. Disasters can occur at any time, often without warning. It is critical that the City of Huntington Park maintain a comprehensive and coordinated approach to emergency preparedness, response, recovery, and mitigation.

The Emergency Operations Plan (EOP) establishes the City's Emergency Management Organization and provides the structure necessary for effective response to emergencies of varying scope. The plan is consistent with the California Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and guidance provided by the California Governor's Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA).

The plan ensures a whole community approach by integrating City departments, regional partners, and community stakeholders in disaster preparedness and response efforts.

CONSIDERATION AND APPROVAL OF THE CITY OF HUNTINGTON PARK EMERGENCY OPERATIONS PLAN (EOP)

September 23, 2025
Page 2 of 2

DISCUSSION

In the event of a disaster, City officials will activate the Emergency Operations Center (EOC) to coordinate the City's response and recovery efforts. The newly built EOC will serve as the central hub for implementing both short term and long-term policies, programs, and projects designed to reduce loss of life, prevent injuries, limit property damage, and guide recovery operations. Disasters, whether natural or human caused, impact the community not only physically, but also financially, economically, and psychologically. The EOP provides a clear framework of roles and responsibilities, ensuring that City officials can effectively staff critical positions and manage the functions necessary for the successful operation of the EOC.

The updated EOP provides the City of Huntington Park with:

- A comprehensive framework to guide emergency operations before, during, and after an incident.
- Clearly defined roles and responsibilities for City departments, ensuring coordination and accountability.
- Integration with Los Angeles County's Emergency Response Plan and the California Emergency Plan.
- Compliance with federal and state requirements for disaster response, which is essential for the City's eligibility for state and federal funding and reimbursement following a declared emergency.
- Procedures for communication, resource management, evacuation, sheltering, and recovery.

The EOP demonstrates the City's commitment to reducing the risks and impacts of natural and human made disasters. It provides a framework to safeguard the City and community by strengthening preparedness, mitigation, response, and recovery efforts.

FISCAL IMPACT/FINANCING

There is no direct fiscal impact associated with the adoption of the Emergency Operations Plan. Implementation will be carried out by existing City staff as part of their assigned duties. Any future costs associated with training, exercises, or plan updates will be identified during the budget process or through available grant funding.

CONCLUSION

CONSIDERATION AND APPROVAL OF THE CITY OF HUNTINGTON PARK EMERGENCY OPERATIONS PLAN (EOP)

September 23, 2025

Page 2 of 2

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

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

COSME LOZANO
Chief of Police

ATTACHMENT(S)

- A. Resolution adopting the Emergency Operations Plan - Adoption
- B. City of Huntington Park Emergency Operations Plan - Part I
- C. City of Huntington Park Emergency Operations Plan - Part II

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF HUNTINGTON PARK, CALIFORNIA,
ADOPTING THE CITY OF HUNTINGTON PARK
EMERGENCY OPERATIONS PLAN (EOP)**

WHEREAS, the City of Huntington Park recognizes the importance of maintaining preparedness to effectively respond to natural disasters, technological incidents, and human-caused emergencies that may impact the City and its residents; and

WHEREAS, the City's Emergency Operations Plan (EOP) establishes policies, organizational structures, and procedures consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS); and

WHEREAS, the EOP provides guidance to City departments, partner agencies, and stakeholders for coordinated response and recovery operations during emergencies and disasters; and

WHEREAS, the EOP outlines the roles and responsibilities of City officials and staff, ensuring continuity of government operations, effective allocation of resources, and protection of life, property, and the environment; and

WHEREAS, adoption of the EOP will enhance the City's ability to access state and federal disaster assistance and grant programs by demonstrating compliance with established emergency planning requirements; and

WHEREAS, the City Council has reviewed the Emergency Operations Plan and finds it to be consistent with the City's commitment to public safety, preparedness, and resilience.

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

SECTION 1. The City Council hereby adopts the City of Huntington Park Emergency Operations Plan (EOP).

SECTION 2. The City Manager, Chief of Police, and designated Emergency Services Coordinator are authorized to implement, maintain, and update the EOP as necessary to ensure continued compliance with federal, state, and local requirements.

SECTION 3. The City Clerk shall certify to the adoption of this Resolution, and the Resolution shall be in full force and effect immediately upon adoption.

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PASSED, APPROVED AND ADOPTED this 23rd day of September 2025.

Arturo Flores,
Mayor

ATTEST:

Eduardo Sarmiento,
City Clerk

ATTACHMENT "B"

2025



Part I

EMERGENCY OPERATIONS PLAN Introduction & Overview

CITY OF HUNTINGTON PARK

EMERGENCY OPERATIONS PLAN

Part I

2025

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EMERGENCY OPERATIONS PLAN

PART 1: BASE PLAN

JANUARY 2025

PREPARED FOR	PREPARED BY
City of Huntington Park	Lieutenant Elsa Cobian Sergeant Mike Parsa

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1.2 Letter of Promulgation

To: The City of Huntington Park, Employees and Residents:

The protection of life, property, and the environment is a fundamental responsibility shared by local, state, and federal governments. Because disasters can occur at any time, the City of Huntington Park must take proactive measures to safeguard lives and reduce the impact on property and the environment through comprehensive planning, preparedness, and training. Well-designed emergency plans, executed by trained and knowledgeable personnel, are essential to minimizing losses.

The City's Emergency Operations Plan (EOP) establishes an Emergency Management Organization and outlines responsibilities in alignment with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This plan ensures coordination through a whole community approach and authorizes city personnel to act effectively before, during, and after an emergency.

Developed for city departments with emergency service responsibilities, the EOP follows guidance from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (Cal OES). Its purpose is to provide direction from the onset of an emergency through extended response and recovery phases.

Once adopted, this EOP will serve as an extension of both the County of Los Angeles Emergency Response Plan and the California Emergency Plan. It will be reviewed, tested, and updated periodically to reflect evolving conditions, lessons learned, and new state or federal guidance.

The Huntington Park City Council will review and approve the EOP. Upon adoption, it will be officially promulgated, remaining in effect until amended or rescinded. This promulgation represents the City's ongoing commitment to emergency management and to fostering a safe, prepared, and resilient community.

City Manager, Ricardo Reyes

City of Huntington Park

1.3 Approval & Implementation

The Huntington Park Emergency Operations Plan addresses the City's planned response to emergency situations associated with natural or man-made disasters under an all-hazards approach. This plan does not apply to normal day-to-day emergencies incidents or established procedures used to cope with such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the city.
- Identifies the roles and responsibilities required to protect the health and safety of city residents, public and private property, and the environment due to natural or human-caused emergency disasters.
- Establishes operational concepts in support of field response to emergencies, the City's Emergency Operation Center (EOC) activities and the recovery process.

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date is included on the title page, and the plan will be distributed to city departments, supporting agencies, and community organizations having primary responsibilities with the Emergency Operations Plan, as necessary.

Upon the delegation of authority from the City Manager, specific modifications can be made to this plan without the signature of the City Council. This Emergency Operations Plan and its attachments supersede all previous versions of the City's Emergency Operations Plan.

1.4 Plan Concurrence

The following list of signatures represents concurrence and receipt of the 2025 City Emergency Operations Plan.

The **City Manager** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **City Clerk** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **Communications and Community Relations Development** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **Community Development Department** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **Finance Department** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **Human Resources Department** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **Parks and Recreation Department** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **Police Department** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

The **Public Works Department** concurs with the City of Huntington Park Emergency Operations Plan. As needed, revisions will be submitted to the Emergency Management Coordinator.

1.5 Record of Changes

Version Number	Date of Change	Change Made By	Date of Approval	Change Approved by	Description of change
1					
2					
3					
4					
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6					
7					
8					
9					
10					

1.6 Record of Distribution

Recipient Name	Recipient Title	Date of Delivery	Number of Copies Provided
Ricardo Reyes	City Manager		1
TBD	City Council		1
Eduardo Sarmiento	City Clerk		1
Sergio Infanzon	Director of Communications and Community Relations		1
Louis Morales	Director of Community Development		1
Jeff Jones	Director of Finance		1
Marisol Nieto	Manager, Human Resource Department		1
Cynthia Norzagaray	Director of Parks and Recreation		1
Gerardo Lopez	Director of Public Works		1
Cosme Lozano	Chief of Police		1
TBD	Chief of LACFD		1
TBD	Watch Commander		1
TBD	HPPD Dispatch		1
David Ashman	DMAC Area E		1

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2 Purpose, Scope, Situation and Assumptions

2.1 Purpose

The purpose of the Huntington Park Emergency Operations Plan is to provide the planning basis for a coordinated response to emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This plan is the principal guide for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a community approach to emergency management to facilitate a response that is inclusive of the entire community.
- Identify the organizational framework for the overall management and coordination of emergency operations in the city by implementing the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the city.
- Define the operational concepts and procedures associated with the EOC interface with the field responders.
- Facilitate mutual aid to supplement City resources.
- Facilitate multi-agency and multi-jurisdictional coordination between local government, the private sector, operational area (OA), and state and federal agencies.
- Support the provision of emergency public information, including information on personal protective actions the public can take.
- Serve as an operational plan and reference document that can be used for pre-emergency planning in addition to emergency operations.
- Use in coordination with applicable local, state, and federal contingency plans.

Finally, this plan is divided into two parts that contain general and specific information relating to city emergency management operations. Those parts are as follows:

PART I - Basic Plan. This part provides the structure and organization of the city's emergency management structure, identifies roles and responsibilities, describes the concept of emergency operations, and identifies how the city implements SEMS and NIMS, as established by federal and state emergency management entities.

PART II - EOC Management and Plan Implementation. This part provides an introduction to EOC operations, processes, considerations, EOC sections, and positions and provides supporting documentation such as job aids and forms to support an EOC activation.

2.2 Scope

The policies, procedures and provision of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation activities within the City of Huntington Park.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the City, as well as situations requiring a planned and coordinated response by multiple agencies or jurisdictions.

This plan will be used in coordination with the State Emergency Plan and the National Response Framework.

2.3 Situation Overview

The City of Huntington Park, situated within Los Angeles County, faces a variety of hazards. This plan was developed using an all-hazards planning approach and leverages the specific hazard and vulnerability findings that are identified in the County of Los Angeles All-Hazards Mitigation Plan, which includes, but are not limited to:

- Climate Change
- Dam Failure
- Earthquake
- Flood
- Landslide
- Wildfire
- Criminal/Terrorism
- Industrial Accident
- Rail/Aviation Accident
- Explosion
- Pandemic/Public Health Incident
- Public Order Incident

More detailed information regarding the hazards to the County and the City can be found in the current County of Los Angeles All-Hazards Mitigation Plan.

2.4 Planning Assumption

The following are assumptions used during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to, and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day or night, in populated and remote areas of the City.

- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. Therefore, it is essential that NIMS, SEMS, and ICS are implemented immediately by responding agencies and expanded as the situation dictates.
- Large-scale emergencies and disasters may overburden local resources and require mutual aid from neighboring jurisdictions (DMAC).
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- The City of Huntington Park is primarily responsible for emergency actions within city boundaries and will commit all available resources to save lives, minimize injury to persons, protect the environment, and minimize property damage.
- Major emergencies and disasters may generate widespread media and public interest; information provided to the public **needs to be accurate** and timely. Additionally, the media must be considered an ally in large-scale emergencies and disasters; it can provide considerable assistance in emergency public information and warnings.
- Large-scale emergencies and disasters may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant catastrophes and emergencies, all strategic decisions must consider each threat.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, and NIMS, SEMS, and ICS.

The City of Huntington Park is located in the southeast region of Los Angeles County and is approximately seven 7 miles south of Downtown Los Angeles. It consists of 3.02 square miles and has a total population of approximately 54,883 residents, of whom 97 percent are Hispanic/Latino, and about half were born outside the U.S.

The City intends to fulfill the policies described here within the capabilities and resources available during an emergency or disaster.

This plan uses a community approach where residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interests. Engaging in the community emergency management planning process builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.

- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with representation from city departments and various other stakeholders. The effectiveness of the emergency response is largely based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g., fire, law, etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strengths of the emergency management system and organization within the region include Emergency Operations Centers (EOCs), mass notification systems, and communication systems.
3. The preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the City of Huntington Park will improve not only the city's resiliency to emergency disasters but also the region.

3 Concept of Operations

3.1 Response

During a major emergency response, the City will work in coordination with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the City of Huntington Park follows a specific response structure that designates the way local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations provides guidance to City decision makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The response phase concept of operations the City practices can be summarized in six key elements: (1) goals, priorities, and strategies; (2) plan activation; (3) proclaiming an emergency; (4) presidential declarations; (5) emergency management response levels; and (6) the sequence of events during disasters.

3.1.1 Goals, Priorities and Strategies

Operational Goals: During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- 1 Mitigate Hazards
- 2 Meet basic human needs
- 3 Address needs of people with access and functional needs
- 4 Restore essential services
- 5 Support community and economic recovery

Operational Priorities: Operational priorities govern resource allocation and the response strategies for the City and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate hazards** –As soon as practical during the disaster response, suppress, reduce, or eliminate hazards/risks to people, property, and the environment to lessen their actual or potential effects/consequences.
- **Meet basic human needs** –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- **Address needs of individuals with disabilities or access and functional needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- **Restore essential services** –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably. Promoting expeditious recovery of the affected areas.

3.1.2 Plan Activation

The City of Huntington Park Emergency Operations Plan may be activated by the City Manager or designated alternates under any of the following circumstances:

- By order of the City Manager as designated by the City of Huntington Park Municipal Code Section 4-4.06, or as needed on the authority of the City Manager or designee (Chief of Police) based on incident complexity.
- Upon proclamation by the Governor that a State of Emergency exists.
- Automatically on the proclamation of a State of War Emergency.
- Upon the declaration by the President of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

3.1.3 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, and (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdiction and local government, they are not a prerequisite to providing mutual aid and assistance

under existing agreements or requesting assistance from agencies such as the American Red Cross, the Los Angeles County, or the State of California.

Local Emergency Proclamations:

In the case of the existence or likely existence of an emergency that threatens the people, property, or environment of Huntington Park, and the condition is beyond the capability of the city to control effectively, the City Manager¹ MAY proclaim a Local Emergency.

A Local Emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, pandemic, drought, sudden and severe energy shortage, or other conditions.

If assistance is requested through the California Disaster Act (CDAA), a Local Emergency may be recommended by the City Manager as specified by the City of Huntington Park Municipal Code and issued within **10 days after the actual occurrence of a disaster.**

A Local Emergency Proclamation must be ratified by the **City Council within 7 days.**

The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee (Emergency Service Workers)
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment; and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful order
- Conduct emergency operations without incurring legal liability for performance or failure of performance (Article 17 of the Emergency Services Act provides for certain privileges and immunities)
- Declare a City-wide curfew based on the severity of the incident

¹ See Annex - Sample - City of Huntington Park and LA County Local Emergency Proclamation

When the City proclaims a Local Emergency, it will:

- Notify the Office of Emergency Management (OEM) Duty Officer
- Notify the Disaster Management Area Coordinator (DMAC)

Proclamation of a State Emergency:

The Governor proclaims a State of Emergency based on the formal request from the Huntington Park City Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual and threatened damage due to the emergency. Can also direct them to provide supplemental services and equipment to political subdivisions to restore any service to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on emergency response activities.

Proclamation of a State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receiving a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

3.1.4 Presidential Declarations

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (41 USC §5121 et seq.). This also allows the president to provide federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

3.1.5 Emergency Operations Center Levels

The City of Huntington Park Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed normal day-to-day capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated and to what level.

The City of Huntington Park has three levels of EOC activation:

Activation Level	Detail	Event or Situation	Minimum Staffing
Level III Minimum	Level Three - minimum activation.	<ul style="list-style-type: none"> Events with potential impacts on the health & safety of the public and/or environment Weather Alerts Incident involving 2+City departments Low-risk planned event Wind or rainstorm Power outage and Stage 1 & 2 emergencies 	<ol style="list-style-type: none"> EOC Director Other Designees (Deputy Director - Chief of Police, Captain of Police, Watch Commander)
Level II Medium	Level Two - activation is increased from Level Three. Used for emergencies or planned events that require more than a minimum staff but would not call for a full activation/staffing	<ul style="list-style-type: none"> Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large-scale power outage and Stage 3 power emergencies Hazardous Material Incidents involving large scale or large-scale evacuations 	<ol style="list-style-type: none"> EOC Director Other Designees (Deputy Director - Chief of Police, Captain of Police, Watch Commander) Section Coordinators
Level I High	Level One - complete & full activation of all organizational elements & staffing. Level	<ul style="list-style-type: none"> Major County/City or Regional emergency, multiple departments with heavy resource involvement 	<ol style="list-style-type: none"> EOC Director Other Designees (Deputy Director - Chief of Police, Captain of Police, Watch Commander) Section Coordinators

TABLE 1: EOC ACTIVATION LEVELS

3.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

Before Impact

Before an emergency ever occurs, the City of Huntington Park is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, and arranging to have the necessary resources available.

To remain ready to respond, the City will keep their emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

Routine Monitoring for Alerts, Watches, and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase the awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once an emergency occurs. This includes, but is not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Activating Emergency Operations Centers, even if precautionary

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives and protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation begins.

Proclaiming and Emergency: In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the city to control effectively, the City Council or the City Manager (Director of Emergency Services) if the Council is not in session, can proclaim a local emergency.

3.1.6.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, saving lives, and minimizing the effect of the disaster.

Below is a list of actions to be taken:

Alert and Notification: The public alerts Local response agencies about an incident through 911, another response agency, or other methods. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: HPPD and the City of Huntington Park will activate personnel to mobilize and support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources within the County or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the City by HPPD and LACFD. First responders arrive at the incident and function within their established field-level plans and procedures. The agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine, and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan (IAP), which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident in which multiple incident management teams are engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the Incident Command Post, HPPD 911 Dispatch, other Emergency Operations Centers, Regional Emergency Operations Centers, the State Emergency Operations Center, the Federal Emergency Operations Center, and National Response Framework organizational elements.

Huntington Park Emergency Operations Center Activation: Huntington Park will activate its Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, the EOC will help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The EOC can also improve the effectiveness of the response by reducing the

amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated, the EOC notifies the Operational Area that the Huntington Park Emergency Operations Center has been activated.

Communications between the field and the Emergency Operations Center: When the Huntington Park Emergency Operation Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center(s) or between the Incident Commander and the Emergency Operations Center. It should be remembered that the EOC is not the Incident Command Post and supports field response.

Operational Area Emergency Operations Center Activation: If one or more EOCs are activated or the event requires resources outside the City of Huntington Park, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the City of Huntington Park. The Operational Area Emergency Operations Center then coordinates resource requests from Huntington Park to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

Regional Emergency Operations Center Activation: Whenever an Operational Area Emergency Operations Center is activated, the California Office of Emergency Services Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notify the California Office of Emergency Services Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

State-Level Field Teams: The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional Emergency Operations Center activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate
- Process resource requests between the affected regions, unaffected regions, and state agency Department Operation Centers
- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established
- Coordinate interstate resource requests as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to monitor emergency conditions continuously

Federal Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a “unified and consistent message” to the public and the media. The information needs to be factual and not based on supposition or rumor. The information should provide known facts and not be defensive in context. Where practical, the agencies will activate a Joint Information Center to facilitate consistent information dissemination.

State Department Operations Center Activation: Each state agency may activate a Department Operations Center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may deploy to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

3.1.6.3 Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster, and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

3.1.6.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials will consider recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LAC) can be opened by the City of Huntington Park to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by Huntington Park, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible, and information needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

Joint Field Office: The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions.

3.2 Recovery

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for services such as these:

- (1) Assessment of the extent and severity of public and private property damages.
- (2) Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- (3) Repair of damaged homes, buildings, and infrastructure.
- (4) Professional counseling due to mental anguish and inability to cope.

The City of Huntington Park can help individuals and families recover by ensuring these services are available and seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

3.2.1 Short-Term

Short-term recovery operations begin during the response phase of the emergency. Although referred to as "short-term" recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems)
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses

in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City may provide shelter for disaster victims until housing can be arranged.

3.2.2 Long-Term

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years, depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

3.3 Continuity

Continuity of Operations and Government: A critical component of the City of Huntington Park emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority, is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continue operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. To this end, it is essential that local government units continue to function.

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)

- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies are to designate and appoint three standby officers for each member of a governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2, and 3.
- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency, or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible when a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not within the political subdivision.

4 Organization and Assignment of Responsibilities

4.1 Use of SEMS, NIMS, and ICS

For Huntington Park, this basic plan establishes the operational organization that is relied on to respond to an emergency. The City uses the Standardized Emergency Management System, The National Incident Management System, and the Incident Command System, to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within Los Angeles County.

The following sections list out the city's organization structure as well as departmental roles and responsibilities during an Emergency Operations Center activation. Additionally, it details the role that Disaster Management Area Coordinators (DMACs) have during an emergency.

4.2 Role of Elected Officials

All disasters are locally driven events, and the local official's role is to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in ongoing preparedness efforts and activities undertaken to prepare for disasters and emergencies and facilitate future response and recovery efforts. The following section details some of the local officials' roles and responsibilities during and following a disaster.

Elected Officials Role DURING an Emergency: The primary role of an elected official during a disaster is support. As the disaster is occurring and the immediate response is underway, elected officials best serve citizens by empowering and allowing first responders and EOC staff to manage the incident as they have been trained to do. Elected officials should allow them time to stabilize the situation. Elected officials' role consists of:

- Support and work with emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, declaring a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- Communicate quickly, clearly, and effectively to constituents and work with partners to ensure a coordinated message.
- Get accurate information out early and often, and ensure all messaging is coordinated amongst stakeholders. However, do not act independently regarding the release of information without incident command, EOC, or Director of Emergency Services concurrence
- Maintain situational awareness regarding the disaster by staying informed.
- Trust and empower emergency management staff.

- Rely on an EOC Liaison to help remain informed during the incident.
- Understand the disaster assistance programs available and application process for State and the Federal Disaster Declarations.
- Support the community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

4.3 Role of City Departments

In the event of an Emergency Operations Center activation, each Huntington Park department head is responsible for supporting emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned.

During local emergencies, City Employees are Disaster Service Workers and shall initially remain at work or, if recalled, shall report to their immediate supervisor as soon as possible following completing critical personal and family emergency responsibilities. When notified, personnel assigned to the EOC based on "Cadre Assignments" shall report to the Huntington Park Police-EOC located at 6538 Miles Avenue, Huntington Park, CA, 90255

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to support EOC staff in the event of extended operations. The sections below outline the designated responsibilities for each of the city departments. Details for department staff roles and responsibilities in the EOC are defined in the EOC position **JOB-AIDS included in PART II of this plan.**

City Council – Will ratify a local emergency, approve emergency orders, serve as city officials, and act in an advisory role for the director of emergency services.

City Manager – The City Manager is the Director of Emergency Services as established by the City of Huntington Park and serves as the EOC Director and is in Charge of the Management Section of the EOC. The City Manager or designee (e.g., Chief of Police) will serve as the EOC Manager/Director, overseeing the direction and policy guidance of all EOC operations. For example, policy-level decisions, authorization of expenditures, support of local emergency management operations with additional staff and resources, etc. The City Manager may delegate the Director of Communications and Community Relations / Chief of Police as the incident/event EOC PIO to support the collection, verification, and dissemination of emergency-related information to the public and media.

Community Development Department - The Community Development Department provides staff to the EOC Planning & Intelligence Section. The Community Development Department is responsible for providing support for public infrastructure,

evaluation/damage assessment, providing GIS support upon request, identifying possible shelter locations (ensuring the structural safety of the buildings), providing staff to the EOC, providing animal care services to sheltering/evacuation, and administering evaluations and permits in the recovery process.

Finance Department - The Finance Department provides staff to EOC Finance Section the Cost Recovery Unit, Purchasing Unit and Cost Accounting Unit. The Finance Department (Section) is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes including personnel time tracking during emergency operations. Finance Section will utilize established procedures and protocols for expense tracking and documentation but may also develop additional procedures as necessary to fit the needs of emergency operations. Finance will also provide staffing to the Procurement Unit in the EOC Logistics Section utilizing established procedures and protocols for purchasing.

Los Angeles County Fire Department (LACFD) - A LACFD representative will be appointed to serve in the Fire Branch of the EOC Operations Section. The Fire Department is responsible for the management of fire operations within the city during emergency response efforts. This includes the immediate first responder effort to manage any fires, as well as the management of a safe scene, recognition of potential hazardous materials, public safety on scene, and many other responsibilities. The Fire Department will coordinate all response efforts and serve as the main coordination point when requesting fire response or emergency medical service (EMS) assistance from neighboring jurisdictions.

Fire services also include the provision of Emergency Medical Services (EMS), providing life-saving medical care. Fire EMS personnel will work in coordination with private EMS providers to meet the needs of the incident in the event that Fire EMS is overwhelmed.

Police Department – Huntington Park Police Department will staff the EOC Management and Operations Sections. Depending on the situation, the COP may staff the Assistant Emergency Services Director as designated by the Director of Emergency Services.

Human Resources Department - The City Human Resources Department is responsible for managing all efforts associated with city personnel and volunteers. As emergency resources, city personnel and volunteers may be assigned to positions in the EOC or in the field to support city emergency management and response operations.

Department representatives will staff the Personnel Branch of the EOC, addressing issues such as workers compensation, disaster service worker (DSW) agreements, volunteer management, and other various tasks as determined appropriate. In addition, the risk management personnel within Human Resources are responsible for providing a representative to staff the Safety Officer position within the EOC.

Information Technology Department - The Information Technology (IT) Department is responsible for ensuring the operation of the city's critical IT infrastructure during an emergency and providing technical support to the EOC when activated. IT will staff the Communications Unit in the EOC and provide support to GIS, mapping, and any other

technical resources. IT will provide representatives to the EOC when activated.

Public Works Department - The Public Works Department serves in a variety of roles to support emergency management and response operations. Responsibilities for Public Works include, but are not limited to, damage assessment, critical infrastructure restoration, support for debris management, transportation, evacuation, and general logistics operations. Public Works is also responsible for providing flood gate management services for designated areas within the city. Department representatives will be appointed to the EOC to serve in both the Operations and Logistics Sections. In addition, Public Works will assist emergency operations by deploying personnel into the incident area to assess damage, manage flood gates (if necessary), and begin emergency restoration efforts.

Parks & Recreation Department - The Parks & Recreation Department is responsible for supporting mass care operations, including the implementation of shelter operations in the city. Mass care and shelter operations include mobilizing and deploying department personnel and resources (in coordination with the operational area) and receiving and registering volunteer resources during emergencies. The Parks & Recreation Department will provide staff to manage the shelter facilities and may request additional assistance from the American Red Cross (ARC) if necessary. Parks & Recreation department personnel are also responsible for reporting damage assessment information related to park facilities, working within their departmental reporting structure. The Parks & Recreation Department will appoint department representatives to the EOC to assist in the coordination of department operations. In addition, the department also serves a primary role in the provision of services for people with access and functional needs (PAFN) during an emergency.

EOC Responder Personnel - While this Emergency Operations Plan is focused on the City's organizational response, all city employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any city employee responsible for reporting to the EOC, a department operations center (DOC), or field response operations should have a personal and family preparedness plan in place. Personal and family preparedness planning supports city employees in ensuring the safety of their loved ones and, in turn, supports the employees in being available to respond to their city emergency management responsibilities.

4.4 Role of Disaster Management Area Coordinators (DMACs)

The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation, and recovery from emergencies/disasters. During an actual emergency, DMACs are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center (OAEOC) as necessary, assist other Areas as requested, and staff City Liaison post at OAEOC.

- Additionally, they check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick area status report to the OAEOC to supplement individual city reports. This is not a detailed or formal report. It should be considered outside the

normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or a city within the DMAC's Area).

- Get feedback from the OAEOC on which DMAC Areas appear to be the most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or a city within the DMAC's Area).
- DMAC of selected cities provides shift staffing to the OAEOC to represent the concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

The following sections list the roles and responsibilities of the private sector.

4.5 Role of the Private Sector

4.5.1 Contracted City Services

In the event of an Emergency Operations Center activation, each contract city service partner (approved list of vendors from the Public Works and Finance Department) is responsible for supporting emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. At a minimum contract, city service partners will either provide a representative to the City EOC or provide a contact number for their Business Operations Center to coordinate people, resources, and information to manage an incident that occurs in the city and to communicate emergency efforts between their organization and the City.

4.5.2 Residents

The residents of Huntington Park are primary beneficiaries of the emergency management system. At the same time, residents play an essential role in emergency management by ensuring they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies, and being ready to evacuate or shelter-in-place for several days.

Many residents join disaster volunteer programs such as Community Emergency Response Teams (CERT) and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow directions from authorities. By being prepared, residents can better serve their families and their communities and reduce demands on first responders.

4.5.3 Population with Access and Functional Needs

Populations with access and functional needs include those community members who may have additional needs in functional areas before, during, and after an incident, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong
- Live in assisted living settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or a non-English speaking
- Have sight or hearing losses (impairments)
- Are transportation disadvantages; or
- Other situations that require assistance

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that the existing paradigm of emergency planning, implementation, and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind
- **Evacuation and Transportation:** Evacuation plans must incorporate disability and older adult transportation providers to enable the movement of people with mobility impairments and those with transportation disadvantages
- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters
- **Americans with Disabilities Act:** When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act

4.5.4 At-Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to, individuals who are:

- People without shelter (Homeless)
- Without transportation
- Out of hearing range of community alert sirens/systems
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

4.5.5 Businesses

Most of the City's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during, and after an emergency, as well as playing a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key facilities (water storage, schools, churches, hospitals, jewelry businesses etc.) are potential targets for criminal/terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The California Office of Emergency Services Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds to submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency or Administering Agency. The administering Agency can then develop Hazardous Material Area Plans to respond to a release of hazardous materials within the county.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption, and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies.
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority, and identified successors.
- An identification of actions necessary to protect company property and records during emergencies.
- A list of critical products and services
- Production shutdown procedures
- An identified company "crisis management team"

- Alternative work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies.

4.5.6 Volunteer Organizations

The City recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources that can augment emergency response and recovery efforts. Some examples of voluntary organizations are the following:

- American Red Cross
- Community Emergency Response Team within the City or County
- Amateur Radio Groups within the City or County

4.5.7 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services to minimize the need to stockpile such supplies during normal times
- Logistic measures required to quickly deliver needed supplies and services to affected areas
- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies
- Systems that aid business and economic recovery after an emergency

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5.1 Direction and Control

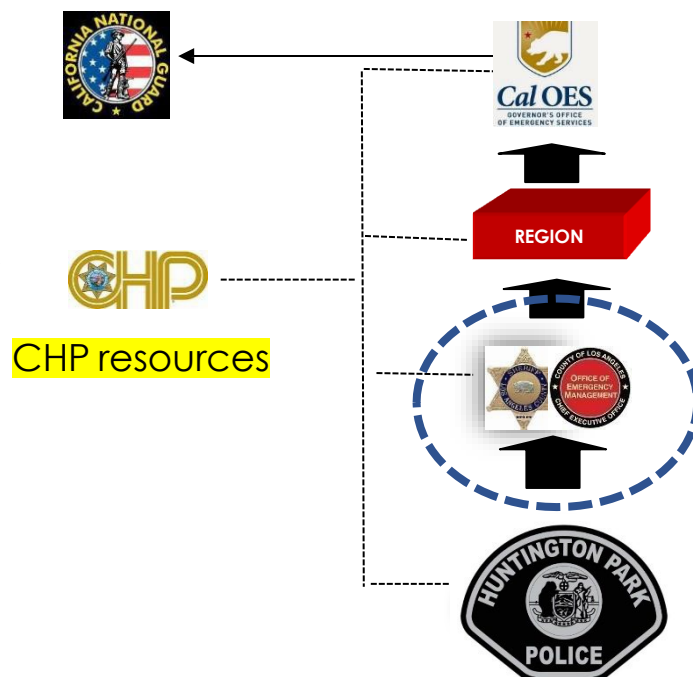
The City of Huntington Park is responsible for coordinating the resources, strategies, and policy for any incident that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The City Manager, working through the mechanism of the Emergency Operations Center, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Director of Emergency Services.

5.2 Coordination

The Huntington Park Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City. If requests exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the City, requests will be made to the Los Angeles Operational Area Emergency Operations Center either directly or through DMACs, who are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary. The Operational Area Emergency Operations Center will coordinate resources obtained from within the operational area. If resources are unavailable in the operational area, they will be requested from the Southern Regional Emergency Operations Center. The Regional Emergency Operations Center will coordinate resources obtained from operational areas throughout the region. If resources are unavailable in the region, they will be requested from the State Operations Center. If the state cannot supply the resources, it will request help from the Federal Emergency Management Agency and other federal agencies.

**FIGURE 2:
DMAC COORDINATION RELATIONSHIP**



5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

Operational Area Coordination: In the event that an incident overwhelms the resources and capabilities of the City, additional support will be requested from a variety of entities, jurisdictions, and organizations. For general emergency management operations, the city will follow SEMS and request additional assistance through the operational area, working directly with the operational area emergency management personnel and the operational area EOC, if activated. If the emergency requires state and federal support, representatives from the operational area will work with the state-level emergency management organization (Regional Emergency Operations Center), following the established SEMS, NIMS, and ICS structures.

When working with external partners such as private companies, non-profit organizations, non-government organizations, or other partners, city representatives in the EOC will ensure that these external partners work within the designated organizational structure of the city EOC. The City EOC Manager/Director will designate the coordination procedures for new partners not already established as part of the city's emergency management operational systems.

Mutual Aid: California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without the expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility, and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- 1 Fire and Rescue
- 2 Law Enforcement
- 3 Coroner
- 4 Emergency Management

Other informal mutual aid involves, but is not limited to, the interchange of:

- 1 Public Information
- 2 Medical and Health
- 3 Communications
- 4 Transportation Services
- 5 Facilities
- 6 Hazardous Material Mutual Aid System
- 7 Volunteer and Private Agencies

California is divided into seven mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas. A map of the Regions is shown in **Figure 3: California Mutual Aid Regions**. Huntington Park is located in Mutual Aid Region I-A.

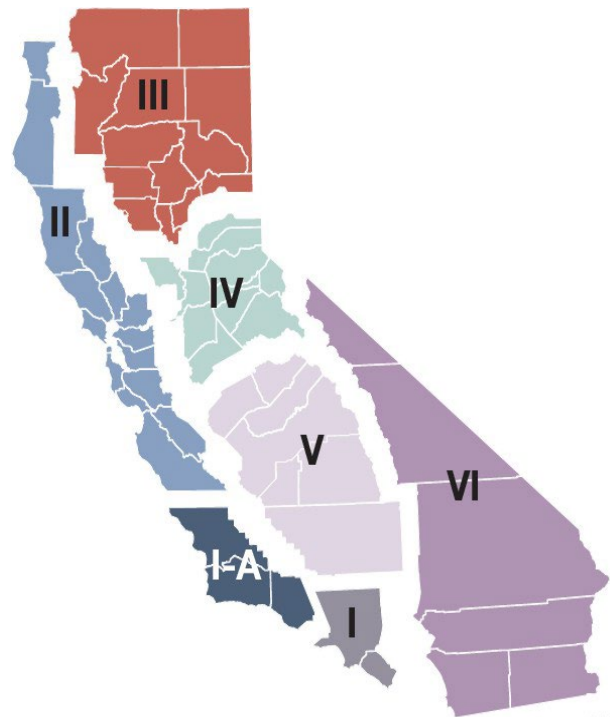


FIGURE 3: CALIFORNIA MUTUAL AID REGIONS

Mutual Aid Coordination: Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted, and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.

- **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts, and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.
- **Region Level Requests:** The State is geographically divided into seven Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

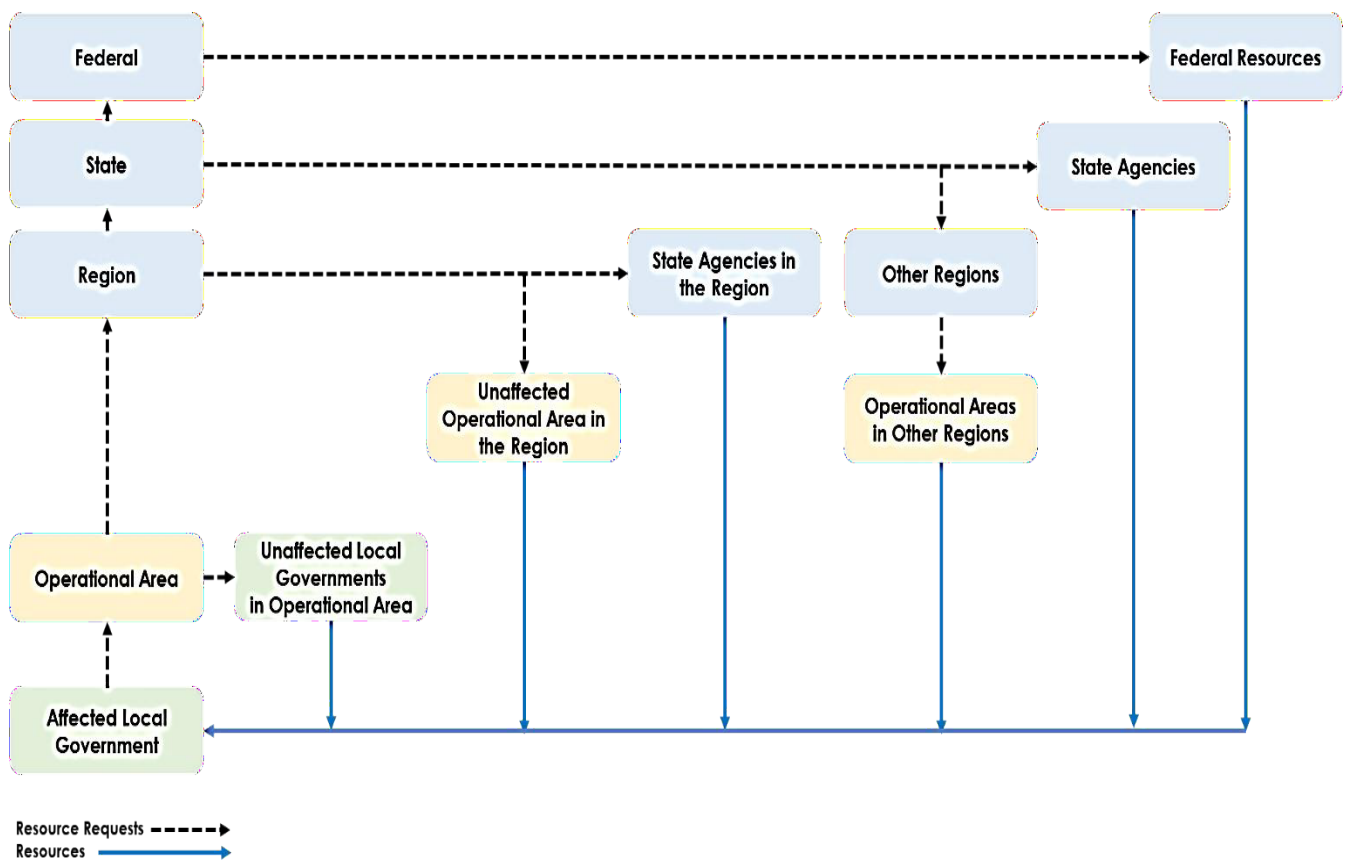


FIGURE 4: FLOW OF REQUEST AND RESOURCES

5.4 NIMS, SEMS, and ICS

Emergency management operations for Huntington Park are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage. This plan, following the identified emergency management structures and guidelines, serves as a local city management plan and nests into and supports the Los Angeles County and Operational Area Response Plan.

Huntington Park will manage their internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the city EOC is organized into the sections listed below.

- Management Staff
- Operations Section
- Planning Section

- Logistics Section
- Finance Section

Detailed descriptions of the roles of each position in the EOC can be found in **Part II** of this plan.

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. NIMS has been adopted by Huntington Park by resolution to serve as its incident management system. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan, and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the Standardized Emergency Management System (SEMS), based on State of California emergency management standards, has been adopted by Huntington Park for managing response to multi agency and multi jurisdiction emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of EOCs, reporting to operational area EOCs, which report to Regional EOCs (REOC), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the California Office of Emergency Services (Cal OES) website.

National Incident Management System: The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- **PPD-8, National Preparedness:** Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies – and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Standardized Emergency Management System: The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operation Area concept and multiagency or inter-agency coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Standardized Emergency Management System Organization Levels: There are five Standardized Emergency Management System organizational levels.

- **State:** The State Level of the Standardized Emergency Management System prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center. At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.
- **Region:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern (**see figure 5**); which are further divided into seven mutual aid regions (**see figure 3**).
- **Operational Area:** An operational Area is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and the Regional, State, and Federal Levels. Tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.
- **Local Government (The City):** The Local Government Level includes cities, counties and special districts, Local governments are required to use the



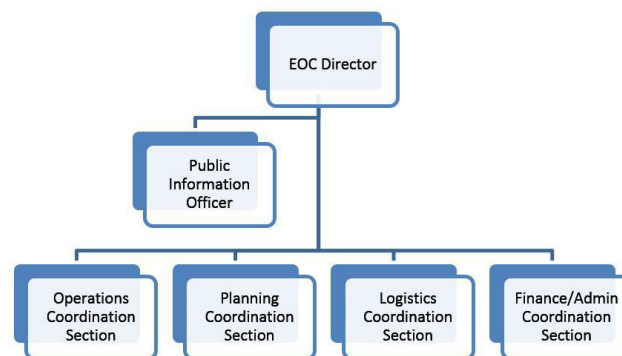
FIGURE 5: ADMINISTRATIVE REGIONS

Standardized Emergency Management System when their Emergency Operations Center is activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

- **Field:** The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

Standardized Emergency Management System Functions: The Standardized Emergency Management System requires that every emergency response involving multiple agencies includes the five functions identified in **Figure 6: Standardized Emergency Management System Functions**. These functions must be applied at each level of the Standardized Emergency Management System organization.

FIGURE 6: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS



EOC Director - Command/Management: Command is responsible for directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center or the Emergency Operations Center, when activated.
- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection

and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:

- Facilitates multiagency coordination and executive decision making in support of the incident response
- Implements the policies established by the governing bodies
- Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operational Section is responsible for coordinating the tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the EOC Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel; coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center are illustrated in **Table 2**.

TABLE 2: FIELD AND EMERGENCY OPERATION CENTER STANDARDIZE EMERGENCY MANAGEMENT FUNCTIONS COMPARISON

SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of policy, coordination, and support of the incident
Operations	The coordinated tactical response e.g., all field operations in accordance with the Incident Action (IAP) or Event Action (EAP) Plans	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdiction activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident

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6 Communication

Huntington Park EOC. Once notified of an emergency or disaster of any size, or of a potential or imminent threat to the city, communications will be established between the Huntington Park EOC and outside entities, such as field responders, department level personnel, media, or other outside agencies and partners. From the EOC, telephones, cell phones, radios, email, and internet applications (such as Web EOC) are used for direct communications with field responders or outside agencies.

The Huntington Park EOC will communicate with the OA EOC to access the State OASIS satellite system. OASIS can support the operational area entities by allowing for direct satellite communication with the State's Regional EOC (REOC), and the State Operations Center (SOC). OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.

City Operations and Responders. Huntington Park operational staff will utilize interoperable communications through the use of radios to facilitate communications with all responding departments and city entities. Alternate forms of communication such as the use of cell phones, text messaging, email, amateur radio etc., may be utilized if available. The use of the interoperable radio system allows for communication between DOCs, EOCs, and the Incident Command Post (ICP) that is located near the site of a field emergency incident. DOCs and dispatch centers for private entities (i.e., private EMS providers) are responsible for maintaining communications with the city EOC when it is activated.

Notification and Warning. In addition to an effective communication capability, government must have an effective means to provide warning alerts to the populations impacted or at risk as a result of an emergency. There are three primary alert and warning systems designed to provide Huntington Park residents with emergency information. These systems are the Emergency Alert System (EAS), Alert LA County System and NIXLE. Additionally, special broadcasts, or simply driving up and down the streets using the public address system can also be conducted to notify and warn citizens (evacuations). Police and Fire may be required to disseminate emergency warnings to the public who cannot be reached by primary warning systems.

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7 Information Collection, Analysis and Distribution

Before an Incident. Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, levee monitoring data, Huntington Park Police Department, LASD, LACFD, FBI, crime reports, LAC OEM as well as, others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the community. This advanced information can increase the preparedness level of emergency management and response personnel, by helping them size the number of responders and material resources needed for the response. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event. This is particularly important when handicapped or special needs persons are involved.

During an Incident. Information collected during an incident assists in determining the correct course of action and emergency management decisions. Information is collected from a variety of sources including field responders, e.g., DOCs, private entities, the media, social media, community members. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections, branches, and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into the EOC Action Plan.

The use of Actions Plans in the Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Documents the priorities and objectives and the task and personnel assignments associated with meeting the objectives

The Action Planning process should involve the EOC Coordinator under the direction of the Director of Emergency Services and Section Chiefs/Coordinators (one from each Section) along with other Emergency Operations Center staff, as needed, to include agency representatives.

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours), and/or a limited number of response personnel. An Emergency Operations Center Action Plan will be developed whenever the Emergency Operations Center is activated, either partially or fully.

If there is not EOC IAP due to the scope documented times and activities should be provided via the Incident Log.

A **WRITTEN** Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period
- All Emergency Operations Center functions are fully staffed

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days, depending on the circumstances. The plan should be regularly reviewed and evaluated through the operational period and revised or updated as warranted.

The Planning Section Chief/Coordinator, with input from the EOC Coordinator, and the Operations Section Chief/Coordinator, establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted HOURLY or several times each day. Over time, meetings **may** be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EOC Action Plans will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to City departments, Emergency Operations Center personnel, the Operational Area, and other key agencies using the City's Emergency reporting system, OARRS, radio, telephone, email, internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

The City uses EOC forms found in **PART II** of this plan to record and report information.

After an Incident. Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report (AAR) that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the city and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

Emergency Public Information. Emergency Public Information is a priority of most importance during emergencies and disasters. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.

8 Administration, Finance, and Logistics

8.1 Administration

Emergency management operations that support administration, finance, and logistical processes are primarily conducted within the Logistics and Finance Sections of the EOC and provide for the following:

- Track and document expenses
- Document all actions taking during emergency operations
- Procure necessary equipment, resources, and additional support
- Track and document city employee working hours
- Manage continuity of operations (COOP) for the city
- Develop staff rotation schedules for extended operations
- Manage compensation and claims related to emergency operations
- Track and document the deployment and utilization of resources
- Manage additional staff and volunteers to support emergency operations
- Manage financial and in-kind donations
- Oversee and manage information technology components and issues as they arise
- Other actions as appropriate

8.1.1 City Emergency Operations Policy Statement

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by the scope, magnitude, and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

8.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency, or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, Huntington Park employees may be called upon to perform certain duties in support of emergency management operations, such as serving in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work.
- Assignments may require service at locations, times and under conditions other than normal work assignments.
- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location.

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

8.1.3 Documentation

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as Emergency Operation Center Action Plans, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.

8.2 Finance

In case of a major disaster, the Emergency Operations Center will support county, state, and federal entities with cost recovery efforts if requested. Huntington Park citizens may benefit from the Small Business Administration, and the City may benefit from the State and/or the Federal Emergency Management Agency Public Assistance Program.

Huntington Park may assist the citizenry with public service announcements regarding available unemployment benefits, worker's compensation, and insurance benefits.

8.2.1 Expenditure Tracking

Huntington Park may be reimbursed for insurance and state and/or federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record-keeping requirements for claiming such expenses.

8.2.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy of the emergency service. **Ineligible expense includes costs for standby personnel and/or equipment and lost revenue.**

8.2.3 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based on the information supplied by applicant agencies. Documentation supporting all costs claimed will be required, and all information must relate to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses.
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations.

- Vehicles and equipment documentation should include the times and/or hours operated by the location and operator.
- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separately from vehicle and/or equipment expenses.
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable.
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed.
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials, and equipment expenses claimed.
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose.
- All non-competitive procurements must be justified.

Expenditure tracking should commence upon notice or obvious occurrence of a disaster. The following section focuses on logistics, resource management, priorities, and requests.

8.3 Logistics

8.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the City to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System (NIMS) includes mutual aid and assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

8.3.2 Resource Priorities

When activated, the Huntington Park Emergency Operations Center will establish priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

8.3.3 Resource Requests

Resource requests will be made through one of the following processes:

- Los Angeles County Fire and/or Law mutual aid systems: Request for resources that are normally within the inventories of the mutual aid system will go from Los Angeles County Sheriff's Department, Emergency Operations Bureau and/or Office of Emergency Management (OEM) to the Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from the Huntington Park Emergency Operations Center will be coordinated with the Los Angeles Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Disaster Management Area Coordinators will keep the Operations Chief informed of the status of resource requests and allocations.

Resource requests from the Huntington Park Emergency Operations Center to the Los Angeles Operational Area Emergency Operations Center may be verbally requested and documented, e.g., Operational Area Response and Recovery System (OARRS).

Available resources will be allocated to the requesting local government; if a request for a specific resource exceeds the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel, or technical assistance not available to the City should be coordinated with the Los Angeles County Emergency Operations Center to the Southern Region, Regional Emergency Operations Center (REOC). Once the request is coordinated, approved and resources deployed, planning in coordination with various Operational Branches is important for tracking the resources.

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9 Plan Development and Maintenance

This section of the Huntington Park EOP discusses the overall approach to plan development and responsibilities.

This plan is developed under the authority of the City Manager (Director of Emergency Services). The Director of Emergency Services is responsible to the City Council and Disaster Council per City of Huntington Park Municipal Code Section 4-4.06. The Director of Emergency Services is responsible for implementing this Emergency Operations Plan. While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section)

9.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure that resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

Huntington Park follows administrative practices required by state law and the SEMS Guidelines in Part III of the SEMS Guidelines documents California's Emergency Management administrative practices.

9.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Under the Plan the EOC Director is responsible for:

- Organizing, staffing, and operating the EOC
- Directing overall operations during a disaster
- Alert and Warnings, communications, and providing information to the public
- Maintaining information on the status of resources, services, and operations
- Obtaining support for the City of Huntington Park and providing support to other jurisdictions as required (Mutual Aid)
- Identifying and analyzing potential hazards and recommending appropriate countermeasures
- Providing status updates and reports to OARRS and the on-duty Watch Commander

9.3 Training and Exercises

All Huntington Park personnel designated for staffing the EOC are required to complete training related to emergency management operations. All designated personnel will be provided with a copy of this plan (as noted in the Record of Distribution section of this plan) and are required to read and become familiar with the plan.

Annual training will be developed, and types of EOC-related training along with tabletop exercises will be identified. This training will align with other training and exercises within the operational area.

Partner jurisdictions and agencies having assigned responsibilities under this plan must ensure their assigned personnel are properly trained to carry out identified responsibilities. Individual jurisdictions and agencies are responsible for maintaining their own plans, training, and program maintenance.

Finally, training and exercises will involve a variety of incidents and may include the following:

Drills. A drill is a small, organized exercise that tests one specific action, such as the evacuation of a building or sheltering-in-place.

Tabletop Exercises. A tabletop exercise is a discussion-based exercise in a low-stress environment to discuss a possible emergency scenario.

Functional Exercise. A functional exercise is an activity designed to exercise a single function, or multiple functions through the simulation of a realistic scenario. The functional exercise is designed to simulate real conditions in the EOC and, as such, includes time constraints on decision-making and, by its nature, allows for a more stressful environment.

Full-scale Exercise. A full-scale exercise is an activity involving multiple agencies, jurisdictions, entities, organizations, etc., and exercises multiple functions through the simulation of a realistic scenario. This exercise includes the mobilization and utilization of city resources.

9.4 Essential Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided to the city's emergency response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC. Documentation should include records of personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information.

Problem areas are identified, corrective measures are taken, and employees are retrained in the proper, updated procedures.

9.5 After-Action Reports and Corrective Actions

SEMS regulations require local government agencies to complete an After-Action Report (AAR) for each governor-proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) require any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Corrective actions will encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions will be assigned to stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will include:

- Response actions taken.
- Application of SEMS.
- Necessary modifications to plans and procedures.
- Lessons learned.
- Areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities.

Findings and recommendations will further develop and update the Huntington Park EOP. Development of the AAR will include input from all personnel involved in the incident or exercise.

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10 Authorities and References

FEDERAL

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

References

- National Response Framework (as revised)
- National Incident Management System (NIMS)
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

STATE

Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government

- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act
- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

References

- Standardized Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

COUNTY

Authorities

- Los Angeles County Emergency Services Code of Ordinances Chapter 2.68 as amended

References

- Los Angeles County Operational Area Emergency Response Plan, June 2012
- Public Draft - 2019 County of Los Angeles All-Hazards Mitigation Plan, 2019
- City of Huntington Park, Municipal Code Chapter 4-4.06

11 Appendix A - Acronyms

Action Plan (AP)

After Action Report (AAR)

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)

California Disaster Assistance Act (CDAA)

California Emergency Services Act (ESA)

Continuity of Government (COG)

Continuity of Operations (COOP)

Department Operations Center (DOC)

Emergency Management Assistance Compact (EMAC)

Emergency Operations Center (EOC)

Emergency Operations Plan (EOP)

EOC Action Plan (EAP)

Incident Action Plan (IAP)

Incident Commander (IC)

Incident Command Post (ICP)

Incident Command System (ICS)

Joint Information Center (JIC)

Multiagency Coordination Group (MAC Group)

Multiagency Coordination System(s) (MACS)

Multi-year Training and Exercise Plan (MYTEP)

National Incident Management System (NIMS)

National Response Framework (NRF)

Operational Area (OA)

Public Information Officer (PIO)

Regional Emergency Operations Center (REOC)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

Standard Operating Procedure (SOP)

Standardized Emergency Management System (SEMS)

State Operations Center (SOC)

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12 Appendix B – Glossary of Terms

Action Plan (AP): See EOC Action Plan and Incident Action Plan.

Activation: Initial activation of the Huntington Park EOC may be accomplished by the City Manager, Assistant City Manager, Chief of Police, Police Captain, or Watch Commander.

After Action Report (AAR): A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities, AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances, private sector organizations may be included. Additionally, Non-Governmental Organizations (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency. California Emergency Support Functions (CA-ESF): The CA-ESFs are a grouping of State agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad-spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies that result in conditions of disaster or extreme peril to life, property, and the natural resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state.

Catastrophe: Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See Incident Command Post.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants as needed. These officers are also found at the EOC levels in SEMS, and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants as needed.

Communications: Process of the transmission of information through verbal, written, or symbolic means.

Continuity of Government (COG): Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through a succession of leadership, the pre-delegation of emergency authority, and active command and control during response and recovery operations.

Continuity of Operations (COOP): Planning should be instituted, including all levels of government, across the private sector and non-governmental organizations, as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing the appropriate command authority of viable alternatives for the selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Corrective Actions: Implementing procedures based on lessons learned from actual incidents or training and exercises.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

Documentation Unit: Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording, and safeguarding all documents relevant to an incident or within an EOC.

Emergency: Any incident(s), whether natural or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives, protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Emergency Management Community: The stakeholders in emergency response in California, including the residents of California.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. The EOC is organized by major functional disciplines (e.g., fire, law enforcement, and medical services).

Emergency Operations Plan (EOP): The ongoing plan for responding to a wide variety of potential hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential/Critical Facilities: Include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and water resources that have a role in an effective and coordinated emergency response.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Federal: Of or pertaining to the federal government of the United States of America.

Finance/Administration Section: The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. **Within the EOC, the term Management replaces Command.** The term function is also used when describing the activity involved (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.

Hazard: Potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing a general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for the management of the incident during one or more operational periods. **At the SEMS EOC Level, it is called the EOC Action Plan.**

Incident Command (Field): Responsible for the overall management of the incident. It consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure designed to aid in the management of resources during incidents. It is used for all types of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Information: Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.

Intelligence: Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination.

Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the

Planning Section.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Local Government: According to federal code 36a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for an incident or EOC activation.

Management Staff: See Command Staff.

Mitigation: Provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Group (MAC Group): Typically, administrators/executives or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident. **Mutual Aid Agreements and/or Assistance Agreements:** Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at the local government, Operational Area, Region, or State Level who is responsible for coordinating the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

National: Of a nationwide character, including the federal, state, tribal, and local aspects of governance and policy.

National Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide to how the nation conducts all-hazards incident management. **Non-governmental Organization (NGO):** An entity with an association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

Operations Section: This section is responsible for all tactical incident operations and implementation of the Incident Action Plan. ICS normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels, the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain an appropriate span of control.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

Planning Section: The section responsible for the collection, evaluation, and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan, respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

Political Subdivisions: Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

Reimbursement: Provide a mechanism to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Response Personnel: Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners, and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established).

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, and maintain systems, programs, services, or projects [(as defined in California Code of Regulations (CCR) Section 2900(s)] for purposes of natural disaster assistance. This may include joint powers authority established under Section 6500 et. seq. of the California Code of Regulations.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards, including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

Standard Operating Procedure (SOP): Complete reference document or an operation manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

Standardized Emergency Management System (SEMS) Guidelines: The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

Standardized Emergency Management System (SEMS) Regulations: Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by State agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept, and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found in Title XIX, Division 2, Chapter 1, Section 2400 et. seq.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135

(2002).

State Operations Center (SOC): The SOC is operated by the California Governor's Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). It is also responsible for providing updated situation reports to the Governor and Legislature.

Technical Assistance: Support provided to state, tribal, and local jurisdictions when they have the resources, but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

Technical Specialists: Personnel with special skills can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Terrorism: As per the Federal Bureau of Investigation - International terrorism: Violent, criminal acts committed by individuals and/or groups who are inspired by, or associated with, designated foreign terrorist organizations or nations (state-sponsored).

Domestic terrorism: Violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Unified Command: An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Vital Records: The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has the authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

2025



Part II

EMERGENCY OPERATIONS PLAN Management and Job-Aids

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CITY OF HUNTINGTON PARK

EMERGENCY OPERATIONS PLAN

Part II

EOC MANAGEMENT & JOB-AIDS

2025

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EMERGENCY OPERATIONS PLAN

PART 2: EOC MANAGEMENT AND JOB-AIDS

JANUARY 2025

PREPARED FOR	PREPARED BY
City of Huntington Park	Lieutenant Elsa Cobian Sergeant Mike Parsa

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1 EOC Activation

1.1 EOC Purpose

The **Huntington Park Police Department** EOC is a central location where the city will provide inter-agency coordination and executive decision-making to support field response and recovery operations. The EOC provides a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. The EOC does not command or control on-scene response efforts but does carry out the coordination functions through:

1. Collecting, evaluating, and disseminating incident information.
2. Development of policy and continuity of government operations.
3. Analyzing jurisdictional impacts and setting priority actions.
4. Support to field response.
5. Managing requests, procurement, and utilization of resources.

The EOC is intended to support field response. Incident information is disseminated through the EOC Manager/Director, and tactical decisions are coordinated by field response personnel.

1.2 EOC Facilities

1.2.1 Main EOC facility – Huntington Park Police EOC Building

Table 1: EOC Information

Address	6538 Miles Ave., HP CA 90255
Phone Number	(323) 584-6254
Parking	Inside Police Station Parking Lot (24-hour secured lot)

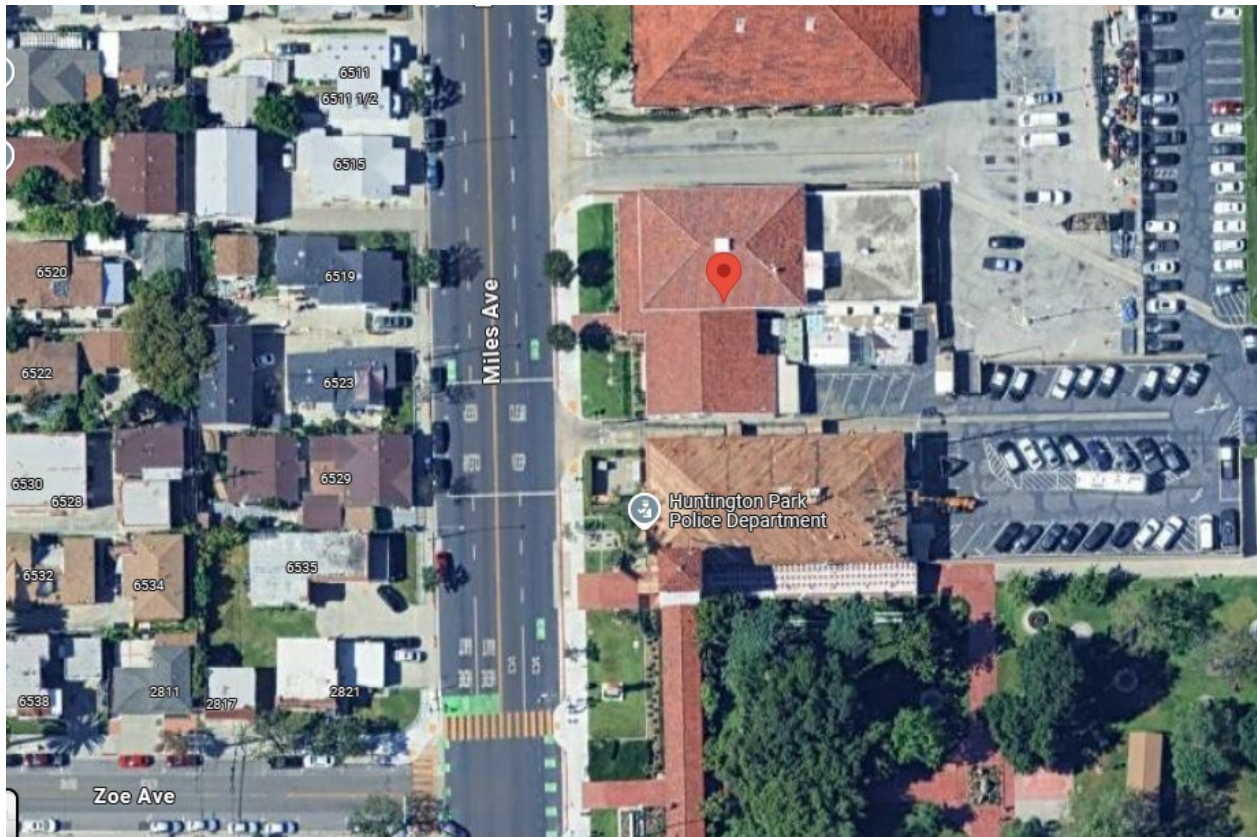


Figure 1: EOC Area Map

1.2.2 Alternate EOC facility

Table 2: Alternate EOC Information – Huntington Park Community Center

Address	6925 Salt Lake Ave., HP CA 90255
Phone Number	323-584-6352
Parking	Community Center Parking Lot

Table 2: Alternate EOC Information

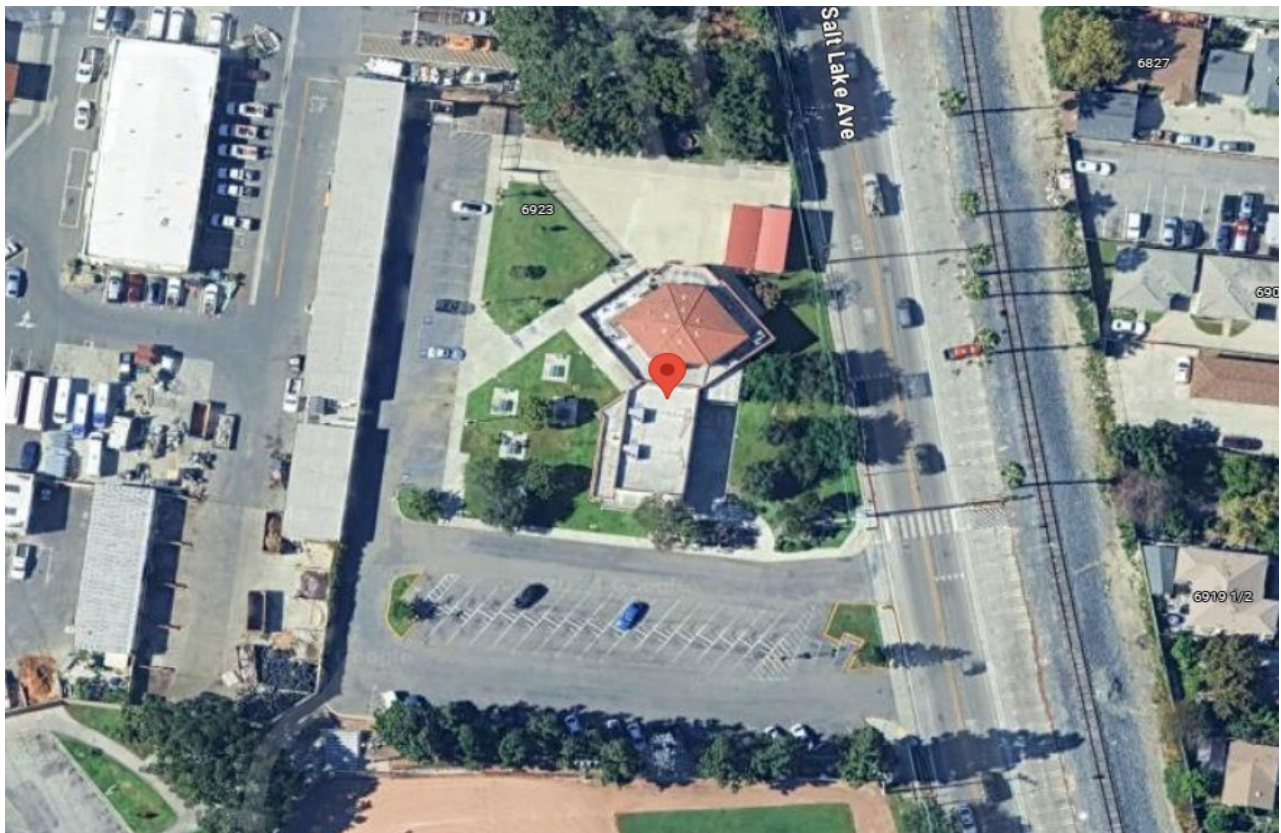


Figure 2: Alternate EOC Area Map

1.2.3 Initial Response

Initial field response operations will be accomplished by the appropriate City departments, member jurisdictions, mutual aid agencies, and segments of the private sector. During initial response operations, field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by City emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the City Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

Field Reports. A field report is provided by the incident responders and includes information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

1.2.3 Levels of EOC Activation

The City EOC may be activated as needed to support City emergency operations. The EOC may be activated by one of the following:

- **Huntington Park** City Manager (or Assistant City Manager)
- **Huntington Park Police Department** Chief of Police
- **Huntington Park Police Department** Police Captain
- **Huntington Park Police Department** Watch Commander
- **Huntington Park Police Department** EOC Coordinators

The purpose of the EOC is to support field response, maintain public safety and provide for a continuity of government operations during disasters.

The City of **Huntington Park** has three levels of EOC activation. Level III is the lowest level. Level II and Level III activations require City Directors and/or Managers according to pre-designated plans or circumstances. **Table 3: EOC Activation Criteria**, contains the activation levels for the EOC.

Table 3: EOC Activation Levels

Activation Level	Detail	Event or Situation	Minimum Staffing
Level III Minimum	Level Three - minimum activation.	<ul style="list-style-type: none"> • Events with potential impacts on the health & safety of the public and/or environment • Weather Alerts • Incident involving 2+City departments • Low risk planned event • Wind or rainstorm • Power outage and Stage 1 & 2 emergencies 	1. EOC Director 2. Other Designees (Deputy Director - Chief of Police, Police Captain)
Level II Medium	Level Two - activation is increased from Level Three. Used for emergencies or planned events that require more than a minimum staff but would not call for a full activation/staffing	<ul style="list-style-type: none"> • Two or more large incidents involving 2 or more departments • Major wind or rain • Major scheduled event • Large scale power outage and Stage 3 power emergencies; criminal activity • Hazardous Material Incident involving large scale or large-scale evacuations 	1. EOC Director 2. Other Designees (Deputy Director - Chief of Police, Police Captain) 3. Section Coordinators
Level I High	Level One - complete & full activation of all organizational elements & staffing. Level	<ul style="list-style-type: none"> • Major County/City or Regional emergency, multiple departments with heavy resource involvement 	1. EOC Director 2. Other Designees (Deputy Director - Chief of Police, Police Captain) 3. Section Coordinators

1.3 EOC Cadre - Notification/Personnel Recall

When the EOC is activated the **Huntington Park Police Department (HPPD)** Dispatch will notify the EOC Cadre as directed. If the primary EOC is not available or is inaccessible, the alternate EOC will be activated.

The EOC Cadre includes personnel who are part of each SEMS "City management function", as well as City technical support employees.

Maintenance of EOC Cadre list (See Appendices): The **Huntington Park Police Department** Emergency Management Coordinator maintains and updates the EOC Cadre list bi-annually. The Emergency Management Coordinator ensures **HPPD** Dispatch and EOC Cadre personnel have current copies of the EOC Cadre contacts. The EOC Cadre are activated by HPPD Dispatch when directed by one of the following:

- **Huntington Park** City Manager (or Assistant City Manager)
- **Huntington Park Police Department** Chief of Police
- **Huntington Park Police Department** Police Captain
- **Huntington Park Police Department** Watch Commander
- **Huntington Park Police Department** EOC Coordinators

Notification Implementation: Once EOC activation is requested and properly authorized, notifications and alerts begin. If the City Manager cannot be reached, other designees e.g., Chief of Police, Assistant City Manager, Emergency Management Coordinator will be contacted to assume the EOC Manager/Director position.

HPPD Dispatch/**HPPD** Watch Commander will provide the EOC Manager/Director with a status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided, the EOC Manager/Director will determine if additional staffing of the EOC is required.

The EOC Manager/Director will contact and update the City Council regarding the situation status. The EOC Manager/Director will also ensure notification to the Operation Area, DMAC etc. of the **Huntington Park** EOC activation.

The EOC Cadre consists of the following sections:

- Management
- Operations
- Planning
- Finance
- Logistics

EOC Cadre Personnel: When notified of an EOC activation, personnel should notify their families, retrieve their go bag, and report to the EOC. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

It is the responsibility of each department head to assign alternates for each key position. It is also the department head's responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions.

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2 EOC Operations

2.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, the City falls under Local Government, one of the five SEMS levels.

As Local Government, the City of **Huntington Park** is an intermediate level of the state's emergency services organization that encompasses not only the city, but all political subdivisions. The City manages, coordinates information, resources, ensures continuity of government operations and establishes priorities within its boundaries. It serves as the coordination and communication link between the Field Level and the Operational Area.

The City of **Huntington Park** as the Local Government level of SEMS, is responsible for the following:

- Establish coordination and communications with Incident Commanders through department operations centers (DOCs) when activated or directly to the EOC, when activated.
- Use existing mutual aid systems for coordinating fire and law enforcement resources. Note that the City's role as the local government does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems.
- Establish coordination and communications between the Los Angeles County EOC when activated, and/or any federal, state, local agency having jurisdiction at an incident.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

2.2 Emergency Operation Center (EOC) Protocols

The EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make timely decisions, process information, and provide support to the field response. The following functions are performed in the EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County/Operational Area, State and Federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.

- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support DOCs and the Operational Area EOC.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.
- Ensuring continuity of government operations for the City of **Huntington Park**.

2.3 Management Organization

SEMS requires local governments (**Huntington Park**) to provide for five functions: management, operations, planning/intelligence, logistics, and finance/administration. These functions, as seen in **Table 4: SEMS Functions** are the basis for structuring the **Huntington Park** EOC organization.

Primary SEMS Function	Role of City of Huntington Park
Management	Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through the implementation of Huntington Park's EOC Action Plan.
Planning/Intelligence	Responsible for collecting, evaluating, and disseminating information; developing the EOC Action Plan in coordination with other functions; and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance/Administration	Responsible for financial activities and other administrative aspects, including documenting all costs and expenditures associated with a declared disaster.

Table 4: SEMS Functions

The organizational structure for the **Huntington Park** EOC provides:

- Representatives from the Operational Area
- Mutual Aid Coordinators (DMACs) or their representatives from discipline-specific mutual aid systems

- Coordinators for other major functions needed for mutual aid and inter-jurisdictional coordination
- Representatives from other agencies, community-based organizations, private sector, and volunteer service programs to function as liaison between their organizations and the EOC
- Other functions as needed to carry out the local government responsibilities of the lead agency

2.4 Resource Management

Resource requests from the field and city departments and requests to the operational area level will be made through one of the following processes:

- Discipline-specific mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from the DMAC to Operational Area Mutual Aid Coordinator to Regional Mutual Aid Coordinator.
- All other resource requests will be made through appropriate branches in the Operations Section who will then initiate the resource request through the Logistics Section at each level with emphasis on the need for lateral coordination with the Finance Section.

Resource requests from field and city departments will be coordinated within the EOC to determine resources are available within City supplies. Available resources will be allocated as available.

If requests for a specific resource exceed supply, available resources will be allocated by the Operations Section consistent with priorities established through the action planning process. The EOC Management Staff is responsible for ensuring priorities are created and followed.

Resources not available within **Huntington Park** will be requested through the Operational Area. Resource requests should be coordinated internally at the city level before being placed at the Operational Area level.

Functional coordinators in Operations and Logistics are responsible for tracking resource requests.

2.5 EOC Information Management

Within the **Huntington Park** EOC, Forms will be used to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. This system provides an audit trail of all pertinent information necessary to document the actions taken by the City during the response to a disaster, rather than every word uttered between the various EOC Staff.

EOC Forms will not replace face-to-face communications but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs. Forms and other pertinent documents and templates are located in the Form and Tools section of this plan.

Huntington Park coordinates emergency activities within its boundaries, augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the field and the Operational Area. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Transmission of information to the Los Angeles County, Emergency Operations Center will be accomplished electronically via the Operational Area Response and Recovery System (OARRS) is a web-based system that functions as the OA's primary tool for agencies/jurisdictions and other operational area partners to report their status and needs to the OA.

Critical information from the City to the Los Angeles County EOC will be submitted via OARRS on a Preliminary Report, Situation Summary, Status Report, and a Flash Report.

Preliminary Report. The Preliminary Report form will be used to transmit information to the Operational Area Emergency Operations Center during the first two hours after an event.

Situation Summary. The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

Status Report. The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.

Flash Report. The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resource requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from the City of **Huntington Park** to Operational Area Mutual Aid Coordinator (LA County EOC) to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the operations and logistics functions at each level.

Resource requests within the City will be coordinated to determine if the resource is available from other departments or other sources within the City.

If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Area-E DMAC and Section Chiefs of the LA County EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Coastal Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

2.6 EOC Action Planning

Action Plans prepared by the City EOC ensure a clear and measurable process for identifying objectives and priorities for a given event. Action planning should address:

- Identifying priorities and objectives for emergency response or recovery efforts
- Documentation of priorities and objectives, tasks and personnel assignments associated with meeting established objectives

The action planning process should involve the EOC, Director of Emergency Services and Section Chiefs, along with other EOC staff. The Planning Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the Forms and Tools section.

2.7 EOC Coordination

Priorities involving Inter-agency coordination inside and outside the EOC:

- Establishing overall priorities
- All hazards management
- Allocating critical resources
- Development of strategies for handling multi-agency and multi-jurisdictional response problems
- Sharing information
- Facilitating communications
- Accomplishing objectives
- Support to field operations

Inter-agency coordination is an integral part of the functioning of the EOC. Agency representatives from local governments including community-based organizations, volunteer services programs (VSPs), and private organizations, may also participate in EOC functional elements in coordinating the city response effort.

2.7.1 Field Responders

Huntington Park EOC communications and coordination must be established with field response personnel (Incident Commander) who are responding to the emergency. The Incident Commander(s) operating in the field must report directly to the Operations Section Chief in the City EOC, via **HPPD** Dispatch or through other methods that are available. Other methods may include providing a field response liaison person to sit inside the EOC.

2.7.2 Huntington Park Police Department, Departmental Operation Center (DOC)

The **Huntington Park** EOC Management Section will coordinate with the **HPPD** DOC to obtain information for planning, logistical needs, available personnel and equipment resources or other information as required. The DOC will assist the City EOC in supporting field operations.

2.7.3 Operation Area

During EOC activation, direct communications and coordination may be established with the Operational Area and any Operational Area member jurisdictions, specifically if the emergency incident falls between City limits and a neighboring jurisdiction. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the Operation Area EOC and neighboring City EOCs will occur along functional lines.

Whenever feasible, an agency representative from the City should report to the Operational Area EOC, when the City EOC has been activated. The Huntington Park representative will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

2.7.4 Private and Volunteer Agencies

Coordination of response activities with many non-governmental agencies (NGOs) may occur, primarily at the field level. However, the **Huntington Park** EOC will establish coordination with private and volunteer agencies that have multi-jurisdictional or city-wide response roles. The agencies that play key roles in the response should have representatives at the **Huntington Park** EOC.

NOTE: Coordination with volunteer and private agencies that do not have representatives in the EOC may be accomplished through telecommunications.

2.7.5 Region Emergency Operations Center (Cal OES - REOC)

Direct coordination and communications with the Southern Region Emergency Operations Center (REOC) is essential. The REOC sends a field representative to the Operational Area EOC.

Coordination and communications between the LACo EOC and the Region EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Area E DMAC who is located in the Los Angeles County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Coastal Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

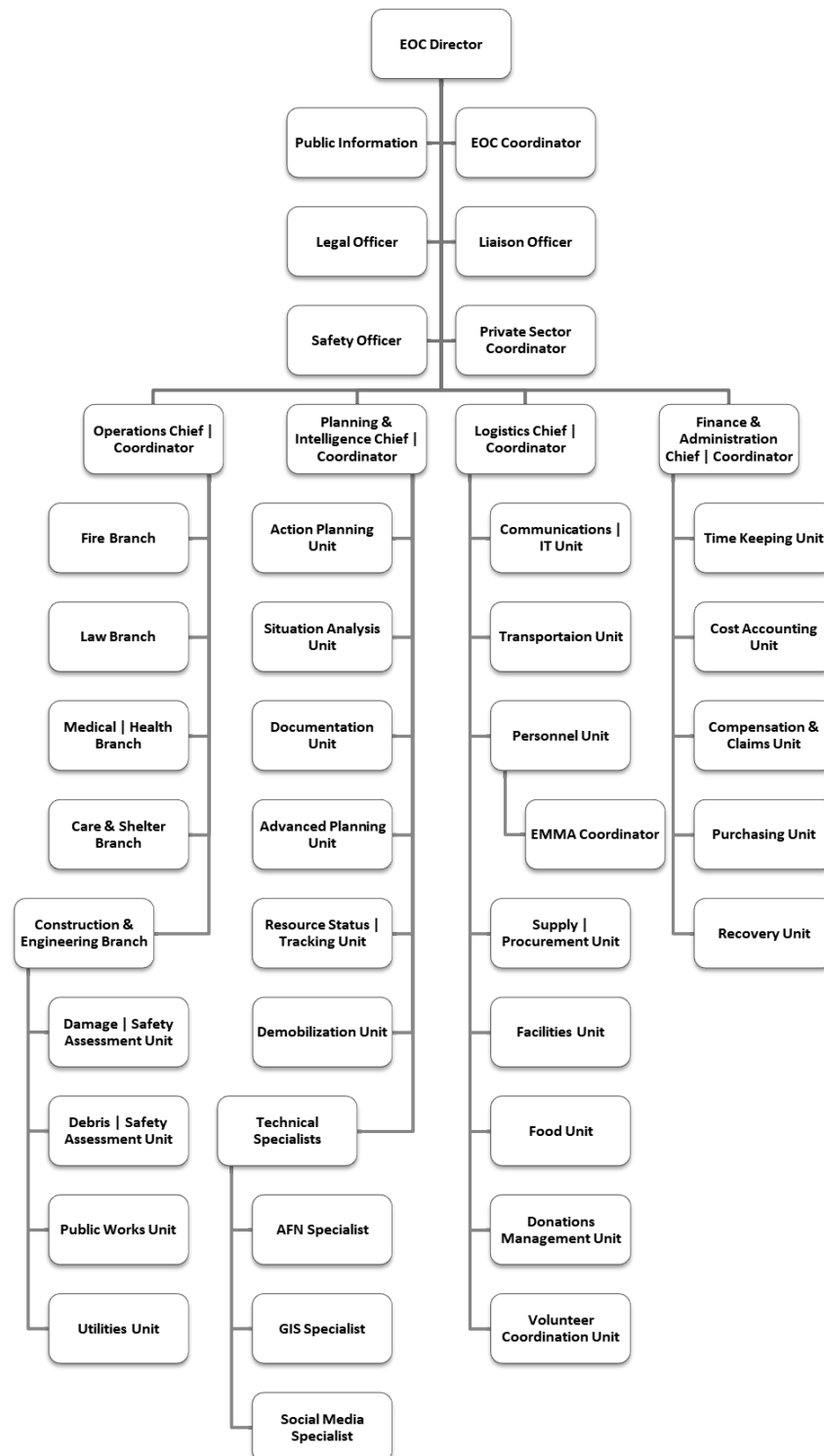
2.7.6 State & Federal Field Response

There are some instances where a state or federal agency will be part of the field response. When a state or federal agency is involved in field operations, coordination will be established with the **Huntington Park** EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The incident will determine their location.

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3 EOC Position JOB-AIDS

The following pages contain functional descriptions and JOB-AIDS for each position in the **Huntington Park EOC**. **Figure 4: EOC Organization Chart** below, provides an overview of the City's EOC organization.



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3.1 Management Section

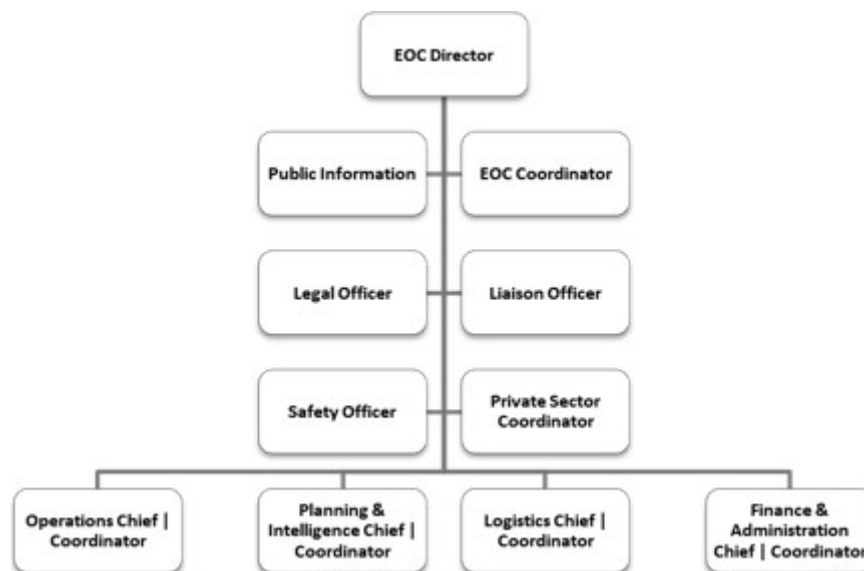


Figure 5: EOC Management Section

This section contains functional section and position descriptions, responsibilities, and job-aids for personnel assigned to the Management Section of the City EOC. Job-aids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Management Section is responsible for overall emergency policy and coordination.

Section Responsibilities Include:

- Overall management and coordination of emergency response and recovery operations
- Oversee and manage all Sections in the EOC.
- Coordinate and liaison with appropriate federal, state, local government, private and volunteer entities
- Establish priorities and resolve demand conflicts
- Prepare and disseminate emergency public information, other essential information and data about impacts and damage

Figure 5: EOC Management Section, above, shows all of the positions that are part of the EOC Management Section.

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JOB-AID: EOC Director of Emergency Services

POSITION OVERVIEW	<ul style="list-style-type: none"> • Overall responsibility and authority for the operation of the EOC. • Will assure EOC is staffed and operated at a level commensurate with the emergency. 	
REPORT TO	CITY COUNCIL	
	GENERAL STAFF <ul style="list-style-type: none"> • Operations Section Chief/Coordinator • Planning/Intelligence Chief Section Coordinator • Logistics Section Chief/Coordinator • Finance/Administration Section Chief/ Coordinator 	MANAGEMENT STAFF <ul style="list-style-type: none"> • EOC Coordinator • Public Information Officer • Liaison Officer/Agency Representative • Safety Officer • Legal Officer • Private Sector Coordinator
PLANS & REPORTS	EOC ACTION PLAN REVIEW + APPROVAL ADVANCE PLAN(S) REVIEW + APPROVAL DEMOBILIZATION PLAN REVIEW + APPROVAL PRESS RELEASES REVIEW + APPROVAL REPORTS REVIEW + APPROVAL	
FORMS & GUIDES	<ul style="list-style-type: none"> • POSITION JOB-AID • ALL ICS FORMS (IF USING) • EOC-225 FOR PD CREDENTIALING • PROCLAMATION RESOLUTION 	GUIDE <ul style="list-style-type: none"> • PLANNING “P” • RECOVERY PLAN/PROJECT MANAGEMENT
TECHNOLOGY	<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES	<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 	

Director Emergency Services – City of Huntington Park

- Establish appropriate EOC staffing level
- Continuously monitor incident and make appropriate changes
- Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction.
- Alongside General Staff, set jurisdictional priorities for response.
- Ensure all department/agency actions support established EOC priorities.
- Ensure that inter-agency coordination is accomplished effectively.
- Determine appropriate level of activation based on known situation
- HPPD Dispatch to notify EOC Cadre for initial activation.
- EOC Cadre to respond to EOC site and determine operational status.
- Obtain briefing from available sources.
- Ensure that EOC is properly set up and ready for operations.
- Ensure that EOC check-in procedure is established
- Ensure that EOC organization and staffing chart is posted and completed
(FORM | EOC-207)
- Determine needed EOC sections, assign Section Chief/Coordinators and ensure sections are adequately staffed.
 - Operations Section Chief/Coordinator
 - Logistics Section Chief/Coordinator
 - Planning/Intelligence Section Chief/Coordinator
 - Finance/Administration Section Chief/Coordinator
- Determine needed Management Staff positions and ensure they are filled as soon as possible.
 - EOC Coordinator
 - Public Information Officer
 - Rumor Control Coordinator
 - Liaison Officer
 - Agency Representative
 - Safety Officer
- Ensure telephone and/or radio communications with other EOCs/DOCs is established and functioning.
- Schedule the initial EOC Action Planning Meeting

Director Emergency Services – City of Huntington Park

- Alongside General Staff, determine what representation is needed at the EOC from other emergency response agencies.
- Assign a liaison officer to coordinate outside agency response to the EOC, and if needed, assist in establishing an Inter-Agency Coordination Group.
- Monitor general staff activities to ensure appropriate actions are being taken.
- Alongside Public Information Officer, conduct news conferences and review media releases for final approval. Follow established procedure for public information.

(FORM | PRESS RELEASE)

- Ensure Liaison Officer is providing and maintaining effective inter-agency coordination.
- Based on status reports, establish initial strategic objectives for the EOC.

- Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting.

(FORM | EOC-202)

(GUIDE | PLANNING “P” GUIDE)

- Convene Initial Action Planning meeting.
- Ensure that all Section Chief/Coordinators, Management Staff, and key agency representatives are in attendance.
- Ensure appropriate Action Planning procedures are followed.

(GUIDE | PLANNING “P” GUIDE)

- Ensure meeting is facilitated appropriately by the Planning/Intelligence Section, and consensus among EOC Coordinator, PIO, and Section Chiefs/Coordinators on objectives for forthcoming operational period.
 - Assess the situation, define problems, set priorities, and establish strategic and SMART objectives for the response/recovery period
 - Determine the Operational Period time frame (i.e., 6-, 8- or 12-hour shifts)
 - Review and identify the need for additional staffing and/or other resources

- When Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.

(FORMS | EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 OR PLAN | EOC ACTION PLAN)

- Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.

Director Emergency Services – City of Huntington Park

- Conduct periodic briefings for elected officials or their representatives.
(FORM | EOC-209 OR REPORT | SITUATION STATUS)
- If appropriate, issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies.
(FORM | PROCLAMATION RESOLUTION)
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Ensure next shift's staff are accounted for
- Ensure the safety and well-being of staff being dismissed for the operational period
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out
(FORM | EOC-211, FORM | EOC-205A)
- Authorize demobilization of sections, branches and units when they are no longer required informally or via a plan.
(PLAN | DEMOBILIZATION PLAN)
- Notify higher level EOCs and other appropriate organizations of planned demobilization, as appropriate.
- Ensure that open actions not completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Prepare to provide input to the after-action report.
- Proclaim termination of the emergency response and proceed with recovery operations.
- Alongside Public Information Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.

Director Emergency Services – City of Huntington Park

- Provides a final emergency briefing of the event to EOC personnel to include:
 - Date/time of termination.
 - Requests all documentation developed during the event response.
 - Instructions for support of recovery operations or assembly of the final report.
 - Time and date of formal debrief to identify issues, lessons learned, and corrective actions.
 - Instructions for resumption of normal operations.
- Determine if a formal Recovery Plan is required based on a review of the technical criteria by:
 - Length and resources required for investigating and fact-finding activities.
 - Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations.
 - Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information.
- Supervise the transition of the EOC from response to recovery operations, as necessary.
- Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan.

(GUIDE | RECOVERY PLAN/PROJECT MANAGEMENT)

- Proclaim EOC Deactivate.
- Approve deactivation of other emergency facilities that were opened because of the emergency.
- Assists with recovery objectives, as requested for Recovery Plan.

(GUIDE | RECOVERY PLAN/PROJECT MANAGEMENT)

- Turn over command to Recovery.

- Conduct Incident Debriefing.

- Assists with the development of a Final AAR.
- Approved final AAR

(REPORT | LOCAL GOVERNMENT AFTER ACTION REPORT)

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JOB-AID: EOC Coordinator

POSITION OVERVIEW	<ul style="list-style-type: none">• The EOC Coordinator assists and serves as an advisor to the Emergency Director and General Staff as needed• Oversees the overall functioning of the emergency operations center
REPORT TO	EOC DIRECTOR
PLANS & REPORTS	<ul style="list-style-type: none">• ALL PLANS• ALL REPORTS
FORMS & GUIDES	FORMS <ul style="list-style-type: none">• ALL• POSITION JOB-AID• EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none">• ALL
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

EOC Coordinator

- Facilitate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance related to the internal functions of the EOC.
- Ensure compliance with operational area emergency plans and procedures.
- Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over JOB-AID.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Assist the EOC Director in determining appropriate staffing for the EOC.
(FORM | EOC-207)
- Provide assistance and information regarding section staffing to all general staff.
- Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the EOC Action Plan.
(FORM | EOC-202)
(GUIDE | PLANNING “P” GUIDE)
- Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
(FORM | PROCLAMATION RESOLUTION)
(GUIDE | LEGAL AUTHORITIES)
- Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
(PLAN | EOC ACTION PLAN)
(GUIDE | PLANNING “P” GUIDE)

EOC Coordinator

- Assist the Liaison Officer with coordination of all EOC visits.
- Aid with shift change activity as required.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Legal Officer

POSITION OVERVIEW	<ul style="list-style-type: none">• Provides legal counsel to the Emergency Services Director / EOC Director and all City / Agency Staff in legal matters pertaining to emergency response and recovery.• Assists in the preparation of proclamations, ordinances, and other legal documents; and maintains the City's / Agency's legal records and reports.
REPORT TO	EOC DIRECTOR
PLANS & REPORTS	SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT.
FORMS & GUIDE	FORM <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING• PROCLAMATION RESOLUTION GUIDE <ul style="list-style-type: none">• LEGAL AUTHORITIES
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Legal Officer

- Advises the Multi-Agency Coordination/Policy Group and/or EOC Director, Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies (Reference the California Emergency Services Act, Stafford Act, etc., as necessary).
- Establishes areas of legal responsibility and/or potential liabilities.
- As needed, prepares documents relative to Local Emergency proclamations, evacuations, curfews, and demolition of hazardous structures or conditions.
- Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available/appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Obtain assistance for position through the Personnel Unit in Logistics, as required.
- Assist as necessary with Emergency Proclamation Resolution Process and Forms.
(FORM | PROCLAMATION RESOLUTION)
- Provide technical knowledge of jurisdictional authorities.
(GUIDE | LEGAL AUTHORITIES)
- Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.
- Prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit

Legal Officer

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Release agency representatives that are no longer required in the EOC when authorized by the EOC Director.
- Ensure that you collect any documentation from them that would be relevant for after-action report.

- Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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JOB-AID: Liaison Officer

POSITION OVERVIEW	<ul style="list-style-type: none">• Responsible for serving as the point of contact to all internal and external individuals, organizations, agencies and customers• Oversee all special events, dignitary visits and field liaison positions
REPORT TO	EOC DIRECTOR
PLANS & REPORTS	SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-209 INCIDENT STATUS SUMMARY• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

JOB-AID: Liaison Officer

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC.
- Handle requests from other EOCs for EOC agency representatives.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
- In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
- Ensuring that demobilization is accomplished when directed by the EOC Director.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available/appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Obtain assistance for position through the Personnel Unit in Logistics, as required.
- Contact Agency Representatives already on-site, ensuring that they:
 - Have signed into the EOC
 - Understand their role in the EOC
 - Know their work locations
 - Understand the EOC organization and floor plan.
- Determine if additional representation is required from:
 - Community based organizations
 - Private organizations
 - Utilities not already represented
 - Other agencies
- Alongside EOC Director and EOC Coordinator, establish and maintain Interagency Coordination Group made up of outside agency representatives and executives not assigned to specific sections within the EOC.

JOB-AID: Liaison Officer

- Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Inter-Agency Coordination Group.
- Assist with distribution of the current EOC Action Plan and Situation Report.
(PLAN | EOC ACTION PLAN)
(FORM | EOC-209) or (REPORT | SITUATION STATUS)
- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.
- Maintain active roster of agency representatives located at the EOC
- Roster should be distributed internally on a regular basis.
(FORM | EOC-211 JUST FOR AGENCY REPRESENTATIVES)
(FORM | EOC-205A JUST FOR AGENCY REPRESENTATIVES)
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Release agency representatives that are no longer required in the EOC when authorized by the EOC Director.
- Ensure that you collect any documentation from them that would be relevant for after-action report.
- Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Public Information Officer

POSITION OVERVIEW	Responsible for providing news and information on the emergency/disaster to the media, the public, all departments and required agencies.	
REPORT TO	EOC DIRECTOR	
PLANS & REPORTS	PRESS RELEASES DEVELOPS	
FORMS & GUIDES	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• MEDIA CALL• PUBLIC CALL• DISASTER ASSISTANCE DIRECTORY• PRESS RELEASE• MEDIA BRIEFING SCHEDULE• EOC-225 FOR PD CREDENTIALING GUIDE <ul style="list-style-type: none">• MEDIA CENTER/JOINT INFORMATION CENTER• EMERGENCY ALERT SYSTEM NOTIFICATION	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

JOB-AID: Public Information Officer

- Serve as the central coordination point for the agency or jurisdiction for all media releases.
- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.
- Develop the format for press conferences, in conjunction with the EOC Director.
- Maintaining a positive relationship with the media representatives.
- Supervising the Public Information Branch.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over Job-Aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Determine staffing requirements and make required personnel assignments for the Public Information function to the Personnel Unit in Logistics, as required.
- Obtain policy guidance from the EOC Director regarding press releases.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments.
- Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed.
- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
(FORM | MEDIA BRIEFING SCHEDULE)
- Implement and maintain an overall information release program.

JOB-AID: Public Information Officer

- Establish a Media or Joint Information Center, as required, providing necessary space, materials, telephones, and electrical power.

(GUIDE | MEDIA CENTER/JOINT INFORMATION CENTER)

- Maintain up-to-date status boards and other references at the Media or Joint Information Center.
- Provide adequate staff to answer questions from members of the media.

- Interact with other EOC PIOs and obtain information relative to public information operations.

- Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.

(GUIDE | EMERGENCY ALERT SYSTEM NOTIFICATIONS)

- In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.

- At the request of the EOC Director, prepare media briefings and press releases for members of the agencies or jurisdiction policy groups.
- Provide other assistance as necessary to facilitate their participation in media briefings and press conferences.

(FORM | PRESS RELEASE)

- Ensure that a rumor control function is established to correct false or erroneous information.

- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.

- Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.

(FORM | MEDIA CALL)

(FORM | PUBLIC CALL)

- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.

(FORM | DISASTER ASSISTANCE DIRECTORY)

- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).

- Monitor broadcast media, using information to develop follow-up press releases and rumor control.

(FORM | PRESS RELEASE)

- Ensure that file copies are maintained of all information released.

- Provide copies of all press releases to the EOC Director for approval.

(FORM | USE CURRENT PRESS RELEASES)

- Prepare final press releases and advise media representatives of points-of-contact for follow-up stories.

JOB-AID: Public Information Officer

- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.
- Alongside EOC Director and Liaison Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.

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JOB-AID: Safety Officer

POSITION OVERVIEW	<ul style="list-style-type: none">• Responsible for identifying and mitigating safety hazards and situations of potential City / Agency liability during EOC operations.• Ensuring that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)
-------------------	---

REPORT TO
EOC DIRECTOR

PLANS & REPORTS	EOC ACTION PLAN PROVIDES INPUT ADVANCE PLANS + REPORTS (DEMO, RECOVERY ETC.) PROVIDES INPUT
-----------------	--

FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-208 SAFETY MESSAGE• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-215A SAFETY ANALYSIS• EOC-225 FOR PD CREDENTIALING
-------	---

TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
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RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST
-----------	--

JOB-AID: Safety Officer

- Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available/appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Tour the entire EOC facility and evaluate conditions.
- Advise the EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.)
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
(FORM | EOC-215a)
- Be familiar with particularly hazardous conditions in the facility; act when necessary.
- Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
(FORM | EOC-208)
- If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- Keep the EOC Director advised of unsafe conditions; act when necessary.
- Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- Provide turnover briefing to position replacement.

JOB-AID: Safety Officer

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOBAID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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3.2 Operations Section

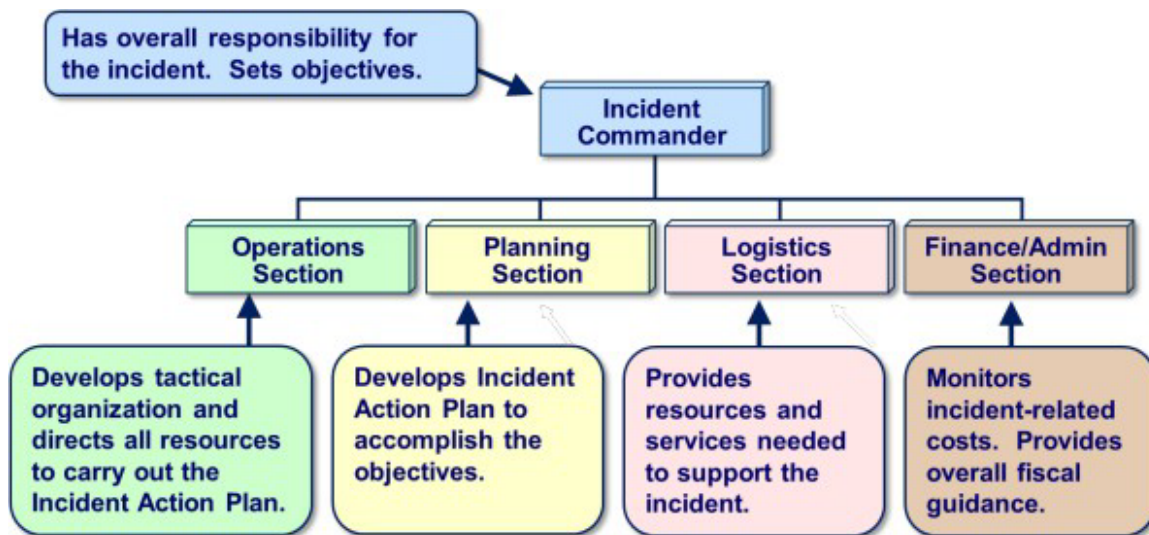


Figure 6: EOC Operations Section

This section contains functional section and position descriptions, responsibilities, and JOB-AIDS for personnel assigned to the Operations Section of the City EOC. JOB-AIDS describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Operations Section is primarily responsible for managing the operations of various response elements involved in the disaster/emergency

Section Responsibilities Include:

- **Fire:** Fire/Rescue, Hazardous Materials, Emergency Medical Services, Environmental Preservation
- **Law:** Coroner, Law Enforcement, Investigations, Security
- **Care & Shelter:** Care and Shelter
- **Public Works:** Street, Traffic, Utilities, Solid Waste, Wastewater, Parking, Facility and Vehicle Maintenance
- **Construction & Engineering:** Building Safety, Building Damage, and Safe Access

Figure 6: EOC Operations Section, above, shows all the positions that are part of the EOC Operations Section.

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JOB-AID: Operations Chief/Coordinator

POSITION OVERVIEW	Responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed		
REPORT TO	MANAGEMENT EOC DIRECTOR		
	TO ME	STAFF	
		<ul style="list-style-type: none">• Fire Branch• Law Branch• Medical/Health Branch• Care & Shelter Branch	<ul style="list-style-type: none">• Construction & Engineering Branch• Debris Management Unit• Public Works Unit• Utilities Unit
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT		
FORMS & REPORTS	FORMS	REPORT	
	<ul style="list-style-type: none">• POSITION JOB-AID• RESOURCE REQUEST• EOC-205A COMMUNICATION LIST• EOC-209 INCIDENT STATUS SUMMARY• EOC-211 CHECK-IN LIST• EOC-213 RESOURCE REQUEST• EOC-214 ACTIVITY LOG• EOC-215 RESOURCE PLANNING WORKSHEET• EOC-225 FOR PD CREDENTIALING	<ul style="list-style-type: none">• AGRICULTURAL STATUS• ENERGY STATUS• FIREFIGHTING STATUS• HAZMAT STATUS• MASS CARE STATUS• PUBLIC SAFETY STATUS• PUBLIC WORKS STATUS• SEARCH & RESCUE STATUS• TRANSPORTATION STATUS• UTILITY STATUS	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)		
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• BINDER• VEST		

JOB-AID: Operations Section Chief

- Ensure that the Operations Function is carried out including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
(FORM | EOC-215)
- Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports.
- Conduct periodic Operations briefings for the EOC Director as required or requested.
- Supervise the Operations Section.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up).
- Check workstation to ensure readiness.
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.

JOB-AID: Operations Section Chief

- Based on the situation, activate positions/branch within the section as needed:
 - Fire Branch
 - Law Branch
 - Medical/Health Branch
 - Care & Shelter Branch
 - Construction & Engineering Branch
 - Damage/Safety Assessment
 - *Debris Management Unit*
 - *Public Works Unit*
 - *Utilities Unit*
- Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.
- Request additional personnel for the section as necessary for 24-hour operation.
- Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics.
- Ensure that there is adequate equipment and radio frequencies available as necessary for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Coordinate with the Planning/Intelligence Section Coordinator to determine the need for any Technical Specialists.
- Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed and coordinate accordingly.
- Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches in section; develop an Operations Plan detailing strategy for carrying out Operations objectives.

JOB-AID: Operations Section Chief

- Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.
- Ensure Operations Section position logs and other necessary files are maintained.
- Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.
(FORM | EOC-209 OR OPTIONS BELOW)
(REPORT | AGRICULTURAL STATUS)
(REPORT | COMMUNICATION STATUS)
(REPORT | ENERGY STATUS)
(REPORT | FIREFIGHTING STATUS)
(REPORT | HAZMAT STATUS)
(REPORT | MASS CARE STATUS)
(REPORT | PUBLIC SAFETY STATUS)
(REPORT | PUBLIC WORKS STATUS)
(REPORT | SEARCH & RESCUE STATUS)
(REPORT | TRANSPORTATION STATUS)
(REPORT | UTILITY STATUS)
- Ensure that all media contacts are referred to the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods.
- **(FORM | EOC-215)**
- Attend and participate in EOC Director's Action Planning meetings.
- Provide the Planning/Intelligence Section Coordinator with the Operations Section's objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
(FORM | RESOURCE REQUEST OR EOC-213)
- Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the EOC Director on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.

JOB-AID: Operations Section Chief

- Brief Branch Coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Fire Branch

POSITION OVERVIEW	Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident.
REPORT TO	OPERATIONS CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORTS	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-209 INCIDENT STATUS SUMMARY• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING• FIRE DEPLOYED RESOURCES REPORTS <ul style="list-style-type: none">• FIREFIGHTING STATUS• SEARCH & RESCUE STATUS• HAZMAT STATUS
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

JOB-AID: Fire Branch

- Coordinate fire, emergency medical, hazardous materials, and urban search and rescue operations in the jurisdictional area.
- Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources.
- Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.
- Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
- Supervise the Fire & Rescue Branch.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - Fire & Rescue Unit
 - Emergency Medical Unit
 - HazMat Unit
- If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
(FORM | FIRE DEPLOYED RESOURCES)

JOB-AID: Fire Branch

- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.

(REPORT | FIREFIGHTING STATUS)

(REPORT | SEARCH & RESCUE STATUS)

(REPORT | HAZMAT STATUS)

- Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Coordinator prior to the first Action Planning meeting.

- Ensure that Branch and Unit position logs and other necessary files are maintained.

- Obtain and maintain current status on Fire & Rescue missions being conducted in the jurisdictional area.

- Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.

(FORM | EOC-209) OR

(REPORT | FIREFIGHTING STATUS)

(REPORT | SEARCH & RESCUE STATUS)

(REPORT | HAZMAT STATUS)

- On a regular basis, complete and maintain the Fire & Rescue Status Report.

- Refer all contacts with the media to the Public Information Branch.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

- Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.

- Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

- Provide turnover briefing to position replacement.

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOBAID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

JOB-AID: Fire Branch

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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JOB-AID: Law Branch

POSITION OVERVIEW	Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident	
REPORT	TO	OPERATIONS CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS & REPORT	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none">• PUBLIC SAFETY STATUS	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

JOB-AID: Law Branch

- Coordinate movement and evacuation operations during an emergency.
- Alert and notify the public of the impending or existing emergency.
- Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.
- Coordinate site security at incidents.
- Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
- Supervise the Law Enforcement Branch.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over JOB-AID
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Based on the situation, activate the necessary Units within the Law Enforcement Branch:
 - Law Enforcement Operations Unit
 - Coroner/Fatalities Management Unit
 - Search and Rescue Unit
- Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.
- Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.
- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Maintain status on Law Enforcement missions being conducted.

JOB-AID: Law Branch

- Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.

(REPORT | PUBLIC SAFETY STATUS)

- On a regular basis, complete and maintain the Law Enforcement Status Report.

- Refer all contacts with the media to the Public Information Branch.

- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

- Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning Meeting.

- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

- Provide turnover briefing to position replacement.

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOB-AID) (FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit.

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

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JOB-AID: Medical/Health Branch

POSITION OVERVIEW	Provides oversight and management for Medical Health Branch activities.	
REPORT TO	OPERATIONS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

JOB-AID: Medical/Health Branch

- Medical/Health operations are coordinated by the Medical/Health Branch in the Operations Section.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Manages and supervises the Medical/Health Branch.
- Continuously monitors the organizational effectiveness and modifies as necessary.
- Ensures coordination of hospitals, health units, continuing care, mental health, and environmental health within the jurisdiction.
- Ensures all Medical/Health Branch resources are tracked and accounted for in cooperation with the Planning Section Resource Unit, as well as resources ordered through Mutual Aid.
- Ensures the Medical/Health Branch function is carried out
- Meets regularly with Medical/Health Branch staff and works to reach consensus on Operations Section objectives for forthcoming operational periods and ensures they are carried out effectively as per the EOC Action Plan.
- Based on the situation, activates and directs appropriate Groups or Units within the Branch. Designates Group Supervisors or Unit Leaders as necessary.
- Examples:
 - Environmental Management Group Supervisor/Unit Leader
 - Emergency Medical Services Group Supervisor/Unit Leader
 - Healthcare Facilities Group Supervisor/Unit Leader
 - Public Health Group Supervisor/Unit Leader
 - Mental Health Group Supervisor/Unit Leader
 - Medical/Health DOC Director (if DOC activated)
- Provide turnover briefing to position replacement.

JOB-AID: Medical/Health Branch

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOBAID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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JOB-AID: Care & Shelter Branch

POSITION OVERVIEW	Responsible for opening and operating evacuation centers and mass care facilities in the City until, and if, the American Red Cross assumes responsibility; coordinating efforts with the American Red Cross and other volunteer agencies; and supporting the Personnel Unit in the care and sheltering of employees and their families
REPORT TO	OPERATIONS CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none">• MASS CARE STATUS
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Care & Shelter Branch

- Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.
- Supervise the Care & Shelter Unit.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up).
- Check workstation to ensure readiness.
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross.
- Work with the Agency Representative to coordinate all shelter and congregate care activity.
- Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.
- Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- Complete and maintain the Care and Shelter Status Report Form.
(REPORT | MASS CARE STATUS)

Care & Shelter Branch

- Refer all contacts with the media to the Public Information Officer.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Public Works Branch

POSITION OVERVIEW	Supports emergency response operations under the Operations Section and provides guidance for initial size-up, rapid needs, and preliminary disaster safety reports on the areas affected, damaged, and destroyed during an emergency event	
REPORT	TO	OPERATIONS CHIEF/COORDINATOR
	TO ME	<ul style="list-style-type: none"> • Damage/Safety Assessment Unit • Debris Management Unit • Public Works Unit • Utilities Unit
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS & REPORTS	FORMS <ul style="list-style-type: none"> • POSITION JOB-AID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • WINDSHIELD SURVEY • INITIAL DAMAGE ESTIMATE 	REPORTS <ul style="list-style-type: none"> • PUBLIC WORKS & ENGINEERING STATUS • ENERGY STATUS
TECHNOLOGY	<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES	<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 	

Public Works Branch

- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
- Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.
- Assist other sections, branches, and units as needed.
- Supervise the Construction/Engineering Branch.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up).
- Check workstation to ensure readiness.
- Wear identification vest and read over job-aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Based on the situation, activate the necessary Units within the Construction & Engineering Branch:
 - Utilities Unit
 - Public Works Unit
 - Damage/Safety Assessment Unit
- Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- Provide an initial situation report to the Operations Section Coordinator.
(REPORT | PUBLIC WORKS & ENGINEERING STATUS)
- Based on the initial EOC strategic objectives, prepare objectives for the Construction/ Engineering Branch.
- Provide them to the Operations Section Coordinator prior to the first Action Planning meeting.
- Ensure that Branch and Unit position logs and other necessary files are maintained.
- Maintain current status on all construction/engineering activities being conducted.

Public Works Branch

- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- (FORM | WINDSHIELD SURVEY)
- Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- Determine and document the status of transportation routes into and within affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
(REPORT | PUBLIC WORKS & ENGINEERING STATUS)
- Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained.
(REPORT | PUBLIC WORKS & ENGINEERING STATUS)
(REPORT | ENERGY STATUS)
(FORM | INITIAL DAMAGE ESTIMATE)
- Refer all contacts with the media to the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Construction/Engineering Branch for the subsequent operations period.
- Provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check-out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)

Public Works Branch

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Damage & Safety Assessment Unit

POSITION OVERVIEW	Provides communication with the field level and/or coordinates the Initial Damage Estimate (IDEs); coordinates with public and private sector representatives to identify damages	
REPORT TO	OPERATIONS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING• INITIAL DAMAGE ESTIMATE• WINDSHIELD SURVEY	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Damage & Safety Assessment Unit

- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of the dam.
- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Maintain detailed records on damaged areas and structures.
- Initiate requests for Engineers, to inspect structures and/or facilities.
- Supervise the Damage/Safety Assessment Unit.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up).
- Check workstation to ensure readiness.
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
(FORM | INITIAL DAMAGE ESTIMATE)
(FORM | WINDSHIELD SURVEY)
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.

Damage & Safety Assessment Unit

- Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Officer.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Debris Management Unit

POSITION OVERVIEW	Responsible for debris management and removal.	
REPORT TO	OPERATIONS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Debris Management Unit

Develops and coordinates a response plan for debris management and removal.

- Identifies and coordinates debris management and removal criteria to facilitate the FEMA eligibility.
- Coordinates procurement and contracts with Logistics and Finance and Administration.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up).
- Check workstation to ensure readiness.
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Implementing jurisdiction-specific Debris Management Plan.
- Keep the section informed on the status of debris management.
- Refer all contacts with the media to the Public Information Officer.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

Debris Management Unit

- Complete all required forms, reports, and other documentation.
 - Provide all completed documentation to the Documentation Unit, prior to your departure.
 - Turn over financial information to Finance/Administration Section Coordinator.
-
- Clean up your work area before you leave.
-
- Provide a forwarding phone number where you can be reached.
-
- Be prepared to provide input to the after-action report.

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JOB-AID: Public Works Unit

POSITION OVERVIEW	Evaluates and assesses the safety and condition of roadways, bridges, and other public works infrastructure.
REPORT TO	OPERATIONS CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS & REPORTS	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none">• PUBLIC WORKS STATUS
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Public Works Unit

- Assist other Operation Section Branches by providing construction equipment and operators as necessary.
- Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
- Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
- Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.
- Supervise the Public Works Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and materiel as required.
- Keep the Construction/Engineering Branch Coordinator informed of unit status.
(REPORT | PUBLIC WORKS STATUS)
- Refer all contacts with the media to the Public Information Officer.
- Provide turnover briefing to position replacement.

Public Works Unit

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOB-AID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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JOB-AID: Utilities Unit

POSITION OVERVIEW	Coordinates with public and private utilities, including electric, gas, water, waste, and telephone to receive an assessment of the systems, and coordinates with utility companies to develop a restoration plan
REPORT TO	OPERATIONS CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none">• UTILITY STATUS
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Utilities Unit

- Assess the status of utilities, provide Utility Status Reports as required.
- Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.
- Supervise the Utilities Unit.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up).
- Check workstation to ensure readiness.
- Wear identification vest and read over JOB-AID.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers.
- Determine the extent of damage to utility systems.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Health & Welfare Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
- Complete and maintain the Utilities Status Report.
(REPORT | UTILITY STATUS)
- Refer all contacts with the media to the Public Information Officer.
- Provide turnover briefing to position replacement.

Utilities Unit

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOBAID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit.

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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3.3 Planning & Intelligence Section



Figure 7: EOC Planning & Intelligence Section

This section contains functional section and position descriptions, responsibilities, and JOB-AIDS for personnel assigned to the Planning & Intelligence Section of the City EOC. JOB-AIDS describes the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Planning & Intelligence Section is primarily responsible for compiling, assembling, and reporting all safety/damage assessment information

Section Responsibilities Include:

- Collect, evaluate, analyze, display, and disseminate incident information and status of all assigned and available resources
- Functions as the primary support for decision-making to the overall emergency organization
- Provides anticipatory appraisals and develops plans necessary to cope with changing events

Figure 7: EOC Planning & Intelligence Section, above, shows all the positions that are part of the EOC Planning & Intelligence Section.

EOC Intelligence/Investigations Function

Intelligence/Investigations (I/I) is a sixth ICS function identified in NIMS. The Intelligence/Investigations function can be established to collect, analyze, and disseminate incident-related information and intelligence for incidents involving intensive intelligence gathering and investigative activity (such as a criminal or terrorist act, or epidemiological, accident or mass fatality investigation).

When I/I is required, the Incident Command/Unified Command can place the I/I function in multiple locations within the incident command structure based on factors such as the nature of the incident, the level of I/I activity, and the relationship of I/I to other incident activities.

The I/I Section is a field response function; however, it is important for the EOC Planning Section understand depending on the situation (incident involving criminal investigation), Intelligence may fall under its own section.

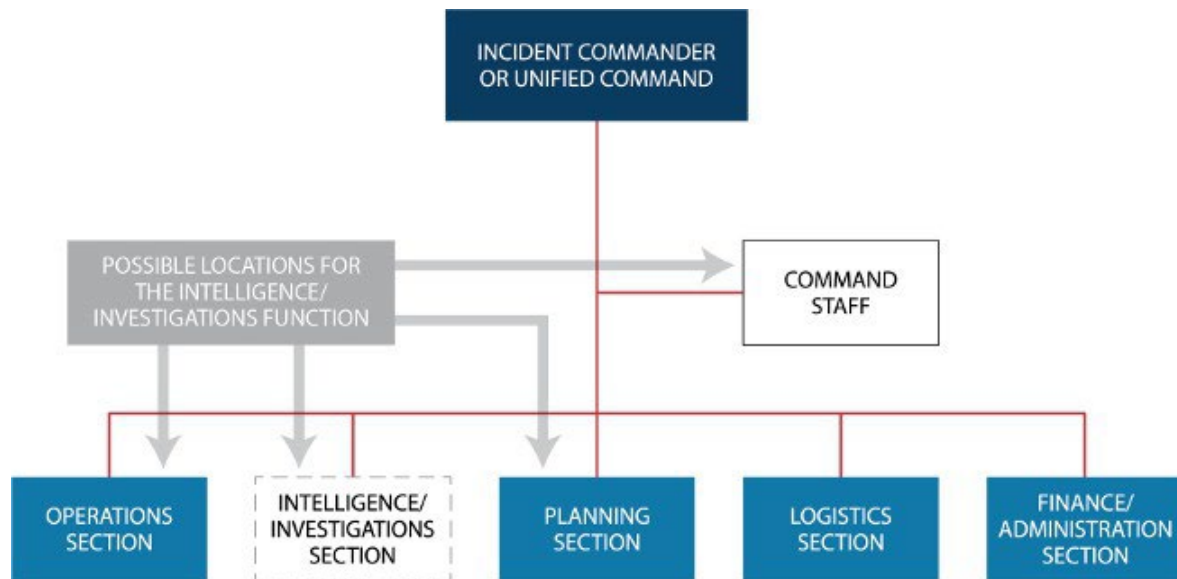


Figure 8: EOC Intelligence/Investigations Function

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JOB-AID: Planning & Intelligence Chief/Coordinator

POSITION OVERVIEW	Responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources	
REPORT TO	MANAGEMENT EOC DIRECTOR	
	TO ME	STAFF <ul style="list-style-type: none"> Situation Analysis Unit <i>Technical Specialist</i> Documentation Unit <i>AFN Specialist</i> Advanced Planning Unit <i>GIS Specialist</i> Resource Status/Tracking Unit <i>Social Media Specialist</i> Demobilization Unit
PLANS & REPORTS	EOC ACTION PLAN OVERSEE DEVELOPMENT ADVANCED PLANS OVERSEE DEVELOPMENT OPERATION SECTION REPORTS OVERSEES COMPILATION & DISTRIBUTION LOCAL GOVERNMENT AFTER ACTION REPORT SUPPORTS DEVELOPMENT	
FORMS	<ul style="list-style-type: none"> POSITION JOB-AID EOC-201 INCIDENT BRIEFING EOC-202 INCIDENT OBJECTIVES EOC-205A COMMUNICATION LIST EOC-207 ORGANIZATION CHART EOC-209 INCIDENT STATUS SUMMARY EOC-211 CHECK-IN LIST EOC-214 ACTIVITY LOG EOC-215 RESOURCE PLANNING WORKSHEET EOC-215A SAFETY ANALYSIS EOC-225 FOR PD CREDENTIALING EOC-230 DAILY MEETING SCHEDULE 	
TECHNOLOGY	<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL) 	
RESOURCES	<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST 	

Planning & Intelligence Chief/Coordinator

- Establish the appropriate level of staffing and organization for the Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Supervise the Planning/Intelligence Section.
- Ensure that the following responsibilities of the Section are addressed as required:
 - Collect, analyze, and display situation information
 - Prepare periodic Situation Report
 - Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting
 - Conducting Advance Planning activities and report
 - Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities
- In coordination with the other Section Coordinators, ensure that Status Reports are completed and utilized as a basis for Situation Analysis Reports, and the EOC Action Plan.
- Keep the EOC Director informed of significant issues affecting the P&I Section
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

Planning & Intelligence Chief/Coordinator

- Based on the situation, activate positions/unit within the section as needed:
 - Situation Analysis Unit
 - Documentation Unit
 - Advanced Planning Unit
 - Action Planning Unit
 - Resource Status/Tracking Unit
 - Demobilization Unit
 - *Technical Specialists*
 - *AFN Specialist*
 - *GIS Specialist*
 - *Social Media Specialist*
- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with the Operational Area EOC when activated.
- Coordinate Situation Analysis Reports with their Planning/Intelligence Section.
(FORM | EOC-209 OR REPORT | SITUATION STATUS)
- Meet with Operations Section Coordinator; obtain and review any major incident reports.
(REPORT | OPS _____ STATUS REPORT)
- Review responsibilities of units in the section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by Planning/Intelligence, in consultation with section staff.
- Identify objectives to be accomplished during the initial Operational Period.
(FORM | EOC-202)
- Keep the EOC Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Ensure that Planning/Intelligence Section position logs and other necessary files are maintained.
- Ensure that The Situation Analysis Unit is maintaining current information for the situation analysis report.
- Ensure that major incidents reports, and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.
- Ensure that a situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period.
(FORM | EOC-209 | SITUATION STATUS)

Planning & Intelligence Chief/Coordinator

- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
(FORM | EOC-201)
- Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
(FORM | EOC-230)
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
(FORMS | EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 OR PLAN | EOC ACTION PLAN)
- Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan, are being addressed.
- Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
(PLAN | ADVANCE PLAN)
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Provide technical specialists to all EOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit

Planning & Intelligence Chief/Coordinator

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input and/or facilitate the after-action report.

(REPORT | LOCAL GOVERNMENT AFTER ACTION REPORT)

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JOB-AID: Action Planning Unit

POSITION OVERVIEW	Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.	
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN DRIVE, DEVELOP, REVIEW OR PUT TOGETHER ADVANCE PLANS DEVELOP OR PUT TOGETHER	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-202 INCIDENT OBJECTIVES• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• BINDER• VEST	

EOC Action Planning Unit

- Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Establish an EOC Action Planning process & meeting schedule for the operational period with the Planning & Intelligence Section Chief.
- Coordinate the calling of EOC Action Planning meetings and remind Section Chiefs to bring summaries of their issues and needs, along with updates on the existing Action Plan
- Ensure the EOC Action Plan is developed for each operational period based on objectives developed by each section
(FORM | EOC-202 or PLAN | EOC ACTION PLAN)
- Ensure the Planning and Intelligence Section Chief has everything that will be needed to facilitate the Action Planning meetings
- Ensure that each section provides an update on its objectives at least 30 minutes prior to each Action Planning meeting. This includes those completed and the status of those not completed, as well as new objectives to be added to the Action Plan
- In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and the meeting room is set up with appropriate equipment and materials
- Prepare a draft EOC Action Plan and submit it to the Planning & Intelligence Section Chief/EOC Director for approval.
- Print and distribute the approved EOC Action Plan, coordinate with the Documentation Unit for reproduction and distribution as necessary
- Provide turnover briefing to position replacement.

EOC Action Planning Unit

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOB-AID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

- Follow EOC check-out procedures, including signing out, cleaning up the workstation, and forwarding your phone number so that you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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JOB-AID: Situation Analysis Unit

POSITION OVERVIEW	Responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT AND DISTRIBUTION OPERATION SECTION REPORTS SUPPORTS COMPILATION & DISTRIBUTION
FORMS & GUIDES	FORM <ul style="list-style-type: none">• POSITION JOB-AID• EOC-202 INCIDENT OBJECTIVES• EOC-205A COMMUNICATION LIST• EOC-209 INCIDENT STATUS SUMMARY• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING GUIDE <ul style="list-style-type: none">• PLANNING “P” GUIDE
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Situation Analysis Unit

- Oversee the collection, organization, and analysis of situation information related to the emergency.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that situation analysis reports are developed for dissemination to EOC staff and to other EOCs as required.
- Ensure that an EOC Action Plan is developed for each operational period.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Supervise Situation Analysis Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Contact local government EOCs in the operational area and establish a schedule for obtaining situation reports.
- Ensure there are adequate staff available to collect and analyze incoming information.
- Maintain the Situation Analysis Report and facilitate the Action Planning process.
(FORM | EOC-209 OR REPORT | SITUATION STATUS)
(GUIDE | PLANNING “P” GUIDE)
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.
(FORM | EOC-202)
- Establish and maintain a position log and other necessary files.
- Oversee the collection and analysis of all emergency related information.
- Oversee the preparation and distribution of the Situation Report.
- Coordinate with the Documentation Unit for manual distribution and reproduction as required.
(FORM | EOC-209 OR REPORT | SITUATION STATUS)

Situation Analysis Unit

- Ensure that each EOC Section provides the Situation Analysis Unit with Status Reports on a regular basis.
- Meet with the Public Information Officer to determine the best method for ensuring access to current information.
- Prepare a situation summary for the EOC Action Planning meeting.
(FORM | EOC-209 OR REPORT | SITUATION STATUS)
- Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting
- In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper.
- Ensure the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.).
- Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period. (See attachment).
- Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Documentation Unit

POSITION OVERVIEW	Responsible for maintaining complete documentation of the emergency. This includes damage assessment reports, EOC action reports, after action and corrective action reports.	
REPORT	TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS & REPORTS	EOC ACTION PLAN SUPPORT DEVELOPMENT AND DISTRIBUTION OPERATION SECTION REPORTS SUPPORTS COMPILATION & DISTRIBUTION	
FORMS & REPORT	<ul style="list-style-type: none"> • POSITION JOB-AID • EOC-201 INCIDENT BRIEFING • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-215A SAFETY ANALYSIS • EOC-225 FOR PD CREDENTIALING • EOC-230 DAILY MEETING SCHEDULE 	
TECHNOLOGY	<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES	<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 	

Documentation Unit

- Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
- Provide document reproduction services to EOC staff.
- Distribute the EOC situation analysis reports, EOC Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency.
- Assist the EOC Coordinator in the preparation and distribution of the After-Action Report.
- Supervise the Documentation Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to this position at the end of each shift.
(FORM | EOC-207, FORM | EOC-205A)
- Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
(FORM | EOC-209 | SITUATION STATUS)
(REPORT | OPS _____ STATUS REPORT)
(FORMS | EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 - PLAN | EOC ACTION PLAN)

Documentation Unit

- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the EOC.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Advance Planning Unit

POSITION OVERVIEW	Responsible for developing reports and recommendations for future time periods and for preparing reports, development of the EOC Action Plan, and briefings for use in strategy and/or planning meetings	
REPORT	TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN DEVELOP, REVIEW, OR PUT TOGETHER ADVANCE PLANS DEVELOP OR PUT TOGETHER	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-202 INCIDENT OBJECTIVES• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• BINDER• VEST	

Advance Planning Unit

- Development of an Advance Plan consisting of potential response and recovery-related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available status reports, Action Plans, and other significant documents.
- Determine potential future impacts of the emergency, particularly issues that might modify the overall strategic EOC objectives.
- Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
- Supervise the Advance Planning Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and determine best estimates of the future direction & outcomes of the emergency.
- Develop an Advance Plan identifying future policy-related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36-to-72-hour time frame.
(PLAN | ADVANCE PLAN)
- Submit the Advance Plan to the Planning/Intelligence Coordinator for review and approval prior to conducting briefings for the General Staff and EOC Director.
- Review Action Planning objectives submitted by each section for the next operational period.
- In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.
(FORM | EOC-202 or PLAN | EOC ACTION PLAN)
(PLAN | ADVANCE PLAN)

Advance Planning Unit

- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Resource Status/Tracking Unit

POSITION OVERVIEW	Responsible for tracking and documenting all resources.	
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-207 ORGANIZATION CHART• EOC-211 CHECK-IN LIST• EOC-213 RESOURCE REQUEST• EOC-214 ACTIVITY LOG• EOC-215 RESOURCE PLANNING WORKSHEET• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Resource Status/Tracking Unit

- Responsible for tracking and documenting resources, including personnel, critical resources, transportation, and support equipment.
(FORM | RESOURCE TRACKING)
- Responsible for coordinating closely with all units in the Logistics Section, particularly Supply/Procurement Unit, Personnel Unit, and Transportation Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job-aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Attends the Tactics/Strategy meeting (led by the Operations Section Chief) to complete the Operational Planning Worksheet
(FORM | EOC-215)
- Complete resource request forms (ICS 213 form) for personnel, supplies, services, and equipment-as determined from the Operational Planning Worksheet (ICS 215 form/worksheet) developed during the Tactics/Strategy meeting.
(FORM | EOC-213)
(FORM | EOC-215)
- Verifies proper check-in and check-out of personnel in the EOC using a Recorder.
(FORM | EOC-211)
- Provides resource information to the Situation Analysis Unit, Demobilization Unit, and Logistics Section.
(FORM | EOC-209)
- Assists in the preparation of the Organization Chart and post in the EOC.
(FORM | EOC-207)
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)

Resource Status/Tracking Unit

- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to the Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Demobilization Unit

POSITION OVERVIEW	Responsible for preparing a Demobilization Plan to ensure an orderly, safe, and cost-effective release of personnel and equipment
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT DEMOBILIZATION PLAN DEVELOP
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Demobilization Unit

- Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents and status reports.
- Supervise the Demobilization Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job-aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Review EOC personnel roster to determine size and scope of any demobilization efforts.
- Meet individually with the general staff to determine their need for assistance in any Demobilization Planning.
- Advise Planning/Intelligence Section Coordinator on the need for a formal written Demobilization Plan.
- If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.
(PLAN | DEMOBILIZATION PLAN)
- Establish with each Section Coordinator which units/personnel should be demobilized first.
- Determine if any special needs exist for personnel demobilization (e.g., transportation).
- Develop a checkout procedure, if necessary, to ensure all deactivated personnel have cleared their operating position.
- Submit any formalized Demobilization Plan to the Planning/Intelligence Section Coordinator for approval.
- Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.

Demobilization Unit

- Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Technical Specialist Unit

POSITION OVERVIEW	<ul style="list-style-type: none">• Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline.• Technical Specialists (may or may not be employees of a public or private agency) may report to the Planning/Intelligence Section Coordinator/Chief.
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR
TO ME	<ul style="list-style-type: none">• AFN Specialist• GIS Specialist• Social Media Specialist
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Technical Specialist Unit

- Provide technical observations and recommendations to EOC staff in specialized areas as required.
- Advise on legal limitations use of resources.
- Work with inter-agency coordination groups as necessary providing expertise.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over JOB-AID.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Provide technical services as required to requesting EOC staff.
- Contribute to EOC planning meetings and inter-agency coordination groups as requested.
- Ensure that all recommendations are appropriately documented.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Advise Planning/Intelligence Section when duties are completed.
- Obtain release from Planning/Intelligence Section Coordinator prior to leaving the EOC.
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

Technical Specialist Unit

- Complete all required forms, reports, and other documentation.
 - Provide all completed documentation to the Documentation Unit, prior to your departure.
 - Turn over financial information to Finance/Administration Section Coordinator.
-
- Clean up your work area before you leave.
-
- Provide a forwarding phone number where you can be reached.
-
- Be prepared to provide input to the after-action report.

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JOB-AID: Access and Functional Needs (AFN) Specialist

POSITION OVERVIEW	Responsible for identifying and mitigating safety concerns for the AFN populations and maintaining awareness of potential City/Agency liability during EOC response and recovery activities	
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Access and Functional Needs (AFN) Specialist

- Determine the scope of the incident and the impact on AFN populations.
- Determine which AFN populations are impacted.
- Provide advice and assistance with other Sections as they manage resources and activities.
- Monitor and assist with message development/translation, as needed, including alert and warning messages to ensure all AFN populations are reached.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Ensure staff members assigned to AFN support have adequate resources to support their efforts.
- Help develop ordinances and regulations for evacuations.
- Monitor impacted AFN populations during evacuations to ensure adequate support.
- Provide guidance to Operations and Logistics in evacuation center and shelter operation activities.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

Access and Functional Needs (AFN) Specialist

- Complete all required forms, reports, and other documentation.
 - Provide all completed documentation to the Documentation Unit, prior to your departure.
 - Turn over financial information to Finance/Administration Section Coordinator.
-
- Clean up your work area before you leave.
-
- Provide a forwarding phone number where you can be reached.
-
- Be prepared to provide input to the after-action report.

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JOB-AID: Geographic Information Systems (GIS) Specialist

POSITION OVERVIEW	Collects analyses and displays critical information obtained from various sources such as field reports, other departments and agencies, and EOC Sections.	
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Geographic Information Systems (GIS) Specialist

- Determine and establish GIS production priorities.
- Converts requests into GIS products quickly and effectively.
- Anticipate requirements and needs and assemble or prepare supporting referential data.
- Locate and secure needed database information to support production goals.
- Operate specialized GIS production equipment
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job-aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Develops a system to post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
- Develops sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the other EOC sections.
- Provides for an authentication process in case of conflicting status reports.
- Meets with the Planning/Intelligence Section Coordinator/Chief and the EOC Director (Director of Emergency Services) to determine needs for planning meetings and briefings.
- Determines if there are any special information needs.
- Maps specific zones or areas that detail damage surveys in conjunction with state and federal agencies.
- Prepares, sets up, and maintains EOC displays.
- Keeps data current concerning: Availability of personnel, equipment, and supplies; Equipment or personnel out of service.

Geographic Information Systems (GIS) Specialist

- Continually obtains information from Logistics, other Planning/Intel functions, the EOC Manager, Operations and the Finance/Admin Section.
- Submits verbal and written reports to Planning/Intelligence Section Coordinator/Chief as appropriate or as directed.
- Participates in Planning/Intelligence Section Meetings and participates in EOC Action Plan development.
- Provides information to be included in the Situation Report (i.e., mapping).
- *Obtains data on all impacts to include:*
 - Utilities and infrastructure (i.e., roads, bridges, electric lines, pipelines, buildings, etc.).
 - Numbers of homes destroyed or damaged.
 - Public facilities destroyed or damaged.
 - Critical facilities damaged or destroyed and locations (hospital, power stations, industry or manufacturers, water facilities, etc.).
 - Financial impacts and costs expended by the County & coordinate with Cost Unit Leader in Finance/Admin Section.
 - Ensures that necessary maps and data pertinent to the operations are obtained.
 - Maps areas that may have to be rezoned, destroyed, reconstructed and/or modified due to the disaster. (Consultation with the Planning Section).
 - Works with the Situation Analysis Unit to create maps, displays, and reports.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

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JOB-AID: Social Media Specialist

POSITION OVERVIEW	Support position to Public Information Officer. Can be assigned to various work locations and conduct a diverse group of tasks, including gathering photos/videos, monitoring social media, conducting rumor control, etc.	
REPORT TO	PLANNING & INTELLIGENCE CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Social Media Specialist

- Social media monitoring
- Rumor identification and management
- Intelligence gathering
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Monitor social media
- Identify and manage rumors
- Gather and share intelligence from media platforms
- Take pictures and video
- If approved by the Section Coordinator, assist PIO with information dissemination
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

Social Media Specialist

- Complete all required forms, reports, and other documentation.
 - Provide all completed documentation to the Documentation Unit, prior to your departure.
 - Turn over financial information to Finance/Administration Section Coordinator.
-
- Clean up your work area before you leave.
-
- Provide a forwarding phone number where you can be reached.
-
- Be prepared to provide input to the after-action report.

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3.4 Logistics Section

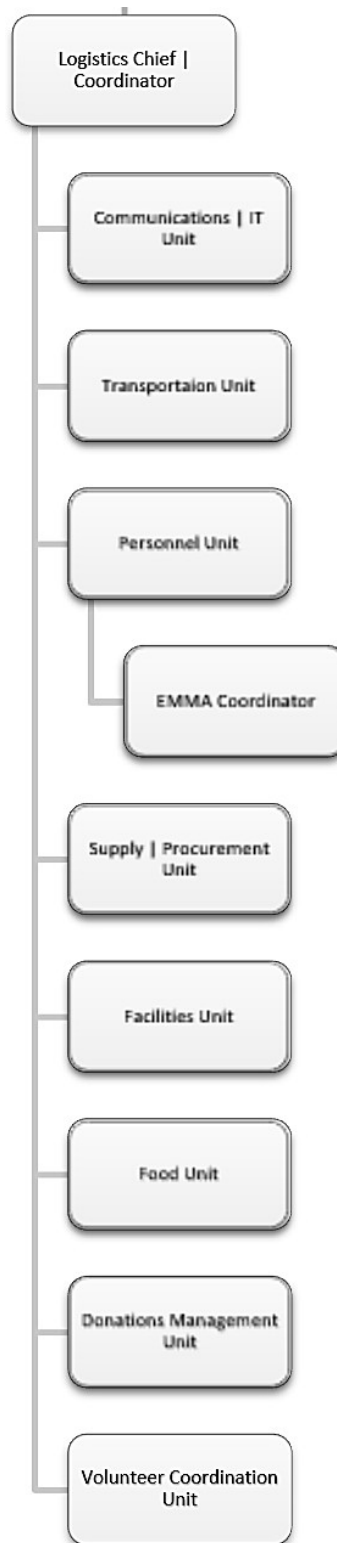


Figure 8: EOC Logistics Section

This section contains a functional section and position descriptions, responsibilities, and JOB-AIDS for personnel assigned to the Logistics Section of the City EOC. JOB-AIDS describes the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Logistics Section is responsible for providing resources to support Huntington Park's disaster response, including, but not limited to, personnel, vehicles, and equipment.

Section Responsibilities Include:

- Provide operational and logistical support for emergency response personnel and optimize the use of resources
- Provide support to the other sections of the EOC and support as directed for field emergency response activities
- Support the restoration of essential services and systems

Figure 8: EOC Logistics Section, above, shows all the positions that are part of the EOC Logistics Section.

JOB-AID: Logistics Chief/Coordinator

POSITION OVERVIEW	Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources	
REPORT TO	MANAGEMENT EOC DIRECTOR	
REPORT TO ME	STAFF	
		<ul style="list-style-type: none"> • Communications/IT Unit • Transportation Unit • Personnel Unit • Supply/Procurement Unit • Facilities Unit • Food Unit • Donations Management Unit • Volunteer Coordination Unit
PLANS	EOC ACTION PLAN SUPPORT DEVELOPMENT	
FORMS	<ul style="list-style-type: none"> • POSITION JOB-AID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE REQUEST • RESOURCE TRACKING 	
TECHNOLOGY	<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES	<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 	

Logistics Chief/Coordinator

- Ensure the Logistics function is carried out in support of the EOC.
- This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within the section as needed and designate Unit Leaders for each element:
 - Communications Branch
 - Transportation Unit
 - Supply/Procurement Unit
 - Personnel Unit
 - Facilities Unit
 - Resource Tracking Unit
- Mobilize sufficient section staffing for 24-hour operations.

Logistics Chief/Coordinator

- Establish communications with the Logistics Section at the Operational Area EOC if activated.
- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the EOC Director and General Staff and identify immediate resource needs.
- Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.
- Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.
- Provide periodic Section Status Reports to the EOC Director.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach a consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
(FORM | EOC-213 | RESOURCE REQUEST)
(FORM | RESOURCE TRACKING)
- Provide section staff with information updates as required.
- Provide turnover briefing to position replacement.

Logistics Chief/Coordinator

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOB-AID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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JOB-AID: Communications & IT Unit

POSITION OVERVIEW	Responsible for managing all computing needs including desktop/laptop computers, network and communications (internet/wireless, telephones, radios, etc.), printing, audio/visual, and other technology needs for the EOC	
REPORT TO	LOGISTICS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT DEMOBILIZATION PLAN SUPPORTS DEVELOPMENT	
FORMS & REPORT	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none">• COMMUNICATION STATUS	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Communications & IT Unit

- Coordinates with all sections and branches/groups/units on operating procedures for computing, network, and communications systems.
- Provides support for all EOC Information Systems and ensures automated information links with partner EOCs/DOCs are maintained including, if applicable, audio, visual, and teleconferencing equipment.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up).
- Check workstations to ensure readiness.
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Develops Communication Plan for all communication modes within the EOC and field ICPs when needed.
(FORM | EOC-205A)
- Determines what communications equipment is necessary.
- Provides technical information as required.
- Manage data and telephone services for the EOC.
- Receive any priorities or special requests.
- Provide communications briefings and technology status reports as requested at action planning meetings.
(REPORT | COMMUNICATION STATUS)
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.

Communications & IT Unit

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Coordinates with Demobilization Unit to develop check out procedure on Demobilization Plan.
(PLAN | DEMOBILIZATION)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Transportation Unit

POSITION OVERVIEW	Responsible for coordinating the allocation of transportation resources required to move people, equipment, and essential supplies during emergency response and recovery operations.
REPORT TO	LOGISTICS CHIEF/COORDINATOR
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT TRANSPORTATION PLAN DEVELOPS (CAN USE TRANSPORTATION STATUS REPORT AS BASIS FOR PLAN)
FORMS & REPORT	FORM <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING• RESOURCE TRACKING REPORT <ul style="list-style-type: none">• TRANSPORTATION STATUS
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Transportation Unit

- In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
- Arrange for the acquisition or use of required transportation resources.
- Supervise the Transportation Unit.
- Check in at the EOC
(FORM | EOC-211)
- Assist with EOC Set-up (If not already fully set-up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.
(REPORT | TRANSPORTATION STATUS)
- Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and shipment of resources and material.
- Establish contact with local transportation agencies and schools to establish the availability of equipment and transportation resources for use in evacuations and other operations as needed.
(FORM | RESOURCE TRACKING)
- Keep the Logistics Section Coordinator informed of significant issues affecting the Transportation Unit.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)

Transportation Unit

- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Personnel Unit

POSITION OVERVIEW	Responsible for obtaining, coordinating, and allocating all non-fire and non-law-enforcement mutual aid personnel support requests; registering and coordinating volunteers as Disaster Services Workers (DSWs); feeding and caring for all emergency workers; and the overall coordination and care of all City/Agency staff, both paid and volunteer.	
REPORT TO	LOGISTICS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-207 ORGANIZATION CHART• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING• RESOURCE REQUEST• RESOURCE TRACKING• DSWV REGISTRATION	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Personnel Unit

- Provide personnel resources as requested in support of the EOC and Field Operations.
- Identify, recruit and register volunteers as required.
- Develop an EOC organization chart.
(FORM | EOC-207)
- Supervise the Personnel Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Manage check-in
(FORM | EOC-211, FORM | EOC-205A)
- In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position.
- Upon check in, indicate the name of the person occupying each position on the chart.
- The chart should be posted in a conspicuous place, accessible to all EOC personnel.
(FORM | EOC-207)
- Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.
(FORM | EOC-208)
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.

Personnel Unit

- Process all incoming requests for personnel support.
- Identify the number of personnel, special qualifications or training, where they are needed, and the person or unit they should report to upon arrival.
- Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.

(FORM | RESOURCE REQUEST)

(FORM | RESOURCE TRACKING)

- Maintain a status board or other reference to keep track of incoming personnel resources.

- Update the EOC organization chart for each operational period.

- Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.

- Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.

- To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.

- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.

- Arrange childcare services for EOC personnel as required.

- Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards.

(FORM | DSWV REGISTRATION)

- Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.

- Provide turnover briefing to position replacement.

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOB-AID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.

Personnel Unit

- Complete all required forms, reports, and other documentation.
 - Provide all completed documentation to the Documentation Unit, prior to your departure.
 - Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Supply & Procurement Unit

POSITION OVERVIEW	Responsible for obtaining and delivering all non-fire and non-law-enforcement mutual aid materials, equipment, and supplies to support emergency operations	
REPORT TO	LOGISTICS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Supply & Procurement Unit

- Oversee the procurement and allocation of supplies and materials not normally provided through mutual aid channels.
- Coordinate procurement actions with the Finance/Administration Section.
- Coordinate delivery of supplies and materials as required.
- Supervise the Supply/Procurement Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Determine if requested types and quantities of supplies and materials are available in inventory.
- Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify the types and number of supplies and materials and verify that the request has not been previously filled through another source.
- In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their status.
- Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- Determine the unit costs of supplies and materials from suppliers and vendors and whether they will accept purchase orders as payment prior to completing the order.
- Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.

Supply & Procurement Unit

- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items.
- If delivery services are not available, coordinate pickup and delivery through the Transportation Unit.
- In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required.
- Assist field level with food services at camp locations as requested.
- Coordinate donated goods and services from community groups and private organizations.
- Set up procedures for collecting, inventorying, and distributing usable donations.
- Keep the Logistics Section Coordinator informed of significant issues affecting the Supply/Procurement Unit.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Facilities Unit

POSITION OVERVIEW	Responsible for ensuring adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.	
REPORT TO	LOGISTICS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Facilities Unit

- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up)
- Check workstation to ensure readiness
- Wear identification vest and read over job aid.
- Receive situation, section and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a position log and other necessary files.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with ADA requirements.
- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.

Facilities Unit

- Keep the Logistics Section Coordinator informed of significant issues affecting the facilities unit.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Food Unit

POSITION OVERVIEW	Responsible for coordinating all feeding operations for the EOC, support, and field personnel	
REPORT TO	LOGISTICS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Food Unit

- Establishes and disseminates a feeding plan that identifies cost limits, authorized vendors, catering companies, types of food, etc. Be aware of special diets.
- Sets meal schedules.
- Sets up and manages eating areas for EOC, staff, and field personnel.
- Establishes a personnel-feeding account for EOC, support, and field personnel at local restaurants.
- Briefs all EOC personnel on the location, cost limitations, and incident number used for each restaurant or caterer.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set-up).
- Check the workstation to ensure readiness.
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Obtains necessary equipment, supplies, and facilities to establish food service (including hot/cold storage and/or handling).
- Ensures food service areas meet appropriate health and safety measures and are maintained in a clean condition.
- Orders sufficient food and water from or through the Supply Unit.
- Maintains an inventory of food, water, condiments, and supplies.
- Coordinates with the Procurement Unit to ensure all purchases are pre-approved and paid.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOBAID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.

Food Unit

- Follow EOC check-out procedures, including signing out, cleaning up the workstation, and forwarding your phone number so that you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Donations Management Unit

POSITION OVERVIEW	Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.	
REPORT TO	LOGISTICS CHIEF/COORDINATOR	
PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Donations Management Unit

- Works with the Planning Section Staff to identify donation needs of life-safety supplies and services (e.g., heat, food, water, ice) and develops a plan to receive and quickly distribute these resources to affected community members.
- Coordinates with the Resources Unit to track all donation resources.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Communicates and coordinates with external partners and NGOs to support effective donations management.
- Serves as a point of contact with the private sector that wants to donate goods and services.
- Coordinates with the Public Information function, including the JIC (if activated), to maintain consistent public messaging about donations.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check-out procedures, including signing out, cleaning up the workstation, and forwarding your phone number so that you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate the position when authorized by the EOC Director and follow the Demobilization Unit Leader's directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

Donations Management Unit

- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Volunteer Coordination Unit

POSITION OVERVIEW	Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.
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REPORT TO	LOGISTICS CHIEF/COORDINATOR
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PLANS	EOC ACTION PLAN SUPPORTS DEVELOPMENT
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FORMS	<ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING• DSWV REGISTRATION
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TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
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RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST
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Volunteer Coordination Unit

- Works with the Planning Section Staff to identify volunteer needs and develop a plan to distribute these volunteers to the necessary places.
- Coordinates with the Resources Unit to track all volunteer resources.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC setup (If not already fully set up).
- Check workstations to ensure readiness.
- Wear an identification vest and read over job-aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Staffs Volunteer Team in the EOC and supports the Planning Section Resource Unit and the Logistics Section Supply Unit.
- Establishes one or more assembly and staging sites for volunteers to report for credential screening and potential assignment (Volunteer Reception Centers).
- Manages the Volunteer DSWV process, including document management.
(FORM | DSWV REGISTRATION)
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check-out procedures, including signing out, cleaning up the workstation, and forwarding your phone number so that you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to Finance/Administration Section Coordinator.

Volunteer Coordination Unit

- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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3.5 Finance/Administration Section

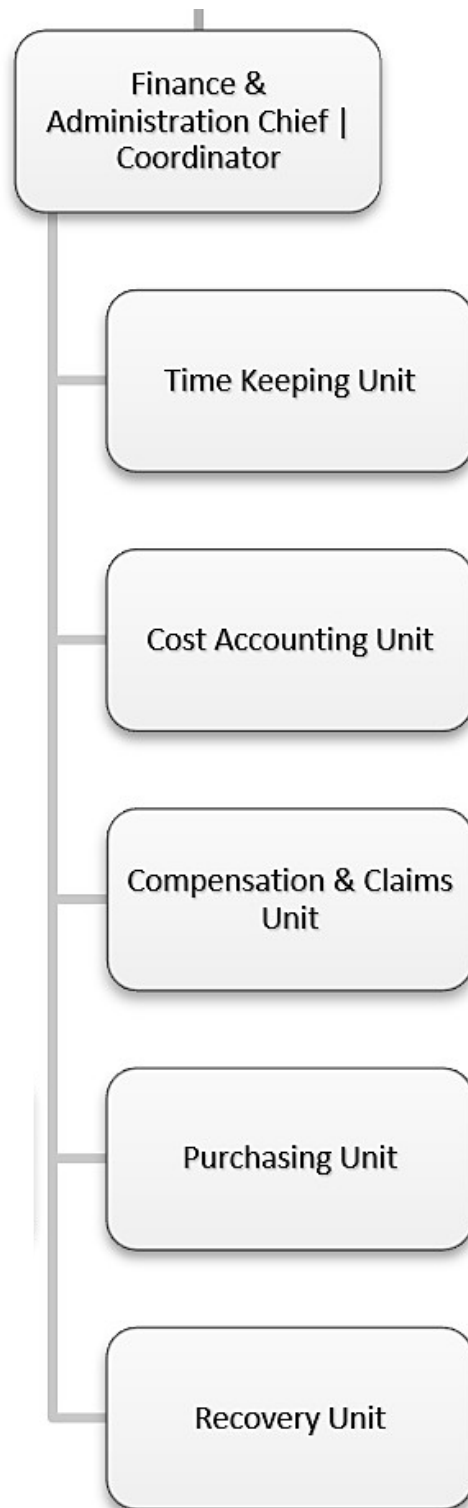


Figure 9: EOC Finance & Administration Section

This section contains a functional section and description of the position, responsibilities, and JOB-AIDS for personnel assigned to the Finance & Administration Section of the Huntington Park EOC. JOB-AIDS describes the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Finance & Administration Section is responsible for providing financial support and coordination.

Section Responsibilities Include:

- Protect Life, Property, and the Environment
- Provide Continuity of Financial Support to the City and Community
- Document and Manage City costs and recovery of those costs as allowable
- Maintain a positive image for the City in its dealings with the community

Figure 9: EOC Finance & Administration Section, above, shows all the positions that are part of the EOC Finance & Administration Section.

JOB-AID: Finance & Administration Chief/Coordinator

POSITION OVERVIEW	Responsible for the financial support, response, and recovery of the incident	
REPORT	TO	MANAGEMENT EOC DIRECTOR
PLANS & REPORTS	ASSESS, TRACK, AND ORGANIZE THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES	
FORMS, GUIDES	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Finance & Administration Chief/Coordinator

- Ensure that all financial records are maintained throughout the emergency.
- Ensure that all on-duty time is recorded for all emergency response personnel.
- Ensure that all on-duty time sheets are collected from EOC staff; Departments collect these from DOC staff, and Field Supervisors /Incident Commanders are for their staff.
- Ensure there is a continuum of the payroll process for all employees responding to the emergency.
- Determine/remind individuals of purchase order limits for the procurement function in Logistics.
- Ensure that workers' compensation claims resulting from the response are processed within a reasonable time.
- Ensure that all travel and expense claims are processed within a reasonable time.
- Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
- Activate units within the Finance/Administration Section as required.
- Monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
- Supervise the Finance/Administration Section.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC setup (If not already fully set up).
- Check workstations to ensure readiness.
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Ensure that the Finance/Administration Section is properly set up and that appropriate personnel, equipment, and supplies are in place.

Finance & Administration Chief/Coordinator

- Based on the situation, activate units within the section as needed and designate Unit Coordinators for each element:
 - Time Keeping Unit
 - Cost Accounting Unit
 - Compensation & Claims Unit
 - Purchasing Unit
 - Recovery Unit
- Ensure sufficient staff are available for a 24-hour schedule or as required.
- Meet with the Logistics Section Coordinator and review financial and administrative support requirements and procedures.
- Determine the level of purchasing authority to be delegated to the Logistics Section.
- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- Notify the EOC Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Ensure that Finance/Administration Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Recovery Unit maintains all financial records throughout the emergency.
- Ensure that the Time Keeping Unit tracks and records all agency staff time.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency in a reasonable timeframe, given the nature of the situation.

Finance & Administration Chief/Coordinator

- Ensure that the Time-Keeping Unit processes all timesheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate appropriate Section Positions when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- Identify staff to support on-going Recovery Operations and Recovery Plan.
- Advise identified staff on their continual support role.
- Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to departure.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.
- Transition over to Recovery Operations and support Recovery Manager in tracking per project costs as directed by FEMA cost recovery and public assistance guidelines.

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JOB-AID: Time Keeping Unit

POSITION OVERVIEW	Responsible for working with all Department Liaisons and Sections to ensure field units track hours worked by personnel and volunteers & preparing daily personnel time recording documents.
REPORT TO	FINANCE & ADMINISTRATION CHIEF/COORDINATOR
PLANS & REPORTS	SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• RESOURCE TRACKING• EOC-205A COMMUNICATION LIST• EOC-210 RESOURCE STATUS CHANGE• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST

Time Keeping Unit

- Track, record, and report all on-duty time for personnel working during the emergency.
- Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted to the budget and payroll office.
- Supervise the Time Keeping Unit.
- Check in at the EOC
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up)
- Check the workstation to ensure readiness
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities
(FORM | EOC-214)
- Establish and maintain a timekeeping system.
(FORM | EOC-211)
(FORM | RESOURCE TRACKING)
(FORM | EOC-210)
- Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift.
- Ensure that time records are accurate and prepared in compliance with policy.
- Obtain complete personnel rosters from the Personnel Unit.
- Rosters must include all EOC personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- Establish a file for each employee or volunteer within the first operational period.
- Maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Coordinator informed of significant issues affecting the Time-Keeping Unit.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)

Time Keeping Unit

- Provide all completed documentation to the Documentation Unit
- Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate position when authorized by Finance/Administration Section Coordinator and follow Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to the Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Compensation & Claims Unit

POSITION OVERVIEW	Responsible for investigating and processing physical injury and property-damage claims arising from emergency/disaster incident	
REPORT	TO	FINANCE & ADMINISTRATION CHIEF/COORDINATOR
PLANS	SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES	
FORMS, GUIDES	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-208 SAFETY MESSAGE• EOC-211 CHECK-IN LIST• EOC-215A SAFETY ANALYSIS• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING• EOC-227 CLAIMS LOG GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Compensation & Claims Unit

- Oversee the investigation of injuries and property/equipment damage claims arising from the emergency.
- Complete all forms required by the worker's compensation program.
- Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.
- Supervise the Compensation and Claims Unit.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC setup (If not already fully set up).
- Check workstations to ensure readiness.
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Establish and maintain a compensation and claims system.
- Maintain a chronological log of injuries, illnesses, and property damage reported during the emergency.
(FORM | EOC-227)
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time frame consistent with the jurisdiction's policy & procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
(FORM | EOC-208)
(FORM | EOC-215A)
- Keep the Finance/Administration Coordinator informed of significant issues affecting the Compensation and Claims Unit.
- Forward all equipment or property damage claims to the Recovery Unit.
- Provide turnover briefing to position replacement.

Compensation & Claims Unit

- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOB-AID)

(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit

- Follow EOC check-out procedures, including signing out, cleaning up the workstation, and forwarding your phone number so that you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate the position when authorized by the EOC Director and directed by the Section Coordinator.
- Follow the Demobilization Unit Leader directions/plan.

- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to the Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Be prepared to provide input to the after-action report.

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JOB-AID: Purchasing Unit

POSITION OVERVIEW	Responsible for financial matters involving vendor contracts	
REPORT TO	FINANCE & ADMINISTRATION CHIEF/COORDINATOR	
PLANS	SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES	
FORMS, GUIDES	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Purchasing Unit

- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with the Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
- Supervise the Purchasing Unit.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC setup (If not already fully set up).
- Check workstations to ensure readiness.
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Establish and maintain a purchasing system.
- Review the emergency purchasing procedures.
- Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/Administration Section Coordinator.
- Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established or purchase prices with vendors as required.
- Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.
- Finalize all agreements and contracts as required.
- Complete final processing and send documents to Budget and Payroll for payment.
- Verify cost data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Keep the Finance/Administration Section Coordinator informed of all significant issues involving the Purchasing Unit.

Purchasing Unit

- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)
- Provide all completed documentation to the Documentation Unit.
- Follow EOC check-out procedures, including signing out, cleaning up the workstation, and forwarding your phone number so that you can be reached.
(FORM | EOC-211, FORM | EOC-205A)
- Deactivate the position when authorized by the EOC Director and directed by the Section Coordinator.
- Follow the Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to the Finance/Administration Section Coordinator.
- Clean up your work area before you leave.
- Provide a forwarding phone number where you can be reached.
- Be prepared to provide input to the after-action report.

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JOB-AID: Recovery Unit

POSITION OVERVIEW	Responsible for executing procedures to capture and document costs relating to a disaster/emergency	
REPORT	TO	FINANCE & ADMINISTRATION CHIEF/COORDINATOR
PLANS & REPORTS	SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES	
	AFTER ACTION REPORT	
FORMS, GUIDES	FORMS <ul style="list-style-type: none">• POSITION JOB-AID• EOC-205A COMMUNICATION LIST• EOC-211 CHECK-IN LIST• EOC-214 ACTIVITY LOG• EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none">• PA DAMAGE CATEGORIES	
TECHNOLOGY	<ul style="list-style-type: none">• LAPTOP• PHONE (DESK OR CELL)	
RESOURCES	<ul style="list-style-type: none">• WORKSTATION• POSITION BINDER (CAN BE VIRTUAL)• VEST	

Recovery Unit

- Determine the impacts of the emergency requiring recovery planning.
- Initiate recovery-planning meetings with appropriate individuals and agencies.
- Develop the initial recovery plan and strategy for the jurisdiction.
- Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.
- Develop the strategy to transition from recovery planning in the EOC to a broader post-emergency recovery effort.
- Supervise the Recovery Unit.
- Check in at the EOC.
(FORM | EOC-211, FORM | EOC-205A)
- Assist with EOC Set-up (If not already fully set up).
- Check workstations to ensure readiness.
- Wear an identification vest and read over job aid.
- Receive situation, section, and position briefing from available and appropriate personnel.
- Ensure readiness to maintain concise records of position activities.
(FORM | EOC-214)
- Establish and maintain a recovery system.
- Monitor the current situation report to include recent updates and determine the overall impacts of the emergency.
- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.
- Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.
- Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.
- Develop a recovery plan and strategy for the jurisdiction or agency.

Recovery Unit

- Coordinate with Finance/Administration to ensure that FEMA, OES, and other public reimbursement source documents and applications are consistent with the recovery strategy.
- In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
- Provide turnover briefing to position replacement.
- Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

(FORM | USE CURRENT POSITION JOB-AID)
(FORM | USE CURRENT EOC-214)

- Provide all completed documentation to the Documentation Unit.
- Follow EOC check-out procedures, including signing out, cleaning up the workstation, and forwarding your phone number so that you can be reached.

(FORM | EOC-211, FORM | EOC-205A)

- Deactivate the position when authorized by the EOC Director and directed by the Section Coordinator.
- Follow the Demobilization Unit Leader directions/plan.
- Complete all required forms, reports, and other documentation.
- Provide all completed documentation to the Documentation Unit, prior to your departure.
- Turn over financial information to the Finance/Administration Section Coordinator.

- Clean up your work area before you leave.

- Provide a forwarding phone number where you can be reached.

- Assists the EOC Coordinator and Planning & Intelligence Section with preparing the After-Action Report.

(REPORT | AFTER ACTION)

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4 EOC Forms & Tools

4.1 EOC Action Planning

EOC Action Planning is a process that allows for the coordination of EOC activities and the development of the EOC Action Plan.

The EOC Action Plan (EAP) is a printed document which outlines the priorities and planned response of the organization for a defined operational period (time period).

During the initial stages of incident management, EOC staff must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete information. As the incident management effort evolves over time with additional lead time, staff, and information, more detailed and concise EOC Action Plans are created.

Overall – planning involves the following 5 phases:

1. Understanding the situation
2. Establishing incident objectives
3. Developing the Plan
4. Preparing and Disseminating the Plan
5. Executing, Evaluating, and Revising the Plan

The basis for an efficient and effective EOC Action Planning process begins with developing and maintaining a common operating picture.

4.1.1 Common Operating Picture Guidance

In order to develop a common operating picture, emergency management organization members must exercise effective situational awareness.

NOTE: Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident – knowing what is going on around you [requiring] continuous monitoring of relevant sources of information regarding actual incidents and developing hazards (National Response Framework).

Elements of situational awareness include:

- Perception (Gather information)
- Comprehension (Interpret information)
- Projection (Anticipate future status and needs)

Situational awareness can be obtained through the following sources:

- Field response, public safety
- HPPD Dispatch
- Community
- Mainstream media/social media

- Non-governmental organizations (NGOs)

Situational awareness information compiled together is used to develop a common operating picture.

NOTE: A common operating picture is a continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing (NRF Resource Center).

Having a common operating picture enables:

- Effective and timely decision-making
- Increase collaboration among all responders and disseminates pertinent information
- Improve incident safety
- Inform predictions and proactive response
- Help ensure consistency of messages

A common operating picture contains the following elements:

- Data: Collect bits from various sources
- Information: Bits are put together
- Intelligence: Analyze the information
- Make recommendations for decisions

Situational awareness influences the development of a common operating picture and follows the following input/output process. Situational Awareness shared at every SEMS level through a common operating picture helps others achieve overall incident situational awareness, as shown in the diagram on the right.

4.1.2 Planning P

The Planning “P” is a guide to the action planning process. The Planning “P” can be used for both smaller, short-term incidents or events, and for longer, more complex incident planning.

The Planning “P” depicts the stages in the action planning process.

The leg of the “P” includes initial steps to gain awareness of the situation and establish the organization for incident management. Steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations that continues and is repeated each operational period. In this way, the Planning “P” becomes the Planning “O” after the first operation period.

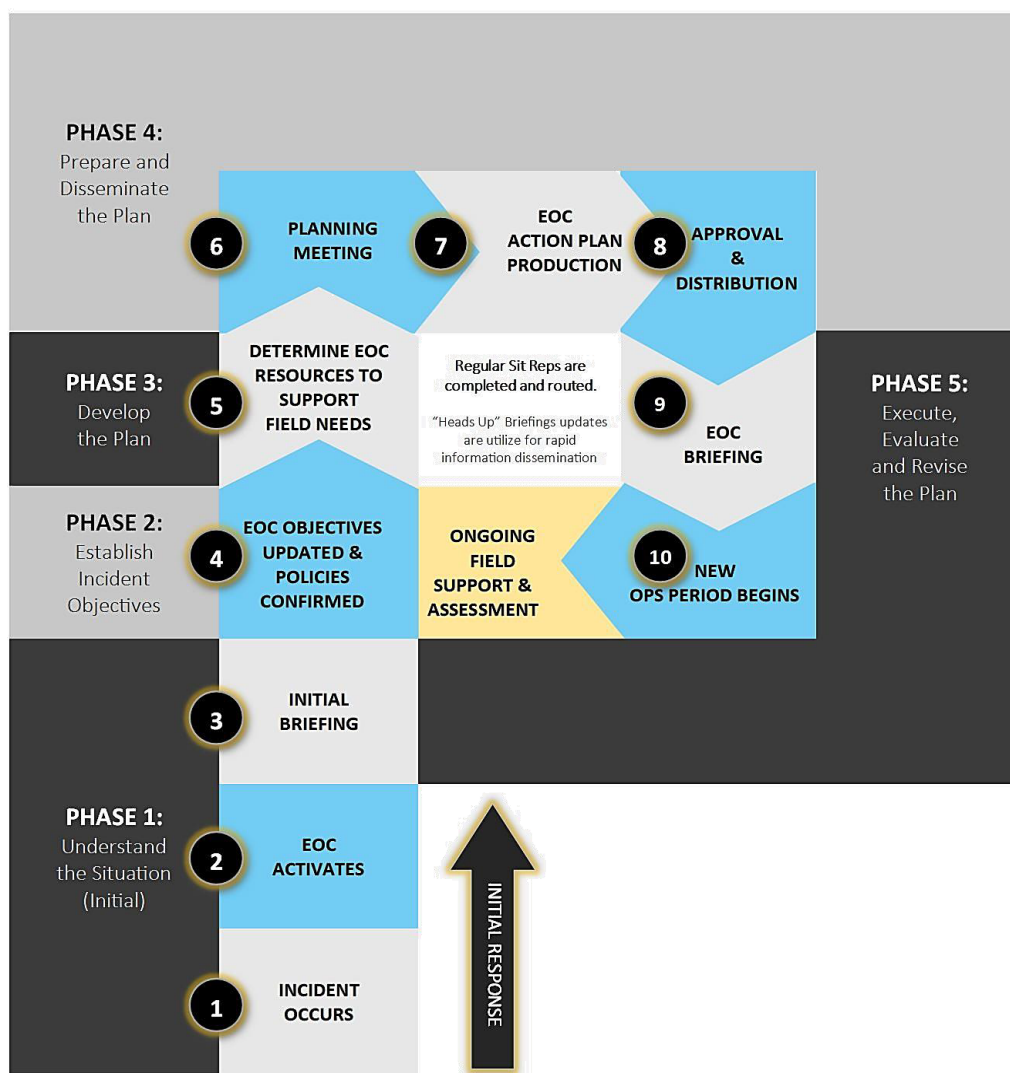


Figure: Planning “P”

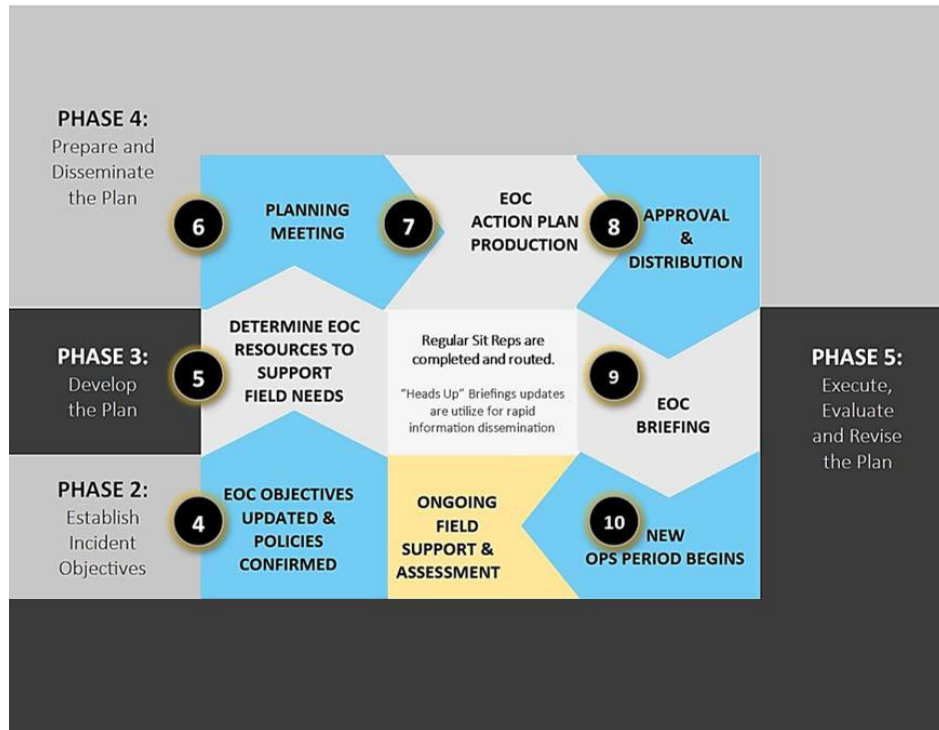
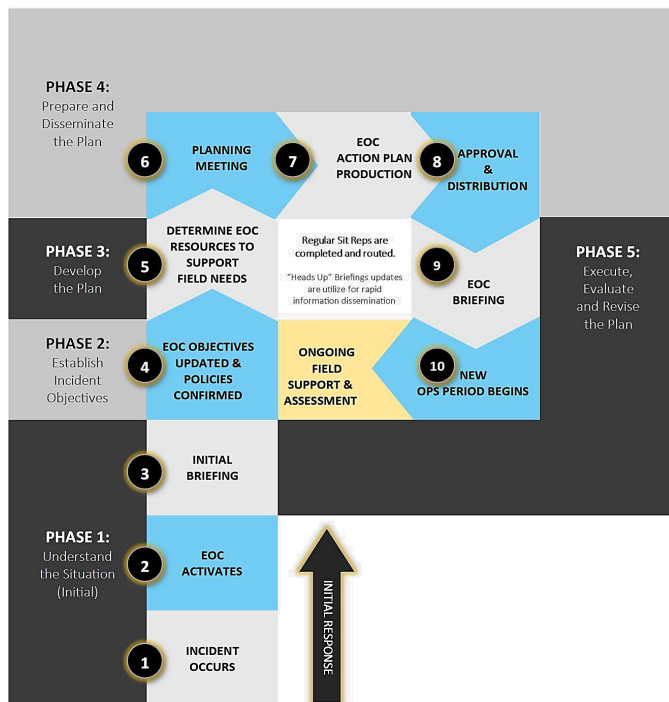


Figure: Ongoing "O"

4.1.3 Planning P Meeting Agendas

The following are examples of Planning P meeting details and agendas:



Initial Briefing Meeting (Planning P Step 3):

Meeting Called By: EOC Director

Attended By: All EOC personnel deemed necessary by the EOC Director.

Led By: EOC Director or Designee (ex: P&I Section Chief/Coordinator).

Purpose: Provide information on current on-scene operations, agency, and jurisdictional concerns and establish a working EOC organization.

Outcome: Organizational Structure and Common Operating Picture!

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to the agenda

Agenda/Flow

- The EOC Director brings the meeting to order, conducts roll calls, covers ground rules, and reviews the agenda.
- Introduce EOC Management and General Staff
- Provide situation updates to include:
 1. What has happened
 2. Affected areas and individuals
 3. Incident Command Post Objectives and Priorities if known (ICS-201 for Field)
 4. Activated emergency response facilities
 5. Jurisdictions and agencies involved
 6. Any actions we have taken
 7. Safety Concerns
 8. Agency or jurisdiction restrictions
- Verify that Incident commander(s), Area Command(s), supporting EOCs, DOCs, and coordinating agencies have been informed that the EOC is staffed and operational.
- Establish the following:
 - Event name
 - Operational period duration and work shift hours
 - Initial goals and objectives
 - EOC staffing organization, structure, pattern
 - Meeting Schedule
- All resource requests will be facilitated through the EOC.
- Agree on a unified logistics approach to resource ordering procedures to follow.

- Agree on resource authorization procedures.
- Agree on information/intelligence matters and the flow of information into the EOC and vetted information out of the EOC.
- Next meeting EOC Objectives meeting.
- Prepare for the Objectives Meeting.

Objectives Updates & Policy Confirmation Meeting (Planning P Step 4):

Meeting Called By: EOC Director

Attended By: Management & General Staff

Led By: Planning & Intelligence Chief/Coordinator or Designee

Purpose: Develop EOC objectives to support on-scene and EOC operations and confirm policies.

Outcome: EOC objectives were updated, and policies were confirmed.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to the agenda

Agenda:

- P&I Section Chief/Coordinator (PSC) brings the meeting to order, conducts roll call, covers ground rules, and reviews the agenda
- Review and /or update key current actions
- Review the current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s) considering on-scene incident objectives/resource priorities, limitations, and constraints
- Discuss the incidents potential for the next operational period
- Review and confirm policies by EOC Management with input from General Staff which may include:
 - Managing sensitive information/intelligence
 - Information flow into and out of the EOC
 - Resource ordering process
 - Cost sharing and cost accounting (Finance/Admin.)
 - Operational security issues
 - Establishment of a JIC

- Review, document, and/or resolve the status of any open actions.

Resource Meeting

(Planning P Step 5):

Meeting Called By: EOC Director

Attended By: Management & General Staff (other EOC positions as appropriate).

Led By: Planning & Intelligence Chief/Coordinator or Designee.

Purpose: Develop a unified EOC strategy to support emergency management and on-scene operation resource needs.

Outcome: Resources identified to support emergency management and field needs.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to the agenda

Agenda:

- P&I Section Chief/Coordinator brings the meeting to order, conducts roll call, covers ground rules, and reviews the agenda
- Review the current and projected incident situation
- Review and /or update key current actions
- Review coordination and support objectives and ensure accountability for each
- Resources on-scene, en-route, and ordered are identified (Plans Section and Operations Section)
- Resource priorities are discussed P&I Section Chief/Coordinator and Operations Section Chief/Coordinator
- PSC and OSC develop strategic and resource needs
- Logs Section Chief/Coordinator verifies support requirements and contributes logistics info as necessary
- Logs Section Chief/Coordinator reviews resource ordering process
- F&A Section Chief/Coordinator evaluates funding /fiscal implications
- Quick recap of the meeting and assignments
- End meeting and prepare for Planning Meeting
- Sections/Staff conduct break-out meetings to fill in the information gaps that may exist
- Prepare for Planning Meeting

Planning Meeting

(Planning P Step 6):

Meeting Called By: EOC Director

Attended By: Management & General Staff (other EOC positions as appropriate).

Led By: Planning & Intelligence Chief/Coordinator or Designee.

Purpose: Validate EOC Action Plan components: objectives, policies, authorities, resources, etc.

Outcome: Validation of EOC Action Plan.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to the agenda

Agenda:

- Planning & Intelligence Chief/Coordinator brings the meeting to order, conducts roll call, covers ground rules, and reviews the agenda
- EOC Director provides opening remarks
- Situation Unit provides a briefing on the current situation, resources at risk, weather forecast, and incident projections.
- Planning & Intelligence Chief/Coordinator review coordination and support priorities, objectives, and decisions
- The Operations Section Chief/Coordinator provides a briefing on current operations followed by an overview of the proposed plan, including strategy work assignments, resource commitment, contingencies, Operations Section organizational structure, and needed support facilities
- The Planning & Intelligence Chief/Coordinator reviews the Operations Section Chief/Coordinator's proposed plan to ensure that the EOC Management Priorities and operational objectives are met.
- Planning & Intelligence Chief/Coordinator reviews and validates responsibility for any open actions/tasks and management objectives.
 - The Planning & Intelligence Chief/Coordinator conducts a round-robin meeting of the EOC Management Group and Management Staff members to solicit their final input and commitment to the proposed plan.
 - The Logistics Section Chief/Coordinator covers transport, communications and supply updates and issues,

- Finance Section Chief/Coordinator covers fiscal issues,
- Public Information Officer covers public affairs and public information issues,
- Liaison Officer covers interagency issues, and
- The Safety Officer covers any safety concerns or considerations
- Planning & Intelligence Chief/Coordinator requests EOC Management Group's approval of the plan as presented. EOC Management Group may provide final comments
- Planning & Intelligence Chief/Coordinator issues assignments to appropriate EOC members for developing Coordination Plan support documentation along with deadlines.
- The Planning Section prepares the EOC Action Plan using the forms and /or format as described in the EOP or determined during the Planning meeting preparation phase.
- Sections conduct break-out meetings to fill in the information gaps that may exist.

EOC Briefing Meeting

(Planning P Step 9):

Meeting Called By: EOC Director

Attended By: All EOC personnel

Led By: Planning & Intelligence Chief/Coordinator or Designee.

Purpose: To brief the oncoming shift on the EOC Action Plan and the status of on-scene operations.

Outcome: The oncoming shift understands the EOC Action Plan and the situation to execute.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to the agenda

Agenda:

- Planning & Intelligence Chief/Coordinator brings the meeting to order, conducts roll call for personnel required to attend both incoming and out-going shifts, covers ground rules, and reviews the agenda
- EOC Director provides opening remarks











- Planning & Intelligence Chief/Coordinator review objectives and any changes to the EOC Action Plan
- Situation Unit conducts Situation Briefing.
- Operations Section Chief/Coordinator discusses current response actions and accomplishments.
- Logistics Section Chief/Coordinator covers transport, communications, and supply updates
- Finance Section Chief/Coordinator covers fiscal issues.
- Public Information Officer covers public affairs and public information issues
- The Safety Officer covers any safety concerns or considerations
- Liaison Officer covers interagency issues, and Intel covers intelligence issues
- Planning & Intelligence Chief/Coordinator solicits final comments and adjourns briefing.
- Out-going Sections Chiefs/Coordinators conduct individual break-out meetings with the on-coming Section Chiefs/Coordinators to complete the process













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4.1.4 EOC Forms

The table below lists all available EOC forms.

Note that these forms can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Form
1.	FORM_EOC 201_Incident Briefing	 FORM_EOC 201_Incident Briefing
2.	FORM_EOC 202_Incident Objectives	 FORM_EOC 202_Incident Object
3.	FORM_EOC 205A_Communication List	 FORM_EOC 205A_Communicatio
4.	FORM_EOC 207_Organization Chart	 FORM_EOC 207_Organization C
5.	FORM_EOC 208_Safety Message	 FORM_EOC 208_Safety Message
6.	FORM_EOC 209_Incident Status Summary	 FORM_EOC 209_Incident Status
7.	FORM_EOC 210_Resource Status Change	 FORM_EOC 210_Resource Statu
8.	FORM_EOC 211_Check-In	 FORM_EOC 211_Check-In.docx
9.	FORM_EOC 213_Resource Request	 FORM_EOC 213_Resource Requ
10.	FORM_EOC 214_Activity Log	 FORM_EOC 214_Activity Log.doc



#	Name	Form
11.	FORM_EOC 215_Resource Planning Worksheet	 FORM_EOC 215_Resource Plann
12.	FORM_EOC 215A_Safety Analysis	 FORM_EOC 215A_Safety Analy
13.	FORM_EOC 226_Individual Performance Rating	 FORM_EOC 226_Individual Perfo
14.	FORM_EOC 227_Claims Log	 FORM_EOC 227_Claims Log.doc
15.	FORM_EOC 230_Daily Meeting Schedule	 FORM_EOC 230_Daily Meeting S
16.	FORM_F&A_Cost Worksheet	 FORM_F&A_Cost Worksheet.docx
17.	FORM_F&A_Initial Damage Estimate	 FORM_F&A_Initial Damage Estimate.do
18.	CalEOC IDE	 CalEOC IDE.pdf
19.	FORM_LOGS_DSWV Registration 2013	 FORM_LOGS_DSWV Registration 2013.d
20.	FORM_LOGS_Resource Request	 FORM_LOGS_Resou rce Request.docx
21.	FORM_LOGS_Resource Tracking	 FORM_LOGS_Resou rce Tracking.xlsx
22.	FORM_MGT Media Briefing Schedule	 FORM_MGT Media Briefing Schedule.d









#	Name	Form
23.	FORM_MGT_Disaster Assistance Directory	 FORM_MGT_Disaster Assistance Direct
24.	FORM_MGT_Media Call	 FORM_MGT_Media Call.docx
25.	FORM_MGT_Press Release	 FORM_MGT_Press Release.docx
26.	FORM_MGT_Proclamation Resolutions	 FORM_MGT_Proclamation Resolutions.
27.	FORM_MGT_Public Call	 FORM_MGT_Public Call.docx
28.	FORM_OPS_Fire Deployed Resources	 FORM_OPS_Fire Deployed Resources
29.	FORM_OPS_Windshield Survey	 FORM_OPS_Windshield Survey.docx

4.1.5 EOC Reports

The table below lists all available EOC Report Templates.

Note that these Report Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC and by clicking on the file names in the electronic version of this plan.




#	Name	Report Template
1.	REPORT_OPS_Communication Status	 REPORT_OPS_Communication Status.d
2.	REPORT_OPS_Energy Status	 REPORT_OPS_Energy Status.docx

#	Name	Report Template
3.	REPORT_OPS_Firefighting Status	 REPORT_OPS_Firefighting Status.docx
4.	REPORT_OPS_Hazmat Status	 REPORT_OPS_Hazmat Status.docx
5.	REPORT_OPS_Mass Care Status	 REPORT_OPS_Mass Care Status.docx
6.	REPORT_OPS_Public Safety Status	 REPORT_OPS_Public Safety Status.docx
7.	REPORT_OPS_Public Works Status	 REPORT_OPS_Public Works Status.docx
8.	REPORT_OPS_Search&Rescue	 REPORT_OPS_Search&Rescue.docx
9.	REPORT_OPS_Transportation Status	 REPORT_OPS_Transportation Status.docx
10.	REPORT_OPS_Utility Status	 REPORT_OPS_Utility Status.docx
11.	REPORT_P&I_Local Government After Action	 REPORT_P&I_Local Government After A
12.	REPORT_P&I_Situation Status	 REPORT_P&I_Situation Status.docx

4.1.6 EOC Plans

The table below lists all available EOC Plan Templates.





Note that these Plan Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC and by clicking on the file names in the electronic version of this plan.

#	Name	Plan Template
1.	PLAN_P&I_Advance	 PLAN_P&I_Advance.docx
2.	PLAN_P&I_Demobilization	 PLAN_P&I_Demobilization.docx
3.	PLAN_P&I_EOC Action	 PLAN_P&I_EOC Action.docx

4.1.7 EOC Guides

The table below lists all available EOC Guides.

Note that these guides can be accessed in two ways: hard copies in the EOC and Alternate EOC, and by clicking on the file names in the electronic version of this plan.

#	Name	Guides
1.	GUIDE_F&A_PA Damage Categories	 GUIDE_F&A_PA Damage Categories.
2.	GUIDE_MGT_77 Most Asked Questions in an Emergency	 GUIDE_MGT_77 Most Asked Questio
3.	GUIDE_MGT_Emergency Alert System (EAS)	 GUIDE_MGT_Emergency Alert System (E
4.	GUIDE_MGT_EPI-JIC SOP	 GUIDE_MGT_EPI-JIC SOP.docx

5. GUIDE_MGT_Legal Authorities



GUIDE_MGT_Legal
Authorities.docx

6. GUIDE_MGT_Recovery Plan_Project Management



GUIDE_MGT_Recov
ery Plan_Project Ma

7. GUIDE_P&I_EOC Org Chart



GUIDE_P&I_EOC
Org Chart.docx

8. GUIDE_P&I_Planning P



GUIDE_P&I_Plannin
g P.docx

5 Appendix A – Resources

1. Earthquake Operations Annex
2. Alert and Warning Plan City of Huntington Park
3. Current EOC Staffing Assignments

ITEM 2



CITY OF HUNTINGTON PARK

Office of the City Manager
City Council Agenda Report

September 23, 2025

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

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF RESOLUTION AUTHORIZING NEW POSITIONS, AMENDMENT TO THE SALARY SCHEDULE, AND BUDGET APPROPRIATIONS TO SUPPORT ORGANIZATIONAL CAPACITY, SUCCESSION PLANNING, AND SERVICE DELIVERY

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt a Resolution effectuating the addition of the following classifications and positions to the City's classification and salary plan: Police Department: Police Administration Manager; one (1) Community Service Officer; six (6) Public Safety Officers (two assigned to the Park Ranger Program, four assigned to restore the Downtown Bike Patrol Program). Community Development Department: Assistant Director of Community Development; Assistant Planner; Building Official. Public Works: Recycling Coordinator. Human Resources Department: Risk Management Analyst; and
2. Amend the City of Huntington Park Salary Schedule through Resolution No. 2025-XX to reinstate the classification of Senior Maintenance Worker; and
3. Appropriate funds from the General Fund to the Fiscal Year 2025–26 Budget to support the new positions identified in Recommendation No. 1; and
4. Authorize the City Manager to take all necessary steps to implement recruitment and filling of these positions consistent with Civil Service Rules, Personnel Ordinance No. 1456, and applicable Memoranda of Understanding (MOUs); and
5. Discuss and provide direction on whether to authorize the position of Assistant Chief of Police, with the understanding that if the Council approves the position, the Police Captain classification should be eliminated to avoid redundancy and conflict in the Police Department's executive management.

CONSIDERATION AND APPROVAL OF NEW POSITIONS, AMENDMENT TO THE SALARY SCHEDULE, AND BUDGET APPROPRIATIONS TO SUPPORT ORGANIZATIONAL CAPACITY, SUCCESSION PLANNING, AND SERVICE DELIVERY

September 23, 2024

Page 2 of 2

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Over the past year, members of the City Council have voiced during meetings the importance of building internal capacity, reducing reliance on contractors, and preparing for succession. The Council has also emphasized specific service priorities, including establishing a dedicated Downtown bike patrol program and strengthening interdepartmental coordination to address quality-of-life issues.

Several classifications were previously approved by the Civil Service Commission but have not yet been presented to the City Council for salary authorization or budget appropriation.

The proposed personnel actions accomplish the following:

New Positions Across Departments: The proposed positions will strengthen capacity in Police, Community Development, Public Works, and Human Resources, improving operational effectiveness, enhancing oversight, and relieving pressure on existing staff. In Community Development and Public Works, the additions are specifically intended to bring services in-house and reduce reliance on outside contractors, consistent with priorities expressed by the City Council. Collectively, these positions will also support interdepartmental coordination through the Quality-of-Life Taskforce, which addresses encampments, nuisance conditions, blight, illegal dumping, and theft or destruction of public property.

Reinstatement of Senior Maintenance Worker: The classification was created and approved in 2009. Funding for the position is already included in the adopted FY 2025–26 Budget. However, the classification was omitted from subsequent MOUs and salary schedules, and therefore no longer appears on the City's active schedule. Reinstating the classification to the City's Salary Schedule is a housekeeping action necessary to allow Human Resources to proceed with recruitment and appointment.

Assistant Chief of Police vs. Police Captain: The Police Captain position is currently authorized and budgeted. The classification provides that the Captain assumes command of the Police Department in the absence of the Chief of Police and serves as second-in-command. The proposed Assistant Chief of Police carries many of the same responsibilities, including acting in the Chief's absence and assisting in managing department-wide operations. While the Assistant Chief role has a broader administrative and policy scope, the overlap between the two positions could create redundancy or confusion in the chain of command. If the Council elects to authorize the Assistant Chief of Police, staff recommends eliminating the Captain position to avoid overlap. Staff seeks Council discussion and direction on this matter.

CONSIDERATION AND APPROVAL OF NEW POSITIONS, AMENDMENT TO THE SALARY SCHEDULE, AND BUDGET APPROPRIATIONS TO SUPPORT ORGANIZATIONAL CAPACITY, SUCCESSION PLANNING, AND SERVICE DELIVERY

September 23, 2024

Page 2 of 2

FISCAL IMPACT/FINANCING

The following new positions will require appropriation from the General Fund to the Fiscal Year 2025–26 Budget. Salary ranges are approximate and exclude benefits. Final costs will depend on step placement at hire:

Police Department

- Police Administration Manager (1): \$104,724 – \$128,556 annually, Account 111-7010-421.11-00
- Community Service Officer (1): \$74,564 – \$91,455 annually, Account 111-7030-421.11-00
- Public Safety Officer (6): \$37,633 – \$46,203 annually, Account 111-7040-421.11-00

Community Development Department

- Assistant Director of Community Development (1): \$99,687 – \$122,390 annually, Account 111-5010-419.11-00
- Assistant Planner (1): \$70,377 – \$86,404 annually, Account 111-5010-419.12-00
- Building Official (1): \$76,208 – \$93,564 annually, Account 111-5010-419.11-00

Public Works/Field Services

- Recycling Coordinator (1): \$70,377 – \$86,404 annually, Account 111-8010-431.11-00

Human Resources Department

- Risk Management Analyst (1): \$63,135 – \$77,513 annually, Account 111-2030-413.11-00

Senior Maintenance Worker (Reinstatement)

- Senior Maintenance Worker (1): \$68,663 – \$83,461 annually (budgeted at \$72,937), Account 111-8010-431.11-10. This position is already funded in the adopted FY 2025–26 Budget. Council action is limited to reinstating the classification to the Salary Schedule.

Total New Appropriation (excluding benefits): ≈ \$1.14 million at the top of each salary range.

CONSIDERATION AND APPROVAL OF NEW POSITIONS, AMENDMENT TO THE SALARY SCHEDULE, AND BUDGET APPROPRIATIONS TO SUPPORT ORGANIZATIONAL CAPACITY, SUCCESSION PLANNING, AND SERVICE DELIVERY

September 23, 2024

Page 2 of 2

LEGAL AUTHORITY

Pursuant to Civil Service Ordinance No. 1456 and the Civil Service Rules, the City Council is responsible for the adoption and amendment of the City's classification and salary plan. While the Civil Service Commission may approve class specifications and eligibility lists, Council approval is required to fund positions, reinstate classifications on salary schedules, and authorize salaries.

CONCLUSION

Approval of this item will carry out the priorities voiced by the City Council during recent meetings, including expanding in-house capacity, addressing growing service demands, and advancing succession planning. Reinstating the Senior Maintenance Worker classification in the Salary Schedule resolves a housekeeping issue and clarifies the confusion caused by its removal from the books. In addition, Council direction is necessary on whether to proceed with the appointment of an Assistant Chief of Police or retain the existing Police Captain, to avoid redundancy and ensure clarity in Police Department executive management. Collectively, these actions will strengthen operations across multiple departments.

Respectfully submitted,



RICARDO REYES
City Manager

ATTACHMENT(S)

- A. Resolution approving the addition of new positions and the reinstatement of Senior Maintenance Worker to the City of Huntington Park Salary Schedule.
- B. Class Specifications for Proposed and Reinstated Classifications

ATTACHMENT “A”

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK AMENDING THE CLASSIFICATION AND SALARY PLAN TO ADD NEW CLASSIFICATIONS AND REINSTATE THE CLASSIFICATION OF SENIOR MAINTENANCE WORKER

WHEREAS, Civil Service Ordinance No. 1456 requires that the City Council adopt and maintain a position classification and salary plan for all positions in the competitive service; and

WHEREAS, the City Council has expressed priorities to strengthen organizational capacity, reduce reliance on outside contractors, and prepare for succession in order to provide high-quality services to the community; and

WHEREAS, the Civil Service Commission has reviewed and approved the classifications referenced herein, but these positions require City Council authorization for inclusion in the City’s Classification and Salary Plan and placement in the respective salary plans; and

WHEREAS, the classification of Senior Maintenance Worker was originally established by Resolution No. 2009-36 on March 16, 2009, and although funding for the position is already included in the adopted Fiscal Year 2025–26 Budget, the classification was not carried forward in subsequent MOUs and salary schedules and therefore requires reinstatement; and

WHEREAS, the City Council desires to formally approve the addition of the new classifications listed herein and to reinstate the Senior Maintenance Worker classification to authorize recruitment and appointment;

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

SECTION 1. The following classifications are hereby added to the City of Huntington Park Classification and Salary Plan, with placement in their respective salary plans as determined by the City Manager and Human Resources:

- Police Administration Manager
- Community Service Officer
- Public Safety Officer
- Assistant Director of Community Development
- Assistant Planner
- Building Official
- Recycling Coordinator
- Risk Management Analyst

SECTION 2. The classification of Senior Maintenance Worker is hereby reinstated to the City of Huntington Park Classification and Salary Plan and respective salary plan.

SECTION 3. The City Manager, as Personnel Officer, is authorized and directed to update the City's Classification and Salary Plan and salary schedules, take all necessary administrative actions to implement this Resolution, and execute any related agreements as required.

SECTION 4. This Resolution shall take effect immediately upon adoption.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF AUGUST 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 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 18th day of August 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"

CITY OF HUNTINGTON PARK CLASS SPECIFICATION

ASSISTANT CHIEF OF POLICE

Civil Service Status:	Exempt
Probationary Period:	At-Will
Classification Series:	Police-Sworn
FLSA Status:	Exempt

Bargaining Unit:	Non Represented Employee
Approved by City Council : December 15, 2014	
Resolution No.: 2014-65	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Chief of Police, this management position assists in planning, organizing and directing the activities and operations of the Police Department in the enforcement of law and the prevention of crime serves as acting Police Chief in the absence of the Police Chief; and performs related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs same or similar duties as required to be performed by Police Captain and as directed by Police Chief;
- Assists in the planning, organizing and directing of the maintenance of law and order; and the protection of life and property;
- Assists in the regulation of traffic;
- Assists in the apprehension, arrest, and detention of law violators;
- Represent the Police Department to other City departments, elected officials and outside agencies; explain and justify Police Department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues;
- Assist in the planning, directing and coordinating, through subordinate level, the Police Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work method and procedures;
- Assists in managing and participating in the development and administration of the Police Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation and implement budgetary adjustments as necessary;
- Assists in selecting, training, motivating and evaluating Police Department employees; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; direct employee investigations regarding police actions;
- Assists in coordinating Police Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council in the absence of the Chief of Police; prepare and present staff reports and other necessary correspondence;
- Responds to citizen inquiries and resolve difficult and sensitive complaints;
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the law enforcement field;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ASSISTANT CHIEF OF POLICE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Police-Sworn
FLSA Status: Exempt

Bargaining Unit: Non Represented Employee
Approved by City Council : December 15, 2014
Resolution No.: 2014-65

(Continued)

- Assumes responsibility for ensuring that the duties of the position are performed in a safe, and efficient manner;
- Performs related duties as assigned or as situations requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Municipal police administration and management;
- Principles and techniques of organization, analysis, personnel management, training, budget administration, and administrative controls;
- Legal, technical, and operating practices of law enforcement, deployment of officers and equipment, and patrol operations;
- Causes, prevention, and control of crime and juvenile delinquency;
- Traffic enforcement, police records systems, and statistical reporting systems;
- Functions of mutual aid with the Police Departments of adjacent cities, State, and Federal law enforcement agencies and functions;
- Rules of evidence, arrest, custody of persons, search and seizure, civil rights, and related constitutional, legal and court decisions affecting police jurisdictions.

Skills:

- Possess skills in word processing correspondence, spreadsheets, and reports using a personal computer and software applications;
- Meets the minimum Police department standards for firearm proficiency.

Ability to:

- Analyze departmental operations and activities and prepare comprehensive reports;
- Prepare and submit the departmental budget;
- Establish and maintain favorable and effective working relations with City officials, officials of other jurisdictions, and the general public;
- Direct the activities of supervisors and, through them, a large number of subordinates, relying primarily on proper leadership and organization;
- Analyze usual and unusual metropolitan types of law enforcement problems and adopt effective courses of action;
- Understand and interpret provisions the Municipal Code, MOU's administrative policies and departmental rules and other City policies related to job duties;
- Review and evaluate employees job performance;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ASSISTANT CHIEF OF POLICE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Police-Sworn
FLSA Status: Exempt

Bargaining Unit: Non Represented Employee
Approved by City Council : December 15, 2014
Resolution No.: 2014-65

(Continued)

- Effectively supervise subordinates;
- Foster a teamwork environment;
- Plan, organize and prioritize progress;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Handle confidential information with discretion;
- Assume responsibility for maintaining a safe working environment;
- Establish professional working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Bachelor's degree in Public Administration, Political Science, Business Administration, or a closely related field from an accredited college or university;
- Master's degree in Public Administration or related field is highly desirable;
- Graduation from P.O.S.T. Command College or FBI National Academy highly desirable.

Experience:

- Five (5) years of extensive and responsible management level experience involving the administration and management of a comprehensive law enforcement program, at least four (4) years of which shall have been an administrative/supervisory permanent rank of Police Lieutenant or above.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

ASSISTANT CHIEF OF POLICE

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Police-Sworn
FLSA Status: Exempt

Bargaining Unit: Non Represented Employee
Approved by City Council : December 15, 2014
Resolution No.: 2014-65

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Possession of a California P.O.S.T. Management Certificate.

Special Requirements:

- Must pass a Police Department background check;
- Requires wearing uniform.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Community Development
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 6-1-09
Resolution No.: 2009-70

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the direction of the Director of Community Development this executive position assists with planning, organizing, and coordinating and directing a comprehensive community development program which includes physical, social, and economic planning of the City's growth patterns; assist with directing land use, zoning administration, planning department; assists in directing building and safety operations, historic preservation activities; provides staff support for the City's Planning, Historic Preservation and Health and Safety Commissions; acts as Department Head in the Director's absence; and does related work as required

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. This position assists in the department head with the following:

- Plan, organizes, and directs the Community Development Commission;
- Administers the City's Planning operations;
- Compiles and analyzes basic economic and physical data;
- Analyzes historical and projected trends and developments;
- Administers the development of zoning and land use ordinances;
- Directs the activities of Housing, Economic Development, Redevelopment, Planning, Engineering and Building, and Safety personnel;
- Acts as Director of Community Development in the absence of the director and when so instructed by the director or city manager;
- Recommends the employment of and directs the training and supervision of departmental personnel;
- Makes practical interpretations of development plans and insures conformance with planning regulations;
- Prepares and submits recommendations to the Community Development Commission and Planning Commission regarding land use, zoning and development projects;
- Serves as a staff advisor to the Community Development Commission, Planning Commission, Historic Preservation Commission and the Health and Education Commission;
- Prepares departmental budgetary and implements the approved budget;
- Assists developers and residents in the development and preparation of development entitlement applications, etc.;
- Prepares staff reports and conducts special studies of a highly technical nature;
- Prepares grant applications and administers Federal and State Housing and Economic Development Grant Programs, including Block Grants;
- Administers the retention and maintenance of department files;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Community Development
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 6-1-09
Resolution No.: 2009-70

(Continued)

- Establishes and interprets departmental policies as consistent with City policies;
- Represents the City at meetings and conferences related to community development;
- Prepares drafts of resolutions and ordinance related to departmental operations;
- Conducts public information programs related to the planning process and community goals;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- The formulation and administration of the Community Development program;
- Thorough knowledge of the theory, principles, and practices of governmental planning and zoning economic development and redevelopment;
- Thorough knowledge of laws and ordinances affecting the land use, planning, zoning economic development, and redevelopment processes;
- Methods of research, policy development, statistics and survey analyzes;
- The principals of local government management and supervision;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Collect, analyze, and interpret data pertaining to planning, zoning;
- Prepare revised and interpret a sound planning program for the City;
- Prepare clear and precise reports;
- Plan, assign, and direct work of departmental subordinates;
- Formulate and implement a departmental training program;
- Formulate and implement a departmental budget;
- Establish and maintain effective working relationships with other employees, government officials, and the public;
- Seek out grants and aids-in-kind, and make timely applications for such funding;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Community Development
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council: 6-1-09
Resolution No.: 2009-70

(Continued)

- Effectively supervise subordinates;
- Foster a teamwork environment;
- Lead, coach, instruct and motivate employees;
- Provide leadership;
- Provide work instructions;
- Initiate, recommend and carry out personnel actions as required;
- Organize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree in Urban Planning, Business Administration, or a closely related field from an accredited college or university, a Master's degree in Public or Business Administration or closely related field is desirable.

Experience:

Five (5) years of progressively responsible experience in Community Development, Urban Planning, Economic Development and/or Redevelopment.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ASSISTANT PLANNER

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	6-1-09
Classification Series:	Planning Series	Resolution No.:	2009-59
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of the Planning Manager, this entry level professional position is responsible for performing and supervising difficult professional work in current and advance planning, redevelopment, Housing and Community Development Programs, code enforcement, and performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Attend Planning commission and other public meetings as required;
- Prepares and processes zoning ordinance revisions, environmental impact documents, zoning changes and zoning variances, conditional use permits, and other land use entitlements;
- Administer land use regulations;
- Assist in administering housing rehabilitation and neighborhood enhancement programs;
- Reviews new or proposed construction to assume conformation to codes, guidelines and other requirements;
- Prepares and processes general plan amendments;
- Conducts field studies;
- Prepare maps and graphics;
- Prepare reports and recommendations;
- Implement California Environmental Quality Act (C.E.Q.A.) requirements;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, techniques, and trends of land used planning;
- Laws and ordinances as related to city planning;
- Zoning and legal descriptions;
- Statistical, research methods and data sources;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

ASSISTANT PLANNER

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by City Council:	6-1-09
Classification Series:	Planning Series	Resolution No.:	2009-59
FLSA Status:	Non-Exempt		

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Interpret, explain, and enforce zoning regulations;
- Research and investigate planning issues;
- Prepare and interpret maps, graphs, diagrams, and legal descriptions;
- Prepare and process environmental documents;
- Communicate effectively both orally and in writing;
- Establish and maintain effective and cooperative community relationships;
- Establish and maintain smooth and effective working relationships;
- Handle confidential information with discretion;
- Effectively handle irate customers;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on-the job training and meet or exceed the standards of performance for the classification by the end of the probationary period;

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university, in Urban and Regional Planning, Public Administration, Urban, Environmental Studies, Geography, Engineering, Architecture or other closely related field.

Experience:

Two (2) years of progressively responsible municipal, current and advance planning experience as a consultant or municipal employee.

License or Certificate:

A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

BUILDING OFFICIAL

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series:
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 10-31-13
Approved by City Council: 11-04-13
Resolution No.: 2013-48

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Director of Public Works/City Engineer, this management position plans, directs, supervises and coordinates assigned functions and program areas of the Building & Safety Division to ensure compliance with federal, state and local building codes; and housing and zoning ordinances; and serves as the City's Building Official supervising the plan review, permit issuance, building inspection and customer service functions of the Division, including Encroachment Permits. This position recommends and implements City policy concerning building safety for the construction of residential and commercial buildings; manages City capital improvement projects; coordinates assigned activities with other divisions, departments, and outside agencies; supervises the work of others; and performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assumes management responsibility for assigned services and activities of the Building and Safety Division;
- Plans, coordinates, reviews and supervises the daily operations of Building and Safety Division personnel in all aspects of the plan check, permit issuance, building inspection, and customer service functions of the Division, including managing consultant services on an as-needed basis;
- Meets with developers, contractors and/or property owners to assist them with the development/permit process;
- In the absence or at the direction of the Director of Public Works/City Engineer, assumes departmental responsibilities;
- Supports the Code Enforcement Program and directs the investigation of complaints regarding violations of City ordinances, codes, regulations and requirements and violations of building codes;
- Monitors and keeps informed of current trends in the building inspections and code enforcement fields, evaluates the impact on operations and recommends policy and procedural improvements, including technology upgrades;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of building plan review, inspection, and code enforcement;
- Reviews, issues, and inspects Encroachment Permits for temporary and permanent encroachments on to public rights of way and City property;
- Coordinates work with other divisions, departments, and agencies;
- Manages capital improvement projects for the City;
- Assists the Director of Public Works/City Engineer in a variety of engineering functions;
- Assists in the preparation of the annual departmental budget;
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

BUILDING OFFICIAL

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series:
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 10-31-13
Approved by City Council: 11-04-13
Resolution No.: 2013-48

(Continued)

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures;
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures;
- Assigns to and reviews work of subordinates to assure timely and efficient completion of assignments;
- Researches special projects, evaluates alternatives, prepares reports and recommendations, writes correspondence, and responds to public and regulatory agency inquiries and provides pertinent information;
- Communicates clearly and concisely, both verbally and in writing;
- Provides assistance at the public counter as needed;
- Responds to emergencies as required, coordinates activities with other responders to provide effective response; directs the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community;
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence to boards, commissions and the City Council;
- Explains City and departmental policies to staff and public;
- Operates a variety of standard office equipment and machines which may include but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive building inspection, permit issuance, and plans examining program;
- Pertinent Federal, State, and local laws, codes and regulations including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code;
- Research methods and sources of information related to civil engineering and building code enforcement;
- Legal procedures involved in the enforcement of building codes;
- Plan checking principles and practices;
- National Pollutant Discharge Elimination System (NDPES) requirements, programs, and compliance;
- Principles and practices of supervision, including work planning, direction and personnel practices;
- Principles and practices of municipal budget preparation and administration;
- Functions, operations and objectives of Municipal Government;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- Good customer service practices.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

BUILDING OFFICIAL

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series:
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 10-31-13
Approved by City Council: 11-04-13
Resolution No.: 2013-48

Ability to:

- Plan, implement and supervise a variety of Building and Safety functions;
- Read and interpret building and engineering plans and specifications;
- Organize, coordinate and perform major plan check tasks;
- Oversee, direct, and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Participate in the development and administration of division goals, objectives, and procedures;
- Prepare and administer budgets;
- Analyze, interpret, apply and enforce regulations and policies;
- Prepare clear and concise administrative and financial reports, correspondence, procedures and other written materials;
- Organize work, set priorities, and meet multiple deadlines;
- Make sound, independent decisions within established regulatory, policy and procedural guidelines;
- Demonstrate tact and diplomacy with the public;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Use and properly maintain assigned tools and equipment;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Architecture or a closely related field.

Experience:

- Five (5) years of progressively responsible experience in the plan review, permitting, and inspection of construction of public, commercial, industrial, and residential buildings, including a minimum of two (2) years at a supervisory level.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Certification as a plans examiner by the International Conference of Building Officials (ICBO).
- Certification by either the International Conference of Building Officials (ICBO) or the California Association of Building Officials (CABO) as a Building Official.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

BUILDING OFFICIAL

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series:
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 10-31-13
Approved by City Council: 11-04-13
Resolution No.: 2013-48

(Continued)

- Registration as a Civil Engineer with the California State Board for Professional Engineers is highly desirable.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

PUBLIC SAFETY OFFICER

Civil Service Status:
Probationary Period: At-Will
Classification Series:
FLSA Status:

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the supervision of police management, this non-sworn, non-peace officer, uniformed position is assigned as a full-time civilian employee in the police department. Public Safety Officers perform a variety of duties which enhance and advance the work, goals, and objectives of the police department and the city. Public Safety Officers may be assigned to any division or unit of the police department, or any other city department. Public Safety Officers perform duties associated with, but not limited to; customer service, field work, enforcement of municipal ordinances and state law, crime prevention, safety and security of parks and city facilities, special events, administrative and clerical duties, and miscellaneous duties as assigned. Public Safety Officers may be assigned to work night shift, weekends, holidays, and other unusual hours.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assist members of the public as needed;
- Performs duties associated with any division or unit of the police department;
- Enhance safety and security throughout the community, public streets, and alleys;
- Enhance safety and security at city parks, city facilities, and city parking lots;
- Enforce city municipal codes, state law and parking regulations;
- Assist with traffic accidents and traffic control;
- Conduct police investigations and file reports;
- Perform duties associated with patrol, jail, and dispatch;
- Perform duties associated with community events;
- May be assigned bicycle patrol or foot beat duties;
- Perform various clerical and administrative duties;
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Police procedures and police department organizational structure;
- City of Huntington Park infrastructure and community culture;
- English grammar and general police reports format;
- Office procedures and organizational concepts;
- Excellent customer service practices

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

PUBLIC SAFETY OFFICER

Civil Service Status:
Probationary Period: At-Will
Classification Series:
FLSA Status:

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

Desirable Skills:

- Know how to drive a vehicle and ride a bicycle;
- Be familiar with operation of a police radio and police equipment;
- Ability to speak Spanish – (bilingual pay available for qualified employees);
- Capable of mentoring, teaching, and training others.

Ability to:

- Represent the city and police department in a respectful and professional manner;
- Work in a para-military environment and follow chain-of-command;
- Take initiative to address community problems and work with minimal supervision;
- Learn and develop necessary skills to perform a variety of duties;
- Perform variable field duties, multi-task, and work overtime as required;
- Work in a team environment and develop productive working relationships;
- Communicate effectively orally and in writing;
- Compose comprehensive reports and properly fill out paperwork;
- Apply policies, procedures, instructions, police nomenclature, state laws, and city codes;
- Work various shifts, weekends, holidays and unplanned emergency situations;
- Act in a decisive manner while applying good judgement, common sense and reason;
- Deal with uncooperative or hostile individuals and de-escalate situations;
- Maintain good physical condition to drive a vehicle, ride a bicycle, or walk a foot beat;
- Stand or sit for extended periods of time;
- Perform various physical or stationary duties, as reasonable and required.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from an accredited high school; or General Education Degree (GED); or California High School Proficiency Examination (CHSPE) certificate.

Desirable Experience:

- Equivalent of two (2) years' experience in any field related to the duties of Public Safety Officer
- Any amount of prior law enforcement, private security, or military experience;
- Any amount of experience in enforcement of state or municipal laws.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

PUBLIC SAFETY OFFICER

Civil Service Status:
Probationary Period: At-Will
Classification Series:
FLSA Status:

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council:
Resolution No.:

License or Certificate:

- California Class C Driver's License is required;
- Any certificate related to the duties of Public Safety Officer is desired.

Special Requirements:

- Must successfully pass a police department background check;
- Must meet all medical and physical requirements;
- Must wear a uniform as required.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

COMMUNITY SERVICE OFFICER

Civil Service Status: Competitive
Probationary Period: One (1) Year
Classification Series: Police/Civilian/Non-Sworn
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers' Association
Approved by City Council: August 16, 2010
Resolution No.: 2010-53

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under supervision of the Police management, this non-sworn, non-peace officer, uniformed position, relieves sworn peace officers by performing work in many areas of the department including, but not limited to communications, public desk, jail, parking and traffic enforcement, crime prevention, crime lab, traffic safety aide, youth services/detective bureau, court liaison and various other administrative and clerical duties; may be assigned to work night shift, weekends, holidays and other unusual hours and related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Search and supervise prisoners;
- Supervise part-time staff or volunteers;
- Enforces traffic controls and parking regulations including: citations, impounding vehicles and directing traffic;
- Performs clerical and administrative duties in a variety of areas including serving subpoenas, and issuing citations;
- Provides crime scene investigation support;
- Performs security and crime prevention duties;
- Operates motor vehicles, office and communications equipment as necessary;
- Interviews and records statements from individuals, gathers evidence, writes reports, and participates in investigations;
- Receives and answers requests for information from the public, receives complaints, obtains information requested by public, gives courtroom testimony as required;
- Participates in related divisional cross-training efforts based on operational necessity;
- May be required to testify in court;
- Works with division manager to organize and foster self sustaining neighborhood association and to provide staff support to those association once organized; works closely with association members and committees to develop plans, organize events, and achieve neighborhood goals; Acts as liaison between neighborhood associations and City departments;
- Works on the Property Rental Inspection Program;
- Works closely with property owners to achieve compliance with City Codes;
- Provides information to the public regarding neighborhood preservation/improvement activities and the Municipal Code; makes presentations to the City Council, Planning Commission, and business and citizen groups;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

COMMUNITY SERVICE OFFICER

Civil Service Status: Competitive
Probationary Period: One (1) Year
Classification Series: Police/Civilian/Non-Sworn
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers' Association
Approved by City Council: August 16, 2010
Resolution No.: 2010-53

(Continued)

- Explains ordinances and codes and interpret technical provisions to resolve disputes and misunderstanding;
- Research, develop and implement Neighborhood Improvement strategies and methods designed to address neighborhood issues;
- Prepares testimony and makes presentations at administrative hearings;
- Prepare reports regarding violations of the neighborhood preservation activities, practices, policies and programs;
- Maintain statistics and update files related to neighborhood preservation activities as required;
- Develops, implements and coordinates Neighborhood Improvement Programs and City Wide Special Events promoting Neighborhood Improvement / Awareness;
- Plans, develops, implements and coordinates seasonal activities for youth and adults for various intervention programs;
- Creates and publishes a variety of materials for marketing, recruiting and promoting for intervention programs for youth and adults;
- Provide public presentations, workshops and demonstrations for various intervention programs;
- Purchases and maintains inventory of program equipment for intervention programs;
- Assists with budget preparation, maintains financial documentation, and administers contracts, scholarships and funding applications for the various intervention programs;
- Assists with fundraising events;
- Attends meetings, conferences, and seminars as required;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Office procedures, practices and equipment;
- Correct grammar usage, punctuation, spelling and vocabulary;
- Filing systems.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;
- Resourceful and organized, and self motivated;
- Touch type at least 35 words per minute.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

COMMUNITY SERVICE OFFICER

Civil Service Status: Competitive
Probationary Period: One (1) Year
Classification Series: Police/Civilian/Non-Sworn
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers' Association
Approved by City Council: August 16, 2010
Resolution No.: 2010-53

Ability to:

- Accept close supervision, criticism and/or discipline and work within an established chain of command organizational structure;
- Accurately assess problem and needs and situations;
- Supervise part-time staff and volunteers;
- Speak in public forums;
- Act in a decisive manner, good judgment, common sense and reason;
- Learn and apply principles of investigation;
- Read, write and comprehend directions;
- Learn and understand policies, rules, instructions, laws, police literature, rules together with an aptitude for Law Enforcement work;
- Keenly observe and remember names, faces and details of incidents;
- Communicate effectively both orally and in writing;
- Learn penal, vehicle and other codes;
- Learn the standing policies and procedures pertaining to police operations;
- Understand and carry out complex oral and written instructions;
- Deal tactfully and courteously with the public;
- Work effectively with other employees;
- Make independent decisions in accordance with established policies, procedures, regulations and ordinance;
- Stay composed and work in stressful conditions;
- Remain calm and respond effectively in emergency situations;
- Consistently exercise good judgment and reasoning;
- Work rotating shifts, weekends, and in emergencies;
- Work in confined quarters for extended periods of time;
- Stand/sit for long periods of time;
- Work overtime as requested;
- Perform prisoner searches when circumstance require it;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Performs other related duties as assigned or as the situation requires;
- Effectively handle stressful situations;
- Develop necessary skills from on the job training and meet standards of performance for the classification by the end of the probationary period.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

COMMUNITY SERVICE OFFICER

Civil Service Status: Competitive
Probationary Period: One (1) Year
Classification Series: Police/Civilian/Non-Sworn
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers' Association
Approved by City Council: August 16, 2010
Resolution No.: 2010-53

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- A Bachelor's degree in Business Administration, Public Administration, Public Relations/Communication, Marketing, or other closely related field from an accredited college or university.

Experience:

- Two (2) years experience involving public contact and which demonstrates ability to perform assigned tasks.

License:

- A valid California Class C Driver's License and a satisfactory driving record.

Special Requirements:

- Must pass a Police Department background check;
- Requires wearing uniforms and working in a closely work area;
- Must demonstrate the ability to touch type at least 35 words per minute accurately.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employee who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE ADMINISTRATION MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	December 15, 2014
Classification Series:	Police Series–Civilian Non-Sworn	Resolution No.:	2014-63
FLSA Status:	Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Chief of Police, manages, plans, directs, and coordinates the Police Department's Administration Division which includes Communications, Records, Youth Services, Crime Analysis and Information Systems; prepares and administers the Department's budget and grant acquisition; serves as a member of the Police Department Management Team; researches and prepares staff reports; develop, implements, and evaluates the Administrations systems and procedures; performs other related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Under direction, manages, plans, directs, and coordinates the Police Department's Administration Division which includes Communications, Records, Youth Services, Crime Analysis and Information Systems; prepares and administers the Department's budget and grant acquisition; serves as a member of the Police Department Management Team; researches and prepares staff reports; develop, implements, and evaluates the Administrations systems and procedures; performs other related duties as required;
- Supervises, plans, directs, and coordinates all assigned Police Department personnel; conducts research into a variety of law enforcement and administrative issues; develops, implements and reviews operating procedures; ensures that activities/actions are conducted in accordance with related laws, ordinances, regulations, and policies;
- Oversees and maintains all department supplies; makes purchases; plans and coordinates equipment installations; administers all Police Department service contracts; ensures that the systems are maintained and operated efficiently and economically;
- Prepares and administers the Police Department's budget; researches and develops new procedures and proposals; prepares directives, which outline these procedures; participates in the development of department goals and objectives and policies;
- Prepare and oversee grant proposals; Monitor and administer all police grants;
- Manage all aspects of the Youth Services Division including Police Activities League (PAL), Teen Academy, LEAD'S and Junior LEAD'S;
- Oversee the appointment process of all personnel; coordinate and manage compliance of all staff training; Review and implement best practices regarding personnel training that is efficient, effective and fiscally responsible;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE ADMINISTRATION MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	December 15, 2014
Classification Series:	Police Series–Civilian Non-Sworn	Resolution No.:	2014-63
FLSA Status:	Exempt		

(Continued)

- Answers questions from the public by phone or in person; advises and provides liaison to other departmental staff, other City Departments, other agencies, and the public regarding responsible areas;
- Meets and consults with management staff, the public, legal advisors and representatives of other governmental agencies; coordinates activities with other law enforcement agencies;
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- May make presentations to City Council, other governmental agencies, and a variety of civic organizations as directed by the Chief of Police;
- May be exposed to confidential and privileged information during the course of duties, which shall be maintained as such;
- Maintain the confidentiality of privileged information which he/she may be exposed to during the course or duties;
- Established positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situations requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern principles and practices of municipal criminal justice systems;
- Organization and functions of a municipal law enforcement agency;
- Principles and practices of law enforcement records management;
- Principles and practices of program and budget development, administration and evaluation;
- Modern law enforcement communications techniques and equipment;
- Automated law enforcement information systems and procedures;
- Methods and techniques of supervision, training and motivation;
- Basic principles of mathematics;
- Applicable federal, state and local laws, codes, and regulations;
- Methods and techniques of scheduling work assignments;
- Standard office procedures, practices, and equipment;
- Modern office practices, methods and equipment including a computer and applicable software;
- Methods and techniques for record keeping and report preparation and writing;
- Proper English, spelling, and grammar;
- Occupational hazards and standard safety practices.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE ADMINISTRATION MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	December 15, 2014
Classification Series:	Police Series–Civilian Non-Sworn	Resolution No.:	2014-63
FLSA Status:	Exempt		

Skills:

- Operate an office computer and a variety of word processing and software applications.

Ability to:

- Administer Police Department divisions;
- Interpret and explain laws, regulations and rules, as well as departmental policy and procedures;
- Plan, organize, direct, and evaluate the work of subordinate staff;
- Supervise and participate in the establishment of departmental goals, objectives, and methods for evaluating achievement and performance levels;
- Analyze complex law enforcement issues, evaluate alternatives and reach sound conclusions;
- Make adjustments to standard operating procedures as necessary to improve organizational effectiveness;
- Develop and implement plans for law enforcement services;
- Interpret and explain laws, regulations, rules, and departmental policies and procedures;
- Maintain appropriate flow of communication and chain of command;
- Identify and inform superiors of sensitive issues/situation;
- Supervise, train, and motivate assigned staff;
- Act quickly and calmly in emergency situations;
- Work flexible hours, including weekends and split shifts;
- Apply applicable laws, codes and regulations;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- A Bachelor's degree in Public Administration, Business Administration, Criminal Justice, or a closely related field from an accredited college or university. A Master's degree in Public or Business Administration or a closely related field is desirable.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE ADMINISTRATION MANAGER

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	December 15, 2014
Classification Series:	Police Series–Civilian Non-Sworn	Resolution No.:	2014-63
FLSA Status:	Exempt		

Experience:

- Five (5) years or more of responsible administrative or management experience involving police records management, grants administration, records, communication, crime analysis, and budget preparation and analysis.

License or Certificates:

- A valid California Class C Driver's License.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECYCLING COORDINATOR

Civil Service Status: Competitive
Probationary Period: One Year
Classification Series: Field Services
FLSA Status: Non-Exempt

Bargaining Unit: General Employee Association
Approved by City Council: 1-20-09
Resolution No.: 2009-8

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Director of Field Services or designee, performs a variety of technical field, administrative and advocating duties including, but not limited to recycling programs and policies, conservation, compliance, planning, auditing, inspecting and reporting on environmental issues and public works; and other related work as necessary.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepares and implements public information programs on appropriate waste reduction activities including recycling, composting and the collection and disposal of special waste;
- Collects, compiles and analyzes data to monitor recycling programs and assure compliance with state and federal laws;
- Prepares reports, public information publications, news releases and grants;
- Recommends improvements for collection, separation, processing and marketing recycled materials;
- Maintains liaison with County departments and other private and public agencies to ensure cooperation on all recycling and waste reduction efforts and resolve potential conflicts, and other related work as necessary.
- Coordinates and promotes a comprehensive recycling program;
- Promotes resource conservation, monitor, expand and execute recycling programs and implement grant sponsored activities.
- Designs, promotes and implements public education activities on source reduction, sustainability and recycling; composting; and special waste;
- Collects, organizes and evaluates data to develop a successful means of monitoring program effectiveness thus ensuring compliance with state and federal statutes;
- Conducts workshops and designs and conducts presentations using a variety of mediums and performs targeted outreach to the community, including school children; professional and business organizations; and special interest groups;
- Represent the City on recycling and environmental issues at conferences, committee meetings, professional associations, community organizations and public and private agencies;
- Design public information publications such as brochures and write news releases;
- Prepares and submits a variety of compliance reports to state and county agencies;
- Monitors collection, source separation, processing and marketing of refuse and recyclables; analyzes program efficiencies and administer adjustments to increase program effectiveness;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

RECYCLING COORDINATOR

Civil Service Status:	Competitive	Bargaining Unit:	General Employee Association
Probationary Period:	One Year	Approved by City Council:	1-20-09
Classification Series:	Field Services	Resolution No.:	2009-8
FLSA Status:	Non-Exempt		

(Continue)

- Assists with designs and implement pilot programs in residential, business and institutional sectors; monitor effectiveness. Expand or discontinue programs based on achievement of program goals and effectiveness;
- Establish and maintain liaisons with City staff, county and special district staff, local and state agency government officials, and other public and private agencies to ensure cooperation, on recycling, waste reduction and other environmental issues;
- Actively recruit and partner with students, residents, business interests, other agencies, community groups and non profit organizations to achieve program goals and objectives;
- Monitor legislation and industry trends and innovations in the fields of resource conservation, recycling and sustainability; make recommendations as needed;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Environmental and solid waste issues;
- Environmental Laws and Regulations;
- Program development, administration and evaluation;
- Record keeping methods and filing systems;
- Statistical methods;

Skills:

- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

Ability to:

- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Speak before groups of people;
- Plan, implement and evaluate recycling regulations relating to recycling requirements;
- Work independently with limited supervision;
- Write clear, concise grammatically correct correspondence and reports;
- Handle confidential information with discretion;
- Maintain effective working relationships with other employees, agencies and the general public;
- Prepare and present information to public groups;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

RECYCLING COORDINATOR

Civil Service Status:	Competitive	Bargaining Unit:	General Employee Association
Probationary Period:	One Year	Approved by City Council:	1-20-09
Classification Series:	Field Services	Resolution No.:	2009-8
FLSA Status:	Non-Exempt		

(Continue)

- Collect information, analyze data and make recommendations;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Assume responsibility for providing effective customer service;
- Willingness to work overtime as requested;
- Deal calmly with rude or angry people;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Willingness to assume responsibility to maintain a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from an accredited college or university with a degree in Public Administration, Business Administration, Urban or Environmental Planning, Environmental Engineering or Science or other related field;

Experience:

One (1) year of experience in the development, implementation, coordination, etc. associated with administration of recycling and/or environmental programs or graduate course work in Solid Waste Administration.

License or Certificate:

- Possess a valid Class C California Driver's License.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	3-2-2022
Classification Series:	Police-Sworn	Approved by City Council:	3-15-2022
FLSA Status:	Exempt	Resolution No.:	2022-08

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the position.

DEFINITION

Under direction and supervision of the Chief of Police, this police management position maintains command authority over certain division(s) and unit(s) of the Police Department, as designated by the Chief of Police. Acts as second-in-command to the Chief of Police. Assists in the planning, organizing, directing, controlling, and coordinating of the activities and personnel in the designated areas of responsibility, in the enforcement of laws and the prevention of crime; and performs related administrative and management level work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs same or similar duties as required to be performed by the Chief of Police;
- Performs same or similar duties as required to be performed by a Police Lieutenant;
- Assumes command of the Police Department in the absence of the Chief of Police;
- Provides support to, and enhances the work of, the Chief of Police;
- Coordinates Police Department activities and policing priorities with other City departments;
- Drives the overall mission and policing priorities throughout the Police Department;
- Represents the Police Department with pride, loyalty, dedication, and professionalism;
- Engages the community on policing and crime issues, and participates in community meetings;
- Ensures the enforcement of laws by police personnel and the apprehension of law violators;
- Ensures the protection of life and property in the community and maintains lawful order;
- Directs and controls the functions of assigned divisions and/or units and supervises subordinates;
- Ensures proper performance and training of police personnel and addresses deficiencies;
- Cooperates with other police agencies and government entities on matters of mutual interest;
- Complies with orders sent down the chain-of-command and carries out such other orders;
- Ensures a safe work environment and conducts performance audits of police personnel;
- Evaluates systems, processes, equipment, changing operational needs and makes adjustments; and
- Performs related duties as assigned by the Chief of Police, City Manager, or as situations require.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Proper and effective methods of deploying and utilizing police personnel, both sworn and non-sworn, in day-to-day operations, tactical situations, and anticipated emergencies;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	3-2-2022
Classification Series:	Police-Sworn	Approved by City Council:	3-15-2022
FLSA Status:	Exempt	Resolution No.:	2022-08

(Continued)

- Modern policing principles, practices, procedures, policies, organization, and administration;
- All relevant City, State and Federal laws with particular emphasis on the apprehension and prosecution of law violators, and current policing challenges;
- Criminal and administrative phases of crime prevention, investigation, juvenile delinquency, traffic safety and public safety;
- Legal and social issues affecting crime and quality of life in the community; and
- Legal and social issues affecting crime and policing across the State and Country.

Skills:

- Proficiency with software systems necessary to process general correspondence, spreadsheets, and administrative staff work;
- Ability to multi-task and manage various responsibilities and projects simultaneously; and
- Meet the minimum Police Department training standards and firearm proficiency.

Ability to:

- Apply, develop, and organize appropriate policies and procedures;
- Establish cooperative and effective working relationships;
- Train, supervise, and evaluate work performance of subordinates;
- Understand and interpret provisions of the municipal code, MOU's, departmental rules and other City and Police Department policies related to job duties;
- Foster a respectful and professional teamwork environment;
- Plan, organize and prioritize progress of goals and projects;
- Lead, coach, instruct and motivate employees;
- Initiate, recommend and carry out personnel disciplinary action when required;
- Organize, assign, schedule and delegate workload among employees;
- Conduct presentations and speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and days of the week to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Interact with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Handle confidential information with discretion;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

POLICE CAPTAIN

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission:	3-2-2022
Classification Series:	Police-Sworn	Approved by City Council:	3-15-2022
FLSA Status:	Exempt	Resolution No.:	2022-08

(Continued)

- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts; and
- Develop necessary skills from on the job training and meet the standards of performance or higher for the classification on an ongoing basis.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Possession of a P.O.S.T. Management Certificate and a Bachelor's Degree from an accredited college or university in Public Administration, Political Science, Business Administration, or a closely related field.

Experience:

- At least eight (8) years of progressively responsible full-time experience in a modern police department with at least four (4) years in a supervisory capacity, two (2) years of which have been in the rank of Police Lieutenant with the Huntington Park Police Department at the time of appointment.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Special Requirements:

- Must pass a Police Department background check;
- Requires wearing uniforms; and
- May require working nights, weekends, and holidays.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 3-2-2022
Approved by City Council: 3-15-2022
Resolution No.: 2022-08

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the administrative direction of the Human Resources Supervisor, to plan, organize, direct, and coordinate a comprehensive risk management program, to include administration of a risk management plan, a legal exposure plan, administration of insurance requirements. This position will be assigned to the Human Resources department with primary responsibility to perform professional analytical support and consulting services to City departments in a variety of risk management program areas, including worker's compensation, disability management, occupational health and safety, ADA Title II and III coordination, employee benefit and insurance, public liability, casualty insurance, loss prevention, and related liability claims.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems for claims and insurance;
- Coordinates department-specific programs and projects; plans, organizes, oversees, and directs all aspects of assigned programs, including legal and regulatory compliance to avoid substantial fines; coordinates with private businesses and governmental agencies regarding the program as needed
- Plans, organizes, directs, and coordinates a comprehensive risk management program to include administration of a risk management plan, a legal exposure plan, administration of an insurance requirement plan, administration of municipal training programs;
- Formulates and recommends policies, regulations, and practices for implementing the risk management plan; consults with and advises the City Manager, City Council, and department heads in various risk management policies and practices;
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyses data and makes recommendations regarding staffing, equipment, and facility needs;
- Participates in the development and administration of project and programmatic budgets, including cost containment and grant funds disbursement;
- Directs and administers risk management program; prepares comprehensive risk management reports; recommends methods of improving the risk management and insurance program;
- Receives, tracks, and processes all incoming claims, summons, subpoenas, and legal documents/actions against the City of Huntington Park;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 3-2-2022
Approved by City Council: 3-15-2022
Resolution No.: 2022-08

(Continued)

- Facilitates and communicates with City Attorney, City Insurers (ICRMA), Police Department, City Manager, and departments and or stakeholders to which legal document pertains.
- Receives, tracks, and processes all incoming insurance documents related to City agreements/contracts, City events, and other situation where proof of insurance is required;
- Prepares and submits City Manager and City Council agenda reports and various other commission, committee, and staff reports, resolutions, ordinances, and correspondence regarding legal and insurance related documents;
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations;
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions;
- Confers with other management staff regarding provision of administrative and support services, including contracts and agreements;
- Assists in the preparation of requests for proposals (RFPs) and bids and administers consultant contracts;
- Conducts a variety of analytical and operational studies, provides information and technical assistance on risk management and insurance policies and procedures;
- Reviews and makes recommendations on revisions to risk management and insurance policies and procedures, employee-related municipal training policies and programs;
- Reviews and analyzes pertinent legislation affecting risk management and insurance requirements; counsels and advises on a range of risk-management problems;
- Maintains accurate records and files; develops storage of records and retention schedules;
- Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations;
- Participate in negotiations and recommend settlement of liability claims with adjusters, attorneys and claimants;
- Work with City Attorney's office to assist in litigation preparation and investigation on complex cases;
- Contact all levels of City personnel, public agencies, insurance adjusters, attorneys, and claimants to obtain and provide information necessary in order to resolve claims;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 3-2-2022
Approved by City Council: 3-15-2022
Resolution No.: 2022-08

- Coordinate the city-wide program for administration of Title II and Title III of the ADA and Section 504 of the Rehabilitation Act; and
- Assumes responsibility for assigned administrative functions, analyses and studies; and
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of modern principles, practices and procedures of risk management administration, current federal and state laws and regulations related to occupational health and safety, workers' compensation, disability management, liability, ADA, employee benefits and insurance requirements; claims adjusting investigation and administrative management of claims from initial report to settlement or closure; principles and practices of organization, and management;
- Principles and practices of municipal government management;
- Principles, practices, and procedures of funding sources;
- Principles and practices of supervision, training, and budget administration;
- Labor relations laws, practices and procedures;
- Principles and practices of public administration as applied to operational unit and program administration;
- Sources of information related to a broad range of municipal programs, services, and administration;
- Applicable Federal, State, and local laws, codes, and regulations;
- Planning, organizing, directing, and coordinating a comprehensive Risk Management program;
- Principles and practices of contract administration and evaluation;
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures;
- Training, insurance audit and record-keeping activities;
- Initiate research studies and reports including the collection, organization, analysis, and development of administrative and management recommendations;
- Modern office practices, methods, and computer equipment;
- Computer applications related to work;
- Public relations techniques for dealing effectively with the public, vendors, contractors, and City staff, in person, and over the telephone;

(Continued)

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 3-2-2022
Approved by City Council: 3-15-2022
Resolution No.: 2022-08

- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone; and
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations;

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department;
- Coordinate and oversee programmatic administrative, budgeting, and fiscal reporting activities;
- Perform responsible and difficult administrative work involving the use of independent judgement and personal initiative;
- Plan and conduct effective management, administrative, and operational studies;
- Plan, organize, and carry out assignments from management staff with minimal direction;
- Conduct research on a wide variety of administrative topics including contract feasibility and operational alternatives;
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner;
- Research, evaluate, and develop improvements in operations, procedure, policies, or methods;
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances;
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports;
- Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals;
- Establish and maintain a variety of filing, record-keeping, and tracking systems;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines;
- Operate modern office equipment including computer equipment and specialized software applications programs;
- Use tact, initiative, prudence, and independent judgement within general policy, procedural, and legal guidelines;
- Understand and carry out oral and written instructions;

(Continued)

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RISK MANAGEMENT ANALYST

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Human Resources
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 3-2-2022
Approved by City Council: 3-15-2022
Resolution No.: 2022-08

- Deal effectively with prospective and current employees and maintain the confidentiality of sensitive information;
- Meet the public with courtesy and tact;
- Read and write at the level required for successful job performance; and
- Make accurate mathematical calculations.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- Graduation from a four (4) year accredited college or university with a Bachelor's Degree in public administration, business administration, industrial relations, public policy, or a closely related field is required. A Master's degree in a field noted above is highly desirable and may be substituted for one year of the required experience.
- Academic course work in public administration, business administration, safety, industrial engineering, risk management and or other related courses.

Experience:

- Five (5) years of professional insurance and increasingly responsible general Risk Management experience to demonstrate the possession of the required knowledge and abilities listed above, preferably with an agency and or in a risk management program. Municipal work experience preferred.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employees who qualify and are City-certified to speak and understand Spanish may be eligible to receive bilingual pay.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

SENIOR MAINTENANCE WORKER

Civil Service Status: Open Competitive/Promotional
Probationary Period: 1 Yr.-Competitive/6mo. Promotional
Classification Series: Field Services
FLSA Status: Non-Exempt

Bargaining Unit: General Employees' Association
Approved by City Council: 3/16/09
Resolution No.: 2009-36

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of the Public Works Supervisor, this position is a member of a crew who may serve as a Crew Leader, and performs a variety of routine and semi-skilled tasks in the repair, maintenance and construction of streets, grounds keeping of parks and public grounds areas; operates motorized equipment; does general refuse collection; performs necessary manual labor; and does related work as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- May lead work crews at the direction of the Public Works Supervisor;
- Engages in construction and repairs to sidewalks, streets, curbs, storm drains and sewers;
- Cleans and maintains streets, parkways, vacant lots, gutters, sewers, storm drains, parks, parking areas, restrooms and tennis courts;
- Paints tables and benches;
- Repairs sprinklers;
- Operates specialized trucks, aerial trucks and other motorized equipment such as an asphalt roller, jack hammers, tractor loader, small street sweeper, concrete saws;
- Performs street traffic painting, replaces flowers and prunes shrubs;
- Repairs light equipment used (including but not limited to) hand tools, lawn mowers, paint sprayer and concrete mixer;
- Assist with such activities as installation of street signs, building maintenance and painting;
- Perform a variety of routine preventive and corrective maintenance duties;
- Operate a variety of assigned equipment and tools as directed in a safe and efficient manner to accomplish assigned tasks;
- Assumes responsibility for ensuring the duties of the position are performed in a safe efficient manner;
- Responds to after hours emergency call outs as needed;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Moderate methods and techniques of general maintenance and repair activities related to the area of work assigned;

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(Continued)

- Moderate operational characteristics of equipment and tools used in the area of work assigned;
- Moderate preventive and corrective maintenance techniques;

Skills:

- In the use of various types of tools and equipment;
- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

Ability to:

- Provide leadership;
- Provide work instructions;
- Perform a variety of maintenance and repair work in the area of work assigned;
- Use and operate a variety of maintenance and repair equipment in a safe and effective manner;
- Perform heavy manual labor;
- Maintain and repair a variety of tools and equipment;
- Adhere to safe work practice and procedures;
- Understand and follow oral and written instructions;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationship with those contacted in the course of work;
- Work in an around heights;
- Work in uneven terrain;
- Work in inclement weather;
- Lift 50 pounds;
- Respond to after hour emergencies within a reasonable time period;
- Maintain accurate logs and records;
- Learn to operate computers and computerized equipment;
- Respond to service requests;
- Work overtime as requested;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination)

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Experience:

Three (3) years of maintenance, construction, and repair experience in the Public Works field is desirable or equivalent certified training in a related field.

License or Certificate:

- A valid California Class C Driver's License is required at the time of appointment and a satisfactory driving record.
- Possession of or ability to obtain within six (6) months of appointment to position, a valid California Class B Driver's License is required as a condition of continued employment, and a satisfactory driving record;

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

REPORTS AND INFORMATION

ITEM 1



CITY OF HUNTINGTON PARK

Office of the City Manager
City Council Agenda Report

September 23, 2025

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

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF AN AGREEMENT FOR DISTRICTING CONSULTING SERVICES AND APPROPRIATION OF FUNDS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve an agreement with National Demographics Corporation (NDC) to provide professional consulting services for the City's transition to district-based elections; and
2. Appropriate \$50,000 from the General Fund to account number 111-0210-413-56-41, to fund districting consulting services; and
3. Authorize the City Manager to negotiate and finalize the terms, execute the agreement and any related documents, and take all necessary actions to initiate the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Although the City Manager has spending authority to enter into this agreement, staff is bringing this item to the City Council for formal approval due to the high visibility and public interest surrounding the City's potential transition from at-large to district-based elections.

Under the City's Purchasing Policy and Huntington Park Municipal Code Title 2, Chapter 5, the City Manager is legally authorized to procure and execute professional service agreements up to \$100,000, provided there is valid budget appropriation, and the required procedures are followed. Only contracts exceeding \$100,000 require Council action.

In this case, the agreement with National Demographics Corporation (NDC) falls within the City Manager's authority to spend. Staff request formal Council approval due to the

CONSIDERATION AND APPROVAL OF AN AGREEMENT FOR DISTRICTING CONSULTING SERVICES AND APPROPRIATION OF FUNDS

September 23, 2024

Page 2 of 2

public and legal significance of the districting process and to ensure transparency in the City's contracting practices.

On August 18, 2025, the City Council authorized staff to initiate the districting process and retain a qualified consultant. Staff reviewed proposals and selected NDC based on their extensive experience with California Voting Rights Act (CVRA) compliance, the FAIR MAPS Act, and community engagement. NDC will provide demographic analysis, develop draft district maps, facilitate required public hearings, and support the preparation of compliance documentation.

FISCAL IMPACT/FINANCING

The total cost for consulting services from NDC will not exceed \$50,000, which includes a base fee of \$26,500 and additional costs for in-person or virtual public meetings, as well as optional engagement tools.

Staff request that the City Council appropriate \$50,000 from the General Fund to account number 111-0210-413-56-41, to cover this activity. Payments will be processed through the City's standard accounts payable procedures, with invoices audited by Finance and ratified by the City Council through the warrant register, in accordance with HPMC Title 3, Chapter 2. This ensures compliance with City purchasing policies and avoids the need for after-the-fact purchasing justifications.

CONCLUSION

By formally approving this agreement, the City Council will affirm the City's commitment to a transparent, inclusive, and legally compliant districting process. Staff will work with NDC to develop a detailed schedule and initiate the first phase of outreach and map preparation, aligning with state requirements.

Respectfully submitted,



RICARDO REYES
City Manager

ATTACHMENT(S)

- A. Proposal from National Demographics Corporation
- B. Draft Professional Services Agreement for Districting Consulting Services



September 9, 2025

NDC Standard Districting Scope of Work

- Districting Project Setup and coordination:
 - Development of demographic database including Census Bureau and California Statewide Database data of total population, citizen voting age population, voter registration, voter turnout, and socio-economic data on language spoken at home, renters vs homeowners, age, education level, and other factors useful in identifying communities of interest;
 - Incorporation of any Geographic Information System (GIS) data that the jurisdiction wishes to include and provides (often including school locations; school attendance areas; important local landmarks; or local neighborhood boundaries);
 - Initial telephonic discussion with about data, communities of interest, schedule, criteria and special concerns of the jurisdiction;
 - Assist jurisdiction with developing a communications plan for public outreach, including suggestions for webpage content and design, public feedback logistics, and strategies for engaging constituents;
 - Assist jurisdiction with developing a project plan, including a detailed timeline, goals and objectives, and specific deliverables list;
 - Provide progress reports on an as-needed basis as determined by the project manager and meet regularly with project team;
 - Any phone- or web-conference calls to discuss the project's progress or to answer any questions that may arise;
 - Provide education and guidance on required redistricting criteria for staff and elected officials;
 - Preparation and delivery of reports required under Elections Code Section 21130(b);
- Districting Plan Development:
 - Creation of 2 to 4 initial draft maps;
 - Analysis and preparation for presentation of all whole or partial plans submitted by the public;
 - Conversion of all maps and reports to web-friendly versions;
 - Online posting of all maps to an interactive review website;
 - Create any requested additional and/or revised maps as requested;
- Plan implementation:
 - Provide spatial data in GIS-friendly format of any dataset used or created for this project to staff upon request;
 - Work with the County Registrar of Voters to implement the final adopted plan;
- Project Options
 - Number of virtual or in-person meetings (and resulting per-meeting fee);
 - Consultant-prepared and -managed project website;
 - Online mapping tool allowing residents to draw and submit maps;
 - Paper-based mapping tool allowing residents to draw and submit maps.



Project Pricing

1. **Districting Basic Project Elements** (Covers everything listed above except for per-meeting and optional expenses):..... \$ 26,500

2. **Per-Meeting expense:**

- In-person attendance, per meeting \$ 3,000
- Virtual (telephonic, Zoom, etc.) attendance, per meeting..... \$ 1,500

For each meeting, NDC will prepare meeting materials, including presentation materials and maps; present and explain key concepts, including mandatory and traditional redistricting criteria and “communities of interest”; facilitate conversations; answer questions; and gather feedback on existing and proposed boundaries. Per-meeting prices include all travel and other anticipated meeting-related expenses. Telephone calls to answer questions, discuss project status, and other standard project management tasks do not count as meetings and do not result in any charge.

3. **Optional Project Elements:**

- a) Project website \$ 6,500
- b) Public mapping tool options:
 - Online and paper system including all elements below \$ 4,500
 - DRA (an easy-to-use online mapping tool, also known as "Dave's Redistricting App")
 - Public Participation Kit paper-based mapping tool
- c) Public Participation Kit mapping tool alone \$ 3,500



Proposal Acceptance

The terms of this proposal are available for 90 calendar days from its delivery to you. In most situations, NDC is open to extending that period of time to meet any particular needs of your jurisdiction.

If your jurisdiction has specific contract and/or letter of agreement language you prefer to use, please provide it and ignore the signature block below. If you prefer, simply sign two copies of this proposal in the signature block below and return them to NDC. Once signed by NDC, one copy will be returned to you. NDC also accepts electronic transmission of signed documents.

Thank you.

For National Demographics Corporation

For Huntington Park

Douglas Johnson, President

Date

Date

ATTACHMENT "B"



PROFESSIONAL SERVICES AGREEMENT (Districting Consulting Services)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 23rd of September, **2025** (hereinafter, the "Effective Date"), by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("CITY") [NAME OF VENDOR] (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

RECITALS

This AGREEMENT is made and entered into with respect to the following facts:

WHEREAS, on [DATE], the CITY entered into a Professional Services Agreement (the "Master Agreement") with [NAME OF CONSULTANT] to provide [SERVICES]; and

WHEREAS, on [DATE], the Professional Services Agreement was assigned to the CONSULTANT, which assignment the City agreed to on [DATE]. CONSULTANT then commenced providing [SERVICES] services under the terms and conditions of said Master Agreement; and

WHEREAS, CONSULTANT represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees; and

WHEREAS, CONSULTANT further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, the execution of this Agreement was approved by the Huntington Park City Council at its Regular Meeting of [DATE].

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

I.
ENGAGEMENT TERMS

- 1.1 SCOPE OF SERVICES: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in that certain document entitled "Scope of Services" and attached hereto as **Exhibit "A"** (hereinafter referred to as the "**Scope of Services**"). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and work necessary to competently perform and timely complete the services and tasks as set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."
- 1.2 TERM: This Agreement shall have an initial term of [NUMBER] years commencing from the Effective Date unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Upon the conclusion of the Term, this Agreement may be renewed for a [YEARS] year extension term, upon mutual agreement of the Parties and approval from City Council, unless either Party issues written notice sixty (60) days in advance of its intent not to authorize an additional extension term. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause as further set out herein.
- 1.3 COMPENSATION: During the term of this Agreement and any extension term provided herein, CONSULTANT shall perform the Services set forth in Section 1.2 above, at the rates of compensation set forth in the Rate Schedule reflected in **Exhibit "A"**. Subject to the CPI Index Adjustment section of **Exhibit "A"**, CONSULTANT further agrees that the total compensation for the Work shall not exceed the sum total of \$[AMOUNT] DOLLARS per year / (\$[AMOUNT]) per month (hereinafter, the "Base Fee"). CONSULTANT shall not exceed the Contract Price unless such added expenditure is first approved by the CITY Council acting in consultation with the City Manager. In the event CONSULTANT's charges are projected to exceed the Contract Price prior to the expiration of the Term or any single extension term, CITY may suspend CONSULTANT's performance of any additional Work outside the Work as defined in Exhibit A, pending CITY approval of any anticipated expenditures in excess of the Contract Price or any other CITY-approved amendment to the compensation terms of this Agreement.
- 1.4 PAYMENT OF COMPENSATION: On the first of each month, CONSULTANT shall submit to CITY an itemized invoice for that month's Base Fee and indicating the additional services and tasks performed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed.

Within thirty (30) calendar days of receipt of each invoice, CITY shall pay any undisputed amounts. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

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

II.

PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager (hereinafter, the "CITY Representative") to act as its representative for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representative or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representative or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates [WHO CONSULTANT DESIGNATES] to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT. CONSULTANT may, by written notice to CITY, advise CITY of any change in CONSULTANT Representative.

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

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

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

The Parties acknowledge and agree that CONSULTANT shall perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with its obligation set out herein or failure on the part of CONSULTANT's employees, agents, CONSULTANTS, subCONSULTANTS and subconsultants to fulfill its obligations herein. Such effort by CONSULTANT to correct any errors or omissions shall be commenced as soon as reasonably practicable upon their discovery or notice by either Party and shall be completed within seven (7) calendar days from the date of discovery or such other extended period of time authorized by the CITY Representatives in writing, in accordance with applicable industry standards. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf shall not constitute

a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and in accordance with applicable industry standards of CONSULTANT's profession.

- 2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY, which consent shall not be unreasonably withheld. CITY shall have up to sixty (60) calendar days to consider any proposed assignment by CONSULTANT. CONSULTANT can withhold consent where the CITY determines that the proposed assignee does not have the financial capacity to comply with the terms of this Agreement. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.
- 2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONSULTANT: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent CONSULTANT basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.
- 2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, CONSULTANTs, subCONSULTANTs or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's

officers, employees, agents, CONSULTANTs, subCONSULTANTs or subconsultants fail or refuse to perform the Work in accordance with this Agreement, such officer, employee, agent, CONSULTANT, subCONSULTANT or subconsultant shall be promptly removed by CONSULTANT and shall not be reassigned to perform any of the Work.

2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, State or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements. To the extent that any changes in applicable law result in an increase in CONSULTANT's cost of performance, the Parties shall negotiate in good faith to reach a mutually agreeable price adjustment. Should the Parties fail to reach such an agreement within 30 days (or such other agreeable time period) of CONSULTANT's notice to CITY of its increased cost of performance, either Party may terminate this Agreement upon 60 days' written notice.

(a) In the event that water treatment violations occur following the effective date of this Agreement, subject to Sub-Section (b) below and the applicable Force Majeure provisions, the CONSULTANT shall, in respect of violations that may be imposed by Applicable Law and to the extent due to CONSULTANT's fault, be responsible for: fines, penalties, or damages. Prior to settlement or payment of any such fines, penalties or damages, the CONSULTANT reserves the right to contest government or private actions, suits or proceedings for violations through administrative procedures or otherwise.

(b) To the extent that violations of applicable laws, rules, regulations or permits are caused by failures in the facilities or causes beyond CONSULTANT's control, including the CITY's failure to approve recommended repairs or maintenance, CONSULTANT will use its best efforts to maximize performance of the Facilities but shall not be responsible for associated violations or damages, fines or penalties which result.

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

2.10. INDEPENDENT CONSULTANT STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent CONSULTANTs and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, CONSULTANTs, subCONSULTANTs and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on

behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

2.11 CITY RESPONSIBILITIES: During the term of this Agreement, the CITY shall:

- a) obtain and maintain all state, federal, and local permits and licenses required for ownership, operation and maintenance of the Facilities, including without limitation, the CITY's Permits;
- c) comply with Applicable Law relating to the management, ownership, operation, maintenance, repair and replacement of the Facilities (to the extent that the responsibility of complying with those laws is not specifically assumed by the CONSULTANT under this Agreement). The CONSULTANT shall not be responsible for the CITY's failure to comply with any provision of Applicable Law that is not otherwise specifically assumed by the CONSULTANT hereunder.

III.
INSURANCE

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

- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per occurrence and Four Million Dollars (\$4,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
- B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
- C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California. However, if the CONSULTANT has no employees, for example a sole practitioner or a partner in a firm with only contracted support staff, then Workers' Compensation is not required by the State. CONSULTANT shall the city's form stating they are either the owner of

the organization or a partner, and are exempt from the State's workers' compensation requirements because they have no employees and agree to hold the Entity harmless from loss or liability for such. A waiver must be signed.

D. Add Cyber if Cyber applies (insurance) Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
- 3.4 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.
- 3.5 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- 3.6 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subCONSULTANTS or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.

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

IV. INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to this Agreement subject to Paragraph 4.2 and 4.3. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 Work of CONSULTANT's Design Professionals Services: Except for direct claims by the Parties against each other, the duty to indemnify, defend and hold harmless as set forth under this subsection shall apply to the negligence, recklessness or willful misconduct of any individual who qualifies as a "design professional" within the meaning of subsection (c)(2) of section 2782.8 of the California Civil Code in so far as such negligence, recklessness or willful misconduct occurs in the performance work or activities that must be performed by a "design professional." Subject to the limitation of the preceding sentence, to the fullest extent permitted by law, CONSULTANT shall immediately defend and indemnify and hold harmless the CITY Indemnities, defined above, from and against any and all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of the negligence, recklessness, or willful misconduct of CONSULTANT or any of CONSULTANT's officers, employees, servants, agents, CONSULTANTs, subCONSULTANTs or authorized volunteers or any other person or entity involved by, for, or with or on behalf of CONSULTANT in the performance of design professional services under this Agreement. The Parties understand and agree that the duty of CONSULTANT to indemnify, defend and hold harmless pursuant to this subsection includes the duty to defend as set forth in section 2778 of the California Civil Code. CONSULTANT's obligation to indemnify applies except to the extent that it is finally adjudicated that the liability was caused by the active

negligence or sole willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then CONSULTANT's indemnification obligation shall be reduced in proportion to the established comparative liability.

- 4.3 Work of All Other Persons/Non-Design Professionals: Except for direct claims by the Parties against each other and as otherwise provided under Section 4.2 of this Article, above, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other reasonable costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligent performance under this Agreement, including but not limited to the negligent acts, errors or omissions of CONSULTANT or CONSULTANT's officers, employees, agents, servants, CONSULTANTs, subCONSULTANTs or subconsultants or the failure of the same to comply with any of the duties, obligations or standards of care set forth herein. The duty to indemnify, defend and hold harmless under this subsection shall not encompass a duty to indemnify, defend or hold harmless for liability, loss, suit, damage, expense, or cost to the extent caused by the negligence or willful misconduct of any or all of the City Indemnitees. The duty to indemnify, defend and hold harmless as set forth under this subsection is intended to encompass liabilities, losses, damages, expense and costs not otherwise subject to subsection 4.2, above.
- 4.4 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.5 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.
- 4.6 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subCONSULTANT or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subCONSULTANTs or any other person or entity involved by, for, with or on behalf of CONSULTANT in the

performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

- 4.7 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 4.8 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

V. TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: Except for the first two years of this Agreement, either Party may, by written notice to the other, immediately terminate this Agreement at any time for convenience and without cause by giving written notice to Consultant of such termination, which notice shall specify the effective date of such termination, which effective date shall not be less than 90 days from the written notice. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period,

to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

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

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

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

- C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. Either Party may also immediately suspend performance under this Agreement pending the Defaulting Party's cure of any Event of Default by giving said Party written notice of the Party's intent to suspend performance (hereinafter, a "Suspension Notice"). A Party may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT in accordance with this Agreement up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
- i. Upon a thirty (30) day written notice to CONSULTANT, the CITY may terminate this Agreement in whole or in part;
 - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
 - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
 - iv. The CITY may exercise any other available and lawful right or remedy.

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

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

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

VI. MISCELLANEOUS PROVISIONS

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

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

magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

- 6.3 **FALSE CLAIMS ACT:** CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.
- 6.4 **NOTICES:** All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:
[NAME AND ADDRESS]

CITY:
City of Huntington Park
[DEPARTMENT]
6550 Mile Avenue
Huntington Park, CA 90255
Attn: [REP FOR CITY, TITLE]
Phone: (626) XXXXX
Fax: (626) XXXXX

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

- 6.5 **COOPERATION; FURTHER ACTS:** The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.
- 6.6 **SUBCONTRACTING:** CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subCONSULTANTS), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement with the exception of provisions relating to insurance requirements and indemnification.
- 6.7 **CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS:** CITY reserves the right to employ other CONSULTANTS in connection with the various projects worked upon by CONSULTANT.
- 6.8 **PROHIBITED INTERESTS:** CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid

nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.
- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, the venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

- 6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.
- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.
- 6.20 COUNTERPARTS: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the two remaining counterparts shall remain with the City for archiving and day-to-day reference by the department responsible for administering the Agreement on the City's behalf.
- 6.21 Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable for punitive damages.
- 6.22 FORCE MAJEURE: A party's performance of any obligation under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of any event of Force Majeure. In any such event, the party unable to perform shall be required to resume performance of its obligations under this Agreement upon the termination of the event or cause that excused performance hereunder. "Force Majeure" herein means an event which is beyond the reasonable control of a party, including without limitation: (a) acts of God; (b) flood, fire, earthquake, hurricane or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law that prevents CONSULTANT from performing its obligations as set forth in this Agreement; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority that prevents CONSULTANT from performing its obligations as set forth in this Agreement; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances, other than those involving the affected parties employees;] (i) shortage of adequate power or transportation facilities.

- 6.23 BUSINESS LICENSE AND W9: A City of Huntington Park Business license must be obtained before commencing work and a W9 provided when submitting first payment.

[SIGNATURE PAGE TO FOLLOW]

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

CITY OF HUNTINGTON PARK:

[NAME OF CONSULTANT]

By: _____
[CITY MANAGER]

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT “A”
SCOPE OF WORK
(SEE ATTACHED)

ITEM 2



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

September 23, 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 PUBLIC WORKS CONTRACT FOR WELL NO. 14 REHABILITATION

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Award contract to General Pump Company for the rehabilitation of Well No. 14;
and
2. Authorize the City Manager to execute the Public Works Contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

As a water well ages, the rate at which water may be pumped (commonly referred to as well yield, flow or performance) tends to decrease, especially in wells that have had deferred maintenance. Water wells require regular maintenance to ensure adequate water flow and continued drinking water safety. Delaying rehabilitation procedures can significantly increase costs and in some cases make rehabilitation impossible.

Over time, Well No. 14 has experienced a decline in efficiency due to mechanical wear, mineral buildup, and aging infrastructure. To restore its performance and extend its service life, rehabilitation is necessary.

Rehabilitating Well No. 14 will:

- Improve water production efficiency and reliability.
- Extend the operational lifespan of the well.
- Ensure compliance with water quality and safety standards.
- Minimize the need for costly emergency repairs in the future.

CONSIDERATION AND APPROVAL TO SOLICIT PROPOSALS FOR WELL NO. 14 REHABILITATION

September 23, 2025

Page 2 of 3

On July 30, 2025, the Public Works Department released a Request for Bids (RFB) for the Well 14 Rehabilitation and Pump Replacement. On August 19, 2025, the City received 4 bids. Staff reviewed the bids for who best matched the RFB requirements. General Pump Company's bid best matched the City's requirements. The following distinguished General Pump Company from the other bidders.

1. History and field knowledge of the project and the City - they have extensive history of working with Huntington Park and a good history of performance and knowledge of the City's operations.
2. They proposed a better NPDES discharge plan that showed details that the others had not included.

Following is a tabulation of the bids in alphabetical order:

Vendor	Bid Amount
Best Drilling and Pump, Inc.	\$198,480.00
General Pump Company, Inc.	\$210,620.00
S.A. Camp Pump Company	\$111,585.00
Weber Water Resources CA LLC	\$301,241.50

ENVIRONMENTAL IMPACT

The proposed project qualifies for a categorical exemption under the California Environmental Quality Act (CEQA) per 14 California Code of Regulations § 15301 as a Class 1 exemption (Existing Facilities). This exemption applies to minor modifications to existing public facilities that do not significantly expand their current use. The rehabilitation activities are not expected to result in significant environmental impacts.

FISCAL IMPACT/FINANCING

Funding for this project was approved in the City's FY 2025-2026 Adopted Budget for \$210,620.00 in account 787-8956-499.73-10.

**CONSIDERATION AND APPROVAL TO SOLICIT PROPOSALS FOR WELL NO. 14
REHABILITATION**

September 23, 2025

Page 3 of 3

CONCLUSION

Upon Council's direction, staff will proceed with actions as directed.

Respectfully submitted,



RICARDO REYES
City Manager



GERRY LOPEZ
Director of Public Works

ATTACHMENT(S)

1. General Pump Company Bid
2. Public Works Contract



ATTACHMENT 1

Proposal

City of Huntington Park

Well No. 14 Rehabilitation
And Pump Replacement

August 18th, 2025

Prepared For:
City of Huntington Park

6550 Miles Ave

Huntington Park, CA 90255

Prepared By

Tom Nanchy
Senior Project Manager
tnanchy@genpump.com

Ricky Trujillo
Senior Project Manager
rtrujillo@genpump.com





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Section 8	Other Information



Section 1

Scope of Work



Lic. 496765 – Eng A, C57, C61, D21

Serving Southern California and Central Coast

Headquarters: 159 N. Acacia St., San Dimas, CA 91773

Phone: (909) 599-9606

934 Verdulera St., Camarillo, CA 93010

Phone: (805) 482-1215

1324 W. Rialto Ave., San Bernardino, CA 92410

Phone: (909) 384-1000

WELL & PUMP SERVICE SINCE 1952

WWW.GENPUMP.COM

1. General Description

The pumping equipment was removed in April 2024 due to a decline in production and transported to GPC's facility for inspection. The City's outlined scope of work consists of the inspection, rehabilitation, and reinstallation of pumping equipment at Well No. 14. The work includes removal of oil and sediment, downhole video inspection, replacement of the pump and motor assembly, minor electrical modifications, test pumping, well disinfection, and wastewater management. The Contractor shall furnish all labor, supervision, materials, equipment, and transportation necessary to complete the work in accordance with industry standards, AWWA guidelines, and applicable regulatory requirements.

However, the existing scope of work does not adequately address the high likelihood of sand intrusion during operation. This concern is supported by wear factors observed in the turbine pump components during inspection, the age of the well, and the presence of approximately 200 feet of fill currently located in the well.

With the significant amount of presumed fill material present, there is a strong possibility of a partial or full casing collapse at the current depth of 1,305 feet. This rotary-drilled well, constructed approximately 80 years ago, has already exceeded the typical life expectancy for a well of its type and construction.

To preserve the long-term reliability of this source and ensure it continues to produce clean, dependable water, we strongly recommend an immediate evaluation of a full-length telescoping engineered liner. We would be glad to review this option in detail and address this concern with you at your earliest convenience.

2. Contractor Responsibilities

The Contractor shall perform, at a minimum, the following tasks:

2.1 Mobilization & Demobilization

- Transport all equipment, tools, and materials to and from the project site.
- Set up work area in compliance with OSHA safety standards and City requirements.
- Secure the site to ensure public safety and prevent unauthorized access.



2.2 Oil Removal

- Oil present on the surface of the water will be skimmed off and collected.
- Store oil on-site in approved containers for City collection and disposal.
- Maintain proper documentation of volumes removed.

2.3 Sediment Removal & Handling

- The well will be bottom bailed to remove accumulated formation material, with bailing continued until refusal is encountered—defined as the point at which no additional material can be removed despite repeated attempts—indicating that the bottom has been reached or further recovery is not feasible by means with a bailer.
- Segregate sediment by depth and provide representative samples for laboratory analysis.
- Store remaining sediment on-site in City-approved containers for sampling and disposal by the City
- Maintain records of sediment quantities and depths for inclusion in the final report.
- **Given the age and condition of the well, open-end airlifting is considered the most efficient and effective method for fill removal compared to traditional bailing, as it minimizes the risks of equipment damage and further structural stress that could arise from repeated bailing attempts**

2.4 Downhole Video Survey

- Conduct a color video survey of the well casing and screen intervals, with focus on areas previously covered by sediment.
- Provide a digital copy of the video and a written condition summary to the City.

2.5 Pump & Appurtenances Replacement

- Furnish and install a supply a complete NSF-compliant vertical turbine pump assembly, including the pump bowl, column, epoxy coated tube assembly, line shaft assembly, discharge head , and all required appurtenances for installation designed for 1050 GPM @ 275TDH
- Ensure proper alignment, clearances, and fit during installation.

2.6 Motor & Appurtenances Installation

- Install the customer supplied motor and reconnect all appurtenances.
- Verify correct phase rotation and electrical safety.

2.7 Start-Up & Testing

- Conduct mechanical and operational checks of the installed equipment.
- Perform start-up and preliminary operational testing to ensure proper functionality.
- Document static water level, flow, pumping water level, vibration, pressure, and amperage readings.



2.8 Well Disinfection

- Disinfect the well and pumping equipment in accordance with **AWWA C654 Standards for Disinfection of Wells**.
- Maintain required contact time and chlorine concentrations.
- Neutralize and properly dispose of disinfectant water.
- **The well will be disinfected in accordance with AWWA standards; however, outside conditions such as heavy bacterial presence, surface contamination, or extended downtime may require additional chlorination to ensure water quality compliance**

2.9 Final Test Pumping & Discharge Management

- Conduct final test pumping of the well to evaluate performance and capacity.
 - **Manage and discharge pumped water in accordance with NPDES permit requirements through a 1 each 21,000-gallon enclosed frak, temporary discharge line, temp transfer pump allowing for neutralization of chlorine and settling of solids. The water will then pass through a temporary 10 micron bag filter prior to discharging via gutter flow until the storm drain located on the NW Corner of Bissell St & Gage.**
 - Record and report water levels, flow, and pump performance data.
-

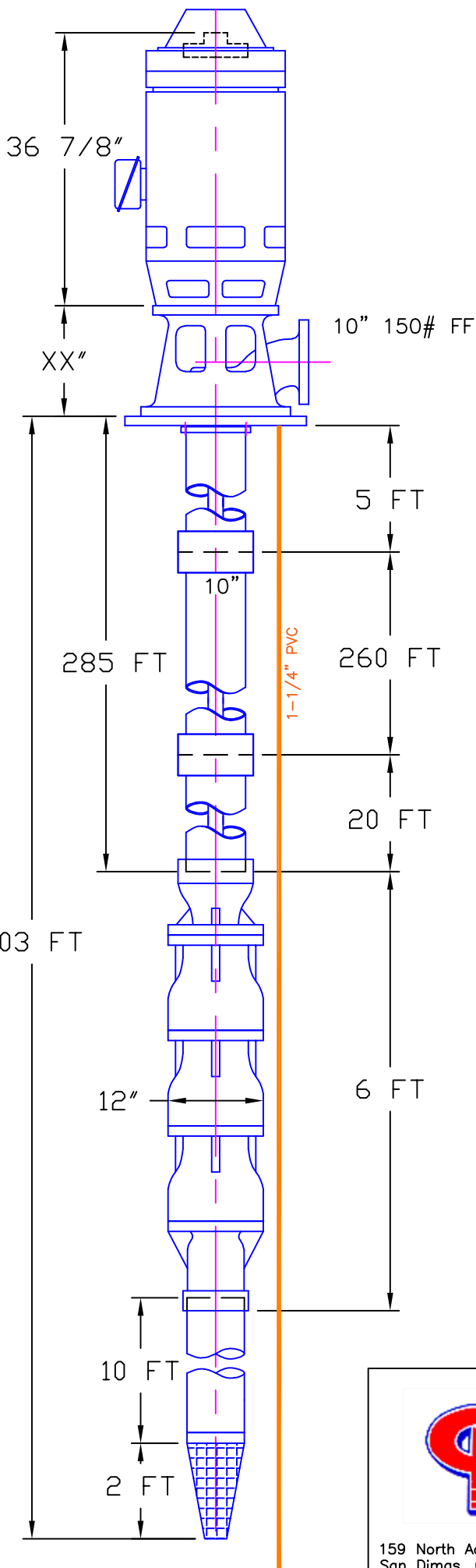
3. Deliverables

The Contractor shall provide the following upon completion of the Work:

- Oil and sediment removal logs, including volumes and handling methods.
 - Video survey file and written inspection summary.
 - Pump performance test results (flow, TDH, efficiency, vibration, and amperage).
 - Documentation of well disinfection procedures and bacteriological test results (provided by the City)
 - Record of all modifications, repairs, and replaced components.
-

4. Standards & Compliance

- All work shall be performed in accordance with **AWWA, ASTM, OSHA, and NPDES permit requirements**.
- Contractor shall comply with all federal, state, and local regulations regarding environmental protection, health, and safety.
- Work shall meet the specifications provided by the City and be subject to City inspection and approval.



DATE 08-18-2025
 CUSTOMER HUNTINGTON PARK
 JOB NAME WELL 14

MOTOR
 H.P. 125 MFGR. USEM
 R.P.M. 1800 FRAME
 N.R.R or S.R.C. NRR
 PHASE/CYCLE/VOLTS 460/60/3
 V.H.S. or V.S.S. V.H.S.
 MOTOR INFO: BORE 1 1/2"

DISCHARGE HEAD
 TYPE O/L SIZE 20 X 10
 MATERIAL CAST IRON

COLUMN ASSEMBLY
 PIPE SIZE/LENGTH 10" / 285'
 SHAFT SIZE 1-1/2"
 TUBE SIZE 2-1/2"

BOWL ASSEMBLY
 G.P.M. 1050 T.D.H. 275
 MODEL 12MC STGS 4
 MFGR. FLOWISE

MATERIALS
 BOWL C.I. IMP. 304SS
 SHFT. 416SS BRG. BRONZE
 COLLET 416SS BOLTS 316SS
 BOWL W.R. CAST IRON
 IMP. W.R. 304SS

STRAINER
 TYPE 10" CONE
 MATERIAL 316SS

OTHER
 WELL DIA. 18" - 1512 FT
1-1/4" SCH 80 PVC TO 310 FT

DRAWING NOT TO SCALE



159 North Acacia Street
 San Dimas, Ca 91773
 Phone: (909) 599-9606
 Fax: (909) 599-6238

GENERAL PUMP COMPANY
 WATERWELL & PUMP SERVICE SINCE 1952

CUSTOMER: HUNTINGTON PARK - WELL 14

DESCRIPTION : PRELIMINARY AS BUILT OUTLINE DRAWING

PCS. REQ'D : ONE

GPC ENGINEERING

DWG NO.
 16TBDAB

BY: MG

DATE: 08-18-2025

JOB NO. 16-TBD

Pump Data Sheet - FloWise

Company: General Pump Company
Name: Ricky Trujillo
Date: 08/18/2025

Huntington Park Well 14



Pump:

Size: FW12MC (stages: 4)
Type: Vertical Turbine
Synch Speed: 1800 rpm
Dia: 9.5 in
Curve: FT6412MC0
Impeller Style: Enclosed

Dimensions:
Suction: 10 in
Discharge: 10 in
Vertical Turbine:
Eye Area: 18.2 in²
Bowl Size: 11.7 in
Max Lateral: 1.75 in
Thrust K Factor: 7.4 lb/ft

Fluid:

Name: Water
SG: 1
Density: 62.4 lb/ft³
Viscosity: 1.1 cP
Temperature: 60 °F

Vapor Pressure: 0.256 psi a
Atm Pressure: 14.7 psi a
Margin Ratio: 1

Pump Limits:

Temperature: ---
Wkg Pressure: 340 psi g

Sphere Size: 0.73 in

Motor:

Standard: NEMA
Enclosure: TEFC
Frame: 405T
Sizing Criteria: Max Power on Design Curve

Size: 100 hp
Speed: 1800 rpm

Search Criteria:

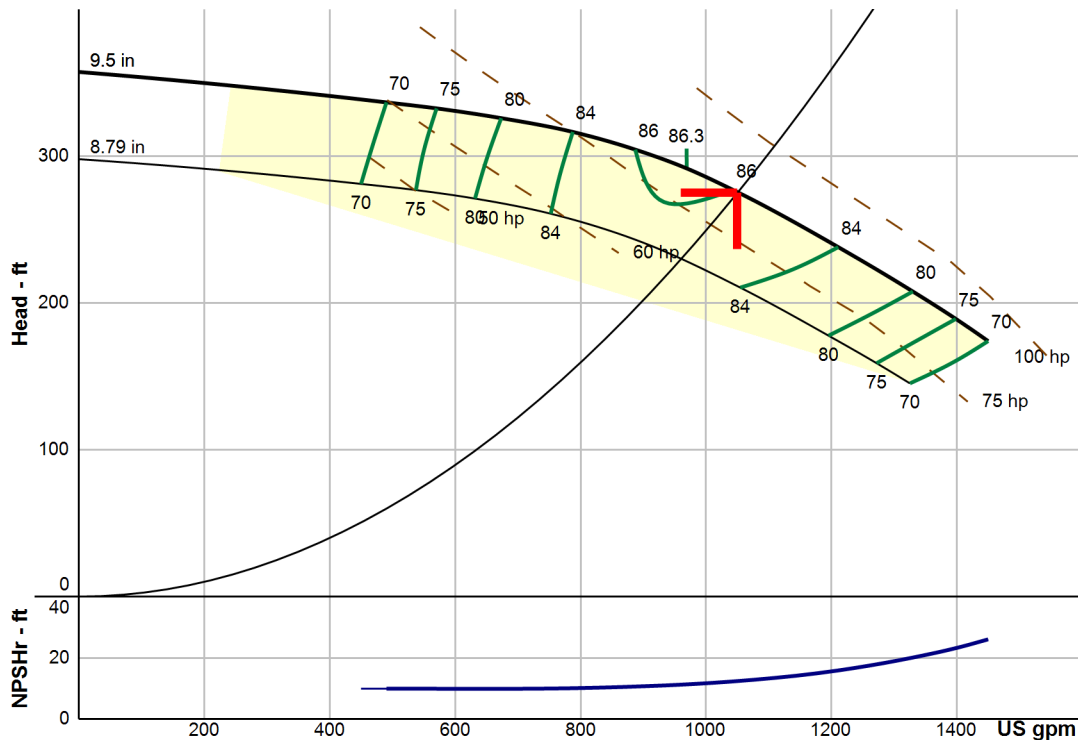
Flow: 1050 US gpm
Head: 275 ft

Near Miss: ---
Static Head: 0 ft

Pump Selection Warnings:

None

--- Duty Point ---	
Flow:	1051 US gpm
Head:	275 ft
Eff:	85.9%
Power:	84.9 hp
NPSHr:	12.5 ft
Speed:	1770 rpm
--- Design Curve ---	
Shutoff Head:	357 ft
Shutoff dP:	155 psi
Min Flow:	--- US gpm
BEP:	86.3% @ 969 US gpm
NOL Power:	91 hp @ 1450 US gpm
--- Max Curve ---	
Max Power:	91 hp @ 1450 US gpm



Performance Evaluation:

Flow	Speed	Head	Efficiency	Power	NPSHr
US gpm	rpm	ft	%	hp	ft
1260	1770	226	82.3	86.9	17.6
1050	1770	275	85.9	84.9	12.4
840	1770	310	85.1	77.3	10.4
630	1770	329	77.9	67	9.89
420	1770	340	65.6	55.8	9.93

COLUMN PIPE

MADE FROM **HSLA STEEL**

TECHNICAL DATA SHEET

HSLA STEEL

- Steel adhering to ASTM A606 Type 4 is commonly referred to as High-Strength, Low-Alloy (HSLA)
- Developed by U.S. Steel mills in the 1940's for use in the Water Well industry
- Minimum Yield Strength of 50,000 psi compared to 35,000 psi for Mild Steel
- 9x more corrosion resistant than Mild Steel based on field & laboratory analysis

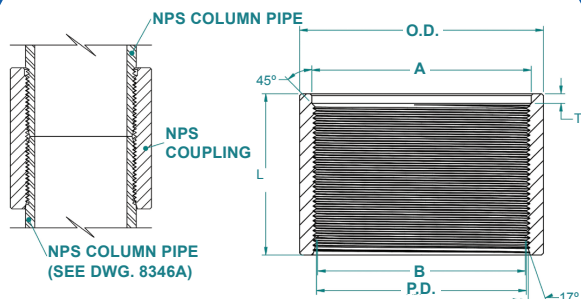
KEY ADVANTAGES

- Higher Strength & Corrosion Resistance
- NSF 61 Certified
- AIS Domestic
- Eliminates Need for Epoxy Coating

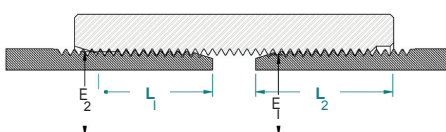


HSLA Column Pipe

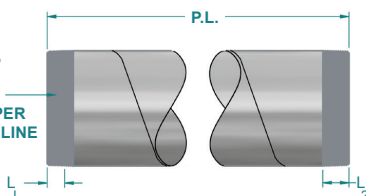
STRAIGHT BUTT THREAD



TAPERED THREAD (NPT)



TAPER OF
THREAD,
ON DIAMETER,
IS 3/4-INCH PER
FOOT.
ANGLE OF TAPER
WITH CENTER LINE
IS 1° 47' 24"



NPS	Load Capacity (lbs)
6	80,000
8	140,000
10	160,000
12	160,000

Load values calculated for Straight Butt-Threaded, Oil Lubed joints.
For NPT and Water-Lubed joints, load values could be slightly less.

SCAN NOW TO
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Pipe Diameter	Wall Thickness	Threads Per Inch	A	Minor Diameter B
6.625	0.250	8	6.700	6.454-6.440
	0.312			
8.625	0.312	8	8.700	8.454-8.440
	0.375			
10.750	0.312	8	10.812	10.580-10.566
	0.375			
12.750	0.375	8	12.812	12.554-12.542
Coupling OD	Length (L)	Pitch Diameter	T	
7.312	4.125	6.527-6.517	0.250	
9.625	4.624	8.529-8.517	0.250	
11.750	6.125	10.652-10.642	0.250	
13.937	6.125	12.652-12.642	0.250	

Values listed in inches. Additional Wall Thicknesses available.

Pipe Diameter	Wall Thickness	Length L ₁	Diameter E ₁
6.625	0.250	0.958	6.505
	0.312		
8.625	0.312	1.063	8.500
	0.375		
10.750	0.312	1.210	10.620
	0.375		
12.750	0.375	1.360	12.617
Effective Thread Diameter E ₂		Wrench Make Up	Thread Overall Length L ₂
6.540		1.188	1.946
8.540		1.312	2.146
10.665		1.500	2.358
12.665		1.630	2.558



AIS Domestic



Our HSLA & Stainless Products
are in full compliance with
NSF/ANSI 61 and NSF/ANSI 372
MH63127



3M™ Scotchkote™ Fusion-Bonded Epoxy Coating 6233W

Data Sheet



Product Description

3M™ Scotchkote™ Fusion-Bonded Epoxy Coating 6233W is a one-part, heat curable, thermosetting epoxy coating powder designed for corrosion protection of drinking water pipes, valves, fittings, and couplers.

Properties

Property	Value
Specific Gravity	
Film	1.36
Powder	1.44
Coverage based on film	141 ft ² /lb/mil (0.735 m ² /kg/mm)
Color	Govt. Color 14272/Green
6233W-4G	
Gel Time @ 400°F/205°C	9.5 seconds ± 20%
Cure Time @ 450°F/232°C	30 seconds
6233W-8G	
Gel Time @ 400°F/205°C	17 seconds ± 20%
Cure Time @ 450°F/232°C	90 seconds
6233W-11G	
Gel Time @ 400°F/205°C	25 seconds ± 20%
Cure Time @ 450°F/232°C	110 seconds
Shelf life @ 27°C/80°F	12 months

Temperature Operating Range

The Scotchkote 6233W coating, when properly applied, should perform in a satisfactory manner on pipelines operating between -100°F/-73°C to 230°F/110°C. For temperatures between +170°F/77°C to 230°F/110°C, laboratory tests indicate that the thicker coatings may improve the service capability. However, it is difficult to accurately predict field performance from the laboratory data due to the wide variation in actual field conditions. Soil types, moisture content, temperatures, coating thickness and other factors specific to the area all influence the coating performance and the upper temperature operating limit.

Scotchkote 6233W meets the requirements of AWWA C213 and C550.

Scotchkote 6233W has been tested and certified to NSF/ANSI Standard 61, Drinking Water System Components. For NSF certified applications, the max approved thickness is 50 mil (1.25 mm), and the max approved operating temperature is 140°F/60°C.

3M™ Scotchkote™ Fusion-Bonded Epoxy Coating 6233W Test Data

Property	Test Description			Typical Value
Impact	ASTM G14 (modified) 1/8 in (3.2 mm) thick plate 3/8 in (9.5 mm) thick plate			160 in•lbs (18.1 J) 59 in•lbs (6.7 J)
Cathodic Disbondment	CAN/CSA-Z245.20-12.8 48 hours, 1.5 volt, 3% NaCl 149°F/65°C 28 day, 1.5 volt, 3% NaCl 73°F/23°C 28 day, 1.5 volt, 3% NaCl 149°F/65°C			2.3 mm r 2.5 mm r 4.9 mm r
Hot Water Resistance	24 hours, CAN/CSA-Z245.20-12.14, 203°F/95°C 48 hours, CAN/CSA-Z245.20-12.14, 167°F/75°C			1 rating 1 rating
Bendability (Mandrel Bend)	<u>Temperature</u> 73°F/23°C -22°F/-30°C	<u>Pipe Diameters</u> <10.5 <19.1	<u>°/PD</u> 5.5 >3.0	<u>% Elongation</u> 4.8 >2.6
Compressive Strength	ASTM D 695			>10,000 psi (705 kg/cm ²)
Penetration	ASTM G 17 -40° to 200°F/-40° to 93°C			0
Thermal Shock	-320° to 310°F/-195° to 154°C Coated pipe			No visible effects 10 Cycles
Dielectric Strength	1180 V/mil/46 kV/mm			

Note: The typical values in this data sheet are based on lab prepared samples. Values shown are not to be interpreted as product specifications.



Handling and Safety Precautions

Read all Health Hazard, Precautionary and First Aid, Material Safety Data Sheet, and/or product label prior to handling or use.

3M and Scotchkote are trademarks of 3M Company.

Ordering Information/Customer Service

For ordering technical or product information, or a copy of the Material Safety Data Sheet, call:

Phone: 800/722-6721

Fax: 877/601-1305

Important Notice

All statements, technical information, and recommendations related to 3M's products are based on information believed to be reliable, but the accuracy or completeness is not guaranteed. Before using this product, you must evaluate it and determine if it is suitable for your intended application. You assume all risks and liability associated with such use. Any statements related to the product which are not contained in 3M's current publications, or any contrary statements contained on your purchase order shall have no force or effect unless expressly agreed upon, in writing, by an authorized officer of 3M.

Warranty; Limited Remedy; Limited Liability.

Because conditions of product use are outside of our control and vary widely, the following is made in lieu of all express or implied warranties: this product will conform to 3M's published product specifications and be free from defects in material and manufacture on the date of your purchase. **3M MAKES NO OTHER WARRANTIES INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.** If this product is defective upon your receipt, your exclusive remedy shall be, at 3M's option, to replace the 3M product or refund the purchase price of the 3M product. **Except where prohibited by law, 3M will not be liable for any indirect, special, incidental or consequential loss or damage arising from this 3M product, regardless of the legal theory asserted.**



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GP Sites

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Discharge Plan

File Edit View Add Tools Help



Gage Bowl, East Gage Avenue, H





Section 2

Project Schedule

ID	Task Name	Duration	Start	Finish	October 2025																															November 2025																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
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Section 3

Project Team

KEY PERSONNEL

PETER H. BROOKS, CHIEF EXECUTIVE OFFICER

Academic Background	Harvard University: Bachelor of Arts; Dual Master of Business Administration Background and Master Public Policy.
Professional Experience	<p>Peter Brooks is a water industry executive with 16+ years of management experience across the industry, where he has worked on disaster response and treatment plant operations as the leader of waterTalent; advanced water treatment and wastewater reuse at Xylem, Inc.; and in-conduit hydropower at NLine Energy. He is a former US Marine infantry officer, two-time Iraq War veteran, Fulbright Scholar, and an award-winning water policy instructor at Harvard where he also received an AB (High Honors) and MBA-MPP. Peter is a frequent speaker at water industry events and his writing and work have appeared in the Los Angeles Times, National Public Radio, and several water and wastewater industry publications including AWWA, OpFlow, WEFTEC Water & Environment Technology, and Water Online. He has given water industry presentations at Imagine H2O, Water Environment Federation WEFTEC, Association of Boards of Certification, American Water Works ACE, California Municipal Utilities Association, AWWA CA-NV, the Water Technology Summit, among others.</p>

MICHAEL G. BODART, DIRECTOR OF ENGINEERING

Academic Background	University of Missouri - Bachelor of Science in Civil Engineering Post Graduate C.E. Courses in Geohydrology, University of Southern California
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Certifications	Certifications 1999-Byron Jackson Training Certificate 1998-Grade 1 & 2 Distribution and Treatment Certificates 1998-Engineering "A" License
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Professional Experience	General Pump Company, Inc. - Director of Engineering – 2024-Present General Pump Company, Inc. - President / Dir. of Eng. - 1993-2024 Layne Western - Regional Engineering and Sales Manager (4 offices) Federal Highway Administration - Civil Engineer
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Michael G. Bodart (Mike Bodart) is recognized as an expert in the field of pump engineering and well rehabilitation in southern California. He has been invited to speak for numerous professional water-related associations and conventions. Has been speaking professionally for more than 34 years and has presented in nationally known associations such as AWWA, Tri-State, Southern California Water Utility Association, Inland Water Works Association, Groundwater Resources Association and Central Coast Water Association. In 1992, Mike was part of a selected six-person panel of engineers who met in Kansas City to assist in training nationwide engineers in the water well pump business.

TIMOTHY S. OMAN, PRESIDENT

Academic Background California Polytechnic State University, San Luis Obispo
Bachelor of Science in Industrial Technology

Professional History General Pump Company, Inc. - President – 2024-Present
Layne – Division Business Development Manager 2020-2024
Layne – Regional General Manager, Southwest 2018-2020
Layne – Director, Business Development 2017-2018
Layne – District Manager, Central and Northern CA 2014-2017
Layne – Account Manager, Central and Northern CA 2008-2014

Timothy S. Oman is an accomplished water industry executive with over 16 years of management experience. Starting his career at Layne as an Account Manager in the Water Resources Division, Tim led business development efforts across central and northern California before advancing to District Manager, where he oversaw four offices in the region. He later served in key roles as National Director of Business Development and Southwest Region General Manager. In July, Tim joined General Pump Company as its President.

Project Experience **Drought Relief Project, Bureau of Reclamation, Central Valley, Ca** – Design build project of forty-four water wells including drilling and equipping. Wells ranged in depth from 220 to 1020'. Contract amount: \$15,959,262

Well Field Expansion, Sandridge Partners, Strafford, CA – Expansion of existing well field. Design build project with scope of work including drilling and equipping of 10 wells ranging in depth from 640 to 1400'.
Contract amount: \$10,261,473

JEFF CORSE, ENVIRONMENTAL HEALTH & SAFETY (EHS) MANAGER

Academic Background Columbia Southern University – Bachelor of Science in Occupational Safety and Health Fire Science minor

Certifications Board of Certified Safety Professionals – Construction Health & Safety Technician (CHST)
Board of Certified Safety Professionals – Graduate Safety Practitioner (GSP)

Professional Experience Over 15 years of experience in environmental health and safety. Started his career in oil and gas exploration supporting all areas of oil and gas from offshore drilling and production to refining. Prior to entering the water industry Jeff worked for large scale manufacturing and construction companies supporting their EHS departments from paper and pulp to heavy manufacturing operations.

MICHAEL R. GARCIA, VICE PRESIDENT OF PROJECT MANAGEMENT

Academic Background	California State University, Fullerton - Master of Science Mechanical Engr. University of Redlands, Redlands - Bachelor of Science in Physics
Professional Experience	Michael has been working for General Pump Company since 2014, starting as an assistant engineer and working his way into his current VP of project management role. Prior to entering the water industry, he was enrolled in a post graduate program where he was studying courses in materials of construction, mechanical design, and computer aided design. While at GPC, Michael has successfully managed and completed hundreds of well rehabilitation projects. In addition, he has spoken at numerous utility and professional water organizations including Southern California Edison, Southern California Gas Company, and Inland Empire Utilities Agency. Currently, Michael is responsible for overseeing the project management department at GPC to ensure efficient project execution and client satisfaction.

DANIEL J. PICHARDO, VICE PRESIDENT OF ENGINEERING

Academic Background	Seattle University – Bachelor of Science, Civil Engineering
Professional Experience	GPC – VP, Engineering – July 2023 – Present GPC – Project Manager – Dec 2015 – Jul 2023 GPC – Purchasing Manager – May 2015 – Present GPC – Application Engineer – Mar 2015 – Dec 2017 Atlas Environmental – Staff Engineer – Nov 2012 – Mar 2015 Daniel works with his team at GPC to provide engineering support for water well maintenance and rehabilitation considerations. Prior to entering the water industry, Daniel conducted environmental site assessments for LUST fund cleanup sites and plating facilities, delineating contamination plumes and determining suitable remediation methods. Daniel has spoken at numerous utility and professional water organizations including SCE, SoCalGas, Tri-State, IEUA, SCWUA, and WRD.

THOMAS A. NANCHY, SENIOR PROJECT MANAGER

Professional Experience	Tom has been in the well and pump industry for over forty (40) years. Throughout his professional career, he has been involved with hundreds of well rehabilitations and is highly regarded in the industry. His wide range of experience allows him to solve many difficult well and pump issues and provide options. He has also spoken at many professional organizations throughout California with regards to well maintenance and well rehabilitation. Tom is AWWA certified pump installer and a certified pump installer for Large Water Systems (NGWA). He is factory trained and certified by Byron Jackson and Cla-Valve. Tom also holds a certificate with the Mine Safety and Health Administration (MSHA).
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RICKY TRUJILLO, SENIOR PROJECT MANAGER

Professional History	1999 – 2009 – Layne – Operator 2009 – 2015 – Layne – Operations Manager (Southern California) 2015 – 2016 – General Pump Company – Project Manager (Camarillo) 2016 – 2024 – Layne – Account Manager III 2025 – Present – General Pump Company – Senior Project Manager
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Professional Experience	<p>Ricky brings over a decade of hands-on field experience combined with six years in operations and nine years in sales and project management within the water well industry. Their well-rounded background provides a unique perspective that bridges technical field expertise with operational efficiency and client-focused project execution. Beginning in the field, Ricky developed a strong foundation in pump systems, water well drilling, well rehabilitation, and water infrastructure troubleshooting. This practical knowledge laid the groundwork for their transition into operations, where they managed teams, coordinated logistics, and ensured compliance with safety and quality standards.</p>
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In recent years, Ricky has successfully led sales and project management efforts, overseeing a wide range of municipal and private-sector projects. Their ability to understand client needs, manage timelines, and deliver tailored solutions has made them a reliable partner for complex water well system work.

PAUL RINEHART, PROJECT MANAGER

Professional Experience	Over 30 years of experience in the well and pump industry. Experience includes working in the shop, field, and office, performing pump removals, installations, inspections, conducting pump repairs, material acquisition as well as designing well and booster pumps. Coordinating with customers, vendors, operations manager, and field crews to ensure project completion in a timely manner.
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Section 4

Company Qualifications



STATEMENT OF QUALIFICATIONS

CAPABILITIES

General Pump Company, Inc. (GPC) is a professional well redevelopment and pump equipment contractor with locations in San Dimas (headquarters), Camarillo, and San Bernardino, California. The engineering staff, field support and service crews, and office support staff are 100% dedicated to well evaluation and rehabilitation, and pump equipment evaluation and services.

The technical staff at GPC have worked in almost every aspect of the well and pump industries. This diverse experience provides us with unique qualifications to serve our customers and provide them with solution- oriented approaches to get their system back into operation. Our engineers and hydrogeologist have all worked in the drilling and design segment of the water, and/or oil and gas industries, and many of our shop and support technicians have worked for major pump manufacturers.

GPC employs only experienced engineers, hydrogeologist and technical field personnel that can offer customers assistance in the following areas:

- Assess well yields to minimize operating and maintenance costs
- Determine the efficiency of production and ASR wells and pumps
- Engineered pump and well equipment
- Pump facility design and construction/booster facility design and construction
- Pipeline design and construction associated with pumping systems
- Appropriate mechanical and chemical redevelopment
- Periodic monitor and maintenance programs
- Water quality and production solutions/well system optimization
- Engineered pump suction
- Pump and motor repair / custom pump design and machining
- Electrical, SCADA and transducer support related to pump operations
- Casing repair and swedging
- Video and geophysical logging support

GPC, an Engineering Service Company, is dedicated to supporting the ongoing needs of the water industry, and committed to providing:

- Solution-oriented engineering using problem-solving techniques by degreed engineers with diverse well system and groundwater experience, and pump application engineers from major pump manufacturing companies.
- Full-time machine shop, staffed with experienced personnel capable of building and repairing standard and custom pump equipment and specialty products.
- Self-contained chemical trailers to include safety support and operational controls.
- Trained and certified operators for periodic monitoring and maintenance programs.
- In-house training facility and training programs for customers and our own personnel.
- Strong project and construction management for any size project.
- Instant communications with cellular radio/phones for all staff, engineering, technical, field and shop personnel, resulting in better services at a reduced risk and overall cost.
- Modern, safe and reliable equipment with the only telescoping well rigs with spudders in the industry which are required for effective redevelopment of wells in pump houses.



SAFETY

Safety is paramount when personnel and equipment are involved. A good safety record is important along with adequate insurance and bonding. General Pump Company, Inc. has the best safety record in Southern California for the water well and pump rehabilitation business. Over the past years, General Pump Company, Inc. has had minimal loss of time for work-related injuries.

ANNUAL CONTRACTS

Award of an annual contract is a great honor and to have an annual contract renewed year after year is the greatest compliment to a service company. It proves that the contractor has met or exceeded the customer's set goals and expectations. General Pump Company, Inc. has been selected by over 45 cities in Southern California to maintain their well and pumping systems. We have more annual contracts with cities than all our competitors combined. Additionally, General Pump Company, Inc. is the primary contractor or sole-source contractor for 15 private utilities and water districts. Most of these are multi-year contracts having been renewed several times over.

MACHINE SHOP CAPABILITIES

General Pump Company, Inc. is the only well and pump service company in Southern California that builds 100% of our bowl assemblies. This level of expertise, along with our in-house machining, allows us to supply or repair with a greater level of knowledge that your pump equipment will be reliable and efficient.

Our repair and fabrication facility maintains the most complete line of lathes, welding, and associated machining tools.

General Pump Company, Inc. has an expansive repair and fabrication facility. This facility has proven to be invaluable during our 70+ years of business, since many pump and motor repairs require a strong interface between machining, welding and electrical support in order to be completed. We have three major groups within our repair and fabrication facility that allow us to serve your needs in a variety of ways:

- **Fabrication and Machining:** Including lathes, milling machines, grinders, balancing machines, flame welding, gas and electric welding, heli-arc, etc. We perform welding on steel, aluminum, brass, cast iron, resurfacing, and custom work.

We repair all types of pumps by all manufacturers in our facility up to approximately 24-inch impeller diameter for single and multi-stage horizontal pumps and 30-inch diameter for vertical turbine pumps.

- **Assembly:** In general, the pumps we supply are designed and manufactured by General Pump Company at one of our engineering service centers. Assembly of pumps assures the highest quality product, with the assurance that it is built correctly and will meet the design criteria specified.
- **Field Services:** This service has helped us establish ourselves as well and pump problem solvers since many operational problems can be traced to poor installation practices. Having the proper diagnostic equipment and knowing how to use it distinguishes us as "The Leader in Well and Pump Services".



EQUIPMENT AND FIELD SERVICES

General Pump Company, Inc. maintains a full-service machine shop, clean and safe rigs and cranes are a minimum requirement for reliability, quality workmanship and safety.

General Pump Company, Inc. has several trucks fully loaded with essential equipment to handle many urgent repairs in the field. Our well and pump service crews are always ready and willing to assist your water utility with making a repair to keep your well and booster facilities running. Just let us know and we will be on the way, ready to provide you with the highest quality service available.

General Pump Company, Inc. has the newest fleet of rigs and equipment in Southern California. Maintenance and repairs are made at our San Dimas and Camarillo Facilities to make sure our field operations can safely and efficiently respond to our customers' needs. Below are the benefits to our customers.

- Reliable work - In water emergencies, it is important that this large equipment is ready to respond without breakdowns.
- Safety - Our new equipment is not likely to malfunction resulting in major damage or possible injuries.
- The most up-to-date equipment to assemble the Customers' pumps.

General Pump Company, Inc. has chemical treatment equipment with fully operational safety equipment that includes eyewash and shower, along with other special redevelopment tools, which allow us to perform the most cost-effective cleaning to your wells.

PROFESSIONAL REFERENCES

Because of **General Pump Company's** long history in Southern California (over 70 years), we have selected eight (8) cities as references. As we described above in our proposal, **General Pump Company, Inc.** has been selected by 45 cities in Southern California to maintain their well and pumping systems. Upon your request, we can submit additional agencies or additional information on other annual contracts.

Agency	Contact Name	Contact Number	Duration Held
City of Arcadia	Tiffany Lee	626.254.2721	2003 – Present
City of Pasadena	Michele Carina	626.744.7012	1982 – Present
City of Orange	Sonny Tran	714.288.2497	1997 – Present
City of Santa Monica	Eric Jensen	424.508.2876	1979 – Present
City of Westminster	Roberto Anaya	714.822.5461	1995 – Present
City of Glendora	Ron Nichka	626.852.4866	2002 – Present
City of Huntington Beach	Chris Ramirez	714.720.7224	2000 - Present



OTHER KEY FACTS ABOUT GENERAL PUMP COMPANY

Although General Pump Company has the largest list of City Contracts, we also have close relationships with many Water Districts, and private water companies.

Seminars – General Pump Company is responsible for giving out thousands of Continuing Education Units (CEUs). General Pump Company sponsors many of these classes and is also an invited speaker for many water associations. Teaching our customers how to protect their greatest capital assets (water systems) is part of our programs to help Southern California Cities become more cost effective in their water operations.

Byron Jackson (Flowserve Corp) – Byron Jackson submersible pumps have a unique design that requires a high degree of understanding. General Pump Company is certified to sell and service BJ pumps and motors. This equipment must be purchased by a local dealer. BJ pumps are manufactured by Flowserve Corporation. There are no equals to the construction of these heavy-duty pumps and motors. BJ pumps have been used for City water systems in the U.S. for over 100 years. General Pump has been working with these pumps for over 70 years in Southern California. The City of South Pasadena utilizes Byron Jackson pumps.

Safety - Safety is paramount when men and equipment are involved. A good safety record is important along with adequate insurance and bonding. General Pump Company, Inc. has the best safety record in Southern California for the water well and pump rehabilitation business. Over the past seven years, General Pump Company, Inc. has had minimal loss of time for work-related injuries.

Response Time -The location of a full-service pump facility greatly impacts our ability to respond quickly and can significantly influence overall project costs. Travel distance directly affects labor and equipment hauling time; for example, an additional 20 miles in commuting distance can typically increase the cost of all field work by approximately 20%.

AirBurst® - AirBurst® Technology is recognized throughout the United States as being one of the most effective development tools that can be used for high-capacity wells. When Frazier Industries looked to expand their process into Southern California, they decided to team up with General Pump Company. General Pump Company performs more than 98% of all AirBurst® procedures in Southern California. This process has successfully cleaned the Cities' wells for over ten (10) years.



Section 5

Project References



**GENERAL
PUMP
COMPANY**

159 N. ACACIA STREET * SAN DIMAS, CA 91773
PHONE: (909) 599-9606 * FAX: (909) 599-6238
CAMARILLO, CA 93010 * PHONE: (805) 482-1215
www.genpump.com

WELL & PUMP SERVICE SINCE 1952
Serving Southern California and Central Coast

Lic. #496765

Completed Projects

<u>Client References</u>	<u>Project</u>	<u>Work Description</u>	<u>Year Completed</u>	<u>Project Funding per Year</u>
City of Ontario 1425 South Bon View Ontario, CA 91762 Contact: Chris Bonadurer Ofc: 909-395-2027	Well 46	Water Well & Pump Rehabilitation	2023	\$110,000.00
City of Santa Monica 1228 South Bundy Drive Los Angeles, CA 90025 Contact: Geohvanny Herrera Ofc: 310-434-2659	Olympic Well 4	Water Well Redevelopment	2021	\$200,000.00
Western Municipal Water Dist. 14205 Meridian Pkwy Riverside, CA 92518 Contact: Ron Palacios Ofc: 951-571-7290	Arlington Desalter Well 4	Well Maintenance and Repairs	2023	\$350,000.00
City of Victorville 14343 Civic Drive Victorville, CA Contact: Arnold Villarreal Ofc: 760-955-5001	Well HDPP H	Well Pump Service	2022	\$106,686.00
City of Orange 189 South Water Street Orange, CA 92866 Contact: Son Tran Ofc: 714-288-2497	Well 9	Well & Pump Rehab	2022	\$310,000
City of Monrovia 600 South Mountain Ave. Monrovia, CA 91016 Contact: Chris Castruita Ofc: 626-256-8224	Well 3	Well Rehabilitation	2024	\$316,160.00
Cucamonga Valley WD 10440 Ashford St. Rancho Cucamonga, CA 91730 Contact: Jacob Johnson Ofc: 909-203-0895	CS5B Booster 1 & 2	Booster Removal and Installation	2024	\$95,325.00
City of Riverside 3750 University Ave., 3rd Flr. Riverside, CA 92501 Contact: Eric Escobar Ofc: 951-826-5821	Garner 6 Well	Well Rehabilitation	2023	\$618,655.00
West Valley Water District 855 West Baseline Road Rialto, CA 92377 Contact: Joe Schaack Ofc: 909-875-1804 ext. 359	East Complex South Well	Well Rehabilitation	2023	\$161,500.00

Additional References Available Upon Request



Section 6

City's Standard Contract Services Agreement



ACKNOWLEDGMENT OF CITY'S STANDARD CONTRACT SERVICES AGREEMENT

General Pump Company, Inc. has reviewed the City's Standard Contract Services Agreement, as provided in the bid attachments. We understand and agree to comply with all terms, conditions, and requirements of the Agreement.

Section 7

City's Standard Insurance Requirements



ACKNOWLEDGMENT OF CITY'S STANDARD INSURANCE REQUIREMENTS

General Pump Company, Inc. has reviewed the City's Standard Insurance Requirements, as outlined in the Sample Professional Services Agreement included in the bid attachments. We confirm that our insurance program meets or exceeds these requirements and we agree to maintain such coverage for the duration of the contract.



Section 8

Other Information

Bid Bond

CONTRACTOR:

(Name, legal status and address)

General Pump Company, Inc.
159 N. Acacia St.
San Dimas, CA 91773

SURETY:

(Name, legal status and principal place of business)

SiriusPoint America Insurance Company
1 World Trade Ctr., 285 Fulton St., 47th
Fl., Ste. 47J
New York, NY 10007

OWNER:

(Name, legal status and address)

City of Huntington Park
6550 Mile Avenue
Huntington Park, CA 90255

BOND AMOUNT: Ten Percent of Amount Bid

(10% of amount bid)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT:

(Name, location or address, and Project number, if any)

Well 14 Rehabilitation and Pump Replacement

Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 13th

day of August, 2025

General Pump Company, Inc.

(Principal)

(Seal)

(Witness)

(Title) Michael Garcia - VP of Project Management

SiriusPoint America Insurance Company

(Surety)

(Seal)

(Witness)

(Title) Elizabeth Collodi, Attorney-In-Fact



By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) (www.nasbp.org) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles)

On August 19, 2025 before me, Amy Charline Sotelo, Notary Public
(insert name and title of the officer)

personally appeared Michael Ray Jr. Garcia,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

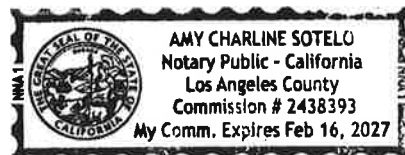
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____ Butte _____

On _____ August 13, 2025 _____ before me, _____ Deanna Quintero, Notary Public
(insert name and title of the officer)

personally appeared _____ Elizabeth Collodi
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

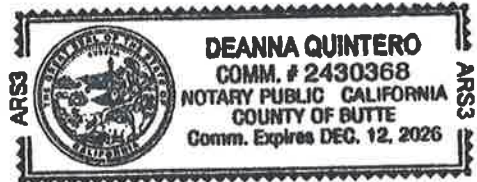
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature



(Seal)



**POWER OF ATTORNEY
SIRIUSPOINT AMERICA INSURANCE COMPANY
NEW YORK**

INTSAC01_1124

KNOW ALL MEN BY THESE PRESENTS: That SiriusPoint America Insurance Company (the "Company"), a New York corporation, having its principal office in the City of New York, pursuant to the following Resolution, which was adopted on August 27, 2024 by Unanimous Written Consent of the Board of the Directors of the Company, to wit:

RESOLVED, that the President, Senior Vice President, Chief Financial Officer, Secretary or the Assistant Secretary is hereby authorized to execute Powers of Attorney appointing as attorneys-in-fact selected employees of certain surety companies who shall have the power for and on behalf of the Company to execute and affix the seal of the Company to surety contracts as co-surety. Such authority can be executed by use of facsimile signature.

Does hereby nominate, constitute and appoint:

Breanna Boatright, Kathleen Le, Elizabeth Collodi, Sara Walliser, Sharon Smith, Steven Williams, Steven Azevedo

Its true and lawful agent and attorney-in-fact, to make, execute, seal and deliver for and on its behalf, and its act and deed any and all bonds, contracts, agreements of indemnity and other undertakings in suretyship (NOT INCLUDING bonds without a fixed penalty or financial guarantee) and to bind the Company thereby as fully and to the same extent as of same were signed by the duly authorized officers of the Company, provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed the sum of:

\$62,687,000 single bond limit

All acts of said attorneys-in-fact pursuant to the authorities herein given are hereby ratified and confirmed. The President, Senior Vice President, Chief Financial Officer, Secretary or Assistant Secretary may from time to time and at any time remove such appointee and remove the power given to him or her.

The execution of such bonds or undertakings in pursuance of these presents, within one year of the date of these present, shall be binding under said Company, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its office in New York, New York, in their own proper persons.

IN WITNESS WHEREOF, SiriusPoint America Insurance Company has caused its corporate seal to be hereunto affixed and these presents to be signed by its President this tenth day of October, 2024.

SiriusPoint America Insurance Company

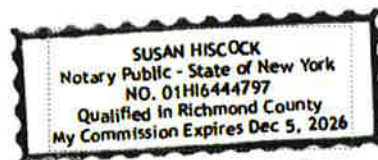


State of New York
County of New York


Paul Mihulka
President

On this tenth day of October 2024, before me a Notary Public of the State of New York, in and for the County of New York, duly commissioned and qualified, came Paul Mihulka, President, of SiriusPoint America Insurance Company, to me personally known to be the individual and officer described in, and who executed the preceding instrument, and acknowledged the execution of the same, and being by me duly sworn, deposed and said that he is the officer of the said Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and the said Corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company, referred to in the preceding instrument is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal.




Notary Public

My Commission expires Dec. 5, 2026

STATE OF New York
COUNTY OF New York

I, Paul Mihulka, President of SiriusPoint America Insurance Company, a New York corporation, do hereby certify that the above and foregoing is a full, true and correct copy of Power of Attorney, is still in full force and effect and has not been revoked.

IN WITNESS WHEREOF, I have hereunto set my hand, and affixed the Seal of said Company, on the 13th day of August, 2025



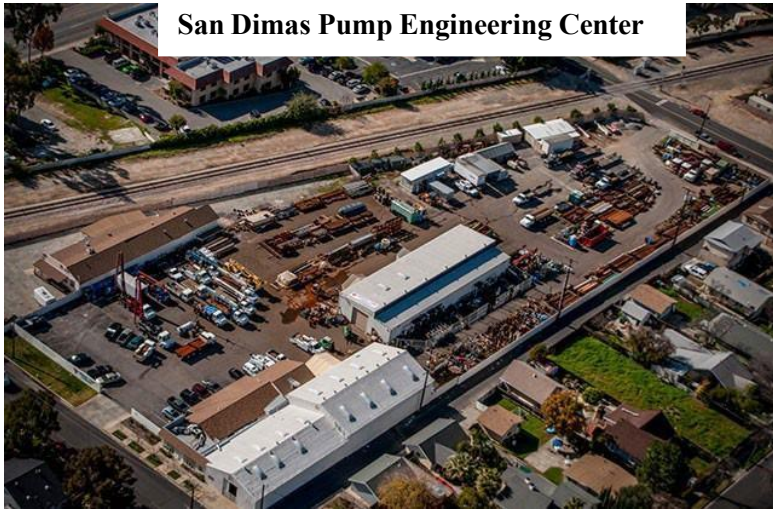

Paul Mihulka
President



Vehicle/Equipment Summary

EQUIP#	YEAR	MAKE	BODY
9100		Airburst	
9024	2004	Big Tex	Utility Trailer
90126	2018	Carr	Trailer
9025	1998	Carson	Trailer
90110	2015	Chevrolet	Stake Bed 3500
90111	2015	Chevrolet	Stake Bed 3500
90112	2015	Chevrolet	Stake Bed 3500
90127	2020	Chevrolet	Silverado 2500
9029	2009	Chevrolet	Silverado
9030	2009	Chevrolet	4WD Silverado
9033	2011	Chevrolet	Silverado 2500
9034	2011	Chevrolet	Silverado 1500
9035	2013	Chevrolet	Silverado 1500
9036	2018	Chevrolet	Silverado 2500
9038	2020	Chevrolet	Silverado 2500
9039	2019	Chevrolet	Silverado 2500
9070	2018	Chevrolet	Stake Bed 3500
9071	2018	Chevrolet	Stake Bed 3500
9072	2018	Chevrolet	Stake Bed 3500
90128	2023	Ford	F350
9045	2024	Ford	F750
90101	2024	Freightliner	Rig
90102	2019	Freightliner	Rig M2106
90104	2020	Freightliner	Rig M2106
90105	2020	Freightliner	Rig VA 108SD
90106	2018	Freightliner	Derrick Rig 108SD
90107	2019	Freightliner	Rotary Crane 114SD
9009	2015	Freightliner	Rotary Crane 114SD
90118	2021	Freightliner	Rotary Crane 114SD
9019	2015	Freightliner	40 Ton Crane 114SD
90131	2018	Freightliner	Service Truck M2106
90132	2017	Freightliner	Service Truck M2106
90141	2020	Freightliner	Utility Truck
90142	2018	Freightliner	Brigadier M2106
90150	2021	Freightliner	Rotary Crane 114SD
9043	2023	GMC	Sierra AT4X
9044	2024	GMC	Sierra Denali
9017	2002	Grove	40 Ton Crane
90117	2021	Grove	40 Ton Crane
90103	2023	Kenworth	T880 TDH RIG 35X4
9275		Lincoln	Port Welder
9276		Lincoln	Port Welder
9277		Lincoln	Port Welder
9278		Lincoln	Port Welder
9271	2020	Miller	Eng Drvn Welder
9304	Used	Mitsubishi	Forklift
9023	2015	Peterbilt	Service Truck
9225		Quincy	Compressor
9037	2008	Toyota	Tacoma Pick-up
9305	2001	Toyota	Forklift
9306	2010	Toyota	Forklift
9307	2009	Toyota	Forklift
9308		Toyota	Forklift
9309	2015	Toyota	Forklift
9310		Toyota	Pallet jack
9311		Toyota	Pallet jack
9226	2014	Volvo	Port Compressor
90121	2021	Western Star	Flatbed 4700SB
90140	2020	Western Star	Rig VA 4700SB
9062	2016	Western Star	Flatbed 4700SB
9063	2016	Western Star	Flatbed 4700SB
9064	2016	Western Star	Flatbed 4700SB
9065	2019	Western Star	Flatbed 4700SB
9066	2019	Western Star	Flatbed 4700SB
9067	2024	Western Star	Flatbed 4700SB
9068	2024	Western Star	Flatbed 4700SB
9261			Gear Drive

General Pump Company's listed vehicles are 100% dedicated to and utilized for well & pump services. Our entire fleet inventory is registered in California.



San Dimas Pump Engineering Center



Camarillo Pump Engineering Center



Drill & Press



Vertical Turret Lathe Machine



General Pump manufactures most of our parts, which reduces cost, saves time, and improves quality.





We repair your shafts with special pneumatic tools.



AirBurst® Equipment - A "Patented Process"



A staff of five maintains our rigs and equipment to make sure our equipment is safe and reliable.



GPC is the only Southern California Pump Service Company to own and operate a CNC machine. Why? Higher quality parts, faster, and at a lower cost.



Welding & Fabrication Shop

Our "primary" pipe fitter/welder is a certified welder with over 30 years experience.



Steam Cleaning



Sandblaster



375 Compressor



500HP Diesel Engine



Spare / Rental VFD Units Up to 600HP



30-Ton Crane



Service Truck



40 Ton-Crane



Welding Truck

Our newest addition to our fleet in 2023



Our 40-ton Grove





Public Works Department

BID SCHEDULE

Company Name

NO.	ITEM DESCRIPTION	UNIT OF MEASURE	EST. QTY.	UNIT PRICE	ITEM COST
1.	Initial Mobilization / Demobilization	1	LS	\$15,000.00	\$15,000.00
2.	Remove oil and store on-site for City disposal	1	LS	\$2,460.00	\$2,460.00
3.	Bail sediment, pull samples, store for City disposal	1	LS	\$9,240.00	\$9,240.00
4.	Conduct high-resolution video log survey	1	EA	\$1,300.00	\$1,300.00
5.	Mobilize pump rig, reinstall pump, motor, and wellhead equipment	1	LS	\$14,970.00	\$14,970.00
6.	Furnish and Install Sanitized 10" Pump Assembly, Check Valve, Suction Pipe and Strainer	1	LS	\$13,080.00	\$13,080.00
7.	Furnish and Install 285' of Sanitized 10" Column Pipe, 2 ½" Tube and 1 ½" Shaft	1	LS	\$97,570.00	\$97,570.00
8.	Furnish and Install 310' of Sanitized 1 ¼" ID Access Pipe	1	LS	\$2,800.00	\$2,800.00
9.	Install existing discharge head and make necessary connections	1	LS	\$2,160.00	\$2,160.00
10.	Perform electrical modifications and install additional components as needed	1	LS	\$4,500.00	\$4,500.00
11.	Perform system startup and testing of new equipment	1	LS	\$2,500.00	\$2,500.00



Public Works Department

12.	Disinfect well per AWWA specifications	1	EA	\$7,850.00	\$7,850.00
13.	Manage discharge in compliance with NPDES standards	1	Month	\$32,190.00	\$32,190.00
14.	Final site cleanup and restoration	1	LS	\$5,000.00	\$5,000.00
	TOTAL				\$210,620.00

Signature Michael Garcia

Print name Michael Garcia

Title VP of Project Management

ITEM 3



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

September 23, 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:

APPROVE FY 2025-2026 STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY AGREEMENT AND ACCEPT GRANT FUNDING

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Accept funding for the Police Department provided by the State of California Office of Traffic Safety (OTS) through the Selective Traffic Enforcement and Pedestrian and Bicycle Safety Programs, totaling \$149,450 for FY 2025-2026; and
2. Authorize the City Manager to execute the Standard Agreement for FY 2025-2026 Selective Traffic Enforcement and the Pedestrian and Bicycle Safety Programs between the City of Huntington Park and the State of California Office of Traffic Safety (OTS); and
3. Approve a budget appropriation in the amount of \$149,450 and authorize the Finance Director to designate appropriate expenditure and revenue accounts to administer the grant reimbursement funds; and
4. Designate the Chief of Police to manage the grant goals and objectives and ensure successful outcomes.

BACKGROUND

The California Office of Traffic Safety (OTS) strives to eliminate injuries and deaths resulting from traffic collisions. To this effort, OTS designates grant funds for state and local public safety agencies to implement programs which help enforce traffic laws, educate the public on the topic of traffic safety, provide varied and effective ways of reducing traffic-related injuries and fatalities, and reduce monetary losses from traffic collisions. OTS determines grant funding amounts based on tangible criteria pertaining to the potential positive traffic safety community impact, traffic collision statistics, seriousness of existing traffic-related issues, and performance under previous OTS grants.

APPROVE FY 2025-2026 STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY AGREEMENT AND ACCEPT GRANT FUNDING

September 23, 2025

Page 2 of 3

The goal of OTS is to help agencies develop traffic safety programs that contribute toward the OTS mission of; *"Toward zero deaths, every 1 counts."*

By conducting specific enforcement through Driving Under the Influence (DUI) checkpoints, DUI enforcement saturation patrols, pedestrian and bicycle safety pro-active enforcement, and providing traffic, pedestrian, and bicycle safety education to members of the community, OTS and the police department can anticipate a decrease in traffic collisions and a safer traffic environment in the community.

FISCAL IMPACT/FINANCING

This grant provides full reimbursement of overtime salary for officer(s) who work on projects or enforcement operations associated with the grant goals and objectives, as well as full reimbursement of the cost of approved equipment purchases. No matching City funds are required to receive the OTS grant funding. Once the police department expends funds to complete grant designated projects and enforcement operations, the City will be reimbursed by OTS in accordance with grant reimbursement procedures.

This is a federal funded grant. As a result, the funds are programmed for federal FY 2025-2026 - (October 1, 2025 to September 30, 2026). Below are the total amounts awarded by the grant;

Revenue Account	Fiscal Year	Amount
OTS STEP Grant	2025-2026	\$120,000
OTS Pedestrian and Bicycle Safety Program	2025-2026	\$29,450
	Total:	\$149,450.

LEGAL AND PROGRAM REQUIREMENTS

As a condition of receiving this grant funding, OTS requires the Police Department to administer and execute certain project-driven goals and objectives throughout the grant period including, but not limited to;

- DUI/CDL Checkpoints
- DUI Saturation Patrol Operations
- Traffic Laws and Distracted Driving Enforcement
- "Click it or Ticket" Safety Belt Enforcement
- Bicycle and Pedestrian Safety Enforcement
- DUI, Traffic, Bicycle, & Pedestrian Safety (Community Education)

**APPROVE FY 2025-2026 STATE OF CALIFORNIA OFFICE OF TRAFFIC SAFETY
AGREEMENT AND ACCEPT GRANT FUNDING**

September 23, 2025

Page 3 of 3

The expanded details pertaining to the required performance objectives by OTS are incorporated in the attached OTS Grant Agreement, specifically section 2A, at the bottom of page 3.

Also, please reference the attached OTS Grant Agreement for legal and procedural considerations associated with the acceptance of this grant funding.

CONCLUSION

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,

Ricardo Reyes
City Manager



COSME LOZANO
Chief of Police

ATTACHMENT(S)

- A. FY 2025-2026 Selective Traffic Enforcement Program Grant Agreement
- B. FY 2025-2026 Pedestrian and Bicycle Safety Program
- C. California Office of Traffic Safety Press Release

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)			
2. NAME OF AGENCY Huntington Park		3. Grant Period From: 10/01/2025 To: 09/30/2026	
4. AGENCY UNIT TO ADMINISTER GRANT Huntington Park Police Department			
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect. In addition, the department will participate in community collaboration and engagement activities to engage in conversations regarding traffic safety with community members.			
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$120,000.00 Allocation is contingent upon availability of federal funds.			
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none">• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)• Exhibit A – Certifications and Assurances• Exhibit B* – OTS Grant Program Manual• Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>			
8. Approval Signatures			
A. GRANT DIRECTOR NAME: Paul Munoz TITLE: Police Officer EMAIL: pmunoz@hppolice.org PHONE: 323-826-6615 ADDRESS: 6542 Miles Avenue Huntington Park, CA 90255		B. AUTHORIZING OFFICIAL NAME: Ricardo Reyes TITLE: City Manager EMAIL: rreyes@hpca.gov PHONE: (323) 584-6222 ADDRESS: 6550 Miles Avenue Huntington Park, CA 90255	
<hr/> <div>(Signature) (Date)</div>		<hr/> <div>(Signature) (Date)</div>	
C. FISCAL OFFICIAL NAME: Jeff Jones TITLE: Finance Director EMAIL: jjones@hpca.gov PHONE: (323) 584-6201 ADDRESS: 6550 Miles Avenue Huntington Park, CA 90255		D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive Suite 300 Sacramento, CA 95758	
<hr/> <div>(Signature) (Date)</div>		<hr/> <div>(Signature) (Date)</div>	

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: NPKFKTS9QQD6 REGISTERED ADDRESS: 6542 Miles Avenue CITY: Huntington Park ZIP+4: 90255-0000
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$120,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		
				\$120,000.00		
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		
				\$ 0.00		
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED		TOTAL AMOUNT ENCUMBERED TO DATE	
					\$120,000.00	

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

The City of Huntington Park is a culturally diverse community with a population of 54,883 (US Census Bureau: 2020). Also included in the US Census study, it's reported that the city of Huntington Park is the 14th most populated city per square mile of the 265 cities in Los Angeles County, averaging 20,223 per square mile. Located approximately ten miles southeast of Downtown Los Angeles, this urban area is a mix of single family and multi-unit housing, commercial establishments, light industry, and one major hospital. The city is governed by a mayor and a four-member City Council and has provided local law enforcement services since incorporation in 1906.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

In 2022, the Huntington Park Police Department responded to 1603 service calls for traffic crashes resulting in 487 reports. There was a slight decrease in 2023, as there were 1585 service calls for traffic crashes resulting in 547 reports. In 2024, there was a slight decrease with 1567 service calls for traffic crashes generating 530 reports. The number of injured people involved in traffic crashes during the same time period has also remained consistent (approximately 276 injured in 2022) with a slight decrease in 2023 (257 injured), and a significant increase in 2024 (318 injured).

The department observed 3 fatalities in 2023, with a significant increase in 2023 to 6 fatalities. In 2024, traffic fatalities slightly decreased to 4 fatalities for the year.

The number of DUI arrests has remained consistent over the past 3 years. In 2022, a total of (106) drivers were arrested for DUI. In 2023, the number of DUI arrests slightly increased from the previous year (118). In 2024, the number of DUI arrests increased to (100). With the OTS grant funding awarded to deploy additional officers to target the days of the week, and times that are most likely to yield a DUI arrest, we have shown a steady increase in DUI arrests.

In addition to the aforementioned increase in traffic crashes and alcohol involved traffic crashes, the city anticipates a significant increase in vehicle and pedestrian traffic. The police department intends to focus enforcement during nighttime hours, and an increase in vehicle traffic due to spurring of night-time activities and a push for night life by city officials. There was a total of (37 crashes) nighttime traffic crashes in 2022. In 2023, there was a slight decrease to (33 crashes) and it remained consistent in 2024 (33 crashes).

Define the target population the grant intends to serve and how they are affected by the problem(s).

An increase in traffic crash combined with the anticipated increase in vehicle and pedestrian traffic has led the department to actively seek solutions to increase traffic safety within the community. The department hopes to obtain funding to conduct several traffic enforcement details to reduce the number of traffic crashes and victims by targeting drivers that are engaged in driving habits that have been identified as primary crash factors. This includes speed, driving under the influence, and inattentive/distracted drivers. In the year FY 23/24, we have maintained the 1 Motor Officer, 1 Traffic Officer, added a Traffic Sergeant and Traffic Lieutenant. Within the upcoming year, the department anticipates adding an additional Traffic Officer; making a total of 5 officers assigned to the traffic unit.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.

3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:	Target Number
1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	1
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	12
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.	2
5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.	2
6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).	2
7. Send law enforcement personnel to SFST Instructor training.	2
8. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	4
9. Conduct DUI Saturation Patrol operation(s).	6
10. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	3
11. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	5

12. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.	1
13. Conduct Nighttime (1800-0559) Click It or Ticket enforcement operation(s).	1
14. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
15. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
16. Participate in highly visible collaborative DUI Enforcement operations.	2
17. Participate in highly visible collaborative Traffic Enforcement operations.	1
18. Send law enforcement personnel to DUI Checkpoint Planning and Management training.	1
19. Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.	2
20. Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.	2

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 more (including tax and shipping) must comply with Buy America.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements

Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.

- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.

- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL-26	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$67,000.00
402PT-26	20.600	State and Community Highway Safety	\$40,000.00
405e DDL-26	20.616	Distracted Driving Laws	\$10,600.00
1906-26	20.611	Racial Profiling Prohibition Grants	\$2,400.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164AL-26	\$12,000.00	4	\$48,000.00
DUI Saturation Patrols	164AL-26	\$2,000.00	6	\$12,000.00
Collaborative DUI Enforcement	164AL-26	\$2,000.00	2	\$4,000.00
Traffic Enforcement	402PT-26	\$2,000.00	3	\$6,000.00
Motorcycle Safety Enforcement	402PT-26	\$2,000.00	1	\$2,000.00
Night-Time Click it Or Ticket Enforcement	402PT-26	\$2,000.00	1	\$2,000.00
Pedestrian and Bicycle Enforcement	402PT-26	\$2,000.00	1	\$2,000.00
Street Racing and Sideshow Enforcement Operations	402PT-26	\$2,000.00	2	\$4,000.00
Collaborative Traffic Enforcement	402PT-26	\$2,000.00	1	\$2,000.00
Traffic Safety Educational Presentations	402PT-26	\$800.00	2	\$1,600.00
Distracted Driving Enforcement	405e DDL-26	\$2,120.00	5	\$10,600.00
Community Collaboration Engagement	1906-26	\$1,200.00	2	\$2,400.00
Category Sub-Total				\$96,600.00
B. TRAVEL EXPENSES				
In State Travel	402PT-26	\$400.00	1	\$400.00
				\$0.00
Category Sub-Total				\$400.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
Changeable Message Sign Trailer with Radar	402PT-26	\$20,000.00	1	\$20,000.00
Category Sub-Total				\$20,000.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164AL-26	\$3,000.00	1	\$3,000.00
Category Sub-Total				\$3,000.00
F. INDIRECT COSTS				
				\$0.00

Category Sub-Total				\$0.00
GRANT TOTAL				\$120,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel

Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Motorcycle Safety Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Night-Time Click it Or Ticket Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Street Racing and Sideshow Enforcement Operations - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel

Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.

Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Community Collaboration Engagement - Overtime for grant funded community collaborative engagement conducted by appropriate department personnel.

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences (OTS Forum) and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

-

EQUIPMENT

Changeable Message Sign Trailer with Radar - Fully equipped changeable message sign trailer(s) with a radar device and digital display that is portable and fully programmable and will determine and display the speed of vehicles or post traffic safety information and messages during OTS funded operations.

OTHER DIRECT COSTS

DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this “agreement” shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits

discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) ^[1] in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 ([41 U.S.C. 8103](#))

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of

- such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
 - e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the

proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in

organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text

messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

1. GRANT TITLE Pedestrian and Bicycle Safety Program			
2. NAME OF AGENCY Huntington Park		3. Grant Period From: 10/01/2025 To: 09/30/2026	
4. AGENCY UNIT TO ADMINISTER GRANT Huntington Park Police Department			
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving pedestrians and bicyclists. The funded strategies may include classroom education, bicycle rodeos, community events, presentations, and workshops. These countermeasures should be conducted in communities with high numbers of pedestrian and/or bicycle related crashes including underserved communities, older adults, and school-aged children. Coordinated efforts such as Safe Routes to School initiatives, Safe System Approach, and working with community based organizations are highly encouraged to prevent fatalities and injuries of vulnerable non-motorized road users.			
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$29,450.00 Allocation is contingent upon availability of federal funds.			
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: <ul style="list-style-type: none">• Schedule A – Problem Statement, Goals and Objectives and Method of Procedure• Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable)• Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable)• Exhibit A – Certifications and Assurances• Exhibit B* – OTS Grant Program Manual• Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>			
8. Approval Signatures			
A. GRANT DIRECTOR NAME: Paul Munoz TITLE: Police Officer EMAIL: pmunoz@hppolice.org PHONE: 323-826-6615 ADDRESS: 6542 Miles Avenue Huntington Park, CA 90255		B. AUTHORIZING OFFICIAL NAME: Ricardo Reyes TITLE: City Manager EMAIL: rreyes@hpcga.gov PHONE: (323) 584-6222 ADDRESS: 6550 Miles Avenue Huntington Park, CA 90255	
_____ (Signature) _____ (Date)		_____ (Signature) _____ (Date)	
C. FISCAL OFFICIAL NAME: Jeff Jones TITLE: Finance Director EMAIL: jjones@hpcga.gov PHONE: (323) 584-6201 ADDRESS: 6550 Miles Avenue Huntington Park, CA 90255		D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive Suite 300 Sacramento, CA 95758	
_____ (Signature) _____ (Date)		_____ (Signature) _____ (Date)	

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: NPKFKTS9QQD6 REGISTERED ADDRESS: 6550 Miles Avenue CITY: Huntington Park ZIP+4: 90255-4302
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$29,450.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		
				\$29,450.00		
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		
				\$ 0.00		
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
				\$29,450.00		

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

The City of Huntington Park is a culturally diverse community with a population of 54,883 (US Census Bureau: 2020). Also included in the US Census study, it's reported that the city of Huntington Park is the 14th most populated city per square mile of the 265 cities in Los Angeles County, averaging 20,223 per square mile. Located approximately ten miles southeast of Downtown Los Angeles, this urban area is a mix of single family and multi-unit housing, commercial establishments, light industry, and one major hospital. The city is governed by a mayor and a four-member City Council and has provided local law enforcement services since incorporation in 1906.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

In 2022, the Huntington Park Police Department responded to 1603 service calls for traffic crashes resulting in 487 reports. There was a slight decrease in 2023, as there were 1585 service calls for traffic crashes resulting in 547 reports. In 2024, there was a slight decrease with 1567 service calls for traffic crashes generating 530 reports. The number of injured people involved in traffic crashes during the same time period has also remained consistent (approximately 276 injured in 2022) with a slight decrease in 2023 (257 injured), and a significant increase in 2024 (318 injured).

The department observed 3 fatalities in 2023, with a significant increase in 2023 to 6 fatalities. In 2024, traffic fatalities slightly decreased to 4 fatalities for the year.

In addition to the aforementioned increase in traffic crashes and alcohol involved traffic crashes, the city anticipates a significant increase in vehicle and pedestrian traffic. The police department intends to focus enforcement during nighttime hours, and an increase in vehicle traffic due to spurring of night-time activities and a push for night life by city officials. There was a total of (37 crashes) nighttime traffic crashes in 2022. In 2023, there was a slight decrease to (33 crashes) and it remained consistent in 2024 (33 crashes).

Define the target population the grant intends to serve and how they are affected by the problem(s).

In Huntington Park, we not only have numerous adolescents who ride a bicycle as their only means of transportation but also have a significant population who elect to ride bicycles to alleviate traffic and parking issues. The city has seen a new challenge; the past few years have seen an increase in the use of electric bicycles. These electric bicycles not only create challenges for motorists but also unlawfully ride on sidewalks, creating additional hazards for bicyclists and pedestrians.

An increase in traffic crashes combined with the anticipated increase in vehicle and pedestrian traffic has led the department to actively seek solutions to increase traffic safety within the community. The department hopes to obtain funding to conduct several traffic enforcement details to reduce the number of traffic crashes and victims by targeting drivers that are engaged in driving habits that have been identified as primary crash factors. The Huntington Park Police Department strives to make every effort to increase the safety of all drivers, passengers, bicyclists, and pedestrians. A reduction in traffic crashes would make for a safer driving environment and enhance the quality of life for drivers and residents.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.

5. Reduce the number of pedestrians killed under age 15 in traffic crashes. 6. Reduce the number of pedestrians injured under age 15 in traffic crashes. 7. Reduce the number of pedestrians killed over age 65 in traffic crashes. 8. Reduce the number of pedestrians injured over age 65 in traffic crashes. 9. Reduce the number of bicyclists killed in traffic crashes. 10. Reduce the number of bicyclists injured in traffic crashes. 11. Reduce the number of bicyclists under age 15 killed in traffic crashes. 12. Reduce the number of bicyclists under age 15 injured in traffic crashes. 13. Increase bicycle helmet usage.	
B. Objectives:	Target Number
1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.	1
2. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	4
3. Collaborate with traffic safety stakeholders (government organizations, health care agencies, law enforcement agencies, and/or community-based organizations) to reach individuals.	1
4. Participate in the following campaigns: National Walk to School Day, National Bicycle Safety Month, California's Pedestrian Safety Month and National Pedestrian Safety Month.	4
5. Conduct pedestrian and/or bicycle safety presentations.	4
6. Develop a pedestrian and/or bicycle safety program and materials to be adopted as an on-going program in schools with an effort to reach students. Submit materials to PIO for approval and upload approved material.	1
7. Distribute pedestrian/bicycle safety items to increase safety and visibility at no cost to youth or community members in need, who received traffic safety education during bicycle rodeos, presentations, workshops, trainings, and community events. Report quarterly the dates and locations where pedestrian/bicycle safety items were distributed.	4
8. Distribute safety patrol and/or crossing guard safety items at no cost to schools for use by a Safety Patrol member or Crossing Guard.	1
9. Conduct Walking School Buses at schools with an effort to reach students.	1
10. Develop bicycle and pedestrian safety educational materials to be distributed during classroom presentations, workshops, and community events. Submit materials to PIO for approval and upload approved material.	1
11. Participate in Open Streets events with an effort to reach individuals. Open Streets are events that temporarily open streets to people by closing them to cars, are free of cost, and open to people of all ages and abilities.	1
12. Participate in Safe Routes to School coalition meetings.	4
13. Conduct pedestrian Walking Field Trips with an effort to reach adults.	1
14. Conduct community outreach events with an effort to reach adults.	4
15. Conduct bicycle helmet usage surveys pre and post-grant activities. Bicycle helmet usage surveys should occur at the start and end of the grant. A pre-survey will be required to determine the base year helmet use rate and a post-survey will be required to determine the operational rate. Pre and post surveys should be conducted at the same location. Upload completed survey to GEMS.	2
16. Conduct bicycle rodeos.	1
17. Distribute and properly fit OTS funded bicycle helmets at no cost to community members in need who receive bicycle helmet safety education.	250
18. Purchase bicycle helmets.	250
19. Conduct community bicycle rides providing bicycle safety education to promote safe bicycling in the community with an effort to reach bicyclists.	4
20. Conduct pedestrian Walking Field Trips or on-foot safety training with an effort to reach youth.	1

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- Develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 or more (including tax and shipping) must comply with Buy America.

Media Requirements

- Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with “INTERNAL ONLY: DO NOT RELEASE” message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.

- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PS-26	20.600	State and Community Highway Safety	\$29,450.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
Traffic Safety Fair/Community Event	402PS-26	\$1,800.00	4	\$7,200.00
Ped/Bike Safety Presentations	402PS-26	\$800.00	4	\$3,200.00
Community Helmet Fitting and Distribution Events	402PS-26	\$800.00	3	\$2,400.00
Helmet Usage Surveys	402PS-26	\$800.00	2	\$1,600.00
Bike Rodeos	402PS-26	\$1,650.00	2	\$3,300.00
Category Sub-Total				\$17,700.00
B. TRAVEL EXPENSES				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
C. CONTRACTUAL SERVICES				
				\$0.00
Category Sub-Total				\$0.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
Bicycle Helmets	402PS-26	\$15.00	250	\$3,750.00
Pedestrian/Bicycle Safety Items	402PS-26	\$5,500.00	1	\$5,500.00
Educational Materials	402PS-26	\$2,500.00	1	\$2,500.00
Category Sub-Total				\$11,750.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$29,450.00

BUDGET NARRATIVE

PERSONNEL COSTS

Traffic Safety Fair/Community Event - Overtime for grant-funded participation in traffic safety fairs and/or community events by appropriate department personnel. Claim should reflect actual costs up to the rate specified. The department will not be claiming overtime benefits.

Ped/Bike Safety Presentations - Overtime for grant-funded pedestrian and/or bicycle safety presentations for community groups, youth and older adults conducted by appropriate department personnel. Claim should reflect actual costs up to the rate specified. The department will not be claiming overtime benefits.

Community Helmet Fitting and Distribution Events - Overtime for grant-funded Community Helmet Fitting and Distribution Events conducted by appropriate department personnel. Claim should reflect actual costs up to the rate specified. The department will not be claiming overtime benefits.

Helmet Usage Surveys - Overtime for grant-funded pre- and post-grant bicycle helmet usage surveys conducted by appropriate department personnel during the months of October (start of grant) and September (end of grant). A pre-survey will be required to determine the base year helmet use rate, and a post-survey will be required to determine the operational rate. Upload completed survey to GEMS. Claim should reflect actual costs up to the rate specified. The department will not be claiming overtime benefits.

Bike Rodeos - Overtime for grant-funded bicycle rodeos conducted by appropriate department personnel. Claim should reflect actual costs up to the rate specified. The department will not be claiming overtime benefits.

TRAVEL EXPENSES

-

CONTRACTUAL SERVICES

-

EQUIPMENT

-

OTHER DIRECT COSTS

Bicycle Helmets - Helmets to be distributed at no cost during bicycle rodeos and other bicycle safety related events. Cost per helmet not to exceed a Unit Cost of \$20, including shipping, handling, and tax. More expensive helmets may be purchased if approved by OTS.

Pedestrian/Bicycle Safety Items - Cost may include bicycle headlights/taillights, reflectors, and reflective items such as arm and leg bands, tape, or zipper pulls; to be distributed at no cost during bicycle rodeos, on-foot pedestrian trainings, presentations, workshops, community events and other pedestrian or bicycle traffic safety related events to increase safety and visibility. Additional items may be purchased if approved by OTS.

Educational Materials - Costs of purchasing, developing, or printing brochures, pamphlets, fliers, coloring books, posters, signs, banners, and training materials associated with grant activities. Items shall include a traffic safety message and if space is available, the OTS logo. Draft materials must be submitted to OTS for approval. Additional items may be purchased if approved by OTS. To include E-Bike school permit/registration reflective sticker certifying child has completed e-bike safety training.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [\[1\]](#) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

ATTACHMENT "C"



FOR IMMEDIATE RELEASE

September 9, 2025

Contact Information

Arturo Guizar | Lieutenant
Aguizar@hppolice.org
(323) 584-6254

Office of Traffic Safety Awards \$149,450 Grant to the Huntington Park Police Department for Traffic Enforcement Program to Increase Safety on Roads

Huntington Park, Calif. – Huntington Park Police Department announced today that it has received a grant from the California Office of Traffic Safety (OTS) to support its ongoing enforcement and education programs to help reduce the number of serious injuries and deaths on our roads. The grant program runs through September 2026.

"We are grateful to receive this grant, which will strengthen our traffic enforcement efforts and improve road safety," Huntington Park Police Lieutenant A. Guizar said. "By increasing enforcement of traffic laws and focusing on high-risk areas, we aim to reduce dangerous driving behaviors, prevent crashes, and make our roads safer for everyone."

The grant will provide additional programs and resources, including:

- DUI checkpoints and patrols focused on stopping suspected impaired drivers.
- High-visibility distracted driving enforcement operations targeting drivers in violation of California's hands-free cell phone law.
- Enforcement operations focused on the most dangerous driver behaviors that put the safety of people biking or walking at risk.
- Enforcement operations focused on top violations that cause crashes: speeding, failure to yield, stop sign and/or red-light running, and improper turning or lane changes.
- Community presentations on traffic safety issues such as distracted driving, impaired driving, speeding and bicycle and pedestrian safety.
- Collaborative enforcement efforts with neighboring agencies.
- Officer training and/or recertification: Standard Field Sobriety Test (SFST), Advanced Roadside Impaired Driving Enforcement (ARIDE) and Drug Recognition Expert (DRE).

Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.

#

ITEM 4



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

September 23, 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 SELECTION OF A PARKING OPERATOR AND FINALIZE A PARKING PLAN AND TERMS FOR AN OPERATING AGREEMENT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Selection of Metropolis as the city's parking operator based on their demonstrated expertise, operational plan, and comprehensive proposal; and
2. Authorize the City Manager to finalize the operational details with Metropolis and include negotiating terms, outlining responsibilities, and address any outstanding issues related to the parking operation and options; and
3. Direct staff to prepare and draft an operating agreement upon completion of negotiations, reflecting the terms agreed upon with Metropolis and present to City Council with parking plan options and revenue sharing; and
4. Direct staff to bring back finalized draft operating agreement with parking options for City Council review, discussion, and formal approval prior to implementation.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 3, 2025 the City published an RFP No. CD 2025-01 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.

CONSIDERATION AND SELECTION OF A PARKING OPERATOR AND FINALIZE PARKING PLAN OPTIONS AND TERMS FOR AN OPERATING AGREEMENT

September 23, 2025

Page 2 of 3

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

On July 7, 2025, the City rejected the bids due to the need to amend the RFP to include additional components dealing with security, budget, and compatibility with the City's updated program software. Staff re-advertised the amended RFP through PlanetBids with the following schedule:

Release/Bid opening:	July 10, 2025, at 12:00 pm
Questions to RFP:	July 15, 2025 at 5 pm
Response to questions:	July 23, 2025
Bid due date:	July 21, 2025 at 5 pm

As noted, on July 10, 2025, the City issued a Request for Proposal RFP No. CD 2025-01B for parking operations and management services project management and consulting services. A total of three proposals were received by the submission deadline of July 21, 2025.

Proposals were received by the following operators:

- Metropolis
- My Emerald Hand, LLC
- Ace Parking Services

The evaluation of the proposal took into consideration experience, presented options, upfront City cost, and shared revenue opportunities.

Ace Parking Services submitted a cost to establish a system, however, did not identify options for revenue sharing and only listed the cost to manage the parking program. In addition, Ace Parking did state or outline each of the party's obligation under the parking program. Ace Parking Services is a parking operator, however, they did not submit a complete packet. My Emerald Hand, LLC's proposal included subcontractors consisting of a parking service provider and a security company. My Emerald Hands identified and submitted phased options and proposed flat rate payments from the city and potential revenue sharing options with the City paying the upfront infrastructure costs. Metropolis proposal identified options, costs, revenue sharing opportunities with no start-up costs to the City. Metropolis is one of the largest parking operators in the country and has program options that seem to be more integrated and user friendly. It's because of this that

CONSIDERATION AND SELECTION OF A PARKING OPERATOR AND FINALIZE PARKING PLAN OPTIONS AND TERMS FOR AN OPERATING AGREEMENT

September 23, 2025

Page 3 of 3

Metropolis emerged as the top contender, demonstrating extensive experience with parking programs under varied scenarios and options. Staff feel that Metropolis parking implementation, program management, and experience working with municipalities gives them the advantage, which will enable the city to better enhance parking management services, optimize revenue, and improve the overall parking experience for residents and visitors.

FISCAL IMPACT/FINANCING

Metropolis submitted a proposal with options in accordance with RFP requirements. The total contract will be based on the final parking options and identified revenue. No additional appropriation is requested currently.

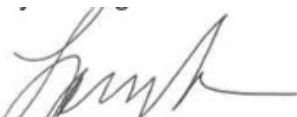
CONCLUSION

Staff recommend awarding the professional services agreement to Metropolis so that parking operation options can be coordinated with Metropolis and presented to Council with revenue operations and a final operating contract.

Respectfully submitted,



RICARDO REYES
City Manager



LOUIS MORALES, Interim Director
Community Development Department

ATTACHMENT(S)

1. Proposals available at the City Clerk's Office

City of Huntington Park
Financial Projections
3 Garage Management



LABOR		MONTHLY	YEAR 1
Total Payroll	8 Hours Per Day, 7 Days Per Week for Ambassador and Manager Allocation	\$7,353	\$88,240
Vacation Allocation/Sick / Holiday Allocation	6% VSOT	\$221	\$2,647
Payroll Overhead	Payroll Tax and Worker's Comp	\$1,731	\$20,768
Health and Welfare	Estimated 1 FTE	\$981	\$11,772
Payroll Processing	Estimated for 2 Employees	\$34	\$408
TOTAL LABOR EXPENSE		\$10,320	\$123,835
OPERATING EXPENSES			
Insurance - Liability	Estimated for Liability Insurance for 3 Self-Park Operation	\$344	\$4,125
Supplies	Estimated for General Cleaning and Operations Supplies	\$150	\$1,800
Uniforms	Estimated for Parking and Maintenance Ambassador	\$70	\$840
Business Tax, License, and/or Bond	Estimated for Business License	\$20	\$240
Telecommunications	Estimated for Parking and Maintenance Ambassador	\$150	\$1,800
Internet	Estimated for 3 Lines (1 Per Garage)	\$450	\$5,400
Tickets and Key Cards	Estimated for Enforcement Ticket Stock	\$150	\$1,800
Signs	Estimated for Scan to Pay and Start Up Signage	\$0	\$5,000
Employment Screening	Estimated for Employee Background Checks	\$8	\$100
Enforcement Equipment	Estimated for 1 Park Loyalty Handheld and Printer	\$450	\$5,400
SPACE Licensing Fee	Licensing Fee for Using SPACE	\$200	\$2,400
7015 Rita Security	Cost for 24/7 Remote Surveillance of the Garage. Year 1 Cost Includes One Time Install Fee.	\$4,258	\$51,096
6330 Rugby Security	Cost for 24/7 Remote Surveillance of the Garage. Year 1 Cost Includes One Time Install Fee.	\$3,518	\$42,216
6532 Rugby Security	Cost for 24/7 Remote Surveillance of the Garage. Year 1 Cost Includes One Time Install Fee.	\$2,732	\$32,789
Vehicle (Optional)	Estimated for Optional Vehicle	\$700	\$8,400
Vehicle Insurance (Optional)	Estimated for Optional Vehicle	\$1,235	\$14,820
Fuel (Optional)	Estimated for Optional Vehicle	\$250	\$3,000
Flowbird Software	Estimated for Flowbird Annual Software	\$0	\$3,168
Flowbird Start-up Costs	Estimated for Purchase and Installation of 3 Flowbird Pay Stations. Year 1 Total is Upfront Cost.	\$0	\$25,758
Credit Card Fees	TBD Based on Paid Transactions	TBD	TBD
Management Fee	ACE Base Management Fee	\$3,000	\$36,000
TOTAL COST TO OPERATE		\$28,005	\$369,987



Technical Proposal

Technical Proposal for RFP No. CD 2025-01B – Comprehensive Parking Operations and
Management Services

City of Huntington Park – Community Development Department

Attn: Louis Morales, Director of Community Development

6550 Miles Avenue

Huntington Park, CA 90255

✉ Email: lmorales@hpcg.gov (for clarification inquiries only)

Zsate Lewis

My Emerald Hands

info@myemeraldhands.com

4275 Executive Square

San Diego, CA 92307

(909) 936-4349

DUNS Number: **119291245**

CAGE Code: **9Y8K2**

SAM UEID: **R3W3KKQ8NME4**

Entity Type: **100% Service-Disabled Veteran-Owned**

Certificate #2043206



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Company Qualifications and References.....	13
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Executive Summary

My Emerald Hands, in collaboration with its subcontractors Protect-US Security and California Parking Services, is pleased to present this proposal in response to the City of Huntington Park's Request for Proposals No. CD 2025-01B for Comprehensive Parking Operations and Management Services.

As the prime contractor, My Emerald Hands brings expertise in administrative coordination, municipal compliance, stakeholder engagement, and operational reporting. The team is experienced in public-facing service environments and offers a structured, transparent approach to contract execution, data collection, and bilingual community communication. These capabilities align with Huntington Park's goals of accountability, accessibility, and public trust.

Protect-US Security is a BSIS-licensed Private Patrol Operator (PPO) with a field-ready team of over 300 professionals. The firm operates a centralized command infrastructure, offering 24/7 oversight, dynamic deployment, and emergency response. With experience managing facility security and enforcement programs in cities such as Pasadena, West Hollywood, and San Juan Capistrano, Protect-US is positioned to deliver both safety and presence across the City's parking assets.

California Parking Services contributes more than three decades of operational experience in parking structure management, customer service staffing, and mobile payment platform support. Recognized throughout Southern California for its efficiency and professionalism, CPS offers scalable, hospitality-informed staffing and logistical solutions tailored to the needs of urban and mixed-use environments.

Key features of this proposal include:

- Customized payment system recommendations—metered, mobile-only, or hybrid—based on location needs and user behavior.
- Staffing models that combine peak-hour enforcement and daily on-site coverage to optimize efficiency and compliance.
- Infrastructure investments including signage, lighting upgrades, surveillance, and License Plate Recognition (LPR) systems.
- Clear financial structures, including revenue-sharing options, fixed-fee arrangements, and a guaranteed minimum return to the City.
- Community-facing customer service, multilingual staff, and public engagement strategies to encourage voluntary compliance and improve user satisfaction.

Our team is prepared to implement a professional, reliable, and revenue-generating parking program that enhances public safety, supports local economic activity, and reflects the operational priorities of the City of Huntington Park.



Detailed Operational Approach

My Emerald Hands, in partnership with Protect-US Security and California Parking Services, proposes a fully customized, turnkey municipal parking program for the City of Huntington Park. This approach transitions the City's parking assets from unstructured, underutilized facilities into a modern, revenue-generating parking ecosystem grounded in smart technology, public transparency, and efficient management.

This operational plan includes workforce modeling, enforcement strategies, system design, and maintenance protocols designed to support the City's long-term civic, safety, and economic development goals.

Staffing and Oversight

Function	Lead Organization	Responsibilities
Program Oversight	My Emerald Hands	Central coordination, compliance tracking, reporting, and stakeholder liaison
Field Enforcement	Protect-US Security	Uniformed personnel for enforcement, patrols, and on-site security
Parking Operations	California Parking Services	Attendants, booth operators, mobile platform support, and maintenance coordination

All personnel will be trained in bilingual customer service, de-escalation, citation procedures, and ADA/safety compliance. A centralized scheduling system will ensure full daily coverage, rapid response, and staffing flexibility based on occupancy trends.

Location-Specific Program Recommendations

7110 Rita Avenue (274 stalls)

- **Recommended Model: Hybrid** – Mobile Payment + Limited Solar Meters
- **Rationale:** This large, city-owned lot is unmetered and currently underutilized. Its visibility and size make it suitable for flexible, user-friendly payment options. A hybrid model enables both mobile app users and customers without smartphones to pay easily, maximizing accessibility and revenue.
- **Staffing Recommendation:** 10-hour daily coverage with **peak-hour support** during evenings and weekends when demand is expected to rise.
- **Technology Infrastructure:**
 - 6–8 solar-powered meters for ADA-accessibility and cash/credit options
 - Full mobile payment signage (QR codes, text-to-pay)
 - LPR (License Plate Recognition) and CCTV for security and enforcement



- Lighting upgrades for safety and nighttime use
- **Expected Outcome:** Transforms an unmanaged lot into a well-structured, profitable parking asset generating estimated revenues of \$38,000–\$55,000/month.

6510 Rugby Avenue (100 stalls)

- **Recommended Model: Mobile-Only**
- **Rationale:** This mid-sized lot serves a quieter corridor with moderate turnover. Due to its smaller footprint and expected lower demand for cash payments, a mobile-only solution minimizes hardware investment while providing full user functionality.
- **Staffing Recommendation: Peak-hour enforcement only** with a **6-hour ambassador shift** during daytime business hours.
- **Technology Infrastructure:**
 - Geofenced mobile pay zone (PayByPhone or ParkMobile)
 - Clear directional signage for first-time users
 - Two CCTV cameras for safety
 - One lighting upgrade for visibility
- **Expected Outcome:** Low overhead, high-efficiency model that provides a seamless experience for users and generates \$12,000–\$18,000/month.

6330 Rugby Avenue (130 stalls; shared with Huntington Plaza Senior Housing)

- **Recommended Model: Hybrid** – Full Solar Meter + Mobile
 - **Rationale:** This lot's proximity to a senior housing complex necessitates the inclusion of traditional meters for accessibility. However, to maximize convenience and reduce queues, mobile pay should be available. The hybrid model ensures inclusivity while expanding payment adoption.
 - **Staffing Recommendation: 10-hour daily coverage** with **overnight safety patrols**, given its proximity to residential units and shared access.
 - **Technology Infrastructure:**
 - 5 solar meters spaced evenly throughout the lot
 - Full mobile signage deployment
 - LPR systems for automated enforcement
 - 3 CCTV cameras and enhanced lighting for safety and night visibility
 - **Expected Outcome:** Provides balanced access for seniors and tech users, ensures around-the-clock monitoring, and is projected to generate \$16,000–\$24,000/month.
-



Enforcement and Public Safety Integration

Protect-US Security will lead all enforcement activities in close coordination with the Huntington Park Police Department (HPPD):

- Field officers equipped with mobile citation devices
- Escalation protocol for obstructions, violations, or safety incidents
- Enforcement data visible through a shared, real-time dashboard
- Fairness-first enforcement model to promote voluntary compliance

Technology & System Integration

Across all locations, My Emerald Hands will implement a fully integrated, scalable platform:

System Component	Purpose
Mobile Payments	App-based payment via ParkMobile or PayByPhone
Smart Meters	ADA-compliant, solar-powered meters where needed
License Plate Recognition	Entry/exit logging, enforcement integration
CCTV Surveillance	HD video monitored by Protect-US and routed to HPPD
Lighting Enhancements	Boost nighttime safety and usability
Occupancy Sensors (select)	Real-time space availability (optional, based on final City budget)

All components will feed into a centralized dashboard for reporting, auditing, and performance review.

Maintenance & Facility Care

California Parking Services will manage daily operational upkeep:

- Daily walkthroughs for cleanliness, lighting, and signage inspection
 - Graffiti and debris reported via mobile work order system
 - Minor repairs completed within 4 hours; major within 48 hours
 - Maintenance logs submitted monthly
-



Revenue Management & Financial Controls

- Secure daily reconciliation managed by Protect-US with dual verification
- Financial dashboard showing real-time revenue streams from mobile, meter, and citation channels
- Monthly variance reporting and annual pro forma reviews

Community Engagement & Civic Visibility

- Bilingual marketing campaign (English/Spanish): flyers, signage, and digital media
- “Park for Progress” messaging to connect fees with local infrastructure improvements
- On-site customer service ambassadors to support and educate users
- Cross-promotion during city events (e.g., Carnaval Primavera)



Project Timeline and Milestones

To successfully transition the City of Huntington Park into its first full-scale municipal parking program, My Emerald Hands (Prime), in partnership with Protect-US Security and California Parking Services, proposes a structured, phased implementation plan. This schedule ensures clear communication, operational readiness, and seamless alignment with the City's infrastructure and fiscal calendar.

Projected Timeline:

- **Contract Award:** July 15, 2025
- **Full Program Activation:** September 1, 2025

Phase 1: Contract Execution and Mobilization

Timeline: July 15 – August 1, 2025

This foundational phase establishes contract compliance, staffing models, and operational baselines through close collaboration with City stakeholders.

Activities	Deliverables / Milestones
Contract execution and insurance compliance	M1.1 – Executed contract and insurance certificates submitted
City kickoff meeting and staff alignment	M1.2 – Staffing plan, org chart, and contact sheet delivered
Comprehensive site assessments	M1.3 – Asset report including risk log, lighting inventory, and technology readiness
Submission of standard operating procedures (SOPs)	M1.4 – Draft SOPs and proposed labor schedules submitted for City review

Phase 2: Technology and Workforce Deployment

Timeline: August 2 – August 25, 2025

During this phase, we install hardware, complete staff training, and activate systems that support enforcement, payment, and surveillance.

Activities	Deliverables / Milestones
Deployment of mobile payment platforms and signage	M2.1 – All mobile payments tested and activated at pilot locations
Installation of surveillance, LPR, and meters	M2.2 – Technology installed and connected to central operations dashboard
Staff onboarding and SOP implementation	M2.3 – All staff trained and certified; checklists completed



Activities	Deliverables / Milestones
Financial system integration	M2.4 – City staff granted access to real-time financial and citation reporting portals

Phase 3: Public Awareness and Soft Launch

Timeline: August 26 – August 31, 2025

This brief phase builds community awareness, soft-launches enforcement protocols, and prepares systems for full-scale use.

Activities	Deliverables / Milestones
Launch of bilingual community outreach campaign	M3.1 – Public education deployed via flyers, social media, and business engagement
Begin soft enforcement and live ambassador support	M3.2 – Initial customer tickets addressed via hotline and on-site staff
Operational feedback and real-time adjustments	M3.3 – Field-level feedback integrated into updated SOPs and deployment model

Phase 4: Full Operations and Stabilization

Timeline: September 1 – October 15, 2025

This final phase marks the official launch and includes structured performance reviews, reporting, and SOP refinement.

Activities	Deliverables / Milestones
Commence full enforcement and customer service operations	M4.1 – First full month of enforcement and collections completed
Weekly operational performance reviews	M4.2 – First weekly report delivered by September 8, 2025
Submit formal monthly operations report	M4.3 – First full monthly report submitted by October 10, 2025
Final SOP submission and program close-out meeting	M4.4 – SOPs finalized based on City feedback; close-out documentation completed

Conclusion:

This implementation timeline is built to scale efficiently while incorporating smart mobility infrastructure, public safety protocols, and fiscal accountability. It ensures a fully operational system that is transparent, resilient, and responsive to the needs of Huntington Park's residents and businesses.



Resumes of Key Personnel

The proposed team includes experienced professionals from **My Emerald Hands**, **Protect-US Security**, and **California Parking Services**, each contributing critical expertise in municipal parking operations, compliance oversight, public safety enforcement, and customer service management. Together, this team is positioned to implement a reliable, responsive, and community-aligned parking program for the City of Huntington Park.

◆ Zsate Lewis

Title: Chief Operating Officer

Firm: My Emerald Hands

Email: info@myemeraldhands.com

Phone: (909) 936-4349

Responsibilities:

- Manages contract documentation, QA audits, and compliance schedules
- Leads coordination between prime and subcontractor service areas
- Supports multilingual public communication and documentation

Experience:

- Executive Master's in Organization Development, Pepperdine University
 - Veteran leader in compliance management, project oversight, and administrative systems
 - Leads reporting strategies for high-compliance public contracts
-

◆ Tyrell Williams

Title: Administrative Manager

Firm: My Emerald Hands

Responsibilities:

- Maintains staff records, scheduling matrices, and operational logs
- Processes field data for reporting and audit readiness
- Supports system documentation and client communications

Experience:

- U.S. Marine Corps veteran with logistics and operations background
 - Experienced in recordkeeping, field communication, and subcontractor management
 - Familiar with federal and municipal compliance protocols
-

◆ Steve Norman

Title: Regional Operations Manager

Firm: Protect-US Security

Email: steve@protect.us

Phone: (714) 658-2515

**Responsibilities:**

- Oversees contract compliance, City coordination, and field supervision
- Coordinates with enforcement, technology, and maintenance teams
- Manages deployment readiness, reporting cycles, and stakeholder briefings

Experience:

- 15+ years in public safety and municipal operations
 - Led deployments for parking and event operations in Pasadena, West Hollywood, and SMU
 - Specialized in dispatch systems, patrol integrity, and client-side reporting
 - BSIS-certified; skilled in contract fulfillment and operations management
-

◆ Rasheed Barnes

Title: Accounts Director

Firm: Protect-US Security

Responsibilities:

- Develops enforcement protocols and oversees field performance
- Coordinates with site supervisors and ensures SOP execution
- Manages issue escalation and resolution with client representatives

Experience:

- 15 years in security and event-based municipal service operations
 - Extensive experience with law enforcement coordination, post order development, and tactical oversight
 - Worked on major venue and city patrol contracts across Southern California
-

◆ Siki Mataafa

Title: Regional Operations Director

Firm: Protect-US Security

Responsibilities:

- Supervises maintenance, inspections, and daily parking asset management
- Oversees field safety standards and surveillance coordination
- Directs service continuity and emergency response planning

Experience:

- Over 15 years in patrol management, public safety, and municipal operations
 - Directed large-scale security coverage for parks, city lots, and transit-adjacent zones
 - Skilled in hazard mitigation, site audits, and preventive patrol procedures
-



◆ **Younes Bennani**

Title: Vice President

Firm: California Parking Services

Email: younes@californiaparkingservices.com

Phone: (323) 855-0755

Responsibilities:

- Oversees parking staff deployment and on-site operations
- Manages customer-facing personnel and payment infrastructure
- Coordinates equipment installation, valet logistics, and surface lot supervision

Experience:

- 25+ years in parking management and valet operations across Southern California
- Currently manages operations for over 1,700-stall facility at Hollywood Park Casino, serving SOFI and Intuit venues
- Leads parking programs for high-profile clients such as TAO Los Angeles, Thompson Hotel, and Hollywood Museum
- Experienced in staffing, mobile payment integration, reservation platforms, and curbside optimization



Company Qualifications and References





My Emerald Hands, supported by subcontractors Protect-US Security and California Parking Services, brings together a high-performing team with a deep understanding of municipal operations, parking logistics, public safety, and culturally responsive customer service. Each firm offers complementary strengths that directly align with the City of Huntington Park's priorities for transparency, enforcement, and community engagement.

With more than 15 years of cumulative experience delivering results in dense, high-traffic, and demographically diverse California cities, this team is equipped to manage the City's parking program with professionalism, flexibility, and data-driven accountability.

Together, this team offers:

- Proven municipal experience in high-density, culturally diverse urban areas
- Strong coordination with city departments and law enforcement agencies
- Deep knowledge of enforcement, patrol, maintenance, and surveillance systems
- Robust administrative, compliance, and public outreach capabilities
- Decades of operational expertise in parking structure management and hospitality service

Past Performance References

Client Name	Point of Contact	Project Info	Firm Referenced
Moxy / AC Hotel Los Angeles	Manny Rojas Dual Director of Loss Prevention & Security  Manny.Rojas@moxyacdtla.com  (213) 789-7612	Protect-US oversees full-spectrum patrol, surveillance, and access management for a 727-room dual hotel campus. Scope includes routine security, emergency response, and monitoring parking areas used by staff, guests, and delivery vehicles, with emphasis on safety, visibility, and real-time incident resolution.	Protect-US
City of San Juan Capistrano	Thomas Toman Public Works & Community Services Director  ttoman@sanjuancapistrano.org  (949) 234-4580	Protect-US implemented an integrated parking and community safety program for residential and school-adjacent zones. In addition to deploying community safety personnel for patrols, the team designed and operated a parking management system encompassing traffic calming, enforcement of parking regulations, and oversight of City-owned lots used for residential overflow and special events. Responsibilities included signage	Protect-US/ California Parking Services



Client Name	Point of Contact	Project Info	Firm Referenced
		placement, parking compliance, real-time coordination during high-traffic periods, and maintaining visibility and safety for students and residents.	
5 Security	Steve Norman Operations Director ☎ (714) 658-2515	California Parking Services provided professional parking attendants and lot managers for private venues under 5 Security coordination. Responsibilities included guest vehicle guidance, occupancy monitoring, signage control, and enforcement support. Focus was on maximizing space use, maintaining traffic flow, and providing a polished guest experience.	California Parking Services



Review of City's Standard Professional Services Agreement

My Emerald Hands, as the prime contractor, has thoroughly reviewed the City of Huntington Park's standard Professional Services Agreement and associated insurance requirements as provided in the RFP. We confirm our understanding of the terms, conditions, and obligations outlined therein and affirm our team's ability to fully comply with all stipulated provisions.

Key elements acknowledged and accepted include:

- **Insurance Requirements**

My Emerald Hands, along with its subcontractors Protect-US Security and California Parking Services, maintains the required levels of insurance, including:

- Commercial General Liability
- Automobile Liability
- Workers' Compensation and Employer's Liability
- Professional Liability (as applicable)

We will furnish certificates of insurance and required endorsements evidencing full compliance prior to contract execution.

- **Indemnification Clause**

We understand and accept the indemnity obligations requiring the contractor to hold harmless, defend, and indemnify the City, its officers, and employees against claims arising from the performance of the services.

- **Term and Termination Conditions**

The team acknowledges the provisions allowing for termination for convenience or cause and is prepared to comply with transition support and data handover as necessary.

- **Service Standards and Performance Monitoring**

The contract's provisions regarding service quality, timeliness, and City oversight align well with our internal quality assurance protocols. We welcome the opportunity to participate in regular performance reviews and joint evaluations.

- **Compliance with Laws and Permits**

All participating firms affirm compliance with all federal, state, and local laws, including licensing, nondiscrimination policies, and accessibility standards. Any necessary permits or registrations will be obtained promptly.

Should the City require negotiated language revisions or supplemental documentation, My Emerald Hands is prepared to work cooperatively with City legal and risk management representatives to ensure all administrative, insurance, and contractual items are satisfied promptly and in good faith.



Financial Proposal

My Emerald Hands, in partnership with Protect-US Security and California Parking Services, proposes a flexible and scalable financial structure to help the City of Huntington Park launch and sustain its first full municipal parking program. Each model is designed to ensure fiscal transparency, high service performance, and a path to long-term sustainability and reinvestment.

Important Note:

In all pricing models outlined below, the **City is responsible for 100% of upfront setup costs**, including but not limited to:

- Procurement and installation of equipment (solar-powered parking meters, LPR systems, signage, CCTV, mobile platforms)
- Software integration and activation fees
- Initial program design and system configuration
- Labor and administrative costs associated with deployment and mobilization

This ensures the City retains full ownership of all assets and can scale the program according to its future needs.

Option 1: Revenue Sharing Model

This model links contractor compensation to performance while allowing the City to retain asset control and transparency.

- **City Pays For:**
 - All startup and infrastructure costs (meters, tech, signage, etc.)
 - Monthly reimbursement to contractor based on agreed revenue share
- **Revenue Distribution:**
 - The City retains a fixed percentage (e.g., 60–70%) of gross revenue
 - Contractor is compensated from the remaining percentage to cover staffing, administration, and operations
- **Optional Civic Reinvestment:**
 - The contractor can allocate a portion of their share toward community events, beautification, or merchant credit programs if requested by the City

Benefits:

- Contractor incentives tied to system performance
 - City retains visibility and control
 - Supports high-touch customer service and community alignment
-



Option 2: Fixed Monthly Fee with Incentives

This model allows the City to budget consistently while tying performance bonuses to key metrics such as revenue, occupancy, and customer satisfaction.

- **City Pays:**
 - A flat monthly fee covering daily operations, labor, maintenance, and reporting
 - One-time capital setup expenses for all infrastructure
 - Optional performance bonuses (based on KPIs agreed upon with the City)

Benefits:

- Predictable expenses
- Budget-friendly for multi-year planning
- Service levels remain consistent and auditable

Option 3: Minimum Guarantee + Hybrid Model

This blended model provides the City a minimum annual return while allowing shared participation in revenue growth.

- **City Pays:**
 - One-time startup and equipment costs
 - Monthly fee or percentage-based share to contractor after meeting minimum revenue guarantee
- **Revenue Structure:**
 - Contractor ensures the City receives a guaranteed baseline annually
 - Additional revenue above the baseline is split at a negotiated rate

Benefits:

- City receives a guaranteed minimum income
- Shared revenue upside with limited risk
- Encourages contractor innovation and proactive performance

Setup Costs Summary (Paid by City) Estimates

Component	Units	Estimated Cost
Solar Parking Meters (13 units)	\$6,000 each	\$78,000
LPR Systems (4 units)	\$11,000 each	\$44,000
Signage, Mobile Pay Setup	—	\$12,000
CCTV, Lighting, and Power	—	\$50,000



Component	Units	Estimated Cost
Integration, Software, Admin Setup	–	\$25,000
Total Setup Investment		~\$209,000

Solar-powered meters are standard for public municipal parking and offer durability, energy efficiency, and easy remote management.

Monthly Labor & Staffing Cost (Fully Burdened Rates)

Location	Attendant Hrs/Day	Security Hrs/Day	Monthly Attendant Hrs	Monthly Security Hrs	Monthly Attendant Cost	Monthly Security Cost	Total Monthly Labor
7110 Rita Ave	10	8	300	240	\$9,000	\$7,440	\$16,440
6510 Rugby Ave	6	4	180	120	\$5,400	\$3,720	\$9,120
6330 Rugby Ave	10	8	300	240	\$9,000	\$7,440	\$16,440
All Admin Fees							3500
Total	–	–	780	600	\$23,400	\$18,600	\$42,000

All rates are fully loaded:

- **Parking Attendant:** \$30/hr
 - **Security Officer:** \$31/hr
-



Parking Pro Forma

The table below provides a detailed pro forma analysis of expected revenues, labor costs, setup costs, and net income by location for the Huntington Park Municipal Parking Program. Estimates are based on standard market rates, industry benchmarks, and assumed usage patterns.

This includes:

- Monthly and annual revenue based on \$2.25/hr usage over 10 hours/day
- Fully burdened labor costs at \$30/hr for attendants and \$31/hr for security
- One-time setup costs allocated by stall count
- Estimated annual net revenue after labor expenses (this is assuming full capacity)

Location	Stalls	Monthly Gross Revenue	Annual Gross Revenue	Setup Cost (One-Time)	Monthly Labor Cost	Annual Labor Cost	Annual Net Revenue (Gross - Labor)
7110 Rita Ave	274	184,950.0	2,219,400.0	113,623.02	16,440	197,280	2,022,120.0
6510 Rugby Ave	100	67,500.0	810,000.0	41,468.25	9,120	109,440	700,560.0
6330 Rugby Ave	130	87,750.0	1,053,000.0	53,908.73	16,440	197,280	855,720.0
All Admin						42,000	

Conclusion

This financial structure offers Huntington Park flexible options to launch a city-owned, professionally managed parking system. All models ensure the City retains asset ownership and visibility while leveraging our team's expertise in execution, optimization, and public engagement.

Metropolis X City of Huntington Park

June 17th, 2025



Proposal to Provide Parking Management Services for the **City of Huntington Park** California

Justin Gluck

Director of Business Development
Metropolis
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RVP, Operations
Metropolis
Phone: (213) 219 0104
Email: erennella@metropolis.io

Robert Correa

Market Lead, Operation
Metropolis
Phone: (347) 414 4288
Email: rcorrea@metropolis.io

Submitted to:**Louis Morales**

Director – Community
Development Department



Agenda

- 01 Executive Summary
- 02 Company Profile & Qualifications
- 03 Operational Strategy
- 04 Customer Journey
- 05 Automated Enforcement
- 06 Financial Proposal
- 07 Innovations / Valet Product Demo
- 08 Marketing Initiatives

01.

Executive Summary



Executive Summary

Dear Louis,

We are thrilled to submit our proposal to be the City of Huntington Parks next Parking Management Services vendor. After careful review of the RFP and learning more during our previous emails, phone call and in person meetings, Metropolis recommends adopting a truly digital parking experience by implementing our patented computer vision and scan-to-pay technology. We also recommend installing gates at each of the three garages help with payment compliance. As the only vertically integrated technology and parking provider (single source) responding to this RFP, we are uniquely positioned to drive operational efficiencies, increase revenue, and enhance the parking experience for monthly parkers, visitors and your citizens. Our intent is to deliver our innovative technology solutions coupled with our best-in-class management to drive substantial value to the parking operations. Our operating plan drives significant cost savings and revenue collection with our advanced computer vision technology. Our approach includes:

- Enable quick and seamless ingress and egress powered by our computer-vision platform.
- Automate enforcement by capturing violators with our computer vision technology thus improving the efficiency of enforcement operations.
- Consolidate monthly and employee parkers to the self-serve Metropolis platform, eliminating the need for key cards and permits. License Plates become the credentials.
- Consolidate on to one reporting platform. Metropolis enables real-time visibility into garage occupancy and trends, all included in our offering.

Metropolis has re-engineered the parking business model to eliminate traditional LPR equipment and vertically integrate operations and hardware, empowering cities and landlords to deliver a remarkable customer experience. Powered by our proprietary computer vision-based operating system, we envision the future of parking and paying for parking in the City of Huntington Park to be as simple as driving in and driving out. With that mission, we humbly submit our proposal to not only be considered as a vendor, but also as a long term and trusted partner for the City of Huntington Park to modernize and future proof parking for its residents and visitors.

Thank you for your consideration,

The Metropolis Team



Key Takeaways



Strong Local Presence

Our team of 2,000 people in the Southern California market are the heart of our business, and they provide your tenants with a remarkable experience.

Next-Generation Technology

Metropolis' vertically integrated Computer Vision system provides an unmatched tenant experience and visibility into garage performance.

Venue Expertise

With our expansive municipality services network of locations across the country, we're routinely optimizing our operations with best-in-class practices.

Extraordinary Financial Value

We will deploy our technology at ZERO cost to ownership, representing over \$300K+ in upfront capex savings and lower operating expenses.



02.

Company Profile & Qualifications

Metropolis Company Overview

Company Name: Metropolis Technologies, Inc

Offices: Los Angeles (HQ, 501 Santa Monica Boulevard), Austin, Nashville, New York City, Dallas-Fort Worth, Seattle, Detroit, Chicago

Number of Employees: 23,000

About: Established in 2017 and supported by the smartest money in real estate and venture including DivcoWest, Starwood Capital Group, RXR Realty, Eldridge, Dragoneer Investment Group, and Silver Lake Waterman, Metropolis is the leading integrated parking management and technology company in the United States. We're proving that there is a better model than the traditionally transactional relationship between parking operators and real estate owners: at Metropolis, we provide a stack of solutions for our real estate partners that drive net operating income and exceptional tenant experiences. We support all types of physical parking assets (garages, surface lots, campuses) and use cases (self park, event, valet, validation, guest and subscription parking). Metropolis has successfully completed a large acquisition of Premier Parking and SP+. As the fastest-growing full stack operator in the United States, Metropolis operates over 4500+ locations in 47 states for our real estate partners nationwide.

Metropolis Company Overview (cont.)

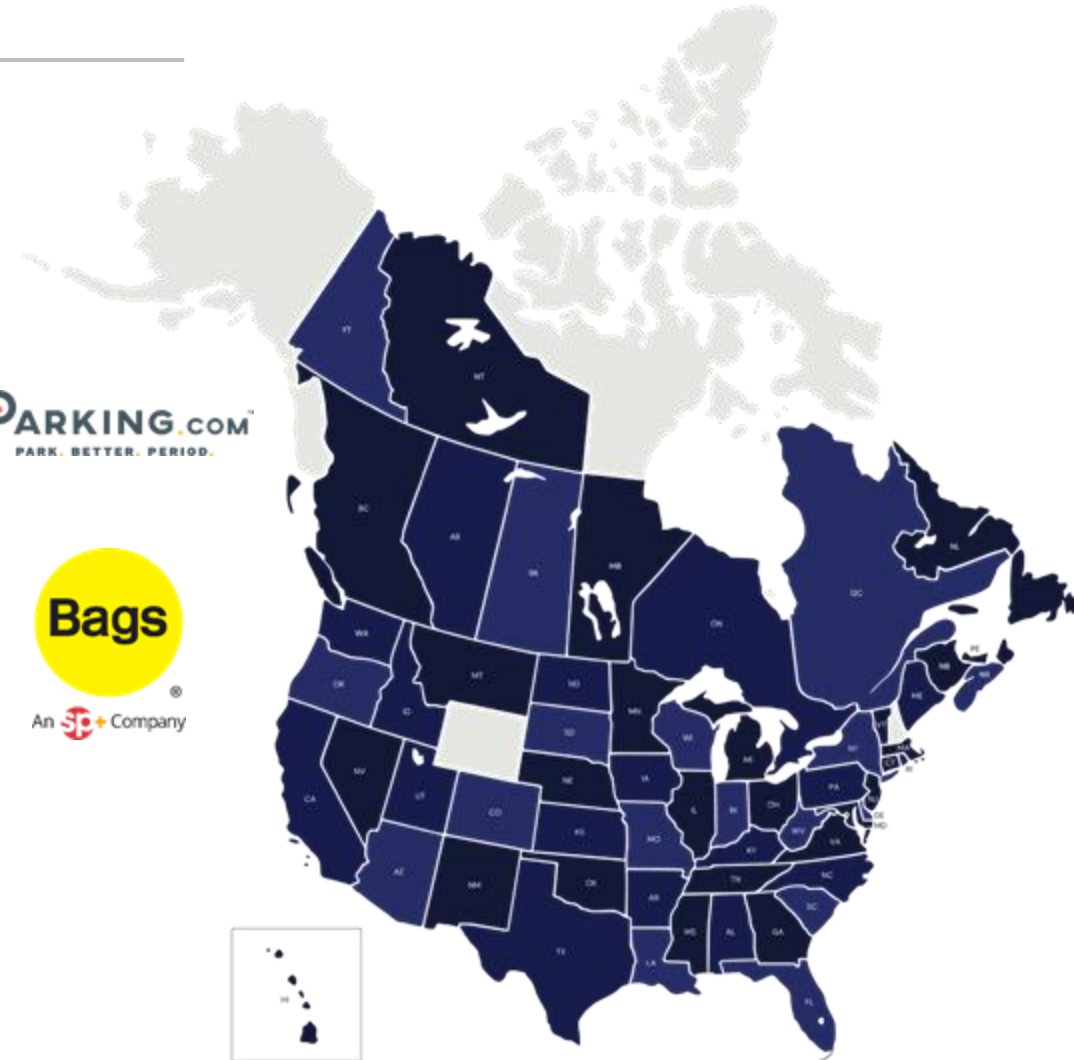
National Presence: Metropolis operates in major markets across North America including 47 states, the District of Columbia, Puerto Rico, and four Canadian provinces. The company also operates in Europe under the AeroParker and KMP brands.

Industries

- Airlines & Airports
- Events & Venues
- Healthcare
- Hospitality
- Municipal
- Office
- Residential
- Universities
- Casinos
- Cruise Ports
- Ski Resorts

Solutions

- Event Logistics
- Facility Maintenance
- Parking Management
- Security Services
- Transportation Management
- Consulting
- Luggage Logistics & Management
- Marketing Services
- Guest Services
- Technology Integration



Our Footprint in LA

PRESENCE IN GREATER LA

Operating 247+ **Locations**
3 Mile Radius 70 **Locations**
2200+ **Employees**

Mixed-Use

Hollywood & Highland
Tishman Speyer Portfolio
CMC Cal Mart
City of Anaheim

Hotels

DoubleTree Downtown LA
Hotel Erwin Venice Beach
Westin Bonaventure Hotel
*Loews - Coronado, Hollywood,
Santa Monica*

Large Venues

Dodger Stadium
Dolby Theatre
SoFi Stadium

Municipal Agencies

City of Anaheim
City of Glendale
City of Los Angeles
LA Metro Enforcement

Metropolis Municipal Services Division

A partnership with Metropolis means linking the City's parking operation to our 50+ municipal parking operations across 34 states. No other provider has a municipal parking specific team working across regions to:

- Stay at the forefront of implementing new technology
- Ensure best practices and policies are in place location to location
- Share knowledge while developing future municipal parking leaders
- Provide experience and guidance on new initiatives and projects
- Maintain accountability through teamwork

Simply put, no other parking management company can provide a resource with more project management experience, operational capability, accountability, and progressive thinking in off and on-street parking management than the Metropolis Municipal Services Division. In their tenure as parking professionals, members of the Metropolis Municipal Services Division have worked with the municipalities to develop, operate, and guide their parking programs.



Metropolis Municipal Services Division (cont.)

A List Of Some Of Our Current Clients:

Metropolis has met all contractual obligations and compliance with all governing standards.

<ul style="list-style-type: none">• City of Daytona Beach, FL• City of Orlando, FL• City of Apopka, FL• City of Jacksonville Beach, FL• City of Saint Petersburg, FL• City of Tampa, FL• Broward County, FL• Miami Parking Authority – Miami, FL• Port Everglades – Fort Lauderdale, FL• City of Atlanta, GA• City of Decatur, GA• Chicago Park District – Chicago, IL• Chicago Transit Authority – Chicago, IL• City of Gretna, LA	<ul style="list-style-type: none">• City of New Orleans, LA• City of Annapolis, MD• Howard County, MD• Parking Authority of Baltimore City, MD• City of Attleboro, MA• City of Chelsea, MA• City of Rochester, MN• City of Jackson, MS• City of Great Falls, MT• NJ Transit Authority, NJ• City of Charlotte, NC• City of Beaverton, OR	<ul style="list-style-type: none">• City of Anaheim, CA• City of Fullerton, CA• City of Glendale, CA• City of Los Angeles, CA (LADOT)• City of Oakland, CA• City of San Jose, CA• City of San Mateo, CA• City of Santa Monica, CA• City of Vallejo, CA• LA Metro – Los Angeles, CA• VTA – Santa Clara, CA• City & County of Denver, CO	<ul style="list-style-type: none">• City of Portland, OR• City of Harrisburg, PA• City of Beaufort, SC• City of Nashville, TN• City of Dallas, TX• City of Fort Worth, TX• City of Richmond, VA• City of Roanoke, VA• City of Charlottesville, VA• City of Seattle, WA• Strathcona County, Alberta, Canada• Toronto Waterfront Revitalization Corporation, Toronto, Canada
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City of Santa Monica, CA

CITY OF SANTA MONICA

Address: 1440 4th Street, Santa Monica, CA 90401

Contact: Zach Pollard, Parking Manager

Phone: (310) 458-8726

Email: zach.pollard@santamonica.gov

Scope of Service: Provides parking management services for all the City of Santa Monica's public parking lots and parking garages (44 locations), as well as Micro Mobility management and Valet operations. In addition to Large Events management, Metropolis manages the permitting and collections for off street contract parkers throughout the Downtown, Midtown and Public Beach areas. Metropolis operations include a local command center that controls over 40 lanes throughout 12 fully automated gated garages.



City of Anaheim, CA

CITY OF ANAHEIM

Address: 200 S Anaheim Blvd., 7th Floor , Anaheim, CA 92805

Contact: Austin Dabasinskas - Project Manager

Phone: [\(714\) 765-4306](tel:(714)765-4306)

Email: ADabasinskas@anaheim.net

Scope of Service: Operate off-street parking of parking structures & surface lots. Responsible for oversight of R&M, PARCS, revenue collection & customer service.



City of Glendale, CA

CITY OF GLENDALE

Address: 633 E. Broadway, Room 205, Glendale, CA 91206

Contact: Tad Dombroski, Parking Manager

Phone: [1 \(818\) 937-8325](tel:1(818)937-8325)

Email: tdombroski@GlendaleCA.gov

Scope of Service: Operate off-street parking of 30+ parking structures & surface lots.
Responsible for oversight of R&M, PARCS, revenue collection & customer service.



LA Metro, California

LA Metro

Address: 1 Gateway Plaza, Los Angeles, California 90012

Contact: Frank Ching - Deputy Executive Officer, Operational Programs Countywide Planning & Development

Phone: (310) 345 8806

Email: Chingf@lametro.met

Scope of Service: This Program is a technology driven operation that requires a robust software management platform that uses a ticketless and gateless parking access revenue system that integrates with Metro's Ridership Verification System ("RVS"). This contract includes parking facilities that service up to 74 transit stations across Los Angeles County, totaling over 25,000 parking spaces spreading over roughly 40 square miles. Metro's parking operation is open 24 hours per day, 7 days per week, as a pay on entry model where the patron pays for parking upon entry to the facility, prior to boarding transit.



City of Jacksonville Beach

REFERENCE 4

CITY OF JACKSONVILLE BEACH

Address: 1460A Shetter Ave. Jacksonville, FL 32250

Contact: Dan Fox, Parking Enforcement Officer

Phone: (904) 247-4004

Email: dfox@jaxbchfl.net

Scope of Service: operate off-street parking consisting of implementation of technology to replace the manual revenue collection process, collections of all parking revenues, customer service and enforcement in the six designated parking areas.



03.

Operational Strategy

Overall Project Approach

Metropolis is uniquely positioned to provide a seamless transition for the City of Huntington Park, as we have a robust local team of operations employees in Southern California, and several similarly managed locations throughout the market. Metropolis will have two primary objectives in the management of the facility:

The first objective is to consistently execute an unparalleled and uncompromising Metropolis experience; an unforgettable sense and feeling of professionalism, integrity, convenience, cleanliness, and security. Our employees and management team will be empowered to ensure total customer satisfaction and the overwhelming desire to return to your facility every time they come. One of our core values that is rooted in our interactions and operations is to "Put Humans First", ensuring that we are constantly anticipating the needs of our guests and meeting them where they are.

The second objective is to leverage the technology to enhance the both the overall customer experience and efficiency of the operation which will lead to the end goal of delivering additional NOI to our partner.

Operational Scope of Work

During our surveys we could not help to notice that this location used to be staffed, being the case, this is where the City of Huntington Park would see the most savings. Metropolis proposes using a combination of new gate infrastructure, our BigMac technology (Gate Kits), intercoms and Metropolis staff oversight to help with payment compliance and enforcement in the garage. Metropolis 24/7 remote command center would complement the Metropolis computer vision technology. The upfront Capex for Intercoms is \$5k each and roughly \$15k for entry and entry gates. (we recommends one intercom for this garage). Metropolis is willing to help with this Capex cost.

Metropolis would be responsible for providing a turnkey parking management solution. Metropolis possesses unmatched Parking Management experience covering all segments of the on-street and off-street parking environments. Our team is also willing to provide administration and parking enforcement services, special staffing services, and valet parking services. Our recommended solutions and technical contributions are based on trends, conditions and the requirements listed within the RFP. No other provider has a municipal parking specific team working across regions to:

- Stay at the forefront of implementing new technology
- Ensure best practices and policies are in place location to location
- Share knowledge while developing future municipal parking leaders
- Provide experience and guidance on new initiatives and projects
- Maintain accountability through teamwork

Operational Scope of Work (cont.)

Metropolis will respond to all calls for maintenance or assistance at the City of Huntington Park garage in addition to handling all technology service needs in-house.

Metropolis will provide Garage Maintenance services for City of Huntington Park within the scope of service. The Porter is responsible for preventative maintenance and upkeep of the property and common areas. Porters are also responsible for customer satisfaction by answering parking and general questions as needed.

Metropolis will subcontract for deep clean sweeping, pressure washing, striping, painting, and paving of any parking assets.

Below is a summary of the items that the maintenance Porter routinely completes or reports to onsite maintenance:

- Empty trash receptacles and replace liners
- Look out for homeless and report to security/police
- Pickup of litter throughout the garage
- Sweeping/mopping of assigned areas including stairwells
- Wiping down of handrails and guardrails in areas utilized
- Clean elevator lobby floors, walls and doors (where applicable)
- Report light bulbs replacement needs
- Wipe down equipment & signage
- Spot cleanup of oil and other spills
- Contract out power washing and power sweeping of garage floors

Operational Improvements / Differences

Compared to traditional legacy parking systems and operators, Metropolis provides:

- **An opportunity to install brand new PARCS (Parking Access Revenue Control System) at \$0 in cap-ex**
- Simplified one-time online onboarding for tenants and visitors.
- Eliminating Cash / Leakage.
- Frictionless / Cashless Payments.
- Implement modernized monthly parking program where Tenants have full "On-Demand" control over every aspect of their respective monthly parking account.
- Improved visibility/control/tracking/reporting of monthly parkers allowing us to collect every dollar due with no more credential sharing. Controls in place limiting access to single vehicle per parker. We see every vehicle. This is why contract parking revenue always increases with Metropolis!
- Simplified visitor validation process as simple as scanning a QR code at the tenant office.

Our Local Operations Team



Baptiste Dradin
Senior Manager, Operations

- 10 years in the mobility and parking space (5 years with Metropolis Parking)
- Master Degree in Business Management
- Has launched 50+ parking operations across 3 markets on the West Coast
- Experience managing high volume valet locations



Adrian Maldonado
Senior Manager, Operations

- Over 10 years of industry experience
- Began his career in 2014 with SP+'s as Supervisor.
- Promoted to Facility Manager 2015.
- Oversaw 24 properties in Koreatown and 22 properties of the San Fernando Valley portfolio
- In 2023 was promoted to municipal division managing the LADOT portfolio



Robert Correa
Market Leader, Operations

- Spearheaded the transition and opening of Special Events at Yankee Stadium in New York.
- Over 35 years of operations and transportation experience in a wide range of verticals including, hospitals, municipalities, commercial and hospitality.
- Certified Parking Professional (CPP) by the National Parking Association
- B.S. in Accounting from St. Francis College, Brooklyn, New York



Ernesto Renella
Vice President, Operations

- Over 26 years of industry experience
- Serves as Vice President of Metropolis' Municipal and Hospitality Division
- Manages large-scale, multimillion-dollar projects and deliver measurable operational and financial results.
- Plays a direct role in client engagement, oversight, and execution. He is known for his personalized service, structured processes, and commitment to excellence.



Timothy Downey
SVP, Operation

- 22+ years in parking
- oversees operations in California, Hawaii, Idaho, Oregon and Washington
- Specializes in client consulting, operational protocol, and infrastructure deployments

Hiring Process

The Hiring Process

Our hiring and pre-screening process helps attract and retain qualified employees who will demonstrate our Core Values of Integrity, Ingenuity and Diversity for the long-term. In addition to reducing turnover costs, our goal is to build a positive and productive environment where all employees enjoy coming to work and are inspired to be the best in the industry and are inspired to create the moments that matter with our customers, our clients and one another.

Automated Recruiting Solutions

We use the iCIMS applicant tracking and onboarding system for all of our recruitment and hiring. Candidates are directly to apply online for all employment opportunities, which in turn provides our Management Team access to a broad pool of qualified candidates from a centralized database for consideration of any opportunities existing at their locations. Applicants have the ability to apply 24/7, using a computer or mobile device. Our decision to mandate the electronic storage of all candidate data in a single web-based system has streamlined the recruiting and hiring process.



Screening, Background, & Drug Checks

We use a comprehensive post-offer pre-employment background check and drug testing program to ensure that only the most qualified candidates are chosen for employment. Pre-employment screening is an effective risk management tool that promotes a safe and profitable workplace by helping to limit the uncertainty inherent in the hiring process. Our pre-screening techniques significantly reduce potential violence, theft, financial loss, sexual harassment and other workplace problems.

We meet or exceed all federal, state, local, and regulatory requirements for the hiring and employment of each position. Every employee is vetted through a background check specifically geared to their job duties and responsibilities. Depending on the position, our standard background check process includes a Social Security Number validation, federal and county criminal searches, sex offender registry, motor vehicle record and employment and education verification. Candidates also must pass a pre-employment drug test.

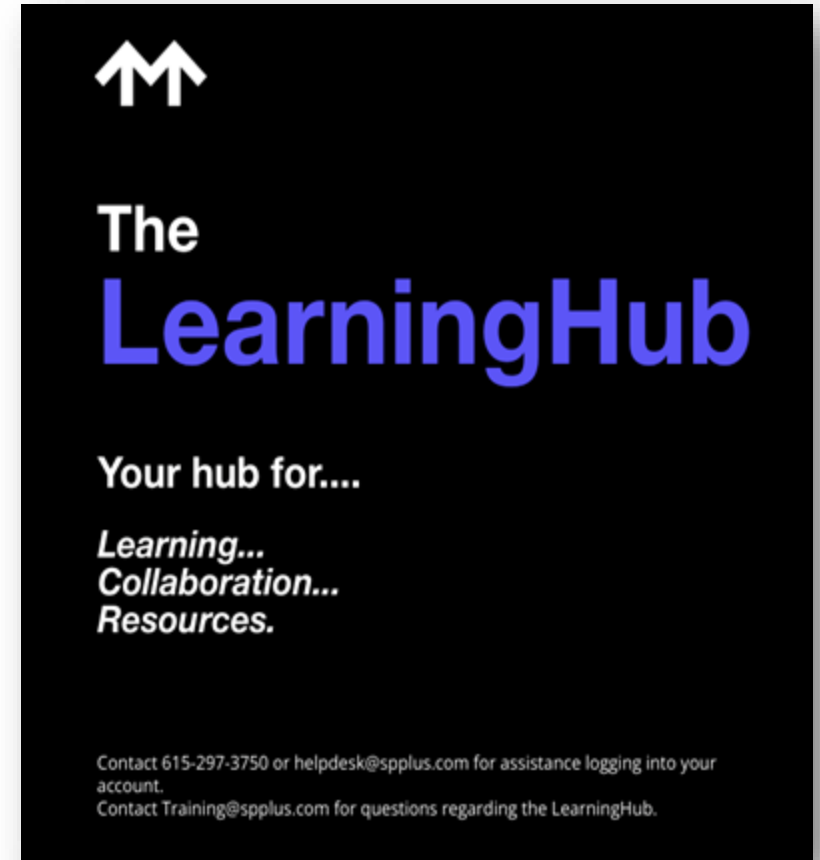
Our Training Programs

The LearningHub

Our reputation for excellence in on-site management is built on a comprehensive, award-winning training strategy. The process identifies and develops the skills and behaviors required to enable all of our employees to perform up to our stringent expectations.

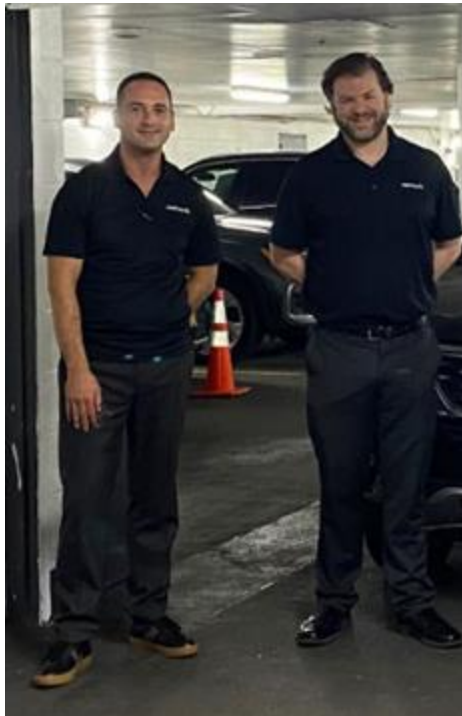
The National Parking Association's Certified Parking Professional (CPP) program establishes an industry-wide standard of parking operational knowledge that is accepted by all parking management companies. We lead the industry with the most CPP managers of any parking company in the United States. In addition, we lead the industry with the most CAPP (Certified Administrator of Public Parking by the International Parking Institute) managers of any parking company in the United States.

Most importantly, we recognize that every location has unique, individual requirements for defining and carrying out operational excellence. To that end, we consult with our clients to ensure that all operational expectations and location-specific needs are identified and addressed in the development of our training solutions.



Metropolis Staff Identification

All Metropolis staff will be in uniform and will wear a name badge, displaying Employee Name, Employee Number and Job Title. An example of uniforms and staff badges are provided below.



Customer Service Initiatives

Customer satisfaction is maximized through excellence in the performance of our on-site employees, and we are confident that one of the primary reasons for our reputation as the industry leader in first-class customer service is our intensive Customer Service training programs. We typically customize our training to meet site-specific requirements.

- Our Technical Operations team will conduct a full onboarding with lunch & learn events and site visits leading up to go-live of Metropolis technology that will offer ease of mind to municipality employees by fully training and answering any questions they may have.
- Designated teams placed at location offering assistance and information during the initial transition to ensure a smooth transition.
- We have a US-based Metropolis 24/7/365 Call Center that will answer any questions and assist customers whenever needed. They can also remotely vend gates as needed. You can have peace of mind that our agents are specialists in our technology and systems, motivated to retain your revenues, and not a third-party working for numerous operators with significant delays.
- We can deliver CSAT Surveys to monthly and transient parkers in the Metropolis web app. This allows us to continuously gather information regarding customer satisfaction and proactively improve and engage with customers in real-time.
- Both our onsite Project Manager and Porter/Onsite Attendant are fully committed to a remarkable customer experience. Both are fully equipped and responsible to support onsite user experience and flow within the garage.



Customer Satisfaction Surveys

Customer Surveys

Customer surveys are routinely and randomly conducted so that our parkers can provide direct feedback and observations regarding the quality of our employees. The results can be tallied by a third party to ensure the results are valid and independent. Measurements of customer service are often taken semi-annually during the contract term. Customers are asked a series of questions through a customer survey about their level of satisfaction. The survey is designed to elicit responses ranging from Excellent to Poor regarding the manner in which we have been performing specified categories of services. We propose to jointly develop with the building management the categories of services, which are to be scored. Categories could include:

- Technology experience
- Are attendants helpful with your questions or problems?
- Are parking attendants well dressed and well groomed?
- Do you feel your car is secure?
- Are managers and supervisors courteous and helpful?
- Overall, how do you rate the operation of this facility?
- Is the facility clean and well lit?

Customer surveys provide information that can be used to make informed decisions about our facilities and technology. The feedback that we obtain from customers can be on a variety of topics. Generally, we use surveys to find out how well we are managing our properties. We can also use surveys to obtain information on why customers are choosing to park at our facilities or to find out if they are using our amenities. Sometimes clients want customer surveys conducted in which the results are linked to a performance incentive.



Customer satisfaction surveys support proactive management

The survey is displayed on a mobile app interface with a blue header and a white body. The survey consists of four steps:

- Step 1:** "Thanks for stopping by." "1+ We'd like to get a bit of feedback about your visit." "Did you like parking here? *". Options: A Yes, B No.
- Step 2:** "2+ What did you like?" "You can choose up to 4". Options: A Paying by phone, B Location, C Pricing, D Entering, E Exiting, F Other.
- Step 3:** "3+ How can we improve?" "You can choose up to 4". Options: A Instructions inadequate, B Pricing, C Paying by phone, D Location cleanliness, E Entry issue, F Exit issue, G Other.
- Step 4:** "Thanks for stopping by." "3+ Anything else you'd like to share? (Optional)". Text input field: "Type your answer here...". Submit button.

Customer Service Support

The goal is to never have an issue, but we know they happen. Metropolis has developed a robust customer service training manual that each new operations employee is trained on during their onboarding processes. Below are examples from our handbook:

Metropolis has a 24/7 Support team that provides world class service. Here's our training process:

- Acknowledge the receipt even if the email doesn't require a reply.
- Be friendly and courteous and provide helpful and informative responses. If unsure, please say you will check in with your supervisor and get back to them.
- Emails should be responded to within the same business day if possible but no later than 24 hours from the time of the email
- Customer Service Resolution should occur within 24 hours

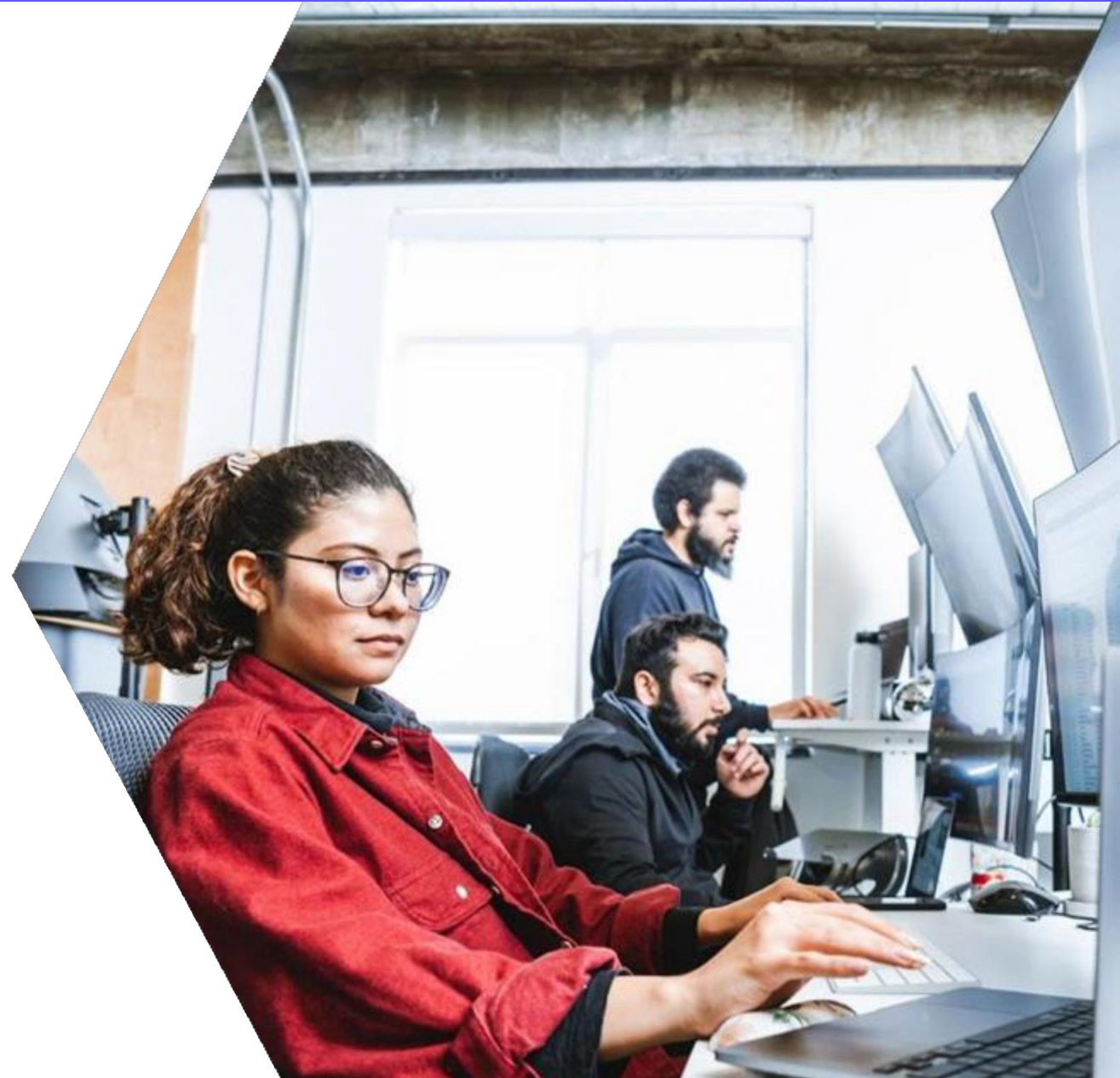
Resolution:

Each email and call should be tracked by the ticket status to ensure each interaction has been resolved successfully. The Coordinator should change the status as appropriate:

- **Open** - When a ticket requires any action from an agent
- **Pending** - When agent requires additional information from the customer
- **Resolved** - Once the agent has provided a solution and have answered all questions
- **Closed** - once the customer accepts the solution you've provided

Internal and External Escalations:

In the event the Account Coordinator / Customer Service Representative feels they are unable to resolve a property manager's issue or concern, they should notify the property manager that they will check in with their supervisor; technical issues causing delay and/or harm should always be escalated to management for review.



Financial Reporting

With Metropolis technologies, we provide owners and property managers with access to a client dashboard to view garage data. Through the portal, you can pull reports on occupancy, vehicle counts and revenue. Additionally, we can customize reporting to be provided on a monthly basis to the County. Some examples are attached.

Sample Monthly Reporting

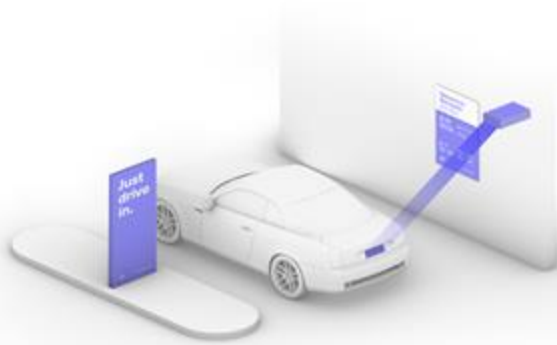


04.

Customer Journey



Parking with Metropolis: sign up once, and that's it!



Drive in

The gate automatically opens and the cameras capture the vehicle and license plate starting your visit.



First time? Scan to sign up

Scan the QR code linking your payment to your vehicle.



Drive out

Upon exit the gate will open and Metropolis will charge their account for the total amount due. A receipt is automatically sent via text.

Why Computer Vision?

Vision is significantly more efficient than LPR. It identifies vehicles accurately even when license plates are obscured, and Metropolis' 99.9% platform uptime outperforms LPR or PARCS systems. All of our hardware is installed and maintained by our dedicated tech-ops team.

Vision enables:

- a checkout-free payment experience for our consumers
- lower cost and higher efficiency for real estate partners
- enhanced daily parking operations
- a seamless ingress/egress for tenants and visitors
- simple & single online member signup
- linking a license plate to credit card & phone number info
- unparalleled set of data insights into daily utilization patterns and financial performance
- a proprietary, low-cost, and upgradable hardware stack
- improvements in imaging technology with limited lift



CUSTOMER JOURNEY

Metropolis' proprietary computer vision cameras and access control will be implemented at no cost to [City of Huntington Park](#)



Entry camera is placed above the entry drive lane to record vehicles as they drive into the facility



Exit camera is placed above the exit drive lane to record vehicles as they exit from the facility



CUSTOMER JOURNEY

Our signage is designed to facilitate a remarkable journey.

Our signage system is a modular kit of parts that allows for all Metropolis locations to feel consistent yet customized.

S

Street signage

T

Tow enforcement

W

Wayfinding (optional)

Ei

Elevator door signage

P

Pay by phone

i

Supplemental information

e

Enforced 24/7

E

Pay or tow

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Signage with a Purpose

Our signage is the bridge between the online and offline and not only informs people how to pay, but also signals to consumers that they've entered a new type of parking experience.



1 2

Street Signage Windmaster

- 1. Front – Directional Coroplast 24" x 36"
- 2. Back – Contactless parking Coroplast 24" x 36"

3 4

Pricing & Entry

- 3. Pricing Dibond 24" x 36"
- 4. Ticket machine cover Dibond, size varies by site

5 6 7 8

Payment & Wayfinding

- 5. Pay by Phone Dibond 24" x 24"
- 6. How this Works Dibond 12" x 24"
- 7. Enforcement Dibond 12" x 24"
- 8. Wayfinding Coroplast 24" x 36"

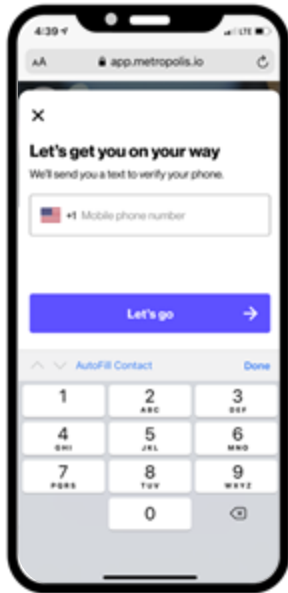
9 10 11

Enforcement & Reminders

- 9. Tow Warning Coroplast 24" x 36"
- 10. Terms & conditions (market-specific) Dibond 24" x 36"
- 11. Reminder Coroplast 18" x 24"

Transient parkers complete sign up once then payment is automatic every subsequent visit

Step 1: input phone number

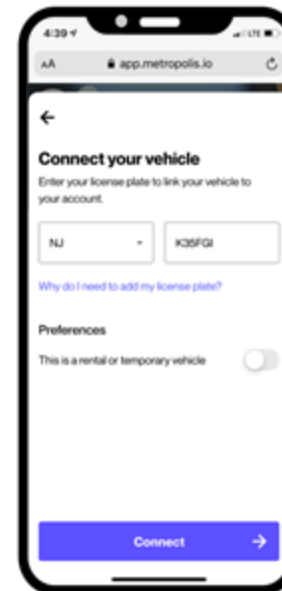


Metropolis is fully supported by mobile web and does not require an app download to park/create an account

Step 2: authenticate

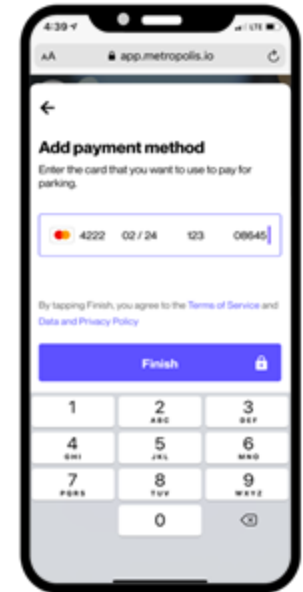


Step 3: add plate



License plate entry is auto-filled after the first few characters based on license plate capture at entry

Step 4: add payment



Seamless Monthly Parker Onboarding

Our team works with ownership, tenant representatives, and the incumbent operator to register each monthly parker. After signing up once, a monthly parker's license plate becomes their credential for access to each facility. Once onboarded, each tenant has the ability to add, remove, or edit license plates on their account.

Step 1

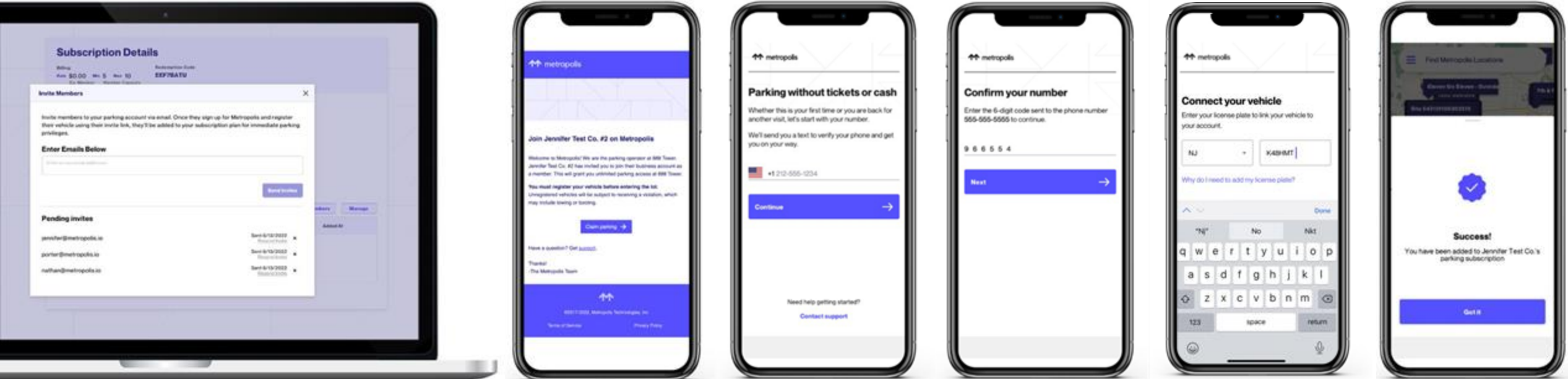
Email addresses are entered into the Admin App by property management or Metropolis onboarding specialists

Step 2

Monthly parkers receive an email with a link to the Metropolis Member (web) App

Step 3

Monthly parkers onboard themselves, with their enterprise subscription auto-applied



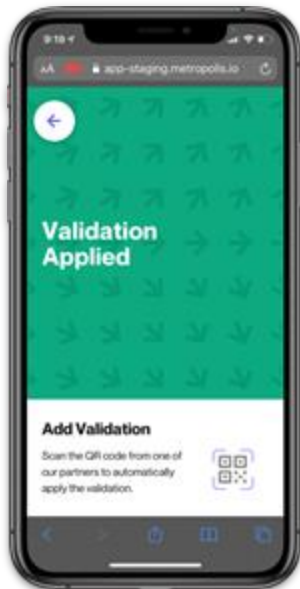
Paper Validations (“Visitor Passes”) are Over

Customers can apply validations directly

Customers may validate parking at participating businesses by simply scanning the QR code that Metropolis provides to each business; customers must be given access to the QR code by the business in order to apply the validation



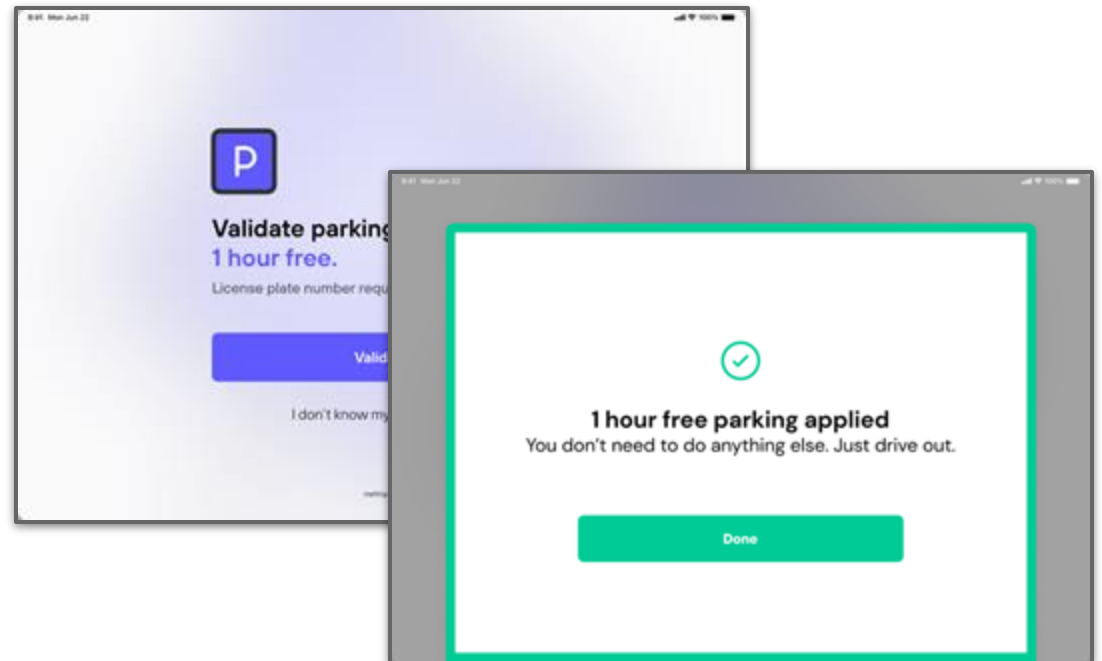
Validate your visit



Validation success

or the business can add the validation for them

The business can also add a validation on the back end via a web portal that Metropolis provides access to



Web Portal for Participating Businesses

05.

Automated Enforcement

Automated Enforcement

Visitors leaving the facility without registering an account or paying for parking are sent violations in the mail.

Visit Captured

Unregistered and unpaid users of CV-enabled locations will be sent fines via automated skip tracing and enforcement.

Violation Sent

Our skip tracing program looks up registered owner information based on the plate captured.

Plate Traced

A violation is issued and sent to the registered address of the plate.



McKinley Payments

144 2nd Avenue North

3rd Floor

Nashville, TN 37201



Mark Jones

456 Second Street

City, State 12345

Violation summary

Violation #

123-456-789

Total due

\$62.25

Pay by

Dec 28, 2021



Parking Violation

First Notice of Enforcement

A vehicle registered in your name exited without paying the parking fare due at the end of your visit. As the registered owner of this vehicle, you are liable for payment as documented in this notice.

All payments must be completed online at mckinleypayments.com by the due date otherwise your account will be referred to a collections agency. No checks or cash will be accepted.

For help or to dispute this violation, contact help@mckinleypayments.com

Scan QR code to pay online



or visit www.mckinleypayments.com

1 Enter violation number 123-456-789

2 Pay with a credit or debit card

For help or to dispute this violation, contact help@mckinleypayments.com

Violation details

License plate number

K35QDH

Entry

Nov 28, 2021

4:05 PM

Exit

Nov 28, 2021

6:45 PM





Pay by

Violation number

Facility

Parking operator

Unpaid parking fare

Violation fine

Total due

1234 Fourth Street

Nashville, TN 37011

Premier Parking

\$10.00

\$55.25

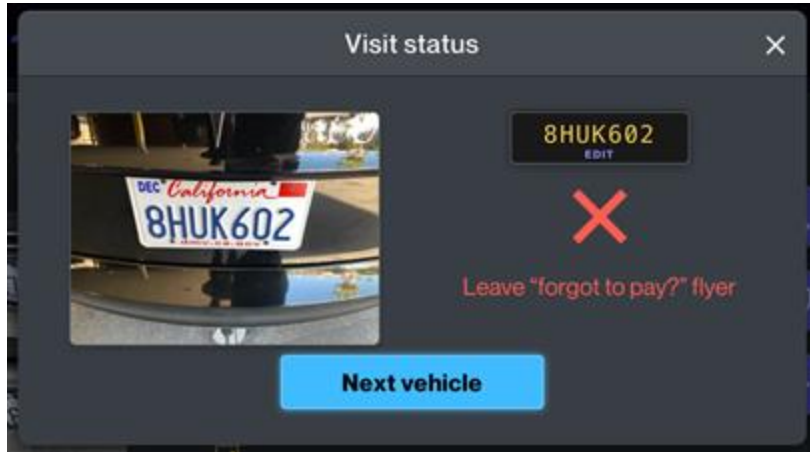
\$65.25

Confidential and Proprietary 2023

Metropolis.io

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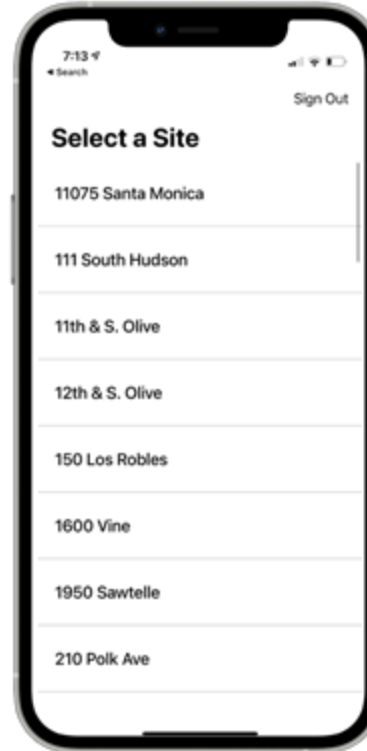
Simplifying Enforcement With Metropolis



Uncover Bandits

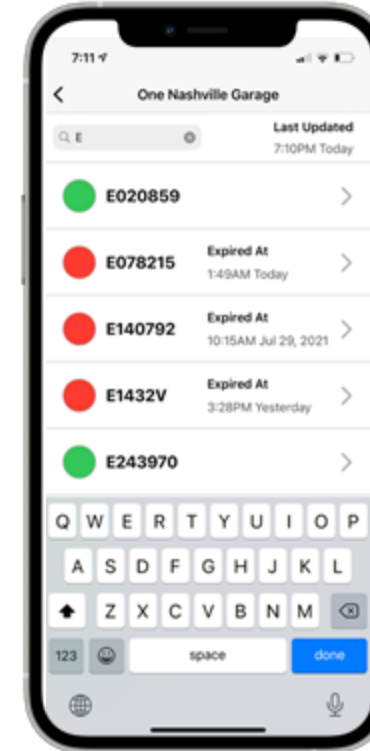
Bandit accounts are determined based on a total count of unpaid visits at a specific site or across all Metropolis locations.

After 3 unpaid visits, a bandit account will be identified and either ticketed or towed where applicable. For first time unpaid visitors, a visitor will be left a flyer informing them how to pay.



Select a Site

Enforcement officers select the location within an internal operations application.



Review Flags

License plates are displayed with red and green dots indicating a parker's account status.



Enforce / Convert

If intercepted in person and instead of defaulting to ticketing, customers are incentivized to sign up and finish their account creation, including updating their payment info.

06.

Financial Proposal

Simple and transparent pricing, with incentive to drive more revenue

Metropolis rejects the cost-plus model and instead leverages a SaaS model and payment-related fees to drive asset-level performance, increase transparency, and reduce opex for real estate partners. We earn revenue in two ways:

1

Metropolis Platform Fees from Partners

Monthly per space fee that covers provisioning of the entire Metropolis platform, including access control, specialist applications, data portal and dashboard access, and frequent software updates.

2

Service Fees from Consumers

Transaction-based fees that are paid by the end consumer to help offset operating costs to real estate partners. These fees cover Metropolis communications (SMS, email), cloud computing, and other utilization-based costs. Subject to the then-current [terms and conditions](#).

Metropolis year 1 pro forma

Metropolis Pro Forma	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Oct 26	Nov 26	Year 1
Parking Revenue													
Transient Revenue	\$82,458	\$83,274	\$75,110	\$83,274	\$80,008	\$84,090	\$80,008	\$82,458	\$84,090	\$80,008	\$83,274	\$80,825	\$978,879
Monthly Revenue	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$19,000	\$228,000
Gross Revenue	\$101,458	\$102,274	\$94,110	\$102,274	\$99,008	\$103,090	\$99,008	\$101,458	\$103,090	\$99,008	\$102,274	\$99,825	\$1,206,879
Less: Parking Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Revenue	\$101,458	\$102,274	\$94,110	\$102,274	\$99,008	\$103,090	\$99,008	\$101,458	\$103,090	\$99,008	\$102,274	\$99,825	\$1,206,879
Operating Expenditures													
Fully Loaded Payroll	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$32,091	\$385,090
Business Fees & Licenses	\$1,500	-	-	-	-	-	-	-	-	-	-	-	\$1,500
General Liability Insurance	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$1,106	\$13,275
Repairs & Maintenance	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$7,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$7,200	\$36,400
Supplies	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$1,400	\$16,800
Payment Processing Fees	\$2,989	\$3,015	\$2,750	\$3,015	\$2,909	\$3,042	\$2,909	\$2,989	\$3,042	\$2,909	\$3,015	\$2,936	\$35,519
24/7 Support	\$563	\$563	\$563	\$563	\$563	\$563	\$563	\$563	\$563	\$563	\$563	\$563	\$6,754
Connectivity	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$3,000
Metropolis Platform Fee	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$48,000
Total Expenditures	\$46,099	\$44,625	\$44,360	\$44,625	\$44,519	\$49,652	\$44,519	\$44,599	\$44,652	\$44,519	\$44,625	\$49,546	\$546,338
Gross Profit	\$55,359	\$57,649	\$49,750	\$57,649	\$54,489	\$53,439	\$54,489	\$56,859	\$58,439	\$54,489	\$57,649	\$50,279	\$660,541
Performance Incentive	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Net Operating Income	\$55,359	\$57,649	\$49,750	\$57,649	\$54,489	\$53,439	\$54,489	\$56,859	\$58,439	\$54,489	\$57,649	\$50,279	\$660,541

Summary of economic terms

No Upfront Hardware Investment Required from City of Huntington Park

- **\$0 capex required from ownership, versus \$300k+ to upgrade public parking garages with new PARCS equipment**
- Metropolis provides the necessary hardware and covers installation and maintenance costs to enable and activate the property (estimated \$100k in capex)

Management Agreement Fee Structure

- Pass through costs include fully loaded payroll, repairs & maintenance, insurance, 24/7 support, connectivity and the Metropolis Platform Fee
- Repairs & maintenance plan includes monthly power sweeping, monthly fire maintenance, monthly signage maintenance, monthly waste removal, bi-annually power washing.
- Monthly Metropolis Platform Fee: **\$4,000**
- Estimated Year 1 NOI with Metropolis: **\$660,541**

Term of Contract and Termination Rights

- Metropolis fully covers necessary hardware, signage and installation costs to enable the site
- Three year contract with automatic renewal for additional three year term
- Proposal pricing valid through September 30th, 2025

Metropolis Year 1 Staffing

Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Hrs Per Week
Project Manager	8	8	8	8	8			40
Supervisor	8	8	8	8	8	8	8	56
Onsite Attendant/Porter	8	8	8	8	8	8	8	56
Onsite Attendant/Porter	8	8	8	8	8	8	8	56
								0
								0
								0
Total	32	32	32	32	32	24	24	208

07.

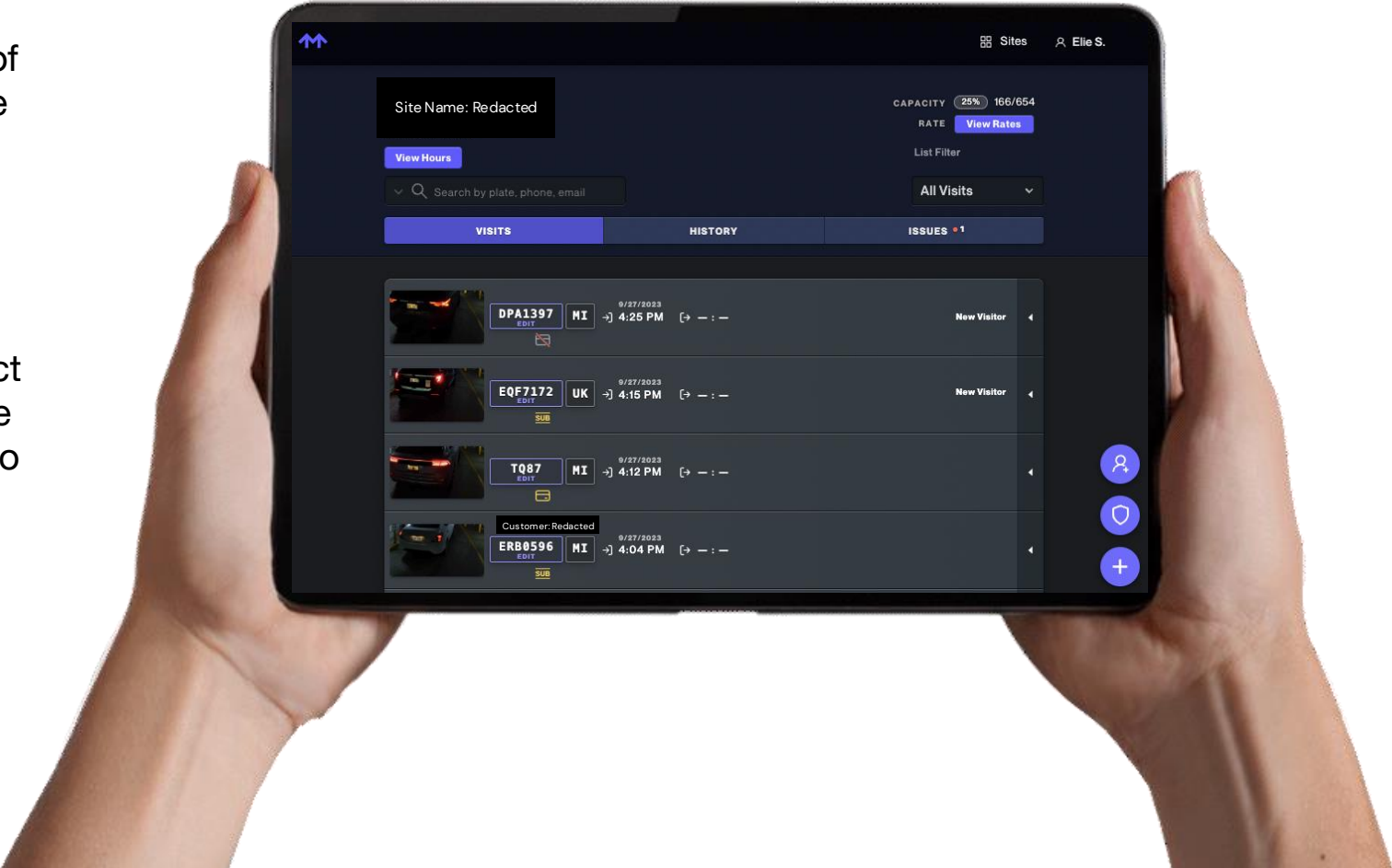
Data & Analytics

Data at our Staff's Fingers

Our local Metropolis personnel have access and routinely monitor a mobile version of the Metropolis Specialist app. This app includes a real-time history of every vehicle that enters and exits each section of the garage, the duration of the visit, and the payment amount (if applicable).

Our team can correct any issues with a visit on site, remotely control gates and parking sessions, intelligently resolve any intercom calls, and have direct access to Metropolis' central control center to resolve any site-related issues immediately. We experience no delays with third party services.

Access is limited to specific access groups within designated areas. Credential sharing or violation of permits are proactively prevented within the technology suite. All activities are monitored and stored for 60 days, thereby improving the security of the garage.



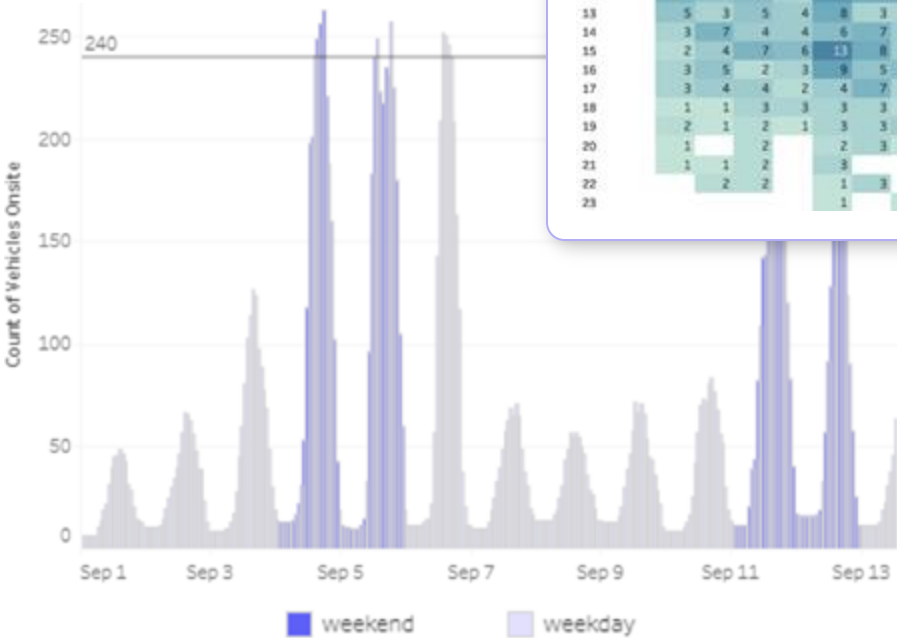
Our garage occupancy data will inform site specific rates and determine a parker’s maximum willingness to pay

Metropolis operations uses the data from our computer vision cameras to continuously improve operations, reduce costs, and determine optimal pricing that is both dependent on market rate surveys and actual customer willingness to pay at our specific location.

Monthly parker entry by hour



Garage capacity utilization by hour



Transient parker entry by hour



Metropolis’ Advanced Analytics Inform Staffing and Marketing Plans

Available to all Metropolis landlords, our data dashboard enables smarter pricing and business development strategies.



Total Visits Over Time
Analyze parking use by first time and repeat visitors

Duration of Visit
Observe length of stay by parking customer type (transient, monthly, valet, etc.)



Entries & Exits
View parking demand on weekdays and weekends based on visit start and end times



Metropolis | Site Occupancy

Select Dates
All

Metro Area
All

Property Name
All

Zone
All

Tenant
All

Occupancy Table By Tenant - Monthly																				
Property Group				Unique LPs With A					January 2022	February 2022	March 2022	April 2022	May 2022	June 2022	July 2022	August 2022	September 2022	October 2022	November 2022	December 2022
Name	Zone	Zone Capacity	Tenant Name	Visit (Tenant)	Average Occupancy	Peak Occupancy	Must Take	May Take												
[REDACTED] (Burbank, CA)	Tenant Garage	273	[REDACTED] INC) - MP	104	9.1	88	78	78												
			[REDACTED] ment	74	18.8	39	36	100												
			[REDACTED]	128	0.5	5	0	100												
			[REDACTED]		21.0	49	50	100												
			[REDACTED]	0	0.0	0	0	100												
			[REDACTED] E	1	0.1	2	0	100												
			[REDACTED]	1	0.1	1	0	27												
			[REDACTED]	10	2.4	6	0	100												
			[REDACTED]	181	2.5	6	4	6												
			[REDACTED]		26.7	68	0	103												
			[REDACTED]	38	8.7	22	0	100												
			[REDACTED]	5	0.8	4	1	1												
			Visitor Garage	54	[REDACTED] E	5	0.1	1	0	10										
[REDACTED]		0.5			3	0	100													
[REDACTED] (Parking Aggregate)	0	0.0			0	0	100													
[REDACTED] C	31	1.6			31	0	27													



08.

Marketing Initiatives



Approach and Methodology

Narrative of Experience

Metropolis was founded to revolutionize mobility through technology. We've grown to become the largest digital parking operator in North America by removing friction, increasing revenue, and reducing labor intensity. Our operations span:

- 4,600+ locations nationwide
- 100+ locations in metro Philadelphia
- High-profile partnerships with airports, entertainment venues, hotel brands, Class A office portfolios, and municipalities
- We've transitioned numerous garages from outdated PARCS systems to fully digital, computer-based vision and AI powered platforms with measurable gains.

Marketing Initiatives

In addition to operations, we support clients with targeted demand generation and visibility strategies. For the County of Chester:

- Cross-Promotion: Target local users with tailored promotions via our app and customer base.
- Google analytics and ad campaigns
- Market presence and a deep clientele base directing visitors and monthly patrons to the County of Chester



Third Party Sales

Outside of our relationships with Spothero, ParkWhiz, and other various 3rd party sales providers, Metropolis owns Parking.com of which allows us the ability to pre-sell parking with our reservation system.



Metropolis will bring net new revenue to the **County of Chester** with strategic partners nationally



Parking Guides

Metropolis Marketing Services will develop a custom parking guide to support the Client's parking needs. The guide will be created for optimal performance on mobile devices and desktop computers, and its home page will include the client's brand design and logo.

Users can access specific content and area destination information from the parking home page to drive incremental parking. The parking guide will be directly accessible from the Client's website and designed to effectively communicate the parking options available for shoppers and visitors to the area.



Revenue Generator #1

Metropolis will enhance the consumer experience by creating a custom parking page for the parking garage. This unique parking page will allow customers a specific site for daily parking and monthly parking.



Revenue Generator #2

Metropolis will list the mixed-use property on parking.com, which has over 500,000 users. The website also allows us to make rate adjustments in real time to maximize peak and off-peak periods, resulting in a higher average ticket transaction.

Parking.com App & Responsive Mobile Website

Metropolis provides mobile access to Parking.com through a user-friendly mobile app and responsive website design. This accommodates the increasing number of consumers who use mobile devices for e-commerce. In addition, the app features GPS-based location identification, turn-by-turn directions, address search, and parking reminders.



Online Sales

Pre-purchasing parking can be an advantage for parkers attending important events. Metropolis offers daily and monthly pre-purchase parking options on mobile apps and websites. Users can pre-purchase parking from home or enroute, with parking passes delivered to their devices for scanning at the location

Revenue Generator #3

The parking garage customers will have the convenience of purchasing daily, monthly and event parking online producing a positive experience resulting in repeat business.

Waze

Partnering with Waze is crucial for parking facilities to enhance visibility and attract more customers. With the increasing use of navigation apps on mobile devices, these apps have become a significant source of drive-up traffic to parking facilities.

By partnering with Waze, Metropolis provides clients with an additional customer support service that guides visitors directly to the parking garage entrance when they search for parking near the location on the app. This value-added service not only improves the overall customer experience but also helps to increase traffic to the parking facility.



Revenue Generator #4

Metropolis will utilize Waze navigation for the parking garage to increase daily transient revenue. Customers searching for parking in the area will view results and navigate to the parking garage. The cost is \$200 per month.

Revenue Generator #5

Metropolis will include the parking garage in the local search listings. This tool provides customers with accurate search information about the parking garage and drives traffic to the location.

Local Search Listing

Ensuring the parking garage is prominent in local search listings is essential to a successful parking promotion. Establishing and maintaining location information across online directories and applications is essential for ensuring online users access accurate information, resulting in improved organic search listings. Major search engines constantly update and manage this data through multiple sources; the location will negatively impact results if not kept up to date.



Search Marketing / Google Ads

Metropolis will develop pay-per-click campaigns that increase search traffic to its parking platforms. This campaign would focus on keywords such as parking near the parking garage to drive online reservations and drive up traffic.

To support these efforts, extensive keyword analysis coupled with competitive assessments will assist the Metropolis team in developing high-performing campaigns.

Revenue Generator #6

Metropolis will create a unique digital campaign for the parking garage that will increase search volume and traffic to the locations. The parking garage would see an increase of 15% through Google Ads’ pay-per-click campaign for an approximate cost of \$300 per month.

Revenue Generator #7

Metropolis will activate Facebook ads to promote specials and events to increase revenue and traffic for destinations near the parking garage. The spend is typically \$100.

Social Media

Metropolis has extensive experience leveraging social media channels to reach and engage customers effectively. Our national and city-targeted campaigns and market segment programs can help you connect with your target audience on social media platforms like Facebook, Twitter, and LinkedIn.

Our proven track record in implementing social ads and media engagement campaigns can support your sales strategies and drive customer engagement. In addition, we will work with you to identify the appropriate social media channels that align with your business objectives and develop integrated activities with your overall strategy to ensure maximum impact.

Geofencing

Metropolis uses a customer data platform to target parkers specifically. It tracks customers through their mobile phones, monitors their behavior, and deploys hyper-targeted display campaigns to existing customers, competitors' customers, and local points of interest. The platform also provides consumer insights, demographic information, and competitor intelligence



Revenue Generator #8

Metropolis will activate Facebook ads to promote specials and events to increase revenue and traffic for destinations near the parking garage. The spend is typically \$100.

↑↑ metropolis



Parking
Parking
Parking
Parking
Perfection
Parking
Parking
Parking
Parking
Parking
Parking

No tickets.
Come on in!

Welcome to Metropolis

↑↑ metropolis

ITEM 5



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

September 23, 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 MEASURE A FUNDS TO THE SALVATION ARMY BELL SHELTER AS THE SUBRECIPIENT TO PROVIDE HOMELESS SERVICES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Award a One (1) year subrecipient agreement to provide homeless services by The Salvation Army Bell Shelter for the not-to-exceed amount of \$194,910; and
2. Authorize the City Manager to execute the Subrecipient agreement

BACKGROUND

On November 4, 2024, the voters of Los Angeles County approved the Affordable Housing, Homelessness Solutions, and Prevention Now Transactions and Use Tax Ordinance (Measure A) a one-half cent sales tax countywide, to fund critical programs designed to reduce and prevent homelessness within the County.

The City of Huntington Park was awarded Measure A – Affordable Housing, Homelessness Solutions, and Prevention Now Transactions and Use Tax Ordinance funding to implement services to fund critical programs designed to reduce and prevent homelessness with the County of Los Angeles.

In August 2025, the City accepted Measure A funds from the County of Los Angeles in form of a funding agreement. The term of the Agreement shall remain in force through June 30, 2031. For fiscal year 2025-2026 the City of Huntington Park was allocated \$446,824. Funding amounts for subsequent fiscal years for the term is contingent upon the County's receipt of allocated Measure A funds and approval by the County Board.

CONSIDERATION AND APPROVAL OF THE TO AWARD MEASURE A FUNDS TO THE SALVATION ARMY BELL SHELTER AS THE SUBRECIPEINT TO PROVIDE HOMELESS SERVICES

September 23, 2025

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PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The County of Los Angeles eligible activities for Measure A funds include:

1. Preventing Homelessness
2. Mental Health
3. Outpatient and residential substance use treatment
4. Case Management and outreach services
5. Employment services
6. Expedited placements in permanent housing
7. Enhanced emergency housing and interim housing
8. Enhanced services for transition-age youth and children; and
9. Affordable housing for people experiencing, or at risk of homelessness

The following activities/budget was identified in the City's funding agreement with the County for use of Measure A funds.

III. Project Budget

Total Agreement Sum: \$446,824

The budget listed below represents the maximum Measure A funding that Local Jurisdiction may receive for the applicable fiscal year, subject to the County Board of Supervisors' ("Board") annual approval. Any increase in funding for a given fiscal year is at the sole discretion of the County and must be implemented through a written amendment to this Agreement. All allocations approved by the County Board are made available through the term of the agreement.

- o Year One: July 1, 2025 – June 30, 2026, Total Agreement sum shall not exceed \$446,824.

BUDGET		
1A	Interim Housing Beds (estimated rate of \$89 per night for 6 beds)	\$194,910
2A	Rental Assistance (estimated \$9,321 of rental assistance for up to 6 months per household)	\$186,420
3A	Administrative Cost - Housing Specialist (1.0 FTE)	\$65,494
	TOTAL AMOUNT	\$446,824

CONSIDERATION AND APPROVAL OF THE TO AWARD MEASURE A FUNDS TO THE SALVATION ARMY BELL SHELTER AS THE SUBRECIPIENT TO PROVIDE HOMELESS SERVICES

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This project falls under the eligible uses of Local Solutions Fund (LSF), as outlined in the County's Measure A Local Solutions Fund Eligible Uses, Section 1.2. Activities under Eligible Use, Group 1 must directly contribute to achieving Measure A Goal 1 (reducing unsheltered homelessness) or Goal 3 (increasing permanent housing placements) and may include the following: homeless prevention; permanent housing for PEH; interim housing for PEH; expedited placements in permanent housing for PEH; employment services for PEH; or enhanced services for Transition-Age Youth and children experiencing or at-risk of homelessness.

Salvation Army Bell Shelter

The Salvation Army Bell Shelter provides a supportive, safe, and nurturing environment for adults who are experiencing homelessness, where each interaction protects and promotes the dignity, self-reliance, and wellbeing of Participants. The goal of each employee is to provide each Participant with the best opportunity to access and maintain permanent housing and a higher quality of life, emotionally, physically, and spiritually.

The City of Huntington Park has been contracting with the Salvation Army Bell Shelter in partnership with the City of Bell, Bell Gardens, Commerce, Cudahy, Maywood, and South Gate and Vernon since July 5, 2022.

To continue such efforts and since the city is receiving Measure A funds directly from the County, the City of Huntington Park will be contracting directly with the Salvation Army Bell Shelter to provide six (6) beds per night for a period of one year for an amount not to exceed \$194,910.

The funds will support the operation of six (6) interim housing beds at the Salvation Army Bell Shelter for unaccompanied adults. The funding will contribute to the operating costs of these beds based on an estimated bed rate of \$89 per night. The project aims to provide temporary shelter to individuals experiencing homelessness, with an expected length of stay of up to 180 days per participant. The primary goal of the interim housing project is to facilitate transitions from interim housing to permanent housing placements.

FISCAL IMPACT/FINANCING

CONSIDERATION AND APPROVAL OF THE TO AWARD MEASURE A FUNDS TO THE SALVATION ARMY BELL SHELTER AS THE SUBRECIPEINT TO PROVIDE HOMELESS SERVICES

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The following budget appropriations for Fiscal Year 2025-2026 are requested:

City will utilize budgeted Measure A Local Solutions funds in the amount of \$194,910 to fund this service agreement under Account Number: 336-5210-463.51-06.

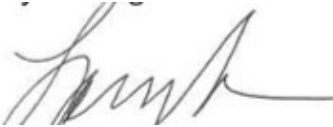
CONCLUSION

Upon the Council's direction, staff will proceed with actions as directed.

Respectfully submitted,



RICARDO REYES
City Manager



Louis Morales
Interim Community Development Director

Attachments:

- A. Salvation Army Service Agreement

ATTACHMENT "A"

AGREEMENT BETWEEN THE CITY OF HUNTINGTON PARK AND THE SALVATION ARMY

This Agreement ("Agreement") is entered into this 23rd of September 2025 between the City of Huntington Park, California Municipal Corporation, (herein called the "Grantee"), and The Salvation Army, a California corporation, located at 30840 Hawthorne Blvd., Rancho Palos Verdes, California 90275, acting through its Bell Shelter (herein called the "Subrecipient").

WHEREAS Organization desires to secure the services of Subrecipient and Subrecipient represents that Subrecipient possesses the requisite qualifications, experience, and expertise to provide same to Organization,

WHEREAS the Subrecipient represents that it is California nonprofit religious corporation with Federal Employer Identification Number 94-1156347.

NOW THEREFORE, it is agreed between the Parties hereto that:

I. SCOPE OF SERVICES

Subrecipient shall provide the services described in Exhibit A, attached hereto and made a part hereof as though set forth in full.

II. TERM OF MEMORANDUM OF UNDERSTANDING (MOU) AND TIME OF PERFORMANCE.

The MOU is effective from August 6, 2025, to June 30, 2026. Services of the Subrecipient shall start on August 6, 2025, and end on June 30, 2026.

A. Indemnification and Legal Compliance.

1. SUBRECIPIENT hereby waives all claims against Organization for any injury or damage to any person or property from any cause whatsoever (other than Organization's or its agent's, SUBRECIPIENT's, or employee's gross negligence or willful misconduct) which arises out of or in connection with the matters covered by this Agreement.
2. Each Party (the "Indemnifying Party") shall indemnify, hold harmless, and, at the request of the other Party, defend the other Party (the "Indemnified Party") from and against any and all claims, losses, liabilities, penalties, costs, and expenses, including reasonable attorney's fees, established by judgment, alternative-resolution award, or determination of any administrative or regulatory body asserting authority over either party or the subject matter of this Agreement, arising from (a) any material breach of any provision of this Agreement or (b) the negligence or willful misconduct in the performance of obligations hereunder by the Indemnifying Party or any employee, agent, or other representative of the Indemnifying Party.
3. The provisions of this Section 5 shall survive the expiration or termination of this Agreement with respect to any claims or liability arising prior to such expiration or termination.
4. SUBRECIPIENT agrees to and represents and warrants to Organization that it will abide by any and all laws, regulations, or other legal requirements applicable to it performing the services described herein to Organization.

B. Insurance.

1. SUBRECIPIENT shall obtain and maintain throughout the term of this Agreement policies of insurance as required by law and described more particularly below: (check each type to be required)

☒ Commercial General Liability insurance: said policy shall be written with limits no less than \$1,000,000 per occurrence and \$1,000,000 general aggregate and said policy shall endorse Organization as additional insured.

☒ Automobile Liability insurance: said policy shall be written with a combined single limit no less than \$1,000,000, and said policy endorse Organization as additional insured.

☒ Worker's Compensation insurance: in an amount and form to meet all applicable requirements of the Labor Code of the State of California, and which specifically covers all persons providing services by or on behalf of the Subrecipient and all risks to such persons under this Agreement and including Employer's Liability coverage with a \$ 1 million per accident.

☒ Professional Liability insurance: said policy shall be written with limits no less than \$1,000,000 per claim insuring against loss of money, securities, or other property referred to hereunder which may result from dishonesty or fraudulent acts of officers, directors, or employees of the Subrecipient, disappearance, destruction or wrongful abstraction inside or outside the premises or Subrecipient, while in the care, custody or control of the Subrecipient, or Sustained through forger or direction to pay a certain sum in money.

2. All policies must:

- a) be primary and noncontributory as to coverage which requires additional insured endorsement as described above;
- b) contain a waiver subrogation rights by the insurer;
- c) be on an occurrence form, with the exception of Workers' Compensation.

3. Upon the execution of this Agreement, SUBRECIPEINT shall furnish to Organization all certificates of insurance and additional insured endorsements evidencing the required coverage on execution of this Agreement. SUBRECIPEINT shall maintain the following coverage with no less than the limits of liability specified throughout the term of this Agreement.
4. The certificates of insurance shall provide that there can be no cancellation or reduction of coverage with at least 30 days' prior written notice to Organization. If such notice of cancellation is given, SUBRECIPEINT shall be required to obtain the same coverage prior to expiration of any other coverage and shall provide Organization with written proof of having obtained such coverage.
5. Notwithstanding any other provision of this Agreement, SUBRECIPEINT may satisfy any or all of the insurance obligations under this Section 6 through a program of self-insurance

C. Additional Provisions. SUBRECIPEINT acknowledges that this Agreement is not subject to the provisions of one or more agreements for funding, attached hereto as Exhibit(s) N/A and made a part hereof as though set forth in full. If this Agreement is subject to such provisions, then SUBRECIPEINT represents that SUBRECIPEINT has read and agrees to comply with them in any way that they are applicable to SUBRECIPEINT and as further made applicable to SUBRECIPEINT by virtue of this Agreement.

D. Reports and Auditing. SUBRECIPEINT, when requested, shall provide written reports to Organization with respect to the services rendered hereunder; and SUBRECIPEINT agrees that any documents prepared for Organization within the scope services shall be the sole and exclusive property of Organization. SUBRECIPEINT agrees to make available all records necessary to verify SUBRECIPEINT's compliance with this Agreement, including, but not limited to schedules, wage records, payment records, receipts, and financial statements, upon reasonable written notice or as required by law. Each Party agrees that any documents or records prepared for or provided to the other under this Section will remain confidential unless otherwise required by law or expressly agreed in writing by the disclosing Party.

Reporting requirements include, but are not limited to the following:

1. Quarterly Reports: Subrecipient shall submit a Subrecipient Performance Report (SPR) that details the status of work performed, including project specific key performance indicators and target specific outcomes. All quarterly reports and supporting documents shall be submitted within 15 days after each quarter.
2. Annual Reports: Subrecipient shall submit an annual report 15 days after the end of the fiscal year detailing the use of the Funds, including: The amounts of Funds received and spent in the previous fiscal year, the status of any projects or work funded by the Funds, and any remaining Funds

E. Confidentiality. Each Party agrees to abide by any requests for confidentiality that the other should make, provided that the requests are specific and directed to particular services or documents, including correspondence and emails. The Parties agree to treat all information related to third parties served under the scope of services of this Agreement as confidential, and each Party further agrees not to disclose such information without the prior, written consent of the person served and the other Party to this Agreement. The nature of the services provided under this contract does not implicate the provisions of confidentiality laws or regulations requiring a specific kind of contract governing information sharing between the Parties, which if implicated is attached hereto as Exhibit N/A and made a part hereof as though set forth in full.

F. Subcontracting and Assignment. SUBRECIPEINT may not subcontract or assign any right or obligation under this Agreement to any third party without the prior, express, written consent of Organization. Any such attempt to assign, delegate, or subcontract without proper approval shall be void.

G. No Third-Party Beneficiary. This Agreement is made solely for the benefit of the Parties, including their respective successors and assigns subject to the terms of this Agreement, and no other person or entity may have or acquire any right by virtue of this Agreement, including without limitation those clients served under its scope of work.

H. Conflict of Interest. SUBRECIPEINT shall timely disclose to Organization any relationship with any third-party creating a potential conflict of interest, including other employment relationships, contracts, family and business associations by which SUBRECIPEINT benefits, directly or indirectly, or has an interest, financial or otherwise. SUBRECIPEINT represents that there is no actual conflict of interest between the SUBRECIPEINT's engagements, employments, or familial or contractual relationships with third parties and Organization.

I. Governing Law. This Agreement shall be governed according to the laws of the state in which services are performed.

J. Counterparts and Copies. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Electronically transmitted or reproduced copies of signed documents are valid to the same extent as though bearing original signatures.

III. COMPENSATION AND METHOD OF PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this MOU shall not exceed \$194,910. Drawdowns for the payment of eligible expenses shall be made against the line-item budgets specified in Exhibit B herein and in accordance with performance. Expenses for general administration shall also be paid against the line item budgets specified in Exhibit B and in accordance with performance.

The Subrecipient shall establish and maintain on a current basis an adequate accounting system in accordance with Generally Accepted Accounting Principles ("GAAP") Standards, and the County Auditor Controller Agreement Accounting and Administration Handbook. Regardless of the Subrecipients method of accounting, expenses must be reported in accordance with the Agreement.

IV. NOTICES

Notices required by this MOU shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this MOU shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

*Notices. Written notice by either Party to the other shall be effective three business days after mailing by registered mail to:

Grantee
City of Huntington Park
Attn: Jose Maldonado

6550 Miles Avenue
Huntington Park, CA 90255

Subrecipient

The Salvation Army, Bell Shelter
Attn: Paula Del Pozo
5600 Rickenbacker Road, Bldg. 2A/B
Bell, CA 90201

with copy to

The Salvation Army
Attn: Territorial Secretary for Business
30840 Hawthorne Blvd.
Rancho Palos Verdes, California 90275

V. SPECIAL CONDITIONS

This section has been intentionally left blank.

VI. GENERAL CONDITIONS

A. General Compliance

This Agreement shall be governed by and construed in accordance with the laws of the State of California. To the maximum extent permitted by applicable law, the Subrecipient and the Grantee agree and consent to the exclusive jurisdiction of the courts of the State of California for all purposes concerning this Agreement and further agree and consent that venue of any action brought in connection with or arising out of this Agreement, shall be exclusively in the County of Los Angeles.

B. "Independent Contractor"

Nothing contained in this MOU is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent Contractor" with respect to the services to be performed under this MOU. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent SUBRECIPIENT.

C. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this MOU.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this MOU.

E. Insurance and Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

Prior to commencing performance of the services required by this MOU, the Subrecipient shall provide the Grantee evidence of insurance by contacting the City Clerk. Insurance shall be maintained in full force and effect at all times that this MOU remains in effect.

F. Grantee Recognition

The Subrecipient shall ensure recognition of the role of the Grantee in providing services through this MOU. All activities, facilities and items utilized pursuant to this MOU shall be prominently labeled as a funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this MOU.

G. Amendments

The Grantee or Subrecipient may amend this MOU at any time provided that such amendments make specific reference to this MOU, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this MOU, nor relieve or release the Grantee or Subrecipient from its obligations under this MOU.

The Grantee may, in its discretion, amend this MOU to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this MOU, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

H. Suspension or Termination

The City may suspend or terminate this MOU if the Subrecipient materially fails to comply with any terms of this MOU, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and Measure A guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this MOU;
3. Ineffective or improper use of funds provided under this MOU; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

This MOU may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

Upon termination, the Grantee shall be liable to the Subrecipient only for work done by the Subrecipient up to and including the date of termination, unless the termination is for cause, in which event the Subrecipient needs to be compensated only to the extent required by law.

The Subrecipient hereby expressly waives any and all claims against CDD for damages for compensation arising under this MOU except as set forth in this Section in the event of such termination.

Further, the Grantee may immediately terminate this MOU upon the termination, suspension, discontinuation or substantial reduction in Measure A funding for the MOU activity or if for any reason the timely completion of the work under this MOU is rendered improbable, infeasible or impossible. In such event, the Subrecipient shall be compensated for all services rendered and all necessarily incurred costs performed in good faith, in accordance with the terms of this MOU, that have not been previously reimbursed, to the date of said termination, to the extent Measure A funds are available.

VII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Subrecipient agrees to comply with Generally Accepted Accounting Principles ("GAAP") and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Subrecipient shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21, "Cost Principles for Educational Institutions," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records required by the County of Los Angeles Measure A funds. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records demonstrating that each activity undertaken meets one of the National Objectives of the Measure A program;
- c. Records required to determine the eligibility of activities;
- d. Records documenting compliance with the fair housing and equal opportunity components of the Measure A program;

2. Retention

The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the MOU for a period of five (5) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the MOU are reported on for the final time. Records shall be open and available for inspection by auditors and/or other staff assigned by HUD and/or the Grantee during the normal business hours of the Subrecipient. If at the end of such four-year period, there is ongoing litigation, claims, negotiations, audit or other action involving the Subrecipient's or Grantee's records, which has started before expiration of the four-year period, the Subrecipient will retain the records until the completion of the action and resolution of all issues which arise from it.

3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-Outs

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment,

unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this MOU shall remain in effect during any period that the Subrecipient has control over Measure A funds, including program income.

6. Audits and Inspections

All Subrecipient records with respect to any matters covered by this MOU shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning subrecipient audits.

C. Reporting and Payment Procedures

1. Indirect Costs

If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

2. Payment Procedures

The Grantee will pay to the Subrecipient funds available under this MOU based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

D. Procurement

1. Compliance

The Subrecipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this MOU.

2. Travel

The Subrecipient shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this MOU.

VIII. PERSONNEL AND PARTICIPATION CONDITIONS

A. Civil Rights

1. Compliance

The Subrecipient agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the

Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

B. Affirmative Action

1. Approved Plan

The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro- Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian- Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Subrecipient shall furnish and cause each of its own subrecipients or subrecipients to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, County or its agent, or other authorized officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal employment Opportunity and Affirmative Action (EEO/AA) Statement the Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. SUBRECIPIENT Provisions

The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or SUBRECIPIENTS.

C. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this MOU without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

a. Approvals. The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

b. Monitoring. The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.

c. Content. The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this MOU.

d. Selection Process. The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this MOU shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:

- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c. No covered persons who exercise or have exercised any functions or responsibilities with respect to Measure A-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the Measure A-assisted activity, or with respect to the proceeds from the Measure A-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a “covered person” includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

4. Copyright

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

5. Religious and Political Activities

The Subrecipient agrees that funds granted by the Grantee under this MOU will be used exclusively for performance of the Measure A-funded activity required under this MOU, and that no funds made available under this MOU shall be used to promote religious or political activities. Further, the Subrecipient agrees that it will not perform, nor permit to be performed, any religious or political activities in connection with the performance of this MOU, as required under 24 CFR 570.200(j). Furthermore, the Subrecipient agrees that no funds provided, nor personnel employed under this MOU, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

E. Drug Free Workplace

The Subrecipient agrees to provide a drug-free workplace by ensuring that:

1. The unlawful manufacture, distribution, dispensing, possession, sale, use, and/or transportation of narcotics, drugs, controlled substances, or alcoholic beverages by employees while on duty, driving a Grantee vehicle or on Grantee property is illegal and forbidden. Further, no employee shall report to work under the influence of narcotics, drugs, controlled substances, whether prescribed or not, alcohol, or any other substance which may impair the employee’s ability to perform the job in a safe and efficient manner. Violation of this policy may result in disciplinary action, up to and including termination, even for a first offence. However, reasonable efforts at rehabilitation will be

offered to encourage employees to remain active and productive members of the Grantee's workforce.

2. Employees are responsible for maintaining a work environment free from the adverse effects of alcohol and drugs and adhering to Grantee policy regarding alcohol and drug use. Failure of an employee to submit to the procedures of this policy may be deemed insubordination and result in disciplinary action.

F. Americans with Disabilities Act

The Americans with Disabilities Act (42 U.S.C. 12131; 47 U.S.C. 155.201, 218 and 225) (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, State and local government services, and telecommunications. It further provides that discrimination includes a failure to design and construct facilities for first occupancy after January 26, 1993, that is readily accessible to and usable by individuals with disabilities. Further, the ADA requires the removal of architectural barriers and communication barriers that are structural in nature in existing facilities, where such removal is readily achievable. SUBRECIPIENT shall comply with the ADA.

G. Discrimination

1. The Subrecipient represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age, handicap, or any other classification protected by federal or state law. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. In addition to the Subrecipient obligations under this MOU, the Subrecipient shall also comply with all relevant provisions of any Grantee minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

2. The Subrecipient shall not discriminate on the basis of race, color, national origin or sex, exclude any person from participation in, deny any person the benefits of, or subject any person to discrimination under any program or activity related to the Measure A-funded activity, or otherwise, whether in whole or in part with the Measure A Funds.

IX. SEVERABILITY

If any provision of this MOU is held invalid, the remainder of the MOU shall not be affected thereby, and all other parts of this MOU shall nevertheless be in full force and effect.

X. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this MOU are included for convenience only and shall not limit or otherwise affect the terms of this MOU.

XI. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XII. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this MOU, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this MOU.

List of Exhibits.

Exhibit A – Scope of Work
Exhibit B – Budget

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date last below written:

ORGANIZATION:

City of Huntington Park ,

By: _____

Its: _____

Dated: _____

SUBRECIPEINT:

The Salvation Army,
a California corporation

By: _____

Its: _____

Dated: _____

Attest: _____

Its: _____

Dated: _____

EXHIBIT A – SCOPE OF WORK

The contractor shall provide the following:

- 1) 6 beds of **Reserved Crisis/Bridge Housing Beds** for single adult (age 18+) participants referred by the collaborator. Participants may stay for an initial period of ninety (90) days, which may be extended on a monthly basis provided the participant is actively working on a housing plan with his/her case manager. The Salvation Army Bell Shelter has the right not to extend the stay of any participants beyond any 30-day period or extension if the individual is not actively working with his/her case manager on a housing plan. In addition, The Salvation Army Bell Shelter has the right to terminate services for any participant according to the shelter's established Termination Policy. We will provide at least three (3) referrals to other programs for any participant who is terminated or whose stay is not extended.

The beds reserved by the collaborator are classified as Crisis or Bridge Housing beds; as such they are operated with a low barrier/low demand, trauma-informed program design. This means participants do not have to commit to sobriety or adherence to medications for health or mental health conditions. Some beds will be available in a sober living environment in a separate building for participants who choose a sober living environment. However, The Salvation Army Bell Shelter reserves the right to assess all individuals referred by the collaborator and to deny entry to any individuals who pose a safety threat, require a higher level of care, cannot be documented as "homeless", have a history of arson, or are registered sex offenders.

- 2) **Comprehensive Supportive Services** for participants utilizing the collaborator reserved Crisis/Bridge Housing beds include, but are not limited to:
 - **Intake Processing** - including working collaboratively with the Homelessness Coordinator.
 - **Program Orientation**
 - **Comprehensive Needs Assessment** - psychosocial assessment focusing on identification of strengths and areas of growth, which is used as a basis to inform the development of an individualized case plan.
 - **Individualized Case Management** with development of an Individualized Service Plan including a Housing Plan.
 - **Referrals to Health Care/Mental Health Services**- currently, health care, including COVID-19 vaccination and testing, primary care and referrals, TB testing, etc.
 - **Substance Abuse Supports**- including referrals to outpatient treatment programs.
 - **Life Skills Classes**- including household budgeting, anger management, coping skills, landlord/tenant issues, conflict resolution.
 - **Employment supports and job referrals**
 - **Transportation Assistance**- including, when staffing allows.
 - **Benefits Advocacy**- including SSI/SSDI, food stamps, Medi-Cal, housing vouchers, etc.
 - **Documentation Preparation Assistance**- including helping participants obtain ID/driver's license, birth certificates, verification of income and/or homelessness

- **Permanent Housing Placement Assistance** - including assistance with identifying housing opportunities, assisting clients identify voucher and other housing assistance programs, and assisting with landlord negotiations.
- 3) **Operational Services/Supports** for participants included in this agreement at any time include, but are not limited to, three (3) hot, nutritious meals daily, evening snack, bed linens/towels, hygiene supplies, access to laundry facilities, access to indoor and outdoor recreational facilities, and social/holiday events.
 - 4) **COVID-19- Public Health Protocols and Collaboration**- The Salvation Army Bell Shelter will continue to work closely in collaboration with the Los Angeles County Department of Public Health (DPH) to mitigate potential spread of infection/disease related to the ongoing COVID-19 global pandemic. Proactive measures have and will be taken to operate programs and facilities according to DPH, CDC, and California Department of Public Health guidelines and directives, including following Public Health Orders that may be issued by State and Local officials from time to time. These efforts will be geared toward protecting the health and well-being of all participants and staff and the continued smooth/safe operation of the program and facility, while minimizing disruptions to service delivery and intake process for new participants.
 - 5) **Measurable Outcomes** - The Salvation Army Bell Shelter will strive to inspire success for all participants. The measurable outcomes for this grant are as follows:
 - (a) 26 unduplicated individuals will be served each year during the term.
 - (b) 20% of participants (of those able to work- e.g. not disabled or retired) will be employed by exit date.
 - (c) 20% of participants will exit to permanent housing.
 - (d) 85% of participants will complete a Housing Plan.
 - (e) 10% of participants will exit to another level of care (DMH IHP, other stable temporary housing location).
**{Note: we will redirect any Veterans who are referred to this program to our existing VA beds, so they would not enter the project and would not be counted in this measure. We can't do the same for DMH, because the participant needs to be screened and enrolled by DMH before they can transfer to the DMH Interim Housing Program at Bell Shelter or another facility.}*

EXHIBIT B-BUDGET

The Organization shall provide the following:

- 1) **Referrals of individuals who are experiencing homelessness** for consideration for acceptance into the Crisis Housing Program at The Salvation Army Bell Shelter.
- 2) Organization shall pay Contractor at the rate of \$89 per bed per night for 6 reserved beds, not to exceed a total compensation of \$194,910.00, for the term of this Agreement, paid monthly in arrears upon the presentation of an invoice.

THE SALVATION ARMY BELL SHELTER

Annualized Budget for 6-beds Crisis Housing Program for Huntington Park Budget FY 2025

Personnel Expenses:		Cost of Program
	Salaries & Allowances	\$ 107,999
	Officer & Employee Benefits	\$ 17,712
	Employment Taxes	\$ 9,010
Total Personnel Expenses		\$ 134,721
Operating Expenses:		
	Professional Fees	\$ 5,140
	Supplies	\$ 10,192
	Telecommunications	\$ 324
	Postage & Shipping	\$ 7
	Occupancy	\$ 20,367
	Equipment/Furnishings	\$ 1,948
	Printing and Publications	\$ 67
	Transportation/Meals	\$ 1,062
	Conf/Councils/Special Meetings	\$ 40
	Specific Assistance To Individuals	\$ 450
	Depreciation	\$ 131
	Indirect/Agency Allocations (11%)	\$ 20,192
	Miscellaneous Expense	\$ 270
Total Operating Expenses		\$ 60,189
Total All Expenses		\$ 194,910
	Total Contract (\$89 x 6 beds x 365 days)	\$ 194,910
	Surplus/Deficit	\$ -

ITEM 6



CITY OF HUNTINGTON PARK

Office of the City Clerk
City Council Agenda Report

September 23, 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 NOMINATION AND CONSIDERATION FOR APPOINTMENT TO VARIOUS COMMISSIONS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Make appointments to Commissions consistent with provisions set forth in Ordinance No. 2025-08.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On August 4, 2015, the City Council adopted Ordinance No. 2025-08 which established a new process for making appointments to various City Commissions.

Individuals appointed to Commissions will be required to submit to a LiveScan and subsequently take an Oath of Office.

FISCAL IMPACT

There is no fiscal impact. Compensation for added Commissioners has been budgeted for FY 2025/26 to account 111-0123-413.19-05.

CONCLUSION

Commissioners shall have a term of four (4) years. The term of office shall commence upon approval by the City Council and shall expire on the same date of the expiration of the term of their nominating Councilmember. After the appointment the City Clerk will notify applicant of their appointment.

COUNCIL NOMINATION AND CONSIDERATION FOR APPOINTMENT TO VARIOUS COMMISSIONS

September 23, 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. Ordinance No. 2025-08, Amending the municipal code of the City of Huntington Park Chapter 11 of Title 2, entitled "City Commissions".

ATTACHMENT "A"

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 resident 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 resident 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 resident 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 resident 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 resident 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 resident 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 programing in the City.
- E. Determine City health and education programing 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 resident 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 resident 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 resident 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 resident 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 resident 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 resident 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 4th DAY OF AUGUST 2025.

A handwritten signature in black ink, appearing to read 'Arturo Flores', written over a horizontal line.

Arturo Flores, Mayor

ATTEST:

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

Eduardo Sarmiento, City Clerk

APPROVED AS TO FORM:

A solid horizontal line intended for a signature.

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: Council member(s) Martiz, Sanabria, Martinez, and Mayor Flores

NOES: None

ABSTAIN: Council member Macias

ABSENT: None

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: 8/12/25