

# CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda

**Tuesday, October 14, 2025**

6:00 p.m.

City Hall Council Chambers  
6550 Miles Avenue, Huntington Park, CA 90255

**Arturo Flores**  
Mayor

**Eduardo “Eddie” Martinez**  
Vice Mayor

**Jonathan A. Sanabria**  
Council Member



**Karina Macias**  
Council Member

**Nancy Martiz**  
Council Member

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

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

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

**PLEASE NOTE**--The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Members of the City Council. Members of the City Council and the public are reminded that they must preserve order and

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, boozing, cheering, applauding or other conduct disruptive to the meeting will be permitted. Any person not adhering to the Rules of Procedure or conduct authorized by the Brown Act may be asked to leave the Council Chambers.
- All comments directed to the City Council or to any member of the City Council must be directed to the Mayor (or Chairperson if Mayor is absent).

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

### **PUBLIC COMMENT**

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

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

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

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

### **IMPORTANT NOTICE**

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

**CALL TO ORDER****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. PROCLAMATION FOR SUICIDE PREVENTION AND AWARENESS MONTH**
- 2. PRESENTATION FROM GATEWAY CITIES AFFORDABLE HOUSING TRUST**
- 3. INNER CITY VISIONS PRESENTATION ON UNHOUSED OUTREACH EFFORTS**

**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 September 9, 2025
2. Regular City Council Meeting held September 23, 2025
3. Special Council Meeting held September 28, 2025

## FINANCE

### 2. WARRANT REGISTERS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated October 8, 2025

### END OF CONSENT CALENDAR

### PUBLIC HEARING(S)

None

### ORDINANCES AND RESOLUTIONS

## HUMAN RESOURCES

### 1. CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING REVISED CLASS SPECIFICATIONS FOR THE POSITIONS OF PUBLIC SAFETY DISPATCHER AND PUBLIC SAFETY DISPATCH SUPERVISOR

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution approving revised class specifications for the positions of public safety dispatcher and public safety dispatch supervisor.

### 2. CONSIDERATION AND ADOPTION OF RESOLUTION APPROVING AND ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HUNTINGTON PARK AND THE HUNTINGTON PARK GENERAL EMPLOYEES' ASSOCIATION (HPGEA)

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Resolution of the City Council of the City of Huntington Park, California, Approving and Adopting the Memorandum of Understanding Between the City of Huntington Park and the Huntington Park General Employees' Association (HPGEA); and
2. Authorize the City Manager to execute the Memorandum of Understanding on behalf of the City.

## CITY MANAGER

### 3. CONSIDERATION AND APPROVAL OF RESOLUTION INITIATING THE PROCESS OF ESTABLISHING COUNCIL DISTRICT AREAS AND ELECTIONS BY-DISTRICT AREAS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt Resolution initiating the process of establishing City Council districts and changing the system of election from at-large to by-district; and
2. Authorize the City Manager to engage a demographer to assist in the transition from an at-large election system to a by-district election system in time for the 2026 City Council elections; and
3. Conduct the required public hearings as outlined in Elections Code 10010, soliciting input from the residents of the City of Huntington Park.

### **END OF ORDINANCES AND RESOLUTIONS**

### **STUDY SESSION**

None

### **REPORTS AND INFORMATIONAL ITEMS**

## PUBLIC WORKS

### 1. CONSIDERATION AND APPROVAL TO AWARD DESIGN-BUILD CONTRACT FOR BROADBAND INFRASTRUCTURE PROJECT CONSTRUCTION

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize the City Manager to negotiate final terms of a Design-Build Construction Agreement with Aztecs Telecom Inc. for the construction of the city's Broadband Infrastructure Project, consistent with the requirements of the California Public Utilities Commission (CPUC) Federal Funding Account (FFA) grant and the City's broadband deployment goals; and
2. Direct staff to return to the City Council for approval of the final construction agreement once negotiations are complete.

## **FINANCE**

### **2. PRELIMINARY FISCAL YEAR 2024-25 END OF YEAR BUDGET REVIEW OF THE CITY'S OPERATING BUDGET**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Receive and file the Preliminary FY 2024-2025 Budget Status Report through June 30, 2025

## **COMMUNICATIONS**

### **3. CONSIDERATION AND APPROVAL TO SUBMIT A CIVIC CENTER PERMIT TO LOS ANGELES UNIFIED SCHOOL DISTRICT TO UTILIZED ONE OF THEIR FACILITIES AND A GENERAL FUND APPROPRIATION TO SUPPORT A RECREATIONAL PROGRAM FOR THE COMMUNITY**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize the submittal of a Civic Center Permit Application to the Los Angeles Unified School District and appropriate funds to support the program.

## **CITY MANAGER**

### **4. AUTHORIZATION TO APPROVE FIRST AMENDMENT TO AGREEMENT WITH TIERRA WEST ADVISORS, INC. AND APPROPRIATE ADDITIONAL FUNDS FOR INTERIM COMMUNITY DEVELOPMENT DIRECTOR SERVICES**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the First Amendment to the Professional Services Agreement with Tierra West Advisors, Inc., extending the agreement for Interim Community Development Director services through October 31, 2025, and increasing the not-to-exceed amount by \$50,000; and
2. Appropriate an additional \$50,000 from the General Fund to the Community Development Department for this purpose; and
3. Authorize the City Manager to execute the First Amendment and take all necessary actions to effectuate the terms of the agreement.

## **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 – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Case Name: Jamshid Barmaan v. City of Huntington Park, et al.

Case No.: 23NWCP00134 (Los Angeles County Superior Court – Norwalk Courthouse, Dept. C)

## **ADJOURNMENT**

The City of Huntington Park City Council will adjourn the meeting to a Regular Meeting on Tuesday, October 28, 2025 at 6:00 P.M.

I, Eduardo Sarmiento, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park City Hall and made available at [www.hPCA.gov](http://www.hPCA.gov) not less than 72 hours prior to the meeting. Dated this 10<sup>th</sup> day of October 2025.



Eduardo Sarmiento, City Clerk

# **CONSENT CALENDAR**

## ITEM 1

## **CITY COUNCIL MEETING MINUTES**

Tuesday Meeting of the  
City of Huntington Park City Council  
Tuesday, September 9, 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 Tuesday, September 9, 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)**

Councilmember Sanabria motioned to add additional presentation item to the regularly scheduled agenda. The motion was seconded by Vice Mayor Martinez. The motion was carried by unanimous vote.

- 1. LOS ANGELES UNIFIED SCHOOL BOARD DISTRICT FIVE UPDATE BY BOARD MEMBER KARLA GRIEGO**
- 2. PRESENTATION ON THE CITY OF HUNTINGTON PARK VOLUNTEER PROGRAM**
- 3. PRESENTATION ON EXPRESS TRANSPORTATION (CITY BUS)**

### **PUBLIC COMMENTS**

The following people/ person provided public content:

1. Marcello Retamosa- Spoke on behalf of GELA employees.
2. Alma Felan- Mother of Ana Rodriguez
3. Maria Cruz Carillo- Spoke on behalf of Ana Rodriguez
4. Linda Cabraballo- Spoke regarding residency during time council member Arturo Flores was appointed
5. Rodolfo Cruz
6. David Sanchez
7. Selena Lopez- Advocate for Ana Square
8. Jane Doe- Homelessness Issues
9. Christian Vasquez- Biking and Running advocate. Wants City Support to open schools to community for healthy living use.
10. Veronica Rangel- Mentioned homeless issue at park. Wants repairs at park where aquatic center was going to be built.
11. Ana Maria0 Commented of lack of support w/ rent stabilization. Even more so with ICE Raids. What help will city provide.
12. Esperanza Rodriguez- Spoke about business insecuritiy & issues with drinking in public.
13. Danny discussed issues at the parks,
14. Gerry Rodriguez- advocate of Ana Rodriguez Square
15. Ana Maria

### **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 7, 2025

### **FINANCE**

#### **2. WARRANT REGISTERS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated September 9, 2025

### **CITY MANAGER**

#### **3. SECOND READING AND ADOPTION OF ORDINANCE NO. 2025-11 ESTABLISHING AN ANTI-TRUST POLICY FOR AWARD OF CITY CONTRACTS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive full reading and adopt by title Ordinance No. 2025-11 establishing an anti-trust policy for award of city contracts.

#### **4. SECOND READING AND ADOPTION 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. Waive full reading and adopt by title Ordinance No. 2025-12 establishing a receivership policy for properties under receivership in the city of Huntington Park

**MOTION:** Vice Mayor Martinez motioned to passed Consent Calendar. The motion was seconded by Councilmember 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)

### **NONE**

## END OF PUBLIC HEARING(S)

## ORDINANCES AND RESOLUTIONS

### **POLICE DEPARTMENT**

#### **1. RESOLUTION TO APPROVE THE STANDARD AGREEMENT BETWEEN THE DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL AND THE CITY OF HUNTINGTON PARK FOR FISCAL YEAR 2025-2026 GRANT ASSISTANCE PROGRAM FUNDS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the Standard Agreement with the Department of Alcoholic Beverage Control - Grant Assistance Program; and
2. Adopt a Resolution authorizing the City Manager to enter into an agreement with the Department of Alcoholic Beverage Control; and
3. Authorize the Finance Director to establish budget expenditure and reimbursement accounts to administer the awarded funds.

**MOTION:** Councilmember Sanabria motioned to Approve the Standard Agreement with the Department of Alcoholic Beverage Control - Grant Assistance Program; and Adopt a Resolution authorizing the City Manager to enter into an agreement with the Department of Alcoholic Beverage Control; and Authorize the Finance Director to establish budget expenditure and reimbursement accounts to administer the awarded funds. The motion was seconded by Councilmember 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

### **PUBLIC WORKS**

#### **2. CONSIDERATION AND APPROVAL OF RESOLUTION DESIGNATING THE INTERSECTION OF HOPE STREET AND CALIFORNIA AVENUE AS "ANA RODRIGUEZ SQUARE" IN MEMORY OF ANA RODRIGUEZ**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve a Resolution designating the intersection of Hope Street and California Avenue as "Ana Rodriguez Square" in honor of Ana Rodriguez.

**MOTION:** Councilmember Sanabria motioned to Approve a Resolution designating the intersection of Hope Street and California Avenue as "Ana Rodriguez Square" in honor of Ana Rodriguez. The motion was seconded by Councilmember Martiz. Councilmember Martiz wants Arts & Theatre commission to have mural commissioned at the intersection. Councilmember Martiz requested that the Arts & Theatre commission be commissioned to have a mural at the intersection. 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

At this point Mayor Flores called for a recess.  
The council recessed into break @8:42pm.  
The council returned from recess @ 9:01pm

## CITY MANAGER

### 3. CONSIDERATION AND APPROVAL OF A RESOLUTION REGARDING POLITICIZATION OF SCHOOLS, REINFORCEMENT OF FORMAL COMMUNICATIONS PROTOCOLS, EQUITABLE PROCESSING OF SCHOOL REQUESTS, AND POLICE DEPARTMENT COOPERATION WITH LOS ANGELES UNIFIED SCHOOL DISTRICT INVESTIGATORS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution calling upon the Los Angeles Unified School District (LAUSD) Board of Education to direct the Superintendent to address the politicization of schools, reinforce formal communication protocols, ensure equitable processing of school requests, and directing the Huntington Park Police Department to fully cooperate with LAUSD investigators; and
2. Authorize the Mayor to sign and transmit a formal position letter to the LAUSD Board of Education consistent with the adopted resolution; and
3. Direct City staff to ensure the resolution and position letter are transmitted promptly and communicated directly to LAUSD Board officials and Superintendent's Office.

**MOTION:** Councilmember Sanabria motioned to Adopt a Resolution calling upon the Los Angeles Unified School District (LAUSD) Board of Education to direct the Superintendent to address the politicization of schools, reinforce formal communication protocols, ensure equitable processing of school requests, and directing the Huntington Park Police Department to fully cooperate with LAUSD investigators; and Authorize the Mayor to sign and transmit a formal position letter to the LAUSD Board of Education consistent with the adopted resolution; and Direct City staff to ensure the resolution and position letter are transmitted promptly and communicated directly to LAUSD Board officials and Superintendent's Office. The motion was seconded by Vice Mayor Martinez. The motion was carried by majority consent.

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

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

## END OF ORDINANCES AND RESOLUTIONS

## STUDY SESSION

## PUBLIC WORKS

### 1. DISCUSSION REGARDING BUS SHELTER DESIGN

Council requested that we prioritize seating capacity. Have no invasive architecture and have good lighting at the bus stations.

## END OF STUDY SESSIONS

## REPORTS AND INFORMATIONAL ITEMS

## PARKS AND RECREATION

### 1. INFORMATION REGARDING ANNUAL HALLOWEEN EVENT

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Receive and file the informational report regarding the Annual Halloween Event; and
2. Provide direction to staff as needed.

Presentation conducted. Council and Public was informed that on Thursday, October 30<sup>th</sup> @ Salt Lake Park we will host our annual Halloween Event.

## COMMUNITY DEVELOPMENT

### 2. CONSIDERATION AND APPROVAL TO AWARD RINCON CONSULTANTS INC. THE CONTRACT TO CREATE A COMPREHENSIVE GENERAL PLAN AND MUNICIPAL CODE UPDATE AND, IMPLEMENTATION OF ITS HOUSING, SAFETY AND ENVIRONMENTAL JUSTICE ELEMENTS.

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Award CONTRACT for professional services to provide a Comprehensive General Plan and Municipal Code Update and Implementation of its Housing, Safety and Environmental Justice Elements to the sole responsive and responsible proposer Rincon Consultants Inc.; for a not-to-exceed amount of \$1,769,204.53; and
2. Authorize the City Manager to execute a Professional Services Agreement for the Comprehensive General Plan and Municipal Code Update, which includes the Safety Element, Environmental Justice Element, and Housing Element Update services.

**MOTION:** Vice Mayor Martinez motioned to Award CONTRACT for professional services to provide a Comprehensive General Plan and Municipal Code Update and Implementation of its Housing, Safety and Environmental Justice Elements to the sole responsive and responsible proposer Rincon Consultants Inc.; for a not-to-exceed amount of \$1,769,204.53; and Authorize the City Manager to execute a Professional Services Agreement for the Comprehensive General Plan and Municipal Code Update, which includes the Safety Element, Environmental Justice Element, and Housing Element Update services. The motion was seconded by Councilmember Macias. 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

## PUBLIC WORKS

### 3. CONSIDERATION AND APPROVAL TO AWARD A PROFESSIONAL SERVICES AGREEMENT FOR WATER SERVICE OPERATIONS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Professional Services Agreement with PERC Water for the City's Water Operations for \$1,513,281.
2. Authorize the City Manager to negotiate final terms of the agreement.

**MOTION:** Councilmember Sanabria motioned to Approve Professional Services Agreement with PERC Water for the City's Water Operations for \$1,513,281. And; Authorize the City Manager to negotiate final terms of the agreement. The motion was seconded by Vice Mayor Martinez. The motion was carried by majority vote.

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

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

## **FINANCE**

### **4. CONSIDERATION TO REMOVE USER FEE STUDY ITEM FROM THE TABLE AND DIRECT STAFF TO RETURN THE ITEM FOR CITY COUNCIL CONSIDERATION ON SEPTEMBER 23, 2025**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Remove the User Fee Study item from the table; and
2. Direct staff to place the item on the agenda for City Council consideration at the September 23, 2025 meeting.

**MOTION:** Councilmember Sanabria motioned to Remove the User Fee Study item from the table; and Direct staff to place the item on the agenda for City Council consideration at the September 23, 2025, 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

## **CITY COUNCIL**

### **5. CONSIDERATION AND APPROVAL TO ESTABLISH A CITY COUNCIL AD HOC COMMITTEE TO ADDRESS ENCAMPMENTS AND DEVELOP POLICY RECOMMENDATIONS**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the establishment of an Ad Hoc Committee, to be appointed by the Mayor, consisting of two Council Members, the City Manager, the Chief of Police, and the Community Development Director, with support from the City Attorney's Office; and
2. Direct the Ad Hoc Committee to evaluate root causes contributing to encampments, identify strategies to enhance public safety, and strengthen connections to housing and supportive services; and
3. Require the Ad Hoc Committee to present initial findings at a Council Study Session within 60 days and provide final recommendations by the end of the calendar year, at which time the Committee shall sunset unless extended by Council resolution.

**MOTION:** Councilmember Sanabria motioned to Approve the establishment of an Ad Hoc Committee, to be appointed by the Mayor, consisting of two Council Members, the City Manager, the Chief of Police, and the Community Development Director, with support from the City Attorney's Office; and Direct the Ad Hoc Committee to evaluate root causes contributing to encampments, identify strategies to enhance public safety, and strengthen connections to housing and supportive services; and Require the Ad Hoc Committee to present initial findings at a Council Study Session within 60 days and provide final recommendations by the end of the calendar year, at which time the Committee shall sunset unless extended by Council resolution. Councilmember Sanabria also motioned to approve with changes to remove the 4<sup>th</sup> Whereas clause and replace with new language. Also, amend SECTION 1 with new language from Sanabria. The motion was seconded by Mayor Flores. The motion was carried by unanimous 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 REPORTS AND INFORMATIONAL ITEMS**

### **DEPARTMENTAL REPORTS**

Parks and Rec: Thanked council for coming out to Back-to-School event with social two weeks ago. Over 2,800 backpacks were given away. There was a good amount of food and hair cuts that were given away. Halloween and Dia De Los Muertos dates are coming up. We will be assisting the new and transfer students with the CSU applications at Salt Lake Park we are doing it on October 13<sup>th</sup> and 16<sup>th</sup> @4:30 at Salt Lake Park.

Community Development: Potential development coming up. Northeast Corner of Slauson and Soto. Northeast corner of Randolph and pacific. Southeast corner of Florence and State, and Southeast corner of Saturn and Pacific. Northeast corner of Marbrisa and Florence. We are looking to hire 3 code enforcement officers and one code enforcement manager and a planning intern.

City Clerk: Councilmember Martiz nominated Ryan Rene Perez to the Arts and Theatre Commission. Will be agendized at the next meeting and the new selection process. If you have any vacancies, you would like to fill please send it applications and disperse to council members for reviews. Proceed with the new process. Special Election Mail in Ballots will go out on October 6, 2025. Looking to lock in locations for both centers. Date of commissioner ordinance kicked in on September 4<sup>th</sup>.

Communications: We will have community meeting regarding clean up on September 24<sup>th</sup>, 2025. We will send out information for everyone regarding the place and location. They will provide answers. Planning next community clean up on a Saturday. We have a mobile consulate at Salt Lake Park until October 4<sup>th</sup>. Call the number on flyer and text to start the process. We also got a new free library added to the city's corner library. Communication from LAUSD are inviting Mayor's to shadow principals for a day.

City Manager: Position of Assistant City Manager and Human Resource Manager is uploaded online and ready. [Mayor requested that we look at increasing salaries if needed to be competitive].

### **WRITTEN COMMUNICATIONS**

#### **COUNCIL COMMUNICATIONS**

**Councilmember Macias:** Thank you have a good night!

**Councilmember Martiz:** Employees and Staff could be notified for promotions. Having insight can be something that inspires employees to work towards. We as a city should look into implementing something like that.

**Councilmember Sanabria:** Thank you all for the work that you do. He appreciates the left turn yellow lights now. Keep doing the great work you all are doing.

**Vice Mayor Martinez:** Thank you all for making sure we have a safe meeting. Thank you to public works for cleaning up graffiti bench at salt lake park.

**Mayor Flores:** Provided directions to staff. Community Development would like them to put together a presentation about the businesses that have been turned away due to parking fees. Parking fees have stifled our economic development growth. City Clerk put together a presentation for a civilian oversight police commission [what does it look like? What is its role? Does it have investigatory power? Implications of civilians being involved when it comes to oversight matters of the police department?]. City Manager, City does not have an official treasurer. Can we revisit what happened to the treasurer? Is it an elected role/ appointed role, have somebody or bring somebody on board to help out Finance Director with the responsibilities. Parks and Recreation: Would like to see

field hours be extended and not locked up on the weekend. Put together a report to extend the hours and remove the football field entirely. At night we can lock up, but during the day have the park be more inviting. We have a standing reservation coming to an end. Dogs pilot program, do we have an update on the parks where we allowed the dogs in the parks. We want to know if the dog bag stands be installed in the respective parks. Director's please communicate with council for hiring staff. Please empower your staff to bring issues to the attention of the team to improve overall city function.

**Council Entered in Closed Session on: 11:01pm**

**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 – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)  
Number of potential cases: One (1)

**Council Returned from Closed Session at 11:49pm**

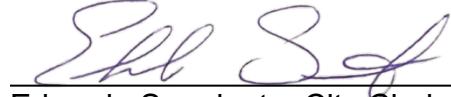
**CLOSED SESSION REPORT**

During Closed Session No formal action was taken.

**ADJOURNMENT**

**MOTION:** Mayor Flores adjourned 11:49pm. The next regularly scheduled city council meeting is set to be held on Tuesday, September 23<sup>rd</sup>, 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

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

## **CITY COUNCIL MEETING MINUTES**

Tuesday Meeting of the  
City of Huntington Park City Council  
Tuesday, September 23, 2025

The regular meeting of the City Council of the City of Huntington Park, California was called to order at 6:07 p.m. on Tuesday, September 23, 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 Kobe Franks, Firefighter with LA Fire Department.

### **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance led by Vice Mayor Martinez.

Mayor Flores gave a moment of silence for the victims of 9/11 @6:10pm. Mayor Flores spoke about his time in Australia during the 9/11 attacks.

### **PRESENTATION(S)**

#### **1. PRESENTATION ON CHARTER SCHOOL COMMUNITY PROGRAMING AND SERVICES**

Councilmember Sanabria motioned to add items to the presentation portion of agenda. The motion was seconded by Vice Mayor Martinez. The motion was carried by unanimous consent [all 5 councilmembers voted yes]

#### **2. PROCLAMATION FOR HISPANIC HERITAGE MONTH**

#### **3. RANDOLPH COORRIDOR UPDATE**

### **PUBLIC COMMENTS**

The following people/ person provided public content:

1. Gypsie Vasequez- Ayala
2. Eva Mayorga
3. Avery Cervantes
4. Caracol
5. Ida Vega
6. Lilia Delgado
7. Maria De los Angeles

### **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 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

**MOTION:** Vice Mayor Martinez motioned to pass Consent Calendar. The motion was seconded by Councilmember 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. 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.

**Public Hearing:** Opened @7:52pm

No Public Hearing Conducted

**Public Hearing:** Closed @7:52pm

**MOTION:** Councilmember Sanabria motioned to Separate parking citations from the User Fee Study and make it open to the public; and. The motion was seconded by Vice Mayor Martinez. Councilmember Macias abstained from voting. The motion was carried by majority vote.

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

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

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

**END OF PUBLIC HEARING(S)**

**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.

**MOTION:** Councilmember Macias motioned to Approve the City of Huntington Park Emergency Operations Plan (EOP); and 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 Authorize the City Manager to implement and maintain the plan in coordination with all City departments. The motion was seconded by Councilmember Sanabria. 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

**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.

**MOTION:** Councilmember Sanabria motioned 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 Amend the City of Huntington Park Salary Schedule through Resolution to reinstate the classification of Senior Maintenance Worker; and Appropriate funds from the General Fund to the Fiscal Year 2025–26 Budget to support the new positions identified in Recommendation No. 1; and 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 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. The motion was seconded by Councilmember Martiz. Councilmember Macias recused herself at 9:02pm but did not leave the room. Councilmember Macias abstained from voting on this agenda item. The motion was carried by majority vote.

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

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

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

#### **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.

**MOTION:** Councilmember Sanabria motioned to Adopt a Resolution calling upon the Los Angeles Unified School District (LAUSD) Board of Education to direct the Superintendent to address the politicization of schools, reinforce formal communication protocols, ensure equitable processing of school requests, and directing the Huntington Park Police Department to fully cooperate with LAUSD

investigators; and Authorize the Mayor to sign and transmit a formal position letter to the LAUSD Board of Education consistent with the adopted resolution; and Direct City staff to ensure the resolution and position letter are transmitted promptly and communicated directly to LAUSD Board officials and Superintendent's Office. The motion was seconded by Vice Mayor Martinez. The motion was carried by majority consent.

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

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

## **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.

**MOTION:** Councilmember Macias motioned to 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. The motion was seconded by Councilmember Sanabria. 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

**Mayor Flores called for a 20-minute recess.**

**Council went into recess @9:21pm**

**Council returned from recess @9:35pm.**

**Mayor Flores left the meeting during the Recess**

**Vice Mayor Martinez presided for the remainder of the meeting beginning @9:35pm.**

## **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.

**MOTION:** Councilmember Sanabria motioned to 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 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 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 Designate the Chief of Police to manage the grant goals and objectives and ensure successful outcomes. The motion was seconded by Councilmember Macias. The motion was carried by Majority Vote.

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

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

**ABSENT:** Council Member(s): Mayor Flores

## **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.

**MOTION:** Councilmember Sanabria motioned for the Selection of Metropolis as the city's parking operator based on their demonstrated expertise, operational plan, and comprehensive proposal; and 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 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 Direct staff to bring back finalized draft operating agreement with parking options for City Council review, discussion, and formal approval prior to implementation. The motion was seconded by Councilmember Martiz. The motion was carried by majority vote.

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

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

**ABSENT:** Council Member(s): Mayor Flores

**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

**MOTION:** Councilmember Sanabria motioned to 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 Authorize the City Manager to execute the Subrecipient agreement. The motion was seconded by Councilmember Martiz. The motion was carried by majority vote.

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

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

**ABSENT:** Council Member(s): Mayor Flores

**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.

**MOTION:** Councilmember Martiz motioned to appoint Ryan Rene Perez. The motion was seconded by Councilmember Sanabria. The motion was carried by majority vote.

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

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

**ABSENT:** Council Member(s): Mayor Flores

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

**END OF REPORTS AND INFORMATIONAL ITEMS**

**DEPARTMENTAL REPORTS**

Parks and Recreation: Invite everyone to our Cal State application workshop on October 16<sup>th</sup> and November 13<sup>th</sup> from 4:30-5:30pm. Remind everyone about Halloween Event and Drone Show taking place on October 30<sup>th</sup> from 4pm-8pm.

Public Works: Thank Council for work. Public works department had just purchased 5 cars and received 2 electric cars.

Communications: Community Clean up on October 4<sup>th</sup> at Perez Park there will be food provided. Final Meeting will occur soon. Continue having the mobile consulate at Salt Lake Park until October 4<sup>th</sup>. Community meeting on September 24<sup>th</sup> with DTSE at the Antonio Maria Lugo Academy and have been posting information. Ribbon Cutting Ceremony for Huntington Plaza on October 1<sup>st</sup> @4pm, Supervisor Janice Hahn will be in attendance. On October 1<sup>st</sup> in the morning, we will be hosting our sister city Rosarito and giving them a tour. We are coordinating with staff from California Public Utility Commission they requested to have a public hearing here at City Hall during the month

of October and will coordinate with City Clerk to provide details. County Library will close its doors in October for temporary 14,000,000 renovation. We are looking for another place to accommodate the library. Memo to inform Council of list of all the programs we have in connection with LAUSD, Facility use agreements, and occupancy agreements.

## **WRITTEN COMMUNICATIONS**

### **COUNCIL COMMUNICATIONS**

**Councilmember Martiz:** Invited people to a bicycle ride around Huntington Park @5pm

**Councilmember Macias:** Thank you have a good night!

**Councilmember Sanabria:** Thank you all for the staff. We need more guidance regarding material with City Logo. That needs to be brought before the council. Please be mindful of the fee increases. In an Ordinance please put fee studies need to be completed every so often. He also wished Sergio a Happy Birthday.

**Vice Mayor Martinez:** Remind to show up for community clean up. If we can please add Ordinance to create a mural throughout the City.

**Council Entered in Closed Session on: 10:40pm**

### **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 – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2)  
Number of potential cases: One (1)

**Council Returned from Closed Session at 11:07pm**

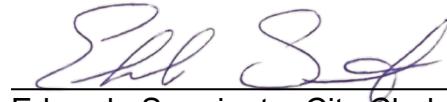
### **CLOSED SESSION REPORT**

During Closed Session No Reportable Action was taken

## **ADJOURNMENT**

**MOTION:** Vice Mayor Martinez adjourned 11:07pm. The next regularly scheduled city council meeting is set to be held on Tuesday, October 14<sup>th</sup>, 2025 @6pm.

Respectfully submitted,



Eduardo Sarmiento, City Clerk

## **CITY COUNCIL MEETING MINUTES**

Tuesday Meeting of the  
City of Huntington Park City Council  
Sunday, September 28, 2025

The special meeting of the City Council of the City of Huntington Park, California was called to order at 3:06 p.m. on Sunday, September 28, 2025, in the Council Chambers at City Hall, 6550 Miles Avenue, Huntington Park, California; Mayor Arturo Flores presiding.

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

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

**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)**

Councilmember Sanabria motioned to add additional presentation item to the regularly scheduled agenda. The motion was seconded by Vice Mayor Martinez. The motion was carried by unanimous vote.

1. **None**

### **PUBLIC COMMENTS**

The following people/ person provided public content:

1. None

### **STAFF RESPONSE**

1. None

### **SPECIAL AGENDA**

RECESS TO CLOSED SESSION

### **CLOSED SESSION**

**Council Entered in Closed Session @3:07pm**

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2), (e)(1): SB 54 Enforcement

**Council Returned from Closed Session @4:15 pm**

### **CLOSED SESSION ANNOUNCEMENT**

### **DEPARTMENTAL REPORTS**

### **WRITTEN COMMUNICATIONS**

None

**COUNCIL COMMUNICATIONS**

**Councilmember Macias:** None

**Councilmember Martiz:** None

**Vice Mayor Martinez:** None

**Mayor Flores:** None

**ADJOURNMENT**

**MOTION:** Mayor Flores adjourned at 4:15pm. The next regularly scheduled city council meeting is set to be held on Tuesday, October 14<sup>th</sup>, 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

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

## ITEM 2

## City of Huntington Park

## Warrant Register

October 08, 2025

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000946	10/8/2025	A+ SMOG & AUTO REPAIR, INC.	37848	PD UNIT 995 REPAIRS	85.00
1000946	10/8/2025	A+ SMOG & AUTO REPAIR, INC.	37842	PD UNIT 988 REPAIRS	85.00
1000947	10/8/2025	AARON CRUZ	5578	FOLKLORICO CLASSES	160.00
1000947	10/8/2025	AARON CRUZ	5577	FOLKLORICO CLASSES	160.00
1000947	10/8/2025	AARON CRUZ	5579	FOLKLORICO CLASSES	288.00
1000948	10/8/2025	AGAPE PAINTING & MAINTENANCE	81225	PD DOOR PAINTING	4,550.00
1000949	10/8/2025	ALADDIN LOCK & KEY SERVICE	35451	PD UNIT 952 KEYS	346.81
W2470	9/18/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	97285	PW SUPPLIES	985.95
W2470	9/18/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	100655	PW SUPPLIES	246.71
W2470	9/18/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	99395	PW SUPPLIES	18.34
W2470	9/18/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	98195	PW SUPPLIES	386.85
1000950	10/8/2025	ALBERTO DEL REAL	38188	PERMIT REFUND	400.00
1000951	10/8/2025	ALESSANDRO RAMIREZ	8202025	EMPLOYEE REIMBURSEMENT	131.66
W2471	9/18/2025	ALL CITY MANAGEMENT SERVICES, INC	102576	CROSS GUARD SERVICES	2,714.13
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1JXM-M49P-3NQL	COUNCIL SUPPLIES	28.14
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1QCN-96PQ-J3VW	FINANCE SUPPLIES	80.64
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1CWH-RWP9-1JDK	FINANCE SUPPLIES	88.38
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1QCN-96PQ-J3VW	COMMUNITY DEV SUPPLIES	40.11
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1HHL-HJMD-X6CX	HPPD ADMIN SUPPLIES	45.31
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1HHL-HJMD-X6CX	HPPD RECORD SUPPLIES	107.23
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1JDX-JMMF-CLW7	PW SUPPLIES	357.29
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1LG4-HWTC-XGQF	PW DEPARTMENT SUPPLIES	128.75
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1X6X-KMTK-PYDC	AFTERSCHOOL SUPPLIES	665.90
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	13MQ-NDLR-1GRP	CDBG SENIOR SUPPLIES	830.57
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	14HP-Q7XY-19V3	ARTS & CRAFT SUPPLIES	76.48
1000952	10/8/2025	AMAZON.COM SERVICES, INC.	1CWH-RWP9-1JDK	IT SUPPLIES	202.45
1000953	10/8/2025	ANNABEL WHALEN	11022025	FACE PAINTING	300.00
1000954	10/8/2025	ANTHONY LINARES	8202025	EMPLOYEE REIMBURSEMENT	131.66
1000955	10/8/2025	ANY WEATHER ROOFING INC	3636	PERMIT REFUND	1,140.00
1000956	10/8/2025	AT&T	24021569	CONTRACT NUMBERS	544.88
1000956	10/8/2025	AT&T	24102345	CAL NET 8/20/25-9/19/25	394.19
1000957	10/8/2025	AUTO ZONE	4075572950	PD UNIT 270 SUPPLIES	66.00
1000957	10/8/2025	AUTO ZONE	4075563106	PD UNIT 986 SUPPLIES	23.20
1000957	10/8/2025	AUTO ZONE	4075558707	FLEET SUPPLIES	41.14
1000957	10/8/2025	AUTO ZONE	4075561930	PD UNIT 952 SUPPLIES	28.93
1000958	10/8/2025	AVANT GARDE INC	12185	HOME REPAIR PROGRAM	5,771.25
1000959	10/8/2025	AY NURSERY INC.	131267	PW SUPPLIES	505.69
1000959	10/8/2025	AY NURSERY INC.	131266	PW SUPPLIES	505.69
1000960	10/8/2025	BEAR ELECTRICAL SOLUTIONS, INC	27813	TRAFFIC SIGNAL MAINTENANCE	6,350.00

## City of Huntington Park

## Warrant Register

October 08, 2025

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1000961	10/8/2025	BEE REMOVERS	603678	BEE REMOVAL	235.00
1000962	10/8/2025	BENEFIT ADMINISTRATION CORPORATION	866	FLEX PLAN 3RD QTR 2025	150.00
W2472	9/18/2025	BIGLEAF NETWORKS, INC	INV133139	SEPTEMBER 2025 SERVICES	749.00
1000963	10/8/2025	BRIAN MARTINEZ	9032025	EMPLOYEE REIMBURSEMENT	131.66
1000964	10/8/2025	BUENA PARK HONDA	534480	PW UNIT 196 PARTS	46.20
1000965	10/8/2025	BURLEY ANDERSON	8182025	EMPLOYEE REIMBURSEMENT	222.00
1000966	10/8/2025	CANNON CORPORATION	93225	WATER MASTER PLAN & STUDY	20,653.00
1000967	10/8/2025	CAVENAUGH & ASSOCIATES	9302025	TRAINING	1,240.00
1000968	10/8/2025	CELICA QUINONES	9182025	EMPLOYEE REIMBURSEMENT	38.00
1000968	10/8/2025	CELICA QUINONES	9182025	EMPLOYEE REIMBURSEMENT	80.00
1000968	10/8/2025	CELICA QUINONES	9182025	EMPLOYEE REIMBURSEMENT	80.00
1000968	10/8/2025	CELICA QUINONES	9182025	EMPLOYEE REIMBURSEMENT	60.00
1000968	10/8/2025	CELICA QUINONES	9182025	EMPLOYEE REIMBURSEMENT	80.00
1000969	10/8/2025	CENTRAL BASIN MWD	HP-AUG25	WATER QUALITY TESTING	183,184.96
1000970	10/8/2025	CENTRAL FORD	63326	PD UNIT 982 REPAIRS	1,476.67
1000970	10/8/2025	CENTRAL FORD	64199	PD UNIT 983 TIRES	543.94
1000970	10/8/2025	CENTRAL FORD	64200	PD UNIT 985 TIRES	543.94
1000970	10/8/2025	CENTRAL FORD	63276	PD UNIT 993 SUPPLIES	11.98
1000970	10/8/2025	CENTRAL FORD	64151	PD UNIT 989 PARTS	202.47
1000971	10/8/2025	CHRISTIAN QUINONEZ	8202025	EMPLOYEE REIMBURSEMENT	131.66
1000972	10/8/2025	CINDYS JUMPERS, LLC	98973	HALLOWEEN EVENT RENTALS	3,648.55
1000972	10/8/2025	CINDYS JUMPERS, LLC	98708	HALLOWEEN EVENT RENTALS	499.00
1000973	10/8/2025	CINTAS CORPORATION NO 3	4242179381	UNIFORM DRY CLEANING	489.03
1000973	10/8/2025	CINTAS CORPORATION NO 3	4242812663	UNIFORM DRY CLEANING	489.03
1000973	10/8/2025	CINTAS CORPORATION NO 3	4243588410	UNIFORM DRY CLEANING	478.15
1000973	10/8/2025	CINTAS CORPORATION NO 3	4244338390	UNIFORM DRY CLEANING	495.56
1000973	10/8/2025	CINTAS CORPORATION NO 3	4239165444	UNIFORM DRY CLEANING	489.03
1000973	10/8/2025	CINTAS CORPORATION NO 3	4239897942	UNIFORM DRY CLEANING	489.03
1000973	10/8/2025	CINTAS CORPORATION NO 3	4240542522	UNIFORM DRY CLEANING	489.03
1000973	10/8/2025	CINTAS CORPORATION NO 3	4241379394	UNIFORM DRY CLEANING	489.03
1000974	10/8/2025	CITY OF BELL	2025-02	SALVATION ARMY	12,731.04
1000975	10/8/2025	CLINICAL LAB OF SAN BERNARD	2501531	WATER QUALITY TESTING	1,091.00
1000976	10/8/2025	COMMUNITY VETERINARY HOSPITAL INC	729303077	K9 ANNUAL PHYSICAL	1,182.40
1000977	10/8/2025	CONCENTRA MEDICAL CENTERS	88100841	EMPLOYEE PHYSICAL	145.00
1000977	10/8/2025	CONCENTRA MEDICAL CENTERS	88179022	EMPLOYEE PHYSICALS	5,764.00
1000977	10/8/2025	CONCENTRA MEDICAL CENTERS	88258179	EMPLOYEE PHYSICALS	780.00
1000978	10/8/2025	COUNTY OF L.A. DEPT OF PUBLIC WORKS	REPW25090801542	SHARED TRAFFIC MAINTENANCE	4,025.54
1000979	10/8/2025	CROWN CASTLE FIBER LLC	1926876	SEPTEMBER 2025 SERVICES	16,200.00
1000980	10/8/2025	CRYSTAL MARTINEZ	9112025	EMPLOYEE REIMBURSEMENT	16.25

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1000981	10/8/2025	CYNTHIA NORZAGARAY	9182025	EMPLOYEE REIMBURSEMENT	38.00
1000981	10/8/2025	CYNTHIA NORZAGARAY	9182025	EMPLOYEE REIMBURSEMENT	80.00
1000981	10/8/2025	CYNTHIA NORZAGARAY	9182025	EMPLOYEE REIMBURSEMENT	80.00
1000981	10/8/2025	CYNTHIA NORZAGARAY	9182025	EMPLOYEE REIMBURSEMENT	80.00
1000981	10/8/2025	CYNTHIA NORZAGARAY	9182025	EMPLOYEE REIMBURSEMENT	60.00
1000982	10/8/2025	DANIELS TIRE SERVICE	229003355	PW UNIT 412 PARTS	155.94
1000982	10/8/2025	DANIELS TIRE SERVICE	229003361	PD UNIT 985 PARTS	409.61
1000982	10/8/2025	DANIELS TIRE SERVICE	229003359	PD UNIT 990 PARTS	524.14
1000982	10/8/2025	DANIELS TIRE SERVICE	229003360	PD UNIT 952 PARTS	262.03
1000982	10/8/2025	DANIELS TIRE SERVICE	229003315	PD UNIT 988 PARTS	409.61
1000983	10/8/2025	DATA TICKET INC.	183470	CODE ENFORCEMENT CITATION PROCESS	62.00
1000983	10/8/2025	DATA TICKET INC.	183616	WEBSITE ONLINE ACCESS	12.50
1000983	10/8/2025	DATA TICKET INC.	183516	CE PROCESSING/ONLINE	50.50
1000983	10/8/2025	DATA TICKET INC.	183579	WEBSITE ONLINE ACCESS	12.50
1000983	10/8/2025	DATA TICKET INC.	184298	PARKING CITATION PROCESS	11,249.92
W2473	9/18/2025	DATAPROSE, INC.	DP2504411	AUGUST 2025 SERVICES	1,935.85
W2473	9/18/2025	DATAPROSE, INC.	DP2504411	AUGUST 2025 SERVICES	930.05
1000984	10/8/2025	DEPARTMENT OF ANIMAL CARE & CONTROL	9/25/2025	AUGUST 2025 SERVICES	63,678.69
1000985	10/8/2025	DEPARTMENT OF JUSTICE	841456	FINGERPRINT APP	288.00
1000986	10/8/2025	DF POLYGRAPH	2025/3	PD POLYGRAPH TEST	400.00
1000987	10/8/2025	DUNN EDWARDS CORPORATION	2009A54577	GRAFFITI REMOVAL PAINT	947.76
1000987	10/8/2025	DUNN EDWARDS CORPORATION	2009A54590	GRAFFITI REMOVAL PAINT	947.76
W2474	9/18/2025	EADIE AND PAYNE, LLP	146539	INTERIM PROCEDURES	20,500.00
1000988	10/8/2025	EMERGENCY RESPONSE CRIME SCENE	T2025-434	PD UNIT 985 CLEANING	450.00
W2475	9/18/2025	ENNIS-FLINT, INC	483049	PW SUPPLIES	4,965.09
1000989	10/8/2025	ESTELA RAMIREZ	5567	AEROBIC BODY TONING SENIOR SERVICES	336.00
1000990	10/8/2025	FAIR HOUSING FOUNDATION	8062025	JULY 2025 SERVICES	2,122.46
1000991	10/8/2025	FAST DEER BUS CHARTER	14146	EXCURSION TRANSPORTATION	1,150.00
1000991	10/8/2025	FAST DEER BUS CHARTER	14120	EXCURSION TRANSPORTATION	1,610.00
1000991	10/8/2025	FAST DEER BUS CHARTER	13859	EXCURSION TRANSPORTATION	1,610.00
1000992	10/8/2025	FERGUSON ENTERPRISES INC	5719325	PARK REPAIR MATERIALS	40.79
1000992	10/8/2025	FERGUSON ENTERPRISES INC	5730592	PARK REPAIR MATERIALS	294.78
1000992	10/8/2025	FERGUSON ENTERPRISES INC	5721751	PARK REPAIR MATERIALS	101.39
1000992	10/8/2025	FERGUSON ENTERPRISES INC	5761507	PD REPAIR MATERIALS	130.16
W2476	9/18/2025	FM THOMAS AIR CONDITIONING INC	48247	AC REPAIRS	347.75
1000993	10/8/2025	GATEWAY CITIES COUNCIL OF	GC053024	CORRIDOR SLAUSON ST STUDY	6,171.15
1000994	10/8/2025	GEORGE CHEVROLET	200751CVW	PW UNIT 194 PARTS	271.82
1000994	10/8/2025	GEORGE CHEVROLET	201110CVW	PD UNIT 270 PARTS	843.18
1000994	10/8/2025	GEORGE CHEVROLET	201190CVW	PD UNIT 270 PARTS	535.90

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1000994	10/8/2025	GEORGE CHEVROLET	200499CVW	PW UNIT 182 PARTS	386.15
1000995	10/8/2025	GEORGE DOMINGUEZ	9192025	EMPLOYEE REIMBURSEMENT	367.50
1000996	10/8/2025	GLOBAL EQUIPMENT COMPANY INC.	123223995	PW SUPPLIES	3,747.06
1000996	10/8/2025	GLOBAL EQUIPMENT COMPANY INC.	123305534	PW SUPPLIES	3,744.18
1000997	10/8/2025	GM ROOFING	3100	PERMIT REFUND	1,132.50
1000998	10/8/2025	GRAINGER	9634242458	PW SUPPLIES	607.14
1000998	10/8/2025	GRAINGER	9639287912	PW SUPPLIES	549.29
1000999	10/8/2025	GRANITE CONSTRUCTION COMPANY	3031028	EZ STREET ASPHALT BAGS	4,641.00
1001000	10/8/2025	HAJOMA CORPORATION	S175614987.001	PD BUILDING MATERIALS	2,942.92
W2477	9/18/2025	HASA, INC.	1061346	SUPPLIES FOR WELL 15	363.90
W2477	9/18/2025	HASA, INC.	1061350	SUPPLIES FOR WELL 18	448.02
W2477	9/18/2025	HASA, INC.	1063425	SUPPLIES FOR WELL 15	372.31
W2477	9/18/2025	HASA, INC.	1063426	SUPPLIES FOR WELL 18	454.07
W2477	9/18/2025	HASA, INC.	1065534	SUPPLIES FOR WELL 18	363.26
W2477	9/18/2025	HASA, INC.	1065535	SUPPLIES FOR WELL 15	406.01
W2477	9/18/2025	HASA, INC.	1065533	SUPPLIES FOR WELL 12	451.11
1001001	10/8/2025	HASSAN SALEH	9052025	EMPLOYEE REIMBURSEMENT	21.28
1001002	10/8/2025	HDL COREN & CONE	SIN053689	SERVICES JULY-SEPT 2025	1,200.00
1001002	10/8/2025	HDL COREN & CONE	SIN053689	SERVICES JULY-SEPT 2025	8,497.94
W2478	9/18/2025	HEALTH AND HUMAN RESOURCE CENTER	E0352446	EAP OCT 2025	267.30
1001003	10/8/2025	HG GRAPHIC AND PRINTING	2807	COMM DEV. OFFICE SUPPLIES	487.29
1001003	10/8/2025	HG GRAPHIC AND PRINTING	2806	COMM DEV. OFFICE SUPPLIES	371.28
1001004	10/8/2025	HOME DEPOT	WN29497698	PD SUPPLIES	147.06
1001004	10/8/2025	HOME DEPOT	5274455	STREET REPAIR MATERIALS	385.58
1001004	10/8/2025	HOME DEPOT	4515696	STREET REPAIR MATERIALS	199.71
1001004	10/8/2025	HOME DEPOT	4036610	STREET REPAIR MATERIALS	10.92
1001004	10/8/2025	HOME DEPOT	4036607	STREET REPAIR MATERIALS	439.79
1001004	10/8/2025	HOME DEPOT	4036608	STREET REPAIR MATERIALS	669.28
1001004	10/8/2025	HOME DEPOT	35906	STREET REPAIR MATERIALS	568.31
1001004	10/8/2025	HOME DEPOT	6803244	STREET REPAIR MATERIALS	45.49
1001004	10/8/2025	HOME DEPOT	5515612	STREET REPAIR MATERIALS	87.92
1001004	10/8/2025	HOME DEPOT	1514839	STREET REPAIR MATERIALS	37.15
1001004	10/8/2025	HOME DEPOT	1271265	PW SUPPLIES	209.80
1001004	10/8/2025	HOME DEPOT	2271208	PW SUPPLIES	123.98
1001004	10/8/2025	HOME DEPOT	1520917	CITY HALL SUPPLIES	285.09
1001004	10/8/2025	HOME DEPOT	5274443	PARK SUPPLIES	717.30
1001004	10/8/2025	HOME DEPOT	9271453	ELECTRICAL SUPPLIES	616.10
1001004	10/8/2025	HOME DEPOT	3514580	PD BUILDING SUPPLIES	220.91
1001004	10/8/2025	HOME DEPOT	4274533	TRAFFIC SIGNAL SUPPLIES	620.50

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1001004	10/8/2025	HOME DEPOT	8533563	PW SUPPLIES	195.09
1001005	10/8/2025	IBE DIGITAL	483719	WASTE BOX C4050I/C3350I	18.11
1001005	10/8/2025	IBE DIGITAL	483775	KONICA MINOLTA TONER	18.11
1001005	10/8/2025	IBE DIGITAL	484265	KONICA MINOLTA TONER	18.11
1001005	10/8/2025	IBE DIGITAL	484191	KONICA MINOLTA TONER	18.11
1001005	10/8/2025	IBE DIGITAL	484083	KONICA MINOLTA FEES	788.91
1001005	10/8/2025	IBE DIGITAL	484139	KONICA MINOLTA FEES	38.55
1001006	10/8/2025	IBE DIGITAL	40157621	KONICA COPIERS	4,411.77
W2479	9/18/2025	ICRMA	08/13/2025	SETTLEMENT AGREEMENT	255,144.69
W2480	9/18/2025	INFRASTRUCTURE ENGINEERS	511152	JULY 2025 SERVICES	49,126.00
W2480	9/18/2025	INFRASTRUCTURE ENGINEERS	511158	JULY 2025 SERVICES	3,925.00
1001007	10/8/2025	INNER CITY VISIONS	HP0825PLHA	HOMELESS OUTREACH AUGUST 2025	16,254.60
1001007	10/8/2025	INNER CITY VISIONS	HP0725PHLA	JULY 2025 SERVICES	10,253.60
1001008	10/8/2025	INTERSTATE BATTERIES OF CA COAST	140084855	FLEET SUPPLIES	229.14
1001009	10/8/2025	INVERIS TRAINING SOLUTIONS	INV-0107053	PD SUPPLIES	2,830.72
1001010	10/8/2025	J SQUARED	166	JUNE 2025 SERVICES	2,100.00
1001010	10/8/2025	J SQUARED	167	JUNE 2025 SERVICES	720.00
1001011	10/8/2025	JEFFREY CERVANTES	8202025	EMPLOYEE REIMBURSEMENT	131.66
1001012	10/8/2025	JERRY'S AUTO BODY, INC.	33618	PD UNIT 967 REPAIRS	1,259.60
1001012	10/8/2025	JERRY'S AUTO BODY, INC.	33616	PD UNIT 992 REPAIRS	2,668.99
1001012	10/8/2025	JERRY'S AUTO BODY, INC.	33620	PW UNIT 353 REPAIRS	3,564.93
1001012	10/8/2025	JERRY'S AUTO BODY, INC.	33605	PD UNIT 978 REPAIRS	3,854.38
1001012	10/8/2025	JERRY'S AUTO BODY, INC.	33606	PD UNIT 978 REPAIRS	1,159.65
1001013	10/8/2025	JESUS VASQUEZ	42470	PERMIT REFUND	2,100.00
1001014	10/8/2025	JOEL MARQUEZ	8012025	EMPLOYEE REIMBURSEMENT	550.59
1001014	10/8/2025	JOEL MARQUEZ	8282025	EMPLOYEE REIMBURSEMENT	456.54
1001015	10/8/2025	JOHNNY CARRILLO	9112025	EMPLOYEE REIMBURSEMENT	109.96
1001016	10/8/2025	JOSE AZTECA ANGELES	7455	PERMIT REFUND	7,852.32
1001017	10/8/2025	JOSEPH LOPEZ	8202025	EMPLOYEE REIMBURSEMENT	131.66
1001018	10/8/2025	JOSEPH PORTILLO	8202025	EMPLOYEE REIMBURSEMENT	131.66
1001019	10/8/2025	JXTRA ENTERTAINMENT	96	HALLOWEN ENTERTAINMENT	720.00
1001020	10/8/2025	KIMBALL MIDWEST	103697778	FLEET SUPPLIES	553.86
1001020	10/8/2025	KIMBALL MIDWEST	103731586	FLEET SUPPLIES	548.89
1001020	10/8/2025	KIMBALL MIDWEST	103709260	FLEET SUPPLIES	541.22
1001021	10/8/2025	LA COUNTY SHERIFF'S DEPT	260068BL	INMATE MEAL SERVICE	1,234.96
1001021	10/8/2025	LA COUNTY SHERIFF'S DEPT	260385BL	INMATE MEAL SERVICE	971.58
1001022	10/8/2025	LACMTA	9152025	TAP CARDS AUGUST 2025	200.00
W2481	9/18/2025	LB JOHNSON HARDWARE CO.	139134	PW SUPPLIES	39.48
W2481	9/18/2025	LB JOHNSON HARDWARE CO.	139150	PW SUPPLIES	80.82

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W2481	9/18/2025	LB JOHNSON HARDWARE CO.	139162	PW SUPPLIES	48.22
1001023	10/8/2025	LIEBERT CASSIDY WHITMORE	298316	LEGAL SERVICES	4,995.00
1001024	10/8/2025	LINDE GAS & EQUIPMENT INC.	52175272	CYLINDER RENTAL & FEES	136.15
1001025	10/8/2025	LONG BEACH BMW	277895	PD UNIT 782 REPAIRS	200.01
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0474518	HAZARDOUS MATERIALS	480.00
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0477432	HAZARDOUS MATERIALS	480.00
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0474519	HAZARDOUS MATERIALS	665.00
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0473462	HAZARDOUS MATERIALS	665.00
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0473131	HAZARDOUS MATERIALS	665.00
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0473779	HAZARDOUS MATERIALS	665.00
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0475088	HAZ MAT PROGRAM 7/1-6/30/26	665.05
1001026	10/8/2025	LOS ANGELES COUNTY FIRE DEPARTMENT	IN0473130	FY JUL 25- JUN 26	5,532.00
1001027	10/8/2025	LOS ANGELES GENERAL MEDICAL CENTER	9	SART EXAMS	5,670.00
1001028	10/8/2025	LUXURY AUTO BODY	PW6083	PW UNIT 363 REPAIRS	2,467.68
1001029	10/8/2025	LYNBERG & WATKINS APC	77382	LEGAL SERVICES	202.50
1001029	10/8/2025	LYNBERG & WATKINS APC	77480	LEGAL SERVICES	68.14
1001029	10/8/2025	LYNBERG & WATKINS APC	77511	LEGAL SERVICES	1,485.50
1001030	10/8/2025	MARGARITA S. MEDINA MENDOZA	9032025	EMPLOYEE REIMBURSEMENT	131.66
1001031	10/8/2025	MARIA NEVAREZ	6593	PERMIT REFUND	397.86
1001032	10/8/2025	MATTHEW RINCON	9082025	EMPLOYEE REIMBURSEMENT	21.28
1001033	10/8/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600352	BILLING 6/24/25-8/21/25	389.34
1001033	10/8/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600351	FREEDOM PARK 6/25-8/25	1,510.53
1001033	10/8/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600353	SPLASHPAD 6/24/25-8/21/25	2,628.35
1001033	10/8/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 1	9222025	WATER REPORT 7/25-8/25	400.00
W2482	9/18/2025	MERRIMAC ENERGY GROUP	2241351	6511GL OF 89 OCTANE	23,168.38
1001034	10/8/2025	MIKE RAAHAUGE SHOOTING ENTERPRISES	2137	PISTOL RANGE/CLASS RENTAL	750.00
1001035	10/8/2025	MOTOROLA SOLUTIONS, INC	82305225533	RADIO SYSTEM RENEWAL	27,386.81
W2483	9/18/2025	NACHO'S LOCK & KEY SERVICE LLC	20724	SERVICE CALL	140.00
W2483	9/18/2025	NACHO'S LOCK & KEY SERVICE LLC	20721	SERVICE CALL	604.43
1001036	10/8/2025	NAPA AUTO PARTS	688439	PW SUPPLIES	49.96
1001037	10/8/2025	NATIONAL CONSTRUCTION RENTALS INC	7963985	TEMPORARY FENCE RENTAL	586.00
1001038	10/8/2025	NATIONAL READY MIXED CONCRETE CO.	953170	PW SUPPLIES	1,874.08
1001038	10/8/2025	NATIONAL READY MIXED CONCRETE CO.	953042	PW SUPPLIES	2,643.72
1001039	10/8/2025	NEW CHEF FASHION INC.	1106671	PD UNIFORM	99.43
1001040	10/8/2025	NICK ALEXANDER RESTORATION	223	PD UNIT 270 REPAIRS	600.00
W2484	9/18/2025	NORM REEVES FORD SUPERSTORE	150002	PD UNIT 954 REPAIRS	185.00
1001042	10/8/2025	OC RAW, INC.	6668	K-9 DOG FOOD	727.31
1001042	10/8/2025	OC RAW, INC.	6773	K-9 DOG FOOD	727.31
1001043	10/8/2025	OCEAN BLUE ENVIRONMENTAL SERVICES	40933	SEWAGE SPILL CLEANUP	4,524.94

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1001044	10/8/2025	OK PRINTING DESIGN & DIGITAL PRINT	4214	PD SUPPLIES	440.00
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-324303	CREDIT	(75.15)
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-321986	PD UNIT 216 SUPPLIES	124.43
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-322018	PD UNIT 217 SUPPLIES	228.51
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-318521	PD UNIT 978 PARTS	93.70
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-320898	PD UNIT 992 PARTS	397.26
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-320813	PD UNIT 987 PARTS	459.60
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-324304	PW UNIT 180 PARTS	31.92
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-325568	PD UNIT 270 PARTS	217.06
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-324218	PW SUPPLIES	64.97
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-324186	PW UNIT 180 PARTS	75.15
1001041	10/8/2025	O'REILLY AUTO PARTS	2959-326260	PD SUPPLIES	28.77
1001045	10/8/2025	PARS	58645	MONTHLY ADMIN FEE	2,851.52
1001045	10/8/2025	PARS	58718	ANNUAL ASSET FEE	591.92
1001045	10/8/2025	PARS	58718	ANNUAL TRUSTEE FEE	7.34
1001046	10/8/2025	PAUL MUNOZ	9082025	EMPLOYEE REIMBURSEMENT	21.28
1001047	10/8/2025	PITNEY BOWES GLOBAL FINANCIAL	12774081	SEND PRO C AUTO LEASE	617.01
1001048	10/8/2025	POWER SOURCE ELECTRICAL SERVICES	1026	ELECTRICAL SERVICES	940.00
1001048	10/8/2025	POWER SOURCE ELECTRICAL SERVICES	1024	ELECTRICAL SERVICES	4,925.00
1001049	10/8/2025	PRO FORCE LAW ENFORCEMENT	582938	PD SUPPLIES	715.21
1001050	10/8/2025	PURCHASE POWER	9142025	POSTAGE FEES	2,571.12
1001050	10/8/2025	PURCHASE POWER	9112025	PD POSTAGE FEES	411.75
1001051	10/8/2025	QDOXS	IN70268	BILLING 9/18/25-10/17/25	35.08
1001051	10/8/2025	QDOXS	IN70268	BILLING 9/18/25-10/17/25	35.07
1001051	10/8/2025	QDOXS	IN70268	BILLING 9/18/25-10/17/25	35.07
1001052	10/8/2025	R & A TANK TECHNOLOGIES LLC	090125-017	BILLING JUL & AUG 2025	350.00
1001053	10/8/2025	R & R INDUSTRIES, INC.	699462	CD SUPPLIES	495.63
1001054	10/8/2025	REXEL COMMERCIAL & INDUSTRIAL	S143423317.001	PW SUPPLIES	979.53
1001054	10/8/2025	REXEL COMMERCIAL & INDUSTRIAL	S143451792.001	PW SUPPLIES	488.86
1001055	10/8/2025	RINCON CONSULTANTS, INC.	68528	SB1000 ASSISTANCE AUGUST 25	1,137.75
1001055	10/8/2025	RINCON CONSULTANTS, INC.	67722	SB1000 ASSISTANCE JULY 25	5,209.25
1001056	10/8/2025	RIO HONDO COLLEGE	F25-45-ZHPK	PD TRAINING	100.00
W2485	9/18/2025	ROBERT HALF INC	65356138	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65378017	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65264485	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65272584	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65305883	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65329419	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65336677	LABOR INVOICE	3,599.20

## City of Huntington Park

## Warrant Register

October 08, 2025

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
W2485	9/18/2025	ROBERT HALF INC	65136281	LABOR INVOICE	3,400.00
W2485	9/18/2025	ROBERT HALF INC	65175304	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65208215	LABOR INVOICE	4,400.00
W2485	9/18/2025	ROBERT HALF INC	65239350	LABOR INVOICE	4,400.00
1001057	10/8/2025	SANTA MONICA BALLET FOLKLORICO	989	DIA LOS MUERTOS EVENT	500.00
1001058	10/8/2025	SC FUELS	IN-0000771510	6200GL OF OCTANE	23,671.49
W2486	9/18/2025	SDI PRESENCE LLC	18176	IT SERVICES DEC 2024	18,706.57
W2486	9/18/2025	SDI PRESENCE LLC	19239	CYBERSECURITY MANAGER APR 2025	3,348.50
W2486	9/18/2025	SDI PRESENCE LLC	18725	JANUARY 2025 SERVICES	6,140.75
W2486	9/18/2025	SDI PRESENCE LLC	18726	FEBRUARY 2025 SERVICES	5,838.25
1001059	10/8/2025	SINATRA UNIFORM, INC	SO-03035	PD UNIFORMS	208.53
1001060	10/8/2025	SITEONE LANDSCAPE SUPPLY	156340264-002	PW SUPPLIES	3,239.05
1001061	10/8/2025	SOUTH COAST AIR QUALITY MGMT DISTR.	4591180	FLAT FEE FY 2025 EMISSIONS	170.94
1001061	10/8/2025	SOUTH COAST AIR QUALITY MGMT DISTR.	4588173	FLAT FEE FY 2025 EMISSIONS	565.63
1001062	10/8/2025	SOUTHSTAR ENGINEERING & CONSULTING	564	PROJECT 55375.0000 AUGUST 2025	34,808.00
1001063	10/8/2025	SOUTHWEST PATROL INC	80546	AUGUST 2025 SERVICES	5,120.00
1001064	10/8/2025	SPARTANS CARWASH	90925	PD CAR WASH	440.00
1001064	10/8/2025	SPARTANS CARWASH	90225	PD CAR WASH	440.00
1001064	10/8/2025	SPARTANS CARWASH	82625	PD CAR WASH	473.00
1001064	10/8/2025	SPARTANS CARWASH	91625	PD CAR WASH	451.00
1001065	10/8/2025	STACY MEDICAL CENTER	3160-57288	PRE BOOKING EXAMS	736.00
1001066	10/8/2025	STEAMX, LLC	73303	FLEET SUPPLIES	491.87
1001066	10/8/2025	STEAMX, LLC	73459	FLEET SUPPLIES	786.47
1001067	10/8/2025	STERICYCLE INC	8012035742	OCTOBER 2025 SERVICES	53.01
1001068	10/8/2025	SUPER BIRTHDAY INC	32617	TRAIN FOR HALLOWEEN EVENT	2,300.00
1001074	10/8/2025	T2 SYSTEMS CANADA INC.	IRIS0000149409	JULY 2025 SERVICES	1,422.00
1001074	10/8/2025	T2 SYSTEMS CANADA INC.	IRIS0000151569	SEPTEMBER 2025 SERVICES	1,422.00
1001074	10/8/2025	T2 SYSTEMS CANADA INC.	IRIS0000150589	AUGUST 2025 SERVICES	1,422.00
1001074	10/8/2025	T2 SYSTEMS CANADA INC.	IRIS0000152487	DIGITAL PARKING SERVICE	1,422.00
1001069	10/8/2025	TERRENCE WILLIE	9152025	EMPLOYEE REIMBURSEMENT	297.78
1001070	10/8/2025	THE SIGN LANGUAGE COMPANY, INC	37898	TRANSLATION SERVICES	210.00
1001071	10/8/2025	TIME WARNER CABLE	106964801090125	INTERNET SERVICES	667.82
1001072	10/8/2025	TOMAS PEREZ	9102025	EMPLOYEE REIMBURSEMENT	294.07
1001072	10/8/2025	TOMAS PEREZ	9082025	EMPLOYEE REIMBURSEMENT	21.28
1001073	10/8/2025	TOTAL CLEAN	INV17025	PW SUPPLIES	202.03
1001075	10/8/2025	U.S. BANK EQUIPMENT FINANCE	563426477	SEPTEMBER 2025 SERVICES	2,470.45
1001075	10/8/2025	U.S. BANK EQUIPMENT FINANCE	563426154	SEPTEMBER 2025 SERVICES	74.71
1001076	10/8/2025	ULINE	197699044	PARK SUPPLIES	509.17
1001077	10/8/2025	VALERIE RODRIGUEZ	8202025	EMPLOYEE REIMBURSEMENT	131.66

## City of Huntington Park

## Warrant Register

October 08, 2025

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1001078	10/8/2025	VALLEY ALARM	1313078	FIRE & SECURITY ALARM	665.34
1001078	10/8/2025	VALLEY ALARM	1322055	FIRE & SECURITY ALARM	665.34
1001078	10/8/2025	VALLEY ALARM	1313078	FIRE & SECURITY ALARM	665.33
1001078	10/8/2025	VALLEY ALARM	1313075	FIRE & SECURITY ALARM	960.00
1001078	10/8/2025	VALLEY ALARM	1305327	FIRE & SECURITY ALARM	960.00
1001078	10/8/2025	VALLEY ALARM	1322055	FIRE & SECURITY ALARM	665.33
1001078	10/8/2025	VALLEY ALARM	1322052	FIRE & SECURITY ALARM	960.00
1001078	10/8/2025	VALLEY ALARM	1313078	FIRE & SECURITY ALARM	715.28
1001078	10/8/2025	VALLEY ALARM	1322055	FIRE & SECURITY ALARM	715.28
1001079	10/8/2025	VORTEX USA INC	64431	SPLASH PAD CHEMICALS	1,301.55
1001080	10/8/2025	VULCAN MATERIALS COMPANY	4540733	ASPHALT STREET REPAIRS	241.45
1001080	10/8/2025	VULCAN MATERIALS COMPANY	4535431	ASPHALT STREET REPAIRS	255.10
1001081	10/8/2025	WALTERS WHOLESALE ELECTRIC COMPANY	S128760514.001	ELECTRICAL SUPPLIES	890.91
1001081	10/8/2025	WALTERS WHOLESALE ELECTRIC COMPANY	S128739420.001	ELECTRICAL SUPPLIES	1,901.13
1001081	10/8/2025	WALTERS WHOLESALE ELECTRIC COMPANY	S128739420.002	ELECTRICAL SUPPLIES	8.93
1001081	10/8/2025	WALTERS WHOLESALE ELECTRIC COMPANY	S128608942.002	ELECTRICAL SUPPLIES	606.49
1001081	10/8/2025	WALTERS WHOLESALE ELECTRIC COMPANY	S128609411.001	ELECTRICAL SUPPLIES	43.69
1001082	10/8/2025	WATER REPLENISHMENT DISTRICT OF	7312025	GROUNDWATER ASSESMENT	119,737.96
W2487	9/18/2025	WESTERN EXTERMINATOR COMPANY	594672C	PEST/RODENT CONTROL	111.70
W2487	9/18/2025	WESTERN EXTERMINATOR COMPANY	594672C	PEST/RODENT CONTROL	75.15
W2487	9/18/2025	WESTERN EXTERMINATOR COMPANY	594672C	PEST/RODENT CONTROL	341.95
W2487	9/18/2025	WESTERN EXTERMINATOR COMPANY	594672C	PEST/RODENT CONTROL	80.66
W2487	9/18/2025	WESTERN EXTERMINATOR COMPANY	594672C	PEST/RODENT CONTROL	211.74
W2488	9/18/2025	WILLDAN FINANCIAL SERVICES	010-63042	COST ALLOCATION PLAN	3,041.00
<b>Grand Total</b>					<b>1,245,836.26</b>

# **ORDINANCES AND RESOLUTIONS**

## ITEM 1



# CITY OF HUNTINGTON PARK

Human Resources Department  
City Council Agenda Report

September 30, 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 A RESOLUTION APPROVING REVISED CLASS SPECIFICATIONS FOR THE POSITIONS OF PUBLIC SAFETY DISPATCHER AND PUBLIC SAFETY DISPATCH SUPERVISOR**

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

1. Adopt a Resolution of the City Council of the City of Huntington Park Approving Revised Class Specifications for the Positions of Public Safety Dispatcher and Public Safety Dispatch Supervisor.

### **BACKGROUND**

Based upon the current needs of the City and the adopted budget for Fiscal Year 2025-2026, to assist the Huntington Park Police Department in recruiting various positions, the Class Specifications for the Public Safety Dispatcher and Public Safety Dispatch Supervisor positions were revised and presented to the Civil Service Commission for review on September 18, 2025. Each of these revised Class Specifications were unanimously approved by the Civil Service Commission and copies are attached to the Resolution as Exhibits A and B.

The primary goal is to reclassify public safety telecommunicators from an office/administrative role to a protective service occupation. Reclassification provides professional recognition for the critical, life-saving work dispatchers do, acknowledging their expertise in public safety, and potentially improving both the recruitment of new dispatchers and the retention of existing staff. It may lead to better compensation and benefits, which are often lacking in the current classification.

# **CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING REVISED CLASS SPECIFICATIONS FOR THE POSITIONS OF PUBLIC SAFETY DISPATCHER AND PUBLIC SAFETY DISPATCH SUPERVISOR**

Page 2 of 3

Groups like Association of Public Safety Communications Officials (APCO) International and the National Emergency Number Association (NENA) advocate for legislative solutions such as the 9-1-1 SAVES Act of 2024, a bill introduced to Congress the House of Representatives in aims to reclassify public safety telecommunicators as first responders, recognizing the critical role in emergency response. The act requires the Director of the Office of Management and Budget to review and make certain revisions to the Standard Occupational Classification System. It is a bi-partisan effort supported by various fire, police, and public safety organizations across the United States. The act was not yet enacted into law but had garnered support and attention for its recognition of the vital work of 9-1-1 dispatchers.

On January 16, 2025, the bill was re-introduced to the Senate and the House of Representatives, citing the bill as “supporting accurate views of emergency services Act of 2025” or “9-1-1 SAVES Act of 2025”.

On Wednesday, September 10, 2025, the US Senate passed the Enhancing First Response Act (S. 725) bill to recognize 9-1-1 as a Public Safety Occupation, and public safety telecommunicators as first responders. The US Office of Management and Budget (OMB) is reviewing occupational classifications, with public safety telecommunications remaining a focus.

Many states have already reclassified telecommunicators as first responders at the state level to strengthen the workforce.

## **NO FISCAL IMPACT/FINANCING**

There is no fiscal impact. The salary range for the Public Safety Dispatcher position (Salary Grid Number 158; \$5,918 to \$7,267 per month), and the Public Safety Dispatch Supervisor position (Salary Grid Number 175; \$6,995 to \$8,587 per month) will remain the same as reflected in the adopted Fiscal Year 2025-2026 Police Department Operating Budget.

## **CONCLUSION**

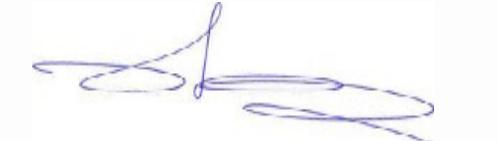
The City supports the reclassification of Communications Operator to Public Safety Dispatcher and Communications Operator Supervisor to Public Safety Dispatch Supervisor, aka 9-1-1 telecommunicators, classified as first responders. This change recognizes the heroic work they do in answering emergency calls, providing medical guidance, and dispatching field units.

**CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING REVISED  
CLASS SPECIFICATIONS FOR THE POSITIONS OF PUBLIC SAFETY  
DISPATCHER AND PUBLIC SAFETY DISPATCH SUPERVISOR**

Page 3 of 3

Upon adoption of this resolution, the two (2) revised Class Specifications will be used for future recruitments by the Huntington Park Police Department.

Respectfully submitted,



RICARDO REYES  
City Manager



MARISOL NIETO  
Human Resources Risk Manager

**ATTACHMENT(S)**

- A. Resolution approving revised Class Specifications for the Positions of Public Safety Dispatcher and Public Safety Dispatch Supervisor.

1                   **RESOLUTION NO. 2025-XX**

2                   A RESOLUTION OF THE CITY COUNCIL OF THE  
3                   CITY OF HUNTINGTON PARK, CALIFORNIA,  
4                   APPROVING REVISED CLASS SPECIFICATIONS  
5                   FOR THE POSITIONS OF PUBLIC SAFETY  
6                   DISPATCHER AND PUBLIC SAFETY DISPATCH  
7                   SUPERVISOR

8                   **WHEREAS** Two (2) classification specifications have been revised for existing  
9                   job classifications as detailed in Exhibits A and B.

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

12                  **SECTION 1.** The City Council of the City of Huntington Park hereby adopts and  
13                  approves the revised class specifications for:

14                  • Public Safety Dispatcher and Public Safety Dispatch Supervisor  
15                  (Exhibits A and B).

16                  **SECTION 2.** The City Clerk shall certify the adoption of this Resolution.

17                  **PASSED, APPROVED, AND ADOPTED** this fourteenth (14<sup>th</sup>) day of October 2025.

18  
19                  \_\_\_\_\_  
20                  Arturo Flores,  
21                  Mayor

22                  **ATTEST:**

23  
24                  \_\_\_\_\_  
25                  Eduardo Sarmiento,  
26                  City Clerk  
27  
28

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### PUBLIC SAFETY DISPATCHER

Civil Service Status: Open-Competitive  
Probationary Period: One (1) Year  
Classification Series: Police-Civilian Non-Sworn  
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers Association  
Approved by Civil Service Commission: 09/18/2025  
Approved by City Council: TBD  
Resolution No.: TBD

*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 Public Safety Dispatch Supervisor and Police Management, this non-sworn, non-peace officer, uniformed position is responsible for performing a full range of radio-telephone operational duties in dispatching public safety, employees and equipment and performs other 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.*

- Receives, identifies and accurately evaluates emergency and routine calls for police services, refers calls to other agencies and makes required notifications as appropriate;
- Maintains status of all equipment within the system as to location and availability, ensuring optimum coverage is achieved throughout the system;
- Determines appropriate employees, and equipment to be dispatched using radio and/or computerized systems;
- Relays, follows, repeats and remembers moderately complex oral and written instructions, information and directions;
- Uses established policies & procedures, independent judgment, common sense and reason to make rapid and accurate decisions to achieve an effective initial or alternate course of action;
- Performs multiple, routine and complex dispatch tasks simultaneously;
- Responds calmly and effectively in emergency and stress situations;
- Develops speed and accuracy in performing job duties & responsibilities, including operating radio consoles, computer terminals and associated communications equipment, performing minor maintenance as required;
- Studies, reviews, and trains in communications and Police Department operations to develop a complete and accurate concept and understanding of the nature of work;
- Effectively communicates and coordinates in a teamwork environment with co-workers, other agencies, departments and the public, exercising strong customer service and group dynamic skills;
- Possesses a high level of awareness to all police activity and effectively anticipates and plans for probable tasks which will require immediate action;
- Works with geography/street files and reads maps, manuals, notebooks, memorandums, policies & procedures and posted information;
- Monitors appropriate police, emergency radio systems;
- Monitors facility security and various alarm systems;
- Performs research and clerical work such as preparation of logs, reports, forms and update of information and files in a timely manner;

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### PUBLIC SAFETY DISPATCHER

Civil Service Status:	Open-Competitive	Bargaining Unit: Police Officers Association
Probationary Period:	One (1) Year	Approved by Civil Service Commission: 09/18/2025
Classification Series:	Police-Civilian Non-Sworn	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: TBD

(Continued)

- Process, record and enter reports as required into various Law Enforcement and other related data bases;
- Trains new operators when required;
- May serve in the booking of prisoners when requested by the supervisor;
- Assumes responsibility for ensuring the duties of their position, that they 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;

##### **Skills:**

- Possess skills to word process general correspondence, spread sheets, and reports using a special communication computer equipment and software application;
- Skilled in resourcefulness and organization, initiative and self motivation;
- Touch type at least 30 words per minute while conversing on telephone and/or radio;

##### **Ability to:**

- Accept close supervision, criticism and/or discipline and work within an established chain of command organizational structure;
- Accurately assess problem and understand needs and situations;
- Acquire knowledge of communications rules, regulations, theory, operations, equipment, principles & capabilities, limitations & backup system alternatives;
- Act in a decisive manner, good judgment, common sense and reason;
- Anticipate needs and evaluate alternatives and contingencies;
- Control conversations, quickly gathering pertinent and relevant information;
- Deal tactfully and courteously with the public;
- Develop knowledge of cooperating agency procedures and resources-mutual aid;
- Exercise tact & diplomacy, striving to promote a positive & cooperative atmosphere;
- Hear multiple normal level conversations simultaneously, distinguishing between voices and sources to ascertain relevant information quickly and accurately;
- Learn police equipment and resource capabilities and develop strategy for various types of emergencies;
- Learn new information and initiate improvements in technical and procedural areas;
- Learn rules, policies & procedures quickly and to interpret them correctly;

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### PUBLIC SAFETY DISPATCHER

Civil Service Status: Open-Competitive  
Probationary Period: One (1) Year  
Classification Series: Police-Civilian Non-Sworn  
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers Association  
Approved by Civil Service Commission: 09/18/2025  
Approved by City Council: TBD  
Resolution No.: TBD

(Continued)

- Maintain emotional stability, patience, loyalty and commitment to the organization;
- Quickly and accurately follow written and oral instructions;
- Rapidly & accurately operate complex computerized & mechanical equipment;
- React quickly, efficiently and calmly in emergencies & stressful situations;
- Read and discern visual images on a variety of media including multiple screens;
- Read and understand street maps, learn and retain a workable knowledge of cities, roadways, major buildings and geography of system and surrounding jurisdictions;
- Speak clearly, distinctly and correctly with good modulation;
- Take initiative and exercise dependability, maturity and self-confidence;
- Take notes, organize information & thoughts and develop notebooks, projects, records and reports;
- Understand, retain and repeat simple and complex oral and written instructions;
- Use work time properly and productively, producing high quality, accurate work;
- Work in confined quarters for extended periods of time;
- Work rotating shifts, including nights, weekends and holidays;
- Attend training classes in communications;
- Work overtime as requested or in emergencies;
- Actively participate in an extensive, comprehensive on the job training program;
- Handle confidential information with discretion;
- Communicate effectively both orally and in writing;
- Effectively handle stressful situations;
- 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 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:**

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination);

**Experience:**

- One (1) year of general clerical experience involving public contact and including or supplemented by the operation of telecommunication equipment.

# CITY OF HUNTINGTON PARK

## CLASS SPECIFICATION

### PUBLIC SAFETY DISPATCH

Civil Service Status: Open-Competitive  
Probationary Period: One (1) Year  
Classification Series: Police-Civilian Non-Sworn  
FLSA Status: Non-Exempt

Bargaining Unit: Police Officers Association  
Approved by Civil Service Commission: 09/18/2025  
Approved by City Council: TBD  
Resolution No.: TBD

#### License:

- A valid California Class C Driver's License and a satisfactory driving record.

#### Special Requirements:

- A Public Safety Dispatcher must be able to work a rotation shift, nights, weekends and holidays and have a Police Department security clearance;
- Requires wearing uniforms, headsets and working in a closely situated work area;
- Must pass a Police Department background check;
- Must attend mandated Public Safety Dispatching course;
- Must obtain the P.O.S.T. Public Safety Dispatcher Certificate prior to the completion of the probationary period;

#### Desirable Qualifications:

- Prior experience in two-way radio operation in a public safety emergency communications dispatch system;
- Knowledge of computer video terminal operations.

#### 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.

## ITEM 2

# CITY OF HUNTINGTON PARK

Human Resources Department  
City Council Agenda Report



October 14, 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 ADOPTION OF RESOLUTION APPROVING AND ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF HUNTINGTON PARK AND THE HUNTINGTON PARK GENERAL EMPLOYEES' ASSOCIATION (HPGEA)**

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

1. Approve Resolution of the City Council of the City of Huntington Park, California, Approving and Adopting the Memorandum of Understanding Between the City of Huntington Park and the Huntington Park General Employees' Association (HPGEA); and
2. Authorize the City Manager to execute the Memorandum of Understanding on behalf of the City.

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

Under California law, the Meyers-Milias-Brown Act (MMBA) (sections 3500 et seq. of the Government Code) established collective bargaining for California municipalities. Collective bargaining (also known as meeting and conferring) is the process by which workers, through their associations, and employers negotiate contracts to determine terms of employment, including pay, benefits, hours, leave, and job health & safety policies.

The terms of this Memorandum of Understanding between the City and the HPGEA have been established pursuant to City representatives and HPGEA representatives having engaged in the meet and confer process in good faith pursuant to the MMBA.

The City and the HPGEA have met and conferred in accordance with the Meyers-Milias-Brown Act regarding terms and conditions of employment, including wages, benefits and hours. The City and the HPGEA have memorialized an agreement regarding wages,

**CONSIDERATION AND ADOPTION OF RESOLUTION NO. 2025-XX APPROVING  
AND ADOPTING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY  
OF HUNTINGTON PARK AND THE HUNTINGTON PARK GENERAL EMPLOYEES'  
ASSOCIATION (HPGEA)**

October 14, 2025

Page 2 of 3

benefits, hours, and other terms and conditions of employment that are reflected in a proposed Memorandum of Understanding (MOU) for the period of July 1, 2024 through June 30, 2029, which is attached to this report.

The MOU represents a successor agreement and would become effective upon ratification of the MOU by the City Council.

**FISCAL IMPACT/FINANCING**

The financial impact of the Memorandum of Understanding between the City and the Huntington Park General Employees' Association (HPGEA) has been incorporated into the adopted Fiscal Year 2025–26 Budget and will not require additional appropriations at this time.

**CONCLUSION**

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

Respectfully submitted,



RICARDO REYES  
City Manager

MARISOL NIETO  
HUMAN RESOURCES RISK MANAGER

**ATTACHMENT(S)**

- A. Resolution Approving and Adopting the Memorandum of Understanding Between the City and HPGEA
- B. Memorandum of Understanding Between the City and HPGEA

ATTACHMENT "A"

RESOLUTION NO. 2025- 

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
HUNTINGTON PARK, CALIFORNIA, APPROVING AND  
ADOPTING A NEW MEMORANDUM OF UNDERSTANDING  
WITH THE HUNTINGTON PARK GENERAL EMPLOYEES'  
ASSOCIATION**

**WHEREAS**, the Huntington Park General Employees' Association (HPGEA) representatives and City representatives have met and conferred in good faith in accordance with the Meyers-Milias-Brown Act (sections 3500 et seq. of the Government Code), and agreed to terms for a Memorandum of Understanding; and

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

**SECTION 1.** The Memorandum of Understanding between the City and the HPGEA, which is attached hereto as Exhibit A – effective for the period of July 1, 2024 through June 30, 2029 – is hereby ratified, adopted and approved.

**SECTION 2.** This resolution shall take effect immediately upon its adoption.

**SECTION 3.** The City Clerk shall certify the adoption of this Resolution.

**PASSED, APPROVED and ADOPTED** this 14th day of October, 2025.

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Arturo Flores,  
Mayor

**ATTEST:**

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Eduardo Sarmiento,  
City Clerk

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF HUNTINGTON PARK, CALIFORNIA  
AND  
THE HUNTINGTON PARK GENERAL EMPLOYEES' ASSOCIATION (HPGEA)**

**ARTICLE ONE:**

**EMPLOYEE AND EMPLOYER RIGHTS**

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

This Memorandum of Understanding, hereinafter called the “MOU” is made by and between the City of Huntington Park, California, hereinafter called the “City” and the Huntington Park General Employees’ Association, hereinafter called “HPGEA” or “Association” representing the full-time, non-management, non-safety general service classified employees of the City. Part-time employees in like classification are not parties to the Memorandum of Understanding and do not receive the salaries and benefits afforded by this MOU. This MOU is made pursuant to the California Government Code Section 3500, et seq. and the City’s Employer-Employee Relations Resolution 69-76 as amended.

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

The City hereby recognizes HPGEA as the exclusive representative of the full-time, non-management, mid-management, non-safety, and general employee unit comprised of those classifications, as set forth in Appendix “A,” as amended, and attached hereto, pursuant to the City’s Employer-Employee Relations Resolution No. 69-76, as amended, generally referred to and hereinafter called “HPGEA,” “General Employees’ Association” or “Unit Employees.”

**III. BARGAINING UNIT CHANGES**

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

**IV. CERTIFICATION OF REPRESENTATIVES (HPGEA) – BONAFIDE UNDER FLSA**

**A. HPGEA AS CERTIFIED**

1. The HPGEA has been certified as the bonafide representative by the California Public Employment Relations Board (PERB) under the Fair Labor Standards Act.

2. As a consequence of this certification, some of the wages, hours, terms and conditions of employment stated in this memorandum of understanding were negotiated that otherwise would not have been changed.

**B. NOTICE**

If, at any time the HPGEA is voluntarily decertified as bonafide representative by the PERB, the HPGEA shall be obliged to inform the City Manager immediately of this fact in writing and those wages, hours, terms and conditions of employment that are affected by this decertification, namely, those divisions affected by the Fair Labor Standards Act shall be null and void and subject to immediate renegotiation.

**V. NONDISCRIMINATION****A. POLICY**

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

**B. ASSOCIATION AGREES NOT TO DISCRIMINATE**

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

**VI. CONFIDENTIAL EMPLOYEES – EMPLOYEE RELATIONS**

1. In accordance with G.C. Section 3507.5, many California public agencies designate certain key employees as confidential for Employee Relations purposes.
2. The confidential employees are generally those who have access to confidential or privileged information dealing with labor relations.
3. Those unit employees designated as confidential are not permitted to represent other employees of the agency in labor matters – negotiations or discipline hearings, for example – in order to avoid an obvious conflict of

## **ARTICLE ONE**

interest, the appearance of bad faith and the willful or inadvertent release of information that could seriously impair the labor-management relationships within the agency.

4. Therefore, certain incumbent unit employee's classifications can be designated as confidential by the City Manager upon agreement between City and HPGEA. Those classifications designated as Confidential-Employee Relations are prohibited from representing any employee organization or any matter within the scope of representation.
5. A designated confidential employee may be permitted to participate in certain labor relation functions if so approved in advance by the City Manager.

## **VII. ASSOCIATION MEMBERSHIP**

### **A. MEMBER DEDUCTION**

The City agrees to deduct from the wages of any employee who is a member of the Association, a MEMBER deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the City and the Association. The City agrees to remit any deductions made pursuant to this provision promptly to the Association together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

### **B. MAINTENANCE OF MEMBERSHIP**

#### **1. Deductions and Dues**

The City agrees to honor all authorizations for payroll deduction of Association dues payments to the Association and to remit such payments to the Association within thirty (30) days after the conclusion of the month in which said dues deductions were taken pursuant to such authorization. Authorized deductions shall be revocable in accordance with the lawful terms under which an employee voluntarily authorized said deductions. Any employee inquiries to cancel or change deductions shall be referred to the Association.

Authorized deductions for Association dues shall be done bi-weekly by the City. Payroll deductions for approved insurance and welfare plan fees shall be done bi-weekly by the City from the salary of each unit employee who has filed a written authorization on an appropriate City form for insurance and welfare plan deductions.

## 2. Notice of New Hires

The City shall provide the HPGEA Labor Relations Representative notice of any newly hired employee to an HPGEA-represented classification, within thirty (30) days of date of hire, via electronic mail. The notice shall include full legal name, date of hire, classification and work location.

The term “Newly hired employee” or “new hire” means any employee hired by the City to an HPGEA-represented classification, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the City, and whose current position has placed them in the bargaining unit represented by HPGEA. For those latter employees, for purposes of this agreement only, the “date of hire” is the date upon which the employee’s classification or employee status changed such that the employee was placed in the HPGEA unit.

## 3. Employee Information

Except for employees who have submitted written requests pursuant to Government Code section 6254.3(c) prohibiting the disclosure of their home address, home telephone number, personal cellular telephone number, or personal email address, the City shall provide HPGEA with new hire contact information. The City shall not make any statements encouraging opt out. On the last workday of each month, the City shall provide to HPGEA, via a mutually agreeable email process, the name and contact information on the new hires. This information shall be provided to HPGEA regardless of whether the newly hired employee was previously employed by the City.

The information shall be provided electronically via a mutually agreeable secure email process and shall include the following items, if they are included in the City’s records:

- a. First Name;
- b. Middle Name;
- c. Last Name;
- d. Suffix (e.g. JR., III);
- e. Job Title;
- f. Department;
- g. Primary worksite;
- h. Work telephone number;
- i. Work Extension;
- j. Home Street Address (incl. apartment #);
- k. City;
- l. State;
- m. Zip Code (5 or 9 digits);

- n. Home telephone number (10 digits);
- o. Personal cellular telephone number (10 digits);
- p. Personal email address of the employee;
- q. Employee ID No.; and
- r. Hire date.

#### 4. Periodic Update of Unit Member Contact Information

Except where the employee has submitted a written request pursuant to Government Code section 6254.3(c) prohibiting the disclosure of their home address, home telephone number, personal cellular telephone number, or personal email address, the City shall provide HPGEA, via a mutually agreeable secure email process all bargaining unit member names and contact information on the last working day of September, January, and May. The specific employee information required to be submitted shall include all the information described above in section 3 of this agreement.

#### 5. Notice of HPGEA Representation to New Hires

The City shall inform all new hires in the representation unit that HPGEA is the recognized employee organization designated as the representative of the employees in the unit.

### **C. INDEMNIFICATION**

The Association understands and acknowledges that the City will rely upon the foregoing representations in making deductions, in the amounts specified by the Association from salaries and wages of the employees whose names are presented for deductions and that the City shall not be required to make further investigation or inquiry regarding the accuracy of those representations prior to making such deductions, unless a dispute arise, at which point the Association shall be required to submit evidence proof that the employee has authorized the deduction.

HPGEA agrees to indemnify and hold harmless the City against all claims including costs of suit and reasonable attorney fees and/or other forms of liability arising from the provisions of this article. In such case, the City shall be authorized to select legal counsel of its sole choice in defending its interests in any said litigation.

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

1. Employee organizations may, with the prior approval of the Municipal Employee Relations Officer (City Manager), be granted the use of City facilities during non-work hours for meetings of unit employees provided space is available, and provided further such meetings are not used for organizational activities or membership drives of unit employees. All such requests shall be in writing and shall state the purpose or purposes of

## **ARTICLE ONE**

the meeting. The City reserves the right to assess reasonable charges for the use of such facilities.

2. The use of City equipment other than items normally used in the conduct of business meetings, such as desks, chairs, and bulletin boards, is strictly prohibited, the presence of such equipment in approved City facilities notwithstanding.

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

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

- A. All materials must be dated and must identify the organization, which published them.
- B. The actual posting of materials will be done by the HPGEA. In the event that posted materials are, in the opinion of the department head, objectionable or interfere with the proper functioning of the department, the department head may order the material removed provided, however, the department head first discusses such removal order with the Municipal Employee Relations Officer (City Manager).
- C. The City reserves the right to determine where bulletin boards shall be placed and what portion of them are to be allocated to HPGEA materials.
- D. If HPGEA does not abide by these rules, HPGEA will forfeit its right to have material posted on City bulletin boards.

### **X. ELECTRONIC COMMUNICATIONS**

The GEA shall be permitted to use the City's email system to communicate to its unit employees, provided however, the association and its members comply with the City's Information Technology Equipment Policy and other requirements as set forth by the City.

### **XI. RIGHTS**

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

1. Unit employees of the City shall have the right to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on all matters of employer-employee relations including but not limited to wages, hours, and other terms and conditions of employment.
2. Unit employees also shall have the right to refuse to join or participate in the activities of employee organizations.

3. No unit employee shall be interfered with, intimidated, restrained, coerced, or discriminated against by the City or by any employee organization because of the exercise of these rights.

**B. MANAGEMENT RIGHTS AND RESPONSIBILITIES**

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

1. To manage the city generally and to determine policies, procedures, and the right to manage the affairs of the City;
2. To determine the existence or nonexistence of facts, which are the bases of the Management decision;
3. To determine the necessity, organization, and implementation of any service or activity conducted by the City or other governmental jurisdictions, and expand or diminish services;
4. To determine the nature, manner, means, extent, type, quantity, quality and technology, standards, level and extent of services to be provided to the public;
5. To determine methods of financing;
6. To determine quality, quantity and types of equipment or technology to be used;
7. To determine and/or change the facilities, methods, technology, equipment and apparatus, means, organizational structure, size and composition of the work force and allocate and assign work by which the City operations and services are to be conducted;
8. To plan, determine and manage City budget which includes changes in the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including the right to contract for or subcontract any work or operation of the City;
9. To assign work to and schedule unit employees in accordance with requirements as determined by the City and to establish and change work hours, schedules and assignments;

## ARTICLE ONE

10. To lay off unit employees from duties because of lack of work or funds, or under conditions where continued work would be ineffective, nonproductive, or not cost effective as determined by the City. Notwithstanding this management right, the City agrees that during the term of this Agreement, and up to June 30, 2029, that it shall not contract out for duties performed by employees who are laid off. Furthermore, notwithstanding this management right, the City agrees that during the term of this Agreement, and up to June 30, 2029, to meet and consult with the GEA prior to implementation of any layoffs. Meet and consult means that the City agrees to meet with GEA to discuss alternatives to layoff, but does not include any requirement to bargain to impasse;
11. To establish and modify productivity and performance programs and standards;
12. To direct, supervise, recruit, select, hire, evaluate, promote, transfer, discipline, discharge, terminate, suspend, demote, reduce, reprimand, withhold salary increases and benefits, or otherwise discipline unit employees for cause;
13. To determine minimum qualifications, skills, abilities, knowledge, selection procedures and standards, job classifications and to reallocate and reclassify unit employees;
14. To hire, transfer, promote, reduce in rank, demote, reallocate, and terminate unit employees and take other personnel action for nondisciplinary reasons in accordance with the MOU and applicable resolutions and Codes of the City;
15. To determine policies, procedures and standards for selection, training and promotion of unit employees;
16. To establish unit employee performance standards, including quality and quantity standards, and to require compliance therewith;
17. To maintain order and efficiency in its facilities and operations;
18. To establish and promulgate and/or modify rules and regulations, policies and procedures related to productivity, efficiency, conduct, safety, health and order in the City and to require compliance therewith;
19. To restrict the activity of an employee organization on City property and on City time except as set forth in the Employer-Employee Relations Resolution; and
20. To take any and all necessary steps and actions to carry out the service requirements and to determine the issues of public policy and the overall

## ARTICLE ONE

mission of the City and the mission of the Agency in emergencies or other time deemed necessary by the City not specified above.

### C. IMPACT ON MANAGEMENT RIGHTS

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

## XII. PAID TIME OFF FOR HPGEA REPRESENTATIVES

### A. RELEASE TIME

1. Leave of Absence with Pay is authorized for representatives of HPGEA to attend Employee Relations related conferences, meetings, institutes, or similar affairs (in addition to meet and confer sessions with City representatives).
2. Representatives shall be allowed reasonable time off without loss of pay and benefits, in accordance with Government Code Section 3505.3(a)(1), when formally meeting and conferring with City Representatives.
3. Such leave is subject to the prior approval of the Department Head or City Manager.
4. City will allow employees to combine breaks for attendance at a monthly hour-long membership meeting. HPGEA agrees to inform the City in advance of the date of these meetings.

### B. LIMITATIONS

HPGEA agrees that any off-duty time shall not constitute hours worked for computation of overtime in the respective work period.

**ARTICLE TWO:**  
**SALARIES AND COMPENSATION**

**I. SALARIES**

- A. Effective January 1, 2025, employees employed as of the date of MOU adoption will receive a nine percent (9%) base salary increase.
- B. Effective July 1, 2025, employees employed as of the date of MOU adoption will receive a four percent (4%) base salary increase.
- C. **SALARY ADJUSTMENTS – July 2026**  
Effective the first full pay period following July 1, 2026, employees will receive a three percent (3%) base salary increase.
- D. **SALARY ADJUSTMENTS – July 2027**  
Effective the first full pay period following July 1, 2027, employees will receive a four percent (4%) base salary increase.
- E. **SALARY ADJUSTMENTS – July 2028**  
Effective the first full pay period following July 1, 2028, employees will receive a four percent (4%) base salary increase.

• **CITY WILL UNDERTAKE TOTAL COMPENSATION STUDY**

The City will undertake a total compensation study for HPGEA employee positions. No employee shall suffer a reduction in pay as a result of the classification study.

• **CITY'S RIGHT TO INCREASE SALARIES – RECLASSIFICATION STUDY**

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

**II. FIVE STEP SALARY SCHEDULE**

**Step 1**

- a. Shall be the entry-level step for new unit employees in all classifications unless another step is approved by the City Manager.

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

### **Step 2**

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

### **Step 3**

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

### **Step 4**

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

### **Step 5**

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

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

### **A. NOT AUTOMATIC**

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

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

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

## **IV. PROBATIONARY PERIOD**

### **A. LENGTH OF PROBATIONARY PERIOD**

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

**B. "AT WILL" STATUS**

1. During the probationary period, a unit employee serves in an "at will" status and may be dismissed with or without cause and with or without notice.
2. If a promoted unit employee fails their probationary period, they shall return to their former classification held as a permanent employee prior to the promotion, unless they are dismissed from City service in the manner provided in Ordinance No. 1456.

**C. PROMOTIONS**

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

**V. ADJUSTMENT TO SALARY RANGE OR CLASSIFICATION**

**A. REDUCTION OF UNIT SALARY RANGE**

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

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

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

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

1. Any unit employee voluntarily transferred or demoted to a classification where a lower salary range is assigned shall be placed at a salary step within the lower salary range, which is closest to the unit employee salary step immediately prior to such voluntary transfer or demotion.
2. Upon such transfer or demotion, such unit employee shall be entitled to annual increases as authorized for their new classification as a salaried full-time employee.

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

1. Any unit employee receiving a promotion to a higher classification to which a higher salary range is assigned shall receive compensation at the step within the assigned range which will result in at least a one-step

## **ARTICLE TWO**

increase in salary over that being received by such employee immediately prior to such promotion, or to the lowest step in the salary range of such higher classification, whichever results in a greater increase.

2. After promotion to a higher classification, or transfer to a classification to which a higher salary range is assigned, such employee will be eligible for a regular step increase in their new classification at the completion of a six (6) month probationary period.

### **VI. ANNIVERSARY DATE**

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

1. For all purposes, except eligibility for salary increases, a unit employee's anniversary date shall be the date of initial hire with the City as a salaried full-time employee.
2. In cases of re-employment, the anniversary date shall be the effective date of re-employment as a salaried full-time employee less the time the unit employee was on approved Leave of Absence.

#### **B. LIMITATIONS**

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

### **VII. EQUIVALENT BI-WEEKLY, MONTHLY AND ANNUAL RATE**

- A. Equivalent bi-weekly pay rate shall be determined by multiplying the hourly rate by eighty (80) hours.
- B. Equivalent annual pay rate shall be determined by multiplying the hourly rate by two-thousand eighty (2,080) hours.
- C. Equivalent monthly pay rate shall be determined by dividing the annual rate by twelve (12) months.

### **VIII. FREQUENCY OF PAYCHECK ISSUANCE**

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

**IX. PAYROLL WITHHOLDING CHANGES**

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

**X. VOLUNTARY 457 DEFERRED COMPENSATION PLAN**

**A. VOLUNTARY 457 DEFERRED COMPENSATION PLAN**

1. City agrees to provide a deferred compensation plan for unit employees covered herein pursuant to IRS Code Section 457.

**B. PLAN DOCUMENTS AND RULES**

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

**C. CHANGING YOUR CONTRIBUTION**

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

**D. LIMITATIONS**

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

**XI. ACTING PAY**

**A. ELIGIBILITY**

1. Any unit employee who is required in writing to, and does act and perform duties included within an unfilled or temporary vacant higher classification and which are broader than the specifications governing such employee's position, shall be eligible for acting pay upon written approval by their department head and the City Manager.
2. To be eligible, the unit employee must work in the higher classification a minimum of five (5) consecutive scheduled workdays, including official paid holidays before receiving acting pay.

3. To be eligible, the unit employee who is a supervisor must work in the higher classification a minimum of seven (7) consecutive scheduled workdays including official paid holidays before receiving acting pay.

### **B. COMPENSATION**

1. A unit employee approved for acting pay:
  - a) Shall be paid the hourly rate for the acting classification which is a minimum of five percent (5%) above the current base salary of the employee's permanent position, or Step "1" of the acting classification whichever is greater; and
  - b) Shall in no instance be entitled to be paid more than Step "5" of the acting classification.
2. During that period of acting service, a unit employee shall be paid at the acting pay rate when off on an official City holiday or sick leave.
3. A unit employee working overtime or called back during an acting assignment shall be paid at the acting pay rate for such time, unless the acting position is an exempt position, then overtime is not applicable.
4. A unit employee receiving acting pay, as set forth above, shall continue to receive the benefits associated with his/her permanent position and not the benefits associated with the acting position.

### **C. LIMITATIONS**

1. Acting pay may not exceed six (6) months.
2. Acting assignments are not provisional appointments.

## **XII. LONGEVITY PAY**

### **A. PURPOSE**

The purpose of Longevity Pay is to recognize unit employees who have served a minimum of fifteen (15) years of full time salaried service time with the City of Huntington Park in a classification represented by the HPGEA.

### **B. COMPENSATION**

Eligible unit employees in their respective classification shall receive the following additional longevity compensation per month.

1. All unit employees with fifteen (15) years (completion of 180 consecutive months of City service) of full-time City service shall receive \$150 per month above their base salary.

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2. All unit employees with twenty (20) years (completion of 239 consecutive months of City service) of full-time City service shall receive \$450 per month above their base salary.
3. All unit employees with twenty-five (25) years (completion of 299 consecutive months of City service) of full-time City service shall receive \$700 per month above their base salary.
4. For purposes of this section, “consecutive months of City service” shall mean completion of consecutive months of uninterrupted employment status with the City as a full-time employee providing service to the City.

### XIII. BILINGUAL PROGRAM

#### A. PURPOSE

1. Unit employees that frequently deal with the public and are in designated classes eligible to serve as a bilingual translator must pass a test given by the City to qualify.
2. The purpose of the Bilingual Program is to provide linguistic assistance for non-English speaking person(s) who represent a large segment of the community.
3. The service is provided through certain selected unit employees who have been certified as proficient in a designated foreign language, which is regularly utilized in providing services to the community.

#### B. QUALIFICATION

1. The Human Resources Department will conduct the proficiency tests, as needed, in designated language as set forth in “A” above.
2. The Human Resources Department will then certify an eligible list of qualified bilingual translators who work in designated eligible bilingual classifications and are so certified to perform technical bilingual skills including reading, writing, and translation.

#### C. DESIGNATED ELIGIBLE CLASSIFICATIONS

The following designated classifications shall be eligible, once certified by the Human Resources Department, as set forth in “B” above, to receive bilingual compensation.

DESIGNATED ELIGIBLE CLASSIFICATIONS	
Administrative Secretary	
Animal Enforcement Officer	

Assistant Planner
Associate Planner
Building Inspector
Business License Enforcement Officer
Code Enforcement Officer
Code Enforcement Supervisor
Community Services Supervisor
Development Project Coordinator
Electrical Supervisor
Finance Assistant I
Finance Assistant II
Housing Community Development Assistant
J Journeyman Electrician
M Maintenance Worker
N Neighborhood Improvement Coordinator
O Office Assistant I
O Office Assistant II
P Parks/Public Works Maintenance Supervisor
P Permit Technician
P Police Records Clerk
P Police Records Coordinator
P Property Rehabilitation Specialist
R Records/Imaging Clerk
R Recreation Coordinator
R Recreation Supervisor
R Recreation Manager
R Recycling Coordinator
S Senior Planner
S Senior Recreation Supervisor
S Storekeeper
S Switchboard Operator/Clerk

**D. COMPENSATION**

Effective January 1, 2019, eligible certified unit employees shall receive compensation in the amount of Two Hundred Twenty-Five (\$225.00) dollars per month above their base salary.

**E. COMPENSATION FOR EMPLOYEES CURRENTLY RECEIVING BILINGUAL COMPENSATION**

Those employees in classifications receiving bilingual compensation on January 1, 2019 but are not listed as eligible for bilingual compensation, will continue to receive One Hundred Seventy Five (\$175.00) dollars per month above their base salary. Once the incumbent separates from the City, the new employee within a

classification that is not listed above will no longer be eligible for bilingual compensation.

**XIV. NIGHT SHIFT DIFFERENTIAL PAY****A. PURPOSE**

The purpose of this provision is to provide compensation to unit employees whose regular scheduled work shift includes at least one and one-half (1.5) hours or more of their scheduled work time between the hours of 7:00 p.m. and 6:00 a.m., herein referred to as Night Shift Differential, as assigned by Management.

**B. COMPENSATION**

Eligible unit employees shall be paid Night Shift Differential Pay of fifty cents (.50¢) per hour above their base hourly rate of pay for actual time night shift worked which is:

- a) Between the hours of 7:00 p.m. and 6:00 a.m.; and
- b) Is a minimum of one and one-half (1.5) hours or more of their scheduled work time.

**C. LIMITATIONS**

1. Night shift differential shall not apply to any City operation where unit employees periodically rotate through around the clock work schedules, such as Police Records Clerks.
2. Night shift differential shall not apply to unit employees temporarily scheduled to work between 7:00 p.m. and 6:00 a.m. due to emergencies, absenteeism or similar short-term instances.
3. Overtime worked.
  - a) shall be paid at time and one-half (1.5) of the unit employee's regular hourly rate of pay.
4. Holidays.
  - a) shall be paid at the employee's regular hourly rate of pay.

**XV. MINUTE CLERKS**

- A. Unit employees who are assigned and required to attend meetings of the City Council or various commissions of the City, as "Minute Clerk" during their normal off duty hours shall be compensated.
- B. Such compensation shall be for a minimum of two (2) hours overtime pay at time and one-half (1.5) their hourly rate of pay.

**XVI. TEMPORARY ASSIGNMENTS**

Temporary assignments:

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

**ARTICLE THREE:****WORK PERIODS, SCHEDULES AND OVERTIME****I. WORK PERIODS****A. SEVEN (7) DAY WORK WEEK**

The work period for unit employees, for the purposes of the Fair Labor Standards Act (FLSA), shall be fixed and regularly recurring period of time consisting of one-hundred and sixty-eight (168) consecutive hours consisting of seven (7) consecutive twenty-four (24) hour periods.

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

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

**C. SEVEN (7) DAY WORK PERIOD FOR EMPLOYEES ON THE 9/80 WORK SCHEDULE, BEGINNING/ENDING**

The seven (7) day work period shall begin on Friday at 12:00 p.m. and end on Friday at 11:59:59 a.m.

**II. WORK SCHEDULES****A. CITY WORK SCHEDULES**

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

**1. 5/40 Work Schedule:** The 5/40 work schedule shall consist of five consecutive work days consisting of eight (8) consecutive work hours in a seven (7) consecutive calendar day period, exclusive of any meal periods assigned by management.

**2. 4/10 Work Schedule:** The 4/10 work schedule shall consist of four consecutive work days consisting of ten (10) consecutive work hours in a seven (7) consecutive calendar day period, exclusive of any meal periods assigned by management.

**3. 9/80 Work Schedule:** The 9/80 work schedule shall consist of an eighty (80) hour two week schedule consisting of eight (8) nine (9) hour days and one eight (8) hour working day in a eighty (80) work hour work period in fourteen (14) consecutive calendar days. This schedule shall be divided into two forty (40)

## ARTICLE THREE

work hour work period segments exclusive of any meal periods assigned by management.

**4. Police Records Clerks:** The 3/13 work schedule for Police Records Clerks shall be three (3) consecutive work days each seven (7) day work period, two (2) of which shall consist of 13.5 consecutive work hours and one (1) of which shall consist of thirteen (13) consecutive work hours, inclusive of meal periods and breaks.

### **B. CITY HALL - 4/10 WORK SCHEDULE**

City Hall employees maintain a 4/10 work schedule (Monday-Thursday Shift) except employees who work 9/80 or other work schedules mutually agreed upon by the parties.

### **C. PUBLIC WORKS DEPARTMENT – 4/10 OR 9/80 WORK SCHEDULE**

The Public Works Department and Parks and Recreation Department employees maintain either a “coordinated” 9/80 or 4/10 work schedule with at least one Friday per pay period off from work. The City maintains the discretionary authority to assign between the 4/10 or 9/80 work schedule and will endeavor to provide advance notice of change to schedules.

## **III. CHANGING OF WORK SCHEDULES**

The City shall meet and confer with the Association when the City is considering other work schedules or the changing of the work schedule when the substantive and significant needs of the City so dictate, such as conformance to operational needs of the department or compliance with the law. The City will make every effort to maintain current work schedules for bargaining unit members.

## **IV. PUNCTUALITY/TARDINESS**

### **A. POLICY**

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

### **B. NO PAY FOR TARDINESS**

Any tardiness time that is seven (7) minutes or more from the unit employee’s assigned work starting time shall not be paid and therefore shall be “Docked” for the time so tardy in increments of 15 minutes or more unless this time is approved in advance by the Department Head.

**C. NO USE OF SICK LEAVE TIME BENEFITS**

Unit employees who are “Docked” any time for unapproved tardiness may not use any accumulated sick leave benefits to cover tardy unpaid time.

**D. DISCIPLINARY ACTION**

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

**V. OVERTIME****A. POLICY**

It is policy of the City that overtime work is to be discouraged. All overtime work must be approved in advance by the department head or designee. Whenever the public interest or necessity requires it, any department head may require any unit employee in such department to perform overtime work. Overtime work must be properly reported on the appropriate timesheets.

**B. DEFINITION AND ELIGIBILITY****FULL-TIME UNIT EMPLOYEES**

Full-time employees who work a minimum of forty (40) hours per seven-day work period, who are required to work in excess of their regularly scheduled forty (40) hour work week, shall be paid overtime at one and one-half (1 ½) times their hourly rate for all hours worked in their work period in excess of forty (40) hours, except as provided below.

**C. PAID LEAVE OF ABSENCE TIME INCLUDED IN WORK TIME**

Each workday a unit employee is on an authorized paid leave of absence, e.g., holiday, vacation leave, comp time, except for sick leave, during the scheduled workweek, shall be considered work time by the unit employee for the purpose of establishing eligibility for overtime in the seven (7) day work period.

**D. OVERTIME CREDITED IN FIFTEEN MINUTES OR MORE**

1. Overtime shall be credited in tenths of time worked of fifteen (15) minutes or more per workday.
2. Time so worked of less than seven (7) minutes of an hour shall be considered incidental and shall not be credited.
3. Time worked in excess of seven (7) minutes shall be rounded up to fifteen (15) minutes for overtime credit.

**E. REGULAR DAY OFF WORKED**

Unit employees required to work on a regularly scheduled day off shall receive overtime pay at one and one-half (1.5) times their regular rate of pay for hours actually worked. The hours so worked shall not be credited towards the base hours of a work period for purposes of establishing any basis for overtime or other purposes.

**F. REGULAR HOURLY RATE OF COMPENSATION**

The regular hourly rate of compensation for employees on a forty (40) hour week work schedule shall be 1/173.33 of the employee's monthly salary. The regular hourly rate of compensation shall be determined in accordance with the requirements set forth in the Fair Labor Standards Act (FLSA).

**G. 9/80 WORK SCHEDULE TIME WORKED**

Overtime for unit employees on a 9/80 work week schedule is time worked in excess of forty-four (44) paid hours in a 7 day work week period or eighty (80) paid hours worked in a 14 day work period as set forth in this agreement.

**H. HOURS WORKED FOR OVERTIME – USE OF HOLIDAYS, VACATION TIME, AND COMPENSATORY TIME**

1. For the purpose of computing the number of hours worked as they relate to overtime and seniority, time during which a unit employee is excused from work because of holidays, vacations, and compensatory time off, shall be considered as time worked by the unit employee.
2. Sick Leave taken shall not be credited as work time towards number of hours worked by the unit employee for the purpose of overtime.

**VI. WORK TIME/NON-WORK TIME – OUT OF TOWN TRAVEL AND TRAINING TIME****A. ADVANCED APPROVAL**

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

**B. ONE DAY TRAVEL TRIPS**

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

**C. OVERNIGHT TRIPS**

1. On Overnight Trips the unit employee's normal hours of work shall exclude mealtime and sleep time. The City may count as time worked either the time spent driving or the time it would have taken on the public transportation, if the employee is offered public transportation and chooses to travel by automobile.
2. Any trip or training time is not treated as time worked if all of the following criteria are met:
  - a) Attendance is outside the employee's normal working hours;
  - b) Attendance is voluntary;
  - c) The training course is not directly related to the unit employee's job; and
  - d) The unit employee does not perform any significant job related work while in attendance.
3. If a unit employee voluntarily attends a conference, seminar, a school, college, university, or trade school after hours, the time is not considered as time worked even if the City contributes any incidental expenses. A unit employee's voluntary training for another job or training to add new or additional skills is not considered as directly related to the unit employee's job.

**VII. BREAK-REST PERIODS WITH PAY FOR UNIT EMPLOYEES**

**A. BREAK-REST PERIOD DEFINED**

Break-rest periods must be earned as any other benefit and are computed at the rate of fifteen (15) minutes per four (4) hours worked or major fraction thereof.

**B. BREAK-REST PERIOD SCHEDULING**

1. Break-rest periods are scheduled and/or rescheduled by management so as not to impair service and as job requirements dictate.
2. Unit employees may receive, whenever possible:
  - a) Two (2) paid break-rest periods of fifteen (15) minutes each for each scheduled work day actually worked; and
  - b) One (1) paid break-rest period of fifteen (15) minutes for each four (4) consecutive hours of overtime worked.

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

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

**D. LIMITATIONS**

1. Break-rest periods are non-cumulative and shall not be added to any mealtime, vacation, or any other form of authorized absence from work.
2. Break-rest periods may not be used at the beginning or the end of a work shift.

**VIII. MEAL TIME-UNPAID/NON-WORK TIME****A. MEAL TIME SCHEDULING**

1. The schedule for meal times shall be determined by management in consideration of the continuity of services provided to the public and the convenience of the unit employee.
2. All unit employees, shall be entitled to one (1) non-working, unpaid meal time per scheduled work day of eight (8) or more consecutive hours worked, exclusive of overtime worked.

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

1. The normal unpaid mealtime shall be one-half (½) hour in duration.
2. In no case will mealtime be permitted to exceed one (1) hour.

**C. LIMITATIONS**

1. Meal time is non-cumulative and shall not be added to any break-rest time, vacation, or any other form of authorized absence from work.
2. Meal time may not be used at the beginning or the end of a work shift.
3. All mealtime taken is considered non-work time and is unpaid.

### IX. CALL BACK PAY (UNSCHEDULED)

#### A. PURPOSE

1. Call-back work is unscheduled time worked performed by an off-duty unit employee called-back to work after they have completed their regular work schedule and have left the work area or are on their day off.
2. Such assignments or call backs shall include emergency purposes or required attendance at meetings of the City Council, Commissions, Committees or other official bodies as approved by the City Manager.
3. The City shall, when possible, make available to qualified unit employees an equitable distribution of call back pay within their assigned section.

#### B. COMPENSATION

Unit employees eligible for Call Back Pay as set forth in this section shall receive a minimum guarantee of three (3) hours overtime pay at one and one-half (1.5) times the employee's regular rate of pay. or convert three (3) hours overtime at one and one-half (1.5) times the employee's regular rate of pay to employee's Compensatory Time Bank.

#### C. LIMITATIONS

1. The three (3) hour minimum shall not apply when a unit employee is called in early before the start of their regular assigned shift and the call back is contiguous with the unit employee regular work shift.
2. Another call back during the original or initial three (3) hour period shall not be treated as a new call back and shall not require a new three (3) hour minimum and all subsequent call backs, shall be for actual hours worked plus reasonable travel time. In this event, the unit employee shall be paid for the actual time worked.

### X. STAND-BY ASSIGNMENT PAY

#### A. PURPOSE

Public Works Department unit employees shall be entitled to receive additional compensation for their services while assigned to standby assignment only under the following circumstances and subject to the following conditions.

1. **“Standby Duty”** shall mean the assignment by the Department Head of a unit employee during other than his/her regular working hours to be on call and readily available for the performance of emergency work during one (1) or more consecutive “Standby Shifts.”

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2. **“Weekday Standby Work Shift”** shall mean any unit employee assigned a Standby work shift for any week days, which is Monday, Tuesday, Wednesday, Thursday, or Friday. Each Standby day is 12:00 a.m. through 11:59 p.m. other than his/her regular assigned working hours.
3. **“Weekend Day Standby Shift”** shall mean any unit employee assigned a standby work shift for weekend days which are Saturday 12:00 a.m. to 11:59 p.m. or Sunday 12:00 a.m. through 11:59 p.m.

### B. COMPENSATION

1. Compensation for Standby Shift or portion thereof shall be thirty dollars (\$30.00) per each standby shift or portion thereof.
2. Standby Duty – Holiday. Any unit employee who is assigned to standby duty on a recognized City Holiday shall receive standby pay of forty dollars (\$40.00) per Standby Shift on such holiday, in addition to other standby pay provided for in this section.

### C. INFORM DEPARTMENT HEADS

1. Each unit employee assigned to standby duty shall provide a contact phone number to keep their Department Head informed as to their whereabouts at all times during such standby assignment.
2. Notice of each standby assignment shall be promptly given to the Department Head.

### D. LIMITATIONS

1. Standby assignments will be limited to those public services, which must have emergency response during off-duty hours.
2. City will compensate unit employees specifically required to be on standby duty under the conditions described below.
  - a) Unit employees must be available and must respond to any call back while so assigned;
  - b) The consumption of alcoholic beverages during an assigned standby period is prohibited, as is any use of illegal drugs or other incapacitating medication;
  - c) Violation of the above shall invalidate the employee's eligibility for standby compensation for that period, in addition to any disciplinary action which is warranted; and
  - d) The City may, in its discretion, provide a cell phone or electronic device or other communication device to an assigned employee, which shall be his/her responsibility during such assignment (loss or damage

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due to negligence will result in employee replacing or paying for the electronic device).

### E. NOT ELIGIBLE FOR STANDBY PAY

1. It is agreed that other unit employees may have a responsibility to respond if contacted and ordered to respond under the call back provisions of the MOU, but are not required to standby under the terms of this Agreement.
2. The use of pagers or cell phones or other communication devices is voluntary unless the employee is placed in standby assignment.

### XI. ASSIGNMENT OF OVERTIME

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

### XII. COMPENSATORY TIME

#### A. ELIGIBILITY

Unit employees may elect to receive compensatory time in-lieu of overtime payment.

#### B. ACCUMULATION OF COMPENSATORY TIME BANK

1. Compensatory time will be accumulated on the basis of one-and-one-half (1 ½) hours for each one (1) hour worked in excess of the scheduled workday or workweek.
2. The maximum number of compensatory hours that may be accumulated is forty (40) hours at the straight time hourly rate (26.6 comp time hours x 1.5 = 40 hours), which may be carried until the end of the fiscal year and used as time off, or which shall be paid to the unit employee upon separation from service for any reason.
3. Once the maximum has been accumulated, any additional compensatory overtime accrual submitted through payroll will be automatically paid to the unit employee on the succeeding paycheck.
4. For time earned from July 1 through June 30 of each Fiscal Year, the unused balances of Compensatory Time Bank will be paid during the last pay period in June of the same Fiscal Year to the unit employees at the employee's regular hourly rate of pay in effect at the time of payment and the bank shall be reduced to zero (0).

### C. SCHEDULING AND USE OF COMPENSATORY TIME

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

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

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

### XIII. TIME CLOCKS

If unit employees are required to use time clocks, all their time worked should be recorded by the use of time clocks in accordance with established rules. Department heads shall be responsible for instructing their unit employees in the proper use of time clocks.

**ARTICLE FOUR:**  
**SUPPLEMENTAL BENEFITS**

**I. RETIREMENT**

**A. CalPERS RETIREMENT BENEFITS**

The City agrees to provide retirement benefits to eligible classic employees (as defined below in Section B.) under the California Public Employees' Retirement System (CalPERS) as follows.

<b>Government Code Section</b>	<b>Benefit</b>
20042	<b><u>One Year Final Compensation:</u></b> Final compensation is the average full-time monthly pay rate for the highest twelve (12) consecutive months. (Not applicable to 2% @ 62 retirement plan)
7522.32	<b><u>Three Year Final Compensation:</u></b> For new PEPRA members, provides that final compensation means the highest average annual pensionable compensation earned by a member during a period of at least 36 consecutive months. Also prohibits a public employer from adopting a final compensation period of less than three years for classic members who are currently subject to a three-year final compensation period.
20055	<b><u>Prior Service Credit:</u></b> Unit employees may be eligible to purchase prior service credit.
20124	<b><u>Military Service Credit as Public Service:</u></b> Unit employees may elect to purchase up to four (4) years of service credit.
20965	<b><u>Credit for Unused Sick Leave:</u></b> Unit employees may be eligible to convert unused sick leave bank hours at time of retirement to additional service time.
21329	<b><u>Two percent (2%) COLA:</u></b> Beginning the 2 <sup>nd</sup> calendar year after the year of retirement, retirement and survivor allowances will be adjusted annually on a compound basis of two percent (2%); the adjustment may not be greater than the change in the CPI.
21354	<b><u>2% @ 55 for Local Miscellaneous Members:</u></b> Base retirement plan of two percent (2%) at age 55 for all eligible unit employees. (Employees hired before 12/30/12)
21353	<b><u>2% @ 60 for Local Miscellaneous Members:</u></b> Base retirement plan of two percent (2%) at age 60 for all eligible unit CalPERS members hired 12/30/12 or after.
7522.20	<b><u>2% @ 62 for Local Miscellaneous Members:</u></b> Base retirement plan of two percent (2%) at age 62 for new CalPERS members hired 1/1/13 or after or had a break in Classic membership of greater than six (6) months.

21551	<b>Death Benefit Continues:</b> Provides that death benefits paid to a spouse of a member who died prior to retirement will continue in full should the spouse remarry.
21574	<b>Fourth Level of 1959 Survivor Benefit:</b> Benefits are paid monthly to certain survivors of a unit employee who dies before retirement.
21620	<b>Retired Death Benefit \$500:</b> Upon the death of a retiree, a one-time lump sum payment of five-hundred dollars (\$500) will be paid to the retiree's designated beneficiary.
21624 and 21626	<b>Post Retirement Survivor Allowance:</b> Provides surviving spouse fifty percent (50%) of the amount of retirement allowance, dependent on option chosen, as it was at time of death of retiree.

**B. DEFINITION OF NEW MEMBER AND CLASSIC EMPLOYEES**

The City contracts with CalPERS for retirement benefits. As a result of the Public Employees' Pension Reform Act of 2013, new member employees and classic employees receive different benefits. The definitions of "new member" and "classic member" are as follows.

**New Member**

Government Code section 7522.04(f) defines "new member" as follows:

(f) "New member" means any of the following:

- (1) An individual who becomes a member of any public retirement system for the first time on or after January 1, 2013, and who was not a member of any other public retirement system prior to that date.
- (2) An individual who becomes a member of a public retirement system for the first time on or after January 1, 2013, and who was a member of another public retirement system prior to that date, but who was not subject to reciprocity under subdivision (c) of Section 7522.02.
- (3) An individual who was an active member in a retirement system and who, after a break in service of more than six months, returned to active membership in that system with a new employer.

**Classic Member**

CalPERS refers to all members who do not fit the definition of new member as a classic member.

**C. ESTABLISHMENT OF THREE-TIER RETIREMENT FORMULA FOR MISCELLANEOUS EMPLOYEES**

New Miscellaneous (non-sworn) employees hired on or after December 30, 2012, will be enrolled in the base retirement program 2% @60 for Miscellaneous Members formula. All other retirement benefits outlined in Section A above shall

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remain the same. For purposes of this section, “New Miscellaneous (non-sworn) employees” means a newly hired employee from outside the City.

### **CALPERS RETIREMENT BENEFITS FOR MISCELLANEOUS (NON-SWORN) “NEW MEMBERS” AS DEFINED BY THE PUBLIC EMPLOYEES’ PENSION REFORM ACT OF 2013 (PEPRA)**

1. Retirement Formula: Unit members who are defined as “new members” under the PEPRA, are covered by the 2% @ 62 formula provided for by the Public Employees’ Retirement Law in Government Code section 7522.20(a).
2. Retirement Benefit Calculation Period: For unit members defined as “new members” under the PEPRA such employees’ final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his or her retirement or any other three consecutive year period chosen by the employee as set forth in Government Code section 7522.32(a).
3. Payment of Employee/Member Contribution (PEPRA Member): Effective January 1, 2013, “new member” employees are responsible for paying the employee contribution of one-half of the total normal cost of the plan, as defined by CalPERS, through a payroll deduction. This amount will be determined by CalPERS in the future. The City has adopted the CalPERS resolution in accordance with IRS Code section 414(h)(2) to ensure that the employee contribution is made on a pre-tax basis.

New members shall be eligible to receive all other retirement benefits outlined in Section A. above, as allowed by CalPERS.

#### **D. EMPLOYEE PORTION OF MISCELLANEOUS (NON-SWORN) OF CALPERS RETIREMENT**

All Classic Miscellaneous employees shall continue to pay a total of 7% of employee share of CalPERS.

Effective January 1, 2013, New Members, a new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, or a member who established CalPERS membership prior to January 1, 2013, and who is hired by a different CalPERS employer after January 1, 2013, after a break in service of greater than six months will pay at least 50% of the total normal cost rate.

**II. NON-SWORN – PARS “0.5% STACK” EFFECTIVE JULY 1, 2010**

**A. NEW ADDITIONAL RETIREMENT BENEFIT**

1. Effective July 1, 2010, the City was authorized to provide a new additional retirement benefit referred to as “PARS 0.5% Stack Plan” through the Public Agency Retirement Services (PARS).
2. Effective January 1, 2013, new PEPRA guidelines prohibit a public employer from offering the PARS 0.5% Stack Plan to any employee that was not covered by an existing plan prior to January 1, 2013.

**B. NON-SWORN UNIT EMPLOYEE PAYMENT SHARE**

1. Effective July 1, 2010, all non-sworn unit employees will pay one and one-half percent (1.5%) of their salary to the City to help pay for the increased cost to the City for the “PARS 0.5% Stack Plan”.
2. All new non-sworn unit employees hired on or after July 1, 2010 will pay two percent (2%) of their salary to the City for the first five (5) years of full-time employment with the City to help pay for the increased costs to the City for the “PARS 0.5% Stack Plan”.
3. Upon completion of five (5) years (60 months) of full-time employment with the City, these non-sworn unit employees payment to the City for “PARS 0.5% Stack Plan” will be reduced from two percent (2%) to one and one-half percent (1.5%) of their salary.

**C. ELIGIBILITY**

1. Effective July 1, 2010, all non-sworn unit employees hired prior to January 1, 2013, who have worked full-time for the City for at least five (5) years shall be eligible to receive “PARS 0.5% Stack” Retirement Benefits upon their retirement from the City of Huntington Park.

**D. LIMITATIONS**

1. Effective July 1, 2010, all non-sworn unit employees who terminated their employment from the City or who have not worked full-time at least five (5) years with the City before they retire from the City shall not be eligible to receive the “PARS 0.5% Stack” Retirement benefit.
2. Any non-sworn unit employee who terminates their employment with the City “prior” to their retirement shall receive all of their 1.5% salary contribution made for the “PARS 0.5% Stack” benefit plus interest.

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3. Eligible non-sworn unit employee as set forth in this section must retire from the City of Huntington Park to receive the “PARS 0.5% Stack” benefit.

### **III. HEALTH INSURANCE**

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

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

#### **B. HEALTH INSURANCE – CITY CONTRIBUTION**

1. The City shall contribute on behalf of each unit employee an amount equal to 100% of the cost of the employee’s insurance plan (e.g., Employee Only, Employee Plus One Dependent, Employee Plus Two or more Dependents) not to exceed the cost of the respective plan of the Kaiser Permanente (HMO)-Los Angeles Region Plan available through PEMHCA.
2. Effective once during each fiscal year, at the time rate changes are implemented by CalPERS, the City will adjust its monthly contribution for each contribution category (Employee Only, Employee Plus One Dependent, Employee Plus Two or More Dependents) equal to the Kaiser Permanente-California L.A. Region plan CalPERS approved HMO plan.

### **IV. RETIREE HEALTH INSURANCE**

#### **A. ELIGIBILITY**

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

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

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

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all other form of health insurance for these retired employees and their dependents.

2. Effective January 1, 2011, for retired unit employees who are eligible for Medicare, the City's contribution shall be solely based upon Kaiser Permanente – L.A. Area Region Supplement/Managed Medicare monthly health premium or the Combination of both Basic (meaning non-Medicare basic medical coverage) and the Kaiser Medicare monthly health premium.
3. The City agrees to defend, indemnify, and hold harmless the HPGEA against all claims and/or other forms of liability arising from provisions of Article Four, Section IV, B-2 of this MOU.
4. These qualifying requirements shall be waived for unit employees who retire from City service on an Industrial Disability Retirement.

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

All new unit employees hired after ratification of this contract and once CalPERS contract is amended, will not be eligible for retiree medical benefits beyond the minimum allowed by CalPERS.

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

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

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

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

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

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

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

1. Unit employee's electing to opt out will receive the taxable cash (non-PERSable) value of one-half ( $\frac{1}{2}$ ) of the monthly medical premium rate for which the unit employee would have qualified had the qualified unit employee not "Opted-Out" payable in two equal amounts and added to the first and the next subsequent paycheck of each month.

**VI. DENTAL INSURANCE****A. BENEFITS – DELTA CARE/PMI PLAN**

1. Benefits – DeltaCare/PMI Plan. The City shall contribute an amount, equal to the DeltaCare/PMI premiums in an amount not to exceed the cost of coverage for an Employee Plus Two or More Dependents, on a monthly basis towards an employee's choice of dental plans made available and administrated by Delta Dental Plan.
2. Effective once during each fiscal year, at the time rate changes are implemented by Delta Care PMI, the City will adjust its monthly contribution for each contribution category (Employee Only, Employee Plus One Dependent, Employee Plus Two or More Dependents) to equal the corresponding Delta Care PMI monthly premium.

**B. LIMITATIONS – DELTA PREFERRED OPTION PLAN**

Unit employees who choose the Delta Insurance Delta Preferred Option Plan shall pay the difference in monthly premium between the Delta Care/PMI Plan and Delta Preferred Option Plan.

**C. DENTAL INSURANCE BENEFITS – LIMITATIONS**

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

**VII. LIFE INSURANCE**

**A. BENEFIT**

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

**B. LIMITATION**

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

**VIII. VISION CARE INSURANCE**

**A. BENEFIT**

1. Effective January 1, 2013, the City shall pay the full monthly premium for the unit employee up to Employee plus Two or more Dependents category for Vision Care Insurance.
2. Effective once during each fiscal year, at the time rate changes are implemented, the City will adjust its monthly contribution for each contribution category (Employee Only, Employee Plus One Dependent, Employee Plus Two or More Dependents) for the vision care insurance monthly premium.
3. The vision care insurance coverage shall cease upon the unit employee's termination from employment with the City.

**IX. LONG TERM DISABILITY INSURANCE**

**A. PURPOSE**

The City has a Long-Term Disability insurance policy intended to augment the annual sick leave accrual and sick leave bank programs and provide certain income protection for unit employees up to two (2) years.

**B. BENEFIT**

1. The City shall pay the full monthly premium for the Long-Term Disability Insurance Plan Coverage for unit employees.

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

### **C. LIMITATIONS**

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

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

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

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

### **B. MEET AND CONFER WITH HPGEA**

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

## **XI. UNIFORMS PROVIDED**

### **A. POLICY**

The City shall, at its expense, provide uniforms required to be worn during regular working hours by unit employees in the labor and trade classes in the Public Works Department.

### **B. REIMBURSEMENT FOR UNIFORM DAMAGE**

1. Any unit employee who is required to wear a City uniform provided by the City in the performance of his or her official duties and who sustains

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damage to such uniform through no fault of the unit employee, shall be entitled to reimbursement for such damage as follows.

- a) Damage to such articles or uniform must occur while the unit employee is performing assigned duties on behalf of the City.
- b) Reimbursement shall be made to cover reasonable replacement costs, as determined by management, taking into consideration the depreciation and life expectancy of the article or uniform.
- c) Payment to the unit employee shall be made only after written approval by the appropriate department head and by the City Manager.

### **XII. UNIFORM ALLOWANCE**

#### **A. PURPOSE**

1. The purpose of uniform cleaning and replacement allowance is to provide funds for the future purchase, replacement, and cleaning of uniforms and clothing. Two (2) changes per week shall be provided for each unit employee during regular working schedule.
2. Additionally, the funds are provided to compensate for all time expended in cleaning and maintaining required uniform equipment in proper order.
3. Unit employees, except employees on IOD status, who have been on an unpaid leave of absence for any reason from active services for any time in excess of forty-two (42) calendar days shall have the monthly payment prorated.

#### **B. NEW EMPLOYEES**

Unit employees who are required to wear a uniform and are eligible for uniform allowance shall first be issued a City purchase order to obtain the required uniform for their respective classes.

#### **C. UNIFORM ALLOWANCE (Non-PERSable)**

Unit employees who have served twelve (12) months with their initial uniform purchased by a City purchase order shall thereafter receive a uniform allowance of Nine-Hundred (\$900) dollars (non-PERSable) paid in two equal installments in the employee's regular/standard paycheck of Four-Hundred and Fifty (\$450) dollars each subsequent July and December of each following calendar year.

#### **D. ELIGIBILITY**

Those unit employee classifications eligible to receive uniform allowance as set forth in this section shall be as follows:

- Animal Enforcement Officer
- Business License Enforcement Officer

- Code Enforcement Officer
- Code Enforcement Supervisor
- Police Records Clerk
- Records Coordinator

**XIII. BOOT ALLOWANCE****A. REGULAR OR STEEL-TOE BOOTS ALLOWANCE**

Pursuant to the terms set forth below, eligible employees in the designated eligible classifications below are eligible to receive an annual boot allowance to cover the cost of work-required boots, which meet industrial safety standards.

<b>DESIGNATED ELIGIBLE CLASSIFICATIONS</b>
Electrician Supervisor
Equipment Mechanic
Equipment Mechanic Supervisor
Facility Repair Mechanic/Specialist
Journeyman Electrician
Lead Positions in Public Works Department
Maintenance Worker
Maintenance Worker Supervisor
Parks and Tree Supervisor
Public Works Supervisor
Public Works Inspector
Service Mechanic
Storekeeper

**B. ALLOWANCE (Non PERSable)**

Eligible employees who have worked a minimum of one (1) year, shall receive an annual boot allowance of two-hundred and fifty dollars (\$250) (non-PERSable) in the employee's regular/standard paycheck each July of each calendar year.

**XIV. TOOL REIMBURSEMENT****A. PURPOSE**

The purpose of the annual tool maintenance reimbursement is to provide a reimbursement allowance for designated eligible unit employees to purchase and replace job-related tools on an as needed basis, to perform their duties.

**B. ELIGIBLE DESIGNATED CLASSES**

The following unit classifications shall be eligible to receive annual tool allowance:

- Equipment Mechanic
- Equipment Mechanic Supervisor
- Facility Repair Mechanic/Specialist
- Maintenance Electrician
- Maintenance Electrician Supervisor
- Service Mechanic
- Journeymen Electrician
- Senior Journeymen Electrician

**C. REIMBURSEMENT (Non PERSable)**

All unit employees eligible for tool reimbursement as set forth in Section B above, who have worked a minimum of one (1) year, shall receive Five Hundred dollars (\$500) non-PERSable reimbursement, subject to approval of receipts submitted between July 1 and July 31 of each year.

**XV. SAFETY GLASSES****A. REQUIRED TO WEAR SAFETY GLASSES**

Unit employees who are required to wear safety glasses and who wear prescription glasses shall be reimbursed for one-half (1/2) of the cost of the glasses which meet industrial safety standards.

**XVI. TUITION REIMBURSEMENT PROGRAM****A. PURPOSE**

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

## **ARTICLE FOUR**

### **B. ANNUAL REIMBURSEMENT**

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

### **C. REQUIREMENTS**

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

### **XVII. CLASS B LICENSE TRAINING REIMBURSEMENT**

The City shall administer and pay reimbursement of Class B license training for eligible employees, subject to supervisor consideration and approval. Time spent during the training is not compensable work time.

### **XVIII. FITNESS FACILITY**

The City shall provide unit employees in the GEA with access to the City's Recreation Center for the use of the facilities at no cost to the unit employee. Any fees or expenses for class registration or special events will be the responsibility of the unit employee.

## **ARTICLE FOUR**

### **XIX. COFFEE SUPPLIES**

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

**ARTICLE FIVE:**  
**LEAVE POLICIES**

**I. HOLIDAYS**

**A. ANNUAL HOLIDAY LEAVE**

1. Regular full-time employees shall be compensated one hundred twenty (120) hours of Holiday Leave per fiscal year.
2. For each authorized official paid holiday, the employee will be compensated at their base salary rate not to exceed ten (10) holiday hours for each authorized holiday during each fiscal year.

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

1. The official paid recognized holidays granted to unit employees is as follows:
  1. New Year's Day (January 1)
  2. Martin Luther King, Jr.'s Birthday (3rd Monday in January)
  3. President's Day (3rd Monday in February)
  4. Cesar Chavez Birthday (March 31)
  5. Memorial Day (4th Monday in May)
  6. Independence Day (4th of July)
  7. Labor Day (1st Monday in September)
  8. Veteran's Day (November 11)
  9. Thanksgiving Day (4th Thursday in November)
  10. Day after Thanksgiving
  11. Christmas Eve (December 24)
  12. Christmas Day (December 25)
13. The City Manager or City Council has the right to designate any day or part of a day as a Holiday.

**C. USE OF HOLIDAY LEAVE**

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

**D. UNUSED HOLIDAY LEAVE**

Unit employees' unused Holiday Leave Time shall be lost if not taken prior to the last day of each fiscal year (July-June) and shall not be converted to any form of compensation, except as covered in Section G below.

**E. OFFICIAL HOLIDAYS OCCURRING ON FRIDAY OR SATURDAY**

Holidays that fall on Saturday or Sunday shall be observed on Friday or Monday, respectively.

**F. OFFICIAL HOLIDAYS OCCURRING ON SCHEDULED DAY OFF**

When any official Holiday occurs on a unit employee's regular scheduled day off, the holiday time for that day shall not be deducted from the unit employee's Holiday Leave Bank and those hours shall become "Floating Holiday" time to be taken off at the approval of the Department Head prior to the last day of that fiscal year (June 30).

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

1. When a unit employee is required to work on an official holiday, all hours worked shall be paid at the unit employee's regular hourly rate, with the exception of New Year's Day, 4th of July, Thanksgiving Day and Christmas Day, which will be paid at one and one-half (1.5) times the employee's regular rate of pay; and
2. No Holiday Leave Time shall be deducted from their annual Holiday Leave Bank. The City shall pay out the amount of unused Holiday Leave Time during the first pay period in July if an employee who was required to work on an official holiday is not able to use the Holiday Leave Time before the last day of the fiscal year (July-June).

**H. HOLIDAYS OCCURRING DURING VACATION PERIOD**

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

**I. HOLIDAYS AND SICK LEAVE USE**

If a unit employee is on Annual Sick Leave or taking Sick Leave Bank Leave on the last working day before the holiday or the day immediately after any official

## ARTICLE FIVE

holiday, those holiday leave hours [eight (8) for unit employees on 5/8 work schedule, nine (9) for unit employees on the 9/80 work schedule, and ten (10) for unit employees on the 4/10 work schedule] for that holiday shall be forfeited and deducted from their annual Holiday Leave Bank.

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

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

### **K. DECEMBER 31- NEW YEAR'S EVE**

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

## **II. VACATION LEAVE**

### **A. VACATION LEAVE ACCRUAL**

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

**B. VACATION LEAVE EARNED**

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

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

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

**C. APPROVAL OF VACATION LEAVE REQUESTS**

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

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

1. Unit employees may take only Vacation Leave as they have accumulated at the time the vacation begins.
2. Vacation Leave shall only be approved if the unit employee has accumulated Vacation Leave Time.

**E. LIMITATIONS ON VACATION LEAVE**

1. Vacation is charged on the basis of the actual hours the unit employee is on vacation leave to the nearest one-quarter (0.25) hour.
2. Unit employees do not accrue vacation leave while on leave in excess of thirty (30) calendar days.

## ARTICLE FIVE

3. A unit employee who is sick during their vacation leave may charge the period of illness and/or injury to sick leave, if available. Verification may be required from a physician.

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

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

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

The City Manager may grant Vacation Leave Cash-Out in lieu of allowing unit employee request to take earned Vacation Leave in case of any circumstance or conditions where in the judgement of the City Manager justifies such action or the denial will cause the affected unit employee to exceed their vacation cap.

## **III. SICK LEAVE**

### **A. PURPOSE OF SICK LEAVE**

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

4. All sick leave requires approval by Department Head or designee and such request will not be unreasonably denied.

**B. SICK LEAVE ACCRUAL RATE**

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

**C. FIFTY PERCENT (50%) CASH OUT OF ANNUAL ACCUMULATED SICK LEAVE**

1. In the last pay period of each fiscal year, one-half (50%) of an employee's unused, accrued sick leave from that fiscal year (48 hours maximum), shall be cashed out by the City at the unit employee's regular rate of pay in effect on June 30th.
2. Employees shall be paid the cash out in November each year.
3. The remaining one-half (50%) of a unit employee's unused, accrued Sick Leave from the fiscal year (not to exceed forty-eight (48) hours) shall be added to the unit employees Sick Leave Bank.
4. With the exception of the annual cash out of one-half (50%) of a unit employee's unused, accrued sick leave from that fiscal year, there is no other cash out of accrued sick leave.
5. There shall be no limit upon the number of hours of accrued sick leave bank an employee can accumulate.
6. If a unit employee terminates employment or is laid off from the City before receiving his or her annual cash-out of one-half (50%) the employee's unused, accrued sick leave from that fiscal year, the employee shall receive such payment prorated to the time of termination.

**D. USE OF SICK LEAVE**

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

**E. ABUSE OF SICK LEAVE**

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

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

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

**G. EXCESSIVE USE OR ABUSE OF SICK LEAVE**

1. A unit employee shall be subject to disciplinary action for excessive use or abuse of sick leave. Abuse of such leave is a claim of entitlement of sick leave when the unit employee does not meet the requirements of sick leave as set forth in this MOU, Civil Service Rules and Regulations, or Personnel or Department Rules.

## ARTICLE FIVE

2. Any unit employee using ten (10) or more Sick Leave days in a calendar year and no physician statement was provided to verify said Sick Leave Time, such instances shall be considered abuse of sick leave.
3. Sick Leave taken for Personal Leave, California Family Sick Leave, or any sick leave permitted by law shall not be included as abuse of Sick Leave.
4. If any Annual Sick Time accrual or Sick Leave Bank accrual is taken in violation of the City's Rules and Regulations, a deduction of said Sick Leave time taken shall be made from the unit employee's earned vacation leave, holiday bank, and/or compensatory time bank.

### **H. SICK LEAVE BANK**

A unit employee's Sick Leave Bank is limited to use for situations of catastrophic leave as approved by the City. Sick Leave Bank hours cannot be used to supplement regular sick leave or a lack of sick leave hours. Catastrophic leave shall be defined as a catastrophic illness of an employee, that is any non-occupational illness, injury, or physical or mental condition of such serious nature as to require long-term absence from work. Chronic illnesses or injuries which result in intermittent absences from work may be considered catastrophic; however, eligibility for catastrophic leave under these circumstances is determined on a case-by-case basis.

## **IV. PERSONAL BUSINESS LEAVE**

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

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

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

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

**C. LIMITATIONS**

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

**V. WORK RELATED DISABILITY**

**A. POLICY**

1. If an industrial injury causes temporary disability to a unit employee, payment shall be made on the fourth (4th) day after the injured unit employee leaves work as a result of the injury, provided that in cases where the injury causes disability of more than fourteen (14) calendar days or necessitates hospitalization, the disability payment shall be made from the first (1st) day the injured unit employee leaves work or is hospitalized as a result of the injury.
2. The City shall pay up to thirty (30) calendar days of the eligible unit employee's full salary (regular rate of pay).
3. The City may continue to provide a light-duty assignment, when available, and when a treating physician's release for such an assignment is obtained.

**B. USE OF SICK LEAVE**

Beginning with the thirty-first (31st) calendar day of such disability, the unit employee may use all accumulated leave time benefits (Sick Leave, Compensatory Time Off, Holiday, Vacation, etc.) with any Workers' Compensation Temporary Disability or Permanent Disability payments to augment their full salary.

**VI. SICK LEAVE WITHOUT PAY****A. POLICY**

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

**B. LIMITATIONS**

1. Use of Sick Leave, in combination with annual sick leave accrual or sick leave bank accrual, shall not extend beyond one year. Unit employees shall retain all rights and privileges granted unit employees on a regular sick leave, except for compensation and except that they shall not accumulate holidays, vacations or annual sick day accrual or sick leave bank accrual while on unpaid leave.
2. Such unit employee shall return to the same step and range assigned prior to the sick leave without pay status.

**VII. TEMPORARY MODIFIED WORK****A. ELIGIBILITY**

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

**B. LIMITATIONS**

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

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

**C. APPLICATION AND ACCEPTANCE**

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

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

**D. OUTSIDE EMPLOYMENT**

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

**E. FINAL DECISION**

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

**VIII. BEREAVEMENT LEAVE****A. POLICY**

The City's bereavement policy is provided for in the case of death within the immediate family of a unit employee. Such unit employee shall be entitled to be absent from duty with pay at the unit employee's regular rate of pay in order to attend the funeral or memorial services or related bereavement purposes for their immediate family. Said bereavement leave shall not exceed three (3) working days and will not be charged to a employee's sick day accrual or sick leave bank, vacation bank or any other employee time bank.

**B. IMMEDIATE FAMILY**

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

### C. VERIFICATION

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

## IX. JURY DUTY

### A. POLICY

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

## X. MILITARY LEAVE

### A. POLICY

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

### B. COMPENSATION

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

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

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

**XI. MILITARY FAMILY LEAVE****A. POLICY**

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

**B. NEW QUALIFYING REASON FOR LEAVE**

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

**C. NEW UNPAID LEAVE ENTITLEMENT**

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

**XII. FAMILY MEDICAL LEAVE ACT (FMLA) AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)****A. PURPOSE**

1. This section does not purport to provide all the provisions of law, but summarizes the general intent at the time this MOU was adopted.
2. Specific details of the State and Federal laws relating to FMLA and CFRA are available in the Human Resources Department.

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3. Unit employees and department heads must contact the Human Resources Department to verify current provisions and requirements.
4. Failure to do so could result in a misunderstanding of rights and obligations and could cause loss of leave benefits or loss of insurance coverage.

### B. ELIGIBILITY FOR FMLA AND CFRA

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

### C. EMPLOYEE RIGHTS UNDER FMLA

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

**D. APPROVAL PROCESS FOR FMLA**

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

**E. PRIVACY UNDER FMLA**

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

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

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

**G. EXPIRATION OF FMLA**

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

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

- A. Pregnancy Disability Leave of up to four (4) months, with or without pay, shall be provided to unit employees covered herein pursuant to the Fair Employment Housing Act (FEHA).
- B. Such leave shall be granted for disability of the unit employee determined by a physician, for the duration of such disability, provided however, that the cumulative unpaid leave for disability and non-disability reasons shall not exceed one (1) year.

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- C. Pregnancy Disability Leave without pay shall not be granted until all accrued sick leave bank time has been exhausted.
- D. Unit employees may voluntarily use accrued vacation or other paid leave before commencing unpaid leave.

### XIV. VOTING LEAVE

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

### XV. SCHOOL ACTIVITY LEAVE

#### A. POLICY

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

#### B. LIMITATIONS/RIGHTS

- 1. Unit employees must give reasonable advance notice to the employer to permit work coverage, and may be required to provide documentation

from the school that the unit employee participated in the activity on the specific date and time.

2. Leave properly requested in advance shall not be denied.
3. Unit employees may take accrued leave with pay (vacation, compensatory time, or floating holiday) for School Activity Leave purposes.

**XVI. LEAVE OF ABSENCE WITHOUT PAY****A. POLICY**

1. Upon written request, the City Manager may, in his/her discretion and upon recommendation of the department head, grant a leave of absence without pay to any unit employee who has been employed by the City regularly for one (1) year or more.
2. Any such unit employee, with the approval of the City Manager and recommendation of the department head, may return prior to the time fixed for the expiration of such leave Of absence without pay.

**B. LIMITATIONS**

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

**XVII. ABSENCE WITHOUT PAY****A. POLICY**

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

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

1. A unit employee absent without authorization for three (3) or more consecutive work days and who fails to contact his/her department head to provide justification for the absence , shall be considered to have abandoned his/her position and resigned from City employment as of the third (3rd) day of absence.
2. The unit employee shall be notified by their department head that the City considers him/her to be absent without leave, and that, under this section, a termination of employment will be processed.

## ARTICLE FIVE

3. Such notification shall be made pursuant to the procedures for notification of intent to discipline as provided in the Civil Service Rules & Regulations.
4. Any reinstatement under this provision will follow the City's Civil Service Rules.

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

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

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

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

**A. ACCOMODATIONS**

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

**B. ADA COMPLIANCE**

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

**C. ACTIONS TAKEN NOT GRIEVABLE**

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

**II. NOTICE OF LAYOFFS**

Unit employees subject to layoff, in accordance with the established layoff procedures of the Civil Service Rules & Regulations, shall be provided fourteen (14) days advance notice prior to the layoff being effective.

**III. WORK PERFORMANCE**

Every unit employee shall do an honest day of work commensurate with their skill, ability and training. Unit employees who are not meeting these standards, as determined by management will be subject to disciplinary action. All disciplinary action will be subject to grievance procedures as outlined in the City’s Civil Service Rules and Regulations.

**IV. RESIGNATION**

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

**V. EMPLOYEE INCARCERATED – UNABLE TO REPORT TO WORK****A. NON-PAY STATUS**

Should a unit employee become incarcerated and held in any jail custody and not be able to come to work to perform his/her job assigned work schedule and duties shall be placed on unpaid – unable to report to work status until they return to work as assigned.

**B. USE OF ACCUMULATED LEAVE**

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

**C. NO USE OF SICK LEAVE**

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

**VI. CITY DRESS CODE****A. RIGHT TO SET DRESS CODE**

The City reserves the right to establish and regulate a Work Place Dress Code for all unit employees.

**B. MEET AND REVIEW NEW DRESS CODE**

The City agrees to meet first with HPGEA to review Dress Code. After meeting with HPGEA nothing shall prevent City from implementing and enforcing said City Dress Code providing however, the City shall be responsible for employee costs associated with mandated changes in required uniforms.

**C. POLICE DEPARTMENT UNIT EMPLOYEES**

Unit employees assigned to work in the Police Department shall abide by the Police Personnel appearance and grooming standards as set forth by Police management.

**VII. CITY ADMINISTRATIVE POLICIES****A. POLICIES**

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

**B. SUBJECTS**

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

- Donation of Leave Time Program
- Nepotism Policy
- Travel & Expense Reimbursement Policy
- Smoking Regulations at City Facilities
- Prohibiting Discrimination or Harassment of City Employees
- Disability Discrimination Policy and Complaint Procedure
- Outside Employment Policy
- Information Technology Equipment Policy
- Mobile Communications Device Policy
- AQMD Trip Incentive Program (City Hall/PD only)
- Alcohol and Drug Testing Requirements for Commercial Class A or B Motor Vehicle Drivers (applicable to Public Works Department only)

**C. ADDITIONAL ADMINISTRATIVE POLICIES**

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

**ARTICLE SEVEN:**  
**GRIEVANCE PROCEDURE**

**I. PURPOSE**

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

**II. SCOPE AND LIMITATIONS**

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

**III. PROCEDURE****A. 1<sup>ST</sup> STEP INFORMAL – VERBAL**

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

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

- a. In the event such verbal efforts with their immediate supervisor are not productive to a mutually satisfactory resolution, the aggrieved employee or employees may present their complaint in writing.
- b. Said complaint shall set forth all the issues involved, and it shall be free from any charges or language not germane to the real issue involved.
- c. The written grievance complaint shall be signed by the employee or employees and shall be submitted to the employee's immediate supervisor. The supervisor shall promptly forward the written grievance to the Department Head.
- d. The Department Head will make such investigation of the facts and issues as he/she deems necessary and will reach a conclusion at the earliest date consistent with the nature of the investigation and with the conduct of the department's business.

## ARTICLE SEVEN

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

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

- a. If the employee wishes to appeal the grievance further, he/she shall within two (2) working days of the receipt of the Department Head's written reply, so notify the Department Head of his/her request to appeal their grievance to the City's Personnel Officer.
- b. The Department Head shall then notify the Personnel Officer of such appeal and shall submit the original written grievance complaint together with the written decision of the Department Head to the Personnel Officer.
- c. The Personnel Officer shall then promptly arrange a grievance meeting with the aggrieved employee, the Department Head, and him or herself. At such meeting(s), discussion shall be limited to the issues raised in the grievance complaint and an earnest effort shall be made to arrive at a satisfactory resolution of the issue(s).
- d. A record of notes shall be made of the substance of the issues and conclusions of the meeting, as the Personnel Officer deems necessary.
- e. The conclusions and finding of the grievance meeting shall be reduced to writing and will be provided to the grieved party and Department Head and shall be final, except in cases as set forth in Section 4 below.

### D. APPEAL TO THE CIVIL SERVICE COMMISSION

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

Officer's decision, submit written notification to the Personnel Officer requesting the submission of the grievance issue to the Civil Service Commission, stating specifically the paragraphs and subparagraphs of the Civil Service Rules and the City's Personnel Rules which he/she alleges are being violated.

**E. CIVIL SERVICE COMMISSION REVIEW**

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

## **ARTICLE EIGHT**

### **ARTICLE EIGHT:**

#### **GENERAL PROVISIONS**

##### **I. TERM OF MEMORANDUM OF UNDERSTANDING**

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

##### **II. EMERGENCY WAIVER**

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

##### **III. SEVERABILITY PROVISION**

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

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

- A. Reference is made in this MOU to certain Civil Service Rules and Regulations, Personnel Rules and Regulations, and City's Policy statements. Nothing in this MOU shall preclude the City from amending the Civil Service Rules and Regulations, Personnel Rules and Regulations, and City policies, as needed.
- B. The parties agree that all conditions of employment, as they pertain to unit employees covered by this MOU, subject to meet and confer provided for by the City's Civil Service Rules and Regulations.

Personnel Rules and Regulations, Ordinances, Resolutions or any Policy Statements in effect prior to the date of this MOU, unless specifically provided for to the contrary in this MOU, shall remain in force and effect during the term of this MOU. Any conflicts with the City's Civil Service Rules and

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

**V. FULL AGREEMENT AND IMPLEMENTATION****A. FULL AGREEMENT – WAIVER OF MEET AND CONFER**

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

**VI. CONTINUED PERFORMANCE OF CITY SERVICES AND OPERATIONS****A. NO STRIKES/JOB ACTION**

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

**B. ASSOCIATION RESPONSIBILITY**

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

**C. CITY RIGHTS**

If such action is not taken by the HPGEA, the City may suspend any and all of the rights and privileges accorded the HPGEA under any ordinance, resolutions, or rules and regulations of the City or any MOU with the City, including but not limited to the suspension of recognition of such unit employee organization and the use of the City's bulletin boards and facilities.

**VII. JOINT LABOR MANAGEMENT WORK GROUP**

There shall be a Labor/Management Work Group comprised of five (5) bargaining unit employees and three (3) representatives designated to represent the Employer. The term of each member of the Labor Work Group is one year. The method of selection of membership shall be determined by each party. The Work Group shall meet quarterly during work hours.

The agenda, areas of concern, and operating structure for the Work Group shall be determined by the Work Group. However, the Work Group shall not discuss grievances, individual personnel decisions, modifications to the Agreement, or other items historically negotiated between the Employer and the Union.

The Work Group shall function in an advisory capacity to the organization. The Work Group's purpose shall be to foster improved communication between the Employer and its employees and discuss matters of mutual concern to the Employer and its employees.

The meetings shall be attended only by Work Group members, unless the Work Group members mutually agree otherwise. This provision shall not be construed as limiting the Employer's rights to seek or obtain input on matters in other ways.

**VIII. ONE CITY AGREEMENT**

If, after the date of ratification and adoption of this agreement through the end/expiration date of the agreement, any other recognized bargaining unit employed by the City shall receive salary increases more favorable than included in this MOU, HPGEA bargaining unit members shall receive the higher amounts. This provision does not apply to existing stipends, allowances, longevity bonuses, other benefits or increases to those benefits, strictly to salary increases.

The value of a salary increase is defined by any combination of the following:

- A. City payment of all or a portion of the employee portion of the PERS contribution or EPMC;
- B. Additional salary steps added to the existing salary schedule;
- C. Retention or increase of COLA In Lieu Leave days/hours;
- D. Cost of Living Adjustments (COLA increases).

The parties agree that within 90 days of the end/expiration date of the agreement, should a party provide written notification to the other party of its desire to commence the meet and confer process on a successor MOU, the parties will set an initial meet and confer meeting date within 30 days of the date of the written notification or at another mutually agreeable other date.

**ARTICLE NINE:**

**RATIFICATION**

**I. RATIFICATION**

**A. ACKNOWLEDGEMENT**

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

**B. MUTUAL RECOMMENDATION**

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

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

Subject to the foregoing, this Memorandum of Understanding is hereby ratified and agreed to be recommended for approval to the City Council by the authorized representatives of the City of Huntington Park and the Huntington Park General Employees' Association, entered into thi

**II. TERM**

This agreement shall be effective beginning July 1, 2024 and shall expire at 11:59 p.m. on June 30, 2029.

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

**IMPLEMENTATION**

<b>PARTIES TO THE AGREEMENT</b>	
Huntington Park General Employees' Association	City of Huntington Park, California
<i>Marcello Retamosa</i> box SIGN 1R9Z88LR-1V5J78RW	
Marcello Retamosa, President Huntington Park General Employees' Association	Ricardo Reyes, City Manager
<i>Fernando Santacruz</i> box SIGN 4KP6552W-1V5J78RW	
Fernando Santacruz Huntington Park General Employees' Association	
<i>salvador Ortega</i> box SIGN 17PW5528-1V5J78RW	
Salvador Ortega Huntington Park General Employees' Association	
<i>Maria Valencia</i> box SIGN 19KP55ZV-1V5J78RW	
Maria Valencia Huntington Park General Employees' Association	
<i>Celica Quinones</i> box SIGN 1J3YLLQ5-1V5J78RW	
Celica Quinones Huntington Park General Employees' Association	

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

**EXECUTION OF NEW AGREEMENT**

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

In witness whereof, the parties hereto have caused this agreement to be executed this 14th day of October, 2025.

<b>PARTIES TO THE AGREEMENT</b>	
Huntington Park General Employees' Association	City of Huntington Park, California
<i>Marcello Retamosa</i> box SIGN 1R9Z88LR-1V5J78RW	
Marcello Retamosa, President Huntington Park General Employees' Association	Ricardo Reyes, City Manager
<i>Fernando Santacruz</i> box SIGN 4KP6552W-1V5J78RW	
Fernando Santacruz Huntington Park General Employees' Association	
<i>salvador Ortega</i> box SIGN 17PW5528-1V5J78RW	
Salvador Ortega Huntington Park General Employees' Association	
<i>Maria Valencia</i> box SIGN 19KP55ZV-1V5J78RW	
Maria Valencia Huntington Park General Employees' Association	
<i>Celica Quinones</i> box SIGN 1J3YLLQ5-1V5J78RW	
Celica Quinones Huntington Park General Employees' Association	

**CITY OF HUNTINGTON PARK  
GENERAL EMPLOYEES' ASSOCIATION  
UNIT CLASSIFICATIONS**

Accountant
Accounting Technician
Administrative Secretary
Animal Enforcement Officer
Assistant Planner
Associate Planner
Budget Analyst
Building Inspector
Business License Enforcement Officer
Code Enforcement Officer
Code Enforcement Supervisor
Community Services Supervisor
Development Project Coordinator
Equipment Mechanic
Equipment Mechanic Supervisor (Equipment Mechanic Leader)
Facility Repair Specialist (Facility Repair Mechanic)
Finance Assistant I (Account Clerk I/Cashier)
Finance Assistant II (Account Clerk II)
Finance Technician
Housing Community Development Assistant
Journeyman Electrician
Maintenance Electrician Supervisor (Maintenance Electrician Leader)
Maintenance Worker
Neighborhood Improvement Coordinator
Office Assistant (Clerk-Typist)
Office Assistant II
Parks/Public Works Maintenance Supervisor
Permit Technician
Police Records Clerk
Police Records Coordinator
Property Rehabilitation Specialist
Records/Imaging Clerk
Recreation Supervisor
Recreation Manager (until January 1, 2026, after which no longer in GEA)
Recreation Coordinator
Recycling Coordinator
Secretary
Senior Accountant
Senior Planner
Senior Recreation Supervisor
Service Mechanic

Staff Analyst - Field Services
Staff Analyst - Police Department
Storekeeper
Switchboard Operator/Clerk

## ITEM 3

# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report



October 14, 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 INITIATING THE PROCESS OF ESTABLISHING COUNCIL DISTRICT AREAS AND ELECTIONS BY-DISTRICT AREAS**

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

1. Adopt Resolution initiating the process of establishing City Council districts and changing the system of election from at-large to by-district;
2. Authorize the City Manager to engage a demographer to assist in the transition from an at-large election system to a by-district election system in time for the 2026 City Council elections; and
3. Conduct the required public hearings as outlined in Elections Code 10010, soliciting input from the residents of the City of Huntington Park.

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

The Federal Voting Rights Act of 1965 ("FVRA") and the California Voting Rights Act ("CVRA") set forth specific criteria for how elections are to be held when a potential for voter disenfranchisement exists. The FVRA and CVRA differ in that the CVRA is much more plaintiff friendly and has allowed numerous legal challenges to the at-large election system that had been employed by most public agencies and special districts. To date, no public agency has overcome a legal challenge brought under the CVRA and many millions of dollars have been paid out in judgments and settlements when these lawsuits are brought.

The process of transitioning from an at-large election system to a by-district election system is covered in Elections Code 10010. In essence, the City will be required to hold

**CONSIDERATION AND APPROVAL OF RESOLUTION NO. 2025-XX INITIATING THE  
PROCESS OF ESTABLISHING COUNCIL DISTRICT AREAS AND ELECTIONS BY-  
DISTRICT AREAS**

October 14, 2025

Page 2 of 2

two (2) public hearings prior to the release of draft maps of the Council districts. Those first two public hearings must occur within 30 days of each other.

After the initial two public hearings, draft maps of the Council districts will be published, and the Council will be required to hold an additional two (2) public hearings where it will solicit further input from the community. These additional two public hearings must occur with 45 days of each other.

Once the four (4) public hearings have been held, the City Council will be able to vote on a district map which will be used in the 2026 election of City Council members. The final map will also have a proposed election sequence whereby specific districts will be assigned to either the 2026 election or the 2028 election.

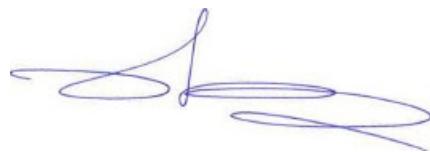
**FISCAL IMPACT/FINANCING**

Demographer services are not to exceed \$50,000. No additional fiscal impact is anticipated.

**CONCLUSION**

Upon Council approval, staff will proceed with recommended actions.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ricardo Reyes".

RICARDO REYES  
City Manager

**ATTACHMENT(S)**

- A. Resolution Initiating the Process of Establishing City Council District Areas and Elections By-District Areas

**ATTACHMENT "A"**

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY OF HUNTINGTON PARK  
TO INITIATE THE PROCESS OF ESTABLISHING  
COUNCIL DISTRICT AREAS AND ELECTIONS BY-  
DISTRICT AREAS**

WHEREAS, The City of Huntington Park (“City”) currently uses an at-large system of electing its City Council (“Council”) members; and

WHEREAS, the Council is aware that under state law an at-large method of election may be deemed to impair the ability of some voters to elect candidates of their choice or to influence the outcome of elections and, therefore, may be subject to challenge under the California Voting Rights Act of 2001, California Elections Code §§ 14025, *et seq.* (“CVRA”); and

WHEREAS, the Council, based on this awareness, has had an ongoing interest in the issue, and has independently decided to initiate the process of establishing council district areas and changing the method of electing members of the Council, in order to ensure compliance with the CVRA or, at minimum, avoid the potential for costly litigation under the CVRA; and

WHEREAS, transitioning to a by-district area election method is a time consuming process, which requires public input, therefore, the Council intends to complete the process of changing to the by-district area election methodology, and hold its initial by-district area election of Council members, commencing with the 2026 Council election.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Huntington Park hereby finds the foregoing recitals to be true and correct; and

BE IT FURTHER RESOLVED that the Council directs the City Manager or his designee to immediately initiate the legal and regulatory process, including the retention of demographic experts, to establish district areas within the City, as provided in Elections Code 10010, in sufficient time for district areas to be established for the 2026 election of members of the City Council; and

BE IT FURTHER RESOLVED that the Council directs the City Manager or his designee to immediately initiate the legal and regulatory process of changing the method of electing members of the City Council, from the current at-large system whereby each member of the Council is elected by the registered voters of the entire City, to a method which provides that Council members residing in each district area will be elected by the registered voters of that particular district area, in sufficient time for the new method of electing members of the City Council to be in place for the 2026 election; and

BE IT FURTHER RESOLVED that the City Manager or his designee is authorized and directed to initiate the legal and regulatory process of changing the method of electing members of the City Council in a manner that is inclusive, thoughtful, and public, in order to encourage significant participation throughout the process from interested citizens and stakeholder groups; and

BE IT FURTHER AND FINALLY RESOLVED that the City Manager is authorized to do all things necessary and proper to accomplish the purposes of this Resolution.

**APPROVED AND ADOPTED THIS 14TH DAY OF OCTOBER 2025 BY THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK.**

---

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 14th day of October 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

# **REPORTS AND INFORMATION**

## ITEM 1



# CITY OF HUNTINGTON PARK

Public Works Department  
City Council Agenda Report

October 14, 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 DESIGN-BUILD CONTRACT FOR BROADBAND INFRASTRUCTURE PROJECT CONSTRUCTION**

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

1. Authorize the City Manager to negotiate final terms of a Design-Build Construction Agreement with Aztecs Telecom Inc. for the construction of the City's Broadband Infrastructure Project, consistent with the requirements of the California Public Utilities Commission (CPUC) Federal Funding Account (FFA) grant and the City's broadband deployment goals; and
2. Direct staff to return to the City Council for approval of the final construction agreement once negotiations are complete.

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

On June 5, 2025, the City issued a Request for Qualifications (RFQ) to solicit qualifications from firms interested in providing design-build construction services for the City's Broadband Infrastructure Project. The RFQ process was designed to prequalify experienced teams based on technical expertise, relevant project history, and capacity to deliver large-scale broadband infrastructure under a compressed timeline.

Following evaluation of the submitted qualifications, the City selected four (4) firms deemed qualified to participate in the next stage. On August 29, 2025, the City issued a Request for Proposals (RFP) to the four pre-qualified firms. The RFP provided detailed technical specifications, performance criteria, and compliance requirements aligned with CPUC's Federal Funding Account (FFA) guidelines.

On September 29, 2025, the City received two (2) proposals in response to the RFP. The firms—Aztecs Engineering Construction and HP Communications—submitted

## **CONSIDERATION AND APPROVAL TO AWARD CONTRACT FOR MUNICIPAL ENGINEERING SERVICES**

October 14, 2025

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comprehensive design-build proposals reflecting their approach to constructing a last-mile fiber broadband network in the City of Huntington Park.

The evaluation process considered technical qualifications, relevant experience with broadband infrastructure projects, demonstrated understanding of CPUC compliance requirements, design-build delivery capability, project timeline feasibility, and proposed cost. Evaluation was conducted by the City's project management team and Public Works Department.

After careful review, Aztecs Telecom Inc. was determined to provide the most responsive and cost-effective proposal aligned with the City's objectives and CPUC funding requirements.

Due to the project's urgency and CPUC's grant deadlines, awarding the contract now lets the City quickly begin mobilization, permitting, and construction.

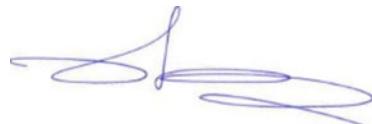
### **FISCAL IMPACT/FINANCING**

The final contract amount with Aztecs Telecom Inc. is currently under negotiation and will be presented to the City Council for approval upon completion. The total contract value will not exceed the City's CPUC Federal Funding Account (FFA) grant award. All construction-related costs will be fully reimbursable under the FFA grant. No additional appropriation is requested at this time.

### **CONCLUSION**

Awarding the design-build contract represents a major step forward in delivering the City's Broadband Infrastructure Project. Following a competitive and structured procurement process, staff recommends moving ahead with the firm best positioned to meet the technical, budgetary, and timeline requirements. With construction targeted for completion by December 2026, this action supports timely implementation and advances the City's digital equity goals.

Respectfully submitted,



**RICARDO REYES**  
City Manager

**CONSIDERATION AND APPROVAL TO AWARD CONTRACT FOR MUNICIPAL  
ENGINEERING SERVICES**

October 14, 2025

Page 3 of 3



GERARDO LOPEZ  
Public Works Director

**ATTACHMENT(S)**

- A. Request for Proposals (RFP) for Design-Build Broadband Construction Services
- B. Aztecs Telecom Inc. Design-Build Broadband Construction Proposal
- C. Aztecs Telecom Inc. Bond Letter
- D. Public Works Boilerplate Construction Agreement

# ATTACHMENT "A"



## CITY OF HUNTINGTON PARK, CA REQUEST FOR PROPOSAL (RFP)

Last Mile Federal Funding Account Project Design-Build – Phase II

Issue Date:	08/29/25
RFP Conference:	09/04/25 at 2:00 PM PDT
Questions Due Date:	09/10/25 by 5:00 PM PDT
Responses Due Date:	09/24/25 by 5:00 PM PDT

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Exhibit A – Letter of Transmittal

Exhibit B – Proposal Introduction and Solution / Approach

Exhibit C – Fiber Optic Standards

Exhibit D – Fiber Duct Installation in Trench and Microtrenching

Exhibit E – Fiber Vault Orientation and Duct Entry

Exhibit F – Example Professional Services Agreement (PSA)

Exhibit G – Conflict of Interest Policy

## 1. General RFP Rules

### A. Proposal Withdrawal

Proposals may be withdrawn by written requests received before the hour set for the opening.

After that time, the Design.builder may not withdraw proposals for a period of thirty (30) days from the date of the opening.

### B. Late Proposals

It is the responsibility of the Design.builder to see that any proposal submitted shall have sufficient time to be received prior to the proposal due date and time.

### C. Right Reserved

The right is reserved by the City of Huntington Park to reject any or all proposals or to waive any informality or technical defect in a proposal.

### D. Compliance with Laws

All proposals shall comply with current federal, state, and other local laws related thereto.

Design.builder further agrees that the services proposed comply with all applicable Federal and State Occupational Safety and Health laws, American Disability Act (ADA) standards and regulations. The Design.builder will indemnify and hold the City harmless for any failure to conform to these laws and regulations.

### E. Reference to Selected Design.builder

The terms Design.builder, vendors, supplier, proposer, or contractors may be used interchangeably in these specifications and shall refer exclusively to the Design.builder(s) with whom the City enters into a contract as a result of this request for proposal.

### F. Reference to the City of Huntington Park

The terms city, City of Huntington Park, owner, or owner's representatives may be used interchangeably in these specifications and shall refer exclusively to the City of Huntington Park.

### G. Inquiries & Questions

Design.builders are required to use Planetbids to post clarifying inquiries and questions during the bidding and proposing on this project.

### H. Award of Base Proposal or Alternate Proposal

The City of Huntington Park reserves the right to award either the Base Proposal or any Alternate or Optional Proposals offered, whichever is in the best interest of the City.

### I. "Piggyback" Clause

Design.builders are requested to indicate on the Proposal if they will extend the pricing, terms and conditions of this proposal to other government agencies if the Design.builder is the Successful Design.builder on this project. If the Design.builder agrees to this provision, other agencies may enter into a contract with the Design.builder for the purchase of the services and commodities described herein based on the terms, conditions, prices, and percentages offered by the Design.builder to the City.

Minor changes in terms and conditions may be negotiated by participating agencies following this award.

#### J. Proposal Confidentiality

Design/builders are hereby notified that all proposals will be published, in their entirety, to the Public, AFTER the submission due date and time. Questions and answers are visible in real time on the Planetbids website. The Design.builder who wishes to keep any information confidential should therefore not submit a proposal or questions.

#### K. Award Clause Including Renewal Options

If a contract is awarded it will be in the format of the City of Huntington Park's Design/Build and Professional Services Agreement (PSA.) The Design.builder should review the example agreements, published for this project, and make any proposed changes, with track changes turned on, and include this document as required in Required Proposal Content and Submission Process.

Any renewal option exercised under this contract is effective only after the signed approval of the City Manager. The City anticipates one award as a result of this RFP.

## 2. Scope

### A. Background & Summary

The City of Huntington Park requests proposals from qualified Design/builders to render certain design/build services as set forth in this RFP to provide design and construction of fiber infrastructure for the entire City of Huntington Park. (See the Project Area Map) The primary focus for this RFP is the backbone fiber connecting all the service connections depicted on the Project Area Map. The Design.builder will also install all the necessary infrastructure including the Multi-Service Terminations (MST) with individual drops to every residential and business locations, all of which are included, as part of this project. In addition, the Design.builder will also be required to provide Dark Fiber for all city facilities and controlled traffic signals. This network would be used by the City to provide public Wi-Fi and the future smart city programs and initiatives. The selected Design.builder will complete the low-level design, outside plant construction, materials management, and technical services to construct the network.

The City of Huntington Park is requesting pricing for all labor and materials, in accordance with the proposed scope of work and services in the RFP. Material with equal specifications may be substituted. The selected Design.builder is expected to deliver all ordered materials and/or equipment in a timely manner to the designated location. All materials and equipment shall have a minimum of a one (1) year replacement warranty.

All materials, parts, equipment, or work not specifically mentioned but are necessary in order to provide a complete installation shall be included in the proposal and shall conform to all Local, State and Federal requirements.

In general, the Design.builder will have responsibility for all services required for the project to construct the infrastructure. This will include but may not be limited to: directional boring, micro-trenching, trenching, or plowing of duct, installation of handholes, placement of fiber optic feeder, distribution, slack storage boxes, vaults, installation of Multi-Service Terminations (MST) and tail

cables, grounding, marker posts and test station marker posts installation, fiber splicing, termination, testing and general infrastructure.

The selected Design/builder will provide the City of Huntington Park with all work to complete the overall build. The Design/builder is responsible for determining the quantities for all the materials, equipment and labor required to build a complete system.

The Design/builder will be required to complete the construction of the network using an optimal mix of fiber installation techniques for outside plant (OSP) construction. This mix of approaches will be negotiated during contract approval and according to the unique characteristics of each route and location.

The Design/builder shall manage all materials used in construction of the network and provide tracking of material usage via the City's construction management platform. The Design/builder will work closely with the City to complete all required permits. The City is interested in the best possible price and will work with the Design/builder to reduce their costs.

The proposed broadband network shall provide connection to all unserved and underserved premises, businesses, and anchor institutions within City limits.

The system will be 100% City-owned and operated, ensuring local control, operational redundancy, and high resilience.

#### Key Objectives:

- Deliver up to 5,000 Mbps (5 Gbps) download capability to all connected premises, with initial residential service at 1 Gbps.
- Utilize XGS Passive Optical Network (PON) technology for scalability and performance.
- Provide future-proof infrastructure capable of meeting growing bandwidth demands.
- Promote economic opportunity, strengthen public safety, and improve digital equity across the community.

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## 2. Network Design & Architecture

- Architecture: Combination of Centralized Split and Distributed Split outside plant design.
- Redundancy: Two geographically diverse, fully redundant head-ends for disaster resilience.
- MDU Strategy: Fiber-to-building with in-building conversion technology as needed.
- Termination: All fiber terminated at network hut locations; MSTs installed; no active/passive cabinets in the field.
- Inter-facility Connectivity: Closed-circuit fiber network interlinking all City facilities.
- Estimated Route Miles: 52 miles of fiber.
- Construction Methods: Conventional trenching, micro-trenching, trenchless bore, aerial, or other City-approved methods.

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## 3. Project Execution Timeline

## Procurement & Pre-Construction:

- Month 1:
  - Develop procurement baseline schedule and phasing plan.
  - Complete preliminary design for cabinet, hut, vault, and pull box locations.
  - Coordinate with SCE for power and with utility agencies for relocations.
  - Begin the permitting process with outside agencies.
  - Conduct community outreach events and workshops.
  - Execute first purchasing event.
  - Preliminary design for the entire network.
- Month 2:
  - Second purchasing event (post joint-use approvals).
  - Approve final schedule and phasing plan.
  - Complete preliminary design and secure necessary permits.

## Construction & Commissioning:

- Month 3: Construction start.
- Month 4: Final design completion.
- Month 11: Testing and network turn-up complete. OTDR Testing and Verification including power-meter levels.
- Month 12: Final project completion (no later than 12 months from grant award).

## Additional Requirements:

- Labor: Comply with Davis-Bacon Act prevailing wage requirements.
- Permits: City permits expedited at no cost; all other permits secured and paid for by the Design/Builder.
- Storage/Staging: Design/Builder to pay for and to provide and maintain yard space for project duration.

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## 4. Materials & Equipment

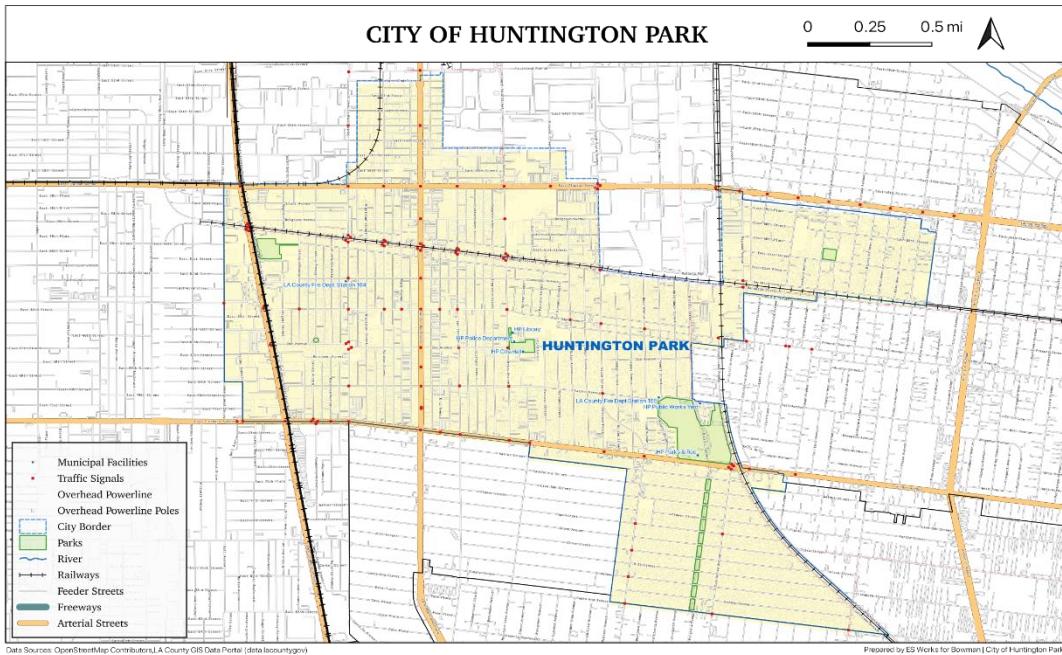
- Bill of Materials: Provide submittals for all head-end equipment, outside fiber plant materials, conduits, and installation hardware, for the City's review and approvals.
- Responsibility: Design/Builder to verify and adjust material quantities and costs to deliver a fully functional, turnkey system, based on the requirements of the RFP.

## B. Pre-Bid Meeting

**Design.builder shall attend a mandatory pre-bid conference on September 04, 2025, at 2:00 PM. The location of the pre-qualification conference is at the City of Huntington Park, located at 6550 Miles Avenue, Huntington Park, CA 90255.**

## C. Project Area

The following map outlines the approximate boundaries of the project and the Included Locations:



The Project Area includes all public and private parcels, streets, parks, facilities, within the limits of the City. The dark fiber for exclusive use of the City will include all City facilities, traffic signals, essential facilities, Police Department, and Fire Stations, public works yard, parks, etc.

#### D. Design Services

The City has not completed a High-Level Design (HLD) network, and the Design.builder will be responsible for the entire design necessary for procurement of the entire network. The Design.builder is also responsible for providing the City with complete dark fiber bundles, for connecting all city facilities together, in addition to service drops at every controlled intersection within the City limits. Service drops will terminate at various locations, requiring industry standard installations.

### 3. Statement of Work

#### A. Objective

The City is seeking comprehensive design and construction proposals outline pricing, measurable deliverables, and capability for materials and labor management as well as the construction services necessary for project completion on time and on budget. All proposals will be considered that outline the completion of the objectives outlined in Scope and adhere to the project's specifications as outlined in this RFP.

It is assumed that the Design.builder is the expert. The Design.builder is encouraged to identify alternatives and opportunities not specifically outlined in this request, especially any unknowns or contingencies that need resolution. If any aspects of this request materially prevent submission, The Design.builder should ask questions prior to the final bid by submitting questions to the City immediately. If needed the city will provide clarifications or modify the requirements of the contract prior to the deadlines for questions. Changes to the agreement or the scope may then be adjusted for all interested parties, prior to proposal submission deadline. The final resolution of any item may occur during the proposal review and selection or as part of contract negotiations.

## B. Standards

The following items define the various standards that make up a set of Construction Typicals to be followed during construction activity.

### i. Fiber Optic Installation Standards

Detailed installation standards to be applied are defined in [Exhibit C – Fiber Optic Standards](#). This includes ducts, cables, closures, and vaults.

### ii. Fiber Duct Installation in Trench, Plowing, Boring, or Microtrenching

Detailed installation standards to be applied are defined in [Exhibit D - Fiber Duct Installation in Trench](#) and Microtrenching.

### iii. Fiber Vault Installation, Orientation, and Duct Entry

Detailed installation standards to be applied are defined in [Exhibit E – Fiber Vault Orientation and Duct Entry](#).

## C. Detailed Specification of Unit Pricing Line Items

The following sections define the various construction types that are to be priced by the Design.builder.

### i. Innerduct/Conduit Installation

#### *Directional Bore, Trench, Plow, or Micro trench*

Payment at the contract unit price per linear foot of various sizes shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown on the approved design. Design.builder is responsible for the location/potholing of any/all utilities in the work corridor. Separate payment will not be made for utility potholing/locating and shall be considered incidental to other items for which payment shall be made. The Design.builder shall provide and install all necessary duct plugs and duct couplers. Placement of these items shall be by generally accepted industry standards. Separate payment will not be made for duct plugs and duct couplers and shall be considered incidental to other items for which payment shall be made. The Design.builder shall have the full responsibility to ensure tie ins and duct couplings be made to ensure that elevations remain straight as possible and that the duct and conduit couplers provide an airtight seal. No bore pits, trenches, excavations, or potholes shall be left open overnight without the approval of the City. Upon approval, all open bore pits, trenches, excavations, or potholes shall be properly guarded or barricaded to prevent damage or injury. The Design.builder shall restore the work area to original or better conditions following the completion of the work. Mule tape or pull rope shall be placed in all vacant innerduct for future use by the City of Huntington Park. Separate payment will not be made for the installation of mule tape or pull rope. If directional boring is used, the Design.builder is to use proper dewatering and containment methods for removal and disposal of bore water and any and all additives for wall stabilization.

The Design.builder shall, in their pre-bid survey, determine soil conditions. If rock is encountered, that will prohibit the installation of conduit at the proper depth, the conditions must be reviewed with the City of Huntington Park and possible relief for depth of cover may be granted. All conduits to be used on this project shall meet the minimum SDR-11 standards, for exclusive use of fiber network projects.

ii. Handhole Placement

1. *Install 30"x60"x24" Traffic Rated Split-Lid Handhole in Grass with Restoration*

Payment at the contract unit price per each for "Install 30"x60"x24" Traffic Rated Spit-Lid Handhole in Grass with Restoration" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown in the details on the Online Design and at the locations shown on the Online Design. All handholes shall be bedded on an 3"(minimum) base of  $\frac{3}{4}$ " crushed stone or pea gravel. All handholes shall be backfilled with clean native soils and compacted to 95% of the maximum dry density and optimum moisture content per ASTM D 698 (Standard Proctor). The Design.builder shall furnish and install a 1/2" x 5' copper clad ground rod in each splice location handhole with a locate pedestal. Separate payment shall not be made for the ground rod and lug. The Design.builder shall provide a lug on the end of each exposed ground rod for attachment of ground wire. All disturbed areas shall be seeded or sodded at the City of Huntington Park's discretion. All innerduct shall enter the handhole at an angle not to exceed 20 degrees from the horizontal for ease of access and cable placement. The innerduct should be stubbed into the handhole at a sufficient length to allow for proper cable storage and placement of splice closures.

2. *Install 30"x60"x24" Traffic Rated Split-Lid Handhole in Pavement/Concrete with Restoration*

Payment at the contract unit price per each for "Install 30"x60"x24" Traffic Rated Spit-Lid Handhole in Pavement with Restoration" and "Install 30"x60"x24" Traffic Rated Spit-Lid Handhole in Concrete with Restoration" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown in the details on the Online Design and at the locations shown on the Online Design. All handholes shall be bedded on an 3" (minimum) base of  $\frac{3}{4}$ " crushed stone or pea gravel. All handholes shall be backfilled with clean native soils and compacted to 95% of the maximum dry density and optimum moisture content per ASTM D 698 (Standard Proctor). The Design.builder shall install a 1/2" x 5' copper clad ground rod in each splice location handhole with a locate pedestal. The Design.builder shall provide a lug on the end of each exposed ground rod for attachment of ground wire. All paved or concrete surfaces that are required to be removed per the Online Design shall be removed and replaced per City of Huntington Park requirements and specifications. All innerduct shall enter the handhole at an angle not to exceed 20 degrees from the horizontal for ease of access and cable placement. The innerduct should be stubbed into the handhole at a sufficient length to allow for proper cable storage and placement of splice closures.

3. *Install 30"x48"x24" Traffic Rated Split-Lid Handhole in Grass with Restoration*

Payment at the contract unit price per each for "Install 30"x48"x24" Traffic Rated Spit-Lid Handhole in Grass with Restoration" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown in the details on the Online Design and at the locations shown on the Online Design. All handholes shall be bedded on an 3"(minimum) base of  $\frac{3}{4}$ " crushed stone or pea gravel. All handholes shall be backfilled with clean native soils and compacted to 95% of the maximum dry density and optimum moisture content per ASTM D 698 (Standard Proctor). The Design.builder shall furnish and install a 1/2" x 5' copper clad ground rod in each splice location handhole with a locate pedestal. Separate payment shall not be made for the ground rod and lug. The Design.builder shall provide a lug on the end of each exposed ground rod for attachment of ground wire. All disturbed areas shall be seeded or sodded at the City of Huntington Park's discretion. All innerduct shall enter the handhole at an angle not to exceed 20 degrees from the horizontal for ease of access and cable placement. The innerduct should be stubbed into the handhole at a sufficient length to allow for proper cable storage and placement of splice closures.

horizontal for ease of access and cable placement. The innerduct should be stubbed into the handhole at a sufficient length to allow for proper cable storage and placement of splice closures.

*4. Install 30"x48"x24" Traffic Rated Split-Lid Handhole in Pavement/Concrete with Restoration*

Payment at the contract unit price per each for "Install 30"x48"x24" Traffic Rated Split-Lid Handhole in Pavement with Restoration" and "Install 30"x48"x24" Traffic Rated Split-Lid Handhole in Concrete with Restoration" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown in the details on the Online Design and at the locations shown on the Online Design. All handholes shall be bedded on an 3" (minimum) base of  $\frac{3}{4}$ " crushed stone or pea gravel. All handholes shall be backfilled with clean native soils and compacted to 95% of the maximum dry density and optimum moisture content per ASTM D 698 (Standard Proctor). The Design/builders shall install a 1/2" x 5' copper clad ground rod in each splice location handhole with a locate pedestal. The Design/builders shall provide a lug on the end of each exposed ground rod for attachment of ground wire. All paved surfaces that are required to be removed per the Online Design shall be removed and replaced per City of Huntington Park requirements and specifications. All innerduct shall enter the handhole at an angle not to exceed 20 degrees from the horizontal for ease of access and cable placement. The innerduct should be stubbed into the handhole at a sufficient length to allow for proper cable storage and placement of splice closures.

*5. Install 17"x30"x18" Non-Traffic Rated Handhole in Grass with Restoration*

Payment at the contract unit price per each for "Install 17"x30"x18" Non-Traffic Rated Handhole in Grass with Restoration" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown in the details on the Online Design and at the locations shown on the Online Design. All handholes shall be bedded on an 3" (minimum) base of  $\frac{3}{4}$ " crushed stone or pea gravel. All handholes shall be backfilled with clean native soils and compacted to 95% of the maximum dry density and optimum moisture content per ASTM D 698 (Standard Proctor). The Design/builders shall install MSTs (Multiport Service Terminals) at all locations shown on the Online Design using MST manufacturer's mounting brackets and adhering to manufacturer's installation specifications. All disturbed areas shall be seeded or sodded at the City of Huntington Park's discretion. All innerduct shall enter the handhole at an angle not to exceed 20 degrees from the horizontal for ease of access and cable placement. The innerduct should be stubbed into the handhole at a sufficient length to allow for proper cable storage and placement of MSTs.

*6. Install 17"x30"x24" Non-Traffic Rated Handhole in Pavement/Concrete with Restoration*

Payment at the contract unit price per each for "Install 17"x30"x18" Traffic Rated Handhole in Pavement with Restoration" and "Install 17"x30"x18" Traffic Rated Handhole in Concrete with Restoration" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown in the details on the Online Design and at the locations shown on the Online Design. All handholes shall be bedded on an 3" (minimum) base of  $\frac{3}{4}$ " crushed stone or pea gravel. All handholes shall be backfilled with clean native soils and compacted to 95% of the maximum dry density and optimum moisture content per ASTM D 698 (Standard Proctor). The Design/builders shall install a 5/8" x 8' copper clad ground rod in each splice location handhole. The Design/builders shall provide a lug on the end of each exposed ground rod for attachment of ground wire. All paved surfaces that are required to be removed per the Online Design shall be removed and replaced per City of Huntington Park's requirements and specifications. All innerduct shall

enter the handhole at an angle not to exceed 20 degrees from the horizontal for ease of access and cable placement. The innerduct should be stubbed into the handhole at a sufficient length to allow for proper cable storage and placement of splice closures.

*7. Install 14"x19"x12" Non-Traffic Rated Handhole in Grass with Restoration*

Payment at the contract unit price per each for "Install 14"x19"x12" Handhole in Grass with Restoration" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown on the Online Design. All handholes shall be bedded on an 3" (minimum) base of  $\frac{3}{4}$ " crushed stone or pea gravel. All handholes shall be backfilled with clean native soils and compacted to 95% of the maximum dry density and optimum moisture content per ASTM D 698 (Standard Proctor). These handholes will be used for terminating drop duct and pulling drop cables only.

iii. Cable Placement

*1. Place Fiber Optic Cable in .75", 1.25", or 2" HDPE Innerduct*

Payment at the contract unit price per linear foot for "Place Fiber Optic Cable" in various HDPE Innerduct shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown on the Online Design. The cable shall be installed per manufacturer's specifications and City [Exhibit C – Fiber Optic Standards](#). Each reel of fiber optic cable will be tested at the factory. The Design.builder may, at their discretion, reel test the fiber cable prior to installation and at the time of acceptance. The Design.builder assumes responsibility of the fiber cable upon receipt until Acceptance by The City of Huntington Park. The Design.builder shall always maintain comprehensible two-way radio communication among crew members during fiber optic cable installation. The Design.builder shall, to the best of their ability, install the fiber optic cable in the most consistent manner throughout the duct system. This shall include, but is not limited to, installation within the same color or location of duct. This includes, but is not limited to, storage of the cable prior to installation, overnight protection because the entire cable was not installed prior to stopping Work for the day, and during transportation to the jobsite. If the cable is left overnight in the field, The Design.builder shall provide a City of Huntington Park approved means of protection such as steel reel cans or night security. The Design.builder shall also not continue work after dark without proper lighting that is approved by the City of Huntington Park. The Design.builder shall leave slack coils as shown on the Online Design and/or as directed by the City of Huntington Park's field representative. Cable slack coils shall have a radius no smaller than ten (10) times the outside diameter of the cable unless more stringent guidelines are recommended by the manufacturer. The Design.builder shall leave cable slack coiled in handholes that will be utilized for splicing as shown on the Online Design or as specified by the City of Huntington Park's field representative. In all other handholes, The Design.builder shall leave slack as shown in the Online Design, or as directed by the City of Huntington Park. All cable slack shall be neatly coiled and secured with zip ties or black electrical tape. The Design.builder shall furnish and install simplex duct plugs upon cable installation. Duct plugs shall be installed to ensure watertight seal between the cable and the conduit. The Design.builder shall avoid bends of small radii and twists that may damage the fiber optic cable. During installation, The Design.builder shall not bend cable in a radius less than twenty (20) times the outside diameter of the cable. The Design.builder shall utilize pulleys, sheaves, radius wheels, or other devices to meet this requirement. The Design.builder shall not pull the cable with more than six hundred (600) pounds of dynamic tension and shall use a breakaway swivel. The Design.builder shall use safeguards such as adjustable slip

clutch capstan winches or pulling dynamometers. The Design.builder shall be responsible for proving that all safeguards have been calibrated and demonstrate their functionality. The Design.builder shall utilize cable lubrication to reduce pulling tension using Polywater F, or a City of Huntington Park approved equivalent. The Design.builder shall install the cable into the conduit system without splices in the fiber optic cable except where noted on the Online Design. The Design.builder shall not cut the fiber optic cable without prior written approval from the City of Huntington Park. Any and all damages to the cable caused by or discovered by The Design.builder shall be immediately reported to the City of Huntington Park's field representative. Upon notification, the City of Huntington Park will instruct The Design.builder as to action necessary for cable repair or replacement. The Design.builder shall dispose of all reels in an appropriate manner. Any unused cable shall be returned to the City of Huntington Park. The Design.builder shall properly dispose of any cable determined to be "unusable" by the City of Huntington Park. No figure eight (8) machines shall be used to place fiber optic cable. The Design.builder shall maintain any design changes using the [Construction Management Platform](#).

iv. Multiport Service Terminal (MST) Installation

1. *Install MST in Handhole*

Payment at the contract unit price per each for "Install MST in Handhole" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown on the Online Design. The Design.builder shall install each MST in the handhole by use of the supplied factory brackets. Installation shall be by strict manufacturer's specifications. The MSTs shall be affixed to the interior walls of the handhole with screws and included mounting bracket. The MSTs are manufactured with various lengths of tails.

v. Marker Posts

1. *Install Standard Marker Post*

Payment at the contract unit price per each for "Install Standard Marker Post" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown on the Online Design and in accordance with the details shown on the Online Design. The Design.builder shall install the standard marker posts in strict accordance with the manufacturer's specifications and guidelines. The Design.builder shall exercise care when placing the marker posts as to not damage existing infrastructure and other utilities.

2. *Install Test Station Marker Post*

Payment at the contract unit price per each for "Install Test Station Marker Post" shall be full compensation for all labor, tools, and equipment necessary or incidental to complete the work as shown on the Online Design and in accordance with the details shown on the Online Design. The Design.builder shall install the test station marker posts in strict accordance with the manufacturer's specifications and guidelines. The Design.builder shall exercise care when placing the marker posts as not to damage existing infrastructure and other utilities. The Design.builder shall install all ground wires/lead wires and busses as shown in the details on the Online Design based on the location and number of cables entering and exiting the handhole. The Design.builder shall place a 1.25" HDPE (SDR 11) from handhole to test station marker post and terminate all lead wires on Lexan test station insert at the top of the marker post. The Design.builder shall provide sufficient lengths of ground/lead wire in the handhole for connection to the splice case and ground rod by the Design.builder.

vi. Other OSP Work Items

1. *Proofing Duct*

The Design/builder shall have the option to proof duct prior to cable installation or install cable in lieu of proofing. If the Design/builder or the City of Huntington Park requires proofing, the integrity of the conduit and duct system may be tested for continuity by use of a mandrel. Mandrels shall be approximately six inches (6") long with a diameter equal to eighty-five percent (85%) of the nominal duct diameter. Each end of the mandrel shall be fashioned with rubber washers. The mandrel enables the Design/builder to ensure continuity from point to point as well as delineating any deficiencies (e.g., kinks, separations) in the conduit system. All testing will be performed after the trench has been properly backfilled and compacted. The Design/builder shall purge the duct prior to testing to remove any accumulated debris (e.g., rocks, soil) and/or water. Design/builder shall provide 24 hours' notice to the City of Huntington Park prior to proofing. The Design/builder may proof any duct by pulling or jetting the mandrel through the duct from one access point (handhole or manhole) to the next access point. The Design/builder will repair any deficiencies in the conduit system detected by the testing process. Once the deficiency has been repaired, Design/builder will perform the testing process until continuity has been established or the required cable is correctly installed. During the proofing process, Design/builder will install Jet-line or equivalent in conduits or ducts to facilitate cable placement.

Upon completion of the proofing process and mule tape/pull rope installation, all ducts shall be plugged with duct plugs/caps and mule tape/Jet-line shall be tied off. Once cable has been installed, a simplex duct plug shall be installed. Separate payment will not be made for duct proofing but shall be considered incidental to other items for which payment shall be made.

2. *Building/Hut/Datacenter/Comm Shelter Entrances*

Building entrance will be coordinated as necessary between the Design/builder and the City of Huntington Park. The Design/builder will be responsible for bringing ducts into each building, hut, datacenter, or communication shelter and then pulling and terminating the fiber into the Fiber Entry Cabinet (FEC) in each building. The City shall provide the acceptable location for the Huts, at no cost to the Design/builder.

**D. Material Pricing and Delivery Requirements**

Materials are expected to be available from the bidder. Materials not generally stocked by bidder must be identified if requiring more than 2 weeks of lead time and must be identified by bidder in bid response along with a plan to mitigate delays. All submitted pricing must indicate how long that pricing is valid for and will be honored.

**E. Project Schedule**

Construction is expected to start as soon as possible, and all phases are expected to be completed in 12 months, or less. Design/builder is responsible for coordination and phasing of all phases of the project with the City, as not to interfere with ongoing and future CIP projects, in addition to other construction activities by other contractors in the City.

**F. Project Location**

The project location will be within the entire City of Huntington Park, (City Limits) as shown on the attached Project Map, and as outlined and described in the RFP.

## G. Operational Information

The City of Huntington Park expects the project to be completed as soon as possible and to the extent possible, will work with the Design.builder to reduce or eliminate any delays or stoppages. Proposals must include an estimated completion date. The selected Design.builder(s) will be required to maintain clear communication with the City of Huntington Park regarding supply chain problems or delays to the schedule. The City of Huntington Park reserves the right to adjust project components or contracts only if such adjustments would reduce costs or improve the timeline. The selected Design.builder will work closely with City of Huntington Park's representatives and staff. The Design.builder is expected to provide service in accordance with the terms of the executed contract and under the rules, regulations, and supervision of the City of Huntington Park.

### i. Use of Subcontractors

There may be areas for use of subcontractors in this project. If a Design.builder chooses to utilize this approach, the proposal must list the subcontractors, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please note that the City of Huntington Park is contracting solely with the selected Design.builder, therefore any subcontractors that are listed on this RFP, shall remain the Design.builder's sole responsibility, to ensure full compliance with the terms of this contract.

### ii. Meetings and Staff Coordination

The Design.builder shall be required to attend progress meetings as requested by the City of Huntington Park, but in no case less than once a week unless canceled by the City of Huntington Park. The Design.builder shall be required to more meetings with the City and all the outside Jurisdictional Authorities or other third parties as needed and as requested by the City of Huntington Park.

### iii. Construction Management Platform

The designer.builder shall use an online project management system per the City's standards and the selected Design.builder will be expected to utilize the platform consistently throughout the project. It is expected that this methodology will allow the Parties to coordinate minor design adjustments to align with conditions found in the field by the Design.builder for the benefit of both Parties.

The City expects this will allow for a highly accurate "as-built" and GIS dataset to be available upon completion of construction. Accurate paths, depths, and GIS documentations are required.

### iv. Adherence to Plans and Specifications

To provide acceptable design flexibility while also minimizing confusion between the Design.builder and the City of Huntington Park, the City intends to work with the provided Project Management Team. The Design.builder shall adhere to the primary components of this Design and shall execute the work in accordance with the Specifications and all local, state, and federal specifications, requirements, and codes. Notifications of any adjustments or changes shall be made and approved within the City's Construction Management platform prior to commencement of any work related to those deviations.

v. Redlines

It is expected that the Design and the City's Construction Management platform will be used to provide Redline drawings, as any changes to the Design will be maintained and reported to the City during design and construction. It shall be the responsibility of the Design/builder to notify the City of Huntington Park of any required adjustments to the Design and obtain approval from the City of Huntington Park for any deviations prior to commencing any work that deviates.

vi. Rights of Way

It shall be the Design/builder's responsibility to determine the location of Right-of-Way lines, and utility easements as a part of Construction. Any damage incurred to the public and private properties by the Design/builder shall be promptly repaired and paid for at the Design/builder's expense. The Design/builder shall be responsible for the safety and protection of the public and of public and private property on and around the construction sites. The Design/builder shall notify the City of Huntington Park immediately of any injury to people or damage to any public or private property on or around construction sites. The Design/builder shall abide by any and all applicable rules and regulations of the Jurisdictional Authorities concerning working on the right-of-way. Any penalties and/or fines for violations incurred while working on the right-of-way shall be the sole responsibility of the Design/builder.

vii. Permitting

Design/builder shall be responsible for paying for, securing and obtaining all necessary permits required for designing and constructing this project. Design/builder shall identify and contact these agencies, to expedite securing these approvals, and to expedite delivery of the project within the terms of the RFP. It will be the responsibility of the Design/builder to identify what permits are required and to communicate those requirements with the City in a timely manner. These permits include but are not limited to: LA County Flood Control, Army Corps of Engineers, Railroads, Caltrans, Environmental Permits, AQMD permits, State Water Resources, State and Federal compliance reports, Tribal or cultural heritage if required, Environmental assessments and mitigation plans, CEQA/NEPA, Utility Conflicts, Rights-of-way (ROW) acquisition, construction easements, Southern California Edison (SCE), and others as identified.

viii. Utility Locates

It is the Design/builder's sole responsibility to locate any and all utilities in the work area prior to any construction activities. Separate payment will not be made for utility locates, potholing and other verification means, but shall be considered incidental to other items for which payment shall be made.

ix. Materials

The Design/builder shall provide costs for any or all materials as part of Design/builder's response. The Design/builder will be responsible for any materials that are required to complete the project that may not be specifically mentioned in this RFP, or not listed under the scope of work. The Design/builder is responsible for a complete working system, and all the services and materials that are necessary for this system to fully function per the terms of this agreement.

x. Traffic Control

The Design/builder shall conduct his operations in such a manner as to leave all streets, access roads, and driveways open to traffic at all times. The Design/builder shall place and maintain proper

barricades, lights, signs, and other required safeguards around obstructions as required by local, state, and federal guidelines and codes. All traffic control devices and plans shall adhere to all applicable rules, regulations, codes, and the Manual on California Manual on Uniform Traffic Control Devices (MUTCD.) It is the Design/builder's responsibility to provide engineered traffic control plan for any and all lane closures, and submit them to the City for securing approval, prior to any construction activity takes place. Design/builder shall obtain all necessary traffic control permits from other agencies, having jurisdiction, within the City limits and outside of City's limits, if necessary. Separate payment will not be made for Traffic Control but shall be considered incidental to other items for which payment shall be made.

xi. Daily Project Clean-Up Requirements

The Design/builder shall maintain a clean and hazard free work area including but not limited to daily removal of all spoils, excess material, waste, and sweeping of all affected roadway and sidewalk areas. Design/builder shall remove from the site and dispose of all spoil, waste, and other unused excavated materials in accordance with rules and code. Where excavation is required in paved areas, restoration shall be completed immediately and prior to removal of traffic control. The Design/builder shall not leave any sections of the trench open during non-work hours. The Design/builder shall backfill all segments of the trench in adherence with the trench typical and associated permits. The Design/builder shall store all equipment, tools, material, etc. in a manner so as not to inhibit traffic flow or parking during working or non-working hours. All staging areas must receive final approval from the City of Huntington Park and other Jurisdictional Authorities. The City of Huntington Park shall assume no responsibility for the Design/builder's equipment or materials. Security for the job areas is the responsibility of the Design/builder. The Design/builder shall comply with the security requirements of the right-of-way owners or other Jurisdictional Authorities.

xii. Design/builder's Construction Schedule

The Design/builder shall submit a detailed resource-loaded baseline construction schedule such as a Gant chart, using Critical Path Method (CPM), detailing all the appropriate tasks involved with construction of this project for the City of Huntington Park's review and approval within Ten (10) calendar days of the contract award. All schedules shall include the planned construction method(s), phasing, location, with the associated quantities, manpower, equipment, and planned production rates to complete the work. The Design/builder's construction schedule shall be prepared in Microsoft Project or another City of Huntington Park approved format. The This resource/cost loaded schedule shall contain sufficient detail to ensure that The City of Huntington Park can measure the Design/builder's progress on a daily basis, throughout the entire project duration. The Design/builder shall provide updates to the schedule on a weekly basis or as required by the City of Huntington Park. If the Design/builder is delayed or fails to achieve the scheduled progress per the approved schedule, the Design/builder shall provide the City with a "recovery schedule" indicating additional resources or acceleration efforts to maintain the contracted completion date. The cost for providing schedules, schedule updates, phasing and other resources are incidental to the scope of work as outlined in this RFP. The Design/builder shall be responsible for meeting with the City, to incorporate phasing of all construction activities around the ongoing and anticipated CIP projects, by the City and other major construction activities planned in the near future.

### xiii. Inspection and Acceptance

All work shall be subject to the inspection and approval of the City of Huntington Park, and the Jurisdictional Authorities. The Design.builder shall schedule the Work and provide adequate notifications to comply with any and all requirements for inspection. The City of Huntington Park's representatives shall inspect workmanship and progress of work being performed. Where workmanship or installation deficiencies are observed, the City of Huntington Park's representative shall discuss them immediately with the Design.builder's field crews and supervisors. The Design.builder shall take measures to immediately and expeditiously correct any deficiencies to the satisfaction of the City of Huntington Park without impact on the installation schedule and at no additional cost to the City of Huntington Park. The City of Huntington Park's representative shall have the right to stop work upon the Design.builder refusal to immediately correct installation deficiencies. The integrity of the unused conduit and duct system shall be tested for continuity by using a City of Huntington Park approved mandrel. The Design.builder shall supply and install mule tape in one unused duct and jet-line or mule tape in the remaining unused conduits or ducts. Design.builder shall notify the City of Huntington Park twenty-four (24) hours prior to all conduit/duct testing in writing. All testing shall be performed after any/all open excavations have been backfilled. The Design.builder shall be solely responsible for the costs to repair any deficient duct installation. Once the conduit has been successfully tested, the Design.builder shall furnish and install duct plugs/caps in accordance with manufacturers specifications. The Design.builder shall take special precautions to tie off mule tape/jet-line ends to the duct plug to prevent the loss of mule tape/jet-line into the conduit. Upon notification of the City of Huntington Park by the Design.builder of completion of the work, a City of Huntington Park representative, the Design.builder's representative, and a representative of the Jurisdictional Authorities shall jointly perform a "walk through" inspection of the work. The City of Huntington Park Representative shall, during this inspection, prepare a punch list of observed deficiencies. Upon receipt of the punch list, the Design.builder shall correct all deficiencies in a timely manner not to exceed seven (7) calendar days. Acceptance shall be granted when all deficiencies have been corrected to the satisfaction of the City of Huntington Park and all other Jurisdictional Authorities.

### xiv. Environmental Considerations

The Design.builder shall install erosion control prior to construction activities and is responsible for all erosion and sediment controls as mandated by the City and outside Jurisdictional Authorities. The Design.builder shall immediately notify the City of Huntington Park if hazardous or contaminated materials are uncovered, encountered, revealed, or introduced at the job site. Following the notification, the Design.builder shall provide a written report of the discovery. The Design.builder shall immediately stop all work in the area affected by these conditions and not resume work in the affected areas unless instructed in writing to do so by the City of Huntington Park. When corrective action or remediation of hazardous or contaminated material is made necessary or is caused by the Design.builder's fault or through negligence, the Design.builder shall be responsible for all costs associated with the contamination. Cost responsibility shall include all costs relating to the identification of the contamination, testing, determination of remedial actions, removal and corrective measures associated with the encountered toxic or hazardous materials, and any other costs associated with the cleanup of the contamination. Delays resulting from the Design.builder introducing hazardous material to work sites shall not become the basis for an extension of time or additional compensation to complete the Contract. The Design.builder is not responsible for disposal of hazardous waste materials not introduced by the Design.builder.

xv. Guarantee

Design/builder shall warrant the Work, and everything incorporated in the Work for one (1) year from Completion and repair and/or replace defective work or materials during such time at no cost to the City of Huntington Park.

#### H. Technical Information

i. Specifications, Change of Specification, and Errors or Omissions

Specifications which refer to brand names are given for reference and pricing. Design/builder may quote equivalent items of the work, provided that the brand names, catalog number(s), and any other deviations are noted on the bid form and complete descriptive catalog and literatures are furnished. The proposed exceptions will be reviewed by the City and the decision to either accept or reject them shall be final.

#### I. Performance Bond (Construction)

The selected Design/builder(s) shall be required to furnish a performance bond in the amount of 100% of the contract value specified if tendered an award.

### 4. Proposal Evaluation and Selection Process

#### A. Experience & References

Proposals will only be accepted from those Design/builders that have been pre-qualified during the phase I and have the adequate experience and capacity for providing the services requested in the RFP. The City reserves the right to contact the references that the Design/builders have provided for additional information regarding their qualifications.

#### B. Adherence to Terms of Proposals

A proposal once accepted by the City, may become a binding contractual obligation of the Design/builder. The failure of a selected Design/builder to accept this obligation and to adhere to the terms of the Design/builder's proposal may result in rejection of the proposal and the cancellation of any provisional award to the Design/builder. Design/builders are not permitted to take advantage of discrepancies, errors or omissions in the specifications after the award, since these issues should be discovered before the bid submission date.

#### C. Question Deadline

All questions regarding the RFP shall be submitted through Planetbids no later than the time and date specified on the Cover Page. In the interest of transparency, only questions posted to Planetbids will be answered. The City will not provide a response to questions submitted after the question deadline. Should a Design/builder be in doubt as to the true meaning of any portion of this RFP or find any patent ambiguity, inconsistency, or omission herein, the Design/builder must post a question for an official interpretation or correction in accordance with the instructions for submitting questions as specified in this RFP. Respondents are advised that no oral interpretation, information, or instruction by an officer or employee of the City shall be binding upon the City. Design/builder requesting changes to the RFPs terms and conditions, specifications, quantities, etc.; or if clarifications are needed, must make the request in the form of a question by the stated bid submission deadline.

#### **D. Evaluation Criteria and Procedure**

Design/builder will be evaluated based on the price and their ability to deliver the services outlined in this RFP. A committee will evaluate and recommend from all proposals based on the following criteria:

- i. Solution/Approach. (30 points)
- ii. Experience related to applicable deliverables. (20 points)
- iii. Fiscal impact to the City. (30 points)
- iv. Project capacity. (20 points)

Any proposals determined to be non-responsive to the specifications or other requirements of the RFP, including instructions governing submission and format, will be disqualified unless the City determines, in its sole discretion, that non-compliance is not substantial or that an alternative proposed by the Design/builder is acceptable. The City, at its discretion, may request an oral interview, clarifying questions, and/or demonstration of past work performed as part of the evaluation of the proposals. Failure to adequately respond to these requests will be grounds for rejection of the proposal. The City may also, at its sole discretion, elect to rank order the qualified proposals, and negotiate with some limited number of the highest scored qualified respondents. A final determination would include the cumulative inputs of this evaluation procedure. Any of the additional data specs and standards described in this RFP that are met will be factored positively into the overall score.

#### **E. Rejections, Modifications, and Cancellations**

The City expressly reserves the right to:

- i. accept or reject, in whole or in part, any and all proposals received;
- ii. waive any non-conformity;
- iii. re-advertise for proposals;
- iv. withhold the award for any reason the City determines;
- v. cancel and/or postpone the request for proposals, in part or in its entirety, and/or,
- vi. take any other appropriate action that is in the best interest of the City.

This RFP does not obligate the City to award a contract, to pay any cost incurred in the preparation of a proposal under this request, or to procure or contract for services.

#### **F. Protests**

Protests can be filed with the City. Interested parties aggrieved by a solicitation or the award of any resulting contract, may file written notice of protest to the following:

**City of Huntington Park – City Clerk’s Office**  
**Attn: Gerry Lopez, Public Works Director**  
**6550 Miles Avenue**  
**Huntington Park, CA 90255**

**“Procurement Protest”**

At a minimum, such protests shall include:

- i. name of protestor,
- ii. solicitation/contract number and description; and
- iii. statement of grounds for protest (reference specific text in the solicitation, bid or contract document that is at issue).

The decision of the Administrative Services Director is final and is not subject to appeal.

## 5. Required Proposal Content and Submission Process

### A. Accuracy and Completeness

All information pertaining to the prospective Design/builder's approach in meeting the requirements of the RFP shall be organized and presented in the prospective Design/builder's proposal. The instructions contained in this RFP must be strictly followed.

Accuracy and completeness are essential. Omissions and ambiguous or equivocal statements will be viewed unfavorably and may be considered in the evaluation. Since all or a portion of the successful proposal may be incorporated into any ensuing contract, all prospective Design/builder are further cautioned not to make any claims or statements that cannot be subsequently included in a legally binding agreement.

### B. Content and Format

To be considered responsive, each proposal must, at a minimum, respond to all sections and exhibits of the RFP in their entirety. If a contract is entered into as a result of this RFP, it will be a contract for fees related to providing all requested services, with a price not to exceed the prices quoted in the proposal. The City reserves the right to select proposals from the most responsive and responsible respondents with the most reasonable costs. Proposals should be prepared simply and economically providing a straightforward, concise description of the Design/builder's ability to meet the requirements of the RFP. Emphasis should be on the completeness and clarity of content.

### C. Submission Instructions

The due date and time to submit questions and proposals is listed on the cover page of this RFP. Proposal and question submission method will be via Planetbids only, **no faxed, mailed, and/or e-mailed proposals will be accepted.**

Proposers must ensure any externally referenced or linked information is included directly in the proposal to ensure it is accurately considered. An officer of the company authorized to bind the company to a contractual obligation with the City must sign the proposal. The successful Design/builder will be notified via Public Purchase and receive an award letter. Proposers who are not awarded will receive a notification that the award decision has been made. Proposals received will become the property of the City. The City is not responsible for any costs associated with preparation or submission of proposals. Proposals received will be subject to disclosure under the State of California's Public Records Act and will be posted via Public Purchase in accordance with [Proposal Confidentiality](#).

## 6. Exhibits

Exhibit A – Letter of Transmittal

See attached.



**CITY OF HUNTINGTON PARK, CA  
REQUEST FOR QUALIFICATIONS (RFQ)  
Last Mile Federal Funding Account Project Design-Build – Phase II**

Exhibit "A"

**Letter of Transmittal**

Expected to serve as a cover sheet to your application in a standard memo format on company letterhead.

Please include the below information along with the signature of an authorized representative.

Award shall be based upon the evaluation criteria included with this document. Where there is a discrepancy between words and figures, WORDS SHALL GOVERN.

The undersigned Respondent hereby submits its response to the Request for Proposal (RFP) for the City of Huntington Park's Broadband Fiber Network project. I/We have read and attest to comply with the City of Huntington Park's Conflict-of-Interest Policy.

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Name of Respondent (Person, Firm, Corp.)

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Address

---

Telephone

---

Email

---

Name and Title (Print)

---

Signature of Authorized Representative

---

Date

Exhibit B – Proposal Introduction and Solution / Approach

See attached.



**CITY OF HUNTINGTON PARK, CA  
REQUEST FOR QUALIFICATIONS (RFP)**  
Last Mile Federal Funding Account Project Design-Build – Phase II

**Exhibit "B"**

**Proposal Introduction and Solution / Approach**

**A. Proposal Introduction:**

In your introduction, please include, at a minimum, the following information and/or documentation:

- i. A statement to the effect that your proposal is in response to this RFP;
- ii. A brief description of your firm/company;
- iii. A commitment to perform the requested work in accordance with the requirements outlined in this RFP;
- iv. Evidence of any licenses or registrations required to provide the services under this contract.

**B. Proposal Solution / Approach:**

Respondents shall provide their solution and approach to meeting the requirements outlined in [Section 3 - Statement of Work](#) of this RFP.

**C. Project Timeline / Schedule:**

Respondents shall provide a preliminary project schedule showing completion dates.

**D. Technical Approach**

Present a brief description of procedures to be followed, presented in a form which will best assist the City in evaluating your firm's ability to identify, evaluate, and communicate while providing the requested services, e.g. fees.

Exhibit C – Fiber Optic Standards

See included attached.

## EXHIBIT "C"

Fiber Optic Standards – Microtrenching Installation and other methods, as necessary

City of Huntington Park

Design and Installation Standards for Microtrenching Fiber Optic Construction

### **Microtrenching**

- Duct shall be installed utilizing approved Microtrenching methods per City of Huntington Park's Standard Plan. (See attached.)
- Microtrenches shall be per the Standard plan or as otherwise directed by the City.
- All tie-ins to vaults, handholes, and crossings shall be performed at 45° or 90° angles.
- Surface cuts shall be sealed with polymer-based grout or approved restoration sealant to prevent water intrusion.

### **Fiber Duct**

- $\geq$  432 Fiber Cable: 2" HDPE SDR11, Ribbed Inside, Smooth Outside, Orange
- $\leq$  432 Fiber & Drops  $>$  100': 1¼" HDPE SDR11, Ribbed Inside, Smooth Outside, Orange
- $\leq$  12 Fiber Drop Cable ONLY: ¾" HDPE SDR13.5, Smooth Inside & Outside, Orange, limited to 100'
- Micro Duct: 5-16 mm ID HDPE, silicone-lined, bundled or single configuration

### **Installation**

- All ducts shall be installed flat within the microtrench, pulled straight, and properly encapsulated in restoration material.
- Marker tape shall be placed 12 inches above conduit alignment.
- Installed duct shall include a tonable member or 14 AWG copper wire when not accompanied by tonable cable.
- Minimum bend radius shall not exceed  $25 \times$  OD.
- All empty ducts shall be capped and sealed at each end until populated.

### **Fiber Cable**

- Cables shall adhere to ITU-T G.652D standards and be single armor, single jacket, loose tube or ribbon construction.
- Ribbon is preferred for  $\geq$ 144 count fibers; loose tube permitted for lower counts.
- Drop cables shall be flat, single-fiber, tonable, and limited to 100'.
- No less than 50' slack cable shall be stored at directional changes, and 3,000' vault intervals.

### **Fiber Closures**

- Closures shall be watertight, properly bonded, grounded, and terminated to maintain tonability.

- Closure types shall match cable counts and diameter specifications (Coyote DTC, 450C, 450D, 600D).
- All closures shall be installed with 50' of excess slack cable.
- Locate pedestals with ground rods shall be installed and bonded for closures 3,000' or more from the next closure.

### **Fiber Vaults**

- Vaults shall be installed flush to grade with no penetrations outside of approved conduit entries.
- Vaults shall be bedded on pea gravel and properly backfilled.
- Vaults shall be sized appropriately for closures (36x60x36, 30x48x24, 17x30x18, 14x19x12).
- Closures, MSTs, and appurtenances shall be properly secured within vaults per manufacturer specifications.

### **Fiber Slack Loops**

- Slack loops shall be no less than 50' at design intervals and directional changes.
- All MST handholes (17"x30"x18") shall include no less than 8' slack loops.

### **Fiber Multiport Service Terminals (MST)**

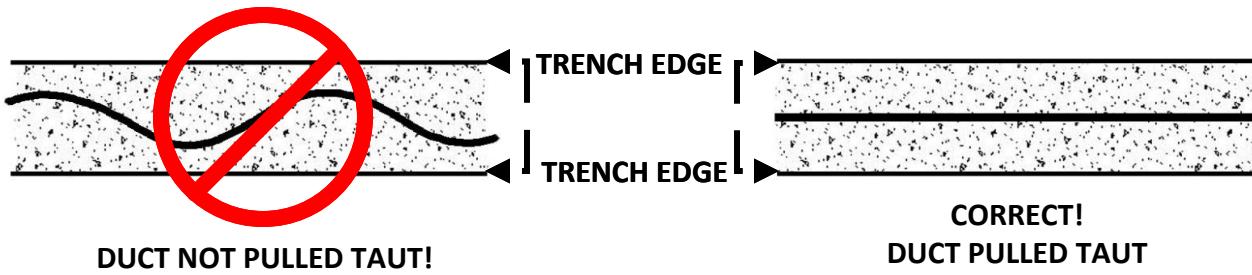
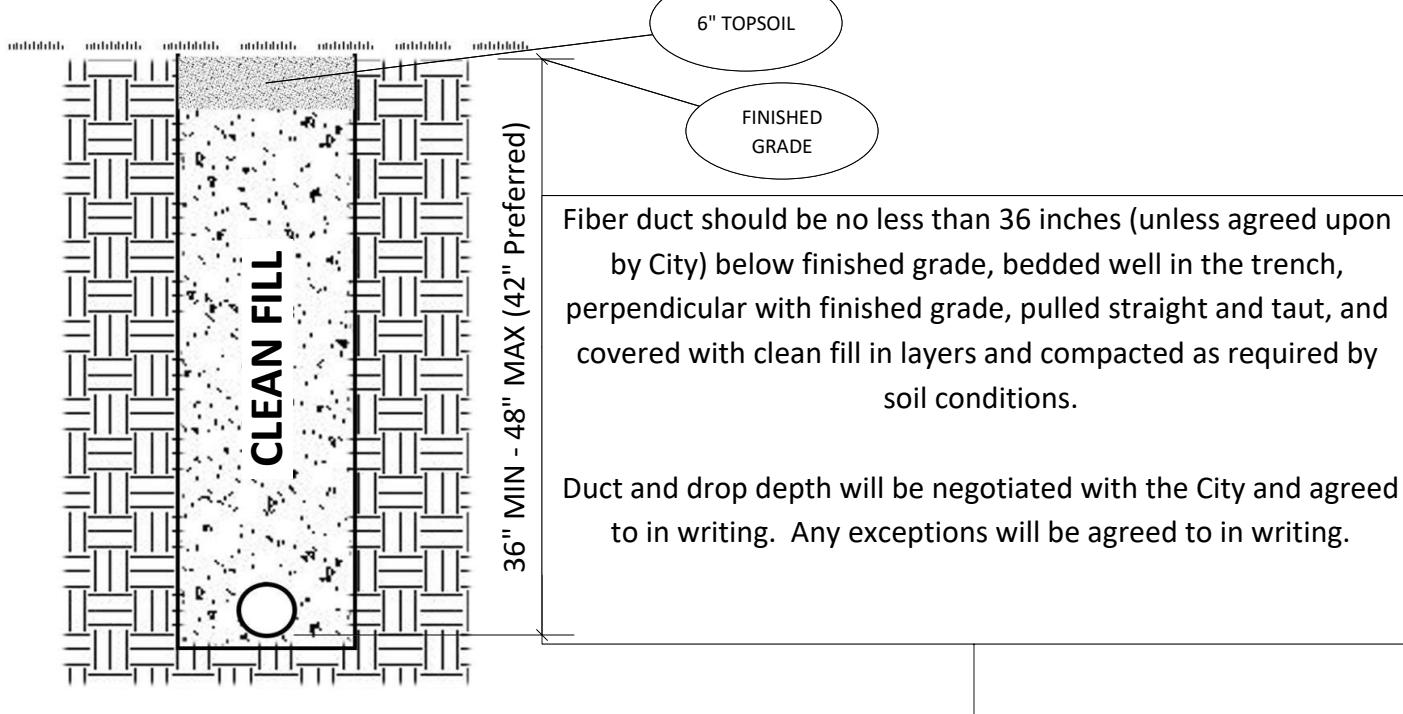
- MSTs shall be 6-port and 12-port with variable length tails  $\leq$  2,000'.
- Drop cables shall be flat, single-fiber, hardened SC APC, dielectric, with a 24AWG locator wire.

Exhibit D – Fiber Duct Installation in Trench and Microtrenching

See attached.

## EXHIBIT "D"

### FIBER DUCT INSTALLATION IN TRENCH



### PLOWING OR BORING FIBER DUCT INSTALLATION

Multiple ducts may be installed together with 12 inches of separation from other utilities.

Duct and drop depth will be negotiated with the City and agreed to in writing. Any exceptions will be agreed to in writing.

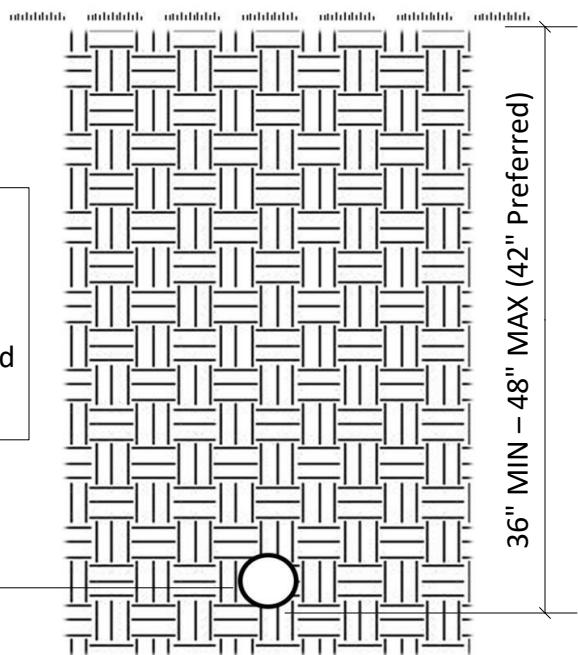


Exhibit E – Fiber Vault Orientation and Duct Entry

See attached.

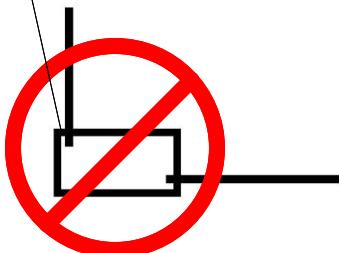
## EXHIBIT "E"

### FIBER VAULT ORIENTATION AND DUCT ENTRY

Vaults shall be located back from 60° changes in direction or greater to allow fiber ducts to enter in the narrow end. Ducts shall NEVER enter from the long side.

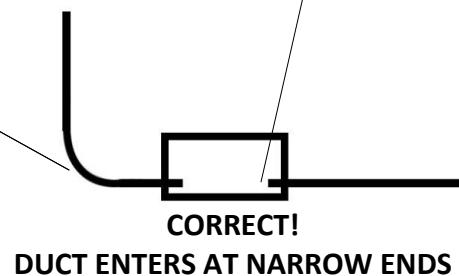
Multiple ducts in a common path shall enter the vault in a bundle and be individually marked to clearly identify individual ducts within a common path or vault.

Duct enters vault at long side

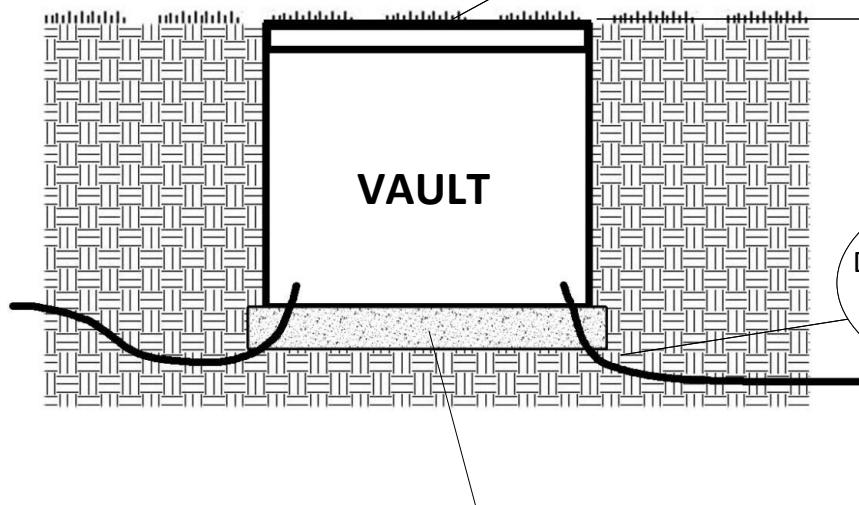


Bend radius not less than  $25 \times OD$

Duct shall always enter in the narrow end and rise out of the bottom grade inside the vault within 3" or less of the end wall at a 30° angle or greater and be free of debris. Ducts without cable installed shall be capped or plugged.



### FIBER VAULT INSTALLATION



Vaults shall be set on no less than a 3 inch thick compacted base of 3/8" crushed gravel or pea gravel that extends outside the vault.

Properly compacted clean fill shall be used around the vault with no less than 6" of topsoil at grade level.

Vaults shall be installed so as to be protected from settling or other sources of movement or damage.

Exhibit F – Example Professional Services Agreement (PSA)  
To be distributed separately.

Exhibit G – Design Build Conflict of Interest Policy

See attached.



**CITY OF HUNTINGTON PARK, CA  
REQUEST FOR QUALIFICATIONS (RFP)  
Last Mile Federal Funding Account Project Design-Build – Phase II**

**EXHIBIT "G"**

**Conflict-of-Interest Policy Covering Design-Build**

The purpose of this document is to clarify the City of Huntington Park's ("City") position on potential conflicts-of-interest that may arise when consultants or contractors (collectively, "Consultant") perform work for the City or stakeholders relating to potential design-build projects.

Organizational conflicts-of-interest can occur when, because of existing or planned activities or because of relationships with other entities, the Consultant is unable or potentially unable to render impartial assistance or advice to the City; the Consultant's objectivity in performing the contract work is or might be otherwise impaired; or the Consultant's acting as a proposer ("Proposer") or otherwise participating on a team proposing for a design-build project results in an unfair competitive advantage.

The California Board for Professional Engineers and Land Surveyors ("Board") provides additional guidance and has established conflict-of-interest rules applicable to those professionals licensed by the Board (see Board Rules 475 and 476). These rules require full disclosure when a licensee has any business association or financial interest that may influence his or her judgment in connection with the performance of professional services and when a licensee provides professional services for two or more clients on a project or related project. City and Proposers must also comply with certain California laws and regulations, including without limitation the California Political Reform Act, Government Code § 1090 *et seq.*, and with applicable federal requirements for projects that receive federal funding.

The policies and guidelines concerning the organizational conflicts-of-interest found herein will be specified or referenced in the procurement package as well as any contract for the engineering/design services, inspection, or technical support in the administration of the projects.

Resolution of conflict-of-interest issues is ultimately at the sole discretion of the City. The City reserves the right to cancel or amend the resulting contract(s) if a successful Proposer failed to disclose a potential conflict, which it knew or should have known about, or if a Proposer provided information in response to an inquiry from the City that is false or misleading.

After award, conflict-of-interest guidelines and policy shall continue to be monitored and enforced.

If an organizational conflict-of-interest is discovered after award, the Proposer must make an immediate and full written disclosure to the City that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts. If an organizational



## CITY OF HUNTINGTON PARK, CA REQUEST FOR QUALIFICATIONS (RFQ) Last Mile Federal Funding Account Project Design-Build – Phase II

conflict-of-interest is determined to exist and the Proposer was aware of the organizational conflict-of-interest prior to award of the contract and failed to disclose it, the City may terminate the contract with the Proposer for material breach. If the Proposer is terminated, the City assumes no obligation, responsibility, or liability to reimburse all, or part of the costs incurred or alleged to have been incurred by the Proposer.

### Approach:

The following approach to conflicts-of-interest will apply to City procurements relating to City design-build projects:

#### 1. Grounds for Disqualification of Proposer

A Consultant or other firm or individual will not be allowed to act as a Proposer or to join a design-build team for a project if, without limitation, any of the following is true:

- a) The Consultant is the City's designated owner advisor for the project.
- b) The Consultant has performed services relating to the project either as a prime contractor to the City or as a subconsultant or subcontractor.
- c) The Consultant has assisted the City in managing or is assisting in the management of the design-build project, including the preparation of the Request for Qualifications ("RFQ") and/or Request for Proposals ("RFP") language or evaluation criteria.
- d) The Consultant has performed preliminary design services for the project, including, but not limited to, facility layouts, treatment selection, process design selection, preliminary process design, geometric layouts, bridge-type selection, and preliminary bridge design.
- e) The Consultant performed work relating to the project for other project stakeholders.
- f) The Consultant has performed work on a previous contract that specifically excludes them from participating as a Proposer or joining a design-build team on the project.
- g) The Consultant is under contract with any other entity or stakeholder to perform oversight on the project.



**CITY OF HUNTINGTON PARK, CA  
REQUEST FOR QUALIFICATIONS (RFQ)  
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h) The City determines that other potential conflicts-of-interest not mentioned above exist for the firm or individual (e.g., employee changing companies, merger/acquisitions of firms, property ownership, business arrangements, financial interest) that cannot be mitigated to avoid the conflict.

Notwithstanding the foregoing, the City may permit a Consultant to participate on a Proposer team if the Consultant's contract to perform work described above has concluded and the City determines, in its sole discretion, that it does not give rise to an organizational conflict-of-interest. This exception does not apply to Consultants described in items (a), (c), (f) or (g) above.

Proposers should be aware that a conflict-of-interest may also exist where a Consultant has provided services as described above on a related project (for example, a separate project that is part of the same program). This may be due to overlapping limits, interfaces or coordination efforts between the projects, or because the Consultant provided general services to the City. Under such circumstances, a Proposer must obtain permission under Section 2 in order to include the Consultant on its team.

**2. Requirements for Proposers with Potential Conflicts-of-interest**

A Proposer who may have potential conflicts-of-interest in relation to a project, or who wishes to include a member on its team who may have potential conflicts-of-interest, must:

a) Conform to applicable federal and state conflicts-of-interest rules and regulations including without limitation, the California Political Reform Act, the California Government Code § 1090 *et seq.*, the federal Copeland “Anti-Kickback” Act and federal conflicts-of-interest rules set forth in federal funding agency's administrative grants and cooperative agreement regulations. Federal conflicts-of-interest rules and regulations shall only apply where the project receives federal funding.

b) Disclose all relevant facts relating to past, present or planned interest(s) of the Proposer's team (including the Proposer, Proposer's proposed consultants, contractors, subconsultants and/or subcontractors and their respective chief executives, directors and key personnel) which may result or could be viewed as an organizational conflict-of-interest in connection with the design-build procurement, including present or planned contractual or employment relationships with any current employee of the City.

c) Disclose, in the statement of qualifications or proposal, as applicable, all of the work performed in relation to the project being procured under the RFQ and RFP.



**CITY OF HUNTINGTON PARK, CA  
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- d) Provide all records of the work performed in relation to the project to the City so that relevant information can be evaluated and made available to all potential design-build teams, if necessary.
- e) Ensure that the Proposer's or its team member's contract with any entity to perform services related to the project has expired or has been terminated.
- f) Identify proposed remedial measures to mitigate any potential conflicts identified.

**3. City Determination Regarding Conflicts-of-interest**

Upon review of the information provided by the Proposer as described above, the City Manager will determine, in his or her sole discretion, if the Proposer has an organizational conflict-of-interest. Decisions of the City Manager regarding organizational conflicts-of-interest shall be final with respect to the disposition of the organizational conflicts-of-interest and is non-appealable.

**4. Construction Inspection Services**

The successful Proposer or firms affiliated with the successful Proposer are prohibited from competing on any agreement to provide construction inspection services for the project. An affiliated firm is one which is subject to the control of the same persons, through joint ownership or otherwise. No subconsultants who provided design services in connection with the project shall be eligible to compete for any agreement to provide construction inspection services for the project.

Notes -- The foregoing is provided by way of example and shall not constitute a limitation on the obligations of the Proposer in relation to organizational conflicts-of-interest.

## ATTACHMENT "B"



1353 Walker Lane - Corona, CA 92879 - (714) 373-1560

September 29, 2025

City of Huntington Park  
[Procurement/RFP Department Address]  
Huntington Park, CA [ZIP]

**Subject: Response to City of Huntington Park Last Mile Broadband Initiative RFP**

Dear Evaluation Committee,

On behalf of Aztecs Telecom, Inc., I am pleased to submit our proposal in response to the City of Huntington Park's Request for Proposals for the Last Mile Broadband Initiative.

We have carefully reviewed all RFP documents, including all addendums and amendments, and hereby confirm our acceptance of all terms, conditions, and requirements set forth. Aztecs Telecom is fully prepared to enter into a contract with the City upon selection and to mobilize the resources necessary to deliver a state-of-the-art broadband fiber network.

As Chief Executive Officer, I am authorized to bind Aztecs Telecom, Inc. to all commitments contained in this proposal.

I hereby state:

I HAVE READ, UNDERSTOOD, AND AGREED TO ALL STATEMENTS IN THIS REQUEST FOR PROPOSAL AND  
ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS/AMENDMENTS AS WELL AS TO THE TERMS, CONDITIONS, AND  
ATTACHMENTS REFERENCED.

We are excited about the opportunity to partner with the City of Huntington Park on this transformative project. Our team is committed to delivering a network that supports digital equity, economic development, and long-term community growth.

Thank you for your time and consideration. We look forward to the possibility of working together on this critical initiative.

Sincerely,

  
Robert Lopez  
Chief Executive Officer  
Aztecs Telecom, Inc.  
1353 Walker Lane  
Corona, CA 92879  
Phone: (714) 387-2131  
Email: rlopez@aztecs.net



# City of Huntington Park Last Mile Broadband Initiative

## ROM Price Proposal

Deployment of a 42-mile Fiber-to-the-Premise (FTTP) Network

Date: September 29, 2025



6,000 Service Passings



Nokia XGS-PON  
Technology



Enhanced Community  
Connectivity

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Key assumptions underpinning the project plan and detailed technical specifications for the broadband network deployment.

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## Next Steps & Collaborative Partnership

Proposed timeline for project implementation, outlining immediate actions, future milestones, and opportunities for continued collaborative partnership to ensure project success.

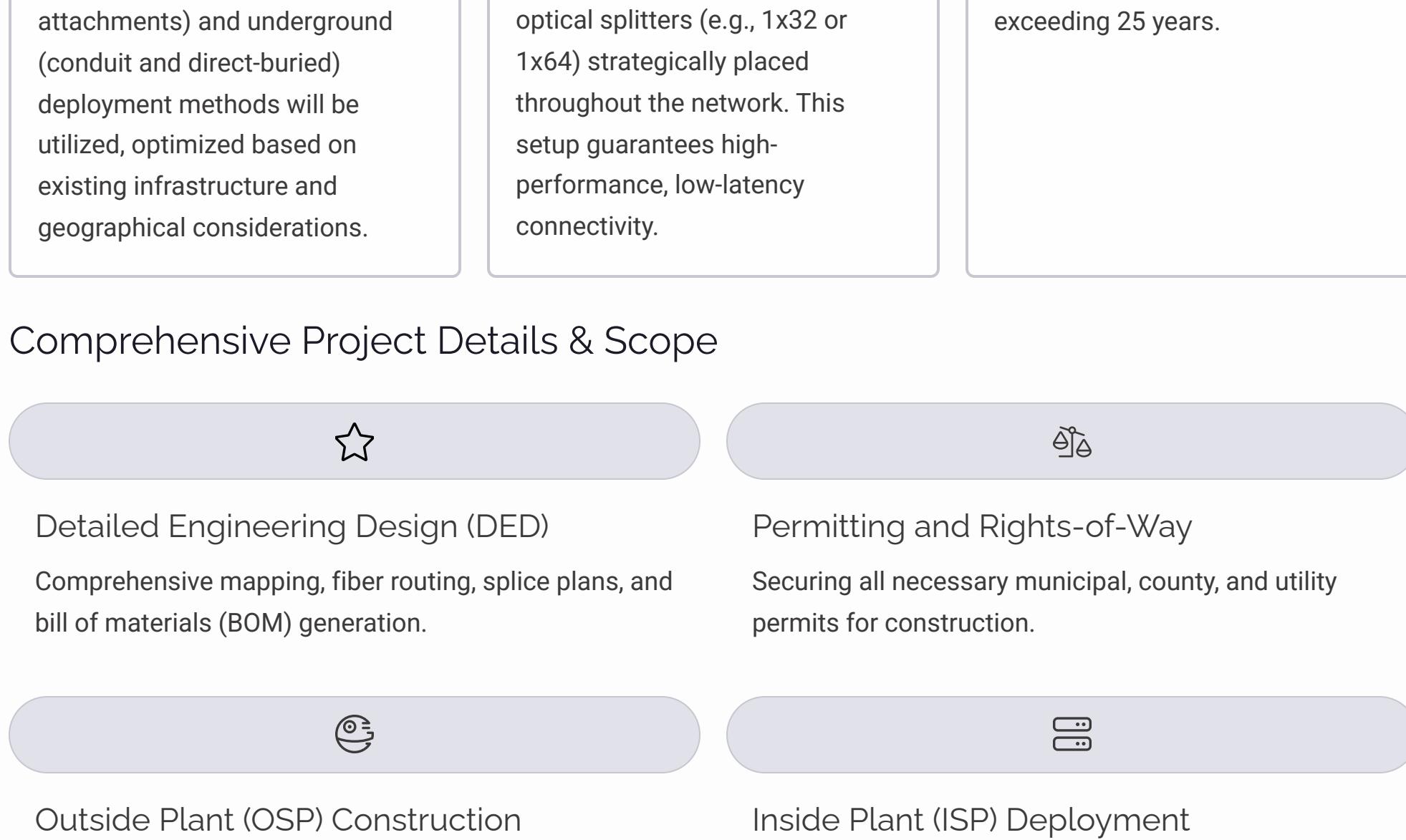
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# Executive Summary

This comprehensive proposal outlines a **42-mile greenfield fiber-to-the-premise (FTTP) network deployment** for the City of Huntington Park, designed to deliver future-ready broadband infrastructure to **6,000 service passings**, with an estimated cost of **\$21.86 million**. Leveraging cutting-edge **Nokia XGS-PON technology**, this initiative aims to bridge the digital divide and provide symmetrical multi-gigabit internet access to both residential and commercial subscribers within the designated areas. Our approach meticulously addresses the City's four weighted evaluation categories, emphasizing technical precision, fiscal transparency, long-term scalability, and operational sustainability.

The deployment focuses on building a resilient and high-capacity network from the ground up, ensuring robust connectivity that far exceeds current and anticipated future demand. This proposal details the complete lifecycle of the project, from initial design and planning through construction, activation, and ongoing support, providing a clear roadmap for successful implementation.

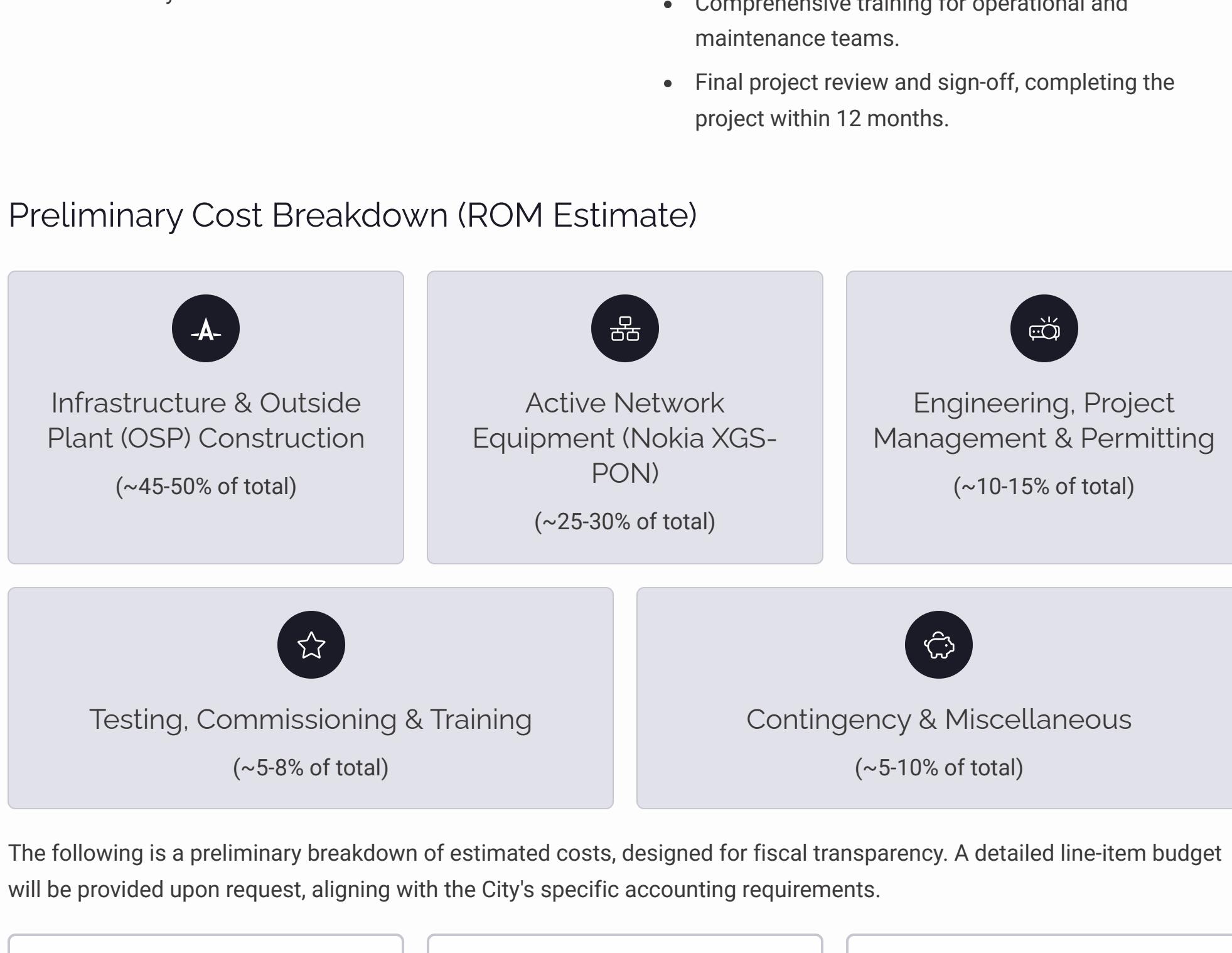
## Technical Specifications and Network Architecture



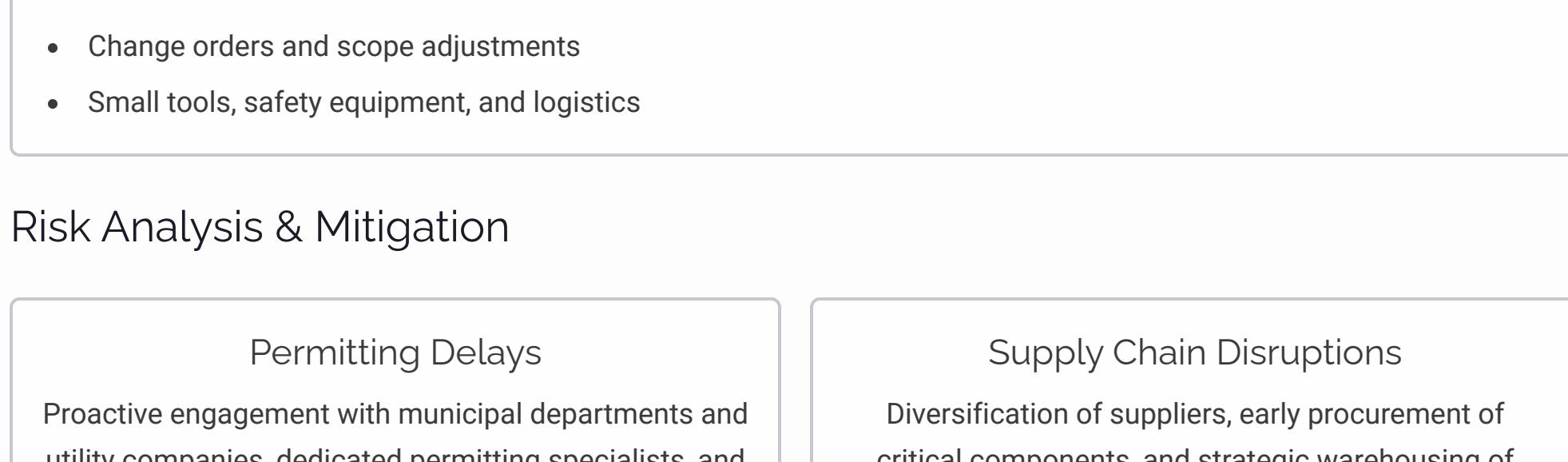
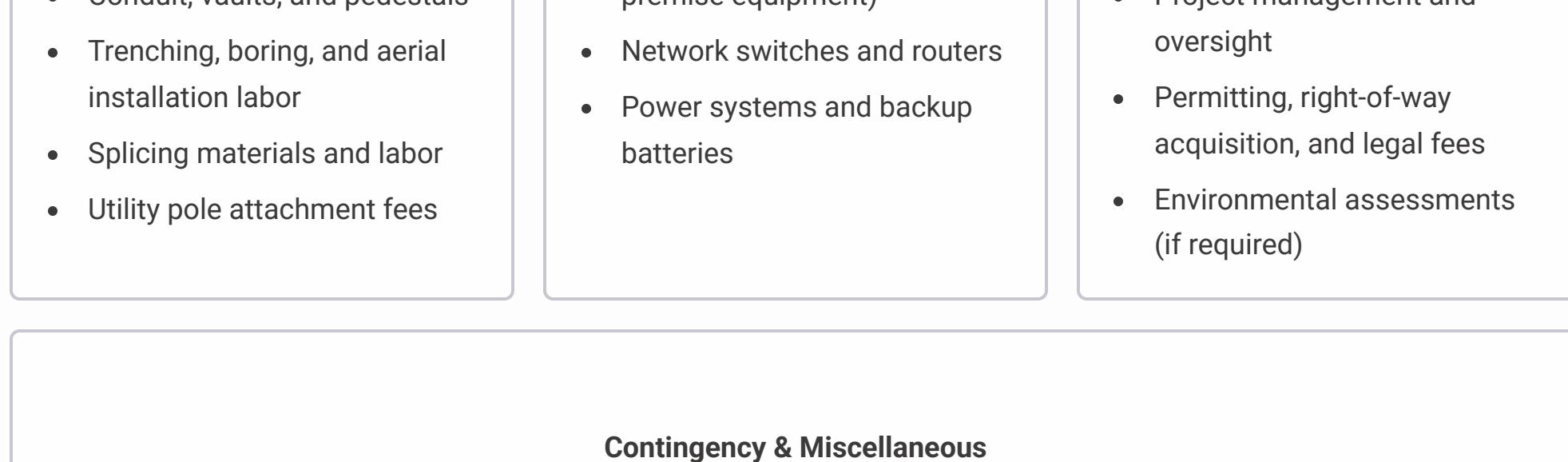
## Comprehensive Project Details & Scope



## Implementation Phases (12-Month Accelerated Schedule)



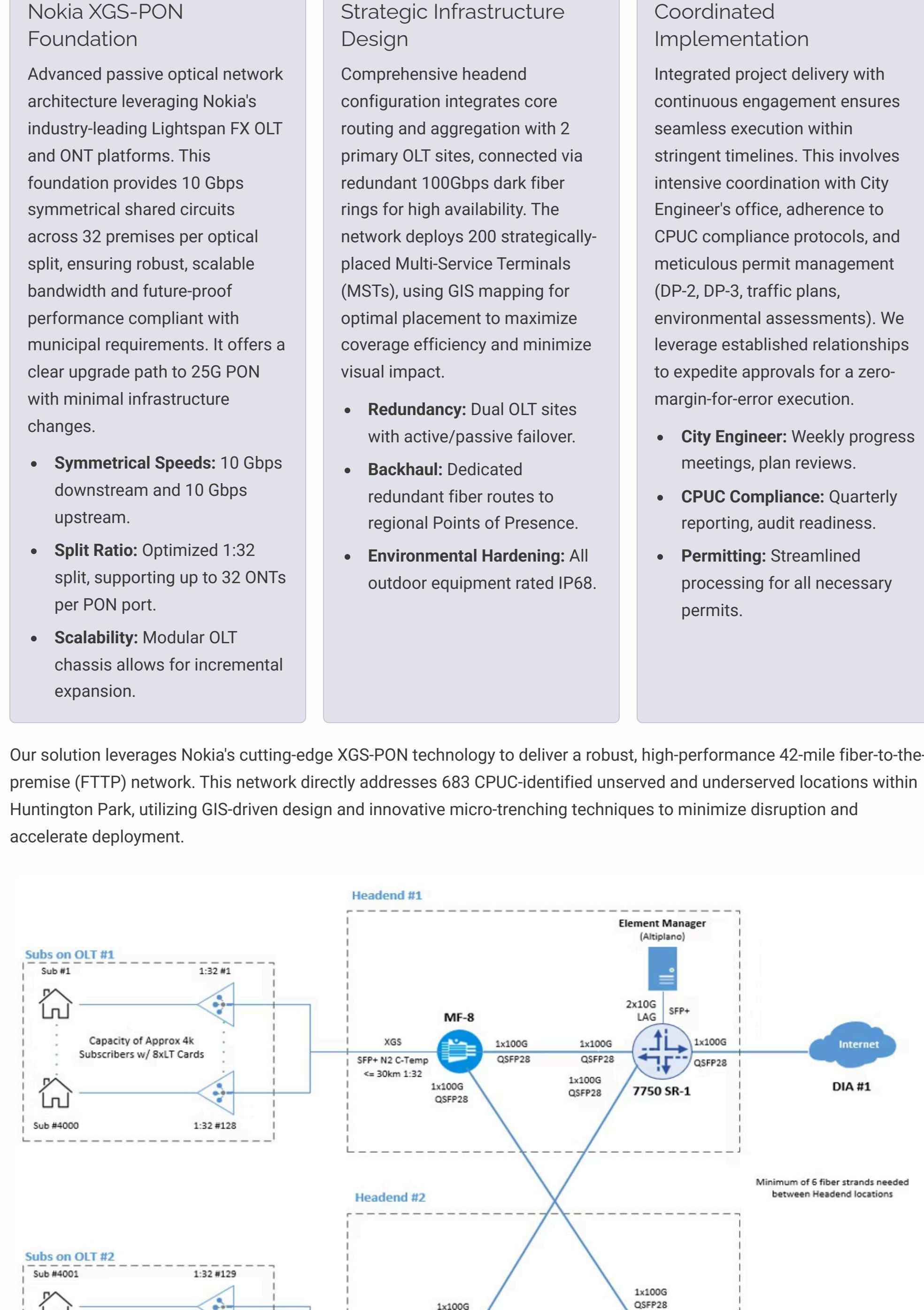
## Preliminary Cost Breakdown (ROM Estimate)



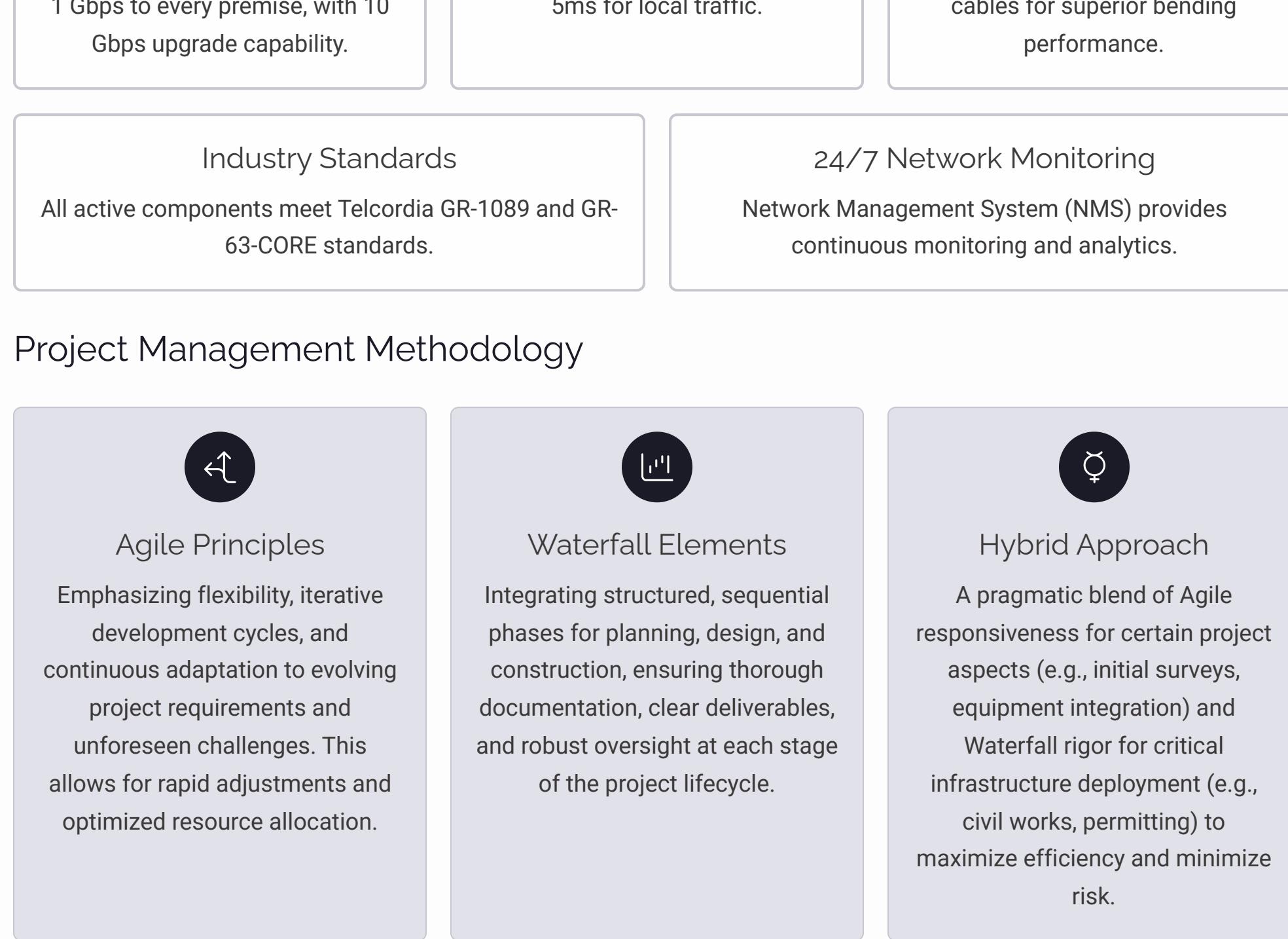
## Risk Analysis & Mitigation



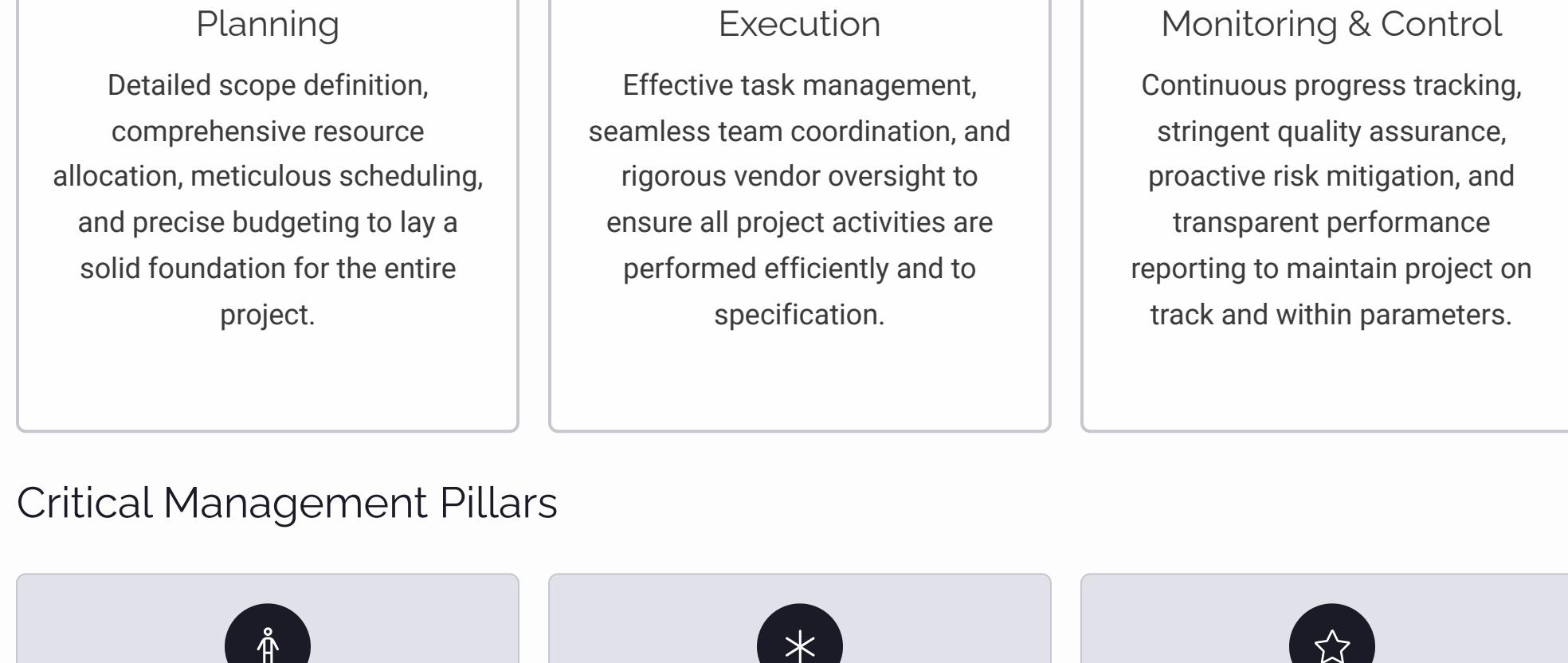
# Solution Approach & Network Architecture



Our solution leverages Nokia's cutting-edge XGS-PON technology to deliver a robust, high-performance 42-mile fiber-to-the-premise (FTTP) network. This network directly addresses 683 CPUC-identified unserved and underserved locations within Huntington Park, utilizing GIS-driven design and innovative micro-trenching techniques to minimize disruption and accelerate deployment.



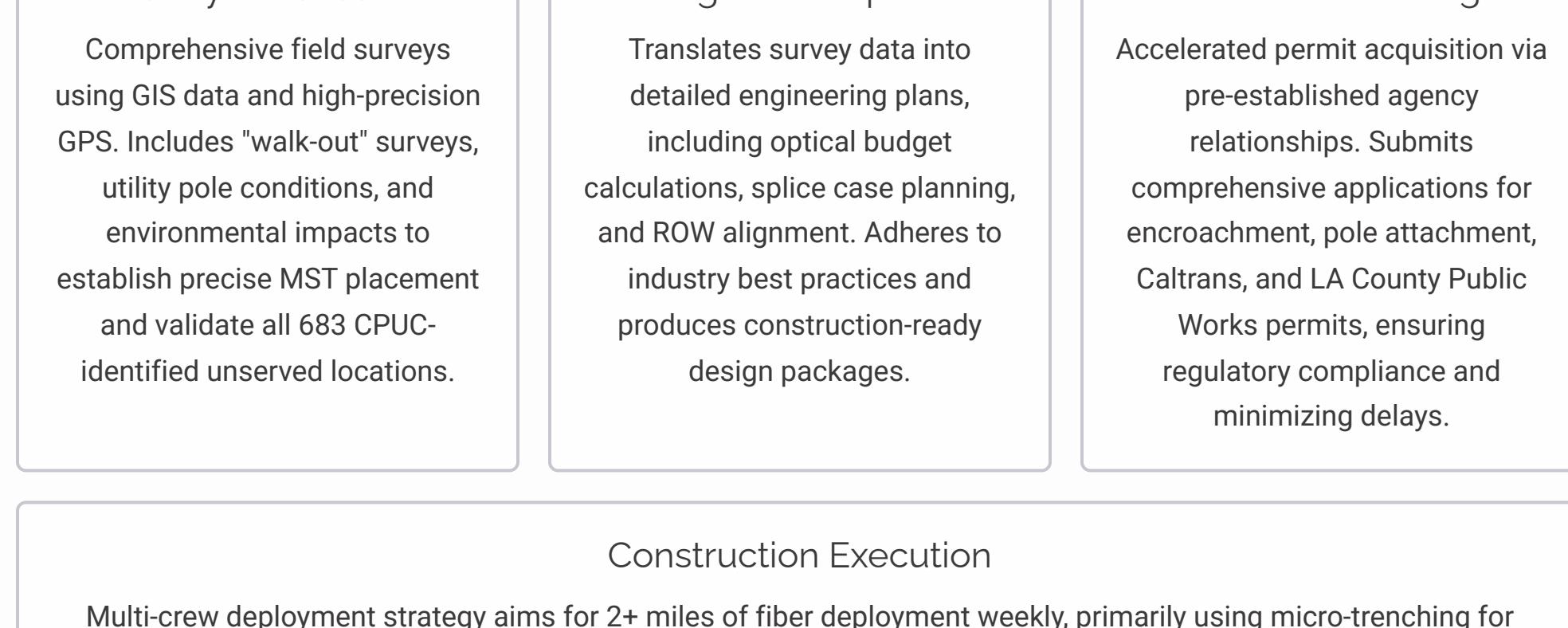
## Technical Parameters & Performance Guarantees:



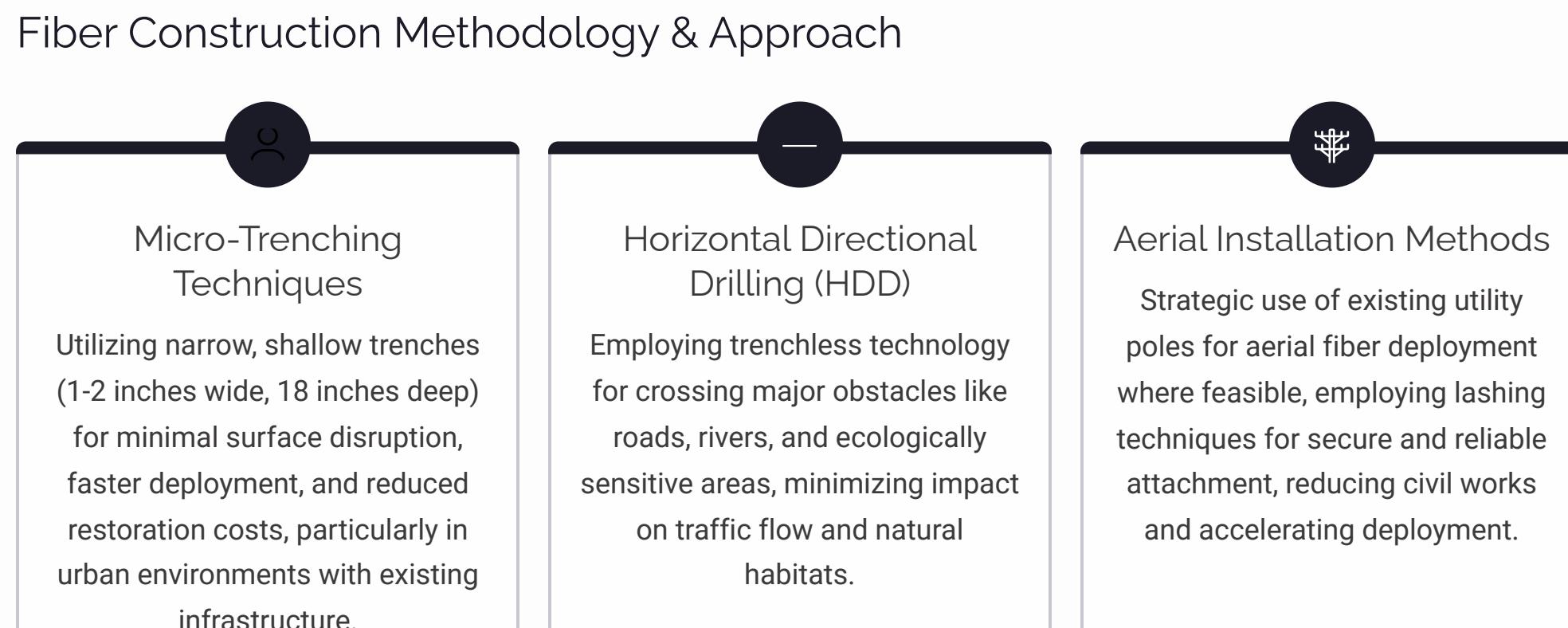
## Project Management Methodology



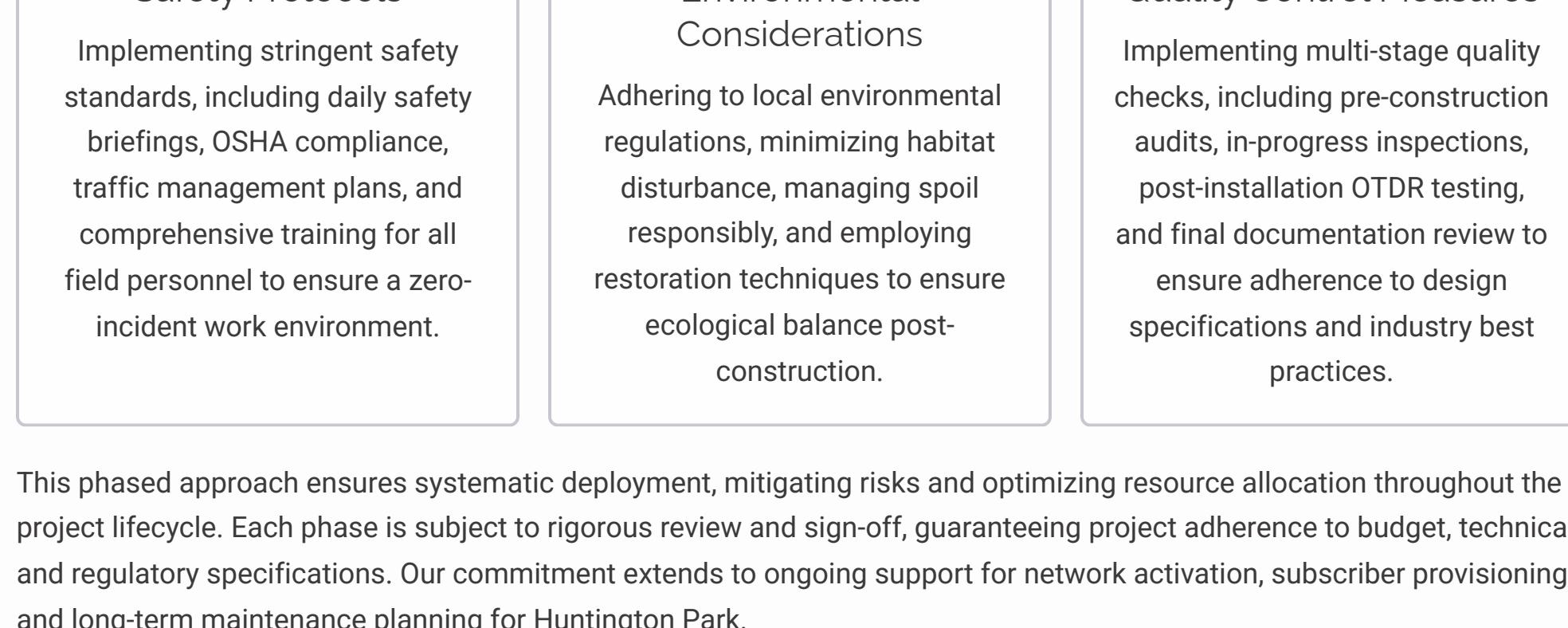
## Key Project Management Processes



## Critical Management Pillars



## Implementation Phases

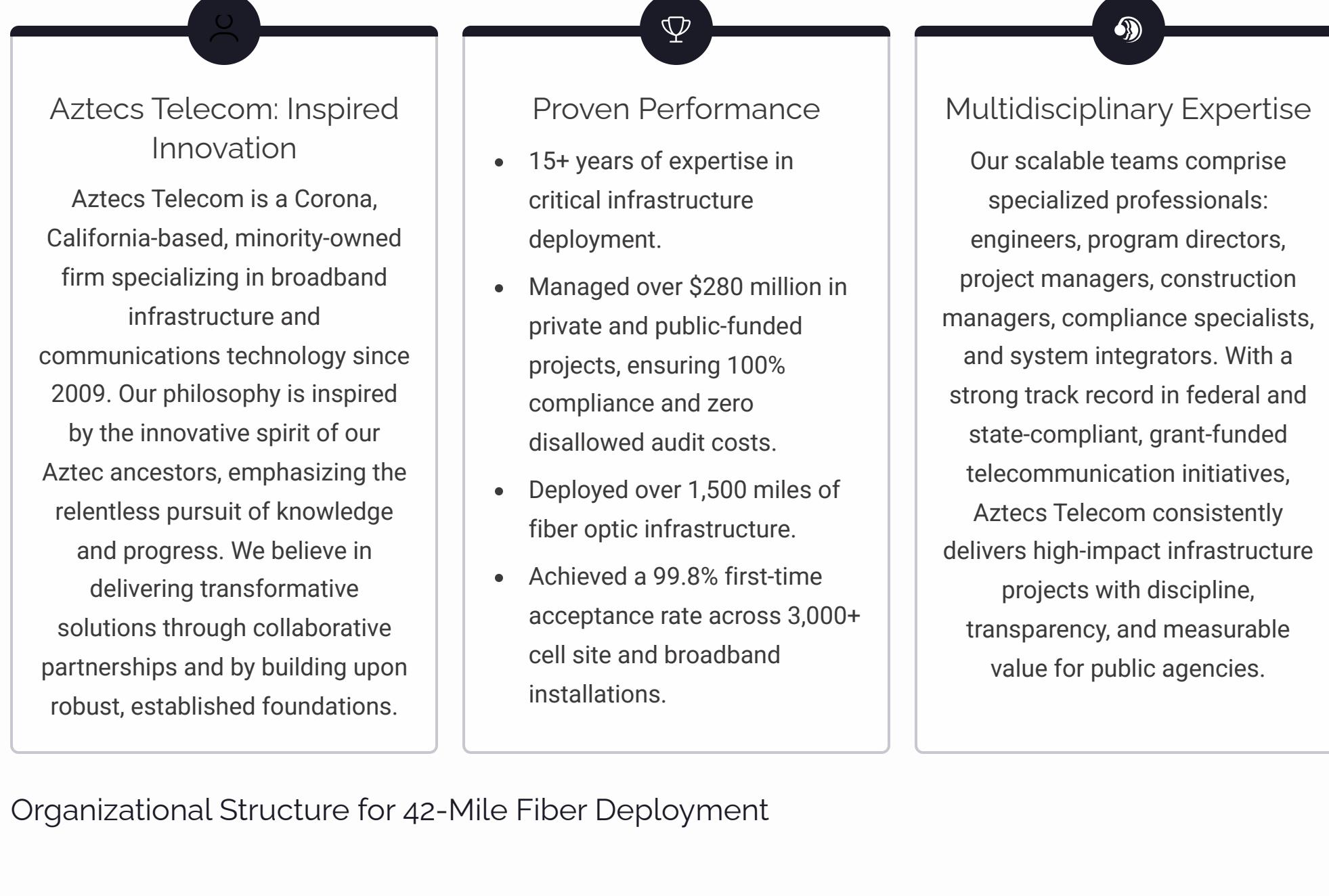


## Fiber Construction Methodology & Approach

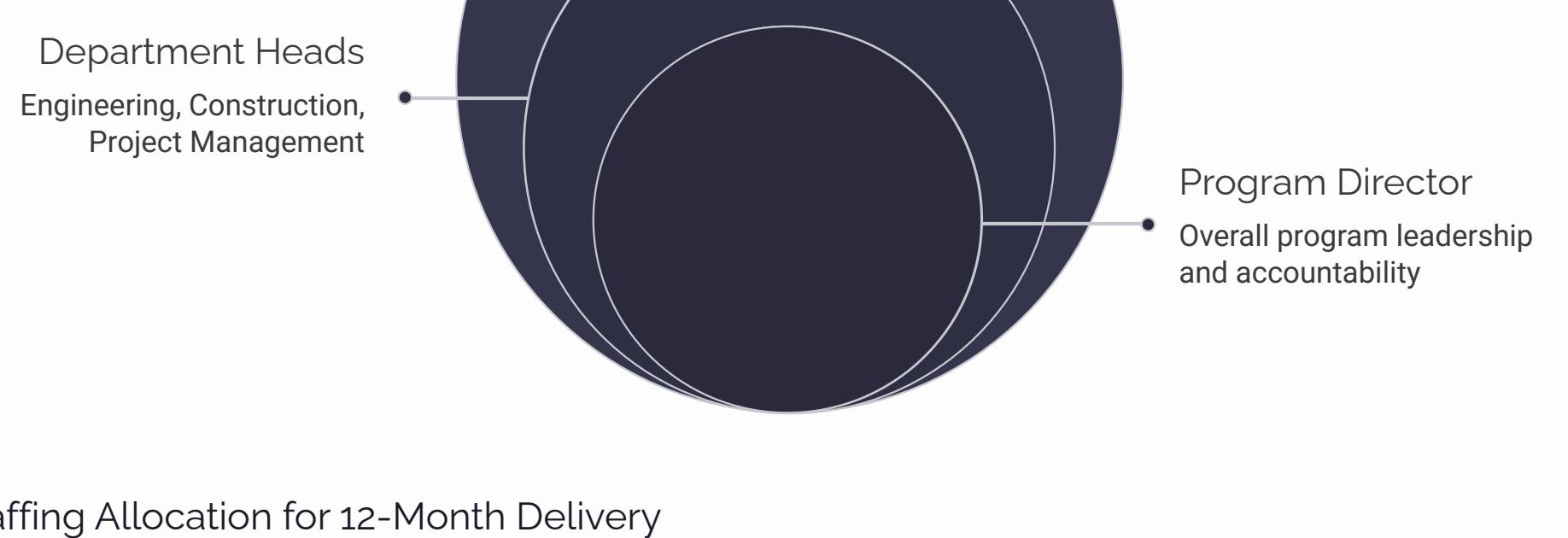


This phased approach ensures systematic deployment, mitigating risks and optimizing resource allocation throughout the project lifecycle. Each phase is subject to rigorous review and sign-off, guaranteeing project adherence to budget, technical, and regulatory specifications. Our commitment extends to ongoing support for network activation, subscriber provisioning, and long-term maintenance planning for Huntington Park.

# Team Experience & Project Capacity

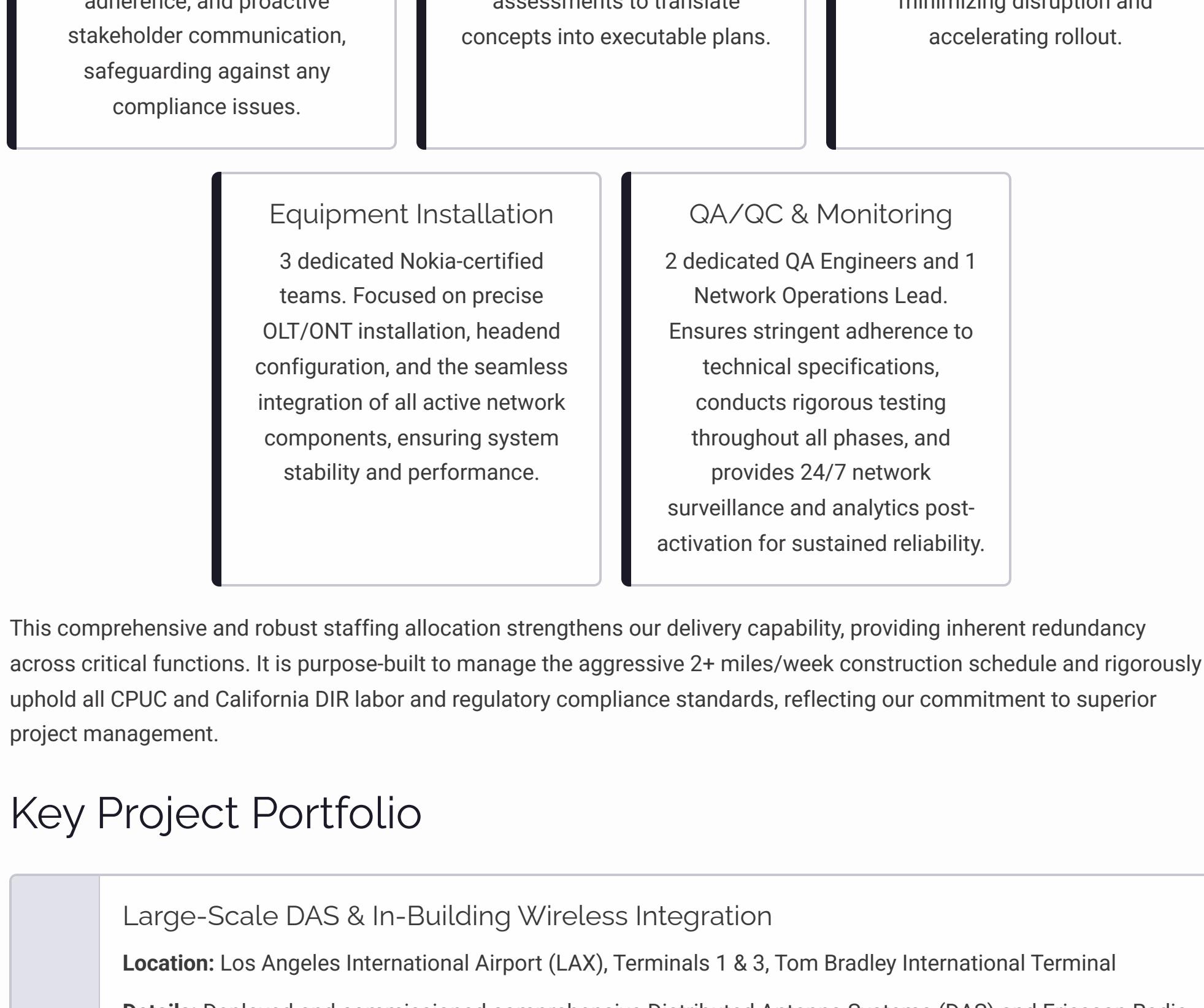


## Organizational Structure for 42-Mile Fiber Deployment



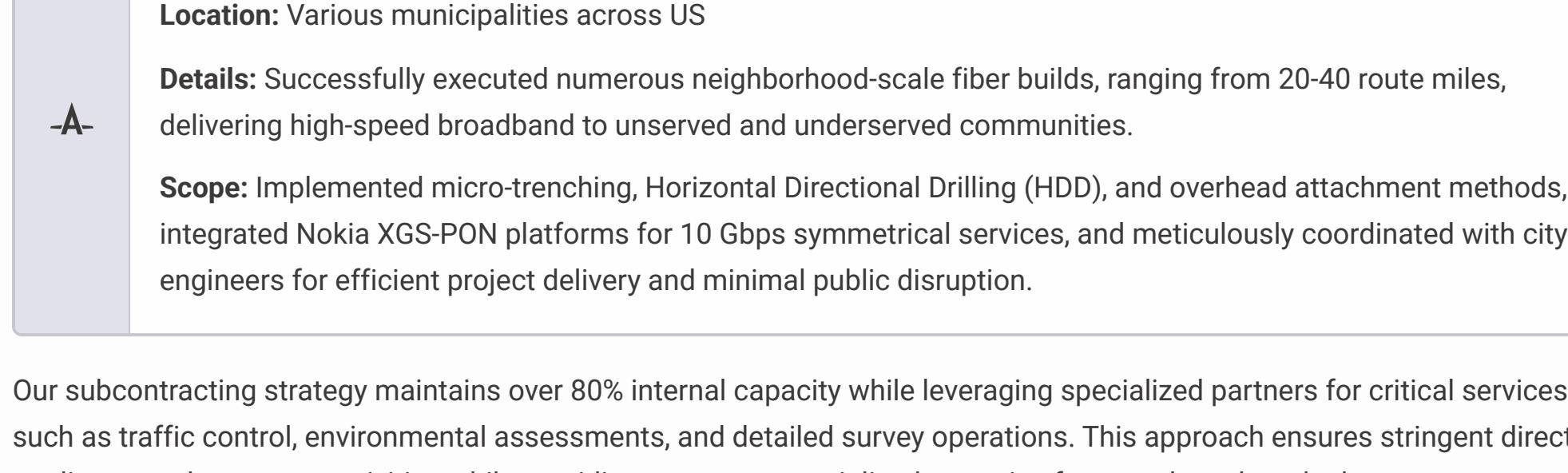
## Staffing Allocation for 12-Month Delivery

Our detailed staffing plan is meticulously designed to ensure the efficient and compliant execution of the 42-mile fiber deployment within the 12-month mandate. This structure provides optimal redundancy and supports a multi-crew schedule, guaranteeing adherence to CPUC and California DIR requirements.



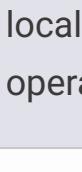
This comprehensive and robust staffing allocation strengthens our delivery capability, providing inherent redundancy across critical functions. It is purpose-built to manage the aggressive 2+ miles/week construction schedule and rigorously uphold all CPUC and California DIR labor and regulatory compliance standards, reflecting our commitment to superior project management.

## Key Project Portfolio



Our subcontracting strategy maintains over 80% internal capacity while leveraging specialized partners for critical services such as traffic control, environmental assessments, and detailed survey operations. This approach ensures stringent direct quality control over core activities while providing access to specialized expertise for complex urban deployment challenges. All subcontractors are rigorously vetted, maintaining current California contractor licenses and demonstrating proven experience with municipal infrastructure projects.

# ROM Cost Framework & Fiscal Impact



This section details the comprehensive Rough Order of Magnitude (ROM) cost framework for the proposed 42-mile fiber-to-the-premise (FTTP) network deployment. Our estimates are meticulously developed based on extensive experience with similar projects across California, ensuring accuracy, transparency, and compliance with all state and local regulations. The fiscal impact assessment goes beyond mere capital expenditure, considering long-term operational efficiencies and future-proofing the City's digital infrastructure investment.

**\$21.86M** **6,000** **683** **10 Gbps**

Total Project Cost	Service Passings	Unserved Locations	Symmetrical Speeds
A comprehensive Rough Order of Magnitude (ROM) estimate for the end-to-end deployment of a 42-mile Nokia XGS-PON network, inclusive of all infrastructure, electronics, labor, and ancillary costs. This figure represents a realistic budget for high-quality, compliant construction, now updated to \$21,860,746.00.	The projected number of residential and commercial premises that will be directly reached and enabled for fiber connectivity by the new infrastructure, ensuring broad community access to high-speed broadband.	Critical CPUC-identified priority service areas and underserved locations within the project footprint, targeted for immediate connectivity to address the digital divide and enhance economic opportunity.	The baseline symmetrical bandwidth capacity delivered by the Nokia XGS-PON technology to each connected premise, significantly exceeding current broadband standards.
<p><b>Information</b> <b>Risk</b> <b>Strategic</b></p>			

Detailed ROM Cost Breakdown: 42-Mile Nokia XGS-PON Network
Our transparent ROM cost model reflects realistic California labor rates, ensuring fair wages and adherence to all prevailing wage laws. It fully incorporates DIR apprenticeship compliance, fostering local workforce development, and union workforce requirements, leveraging the skilled expertise of organized labor. This commitment ensures project quality and social responsibility.

Risk Mitigation & Efficiency
The estimate incorporates a comprehensive risk assessment framework, addressing potential utility conflicts through proactive subsurface utility engineering (SUE) and coordination with all relevant agencies. Rigorous permit tracking and pre-application meetings mitigate permitting delays.

Strategic Sourcing & Deployment
We account for material cost fluctuations through strategic supplier relationships and volume purchasing agreements with key partners like Nokia, ensuring equipment availability and price stability. Unit pricing assumes an 85% underground deployment, predominantly utilizing advanced micro-trenching technology at an average cost of \$75/linear foot, which minimizes disruption and accelerates deployment. The remaining 15% will be aerial installation, leveraging existing pole infrastructure where feasible, at an average cost of \$45/linear foot. This blended approach optimizes both cost and deployment efficiency while minimizing environmental and community impact.

Cost Category	Notes/Formula Reference	Estimated Cost
<b>Material &amp; Equipment</b>		
Fiber Optic Cable (Mainline, Distribution, MST)	42 miles @ various strand counts	\$1,277,790.00
Conduit/Ducting (Primary, Secondary)	Includes innerducts and pull boxes	\$1234,380.00
Splice Closures & Passive Optic Components	All necessary OSP passive components	\$292,950.00
<b>Nokia XGS-PON Components</b>		
OLT (Optical Line Terminal) & Aggregation Equipment/Maint/Warranty	Central office equipment/8K Cust Cap	\$1,003,278.00
ONT (Optical Network Terminal) & CPE (Customer Premise Equipment)	700 units	\$160,000.00
<b>Head-End Equipment</b>		
Active Electronics & Server Racks	Routing, switching, monitoring	\$67,174.00
Power & HVAC Systems	Backup power, cooling	\$50,000.00
<b>Cabinets &amp; Vaults</b>		
Handholes, Pedestals, Underground Vaults	Passive OSP enclosures	\$214,000.00
<b>Underground Construction</b>		
Micro-trenching (85% of 42 miles)	~35.7 miles	\$9,123,873.00
Boring/Directional Drilling (Complex Areas)	Street crossings, environmental concerns	\$1,200,000.00
Restoration (Pavement, Landscaping)	Includes all surface repair costs	\$3,820,000.00
<b>Aerial Construction</b>		
Pole Attachments & Strand/Lashing (15% of 42 miles)	~6.3 miles	\$262,780.00
Make-Ready Engineering & Construction	Utility coordination, pole work	\$198,000.00
<b>Equipment Installation &amp; Integration</b>		
OLT/ONT & Head-End Equipment Installation	Rack & stack, cabling	\$50,550.00
Network Activation & Provisioning	Configuration, system turn-up	\$50,000.00
<b>Drop &amp; CPE Installations</b>		
Fiber Drop to Premises	Average 6,000 drops @ \$250/drop	\$750,000.00
CPE Installation & Configuration	In-home device setup	\$265,725.00
<b>Labor Inputs</b>		
Prevailing Wage Labor	Includes all field and technical staff	\$591,422.00
<b>Professional Services</b>		
Engineering & Design (O.S.P./I.S.P.)	Feasibility, surveys, detailed design	\$341,588.00
Permitting, Environmental & Regulatory Compliance	CEQA, NEPA, CPUC requirements	\$50,000.00
Project Management & Quality Assurance	Oversight, testing, documentation	\$1,109,058.00
<b>Testing &amp; Certification</b>		
OTDR, Power Meter & Network Performance Testing	Post-installation validation	\$33,592.00
<b>Logistics &amp; Staging</b>		
Warehouse, Inventory Management & Transportation	Material handling	\$158,700.00
<b>Total ROM Estimate</b>		<b>\$21,860,746.00</b>
<b>A</b>	<b>Robust Performance &amp; Low OpEx</b>	<b>Scalability &amp; Future Upgrade Pathways</b>
Technology Selection: Nokia XGS-PON for Future-Proof Connectivity	XGS-PON provides synchronous 10 Gbps upstream and downstream capabilities, ensuring robust performance for demanding applications, cloud services, and emerging technologies like VR/AR. Its passive optical architecture inherently minimizes ongoing expenses (OpEx) by reducing the need for active electronics in the field, translating into lower power consumption and simplified maintenance requirements. This leads to significantly reduced lifecycle costs compared to traditional active ethernet solutions.	Furthermore, Nokia's XGS-PON platform offers unparalleled scalability and future upgrade pathways. The existing fiber infrastructure is capable of supporting future iterations of PON technology, including 25G-PON and even 50G-PON, without requiring extensive re-cabling. This ensures that the City's infrastructure investment is protected for decades, readily adaptable to evolving bandwidth demands and new service offerings. The standardization of GPON/XGS-PON coexistence on the same fiber allows for a seamless migration path and maximizes the return on investment.
<b>B</b>	<b>3-Year Gross Revenue Potential</b>	
Average Revenue Per User (ARPU)	Based on these projections, the network is expected to generate approximately \$6.5 million in gross revenue within the first three years of operation.	
Month Timeline		
12	85%	100%
Underground Deployment		
Our project plan ensures full alignment with all California Public Utilities Commission (CPUC) funding requirements, audit protocols, and environmental guidelines, guaranteeing eligibility and successful grant execution.		

## Financial Adoption Model & Fiscal Impact Analysis

Complementing the ROM cost framework, this section outlines the projected financial adoption model, demonstrating the project's long-term fiscal sustainability and alignment with the City's investment goals. Our analysis forecasts gradual return on investment (ROI) recovery, while explicitly prioritizing service to unserved locations, critical for CPUC/FTA compliance.

Serviceable Units	Adoption Rate Projections
The project targets approximately 6,000 premises for fiber connectivity, including 683 CPUC-defined unserved locations, ensuring equitable access across the community.	We project an adoption rate of 15% (~900 subscribers) in Year 1, growing to 25% (~1,500 subscribers) in Year 2, and reaching 40% (~2,400 subscribers) by Year 3.

Average Revenue Per User (ARPU)	3-Year Gross Revenue Potential
Anticipated ARPU is \$65/month for residential subscribers and \$80/month for small business subscribers, reflecting competitive market pricing.	Based on these projections, the network is expected to generate approximately \$6.5 million in gross revenue within the first three years of operation.

This financial modeling underscores the strategic value of the \$21,860,746.00 ROM investment. By focusing on a phased subscriber adoption and a balanced ARPU, the project establishes a clear pathway for sustained revenue generation, ultimately contributing to the City's financial resilience and providing a critical modern infrastructure asset for decades to come.

Month Timeline	Adoption Rate Projections
12	85%

Underground Deployment	CPUC Compliance
A significant portion of the network will be installed underground utilizing micro-trenching, minimizing visual impact, protecting infrastructure from environmental elements, and enhancing community aesthetics.	Our project plan ensures full alignment with all California Public Utilities Commission (CPUC) funding requirements, audit protocols, and environmental guidelines, guaranteeing eligibility and successful grant execution.

12	85%	100%
Month Timeline	Adoption Rate Projections	CPUC Compliance

12	85%	100%
Month Timeline	Underground Deployment	CPUC Compliance

12	85%	100%
Month Timeline	A significant portion of the network will be installed underground utilizing micro-trenching, minimizing visual impact, protecting infrastructure from environmental elements, and enhancing community aesthetics.	Our project plan ensures full alignment with all California Public Utilities Commission (CPUC) funding requirements, audit protocols, and environmental guidelines, guaranteeing eligibility and successful grant execution.

# Dataset Requirements for Firm Pricing

To convert the preliminary ROM (Rough Order of Magnitude) estimate into firm, actionable pricing, precise and comprehensive data from the City is essential. The following datasets are critical for detailed engineering design, accurate cost modeling, and efficient project execution, allowing us to deliver a final, binding proposal.

As this is a greenfield fiber-to-the-premise (FTTP) deployment, building the network entirely from the ground up, the accuracy of foundational data is paramount. This includes detailed information on existing facilities, the precise locations and specifications of traffic signals, and verified residential and commercial service points. Equally critical are the specifics of middle-mile connection points, which will directly influence network architecture and integration. Without this granular detail, significant re-engineering and cost adjustments could become unavoidable.

## GIS Data



High-resolution topographic maps, parcel boundaries, and rights-of-way to accurately plan fiber routes and identify potential construction challenges.

## Utility Mapping



Detailed maps of existing underground and overhead infrastructure, including water, sewer, gas, electric, and communication lines, to avoid conflicts and optimize trenching.

## Premise Verification



Accurate counts of all potential service premises, including residential and commercial addresses, and identification of multi-dwelling units (MDUs) for connection planning.

## Existing Infrastructure Details



Information on existing conduit availability (size, condition, ownership) and pole ownership, capacity, and attachment policies for aerial deployments.

## Middle-Mile Connection Points



Information about existing middle-mile infrastructure, connection points, available capacity, interconnection agreements, and technical specifications for integrating the last-mile network with the broader internet backbone.

## Permitting Information



Comprehensive details on the City's permitting processes, typical timelines for approvals, and associated fees for construction activities.

## Other Critical Datasets



Access to future development plans, zoning regulations, environmental impact zones, and any historical preservation areas that may affect network deployment.

The provision of these detailed datasets is crucial for several reasons: it will enable precise MST (Multi-Service Terminal) placement and accurate splitter sizing, avoid costly redesigns and re-submittals to the City, and is indispensable for maintaining schedule certainty, especially given the City's "no extension" position on project timelines. This comprehensive data collaboration will ensure the efficient progression of the project.

By providing these detailed datasets, the City directly empowers the project team to finalize the network design with precision, guarantee full compliance, and provide an optimized, firm project cost, leading to timely and successful delivery.

# Project Assumptions & Specifications

The following assumptions underpin the Rough Order of Magnitude (ROM) cost estimate for the Huntington Park Last Mile Broadband Initiative. These specifications guide the technical, operational, regulatory, environmental, and financial framework of the project.

## Technical Assumptions

- Fiber types: Single-mode fiber (SMF), G.657.A1.
- Equipment specifications: Nokia XGS-PON OLTs, ONTs, optical splitters.
- Deployment methods: Micro-trenching, aerial deployment, conduit installation.

## Operational Assumptions

- Labor rates: Based on union agreements and prevailing wage standards.
- Work schedules: 5-day work week, 8 hours per day, with potential for overtime.
- Productivity rates: Standard industry benchmarks for fiber deployment.

## Regulatory Assumptions

- Permit timelines: Average 3-6 weeks for municipal and utility permits.
- Compliance requirements: Adherence to all federal, state, and local regulations, including FCC, OSHA, and environmental standards.

## Environmental Assumptions

- Soil conditions: Predominantly stable urban soil, minimal rock excavation.
- Weather impacts: Account for seasonal variations, potential delays due to adverse weather (rain, high winds).

## Financial Assumptions

- Material costs: Based on current market prices for fiber optic cables, conduits, and active equipment.
- Escalation rates: 3-5% annual escalation for materials and labor.
- Contingencies: 15-20% contingency included for unforeseen project costs.

# Risk Management & Technical Dependencies

## Data Validation Requirements

Accurate premise counts and utility mapping are critical for precise optical distribution network (ODN) planning and optimal Nokia XGS-PON performance. Field validation surveys using GPS/GIS will establish precise network design parameters, minimizing unforeseen obstacles. City-provided existing GIS datasets, utility pole attachment agreements, and public right-of-way (ROW) information would significantly enhance initial design accuracy, reducing project risk and cost overruns.

## Permitting & Agency Coordination

Project success depends on streamlined permit processing and proactive coordination with regulatory agencies (e.g., Caltrans, LA County, Metro). Our team has established relationships and pre-approved traffic control plans, but City support for expedited encroachment permits and timely reviews is essential for meeting the 12-month timeline. Unforeseen permitting delays can significantly impact schedule and budget.

## Middle-Mile Connectivity

Seamless integration with the California Middle-Mile Broadband Initiative (CMBI) is a foundational technical dependency. This requires early confirmation of precise interconnection points and available fiber/transport capacity from the middle-mile provider. Our ROM estimate includes interconnection costs, but final pricing and technical requirements depend on specific tie-in locations and service level agreements (SLAs). Detailed engineering discussions and capacity commitments are required to avoid service delays.

Our comprehensive risk mitigation strategy addresses significant project challenges through proactive planning and monitoring. Beyond the critical items above, specific risk categories include:



### Environmental Compliance

Adherence to the California Environmental Quality Act (CEQA) through environmental impact assessments (EIRs) or mitigated negative declarations (MNDs), including protocols for archaeological findings.



### Utility Coordination & Conflict Resolution

Coordination with major utility providers (e.g., SCE, AT&T) through underground service alerts (USA) and route planning to identify and avoid conflicts, or formal agreements for joint trenching.



### Supply Chain Vulnerabilities

Mitigation of material and equipment procurement risks via diversified suppliers, early bulk ordering, and strategic warehousing to prevent project slowdowns.



### Labor & Workforce

Ensuring adequate skilled labor availability, particularly for specialized fiber optic technicians, in compliance with California's prevailing wage and apprenticeship requirements.



### Natural Disaster Preparedness

Contingency plans for disruptions from seismic activity, wildfires, and extreme weather, including communication protocols and rapid network restoration.

The Nokia XGS-PON architecture offers significant risk reduction through proven reliability, low operational expenses (OpEx) due to its passive design, and inherent resilience against power outages. Our rigorous Quality Assurance/Quality Control (QA/QC) protocols, including OTDR testing and GIS-integrated as-built documentation, ensure performance meets industry standards. The modular XGS-PON design also allows for future upgrades to 25G-PON and beyond, protecting the City's investment.

### Pre-Construction Phase (12 weeks)

Finalize design, complete detailed site surveys, secure all necessary permits, and initiate comprehensive material procurement. Fast-track agency approvals and strong City coordination are critical for timely progress.



### Aerial Installation (6 weeks)

Strategically deploy overhead fiber across 4 miles, with activities overlapping where feasible with underground work. Focus on expedited pole licensing and make-ready processes to minimize disruption and accelerate completion.



### Service Activation & Cutover (2 weeks)

Provision and activate customer services as a dedicated final phase. This includes final OLT configuration and rapid ONT deployment, prioritizing seamless cutover and immediate post-deployment support after testing and acceptance.



### Underground Construction (30 weeks)

Execute extensive micro-trenching and horizontal directional drilling across 38 miles for conduit installation and fiber pulling. Deploy multiple crews to ensure high production rates while maintaining strict adherence to safety and environmental standards.



### Testing & Acceptance (4 weeks)

Conduct comprehensive network validation, including fiber characterization, optical power testing, and service provisioning. Deliver GIS as-built documentation and detailed test reports for formal project acceptance.



# Next Steps & Collaborative Partnership

Advancing the Huntington Park Last Mile Broadband Initiative requires immediate collaboration and strategic planning. Our team is ready to partner with the City to swiftly deploy high-speed broadband, ensuring transformative community impact.

01

## Project Kick-off & Detailed Planning

Kick off with key City stakeholders to review the ROM proposal, clarify assumptions, establish communication protocols, and finalize project timelines and resource allocation. This lays a strong foundation for execution.

02

## Data Exchange & Site Surveys

Efficiently exchange GIS datasets, utility maps, and right-of-way information. Our field teams will conduct comprehensive surveys and validations to refine network design, confirm premise counts, and identify deployment optimizations.

03

## Expedited Permitting & Regulatory Alignment

Collaborate with the City to streamline permitting, including joint reviews of encroachment permits and environmental documentation. Proactive engagement with Caltrans, LA County, and Metro will ensure regulatory compliance and safeguard project timelines.

04

## Middle-Mile & Interconnection Coordination

Initiate formal discussions with the California Middle-Mile Broadband Initiative (CMBI) provider to confirm precise interconnection points, fiber capacity, and technical requirements. This ensures seamless integration and reliable, high-capacity backhaul.

05

## Final Proposal & Definitive Agreement

Refine the project scope, budget, and implementation schedule based on detailed planning and data validation. This transparent process ensures alignment with the City's strategic objectives, funding requirements, and CPUC compliance, leading to a definitive partnership agreement.

We are grateful for the opportunity to present this proposal and discuss how our expertise can empower Huntington Park in achieving its broadband goals. We are confident in our ability to deliver a state-of-the-art fiber network that will serve as a cornerstone for sustainable economic growth, unparalleled educational opportunities, and genuine digital equity for all residents. We eagerly anticipate forging a successful partnership and supporting this vital initiative for the community's future.

Respectfully,

**Robert Lopez**

President/CEO

**Sam Rodriguez**

VP of Critical Infrastructure

## ATTACHMENT "C"



**OLD REPUBLIC** SURETY COMPANY

6 Jenner, Suite 230, Irvine, CA 92618  
Phone: (714) 945-1349 / Chris Romney  
[www.orsurety.com](http://www.orsurety.com)

Date: July 8, 2025

Re: Aztecs Telecom, Inc.  
Surety Bondability Pre-Qualification Letter

To Whom It May Concern,

We are providing this information for the benefit of our client, Aztecs Telecom, Inc. Old Republic Surety Group, an A.M. Best "A" rated surety company, has provided bonding credit for Aztecs Telecom, Inc. since 2020 and we continue to hold them in high regard.

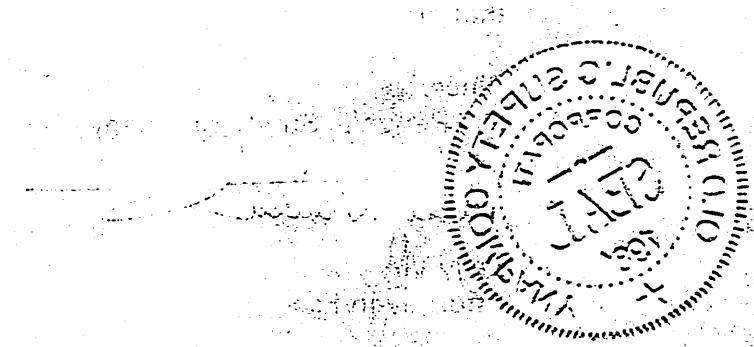
Old Republic Surety Company would be open to considering Performance and Payment bonds with capacity in the \$30,000,000 single project limit up to the approximately \$60,000,000 aggregate cost to complete.

Based on Aztecs Telecom, Inc.'s good standing with our office, we would be open to considering additional Performance and Payment obligations of similar size and scope. However, any such bond requirements would be subject to Old Republic Surety Group's normal underwriting considerations, including, without limitation, verification of project financing for any project and the surety's verification of acceptable contract documents and bond forms.

This letter should not be construed as an agreement to provide surety bonds for any project but is offered as an indication of our past experience and confidence in this firm. Any specific request for bonds will be underwritten on its own merits at that time.

Sincerely,  
Old Republic Surety Company

  
Kelly Vincent  
Attorney-in-Fact



# ALL- PURPOSE CERTIFICATE OF 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 Orange }

On July 8th, 2025 before me, Susan E. Morales, Notary Public,  
(Here insert name and title of the officer)

personally appeared Kelly Vincent,  
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.

Susan E. Morales  
Notary Public Signature

(Notary Public Seal)



## ADDITIONAL OPTIONAL INFORMATION

### DESCRIPTION OF THE ATTACHED DOCUMENT

Old Republic Surety Company  
(Title or description of attached document)  
Bondability Letter  
(Title or description of attached document continued)

Number of Pages 1 Document Date 7-8-25

### CAPACITY CLAIMED BY THE SIGNER

- Individual (s)
- Corporate Officer

(Title)

- Partner(s)
- Attorney-in-Fact
- Trustee(s)
- Other \_\_\_\_\_

### INSTRUCTIONS FOR COMPLETING THIS FORM

This form complies with current California statutes regarding notary wording and, if needed, should be completed and attached to the document. Acknowledgments from other states may be completed for documents being sent to that state so long as the wording does not require the California notary to violate California notary law.

- State and County information must be the State and County where the document signer(s) personally appeared before the notary public for acknowledgment.
- Date of notarization must be the date that the signer(s) personally appeared which must also be the same date the acknowledgment is completed.
- The notary public must print his or her name as it appears within his or her commission followed by a comma and then your title (notary public).
- Print the name(s) of document signer(s) who personally appear at the time of notarization.
- Indicate the correct singular or plural forms by crossing off incorrect forms (i.e. he/she/they- is /are) or circling the correct forms. Failure to correctly indicate this information may lead to rejection of document recording.
- The notary seal impression must be clear and photographically reproducible. Impression must not cover text or lines. If seal impression smudges, re-seal if a sufficient area permits, otherwise complete a different acknowledgment form.
- Signature of the notary public must match the signature on file with the office of the county clerk.
  - ❖ Additional information is not required but could help to ensure this acknowledgment is not misused or attached to a different document.
  - ❖ Indicate title or type of attached document, number of pages and date.
  - ❖ Indicate the capacity claimed by the signer. If the claimed capacity is a corporate officer, indicate the title (i.e. CEO, CFO, Secretary).
- Securely attach this document to the signed document with a staple.

\*\*\*\*\*  
**OLD REPUBLIC SURETY COMPANY**  
\*\*\*\*\*

**POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

David Jacobson, Kelly Vincent, Shane Wolf of Irvine, CA

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds)**, as follows:

**ALL WRITTEN INSTRUMENTS**

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 10th day of October, 2024.

**OLD REPUBLIC SURETY COMPANY**

Karen J. Haffner  
Assistant Secretary



Alan Pavlic  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 10th day of October, 2024, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



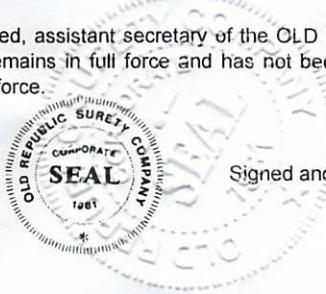
Kathryn R. Pearson  
Notary Public

My Commission Expires: September 28, 2026  
(Expiration of notary's commission does not invalidate this instrument)

**CERTIFICATE**

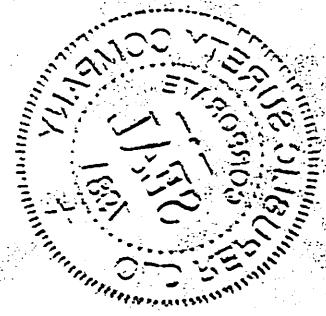
I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

74 0043



Signed and sealed at the City of Brookfield, WI this 8<sup>th</sup> day of July, 2025.

Karen J. Haffner  
Assistant Secretary



## ATTACHMENT "D"

### CITY OF HUNTINGTON PARK

### SAMPLE CONTRACT

### CAPITAL IMPROVEMENT PROJECT NO.2024-01

#### LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT

THIS CONTRACT ("Contract") is made and entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ("Effective Date") by and between the City of Huntington Park, a California municipal corporation, ("City") and \_\_\_\_\_, a \_\_\_\_\_ [Legal Form of Entity and state of formation, e.g., California corporation, limited partnership, limited liability company] ("Contractor"). Contractor's California State Contractor's license number is \_\_\_\_\_.

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Contract Documents. The Contract Documents consist of this Contract, the Notice Inviting Bids, Instructions to Bidders, Bid (including documentation accompanying the Bid and any post- Bid documentation submitted before the Notice of Award), the Bonds, permits from regulatory agencies with jurisdiction, General Provisions, Special Provisions, Plans, Standard Plans, Standard Specifications, Reference Specifications, Addenda, Change Orders, and Supplemental Agreements. The Contract Documents are incorporated herein by reference.
2. Scope of Services. Contractor shall perform the Work in a good and workmanlike manner for the project identified as \_\_\_\_\_ ("Project"), as described in this Contract and in the Contract Documents.
3. Compensation. In consideration of the services rendered hereunder, City shall pay Contractor a not to exceed amount of \$ \_\_\_\_\_ in accordance with the prices as submitted in the Bid.
4. Incorporation by Reference. All of the following documents are incorporated herein by this reference: Workers' Compensation Certificate of Insurance, Additional Insured Endorsement (Comprehensive General Liability), Additional Insured Endorsement (Automobile Liability), and Additional Insured Endorsement (Excess Liability).
5. Antitrust Claims. In entering into this Contract, Contractor offers and agrees to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. § 15) or under the Cartwright Act (Business and Professions Code Section 16700 *et seq.*) arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time City tenders final payment to Contractor without further acknowledgment by the parties.

6. Prevailing Wages. City and Contractor acknowledge that the Project is a public work to which prevailing wages apply.

7. Workers' Compensation. Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by signing this Contract, the Contractor certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

8. Titles. The titles used in this Contract are for convenience only and shall in no way define, limit or describe the scope or intent of this Contract or any part of it.

9. Authority. Any person executing this Contract on behalf of Contractor warrants and represents that he or she has the authority to execute this Contract on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

10. Entire Agreement. This Contract, including the Contract Documents and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Contractor. This Contract supersedes all prior oral or written negotiations, representations or agreements. This Contract may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties that expressly refers to this Contract.

11. Counterparts. This Contract may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed the Contract the day and year first above written.

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

(“CONTRACTOR”)

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

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

CITY OF HUNTINGTON PARK

By: \_\_\_\_\_  
Ricardo Reyes, City Manager

ATTEST:

By: \_\_\_\_\_  
Eduardo Sarmiento, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

Please note, two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents provided to the City authorize only one person to sign this Agreement on behalf of the corporation.

Bond No.

## **PAYMENT BOND (LABOR AND MATERIALS)**

# CAPITAL IMPROVEMENT PROJECT NO.2024-01

# LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Huntington Park ("Public Agency"), State of California, has awarded to

\_\_\_\_\_  
(Name and address of Contractor) ("Principal")

a contract (the “Contract”) for the Work described as follows:

*(Project name)*

WHEREAS, under the terms of the Contract, the Principal is required before entering upon the performance of the Work, to file a good and sufficient payment Bond with the Public Agency to secure the claims to which reference is made in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code.

NOW, THEREFORE, we, the undersigned Principal, and \_\_\_\_\_

(Name and address of Surety)

(“Surety”) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency and all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of the Contract and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code in the penal sum of

Dollars (\$\_\_\_\_\_), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to this Work or labor, that the Surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this Bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by Public Agency in successfully enforcing this obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this Bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 3 (commencing with

Section 9000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this Bond.

Upon expiration of the time within which the California Labor Commissioner may serve a civil wage and penalty assessment against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1741, and upon expiration of the time within which a joint labor management committee may commence an action against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1771.2, if the condition of this Bond be fully performed, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

The Surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or the Specifications accompanying the same shall in any manner affect its obligations on this Bond, and it does hereby waive notice of any such change, extension, alteration, or addition.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

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

“Principal”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

“Surety”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

*Note: This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.*

Bond No. \_\_\_\_\_

## PERFORMANCE BOND

CAPITAL IMPROVEMENT PROJECT NO.2024-01

## LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Huntington Park ("Public Agency"), has awarded to \_\_\_\_\_

\_ (“Principal”)

**(Name and address of Contractor)**

a contract (the “Contract”) for the Work described as follows:

(Project name)

WHEREAS, Principal is required under the terms of the Contract to furnish a Bond for the performance of the Contract.

NOW, THEREFORE, we, the undersigned Principal, and \_\_\_\_\_

---

(Name and address of Surety)

---

(“Surety”) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency in the penal sum of

\_\_\_\_ Dollars (\$\_\_\_\_)  
\_\_\_\_), this amount being not less than the total Contract Price, in lawful money  
of the United States of America, for the payment of which sum well and truly to be made, we bind  
ourselves, our heirs, successors executors and administrators, jointly and severally, firmly by  
these presents

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the Contract and any alteration thereof made as therein provided, on the Principal's part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Public Agency, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by Public Agency in successfully enforcing such obligation, all to be taxed as costs

and included in any judgment rendered. Surety hereby waives any statute of limitations as it applies to an action on this Bond.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or of the Work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the specifications. Surety hereby waives the provisions of California Civil Code Sections 2845 and 2849. The City is the principal beneficiary of this Bond and has all rights of a party hereto.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

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

“Principal”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

“Surety”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

(SEAL)

(SEAL)

*Note: This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.*

# WORKERS' COMPENSATION CERTIFICATE OF INSURANCE

CAPITAL IMPROVEMENT PROJECT NO.2024-01

## LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT

WHEREAS, the City of Huntington Park ("City") has required certain insurance to be provided by: \_\_\_\_\_

NOW THEREFORE, the undersigned insurance company does hereby certify that it has issued the policy or policies described below to the following named insureds and that the same are in force at this time:

1. This certificate is issued to:

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

The insureds under such policy or policies are: \_\_\_\_\_

2. Workers' Compensation Policy or Policies in a form approved by the Insurance Commissioner of California covering all operations of the named insureds as follows:

Policy Number

Effective Date

Expiration Date

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---

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---

By: \_\_\_\_\_  
Its Authorized Representative

## ADDITIONAL INSURED ENDORSEMENT COMPREHENSIVE GENERAL LIABILITY

---

*Name and address of named insured ("Named Insured"):*

---

*Name and address of insurance company ("Company"):*

---

*General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:*

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Huntington Park ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereof. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

ATTN: Public Works Department  
City of Huntington Park City Hall  
6550 Miles Ave.  
Huntington Park, California 90255

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

<input type="checkbox"/> Contractual Liability	<input type="checkbox"/> Explosion Hazard
<input type="checkbox"/> Owners/Landlords/Tenants	<input type="checkbox"/> Collapse Hazard
<input type="checkbox"/> Manufacturers/Contractors	<input type="checkbox"/> Underground Property Damage
<input type="checkbox"/> Products/Completed Operations	<input type="checkbox"/> Pollution Liability
<input type="checkbox"/> Broad Form Property Damage	<input type="checkbox"/> Liquor Liability
<input type="checkbox"/> Extended Bodily Injury	<input type="checkbox"/> _____
<input type="checkbox"/> Broad Form Comprehensive	<input type="checkbox"/> _____
General Liability Endorsement	<input type="checkbox"/> _____

12. A  deductible or  self-insured retention (*check one*) of \$ \_\_\_\_\_ applies to all coverage(s) except: \_\_\_\_\_ (*if none, so state*). The deductible is applicable  per claim or  per occurrence (*check one*).

13. This is an  occurrence or  claims made policy (*check one*).

14. This endorsement is effective on \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy Number \_\_\_\_\_.

I, \_\_\_\_\_ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed \_\_\_\_\_, 20\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative  
(*Original signature only; no facsimile  
signature or initialed signature accepted*)

**ADDITIONAL INSURED ENDORSEMENT  
AUTOMOBILE LIABILITY**

---

*Name and address of named insured ("Named Insured")*

---

*Name and address of insurance company ("Company")*

---

*General description of agreement(s), permit(s), license(s), and/or activity(ies) insured*

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Huntington Park ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

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

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

<input type="checkbox"/> Any Automobiles	<input type="checkbox"/> Truckers Coverage
<input type="checkbox"/> All Owned Automobiles	<input type="checkbox"/> Motor Carrier Act
<input type="checkbox"/> Non-owned Automobiles	<input type="checkbox"/> Bus Regulatory Reform Act
<input type="checkbox"/> Hired Automobiles	<input type="checkbox"/> Public Livery Coverage
<input type="checkbox"/> Scheduled Automobiles	<input type="checkbox"/> _____
<input type="checkbox"/> Garage Coverage	<input type="checkbox"/> _____

12. A  deductible or  self-insured retention (*check one*) of \$ \_\_\_\_\_ applies to all coverage(s) except: \_\_\_\_\_ (*if none, so state*). The deductible is applicable  per claim or  per occurrence (*check one*).

13. This is an  occurrence or  claims made policy (*check one*).

14. This endorsement is effective on \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy Number \_\_\_\_\_.

I, \_\_\_\_\_ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement

and that by my execution hereof, I do so bind the Company.

Executed \_\_\_\_\_, 20\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative  
(Original signature only; no facsimile  
signature or initialed signature accepted)

## **ADDITIONAL INSURED ENDORSEMENT EXCESS LIABILITY**

---

*Name and address of named insured ("Named Insured")*

---

*Name and address of insurance company ("Company")*

---

*General description of agreement(s), permit(s), license(s), and/or activity(ies) insured*

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Huntington Park ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

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

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Following Form  
 Umbrella Liability  
 \_\_\_\_\_

11. Applicable underlying coverages:

<u>INSURANCE COMPANY</u>	<u>POLICY NUMBER</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. The following inclusions, exclusions, extensions, or specific provisions relate to the above coverages: \_\_\_\_\_

13. A  deductible or  self-insured retention (*check one*) of \$ \_\_\_\_\_ applies to all coverage(s) except: \_\_\_\_\_

(*if none, so state*). The deductible is applicable  per claim or  per occurrence (*check one*).

14. This is an  occurrence or  claims made policy (*check one*).

15. This endorsement is effective on \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy Number \_\_\_\_\_.

I, \_\_\_\_\_ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed \_\_\_\_\_, 20\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative  
(*Original signature only; no facsimile  
signature or initialed signature accepted*)

## CITY OF HUNTINGTON PARK

### Emergency Contact Information

**Project:** \_\_\_\_\_

**Contractor:**

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Superintendent:**

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Foreman:**

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

City of Huntington Park

Police Department – (323) 584-6254

Fire Department – (323) 589-1350

**For Office Use Only**

Estimated Start Date \_\_\_\_\_

Estimated End Date \_\_\_\_\_

## **CHECKLIST FOR EXECUTION OF CONTRACT**

### **TO BE SUBMITTED BY SUCCESSFUL BIDDER:**

- Two (2) original executed and notarized of the Contract
- Payment Bond in amount of the Contract
- Performance Bond in amount of the Contract
- Emergency Contact
- Copy of City business license
- General liability insurance certificate in the minimum amount of two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) in general aggregate, naming the City as an additional insured.
- Automobile insurance certificate in the minimum amount of one million dollars (\$1,000,000), naming the City as an additional insured
- Workers' Compensation Certificate of Insurance
- Additional insured endorsement – comprehensive general liability
- Additional insured endorsement – automobile liability
- Additional insured endorsement – excess or umbrella liability
- Primary and non-contributing endorsement – comprehensive general liability
- Waiver of subrogation endorsement – workers' compensation liability

**ATTACHMENT "D"**

**CITY OF HUNTINGTON PARK**

**SAMPLE CONTRACT**

**CAPITAL IMPROVEMENT PROJECT NO.2024-01**

**LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT**

THIS CONTRACT ("Contract") is made and entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ ("Effective Date") by and between the City of Huntington Park, a California municipal corporation, ("City") and \_\_\_\_\_, a \_\_\_\_\_ [Legal Form of Entity and state of formation, e.g., California corporation, limited partnership, limited liability company] ("Contractor"). Contractor's California State Contractor's license number is \_\_\_\_\_.

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. **Contract Documents.** The Contract Documents consist of this Contract, the Notice Inviting Bids, Instructions to Bidders, Bid (including documentation accompanying the Bid and any post- Bid documentation submitted before the Notice of Award), the Bonds, permits from regulatory agencies with jurisdiction, General Provisions, Special Provisions, Plans, Standard Plans, Standard Specifications, Reference Specifications, Addenda, Change Orders, and Supplemental Agreements. The Contract Documents are incorporated herein by reference.
2. **Scope of Services.** Contractor shall perform the Work in a good and workmanlike manner for the project identified as \_\_\_\_\_ ("Project"), as described in this Contract and in the Contract Documents.
3. **Compensation.** In consideration of the services rendered hereunder, City shall pay Contractor a not to exceed amount of \$ \_\_\_\_\_ in accordance with the prices as submitted in the Bid.
4. **Incorporation by Reference.** All of the following documents are incorporated herein by this reference: Workers' Compensation Certificate of Insurance, Additional Insured Endorsement (Comprehensive General Liability), Additional Insured Endorsement (Automobile Liability), and Additional Insured Endorsement (Excess Liability).
5. **Antitrust Claims.** In entering into this Contract, Contractor offers and agrees to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. § 15) or under the Cartwright Act (Business and Professions Code Section 16700 *et seq.*) arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time City tenders final payment to Contractor without further acknowledgment by the parties.

6. Prevailing Wages. City and Contractor acknowledge that the Project is a public work to which prevailing wages apply.

7. Workers' Compensation. Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of Labor Code Section 1861, by signing this Contract, the Contractor certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

8. Titles. The titles used in this Contract are for convenience only and shall in no way define, limit or describe the scope or intent of this Contract or any part of it.

9. Authority. Any person executing this Contract on behalf of Contractor warrants and represents that he or she has the authority to execute this Contract on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

10. Entire Agreement. This Contract, including the Contract Documents and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Contractor. This Contract supersedes all prior oral or written negotiations, representations or agreements. This Contract may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties that expressly refers to this Contract.

11. Counterparts. This Contract may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed the Contract the day and year first above written.

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

(“CONTRACTOR”)

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

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

CITY OF HUNTINGTON PARK

By: \_\_\_\_\_  
Ricardo Reyes, City Manager

ATTEST:

By: \_\_\_\_\_  
Eduardo Sarmiento, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
City Attorney

Please note, two signatures required for corporations pursuant to California Corporations Code Section 313, unless corporate documents provided to the City authorize only one person to sign this Agreement on behalf of the corporation.

Bond No.

## **PAYMENT BOND (LABOR AND MATERIALS)**

# CAPITAL IMPROVEMENT PROJECT NO.2024-01

# LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Huntington Park ("Public Agency"), State of California, has awarded to

\_\_\_\_\_  
(Name and address of Contractor) ("Principal")

a contract (the “Contract”) for the Work described as follows:

(Project name)

WHEREAS, under the terms of the Contract, the Principal is required before entering upon the performance of the Work, to file a good and sufficient payment Bond with the Public Agency to secure the claims to which reference is made in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code.

NOW, THEREFORE, we, the undersigned Principal, and \_\_\_\_\_

(Name and address of Surety)

(“Surety”) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency and all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of the Contract and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code in the penal sum of

Dollars (\$\_\_\_\_\_), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to this Work or labor, that the Surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this Bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by Public Agency in successfully enforcing this obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this Bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 3 (commencing with

Section 9000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this Bond.

Upon expiration of the time within which the California Labor Commissioner may serve a civil wage and penalty assessment against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1741, and upon expiration of the time within which a joint labor management committee may commence an action against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1771.2, if the condition of this Bond be fully performed, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

The Surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or the Specifications accompanying the same shall in any manner affect its obligations on this Bond, and it does hereby waive notice of any such change, extension, alteration, or addition.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

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

“Principal”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

“Surety”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

*Note: This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.*

## PERFORMANCE BOND

# CAPITAL IMPROVEMENT PROJECT NO.2024-01

## LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Huntington Park ("Public Agency"), has awarded to \_\_\_\_\_

\_ (“Principal”)

**(Name and address of Contractor)**

a contract (the “Contract”) for the Work described as follows:

(Project name)

WHEREAS, Principal is required under the terms of the Contract to furnish a Bond for the performance of the Contract.

NOW, THEREFORE, we, the undersigned Principal, and \_\_\_\_\_

---

(Name and address of Surety)

---

(“Surety”) a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the Public Agency in the penal sum of

\_\_\_\_ Dollars (\$\_\_\_\_)  
\_\_\_\_), this amount being not less than the total Contract Price, in lawful money  
of the United States of America, for the payment of which sum well and truly to be made, we bind  
ourselves, our heirs, successors executors and administrators, jointly and severally, firmly by  
these presents

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the Contract and any alteration thereof made as therein provided, on the Principal's part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the Public Agency, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by Public Agency in successfully enforcing such obligation, all to be taxed as costs

and included in any judgment rendered. Surety hereby waives any statute of limitations as it applies to an action on this Bond.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or of the Work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the specifications. Surety hereby waives the provisions of California Civil Code Sections 2845 and 2849. The City is the principal beneficiary of this Bond and has all rights of a party hereto.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

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

“Principal”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

“Surety”

---

---

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

Its: \_\_\_\_\_

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

Its: \_\_\_\_\_

(SEAL)

(SEAL)

*Note: This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.*

# WORKERS' COMPENSATION CERTIFICATE OF INSURANCE

## **CAPITAL IMPROVEMENT PROJECT NO.2024-01**

## LAST MILE FIBER OPTIC NETWORK DESIGN-BUILD PROJECT

WHEREAS, the City of Huntington Park ("City") has required certain insurance to be provided by: \_\_\_\_\_

NOW THEREFORE, the undersigned insurance company does hereby certify that it has issued the policy or policies described below to the following named insureds and that the same are in force at this time:

1. This certificate is issued to:

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

The insureds under such policy or policies are: \_\_\_\_\_

2. Workers' Compensation Policy or Policies in a form approved by the Insurance Commissioner of California covering all operations of the named insureds as follows:

Policy Number

**Effective Date**

Expiration Date

---

---

---

---

---

---

By: \_\_\_\_\_  
Its Authorized Representative

## ADDITIONAL INSURED ENDORSEMENT COMPREHENSIVE GENERAL LIABILITY

---

*Name and address of named insured ("Named Insured"):*

---

*Name and address of insurance company ("Company"):*

---

*General description of agreement(s), permit(s), license(s), and/or activity(ies) insured:*

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Huntington Park ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained in or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereof. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

ATTN: Public Works Department  
City of Huntington Park City Hall  
6550 Miles Ave.  
Huntington Park, California 90255

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

<input type="checkbox"/> Contractual Liability	<input type="checkbox"/> Explosion Hazard
<input type="checkbox"/> Owners/Landlords/Tenants	<input type="checkbox"/> Collapse Hazard
<input type="checkbox"/> Manufacturers/Contractors	<input type="checkbox"/> Underground Property Damage
<input type="checkbox"/> Products/Completed Operations	<input type="checkbox"/> Pollution Liability
<input type="checkbox"/> Broad Form Property Damage	<input type="checkbox"/> Liquor Liability
<input type="checkbox"/> Extended Bodily Injury	<input type="checkbox"/> _____
<input type="checkbox"/> Broad Form Comprehensive	<input type="checkbox"/> _____
General Liability Endorsement	<input type="checkbox"/> _____

12. A  deductible or  self-insured retention (*check one*) of \$ \_\_\_\_\_ applies to all coverage(s) except: \_\_\_\_\_ (*if none, so state*). The deductible is applicable  per claim or  per occurrence (*check one*).

13. This is an  occurrence or  claims made policy (*check one*).

14. This endorsement is effective on \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy Number \_\_\_\_\_.

I, \_\_\_\_\_ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed \_\_\_\_\_, 20\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative  
(*Original signature only; no facsimile  
signature or initialed signature accepted*)

## **ADDITIONAL INSURED ENDORSEMENT AUTOMOBILE LIABILITY**

---

*Name and address of named insured ("Named Insured")*

---

*Name and address of insurance company ("Company")*

---

*General description of agreement(s), permit(s), license(s), and/or activity(ies) insured*

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Huntington Park ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

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

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Scheduled items or locations are to be identified on an attached sheet. The following inclusions relate to the above coverages. Includes:

<input type="checkbox"/> Any Automobiles	<input type="checkbox"/> Truckers Coverage
<input type="checkbox"/> All Owned Automobiles	<input type="checkbox"/> Motor Carrier Act
<input type="checkbox"/> Non-owned Automobiles	<input type="checkbox"/> Bus Regulatory Reform Act
<input type="checkbox"/> Hired Automobiles	<input type="checkbox"/> Public Livery Coverage
<input type="checkbox"/> Scheduled Automobiles	<input type="checkbox"/> _____
<input type="checkbox"/> Garage Coverage	<input type="checkbox"/> _____

12. A  deductible or  self-insured retention (*check one*) of \$ \_\_\_\_\_ applies to all coverage(s) except: \_\_\_\_\_ (*if none, so state*). The deductible is applicable  per claim or  per occurrence (*check one*).

13. This is an  occurrence or  claims made policy (*check one*).

14. This endorsement is effective on \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy Number \_\_\_\_\_.

I, \_\_\_\_\_ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement

and that by my execution hereof, I do so bind the Company.

Executed \_\_\_\_\_, 20\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative  
(Original signature only; no facsimile  
signature or initialed signature accepted)

## **ADDITIONAL INSURED ENDORSEMENT EXCESS LIABILITY**

---

*Name and address of named insured ("Named Insured")*

---

*Name and address of insurance company ("Company")*

---

*General description of agreement(s), permit(s), license(s), and/or activity(ies) insured*

Notwithstanding any inconsistent statement in the policy to which this endorsement is attached (the "Policy") or in any endorsement now or hereafter attached thereto, it is agreed as follows:

1. The City of Huntington Park ("Public Agency"), its elected officials, officers, attorneys, agents, employees, and volunteers are additional insureds (the above named additional insureds are hereafter referred to as the "Additional Insureds") under the Policy in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured. The Additional Insureds have no liability for the payment of any premiums or assessments under the Policy.
2. The insurance coverages afforded the Additional Insureds under the Policy shall be primary insurance, and no other insurance maintained by the Additional Insureds shall be called upon to contribute with the insurance coverages provided by the Policy.
3. Each insurance coverage under the Policy shall apply separately to each Additional Insured against whom claim is made or suit is brought except with respect to the limits of the Company's liability.
4. Nothing in this contract of insurance shall be construed to preclude coverage of a claim by one insured under the policy against another insured under the policy. All such claims shall be covered as third-party claims, i.e., in the same manner as if separate policies had been issued to each insured. Nothing contained in this provision shall operate to increase or replicate the Company's limits of liability as provided under the policy.
5. The insurance afforded by the Policy for contractual liability insurance (subject to the terms, conditions and exclusions applicable to such insurance) includes liability assumed by the Named Insured under the indemnification and/or hold harmless provision(s) contained or executed in conjunction with the written agreement(s) or permit(s) designated above, between the Named Insured and the Additional Insureds.
6. The policy to which this endorsement is attached shall not be subject to cancellation, change in coverage, reduction of limits (except as the result of the payment of claims), or non-renewal except after written notice to Public Agency, by certified mail, return receipt requested, not less than thirty (30) Days before the effective date thereto. In the event of Company's failure to comply with this notice provision, the policy as initially drafted will continue in full force and effect until compliance with this notice requirement.

7. Company hereby waives all rights of subrogation and contribution against the Additional Insureds, while acting within the scope of their duties, from all claims, losses and liabilities arising out of or incident to the perils insured against in relation to those activities described generally above with regard to operations performed by or on behalf of the Named Insured regardless of any prior, concurrent, or subsequent active or passive negligence by the Additional Insureds.

8. It is hereby agreed that the laws of the State of California shall apply to and govern the validity, construction, interpretation, and enforcement of this contract of insurance.

9. This endorsement and all notices given hereunder shall be sent to Public Agency at:

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

10. Except as stated above and not in conflict with this endorsement, nothing contained herein shall be held to waive, alter or extend any of the limits, agreements, or exclusions of the policy to which this endorsement is attached.

<u>TYPE OF COVERAGES TO WHICH THIS ENDORSEMENT ATTACHES</u>	<u>POLICY PERIOD FROM/TO</u>	<u>LIMITS OF LIABILITY</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Following Form  
 Umbrella Liability  
 \_\_\_\_\_

11. Applicable underlying coverages:

<u>INSURANCE COMPANY</u>	<u>POLICY NUMBER</u>	<u>AMOUNT</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. The following inclusions, exclusions, extensions, or specific provisions relate to the above coverages: \_\_\_\_\_

13. A  deductible or  self-insured retention (*check one*) of \$ \_\_\_\_\_ applies to all coverage(s) except: \_\_\_\_\_

(*if none, so state*). The deductible is applicable  per claim or  per occurrence (*check one*).

14. This is an  occurrence or  claims made policy (*check one*).

15. This endorsement is effective on \_\_\_\_\_ at 12:01 a.m. and forms a part of Policy Number \_\_\_\_\_.

I, \_\_\_\_\_ (*print name*), hereby declare under penalty of perjury under the laws of the State of California, that I have the authority to bind the Company to this endorsement and that by my execution hereof, I do so bind the Company.

Executed \_\_\_\_\_, 20\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative  
(*Original signature only; no facsimile  
signature or initialed signature accepted*)

## CITY OF HUNTINGTON PARK

### Emergency Contact Information

**Project:** \_\_\_\_\_

**Contractor:**

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Superintendent:**

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

**Foreman:**

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

City of Huntington Park

Police Department – (323) 584-6254

Fire Department – (323) 589-1350

**For Office Use Only**

Estimated Start Date \_\_\_\_\_

Estimated End Date \_\_\_\_\_

## CHECKLIST FOR EXECUTION OF CONTRACT

### TO BE SUBMITTED BY SUCCESSFUL BIDDER:

- Two (2) original executed and notarized of the Contract
- Payment Bond in amount of the Contract
- Performance Bond in amount of the Contract
- Emergency Contact
- Copy of City business license
- General liability insurance certificate in the minimum amount of two million dollars (\$2,000,000) per occurrence and five million dollars (\$5,000,000) in general aggregate, naming the City as an additional insured.
- Automobile insurance certificate in the minimum amount of one million dollars (\$1,000,000), naming the City as an additional insured
- Workers' Compensation Certificate of Insurance
- Additional insured endorsement – comprehensive general liability
- Additional insured endorsement – automobile liability
- Additional insured endorsement – excess or umbrella liability
- Primary and non-contributing endorsement – comprehensive general liability
- Waiver of subrogation endorsement – workers' compensation liability

## ITEM 2



# CITY OF HUNTINGTON PARK

Finance Department  
City Council Agenda Report

October 14, 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:

## **PRELIMINARY FISCAL YEAR 2024-25 END OF YEAR BUDGET REVIEW OF THE CITY'S OPERATING BUDGET**

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

1. Receive and file the Preliminary FY 2024-2025 Budget Status Report through June 30, 2025

### **BACKGROUND**

The Mayor and City Council adopted the Fiscal Year 2024-25 Annual Operating and Capital Improvement Program (CIP) Budget for the City of Huntington Park on June 30, 2024. The budget represents the spending plans for the following fund types: General Fund, Special Revenue Funds, Internal Service Funds, Enterprise Funds, Fiduciary Funds, and Capital Funds. The Adopted Fiscal Year 2024-25 Budget included estimated revenues (with transfers in) on an *all-funds* basis of \$93,931,680 while estimated expenditures (including transfers out) for all budgeted funds totaled \$93,753,533. Budget appropriations and Purchase Order rollovers for the year totaled \$16,344,866 and \$8,337,836 respectively, bringing the total expenditure budget to \$118,436,235.

This is a preliminary report presented to Council ahead of the official start of the City's annual financial audit.

**PRELIMINARY FISCAL YEAR 2024-25 END OF YEAR BUDGET REVIEW OF THE CITY'S OPERATING BUDGET**

October 14, 2025

Page 2 of 4

**REVENUES**

Revenues	FY2025 Adopted Budget	FY2025 Actuals As of June 30th	FY2025 Differences
General Fund	\$ 47,160,900	\$ 47,299,707	\$ (138,807)
Special Revenue Funds	\$ 34,000,780	\$ 26,748,817	\$ 7,251,963
Internal Service Funds	\$ 6,361,800	\$ 6,960,769	\$ (598,969)
Enterprise Funds	\$ 4,652,100	\$ 6,161,433	\$ (1,509,333)
Fiduciary Funds	\$ 1,256,100	\$ 1,375,748	\$ (119,648)
CIP	\$ 500,000	\$ 12,499,967	\$ (11,999,967)
<b>Total</b>	<b>\$ 93,931,680</b>	<b>\$ 101,046,441</b>	<b>\$ (7,114,760)</b>

The negatives presented above in the difference's column mean that the City received more funds than expected in the respective revenues.

The City budgeted \$47.1 million in General Fund revenues and received \$47.3 million.

General Fund revenues were budgeted based on projections consistent with historical trends and actual revenues received during the 2023–24 fiscal year.

Special Revenue Funds were budgeted at \$34 million and the City received \$26.7 million.

Special Fund revenues are lower than budgeted largely due to fund drawdowns not being done for the CDBG (Fund 239), the HUD Home Program (Fund 242) and the Home ARP Grant (Fund 254). In addition to this ARPA (American Rescue Plan Act) (Fund 113) has not yet recognized deferred revenue for ARPA funded projects that took place during the fiscal year yet, this will be finalized as part of the audit process.

Enterprise Fund revenues budget was \$4.6 million and \$6.1 million were received.

Enterprise Fund revenues did above budgeted projections, however it should be noted that Enterprise Funds at a whole are running at a deficit. Water (Fund 681), Sewer (Fund 283), Solid Waste (Fund 285), and Rent Stabilization (Fund 280) are the four funds that comprise the enterprise fund group.

Fiduciary Fund revenue is determined by the City's Successor Agency bond obligations which are in line with budgeted values at \$1.2 million.

## **PRELIMINARY FISCAL YEAR 2024-25 END OF YEAR BUDGET REVIEW OF THE CITY'S OPERATING BUDGET**

October 14, 2025

Page 3 of 4

The Capital Fund (787) conducted \$12.5 million in transfers from other funds for CIP projects. The purpose of the capital fund is to pool all the ongoing CIP projects into one fund.

### **EXPENDITURES**

Expenditures	FY2025 Adopted Budget	FY2025 Actuals As of June 30th	FY2025 Remaining Budget
General Fund	\$ 40,307,469	\$ 39,048,383	\$ 1,259,086
Special Funds	\$ 31,743,732	\$ 20,590,283	\$ 11,153,449
Internal Service Funds	\$ 10,567,558	\$ 21,904,535	\$ (11,336,977)
Enterprise Funds	\$ 8,049,869	\$ 7,232,342	\$ 817,527
Fiduciary Funds	\$ 1,257,400	\$ 1,134,356	\$ 123,044
CIP	\$ 26,510,207	\$ 11,035,129	\$ 15,475,078
<b>Total</b>	<b>\$ 118,436,235</b>	<b>\$ 100,945,028</b>	<b>\$ 17,491,207</b>

The negatives presented above in the remaining budget column mean that the City spent more funds than expected on the expenditures.

General Fund expenditures were originally budgeted at \$40.3 million, while actual expenditures totaled \$39 million.

Special Funds expenditures were largely consistent with budgeted values; the City utilized 30 special funds in FY 2025. The large variance of \$11 million between budgets and actuals and was primarily due to special funds such as CDBG, HUD Home Program, and Home ARP Grant which require the City to budget the full award amount even though these programs can take years to be fully expensed.

Internal Service Funds expenditures were budgeted at \$10.5 million, with actual expenditures totaling \$21.9 million.

Enterprise Fund expenditures were within budgeted values, with the budget set at \$8 million and expenses totaling \$7.3 million.

Capital Fund expenditures were within budgeted values as well with the budget being set at \$26.5 million and expenses totaling \$11 million.

### **YEAR-END ADJUSTMENTS**

Within the Internal Service Funds, accounting adjustments were made to recognize insurance claims totaling \$12 million. In accordance with accounting standards, these liabilities must be recognized as an expense in the current fiscal year, even though they do not represent an actual outflow of cash.

**PRELIMINARY FISCAL YEAR 2024-25 END OF YEAR BUDGET REVIEW OF THE  
CITY'S OPERATING BUDGET**

October 14, 2025

Page 4 of 4

**CONCLUSION**

Council to receive and file the Preliminary FY 2024-25 Budget Status Report.

Once the audited financial statements are completed the Finance Department will bring a Finalized FY 2024-25 Budget Status Report to Council.

Respectfully submitted,

RICARDO REYES  
City Manager

JEFF JONES  
Director of Finance

**ATTACHMENT(S)**

A. Preliminary FY 2024-2025 Budget Status Report

# **City of Huntington Park**



**Fiscal Year 2024 – 2025  
End of Year Budget Status**



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

---

### **CITY COUNCIL**

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

### **ADMINISTRATION AND DEPARTMENT HEADS**

City Manager .....	Ricardo Reyes
Interim City Attorney .....	Andrew Sarega
City Clerk .....	Eduardo "Eddie" Sarmiento
Director of Communications and Community Relations .....	Sergio Infanzon
Interim Director of Community Development.....	Louis Morales
Director of Finance .....	Jeff Jones
Director of Parks and Recreation.....	Cynthia Norzagaray
Chief of Police .....	Cosme Lozano
Director of Public Works .....	Gerardo "Gerry" Lopez
Human Resources Risk Manager.....	Marisol Nieto



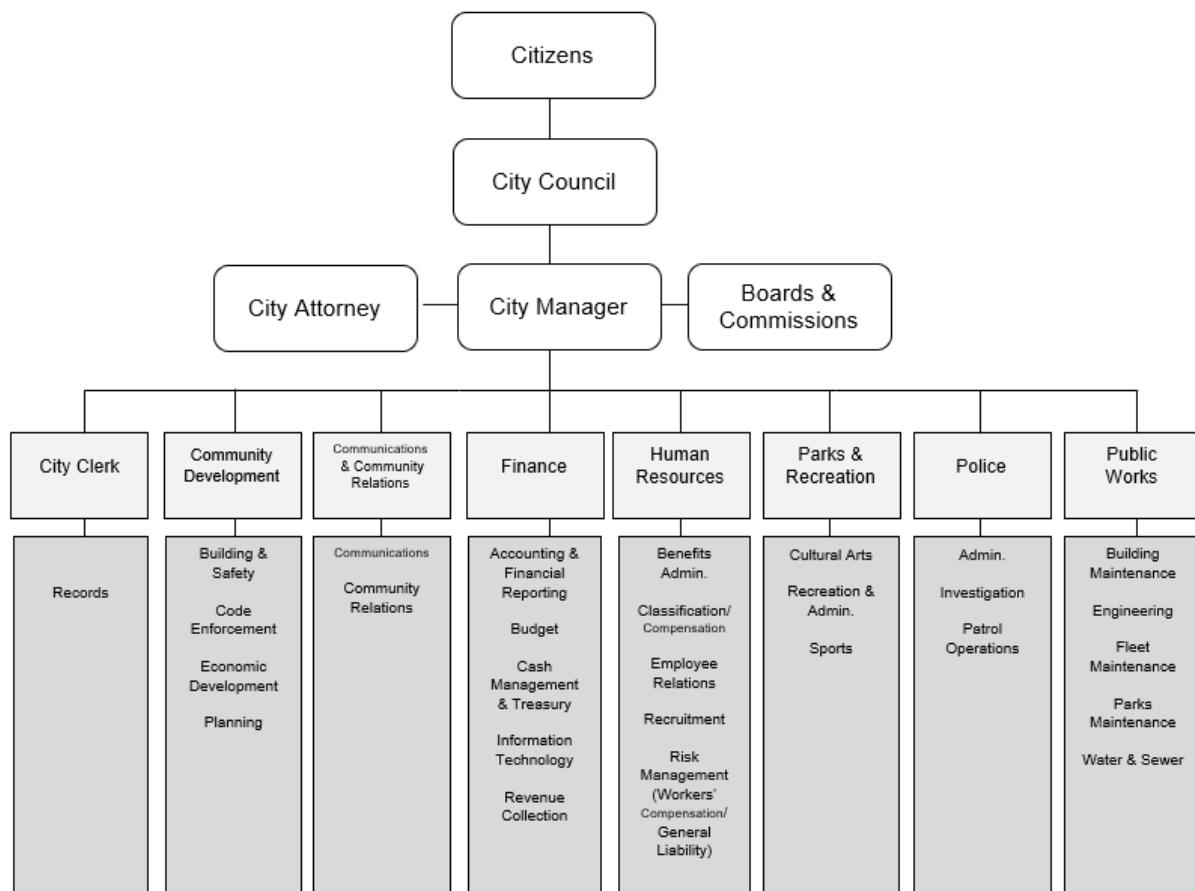
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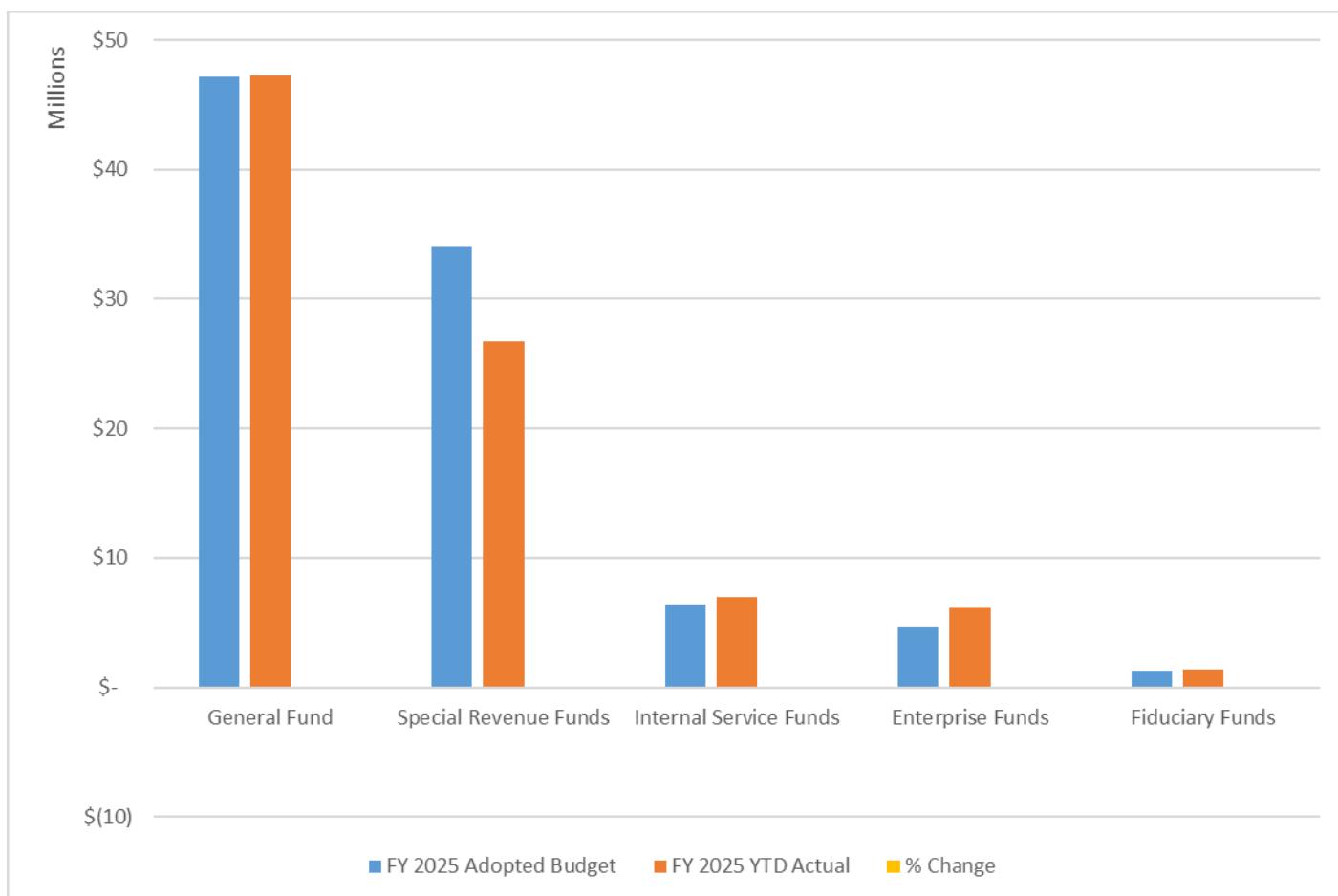
# City Organizational Chart





## Revenues

Revenues	FY 2025 Adopted Budget	FY 2025 YTD Actual 12/31/2024	\$ Difference Adopted - Actual	% Change FY 2025
General Fund	\$ 47,160,900	\$ 47,299,707	\$ 138,807	0.3%
Special Revenue Funds	33,997,780	26,748,817	\$ (7,248,963)	-21.3%
Internal Service Funds	6,361,800	6,960,769	\$ 598,969	9.4%
Enterprise Funds	4,652,100	6,161,433	\$ 1,509,333	32.4%
Fiduciary Funds	1,256,100	1,375,748	\$ 119,648	9.5%
<b>Total</b>	<b>\$ 93,428,680</b>	<b>\$ 88,546,473</b>	<b>\$ (4,882,207)</b>	<b>-5.2%</b>



**FY 2025 Adopted Revenue Budget: \$93,428,680**

**FY 2025 Revenue Actuals: \$88,546,473**

## Revenues

		FY 2025 Adopted	FY 2025 Actual	Difference \$ (FY 25 - FY 25 YTD)	% Change FY 25 Adopted / FY 25 Actual
<b>GENERAL FUND</b>					
<b>PROPERTY TAXES</b>					
111-0000-311-10-10	Property Tax Secured	1,100,000	1,142,536	42,536	3.9%
111-0000-311-40-00	Real Property Transfer	50,000	100,289	50,289	100.6%
111-0000-311-50-00	Home Owner Tax Relief	-	-	-	0.0%
111-0000-311-60-00	RDA Pass Through	635,000	76,015	(558,985)	-88.0%
<b>PROPERTY TAXES TOTAL</b>		<b>1,785,000</b>	<b>1,318,840</b>	<b>(466,160)</b>	<b>-26.1%</b>
<b>SALES TAX</b>					
111-0000-313-10-00	Sales & Use Tax	8,455,800	8,783,498	327,698	3.9%
111-0000-313-10-05	Measure S Sales Tax	6,636,300	6,208,293	(428,007)	-6.4%
111-0000-313-10-10	In-Lieu	-	16,063	16,063	0.0%
111-0000-342-10-10	Public Safety Augmentation	186,400	229,762	43,362	23.3%
<b>SALES TAX TOTAL</b>		<b>15,278,500</b>	<b>15,237,617</b>	<b>(40,883)</b>	<b>-0.3%</b>
<b>UTILITY USERS' TAX</b>					
111-0000-316-10-00	Utility Users' Tax	5,650,000	5,404,416	(245,584)	-4.3%
111-0000-316-10-05	Prepaid Wireless	85,000	94,876	9,876	11.6%
111-0000-316-15-00	Telephone UUT	672,500	658,819	(13,681)	-2.0%
<b>UTILITY USERS' TAX TOTAL</b>		<b>6,407,500</b>	<b>6,158,112</b>	<b>(249,388)</b>	<b>-3.9%</b>
<b>MOTOR VEHICLE LICENSE FEES</b>					
111-0000-336-20-00	Motor Vehicle License Fee	8,300,000	8,454,410	154,410	1.9%
111-0000-336-40-00	Motor Vehicle In-Lieu Pmt	-	-	-	0.0%
<b>MOTOR VEHICLE LICENSE FEES TOTAL</b>		<b>8,300,000</b>	<b>8,454,410</b>	<b>154,410</b>	<b>1.9%</b>
<b>LICENSES AND PERMITS</b>					
111-0000-321-10-50	Animal License	15,000	12,411	(2,589)	-17.3%
111-0000-322-10-10	Building	800,000	678,096	(121,904)	-15.2%
111-0000-322-10-40	Misc. Building	1,400	36	(1,364)	-97.4%
111-0000-322-10-45	Occupancy Permit	7,000	8,520	1,520	21.7%
111-0000-322-10-50	Encroachment Fees	68,000	70,907	2,907	4.3%
111-0000-322-60-05	Fireworks Fee	2,800	2,589	(211)	-7.5%
111-0000-342-10-20	Burglar Alarm Fees	60,000	52,246	(7,754)	-12.9%
<b>LICENSES AND PERMITS TOTAL</b>		<b>954,200</b>	<b>824,806</b>	<b>(129,394)</b>	<b>-13.6%</b>
<b>COMMUNITY DEVELOPMENT FEES</b>					
111-0000-322-20-00	Plan Check	475,000	415,661	(59,339)	-12.5%
111-0000-322-30-00	Engineering Plan Check	1,000	-	(1,000)	-100.0%
111-0000-322-40-00	SMIP FEES	3,000	(644)	(3,644)	-121.5%
111-0000-322-40-05	BSASRF	1,000	219	(781)	-78.1%
111-0000-322-55-05	Dispensary Fee	70,500	1,269,112	1,198,612	1700.2%
111-0000-341-10-00	Zoning & Subdivision	245,000	344,533	99,533	40.6%
111-0000-342-20-00	Residential Pre-Sale Inspection	9,200	14,360	5,160	56.1%
111-0000-399-90-40	Engineering Permits	265,000	202,078	(62,922)	-23.7%
<b>COMMUNITY DEVELOPMENT FEES TOTAL</b>		<b>1,069,700</b>	<b>2,245,319</b>	<b>1,175,619</b>	<b>109.9%</b>
<b>BUSINESS LICENSE</b>					
111-0000-321-10-00	Business	1,700,000	1,617,083	(82,917)	-4.9%
111-0000-321-10-20	Processing Fee Business	185,000	201,754	16,754	9.1%
111-0000-321-10-30	SB1186-Disability Access	14,000	15,715	1,715	12.2%
<b>BUSINESS LICENSE TOTAL</b>		<b>1,899,000</b>	<b>1,834,552</b>	<b>(64,448)</b>	<b>-3.4%</b>

## Revenues

GENERAL FUND CONTINUED		FY 2025 Adopted	FY 2025 Actual	Difference \$ (FY 25 - FY 25 YTD)	% Change FY 25 Adopted / FY 25 Actual
<b>OTHER GOVERNMENTAL REVENUE</b>					
111-0000-333-30-00	Meas. W-Safe Clean Water	430,000	146	(429,854)	-100.0%
111-0000-335-20-10	STC Training for Corrections	2,200	4,611	2,411	109.6%
111-0000-335-20-15	Mental Health Trng Grant	-	-	-	0.0%
111-0000-335-20-20	Standard Training	26,000	16,869	(9,131)	-35.1%
111-0000-335-46-00	Senior Meal Program	-	-	-	0.0%
111-0000-335-50-05	Settlement Revenue	-	117,038	117,038	0.0%
111-0000-335-55-00	Urban Forestry Grant	-	321,541	321,541	0.0%
111-0000-335-65-00	Dept of Transportation	-	3,516,732	3,516,732	0.0%
111-0000-335-65-10	Project Reimbursement	-	-	-	0.0%
111-0000-335-76-06	Slauson Congestion Relief	-	-	-	0.0%
111-0000-336-15-05	L.A. Impact Reimbursement	-	-	-	0.0%
<b>OTHER GOVERNMENTAL REVENUE TOTAL</b>		<b>458,200</b>	<b>3,976,937</b>	<b>3,518,737</b>	<b>767.9%</b>
<b>CHARGES FOR SERVICES</b>					
111-0000-342-10-30	Special Police Services	95,000	78,048	(16,952)	-17.8%
111-0000-342-10-35	CCW Permit	3,000	3,726	-	0.0%
111-0000-342-10-40	Vehicle Impound Release	105,000	126,767	21,767	20.7%
111-0000-342-10-45	Towing Admin Fees	60,000	83,625	23,625	39.4%
111-0000-342-10-55	Booking Fee City of Vernon	68,000	53,697	(14,303)	-21.0%
111-0000-342-30-10	Meter Parking	600,000	134,323	(465,677)	-77.6%
111-0000-344-20-20	Residential Trash	-	277	277	0.0%
111-0000-345-10-70	IC Inspection	1,300	594	(706)	-54.3%
111-0000-346-10-00	Animal Various Services	1,000	1,464	464	46.4%
111-0000-362-20-10	Lease Payment	148,000	283,676	135,676	91.7%
111-0000-362-40-10	Parking Pilot Program	16,000	8,920	(7,080)	-44.3%
111-0000-395-10-00	Reimbursements	25,000	64,271	39,271	157.1%
111-0000-395-10-05	Damage to City Property	50,000	25,199	(24,801)	-49.6%
111-0000-395-10-15	Grants	-	259,861	259,861	0.0%
111-0000-395-30-00	State Mandated Costs	40,000	4,975	(35,025)	-87.6%
111-0000-395-30-05	From Dept of Corrections	-	13,738	13,738	0.0%
<b>CHARGES FOR SERVICES TOTAL</b>		<b>1,212,300</b>	<b>1,143,163</b>	<b>(69,864)</b>	<b>-5.8%</b>
<b>PARKS AND RECREATION FEES</b>					
111-0000-347-20-00	Sports Youth	11,500	20,560	9,060	78.8%
111-0000-347-20-05	Splash Pad Fees	4,000	2,662	(1,338)	-33.5%
111-0000-347-25-00	Sports Adult	7,800	6,320	(1,480)	-19.0%
111-0000-347-30-00	Personnel Fees	200	228	28	14.0%
111-0000-347-40-00	Pre-School	-	4,130	4,130	0.0%
111-0000-347-50-00	Special Interest	43,000	52,628	9,628	22.4%
111-0000-347-70-00	Facility Fees	125,000	98,429	(26,571)	-21.3%
111-0000-347-70-05	Passes	13,000	13,166	166	1.3%
111-0000-347-90-00	Misc Revenue	3,000	3,768	768	25.6%
<b>PARKS AND RECREATION FEES TOTAL</b>		<b>207,500</b>	<b>201,890</b>	<b>(5,610)</b>	<b>-2.7%</b>
<b>FINES AND FORFEITURES</b>					
111-0000-351-10-10	Citations	2,330,000	1,966,963	(363,037)	-15.6%
111-0000-351-10-30	Local Municipal Court	7,000	4,831	(2,169)	-31.0%
111-0000-351-30-00	Vehicle Code Fines	26,000	53,361	27,361	105.2%
111-0000-380-05-00	Claims and Judgements	25,000	33,321	8,321	33.3%
<b>FINES AND FORFEITURES TOTAL</b>		<b>2,388,000</b>	<b>2,058,476</b>	<b>(329,524)</b>	<b>-13.8%</b>

## Revenues

<b>GENERAL FUND CONTINUED</b>		<b>FY 2025 Adopted</b>	<b>FY 2025 Actual</b>	<b>Difference \$ (FY 25 - FY 25 YTD)</b>	<b>% Change FY 25 Adopted / FY 25 Actual</b>
<b>MISCELLANEOUS REVENUE</b>					
111-0000-395-10-10	Employee Benefit Share	200	278	78	39.0%
111-0000-399-77-05	Special Events	19,000	33,657	14,657	77.1%
111-0000-399-90-30	Cash Short/Over	-	(41)	(41)	0.0%
111-0000-399-90-90	Miscellaneous Revenue	67,000	102,135	35,135	52.4%
111-0000-399-90-91	Miscellaneous Income	-	5,000	5,000	0.0%
111-0000-399-90-92	NSF Fees	-	350	350	0.0%
<b>MISCELLANEOUS REVENUE TOTAL</b>		<b>86,200</b>	<b>141,379</b>	<b>55,179</b>	<b>64.0%</b>
<b>INVESTMENT AND RENTAL INCOME</b>					
111-0000-361-10-00	Interest Income	2,200,000	888,397	(1,311,603)	-59.6%
111-0000-362-10-00	Rents & Concessions	15,000	12,312	(2,688)	-17.9%
111-0000-362-20-15	Metro Transit Lease	30,000	34,463	4,463	14.9%
111-0000-368-00-00	Unrized Gain/Loss Invest	-	912,609	912,609	0.0%
<b>INVESTMENT AND RENTAL INCOME TOTAL</b>		<b>2,245,000</b>	<b>1,847,781</b>	<b>(397,219)</b>	<b>-17.7%</b>
<b>TRANSFERS IN</b>					
111-0000-391-10-90	Pension Tax	-	-	-	0.0%
111-0000-391-20-10	Water	-	-	-	0.0%
111-0000-391-82-00	Street Lights	-	-	-	0.0%
111-0000-391-10-00	Transfer from Fund 219	1,424,400	-	(1,424,400)	-100.0%
111-0000-391-10-00	Transfer from Fund 220	738,300	-	(738,300)	-100.0%
111-0000-391-10-00	Transfer from Fund 222	473,400	-	(473,400)	-100.0%
111-0000-391-10-00	Transfer from Fund 229	450,000	-	(450,000)	-100.0%
111-0000-391-10-00	Transfer from Fund 283	100,000	-	(100,000)	-100.0%
111-0000-391-10-00	Transfer from Fund Balance	-	-	-	0.0%
<b>TRANSFERS IN TOTAL</b>		<b>3,186,100</b>	<b>-</b>	<b>(3,186,100)</b>	<b>-100.0%</b>
<b>FRANCHISE FEE</b>					
111-0000-318-10-00	Franchise Fee	1,559,500	1,731,308	171,808	11.0%
<b>FRANCHISE FEE TOTAL</b>		<b>1,559,500</b>	<b>1,731,308</b>	<b>171,808</b>	<b>11.0%</b>
<b>TRANSIENT OCCUPANCY TAX</b>					
111-0000-318-30-00	Transient Occupancy Tax	124,200	125,118	918	0.7%
<b>TRANSIENT OCCUPANCY TAX TOTAL</b>		<b>124,200</b>	<b>125,118</b>	<b>918</b>	<b>0.7%</b>
<b>GENERAL FUND TOTAL</b>		<b>47,160,900</b>	<b>47,299,707</b>	<b>138,081</b>	<b>0.3%</b>

## Revenues

		FY 2025 Adopted	FY 2025 Actual	Difference \$ (FY 25 - FY 25 YTD)	% Change FY 25 Adopted / FY 25 Actual
<b>SPECIAL REVENUE FUNDS</b>					
<b>AMERICAN RESCUE PLAN ACT</b>					
113-0000-331-55-00 American Rescue Plan		7,600,000	-	(7,600,000)	-100.0%
<b>ARPA TOTAL</b>		<b>7,600,000</b>	<b>-</b>	<b>(7,600,000)</b>	<b>-100.0%</b>
<b>SPECIAL EVENTS CONTRIBUTIONS</b>					
114-0000-364-10-00 Special Event		33,480	33,325	(155)	-0.5%
114-0000-361-10-00 Interest Income		100	7,100	7,000	6999.6%
114-0000-364-10-05 Prior Year Received		-	-	-	0.0%
<b>SPECIAL EVENTS CONTRIBUTIONS TOTAL</b>		<b>33,580</b>	<b>40,425</b>	<b>6,845</b>	<b>20.4%</b>
<b>SPECIAL REVENUE DNA ID</b>					
120-0000-355-20-05 County of L.A.		2,700	3,030	330	12.2%
120-0000-355-20-10 Prior Year Received		-	-	-	0.0%
120-0000-361-10-00 Interest Income		100	3,114	3,014	3014.0%
<b>SPECIAL REVENUE DNA ID TOTAL</b>		<b>2,800</b>	<b>6,144</b>	<b>3,344</b>	<b>119.4%</b>
<b>PREVENTION INTERVENTION</b>					
122-0000-335-15-20 HOST		-	7,229	7,229	0.0%
122-0000-361-10-00 Interest Income		-	1,300	1,300	0.0%
<b>PREVENTION INTERVENTION TOTAL</b>		<b>-</b>	<b>8,529</b>	<b>8,529</b>	<b>0.0%</b>
<b>GREENWAY LINEAR PARK PROJECT</b>					
152-0000-334-71-00 Greenway Linear Park Proj		-	-	-	0.0%
152-0000-361-10-00 Interest Income		-	13,566	13,566	0.0%
<b>GREENWAY LINEAR PARK PROJECT TOTAL</b>		<b>-</b>	<b>13,566</b>	<b>13,566</b>	<b>0.0%</b>
<b>PLHA</b>					
201-0000-335-90-10 PLHA Funds		-	1,012,910	1,012,910	0.0%
201-0000-361-10-00 Interest Income		-	12,456	12,456	0.0%
<b>STATE GRANTS TOTAL</b>		<b>-</b>	<b>1,025,366</b>	<b>1,025,366</b>	<b>0.0%</b>
<b>CROSSWALK SAFETY</b>					
202-0000-336-75-00 Crosswalk Safety		7,100	-	(7,100)	-100.0%
202-0000-361-10-00 Interest Income		-	-	-	0.0%
<b>CROSSWALK SAFETY TOTAL</b>		<b>7,100</b>	<b>-</b>	<b>(7,100)</b>	<b>-100.0%</b>
<b>COPS HIRING PROGRAM</b>					
203-0000-399-90-91 Income		375,000	-	(375,000)	-100.0%
<b>ATP RANDOLPH RAILS TO TRAILS TOTAL</b>		<b>375,000</b>	<b>-</b>	<b>(375,000)</b>	<b>-100.0%</b>

## Revenues

		FY 2025 Adopted	FY 2025 Actual	Difference \$ (FY 25 - FY 25 YTD)	% Change FY 25 Adopted / FY 25 Actual
<b>SPECIAL REVENUE FUNDS CONTINUED</b>					
<b>CALL FOR PROJECTS - PACIFIC BLVD</b>					
205-0000-361-10-00 Interest Income		-	3,890	3,890	0.0%
<b>CALL FOR PROJECTS - PACIFIC BLVD TOTAL</b>				<b>3,890</b>	<b>0.0%</b>
<b>IPARK PAY STATION</b>					
206-0000-361-10-00 Interest Income			1,712	1,712	0.0%
<b>IPARK PAY STATION TOTAL</b>				<b>1,712</b>	<b>0.0%</b>
<b>CITY STREET RESURFACING</b>					
209-0000-361-10-00 Interest Income		-	1,701	1,701	0.0%
<b>CITY STREET RESURFACING TOTAL</b>				<b>1,701</b>	<b>0.0%</b>
<b>CMAQ METRO RAPID</b>					
208-0000-361-10-00 Interest Income		-	2,180	2,180	0.0%
<b>CMAQ METRO RAPID TOTAL</b>				<b>2,180</b>	<b>0.0%</b>
<b>MEASURE M</b>					
210-0000-314-50-00 Measure M		1,056,600	896,619	(159,981)	-15.1%
210-0000-361-10-00 Interest Income		2,500	194,743	192,243	7689.7%
<b>MEASURE M TOTAL</b>		<b>1,059,100</b>	<b>1,091,362</b>	<b>32,262</b>	<b>3.0%</b>
<b>EMPLOYEES' RETIREMENT</b>					
216-0000-311-10-10 Secured		3,412,400	3,433,855	21,455	0.6%
216-0000-311-50-00 Home Owner Tax Relief		10,500	-	(10,500)	-100.0%
216-0000-311-60-00 Residual Tax		4,433,700	5,170,725	737,025	16.6%
216-0000-319-10-00 Penalties & Interest Delq		26,100	-	(26,100)	-100.0%
216-0000-361-10-00 Interest Income		17,500	629,063	611,563	3494.6%
<b>EMPLOYEES' RETIREMENT TOTAL</b>		<b>7,900,200</b>	<b>9,233,643</b>	<b>1,333,443</b>	<b>16.9%</b>
<b>SALES TAX- TRANSIT PROPOSITION A</b>					
219-0000-314-10-00 Prop A		1,498,600	1,398,025	(100,575)	-6.7%
219-0000-314-30-00 MTA Bus Passes		4,600	8,753	4,153	90.3%
219-0000-340-10-00 Dial-A-Ride Services		1,200	1,040	(160)	-13.3%
219-0000-340-30-00 Fixed Route Fares		30,800	14,379	(16,421)	-53.3%
219-0000-340-40-00 National Transit Database		185,600	-	(185,600)	-100.0%
219-0000-361-10-00 Interest Income		800	61,546	60,746	7593.2%
219-0000-362-20-10 Lease Payment		-	-	-	0.0%
219-0000-395-41-15 Fuel Reimbursement		66,000	53,765	(12,235)	-18.5%
219-0000-399-90-90 Miscellaneous Revenue		-	112	112	0.0%
<b>SALES TAX- TRANSIT PROPOSITION A TOTAL</b>		<b>1,787,600</b>	<b>1,537,620</b>	<b>(249,980)</b>	<b>-14.0%</b>

## Revenues

		FY 2025 Adopted	FY 2025 Actual	Difference \$ (FY 25 - FY 25 YTD)	% Change FY 25 Adopted / FY 25 Actual
<b>SPECIAL REVENUE FUNDS CONTINUED</b>					
<b>SALES TAX- TRANSIT PROPOSITION C</b>					
220-0000-314-20-00	Prop C	1,243,000	1,159,626	(83,374)	-6.7%
220-0000-361-10-00	Interest Income	1,500	95,010	93,510	6234.0%
220-0000-395-41-15	Fuel Reimbursement	-	-	-	0.0%
<b>SALES TAX- TRANSIT PROPOSITION C TOTAL</b>		<b>1,244,500</b>	<b>1,254,637</b>	<b>10,137</b>	<b>0.8%</b>
<b>STATE GASOLINE TAX</b>					
221-0000-335-40-10	Fund 2105	318,500	339,990	21,490	6.7%
221-0000-335-40-20	Fund 2106	186,700	198,366	11,666	6.2%
221-0000-335-40-30	Fund 2107	375,600	451,004	75,404	20.1%
221-0000-335-40-40	Fund 2107.5	7,900	7,500	(400)	-5.1%
221-0000-335-45-00	Road and Maint Rehab SB1	1,248,500	1,229,982	(18,518)	-1.5%
221-0000-335-50-00	2103	463,500	522,751	59,251	12.8%
221-0000-335-60-10	TCRF Loan Repayment	-	-	-	0.0%
221-0000-361-10-00	Interest Income	3,500	88,416	84,916	2426.2%
<b>STATE GASOLINE TAX TOTAL</b>		<b>2,604,200</b>	<b>2,838,009</b>	<b>233,809</b>	<b>9.0%</b>
<b>MEASURE R</b>					
222-0000-336-87-00	I Park Pay Station	-	-	-	0.0%
222-0000-340-65-05	Street Project	932,300	5,073,878	4,141,578	444.2%
222-0000-340-65-10	Grant Reimbursement	-	-	-	0.0%
222-0000-361-10-00	Interest Income	1,400	79,409	78,009	5572.1%
222-0000-395-41-15	Fuel Reimbursement	-	-	-	0.0%
<b>MEASURE R TOTAL</b>		<b>933,700</b>	<b>5,153,287</b>	<b>4,219,587</b>	<b>451.9%</b>
<b>OFFICE OF TRAFFIC &amp; SAFETY</b>					
224-0000-335-30-96	OTS STEP	41,500	89,893	48,393	116.6%
224-0000-351-50-00	Vehicle Impound PT0703	4,400	15,879	11,479	260.9%
224-0000-361-10-00	Interest Income	1,800	3,915	2,115	117.5%
<b>OFFICE OF TRAFFIC &amp; SAFETY TOTAL</b>		<b>47,700</b>	<b>109,686</b>	<b>61,986</b>	<b>130.0%</b>
<b>CAL COPS</b>					
225-0000-335-30-10	Supplemental Law Enforcement	171,200	194,663	23,463	13.7%
225-0000-361-10-00	Interest Income	200	19,914	19,714	9857.2%
225-0000-399-90-91	Miscellaneous Income	-	-	-	0.0%
<b>CAL COPS TOTAL</b>		<b>171,400</b>	<b>214,578</b>	<b>43,178</b>	<b>25.2%</b>
<b>AIR QUALITY IMPROVEMENT TRUST</b>					
226-0000-330-10-00	AB2766	58,600	52,413	(6,187)	-10.6%
226-0000-361-10-00	Interest Income	400	5,727	5,327	1331.9%
<b>AIR QUALITY IMPROVEMENT TRUST TOTAL</b>		<b>59,000</b>	<b>58,140</b>	<b>(860)</b>	<b>-1.5%</b>

## Revenues

<b>SPECIAL REVENUE FUNDS CONTINUED</b>	<b>FY 2025 Adopted</b>	<b>FY 2025 Actual</b>	<b>Difference \$</b>	<b>% Change</b>
			<b>(FY 25 - FY 25 YTD)</b>	<b>FY 25 Adopted / FY 25 Actual</b>
<b>OFFICE OF CRIMINAL JUSTICE</b>				
227-0000-331-10-50 JAG Bureau of Justice	-	64,319	64,319	0.0%
227-0000-331-20-00 JAG	30,000	-	(30,000)	-100.0%
227-0000-361-10-00 Interest Income	-	435	435	0.0%
<b>OFFICE OF CRIMINAL JUSTICE TOTAL</b>	<b>30,000</b>	<b>64,754</b>	<b>34,754</b>	<b>115.8%</b>
<b>POLICE FORFEITURE</b>				
229-0000-352-15-05 L.A. Impact Reimbursement	-	-	-	0.0%
229-0000-352-20-00 Treasury Fed Asset	250,000	316,296	66,296	26.5%
229-0000-361-10-00 Interest Income	-	35,306	35,306	0.0%
<b>POLICE FORFEITURE TOTAL</b>	<b>250,000</b>	<b>351,602</b>	<b>101,602</b>	<b>40.6%</b>
<b>HOMELAND SECURITY FUND</b>				
230-0000-335-30-70 Entitlement Revenue	95,500	75,730	(19,770)	0.0%
230-0000-361-10-00 Interest Income	-	3,748	3,748	0.0%
<b>HOMELAND SECURITY FUND TOTAL</b>	<b>95,500</b>	<b>79,478</b>	<b>(16,022)</b>	<b>-16.8%</b>
<b>ART IN PUBLIC PLACES</b>				
232-0000-318-50-00 Art In Pblc Place Assessment	13,300	-	(13,300)	-100.0%
232-0000-361-10-00 Interest Income	100	4	(96)	-96.1%
<b>ART IN PUBLIC PLACES TOTAL</b>	<b>13,400</b>	<b>4</b>	<b>(13,396)</b>	<b>-100.0%</b>
<b>BULLETPROOF VEST GRANT</b>				
233-0000-331-10-30 Bullet Proof Vest	7,500	-	(7,500)	-100.0%
233-0000-361-10-00 Interest Income	-	25	25	0.0%
<b>BULLETPROOF VEST GRANT TOTAL</b>	<b>7,500</b>	<b>25</b>	<b>(7,475)</b>	<b>-99.7%</b>
<b>COMMUNITY DEVELOPMENT BLOCK GRANT</b>				
239-0000-331-40-10 HCDA	1,973,900	829,328	(1,144,572)	-58.0%
239-0000-361-10-00 Interest Income	-	11,418	11,418	0.0%
239-0000-399-90-91 Miscellaneous Income	-	-	-	0.0%
<b>COMMUNITY DEVELOPMENT BLOCK GRANT TOTAL</b>	<b>1,973,900</b>	<b>840,746</b>	<b>(1,133,154)</b>	<b>-57.4%</b>
<b>CALHOME</b>				
241-0000-334-30-00 HOME	-	105,510	105,510	0.0%
241-0000-334-60-20 Home Loan Payment	420,500	299	(420,201)	-99.9%
241-0000-361-10-00 Interest Income	-	-	-	0.0%
<b>CALHOME TOTAL</b>	<b>420,500</b>	<b>105,809</b>	<b>(314,691)</b>	<b>-74.8%</b>

## Revenues

<b>SPECIAL REVENUE FUNDS CONTINUED</b>	<b>FY 2025 Adopted</b>	<b>FY 2025 Actual</b>	<b>Difference \$</b>	<b>% Change</b>
			<b>(FY 25 - FY 25 YTD)</b>	<b>FY 25 Adopted / FY 25 Actual</b>
<b>HUD HOME PROGRAM</b>				
242-0000-331-30-00 County Grant	3,584,300	439,017	(3,145,283)	-87.8%
242-0000-361-10-00 Interest Income	-	56,801	56,801	0.0%
<b>HUD HOME PROGRAM TOTAL</b>	<b>3,584,300</b>	<b>495,818</b>	<b>(3,088,482)</b>	<b>-86.2%</b>
<b>ALCOHOLIC BEVERAGE CONTROL</b>				
252-0000-335-20-40 A.B.C Multi Agency Grant	-	27,933	27,933	0.0%
<b>ALCOHOLIC BEVERAGE CONTROL TOTAL</b>	<b>-</b>	<b>27,933</b>	<b>27,933</b>	<b>0.0%</b>
<b>HOME ARP GRANT</b>				
254-0000-331-40-50 ARP Grant	1,772,700	-	(1,772,700)	-100.0%
254-0000-361-10-00 Interest Income	-	-	-	0.0%
<b>HUD HOME PROGRAM TOTAL</b>	<b>1,772,700</b>	<b>-</b>	<b>(1,772,700)</b>	<b>-100.0%</b>
<b>SOLID WASTE RECYCLE GRANT</b>				
287-0000-334-10-00 Beverage Container Grant	15,000	13,589	(1,411)	-9.4%
287-0000-334-20-00 Used Oil Recycling Grant	8,500	7,817	(683)	-8.0%
287-0000-361-10-00 Interest Income	100	11,378	11,278	11277.9%
287-0000-399-90-91 Miscellaneous Income	-	-	-	0.0%
<b>SOLID WASTE RECYCLE GRANT TOTAL</b>	<b>23,600</b>	<b>32,784</b>	<b>9,184</b>	<b>38.9%</b>
<b>PED/BIKE PATH</b>				
334-0000-334-30-00 TDA/Bike Path	54,700	-	(54,700)	-100.0%
334-0000-361-10-00 Interest Income	-	8,593	8,593	0.0%
<b>PED/BIKE PATH TOTAL</b>	<b>54,700</b>	<b>8,593</b>	<b>(46,107)</b>	<b>-84.3%</b>
<b>STREET LIGHT &amp; LANDSCAPE ASSESSMENT</b>				
535-0000-311-30-30 Measure L	1,945,600	2,144,346	198,746	10.2%
535-0000-361-10-00 Interest Income	200	-	(200)	-100.0%
<b>STREET LIGHT &amp; LANDSCAPE ASSESSMENT TOTAL</b>	<b>1,945,800</b>	<b>2,144,346</b>	<b>198,546</b>	<b>10.2%</b>
<b>SPECIAL REVENUES GROUP TOTAL</b>	<b>33,997,780</b>	<b>26,748,817</b>	<b>(7,237,847)</b>	<b>-21.3%</b>

## Revenues

<b>ENTERPRISE FUNDS</b>		<b>FY 2025 Adopted</b>	<b>FY 2025 Actual</b>	<b>Difference \$ (FY 25 - FY 25 YTD)</b>	<b>% Change FY 25 Adopted / FY 25 Actual</b>
<b>SEWER MAINTENANCE</b>					
283-0000-344-30-00	Sewer Maintenance	266,300	279,637	13,337	5.0%
283-0000-361-10-00	Interest Income	1,300	38,021	36,721	2824.7%
<b>SEWER MAINTENANCE TOTAL</b>		<b>267,600</b>	<b>317,658</b>	<b>50,058</b>	<b>18.7%</b>
<b>SOLID WASTE MANAGEMENT</b>					
285-0000-344-20-10	AB 939 Fees	192,800	204,673	11,873	6.2%
285-0000-344-20-30	UPW Admin Reimb	-	9	9	0.0%
285-0000-361-10-00	Interest Income	1,400	66,353	64,953	4639.5%
285-0000-399-90-90	Miscellaneous Income	-	2,070	2,070	0.0%
<b>SOLID WASTE MANAGEMENT TOTAL</b>		<b>194,200</b>	<b>273,105</b>	<b>78,905</b>	<b>40.6%</b>
<b>WATER</b>					
681-0000-322-55-05	Dispensary Fee	29,300	223,961	194,661	664.4%
681-0000-345-10-10	Water	4,065,000	5,146,591	1,081,591	26.6%
681-0000-345-10-20	Meter Services	-	(3,418)	(3,418)	0.0%
681-0000-345-10-40	Delinquent Charges	34,000	33,130	(870)	-2.6%
681-0000-361-10-00	Interest Income	10,000	17,571	7,571	75.7%
681-0000-399-10-10	Reimbursements	29,000	127,749	98,749	340.5%
681-0000-399-10-20	Stand By Charges	23,000	25,085	2,085	9.1%
<b>WATER TOTAL</b>		<b>4,190,300</b>	<b>5,570,669</b>	<b>1,380,369</b>	<b>32.9%</b>
<b>ENTERPRISE FUND GROUP TOTAL</b>		<b>4,652,100</b>	<b>6,161,433</b>	<b>1,509,333</b>	<b>32.4%</b>

## Revenues

INTERNAL SERVICE FUNDS		FY 2025 Adopted	FY 2025 Actual	Difference \$ (FY 25 - FY 25 YTD)	% Change FY 25 Adopted / FY 25 Actual
<b>OTHER POST-EMPLOYMENT BENEFITS</b>					
217-0000-361-10-00	Interest Income	100	94,378	94,278	94278.2%
217-0000-391-10-05	Pension Tax	2,100	261,776	259,676	12365.5%
217-0000-391-10-10	General Fund	1,513,400	1,646,418	133,018	8.8%
217-0000-391-20-10	Water	37,800	24,947	(12,853)	-34.0%
217-0000-391-20-20	Sewer	2,200	235	(1,965)	-89.3%
217-0000-391-20-30	Solid Waste	1,000	550	(450)	-45.0%
217-0000-391-20-50	Rent Stabilization	-	47	47	0.0%
217-0000-391-40-10	Prop C Sales Tax	17,200	4,578	(12,622)	-73.4%
217-0000-391-40-20	Prop A Sales Tax	5,500	3,145	(2,355)	-42.8%
217-0000-391-40-22	Measure R	3,000	1,576	(1,424)	-47.5%
217-0000-391-40-30	Gas Tax	33,000	49,566	16,566	50.2%
217-0000-391-65-40	Street Light Assessment	7,900	6,494	(1,406)	-17.8%
217-0000-391-81-20	Successor Agency	4,100	5,487	1,387	33.8%
217-0000-395-10-00	Reimbursements	-	332	332	0.0%
<b>OTHER POST-EMPLOYMENT BENEFITS TOTAL</b>		<b>1,627,300</b>	<b>2,099,530</b>	<b>472,230</b>	<b>29.0%</b>
<b>FLEET MAINTENANCE</b>					
741-0000-391-10-10	General Fund	812,500	1,017,605	205,105	25.2%
741-0000-361-10-00	Interest Income	100	111	11	11.4%
741-0000-399-90-90	Miscellaneous Revenue	-	-	-	0.0%
<b>FLEET MAINTENANCE TOTAL</b>		<b>812,600</b>	<b>1,017,716</b>	<b>205,116</b>	<b>25.2%</b>
<b>RISK MANAGEMENT</b>					
745-0000-361-10-00	Interest Income	1,100	69,090	67,990	6180.9%
745-0000-391-10-05	Pension Tax	12,100	-	(12,100)	-100.0%
745-0000-391-10-10	General Fund	3,432,100	3,694,377	262,277	7.6%
745-0000-391-20-10	Water	398,200	66,020	(332,180)	-83.4%
745-0000-391-20-20	Sewer	30,400	715	(29,685)	-97.6%
745-0000-391-20-30	Solid Waste	3,500	715	(2,785)	-79.6%
745-0000-391-40-10	Prop C Sales Tax	16,600	-	(16,600)	-100.0%
745-0000-391-40-20	Prop A Sales Tax	2,900	-	(2,900)	-100.0%
745-0000-391-40-22	Measure R	1,500	-	(1,500)	-100.0%
745-0000-391-40-30	Gas Tax	17,000	-	(17,000)	-100.0%
745-0000-391-65-40	Street Light Assessment	4,100	-	(4,100)	-100.0%
745-0000-391-81-20	Successor Agency	2,200	-	(2,200)	-100.0%
745-0000-395-10-00	Reimbursements	200	11,289	11,089	5544.7%
745-0000-399-90-91	Miscellaneous Income	0	52	52	0.0%
<b>RISK MANAGEMENT TOTAL</b>		<b>3,921,900</b>	<b>3,842,206</b>	<b>(79,694)</b>	<b>-2.0%</b>
<b>EMPLOYEE BENEFIT SHARE</b>					
746-0000-361-10-00	Interest Income	-	1,265	1,265	0.0%
746-0000-391-10-10	General Fund	-	-	-	0.0%
746-0000-395-10-10	Employee Benefit Share	-	-	-	0.0%
<b>TOTAL</b>		<b>-</b>	<b>1,265</b>	<b>1,265</b>	<b>0.0%</b>
<b>INTERNAL FUND GROUP TOTAL</b>		<b>6,361,800</b>	<b>6,960,769</b>	<b>598,969</b>	<b>9.4%</b>

# Revenues

## FIDUCIARY FUNDS

### **SUCCESSOR AGENCY**

275-0000-312-50-05	RPTTF ALLOCATION	1,256,100	1,136,735	(119,365)	-9.5%
275-0000-361-10-00	Interest Income	-	197	197	0.0%
275-0000-363-10-00	Rental Southland Steel	-	-	-	0.0%
<b>SUCCESSOR AGENCY TOTAL</b>		<b>1,256,100</b>	<b>1,136,932</b>	<b>(119,168)</b>	<b>-9.5%</b>

### **PUBLIC FINANCING AUTHORITY**

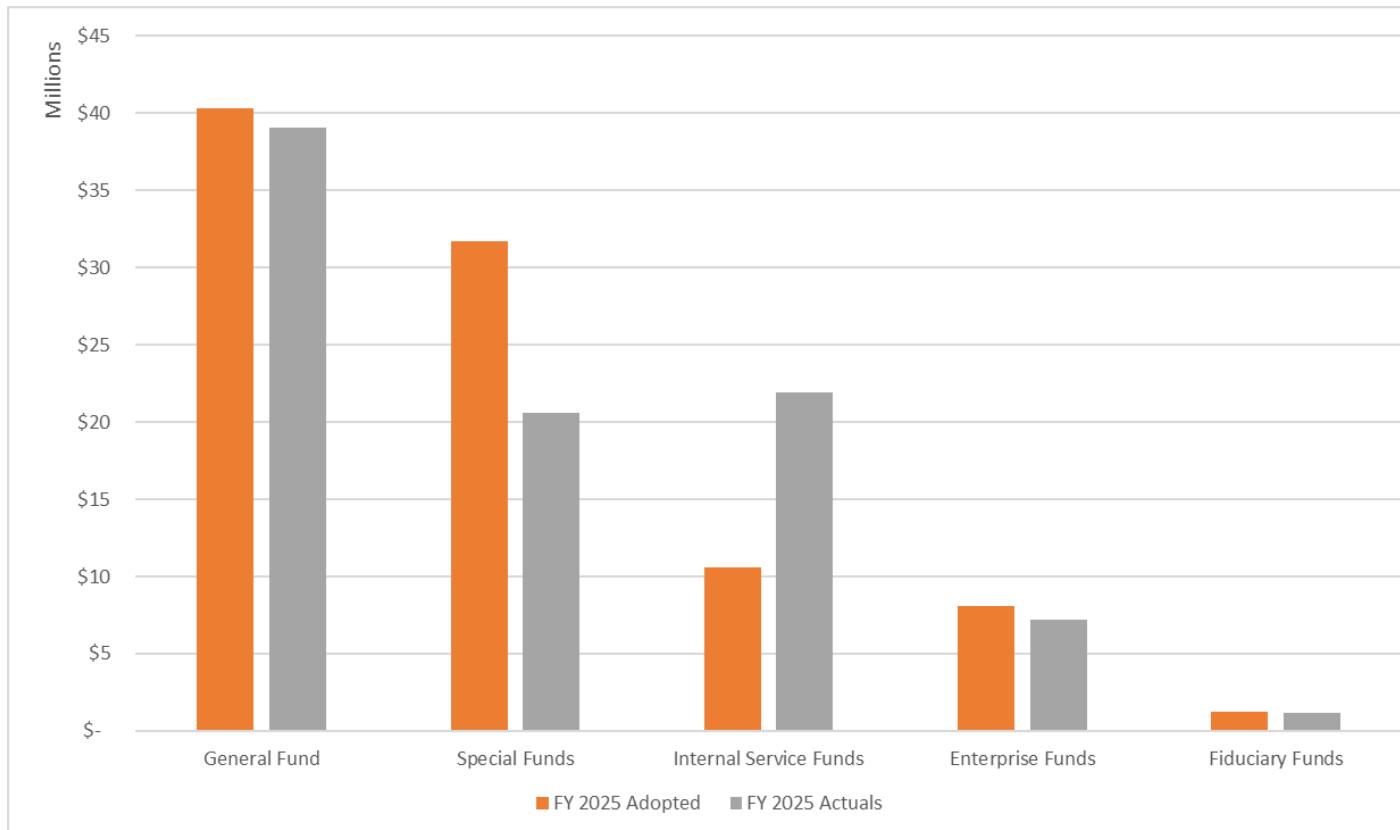
475-0000-361-10-00	Interest Income	3,000	238,816	235,816	7860.5%
475-0000-395-10-00	Reimbursements	-	-	-	0.0%
<b>PUBLIC FINANCING AUTHORITY TOTAL</b>		<b>3,000</b>	<b>238,816</b>	<b>235,816</b>	<b>7860.5%</b>

### **FIDUCIARY FUND GROUP TOTAL**

<b>FIDUCIARY FUND GROUP TOTAL</b>		<b>1,259,100</b>	<b>1,375,748</b>	<b>116,648</b>	<b>9.3%</b>
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## Expenditures

Expenditures	FY 2025 YTD Actuals	FY 2025 Adopted	\$ Balance
General Fund	\$ 39,048,383	\$ 40,307,469	\$ 1,259,086
Special Funds	20,590,283	31,743,732	\$ 11,153,449
Internal Service Funds	21,904,535	10,567,558	\$ (11,336,977)
Enterprise Funds	7,232,342	8,049,869	\$ 817,527
Fiduciary Funds	1,134,356	1,257,400	\$ 123,044
<b>Total</b>	<b>\$ 89,909,899</b>	<b>\$ 91,926,028</b>	<b>\$ 2,016,129</b>



**FY 2025 Adopted Expenditure Budget: \$91,926,028**

**FY 2025 Expenditures: \$89,909,899**



# City Council

Mission Statement	Departmental Oversight
Dedicated to improving the quality of life for the residents of our community, in an environment of excellence, with financial integrity, and with mindfulness of the impact on our taxpayers.	<ul style="list-style-type: none"><li>• City Attorney</li><li>• City Manager</li><li>• Boards &amp; Commissions</li></ul>
Responsibilities	

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

## Major Accomplishments 2023-2024

- ❖ Led efforts to provide the same level of municipal services to residents through the year.
- ❖ Enacted monthly senior voucher program to assist residents
- ❖ Enacted Citywide Wi-Fi program for residents of Huntington Park
- ❖ Hosted several food drives for residents
- ❖ Successfully brought the Annual Huntington Park Holiday Parade
- ❖ Successfully brought the Annual Art Walk for the community and City residents
- ❖ Successfully brought the "Haunt"ington Park Halloween event for City residents
- ❖ Enacted an Education Compact with LAUSD to assist City students with various resources
- ❖ Provided several spay and neuter events
- ❖ Worked with City Staff and Commission to established the first Annual LGBTQ resource event
- ❖ Successfully brought the annual Veterans Resource Fair
- ❖ Successfully brought the annual Earth Day Celebration/bulky item/clean up event
- ❖ Successfully brought the annual State of City Address by the current Mayor to update our community

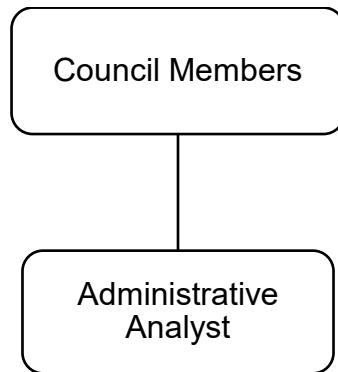
## Expected Outcomes 2024-25

- ❖ Continue with monthly senior programs
- ❖ Continue to provide exceptional municipal services to the residents of the City of Huntington Park while enjoying a balanced budget.
- ❖ Continue to implement safety measures at City Hall and other city facilities that will serve to create a welcoming and secure atmosphere for employees and guests alike.
- ❖ Continue to implement regular spay and neuter events
- ❖ Continue to provide resources to residents and community members

# City Council

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## Organizational Chart by Position



# City Council

<u>Expenditure/Expense Classification</u>	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	195,584	73,117	(122,467)
Stipend	54,552	129,809	75,257
Additional Pay	2,713	2,700	(13)
Allowances	90	720	630
Sick Leave Buy Back	3,344	1,450	(1,894)
PARS/PERS Retirement	34,175	42,060	7,885
CalPERS Unfunded Liability	72,841	72,930	89
Fringe Benefits	113,138	121,750	8,612
Medicare	3,023	3,000	(23)
<b>Salary &amp; Benefits Total</b>	<b>479,460</b>	<b>447,536</b>	<b>(31,924)</b>
<b><u>Maintenance &amp; Operations</u></b>			
Community Outreach/Materials	18,574	39,500	20,926
Council Meeting Expenses	13,338	15,000	1,662
Material and Supplies	5,143	10,000	4,857
Membership and Dues	-	1,000	1,000
Professional Development	9,206	50,000	40,794
Public Events	-	-	-
<b>Maintenance &amp; Operations Total</b>	<b>46,261</b>	<b>124,000</b>	<b>69,239</b>
<b>Total Expenditures/Expenses</b>	<b>525,721</b>	<b>571,536</b>	<b>37,315</b>

## TOTAL BY FUND

<u>FUND TITLE</u>	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General Fund	452,880	498,606	45,726
216- Employees Retirement	72,841	72,930	89
	<b>525,721</b>	<b>571,536</b>	<b>45,815</b>



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## **City Manager**

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

Responsibilities
<p>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.</p>

#### Major Accomplishments 2023-24

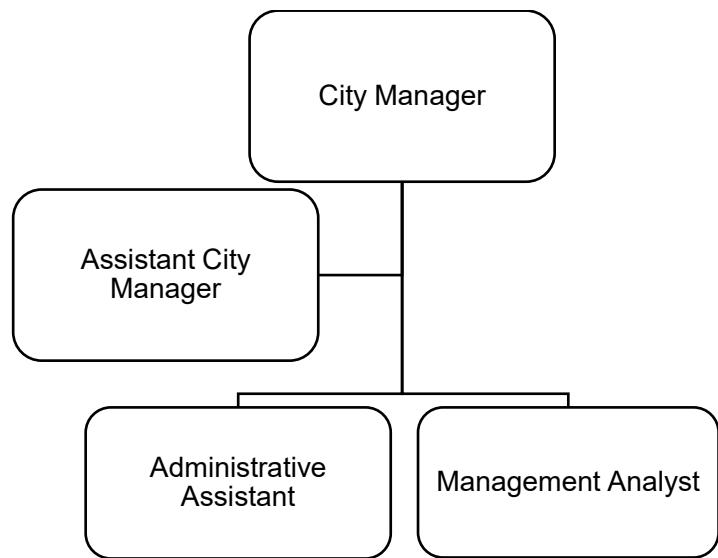
- ❖ Successfully led the efforts in the development and opening of the new Farmer Boys restaurant.
- ❖ Successfully led the efforts in the development and opening of the new Raising Canes restaurant.
- ❖ Led the development and opening of the new Ross department store on Pacific Blvd.
- ❖ Successfully restructured the Police Department to enhance operational efficiency, oversight, and accountability across all ranks.
- ❖ Restructured and rebuilt the Finance Department to improve financial planning and analysis, financial reporting, increased accountability, enhanced compliance, and cost savings.
- ❖ Successfully recruited a new Director of Finance
- ❖ Successfully lead the efforts in providing a COVID-19 stipend to eligible long-term care and IHSS workers for frontline work performed to the city's residents during the pandemic.
- ❖ Managed and successfully launched the re-design of the city's website.
- ❖ Managed and successfully implemented a City Wide Wi-Fi Access Program.

#### Expected Outcomes 2024-25

- ❖ Continue efforts in enhancing the City's infrastructure at City Hall and other public buildings.
- ❖ Implement Tyler Munis management software system for all City Departments
- ❖ Enact balance budget for Fiscal Year 2025-26
- ❖ Develop Comprehensive and Robust Administrative Policies and Procedures
- ❖ Develop and implement the city-wide parking permit program.
- ❖ Update the Employer-Employee Rules and Regulations
- ❖ Update the Emergency Operations Manual
- ❖ Recruit a permanent Public Works Director
- ❖ Recruit a Human Resource Director

## City Manager

### Organizational Chart by Position



# City Manager

Expenditure/Expense Classification	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	478,896	582,662	103,766
Salaries Temporary/Part Time	11,801	-	(11,801)
Additional Pay	8,139	5,400	(2,739)
Allowances	6,031	6,500	469
Holiday Pay	-	140	140
Sick Leave Buy Back	9,520	5,550	(3,970)
Payout	5,322	7,820	2,498
PARS/PERS Retirement	31,611	18,860	(12,751)
CalPERS Unfunded Liability	41,157	128,640	87,483
Fringe Benefits	54,864	53,510	(1,354)
Medicare	6,818	9,800	2,982
City Paid Deferred Compensation	24,712	22,920	(1,792)
<b>Salary &amp; Benefits Total</b>	<b>678,872</b>	<b>841,802</b>	<b>162,930</b>
<b><u>Maintenance &amp; Operations</u></b>			
Community Services	5,000	5,000	-
Legal Services	740,383	700,000	(40,383)
Holiday Parade	11,708	11,600	(108)
Material and Supplies	5,222	5,200	(22)
Membership and Dues	74,412	74,700	288
Professional Development	10,483	10,483	0
Professional/Contractual Services	102,416	224,000	121,584
Public Events	9,090	9,500	410
<b>Maintenance &amp; Operations Total</b>	<b>958,713</b>	<b>1,040,483</b>	<b>81,770</b>
<b><u>Capital Outlay</u></b>			
Equipment	2,711	8,517	5,806
<b>Capital Outlay Total</b>	<b>2,711</b>	<b>8,517</b>	<b>5,806</b>
<b>Total Expenditures/Expenses</b>	<b>1,640,296</b>	<b>1,890,802</b>	<b>250,506</b>

## TOTAL BY FUND

FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General fund	1,599,139	1,762,162	163,023
216- Employees Retirement	41,157	128,640	87,483
	<b>1,640,296</b>	<b>1,890,802</b>	<b>250,506</b>



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## **City Clerk**

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

## Department Responsibilities

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

### Accomplishments in FY 2023-24

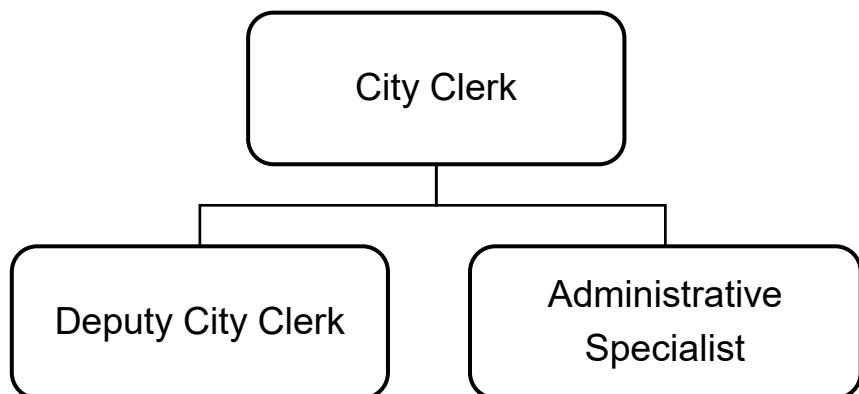
- ❖ Updating of City Records Retention Schedule
- ❖ Achieved professional designation as Certified Municipal Clerk governed by City Clerk Association of California
- ❖ Recovered \$50,000 in property damages to repair and replace damaged city infrastructure
- ❖ Facilitation of upgrade to City Council Chamber audio visual system
- ❖ Execute consolidation and oversight of Statewide Direct Primary Election
- ❖ Implemented the utilization of DocuSign for expeditious routing of vital documents and contracts
- ❖ Implemented the utilization of Zoom videoconferencing option to increase transparency and participation in City Council meetings and all other Brown Act body meetings.
- ❖ Risk Management Certification

### Goals and Objective in FY 2023-24

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

## City Clerk

## Organizational Chart by Position



# City Clerk

<u>Expenditure/Expense Classification</u>	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	242,423	246,641	4,218
Additional Pay	2,713	2,700	(13)
Overtime	1,388	10,000	8,612
Payout	2,576	2,300	(276)
Sick Leave Buy Back	6,059	1,230	(4,829)
PARS/PERS Retirement	18,877	16,650	(2,227)
CalPERS Unfunded Liability	13,768	42,030	28,262
Fringe Benefits	32,495	29,530	(2,965)
Medicare	3,717	3,700	(17)
<b>Salary &amp; Benefits Total</b>	<b>324,016</b>	<b>354,781</b>	<b>30,765</b>
<b><u>Maintenance &amp; Operations</u></b>			
Advertising & Publication	9,196	7,000	(2,196)
Material and Supplies	843	1,000	157
Membership and Dues	275	1,000	725
Municipal Election	123,807	15,000	(108,807)
Professional Development	1,805	-	(1,805)
Professional/Contractual Services	58,260	51,000	(7,260)
<b>Maintenance &amp; Operations Total</b>	<b>194,186</b>	<b>75,000</b>	<b>(119,186)</b>
<b>Total Expenditures/Expenses</b>	<b>518,202</b>	<b>429,781</b>	<b>(88,421)</b>

## TOTAL BY FUND

<u>FUND TITLE</u>	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General Fund	504,434	387,751	(116,683)
216- Employees Retirement	13,768	42,030	28,262
	<b>518,202</b>	<b>429,781</b>	<b>(88,421)</b>



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## Communications & Community Relations

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[Mission Statement](#)

[Departmental Oversight](#)

To inform the public in a timely and concise manner about city issues, programs, meetings, and services to enhance their awareness, understanding, interest, involvement, and provide innovative and creative communications solutions to promote the City's initiatives, and overall mission.

- Monthly Electronic Newsletter
- City's Facebook Social Media page
- City's Instagram Social Media page
- City's Twitter Social Media page
- Supervise Media Consulting Program
- Art Walk Annual Festival
- State of the City Program
- Spay and Neuter Program
- Marketing Campaign Programs
- Planning and Implementation of Special Programs and Activities Designed by the Administration and City Council

### Responsibilities

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

#### Major Accomplishments 2023-2024

- ❖ Successfully Coordinated the Second Annual Art Walk Festival.
- ❖ Successfully Coordinated the 2023 State of the City Event.
- ❖ Successfully Coordinated, In Conjunction with the Mexican American Opportunity Foundation, the Second GET UP! GET MOVING! Health Fair.
- ❖ Provide technical support to create the on-line registration form for the Long-Term Care and In-home Supportive Services Stipend Program.
- ❖ Successfully published the Quarterly Printed Newsletter.
- ❖ Successfully published the Monthly Electronic Newsletter.
- ❖ Provided Support to Coordinate Food Distributions.
- ❖ Provided support to the Bi-monthly Non-Profit Roundtable Meetings.
- ❖ Coordinated, In Conjunction with City's Departments and City Council, the Distribution of Turkeys and Thanksgiving's Dinner Groceries to the Residents of the City.
- ❖ Coordinated, In Conjunction with City's Departments and the Office of Speaker Rendon, the Distribution of Turkeys and Thanksgiving Dinner Groceries.
- ❖ Provided Support to City's Departments to Promote the following Events: PD National Night Out, Community Clean-Up, National Coffee with a Cop, Haunting'ton Park Halloween 2023, Veterans Day, 2023 Mayor's Holiday Decorating Contest.
- ❖ Coordinated production and prepared content for the Holiday Videos.
- ❖ Provided support to organize a Fair Housing Workshop for the residents.
- ❖ Accompanied and Provided support to Vice Mayor Macias during her visit to the City of Fresnillo Zacatecas.
- ❖ Coordinated and provided support to the Committees that Successfully Organized the 72nd Annual Huntington Park Holiday Parade 2023.

## Communications & Community Relations

#### Expected Outcomes 2024-2025

- ❖ Provide support to all City's Departments with the promotion and advertising of their special events and activities.
- ❖ Run a pro-active, educational, inventive, and creative advertising and public relations program that includes:
- ❖ Publicize and advertise the City of Huntington Park's resources, initiatives, programs, and services.

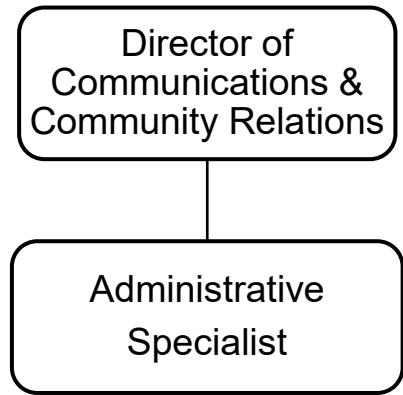
- ❖ Support city programs and services via marketing and communications.
- ❖ Increase community involvement and collaboration.
- ❖ Promote and coordinate special events.
- ❖ Develop programs for the web, social, and digital media.
- ❖ Develop a proactive public relation strategy.
- ❖ **Communications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

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## Communications & Community Relations

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### Organizational Chart by Position



## Communications & Community Relations

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	248,949	198,614	(50,335)
Additional Pay	2,713	2,700	(13)
Allowances	728	-	(728)
Overtime	1,700	5,000	3,300
Payout	2,988	-	(2,988)
Sick Leave Buy Back	8,090	4,400	(3,690)
PARS/PERS Retirement	16,468	16,030	(438)
CalPers Unfunded Liability	12,709	37,930	25,221
Fringe Benefits	23,615	24,570	955
Medicare	3,100	3,000	(100)
<b>Salary &amp; Benefits Total</b>	<b>321,060</b>	<b>292,244</b>	<b>(28,816)</b>
<b><u>Maintenance &amp; Operations</u></b>			
Art Walk on Pacific	25,129	43,750	18,621
Community Outreach	275	30,000	29,725
Material and Supplies	977	1,000	23
Professional/Contractual Services	87,255	80,000	(7,255)
Public Events	-	8,000	8,000
<b>Maintenance &amp; Operations Total</b>	<b>113,636</b>	<b>162,750</b>	<b>49,114</b>
<b><u>Capital Outlay</u></b>			
Equipment	1,995	7,500	5,505
<b>Capital Outlay Total</b>	<b>1,995</b>	<b>7,500</b>	<b>5,505</b>
<b>Total Expenditures/Expenses</b>	<b>436,691</b>	<b>462,494</b>	<b>25,803</b>

### TOTAL BY FUND

<u>FUND TITLE</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
111- General Fund	423,982	424,564	582
216- Employees Retirement	12,709	37,930	25,221
	<b>436,691</b>	<b>462,494</b>	<b>25,803</b>



# Community Development

## Planning & Building Divisions

Mission Statement	Departmental Oversight
To provide comprehensive municipal services that implements a comprehensive general plan within the city's corporate boundaries to the standards and expectations set forth by the City Council. Process all project and building permits. With 3 Full-time Planners and 1 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.	<ul style="list-style-type: none"><li>• General Plan Development</li><li>• Land Use Zoning Implementation</li><li>• Specific Plan Implementation</li><li>• Zoning Project Entitlements</li><li>• Environmental Reviews</li><li>• Planning Grants</li><li>• Pre-Construction Consultation</li><li>• Plan Check Services</li><li>• Inspection Services</li><li>• Community Event Permits</li><li>• Business License Clearance</li><li>• Customer Service</li></ul>
Responsibilities	

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

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

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

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

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

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

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

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

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

### Major Accomplishments 2023-2024

- ❖ State Certification of 2012-2029 Housing Element, Safety and Environmental Justice Elements.
- ❖ Planning Commission approved Development Permit for 100, 401 square foot warehouse located at 2501-2533 East 56th St.
- ❖ Planning Commission approved Development Permit for 7,515 warehouses located at the North/East corner of Pacific Boulevard and East 52nd Street.
- ❖ Planning Commission approved Development Permit and Variance for 4-unit residential unit located at 7040 Newell Street.
- ❖ Planning Commission approved a tentative parcel map for the development of 9 affordable town home units located at the S/W corner of State Street and 61st Street.

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## Community Development

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- ❖ Building Permits signed for grand opening of Raising Canes on April 1, 2024.
- ❖ Hired (1) Administrative Specialist.

### Preliminary Goals 2024-2025

- ❖ Bring approved major retail projects on-line with the new Starbucks coffee shop at Florence and Salt Lake, and the new Raising Cane's restaurant on Slauson Avenue.
- ❖ Conduct study session with City Council, Planning Commission and City staff to identify a vision for the revitalization project for Pacific Blvd from Florence Avenue to Slauson Avenue.
- ❖ Expedite counter and plan check time with technology-based iPad implementation for Planning Department.
- ❖ Enhance Planning Divisions data management filing system.
- ❖ Implement policies and procedures relative to adopted housing element.

# Community Development

## GRANTS AND HOUSING DIVISION

Mission Statement	Division Oversight
<p>The Division currently has 5 grant programs to support the residents with rental assistance, house rehabilitation, homeownership, after-school care, senior citizen programs, a public facility improvement project, and aid for persons experiencing homelessness.</p>	<ul style="list-style-type: none"><li>• CalHome Fund</li><li>• HOME Fund</li><li>• CDBG Fund</li><li>• CDBG-CV Fund</li><li>• HOME ARP Fund</li></ul>
Responsibilities	

### CalHome Fund

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

### HOME Fund

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

### CDBG Fund

- Fair Housing Foundation to assist renters and owners with their housing rights.
- Public Facility Improvements for Chelsey Park.
- Parks and Recreation Senior Program to offer activities and social engagement for seniors.
- Parks and Recreation After School Program to offer activities and new skill learning.

### CDBG-CV Fund

- Hybrid Learning Program designed to support students adversely affected by the COVID-19 pandemic to bridge educational gaps and facilitate academic proficiency.
- Inner City Visions to assist people experiencing homelessness.
- Emergency Rental Assistance Program providing support for up to 3 months of outstanding rent due to COVID-19.

### HOME ARP Fund

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

### Preliminary Goals 2024-2025

- ❖ Emphasis is placed on adhering to grant expenditure deadlines and providing prompt responses to inquiries and concerns from residents and stakeholders. Our commitment lies in fostering community engagement to maintain a consistent influx of program applications, ensuring their timely processing for eligible residents and households. Accountability measures are consistently monitored and reported to the Director of Community Development. This approach enhances transparency in the provision of household and resident services, showcasing our responsiveness in securing grants or loans.

# Community Development

## Code Enforcement Division

### Mission Statement

### Departmental Oversight

The Division focuses on maintaining, improving, and preserving property standards within the community. The importance of enforcing regulations related to ADU conversions, illegal units, and building code violations is to ensure that our division is reactive to any complaints and proactive on any foreseeable enforcement measure. With four full-time personnel, the Department is focused on maintaining the City's building and property standards, enhancing public safety, and fostering compliance through both proactive and reactive enforcement measures.

- Building Maintenance
- Property Maintenance
- ADU Conversions
- Illegal Units
- Building Code Violations
- Proactive Enforcement
- Reactive Enforcement
- Rental Inspection Program

### Responsibilities

**Building Maintenance** – Ensuring compliance with building and property maintenance standards of existing buildings through code regulations that provide clear and specific plans.

**Property Maintenance** – Establish compliance that is in the context of community development and maintenance standards to swiftly address building code violations to enhance public safety.

**ADU Conversion**– Ensure safe and healthy living conditions and offer a habitable living unit for single-family units and detached single-family units.

**Illegal Units** – Identify illegal, unwanted, non-conforming, or unpermitted units, being used as habitable space, within the community.

**Building Code Violations** – Require property owners to adhere to California Building/Housing Codes to create safe living conditions for the community.

**Proactive Enforcement** – Remain vigilant and focused on routine patrol, scheduled inspections, specific agendas, and enforcement of target areas on the edge of projecting blight conditions.

**Reactive Enforcement** – Responsive to community complaints and offering solutions to resolve identified issues.

**Rental Inspection Program**- Safeguard and preserve the housing stock of decent, safe, and sanitary dwelling units within the City.

### Major Accomplishments 2023-2024

- ❖ With continued oversight by Code Enforcement Manager, ability to increase oversight of community needs, managing over 1,000 Code Enforcement cases and focused on timely compliance to close the cases.
- ❖ Focused on residential and commercial properties that were in blight condition for a long period of time and brought them into compliance.
- ❖ Same-day response time to address fire and safety issues from abandoned residential and commercial businesses.
- ❖ Due to continued nuisance of dilapidated properties and/or fire damaged properties; through court appointed receivership, managed the demolition of three (3) houses, three (3) commercial buildings for future development and rehabilitation of one abandoned two-unit property to sustain existing housing and further enhance the community.
- ❖ Realigned Code Enforcement Officer shifts to provide coverage 7 days a week.
- ❖ iPad implementation to each Code Enforcement Officer to increase field time and case management and provide better customer service at the counter when working with residential and businesses owners and tenants.

# Community Development

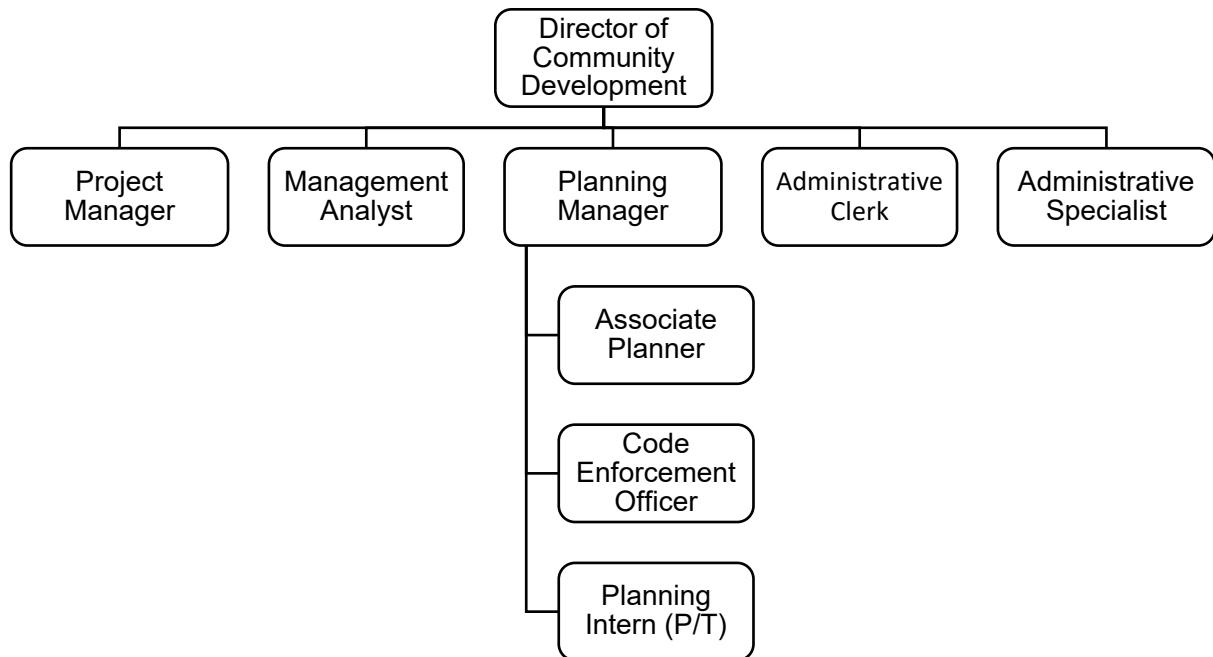
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## Preliminary Goals 2024-2025

- ❖ Remain focused on the goals of the City, establish goals and objectives that align with desired results.
- ❖ Health and safety are key in attracting future business growth to the community. In partnership with the Housing Division, we are providing opportunities for the community by introducing them to grants and resources that offer solutions to those who live and conduct business in the community.
- ❖ With the implementation of a Rental Inspection Program, living conditions will be improved while better managing business license verification for property owners therefore, driving additional revenue for the City.
- ❖ The Code Enforcement Division is committed to maintaining building and property standards by increasing public safety and awareness through enforcement measures. Establish a rental inspection program to better improve living conditions for residential households, duplexes and apartment complexes by requiring failing property and building maintenance issues to be repaired.
- ❖ Place greater focus on the industrial warehouse district areas in the city to bring building and property issues into compliance while identifying businesses operating without a current business license and ensuring compliance.
- ❖ With the addition of a Part-time Code Enforcement Officer, the ability to address unpermitted work and other unwanted construction activities that take place on the weekends will better support the goal of the City relating to compliance.

# Community Development

## Organizational Chart by Position



# Community Development

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	987,602	1,058,426	70,824
Salaries Temporary/Part Time	-	108,191	108,191
Stipend	2,250	-	(2,250)
Additional Pay	13,568	3,880	(9,688)
Premium Pay	7,235	7,200	(35)
Allowances	4,538	-	(4,538)
Overtime	1,792	12,000	10,208
Vacation Payout	29,134	6,000	(23,134)
Holiday Pay	1,167	760	(407)
Sick Leave Buy Back	30,382	12,500	(17,882)
Severance	42,330	-	(42,330)
PARS/PERS Retirement	106,841	111,670	4,829
CalPERS Unfunded Liability	126,101	175,610	49,509
Fringe Benefits	161,458	189,370	27,913
Medicare	14,359	18,950	4,591
<b>Salary &amp; Benefits Total</b>	<b>1,528,756</b>	<b>1,704,557</b>	<b>175,801</b>
<b><u>Maintenance &amp; Operations</u></b>			
After School Program (Fund 239)	12,987	75,546	62,559
Audit Fees (Fund 239)	132,925	141,458	8,533
Emergency Housing Asst (Fund 239)	26,751	440,000	413,249
Facade Improvement Program (Fund 239)	56,093	137,568	81,476
Fair Housing Services (Fund 239)	20,000	20,000	-
First Time Home Buyer (Fund 242)	-	2,018,200	2,018,200
First Time Home Buyer (Fund 241)	200,000	2,380,625	2,180,625
Homeless Services Program (Fund 239)	-	125,000	125,000
Hybrid Learning Program (Fund 239)	9,328	89,133	79,805
Legal Services	30,400	-	(30,400)
Little Library Program	2,221	5,000	2,779
Material and Supplies	3,378	8,250	4,872
PLHA Housing Purchase	-	810,328	810,328
Postage	5,210	5,500	290
Professional Development	3,610	37,000	33,390
Professional/Contractual Services	1,137,953	1,322,599	184,646
Professional/Contractual Services (Fund 201)	6,500	202,582	196,082
Professional/Contractual Services (Fund 239)	99,077	247,330	148,253
Professional/Contractual Services (Fund 241)	336,278	1,111,476	775,198
Professional/Contractual Services (Fund 242)	37,892	116,260	78,368
Professional/Contractual Services (Fund 254)	-	1,847,162	1,847,162
Rent Stabilization Operational Costs (Fund 280)	87,425	638,900	551,475
Residential Rehab - Azure (Fund 242)	196,197	261,087	64,890
Residential Rehab (Fund 242)	549,775	1,375,554	825,779
Senior Program (Fund 239)	7,318	75,546	68,228
Software/License (Fund 280)	78,000	105,600	27,600
<b>Maintenance &amp; Operations Total</b>	<b>3,039,318</b>	<b>13,597,704</b>	<b>10,558,386</b>

## Community Development

<u>Expenditure/Expense Classification</u>	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
<b><u>Internal Service Charges</u></b>			
Fleet Maintenance	42,757	-	-
<b>Internal Service Charges Total</b>	<b>42,757</b>	-	-
<b><u>Capital Outlay</u></b>			
Equipment	-	-	-
Improvements (Fund 239)	815,419	816,679	1,260
<b>Capital Outlay Total</b>	<b>815,419</b>	<b>816,679</b>	<b>1,260</b>
<b>Total Expenditures/Expenses</b>	<b>5,426,249</b>	<b>16,118,940</b>	<b>10,735,448</b>
<b>TOTAL BY FUND</b>			
FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General Fund	2,603,207	2,833,753	230,546
201- PLHA	6,500	1,012,910	1,006,410
216- Employees Retirement	126,101	175,610	49,509
239- Community Development Block Grant	1,199,663	2,236,303	1,036,640
241- CalHome	536,278	3,492,101	2,955,823
242- HUD Home Program	783,864	3,771,101	2,987,237
254- Home ARP	-	1,847,162	1,847,162
280- Rent Stabilization	170,635	750,000	579,365
	<b>5,426,249</b>	<b>16,118,940</b>	<b>10,692,691</b>



# Human Resources

## Mission Statement

To attract, develop, and retain a diverse, and productive workforce that provides exceptional customer service to the citizens and patrons of Huntington Park.

## Departmental Oversight

- Recruitment/Selection
- Employee Relations
- Benefits Administration
- Workers Compensation/Risk Management
- Classification/Compensation

## Responsibilities

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.

- ❖ Provides guidance and assistance to other departments relating to personnel matters.
- ❖ Administers the City's employee benefits programs which include retirement plan, health, dental, vision, life insurance, employee assistance program (EAP), and other optional benefits.
- ❖ Oversees and manages employee leave of absences in accordance with applicable federal, state, and local laws and regulations.
- ❖ Provides new employee orientations and job-related workers' compensation/risk management training.
- ❖ Administers the City's workers' compensation program ensuring the safety and well-being of employees.
- ❖ Develops and maintains a timely employer/employee performance evaluation system.
- ❖ Provides administrative support to the Civil Service Commission and departmental employee hearings.
- ❖ Conducts labor relations activities including employee disciplinary actions and appeals.
- ❖ Conducts benchmarking research with professional consulting organizations regarding classification and wage compensation market studies for competitive salary schedules, cost of living adjustments, benefits, classifications, and other terms and conditions of the employment agreement.
- ❖ Maintains employee records and administers verifications of employment.
- ❖ Maintains the City's classification and compensation plans.

### Major Accomplishments May 2023 – March 2024 (Present)

- ❖ Conducted 50 employee recruitments.
- ❖ Hired 52 new employees (30 full-time; 22 part-time, includes commissioners)
- ❖ 24 Employee Separations (Retirements, resignations, etc.) (20 F/T, 4 P/T)
- ❖ Closed – 32 workers' compensation claims.
- ❖ Complete the mandatory AB1825 Sexual Harassment Prevention Training for both supervisory and non-supervisory employees.

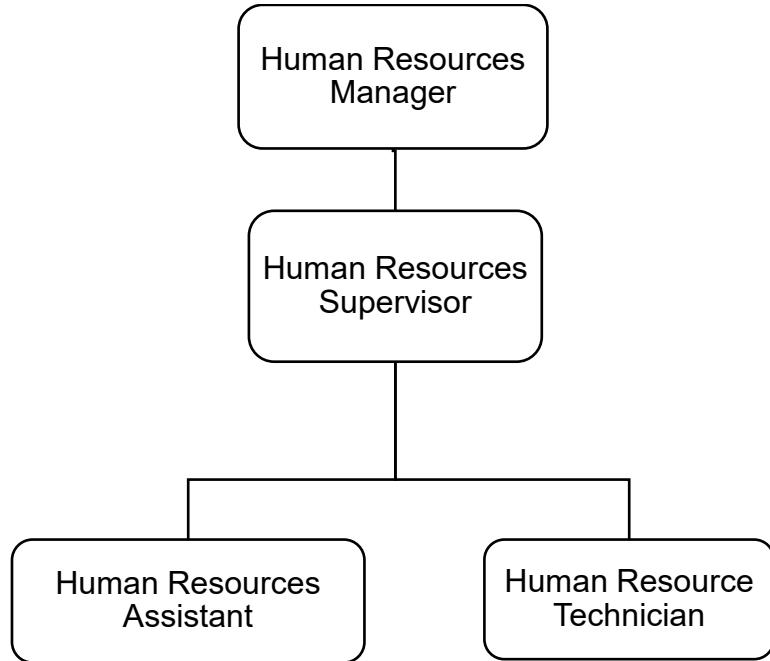
### Goals and Objectives 2024-2025

- ❖ Implement NeoGov Insight recruitment system and online employment application software.
- ❖ Promote cost-effective recruitment strategies which will result in the attraction and selection of qualified and diverse individuals, demonstrating commitment to equality and diversity.
- ❖ Work with ICRMA (Independent Cities Risk Management Authority) to provide employee safety training and reduce workers' compensation claims and liability.
- ❖ Support Training & Development; Succession and Leadership development planning.
- ❖ Retain motivated, highly productive, customer service driven employees by providing a supportive work environment, fair and competitive wages and benefits, and training and development that will encourage professional growth and opportunity.
- ❖ Continue to be a strategic partner with all departments through even-handed and firm application of the laws, rules, and regulations under which the City operates and the recommendation of appropriate corrective action when necessary.

# Human Resources

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## Organizational Chart by Position



# Human Resources

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><i>Salaries &amp; Benefits</i></b>			
Salaries Permanent/Full Time	292,807	387,295	94,488
Additional Pay	6,528	5,400	(1,128)
Stipend	1,900	-	(1,900)
Overtime	1,012	10,000	8,988
Holiday Pay	-	260	260
Payout	470	1,600	1,130
Sick Leave Buy Back	6,268	1,100	(5,168)
Replacement Benefit IRC	28,105	32,156	4,051
PARS/PERS Retirement	27,508	23,980	(3,528)
CalPERS Unfunded Liability	8,198	24,260	16,062
Fringe Benefits	58,222	59,490	1,268
Medicare	4,274	5,800	1,526
<b>Salary &amp; Benefits Total</b>	<b>435,293</b>	<b>551,341</b>	<b>116,048</b>
<b><i>Maintenance &amp; Operations</i></b>			
Advertising and Publication	240	2,000	1,760
Material and Supplies	16,612	21,500	4,888
Membership and Dues	-	800	800
Professional Development	475	6,000	5,525
Professional/Contractual Services	205,956	195,298	(10,658)
<b>Maintenance &amp; Operations Total</b>	<b>223,282</b>	<b>225,598</b>	<b>2,316</b>
<b><i>Internal Service Charges</i></b>			
Ins - Benefits Active Ees	47,249	-	(47,249)
<b>Internal Service Charges Total</b>	<b>47,249</b>	<b>-</b>	<b>(47,249)</b>
<b><i>Capital Outlay</i></b>			
Equipment	2,920	-	(2,920)
<b>Capital Outlay Total</b>	<b>2,920</b>	<b>-</b>	<b>(2,920)</b>
<b>Total Expenditures/Expenses</b>	<b>708,744</b>	<b>776,939</b>	<b>68,195</b>

## TOTAL BY FUND

<u>FUND TITLE</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
111- General Fund	629,288	666,392	37,104
216- Employees Retirement	36,303	56,416	20,113
745- Risk Management	43,154	54,131	10,977
	<b>708,744</b>	<b>776,939</b>	<b>68,195</b>



# Finance

Mission Statement	Department Oversight
<p>Ensure financially strong and effective City government, adhering to best practices in accounting, auditing, budgeting, and financial reporting. Implement financial policies and procedures continuously reviewed and improved to maintain the financial integrity of the City and expand the fiscal capacity of the organization.</p>	<ul style="list-style-type: none"><li>• Accounting, Auditing, and Reporting.</li><li>• Accounts Payable / Procurement.</li><li>• Accounts Receivable / Revenue Collection.</li><li>• Business Licensing.</li><li>• Payroll / Tax Reporting &amp; Compliance.</li><li>• Utility Billing and Customer Service.</li><li>• Bonds &amp; Debt Administration.</li><li>• Budget Preparation &amp; Quarterly Reports.</li></ul>

## Department Responsibilities

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

The Department has 15 FTE (full-time equivalent) positions, which includes a Director, Manager, Accountant, Revenue Supervisor, Management Analyst, Administrative Analyst, and 11 Accounting Assistants. The Department is a full-service fiscal services office with Accounts Payable, Payroll, Accounts Receivable, Utility Billing, Business Licensing, Budget Preparation, Debt Administration, Audit, and Financial Reporting.

### Major Accomplishments in FY 2023-2024

- ❖ Completed all monthly bank reconciliations for July 2020 through May 31, 2024.
- ❖ Closed the books in the Naviline financial system through June 30, 2023.
- ❖ Presented Q4 2023, Q1 2024, Q2 2024, and Q3 2024 Quarterly Budget Updates to Council.
- ❖ Obtained a final audit report for Fiscal Years 2020, 2021, 2022, 2023.
- ❖ Prepare the FY 2025 Budget for adoption by June 30, 2024.
- ❖ Filled vacant positions in Finance through the MuniTemps and Robert Half temporary staffing contract while permanent positions are recruited and filled by Human Resources.
- ❖ Training Finance Department staff through Herrera & Associates municipal finance training program.
- ❖ Finance Department updated the Policies and Procedures Manual that was adopted by Council.
- ❖ Formed an IT Committee for Citywide needs.
- ❖ Accounts Receivables revenue has increased due to monthly Alarm Permit Billing.

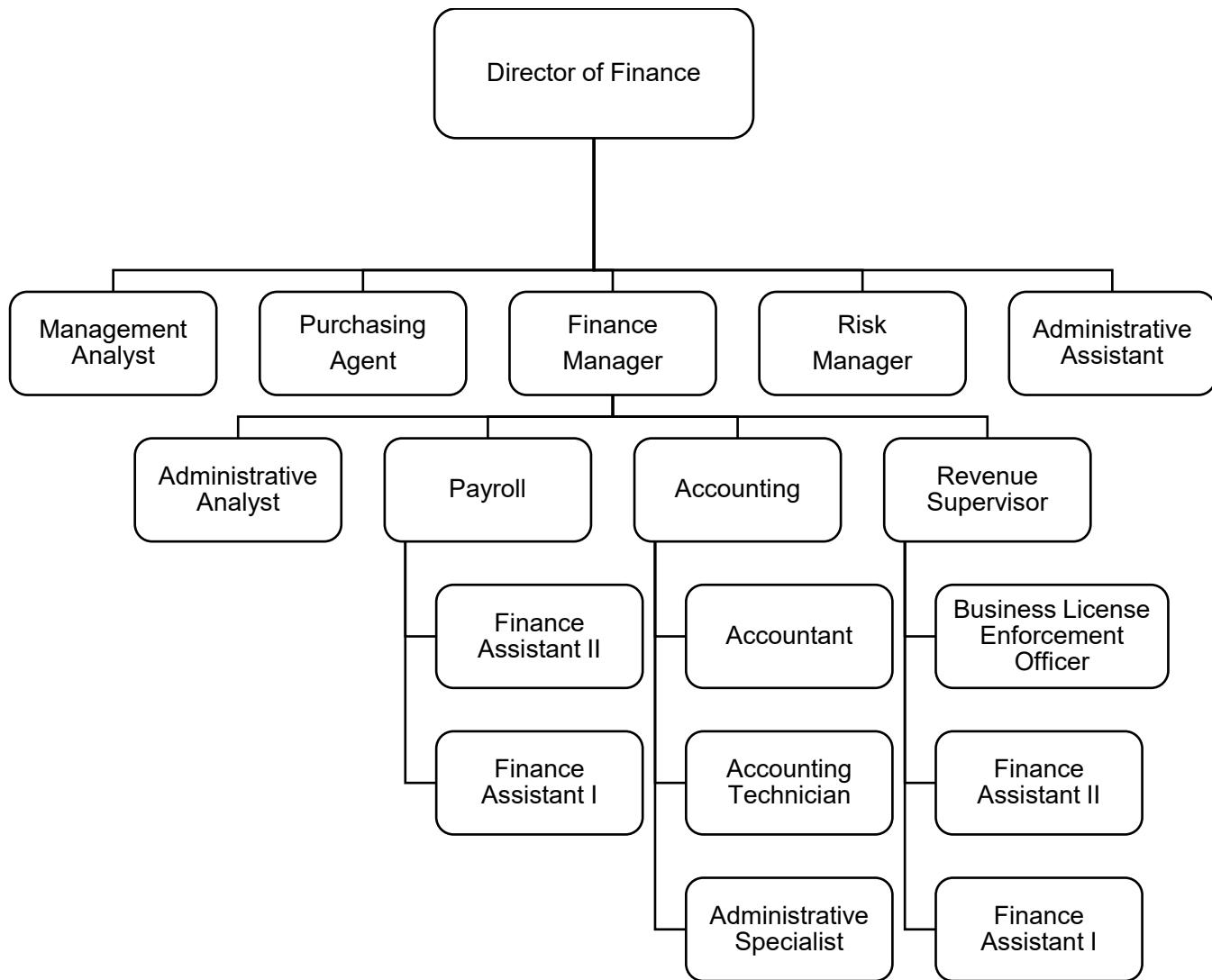
### Expected Outcomes in FY 2024-2025

- ❖ Update Master Fee Schedule
- ❖ Water Billing cycles will be converted to monthly bills.
- ❖ Continue Staff Training
- ❖ Hire a Business License Officer
- ❖ Hire a Purchasing Agent
- ❖ Prepare the FY 2026/2027 Two-Year Budget for adoption by June 30, 2025.
- ❖ Begin implementation of the Tyler Munis ERP system in 2024.

# Finance

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## Organizational Chart by Position



## Finance

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	1,168,627	1,327,800	159,173
Additional	15,099	16,200	1,101
Premium Pay	10,852	10,500	(352)
Overtime	15,425	30,000	14,575
Vacation Payout	16,180	35,000	18,820
Holiday Pay	437	1,800	1,363
Sick Leave Buy Back	31,461	12,500	(18,961)
PARS/PERS Retirement	128,780	110,490	(18,290)
CalPERS Unfunded Liability	85,721	270,760	185,039
Fringe Benefits	240,837	212,040	(28,797)
Medicare	15,737	22,200	6,463
<b>Salary &amp; Benefits Total</b>	<b>1,729,156</b>	<b>2,049,290</b>	<b>320,134</b>
<b><u>Maintenance &amp; Operations</u></b>			
Audit Fees	193,700	320,160	126,460
Bus Passes	532	-	(532)
Material and Supplies	27,775	33,100	5,325
Postage	26,027	29,000	2,973
Professional Development	14,722	36,000	21,278
Professional/Contractual Services	480,970	615,220	134,250
Trustee Fees	2,650	2,700	50
<b>Maintenance &amp; Operations Total</b>	<b>746,376</b>	<b>1,036,180</b>	<b>289,804</b>
<b><u>Internal Service Charges</u></b>			
Fleet Maintenance	8,551	9,000	449
Ins - Benefits	-	-	-
<b>Internal Service Charges Total</b>	<b>8,551</b>	<b>9,000</b>	<b>449</b>
<b>Total Expenditures/Expenses</b>	<b>2,484,083</b>	<b>3,094,470</b>	<b>610,387</b>

## Finance

### TOTAL BY FUND

FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General Fund	1,796,499	2,068,220	271,721
216- Employees Retirement	106,631	288,568	181,937
219- Sales Tax-Transit Proposition A	22,483	25,670	3,187
220- Sales Tax-Transit Proposition C	10,675	15,448	4,773
222- Measure R	22,483	25,670	3,187
275- Successor Agency	78,296	86,500	8,204
280- Rent Stabilization	4,383	-	(4,383)
283- Sewer Maintenance	3,356	5,791	2,435
285- Solid Waste Management	7,852	5,791	(2,061)
535- Street Light & Landscape	42,858	53,337	10,479
681- Water	351,091	475,807	124,716
745- Risk Management	37,476	43,668	6,192
	<u>2,484,083</u>	<u>3,094,470</u>	<u>610,387</u>



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## Parks & Recreation

[Mission Statement](#)

[Departmental Oversight](#)

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

- Cultural Arts
- Recreation Administration
- Sports

## Responsibilities

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

### Major Accomplishments 2023-2024

#### Administration Division

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

#### Cultural Arts Division

- ❖ Annual city-wide events: 5K and Health/Education Expo, Parks Summer Nights, "Haunt'ington Park" Halloween event, Veteran's Day Ceremony, Tree Lighting Ceremony, Memorial Day Ceremony, Veteran's Day Lunch, Winter Wonderland Drive-thru and Toy Giveaway
- ❖ Free after-school program at park sites
- ❖ Senior Program computer classes
- ❖ Summer Soccer Program
- ❖ Playground supervision and inspection
- ❖ Received grant funds for Freedom Park funded by Prop 68
- ❖ Hosted Medical Camp and Resource Fair
- ❖ Back-to-School Fair in partnership with Univision
- ❖ Four family friendly events for Summer Nights in the Park
- ❖ Pet Vaccine Clinic
- ❖ Earth Day Community Clean-Up Event
- ❖ SELA Senior Prom in partnership with multiple cities

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## Parks & Recreation

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#### Youth & Adult Sports

- ❖ Reinstated girls' softball league
- ❖ Youth Sports leagues and awarded the Dodger DreamTeam Grant for 5<sup>th</sup> year in a row

- ❖ Scheduling and management of athletic facilities for city-sponsored programs
- ❖ Scheduling and management of athletic facilities for local schools
- ❖ Field Maintenance and preparation

#### **Expected Outcomes 2024-2025**

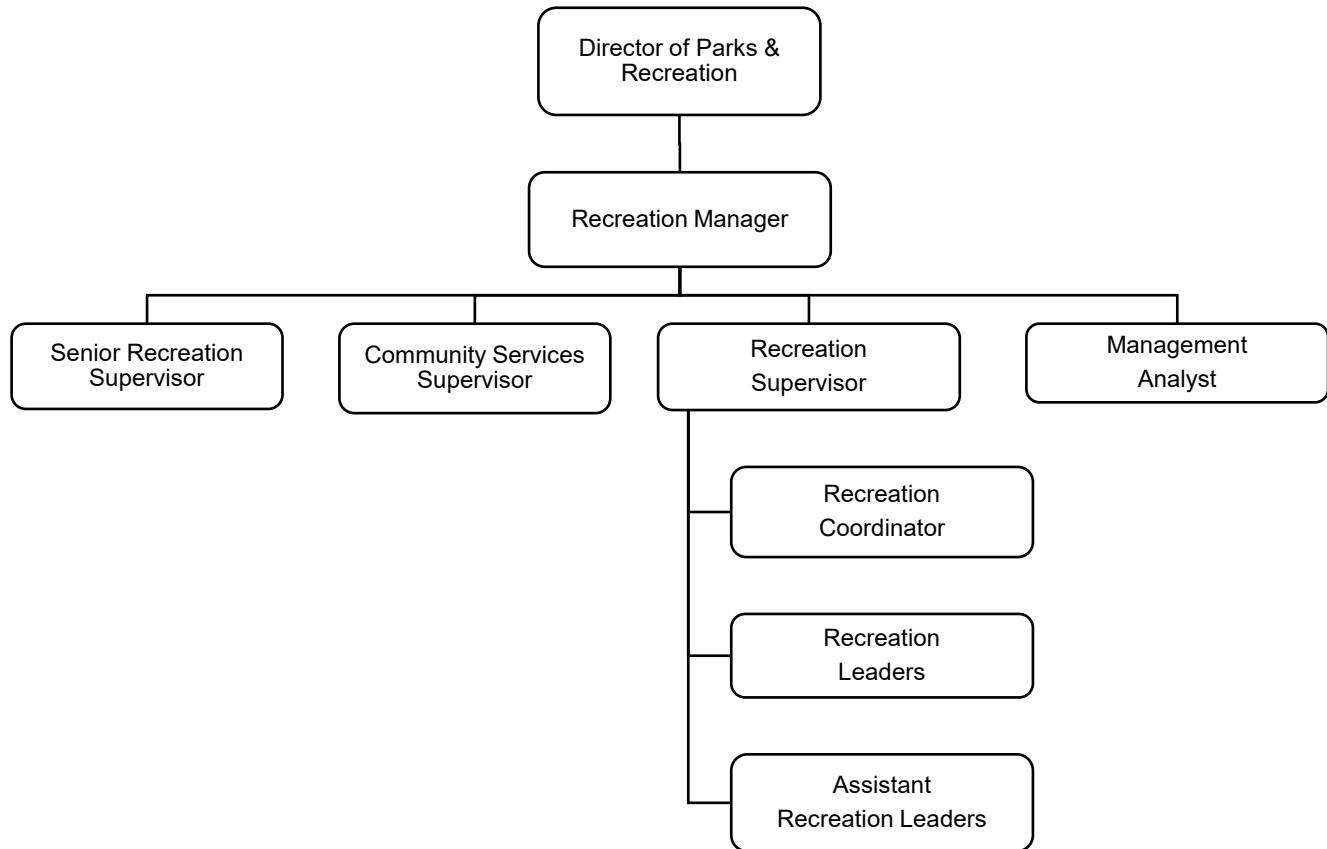
- ❖ Youth Basketball program reinstated for all divisions.
- ❖ Independence Day celebrations were brought back to Salt Lake Park with musical performances and activities for children and families.
- ❖ Increase public safety by requesting access to security camera systems and additional police presence during peak hours for additional surveillance of community parks.
- ❖ Implement programming and coordinate operations for the Splash Pad at Salt Lake Park and Freedom Park.
- ❖ Continue to provide various and affordable programs and services to fulfill the needs of the community.
- ❖ Continue to increase opportunities for professional staff development and retention.
- ❖ Promote cost-effective recruitment strategies which will result in the attraction and selection of qualified and diverse individuals to become staff and serve the community.
- ❖ Increase maintenance of park facilities, both indoors and outdoors.

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## **Parks & Recreation**

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### **Organizational Chart by Position**



## Parks & Recreation

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	902,645	816,604	(86,041)
Salaries Temporary/Part Time	432,037	607,505	175,468
Additional Pay	26,439	27,000	561
Overtime	12,273	20,685	8,412
P&R Commission Stipend	338	1,425	1,088
Youth Commission Stipend	75	1,400	1,325
Vacation Payout	10,520	8,800	(1,720)
Holiday Pay	53	8,600	8,547
Sick Leave Buy Back	28,506	11,500	(17,006)
PARS/PERS Retirement	86,954	86,110	(844)
CalPERS Unfunded Liability	153,166	165,550	12,384
Fringe Benefits	168,499	184,200	15,701
Medicare	18,543	37,650	19,107
<b>Salary &amp; Benefits Total</b>	<b>1,840,047</b>	<b>1,977,029</b>	<b>136,982</b>

### Maintenance & Operations

Adult Sports Supplies	1,293	2,320	1,027
After School Program Supplies	3,923	4,000	77
Art Walk on Pacific	1,768	2,000	232
Bank Services	3,319	-	(3,319)
Class Instructors	36,584	36,600	16
Commission Supplies	-	500	500
Community Center Supplies	7,289	6,000	(1,289)
Events Supplies	47,096	42,580	(4,516)
Fourth of July	15,000	16,000	1,000
Halloween	24,407	23,600	(807)
Holiday Parade	69,374	68,398	(976)
Material and Supplies	6,060	6,050	(10)
Membership and Dues	950	950	-
Performing Arts at Parks	8,796	19,000	10,204
Permits & Fees	-	-	-
Professional Development	12,154	9,500	(2,654)
Professional/Contractual Events Services	19,199	21,000	1,801
Professional/Contractual Services	14,816	14,250	(566)
Referee Services	9,897	16,422	6,525
Senior Dance Program	16,462	16,000	(462)
Senior Meal Program	7,940	12,060	4,120
Uniforms	1,318	2,000	682
YC Professional Development	-	500	500
Youth Sports Supplies	32,397	34,400	2,003
<b>Maintenance &amp; Operations Total</b>	<b>340,043</b>	<b>354,130</b>	<b>14,087</b>

## Parks & Recreation

<u>Expenditure/Expense Classification</u>	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
<b><i>Internal Service Charges</i></b>			
Ins - Benefits	-	-	-
Fleet Maintenance	34,205	-	-
<b>Internal Service Charges Total</b>	<b>34,205</b>	-	-
<b><i>Capital Outlay</i></b>			
Equipment	193,862	234,566	40,704
Improvements	17,360	24,430	7,070
<b>Capital Outlay Total</b>	<b>211,222</b>	<b>258,996</b>	<b>47,774</b>
<b>Total Expenditures/Expenses</b>	<b>2,425,517</b>	<b>2,590,155</b>	<b>198,844</b>

### TOTAL BY FUND

FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General	2,263,671	2,412,390	148,719
114- Special Events Contribution	8,680	12,215	3,535
216- Employees Retirement	153,166	165,550	12,384
	<b>2,425,517</b>	<b>2,590,155</b>	<b>164,638</b>



# Police

## Mission Statement

## Department Divisions

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

- Administration
- Investigations
- Field Operations
- Support Services

## Responsibilities

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

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

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

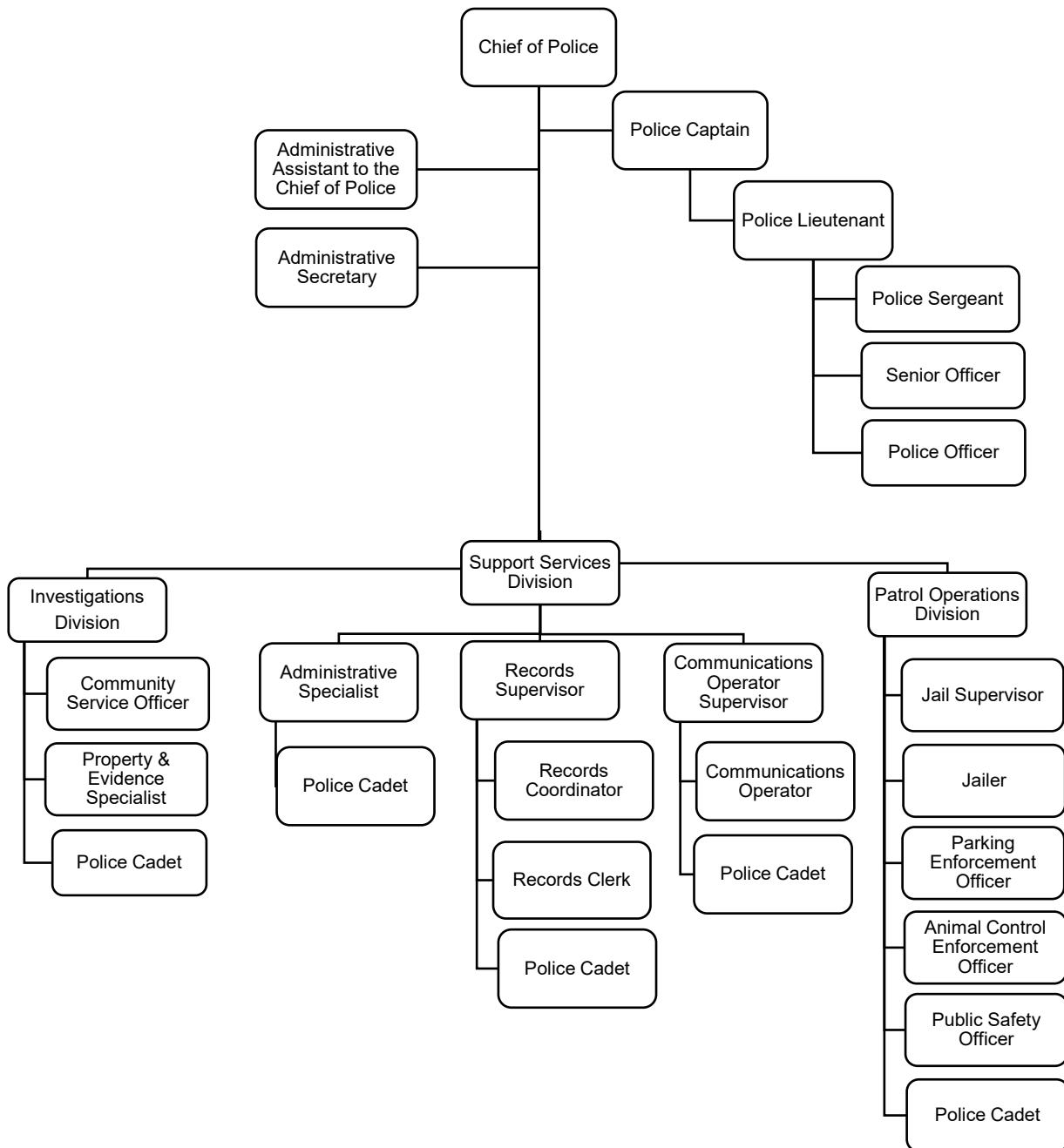
**Support Services Division** – Provides support to all divisions in the areas of recruitment, police community events and programs, technology improvements, fleet purchases and maintenance, equipment/supplies, maintenance of the police facility and management of outside vendor contracts and services.

## Major Accomplishments 2023-2024

- ❖ Established the Special Enforcement Response Team (SERT) which expands upon the Police Department's proactive efforts to enhance service and response to community needs.
- ❖ Enhanced the tactical team to function as a full Special Weapons and Tactics Team (SWAT), which is primarily tasked with handling a variety of high-risk and crowd control situations.
- ❖ Hired various vacant positions to enhance the police work force; including several police officers, 2 Communications Operators, 1 Records Coordinator, 1 Records Clerk, 1 Animal Control Officer; and added 5 Police Explorers.
- ❖ Enhanced community relations through the Community Police Academy program, Meet Your Police, Coffee with a Cop, and National Night Out.
- ❖ Acquired various technology enhancements, including scheduling software to electronically streamline payroll processing and move towards a paperless system.
- ❖ Secured grant funding to support Officer Wellness and Mental Health and to expand the sworn officer rank by 3 additional positions.

# Police

## Organizational Chart by Position



## Police

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	10,836,764	9,204,353	(1,632,411)
Salaries Temporary/Part Time	111,967	178,477	66,510
Additional Pay	146,474	104,100	(42,374)
Premium Pay	144,287	82,270	(62,017)
Allowances	52,007	-	(52,007)
Overtime	1,567,689	1,297,050	(270,639)
Holiday Pay	285,917	269,000	(16,917)
Vacation Payout	22,431	102,000	79,569
Sick Leave Buy Back	255,495	105,000	(150,495)
PARS/PERS Retirement	1,813,919	1,735,430	(78,489)
CalPERS Unfunded Liability	4,977,028	5,128,630	151,602
Fringe Benefits	1,605,541	1,540,280	(65,261)
Medicare	164,556	152,100	(12,456)
<b>Salary &amp; Benefits Total</b>	<b>21,984,075</b>	<b>19,898,690</b>	<b>(2,085,385)</b>
<b><u>Maintenance &amp; Operations</u></b>			
ABC Grant Supplies (Fund 252)	2,484	3,700	1,216
Material and Supplies	184,133	175,648	(8,485)
FOU Material and Supplies	84,574	100,000	15,426
Pension Obligation Bonds	2,514,534	2,506,000	(8,534)
Petty Cash (Fund 252)	500	500	-
Professional Development	113,245	133,126	19,881
Professional/Contractual Services	690,358	792,109	101,751
<b>Maintenance &amp; Operations Total</b>	<b>3,589,827</b>	<b>3,711,083</b>	<b>121,256</b>
<b><u>Internal Service Charges</u></b>			
Ins - Benefits	-	-	-
Fleet Maintenance (Includes Fuel)	927,683	416,907	(510,776)
<b>Internal Service Charges Total</b>	<b>927,683</b>	<b>416,907</b>	<b>(510,776)</b>
<b><u>Capital Outlay</u></b>			
Equipment (Funds 111, 225, 227, 230, 233)	1,156,668	744,896	(411,772)
Improvements	243,126	257,713	14,587
Vehicles	240,699	558,961	318,262
<b>Capital Outlay Total</b>	<b>1,640,493</b>	<b>1,561,570</b>	<b>(78,923)</b>
<b>Total Expenditures/Expenses</b>	<b>28,142,078</b>	<b>25,588,250</b>	<b>(2,553,828)</b>

## Police

### TOTAL BY FUND

FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General	19,388,885	17,072,374	(2,316,511)
122- Prevention Intervention	24,765	21,750	(3,015)
123- Board of Correction LEAD	352	-	(352)
216- Employees Retirement	7,491,562	7,634,630	143,068
224- Office of Traffic & Safety	104,062	190,000	85,938
225- Cal Cops	452,163	455,000	2,837
227- Office of Criminal Justice	64,319	64,319	-
229- Police Forfeiture	531,253	-	(531,253)
230- Homeland Security Fund	45,577	95,577	50,000
233- Bullet Proof Vest Grant	8,407	15,000	6,593
252- ABC Grant	30,057	39,600	9,543
280- Rent Stabilization	676	-	(676)
	<b>28,142,078</b>	<b>25,588,250</b>	<b>(2,553,828)</b>



# Public Works

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

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

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

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

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

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

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

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

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

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

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

## Major Accomplishments 2023-2024

- ❖ CIP 2017-04 Well 15 Commissioning
- ❖ CIP 2018-11 ATP Cycle 4
- ❖ CIP 2019-02 Slauson Congestion Relief Project
- ❖ CIP 2019-13 Los Angeles County Walnut St Et Al

# Public Works

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- ❖ CIP 2019-14 ATP Cycle 5
- ❖ CIP 2019-17 MAT Program Cycle I
- ❖ CIP 2021-04 Well 16
- ❖ CIP 2022-03 Playground at Salt Lake Park
- ❖ CIP 2022-04 Playground at Keller Park
- ❖ CIP 2022-05 Salt Lake Park Outdoor Basketball Court Rehabilitation Project
- ❖ CIP 2022-06 Freedom Park
- ❖ CIP 2022-07 Salt Lake Cistern Project
- ❖ CIP 2022-09 Chesley Park (Circle Park)
- ❖ CIP 2022-11 HP Litter Abatement & Beautification Project Clean CA
- ❖ CIP 2022-12 Water Quality Green Streets Project
- ❖ CIP 2022-13 Design Roof Repairs to City Hall and Police Department
- ❖ CIP 2023-01 SB1 Street Enhancement Project
- ❖ Fire Protection Project
- ❖ Cal Fire Urban & Community Forestry Grant FY 21-22 – Urban Forest Master Plan
- ❖ Streets paved: 2.93 lane miles
- ❖ Number of pedestrian ramps removed and replaced in compliance with ADA standards: 112
- ❖ Sidewalk in need of repair: 70,563 square feet
- ❖ Number of traffic safety control devices including flashing beacons and rectangular rapid-flashing beacons: 8
- ❖ Number of crosswalks restriped to comply with safety standards: 313
- ❖ Number of speed bumps placed as traffic calming measures: 2
- ❖ Number of new stop signs installed: 4
- ❖ Number of encroachment permits issued to utility companies and state licensed contractors: 231
- ❖ Number of locations where graffiti was removed: 4,836
- ❖ Number of bulky & illegal dumping items removed from the public right-of-way: 3,642
- ❖ Number of traffic signals repaired: 97
- ❖ Number of streetlights repaired: 178
- ❖ Number of street signs repaired/removed and replaced: 50
- ❖ Number of potholes repaired: 95

## Expected Outcomes 2024-2025

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

# Public Works

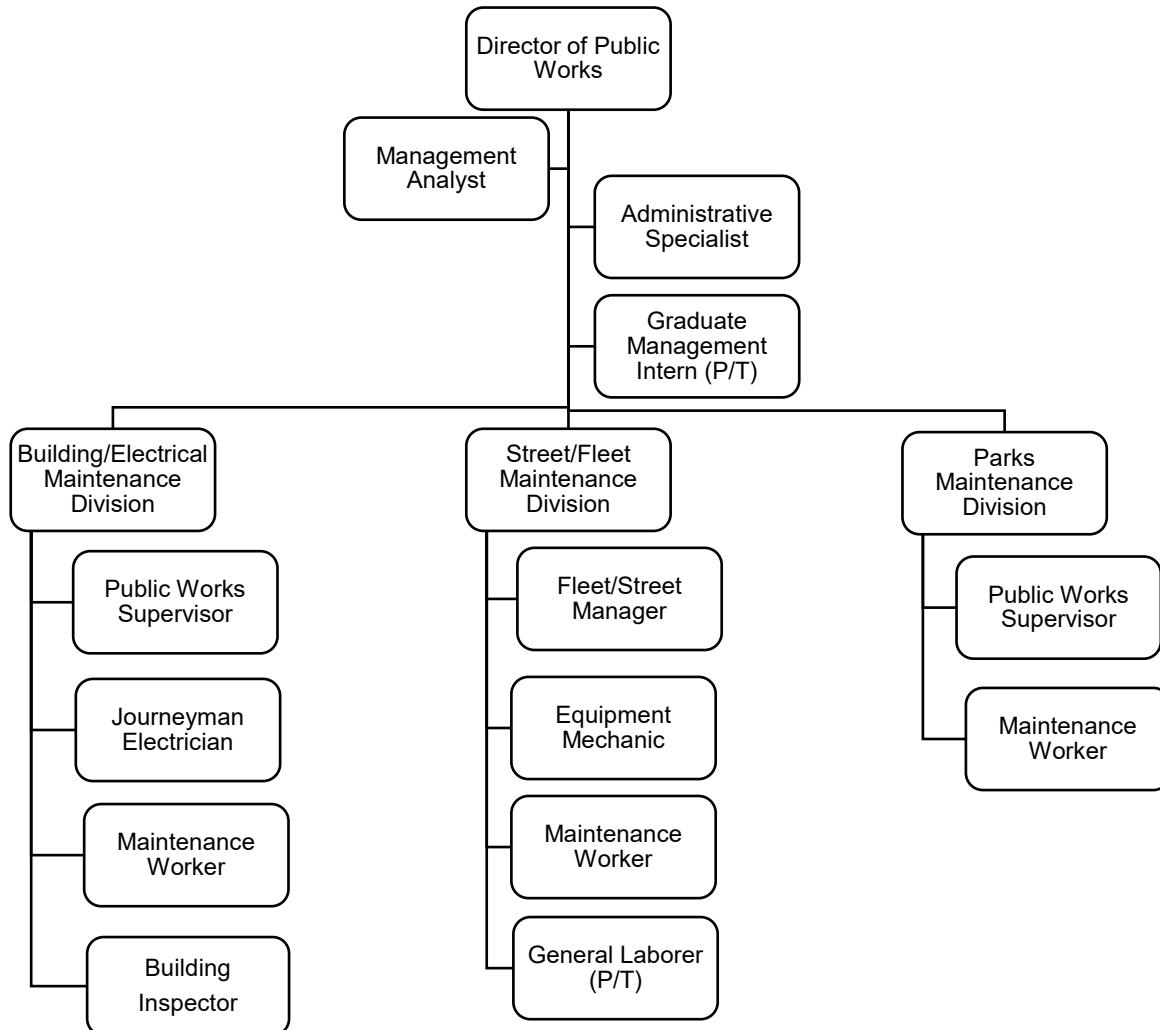
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## Preliminary Goals 2024-2025

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

# Public Works

## Organizational Chart by Position



# Public Works

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Salaries &amp; Benefits</u></b>			
Salaries Permanent/Full Time	2,001,540	1,967,186	(34,354)
Salaries Temporary/Part Time	87,312	144,280	56,968
Additional Pay	46,260	42,610	(3,650)
Premium Pay	14,499	14,400	(99)
Allowances	-	7,000	7,000
Overtime	107,822	121,900	14,078
Holiday Pay	43	180	137
Vacation Payout	7,022	-	(7,022)
Sick Leave Buy Back	74,236	37,600	(36,636)
PARS/PERS Retirement	319,588	237,750	(81,838)
CalPERS Unfunded Liability	595,781	546,990	(48,791)
Fringe Benefits	472,153	475,650	3,497
Medicare	27,864	33,900	6,036
<b>Salary &amp; Benefits Total</b>	<b>3,754,119</b>	<b>3,629,446</b>	<b>(124,673)</b>
<b><u>Maintenance &amp; Operations</u></b>			
Account Write Off	(5)	-	-
Advertising and Publication (Fund 681)	-	8,330	8,330
Building Maintenance	177,869	184,500	6,631
Bus Passes (Fund 219)	2,044	8,400	6,356
Dial-A-Ride (Fund 219)	803,097	877,541	74,444
Depreciation Expense	175,508	-	(175,508)
Engineering Contractual Services (Fund 222)	-	300,000	300,000
Fixed Route Transit (Funds 219,220,222)	1,165,686	1,360,000	194,314
Fuel and Oil (Fund 741)	372,786	370,000	(2,786)
GASB 87	964	-	(964)
Infrastructure Maintenance (Fund 113)	42,868	47,055	4,188
Maintenance of Wells (Fund 681)	29,995	360,537	330,542
Material and Supplies	390,472	557,846	167,374
Permits and Fees	93,191	100,000	6,809
Professional Development	70	-	(70)
Professional/Contractual Services	988,098	1,792,940	804,842
Professional/Contractual Services Enterprise Funds	1,664,433	2,280,502	616,069
Professional/Contractual Services (Funds 221)	902,893	1,259,504	356,611
Professional/Contractual Services (Fund 287)	20,808	22,056	1,248
Recreation Transit (Fund 219)	8,901	10,000	1,099
Storm Water WMP	73,025	183,680	110,655
Tree Trimming & Landscaping (Fund 535)	742,987	894,803	151,816
Vehicle/Transit Maintenance (Fund 741)	328,883	445,285	116,402
Water Purchase/Supply (Fund 681)	3,136,313	3,700,686	564,373
<b>Maintenance &amp; Operations Total</b>	<b>11,120,886</b>	<b>14,763,665</b>	<b>3,642,774</b>

## Public Works

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Internal Service Charges</u></b>			
Ins - Benefits	67,450	-	(67,450)
Fleet Maintenance	376,257	-	(376,257)
<b>Internal Service Charges Total</b>	<b>443,707</b>	-	<b>(443,707)</b>
<b><u>Capital Outlay</u></b>			
Equipment	739,456	1,259,059	519,603
Improvements	201,640	206,780	5,140
Water & Sewer Master Plan (Fund 113)	21,103	310,097	288,994
Vehicles	-	276,868	276,868
<b>Capital Outlay Total</b>	<b>962,200</b>	<b>2,052,804</b>	<b>1,090,604</b>
<b>Total Expenditures/Expenses</b>	<b>16,280,912</b>	<b>20,445,915</b>	<b>4,164,998</b>
<b>TOTAL BY FUND</b>			
FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General Fund	3,563,571	3,895,797	332,226
113- American Rescue Plan Act	65,099	357,152	292,053
210- Measure M	-	57,208	57,208
216- Employees Retirement	595,781	546,990	(48,791)
219- Sales Tax-Transit Prop A	1,398,411	1,532,296	133,885
220- Sales Tax-Transit Prop C	758,710	797,899	39,189
221- State Gasoline Tax	1,981,151	2,705,806	724,655
222- Measure R	378,515	773,334	394,819
283- Sewer Maintenance	217,592	290,789	73,197
285- Solid Waste Management	105,117	193,100	87,983
287- Solid Waste Recycle Grant	20,808	22,056	1,248
535- Street Light and Landscape	1,004,452	1,606,276	601,824
681- Water	5,174,099	6,027,060	852,961
741- Fleet Maintenance	1,017,605	1,640,152	622,547
	<b>16,280,912</b>	<b>20,445,915</b>	<b>4,165,003</b>



## Non-Departmental

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Maintenance &amp; Operations</u></b>			
Salaries	(3,065)	-	3,065
Bad Debt	495,382	-	(495,382)
Bad Debt (Fund 283)	44,135	-	(44,135)
Bad Debt (Fund 285)	1,531	-	(1,531)
Bad Debt (Fund 681)	403,801	-	(403,801)
Bank Services	125,046	124,800	(246)
Citation Parking Collections	145,324	157,000	11,676
County Admin Fees	72,951	-	(72,951)
Debt Service	2,025,065	1,662,090	(362,975)
Electric and Gas Charges	1,248,775	1,369,980	121,205
Equipment Lease/Rental	101,442	105,200	3,758
Interest	119,391	632,000	512,609
Legal Services	-	60,000	60,000
Material and Supplies	46,839	35,000	(11,839)
Penalties & Interest	133	5,000	4,867
Postage	25,376	22,000	(3,376)
Professional/Contractual Services	1,869,648	3,635,743	1,766,095
Software/License (Fund 742)	1,251,570	1,557,791	306,221
Telephone & Wireless	509,742	304,500	(205,242)
Tuition Assistance	8,534	25,000	16,466
<b>Maintenance &amp; Operations Total</b>	<b>8,491,619</b>	<b>9,696,104</b>	<b>1,204,485</b>
<b><u>Internal Service Charges</u></b>			
Ins - Benefits Active EEs	1,193,205	1,205,000	11,795
Ins - Liability Premium	-	3,078,750	3,078,750
Legal Services/Settlements	12,466,088	-	(12,466,088)
OPEB Contributions	2,004,820	2,081,600	76,780
Retiree Health Insurance Premium	2,001,022	2,000,000	(1,022)
Risk Management Liability Premium	3,742,689	610,000	(3,132,689)
Workers' Compensation Liability Premium	220,366	222,566	2,200
<b>Internal Service Charges Total</b>	<b>21,628,190</b>	<b>9,197,916</b>	<b>(12,430,274)</b>
<b><u>Capital Outlay</u></b>			
Equipment	388,195	666,825	278,630
<b>Capital Outlay Total</b>	<b>388,195</b>	<b>666,825</b>	<b>278,630</b>
<b>Total Expenditures/Expenses</b>	<b>30,508,004</b>	<b>19,560,845</b>	<b>(10,947,159)</b>

## Non-Departmental

### TOTAL BY FUND

FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General	5,772,074	14,008,521	8,236,447
113- American Rescue Plan Act	163,076	169,843	6,767
216- Employees Retirement	261,776	-	(261,776)
217- Other Post-Employment Benefits	2,004,820	-	(2,004,820)
219- Sales Tax - Proposition A	3,145	-	(3,145)
220- Sales Tax - Proposition C	4,578	-	(4,578)
221- State Gasoline Tax	112,005	-	(112,005)
222- Measure R	1,576	-	(1,576)
275- Successor Agency	1,056,060	1,170,900	114,840
280- Rent Stabilization	47	-	(47)
283- Sewer Maintenance	44,370	2,200	(42,170)
285- Solid Waste Management	2,081	1,100	(981)
535- Street Lighting & Landscape	1,390,120	1,139,990	(250,130)
681- Water	890,795	37,800	(852,995)
742- Information Technology	1,683,898	2,210,491	526,593
745- Risk Management	17,117,583	820,000	(16,297,583)
	<u>30,508,004</u>	<u>19,560,845</u>	<u>(10,947,159)</u>



# Capital Improvement Projects

<u>Expenditure/Expense Classification</u>	<u>FY 2025 Actual 6/30/25</u>	<u>FY 2025 Adopted</u>	<u>FY 2025 Balance</u>
<b><u>Capital Improvement Programs</u></b>			
ATP Cycle 5	1,404,248	1,789,500	385,252
ATP Cycle 6	14,960	320,000	305,040
Chelsey Park	4,460	206,212	201,752
City Hall & PD - Roof Repair	93,973	189,840	95,867
City Hall Improvements	203,644	-	(203,644)
City-Wide WiFi	48,001	139,440	91,439
Conn Pipe & AR Screens	50,752	76,055	25,303
Council Chambers Remodel	99,688	1,000,000	900,312
Cyber Security	12,308	166,309	154,001
Emergency Operation Center (EOC)	72,349	115,106	42,758
EV Charging Station	12,328	115,290	102,962
Fire Alarm Services	-	775,198	775,198
Freedom Park - Playground	-	506,108	506,108
Keller Park - Playground Equipment	21,551	134,444	112,893
LA County Walnut Street ET AL	-	1,050	1,050
Litter Abatement CIP 2022-11	-	524,500	524,500
Motorola Project	487,992	-	(487,992)
On Premises	32,000	100,800	68,800
PW Roofs	-	550,000	550,000
Randolph Corridor	-	535,000	535,000
Rehab & Modernize Parks Bldg.	279,400	295,240	15,840
ROAR Project	6,800	52,500	45,700
Salt Lake Aquatic Center	1,324	2,800,000	2,798,677
Salt Lake H2O Water Quality	-	433,496	433,496
Salt Lake Park - Playground	-	506,108	506,108
Salt Lake Park Cistern	81,461	2,084,783	2,003,322
Slauson Congestion Relief	8,233,258	9,277,310	1,044,052
Street Enhancement Proj.	22,440	212,494	190,054
Tree People	113,210	402,126	288,916
Tyler Technologies	292,137	1,262,294	970,157
Water & Sewer Master Plan	260,248	260,431	183
Well 15 CIP 2017-07	-	41,141	41,141
Well 16 - Site Enhancement Florence & Salt Lake Ave	-	500,000	500,000
Well 17	-	1,033,333	1,033,333
Wifi Broadway	-	500,000	500,000
<b>Total Capital Improvements</b>	<b>11,848,531</b>	<b>26,906,108</b>	<b>15,057,577</b>

## Capital Improvement Projects

### TOTAL BY FUND

FUND TITLE	FY 2025 Actual 6/30/25	FY 2025 Adopted	FY 2025 Balance
111- General	50,752	76,055	25,303
113- American Rescue Plan Act	487,992	-	(487,992)
202- Crosswalks	13,761	18,790	5,029
210- Measure M	-	-	-
221- State Gasoline Tax Fund	650	40,625	39,975
222- Measure R	-	-	-
283- Sewer Maintenance	27,985	27,986	1
334- Ped/Bike Path	-	-	-
681- Water	232,263	232,445	182
787- Capital Improvement Projects	11,035,129	26,510,207	15,475,078
	<b>11,848,531</b>	<b>26,906,108</b>	<b>15,057,577</b>



## Special Events

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<u>Expenditure/Expense Classification</u>	<u>FY 2025 YTD</u>	<u>2024-25 Adopted Budget</u>
<b><i>Special Events</i></b>		
4th of July	44,405	18,675
5K Event	35,220	15,940
Art Walk	26,443	49,800
Citizen's/Community Academy	-	10,000
Dia De Los Muertos	-	6,315
LA Dodgers Event	457	1,000
Earth Day	6,092	5,930
Graduation Stage at City Hall	418	-
Halloween	58,039	47,070
Holiday Parade	153,172	261,940
Mayor Holiday Award	301	2,000
Meet Your Police	471	-
Memorial Day	2,642	3,840
National Night Out	8,570	9,500
Performing Arts at Parks	6,829	25,500
Spay & Neuter	-	5,000
Special Presentations	-	1,750
State of the City	81	2,240
Summer Nights	11,625	5,520
Toy Drive	15,048	17,807
Tree Lighting Ceremony	6,729	5,403
Turkey Give-A-Way	8,217	13,000
Memorial & Veterans Day	1,730	3,155
<b>Total Special Events</b>	<b>386,488</b>	<b>511,385</b>



# Full-Time and Part-Time Positions

Department	Position Title	Fiscal Year 2023-2024 Adopted	Fiscal Year 2023-2024 Filled	Fiscal Year 2024-2025 Proposed
<b>City Council</b>				
	City Council	5	5	5
	Administrative Analyst	1	1	1
	<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>City Manager</b>				
	City Manager	1	1	1
	Assistant City Manager	1	-	1
	Executive Assistant to the City Manager	1	-	-
	Management Analyst	1	1	1
	Administrative Assistant	1	1	1
	<b>Total</b>	<b>5</b>	<b>3</b>	<b>4</b>
<b>City Clerk</b>				
	City Clerk	1	1	1
	Deputy City Clerk	1	-	1
	Junior Deputy City Clerk	1	-	-
	Administrative Specialist	1	1	1
	<b>Total</b>	<b>4</b>	<b>2</b>	<b>3</b>
<b>Communications &amp; Community Relations</b>				
	Director of Communications & Community Relations	1	1	1
	Administrative Specialist	1	1	1
	<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Community Development</b>				
	Director of Community Development	1	1	1
	Administrative Clerk	1	-	1
	Administrative Specialist	1	1	1
	Project Manager	1	1	1
	Planning Manager	1	1	1
	Associate Planner	1	1	2
	Assistant Planner	1	1	-
	Management Analyst	-	-	1
	Code Enforcement Manager	1	-	-
	Code Enforcement Officer	4	4	4
	Planning Intern (P/T)	1	1	1
	<b>Total</b>	<b>13</b>	<b>11</b>	<b>13</b>
<b>Human Resources</b>				
	Human Resources Manager	1	-	1
	Human Resources Supervisor	1	1	1
	Human Resources Technician	-	-	1
	Human Resources Assistant	1	1	1
	<b>Total</b>	<b>3</b>	<b>2</b>	<b>4</b>

## Full-Time and Part-Time Positions

Department	Position Title	Fiscal Year	Fiscal Year	Fiscal Year
		2023-2024 Adopted	2023-2024 Filled	2024-2025 Proposed
<b>Finance</b>				
	Director of Finance	1	1	1
	Finance Manager	1	-	1
	Risk Manager	1	-	1
	Accounting Supervisor	-	-	-
	Revenue Supervisor	1	1	1
	Business License Enforcement Officer	-	-	1
	Administrative Assistant	1	1	1
	Administrative Analyst	1	1	1
	Management Analyst	1	1	1
	Accountant	2	2	2
	Accounting Technician	-	-	1
	Purchasing Agent	1	-	1
	Finance Assistant I	2	1	2
	Finance Assistant II	1	1	2
	Administrative Specialist	2	2	1
	Administrative Clerk	2	1	-
	<b>Total</b>	<b>17</b>	<b>12</b>	<b>17</b>
<b>Parks and Recreation</b>				
	Director of Parks & Recreation	1	1	1
	Recreation Manager	1	1	1
	Senior Recreation Supervisor	-	1	1
	Recreation Supervisor	2	1	1
	Community Services Supervisor	1	1	1
	Management Analyst	1	1	1
	Recreation Coordinator	4	4	4
	Recreation Leader	10	10	10
	Assistant Recreation Leader (P/T)	34	23	28
	<b>Total</b>	<b>54</b>	<b>43</b>	<b>48</b>
<b>Police - Sworn</b>				
	Chief of Police	1	1	1
	Police Captain	1	1	1
	Police Lieutenant	5	5	5
	Police Lieutenant (P/T)	1	1	2
	Police Sergeant	6	4	6
	Senior Officer	10	10	10
	Police Officer	32	28	28
	Police Officer Trainee	4	1	2
	Police Officer Recruit	1	-	2
	<b>Total</b>	<b>61</b>	<b>51</b>	<b>57</b>

## Full-Time and Part-Time Positions

Department	Position Title	Fiscal Year 2023-2024 Adopted	Fiscal Year 2023-2024 Filled	Fiscal Year 2024-2025 Proposed
<b>Police (Non-Sworn)</b>				
	Administrative Assistant to the Chief of Police	1	1	1
	Administrative Secretary	1	1	1
	Administrative Specialist	1	1	1
	Animal Enforcement Officer	2	2	2
	Communications Operator Supervisor	1	1	1
	Communications Operator	10	7	8
	Community Service Officer	2	1	2
	Jailer Supervisor	1	1	1
	Jailer	4	5	5
	Parking Enforcement Officer	6	6	6
	Police Cadets (P/T)*	14	8	8
	Police Records Supervisor	1	1	1
	Police Records Coordinator	1	1	1
	Police Records Clerk	3	2	3
	Public Safety Officer**	10	9	9
	Property & Evidence Specialist	2	1	1
	<b>Total</b>	<b>60</b>	<b>48</b>	<b>51</b>
*Police Cadets will reduce to 6 through attrition				
**Public Safety Officer will reduce to 8 through attrition				
<b>Public Works</b>				
	Director of Public Works	1	-	1
	Administrative Specialist	2	2	2
	Fleet / Street Manager	1	1	1
	Public Works Supervisor	2	2	2
	Building Inspector	1	1	1
	Management Analyst	1	1	1
	Equipment Mechanic	2	2	2
	J Journeyman Electrician	3	3	3
	Maintenance Worker	12	12	12
	General Laborer (P/T)	4	3	6
	Graduate Management Intern (P/T)	1	-	1
	<b>Total</b>	<b>30</b>	<b>27</b>	<b>32</b>
	<b>Grand Total</b>	<b>255</b>	<b>207</b>	<b>237</b>



## ITEM 3



**CITY OF HUNTINGTON PARK**  
Communications and Community Relations Department  
City Council Agenda Report

October 14, 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 SUBMIT A CIVIC CENTER PERMIT TO LOS ANGELES UNIFIED SCHOOL DISTRICT TO UTILIZE ONE OF THEIR FACILITIES AND A GENERAL FUND APPROPRIATION TO SUPPORT A RECREATIONAL PROGRAM FOR THE COMMUNITY**

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

1. Authorize the submittal of a Civic Center Permit Application to the Los Angeles Unified School District and appropriate funds to support the program.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The City of Huntington Park has invested resources to improve its facilities, and through the Capital Improvement Project Program, the City will renovate its parks and recreational facilities to provide better services and more physical activities to the public. During the duration of the renovation process, the City plans to submit a Civic Center Permit Application to the Los Angeles Unified School District (LAUSD) to open the recreational facilities at their local schools to be utilized by our residents. More specifically, the City, through this process, is seeking to expand access to safe outdoors by opening the track at Huntington Park High School for community use during non-school hours one day per week.

**Benefits of the Program**

- Increase access to safe recreational space for the members of the community.
- Encourage physical activity among residents of all ages.
- Reinforce school community relationships with Huntington Park High School.
- Reduce barriers to physical activity, addressing obesity and chronic illness rates.

**CONSIDERATION AND APPROVAL TO SUBMIT A CIVIC CENTER PERMIT TO LOS ANGELES UNIFIED SCHOOL DISTRICT TO UTILIZE ONE OF THEIR FACILITIES AND A GENERAL FUND APPROPRIATION TO SUPPORT A RECREATIONAL PROGRAM FOR THE COMMUNITY**

October 14, 2025

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**LAUSD Civic Center Program**

The Los Angeles Unified School District, through the Civic Center Permit Office, supports the shared use of school facilities in conformance with the California Education Code and the Board of Education rules. Civic Center allows communities the use of public-school facilities for supervised not-for-profit recreational activities, meetings, and public discussions during non-school hours.

To obtain a Civic Center permit and be able to utilize any school facility, LAUSD requires the submittal of an on-line application and additional supportive documents that provide full information and details for the use of the facility being requested. As part of the application process, and for the duration of the term the City utilizes the facility, LAUSD requires a permit fee and for the applicant to maintain insurance in accordance with the current insurance requirements list provided by the District.

**Use of Facilities**

City staff is planning to submit the Civic Center Permit application to LAUSD requesting the use of the track at Huntington Park High School. The track will be utilized one day during the week, from 5:30 pm to 8:30 pm on Thursdays for the duration of six months starting the month the application is approved. The track will be supervised by city personnel and limited to a maximum number of 250 community members the day and time the track is authorized and open to the public.

**FISCAL IMPACT/FINANCING**

The total cost for the six-month program will not exceed \$8,600, which includes the fee for the LAUSD one time permit application, the daily rate for 26 weeks, and the cost associated to supervise the program.

Staff request that the City Council appropriate \$8,600 from the General Fund to account number 111-0310-413-56-41, 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.

**CONSIDERATION AND APPROVAL TO SUBMIT A CIVIC CENTER PERMIT TO LOS ANGELES UNIFIED SCHOOL DISTRICT TO UTILIZE ONE OF THEIR FACILITIES AND A GENERAL FUND APPROPRIATION TO SUPPORT A RECREATIONAL PROGRAM FOR THE COMMUNITY**

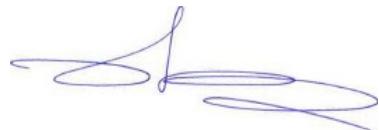
October 14, 2025

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**CONCLUSION**

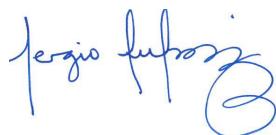
Upon Council direction and approval, staff will proceed with the submittal of the application to the school district.

Respectfully submitted,



RICARDO REYES

City Manager



SERGIO INFANZON

Director of Communications and Community Relations

**ATTACHMENTS"**

- A - Letter of Understanding Regarding Non-LAUSD Entities
- B - Beautification - Approval Tracking Sheet
- C - Beautification - Information Sheet
- D - Certificate of Insurance
- E - Detailed Itinerary
- F - Facility Use Authorization Form
- G - Out of Season Athletics Approval
- H - Waiver of Liability
- I - Vendor List



## ATTACHMENT "A"

### Letter of Understanding Regarding Non-LAUSD Entities

This Letter of Understanding is made a part of and incorporated into the Los Angeles Unified School District License Agreement ("Agreement").

Unless otherwise specified herein, all terms provided in this Letter of Understanding shall apply. Should any terms and conditions of this Letter of Understanding conflict with terms of the original Agreement or any subsequent Amendment, the terms and conditions of this Letter of Understanding shall govern.

#### **1. INSURANCE**

For the duration of the term, Licensee shall provide and maintain insurance in accordance with the current Insurance Requirements list provided by District. Licensee shall not be permitted to use the License Area until District has received and approved of Licensee's Insurance.

Proof of Insurance is also required of all Non-LAUSD entities, and other third-party persons or organizations prior to using any LAUSD facility under this License. Licensees agree to ensure that all Non-LAUSD entities, including but not limited to, other third-party persons, or organizations, meet all LAUSD insurance requirements. All Licensees shall have the exclusive responsibility to ensure all Non-LAUSD entities meet LAUSD insurance requirements and shall collect all Certificates of Insurance from each Non-LAUSD entity. To review insurance requirements, please visit <https://achieve.lausd.net/Page/2792>.

#### **2. INDEMNIFICATION**

To the fullest extent permitted by law, Licensee shall indemnify, defend, and protect District, its Board of Education, its officers, directors, other members, partners, employees, agents, and independent consultants (singularly, "Indemnified Party"; collectively, "Indemnified Parties") and hold the Indemnified Parties harmless from any and all losses, costs, damages, expenses, and liabilities (including, without limitation, court costs and reasonable attorneys' fees) incurred in connection with or arising from any cause (i) in the use or occupancy by Licensee or Licensee's employees, agents, contractors, directors, officers, partners, trustees, visitors, guests, or invitees of the License Area, or (ii) any default by Licensee in the observance or performance of any of the terms, covenants, or conditions of this Agreement on Licensee's part to be observed or performed; (iii) the use or occupancy of the License Area by Licensee or any person claiming by, through, or under Licensee, Licensee's employees, agents, contractors, licensees, directors, officers, partners, trustees, visitors, guests, or invitees, or any such person in, on, or about the License Area either prior to, during, or after the expiration of the term of this Agreement (singularly, "Liability"; collectively, "Liabilities"); and (iv) any claim by a third party that District is

responsible for any actions by Licensee in connection with any activity, use or occupancy of the License Area or in any way related to this Agreement.

The provisions of this section shall not apply to the extent that all or part of the liabilities is due to the gross negligence or willful misconduct of the Indemnified Parties or due to a breach of District's obligations under this Agreement.

IN WITNESS WHEREOF, the Licensee hereto have duly executed this Letter of Understanding as of the day and year written adjacent to their respective signatures.

Licensee:

---

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

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

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

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

Application ID: \_\_\_\_\_

**ATTACHMENT "B"**

BUL-5761.0  
May 14, 2012

ATTACHMENT 2

**PROJECT APPROVAL TRACKING SHEET**

School Name: \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

Principal Name: \_\_\_\_\_ **CPM NAME:** \_\_\_\_\_

Project Proponent: \_\_\_\_\_

Project Description/Scope of Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS**

*Signature by the appropriate unit is required if the answer is YES to any question.*

<b>Organization</b>	<b>Signature</b>	<b>Date</b>
School Site Administrator (Principal)	_____	_____
Asset Management:	_____	_____
<i>Does the project involve campus greening (tree planting, gardens, etc)?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Asbestos Technical Unit (ATU)	_____	_____
<i>Does the project impact asbestos or lead-containing materials (such as paint)?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
M&O Management: (CPM)	_____	_____
<i>Does the project involve sustainable products or technologies?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
OEHS Management:	_____	_____
<i>Does the project use chemicals or involve playground equipment?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Does the project require OEHS environmental review?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Product Evaluation Committee	_____	_____
<i>Does the project impact emerging technologies systems or products not covered by the District's current specifications?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Project Execution Management (Design)	_____	_____
Risk Management:	_____	_____

# ATTACHMENT "C"

## License Agreement Information Sheet

**PLEASE FILL IN THE INFORMATION SHEET AS COMPLETELY AS POSSIBLE.**

Name of Individual or Organization:	Insurance Certificate Attached? YES <input type="checkbox"/> NO <input type="checkbox"/>
Street Address:	
City State & Zip	
What type of Legal Entity? (Corporation, Partnership, 501(c)(3), Individual, etc.)	
Contact Information: (Name and Title)	
Phone:	Fax:
E-mail Address:	Mobile Phone:
Name of Participant School (receiving services)	Address of School:
Name of Principal: ( <i>Approval Signature Required on ALL work</i> )	School Phone:
Area(s) of School Campus to be serviced	Are asphalt cuts required?
Name of School CPM (Complex Project Manager): <i>Approval Signature Required</i>	CPM Phone:
Description of work to be completed/scope of work to be performed (Site Plan / Drawings required)	
Event Date(s)	Event Hours Start time: _____ End Time: _____
Estimated number of volunteers _____	

UPLOAD TO YOUR ONLINE APPLICATION at:

<https://www.laschools.org/new-site/facility-use/licenses-and-permits/>

# ATTACHMENT "D"

## Los Angeles Unified School District

### SAMPLE CERTIFICATE OF INSURANCE



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER AGENT/BROKER WHO ISSUES CERTIFICATE		CONTACT PHONE [A/C No. Ext.] FAX [A/C No.] EMAIL ADDRESS:
INSURED NAME OF INSURED Must be the legal name of the contracting party		INSURER(S) AFFORDING COVERAGE INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
		NAIC #

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
LT#	TYPE OF INSURANCE	INSR. #/D	POLICY NUMBER	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY					
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ex. occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV. INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
GEN'L AGGREGATE LIMIT APPLIES PER:					
<input type="checkbox"/> POLICY <input type="checkbox"/> PRO. <input type="checkbox"/> LOC					
AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ex. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
<input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					
UMBRELLA LIAB				EACH OCCURRENCE \$ AGGREGATE \$ \$	
<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					
EXCESS LIAB					
GEN'L EXCLUSIONS				WC STATUTORY LIMITS OTHER EL. EACH ACCIDENT \$ 1,000,000 EL. DISEASE - EA EMPLOYEE \$ 1,000,000 EL. DISEASE - POLICY LIMIT \$ 1,000,000	
WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY					
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE MEMBERS EXCLUDED?					
If yes, describe under DESCRIPTION OF OPERATIONS below					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 181, Additional Remarks Schedule, if more space is required)  
Los Angeles Unified School District & the Board of Education of the City of Los Angeles are included as additional insured with respects to General Liability and Auto Liability.

→  
**TYPES OF INSURANCE**

Must include the types of insurance required by contract.

←  
**LIMITS OF INSURANCE**

Must be the same or greater than required by contract.

→  
**ADDITIONAL INSURED**

→  
**CERTIFICATE HOLDER**

CERTIFICATE HOLDER		CANCELLATION	
Los Angeles Unified School District & the Board of Education of the City of Los Angeles 333 South Beaudry Ave., 28th Floor Los Angeles, CA 90017		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE	

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ACORD 25 (2010/05)

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Abuse and Sexual Molestation coverage (applicable when youth are involved in any capacity)

\$1,000,000 per occurrence/\$1,000,000 aggregate

Can be listed in general liability or Description of Operations

## ATTACHMENT "E"

### RISK FINANCE

## DETAILED ITINERARY

(list all activities from start to finish;  
detailed schedule)

## ATTACHMENT "F"

TO BE COMPLETED BY LAUSD PRINCIPAL OR PRINCIPAL'S DESIGNEE

LOS ANGELES UNIFIED SCHOOL DISTRICT | REAL ESTATE & ASSET MANAGEMENT DEPARTMENT

# FACILITY USE AUTHORIZATION FORM

GROUP/ ORGANIZATION NAME: \_\_\_\_\_

PRIMARY CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

The primary contact is the individual named as the licensee and who is authorized to submit an application for the use of facilities for the above organization

Applicant has requested use of the School on date(s), time(s) and for the purpose indicated below:

SCHOOL SITE REQUESTED: \_\_\_\_\_

FACILITY REQUESTED: \_\_\_\_\_

DATE(S) AND TIME(S) OF EVENT *(Please review Request for Use):*

APPROVED

NOT APPROVED

Concerns/ Restrictions: \_\_\_\_\_

Principal (or designee) acknowledgment. My signature below:

- Constitutes approval to begin the evaluation process of this application.
- Confirms that this event(s) will be entered into our calendar.
- Ensures that school site will schedule appropriate staff to be available during the event.

Principals or Designees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title (PLEASE PRINT): \_\_\_\_\_

Phone (DIRECT LINE): \_\_\_\_\_ Email: \_\_\_\_\_

This office evaluates and processes a large number of requests for use of school facilities. Your timely response is essential to ensure timely processing and communications between the LAUSD Real Estate & Asset Management Department, the Applicant and the School Site.

No request is deemed approved until all documentation and applicable fees have been received and approved by the LAUSD Real Estate & Asset Management Department and the Division of Risk Management.

***Please upload this form to the Facilities Use Application System for the Real Estate and Asset Management Department. This form should not be emailed nor mailed to our office. Our website is <https://www.laschools.org/new-site/facility-use/civic-center-permit/>.***

**SHOULD YOU HAVE ANY QUESTIONS, PLEASE CALL OUR OFFICE AT (213) 241-6785**

## ATTACHMENT "G"

### APPLICATION FOR LOS ANGELES UNIFIED SCHOOL DISTRICT-AUTHORIZED USE OF FACILITIES FOR OUT OF SEASON ATHLETICS PRACTICE/EVENTS

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

NAME OF REQUESTER: \_\_\_\_\_

SCHOOL REQUESTED: \_\_\_\_\_

DESCRIPTION OF ACTIVITY: \_\_\_\_\_

FACILITY REQUESTED (e.g., gym, football field, soccer field, softball field, pool, weight room):  
\_\_\_\_\_

DATES/HOURS OF REQUESTED USE (Monday –Friday 7 am – 6 pm):  
\_\_\_\_\_

**If requesting facility time after 6pm or weekends applicants must complete standard permit application.**

\*IF APPLICABLE ATTACH SCHEDULE (START AND END TIME) AND LIST OF PARTICIPATING LAUSD TEAMS WITH THIS APPLICATION

CONDITIONS OF USE OF FACILITIES FOR OUT OF SEASON ATHLETICS EVENT (INITIAL EACH):

- LAUSD students may only participate if there is a LAUSD athletic assistant with an active employee number and lausd.net email address supervising the use of facilities for out of season athletics (Employee Number: \_\_\_\_\_).  
LAUSD Email Address: \_\_\_\_\_).
- Only LAUSD students (students enrolled in a LAUSD school or students with an intent to enroll in a LAUSD school (e.g., completed Unified Enrollment, Choices, permit request, registration materials, etc.) may participate (if applicable attach copy of tournament/team schedule with a listing of all participating teams). For purposes of this Application, "LAUSD students" also includes students on a LAUSD CIF member school team during the CIF season of sport.
- No participation or admission fees shall be charged to LAUSD students or spectators. The event shall be open to the public. The host school can only charge participating schools for cost recovery (e.g., officials, \_\_\_\_\_).
- If any event parking fees are planned, a third party must be procured for parking services and approved by the LAUSD.
- All CIF City Section rules and LAUSD policies shall be followed.
- No fundraising may be conducted by participating students or teams.
- Appropriate insurance coverage is in place (attach copy of proof of insurance to this Application).
- No use of facilities is permitted on Sundays.
- No advertisements or promotions by any third party vendors is permitted.
- Only ASB can apply for concessions to be sold during the game. No other concessions are authorized under this Application. Nothing shall be sold, offered or advertised for sale on school premises as part of this Application.

- If using the pool, lifeguard coverage must be provided (attach copies of lifeguard coverage agreement).
- There will be no smoking within any building or in any other place on the school site.
- The following are prohibited: the use of profane language, possession of or use of intoxicating liquors or narcotics, quarrelling or fighting, betting or other forms of gambling, card playing, conducting raffle or lottery. No activity shall be conducted which constitutes a violation of any local, state, or federal law.
- No structures may be erected or assembled on school premises, nor may any electrical, mechanical or other equipment be brought thereon unless special approval has been obtained from the office issuing the permit in compliance with Los Angeles Unified School LAUSD standards.
- No gratuities shall be given to or accepted by LAUSD staff.
- All school grounds shall be left in the same order, condition and degree of cleanliness as existed at time of entry.
- Any use of school facilities for non-school purposes shall comply with all state and local fire, health, penal and safety laws and regulations.
- After one-half hour waiting period, school premises will be locked if the group has not arrived.

By signing below, I acknowledge and agree that the information in this Application is true and accurate to the best of my ability. I further acknowledge and agree that I will comply with all conditions of the use of LAUSD facilities for out of season athletics events. I understand and agree that failure to comply with these conditions may result in limitations on future use of LAUSD facilities and/or employee discipline, where applicable.

---

Requester Name (Print) and Signature

---

Date

I recommend approval for this request and will include the requested use on the school's Master Calendar upon LAUSD approval.

I agree to inform and provide appropriate staff to support athletic staff for cleaning and adhering to all COVID-19 protocols (e.g. daily pass, temperature checks, quarantine tent, cleaning of restrooms, etc.)

---

Administrator Name (Print) and Signature

---

Date

FOR OFFICE USE ONLY: All applications are subject to LAUSD review and approval.

ROUTING: Interscholastic Athletics, Risk Finance and Insurance Services, Leasing and Space Utilization

**ATTACHMENT "H"**  
**DIVISION OF RISK MANAGEMENT and INSURANCE SERVICES**



Permittee Name **AND** Group (Insured) Name: \_\_\_\_\_

Please Print

**Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

**Waiver:** In consideration of the insurance requirement being waived, I, we, my organization, my company, myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge from liability, and covenant not to sue the Board of Education of the City of Los Angeles or the Los Angeles Unified School District (LAUSD), its officers, employees, and agents for liability from any and all claims resulting in any injury, accidents or illness, death and property loss arising from this activity, but not limited to, services or products provided.

**Activity or Services Provided:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Assumption of Risks:** Engaging in the above activities/services carry with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries, accidents, mistakes, errors or omissions. The specific risks vary from one activity to another, but range from physical injuries such as from slips and falls to property damage or loss to include auto accidents or other unforeseen accidents.

I have read the previous paragraphs and I know, understand and appreciate these and other risks that are inherent in this activity/event. I hereby assert that I, my company, do not currently maintain

- Commercial Automobile Liability (Should I acquire any company vehicles in the future, I will notify the LAUSD and provide a certificate of insurance covering the owned, non-owned, hired or leased vehicles)
- Workers' Compensation Coverage (Should I become subject to Workers' Compensation Laws of California during the term of the agreement, I will notify the LAUSD and will comply with those laws immediately)

coverage for these risks whether first party or third party, and that I knowingly assume all such risks as a part of the consideration of this activity. I understand I, my company, will not be covered by any of LAUSD's liability insurance coverage, whether self-insurance, commercial, automobile or workers compensation coverage.

**Indemnification and Hold Harmless:** I also agree to INDEMNIFY AND HOLD the Board of Education of the City of Los Angeles and LAUSD HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages, and liabilities, including attorney's fees brought as a result of participation in this event, activity or services and to reimburse LAUSD for any such expenses incurred by the LAUSD.

**Severability:** The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read the Waiver of Liability, Assumption of Risk, and Indemnity Agreement. I fully understand its terms and I understand I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**This waiver terminates on the expiration date of your Commercial General Liability policy in-force at the time of application.**

**ATTACHMENT "I"**  
**Los Angeles Unified School District**  
**LIST OF VENDORS FOR A SPECIAL EVENT**

EVENT: \_\_\_\_\_

NAME OF VENDOR :	NOTES: ACTIVITY PERFORMED/SERVICE PROVIDED or other relevant information	Contact Information:

*\*Vendors are any third parties associated with your event/request. Write "No Vendors", if you will have no third parties. Upload form with application request.*

## ITEM 4

# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report



October 14, 2025

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

Dear Mayor and Members of the City Council:

## **AUTHORIZATION TO APPROVE FIRST AMENDMENT TO AGREEMENT WITH TIERRA WEST ADVISORS, INC. AND APPROPRIATE ADDITIONAL FUNDS FOR INTERIM COMMUNITY DEVELOPMENT DIRECTOR SERVICES**

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

1. Approve the First Amendment to the Professional Services Agreement with Tierra West Advisors, Inc., extending the agreement for Interim Community Development Director services through October 31, 2025, and increasing the not-to-exceed amount by \$50,000; and
2. Appropriate an additional \$50,000 from the General Fund to the Community Development Department for this purpose; and
3. Authorize the City Manager to execute the First Amendment and take all necessary actions to effectuate the terms of the agreement.

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

On April 7, 2025, the City entered into a Professional Services Agreement with Tierra West Advisors, Inc. to provide interim Community Development Director services following the department vacancy in March 2025. Under the agreement, services were provided by Louis Morales, a highly experienced municipal planning professional with prior experience in the City's Community Development Department.

The initial agreement provided a six-month term and a not-to-exceed amount of \$100,000. To date, Mr. Morales has provided critical leadership in maintaining departmental operations, advancing the implementation of the City's Rent Stabilization Program, and supporting planning efforts for the forthcoming citywide Parking Program.

**AUTHORIZATION TO APPROVE FIRST AMENDMENT TO AGREEMENT WITH  
TIERRA WEST ADVISORS, INC. AND APPROPRIATE ADDITIONAL FUNDS FOR  
INTERIM COMMUNITY DEVELOPMENT DIRECTOR SERVICES**

October 14, 2025

Page 2 of 2

As the current agreement approaches its original funding cap, the City Manager is requesting an appropriation of an additional \$50,000 to continue services through the end of October 2025. During this time, the City will negotiate a full-time employment agreement for the permanent Community Development Director, which will be presented to the City Council for consideration at the next regularly scheduled meeting.

**LEGAL REQUIREMENT**

The First Amendment to the Professional Services Agreement complies with applicable laws and City contracting requirements..

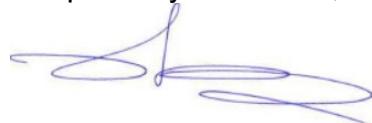
**FISCAL IMPACT/FINANCING**

An additional appropriation of \$50,000 is required to extend interim services through October 31, 2025. This amount will be allocated from the General Fund reserve to the Community Development Department. If approved, the total not-to-exceed amount under the agreement will be \$150,000.

**CONCLUSION**

Approval of the recommended actions will ensure the uninterrupted leadership and operation of the Community Development Department while the City completes the recruitment and appointment process for a permanent Director.

Respectfully submitted,



RICARDO REYES  
City Manager

**ATTACHMENT(S)**

- A. First Amendment to Agreement with Tierra West Advisors, Inc.
- B. Original Professional Services Agreement (April 7, 2025)



## **FIRST AMENDMENT TO TIERRA WEST ADVISORS, INC PROFESSIONAL SERVICES AGREEMENT**

THIS FIRST AMENDMENT AGREEMENT ("Agreement") is made as of October 7, 2025 by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("City") and TIERRA WEST ADVISORS, INC (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. Based on and in consideration of the mutual promises set forth below, the parties agree as follows:

### **RECITALS**

This Agreement is made and entered into with respect to the following facts:

**WHEREAS**, Consultant was retained to provide interim staffing and other advisory services for the City;

**WHEREAS**, on April 7, 2025 the Parties executed and entered into that certain agreement entitled, Professional Services Agreement (Staffing Services) (hereinafter, the "Master Agreement"); and

**WHEREAS**, Section 4 of the Master Agreement states that the term of the agreement shall be six (6) months; and

**WHEREAS**, A memorandum issued to clarify the Master Agreement provides a limit of a not-to-exceed amount of \$100,000.

**NOW THEREFORE**, in consideration of the promises and mutual promises herein contained, it is agreed as follows:

1. **Term**. Section 4 of the Master Agreement is hereby extended to October 31, 2025. The remaining language in this Section remains the same with the City's ability to terminate the Agreement at any time.

2. **Compensation**. Consultant shall perform the various services and tasks set forth in the Scope of Services of the Master Agreement at a not-to-exceed additional sum of Fifty Thousand Dollars (\$50,000.00). Professional Services Agreement will be a total of One Hundred Thousand Dollars (\$150,000).

3. Except as otherwise set forth in this First Amendment, the terms of the

Master Agreement shall control. This First Amendment Agreement with the Professional Services Agreement shall constitute the entire, complete, final, and exclusive expression of the Parties with respect to the matters addressed in both documents.

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

**CITY OF HUNTINGTON PARK:**

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

Ricardo Reyes  
City Manager

**TIERRA WEST ADVISORS, INC**

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

John Yonai  
Principal

**ATTEST:**

\_\_\_\_\_

Eduardo Sarmiento, City Clerk

## AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into this 7 day of April, 2025, by and between the City of Huntington Park hereinafter referred to as "CITY") and Tierra West Advisors, Inc. (hereinafter referred to as "CONSULTANT").

### WITNESSETH

The parties hereto do agree as follows:

SECTION 1. RECITALS. This Agreement is made and entered into with respect to the following facts:

(a) The CITY desires to undertake certain activities necessary for the project management, planning, development and execution of projects thereunder; and

(b) The CITY desires a highly qualified CONSULTANT to provide interim management services and technical assistance in the area of planning, environmental advisory services, economic development services, financial analyses and provide staffing support; and

(c) The CONSULTANT represents that it is qualified to perform such services and has agreed to do so pursuant to this Agreement; and

(d) The CITY desires to contract with the CONSULTANT on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT. The CITY hereby employs the CONSULTANT, and the CONSULTANT hereby accepts such employment, as CONSULTANT to the CITY, for purposes of providing technical assistance in the areas of staffing support, planning, housing, economic development services, financial analyses, program advisory services and project coordination activities.

SECTION 3. SCOPE OF SERVICES. The CONSULTANT will diligently perform the tasks and prepare the documents necessary to provide interim staffing and other advisory services in accordance with City direction (the "Project"). The specific tasks are those outlined in the attached letter proposal, as well as those services that the City directs CONSULTANT to provide.

SECTION 4. TERM. The term of this Agreement shall be SIX (6) months/year commencing from the date of this Agreement as first shown above, or until its termination by the City or CONSULTANT, whichever occurs first. The schedule of performance shall be as outlined in the preliminary schedule prepared by the CONSULTANT. If necessary, the schedule may be modified upon approval of the CITY staff.

SECTION 5. CONSULTANT PROJECT TEAM. John Yonai, Principal, will be designated as the responsible party for the CONSULTANT. Louis Morales, Director, will provide day-to-day Project Manager for assignment support and will include other project team members as needed for specialized tasks and projects.

If at any time during the term of this Agreement the principal consultant staff designated to work on the Project are no longer available to work on the Project, the CITY retains the right to renegotiate this Agreement.

**SECTION 6. COMPENSATION.** The CONSULTANT will perform those tasks and deliver the products as generally outlined in the proposal on an hourly time and materials basis. Not included in this fee are the costs incurred for those items identified as "Exclusions" in the Proposal. These items will be charged on a time and materials basis.

Reimbursable expenses shall mean necessary out-of-pocket expenses incurred by the CONSULTANT in the performance of this Agreement for postage, printing and duplication costs, and messenger costs. Reimbursable expenses shall be billable at the actual costs reasonably incurred therefor plus a 10% surcharge.

Within ten (10) days after the last day of any month, the CONSULTANT shall submit an invoice to the AGENCY itemizing tasks performed and related reimbursable expenses. The hourly rates for professional services rendered pursuant to this Agreement shall be those presented below.

<b>TWA - 2024-2025</b>		
<b>Standard Rate</b>		<b>Interim Services</b>
Principal	\$250	\$175
Director	\$235	\$165
Senior Associate	\$225	\$160
Associate/Acquisition Agent	\$205	\$145
Senior Analyst	\$185	\$140
Analyst	\$165	\$130
Technical Staff	\$120	\$120
Administrative Staff	\$90	\$95
Clerical	\$75	\$80
Administrative Cost	5%	5%

**SECTION 7. PAYMENT PERIOD.** The CITY shall review the invoices submitted by CONSULTANT to determine whether the nature and extent of the services performed are consistent with this Agreement. Payment shall be made within forty-five (45) days following receipt of the invoice by the CITY or CITY shall give to CONSULTANT a written notice objecting to charges, including a statement of reasons for such objections.

**SECTION 8. RIGHT OF TERMINATION.** This Agreement may be terminated by the CITY, with or without cause, in its sole discretion, on ten (10) days written notice to the CONSULTANT.

In such event, the CONSULTANT shall, on the CITY'S request, promptly surrender to the CITY all completed work and work in progress, and all materials, records, and notes procured or produced pursuant to this Agreement. The CONSULTANT may retain copies of such work products as a part of its record of professional activity. The CONSULTANT is cognizant of the fact that all information and material obtained by the CONSULTANT from the CITY during the performance of this Agreement shall be treated as strictly confidential and shall not be used by the CONSULTANT for any purpose other than the performance of this Agreement. The CONSULTANT shall be reimbursed for all expenses incurred to the date of termination.

**SECTION 9. REPORTS AND DOCUMENTS.** All reports, agreements and other documents prepared by the CONSULTANT pursuant to this Agreement are the property of the CITY and shall be turned over to the CITY upon expiration or termination of this Agreement.

The CITY may use, duplicate, disclose, and/or disseminate, in whole or in part, in any manner it deems appropriate, all papers, writings, documents, reports and other materials of whatever kind prepared, produced or procured in the performance of this Agreement, which are delivered to or acquired by CITY.

**SECTION 10. INDEPENDENT CONTRACTOR.** The parties hereby acknowledge that the CONSULTANT is an independent contractor and shall not be considered to be an employee of the CITY.

**SECTION 11. INDEMNITY.** CONSULTANT hereby agrees to and does indemnify, defend and hold harmless the CITY, and any and all of their respective officers, employees, and representatives from any and all claims, liabilities and expenses, including attorney fees and costs that arise out of CONSULTANT'S performance of this Agreement. However, if the CONSULTANT is joined in any legal action taken against the CITY except actions based on the negligent or wrongful acts of the CONSULTANT, the CITY will indemnify, defend and hold harmless the CONSULTANT.

**SECTION 12. NOTICES.** Notices pursuant to this Agreement shall be given by personal service or by deposit of the same in the custody of the United States Postal Service, postage prepaid, addressed as follows:

TO CITY:

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

TO CONSULTANT:

Tierra West Advisors, Inc.  
2616 East 3<sup>rd</sup> Street  
Los Angeles, CA 90033  
Attn: John Yonai, or  
Rose Acosta Yonai

Notices shall be deemed to be given as of the date of personal service, or two (2) days following the deposit of the same in the course of transmission of the United States Postal Service.

**SECTION 13. BINDING EFFECT.** This Agreement shall be binding upon the parties hereto and their successors in interest.

**SECTION 14. ASSIGNMENT.** CONSULTANT shall not be permitted to assign any of its rights or obligations hereunder, except to sub-consultants as approved by the CITY and except for the payment of funds due from the CITY, without prior written consent of the CITY. The consent of the CITY to an assignment shall not be unreasonably withheld, but prior to approving any assignment involving the performance of any obligations pursuant to this Agreement, the CITY shall be satisfied by competent evidence that the assignee is financially able and technically qualified to perform those services proposed to be assigned. In the event of

such assignment, the CITY may condition the same so as to ensure compliance with the provisions of this Agreement.

SECTION 15. COMPLIANCE WITH LAWS. CONSULTANT shall comply with all applicable laws in performing its obligations under this Agreement.

SECTION 16. CONFIDENTIALITY. Information and materials obtained by the CONSULTANT from the CITY during the performance of this Agreement shall be treated as strictly confidential and shall not be used by the CONSULTANT for any purpose other than the performance of this Agreement.

SECTION 17. CONSULTANT'S LIABILITY AND INSURANCE, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE. The CONSULTANT shall assume all responsibility for damages to property or injuries to persons, including accidental death, which may be caused by the CONSULTANT'S performance of a contract, whether such performance be by its employees, its subcontractor, or anyone directly or indirectly employed by it and whether such damage shall accrue or be discovered before or after termination of contract. The City shall be provided with a certificate of insurance verifying the CONSULTANT'S liability insurance coverage.

SECTION 18. WORKERS' COMPENSATION INSURANCE. The CONSULTANT agrees to maintain at its expense, during the term of this Agreement, all necessary insurance for its employees engaged in the performance of this Agreement, including, but not limited to, workers' compensation insurance, and to provide the CITY with satisfactory evidence of such insurance coverage upon the CITY'S request.

SECTION 19. DISCRIMINATION. The CONSULTANT agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, marital status, or place of national origin. In this connection, the CONSULTANT agrees to comply with all County, State and Federal laws relating to equal employment opportunity rights.

IN WITNESS WHEREOF, this Agreement has been duly authorized and executed by the parties hereto on the day and year first herein above written.

CITY:

CITY OF HUNTINGTON PARK

By: 

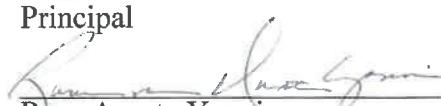
Title: CITY MANAGER

CONSULTANT:

TIERRA WEST ADVISORS, INC.

By: 

John Yonai  
Principal

By: 

Rose Acosta Yonai  
Principal

## ITEM 5

# CITY OF HUNTINGTON PARK

Office of the City Manager  
City Council Agenda Report



October 14, 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 EXTENSION TO THE AGREEMENT WITH SAREGA LAW, APC FOR INTERIM CITY ATTORNEY SERVICES**

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

Review and discussion an extension to the Agreement with Sarega Law, APC for Interim City Attorney services.

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

On February 28, 2025, the former City Attorney resigned their post with the City of Huntington Park. In response to the resignation, the City Council selected Andrew Sarega from Sarega Law, APC to serve as the City's Interim City Attorney until such time as a selection process could be undertaken to appoint a permanent City Attorney. The appointment covered a period of ninety (90) days.

Since the appointment, the City has experienced many challenges and undertaken a great effort to effect change within the City. Examples include the challenges faced by the City and community related to the ICE raids occurring throughout the region, City operational changes that includes staffing, various investigations including criminal investigations into past City actions, and many others.

As a result of the many challenges facing the City, the matter of the continued service of the Interim City Attorney for a period not to exceed one (1) year is being proposed to the City Council for consideration.

Legislative bodies in the State of California have the authority to appoint and dismiss City Attorneys. No specific statutes exist that cap the amount of time an individual can serve in an interim capacity and there are numerous examples of cities having executive level staff in interim capacities for periods of two years and greater.

**CONSIDERATION AND APPROVAL OF AN EXTENSION TO THE AGREEMENT WITH  
SAREGA LAW, APC FOR INTERIM CITY ATTORNEY SERVICES**

October 14, 2025

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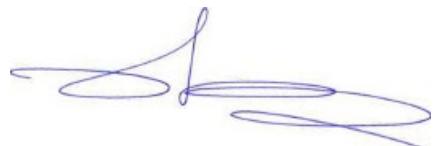
**FISCAL IMPACT/FINANCING**

The proposed contract calls for a flat fee of \$20,000 per month.

**CONCLUSION**

While the City continues to move forward with various projects, investigations, and general city operations, the need for consistent legal services remains paramount to the efforts undertaken. As such, it is recommended that the City Council review and discuss an extension of the Agreement with Sarega Law, APC for Interim City Attorney services.

Respectfully submitted,



RICARDO REYES  
City Manager

**ATTACHMENT(S)**

- A. Agreement with Sarega Law, APC

## ATTACHMENT "A"

### AGREEMENT FOR GENERAL LEGAL COUNSEL SERVICES FOR CITY OF HUNTINGTON PARK

This AGREEMENT FOR GENERAL LEGAL COUNSEL SERVICES (the "Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the CITY OF HUNTINGTON PARK (herein referred to as the "City") and SAREGA LAW, APC (hereinafter referred to as "Firm"). The Firm and the City may be referred to hereinafter individually and/or collectively, as the context may require, as "Party" or "Parties."

#### 1. APPOINTMENT

The City hereby engages the Firm to provide general legal counsel services related to litigation, liability, personnel and any other services, as requested by the City Council ("Council"). The Firm shall represent the City as Interim City Attorney and Interim Successor Agency General Counsel. Such services shall be provided by or under the supervision of Andrew Sarega. Notwithstanding the foregoing named person(s), the Firm may, from time to time, designate other attorneys within the Firm to provide general legal counsel services.

#### 2. SCOPE OF WORK AND DUTIES

A. The Firm shall perform any and all work necessary for the provision of legal counsel, when specifically requested by the City Council, including:

- (i) Attend various Council meetings as requested; and
- (ii) Provide legal advice, written legal opinions, and consultation, as needed on matters affecting litigation, liability, personnel and any other services, as requested; and
- (iii) Be available for telephone consultation with the City Council and Client staff; and
- (iv) Prepare or review necessary agreements and related documents regarding litigation, liability, personnel and any other legal services, as requested by the City Council.

B. The Firm will keep the City Council informed as to the progress and status of all pending matters in accordance with such procedures as the City Council may establish from time to time. The Firm is expected to manage, control and oversee the delivery of legal services in a competent, professional, and cost-effective manner. All legal services shall be properly supervised and all personnel shall be qualified to handle the work assigned.

C. All legal services shall be coordinated under the direction of the City. Nothing in this Agreement shall be construed in any manner as limiting the ultimate and absolute discretion of the City, at any time, to assign or reassign matters to or from the Firm.

### **3. TERM**

This Agreement shall be effective upon execution by all Parties. The term of this Agreement shall be for one (1) year or until the City conducts a request for proposal for legal services, whichever comes first.

### **4. CLIENT DUTIES**

The City agrees to provide such information, assistance, cooperation, and access to books, records, and other information as is necessary for the Firm to effectively render its professional services under this Agreement. To the extent the City desires services to be rendered on site, the City, at the City's expense, will make available sufficient office space, furniture, telephones, computers, facsimile machines, and secretarial support, as approved by the City Manager, as may be necessary. The City further agrees to abide by this Agreement, and to timely pay the Firm's bills for fees, costs, and expenses, as established by this Agreement. However, nothing in this section, or any other part of this Agreement, shall be construed in any manner as limiting the ultimate and absolute discretion of the City, at any time, to assign or reassign matters to or from the Firm.

### **5. PERSONNEL**

Except as provided in Section 1, above, the Firm will exercise its discretion to utilize whichever attorney(s) (and staff) it determines to be best suited to provide legal services under this Agreement, consistent with the competent and efficient rendering of legal services, and with a view toward rendering such services in an economically efficient manner.

### **6. COMPENSATION**

The Firm agrees to provide all of the foregoing legal services at a flat monthly rate ("Rate") of \$20,000.00 per month.

### **7. COSTS AND OTHER CHARGES**

The Firm may incur various costs and expenses in rendering the legal services required by this Agreement, which, if customary and necessary for the performance of legal services hereunder, shall be reimbursable by the City. Those costs and expenses are described in more detail in Exhibit A. All clerical services, ordinary travel costs (e.g., from the Firm's office to court or to the City's office) are included within the rates set forth above, and there shall be no additional charges for such expenses. The City agrees to reimburse the Firm for expenses such as expert or consultant fees, or litigation expenses such as court reporters, which shall be passed through to City at the actual costs thereof. Reimbursable costs shall not include any overhead or administrative charge by the Firm or the Firm's cost of equipment or supplies except as provided herein.

The Firm may determine it necessary or appropriate to use one or more outside investigators, consultants, or experts in rendering the legal services required (particularly if a

matter goes into litigation). The City will be responsible for paying such fees and charges. The Firm will not, however, retain the services of any outside investigators, consultants, or experts without the prior agreement of the City. The Firm will select any investigators, consultants, or experts to be hired only after consultation with the City.

Extraordinary travel expenses, including transportation, meals, and lodging, when incurred on behalf of the City, shall be reimbursed by the City only with the prior agreement of the City.

Finally, periodically, when on-site, the Firm personnel may be required to make local and long-distance telephone calls, or make photocopies, or incur other expenses on behalf of the City as well as other clients. The Firm will not be charged for such expenses and, in exchange, will not charge the City for calls made from our office or other locations to the City.

## **8. STATEMENTS AND PAYMENT**

The Firm shall render to the City a statement for fees, costs, and expenses incurred on a periodic basis (generally monthly). Such statement(s) shall indicate the basis of the fees. Reimbursable costs shall be separately itemized.

Payments shall be made by the City within thirty (30) days of receipt of the statement, except for those specific items on an invoice which are contested or questioned and are returned by the City with a written explanation of the question or contest, within thirty (30) days of receipt of the invoice. Payments made more than thirty (30) days after the due date shall draw interest at the legal rate.

## **9. INDEPENDENT CONTRACTOR**

The Firm shall perform all legal services required under this Agreement as an independent contractor of the City, and shall remain, at all times as to the City, a wholly independent contractor with only such obligations as are required under this Agreement. Neither the City, nor any of its employees, shall have any control over the manner, mode, or means by which the Firm, its agents or employees, render the legal services required under this Agreement, except as otherwise set forth. The City shall have no voice in the selection, discharge, supervision or control of the Firm's employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service.

## **10. INSURANCE**

The Firm shall maintain professional liability insurance during the term of this Agreement and any extensions thereof.

## **11. INDEMNIFICATION**

The Firm agrees to indemnify, defend and hold harmless the City, its officers, employees and agents, against any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be

asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of the Firm, its agents, employees, subcontractors, or invitees, provided for herein or arising from the acts or omissions of the Firm hereunder, or arising from the Firm's performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the negligence or willful misconduct of the City, its officers, agents or employees.

The City acknowledges Firm is being appointed as Interim City Attorney pursuant to the authority of Government Code Section 36505 and has the authority of that office. Accordingly, the City is responsible pursuant to Government Code Section 825 for providing a defense for the City Attorney for actions within the scope of its engagement hereunder. Therefore, City agrees to undertake its statutory duty and indemnify, defend, and hold harmless the Firm, its officers, employees, agents, representatives, and contractors from and against all third party allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation reasonable attorneys' fees and costs) arising out of, resulting from, or in connection with the services contemplated by this Contract, except to the extent such claims or liabilities arise from the willful misconduct of Indemnitees. In connection herewith:

- (i) City will promptly provide a defense and pay any judgment rendered against the Firm, officers, employees, agents, representatives, and contractors for any such claims or liabilities arising out of or in connection with such work, operations, or activities of City hereunder;
- (ii) In the event Firm, its officers, agents, or employees are made a party to any action or proceeding files or prosecuted against City for such damages or other claims solely arising out of or in connection with the work, operations, or activities of City hereunder, City agrees to pay Firm, officers, employees, agents, representatives, and contractors any and all costs and expenses incurred by attorneys, its officers, agents, or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

## 12. NOTICES

Notices required pursuant to this Agreement shall be given by personal service upon the Party to be notified, or by delivery of same into the custody of the United States Postal Service, or its lawful successor; postage prepaid and addressed as follows:

CLIENT: City of Huntington Park  
6550 Miles Ave  
Huntington Park, CA 90255  
(323) 582-6161  
[rreyes@h pca.gov](mailto:rreyes@h pca.gov)  
Attention: Ricardo Reyes

FIRM: Sarega Law, APC  
2211 E Orangewood Ave Unit 488  
Anaheim, CA 92806  
(714) 931-8386  
[andrew@saregalaw.com](mailto:andrew@saregalaw.com)  
Attention: Andrew Sarega

Service of a notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit with the United States Postal Service shall be deemed to have been given two (2) consecutive business days following the deposit of the same in the custody of said Postal Service. Either Party hereto may, from time to time, by written notice to the other, designate a different address or person which shall be substituted for that specified above.

### **13. NON-DISCRIMINATION**

In connection with the execution of this Agreement, the Firm shall not discriminate against any employee or applicant for employment because of race, religion, marital status, color, sex, handicap, sexual persuasion, or national origin. The Firm shall take affirmative action to ensure that applicants are employed, and that employees are treated fairly during their employment, without regard to their race, religion, color, sex, marital status, handicap, sexual persuasion, or national origin. Such actions shall include, but not be limited to the following: employment, promotion, demotion, transfer, duties assignment; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

### **14. TERM, DISCHARGE AND WITHDRAWAL**

This Agreement shall commence on the date it is executed by the City, and shall remain in full force and effect until terminated by either Party hereto or expiration of the term of this Agreement. The City may discharge the Firm at any time upon thirty (30) days notice to the Firm. The Firm and the assigned personnel shall have no right to a hearing. The Firm may withdraw from the City's representation at any time, to the extent permitted by law, and the Rules of Professional Conduct, upon at least sixty-days' (60-days') notice to the City.

In the event of such discharge or withdrawal, the City will pay the Firm's professional fees and costs, in accordance with this Agreement, for all work done (and costs incurred) through the date of cessation of legal representation. The City agrees to execute, upon request, a stipulation in such form as to permit the Firm to withdraw as the City's attorneys of record in any legal action then pending. The Firm shall deliver all documents and records of the City to the City, or to counsel designated by the City, and assist to the fullest extent possible in the orderly transition of all pending matters to the City's new counsel.

## **15. CONFLICTS**

The Firm has no present or contemplated employment which is adverse to the City. The Firm agrees it shall not represent clients in matters either involving litigation or non-litigation against the City. However, the Firm may have past and present clients or may have future clients, which, from time to time, may have interests adverse to the City, and the Firm reserves the right to represent such clients in matters not connected with its representation of the City.

If a potential conflict of interest arises in the Firm's representation of two clients, if such conflict is only speculative or minor, then the Firm shall seek waivers from each client with regard to such representation. However, if real conflicts exist, then the Firm would withdraw from representing either client in the matter, and assist them in obtaining outside special counsel.

## **16. INTERPRETATION OF AGREEMENT AND FORUM**

This Agreement shall be construed and interpreted both as to validity and performance of the Parties in accordance with the laws of the State of California. In the event of any dispute hereunder, forum shall be the Superior Court, Los Angeles County.

## **17. INTEGRATED AGREEMENT; AMENDMENT**

This Agreement contains all of the agreements of the Parties and cannot be amended or modified except by written agreement. No prior oral or written understanding shall be of any force or effect with respect to those matters covered in this Agreement. This Agreement may be amended at any time by the mutual consent of the Parties by an instrument in writing. The foregoing notwithstanding, any written amendment limited only to a change in the business name of FIRM or any change in FIRM's business structure may be approved and executed administratively by the City Council, provided Andrew Sarega remain as principal, partner, shareholder and/or employee of FIRM.

## **18. AUTHORITY**

The persons executing this Agreement on behalf of the Parties hereto warrant they are duly authorized to execute this Agreement on behalf of said Parties and that in so executing this Agreement the Parties hereto are formally bound to the provisions of this Agreement.

**[Signatures Following Page]**

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the date of execution by the City.

Date: \_\_\_\_\_, 2025

**CITY OF HUNTINGTON PARK**

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

Ricardo Reyes  
City Manager

Date: October 14, 2025

**SAREGA LAW, APC**

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

  
Andrew Sarega  
President