

CITY OF HUNTINGTON PARK City Council Regular Meeting Agenda

Tuesday, December 23, 2025

6:00 p.m.

City Hall Council Chambers
6550 Miles Avenue, Huntington Park, CA 90255
&
40770 Big Bear Blvd.
Big Bear, CA 92315

Arturo Flores
Mayor

Eduardo “Eddie” Martinez
Vice Mayor

Jonathan A. Sanabria
Council Member



Karina Macias
Council Member

Nancy Martiz
Council Member

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

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

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

PLEASE NOTE--The numerical order of items on this agenda is for convenience of reference. Items may be taken out of order upon request of the Mayor or Members of the City Council. Members of the City Council and the public are reminded that they must preserve order and decorum throughout the Meeting. In that regard, Members of the City Council and the public are advised that any delay or disruption in the proceedings or a refusal to obey the orders of the City Council or the presiding officer constitutes a violation of these rules.

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

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

PUBLIC COMMENT

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

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

ADDITIONS/DELETIONS TO AGENDA

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

IMPORTANT NOTICE

The City of Huntington Park shows replays of City Council Meetings on Local Access Channel 3 and over the Internet at www.hpca.gov. NOTE: Your attendance at this public

meeting may result in the recording and broadcast of your image and/or voice.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

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

COMMUNITY PRESENTATION(S) AND ANNOUNCEMENTS

None

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. Special City Council Meeting held December 9, 2025

FINANCE

2. WARRANT REGISTERS

IT IS RECOMMENDED THAT CITY COUNCIL:

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

COMMUNITY DEVELOPMENT

3. **CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING TITLE 9 (ZONING) OF THE HUNTINGTON PARK MUNICIPAL CODE TO IMPLEMENT HOUSING ELEMENT PROGRAM 2, TO UPDATE ACCESSORY DWELLING UNIT ORDINANCE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive the full reading and adopted Ordinance 2025-18 amending the Huntington Park Municipal Code by adding a new chapter relating to the regulation of Accessory Dwelling Units.

CITY MANAGER

4. **SECOND READING OF ORDINANCE NO. 2025-15 AMENDING ARTICLE 1 OF CHAPTER 1 OF TITLE 2 OF THE CITY OF HUNTINGTON PARK MUNICIPAL CODE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive full reading and adopt the Ordinance 2025-15 amendment to the Huntington Park Municipal Code addressing City Council Compensation.

HUMAN RESOURCES

5. **CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING UNIT MODIFICATIONS FOR THE POSITIONS OF RECREATION COORDINATOR, COMMUNITY SERVICES SUPERVISOR, RECREATION SUPERVISOR, SENIOR RECREATION SUPERVISOR, AND RECREATION MANAGER**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution of the City Council of the City of Huntington Park Approving Unit Modifications for the positions of Recreation Coordinator, Community Services Supervisor, Recreation Supervisor, Senior Recreation Supervisor, and Recreation Manager.

END OF CONSENT CALENDAR

PUBLIC HEARING(S)

COMMUNITY DEVELOPMENT

- 1. CALL FOR REVIEW OF THE PLANNING COMMISSION'S DETERMINATION APPROVING PLANNING COMMISSION CASE NO. 2025-08 CUP- A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE. *(Continued from December 9, 2025 City Council Meeting)***

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing; and
2. Take public testimony; and
3. Receive additional and final comments for or against the decision; and
4. Review the Planning Commission's determination approving Planning Commission Case No. 2025-08 CUP, a request for a Conditional Use Permit for a parking facility located at 2700 Slauson Avenue located within the Commercial General (C-G) zone.

ORDINANCES AND RESOLUTIONS

None

STUDY SESSION

None

REPORTS AND INFORMATIONAL ITEMS

PUBLIC WORKS

- 1. CONSIDERATION OF AUTHORIZATION TO INITIATE A COMPETITIVE SOLICITATION PROCESS FOR A CITYWIDE ENERGY EFFICIENCY AND INFRASTRUCTURE IMPROVEMENT PROJECT**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize the City Manager to develop and release a competitive solicitation process, such as a Request for Qualifications (RFQ), to evaluate and identify qualified providers for a potential citywide energy efficiency and infrastructure improvement project; and
2. Direct staff to evaluate submitted proposals in coordination with the City's contracted engineering firm to ensure alignment with the City's long-term capital improvement strategy and infrastructure priorities.

FINANCE

2. CONSIDERATION AND APPROVAL TO REJECT ALL PROPOSALS FOR THE DATA MIGRATION RFP

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Reject all proposals for the Data Migration RFP

3. AWARD A SOLE SOURCE CONTRACT TO KOA HILLS FOR DATA MIGRATION SERVICES, AND APPROVE A BUDGET APPROPRIATION OF \$162,988.00

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Authorize staff to award a Sole Source Contract to KOA Hills to conduct the data migration; and
2. Approve Resolution 2025-XX; and
3. Authorize the City Manager to finalize terms and execute the professional services agreement; and
4. Approve a budget appropriation of \$162,988.00 to account 787-8951-419.43-15.

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


CLOSED SESSION

None

ADJOURNMENT

The City of Huntington Park City Council will adjourn the meeting to a Regular Meeting on Tuesday, January 13, 2025 at 6:00 P.M.

I, Eduardo Sarmiento, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at City of Huntington Park City Hall and made available at www.hpca.gov not less than 72 hours prior to the meeting. Dated this 18th day of December 2025.

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

Eduardo Sarmiento, City Clerk

CONSENT CALENDAR

ITEM 1

CITY COUNCIL MEETING MINUTES

Tuesday Meeting of the
City of Huntington Park City Council
Tuesday, December 9, 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, December 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 (arrived 6:10pm), Vice Mayor Martinez, and Mayor Flores

ABSENT: None

CITY OFFICIALS/STAFF: City Manager Ricardo Reyes; Eduardo Sarmiento City Clerk; Louis Morales Interim Community Development Director; Cosme Lozano Chief of Police; 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 Flores

PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Vice Mayor Martinez.

PRESENTATION(S)

1. **PROCLAMATION IN RECOGNITION OF THE HUNTINGTON PARK KEY CLUB FOR 100 YEARS OF SERVICE**
2. **PRESENTATION RECOGNIZING THE SUCCESS OF THE NOVEMBER 16 SPAY & NEUTER CLINIC DAY AND COMMUNITY PARTNERS**
3. **PRESENTATION BY ALLIANCE BUILDING SOLUTIONS (ABS) REGARDING A PROPOSED CITYWIDE ENERGY EFFICIENCY AND RESILIENCY PROJECT**

PUBLIC COMMENTS

The following people/ person provided public content:

1. Gloria Rodriguez- concerns about district.
2. Rodolfo Cruz- concerns about the city.
3. Susane Useda- concerns about ticket.

Public Comment was paused at 6:58pm for the Public Hearing Item which had a hard stop at 7pm.

PUBLIC HEARING [7pm Hard Start]

CITY COUNCIL

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. Conducted the required public hearings as outlined in Elections Code 10010, soliciting input from the residents of the City of Huntington Park.

Presentation was conducted.

Public Hearing Opened

- 1) Carlos Cordova- Would like more information regarding the districts.
- 2) Yanina Gonzalez- Not in favor of maps or zones.
- 3) Ruby Cruz- concerns about the maps.
- 4) Aida Vega- Worried about future youth who want to run for Huntington Park Council
- 5) Valdomero Capiz-
- 6) Esperanza Rodriguez- 30 year resident not in favor.
- 7) Jane Doe- not in favor of districts.
- 8) Jane Doe- not in favor of districts.
- 9) Maria Cubarubias- Not in favor of districts.
- 10) Celia Rivas
- 11) Maria Maganone

Councilmember Macias stated that she believes that the vote of districts should be voted on by the people. She would like answers from some legal!

Councilmember Martiz stated that she is in support of districts because it provides stronger representation for the individual neighborhoods. It also provides stronger control for the residents of Huntington Park. If individuals see that their representative is not serving the neighborhood then they have more control and authority to remove them.

Councilmember Sanabria stated that he has had concerns regarding the contracts that were implemented beforehand. Utilized the example of the aquatics center and bus company as examples. He emphasized how the youth will now be able to access the politics easier because it will be more affordable for them to enter politics.

Vice Mayor Martinez having districts will be a benefit for the residence. But we should increase the information that people can access. It will lower the cost of campaigns for the individuals seeking to get involved.

Mayor Flores would like that all materials regarding districts are translated to Spanish. Social Media posts and presentations would like it to be translated. When it comes to districts in Huntington Park it is difficult to be in a position of leadership for a city that has had the number of scandals this city has been dealing with. Scandals like the Efren Martinez scandal and the Ice National campaign. We had people come in thinking this was a bad thing, but with districts local leaders can run. By implementing districts new leaders can come in and make their difference. The council will still have the same authority regarding

of the districts. But now representation will be by region. By implementing districts our children regardless of income will be able to be councilmembers.

PUBLIC HEARING CLOSED

PUBLIC COMMENTS (CONT)

- 1) Tommy Favive- presentation of building solutions. Represents Alarm Building Solutions.
- 2) John Doe- would like to volunteer.
- 3) Jane Doe- Construction company has been there parked for two weeks and hasn't been working. They removed grass but haven't fixed it.
- 4) Jane Doe- Why are presentations sent to the back and not to the front.
- 5) Jane Doe- You all talk about benefits of districts. There are some, but as a 27 year resident she has seen that pacific blvd used to generate a lot of revenue, when there are larger issues. She wants to see the community progress. We have lost a lot of perks the city used to give. She wants to see community programming for youth.
- 6) Jane Doe- concerns about restrooms in the parade
- 7) Maria De Los Angeles
- 8) Jane Doe- Concerns regarding parking and the RSO.

STAFF RESPONSE

Mayor- Would like a presentation on fees for ADU construction

CONSENT CALENDAR

CITY CLERK

1. CITY COUNCIL MEETING MINUTES

IT IS RECOMMENDED THAT CITY COUNCIL:

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

1. Special City Council Meeting held November 12, 2025
2. Special City Council Meeting held November 7, 2025

FINANCE

2. WARRANT REGISTERS

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve Accounts Payable and Payroll Warrant(s) dated November 20, 2025
2. Approve Accounts Payable and Payroll Warrant(s) dated

COMMUNITY DEVELOPMENT

3. AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, AMENDING A PORTION OF TITLE 8 "BUILDING REGULATIONS"

OF THE HUNTINGTON PARK MUNICIPAL CODE BY REPEALING CHAPTERS 1, 1A, 1B, 3, 4, 5, 7, 8, 10, 11, 12, 16, AND 20, AND REPLACING IT WITH NEW CHAPTERS 1, 1A, 1B, 3, 4, 5, 7, 8, 10, 11, 12, 16, AND 20 IN LIEU THEREOF, AND ADOPTING BY REFERENCE THE 2025 CALIFORNIA BUILDING STANDARDS CODE, CONSISTING OF CALIFORNIA ADMINISTRATIVE CODE, CALIFORNIA BUILDING CODE, CALIFORNIA RESIDENTIAL CODE, CALIFORNIA ELECTRICAL CODE, CALIFORNIA MECHANICAL CODE, CALIFORNIA PLUMBING CODE, CALIFORNIA ENERGY CODE, CALIFORNIA WILDLAND-URBAN INTERFACE CODE, CALIFORNIA HISTORICAL BUILDING CODE, CALIFORNIA FIRE CODE, CALIFORNIA EXISTING BUILDING CODE, CALIFORNIA GREEN BUILDING STANDARDS CODE, AND CALIFORNIA REFERENCED STANDARDS CODE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive further reading and introduce Ordinance No. 2026-16, amending a portion of Title 8 “Building Regulations” of the Huntington Park Municipal Code by repealing Chapters 1, 1A, 1B, 3, 4, 5, 7, 8, 10, 11, 12, 16, and 20, and replacing it with new Chapters 1, 1A, 1B, 3, 4, 5, 7, 8, 10, 11, 12, 16, and 20 in lieu thereof, and adopting by reference the 2025 California Building Standards Code, consisting of California Administrative Code, California Building Code, California Residential Code, California Electrical Code, California Mechanical Code, California Plumbing Code, California Energy Code, California Wildland-Urban Interface Code, California Historical Building Code, California Fire Code, California Existing Building Code, California Green Building Standards Code, and California Referenced Standards Code; and
2. Instruct the City Clerk to certify to the adoption of this Ordinance.
4. **SECOND READING AND ADOPTION OF ORDINANCE NO. 2025-14 AMENDING CHAPTER 21 OF TITLE 8 OF THE CITY OF HUNTINGTON PARK MUNICIPAL CODE**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Waive full reading and adopt Ordinance 2025-14 by title.

PUBLIC WORKS

5. **REJECT BIDS RECEIVED FOR REQUEST FOR PROPOSAL FOR KELLER PARK, AND RESTROOM RENOVATION**

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Reject the bid received for RFP No. PW 02-2025;
2. Authorize staff to modify the project scope of work for an amended RFP;
3. Authorize staff to re-advertise the RFP through Planet Bids.

MOTION: Vice Mayor Martinez motioned to approve consent calendar. Councilmember Sanabria seconded the motion. 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 CONSENT CALENDAR

PUBLIC HEARING(S)

COMMUNITY DEVELOPMENT

1. CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING TITLE 9 (ZONING) OF THE HUNTINGTON PARK MUNICIPAL CODE TO IMPLEMENT HOUSING ELEMENT PROGRAM 2, TO UPDATE ACCESSORY DWELLING UNIT ORDINANCE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Conduct a public hearing and take public testimony; and
2. Waive the first reading and introduce an ordinance amending the Huntington Park Municipal Code by adding a new chapter relating to the regulation of Accessory Dwelling Units; and
3. Schedule the second reading and adoption of said ordinance for the next City Council meeting.

Public Hearing Opened: 8:54pm

1. None

Public Hearing Closed: 8:55pm

COMMUNITY DEVELOPMENT DEPARTMENT

IT IS RECOMMENDED THAT CITY COUNCIL:

2. FIRST READING OF ORDINANCE NO. 2025-14 AMENDING CHAPTER 21 OF TITLE 8 OF THE CITY OF HUNTINGTON PARK MUNICIPAL CODE

IT IS RECOMMENDED THAT CITY COUNCIL:

2. Conduct a public hearing regarding Ordinance No. 2025-14 and take public testimony; and
3. Approve the amendments to Chapter 21 of Title 8 of the City of Huntington Park Municipal Code.

Public Hearing Opened: 8:51pm

1. None

Public Hearing Closed: 8:51pm

MOTION: Mayor Flores brought up concerns regarding height limitations for ADUs. Mayor Flores motioned to move item to the December 23rd City Council Meeting. Mayor Flores retracted the motion. Councilmember Sanabria motioned to move item to January 13th. Councilmember Macias suggested a special meeting. Mayor Flores motioned to consider item on December 23rd and have applicant come present. Councilmember Martiz seconded the motion. Mayor Flores doesn't like that the this it being framed like the applicant didn't show up and wasn't prepared. The motion was carried by majority vote.

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

NOES: Council Member(s): Vice Mayor Martinez and Mayor Flores

END OF PUBLIC HEARING(S)

ORDINANCES AND RESOLUTIONS

CITY MANAGER

1. FIRST READING OF ORDINANCE NO. 2025-15 AMENDING ARTICLE 1 OF CHAPTER 1 OF TITLE 2 OF THE CITY OF HUNTINGTON PARK MUNICIPAL CODE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss the proposed amendment to the Huntington Park Municipal Code addressing City Council Compensation.

MOTION: Mayor Flores asked if we do this every year or every few years. Councilmember Sanabria motioned to pass a 5% increase, first increase since 2022 of Councilmembers payroll which won't go into effect until January 1, 2027. The motion was seconded by Councilmember Martiz. Councilmember Macias voted against the motion. The motion was carried by majority vote.

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

NOES: Council Member(s): Macias

PUBLIC COMMENTS (CONT)

1. Matero- member of Caracole.
2. John Doe
3. Jane Doe
4. Jasmin Gonzalez
5. Lilia Delgado
6. John Doe

2. FIRST READING OF ORDINANCE NO. 2025-16 CREATING A NEW CHAPTER 14 OF TITLE 2, ENTITLED CITY PROMOTIONAL MATERIAL POLICY, OF THE CITY OF HUNTINGTON PARK MUNICIPAL CODE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Review and discuss the proposed ordinance 2025-16.

1. **MOTION:** Councilmember Sanabria and Martiz state they believe that city promotional items should include all councilmembers names not just some. Councilmember Macias, Vice Mayor Martinez, and Mayor Flores state they have their indifference and believe that individual councilmembers should be allotted their personal items to give out in their events. The motion failed.

AYES: Council Member(s): Martiz, Sanabria

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

END OF ORDINANCES AND RESOLUTIONS

STUDY SESSION

1. None

END OF STUDY SESSION

REPORTS AND INFORMATIONAL ITEMS

FINANCE

1. CONSIDERATION AND APPROVAL TO ADOPT RESOLUTION REVISING FEE AMOUNTS FOR CITY SERVICES IN ACCORDANCE WITH THE CITY OF HUNTINGTON PARK MASTER FEE SCHEDULE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution Revising Fee Amounts for City Services in Accordance with the City of Huntington Park Master Fee Schedule

MOTION: Vice Mayor Martinez moved to Adopt a Resolution Revising Fee Amounts for City Services in Accordance with the City of Huntington Park Master Fee Schedule. The motion was seconded by Councilmember Martiz. The motion was carried by unanimous consent.

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

NOES: Council Member(s): None

HUMAN RESOURCES

2. CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING NEW CLASS SPECIFICATION AND SALARY RANGE FOR THE POSITION OF PAYROLL SUPERVISOR

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Adopt a Resolution of the City Council of the City of Huntington Park Approving New Class Specification and Salary Range for the Position of Payroll Supervisor.

MOTION: Vice Mayor Martinez motion to Adopt a Resolution of the City Council of the City of Huntington Park Approving New Class Specification and Salary Range for the Position of Payroll Supervisor. 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

COMMUNICATIONS AND COMMUNITY RELATIONS

3. CONSIDERATION AND APPROVAL OF A BUDGET APPROPRIATION OF \$175,000 FOR THE CITY OF HUNTINGTON PARK'S HOLIDAY PARADE

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve additional budget appropriation of \$175,000 for Fiscal Year (FY 25/26) to account No.111-0310-466.55-35
2. **MOTION:** Councilmember Sanabria motioned to approve additional budget appropriation of \$175,000 for Fiscal Year (FY 25/26) to account No.111-0310-466.55-35. The motion was seconded by Councilmember Martiz. The motion was carried by majority vote.

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

NOES: Council Member(s): Macias

PUBLIC WORKS

4. CONSIDERATION AND APPROVAL OF CONSTRUCTION AGREEMENT WITH AZTECS TELECOM INC. FOR THE CITY'S BROADBAND INFRASTRUCTURE PROJECT

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the negotiated Public Works Construction Agreement with Aztecs Telecom Inc. for a not to exceed amount of \$15,611,325 for 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. Authorize the City Manager to execute the agreement and all related documents necessary to implement the project.

MOTION: Vice Mayor Martinez motioned to approve the negotiated Public Works Construction Agreement with Aztecs Telecom Inc. for a not to exceed amount of \$15,611,325 for 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 Authorize the City Manager to execute the agreement and all related documents necessary to implement the project. The motion was carried by majority vote.

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

ABSTAIN: Council Member(s): Macias

5. CONSIDERATION AND APPROVAL OF THE SECOND AMENDMENT TO THE NORTH STAR LAND CARE PROFESSIONAL SERVICES AGREEMENT FOR TREE MAINTENANCE SERVICES

IT IS RECOMMENDED THAT CITY COUNCIL:

1. Approve the Second Amendment to the North Star Land Care Professional Services Agreement ("PSA"); and
2. Authorize the City Manager to execute the Second Amendment to the North Star Land Care Professional Services Agreement.

MOTION: Councilmember Sanabria motioned to Approve the Second Amendment to the North Star Land Care Professional Services Agreement ("PSA") with a date to review prior to March 31, 2026; and Authorize the City Manager to execute the Second Amendment to the North Star Land Care Professional Services Agreement..

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

NOES: Council Member(s): Mayor Flores

END OF REPORTS AND INFORMATIONAL ITEMS

CLOSED SESSION

1. None

CLOSED SESSION REPORT

None.

DEPARTMENTAL REPORTS

Parks and Recreation: Thanked everyone who attended Tree Lighting especially to staff who assisted. Upcoming Saturday is the Winter Wonderland toy giveaway at Salt Lake Park which will take place from 8am to 1pm.

Communication: Home Christmas Decoration Parade submission. Parade on Saturday, December 13th, 2025. Advertised district-based elections every other day via social media, and emails. We also held a workshop where 16 people showed up, and planning another one for next week. We are going to develop a Q&A.

City Manager: Wished Everyone a Happy Holidays and Wish Vice Mayor a Happy Birthday!

WRITTEN COMMUNICATIONS

Angelica Garcia- Rivers and Mountains Conservancy (RMC)

Mark Medrano- Alliance Building Solutions Concerns

COUNCIL COMMUNICATIONS

Councilmember Macias: Have a good night!

Councilmember Martiz: Thank you for everyone and Thank you Council for the conversations tonight.

Councilmember Sanabria: Thank you staff! You are the heros each and everyday!

Vice Mayor Martinez: Thank you, staff! Have a good night!

Mayor Flores: Pacific Blvd vacancies are high! Can we look into removing parking fees! We had a presentation by alliance company. If we can get that Item back on a regularly scheduled agenda. Thank you to residence for feedback about seeing Keller Park and

Salt Lake Park safer and improved. See you guys on Saturday during the Christmas parade. Good Night!

ADJOURNMENT

MOTION: Mayor Flores adjourned 10:43pm. The next special city council meeting is set to be held on Tuesday, December 23rd, 2025 @6pm.

Respectfully submitted,



Eduardo Sarmiento, City Clerk

ITEM 2

City of Huntington Park
December 17, 2025
Warrant Register

CHECK/WIRE NUMBER	CHECK/WIRE DATE	PAYEE	INVOICE NUMBER	DESCRIPTION	TRANSACTION AMOUNT
1001606	12/17/2025	4IMPRINT INC	14390261	CITY COUNCIL SUPPLIES	1,623.15
1001486	12/17/2025	A+ SMOG & AUTO REPAIR, INC.	38218	PW UNIT 185 REPAIRS	85.00
1001487	12/17/2025	AAA ELECTRICAL SUPPLY INC	322122-00	MATERIAL FOR CITY REPAIRS	892.96
1001488	12/17/2025	ACCESS AUTO GLASS	1351	PD UNIT 973 WINDSHIELD	220.00
1001489	12/17/2025	ACEK9	298208	ANNUAL RENEWAL	168.00
1001490	12/17/2025	ACTIVE NETWORK, LLC	4100186209	SOFTWARE RENEWAL	6,598.46
1001491	12/17/2025	ADAMSON POLICE PRODUCTS	INV444171	PD SUPPLIES	14,942.37
1001492	12/17/2025	AIRESPRING INC.	203099544	CLOUD INTERNET DECEMBER 2025	1,176.79
1001493	12/17/2025	ALADDIN LOCK & KEY SERVICE	35428	PW YARD SUPPLIES	237.22
1001493	12/17/2025	ALADDIN LOCK & KEY SERVICE	35646	PW YARD SUPPLIES	490.49
1001493	12/17/2025	ALADDIN LOCK & KEY SERVICE	35628	PW YARD SUPPLIES	193.88
1001493	12/17/2025	ALADDIN LOCK & KEY SERVICE	35632	PW YARD SUPPLIES	353.42
1001493	12/17/2025	ALADDIN LOCK & KEY SERVICE	35441	PD UNIT 953 SUPPLIES	353.38
W2590	12/11/2025	ALAN'S LAWN AND GARDEN CENTER, INC.	108955	CHAIN SAW SUPPLIES	114.31
1001494	12/17/2025	ALBERT BARDINET	19191-14854	CREDIT BALANCE REFUND	17.55
W2591	12/11/2025	ALL CITY MANAGEMENT SERVICES, INC.	104847	SCHOOL CROSSING GUARD	14,696.93
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1PVL-JJHT-3R61	CITY CLERK SUPPLIES	18.35
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1V3G-MH6W-77WP	CITY HALL SUPPLIES	109.15
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1PVL-JJHT-3R61	FINANCE SUPPLIES	97.28
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1RLD-GVHD-4DGX	PD SUPPLIES	144.79
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1RLD-GVHD-4DGX	PD SUPPLIES	67.62
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1RLD-GVHD-4DGX	PD SUPPLIES	120.99
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1WXY-T14N-6NY3	PD SUPPLIES	109.57
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1WXY-T14N-6NY3	PD SUPPLIES	155.82
1001495	12/17/2025	AMAZON.COM SERVICES, INC.	1NMM-7HQV-61VM	CABLES FOR ALL DEPTS	160.01
1001496	12/17/2025	AMTECH ELEVATOR SERVICES	151402154682	ELEVATOR MAINTENANCE	1,191.18
1001497	12/17/2025	ANTHONY LINARES	11042025	EMPLOYEE REIMBURSEMENT	9.77
1001498	12/17/2025	ARDON WELDING INC.	1273	PW REPAIRS	285.00
1001498	12/17/2025	ARDON WELDING INC.	1289	PW REPAIRS	660.00
1001499	12/17/2025	AREA E DISASTER MGMT BOARD	2025-26-012	MEMBERSHIP FEE FY 25-26	6,772.00
1001500	12/17/2025	AT&T	24398111	BILLING 10/20/25-11/19/25	397.75
1001500	12/17/2025	AT&T	24470799	CALNET	540.22
W9359	12/13/2025	AT&T	254852700DEC	INTERNET SERVICES	128.40
W9359	12/14/2025	AT&T	317316997DEC	INTERNET SERVICES	101.65
W9359	12/23/2025	AT&T	283700443DEC	INTERNET SERVICES	117.70
W9359	12/19/2025	AT&T	254844269DEC	INTERNET SERVICES	112.35
1001501	12/17/2025	AUTO ZONE	4075628682	PD UNIT 974 PARTS	159.65
1001501	12/17/2025	AUTO ZONE	4075634923	FLEET SUPPLIES	40.96
1001501	12/17/2025	AUTO ZONE	4075634775	FLEET SUPPLIES	44.51
1001501	12/17/2025	AUTO ZONE	4075627754	STOCK SUPPLIES	304.96
1001501	12/17/2025	AUTO ZONE	4075527718	PW UNIT 362 PARTS	891.66
1001501	12/17/2025	AUTO ZONE	4075527722	PW UNIT 363 PARTS	891.66
1001501	12/17/2025	AUTO ZONE	4075648578	PW UNIT 180 PARTS	178.68
1001501	12/17/2025	AUTO ZONE	5222990883	PD UNIT 977 PARTS	185.46
1001501	12/17/2025	AUTO ZONE	4075641995	FLEET SUPPLIES	29.01
1001501	12/17/2025	AUTO ZONE	4075640219	FLEET SUPPLIES	40.96
1001501	12/17/2025	AUTO ZONE	4075640227	FLEET SUPPLIES	342.11
1001501	12/17/2025	AUTO ZONE	2893549602	PD UNIT 976 PARTS	16.45

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1001501	12/17/2025	AUTO ZONE	5222993634	PD UNIT 977 PARTS	36.25
1001501	12/17/2025	AUTO ZONE	4075651749	PD UNIT 977 PARTS	16.56
1001501	12/17/2025	AUTO ZONE	4075634923	PW UNIT 194 PARTS	40.96
1001502	12/17/2025	BAYSIDE REPORTING COMPANY	18982	COURT REPORTER HEARING	1,824.50
1001503	12/17/2025	BEAR ELECTRICAL SOLUTIONS, INC	28487	TRAFFIC SIGNAL MAINTENANCE	355.00
1001503	12/17/2025	BEAR ELECTRICAL SOLUTIONS, INC	28488	TRAFFIC SIGNAL MAINTENANCE	6,350.00
1001504	12/17/2025	BENEFIT ADMINISTRATION CORPORATION	1030	FLEX PLAN ADMIN QTR 4	150.00
1001484	12/16/2025	BEST REMODELING SOLUTION INC	6975	CALHOME OWNER OCCUPIED	52,950.00
1001505	12/17/2025	BEYOND BARRIERS LLC	113	OCTOBER 2025 SERVICES	420.00
W2592	12/11/2025	BIGLEAF NETWORKS, INC	INV141266	DECEMBER 2025 SERVICES	749.00
1001506	12/17/2025	BLUE TRITON BRANDS INC.	05K8710089811	NOVEMBER 2025 SERVICES	592.35
1001507	12/17/2025	BROWNELLS INC	2025412486063	PD SUPPLIES	2,102.88
1001508	12/17/2025	BYRON LOPEZ	REIM-BLOPEZ	EMPLOYEE REIMBURSEMENT	1,236.00
1001509	12/17/2025	CARLOS ENCARNACION	REIM CENCARNACI	EMPLOYEE REIMBURSEMENT	1,200.00
1001510	12/17/2025	CDW GOVERNMENT INC.	AG9YY5T	FINANCE SUPPLIES	1,014.05
1001510	12/17/2025	CDW GOVERNMENT INC.	AG97Z9Q	FINANCE SUPPLIES	9,383.34
1001479	12/11/2025	CEA PRODUCTIONS	78	HOLIDAY PARADE BLEACHERS & TRAFFIC CONTROL	32,338.35
1001511	12/17/2025	CENTRAL BASIN MWD	HP-OCT25	IMPORTED WATER OCTOBER 2025	193,091.09
1001512	12/17/2025	CENTRAL FORD	66322	PD UNIT 995 PARTS	111.50
1001512	12/17/2025	CENTRAL FORD	64844	2016-2018 EXPLORER PARTS	589.99
1001512	12/17/2025	CENTRAL FORD	66319	PD UNIT 967 PARTS	97.46
1001513	12/17/2025	CHAMPION CJD	7341908	PD UNIT 955 PARTS	124.64
1001513	12/17/2025	CHAMPION CJD	7341913	PD UNIT 974 PARTS	1,301.34
W9359	12/17/2025	CHARTER COMMUNICATIONS	170094501120125	INTERNET SERVICES	1,999.00
1001514	12/17/2025	CINEMA WEAPONRY, LLC	HP001	PD SUPPLIES	16,707.60
1001515	12/17/2025	CINTAS CORPORATION NO 3	4250199895	UNIFORM DRY CLEANING	485.72
1001515	12/17/2025	CINTAS CORPORATION NO 3	4251708526	UNIFORM DRY CLEANING	485.72
1001515	12/17/2025	CINTAS CORPORATION NO 3	4252497968	UNIFORM DRY CLEANING	502.56
1001515	12/17/2025	CINTAS CORPORATION NO 3	4251197003	UNIFORM DRY CLEANING	485.72
1001516	12/17/2025	CITY OF HUNTINGTON PARK	251030	TK BURGERS LICENSE FEE	139.00
1001517	12/17/2025	CIVIC PLUS	358686	ANNUAL WEBSITE FEE	27,070.00
1001518	12/17/2025	CMRTA	4220	ANNUAL RENEWAL	150.00
1001519	12/17/2025	CODE 5 GROUP LLC	4372	ANNUAL SERVICE	1,200.00
1001520	12/17/2025	COHNREZNICK	90077369	MARCH 2025 SERVICES	65,512.50
1001521	12/17/2025	COMMUNITY VETERINARY HOSPITAL	771669516	K9 STAY	715.00
1001522	12/17/2025	CONCENTRA HEALTH SERVICES, INC.	18754282	ADMIN ANNUAL FEE	125.00
1001523	12/17/2025	COUNTY OF LOS ANGELES PUBLIC HEALTH	IN1551937	BACKFLOW PREVENTION	148.00
1001523	12/17/2025	COUNTY OF LOS ANGELES PUBLIC HEALTH	IN1551935	BACKFLOW PREVENTION	74.00
1001523	12/17/2025	COUNTY OF LOS ANGELES PUBLIC HEALTH	IN1547800	BACKFLOW PREVENTION	74.00
1001523	12/17/2025	COUNTY OF LOS ANGELES PUBLIC HEALTH	IN1551934	BACKFLOW PREVENTION	1,036.00
1001523	12/17/2025	COUNTY OF LOS ANGELES PUBLIC HEALTH	IN1552264	BACKFLOW PREVENTION	74.00
1001524	12/17/2025	CROWN CASTLE FIBER LLC	2015918	DECEMBER 2025 SERVICES	16,200.00
1001525	12/17/2025	CYNTHIA NORZAGARAY	11/16-11/19/25	EMPLOYEE REIMBURSEMENT	216.46
1001525	12/17/2025	CYNTHIA NORZAGARAY	11/16-11/19/25	EMPLOYEE REIMBURSEMENT	96.48
1001525	12/17/2025	CYNTHIA NORZAGARAY	11/16-11/19/25	EMPLOYEE REIMBURSEMENT	96.48
1001525	12/17/2025	CYNTHIA NORZAGARAY	11/16-11/19/25	EMPLOYEE REIMBURSEMENT	216.46
1001526	12/17/2025	DANIEL FRED SUTTON	19543-14572	CREDIT BALANCE REFUND	80.58
1001527	12/17/2025	DANIELS TIRE SERVICE	229004128	DISMOUNT OLD TIRES	290.19

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1001527	12/17/2025	DANIELS TIRE SERVICE	229004196	PW UNIT 185 TIRES	466.68
1001527	12/17/2025	DANIELS TIRE SERVICE	229004201	PW UNIT 357 TIRES	559.50
1001473	12/9/2025	DEBRA REILLY, APL DBA	1468	LEGAL SERVICES	13,778.00
1001528	12/17/2025	DELL INC.	10847559392	ABC GRANT LAPTOP	414.05
1001528	12/17/2025	DELL INC.	10847559392	ABC GRANT LAPTOP	2,500.00
W2586	12/5/2025	DELTA DENTAL	BE006834619	DECEMBER 2025 SERVICES	6,981.26
W2587	12/5/2025	DELTA DENTAL INSURANCE COMPANY	BE006832314	DECEMBER 2025 SERVICES	2,035.75
1001529	12/17/2025	DEPARTMENT OF ANIMAL CARE & CONTROL	112525	OCTOBER 2025 SERVICES	50,422.65
W2605	12/17/2025	DHALI	14069	DEPARTMENT WEBSITE UPDATE	2,380.00
1001530	12/17/2025	DUNN EDWARDS CORPORATION	2009A59393	PAINT FOR GRAFFITI REMOVAL	991.81
1001530	12/17/2025	DUNN EDWARDS CORPORATION	2009A58543	PAINT FOR GRAFFITI REMOVAL	947.76
1001530	12/17/2025	DUNN EDWARDS CORPORATION	2009A58542	PAINT FOR GRAFFITI REMOVAL	947.76
1001531	12/17/2025	FABIOLA BRICENO	25469	PERMIT REFUND	13,020.00
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5894329	PD BUILDING REPAIRS	30.33
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5928843	MATERIAL FOR CITY REPAIRS	350.93
1001532	12/17/2025	FERGUSON ENTERPRISES INC	CM826920	CREDIT MEMO	(123.80)
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5926053	MATERIAL FOR CITY REPAIRS	205.71
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5958293	MATERIAL FOR CITY REPAIRS	369.17
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5903275	MATERIAL FOR CITY REPAIRS	23.55
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5894877	MATERIAL FOR CITY REPAIRS	138.71
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5894488	MATERIAL FOR CITY REPAIRS	603.32
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5882446	LANDSCAPING MATERIALS	738.80
1001532	12/17/2025	FERGUSON ENTERPRISES INC	5901430	LANDSCAPING MATERIALS	34.33
1001533	12/17/2025	FIFTH ASSET DBA DEBTBOOK	DB2003663	TIER 1 - 11/9/23-11/8/26	6,063.75
1001533	12/17/2025	FIFTH ASSET DBA DEBTBOOK	DB2003663	TIER 2 - 11/9/23-11/8/26	8,268.75
1001534	12/17/2025	GEORGE & MATHEW SALO	23255-24808	DEPOSIT REFUND	750.00
1001535	12/17/2025	GEORGE CHEVROLET	204557CVW	PW UNIT 194 REPAIRS	208.16
1001535	12/17/2025	GEORGE CHEVROLET	204859CVW	PW UNIT 147 REPAIRS	179.41
1001535	12/17/2025	GEORGE CHEVROLET	204487CVW	PD UNIT 984 PARTS	45.69
1001535	12/17/2025	GEORGE CHEVROLET	204486CVW	PD UNIT 984 PARTS	165.50
1001535	12/17/2025	GEORGE CHEVROLET	203972CVW	PW UNIT 182 PARTS	152.59
W2593	12/11/2025	GLOBAL URBAN STRATEGIES, INC.	1045	OCTOBER 2025 SERVICES	1,201.28
W2593	12/11/2025	GLOBAL URBAN STRATEGIES, INC.	1046	OCTOBER 2025 SERVICES	913.75
W2593	12/11/2025	GLOBAL URBAN STRATEGIES, INC.	1000	AUGUST 2025 SERVICES	905.23
W2593	12/11/2025	GLOBAL URBAN STRATEGIES, INC.	999	AUGUST 2025 SERVICES	260.86
1001536	12/17/2025	GRAINGER	9726431332	TRAFFIC SIGNAL REPAIRS	274.05
1001536	12/17/2025	GRAINGER	9726431340	TRAFFIC SIGNAL REPAIRS	167.68
1001536	12/17/2025	GRAINGER	9726431324	TRAFFIC SIGNAL REPAIRS	135.77
1001536	12/17/2025	GRAINGER	9714656874	TRAFFIC SIGNAL REPAIRS	395.23
1001536	12/17/2025	GRAINGER	9733668504	TRAFFIC SIGNAL REPAIRS	274.05
1001536	12/17/2025	GRAINGER	9717386099	TRAFFIC SIGNAL REPAIRS	412.01
1001537	12/17/2025	H.P. TEST ONLY	26629	PD UNIT 218 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26582	PW UNIT 280 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26587	PW UNIT 279 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26588	PW UNIT 350 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26586	PW UNIT 346 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26626	PD UNIT 275 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26612	PW UNIT 194 SMOG CHECK	45.00

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1001537	12/17/2025	H.P. TEST ONLY	26583	PD UNIT 886 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26589	PW UNIT 352 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26585	PW UNIT 198 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26618	PD UNIT 971 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26615	PW UNIT 353 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26632	PW UNIT 147 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26594	PW UNIT 132 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26598	PW UNIT 271 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26599	PW UNIT 272 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26584	PW UNIT 281 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26625	PD UNIT 976 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26622	PD UNIT 982 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26619	PD UNIT 279 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26613	PW UNIT 002 SMOG CHECK	45.00
1001537	12/17/2025	H.P. TEST ONLY	26617	PW UNIT 347 SMOG CHECK	45.00
W2594	12/11/2025	HASA, INC.	1084372	SUPPLIES FOR WELL 15	309.76
W2594	12/11/2025	HASA, INC.	1084373	SUPPLIES FOR WELL 18	305.74
1001538	12/17/2025	HOME DEPOT	1801272	MATERIAL FOR CITY REPAIRS	215.43
1001538	12/17/2025	HOME DEPOT	1814587	MATERIAL FOR CITY REPAIRS	70.92
1001538	12/17/2025	HOME DEPOT	4514377	MATERIAL FOR CITY REPAIRS	644.88
1001538	12/17/2025	HOME DEPOT	7270967	MATERIAL FOR CITY REPAIRS	249.87
1001538	12/17/2025	HOME DEPOT	5523051	MATERIAL FOR CITY REPAIRS	17.19
1001538	12/17/2025	HOME DEPOT	5821298	MATERIAL FOR CITY REPAIRS	120.31
1001538	12/17/2025	HOME DEPOT	5800264	MATERIAL FOR CITY REPAIRS	128.72
1001538	12/17/2025	HOME DEPOT	5270495	MATERIAL FOR CITY REPAIRS	272.26
1001538	12/17/2025	HOME DEPOT	7261877	MATERIAL FOR CITY REPAIRS	49.29
1001538	12/17/2025	HOME DEPOT	271307	MATERIAL FOR CITY REPAIRS	510.78
1001538	12/17/2025	HOME DEPOT	2514642	MATERIAL FOR CITY REPAIRS	78.61
1001538	12/17/2025	HOME DEPOT	6271043	PACIFIC BLVD DECORATIONS	240.41
1001538	12/17/2025	HOME DEPOT	7261829	PW SUPPLIES	344.03
1001539	12/17/2025	IBE DIGITAL	486638	KONICA MINOLTA TONER	18.23
1001539	12/17/2025	IBE DIGITAL	486723	KONICA MINOLTA TONER	18.11
1001539	12/17/2025	IBE DIGITAL	487162	KONICA MINOLTA C4001I	38.55
1001539	12/17/2025	IBE DIGITAL	487348	ACCURIOPRINT 2100	836.43
W2595	12/11/2025	INFRAMARK LLC	160782	AUGUST 2025 SERVICES	66,045.69
W2595	12/11/2025	INFRAMARK LLC	160783	SEPTEMBER 2025 SERVICES	66,045.69
W2595	12/11/2025	INFRAMARK LLC	160784	OCTOBER 2025 SERVICES	66,045.69
W2595	12/11/2025	INFRAMARK LLC	160782	AUGUST 2025 SERVICES	66,045.68
W2595	12/11/2025	INFRAMARK LLC	160783	SEPTEMBER 2025 SERVICES	66,045.68
W2595	12/11/2025	INFRAMARK LLC	160784	OCTOBER 2025 SERVICES	66,045.68
1001540	12/17/2025	INNER CITY VISIONS	HP0925PLHA	SEPTEMBER 2025 SERVICES	11,280.40
1001540	12/17/2025	INNER CITY VISIONS	1042	HOMELESS OUTREACH APRIL 2025	8,469.24
1001540	12/17/2025	INNER CITY VISIONS	1043	HOMELESS OUTREACH MAY 2025	9,714.80
1001540	12/17/2025	INNER CITY VISIONS	1040	HOMELESS OUTREACH FEBRUARY 2025	10,069.24
1001541	12/17/2025	INSIGHT PUBLIC SECTOR, INC.	1101338386	IT PRODUCTS	8,773.55
1001542	12/17/2025	INTERSTATE BATTERIES OF CA COAST	170049499	PD UNIT 217 PARTS	157.03
1001542	12/17/2025	INTERSTATE BATTERIES OF CA COAST	170049500	PD UNIT 218 PARTS	177.03
1001542	12/17/2025	INTERSTATE BATTERIES OF CA COAST	140085866	STOCK SUPPLIES	478.27

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1001543	12/17/2025	JASMINE GARCIA	20000132	YOUTH SPORTS REFUND	45.00
1001544	12/17/2025	JCL TRAFFIC	131946	RESERVED SIGNS	506.20
1001545	12/17/2025	JOAQUIN TAPIA	20251218	EMPLOYEE LUNCHEON	3,792.60
1001481	12/11/2025	JOSE PEREZ MUSIC	12/8/2025	HOLIDAY PARADE MUSIC	2,500.00
1001480	12/11/2025	J'S & M LUXURY RESTROOMS	10011	HOLIDAY PARADE VIP RESTROOMS	750.00
1001480	12/11/2025	J'S & M LUXURY RESTROOMS	10010	HOLIDAY PARADE VIP RESTROOMS DEPOSIT	100.00
1001546	12/17/2025	JUAN IBARRA/MICHELLE APARICIO	32444	PERMIT REFUND	2,550.00
1001547	12/17/2025	LA COUNTY SHERIFF'S DEPT	260993BL	INMATE MEAL SERVICE	683.26
1001548	12/17/2025	LACMTA	12152025	NOVEMBER 2025 SERVICES	138.00
W2596	12/11/2025	LB JOHNSON HARDWARE CO.	140312	MATERIAL FOR CITY REPAIRS	55.94
W2596	12/11/2025	LB JOHNSON HARDWARE CO.	140325	PARKS LANDSCAPING SUPPLY	94.32
W2596	12/11/2025	LB JOHNSON HARDWARE CO.	140353	PARKS LANDSCAPING SUPPLY	37.29
W2596	12/11/2025	LB JOHNSON HARDWARE CO.	140309	PARKS LANDSCAPING SUPPLY	17.54
1001549	12/17/2025	LENCO ARMORED VEHICLES	401212	PD UNIT 943 SUPPLIES	8,714.67
1001550	12/17/2025	LEVATA US LLC	INV7684623	PD SUPPLIES	3,023.28
1001551	12/17/2025	LEXIPOL LLC	INVLEX11259277	PD SUPPLIES	5,471.77
1001552	12/17/2025	LINDE GAS & EQUIPMENT INC.	53355301	FLEET SUPPLIES	136.15
1001552	12/17/2025	LINDE GAS & EQUIPMENT INC.	53201232	FLEET SUPPLIES	154.53
1001552	12/17/2025	LINDE GAS & EQUIPMENT INC.	53443705	FLEET SUPPLIES	3,906.67
1001482	12/11/2025	LUIS J MARTINEZ	100	HOLIDAY PARADE SANTA CLAUS	300.00
1001553	12/17/2025	LYNBERG & WATKINS APC	78110	LEGAL SERVICES	4,095.00
1001553	12/17/2025	LYNBERG & WATKINS APC	78108	LEGAL SERVICES	572.40
1001553	12/17/2025	LYNBERG & WATKINS APC	78105	LEGAL SERVICES	795.00
W2606	12/17/2025	MAGNATAG INC	692359	PD SUPPLIES	77.10
1001483	12/11/2025	MANMADE ENTERTAINMENT PRODUCTION	3024	HOLIDAY PARADE FLOAT	8,500.00
1001554	12/17/2025	MARX BROS FIRE EXTINGUISHER CO INC.	P23337	EXTINGUISHER SUPPLIES	757.87
1001555	12/17/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600353	LATE FEE	25.00
1001555	12/17/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600351	LATE FEE	25.00
1001555	12/17/2025	MAYWOOD MUTUAL WATER COMPANY, NO. 1	312600352	LATE FEE	25.00
1001556	12/17/2025	MIKE RAAHAUGE SHOOTING ENTERPRISES	2165	PD PISTOL RANGE	350.00
1001557	12/17/2025	MOTOROLA SOLUTIONS, INC	8282177076	PD EQUIPMENT	436.08
1001557	12/17/2025	MOTOROLA SOLUTIONS, INC	8282242554	PD EQUIPMENT	7,290.96
1001558	12/17/2025	MUNICIPAL WASTE SOLUTIONS INC	2075	WASTE INSPECTIONS	28,200.00
1001559	12/17/2025	MYRA COVARRUBIAS	2000131.002	DEPOSIT REFUND	250.00
1001559	12/17/2025	MYRA COVARRUBIAS	2000131.002	JANITORIAL REFUND	200.00
W2597	12/11/2025	NACHO'S LOCK & KEY SERVICE LLC	18373	CLUTCHED LEVER	375.00
1001560	12/17/2025	NAPA AUTO PARTS	695312	FLEET SUPPLIES	124.31
1001561	12/17/2025	NATIONAL CONSTRUCTION RENTALS	8024270	TEMPORARY FENCE RENTAL	586.00
1001562	12/17/2025	NATIONAL PLANT SERVICES	22128	EMERGENCY REPAIR	2,100.00
W2598	12/11/2025	NATIONWIDE ENVIRONMENTAL SERVICES	35092	OCTOBER 2025 SERVICES	22,960.63
W2598	12/11/2025	NATIONWIDE ENVIRONMENTAL SERVICES	35091	OCTOBER 2025 SERVICES	67,543.43
1001563	12/17/2025	NEW CHEF FASHION INC.	1109822	PD UNIFORM	86.17
1001564	12/17/2025	NICK ALEXANDER RESTORATION	237	PD UNIT 967 REPAIRS	550.00
W2599	12/11/2025	NORM REEVES FORD SUPERSTORE	158527	PD UNIT 990 REPAIRS	1,247.05
W2599	12/11/2025	NORM REEVES FORD SUPERSTORE	346841	PD UNIT 988 REPAIRS	372.91
1001566	12/17/2025	OK PRINTING DESIGN & DIGITAL	4314	FINANCE SUPPLIES	550.00
1001566	12/17/2025	OK PRINTING DESIGN & DIGITAL	4346	FINANCE SUPPLIES	2,300.00
1001567	12/17/2025	OLIVAREZ MADRUGA, LLP	28438	LEGAL SERVICES	983.95

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1001565	12/17/2025	O'REILLY AUTO PARTS	2959-353281	STOCK SUPPLIES	90.57
1001565	12/17/2025	O'REILLY AUTO PARTS	2959-353682	PD STOCK SUPPLIES	251.87
1001565	12/17/2025	O'REILLY AUTO PARTS	2959-351046	STOCK SUPPLIES	12.70
1001565	12/17/2025	O'REILLY AUTO PARTS	2959-350495	CREDIT MEMO	(318.75)
1001565	12/17/2025	O'REILLY AUTO PARTS	2959-347839	PD UNIT 955 PARTS	8.28
1001565	12/17/2025	O'REILLY AUTO PARTS	2959-347883	PW UNIT 185 PARTS	41.97
1001565	12/17/2025	O'REILLY AUTO PARTS	2959-348153	STOCK SUPPLIES	353.67
1001565	12/17/2025	O'REILLY AUTO PARTS	2959-348154	PD UNIT 996 PARTS	353.67
1001568	12/17/2025	OTC BRANDS, INC	73988537003	TREE LIGHTING SUPPLIES	68.22
1001568	12/17/2025	OTC BRANDS, INC	73988537001	TREE LIGHTING SUPPLIES	330.69
1001568	12/17/2025	OTC BRANDS, INC	73988537004	TREE LIGHTING SUPPLIES	79.59
1001569	12/17/2025	PACIFIC PRODUCTS & SERVICES LLC	37179	SIGN INSTALLATIONS	2,983.50
1001570	12/17/2025	PARAMOUNT TECHNOLOGIES, INC	SI-017800	ANNUAL SOFTWARE SUBSCRIPTION	5,565.00
1001571	12/17/2025	PARS	59447	ANNUAL ASSET FEE	621.97
1001571	12/17/2025	PARS	59447	TRUSTEE FEE	6.19
1001571	12/17/2025	PARS	59447	TERM FEE	40.00
1001571	12/17/2025	PARS	59377	MONTHLY ADMIN FEE	2,851.52
1001572	12/17/2025	PASTRY PROS INC	5991	EMPLOYEE LUNCHEON PASTRIES	362.00
1001573	12/17/2025	PAUL MUNOZ	11202025	EMPLOYEE REIMBURSEMENT	138.52
1001574	12/17/2025	PERFORMANCE NURSERY	276273	PW SUPPLIES	410.62
1001575	12/17/2025	POWER SOURCE ELECTRICAL SERVICES	1031	ELECTRICAL SERVICING	4,200.00
1001575	12/17/2025	POWER SOURCE ELECTRICAL SERVICES	1032	ELECTRICAL SERVICING	3,100.00
1001576	12/17/2025	PREFERRED IMPRESSIONS INC	27782	PW UNIT 186 GRAPHICS	257.94
1001485	12/16/2025	PRO HOME IMPROVEMENT AND REPAIR CORPORATION	3	CALHOME OWNER OCCUPIED	54,300.00
1001577	12/17/2025	PURCHASE POWER	11142025	METER REFILL POSTAGE FEE	2,674.08
1001577	12/17/2025	PURCHASE POWER	DEC142025	METER REFILL POSTAGE FEE	1,147.86
1001578	12/17/2025	QDOXS	IN71530	CONTRACT BASE RATE	37.42
1001578	12/17/2025	QDOXS	IN71530	CONTRACT BASE RATE	37.42
1001578	12/17/2025	QDOXS	IN71530	CONTRACT BASE RATE	37.42
1001579	12/17/2025	QUALITY FENCE CO INC	53392	PW SUPPLIES	20,980.00
1001580	12/17/2025	R & A TANK TECHNOLOGIES LLC	100125-44	PUMP 1 SERVICE CALL	673.68
1001580	12/17/2025	R & A TANK TECHNOLOGIES LLC	100125-057	OPERATOR INSPECTION	350.00
1001580	12/17/2025	R & A TANK TECHNOLOGIES LLC	100125-53	OPERATOR INSPECTION	175.00
1001581	12/17/2025	R DOUGLAS COLLINS, ARBITRATOR	25-041-112525	LEGAL SERVICES	2,800.00
1001582	12/17/2025	RAUL GONZALEZ	REIM-RGONZALEZ	EMPLOYEE REIMBURSEMENT	2,800.00
1001583	12/17/2025	RAYSACK HOLDING LLC	22571-21136	CREDIT BALANCE REFUND	660.81
1001584	12/17/2025	REFRIGERATION SUPPLIES DISTRIBUTOR	1691025-00	PD BUILDING MATERIALS	424.13
W2600	12/11/2025	ROBERT HALF INC	65648239	LABOR INVOICE	3,599.20
W2600	12/11/2025	ROBERT HALF INC	65648209	LABOR INVOICE	4,400.00
W2600	12/11/2025	ROBERT HALF INC	65555923	LABOR INVOICE	4,400.00
W2600	12/11/2025	ROBERT HALF INC	65598396	LABOR INVOICE	3,599.20
W2600	12/11/2025	ROBERT HALF INC	65555925	LABOR INVOICE	3,599.20
W2600	12/11/2025	ROBERT HALF INC	65555925	LABOR INVOICE	1,202.58
W2600	12/11/2025	ROBERT HALF INC	65598394	LABOR INVOICE	4,400.00
W2600	12/11/2025	ROBERT HALF INC	65622737	LABOR INVOICE	2,699.40
W2600	12/11/2025	ROBERT HALF INC	65580377	LABOR INVOICE	4,400.00
W2600	12/11/2025	ROBERT HALF INC	65580379	LABOR INVOICE	3,599.20
W2600	12/11/2025	ROBERT HALF INC	65486559	LABOR INVOICE	3,619.44

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W2600	12/11/2025	ROBERT HALF INC	65622699	LABOR INVOICE	3,300.00
W2600	12/11/2025	ROBERT HALF INC	65670240	LABOR INVOICE	2,699.40
W2600	12/11/2025	ROBERT HALF INC	65670232	LABOR INVOICE	3,300.00
1001585	12/17/2025	SANGOMA US INC	C177430	SERVICE 12/3/25-1/2/26	11,081.05
1001586	12/17/2025	SANTA MONICA APARTMENTS LLCs	24739-10232	CREDIT BALANCE REFUND	817.71
1001587	12/17/2025	SC FUELS	IN-0000799258	FUEL FOR DEPT VEHICLES	26,761.48
1001588	12/17/2025	SHARPLINE SOLUTIONS, INC.	4250	PW SUPPLIES	1,924.05
1001589	12/17/2025	SIERRA INSTALLATIONS INC	250152	HOLIDAY INSTALLATIONS	2,775.00
1001472	12/8/2025	SIERRA INSTALLATIONS INC	250120	2025 HOLIDAY DECORATIONS	44,160.00
1001590	12/17/2025	SINATRA UNIFORM, INC	SU16950	PD UNIFORM	16.46
1001590	12/17/2025	SINATRA UNIFORM, INC	SU16951	PD UNIFORM	175.58
1001591	12/17/2025	SNAP-ON INCORPORATED	66441462	FLEET SUPPLIES	360.01
1001591	12/17/2025	SNAP-ON INCORPORATED	66441461	FLEET SUPPLIES	188.82
1001591	12/17/2025	SNAP-ON INCORPORATED	66441464 P	FLEET SUPPLIES	1,768.69
1001592	12/17/2025	SOUTH COAST AIR QUALITY MGMT DISTR.	4591180	LATE FEE	8.55
W9359	12/15/2025	SOUTHERN CALIFORNIA EDISON	700045219727DEC	ELECTRICAL SERVICE	8,900.93
W9359	12/15/2025	SOUTHERN CALIFORNIA EDISON	700375713073DEC	ELECTRICAL SERVICE	91.66
W9359	12/14/2025	SOUTHERN CALIFORNIA EDISON	700131643996DEC	ELECTRICAL SERVICE	469.39
W9359	12/14/2025	SOUTHERN CALIFORNIA EDISON	700226975697DEC	ELECTRICAL SERVICE	94.80
W9359	12/19/2025	SOUTHERN CALIFORNIA EDISON	700777363296DEC	ELECTRICAL SERVICE	113.61
W2588	12/5/2025	STANDARD INSURANCE COMPANY	00 378917 0002	DECEMBER 2025 SERVICES	1,328.88
W2588	12/5/2025	STANDARD INSURANCE COMPANY	378917 0001	DECEMBER 2025 SERVICES	8,153.66
W2589	12/5/2025	STAPLES ADVANTAGE	6043818798	HR SUPPLIES	101.65
W2589	12/5/2025	STAPLES ADVANTAGE	6043818834	HR SUPPLIES	42.80
W2589	12/5/2025	STAPLES ADVANTAGE	6043818840	HR SUPPLIES	41.54
W2589	12/5/2025	STAPLES ADVANTAGE	6043818832	CD SUPPLIES	116.18
W2589	12/5/2025	STAPLES ADVANTAGE	6043818836	CD SUPPLIES	96.16
W2589	12/5/2025	STAPLES ADVANTAGE	6046596274	CD SUPPLIES	122.82
W2589	12/5/2025	STAPLES ADVANTAGE	6046596280	CD SUPPLIES	47.45
W2589	12/5/2025	STAPLES ADVANTAGE	6046596281	CD SUPPLIES	38.74
W2589	12/5/2025	STAPLES ADVANTAGE	6043818835	PARKS & REC SUPPLIES	130.24
W2589	12/5/2025	STAPLES ADVANTAGE	6043818839	PARKS & REC SUPPLIES	319.89
W2589	12/5/2025	STAPLES ADVANTAGE	6046596278	PARKS & REC SUPPLIES	61.19
W2589	12/5/2025	STAPLES ADVANTAGE	6043818800	PD SUPPLIES	127.96
W2589	12/5/2025	STAPLES ADVANTAGE	6043818825	PD SUPPLIES	124.36
W2589	12/5/2025	STAPLES ADVANTAGE	6043818826	PD SUPPLIES	99.77
W2589	12/5/2025	STAPLES ADVANTAGE	6043818838	PD SUPPLIES	11.58
W2589	12/5/2025	STAPLES ADVANTAGE	6043818837	PD SUPPLIES	91.27
W2589	12/5/2025	STAPLES ADVANTAGE	6046596275	PD SUPPLIES	72.73
W2589	12/5/2025	STAPLES ADVANTAGE	6046596276	PD SUPPLIES	219.56
W2589	12/5/2025	STAPLES ADVANTAGE	6046596277	PD SUPPLIES	560.77
W2589	12/5/2025	STAPLES ADVANTAGE	6046596279	PD SUPPLIES	253.70
W2589	12/5/2025	STAPLES ADVANTAGE	6043818828	PD SUPPLIES	97.71
1001593	12/17/2025	STERICYCLE INC	8012627611	DECEMBER 2025 SERVICES	53.01
1001594	12/17/2025	SUPERCO SPECIALTY PRODUCTS	PSI648562	FLEET SUPPLIES	168.44
1001595	12/17/2025	SWARCO MCCAIN INC	INV0290594	PW SUPPLIES	23,524.92
1001596	12/17/2025	THE FLAG SHOP	21525	CIVIC CENTER POST FLAGS	1,270.74
1001597	12/17/2025	TIME WARNER CABLE	1.06965E+14	DECEMBER 2025 SERVICES	669.13

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1001598	12/17/2025	TMG STRATEGIES	2259	AUGUST 2025 SERVICES	7,500.00
1001598	12/17/2025	TMG STRATEGIES	2249	JULY 2025 SERVICES	1,500.00
1001598	12/17/2025	TMG STRATEGIES	3920	JULY 2025 SERVICES	7,500.00
W9359	12/20/2025	T-MOBILE USA	975956065NOV	PHONE SERVICE 10/21-11/20	9,860.56
1001599	12/17/2025	TOWN HALL STREAMS	17001	MONTHLY TOWN STREAMS	300.00
W2601	12/11/2025	TYLER TECHNOLOGIES, INC.	045-542816	ORIGINAL CONTRACT 178753	1,480.00
1001600	12/17/2025	ULINE	20082911	GRAFFITI REMOVAL SUPPLIES	319.40
W2602	12/11/2025	UNDERGROUND SERVICE ALERT OF SO CAL	1020250150	OCTOBER 2025 SERVICES	386.00
W2602	12/11/2025	UNDERGROUND SERVICE ALERT OF SO CAL	25-261261	OCTOBER 2025 SERVICES	110.75
W9359	12/26/2025	US BANK	570228320	KONICA COPIERS LEASE	2,470.45
W9359	12/26/2025	US BANK	570227942	KONICA COPIERS LEASE	74.71
1001601	12/17/2025	VALLEY ALARM	1337567	BURGLAR ALARM MONTHLY FEE	665.34
1001601	12/17/2025	VALLEY ALARM	1337567	BURGLAR ALARM MONTHLY FEE	665.33
1001601	12/17/2025	VALLEY ALARM	1337567	BURGLAR ALARM MONTHLY FEE	715.28
1001602	12/17/2025	VULCAN MATERIALS COMPANY	5123389	HOT ASPHALT	589.37
1001602	12/17/2025	VULCAN MATERIALS COMPANY	5108129	HOT ASPHALT	391.16
1001602	12/17/2025	VULCAN MATERIALS COMPANY	5108298	HOT ASPHALT	788.87
1001603	12/17/2025	WALTERS WHOLESALE ELECTRIC CO	S129191956.001	ELECTRICAL MATERIALS	370.58
1001603	12/17/2025	WALTERS WHOLESALE ELECTRIC CO	S129213057.00	ELECTRICAL MATERIALS	535.42
1001604	12/17/2025	WEST GOVERNMENT SERVICES	852894840	LEGAL RESEARCH SOFTWARE	1,892.77
W2603	12/11/2025	WESTERN EXTERMINATOR COMPANY	621703C	PEST CONTROL MAINTENANCE	115.05
W2603	12/11/2025	WESTERN EXTERMINATOR COMPANY	621703C	PEST CONTROL MAINTENANCE	78.15
W2603	12/11/2025	WESTERN EXTERMINATOR COMPANY	621703C	PEST CONTROL MAINTENANCE	356.95
W2603	12/11/2025	WESTERN EXTERMINATOR COMPANY	621703C	PEST CONTROL MAINTENANCE	83.66
W2603	12/11/2025	WESTERN EXTERMINATOR COMPANY	621703C	PEST CONTROL MAINTENANCE	218.09
W2604	12/11/2025	WEX BANK	108567632	FUEL FOR DEPT VEHICLES	1,127.13
1001605	12/17/2025	WINZER FRANCHISE COMPANY, INC	3635154	FLEET SUPPLIES	960.31
1001605	12/17/2025	WINZER FRANCHISE COMPANY, INC	3632682	FLEET SUPPLIES	530.70
1001605	12/17/2025	WINZER FRANCHISE COMPANY, INC	3583287	FLEET SUPPLIES	641.76
Grand Total					1,588,252.22

ITEM 3



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

December 23, 2025

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

Dear Mayor and Members of the City Council:

**CONSIDERATION AND APPROVAL OF AN ORDINANCE AMENDING TITLE 9
(ZONING) OF THE HUNTINGTON PARK MUNICIPAL CODE TO IMPLEMENT
HOUSING ELEMENT PROGRAM 2, TO UPDATE ACCESSORY DWELLING UNIT
ORDINANCE**

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Adopt the following to implement Housing Element program 2 (Case No. 2025-01):

1. Waive the full reading and adopted Ordinance 2025-18 amending the Huntington Park Municipal Code by adding a new chapter relating to the regulation of Accessory Dwelling Units.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park adopted the General Plan 2021-2029 Housing Element (hereinafter, "Housing Element") on October 17, 2023. The adopted Housing Element contains programs, policies, and actions to further the goal of meeting the existing and projected housing needs of all income levels of households in the community and provides evidence of the City's ability to accommodate the RHNA through the year 2029, as established by the Southern California Association of Governments.

As part of the Housing Element update, the City analyzed its existing accessory dwelling unit (ADU) regulations and found them to be out of compliance with current state law. Through Program 2 of the Housing Element Housing Action Plan, the City committed to updating its ADU ordinance and establish regulations for junior accessory dwelling units (JADUs) to comply with state law.

Program 2 is also critical to the City achieving its housing objectives as required by Housing Element law. The adopted Housing Element provides evidence of the City's ability to accommodate the RHNA during the planning period, ending 2029. In the Housing Element, the City assumed 112 ADUs would be built during the planning period, across all income levels. As allowed by state law, the City counted those 112 units

HOUSING ELEMENT IMPLEMENTATION: HUNTINGTON PARK MUNICIPAL CODE AMENDMENT TO UPDATE ACCESSORY DWELLING UNIT ORDINANCE

DECEMBER 23, 2025

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towards fulfillment of its RHNA obligations of approximately 2,500 units. To accomplish the objectives related to ADUs, the City committed to completing Action 2-1 to update its ADU ordinance.

This Project (Case No. 2025-01) includes amendments to Title 9 (Zoning) of the Huntington Park Municipal Code (HPMC) to establish consistency with the City's Housing Element and partially satisfying Housing Element Program 2 by establishing local regulations governing the construction of ADUs and JADUs in conformance with state ADU law (Government Code Sections 66310 – 66342).

The Project would ensure consistency between the HPMC and the 2023-2031 Housing Element Update, and state law. Specifically, the Project includes the following actions:

- Amend the Zoning Code to establish ADU and JADU regulations in new Article 26 (Chapter 3).
- Amend residential and commercial/office/mixed use zone allowed use tables to establish permitting requirements for ADUs and JADUs.
- Amend definitions (Article 1) for consistency with state law.

The Project was presented to the Planning Commission on November 19, 2025 (see Attachment A for the Planning Commission staff report, adopted resolution, and draft Ordinance). The Planning Commission recommended approval of the proposed ordinance finding the project statutorily exempt from CEQA and amending the HPMC.

FISCAL IMPACT/FINANCING

No fiscal impacts.


CONCLUSION

Staff recommends that the City Council find the project statutorily exempt from CEQA and adopt Ordinance 2025-18 amending the HPMC.

Respectfully submitted,



RICARDO REYES
City Manager



**HOUSING ELEMENT IMPLEMENTATION: HUNTINGTON PARK MUNICIPAL CODE
AMENDMENT TO UPDATE ACCESSORY DWELLING UNIT ORDINANCE**

DECEMBER 23, 2025

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LOUIS MORALES

Interim Community Development Director

ATTACHMENT(S)

- A. Planning Commission Staff Report, signed PC Resolution No. 2025-01, and Draft Ordinance No. 2025-18

Attachment A

Planning Commission Staff Report, signed PC Resolution No. 2025-01, and Draft Ordinance No. 2025-XX



CITY OF HUNTINGTON PARK

PLANNING DIVISION AGENDA REPORT

DATE: NOVEMBER 19, 2025

TO: CHAIRPERSON AND MEMBERS OF THE PLANNING COMMISSION

FROM: LOUIS MORALES, INTERIM COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: HOUSING ELEMENT IMPLEMENTATION: ACCESSORY DWELLING UNIT
ORDINANCE UPDATE

REQUEST: AMENDMENT TO TITLE 9, ZONING, OF THE HUNTINGTON PARK MUNICIPAL CODE TO IMPLEMENT HOUSING ELEMENT PROGRAM 2, UPDATE ACCESSORY DWELLING UNIT ORDINANCE (Case No. 2025-01).

APPLICANT: City of Huntington Park

PROJECT LOCATION: Citywide (R-L, R-M, R-H, C-P, C-N zones)

**MUNICIPAL CODE
APPLICABILITY OF
REQUIREMENTS FOR
ZONING AMENDMENTS:**

In accordance with Title 9, Chapter 9-2, Article 20, Section 9-2.2005, the Commission shall make a written recommendation to the Council on proposed amendments to the Zoning Code, whether to approve, approve in modified form, or disapprove based upon the findings outlined in Section 9-2.2007 (Findings).

**REQUIRED FINDINGS
FOR A SPECIFIC PLAN
AMENDMENT AND
ZONING CODE UPDATE:**

The Commission shall make a written recommendation to the Council on a proposed amendment to the Zoning Code whether to approve, approve in modified form, or

disapprove based upon the following findings (Section 9-2.2007, Findings):

- A. The proposed amendment is internally consistent with the General Plan;
- B. The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare of the City;
- C. The proposed amendment would contribute to an appropriate balance of land uses so that local residents may work and shop in the community in which they live;
- D. The subject parcel(s) is physically suitable (including, but not limited to, access, provision of utilities, compatibility with adjoining land uses and absence of physical constraints) for the requested/anticipated land use development; and
- E. The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA), and the City's Guidelines.

**ENVIRONMENTAL
REVIEW:**

The Project is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Title 14, Article 18, 15282 of the California Code of Regulations (Other Statutory Exemptions), paragraph (h), and Public Resources Code Section 21080.17. The project is the adoption of an ordinance to implement Section 65852.1 of, or Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of, the Government Code, and as such, meets the criteria for a statutory exemption under the above-referenced statutes.

BACKGROUND:

The City of Huntington Park adopted the 2021-2029 Housing Element on October 17, 2023. The adopted Housing Element contains programs, policies, and actions to further the goal of meeting the existing and projected housing needs of all income levels of households in the community and provides evidence of the City's ability to accommodate the RHNA through the year 2029, as established by the Southern California Association of Governments.

As part of the Housing Element update, the City analyzed its existing accessory dwelling unit (ADU) regulations and found them to be out of compliance with current state law. Through Program 2 of the Housing Element Housing Action

Plan, the City committed to updating its ADU ordinance and establish regulations for junior accessory dwelling units (JADUs) to comply with state law.

Program 2 is also critical to the City achieving its housing objectives as required by Housing Element law. The adopted Housing Element provides evidence of the City's ability to accommodate the RHNA during the planning period, ending in 2029. In the Housing Element, the City assumed 112 ADUs would be built during the planning period, across all income levels. As allowed by state law, the City counted those 112 units towards fulfillment of its RHNA obligations. To accomplish the objectives related to ADUs, the City committed to completing Action 2-1 to update its accessory dwelling unit ordinance.

This Project includes amendments to Title 9 (Zoning) of the Huntington Park Municipal Code (HPMC) to establish consistency with the City's Housing Element and partially satisfying Housing Element Program 2 by establishing local regulations governing the construction of ADUs and JADUs in conformance with state ADU law (Government Code Sections 66310 – 66342).

DISCUSSION:

Amendments to the HPMC are identified in the attached ordinance, Exhibit A. Existing language is in normal font, all language proposed to be deleted is in ~~striketrough~~ font, and proposed language is underlined.

ANALYSIS:

The Project involves text changes to the HPMC for consistency with state law and the General Plan Housing Element. The intent of the project is for the City to implement the long-term development goals established in the General Plan, specifically the Housing Element.

Specifically, the project includes the following actions:

1. Amend the Zoning Code to establish ADU and JADU regulations in new Article 26 (Chapter 3).
2. Amend residential and commercial/office/mixed use zone allowed use tables to establish permitting requirements for ADUs and JADUs.
3. Amend definitions (Article 2) for consistency with state law.

FINDINGS

The Commission shall make a written recommendation to the Council on a proposed amendment to the Zoning Code whether to approve, approve in modified form, or disapprove based upon the following findings (Section 9-2.2007, Findings):

A. The proposed amendment is internally consistent with the General Plan.

Finding: The Project would make the Zoning Ordinance consistent with the City's General Plan 2021-2029 Housing Element (hereinafter, "Housing Element"), satisfying Housing Element Program 2.

B. The proposed amendment would not be detrimental to the public interest, health, safety, convenience or welfare of the City.

Finding: The Project is consistent with the Housing Element goals and policies to provide opportunities for the development of suitable housing to meet the diverse needs of existing and future residents and to promote equal opportunity for all residents to reside in the housing of their choice.

C. The proposed amendment would contribute to an appropriate balance of land uses so that local residents may work and shop in the community in which they live.

Finding: The Project would facilitate development anticipated in the Housing Element, and establishes local regulations for accessory dwelling units and junior accessory dwelling units, expanding opportunities for a variety of housing types with existing or proposed residential developments, consistent with the goals of the General Plan Housing Element.

D. The subject parcel(s) is physically suitable (including, but not limited to, access, provision of utilities, compatibility with adjoining land uses and absence of physical constraints) for the requested/anticipated land use development.

Finding: The Project does not pertain to any specific parcels, and development proposals facilitated by this amendment will be evaluated on a case-by-case basis.

**HOUSING ELEMENT IMPLEMENTATION: ACCESSORY DWELLING UNIT ORDINANCE
UPDATE**

Page 5 of 5

E. The proposed project has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA), and the City's Guidelines.

Finding: The Project is statutorily exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Title 14, Article 18, 15282 of the California Code of Regulations (Other Statutory Exemptions), paragraph (h), and Public Resources Code Section 21080.17. The project is the adoption of an ordinance to implement Section 65852.1 of, or Article 2 (commencing with Section 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1 of Title 7 of, the Government Code, and as such, meets the criteria for a statutory exemption under the above-referenced statutes.

PUBLIC NOTICE:

Public hearing notice was published on November 19, 2025. As of the date of this public hearing, Staff has not received any public comments.

RECOMMENDATION:

That the Planning Commission conduct a public hearing, consider all public testimony, and adopt Resolution No. 2025-01, recommending that the Council find the project exempt from CEQA and adopt the HPMC amendments related to ADUs and JADUs.

CONDITIONS OF APPROVAL: N/A

ATTACHEMENT:

A. Resolution No. 2025-01

EXHIBITS TO RESOLUTION:

A. Draft Ordinance – Municipal Code Amendment

1 **PLANNING COMMISSION RESOLUTION NO. 2025-01**

2 **A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF**
3 **HUNTINGTON PARK, STATE OF CALIFORNIA, RECOMMENDING TO THE CITY**
4 **COUNCIL THE ADOPTION OF AN ORDINANCE AMENDING TITLE 7 OF THE**
5 **HUNTINGTON PARK MUNICIPAL CODE.**

6 **WHEREAS**, the Planning Commission of the City of Huntington Park, after notice
7 duly given as required by law, held a public hearing on November 19, 2025, at 6:30
8 p.m., at City Hall, 6550 Miles Avenue, Huntington Park, California, to consider
9 recommending to the City Council the adoption of Huntington Park Municipal Code
10 (HPMC) Amendment, collectively referred to herein as the "Project"; and

11 **WHEREAS**, the Project promotes and is consistent with the goals of the Huntington
12 Park General Plan, and would implement 2021-2029 General Plan Housing Element
13 Program 2 and

14 **WHEREAS**, the HPMC is a document that will be subject to change from time to
15 time due to changes in policy, designs, development trends, new uses and/or situations
16 that were not considered; and

17 **WHEREAS**, the effect on existing land uses within the City has been analyzed with
18 respect to the Project; and

19 **WHEREAS**, the Project will not adversely affect property values and will not be
20 detrimental to the City; and

21 **WHEREAS**, the Project will be in the interest and furtherance of the public health,
22 safety, and general welfare; and

23 **WHEREAS**, the Project is statutorily exempt from the California Environmental
24 Quality Act, pursuant to CEQA Guidelines Title 14, Article 18, 15282 of the California
25 Code of Regulations (Other Statutory Exemptions), paragraph (h), and Public Resources
26 Code Section 21080.17; and

27 **WHEREAS**, the proposed HPMC Amendment is attached as "Exhibit A"; and

28 **WHEREAS**, all persons appearing for or against the approval of the Project were

1 given the opportunity to be heard in connection with said matter; and

2 **WHEREAS**, all written comments received prior to the hearing, and responses to
3 such comments, were reviewed and considered by the Planning Commission.

4 **NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF**
5 **HUNTINGTON PARK DOES FIND, DETERMINE, RECOMMEND, AND RESOLVES**
6 **AS FOLLOWS:**

7 **SECTION 1:** The proposed Ordinance HPMC, as attached hereto and marked
8 Exhibit "A," has been presented to the Planning Commission, and the Commission
9 has reviewed and considered the information therein prior to any action on the
10 adoption of this Resolution.

11 **SECTION 2:** The Planning Commission hereby makes the following findings
12 with respect to the adoption of the HPMC Amendment (per required findings listed in
13 Section 9-2.2007, Findings):

14 **A. The proposed amendment is internally consistent with the General Plan.**

15 **Finding:** The Project would make the Zoning Ordinance consistent with the City's
16 General Plan 2021-2029 Housing Element (hereinafter, "Housing Element"),
17 satisfying Housing Element Program 2.

18 **B. The proposed amendment would not be detrimental to the public interest,**
19 **health, safety, convenience, or welfare of the City.**

20 **Finding:** The Project is consistent with the Housing Element goals and policies
21 to provide opportunities for the development of suitable housing to meet the
22 diverse needs of existing and future residents and to promote equal opportunity
23 for all residents to reside in the housing of their choice.

24 **C. The proposed amendment would contribute to an appropriate balance of**
25 **land uses so that local residents may work and shop in the community in**
26 **which they live.**

27 **Finding:** The Project would facilitate development anticipated in the Housing
28

1 Element, and establishes local regulations for accessory dwelling units and junior
2 accessory dwelling units, expanding opportunities for a variety of housing types
3 with existing or proposed residential developments, consistent with the goals of
4 the General Plan Housing Element. The subject parcel(s) is physically suitable
5 (including, but not limited to, access, provision of utilities, compatibility with
6 adjoining land uses and absence of physical constraints) for the
7 requested/anticipated land use development.

8 **Finding:** The Project does not pertain to any specific parcels, and development
9 proposals facilitated by this amendment will be evaluated on a case-by-case
10 basis.

11 **E. The proposed project has been reviewed in compliance with the provisions**
12 **of the California Environmental Quality Act (CEQA), and the City's**
13 **Guidelines.**

14 **Finding:** The Project is statutorily exempt from the California Environmental
15 Quality Act (CEQA) pursuant to CEQA Guidelines Title 14, Article 18, 15282 of
16 the California Code of Regulations (Other Statutory Exemptions), paragraph (h),
17 and Public Resources Code Section 21080.17. The project is the adoption of an
18 ordinance to implement Section 65852.1 of, or Article 2 (commencing with Section
19 66314) or Article 3 (commencing with Section 66333) of Chapter 13 of Division 1
20 of Title 7 of, the Government Code, and as such, meets the criteria for a statutory
21 exemption under the above-referenced statutes.

22 **SECTION 4:** This Resolution will remain effective until superseded by a
23 subsequent resolution.

24 **SECTION 5:** This resolution shall not become effective until 15 days after the
25 date of decision rendered by the Planning Commission, unless within that period of
26 time it is appealed to the City Council. The decision of the Planning Commission shall
27 be stayed until final determination of the appeal has been effected by the City Council.
28

SECTION 6: The Planning Commission hereby approves Resolution No. 2025-01 recommending to the City Council the adoption of an HPMC Amendment.

SECTION 7: The Secretary of the Planning Commission shall certify to the adoption of this resolution and a copy thereof shall be filed with the City Clerk.

PASSED, APPROVED, AND ADOPTED this 19th day of November 2025, by the following vote:

AYES: Commissioner(s) Flores, Tapia, Vice-Chair Estrada, Chair Tarango

NOES:

ABSENT: Commissioner(s) Carvajal

ABSTAIN:

HUNTINGTON PARK PLANNING COMMISSION

Adrian Tarango
Adrian Tarango (Dec-4, 2025 11:53:17 PST)

Adrian Tarango, Chairperson

ATTEST:


Louis Morales, Secretary






ADU Ordinance Resolution 3

Final Audit Report

2025-12-04

Created:	2025-11-20
By:	Jose Maldonado (jmalDONado@hpca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAaVfuVVwtXIUB9v9fh04Ef0G0naxOcVZv1

"ADU Ordinance Resolution 3" History

-  Document created by Jose Maldonado (jmalDONado@hpca.gov)
2025-11-20 - 7:14:00 PM GMT
-  Document emailed to Adrian Tarango (adrian@tritekmedia.com) for signature
2025-11-20 - 7:14:05 PM GMT
-  Email viewed by Adrian Tarango (adrian@tritekmedia.com)
2025-12-04 - 7:52:56 PM GMT
-  Document e-signed by Adrian Tarango (adrian@tritekmedia.com)
Signature Date: 2025-12-04 - 7:53:17 PM GMT - Time Source: server
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2025-12-04 - 7:53:17 PM GMT

ORDINANCE NO. [REDACTED]

AN ORDINANCE OF THE CITY COUNCIL OF HUNTINGTON PARK, CALIFORNIA, AMENDING IN PART TITLE 9 “ZONING” (CHAPTER 1 “GENERAL PROVISIONS,” ARTICLE 2 “DEFINITIONS;” CHAPTER 4 “ZONING DISTRICTS,” ARTICLE 1 “RESIDENTIAL ZONES” AND ARTICLE 2 “COMMERCIAL/OFFICE/MIXED USE ZONES;” AND CHAPTER 3 “GENERAL REGULATIONS”) FOR CONSISTENCY WITH THE GENERAL PLAN HOUSING ELEMENT AND STATE LAW.

WHEREAS, the City of Huntington Park (“City”) is a general law city, incorporated under the laws of the State of California, and has the power to make and enforce within its jurisdictional limits all local, police, sanitary, and other ordinances, resolutions, and regulations not in conflict with general laws of the state;

WHEREAS, the State of California has made legislative changes intended to increase the supply of accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) by limiting a local jurisdiction’s ability to impose certain standards and review processes as codified in California Government Code Sections 66310 through 66342 (previously California Government Code Section 65852.2 and 65852.22);

WHEREAS, the State of California has established that a local agency may, by ordinance, provide for the creation of ADUs in single-family and multi-family residential zones and may provide for the creation of JADUs in single-family residential zones;

WHEREAS, new state legislation related to ADUs and JADUs was enacted in 2025 which build upon the prior changes to state law and further reduce barriers to the development of ADUs and JADUs and which necessitate additional changes to the City of Huntington Park Municipal Code;

WHEREAS, it is the intent of the City Council to adopt amendments to the existing ADU ordinance that have the effect of providing for the creation of ADUs and that provisions in this ordinance relating to matters including unit size, parking, and other requirements will provide clarity and facilitate the creation of ADUs and JADUs in zones in which they are authorized by local ordinance;

WHEREAS, the City of Huntington Park has prepared a draft ordinance amending existing Section 9-1.203, 9-4.102, 9-4.103 and adding Chapter 3, Article 26 (Accessory Dwelling Units) of the City of Huntington Park Municipal Code to comply with current state law and to clarify existing regulations related to the review and approval of ADUs and JADUs;

WHEREAS, the Huntington Park Planning Commission held a duly noticed public hearing on November 19, 2025, considered the staff report, attachments, and public testimony, found the proposed ordinance is consistent with the City’s General Plan, and recommended that the City Council adopt the proposed ordinance;

WHEREAS, the City Council held a public hearing on December 9, 2025, to consider the Planning Commission recommendation and introduce the draft Ordinance; and has found that the provisions of this ordinance are consistent with the goals and policies of the City's General Plan and other adopted ordinances and regulations; and City of Huntington Park Ordinance ;

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

SECTION 1: That Title 9 "Zoning," Chapter 4 "Zoning Districts," Article 1 "Residential Zones" of this Code is hereby amended to read as follows:

9-4.102 Allowed Uses, Table IV-1.

Any structure/use designated as "Permitted" (P) by the following list shall comply with the provisions of this Code. Any permitted use which will occupy an existing structure (with no structural alteration/enlargement) shall comply with the operational standards contained in this chapter as well as Article III (General Property Development Standards). Additionally, any permitted use which will occupy an existing structure that is to be altered, enlarged, or requires construction or installation (i.e., manufactured housing) of a structure(s) shall require the approval of a Development Permit (D) in compliance with Chapter 2, Article 10.

The following list (Table IV-1) represents those uses in the residential zoning districts that are Permitted (P), subject to a Development Permit (D), subject to a Large Family Child Care Home Permit (LCC) or a Conditional Use Permit (C):

Table IV-1 ALLOWED LAND USES			
LAND ACTIVITY	R-L	R-M	R-H
1. Residential Uses			
A. Condominiums	D	D	D
B. Convalescent Homes	-	C	C
C. Child Day Care Facility			
Small Family Child Day Care Home	P	P	P
Large Family Child Day Care Home	LCC	LCC	LCC
D. Density Bonus/Affordable Housing	P	P	P
E. Manufactured Housing	D	D	D
F. Multi-Family Dwellings	-	D	D
G. Accessory Dwelling Units [see regulations in Article 26]	P	P	P
H. Junior Accessory Dwelling Units¹ [see regulations in Article 26]	P	P	P
I. Senior Citizen/Congregate Care Housing	-	-	C
J. Single-Family Dwellings	P	P	P

**Table IV-1
ALLOWED LAND USES**

LAND ACTIVITY	R-L	R-M	R-H
K. Single Room Occupancy Facilities	-	-	D
L. Group Homes			
6 or less clients	P	P	P
7 or more clients	C	C	C
M. Transitional Housing	P	P	P
N. Supportive Housing	P	P	P
O. Zero Lot Line/Small Lot Residential Developments	-	D	D
P. Employee and Farmworker Housing			
Providing accommodations for 6 or fewer employees	P	P	P
Providing accommodations for more than 6 employees	C	C	C
Q. Low-Barrier Navigation Centers	D	D	D
2. Recreational Accessory Uses			
A. Swimming Pool, Private	P	P	P
B. Tennis Court, Private	D	D	D
C. Tree "Play" House	P	P	P
3. Accessory Uses			
A. Fences and Walls	P	P	P
B. Garage	P	P	P
C. Keeping of Domestic Animals/Household Pets	P	P	P
D. Laundry Facilities (Washer and Dryer)	P ²	P ²	P ²
E. Outdoor Play/Athletic Equipment	P	P	P
F. Patio (with or without cover)/Gazebo	P	P	P
G. Satellite Dish Antenna	D	D	D
H. Storage	D	D	D
I. Vehicle Repair (Property owner/tenant vehicle only and only within enclosed garage/yard)	P	P	P
J. Vertical Antenna			
12 feet or less in height	P	P	P
12+ feet in height	D	D	D
4. Other			
A. Churches	-	C	C
B. Educational Institutions, Low-Intensity	C	C	C
C. Public Utilities/Facilities	D	D	D

**Table IV-1
ALLOWED LAND USES**

LAND ACTIVITY	R-L	R-M	R-H
5. Home Enterprises	Subject to Home Enterprise Permit		
6. Temporary Uses	Subject to Temporary Use Permit		

¹ Per Article 26, Junior Accessory Dwelling Units may only be permitted in conjunction with an existing or proposed single-family dwelling.

²¹ Laundry facilities shall be located within the footprint of a dwelling unit. For multi-family properties, common laundry facilities shall be located in a detached or attached enclosed room specifically designated as a laundry facility and shall consist of not less than one automatic washer and dryer for every four units.

9-4.103 Zoning District Development Standards, subsection (N).

Accessory Dwelling Unit (ADU) and Junior Accessory Dwelling Unit (JADU) Development Standards. Development standards governing ADUs and JADUs are outlined in Chapter 3, Article 26.

SECTION 2: That Title 9 “Zoning,” Chapter 4 “Zoning Districts,” Article 2 “Commercial/Office/Mixed Use Zones” of this Code is hereby amended to read as follows:

9-4.202 Allowed Uses, Table IV-5.

Any use designated as "Permitted" by the following list shall comply with the provisions of this Code. Any permitted use which will occupy an existing structure (with no structural alteration/enlargement) shall comply with the operational standards contained in this article as well as Chapter 3 (General Regulations). Additionally, any permitted use which will occupy an existing structure that is to be altered, enlarged, or requires construction of a new structure(s) shall require the approval of a Development Permit in compliance with Chapter 2, Article 10.

The following list of Allowed Land Uses, Table IV-5, establishes the primary land uses in the C-P, C-N and C-G zoning district which are Permitted (P) or subject to a Development Permit (D) or a Conditional Use Permit (C). In accordance with Section 9-1.106, uses that are not listed shall be expressly prohibited, unless the Director determines the use to be similar in nature and class to other uses listed.

**Table IV-5
ALLOWED LAND USES**

LAND ACTIVITY	C-P	C-N	C-G
----------------------	------------	------------	------------

Administrative and Professional Offices:

Table IV-5

ALLOWED LAND USES

LAND ACTIVITY	C-P	C-N	C-G
1. Administrative, Business, Service, and Public Utilities	P	P	P
2. Accounting, Consulting, Counseling, Design, and Legal	P	P	P
3. Headquarters (Business, Corporate, and Government)	P	P	P
4. Medical/Dental Uses	P	P	P
General Commercial Uses:			
1. Auditoriums/Concert/Convention Halls	-	-	C
2. Alcoholic Beverage Sales/Serving Establishments [see regulations in Section 9-4.203(2)(A) and Table IV-7]			
3. Amusement/Video Arcades	-	-	C
4. Antique Shops	-	P	P
5. Apparel/Shoe Stores	-	P	P
6. Appliance Stores	-	P	P
7. Art/Photography Shops, Studios, Galleries	P	P	P
8. Auction Sales	-	-	D
9. Automobile, Motorcycle, and Truck Dealerships	-	-	C
10. Automobile Parts Supply (retail only, no auto repair or installation)	-	-	P
11. Automobile Rental Agencies	-	-	D
12. Automobile Repair Specialty Shops	-	-	C
13. Automobile Service Centers	-	-	C
14. Bakeries (retail only)	-	P	P
15. Banks/Financial Offices	P	P	P
16. Banquet Halls, Lodges, and Conference Halls	-	-	C
17. Barber/Beauty/Nail Shops	P	P	P
18. Bars, Cocktail Lounges, Taverns	-	-	C
19. Bicycle Shops (sales/service, non-motorized)	-	P	P
20. Billiard/Pool Centers	-	-	C
21. Book Stores (new/used)	-	P	P
22. Book Stores/Adult Business [see regulations in Chapter 5-20]	-	-	P
23. Bowling Alley	-	-	C
24. Camera Film Drop Off/Express Developing	P	P	P
25. Camera Shop (new/used)	-	P	P
26. Candy, Confectionery/Ice Cream Stores	-	P	P
27. Car Washes	-	-	C
28. Catering Establishments	-	-	P

Table IV-5

ALLOWED LAND USES

LAND ACTIVITY		C-P	C-N	C-G
29.	Check Cashing	-	C	C
30.	Churches	C	C	C
31.	Communication Equipment Buildings	P	P	P
32.	Commuter Bus Stations	-	-	C
33.	Convenience Stores, Mini-Markets	-	D	D
34.	Cultural/Community Facilities	P	P	P
35.	Currency Exchanges	-	-	C
36.	Dance Hall/Club	-	-	C
37.	Dance School/Studios	-	C	P
38.	Delicatessens, Sandwich Shops, Donut Shop, Coffee Houses, Juice Bars			
	under 2,000 square feet	C	P	P
	over 2,000 square feet	-	C	C
39.	Department Stores	-	P	P
40.	Discount/Club Membership Stores	-	-	P
41.	Drug Stores	-	P	P
42.	Dry Cleaning/Dyeing (retail only)	-	P	P
43.	Electronic/Computer Stores	-	P	P
44.	Escort Bureau/Introductory Service	C	-	C
45.	Figure Model Studio (non-nude)	-	-	C
46.	Floor Covering/Draperies Store	-	-	P
47.	Florist Shops	P	P	P
48.	Furniture Stores	-	-	P
49.	Gift/Stationery Stores	-	P	P
50.	Glass Shop (sales/service)	-	-	P
51.	Grocery Stores (including supermarkets)	-	P	P
52.	Gun Shops	-	-	C
53.	Hardware Stores (up to 10,000 square feet)	-	P	P
54.	Health/Athletic Clubs (excluding massage parlors)	P	P	P
55.	Hobby Shops	-	P	P
56.	Home Improvement Centers (over 10,000 square feet)	-	-	C
57.	Hospitals	C	C	C
58.	Hotels/Motels	-	-	C
59.	Ice Cream Parlors	-	P	P
60.	Interior Decorating Shop	-	P	P

Table IV-5

ALLOWED LAND USES

LAND ACTIVITY		C-P	C-N	C-G
61.	Jewelry Sales/Repair Stores	-	P	P
62.	Laboratories (including film, medical, and dental)	-	P	P
63.	Laundromat (retail only)	-	P	P
64.	Lighting Fixture Stores	-	-	P
65.	Locksmith Shops	-	P	C
66.	Marine Sales/Service	-	-	P
67.	Massage Parlors (acupressure)	-	-	-
68.	Mini-Malls	-	D	D
69.	Money Advance	-	C	C
70.	Money Transfer	-	C	C
71.	Mortuaries	-	C	C
72.	Multiple Tenant Merchandise Mart	-	-	C
73.	Museums	P	P	P
74.	Music Stores	-	P	P
75.	Newspaper/Magazine Stores	-	P	P
76.	Nightclubs (with entertainment/dancing)	-	-	C
77.	Nurseries/Garden Supply Store	-	P	P
78.	Office Supplies/Equipment (retail only)	P	-	P
79.	Optical Shop	P	P	P
80.	Paint/Wallpaper Stores (retail only)	-	P	P
81.	Parcel Shipping/Copy/Fax Centers	P	P	P
82.	Parking Structures	C	C	C
83.	Pawn Shop/Brokers	-	-	C
84.	Pet Shops	-	P	P
85.	Plumbing Fixture Stores	-	P	P
86.	Pool Supply (retail only)	-	P	P
87.	Post Office Substation	P	P	P
88.	Printing/Blueprinting Shops	P	P	P
89.	Radio/Television Broadcasting Studios (no transmitting)	P	-	C
90.	Recording Studios	P	C	P
91.	Recycling Facilities	-	C	C
92.	Restaurants (less than 4,000 square feet, excluding drive-thrus)	-	D	D
93.	Restaurants (greater than 4,000 square feet, excluding drive-thrus)	-	C	C

Table IV-5

ALLOWED LAND USES

LAND ACTIVITY		C-P	C-N	C-G
94.	Restaurants (with drive-thru facilities)	-	-	C
95.	Restaurants (where outdoor eating facilities are larger than 400 square feet)	-	C	C
96.	Saving and Loans	P	P	P
97.	Secondhand Stores	-	-	P
98.	Service Stations (including gas stations)	-	C	C
99.	Shoe Repair	-	P	P
100.	Shuttle Stations	-	-	C
101.	Sign/Lettering Shops (with retail sales area)	P	P	P ²
102.	Skating Rinks	-	C	C
103.	Sporting Goods Stores	-	P	P
104.	Stamp/Coin Shops	P	P	P
105.	Tailor Shops	P	P	P
106.	Tattoo or Body Piercing Parlor	-	-	C
107.	Tennis Court, Commercial	D	D	D
108.	Theaters, Movie (excluding drive-ins)	-	-	C
109.	Ticket Sales	P	P	P
110.	Tobacco/Smoke Shops [see regulations in Section 4-19.03]	-	P	P
111.	Toy Stores	-	P	P
112.	Travel Agencies	P	P	P
113.	Variety Stores	-	P	P
114.	Vending Machines (outside, accessory use only)	C	C	C
115.	Veterinary Offices/Animal Hospitals	C	C	C
116.	Video Machines (up to 5)	P	P	P
117.	Video Stores (up to a maximum net display area of 25% of total video displays devoted to adult videos)	-	P	P
118.	Wedding Chapels	C	C	C
Other Uses:				
1.	Accessory Dwelling Units [see regulations in Article 26]	P	P	-
2.	Antennae (accessory only)	C	C	C
3.	Condominiums	-	-	-
4.	Convalescent Homes	C	C	C
5.	Drive-Thru Establishments (accessory only)	-	-	C
6.	Emergency Shelters	D	D	-
7.	Residential Developments (20 du/acre) ¹	D	D	-

Table IV-5

ALLOWED LAND USES

LAND ACTIVITY		C-P	C-N	C-G
8.	Outdoor Storage (accessory only)	-	C	C
9.	Wireless Communications Facilities	C	C	C
10.	Senior Citizen Housing (only in Senior Citizen Housing Overlay District)	-	-	-
11.	Single Room Occupancy	-	-	-
12.	Low-Barrier Navigation Centers	P	P	-

SECTION 3: That Title 9 “Zoning,” Chapter 3 “General Regulations” of this Code is hereby amended to add Article 26, “Accessory Dwelling Units” as follows:

§9-3.2610 Purpose.

The purpose of this chapter is to establish development standards for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) and to ensure this use is constructed and operated in a manner that is consistent with the requirements and allowances of State law, specifically Chapter 13 of Division 1 of Title 7 of the California Government Code (sections 66310 through 66342).

§9-3.2620 Applicability.

This ordinance applies to all zones where Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs) are permitted under California state law. It governs the development, permitting, and regulation of ADUs and JADUs in accordance with Chapter 13 of Division 1 of Title 7 of the California Government Code. Any local standards inconsistent with these provisions shall be deemed null and void. Any standards not enumerated in this ordinance shall be governed by Chapter 13 of Division 1 of Title 7 of the California Government Code.

§9-3.2630 Permit required.

A Minor Development Permit is required prior to the establishment of any ADU or JADU. The permit shall be a ministerial action without discretionary review or a hearing. The City shall notify a developer whether the developer's application is complete within 15 business days, pursuant to California Government Code Section 65943. The City shall issue approval, or a denial with a full set of comments on how to remedy the application, within 60 days of receiving a completed application.

§9-3.2640 Definitions.

For the purposes of this ordinance, the following definitions shall apply:

1. “ADU conversion” means an additional dwelling unit constructed from non-livable spaces within the existing structures such as garages, boiler rooms, passageway, and

storage rooms. Areas used for commercial and other activities that are intended to serve the general public.

2. "Attached ADU" is a newly created (constructed) dwelling structure that structurally abuts (and connects to) an existing or proposed primary dwelling or accessory structure. This can be constructed on top of or below the primary dwelling. The attached ADU extends beyond the building plane of the existing or proposed primary dwelling unit. An attached ADU shall not exceed 50 percent of the existing primary dwelling's floor area size. However, this limitation shall not preclude the construction of an ADU of at least 800 square feet of interior livable space, subject to four-foot side and rear yard setbacks, as required by California Government Code § 66321(b)(3), if such a unit would otherwise be permissible under state law.
3. "Multi-family dwelling" means a structure with two or more attached dwellings on a single lot. Multiple detached single-family dwellings on the same lot are not considered multi-family dwellings for the purposes of this ordinance.
4. "Primary dwelling" means a main, permanent, residential structure that exists or is proposed on a residentially zoned property. It is typically a single-family home or a unit in a multi-family dwelling (e.g., apartment or condo building). It must be legally permitted, intended for residential occupancy, and is the main structure on the lot; it may not be an ADU or JADU.
5. "Proposed dwelling" means a dwelling that is the subject of a permit application and meets the requirements for permitting.
6. "Single-family dwelling" means a single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation, and existing as a separate interest of real property, such as a detached single-family dwelling or a townhouse.

§9-3.2650 Development and operational standards.

In accordance with the regulations and standards set forth in this section, ADUs shall be permitted as a matter of right, without any required discretionary review or discretionary permit, on any parcel of property with an existing or proposed residential dwelling in any Residential or Mixed-Use Zone as indicated in Table IV-1 of this chapter. The following requirements, in compliance with California Government Code Sections 66310 through 66342, apply to all ADUs and JADUs that are approved under this section.

1. Allowable Zoning Districts.
 - a. An ADU may be created on a lot that is zoned to allow single-family dwelling residential use or multi-family dwelling residential use (R-L, R-M, R-H).
 - b. A JADU may only be created on a lot zoned for single-family residences.
2. Number of Units
 - a. On a lot with an existing or proposed Single Family Dwelling:
 - i. No more than one new construction detached ADU, with a maximum 800 square feet of interior livable space.
 - ii. No more than one ADU constructed from existing space.
 - iii. No more than one JADU with a maximum of 500 square feet of interior livable space.
 - iv. No more than one attached ADU

- b. On a lot with proposed or existing Multi-Family Dwelling:
 - i. Up to two detached ADUs are allowed on a lot that has a proposed multi-family dwelling, or up to eight detached ADUs are allowed on a lot with an existing multi-family dwelling, not to exceed the number of existing units on the lot.

One or more ADUs may be created through the conversion of existing space within a multi-family dwelling, provided that the total number of converted ADUs does not exceed 25 percent of the number of existing units in the structure where the conversion takes place. These ADUs must be located within portions of the existing multi-family structure that are not currently used as livable space. The maximum number allowed shall be rounded down to the nearest whole number, with the minimum being one.

Table III-1—Summary of ADU Allowances			
Zone Type	Existing/Proposed Primary Dwelling	# of ADUs allowed	# of JADUs allowed
Single-Family (R-L, R-M, and R-H)	Single-Family Dwelling	One detached ADU and 1 conversion	One
Single-Family (R-L, R-M, and R-H)	Multi-Family Dwelling	Up to eight detached ADUs and at least one conversion ADU or up to 25 percent of the existing units	None
Multi-Family (R-M and R-H, C-P, and C-N)	Single-Family Dwelling	One detached ADU and one conversion ADU	One
Multi-Family (R-M and R-H, C-P, and C-N)	Multi-Family Dwelling	Up to eight detached ADUs and at least one conversion ADU or up to 25 percent of the existing units	None

- 3. Height
 - a. Detached ADUs
 - i. Up to 16 feet in height if created on a lot with an existing or proposed single-family or multi-family dwelling.
 - ii. 18 feet on a lot with an existing or proposed single-family or multi-family dwelling, including an additional two feet to accommodate roof pitch that aligns with the primary dwelling, when the lot is a half-mile from a major transit stop or high-quality transit corridor.
 - iii. 18 feet on a lot with an existing or proposed multi-family, multi-story dwelling.
 - b. Attached ADUs
 - i. 25 feet or the height limitation imposed by the underlying zone that applies to the primary dwelling, whichever is lower.
- 4. Impact Fees

- a. ADUs less than 750 square feet of interior livable space, or JADUs less than 500 square feet of interior livable space are not subject to impact fees.
- b. Impact fees for ADUs 750 square feet of interior livable space or larger shall be charged proportionately in relation to the square footage of the ADU to the square footage of the primary dwelling unit. Formula: (Square Footage of ADU / Square Footage of Primary Dwelling Unit) x Amount of Fee
- c. Primary dwellings are subject to the full amount of all applicable impact fees.

5. Setback Regulations

- a. A setback of no more than four feet from the side and rear lot lines shall be required for an attached or detached ADU, unless title report identifies utility encroachment that requires a setback of more than four feet, unless the proper encroachment permit is obtained from the easement holder.
- b. No setback shall be required for an ADU or JADU created within an existing living area or accessory structure or an ADU created in a new structure in the same location and to the same dimensions as an existing structure. Additional square footage shall conform to setback standards.
- c. An ADU is subject to the same front yard setback as the underlying zoning district, but shall not preclude the development of an ADU of at least 800 square feet of interior livable space, even if that ADU would exist partially or wholly within the front setback.

6. Size

- a. An ADU, whether attached or detached, shall not be less than 150 square feet of interior livable space and shall not exceed 850 square feet of interior livable space for a studio or one bedroom, or 1,000 square feet of interior livable space if more than one bedroom. An attached ADU shall not exceed 50 percent of the existing primary dwelling's floor area. However, this limitation shall not preclude the construction of an attached ADU of at least 850 square feet of interior livable space for a studio or one-bedroom, or 1,000 square feet of interior livable space if more than one bedroom, subject to four-foot side and rear yard setbacks, as required by California Government Code Section 66321(b)(3).
- b. A JADU shall not exceed 500 square feet of interior livable space.
- c. An ADU created within the converted space of a proposed or existing single-family dwelling or accessory structure is eligible for a 150 square foot expansion to accommodate ingress and egress.
- d. A detached multi-family ADU on lots with existing or proposed multifamily dwellings are not subject to a floor area restriction pursuant to Government Code Section 66323(a)(4).

7. Parking

- a. The ADU shall be provided with one off-street parking space per ADU or per bedroom, whichever is less. Off-street parking for the ADU may be uncovered.
- b. No parking may be required if the ADU meets one of the following criteria:
 - i. Located within one-half mile walking distance of public transit.
 - ii. Located within an architecturally and historically significant historic district.
 - iii. Part of the proposed or existing primary residence or an accessory structure.

- iv. When on-street parking permits are required but not offered to the occupant of the ADU.
 - v. When there is a car share vehicle located within one block of the ADU.
 - vi. When a permit application for an ADU is submitted with a permit application to create a new single-family dwelling or a new multi-family dwelling on the same lot, provided that the ADU or the parcel satisfies any other criteria listed in Government Code section 66322, subdivision (a)(1)(5).
- c. Parking may be provided in setback areas or in tandem.
- d. If a garage, carport, covered parking structure, or uncovered parking space is demolished in conjunction with the ADU, or converted to an ADU, replacement of off-street parking for the primary dwelling unit shall not be required.
- e. No parking shall be required for a JADU.
- 8. Driveway Approach
 - a. When a garage is converted to an ADU, the driveway approach must be removed and curbs and gutters replaced.
- 9. Utilities
 - a. ADUs may share utility services and meters with the primary dwelling.
 - b. If a detached ADU is constructed with a new single-family home, a separate utility connection directly between the ADU and the utility and payment of the normal connection fee and capacity charge for a new dwelling are required.
 - c. Converted ADUs on a single-family lot may not be required to have a new or separate utility connection directly between the ADU and the utility. Nor is a connection fee or capacity charge required.
- 10. An application for an ADU may be denied for nonconformance only if the nonconformance creates a threat to public health and safety and is affected by the construction of the ADU.
- 11. Construction of ADUs are statutorily exempt from CEQA pursuant to Section 15268 (Ministerial Projects) of the CEQA guidelines and Section 21080, subdivision (b)(1) of the Public Resources Code.
- 12. Objective Design Standards
 - a. New detached ADUs must architecturally match the primary dwelling in style, colors, and materials.
- 13. JADU Owner-Occupancy Requirement
 - a. A JADU shall be permitted only on a lot developed with a proposed or existing single-family dwelling. Owner-occupancy shall be required only if the JADU shares sanitation facilities with the primary residence, and except where the property is owned by a governmental agency, land trust, or housing organization. If the JADU includes separate sanitation facilities, owner-occupancy is not required. For the purpose of this section, "owner" means a natural person who holds legal title to the property as shown on the most recent deed recorded with the County Recorder's Office. Proof of owner occupancy shall be provided as part of the JADU application and may be enforced through recordation of a deed restriction.
- 14. An ADU may be rented separate from the main dwelling unit but may not be sold otherwise conveyed separate from the main dwelling unit, except when the property was

built or developed by a qualified nonprofit corporation, the buyer is a qualified buyer, and meets other requirements specified in Government Code Section 66341.

15. If an ADU or JADU is used as a rental unit, it must be used for rentals of terms 30 days or longer.

16. Sprinkler Requirement

a. ADUs shall not be required to install fire sprinklers if sprinklers are not required for the primary residence. However, if the primary residence is required to have fire sprinklers under applicable building or fire codes, any newly constructed ADU on the same parcel shall also be required to include fire sprinklers.

b. JADUs are not required to install fire sprinklers independently. If the JADU is located within a portion of the primary residence that already contains fire sprinklers, the JADU shall be served by the existing system.

17. In the event of a declared local, state, or federal emergency, the City shall issue a Certificate of Occupancy for a detached ADU even if the primary dwelling has not yet been issued a certificate of occupancy:

a. The primary dwelling was substantially damaged or destroyed by an event referenced in the state of emergency proclamation issued by the Governor.

b. The accessory dwelling unit has been issued construction permits and has passed all required inspections.

SECTION 4: That Title 9 “Zoning,” Chapter 1 “General Provisions,” Article 2 “Definitions” of this Code is hereby amended to read as follows:

“Accessory Dwelling Unit (ADU)” means a dwelling unit located on the same lot as a proposed or existing primary residence, which the ADU is either attached to, or detached from, and which provides complete, independent, and permanent living facilities, including separate provisions for living, sleeping, eating, cooking and sanitation, and shall contain a full bathroom, and a kitchen. An accessory dwelling unit may also include the following:

1. An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code; and

2. A manufactured home, as defined by Section 18007 of the California Health and Safety Code.

“Junior accessory dwelling unit (JADU)” means a dwelling unit that is no more than 500 square feet of interior livable space in size and contained entirely within a single-family residence or a converted garage. A JADU may include separate sanitation facilities or may share sanitation facilities with the existing structure. It must also have exterior access. Either the JADU or Single-Family Dwelling shall be owner-occupied.

"Granny housing." See "Accessory dwelling unit."

"Guest house." See "Accessory dwelling unit."

PASSED, APPROVED AND ADOPTED this (DATE) day of (MONTH) (YEAR), by the following votes:

AYES:

NOES:

ABSENT:

ABSTAIN:

Arturo Flores, Mayor

ATTEST:

Eduardo Sarmiento,
City Clerk

ITEM 4



CITY OF HUNTINGTON PARK

Office of the City Council
City Council Agenda Report

December 23, 2025

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

Honorable Mayor and Members of the City Council:

SECOND READING OF ORDINANCE NO. 2025-15 AMENDING ARTICLE 1 OF CHAPTER 1 OF TITLE 2 OF THE CITY OF HUNTINGTON PARK MUNICIPAL CODE

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Waive full reading and adopt the Ordinance 2025-15 amendment to the Huntington Park Municipal Code addressing City Council Compensation.

BACKGROUND

Senate Bill ("SB") 329, authored by Senator Bill Dodd, provided a framework for city council compensation that modified the previous compensation amounts set by state statute. As a result of the passage of SB 329 Government Code ("GC") 36516, a city council may enact or amend the city ordinance that sets the compensation level for city council members.

GC 36516 set limits for city council member compensation based on the population of this city. However, it provides for the ability to increase salaries beyond the limits set by passing an ordinance that reflects the increase. GC 36516(a)(4) limits the increase in salary to either an amount equal to 5 percent for each calendar year from the operative date of the last adjustment of the salary in effect when the ordinance or amendment is enacted or an amount equal to inflation since January 1, 2024 based on CA CPI, which shall not exceed 10 percent for each calendar year.

Increases to city council member compensation cannot be automatic and must be voted on by the city council each calendar year where an increase is contemplated. Additionally, GC 36516.5 states that any increases to compensation of council members, does not take effect until after the next city council election. Thus, upon approval of the proposed amendment, the increase to city council compensation would not take effect until January 1, 2027.

SECOND READING OF CITY COUNCIL COMPENSATION ORDINANCE (AMENDMENT)

December 23, 2025

Page 2 of 2

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Elected officials dedicate a great deal of time to the service of their constituents. This service can take time away from their other responsibilities which may include professional and personal. Increasing the compensation provided to city council members allows for their effective representation of constituents with reduced fiscal impact on the individual council member. It also allows individuals who may otherwise be unable to serve due to socioeconomic factors, the opportunity to represent their community in elected office.

Moreover, yearly consideration of such increases would prevent the need for legislation similar to SB 329 and larger one time increases that have occurred in the past.

LEGAL REQUIREMENT

The proposed ordinance amendment would require the council to consider the matter at two separate council meeting in open session. The ordinance shall be presented at the first meeting and adopted at the second meeting, at least seven days after the first.

FISCAL IMPACT/FINANCING

Compensation to City Councilmembers would be increased from \$2,273 per month to \$2,386 per month. This represents a 5 percent increase in compensation and would become effective January 1, 2027. The total increase in cost would be \$6,780 per year and would come from the City's general fund.

CONCLUSION

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

Respectfully submitted,

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

RICARDO REYES
City Manager

ATTACHMENTS:

- A. Ordinance 2025-15 amending article 1 of chapter 1 of title 2 of the city of Huntington Park municipal code.

ATTACHMENT “A”

ORDINANCE NO. 2025-15

An ordinance of the City Council of the City of Huntington Park amending Title 2, Chapter 1, Article 1, entitled City Council Compensation, of the Huntington Park Municipal Code.

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

SECTION 1. Article 1 of Chapter 1 of Title 2 of the Huntington Park Municipal Code is hereby amended and shall read as follows:

CHAPTER 1 – CITY COUNCIL

§ 2-1.103 Compensation.

Each member of the Council shall receive as salary the sum of \$2,386.00 per month, in accordance with the provisions of the [Government Code](#) of the State of California, which salary shall be payable on or after the date of adoption of the ordinance codified in this section.

SECTION 2. If any action, subsection, line, sentence, clause, phrase, or word of this Ordinance is for any reason held to be invalid or unconstitutional, either facially or as applied, by a decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance, and each and every individual section, subsection, line, sentence, clause, phrase, or word without regard to any such decision.

SECTION 3. This ordinance shall become effective January 1, 2027, after approval by the City Council.

SECTION 4. The City Clerk shall certify the passage of this Ordinance and shall cause the same to be published or posted as prescribed by law.

APPROVED AND ADOPTED THIS ____ DAY OF DECEMBER 2025.

Arturo Flores, Mayor

ATTEST:

Eduardo Sarmiento, City Clerk

APPROVED AS TO FORM:

Andrew Sarega, Acting City Attorney

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

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Ordinance No. 2025-15 was introduced at a Regular Meeting of the City Council of the City of Huntington Park on the 25th day of November 2025 and was adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 9th day of December 2025 and that said Ordinance was adopted by the following vote, to-wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

Dated: _____

Eduardo Sarmiento, City Clerk

ITEM 5



CITY OF HUNTINGTON PARK

Human Resources Department
City Council Agenda Report

December 23, 2025

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

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL OF A RESOLUTION APPROVING UNIT MODIFICATIONS FOR THE POSITIONS OF RECREATION COORDINATOR, COMMUNITY SERVICES SUPERVISOR, RECREATION SUPERVISOR, SENIOR RECREATION SUPERVISOR, AND RECREATION MANAGER

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt a Resolution of the City Council of the City of Huntington Park Approving Unit Modifications for the positions of Recreation Coordinator, Community Services Supervisor, Recreation Supervisor, Senior Recreation Supervisor, and Recreation Manager.

BACKGROUND

The City Council authorized the city Manager to open negotiations on a new Memorandum of Understanding (MOU) with the Huntington Park General Employees' Association (HPGEA) as the previous MOU expired June 30, 2024. On October 14, 2025, the City Council approved the proposed MOU that would be in effect from July 1, 2024, through June 30, 2029. Upon adoption, provisions outlined would be implemented and changes enumerated in the MOU relating to wages, hours, benefits and other terms and conditions of employment for unit employees represented by the General Employees Association would be enacted.

Based upon the approved and adopted MOU between the City of Huntington Park and the HPGEA, the class specifications for the Recreation Coordinator, Community Services Supervisor, Recreation Supervisor, Senior Recreation Supervisor, and Recreation Manager positions were revised and presented to the Civil Service Commission for review on December 10, 2025. Each of these unit modifications were unanimously approved by the Civil Service Commission and copies are attached to the Resolution as Exhibits B, C, D, E and F.

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

December 23, 2025

Page 2 of 2

FISCAL IMPACT/FINANCING

The salary range for the Recreation Coordinator (Salary Grid Number 124; \$4,336 to \$5,323 per month), Community Services Supervisor (Salary Grid Number 152; \$5,729 to \$7,034 per month), Recreation Supervisor (Salary Grid Number 152; \$5,729 to \$7,034 per month), Senior Recreation Supervisor (Salary Grid Number 169; \$7,161 to \$8,791 per month), and Recreation Manager (Salary Grid Number 182; \$8,031 to \$9,860 per month) will remain the same as reflected in the adopted Fiscal Year 2025-2026 Parks and Recreation Operating Budget.

CONCLUSION

The City supports the unit modifications of the Recreation Coordinator, Community Services Supervisor, Senior Recreation Supervisor, and Recreation Manager positions.

Upon adoption of this resolution, the Five (5) revised class specifications will be used for future recruitments by the City of Huntington Park Parks and Recreation Department.

Respectfully submitted,

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

RICARDO REYES
City Manager

MARISOL NIETO
Human Resources Risk Manager

ATTACHMENT(S)

- A. Resolution No. 2025-XX: Approving Unit Modifications for class specifications for the Positions of Recreation Coordinator, Community Services Supervisor, Recreation Supervisor, Senior Recreation Supervisor, and Recreation Manager.
- B. Revised Job Classification: Recreation Coordinator
- C. Revised Job Classification: Community Services Supervisor
- D. Revised Job Classification: Recreation Supervisor
- E. Revised Job Classification: Senior Recreation Supervisor
- F. Revised Job Classifications: Recreation Manager

ATTACHMENT "A"

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF HUNTINGTON PARK, CALIFORNIA,
APPROVING UNIT MODIFICATIONS FOR THE
POSITIONS OF RECREATION COORDINATOR,
COMMUNITY SERVICES SUPERVISOR,
RECREATION SUPERVISOR, SENIOR
RECREATION SUPERVISOR, AND RECREATION
MANAGER**

WHEREAS Five (5) classification specifications have been revised for existing job classifications as detailed in Exhibits B, C, D, E and F to modify changes of the bargaining unit as approved and adopted, on October 14, 2025 City Council Meeting, in the Memorandum of Understanding (MOU) Between the City of Huntington Park and the Huntington Park General Employees' Association (HPGEA) effective July 1, 2024 through June 30, 2029.

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

SECTION 1. The City Council of the City of Huntington Park hereby adopts and approves unit modifications for:

- Recreation Coordinator, Community Services Supervisor, Recreation Supervisor, Senior Recreation Supervisor, and Recreation Manager (Exhibits B, C, D, E and F).

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

PASSED, APPROVED, AND ADOPTED this twenty-third (23rd) day of December 2025.

Arturo Flores,
Mayor

ATTEST:

Eduardo Sarmiento,
City Clerk

EXHIBIT B

CITY OF HUNTINGTON PARK CLASS SPECIFICATION

RECREATION COORDINATOR

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission:	12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council:	TBD
FLSA Status:	Non-Exempt	Resolution No.:	2025-XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Recreation Supervisor, this professional position plans, organizes and supervises public recreation activities and programs at such various locations such as park buildings, playgrounds, athletic fields and/or and perform 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.

- Develop, supervise and conduct Recreation Programs, such as vacation and special holiday recreation programs for children, youth and adults;
- Supervise and assist assigned employees;
- Plan, organize and coordinate activities including, but not limited to, adult and youth sports programs, skate park and special events;
- Submit reports and evaluations of special events;
- Coordinate, promote, implement and evaluate recreation activities, as assigned;
- Schedule, organize, coordinate and implement year-round recreational programs and cultural arts activities, such as contract classes, cultural arts, tiny-tot programs, after-school playgrounds, and special sports programs or events;
- Prepare or coordinate the development of event publicity, including news releases, flyers, pamphlets and brochures;
- Supervise, evaluate, train, and discipline assigned staff, part-time staff, volunteers and contract employees;
- Schedule working hours for part-time recreation staff;
- Plan, direct, coordinate and schedule recreation staff work schedules;
- Prioritize, schedule, assign and outline work assignments;
- Monitor service delivery of programs and projects;
- May collect fees and register patrons for programs and activities;
- Interpret contracts, facility policies, rules and procedures to prospective users and assures their enforcement;
- Serve on committees within the City and in professional job-related organizations;
- Represent the City and/or department at meetings, seminars, workshops and conferences;
- Participate in the development of the annual budget for a recreation activity or group of activities;
- Research, prepare and present a variety of oral and written reports in a professional manner;
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION COORDINATOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

(Continued)

- Recommend and arrange for the purchase of necessary equipment and supplies;
- Establish and maintain effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Open and close facilities;
- Maintain safety standards and specialized safety requirements;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Equipment, software, programs and technical skills applicable to operating department;
- The basic principles and purposes of recreation programs including budgeting, purchasing, and personnel management;
- The techniques and methods of organizing group activities;
- The rules and regulations of sports activities;
- Current policies, procedures and methods necessary to plan, organize, schedule and implement department and City activities, programs and personnel;
- Budget preparation and control;
- Promotional programs and marketing methods;
- The requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations;
- Modern office practices and procedures;

Skills:

- Skills and equipment used in popular sports, crafts and games;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Operate equipment necessary to perform assigned duties;
- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Motivating volunteers and other staff involved with the various programs;
- Organizing and prioritizing work;
- Evaluate the measurable results of programs and services;
- Direct others in efforts aimed at achieving specified outcomes and objectives;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION COORDINATOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

(Continued)

- Analyze, interpret and explain department policies and procedures;
- Plan, organize, schedule and implement department and City activities and programs in a professional and technically competent manner;
- Teach recreational activities to groups and individuals of all ages.;
- Enlist and support the interest and continued participation of children and adults in the recreation program;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public contact in the course of work;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Department of Parks and Recreation services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Be resourceful, take initiative, be creative, be a problem solver and use ingenuity;
- Provide own transportation to various work sites;
- Officiate youth sports programs;
- Resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Work overtime as requested;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION COORDINATOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

(Continued)

- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's Degree in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field from an accredited college or university.

Experience:

Two (2) years of progressive experience in recreation, leisure studies, child care, education or related field with experience in staff supervision.

License or Certificate:

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

Desirable Qualifications:

Ability to Speak Spanish;
Current CPR and First Aid Certification;

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

EXHIBIT C

CITY OF HUNTINGTON PARK CLASS SPECIFICATION

COMMUNITY SERVICES SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non- Exempt	Resolution No.: 2025-XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction, to plan, organize, develop, monitor and supervise the City's community services related activities and programs.

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.

- In assigned program areas, assists the Director of Parks & Recreation in planning and implementing community services programs;
- Promotes community participation, information and cooperation in implementing social programs;
- Coordinates with other agencies to develop, evaluate and promote special services for youths and senior citizens;
- Provides leadership, supervision and direction for Senior Citizens programs and activities at the Community Center;
- Interacts with youth, monitors juvenile delinquency, and develops delinquency prevention programs, as well as outreach strategies for youth at risk;
- Provides the direct service or acts as a resource/referral service for youth;
- Develops and monitors the year round after-school services for youth;
- Organizes and implements new citizenship development programs;
- Coordinates and promotes job training, job development and placement contacts for youth;
- Compiles and maintains a human resources directory of services;
- Establishes networks and contacts with service providers;
- Researches consumer and health-related resources for residents;
- Develops private sector cooperation and support;
- Participates with the Parks and Recreation management team in goal setting and problem solving and responds to duties and responsibilities which may be assigned from time to time;
- Assists in budget preparation; and
- Performs other related duties as assigned or as the situation requires.

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

COMMUNITY SERVICES SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non- Exempt	Resolution No.: 2025-XX

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices needed in designing and directing community service programs; and
- Principles and practices of supervision, program promotion and advertising.

Skills:

- Evaluating the measurable results of programs and services;
- Planning, supervising and evaluating the work of others as related to community service programs;
- Possess skills to word process general correspondence, spread sheet, and reports using a personal computer and software application; and
- Operate equipment necessary to performed assigned duties.

Ability to:

- Work effectively with a multi-ethnic community;
- Supervise others;
- Communicate effectively orally and in writing;
- Establish and maintain effective communications with other City department employees, officials, groups and other levels of government;
- Write and speak Spanish (desirable); and
- Operate a computer (highly desirable).

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:

- A minimum of three years of professional experience in community services, including one year in a supervisory capacity, is required.

License:

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

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

COMMUNITY SERVICES SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non- Exempt	Resolution No.: 2025-XX

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.

Bilingual Pay:

- Employee who qualify and are certified to speak Spanish may be eligible to receive bilingual pay.

EXHIBIT D

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION SUPERVISOR – (Cultural Arts/Sports)

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Director of Parks and Recreation, this mid-management position plans, organizes, directs and administer broad and varied programs of public recreation activities conducted by the Parks and Recreation Department and supervises full and part-time staff; 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.

- This supervisory position is responsible for organizing, coordinating, and monitoring the work of staff in an assigned area of the City's recreation activities and programs;
- Performs professional work involving assistance to the Director of Parks & Recreation, and assists in the development of departmental policy;
- Assists in the administration and conduct of overall Parks and Recreation City programs;
- Plans, organizes, coordinates and directs a variety of activities at City parks and recreation facilities and areas; such as contract classes, cultural arts, after-school programs, adult and youth sports programs, skate park and special sports programs or events;
- Publicizes, conducts and evaluates recreation programs, special events and activities;
- Studies and observes interest, attendance and participation and make recommendation on recreational activities for the Community;
- Meets with groups and the public to explain and promote interest and participation in City recreational activities;
- Participate in the development of the annual budget and grant acquisitions for a recreation activity or group of activities;
- Prepares and justifies budget requests;
- Directs contract and class programs;
- Drafts and revises contracts for instructors and initiates payment to contractors;
- Recommend and arrange for the purchase of necessary equipment and supplies;
- Recruits and trains coaches and officials;
- Supervise, evaluate, train, and discipline subordinates, part-time, volunteers and contract employees;
- Holds staff meetings to discuss and evaluate program techniques and content;
- Participates in the planning, development and implementation of the various volunteer programs (Junior Leader Program, Teen Center and After-School Program);
- Prepares and presents a variety of oral and written reports;
- Recommend and arrange for the purchase of necessary equipment and supplies;
- Maintains a variety of records and files;
- May collect fees and register patrons for programs and activities;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION SUPERVISOR – (Cultural Arts/Sports)

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

(Continued)

- Promotes and enforces the safe use of all facilities;
- Represents the City and/or department at meetings, seminars workshops and conferences;
- Serves on committees within the City and in professional job related organizations;
- Establish and maintain effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Monitor facility and ball field reservation procedures;
- Serves as Staff Liaison to Parks and Recreation Commission, Arts and Culture Commission and Youth Commission;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Equipment, software, programs and technical skills applicable to operating department;
- Organization and supervision in youth and adult recreation programs;
- Leadership techniques and methods of planning, organizing and coordinating recreational activities;
- Techniques and methods of organizing group activities;
- Rules and regulations of sports activities;
- Current policies, procedures and methods necessary to plan, organize, schedule and implement department and City activities, programs and personnel;
- Budget preparation and control;
- Promotional programs and marketing methods;
- Requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations;
- Modern office practices and procedures;

Skills:

- Equipment used in popular sports, crafts and games;
- Evaluating the measurable results of programs and services;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Possess skills to word process general correspondence, spread sheet, and reports using a personal computer and software application;
- Operate equipment necessary to performed assigned duties;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION SUPERVISOR – (Cultural Arts/Sports)

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

Ability to:

- Making independent judgments and decisions based on standard policy or procedures particularly in problem situations;
- Motivating volunteers and other staff involved with the various programs;
- Organizing and prioritizing work;
- Exerting leadership to develop program contacts and resources;
- Analyze, interpret and explain department policies and procedures;
- Plan, organize, schedule and implement department and City activities and programs in a professional and technically competent manner;
- Teach recreational activities to groups and individuals of all ages;
- Enlist and support the interest and continued participation of children and adults in the recreation program;
- Direct others in efforts aimed at achieving specified outcomes and objectives;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public contact in the course of work;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Parks and Recreation Department services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Provide own transportation to various work sites;
- Be resourceful, take initiative, be creative, be a problem-solver, and use ingenuity;
- Resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;
- Foster a teamwork environment;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION SUPERVISOR – (Cultural Arts/Sports)

Civil Service Status: Open Competitive
Probationary Period: 12 months
Classification Series: Parks and Recreation
FLSA Status: Non-Exempt

Bargaining Unit: General Employees Association
Approved by Civil Service Commission: 12/10/2025
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Resolution No.: 2025-XX

(Continued)

- Assume responsibility for providing effective customer service;
- Work overtime as requested;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period;

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's Degree from an accredited college or university in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field. A Master Degree in Public Administration or related field is desirable.

Experience:

Three (3) years of recreation leadership including at least two (2) years (Full Time) in a supervisory capacity in recreation, child care, education or related field with experience in overseeing a subordinate staff.

License or Certificate:

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

Desirable Qualifications:

Ability to Speak Spanish;
Current CPR and First Aid Certification;

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

EXHIBIT E

CITY OF HUNTINGTON PARK CLASS SPECIFICATION

SENIOR RECREATION SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit:	General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission:	12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council:	TBD
FLSA Status:	Non-Exempt	Resolution No.:	2025-XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Director of Parks and Recreation, this mid-management position plans, organizes, directs and administers broad and varied programs of public recreation activities conducted by the Parks and Recreation Department and supervises full and part-time staff and performs related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- This supervisory position is responsible for organizing, coordinating, and monitoring the work of staff in an assigned area of the City's recreation activities and programs;
- Performs professional work involving assistance to the Director of Parks & Recreation and Recreation Manager;
- Assists in the administration and conduct of overall Parks and Recreation City programs;
- Plans, organizes, coordinates and directs a variety of activities at City parks and recreation facilities and areas; such as contract classes, cultural arts, after-school programs, senior programs, adult and youth sports programs, skate park, splash pad, and special sports programs and Citywide events;
- Publicizes, conducts and evaluates recreation programs, special events and activities;
- Studies and observes interest, attendance and participation and make recommendation on recreational activities for the community;
- Meets with groups and the public to explain and promote interest and participation in City recreational activities;
- Participates in the development of the annual budget and grant acquisitions for a recreation activity or group of activities;
- Prepares and justifies budget requests;
- Directs contract and class programs;
- Drafts and revises contracts for instructors and initiates payment to contractors;
- Recommends and arranges for the purchase of necessary equipment and supplies;
- Recruits and trains coaches and officials;
- Supervises, evaluates, trains, and disciplines subordinates, part-time, volunteers and contract employees;
- Holds staff meetings to discuss and evaluate program techniques and content;
- Participates in the planning, development and implementation of the various volunteer programs (Junior Leader Program, Teen Center and After-School Program);
- Prepares and presents a variety of oral and written reports;
- Recommends and arranges for the purchase of necessary equipment and supplies;
- Maintains a variety of records and files;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

SENIOR RECREATION SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

(Continued)

- May collect fees and register patrons for programs and activities;
- Promotes and enforces the safe use of all facilities;
- Represents the City and/or department at meetings, seminars workshops and conferences;
- Serves on committees within the City and in professional job related organizations;
- Establishes and maintains effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Monitors facility and ball field reservation procedures;
- Serves as Staff Liaison to Parks and Recreation Commission, Arts & Culture Commission, and Youth Commission;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Supervises park facilities and oversees physical maintenance of sites/facilities;
- Conducts meetings with public organizations and the community at large in order to better explain the objectives of certain Park programs and goals;
- Utilizes business intelligence and analytical data to make sound program decisions;
- Serves as liaison for the department to communicate with other departments, public, and outside agencies;
- Provides instruction or assists in conducting recreational activities and organizes various sport activities for citizens;
- Researches, identifies and develops funding strategies to support current and future programs and projects;
- Monitors Community Development Block Grant Funding (CDBG), as it relates to Parks and Recreation;
- Manages departmental fleet maintenance;
- Supervises and monitors winter and summer youth work experience; and
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Equipment, software, programs and technical skills applicable to operating department;
- Organization and supervision in youth and adult recreation programs;
- Leadership techniques and methods of planning, organizing and coordinating recreational activities;
- Techniques and methods of organizing group activities;
- Rules and regulations of sports activities;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

SENIOR RECREATION SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

(Continued)

- Current policies, procedures and methods necessary to plan, organize, schedule and implement departmental and City activities, programs and personnel;
- Budget preparation and control;
- Promotional programs and marketing methods;
- Requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations; and
- Modern office practices and procedures.

Skills:

- Equipment used in popular sports, crafts and games;
- Evaluating the measurable results of programs and services;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Possess skills to word process general correspondence, spreadsheet, and reports using a personal computer and software applications; and
- Operate equipment necessary to performed assigned duties.

Ability to:

- Make independent judgments and decisions based on standard policy or procedures particularly in problem situations;
- Motivate volunteers and other staff involved with the various programs;
- Organize and prioritize work;
- Exert leadership to develop program contacts and resources;
- Analyze, interpret and explain department policies and procedures;
- Plan, organize, schedule and implement department and City activities and programs in a professional and technically competent manner;
- Teach recreational activities to groups and individuals of all ages;
- Enlist and support the interest and continued participation of children and adults in the recreation program;
- Direct others in efforts aimed at achieving specified outcomes and objectives;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public contact in the course of work;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Parks and Recreation Department services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Provide own transportation to various work sites;
- Be resourceful, take initiative, be creative, be a problem-solver, and use ingenuity;

- Resolve interpersonal conflicts;

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CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

SENIOR RECREATION SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 2025-XX

(Continued)

- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, Memorandums of Understanding, Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employees' job performance;
- Foster a teamwork environment;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and required tasks;
- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Work overtime as requested;
- Effectively handle irate customers;
- Assume responsibility for maintaining a safe working environment; and
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period.

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's Degree from an accredited college or university in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field. A Master Degree in Public Administration or related field is desirable. Eight years of experience may be substituted for four years of education to a maximum of four years.

Experience:

Seven (7) years of recreation leadership including at least five (5) years (Full Time) in a supervisory capacity in recreation, child care, education or related field with experience in overseeing a subordinate staff.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR RECREATION SUPERVISOR

Civil Service Status:	Open Competitive	Bargaining Unit: General Employees Association
Probationary Period:	12 months	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Non-Exempt	Resolution No.: 225-XX

License or Certificate:

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

Desirable Qualifications:

Ability to Speak Spanish; and
Current CPR and First Aid Certification.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

EXHIBIT F

CITY OF HUNTINGTON PARK CLASS SPECIFICATION

RECREATION MANAGER

Civil Service Status:	Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Exempt	Resolution No.: 2025-XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Director of Parks and Recreation, this management position manages, directs, supervises, and coordinates various recreation programs and special events for the Community; plans, directs, and supervises the work of full and part-time staff; manages the Department Budget; provides staff support to the various City Commissions and Committees; facilitate use of all City athletic resources to community sports organizations, and the general public; serve as a member of the department management team and provide highly responsible and complex administrative support to the Director of Parks and Recreation; assist the director in overall management of the department; 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.

- Supervise operations of all City parks and recreation facilities;
- Provide staff support and may serve as Staff Liaison to Parks and Recreation Commission and Youth Commission;
- Provide administrative assistance to the Director of Parks and Recreation, City Manager and City Council. Prepare a variety of complex analytical and statistical reports and presentations as directed;
- Coordinate department activities with community sports organizations, non-profit organizations, partnering organizations, and other City departments; facilitate use of all City athletic resources;
- Respond to and resolve sensitive and difficult public inquiries and complaints;
- Develop, negotiate, and supervise department's maintenance and professional services contracts; monitor contracts for compliance;
- Supervise, promote, implement, and evaluate various recreational programs for children and adults;
- Assist in developing, preparing, and administering the department budget, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and monitoring and controlling expenditures;
- Assist with grants, including but not limited to seeking grants, preparing grant applications and completing the grant process.
- Participate in the negotiation, development, and implementation of related City Capital Improvement Projects as well as capital improvements to existing facilities;
- Participate in the development and implementation of department work programs;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Parks and Recreation
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 12/10/2025
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- Develop and implement department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed;
- Oversee Recreation Department customer relations;
- Work closely with outside organizations regarding joint-use and capital improvement of facilities;
- Maintain close contact with various community groups regarding program offerings and coordination of services;
- Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.;
- Review manuals, reports, flyers, press releases, etc., produced by subordinate staff;
- Prepare and maintain records and evaluation reports on new and on-going program offerings;
- Supervise, evaluate, train and discipline full-time, part-time, and volunteer and contract staff; approve time sheets;
- Act on behalf of the Director of Parks & Recreation in his/her absence as delegated;
- Holds staff meetings to discuss and evaluate program techniques and content;
- Maintains a variety of records and files;
- Represents the City and/or department at meetings, seminars workshops and conferences;
- Serves on committees within the City and in professional job related organizations;
- Establish and maintain effective working relationships with employees, volunteers, public groups, agencies and others contacted in the course of work;
- Assumes responsibility for ensuring the duties of the position are performed in safe, efficient manner;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern principles and methods of developing and implementing a wide variety of recreation, social and leisure activities for children and adults;
- Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities;
- Principles of human resource management, supervision, training, and performance evaluations;
- Equipment, software, programs and technical skills applicable to operating department;
- Organization and supervision in youth and adult recreation programs;
- Leadership techniques and methods of planning, organizing and coordinating recreational activities;
- Techniques and methods of organizing group activities;
- Rules and regulations of sports activities;
- Current policies, procedures and methods necessary to plan, organize, schedule and implement

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION MANAGER

Civil Service Status:	Exempt	Bargaining Unit: Non-Represented Employees
Probationary Period:	At-Will	Approved by Civil Service Commission: 12/10/2025
Classification Series:	Parks and Recreation	Approved by City Council: TBD
FLSA Status:	Exempt	Resolution No.: 2025-XX

department and City activities, programs and personnel;

- Budget preparation and control;
- Promotional programs and marketing methods;
- Requirements of maintaining facilities in a safe, clean and orderly condition;
- Occupational hazards and safety regulations.

Skills:

- Equipment used in popular sports, crafts and games;
- Evaluating the measurable results of programs and services;
- Planning, supervising and evaluating the work of others as related to recreation programs;
- Possess skills to process general correspondence, spread sheet, and reports using a personal computer and software application;
- Operate equipment necessary to performed assigned duties.

Ability to:

- Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendation in support of goals;
- Establish and maintain effective working relationships with employees, public officials and groups, volunteers, media and members of the public contact in the course of work;
- Plan, develop, direct and evaluate comprehensive recreation programs and services for the Community;
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas;
- Make independent judgments and decisions based on standard policy or procedures particularly in problem situations;
- Motivate volunteers and other staff involved with the various programs;
- Organize and prioritize work;
- Exert leadership to develop program contacts and resources;
- Analyze, interpret and explain department policies and procedures;
- Direct others in efforts aimed at achieving specified outcomes and objectives;
- Work outside normal working hours, making self available for late evenings, weekends, holidays and emergencies;
- Provide good customer service to the public using the Parks and Recreation Department services;
- Maintain professionalism in attitude, attire, relationships, work product and confidentiality;
- Identify occupational hazards and develop solutions that meet safety regulations;
- Provide own transportation to various work sites;
- Be resourceful, take initiative, be creative, be a problem-solver, and use ingenuity;
- Resolve interpersonal conflicts;
- Handle confidential information with discretion;
- Understand and interpret provisions the municipal code, MOU's Administrative Policies and Departmental Rules and other City Policies related to job duties;
- Review and evaluate employee's job performance;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

RECREATION MANAGER

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Parks and Recreation
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 12/10/2025
Approved by City Council: TBD
Resolution No.: 2025-XX

- Foster a teamwork environment;
- Effectively supervise subordinates;
- Lead, coach, instruct and motivate employees;
- Provide leadership and work instructions;
- Willingness to initiate, recommend and carry out personnel actions as required;
- Organize, prioritize, assign, schedule and delegate workload among employees;
- Speak before groups of people;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Communicate clearly, concisely, and effectively, both orally and in writing;
- Deal with all levels of employees and the public;
- Initiate and accomplish work in a timely manner;
- Assume responsibility for providing effective customer service;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on-the job training and meet the standards of performance or higher for the classification by the end of the probationary period.

Education and Experience Guidelines – Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's Degree from an accredited college or university in Recreation, Leisure Studies, Child Development or Liberal Arts or closely related field. A Master Degree in Public Administration or related field is desirable.

Experience:

Six (6) years of recreation leadership including at least three (3) years (Full Time) in a supervisory capacity in recreation, child care, education, nonprofit organizations or related field with experience in overseeing a subordinate staff.

License or Certificate:

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

Desirable Qualifications:

Ability to Speak Spanish;
Current CPR and First Aid Certification.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.

PUBLIC HEARING(S)

ITEM 1



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

December 23, 2025

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

Honorable Mayor and Members of the City Council:

CALL FOR REVIEW OF THE PLANNING COMMISSION'S DETERMINATION APPROVING PLANNING COMMISSION CASE NO. 2025-08 CUP- A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Conduct a public hearing;
2. Take public testimony;
3. Receive additional and final comments for or against the decision; and
4. Review the Planning Commission's determination approving Planning Commission Case No. 2025-08 CUP, a request for a Conditional Use Permit for a parking facility located at 2700 Slauson Avenue located within the Commercial General (C-G) zone.

BACKGROUND/PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

At the regular meeting of October 15, 2025, the Planning Commission conducted a public hearing to consider Case No. 2025-08 CUP and an environmental exemption, for a request for a Conditional Use Permit for a proposed parking facility located at 2700 Slauson Avenue (southeast corner Slauson Avenue and Seville Avenue) and within the Commercial General (C-G) zone. After the Planning Staff's presentation and public testimony, the Planning Commission approved (vote of 4-0, with one absence) CUP Case 2025-08.

During the Planning Commission meeting and at the opening of the public hearing for CUP Case 2025-08 it was noted that staff received two letters of opposition regarding the project. The Chairman summarized the letters of concern, which centered around the economic development potential for the site. The Commission inquired about the future AltaMed facility's parking needs. The applicant (AltaMed Health Services), indicated that

CALL FOR REVIEW OF THE PLANNING COMMISSION'S DETERMINATION APPROVING PLANNING COMMISSION CASE NO. 2025-08 CUP, A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.

December 23, 2025

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AltaMed is in the process of purchasing the existing medical building located at the northwest corner of Slauson Avenue and Seville Avenue (2675 Slauson Avenue) and that the site has sufficient on-site parking however the current parking is shared with the existing Community Hospital of Huntington Park. The applicant further indicated that due to the existing shared parking arrangement with the Hospital, the proposed parking lot located at the southeast corner of Slauson Avenue and Seville Avenue under CUP 2025-08 would provide additional spaces and will be used as employee parking to provide additional parking spaces for patients visiting the AltaMed location at 2675 Slauson Avenue. After further discussion between the Commissioners and the Applicant, the Planning Commission voted to approve Planning Commission Case No. 2025-08 CUP with the proposed conditions of approval.

On October 17, 2025, a call for review appeal on Planning Commission decision to approve PC Case No. 2025-08 CUP, was initiated by a City Councilmember for City Council review (See Exhibit A). The review was requested pursuant to Section 9-2.2312 (2).

On December 9, 2025, and at the request of the applicant, the City Council continued the public hearing item to the December 23, 2025, City Council meeting.

PROJECT DESCRIPTION

The proposed project consists of a parking facility (the "Project") located at southeast corner of Slauson Avenue and Seville Avenue commonly known as 2700 E. Slauson Avenue (the "Site"). The parking facility will be used for employee parking in conjunction with the operation of the AltaMed Health facility located at the northwest corner of Slauson Avenue and Seville Avenue (2675 E. Slauson Avenue)

The Site is approximately 15,750 square feet and will be developed as a secured parking lot with a 6-foot high wrought iron gate and will be with thirty-two parking spaces (See Exhibit C).

Conditional Use Permit and required Findings

The Planning Commission must make six findings in connection with the Conditional Use permit as set forth the Huntington Park Municipal Code Section 9-2.1105 and with State Law. A Conditional Use Permit may only be approved if all six required findings are met for a project. Following are the findings and how the project under CUP 2025- met the findings:

CALL FOR REVIEW OF THE PLANNING COMMISSION'S DETERMINATION APPROVING PLANNING COMMISSION CASE NO. 2025-08 CUP, A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.

December 23, 2025

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Finding No. 1: *The proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of this Code.*

The proposed use is permitted within the Commercial-General (C-G) Zone with the approval of a Conditional Use Permit. The proposed use will not impair the integrity of immediate and surrounding areas. This property has been vacant for over two years; this project will address the ongoing property maintenance concerns the community has been faced with and eliminate unwanted conditions for the surrounding businesses and residents.

Finding No. 2: *The proposed use is consistent with the General Plan*

The General Plan Land Use designation of the subject site is General Commercial. Permitted uses in this designation include a wide range of neighborhood and general retail and service establishments, such as stores and repair shops, to accommodate the surrounding community. The proposed use of this parking facility will support on-site employee parking for the AltaMed medical services located at 2675 Slauson. By doing so, it will not further impact the nearby residence and surrounding commercial businesses who are already impacted with limited off-site parking. The proposed use is consistent with the General Plan. Specifically, the use complies with the following: Goal 3.0 of the Land Use Element, which calls to "Provide for the revitalization of deteriorating land uses and properties." In the commercial general zone, the proposed parking facility would be a revitalization of vacant land. Policy 3.2 of the Land Use Element promotes vigorous enforcement of City codes, including building, zoning and health and safety, to promote property maintenance. By developing this vacant property, it eliminates individuals from bringing in trash and debris into this vacant property which negatively impacts the surrounding residential and commercial businesses. This unwanted behavior further requires emergency services such as the police department to respond to community complaints at this location. Policy 2.4 of the Land Use Element requires that external lighting of commercial properties be isolated to the site and not adversely impact adjacent land uses with light spillover or glare. The photometric plan required by the City shows that the proposed lighting was designed not to impact surrounding residents and commercial businesses, pedestrian and vehicular traffic.

Finding No. 3: *The approval of the Conditional Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines.*

The project is Categorically Exempt pursuant to Article 19, Section 15332, Class 32 (In-fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines.

CALL FOR REVIEW OF THE PLANNING COMMISSION'S DETERMINATION APPROVING PLANNING COMMISSION CASE NO. 2025-08 CUP, A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.

December 23, 2025

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Finding No. 4: *The design, location, size and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience or welfare of the City.*

The subject site is located on a lot that measures approximately 15,750 square feet. The site will contain one private parking facility. The design, location, size and operating characteristics of the parking facility is not expected to be detrimental to the public health, safety, and welfare of the City. Conditions of approval are in place to mitigate any possible issues related to the use of the property and property maintenance.

Finding No. 5: *The subject site is physically suitable for the type and density/intensity of use being proposed.*

The subject site is comprised of a vacant lot. Additionally, no physical expansion of site is proposed, therefore the intensity of the use will not be impacted.

Finding No. 6: *There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.*

The site previously comprised of a commercial building with proper infrastructure in place. The proposed use of a private parking facility will not impact the public right-of-way. The use will not significantly intensify public access, water, sanitation, and public utilities and services. The proposed use will not require changes to existing public utilities. In addition, the proposed project would not impede the accessibility to public access, water, sanitation, or other public utilities and services.

Based on the findings above, Planning staff recommended approval for the Conditional Use Permit and the Planning commission voted (4-0) to approve the Conditional Use Permit and adopt PC Resolution 2025-08 CUP.

AYES: Commissioner(s) Tapia, Flores, Vice-Chair Estrada, Chair Tarango

NOES:

ABSENT: Commissioner(s) Carvajal

FISCAL IMPACTS

There are no negative fiscal impacts to the City.

**CALL FOR REVIEW OF THE PLANNING COMMISSION'S DETERMINATION
APPROVING PLANNING COMMISSION CASE NO. 2025-08 CUP, A REQUEST FOR
A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700
SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.**

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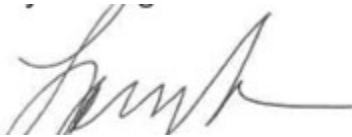
CONCLUSION

Since the approval of the Planning Commission Case No. 2025-08, the Applicant has worked with the Planning division staff to move forward with the project. As of November 5, 2025, the Applicant has signed the action letter- agreeing to all the conditions of approval.

Respectfully submitted,



Ricardo Reyes
City Manager



Louis Morales
Director of Community Development

ATTACHMENTS

- Exhibit A: Call for Review Email
- Exhibit B: Minutes of Planning Commission meeting of October 15, 2025
- Exhibit C: Planning Commission Case No. 2025-08 CUP Agenda Report
- Exhibit D: Site Plan
- Exhibit E: Photographs
- Exhibit F: PC Signed Resolution Case No. 2025-08
- Exhibit G: Planning Commission Case No. 2025-08 CUP Presentation
- Exhibit H: Signed Action Letter with Conditions of Approval

**CALL FOR REVIEW EMAIL
(OCTOBER 17, 2025)**

EXHIBIT A

From: Ricardo Reyes <RReyes@hpca.gov>
Sent: Saturday, October 18, 2025 10:43:38 AM
To: Louis Morales <lmorales@hpca.gov>
Cc: Eduardo Sarmiento <ESarmiento@hpca.gov>
Subject: Re: Planning Commission Item For Review

Good morning, Louis,

See the message below. I believe this triggers a request for review of a recent commission action under Title 9, Chapter 2:

§ 9-2.2311 – Appeals and Calls for Review.

“A call for city council review may be initiated by any one member of the City Council and shall be filed with the City Clerk within 15 days following the final date of action of the Planning Commission.”

Please let me know your thoughts or if any additional steps are needed.

Rick

Sent from my iPhone

On Oct 17, 2025, at 8:08 PM, Jonathan Sanabria <JSanabria@hpca.gov> wrote:

Good Evening,

I want to pull an item from the previous Planning commission to review by the city council:

PC CASE NO. 2025-08 CUP - A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.

**MINUTES
OF OCTOBER 15, 2025 PLANNING
COMMISSION MEETING**

EXHIBIT B



MINUTES

CITY OF HUNTINGTON PARK PLANNING COMMISSION

Wednesday, October 15, 2025, at 6:30 p.m.

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

Vice -Chairperson Tarango called the meeting to order at 6:33 p.m.

PRESENT IN PERSON: Vice-Chair Tarango, Commissioner Tapia, Commissioner Estrada, Commissioner Flores

ABSENT: Commissioner Carvajal

STAFF PRESENT: Interim Community Development Director, Louis Morales; Planning Commission Secretary/ Planning Manager, Paul Bollier; Associate Planner, Jordan Martinez; Assistant Planner, Areli Caballero; Administrative Clerk, Jose Maldonado

PLEDGE OF ALLEGIANCE

Commissioner Tapia led the Pledge of Allegiance.

PUBLIC COMMENT – None.

CONSENT ITEMS – Approve Planning Commission Meeting Minutes:

1. Special Planning Commission Meeting held on October 1, 2025.

MOTION: Commissioner Estrada motions to approve the Minutes, seconded by Commissioner Tapia. Motion **passed 4-0-0**, by the following vote:

AYES:	Commissioner(s):	Vice-Chair Tarango Commissioner Estrada Commissioner Tapia Commissioner Flores
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NOES:	Commissioner(s):	None
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ABSTAINED:	Commissioner(s):	None
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REGULAR AGENDA

1. SELECTION OF CHAIRPERSON FOR CURRENT TERM ENDING MARCH 2026

Commissioner Estrada motions to appoint Vice-Chair Tarango to serve as chairperson for the Planning Commission seconded by Commissioner Flores. Motion **passed 4-0-0**, by the following vote:

AYES: Commissioner(s): Vice-chair Tarango
Commissioner Estrada
Commissioner Tapia
Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

Chairperson Tarango motions to appoint Commissioner Estrada to serve as Vice-chairperson for the Planning Commission seconded by Commissioner Tapia. Motion **passed 4-0-0**, by the following vote:

AYES: Commissioner(s): Chair Tarango
Commissioner Estrada
Commissioner Tapia
Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

2. PC CASE NO. 2025-03 VARIANCE, CASE NO. 2025-05 DEVELOPMENT PERMIT, CASE NO. 2025-1 TENTATIVE TRACT MAP – A REQUEST FOR A VARIANCE, DEVELOPMENT PERMIT, AND TENTATIVE TRACT MAP FOR CONDOMINIUM PURPOSES FOR THE CONSTRUCTION OF FOUR (4) TWO-STORY DETACHED CONDOMINIUM DWELLING UNITS LOCATED AT 7040 NEWELL STREET, WITHIN THE HIGH DENSITY RESIDENTIAL (R-H) ZONE.

Commissioners receive a comprehensive presentation by Planning Manager Bollier. Staff informed the Planning Commission that an error was identified when the item first went up to Planning Commission November 15, 2023, and has returned to the Planning Commission to revise the error to comply with the Subdivision Map Act. Staff informed

the Commission that there were no previous issues identified and no issues when a traffic study was conducted.

Vice-Chair Estrada motions to approve PC CASE NO. 2025-03 VARIANCE, CASE NO. 2025-05 DEVELOPMENT PERMIT, CASE NO. 2025-1 TENTATIVE TRACT MAP – A REQUEST FOR A VARIEANCE, DEVELOPMENT PERMIT, AND TENTATIVE TRACT MAP FOR CONDOMINIUM PURPOSES FOR THE CONSTRUCTION OF FOUR (4) TWO-STORY DETACHED CONDOMINIUM DWELLING UNITS LOCATED AT 7040 NEWELL STREET, WITHIN THE HIGH DENSITY RESIDENTIAL (R-H) ZONE. seconded by Commissioner Tapia. Motion passed 4-0-0, by the following vote:

AYES: Commissioner(s): Chair Tarango
Vice-Chair Estrada
Commissioner Tapia
Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

PUBLIC HEARING

1. PC CASE NO. 2025-05 CUP – A REQUEST FOR A CONDITIONAL USE PERMIT FOR THE OFF-SALE OF BEER, WINE, AND DISTILLED SPIRITS IN CONJUNCTION WITH A CONVENIENCE STORE LOCATED AT 2319 RANDOLPH STREET, UNIT 400 WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.

The Planning Commission receives a comprehensive presentation from Planning Manager Bollier. Chair Tarango opens item for public hearing but receive none.

The applicant's lawyer Richard Hernandez comes up to the podium to discuss the possibility of changing some of the conditions of approval on behalf of the applicant. The applicant states the Circle K has been operating for twelve years and runs a clean operation. The applicant would like to remove condition #23 to allow window displays to cover more than 50% of the window without requiring Planning division approval. Staff clarifies that applicant is requesting this condition be removed for two reasons, (1) ability to cover 25-50% without a permit and (2) ability to advertise liquor on store front. Staff confirm the condition is put in place to ensure safety. Chair Tarango asks if there have been any issues in the past? Staff confirm that having visibility though the windows is for the safety of workers to know who is approaching and first responders to know any potential indoor danger and to promote that the business is more of a convenience store than a liquor store. Vice-Chair Estrada asks if this condition has been put on previous cases. Staff confirm that the city does not pick and choose who get certain conditions and requires this condition from all convenience stores. Chair Tarango asks how often these signs are expected to be shown. Applicant confirms there is no way to know how often these flyers would be shown. Vice- Chair Estrada inquires how the applicant would feel if the Commission allowed the signage to cover up to 50% of the window without a permit, however they cannot advertise alcohol. The applicant confirms that it would limit the type of advertising and defeat the purpose of what the applicant is looking to accomplish. Commissioner Flores asks if the purpose of advertising is to

promote the new distilled products. The applicant states that the intent to promote alcohol is to highlight one of the many products they sell and not to promote over consumption of alcohol. Commissioner Flores states that if we make an exemption for Circle K then they will have to make the exemption with all other markets who sell spirits. The applicant asks staff if other stores have the same conditions. Staff confirm that the city requires these conditions on any new business and any business that comes across planning.

Chair Tarango asks to move to the next conditions. The applicant asks to discuss condition #67-69 to allow the sale of individual cans of beer. Applicants claim that the individual sale of liquor is a standard practice and is convenient if a patron wants to buy only one beer but is forced to buy a pack. Commission confirms the reason for not selling distilled spirits is to not encourage purchasing a drink to consume right away. Staff also inform the commissioners and applicants of the HPMC 9-4.203 limits the sale of alcohol for containers less than 750 ml except if sold in a package of multiple beers. The applicant claims this is inconvenient as it forces the patron to have to purchase more alcohol when they only want a little. The applicant explains to the commission that it is the store's policy to kick out anyone who is inebriated and contact the police. He reiterates that the store has not had any issues in the past. Chair Tarango mentions that this is the establishment's first time selling distilled spirits and therefore needs to earn trust, and review can be conducted in the future to review conditions set. Staff inform the commission that to remove this condition there will need to be a code amendment that will need to go through city council.

Applicant notes condition #67-69 cannot be changed without city council approval, so they revert to speak about condition #23. Commissioner Flores states that there already is a liquor store down the street and the preferred approach by the commission is not to allow Circle K to appear like a liquor store and to ensure they are following the municipal code. The applicant would also like to amend condition #73 to push the expiration of the CUP from five years to ten years. The applicant states that the city has many provisions in the conditions that could terminate the CUP in the case that Circle K does not perform as it should. The applicant also states that the process of going through a CUP is expensive and time consuming. Staff advise the audience that after five years CUP go through an administrative review process where staff review if conditions are met. Additionally, there are no additional fees. Staff also confirms the Community Development director has the authority to make minor changes to address issues that may arise before the five-year period is up. Chair Tarango states five years is reasonable given there is no additional fee. The applicant states that he has worked with other municipalities where attitudes change all the time, which makes the process difficult, but if the process goes as described at the meeting there is no issue. The applicant thanks the commissioners for their time and lets the commission know how appreciative he is of his time working with the city. Staff confirm the original conditions will remain as they are written in the resolution.

Vice-Chair Estrada motions to approve **PC CASE NO. 2025-05 CUP – A REQUEST FOR A CONDITIONAL USE PERMIT FOR THE OFF-SALE OF BEER, WINE, AND DISTILLED SPIRITS IN CONJUNCTION WITH A CONVENIENCE STORE LOCATED AT 2319 RANDOLPH STREET, UNIT 400 WITHIN THE COMMERCIAL GENERAL (C-G) ZONE** seconded by Commissioner Flores. Motion **passed 4-0-0**, by the following vote:

AYES:

Commissioner(s): Chair Tarango
Vice-Chair Estrada
Commissioner Tapia

Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

2. PC CASE NO. 2025-08 CUP - A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE.

The Planning Commission receives a comprehensive presentation from Planning Manager Bollier. Chair Tarango opens up public hearing and is informed there have been two letters submitted in opposition to the parking facility, no other public comment is received. Letters have filed in minutes.

Alta-med representative Luzmaria Chavez speaks to the commission about the plan to purchase the medical office located across the cross streets and is getting ready to close escrow on the vacant property. The applicant does ask if she has to address any concerns brought up in the opposition letter. The applicant mentions that they have been in the City of Huntington Park for over 20 years and operations have been going smoothly since.

The commissioners ask for time to read the letters of opposition and confirm the letters are in regard to a concern of economic development and the prevention of economic development if this project was to be turned into a parking facility for Alta-med.

Commissioner Estrada inquires if the current facility has sufficient parking available. The Alta-med representative states that there is parking on the current facility and is shared with the hospital next door. Staff confirm that the applicant's intent is to make the parking lot an employee-only parking lot, so patients are able to park on the property for safety reasons. Commissioner Flores asks how many parking spaces they are anticipating and whether there is enough parking at the existing facility. The applicant confirms that they are expecting 32 parking spaces, but the current facility does have enough parking spaces. The applicant then repeats that the parking is shared with the hospital and wants to make sure there is enough. The applicant then confirms they plan to purchase the property by November and the goal is to open December 2026. Commissioner Flores asks what the lot will be used for until December 2026. The Commissioner Estrada asked how long the property has remained vacant. Staff confirm the building was burned down January 2023.

Commissioner Tapia motions to approve **PC CASE NO. 2025-08 CUP - A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE** seconded by Chair Tarango. Motion **passed 4-0-0**, by the following vote:

AYES: Commissioner(s): Chair Tarango
Vice-Chair Estrada
Commissioner Tapia
Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

3. PC CASE NO. 2025-13 CUP- A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A MEDICAL USE WITHIN THE FIRST FLOOR OF AN EXISTING BUILDING LOCATED AT 5501 PACIFIC BOULEVARD, WITHIN THE MANUFACTURING PLAN DEVELOPMENT (MPD) ZONE.

Planning Commission receives detailed presentation from Assistant Planner Caballero. Chair Tarango opens up public hearing but receives none.

Commissioner Estrada inquires if this establishment was a dental office before. The applicant Sarkis confirms it has been in the past forty years but currently it needs to be remodeled to operate. Staff confirm that this property has been vacant and been broken into the past three years and the applicants proposed practice would eliminate current security concerns. Commissioner Tapia asks if there are any plans for the second floor. The applicant confirms that not in the moment but potentially create more medical offices. Staff confirm this is a complete remodel of the inside. The applicant is grateful and excited to be part of the community. Commissioner Flores asks why the property was vacant. Applicant confirms there were issues with the escrow of the property.

Vice-Chair Estrada motions to approve **PC CASE NO. 2025-13 CUP- A REQUEST FOR A CONDITIONAL USE PERMIT TO ALLOW A MEDICAL USE WITHIN THE FIRST FLOOR OF AN EXISTING BUILDING LOCATED AT 5501 PACIFIC BOULEVARD, WITHIN THE MANUFACTURING PLAN DEVELOPMENT (MPD) ZONE** seconded by Commissioner Tapia. Motion **passed 4-0-0**, by the following vote:

AYES: Commissioner(s): Chair Tarango
Vice-Chair Estrada
Commissioner Tapia
Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

4. PC CASE NO. 2025-12 CUP / CASE NO. 2025-03 DP - A REQUEST FOR A CONDITIONAL USE PERMIT AND A DEVELOPMENT PERMIT FOR AN AUCTION SALES USE AND OFFICE BUILDING LOCATED AT 2314 BELGRAVE AVENUE, WITHIN THE MANUFACTURING PLANNED DEVELOPMENT (MPD) ZONE.

Planning Commission receives detailed presentation from Associate Planner Martinez. Chair Tarango opens up public hearing but receives none.

The applicant Fidel Bernal states this business is part of the community and is trying to open up more opportunities for the community and are overall happy to be part of the

community. Commissioner Estrada wants to emphasize the importance of having cleanliness when operating. Chair Tarango inquires what type of truck will be used and how often. Applicant confirms they will be using semi-trucks with 40ft containers and be used once or twice a month. Commissioner Tarango asks if the truck will be entering the lot and how many individuals will be at the business at the time. The applicant confirms the truck will not be blocking the street and the truck will be able to enter the property. He also confirms there will be 20-30 people at a time, however there will be enough parking due to many of the people coming in the same cars. Commissioner is concerned with the traffic. Applicant confirms loading and off loading will only be done on the business premise. Chair Tarango asks what items will be sold. The applicant confirms they are overstock items. Commissioner Flores asks how they will be removing debris. The applicant confirms they have trash bin sufficient enough to hold the trash created.

Commissioner Tapia motions to approve **PC CASE NO. 2025-12 CUP / CASE NO. 2025-03 DP - A REQUEST FOR A CONDITIONAL USE PERMIT AND A DEVELOPMENT PERMIT FOR AN AUCTION SALES USE AND OFFICE BUILDING LOCATED AT 2314 BELGRAVE AVENUE, WITHIN THE MANUFACTURING PLANNED DEVELOPMENT (MPD) ZONE** seconded by Commissioner Flores. Motion **passed 4-0-0**, by the following vote:

AYES: Commissioner(s): Chair Tarango
Vice-Chair Estrada
Commissioner Tapia
Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

5. PC CASE NO. 2025-02 CUP / CASE NO. 2025-01 DP- A REQUEST FOR A CONDITIONAL USE PERMIT AND A DEVELOPMENT PERMIT TO ALLOW THE DEVELOPMENT AND THE USE OF A RESTAURANT WITH DRIVE-THRU FACILITIES LOCATED AT 2281 EAST FLORENCE AVENUE, WITHIN THE COMMERCIAL GENERAL (C-G) ZONE

Planning Commission receives detailed presentation from Assistant Planner Caballero. Chair Tarango opens up the public hearing and are informed there is one letter in opposition , a petition of 28 people in support, and fifteen letters in support of Popeyes. Letters have been filed in the minutes. Jack Tarzian, the property owner where the business plans to operate, says that after looking for the best use of the property in the future they have decided on Popeyes. This new restaurant will replace an ageing building and be code compliant. He mentions if the project is not approved the building will continue to age. Commissioner Flores asks what will happen to the current tire shop. The property owner confirms they will help the current employees move the business to a new location.

Commissioner Estrada asks about the nearest proximity to schools. Staff confirm that Aspire is a few blocks from the site and there are other fast-food restaurants found in the area. The applicant Gabriela Marx thanks the commission for reviewing the case. Commissioner Estrada asks if the walls are enough to mitigate sound. The applicant confirms a noise study was conducted but they can add trees if the commission would

like more noise reduced. Commissioner Tapia inquires about concerns of higher traffic congestion and how the business will mitigate that. Staff confirm the applicant will need to create a queue management plan to mitigate congestion. The applicant also confirms the business conducted a traffic study showing there is minimal traffic spill over.

Vice-Chair Estrada motions to approve **PC CASE NO. 2025-02 CUP / CASE NO. 2025-01 DP- A REQUEST FOR A CONDITIONAL USE PERMIT AND A DEVELOPMENT PERMIT TO ALLOW THE DEVELOPMENT AND THE USE OF A RESTAURANT WITH DRIVE-THRU FACILITIES LOCATED AT 2281 EAST FLORENCE AVENUE, WITHIN THE COMMERICAL GENERAL (C-G) ZONE** seconded by Commissioner Flores. Motion **passed 4-0-0**, by the following vote:

AYES: Commissioner(s): Chair Tarango
Vice-Chair Estrada
Commissioner Tapia
Commissioner Flores

NOES: Commissioner(s): None

ABSTAINED: Commissioner(s): None

STAFF COMMENTS/ ANOUNCEMENTS

1. Staff thank Commissioners for their time especially after a long night.
2. Commissioners advised they will receive a presentation regarding Robert's Rule of Order.
3. Commissioners were informed of the General Plan Update project that will be coming up.

PLANNING COMMISSION COMMENTS

1. Chair Tarango thanks staff for their time and resources and is excited to work.
2. Vice-Chair Estrada thanks staff for making the process very easy.
3. Commissioner Flores thanks the staff for the work completed as it is a team effort.
4. Commissioner Tapia thanks staff for the work they do and help the newer commissioners feel more comfortable.

ADJOURNMENT

At 9:21 p.m. the City of Huntington Park Planning Commission adjourned to the next Regular Meeting on Wednesday, November 19, 2025, at 6:30 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Louis Morales', written over a horizontal line.

Louis Morales
Interim Community Development Director

October 13, 2025

Huntington Park Planning Commission

City of Huntington Park

6550 Miles Avenue

Huntington Park, CA 90255

RE: Opposition to PC Case 2025-08 – Conditional Use Permit for Parking Facility at 2700 Slauson Avenue

Dear Members of the Planning Commission,

I am writing to express my strong opposition to PC Case 2025-08, a request for a Conditional Use Permit to establish a parking facility at 2700 Slauson Avenue, located within the Commercial General (C-G) Zone.

As a resident for the past 23 years, being born in the city, I would like to take pride in where I grew up and admire how it has progressed through time. My passion in economic development and urbanization ignited when I saw the potential of Huntington Park. I earned my bachelor's degree in economics from Long Beach State and have since been employed by the city in hopes of creating a blooming city to be proud to live in. I urge the Commission to consider the long-term implications of approving this project and the missing opportunities for economic growth as we are limited by the amount of available space, missing out on potential revenue, and overall destroying opportunities.

Firstly, Huntington Park is a built-out city with very limited vacant land available for new development. Every parcel of land holds immense value, and decisions regarding its use must be made strategically. Allocating such a rare commodity to surface parking is not only inefficient; it undermines the city's potential to attract meaningful investment and development.

Second of all, a parking lot generates minimal economic return for the city. In contrast, a commercial or mixed-use development on this site could contribute significantly to Huntington Park's fiscal health through ongoing sales tax and property tax revenues. These funds are essential for maintaining public services, infrastructure, and community programs. Approving this permit would forfeit a vital opportunity to strengthen the city's financial foundation.

Also, greenlighting this initiative may signal a departure from the city's established planning principles. According to the general plan, "this zoning district is intended to provide for general retail, professional office, and service-oriented business activities serving a community-wide need under design standards that ensure compatibility and harmony." What about a parking lot serving the community? The city needs more development and less empty lots. Surface parking lots encourage car dependency and detract from the walkability and vibrancy of our neighborhoods. Huntington Park should be moving toward a more pedestrian-friendly, transit-oriented future—one that supports local businesses, reduces traffic congestion, and improves air quality. Approving this project would send the wrong message about the city's priorities and planning vision.

AltaMed is a well-established and financially robust organization with a history of developing high-quality facilities. With a net worth of \$1.52 billion, it is reasonable to expect that AltaMed can pursue a project that better serves the community and aligns with the city's long-term goals. Whether it be a mixed-use medical center, affordable housing, or commercial space, there are far more impactful and responsible uses for this site than a parking lot. In 2023, AltaMed had a net income of \$88,617,335 in 2023 and \$135,865,758 in 2022.

I respectfully urge the Planning Commission to deny the Conditional Use Permit for PC Case 2025-08. Let us protect the integrity of our land and prioritize developments that contribute to the economic, social, and environmental well-being of Huntington Park. If this project is to be denied in a few years, the city may potentially see new developments that help the city prosper however if the commission decides to approve this project we will be staring at an empty lot for the next 50 years.

Thank you for your time and consideration.

Sincerely,

Jose Maldonado

October 15, 2025

Huntington Park Planning Commission

City of Huntington Park

6550 Miles Avenue

Huntington Park, CA 90255

RE: Opposition to PC Case 2025-08 – Conditional Use Permit for Parking Facility at 2700 Slauson Avenue

Dear Members of the Planning Commission,

I am writing to express my opposition to PC Case 2025-08, a request for a Conditional Use Permit to establish a parking facility at 2700 Slauson Avenue, located within the Commercial General (C-G) Zone.

I urge the Commission to consider the long-term implications of approving this project and the missing opportunities for economic growth as we are limited by the amount of available land. Every parcel of land holds value and decisions regarding its use must be made strategically. Allocating such a rare commodity to surface parking is inefficient and inappropriate.

A parking lot generates minimal economic return for the city. A commercial or mixed-use development on this site could contribute significantly to Huntington revenues.

This zone is intended for general retail and service-oriented business activities that serve the community. The city needs more development with nicer buildings and less empty lots. Approving this project would send the wrong message about the city's priorities and planning vision.

Instead, with their robust funds AltaMed can pursue a project that better serves the community and aligns with the city's long-term goals. For example, it be a mixed-use medical center that incorporates a subterranean parking into its overall design. A much better use of space than a parking lot.

I urge the Planning Commission to deny this request for a Conditional Use Permit. If we want the City to progress, we must promote better development projects.

Thank you,

A handwritten signature in cursive script, reading "Leslie Rivera". The signature is written in dark ink and is positioned below the "Thank you," text.

Areli Caballero

From: Gabriela Martinez <gabriela3893@yahoo.com>
Sent: Wednesday, October 15, 2025 4:53 PM
To: Areli Caballero; Planning
Subject: Popeyes Project

To whom it may concern,

Hi, my name is Gabriela Martinez. As someone who's lived in Huntington Park her entire life, I'd like to share my concerns about this project. As someone that lives right around the corner of 2281 Florence Ave, Huntington Park, I am highly against this project due to the fact that this side of town is already a very high traffic area. We already have a lot of great amenities in area for example we have El super that's right here on alameda alongside the Planet Fitness, and the shoe warehouse. Right across the street we also have the Plaza that also provides a lot of great food options as well. As much as I like popeyes, I am concern about the increase in foot traffic it can bring because we also have a few schools in the area as well that already give us a high traffic on a daily basis. Putting a Popeyes would just make the traffic in the area worse. Another one of my concerns that is if the city were to put another popular fast-food chain in the area it would be prompting unhealthy eating, giving our youth the idea of eating fast food is better in comparison to a home cooked meal. There is already a lot of fast-food chains in the area, and we don't need another one. For my last concern is that mechanic that resides in that address currently is a local business and putting a popeyes there would just be a bad image to the people because it will give the people of Huntington Park the impression that the city is okay with removing local family-owned businesses.

- Thank you

City of Huntington Park – Planning Division
Acknowledgment of Receipt of Community Support Letters

Received from: Agop Terzian and Cricor Terzian
Property Owners – 2271–2281 E. Florence Avenue, Huntington Park, CA

Purpose: Submission of community and business support letters related to the
Conditional Use Permit (CUP) for the proposed Popeyes Drive-Thru at 2281 E.
Florence Avenue, scheduled for Planning Commission hearing on October 15, 2025.

Number of letters submitted: 15

Date delivered: 10/9/2025

Received by (City staff name): Paul Bollier

Signature: Paul Bollier Date: 10/9/2025

Petition of Support – Popeyes Drive-Thru at 2271 E. Florence Ave., Huntington Park

We, the undersigned neighbors and local businesses of Huntington Park, respectfully urge the Planning Commission to approve the Conditional Use Permit for a proposed Popeyes drive-thru restaurant at 2271 E. Florence Avenue. This project will replace an aging building with a modern business that revitalizes area, provides new dining options and supports local economic growth.

Name	Signature	Address	Date
JOSE LOPEZ	[Signature]	7018 MARBRISA AVE APT A	10/2/25
VERONICA RIVERA	[Signature]	7014 1/2 MARBRISA AVE H P	10/2/25
CARMEN AYALA	[Signature]	7013 MARBRISA AVE	10/5/25
VERONICA FLORES	[Signature]	7025 MARBRISA AVE	10/5/25
LORI JACKSON	[Signature]	7018 MARBRISA #2 HP	10/6/25
KEVIN HERNANDEZ	[Signature]	7018 MARBRISA #2 HP	10/6/25
CINTIA WILSON	[Signature]	7018 MARBRISA #8 HP	10/6/25
MARTIN SANCHEZ	[Signature]	7015 MARBRISA #T HP	10/6/25
MAXIM RODRIGUEZ	[Signature]	7000 MARBRISA H.P.	10/6/25
ALEXANDER NAVARRO	[Signature]	7006 MARBRISA HP	10/6/25
CLAUDIA CAMPOS	[Signature]	7018 MARBRISA AVE APT B HP	10-6-25
IVAN P. L. L.	[Signature]	7018 MARBRISA AVE APT A HP	10-6-25
PABLO	[Signature]	7018 MARBRISA AVE APT 5 HP	10-6-25
GABRIEL (K)	[Signature]	7014 MARBRISA CTR	10-6-25
KUTU (G)	[Signature]	7018 MARBRISA AVE #9	10-7-25
DOUG EMMERSON	[Signature]	7018 MARBRISA AVE #11	10/7/25
CLAUDE	[Signature]	7006 MARBRISA	10-7-25
TOMAS	[Signature]	7029 MARBRISA	10/7/25
ANNA LARA	[Signature]	7029 MARBRISA AVE	10/7/25
YVONNE	[Signature]	7033 MARBRISA AVE	10-8-25
PRIMA	[Signature]	7025 MARBRISA AVE	10-8-25
FINES	[Signature]	7518 VERANO HP	10-8/25

Petition of Support – Popeyes Drive-Thru at 2271 E. Florence Ave., Huntington Park

We, the undersigned neighbors and local businesses of Huntington Park, respectfully urge the Planning Commission to approve the Conditional Use Permit for a proposed Popeyes drive-thru restaurant at 2271 E. Florence Avenue. This project will replace an aging building with a modern business that revitalizes area, provides new dining options and supports local economic growth.

[illegible]



Burger King #6202
2051 E Florence Ave,
Los Angeles, CA 90001
October 7, 2025

To Whom It May Concern,

As the Manager of the Burger King located at 2051 E Florence Ave in Los Angeles, CA, I would like to express my full support for the proposed development and opening of a Popeye's restaurant in this neighborhood.

Our community has continued to grow over the past few years, and customer demand for convenient, high-quality dining options has increased as well. An additional convenient food option would help better serve our residents and visitors and create more local job opportunities.

We believe the new restaurant will positively contribute to the local economy while maintaining high standards and community commitment. I look forward to seeing this project move forward and am confident it will benefit both our customers and the wider community.

Sincerely,

A handwritten signature in dark ink, appearing to be "Tony Campos", written over a light blue circular stamp.

Antonio (Tony) Campos
Manager, Burger King #6202

K-9-25

Agop Terzian
Cricor Terzian
Property Owners and Business Operators 2271-2281 E. Florence Ave,
Huntington Park, CA 90255

Date: October 7, 2025

To: City of Huntington Park Planning Commission

Re: Support for CUP - Popeyes Drive-Thru at 2281 E. Florence Ave. Case No.
2025-02.

Dear Commissioners,

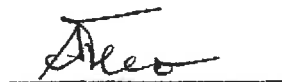
We are the owners of the property, and our family has operated the business on this property since 1965. For nearly sixty years, we have served the community through the existing business.

We understand and support the City's vision for modernizing this part of Florence Ave and attracting businesses that generate sales tax and employment opportunities. After exploring alternatives for the site, we believe that a Popeyes drive-thru is the best use for this property. It represents a high-quality, conforming business that will bring new jobs, tax revenue, and support local economic growth.

If the project is not approved, the aging site will remain under grandfathered non-conforming use, which would not advance the City's economic development objectives as well as a new Popeyes franchise. Approval of this project will allow us, as property owners, to transition the site into a use that truly benefits Huntington Park residents and the City as a whole.

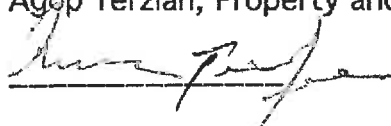
We respectfully ask that the Planning Commission approve the Conditional Use Permit for this project.

Sincerely,



Date 10/7/2025

Agop Terzian, Property and business owner



Date 10-7-25

Cricor Terzian, Property and business owner

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

I, Hevi Kim, on behalf of Name

Amor Kids Dentistry, a nearby neighbor located at Business

2321 E-Florence Ave #103 Address

express my support for the proposed Popeyes drive-thru restaurant at 2271-2281 E. Florence Avenue.

We believe this project will revitalize the area, provide jobs, and add a modern, high-quality business that benefits Huntington Park residents and visitors.

Signature: 

Title: Owner

Date: 10/6/25

Amor Kids Dentistry- Hevi Kim
2321 E Florence Ave Ste 103-104
Los Angeles, CA 90255
323-776-1300

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

Name: Othon M Basto.

Business: A+ Smog & Auto.

Address: 2201 E. Florence Ave
H.P. Ca 90255

I am writing in support of the proposed Popeyes drive-thru restaurant at 2271-2281 E. Florence Avenue. This project will replace an aging building with a modern business and will be a positive addition for our area.

I respectfully urge the Planning Commission to approve the Conditional Use Permit for this project.

Signature: OMB.

Title: Owner.

Date: 07/25/2025.

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

Name: José Pina

Business: WSS

Address: 2133 E. Florence Ave, Huntington Park CA, 90255

I am writing in support of the proposed Popeyes drive-thru restaurant at 2271–2281 E. Florence Avenue. This project will replace an aging building with a modern business and will be a positive addition for our area.

I respectfully urge the Planning Commission to approve the Conditional Use Permit for this project. (

Signature: 

Title: Assistant Manager

Date: 10/6/2025

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

Name: Jesus Gonzalez

Business: Planet Fitness

Address: 7010 S. Alameda H.P. 90255

I am writing in support of the proposed Popeyes drive-thru restaurant at 2271-2281 E. Florence Avenue. This project will replace an aging building with a modern business and will be a positive addition for our area.

I respectfully urge the Planning Commission to approve the Conditional Use Permit for this project.

Signature: [Signature]

Title: Manager

Date: 10/7/25

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

I, Juan Ruelas, on behalf of Name
Ferguson Enterprises, a nearby neighbor located at Business
6425 Santa Fe Address

express my support for the proposed Popeyes drive-thru restaurant at 2271-2281 E. Florence Avenue.

We believe this project will revitalize the area, provide jobs, and add a modern, high-quality business that benefits Huntington Park residents and visitors.

Signature: [Signature]
Title: Branch Manager
Date: 10/6/25

To: City of Huntington Park Planning Commission

I, Ramon VSSaucz, on behalf of Name

Mr. Bike Shop, a nearby neighbor located at Business

2207 E. Florence Ave. Hp. Address

express my support for the proposed Popeyes drive-thru restaurant at
2271-2281 E. Florence Avenue.

We believe this project will revitalize the area, provide jobs, and add a
modern, high-quality business that benefits Huntington Park residents
and visitors.

Signature: 

Title: Manager

Date: 10/2/25

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

I, Maura Mateu, on behalf of Name
Dynasty employment, a nearby neighbor located at Business
2321 E Florence Ave Address

express my support for the proposed Popeyes drive-thru restaurant at
2271-2281 E. Florence Avenue.

We believe this project will revitalize the area, provide jobs, and add a
modern, high-quality business that benefits Huntington Park residents
and visitors.

Signature: Maura Mateu
Title: resident
Date: 10-2-25

Support for Popeyes Drive-Thru - 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

I, Silvia Izaguirre, on behalf of Name

Carrusel School Uniforms, a nearby neighbor located at Business

7017 Santa Fe Ave Address

express my support for the proposed Popeyes drive-thru restaurant at 2271-2281 E. Florence Avenue.

We believe this project will revitalize the area, provide jobs, and add a modern, high-quality business that benefits Huntington Park residents and visitors.

Signature: [Signature]

Title: owner

Date: 10-6-25

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

Name: ROSA V. PARRA

Business: LOS AZTECAS THRIFT STORE

Address: 7015 SANTA FE AV. H.P.
90255

I am writing in support of the proposed Popeyes drive-thru restaurant at 2271–2281 E. Florence Avenue. This project will replace an aging building with a modern business and will be a positive addition for our area.

I respectfully urge the Planning Commission to approve the Conditional Use Permit for this project.

Signature: Rosa V. Parra

Title: owner

Date: 10-6-2025

Support for Popeyes Drive-Thru – 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

Name: JOSE MATIAS

Business: CAR WASH MASTER

Address: 7201 S. SANTA FE

I am writing in support of the proposed Popeyes drive-thru restaurant at 2271-2281 E. Florence Avenue. This project will replace an aging building with a modern business and will be a positive addition for our area.

I respectfully urge the Planning Commission to approve the Conditional Use Permit for this project.

Signature: Jose Matias Diaz
Title: OWNER
Date: 10-3-2025

Support for Popeyes Drive-Thru - 2281 E. Florence Ave, HP

To: City of Huntington Park Planning Commission

I, ALEJANDRO HERNANDEZ, on behalf of

HERNANDEZ SERVICE, a nearby neighbor located at

6811 SANTA FE AVE HP 90255

express my support for the proposed Popeyes drive-thru restaurant at 2271-2281 E. Florence Avenue.

We believe this project will revitalize the area, provide jobs, and add a modern, high-quality business that benefits Huntington Park residents and visitors.

Signature: 

Title: OWNER

Date: 10/02/25

**PLANNING COMMISSION
CASE NO. 2025-08 CUP AGENDA REPORT**

EXHIBIT C



CITY OF HUNTINGTON PARK

PLANNING DIVISION AGENDA REPORT

DATE: OCTOBER 15, 2025

TO: CHAIRPERSON AND MEMBERS OF THE PLANNING COMMISSION

ATTN: LOUIS MORALES, INTERIM COMMUNITY DEVELOPMENT DIRECTOR

FROM: PAUL BOLLIER, PLANNING MANAGER

SUBJECT: PLANNING COMMISSION CASE NO. 2025-08 CUP
(CONDITIONAL USE PERMIT)

REQUEST: A REQUEST FOR A CONDITIONAL USE PERMIT FOR A
PARKING FACILITY LOCATED AT 2700 SLAUSON
AVENUE LOCATED WITHIN THE COMMERCIAL
GENERAL (C-G) ZONE.

APPLICANT: Luzmaria Chavez (AltaMed Health Services)
2040 Camfield Avenue
Los Angeles CA 90040

PROPERTY OWNER: Raymon Kang

**PROPERTY OWNER'S
MAILING ADDRESS:** 616 South Westmoreland Avenue
Los Angeles, CA 90005

PROJECT LOCATION: 2700 East Slauson Avenue

**ASSESSOR'S
PARCEL NUMBER:** 6320-006-069

PREVIOUS USE: Saint Frances Medical Offices

LOT SIZE: 15,750 Sq. Ft.

GENERAL PLAN: General Commercial

ZONE: Commercial General (C-G)

**SURROUNDING
ZONING AND LAND USES:**

- North- Commercial General
- East- Commercial General
- South- Medium Density Residential
- West- Commercial General

**MUNICIPAL CODE
APPLICABILITY OF
REQUIREMENTS FOR
GROCERY STORE:**

Pursuant to Huntington Park Municipal Code (HPMC) Section 9-4.202, a parking structure type use requires a Conditional Use Permit.

**REQUIRED FINDINGS
FOR A CONDITIONAL
USE PERMIT:**

Following a hearing, the Planning Commission shall record its decision in writing and shall recite the findings upon which the decision is based. The Planning Commission may approve and/or modify a conditional use permit application in whole or in part, with or without conditions, only if all of the following findings are made:

1. The proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of this Code;
2. The proposed use is consistent with the General Plan;
3. The approval of the Conditional Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines;
4. The design, location, size and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience or welfare of the City;

5. The subject site is physically suitable for the type and density/intensity of use being proposed; and
6. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

**ENVIRONMENTAL
REVIEW:**

The project is Categorically Exempt pursuant to Article 19, Section 15332, Class 32 (In-fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines.

**PROJECT
BACKGROUND:**

• ***Site Description***

The subject site is zoned as Commercial General (C-G). An alley is located to the immediate east of the property, Seville Avenue to the west, Randolph Street is located to the south, and Slauson Avenue is located to the north. This is a vacant property with no structures present. The property measures approximately 15,750 square feet.

The subject site previously housed a commercial building that operated as Saint Francis Family Health Center until it ceased operations early 2022. At this time, the property remains vacant. The building caught fire on January 1, 2023, causing the building to be unsalvageable and unsafe. For the health, safety and welfare of the community, the city required the property owner to submit plans for demolition of the building and parking lot area and perform grading of entire parcel to manage storm water run-off which is the current condition of the parcel.

ANALYSIS:

• ***Project Proposal***

The Applicant, Luzmaria Chavez, on behalf of AltaMed Health Services Corporation, proposes a parking facility located at 2700 East Slauson Avenue. The purpose of the

parking facility will be for the use of employee parking for the existing commercial building located across the street at 2675 East Slauson Avenue in which AltaMed Health Services is currently acquiring that building.

Business Operation

The proposed parking facility is designed to provide employees on-site parking. The parking lot will provide thirty-two (32) parking spaces comprised of twenty-two (22) regular vehicle stalls, two (2) ADA stalls, three (3) motorcycle stalls, two (2) electrical vehicle capable stalls, six (6) electric vehicle charging point (EVCP) stalls and three (3) bicycle racks.

The parking lot will include security cameras, ample lighting, landscape and irrigation to enhance the aesthetics of the parking lot. There is a proposed 6-foot wrought iron fence to be erected to surround the property on the north, west and east boundaries. An existing 6-foot wall will remain on the south side of the parking lot to act as a sound barrier for the existing residential use located to the south.

The Applicant states this will be a secured parking lot with a security guard on site during the hours the AltaMed employees will be using the parking lot. There will be a motorized gate at the vehicle ingress location on Slauson Avenue and egress location located on Seville Avenue and both controlled by a key fob that each employee will have assigned to them.

Parking Facility Hours of Operation

Monday – Friday
7:00 A.M. – 6:00 P.M.

As part of the security measures, the applicant has proposed a security camera system comprised of two (2) cameras located in the parking facility and will maintain camera footage for 45 days and an on-site security guard. Staff recommends video footage must be retained for a minimum of 30 days and made available to law enforcement upon request.

- ***Conditional Use Permit Findings***

In granting a Conditional Use Permit to allow for a parking lot, the Planning Commission must make findings in connection with the Conditional Use Permit, as set forth in the Huntington Park Municipal Code. A Conditional Use Permit may be approved only if all the following findings are made:

1. **The proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of this Code.**

Finding: The proposed use is permitted within the Commercial-General (C-G) Zone with the approval of a Conditional Use Permit. The proposed use will not impair the integrity of immediate and surrounding areas. This property has been vacant for over two years; this project will address the ongoing property maintenance concerns the community has been faced with and eliminate unwanted conditions for the surrounding businesses and residents.

2. **The proposed use is consistent with the General Plan.**

Finding: The General Plan Land Use designation of the subject site is General Commercial. Permitted uses in this designation include a wide range of neighborhood and general retail and service establishments, such as stores and repair shops, to accommodate the surrounding community. The proposed use of this parking facility will support on-site employee parking for the AltaMed medical services located at 2675 Slauson. By doing so, it will not further impact the nearby residence and surrounding commercial businesses who are already impacted with limited off-site parking.

The proposed use is consistent with the General Plan. Specifically, the use complies with the following:

Goal 3.0 of the Land Use Element, which calls to “Provide for the revitalization of deteriorating land uses and properties.” In the commercial general zone, the proposed parking facility would be a revitalization of vacant land.

Policy 3.2 of the Land Use Element promotes vigorous enforcement of City codes, including building, zoning and health and safety, to promote property maintenance. By developing this vacant property, it eliminates individuals from bringing in trash and debris into this vacant property which negatively impacts the surrounding residential and commercial businesses. This unwanted behavior further requires emergency services such as the police department to respond to community complaints at this location.

Policy 2.4 of the Land Use Element requires that external lighting of commercial properties be isolated to the site and not adversely impact adjacent land uses with light spillover or glare. The photometric plan required by the City shows that the proposed lighting was designed not to impact surrounding residents and commercial businesses, pedestrian and vehicular traffic.

- 3. The approval of the Conditional Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City’s Guidelines.**

The project is Categorically Exempt pursuant to Article 19, Section 15332, Class 32 (In-fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines.

- 4. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience or welfare of the City.**

Finding: The subject site is located on a lot that measures approximately 15,750 square feet. The site will contain one private parking facility. The design, location, size and operating characteristics of the parking facility is not expected to be detrimental to the public health, safety, and welfare of the City. Conditions of approval are in place to mitigate any possible issues related to the use of the property and property maintenance.

5. The subject site is physically suitable for the type and density/intensity of use being proposed;

Finding: The subject site is comprised of a vacant lot. Additionally, no physical expansion of site is proposed, therefore the intensity of the use will not be impacted.

6. There are adequate provisions for public access, water, sanitation and public utilities and services to ensure that the proposed use would not be detrimental to public health, safety and general welfare.

Finding: The site previously comprised of a commercial building with proper infrastructure in place. The proposed use of a private parking facility will not impact the public right-of-way. The use will not significantly intensify public access, water, sanitation, and public utilities and services. The proposed use will not require changes to existing public utilities. In addition, the proposed project would not impede the accessibility to public access, water, sanitation, or other public utilities and services.

RECOMMENDATION:

Based on the evidence presented, it is the recommendation of the Planning Division Staff that the Planning Commission approve **PC Case No. 2025-08 CUP**, subject to the following conditions of approval and other conditions that the Planning Commission may wish to impose.

CONDITIONS OF APPROVAL:

PLANNING DIVISION

1. That the Applicant/property owner and each successor in interest to the property which is the subject of this project shall defend, indemnify and hold harmless the City of Huntington Park and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, City Council, or Planning Commission.
2. Except as set forth in subsequent conditions, all-inclusive, and subject to department corrections and conditions, the property shall be developed substantially in accordance with the applications, environmental assessment, and plans submitted.
3. The proposed project shall comply with all applicable federal, state, and local agency codes, laws, rules, and regulations, including Health, Building and Safety, Fire, Zoning, and Business License Regulations of the City of Huntington Park.
4. The property is to be developed and maintained in a clean, neat, quiet, and orderly manner at all times and comply with the property maintenance standards as set forth in Section 9-3.103.18 and Title 8, Chapter 9 of the Huntington Park Municipal Code.
5. The Applicant/operator shall obtain all required approval/ permits from local, state, and federal agencies.
6. That the Applicant be required to apply for a new entitlement if any alteration, modification, or expansion would increase the existing floor area of the establishment.
7. If the operation of this establishment be granted, deed, conveyed, transferred, or should a change in management or proprietorship occur at any time, this Conditional Use Permit shall become null and void.
8. That the violation of any of the conditions of this entitlement may result in a citation(s) and/or the revocation of the entitlement.
9. That this entitlement may be subject to additional conditions after its original issuance, upon a duly noticed public hearing item. Such conditions shall be imposed by the City Planning Commission as deemed appropriate to address problems of land use compatibility, operations, aesthetics, security, noise, safety, crime control, or to promote the general welfare of the City.
10. Any proposed mechanical equipment and appurtenances, including satellite dishes, gutters, etc., whether located on the rooftop, ground level or anywhere on the property shall be completely shielded/enclosed so as not to be visible from any public street

and/or adjacent properties. Such shielding/enclosure of facilities shall be of compatible design related to the building structure for which such facilities are intended to serve and shall be installed prior to final building inspection.

11. Pursuant to HPMC Section 9-2.1109, this entitlement shall expire in the event it is not exercised within one (1) year from the date of approval, unless an extension has been granted by the Planning Commission.
12. If the use ceases to operate for a period of six (6) months, the entitlement shall be null and void.
13. That the Applicant shall comply with all applicable property development standards including, but not limited to, outdoor storage, fumes and vapors, property maintenance, and noise.
14. The Director of Community Development is authorized to make minor modifications to the approved preliminary plans or any of the conditions if such modifications shall achieve substantially the same results, as would strict compliance with said plans and conditions.
15. The parking facility hours of operation shall be recognized as Monday through Friday 6:00AM – 7:00 PM.
16. The on-site landscaping and maintenance of the property shall be performed no less than once per week. If the conditions require more frequent visits as identified by city staff, the applicant shall schedule additional site visits each week.
17. Property maintenance must be managed to include cleaning of trash and debris on all areas of the property.
18. No outside storage shall be permitted on the subject site.
19. Storage of vehicles is prohibited.
20. A Minor Development Permit application shall be submitted for any proposed tenant improvements.
21. Business name shall be recognized as “AltaMed Health Services”.
22. Signage for the business shall match the name on the city business license.
23. No overnight parking of vehicles.
24. No privacy screen or other material to be placed on fence that limits visibility for emergency services.

25. No abandoned vehicles to be parked on property.
26. Graffiti on property must be removed within two (3) days, if paint is required, planning approval must be requested if any color is used other than anything approved at the time of plan review.
27. Applicant must maintain 602 Form on file with the Huntington Park Police Department to manage anyone trespassing or loitering.
28. The operation of the establishment shall be limited to those activities and elements expressly indicated on the permit application and approved by the Planning Commission. Any change in the operation, which exceeds the conditions of the approved permit, will require that a new permit application be submitted to the Planning Commission for their review and approval.
29. Noise emanating from the permittee's premises shall not be audible 50 feet or more from the property line of the premises. The permittee shall be responsible for determining how to best meet this requirement.
30. The permittee shall be responsible for installing and maintaining a video surveillance system that monitors no less than two cameras with full view of the parking facility. These cameras shall record video and have the capacity to store the video for a minimum of 30 days and be available to the law enforcement upon request.
31. The parking facility shall be illuminated with lighting for nighttime (hours of darkness) illumination for safety and emergency services.
32. Address should be clearly marked to the front of the property.
33. The business must take proactive measures to prevent nuisances such as loitering, littering, illegal parking, and other activities that may disrupt the immediate neighborhood and surrounding community.
34. That all future temporary or permanent signage shall be approved by the City prior to installation, pursuant to the Huntington Park Municipal Code.
35. This Conditional Use Permit shall be valid for a term of five (5) years. Upon expiration, this entitlement is subject to Planning Division administrative review for renewal.
36. The parking facility shall operate in conjunction with the commercial building to be located at 2675 East Slauson Avenue. In the event the commercial building ceases its operation as a medical use, this entitlement shall be null and void.
37. That the business owner and property owner agree in writing to the above conditions.

CODE ENFORCEMENT

38. Install and maintain exterior lighting for nighttime (hours of darkness) illumination.
39. Appoint a "point of contact" along with a current contact number for someone who will aid with property maintenance issues should they arise.
40. Post no trespass signage and submit a copy of the no trespass form to the Police Department. Ensure that the no trespass form is updated Bi-Annually.

BUILDING AND SAFETY

41. The applicant shall submit construction plans to the Planning Division for review and approval of the proposed development. Plans shall then be submitted to the Building & Safety Division only after approval is first obtained from the Planning Division.
42. The applicant shall submit full construction plans to the Building & Safety Division for review of the proposed construction and improvements to the property. All work shall be permitted through approval of the full construction plans and issuance of a building permit and associated grading, mechanical, electrical, and plumbing permits.
43. Plans submitted for public buildings, public accommodations, commercial buildings, and public housing projects shall be completed by a California registered design professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California registered design professional in compliance with the California Business & Professions Code (B&P Code).
44. All new construction, tenant improvements, alterations, structural repairs, and additions shall follow the 2022 California Building Standards Code, such as the California Building Code (CBC) and associated codes within the 2022 code cycle (or the latest code cycle at the time of submission to the Building & Safety Division). Sometimes developments are done in phases or stages, such as the construction of a shell building and then construction of a tenant improvement. If unpermitted work is discovered, the work must comply with the current building code requirements, which may require additional work to ensure code compliance.
45. New construction, tenant improvements, alterations, structural repairs, and additions for parking lot uses serving public accommodation/commercial buildings shall be required to comply with the disabled access accessibility requirements outlined in Chapter 11B – Accessibility to Public Buildings, Public Accommodations, Commercial Buildings, and Public Housing – of the 2022 California Building Code (or the latest code cycle at the time of submission to the Building & Safety Division) and Title III of the Americans with Disabilities Act (ADA) of 1990 requiring that public accommodations and commercial facilities owned by private entities provide equal

opportunities for people with disabilities to access their facilities and participate in their programs and services.

Pursuant to CBC 11B-206.2.1, at least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger drop-off and loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access. Where more than one circulation route is provided, all routes must be accessible. General circulation paths shall be permitted when located in close proximity to an accessible route. At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site per CBC 11B-206.2.2. In accordance with CBC 11B-206.2.4, at least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility, including mezzanines, which are otherwise connected by a circulation path, unless exempted by CBC Section 11B-206.2.3, Exceptions 1 through 7.

Parking is required by the City of Huntington Park's Municipal Code/Zoning Code, which specifies the total number of parking stalls required for any given building. Section 11B-208 of the CBC specifies the minimum number of accessible parking spaces required based on the total number of stalls provided, if parking spaces are provided.

46. In compliance with 2022 California Fire Code (CFC) Section 503.1.1 (or the latest code cycle at the time of submission to the Building & Safety Division), fire apparatus access roads shall be provided and maintained in accordance with CFC Sections 503.1.1 through 503.1.3. Approved fire apparatus access roads shall be provided for every facility, building, or portion of a building hereafter constructed or moved into. The fire apparatus access road shall comply with the requirements of California Fire Code (CFC) 503.1.1 and shall extend to within 150 feet of all portions of the facility, building, or portion of a building and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

The fire code official is authorized to increase the dimension of 150 feet where any of the following conditions occur:

- 1) The building is equipped throughout with an approved automatic sprinkler system installed in accordance with California Fire Code (CFC) and California Building Code (CBC) Sections 903.3.1.1 (NFPA 13), 903.3.1.2 (NFPA 13R), or 903.3.1.3 (NFPA 13D), as applicable per use,
- 2) Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades, or other similar conditions, and an

approved alternative means of fire protection is provided, or
3) There are not more than two Group R-3 or Group U occupancies.

47. In accordance with CFC 503.2, fire apparatus access roads shall be installed and arranged in accordance with CFC Sections 503.2.1 through 503.2.8.
- a) Required access roads from every building to a public street shall be all-weather hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet in width (including driveway approaches). Such right-of-way shall be unobstructed and maintained only as access to the public street. [California Code of Regulations, Title 19, Division 1, §3.05(a)] Fire Department Access and Egress. (Roads) Exception: The enforcing agency may waive or modify this requirement if in his or her opinion such all-weather hard-surfaced condition is not necessary in the interest of public safety and welfare.
 - b) Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (including driveway approaches), exclusive of shoulders, except for approved security gates in accordance with CFC Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches. [CFC 503.2.1]
 - c) The fire code official shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction. [CFC 503.2.2]
 - d) Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. [CFC 503.2.3]
 - e) The required turning radius of a fire apparatus access road shall be determined by the fire code official. [CFC 503.2.4]
 - f) Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. [CFC 503.2.5]
 - g) Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers, approved signs, or both, shall be installed and maintained where required by the fire code official. [CFC 503.2.6]

- h) The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus. [CFC 503.2.7]
 - i) The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus. [CFC 503.2.8]
 - j) Where required by the fire code official, approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility. [CFC 503.3].
48. Per CFC 503.4, fire apparatus access roads shall not be obstructed in any manner, including the parking, temporary parking, or queuing of vehicles. The minimum widths and clearances established in California Fire Code (CFC) Sections 503.2.1 and 503.2.2 shall be maintained at all times.
49. The applicant shall obtain approval from the County of Los Angeles Fire Department – Fire Prevention Division for the development's fire apparatus access road(s), and any other required elements like fire protection and fire flow, and shall construct all Fire Department required improvements.
50. Plans submitted to the Building & Safety Division for new construction, tenant improvements, alterations, structural repairs, and additions shall require plan check fees. The initial plan check fee will cover the first plan check and one recheck only. Additional review required beyond the first recheck shall be paid for on an hourly basis in accordance with the current fee schedule.
51. For projects approved through the traditional discretionary approval process via the Planning Commission, the second sheet of plans submitted to the Building & Safety Division for new construction, tenant improvements, alterations, structural repairs, and additions is to include a copy of the signed Planning Commission Resolution listing all Planning Commission Conditions of Approval and to include a copy of the signed Planning Commission Decision Letter. This information shall be incorporated into the plans prior to the first submittal for Building & Safety plan check.

If the project did not go through the traditional discretionary approval process via the Planning Commission, but required a Special Director's Meeting approval via the Community Development Director, include a copy of the signed Director Decision Resolution for Minor Conditional Use Permit, including the Director's Approval Decision Letter with Director's Conditions of Approval. This information shall be incorporated into the plans prior to the first submittal for Building & Safety plan check.

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52. Separate agency approvals may be required prior to the issuance of the building permit, such as from County of Los Angeles Fire Department – Fire Prevention Division, County of Los Angeles Public Health – Environmental Health Division, Los Angeles County Sanitation Districts, South Coast Air Quality Management District, Regional Water Quality Control Board, the local water purveyor, Southern California Edison, Southern California Gas Company, and others. All approvals shall be obtained and fees paid to the respective agencies prior to issuance of the building permit. Proof of clearance from each agency shall be required by the Building & Safety Division.
53. Submit a demolition permit application to the Planning & Building & Safety Divisions for the removal of any buildings and associated mechanical, electrical, and plumbing utilities within the site.

South Coast Air Quality Management District (SQAQMD) notification may be required for projects involving demolition activity where asbestos containing material is present. Obtain a pre-demolition asbestos survey report from a qualified independent asbestos inspection and testing company. Provide a copy of the report to the Building & Safety Division. SCAQMD Rule 1403 notification is required for all "demolition" projects and asbestos removal projects of equal to or greater than 100 square feet. Rule 1403 defines a "demolition" project as a project that includes the removal of any load-bearing component. All other projects would be considered a "renovation" project. California law requires that a copy of the asbestos demolition/renovation notification form be provided to the Building & Safety Division prior to the issuance of a demolition/renovation permit.

54. All debris generated from new construction, tenant improvements, alterations, structural repairs, and additions within the City shall comply with the City's Construction & Demolition (C&D) ordinance. The California Integrated Waste Management Act [Assembly Bill (AB) 939], passed in 1989, mandates that all jurisdictions within California divert at least 50% of their waste stream from going to the landfill. It is the City's goal that at least 65% of C&D be diverted from going to the landfill in compliance with AB 939 and 2022 California Green Building Standards Code (CALGreen, or Green Code) Sections 4.408 and 5.408 (or the latest code cycle at the time of submission to the Building & Safety Division).

All new construction, tenant improvement, alteration, structural repair, addition, and demolition projects, the total costs of which are, or are projected to be, fifty thousand dollars (\$50,000) or greater, based upon the Building & Safety permit evaluation fee schedule, or are one thousand (1,000) square feet or greater ("covered projects" per Green Code Section 301.3) shall be required to divert at least sixty-five percent (65%) of all projects-related construction and demolition material in compliance with Title 7, Chapter 10 of the City's Municipal Code.

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A recycling deposit, i.e. bond, shall be paid and filed prior to the issuance of the building permit to the satisfaction of the City's recycling coordinator.

55. Grading and drainage plans for the new parking lot, stamped and signed by a California registered civil engineer preparing the plan, shall be required. All plan sheets shall be stamped and signed by the California registered civil engineer (project engineer of record) in compliance with the California Business & Professions Code (B&P Code). The grading and drainage plans shall indicate how all storm water drainage, including contributory drainage from adjacent lots, will be carried to the public way or drainage system structure(s) approved to receive storm water. The grading and drainage plans will be reviewed and approved by the City's Building & Safety Division and Public Works – Engineering Division prior to the issuance of the building and grading permits.
56. Fees for the grading permit, including the respective grading bond, shall be paid to the City prior to the issuance of the grading permit.
57. The grading and drainage plans, stamped and signed by the registered civil engineer (project engineer of record) preparing the plans, to include the following:
 - a. Drainage shall be directed away from the faces of cut and fill slopes or into approved drainage structure(s). The faces of cut and fill slopes shall also be manufactured to control against erosion. This control may consist of stepping or another surface protection, as approved by the Building Official and City Engineer. The protection for the slopes shall be installed within 15 days after completion of rough grading.
 - b. A drainage technical study showing the drainage patterns from adjacent properties shall be identified and maintained. The project shall accept and include in the drainage design any current drainage from adjacent properties.
 - c. No grading permit shall be issued without an erosion control plan approved by the Building Official and City Engineer. The erosion control plan shall include details of protective measures, including desilting basins or other temporary drainage or control measures, or both, as may be necessary to protect the water quality of receiving water bodies or to protect adjoining public and private property from damage from erosion, flooding, or the deposition of mud or debris which may originate from the site or result from such grading operations.
 - d. The grading and drainage plans shall incorporate a construction Best Management Practices (BMPs) Plan, designating stabilized construction entrance/exit, storm drain inlet protection, construction material delivery and storage, construction and demolition trash bin placement, etc.
 - e. If applicable, any on-site groundwater monitoring wells, including legally removed, permanent, temporary, and active wells, must be depicted on all site plans, grading and drainage plans, and all other relevant plans. Include a legend that demonstrates ownership, date installed, and type of monitoring well(s), and all other relevant information.

- f. If applicable, the registered civil engineer is to show the location of the sewer mainline, nearest manholes, lateral serving the project, and configuration of the on-site sewer, including diameter and material of the on-site sewer.
 - (i) Sewer cleanouts must be positioned at 100-foot intervals on the lateral coming off the sewer mainline.
 - (ii) The applicant must obtain clearance with Los Angeles County Sanitation Districts for a new sanitary sewer connection or intensification of discharge into an existing connection.
 - g. All parking lots and drive aisles shall be surfaced with asphaltic concrete (AC) to a minimum thickness of three (3) inches over a minimum aggregate base of six (6) inches or surfaced with portland cement concrete (PCC) pavement to a minimum thickness of five (5) inches over a minimum aggregate base of three (3) inches. Portland cement concrete (PCC) pavement and asphaltic concrete (AC) pavement thicknesses and strengths will be determined by the registered civil engineer (project engineer of record) preparing the improvement plans. After review of the probable vehicular traffic and soils report (if applicable) for the project, additional material may be required at the discretion of the Building Official and City Engineer.
58. Public off-site improvements, if required by the City Engineer, will be generated on the basis of the approved site plan. Portland cement concrete (PCC) pavement and asphaltic concrete (AC) pavement thicknesses and strengths will be determined by the registered civil engineer (project engineer of record) preparing the utility improvement plans, and if applicable, street improvement plans.
- (i) The applicant shall check with the City Engineer regarding the required pavement resurfacing of full or half the roadway width along the Slauson Avenue, Seville Avenue, and alley frontages.
 - (ii) All traffic markings, street striping, street signs, legends, and curb painting, etc. on the streets adjacent to the proposed development shall be restored as directed by the City Engineer.
59. All public off-site improvements and drive approaches shall be accessible, i.e. "ADA compliant," in compliance with Chapter 11B of the California Building Code and the U.S. Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG) adopted by the U.S. Department of Transportation (DOT) as part of its Americans with Disabilities Act (ADA) standards for new construction and alterations in the public right-of-way. Insufficient width in the parkway will require the applicant to dedicate an easement at each drive approach or element to the City to accommodate a compliant drive approach or element.
60. At the direction of the City Engineer, repair, remove, and replace deficient and/or damaged elements in the public right-of-way, if required by the City Engineer:
- (i) Sidewalk and standard curb & gutter adjacent to the development.

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- (ii) Site frontage & off-site transition-curb & gutter adjacent to the development.
 - (iii) Site frontage & off-site transition-sidewalk adjacent to the development.
 - (iv) Site frontage & off-site transition-curb ramp(s) adjacent to the development.
61. Preserve existing survey monuments (property corners, centerline ties, etc.) in the public right-of-way. All disturbed and removed survey monuments in the public right-of-way shall be re-established and Record of Survey shall be filed with the Los Angeles County Surveyor in accordance with applicable provisions of state law.
62. All USA/Dig Alert graffiti markings must be removed by the contractor from the sidewalk, curb & gutter, and/or portland cement concrete (PCC)/asphaltic concrete (AC) pavement prior to final approval of the construction.
63. It is the responsibility of the applicant to contact the local water purveyor to obtain approval of any water service for uses such as domestic water, fire sprinklers, and landscaping, and that the purveyor has adequate water to provide such service to the property. Provide acceptable analysis to verify sufficient water pressure and flow for:
- a. General conditions.
 - b. During maximum instantaneous demand (MID) conditions.
 - c. During fire flow and MID conditions.
 - d. The water supply system serving the development shall be adequately sized to accommodate the total required commercial water requirements and fire flows, in compliance with the local water purveyor and Los Angeles County Fire Department requirements.
 - e. All existing water services (meters) no longer required as part of this development shall be abandoned at the mainline.
 - f. Reduced pressure backflow preventers will be required for all water services. An approved reduced pressure principal backflow prevention device shall be installed above grade in the customer's service line by the contractor as close as practical to the water meter and shall be between the water meter and the first point of connection to the service. The device shall be located on-site fronting the property.
64. A Storm Water Pollution Prevention Plan (SWPPP) shall be required for all projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of a larger common plan of development or sale. A SWPPP is a document that addresses water pollution control for a construction project. The Construction General Permit (CGP) / MS4 Permit requires that all storm water discharges associated with a construction activity, where said activity results in soil disturbance of one acre or more of land area, or disturbs less than one acre of land area but is part of a larger common plan of development or sale, obtain coverage under the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) for Stormwater Discharges Associated with Construction and Land Disturbance Activities.

The CGP requires the development of a project-specific SWPPP prior to any soil disturbing activities. The SWPPP must include the information needed to demonstrate compliance with all the requirements of the CGP. The SWPPP document must be written by a Qualified SWPPP Developer (QSD). The City requires that a Water Pollution Control Manager (WPC Manager) be responsible for the implementation of a SWPPP. The WPC Manager must have the same qualifications as a QSD. For further details pertaining to the State of California's requirements, please visit the following website: <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>. A Waste Discharge Identification Number (WDID #) must be obtained prior to commencing any work.

65. The new parking lot shall comply with Title 7, Chapter 9 (Stormwater Management and Discharge) of the City's Municipal Code, which adheres to the latest Los Angeles County's Low Impact Development (LID) requirements. LID standards are intended to distribute stormwater and urban runoff across developed sites to help reduce adverse water quality impacts and replenish groundwater supplies. Under the National Pollutant Discharge Elimination System (NPDES) / Construction General Permit (CGP) / MS4 Permit and the County of Los Angeles LID ordinance, priority projects are required to prohibit the discharge of pollutants from property developments. Preventing these pollutants from entering stormwater discharge systems will be accomplished by requiring the installation and maintenance of post-construction treatment controls, i.e. Best Management Practices (BMPs).

Designated Projects [non-residential developments (commercial or industrial)] are subject to specific Low Impact Development (LID) requirements, while Non-Designated Projects [non-residential developments (commercial or industrial) or residential developments consisting of 5 or more residential units] have different, generally less stringent, requirements. Designated Projects are typically larger developments, while Non-Designated Projects are smaller in scale or don't meet the criteria for Designated Projects status.

Per the Designated Projects classification for new development and redevelopment activities, a parking lot of 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces, shall comply with the specified Designated Projects requirements.

Redevelopment projects on an already developed site under the Designated Projects category are:

- Land disturbing activities that result in the creation or addition or replacement of 5,000 square feet or more of impervious surface area.
- Where redevelopment results in an alteration of less than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, only the alteration must meet

- LID requirements, and not the entire development.
- Where redevelopment results in an alteration to more than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, the entire site shall meet LID requirements.

Per the Non-Designated Projects classification:

- Development which alters less than fifty percent (50%) of impervious surfaces, only the proposed new impervious areas need to meet LID requirements.
 - Development which alters fifty percent (50%) or more of impervious surfaces, the entire site shall meet LID requirements.
66. The new parking lot shall require the development of a Low Impact Development (LID) Plan, i.e. an LID Report, if the site disturbs one acre or more of land area or disturbs less than one acre of land area but is part of a larger common plan of development or sale. The report is a requirement of the National Pollutant Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. ORDER NO. R4-2012-0175. This permit was issued by the State of California Regional Water Quality Control Board, Los Angeles Region on December 28, 2012. The LID Plan is a narrative report that explains the type of development and drainage of the site. It must address the post-construction water quality and habitat impact issues. Once the site has been developed, how will runoff be maintained? Was there a system that was designed to treat the runoff prior to discharging into the public system? Best Management Practices (BMPs) should be implemented to address storm water pollution and peak flow discharge impacts. All BMPs must be sized to meet specified water quality design and/or peak flow discharge criteria.
- a. Filtration and infiltration methods must be used to defray a large percentage of the storm water runoff into the storm drain system.
67. The new parking lot shall comply with the 2022 California Green Building Standards Code (CALGreen or Green Code) (or the latest code cycle at the time of submission to the Building & Safety Division). Per CALGreen Section 101.3: "The provisions of this code shall apply to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure, unless otherwise indicated in this code, throughout the State of California." While not a new building, the new parking lot falls under the umbrella of "structure" in the CALGreen Code when it comes to site development and illumination regulations due to its hardscape nature and fixed improvements. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.

68. The new parking lot shall be in compliance with the Non-Residential Mandatory Measures outlined in Chapter 5 of the Green Code. The provisions in the chapter outline the planning, design, and development methods that include environmentally responsible site selection, building design, building siting, and development to protect, restore, and enhance the environmental quality of the site and respect the integrity of adjacent properties. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.
69. The new parking lot shall particularly comply with the bicycle and electric vehicle (EV) capable/charging space requirements specified in Sections 5.106.4 and 5.106.5 of the CALGreen Code.
70. A copy of a current Grant Deed and Title Report with hyperlinks, and all backup documents from the Title Report, shall be submitted to the Building & Safety Division for review within 30 days of the submittal. Encroachment into established utility easements will not be permitted. Limited landscaping, such as planting grass, flowers, and shallow-rooted shrubs, may be allowed on a utility easement, but large trees and deep-rooted vegetation are generally prohibited because they can interfere with utility operations. Check your property Grant Deed and the specific easement agreement to understand the exact restrictions and ensure your landscaping does not obstruct the utility's access, maintenance, or operation.
71. Consultation with all applicable utility companies is encouraged as early as possible in the project planning stages to avoid any potential delays. It is the responsibility of the applicant to abide by all utility company requirements.
72. The Building Official and City Engineer may require other information or may impose additional conditions and requirements as deemed necessary to protect health and safety, and to benefit the public.
73. If there are later, proposed tenant improvements, alterations, structural repairs, or additions to the existing structures and/or site, the applicant shall submit tenant improvement (T.I.) construction plans to the Planning Division for review and approval of the proposed tenant improvements, alterations, structural repairs, or additions. Tenant improvement plans shall then be submitted to the Building & Safety Division for review and approval only after approval is first obtained from the Planning Division.
74. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, the applicant shall submit full tenant improvement construction plans, including structural plans, to the Building & Safety Division for review of the proposed alterations and improvements to the existing structures and/or site. All work shall be permitted through approval of the full construction plans and issuance of a building permit and associated mechanical, electrical, and plumbing permits.

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75. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, plans submitted for public buildings, public accommodations, commercial buildings, and public housing projects shall be completed by a California registered design professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California registered design professional in compliance with the California Business & Professions Code (B&P Code).
76. Some tenant improvements, alterations, and additions may "trigger" full compliance with the accessibility features outlined in Section 11B-202 of the 2022 CBC pursuant to the current valuation threshold. When the adjusted construction cost, as defined, exceeds the current valuation threshold, as defined, full compliance with Section 11B-202.4 of the CBC shall be required. In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access in the following order:
1. An accessible entrance;
 2. An accessible route to the altered area;
 3. At least one accessible restroom for each sex or one accessible unisex (single-user or family) restroom;
 4. Accessible telephones;
 5. Accessible drinking fountains; and
 6. When possible, additional accessible elements such as parking, signs, storage, and alarms.

When the adjusted construction cost, as defined, is less than or equal to the current valuation threshold, as defined, the cost of compliance with the accessible elements listed above in Section 11B-202.4 of the CBC shall be limited to 20 percent of the adjusted construction cost of tenant improvements, alterations, structural repairs, or additions.

77. All construction work is to be completed by a licensed contractor.
78. The business will be subject to a routine business license inspection.
79. All entrances and exits inside the subject building(s) shall remain unlocked, in the closed position, and completely unobstructed at all times during the proposed parking lot and medical office use. Above all entrances, on the interior side, shall read: "This door to remain unlocked during business hours."
80. There shall be at least two (2) class ABC fire extinguishers inside the subject building(s) during the proposed parking lot and medical office use, one near the front entrance and one near the rear exit. Fire extinguishers shall bear an up-to-date fire department inspection tag that indicates the date the fire extinguisher was inspected.

81. The approved occupant load limit of the building(s) per California Building Code (CBC) Section 1004 shall be upheld throughout the duration of the proposed parking lot and medical office use.
82. The exit access, the exit, and the exit discharge within the means of egress system(s) inside or outside the subject building(s), including the public way, shall not be obstructed in any manner throughout the duration of the proposed parking lot and medical office use. The minimum widths and clearances established in California Building Code (CBC) Chapter 10 shall be maintained at all times.
83. Any construction work to be done in the public right-of-way shall require an Encroachment Permit from the Public Works – Engineering Division.
84. That the business owner and property owner agree in writing to the above conditions.

EXHIBITS

- A. PC Resolution No. 2025-08 CUP
- B. Conditional Use Permit Application & Environmental Information Package
- C. Site Plan
- E. Photographs (September 2025)

RESOLUTION 2025-08

EXHIBIT A

CASE NO. CUP 2025-08

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SECTION 1: Based on the evidence within staff report and the Environmental Assessment Questionnaire, the Planning Commission adopts the findings in said Questionnaire and determines that the project, as proposed, will have no significant adverse effect on the environment and adopts an Environmental Categorical Exemption CEQA Guidelines, Article 19, Section 15332 Class 32 (In-fill Development Projects).

1 **SECTION 2:** The Planning Commission hereby makes the following findings in
2 connection with the proposed Conditional Use Permit:

- 3 1. The proposed use shall be conditionally permitted within, and shall not impair the
4 integrity and character of, the subject zoning district and complies with all of the
5 applicable provisions of this Code;

6 **The proposed use is permitted within the Commercial-General (C-G) Zone**
7 **with the approval of a Conditional Use Permit. The proposed use will not**
8 **impair the integrity of immediate and surrounding areas. This property has**
9 **been vacant for over two years; this project will address the ongoing**
10 **property maintenance concerns the community has been faced with and**
11 **eliminate unwanted conditions for the surrounding businesses and**
12 **residents.**

- 13 2. The proposed use shall be consistent with the General Plan;

14 The General Plan Land Use designation of the subject site is General Commercial.
15 Permitted uses in this designation include a wide range of neighborhood and
16 general retail and service establishments, such as stores and repair shops, to
17 accommodate the surrounding community. The proposed use is consistent with the
18 General Plan. Specifically, the use complies with the following:

19 **Goal 3.0 of the Land Use Element, which calls to “Provide for the**
20 **revitalization of deteriorating land uses and properties.” In the commercial**
21 **general zone, the proposed parking facility would be a revitalization of**
22 **vacant land.**

23 **Policy 3.2 of the Land Use Element promotes vigorous enforcement of City**
24 **codes, including building, zoning and health and safety, to promote property**
25 **maintenance. By developing this vacant property, it eliminates individuals**
26 **from bringing in trash and debris into this vacant property which negatively**
27 **impacts the surrounding residential and commercial businesses. This**
28 **unwanted behavior further requires emergency services such as the police**

department to respond to community complaints at this location.

Policy 2.4 of the Land Use Element requires that external lighting of commercial properties be isolated to the site and not adversely impact adjacent land uses with light spillover or glare. The photometric plan required by the City shows that the proposed lighting was designed not to impact surrounding residents and commercial businesses, pedestrian and vehicular traffic.

3. The approval of the Conditional Use Permit for the proposed use shall be in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines;

The project is Categorically Exempt pursuant to Article 19, Section 15332, Class 32 (In-fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines.

4. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;

The subject site is located on a lot that measures approximately 15,750 square feet. The site will contain one private parking facility. The design, location, size and operating characteristics of the parking facility is not expected to be detrimental to the public health, safety, and welfare of the City. Conditions of approval are in place to mitigate any possible issues related to the use of the property and property maintenance.

5. The subject site shall be physically suitable for the type and density/intensity of use being proposed;

The subject site is comprised of a vacant lot. Additionally, no physical

1 **expansion of site is proposed, therefore the intensity of the use will not be**
2 **impacted.**

- 3 6. There shall be adequate provisions for public access, water, sanitation and public
4 utilities and services to ensure that the proposed use would not be detrimental to
5 public health, safety, and general welfare;

6 **The site previously comprised of a commercial building with proper**
7 **infrastructure in place. The proposed use of a private parking facility will not**
8 **impact the public right-of-way. The use will not significantly intensify public**
9 **access, water, sanitation, and public utilities and services. The proposed use**
10 **will not require changes to existing public utilities. In addition, the proposed**
11 **project would not impede the accessibility to public access, water, sanitation,**
12 **or other public utilities and services.**

13 **SECTION 3:** The Planning Staff can make all six (6) of the required findings in support
14 of Resolution 2025-08 CUP; therefore, the Planning Commission hereby approves
15 Resolution No. 2025-08 CUP subject to the execution and fulfillment of the following
16 conditions:

17 **CONDITIONS OF APPROVAL:**

18 **PLANNING DIVISION**

- 19 1. That the Applicant/property owner and each successor in interest to the property
20 which is the subject of this project shall defend, indemnify and hold harmless the City
21 of Huntington Park and its agents, officers, and employees from any claim, action or
22 proceedings, liability cost, including attorney's fees and costs against the City or its
23 agents, officers or employees, to attack, set aside, void or annul any approval of the
24 City, City Council, or Planning Commission.
- 25 2. Except as set forth in subsequent conditions, all-inclusive, and subject to department
26 corrections and conditions, the property shall be developed substantially in
27 accordance with the applications, environmental assessment, and plans submitted.
- 28 3. The proposed project shall comply with all applicable federal, state, and local agency
codes, laws, rules, and regulations, including Health, Building and Safety, Fire,
Zoning, and Business License Regulations of the City of Huntington Park.

4. The property is to be developed and maintained in a clean, neat, quiet, and orderly manner at all times and comply with the property maintenance standards as set forth in Section 9-3.103.18 and Title 8, Chapter 9 of the Huntington Park Municipal Code.
5. The Applicant/operator shall obtain all required approval/ permits from local, state, and federal agencies.
6. That the Applicant be required to apply for a new entitlement if any alteration, modification, or expansion would increase the existing floor area of the establishment.
7. If the operation of this establishment be granted, deed, conveyed, transferred, or should a change in management or proprietorship occur at any time, this Conditional Use Permit shall become null and void.
8. That the violation of any of the conditions of this entitlement may result in a citation(s) and/or the revocation of the entitlement.
9. That this entitlement may be subject to additional conditions after its original issuance, upon a duly noticed public hearing item. Such conditions shall be imposed by the City Planning Commission as deemed appropriate to address problems of land use compatibility, operations, aesthetics, security, noise, safety, crime control, or to promote the general welfare of the City.
10. Any proposed mechanical equipment and appurtenances, including satellite dishes, gutters, etc., whether located on the rooftop, ground level or anywhere on the property shall be completely shielded/enclosed so as not to be visible from any public street and/or adjacent properties. Such shielding/enclosure of facilities shall be of compatible design related to the building structure for which such facilities are intended to serve and shall be installed prior to final building inspection.
11. Pursuant to HPMC Section 9-2.1109, this entitlement shall expire in the event it is not exercised within one (1) year from the date of approval, unless an extension has been granted by the Planning Commission.
12. If the use ceases to operate for a period of six (6) months, the entitlement shall be null and void.
13. That the Applicant shall comply with all applicable property development standards including, but not limited to, outdoor storage, fumes and vapors, property maintenance, and noise.
14. The Director of Community Development is authorized to make minor modifications to the approved preliminary plans or any of the conditions if such modifications shall achieve substantially the same results, as would strict compliance with said plans and conditions.

- 1 15. The parking facility hours of operation shall be recognized as Monday through Friday
2 6:00AM – 7:00 PM.
- 3 16. The on-site landscaping and maintenance of the property shall be performed no less
4 than once per week. If the conditions require more frequent visits as identified by city
5 staff, the applicant shall schedule additional site visits each week.
- 6 17. Property maintenance must be managed to include cleaning of trash and debris on all
7 areas of the property.
- 8 18. No outside storage shall be permitted on the subject site.
- 9 19. Storage of vehicles is prohibited.
- 10 20. A Minor Development Permit application shall be submitted for any proposed tenant
11 improvements.
- 12 21. Business name shall be recognized as "AltaMed Health Services".
- 13 22. Signage for the business shall match the name on the city business license.
- 14 23. No overnight parking of vehicles.
- 15 24. No privacy screen or other material to be placed on fence that limits visibility for
16 emergency services.
- 17 25. No abandoned vehicles to be parked on property.
- 18 26. Graffiti on property must be removed within two (3) days, if paint is required, planning
19 approval must be requested if any color is used other than anything approved at the
20 time of plan review.
- 21 27. Applicant must maintain 602 Form on file with the Huntington Park Police Department
22 to manage anyone trespassing or loitering.
- 23 28. The operation of the establishment shall be limited to those activities and elements
24 expressly indicated on the permit application and approved by the Planning
25 Commission. Any change in the operation, which exceeds the conditions of the
26 approved permit, will require that a new permit application be submitted to the
27 Planning Commission for their review and approval.
- 28 29. Noise emanating from the permittee's premises shall not be audible 50 feet or more
from the property line of the premises. The permittee shall be responsible for
determining how to best meet this requirement.
30. The permittee shall be responsible for installing and maintaining a video surveillance
system that monitors no less than two cameras with full view of the parking facility.

1 These cameras shall record video and have the capacity to store the video for a
2 minimum of 30 days and be available to the law enforcement upon request.

3 31. The parking facility shall be illuminated with lighting for nighttime (hours of darkness)
4 illumination for safety and emergency services.

5 32. Address should be clearly marked to the front of the property.

6 33. The business must take proactive measures to prevent nuisances such as loitering,
7 littering, illegal parking, and other activities that may disrupt the immediate
8 neighborhood and surrounding community.

9 34. That all future temporary or permanent signage shall be approved by the City prior to
10 installation, pursuant to the Huntington Park Municipal Code.

11 35. This Conditional Use Permit shall be valid for a term of five (5) years. Upon
12 expiration, this entitlement is subject to Planning Division administrative review for
13 renewal.

14 36. The parking facility shall operate in conjunction with the commercial building to be
15 located at 2675 East Slauson Avenue. In the event the commercial building ceases
16 its operation as a medical use, this entitlement shall be null and void.

17 37. That the business owner and property owner agree in writing to the above conditions.

18 **CODE ENFORCEMENT**

19 38. Install and maintain exterior lighting for nighttime (hours of darkness) illumination.

20 39. Appoint a "point of contact" along with a current contact number for someone who will
21 aid with property maintenance issues should they arise.

22 40. Post no trespass signage and submit a copy of the no trespass form to the Police
23 Department. Ensure that the no trespass form is updated Bi-Annually.

24 **BUILDING AND SAFETY**

25 41. The applicant shall submit construction plans to the Planning Division for review and
26 approval of the proposed development. Plans shall then be submitted to the Building
27 & Safety Division only after approval is first obtained from the Planning Division.

28 42. The applicant shall submit full construction plans to the Building & Safety Division for
review of the proposed construction and improvements to the property. All work shall
be permitted through approval of the full construction plans and issuance of a building
permit and associated grading, mechanical, electrical, and plumbing permits.

43. Plans submitted for public buildings, public accommodations, commercial buildings,
and public housing projects shall be completed by a California registered design

professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California registered design professional in compliance with the California Business & Professions Code (B&P Code).

44. All new construction, tenant improvements, alterations, structural repairs, and additions shall follow the 2022 California Building Standards Code, such as the California Building Code (CBC) and associated codes within the 2022 code cycle (or the latest code cycle at the time of submission to the Building & Safety Division). Sometimes developments are done in phases or stages, such as the construction of a shell building and then construction of a tenant improvement. If unpermitted work is discovered, the work must comply with the current building code requirements, which may require additional work to ensure code compliance.

45. New construction, tenant improvements, alterations, structural repairs, and additions for parking lot uses serving public accommodation/commercial buildings shall be required to comply with the disabled access accessibility requirements outlined in Chapter 11B – Accessibility to Public Buildings, Public Accommodations, Commercial Buildings, and Public Housing – of the 2022 California Building Code (or the latest code cycle at the time of submission to the Building & Safety Division) and Title III of the Americans with Disabilities Act (ADA) of 1990 requiring that public accommodations and commercial facilities owned by private entities provide equal opportunities for people with disabilities to access their facilities and participate in their programs and services.

Pursuant to CBC 11B-206.2.1, at least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger drop-off and loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access. Where more than one circulation route is provided, all routes must be accessible. General circulation paths shall be permitted when located in close proximity to an accessible route. At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site per CBC 11B-206.2.2. In accordance with CBC 11B-206.2.4, at least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility, including mezzanines, which are otherwise connected by a circulation path, unless exempted by CBC Section 11B-206.2.3, Exceptions 1 through 7.

Parking is required by the City of Huntington Park's Municipal Code/Zoning Code, which specifies the total number of parking stalls required for any given building. Section 11B-208 of the CBC specifies the minimum number of accessible parking spaces required based on the total number of stalls provided, if parking spaces are provided.

1 46. In compliance with 2022 California Fire Code (CFC) Section 503.1.1 (or the latest
2 code cycle at the time of submission to the Building & Safety Division), fire apparatus
3 access roads shall be provided and maintained in accordance with CFC
4 Sections 503.1.1 through 503.1.3. Approved fire apparatus access roads shall be
5 provided for every facility, building, or portion of a building hereafter constructed or
6 moved into. The fire apparatus access road shall comply with the requirements of
California Fire Code (CFC) 503.1.1 and shall extend to within 150 feet of all portions
of the facility, building, or portion of a building and all portions of the exterior walls of
the first story of the building as measured by an approved route around the exterior of
the building or facility.

7 The fire code official is authorized to increase the dimension of 150 feet where any of
8 the following conditions occur:

- 9 1) The building is equipped throughout with an approved automatic sprinkler system
10 installed in accordance with California Fire Code (CFC) and California Building
11 Code (CBC) Sections 903.3.1.1 (NFPA 13), 903.3.1.2 (NFPA 13R), or 903.3.1.3
12 (NFPA 13D), as applicable per use,
- 12 2) Fire apparatus access roads cannot be installed because of location on property,
topography, waterways, nonnegotiable grades, or other similar conditions, and an
approved alternative means of fire protection is provided, or
- 13 3) There are not more than two Group R-3 or Group U occupancies.

14 47. In accordance with CFC 503.2, fire apparatus access roads shall be installed and
15 arranged in accordance with CFC Sections 503.2.1 through 503.2.8.

- 16 a) Required access roads from every building to a public street shall be all-weather
17 hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet
18 in width (including driveway approaches). Such right-of-way shall be unobstructed
and maintained only as access to the public street. [California Code of Regulations,
19 Title 19, Division 1, §3.05(a)] Fire Department Access and Egress. (Roads)
Exception: The enforcing agency may waive or modify this requirement if in his or
20 her opinion such all-weather hard-surfaced condition is not necessary in the interest
of public safety and welfare.
- 21 b) Fire apparatus access roads shall have an unobstructed width of not less than 20
22 feet (including driveway approaches), exclusive of shoulders, except for approved
security gates in accordance with CFC Section 503.6, and an unobstructed vertical
23 clearance of not less than 13 feet 6 inches. [CFC 503.2.1]
- 24 c) The fire code official shall have the authority to require or permit modifications to
25 the required access widths where they are inadequate for fire or rescue operations
or where necessary to meet the public safety objectives of the jurisdiction. [CFC
26 503.2.2]
- 27 d) Fire apparatus access roads shall be designed and maintained to support the
28 imposed loads of fire apparatus and shall be surfaced so as to provide all-weather
driving capabilities. [CFC 503.2.3]

- 1
- 2 e) The required turning radius of a fire apparatus access road shall be determined by
- 3 the fire code official. [CFC 503.2.4]
- 4
- 5 f) Dead-end fire apparatus access roads in excess of 150 feet in length shall be
- 6 provided with an approved area for turning around fire apparatus. [CFC 503.2.5]
- 7
- 8 g) Where a bridge or an elevated surface is part of a fire apparatus access road, the
- 9 bridge shall be constructed and maintained in accordance with AASHTO HB-17.
- 10 Bridges and elevated surfaces shall be designed for a live load sufficient to carry
- 11 the imposed loads of fire apparatus. Vehicle load limits shall be posted at both
- 12 entrances to bridges where required by the fire code official. Where elevated
- 13 surfaces designed for emergency vehicle use are adjacent to surfaces that are not
- 14 designed for such use, approved barriers, approved signs, or both, shall be
- 15 installed and maintained where required by the fire code official. [CFC 503.2.6]
- 16
- 17 h) The grade of the fire apparatus access road shall be within the limits established by
- 18 the fire code official based on the fire department's apparatus. [CFC 503.2.7]
- 19
- 20 i) The angles of approach and departure for fire apparatus access roads shall be
- 21 within the limits established by the fire code official based on the fire department's
- 22 apparatus. [CFC 503.2.8]
- 23
- 24 j) Where required by the fire code official, approved signs or other approved notices
- 25 or markings that include the words "NO PARKING—FIRE LANE" shall be provided
- 26 for fire apparatus access roads to identify such roads or prohibit the obstruction
- 27 thereof. The means by which fire lanes are designated shall be maintained in a
- 28 clean and legible condition at all times and be replaced or repaired when necessary
- to provide adequate visibility. [CFC 503.3].
48. Per CFC 503.4, fire apparatus access roads shall not be obstructed in any manner,
- including the parking, temporary parking, or queuing of vehicles. The minimum
- widths and clearances established in California Fire Code (CFC) Sections 503.2.1
- and 503.2.2 shall be maintained at all times.
49. The applicant shall obtain approval from the County of Los Angeles Fire Department
- Fire Prevention Division for the development's fire apparatus access road(s), and
- any other required elements like fire protection and fire flow, and shall construct all
- Fire Department required improvements.
50. Plans submitted to the Building & Safety Division for new construction, tenant
- improvements, alterations, structural repairs, and additions shall require plan check
- fees. The initial plan check fee will cover the first plan check and one recheck only.
- Additional review required beyond the first recheck shall be paid for on an hourly
- basis in accordance with the current fee schedule.

51. For projects approved through the traditional discretionary approval process via the Planning Commission, the second sheet of plans submitted to the Building & Safety Division for new construction, tenant improvements, alterations, structural repairs, and additions is to include a copy of the signed Planning Commission Resolution listing all Planning Commission Conditions of Approval and to include a copy of the signed Planning Commission Decision Letter. This information shall be incorporated into the plans prior to the first submittal for Building & Safety plan check.

If the project did not go through the traditional discretionary approval process via the Planning Commission, but required a Special Director's Meeting approval via the Community Development Director, include a copy of the signed Director Decision Resolution for Minor Conditional Use Permit, including the Director's Approval Decision Letter with Director's Conditions of Approval. This information shall be incorporated into the plans prior to the first submittal for Building & Safety plan check.

52. Separate agency approvals may be required prior to the issuance of the building permit, such as from County of Los Angeles Fire Department – Fire Prevention Division, County of Los Angeles Public Health – Environmental Health Division, Los Angeles County Sanitation Districts, South Coast Air Quality Management District, Regional Water Quality Control Board, the local water purveyor, Southern California Edison, Southern California Gas Company, and others. All approvals shall be obtained and fees paid to the respective agencies prior to issuance of the building permit. Proof of clearance from each agency shall be required by the Building & Safety Division.

53. Submit a demolition permit application to the Planning & Building & Safety Divisions for the removal of any buildings and associated mechanical, electrical, and plumbing utilities within the site.

South Coast Air Quality Management District (SQAQMD) notification may be required for projects involving demolition activity where asbestos containing material is present. Obtain a pre-demolition asbestos survey report from a qualified independent asbestos inspection and testing company. Provide a copy of the report to the Building & Safety Division. SCAQMD Rule 1403 notification is required for all "demolition" projects and asbestos removal projects of equal to or greater than 100 square feet. Rule 1403 defines a "demolition" project as a project that includes the removal of any load-bearing component. All other projects would be considered a "renovation" project. California law requires that a copy of the asbestos demolition/renovation notification form be provided to the Building & Safety Division prior to the issuance of a demolition/renovation permit.

54. All debris generated from new construction, tenant improvements, alterations, structural repairs, and additions within the City shall comply with the City's Construction & Demolition (C&D) ordinance. The California Integrated Waste Management Act [Assembly Bill (AB) 939], passed in 1989, mandates that all jurisdictions within California divert at least 50% of their waste stream from going to the landfill. It is the City's goal that at least 65% of C&D be diverted from going to the landfill in compliance with AB 939 and 2022 California Green Building Standards

Code (CALGreen, or Green Code) Sections 4.408 and 5.408 (or the latest code cycle at the time of submission to the Building & Safety Division).

All new construction, tenant improvement, alteration, structural repair, addition, and demolition projects, the total costs of which are, or are projected to be, fifty thousand dollars (\$50,000) or greater, based upon the Building & Safety permit evaluation fee schedule, or are one thousand (1,000) square feet or greater ("covered projects" per Green Code Section 301.3) shall be required to divert at least sixty-five percent (65%) of all projects-related construction and demolition material in compliance with Title 7, Chapter 10 of the City's Municipal Code.

A recycling deposit, i.e. bond, shall be paid and filed prior to the issuance of the building permit to the satisfaction of the City's recycling coordinator.

55. Grading and drainage plans for the new parking lot, stamped and signed by a California registered civil engineer preparing the plan, shall be required. All plan sheets shall be stamped and signed by the California registered civil engineer (project engineer of record) in compliance with the California Business & Professions Code (B&P Code). The grading and drainage plans shall indicate how all storm water drainage, including contributory drainage from adjacent lots, will be carried to the public way or drainage system structure(s) approved to receive storm water. The grading and drainage plans will be reviewed and approved by the City's Building & Safety Division and Public Works -- Engineering Division prior to the issuance of the building and grading permits.
56. Fees for the grading permit, including the respective grading bond, shall be paid to the City prior to the issuance of the grading permit.
57. The grading and drainage plans, stamped and signed by the registered civil engineer (project engineer of record) preparing the plans, to include the following:
 - a. Drainage shall be directed away from the faces of cut and fill slopes or into approved drainage structure(s). The faces of cut and fill slopes shall also be manufactured to control against erosion. This control may consist of stepping or another surface protection, as approved by the Building Official and City Engineer. The protection for the slopes shall be installed within 15 days after completion of rough grading.
 - b. A drainage technical study showing the drainage patterns from adjacent properties shall be identified and maintained. The project shall accept and include in the drainage design any current drainage from adjacent properties.
 - c. No grading permit shall be issued without an erosion control plan approved by the Building Official and City Engineer. The erosion control plan shall include details of protective measures, including desilting basins or other temporary drainage or control measures, or both, as may be necessary to protect the water quality of receiving water bodies or to protect adjoining public and private property from damage from erosion, flooding, or the deposition of mud or debris which may originate from the site or result from such grading operations.

- 1 d. The grading and drainage plans shall incorporate a construction Best
2 Management Practices (BMPs) Plan, designating stabilized construction
3 entrance/exit, storm drain inlet protection, construction material delivery and
4 storage, construction and demolition trash bin placement, etc.
5 e. If applicable, any on-site groundwater monitoring wells, including legally removed,
6 permanent, temporary, and active wells, must be depicted on all site plans,
7 grading and drainage plans, and all other relevant plans. Include a legend that
8 demonstrates ownership, date installed, and type of monitoring well(s), and all
9 other relevant information.
10 f. If applicable, the registered civil engineer is to show the location of the sewer
11 mainline, nearest manholes, lateral serving the project, and configuration of the
12 on-site sewer, including diameter and material of the on-site sewer.
13 (i) Sewer cleanouts must be positioned at 100-foot intervals on the lateral
14 coming off the sewer mainline.
15 (ii) The applicant must obtain clearance with Los Angeles County Sanitation
16 Districts for a new sanitary sewer connection or intensification of discharge
17 into an existing connection.
- 18 g. All parking lots and drive aisles shall be surfaced with asphaltic concrete (AC) to a
19 minimum thickness of three (3) inches over a minimum aggregate base of six (6)
20 inches or surfaced with portland cement concrete (PCC) pavement to a minimum
21 thickness of five (5) inches over a minimum aggregate base of three (3) inches.
22 Portland cement concrete (PCC) pavement and asphaltic concrete (AC)
23 pavement thicknesses and strengths will be determined by the registered civil
24 engineer (project engineer of record) preparing the improvement plans. After
25 review of the probable vehicular traffic and soils report (if applicable) for the
26 project, additional material may be required at the discretion of the Building
27 Official and City Engineer.
- 28 58. Public off-site improvements, if required by the City Engineer, will be generated on
the basis of the approved site plan. Portland cement concrete (PCC) pavement and
asphaltic concrete (AC) pavement thicknesses and strengths will be determined by
the registered civil engineer (project engineer of record) preparing the utility
improvement plans, and if applicable, street improvement plans.
- (i) The applicant shall check with the City Engineer regarding the required pavement
resurfacing of full or half the roadway width along the Slauson Avenue, Seville
Avenue, and alley frontages.
- (ii) All traffic markings, street striping, street signs, legends, and curb painting, etc. on
the streets adjacent to the proposed development shall be restored as directed by
the City Engineer.
59. All public off-site improvements and drive approaches shall be accessible, i.e. "ADA
compliant," in compliance with Chapter 11B of the California Building Code and the
U.S. Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG)
adopted by the U.S. Department of Transportation (DOT) as part of its Americans
with Disabilities Act (ADA) standards for new construction and alterations in the
public right-of-way. Insufficient width in the parkway will require the applicant to

dedicate an easement at each drive approach or element to the City to accommodate a compliant drive approach or element.

60. At the direction of the City Engineer, repair, remove, and replace deficient and/or damaged elements in the public right-of-way, if required by the City Engineer:

- (i) Sidewalk and standard curb & gutter adjacent to the development.
- (ii) Site frontage & off-site transition-curb & gutter adjacent to the development.
- (iii) Site frontage & off-site transition-sidewalk adjacent to the development.
- (iv) Site frontage & off-site transition-curb ramp(s) adjacent to the development.

61. Preserve existing survey monuments (property corners, centerline ties, etc.) in the public right-of-way. All disturbed and removed survey monuments in the public right-of-way shall be re-established and Record of Survey shall be filed with the Los Angeles County Surveyor in accordance with applicable provisions of state law.

62. All USA/Dig Alert graffiti markings must be removed by the contractor from the sidewalk, curb & gutter, and/or portland cement concrete (PCC)/asphaltic concrete (AC) pavement prior to final approval of the construction.

63. It is the responsibility of the applicant to contact the local water purveyor to obtain approval of any water service for uses such as domestic water, fire sprinklers, and landscaping, and that the purveyor has adequate water to provide such service to the property. Provide acceptable analysis to verify sufficient water pressure and flow for:

- a. General conditions.
- b. During maximum instantaneous demand (MID) conditions.
- c. During fire flow and MID conditions.
- d. The water supply system serving the development shall be adequately sized to accommodate the total required commercial water requirements and fire flows, in compliance with the local water purveyor and Los Angeles County Fire Department requirements.
- e. All existing water services (meters) no longer required as part of this development shall be abandoned at the mainline.
- f. Reduced pressure backflow preventers will be required for all water services. An approved reduced pressure principal backflow prevention device shall be installed above grade in the customer's service line by the contractor as close as practical to the water meter and shall be between the water meter and the first point of connection to the service. The device shall be located on-site fronting the property.

64. A Storm Water Pollution Prevention Plan (SWPPP) shall be required for all projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of a larger common plan of development or sale. A SWPPP is a document that addresses water pollution control for a construction project. The Construction General Permit (CGP) / MS4 Permit requires that all storm water discharges associated with a construction activity, where said activity results in soil disturbance of one acre or more of land area, or disturbs less than one acre of land area but is

part of a larger common plan of development or sale, obtain coverage under the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) for Stormwater Discharges Associated with Construction and Land Disturbance Activities.

The CGP requires the development of a project-specific SWPPP prior to any soil disturbing activities. The SWPPP must include the information needed to demonstrate compliance with all the requirements of the CGP. The SWPPP document must be written by a Qualified SWPPP Developer (QSD). The City requires that a Water Pollution Control Manager (WPC Manager) be responsible for the implementation of a SWPPP. The WPC Manager must have the same qualifications as a QSD. For further details pertaining to the State of California's requirements, please visit the following website: <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>. A Waste Discharge Identification Number (WDID #) must be obtained prior to commencing any work.

65. The new parking lot shall comply with Title 7, Chapter 9 (Stormwater Management and Discharge) of the City's Municipal Code, which adheres to the latest Los Angeles County's Low Impact Development (LID) requirements. LID standards are intended to distribute stormwater and urban runoff across developed sites to help reduce adverse water quality impacts and replenish groundwater supplies. Under the National Pollutant Discharge Elimination System (NPDES) / Construction General Permit (CGP) / MS4 Permit and the County of Los Angeles LID ordinance, priority projects are required to prohibit the discharge of pollutants from property developments. Preventing these pollutants from entering stormwater discharge systems will be accomplished by requiring the installation and maintenance of post-construction treatment controls, i.e. Best Management Practices (BMPs).

Designated Projects [non-residential developments (commercial or industrial)] are subject to specific Low Impact Development (LID) requirements, while Non-Designated Projects [non-residential developments (commercial or industrial) or residential developments consisting of 5 or more residential units] have different, generally less stringent, requirements. Designated Projects are typically larger developments, while Non-Designated Projects are smaller in scale or don't meet the criteria for Designated Projects status.

Per the Designated Projects classification for new development and redevelopment activities, a parking lot of 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces, shall comply with the specified Designated Projects requirements.

Redevelopment projects on an already developed site under the Designated Projects category are:

- Land disturbing activities that result in the creation or addition or replacement of 5,000 square feet or more of impervious surface area.

- Where redevelopment results in an alteration of less than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, only the alteration must meet LID requirements, and not the entire development.
- Where redevelopment results in an alteration to more than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, the entire site shall meet LID requirements.

Per the Non-Designated Projects classification:

- Development which alters less than fifty percent (50%) of impervious surfaces, only the proposed new impervious areas need to meet LID requirements.
- Development which alters fifty percent (50%) or more of impervious surfaces, the entire site shall meet LID requirements.

66. The new parking lot shall require the development of a Low Impact Development (LID) Plan, i.e. an LID Report, if the site disturbs one acre or more of land area or disturbs less than one acre of land area but is part of a larger common plan of development or sale. The report is a requirement of the National Pollutant Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. ORDER NO. R4-2012-0175. This permit was issued by the State of California Regional Water Quality Control Board, Los Angeles Region on December 28, 2012. The LID Plan is a narrative report that explains the type of development and drainage of the site. It must address the post-construction water quality and habitat impact issues. Once the site has been developed, how will runoff be maintained? Was there a system that was designed to treat the runoff prior to discharging into the public system? Best Management Practices (BMPs) should be implemented to address storm water pollution and peak flow discharge impacts. All BMPs must be sized to meet specified water quality design and/or peak flow discharge criteria.

- a. Filtration and infiltration methods must be used to defray a large percentage of the storm water runoff into the storm drain system.

67. The new parking lot shall comply with the 2022 California Green Building Standards Code (CALGreen or Green Code) (or the latest code cycle at the time of submission to the Building & Safety Division). Per CALGreen Section 101.3: "The provisions of this code shall apply to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure, unless otherwise indicated in this code, throughout the State of California." While not a new building, the new parking lot falls under the umbrella of "structure" in the CALGreen Code when it comes to site development and illumination regulations due to its hardscape nature and fixed improvements. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.

68. The new parking lot shall be in compliance with the Non-Residential Mandatory Measures outlined in Chapter 5 of the Green Code. The provisions in the chapter

- outline the planning, design, and development methods that include environmentally responsible site selection, building design, building siting, and development to protect, restore, and enhance the environmental quality of the site and respect the integrity of adjacent properties. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.
69. The new parking lot shall particularly comply with the bicycle and electric vehicle (EV) capable/charging space requirements specified in Sections 5.106.4 and 5.106.5 of the CALGreen Code.
70. A copy of a current Grant Deed and Title Report with hyperlinks, and all backup documents from the Title Report, shall be submitted to the Building & Safety Division for review within 30 days of the submittal. Encroachment into established utility easements will not be permitted. Limited landscaping, such as planting grass, flowers, and shallow-rooted shrubs, may be allowed on a utility easement, but large trees and deep-rooted vegetation are generally prohibited because they can interfere with utility operations. Check your property Grant Deed and the specific easement agreement to understand the exact restrictions and ensure your landscaping does not obstruct the utility's access, maintenance, or operation.
71. Consultation with all applicable utility companies is encouraged as early as possible in the project planning stages to avoid any potential delays. It is the responsibility of the applicant to abide by all utility company requirements.
72. The Building Official and City Engineer may require other information or may impose additional conditions and requirements as deemed necessary to protect health and safety, and to benefit the public.
73. If there are later, proposed tenant improvements, alterations, structural repairs, or additions to the existing structures and/or site, the applicant shall submit tenant improvement (T.I.) construction plans to the Planning Division for review and approval of the proposed tenant improvements, alterations, structural repairs, or additions. Tenant improvement plans shall then be submitted to the Building & Safety Division for review and approval only after approval is first obtained from the Planning Division.
74. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, the applicant shall submit full tenant improvement construction plans, including structural plans, to the Building & Safety Division for review of the proposed alterations and improvements to the existing structures and/or site. All work shall be permitted through approval of the full construction plans and issuance of a building permit and associated mechanical, electrical, and plumbing permits.
75. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, plans submitted for public buildings, public accommodations, commercial buildings, and public housing projects shall be completed by a California registered design professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California

1 registered design professional in compliance with the California Business &
2 Professions Code (B&P Code).

3 76. Some tenant improvements, alterations, and additions may "trigger" full compliance
4 with the accessibility features outlined in Section 11B-202 of the 2022 CBC pursuant
5 to the current valuation threshold. When the adjusted construction cost, as defined,
6 exceeds the current valuation threshold, as defined, full compliance with Section 11B-
7 202.4 of the CBC shall be required. In choosing which accessible elements to
8 provide, priority should be given to those elements that will provide the greatest
9 access in the following order:

- 10 1. An accessible entrance;
- 11 2. An accessible route to the altered area;
- 12 3. At least one accessible restroom for each sex or one accessible unisex (single-
13 user or family) restroom;
- 14 4. Accessible telephones;
- 15 5. Accessible drinking fountains; and
- 16 6. When possible, additional accessible elements such as parking, signs, storage,
17 and alarms.

18 When the adjusted construction cost, as defined, is less than or equal to the current
19 valuation threshold, as defined, the cost of compliance with the accessible elements
20 listed above in Section 11B-202.4 of the CBC shall be limited to 20 percent of the
21 adjusted construction cost of tenant improvements, alterations, structural repairs, or
22 additions.

23 77. All construction work is to be completed by a licensed contractor.

24 78. The business will be subject to a routine business license inspection.

25 79. All entrances and exits inside the subject building(s) shall remain unlocked, in the
26 closed position, and completely unobstructed at all times during the proposed parking
27 lot and medical office use. Above all entrances, on the interior side, shall read: "This
28 door to remain unlocked during business hours."

80. There shall be at least two (2) class ABC fire extinguishers inside the subject
building(s) during the proposed parking lot and medical office use, one near the front
entrance and one near the rear exit. Fire extinguishers shall bear an up-to-date fire
department inspection tag that indicates the date the fire extinguisher was inspected.

81. The approved occupant load limit of the building(s) per California Building Code
(CBC) Section 1004 shall be upheld throughout the duration of the proposed parking
lot and medical office use.

82. The exit access, the exit, and the exit discharge within the means of egress system(s)
inside or outside the subject building(s), including the public way, shall not be
obstructed in any manner throughout the duration of the proposed parking lot and

1 medical office use. The minimum widths and clearances established in California
2 Building Code (CBC) Chapter 10 shall be maintained at all times.

3 83. Any construction work to be done in the public right-of-way shall require an
4 Encroachment Permit from the Public Works – Engineering Division.

5 84. That the business owner and property owner agree in writing to the above conditions.

6 **SECTION 4:** This resolution shall not become effective until 15 days after the date of
7 decision rendered by the Planning Commission, unless within that period of time it is
8 appealed to the City Council. The decision of the Planning Commission shall be stayed
9 until final determination of the appeal has been effected by the City Council.

10 **SECTION 5:** The Secretary of the Planning Commission shall certify to the adoption
11 of this resolution and a copy thereof shall be filed with the City Clerk.

12
13
14 **PASSED, APPROVED, AND ADOPTED** this 15th of October 2025 by the following vote:

15 AYES:

16 NOES:

17 ABSENT:

18 ABSTAIN:

19 HUNTINGTON PARK PLANNING COMMISSION

20
21 _____
22 xxxxxxxx, Chairperson

23 ATTEST:

24
25 _____
26 Paul Bollier, Secretary

**CONDITONAL USE PERMIT
AND
ENVIRONMENTAL INFORMATION
APPLICATIONS**

EXHIBIT B

CASE NO. CUP 2025-08



CITY OF HUNTINGTON PARK
Community Development Dept. • Planning Division
6550 Miles Avenue, Huntington Park, CA 90255
Tel. (323) 584-6210 • planning@hpca.gov

CONDITIONAL USE PERMIT APPLICATION

FOR OFFICE USE ONLY

Date Filed: _____ File No.: _____ Fee/Receipt No.: \$ _____ Received By (Initials): _____

PROJECT INFORMATION

Project Address: 2700 E. Slawson Avenue

General Location: Corner of Slawson & Seville

Assessor's Parcel Number (APN): 6320-00-6069

APPLICANT'S INFORMATION

Applicant: Alta Med Health Services Corp. c/o Luzmaria Chavez

Mailing Address: 2040 Camfield Avenue Los Angeles CA 90040

Phone 1: (626) 422-6814

Phone 2: _____

Email: _____

PROPERTY OWNER'S INFORMATION

Property Owner: Core Asset Q2 LLC c/o Raymon H. Kang

Mailing Address: 616 S. Westmoreland Avenue Los Angeles 90005

Phone 1: (213) 799-1122

Phone 2: _____

Email: _____

REQUEST

I/We hereby request a Conditional Use Permit (CUP) for the following purpose:

see attached document

In order for the Planning Commission to approve a CUP, the Huntington Park Municipal Code requires that all of the following findings be made:

- A. The proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of the Zoning Code.
- B. The proposed use is consistent with the General Plan.
- C. The approval of the Conditional Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines.
- D. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City.
- E. The subject site is physically suitable for the type and density/intensity of use being proposed.
- F. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

In order for the Planning Commission to determine if these findings are present in your case, the following questions must be answered by the applicant:

1. Describe how the proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of the Zoning Code site for this proposed use is adequate in size and shape.

see attached document for all responses

2. Describe how the proposed use is consistent with the General Plan.

see attached.

3. Describe how the approval of the Conditional Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines.

See attachment

4. Describe how the design, location, size, and operating characteristics of the proposed use is compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City.

See attachment

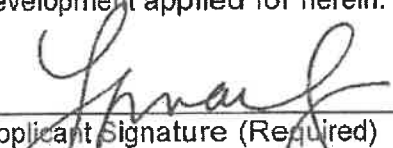
5. Describe how the subject site is physically suitable for the type and density/intensity of use being proposed.

See attachment

6. Describe how there are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

See attachment

CERTIFICATE AND AFFIDAVIT OF APPLICANT: I/We certify that all statements made on this application are true and complete to the best of my knowledge. I/We understand that any false statements may result in denial of the requested permit or revocation of any issued permit. I/We further certify that I am, or have permission by, the property owner to conduct the proposed development applied for herein.



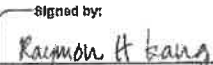
Applicant Signature (Required)

Date 5/29/25

Luzmaria Chavez

Print Name

Note: If the applicant is not the property owner, the owner of the property must sign the application or a written authorization must be submitted so that the applicant may file the application.

Signed by:


Property Owner Signature (Required)

Date 5/29/2025

Raymon H Kang

Print Name

AltaMed Health Services Corporation
Conditional Use Permit Application – 2700 E. Slauson Avenue, Huntington Park
APN 6320-00-6069

Applicant:

AltaMed Health Services Corporation c/o Luzmaria Chavez, Vice President Facilities

Property Owner's Information:

Core Asset Q2 LLC c/o Raymon H. Kang

Request:

We hereby request a Conditional Use Permit (CUP) for the following purpose: AltaMed Health Services Corporation has been serving the City of Huntington Park and surrounding community's residents for many years. In 2015 we built our first medical office clinic on the corner of Slauson and Alameda and in 2017 added our Program for All Inclusive Care for the Elderly. In 2021, we acquired Crown City Medical Clinics and opened our AltaMed clinic on Rugby and Zoe. We will now be acquiring the 2675 Slauson existing 3-story medical office building adjacent to the Huntington Park Community Hospital. Our plan is to fully renovate all 3 floors and exterior façade to provide urgent care and medical services to the Huntington Park community. Since we share the parking area with the HP Community Hospital, we are in need to place a secured surface parking lot at the 2700 E Slauson site. This parking area will have decorative wrought iron fencing around the property, electric motorized gates, parking lot lighting, landscape buffer along all 3 street frontages and security cameras. A security guard will be posted at the site during the hours our employees will be parked at the lot. After hours and when not in use, we will partner with the City of Huntington Park to open the parking area for the community. The parking lot can be used for city events, Farmer's Markets or other events for the benefit of the community.

In order for the Planning Commission to approve a CUP, the Huntington Park Municipal Code requires that all of the following findings be made:

- A. The proposal use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of the Zoning Code.
 - a. Response: Our site at 2700 E Slauson is located within the Commercial General Zone "C" which allows for and service-oriented business activities that serve a community-wide need. Our proposed conversion of the vacant lot to a 31 car surface parking lot is allowed in the zone with a Conditional Use Permit approval. Our proposed use complies with all the applicable provisions of the zoning code and general plan.
- B. The proposed use is consistent with the General Plan:
 - a. Response: General plan encourages under the Expansion & Diversification of Economic Base Land use and Community Development Policy 9 the expansion of local business and Policy 11 expansion of business which will benefit the existing market. AltaMed has provided healthcare services to the Huntington Park community for over 20 years' with the acquisition of the 2675 E Slauson site we will expand our local business and be able to continue to provide the necessary services to the residents of the City of Huntington Park including our highly populated senior population.
- C. The approval of the Conditional Use Permit for the proposed use is in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines:

- a. Response: Our proposed surface parking lot to provide employee parking to the existing medical office building across the street will provide benefit to the HP community. By allowing us the placement of parking across the street from our medical office building, it will reduce patients and employees parking on the adjacent residential and commercial streets. Our proposed use meets CEQA requirements since we are not impacting the environmental surroundings or uses adjacent to our site.
- D. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City.
 - a. Response: The proposed surface parking lot will be compatible to the adjacent commercial land uses. Across the street is a rectangle commercial business with parking located on the street frontage facing our proposed lot. We will have a 5' landscape buffer with planting and trees. For security of the site, we will place a 6' high decorative wrought iron fence painted green similar to the fence located at our Slauson and Alameda existing medical clinic.
- E. The subject site is physically suitable for the type and density/intensity of use being proposed.
 - a. Response: The subject site is physically suitable for the placement of a surface parking lot and will not increase the density since it is only parking use.
- F. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.
 - a. Response: The existing property has adequate provisions and hook-ups for water, sanitation and public utilities to services the proposed parking lot use and will not be detrimental to public health and safety.

In order for the Planning Commission to determine if these findings are present in your case, the following questions must be answered by the applicant:

1. Describe how the proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of the Zoning code site for this proposed use is adequate in size and shape.
 - a. Response: The proposed parking lot use is conditionally permitted with a CUP and would not impair the integrity and character of the subject CG zoning district. Our use complies with all the applicable provisions of the commercial general zone in providing parking for our commercial medical office building located across the street from the site.
2. Describe how the proposed use is consistent with the General Plan.
 - a. Response: General plan encourages under the Expansion & Diversification of Economic Base Land use and Community Development Policy 9 the expansion of local business and Policy 11 expansion of business which will benefit the existing market. AltaMed has provided healthcare services to the Huntington Park community for over 20 years' with the acquisition of the 2675 E Slauson site we will expand our local business and be able to continue to provide the necessary services to the residents of the City of Huntington Park including our highly populated senior population.

3. Describe how the approval of the CUP for the proposed use is in compliance with the requirements of the CEQA and the City's guidelines.
 - a. Response: The approval of our CUP request for the construction of a surface parking lot is in compliance with the requirements of CEQA and City guidelines since it will provide employee parking for our proposed medical office building located across the street. We will reduce CEQA impacts by allowing our employees to park on-site and avoid impacting the local residential and commercial streets. The medical office building located across the street will provide adjacent parking for patients to use our medical facility.
4. Describe how the design, location, size and operating characteristics of the proposed use is compatible with the existing and planned future land uses within the general area in which the proposal use is to be located and will not create significant noise, traffic, or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience or welfare to the city.
 - a. Response: The proposed surface parking lot will provide a landscape buffer, planting shrubs, drought resistant plants, and trees and fencing around the property which is compatible with other adjacent commercial properties. We will be beautifying the current dilapidated vacant undeveloped land which is attracted to the unhoused population.
5. Describe how the subject site is physically suitable for the type and density/intensity of use being proposed.
 - a. Response: The subject site located on the corner of Seville and Slauson is physically suitable to provide approximately 31 surface parking spaces, landscaping, lighting and fencing on the site.
6. Describe how there are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.
 - a. Response: The site has adequate provisions for public access to water, sanitation and public utility and services to ensure our parking lot is not detrimental to the public health and safety of the neighborhood.



CITY OF HUNTINGTON PARK
Community Development Dept. • Planning Division
6550 Miles Avenue, Huntington Park, CA 90255
Tel. (323) 584-6210 • planning@huntingtonpark.org

ENVIRONMENTAL INFORMATION FORM

FOR OFFICE USE ONLY

Date Filed: 6/3/25 File No.: CUP25-08 Fee/Receipt No.: 5907 5,907 206412 Initials: JR

1. **Applicant** (please circle whether Owner, Leasee, Purchaser or Representative):

Name: Altamed Health Services Corporation /o Luzmaria Chavez
Address: 2040 Camfield Avenue Los Angeles 90040
Telephone: (626) 422-6814 Fax: _____

2. **Contact Person concerning this project:**

Name: Luzmaria Chavez, Vice President Facilities
Address: 2040 Camfield Avenue Los Angeles 90040
Telephone: (626) 422-6814 Fax: _____

3. **Address of project:** 2700 E. Slauson Avenue

4. **Assessor's Parcel Number (APN):** 6320-00-6069

5. **Indicate type of permit application(s)** (i.e. Conditional Use Permit, Development Permit, Variance, etc.) **for the project to which this form pertains:**

Conditional Use Permit

6. **List any other permits and/or other public agency approvals required for this project, including those required by City, County, State and/or Federal agencies:**

Building & Safety approval

7. **Existing Zone:** Commercial General C-3

8. **Proposed use of site:** Develop an approximately 31 car surface parking lot to provide additional parking to our future acquisition of the 3-story medical office building located at 2675 Slauson

9. Site size (lot dimensions and square footage):

Approximately 150' x 105' 15,750 S.F.

10. Project size:

Square feet to be added/constructed to structure(s):

Surface parking lot

Total square footage of structure(s): 0

11. Number of floors of construction:

Existing: 0

Proposed:

12. Parking:

Amount required: [Additional parking for medical office

Amount provided: building located across the street

2675 Slawson.

13. Anticipated time scheduling of project: Begin construction October 2025

14. Proposed phasing of development: This is not a development and will only be one phase

15. If residential, include number of units, schedule of unit sizes, range of sale/rent prices, and type of household size expected:

N/A

16. If commercial, indicate the type of commercial use, estimated employment per shift, proposed hours of operations, indicate whether neighborhood, City or Regionally oriented, square footage of sales area, and loading locations:

Commercial parking lot

17. If industrial, indicate type of industrial or manufacturing use, estimated employment per shift, proposed hours of operations, and loading locations:

N/A

18. If institutional, indicate type of institutional use, estimated employment per shift, proposed hours of operations, estimated occupancy, loading locations, and community benefits to be derived from the project:

N/A

Please complete numbers 19 through 33 by marking "A" through "D" and briefly discuss any items marked "A" "B" or "C" (attach additional sheets as necessary). Items marked "D" do not need discussion.

A) Potentially
Significant
Impact

B) Potentially
Significant Impact
Unless Mitigation
Incorporated

C) Less than
Significant
Impact

D) No Impact

AESTHETICS

19. Would the proposed project:

a. Affect a scenic vista?

D

b. Have a demonstrable negative aesthetic effect?

D

c. Create light or glare?

D

AIR QUALITY

20. Would the proposed project:

a. Affect air quality or contribute to an existing or projected air quality violation?

D

b. Create or cause smoke, ash, or fumes in the vicinity?

D

c. Create objectionable odors?

D

BIOLOGICAL RESOURCES

21. Would the proposed project:

- a. Remove of any existing trees or landscaping?

D

CULTURAL RESOURCES:

22. Would the proposed project:

- a. Affect historical resources?
- b. Have the potential to cause a significant physical change which would affect unique ethnic cultural values?

D

D

GEOLOGY AND SOILS

23. Would the proposed project:

- a. Result in erosion, changes in topography or unstable soil conditions from excavation, grading or fill?
- b. Be located on expansive soils?
- c. Result in unique geologic or physical features?

D

D

D

HAZARDS

24. Would the proposed project:

- a. Create a risk of accidental explosion or release of hazardous substances (including, but not limited to: oil, pesticides, chemicals or radiation)?
- b. The use or disposal of potentially hazardous materials (i.e. toxic or flammable substances)?
- c. The creation of any health hazard or potential health hazard?
- d. Exposure of people to existing sources of potential health hazards?

D

D

D

D

HYDROLOGY AND WATER QUALITY

25. Would the proposed project:

- a. Change water drainage patterns?
- b. Change the quantity of ground waters, either through direct additions or withdrawals, or through interception of an aquifer by cuts or excavations or through substantial loss of groundwater recharge capabilities?

D

D

- c. Impact groundwater quality? D
- d. Substantially reduce the amount of groundwater otherwise available for public water supplies? D

LAND USE AND PLANNING

26. Would the proposed project:

- a. Conflict with the Zoning or General Plan designation? D
- b. Be incompatible with existing land use in the vicinity? D
- c. Disrupt or divide the physical arrangement of an established community? D

MINERAL AND ENERGY RESOURCES

27. Would the proposed project:

- a. Conflict with the conservation of water? D
- b. Use non-renewable resources in a wasteful and/or inefficient manner? D
- c. Substantially increase energy consumption (i.e. electricity, oil, natural gas, etc.)? D

NOISE

28. Would the proposed project result in:

- a. Increase to existing noise levels? D
- b. Exposure of people to severe noise levels? D

POPULATION AND HOUSING

29. Would the proposed project:

- a. Induce substantial growth in an area either directly or indirectly (i.e. through population growth or infrastructure use)? D
- b. Displace existing housing, especially affordable housing? D

PUBLIC SERVICES

30. Would the proposal result in a need for new or altered government services for any of the following public services:

- a. Fire protection? D

- b. Police protection? D
- c. Schools? D
- d. Maintenance of public facilities, including roads? D
- e. Other governmental services? D

RECREATION

31. Would the proposed project:

- a. Increase the demand for neighborhood or regional parks or other recreational facilities? D
- b. Affect existing recreational opportunities? D

TRANSPORTATION AND TRAFFIC

32. Would the proposed project:

- a. Increase vehicle trips or traffic congestion? D
- b. Increase hazards to safety from design features (i.e. sharp curves or dangerous intersections)? D
- c. Inadequate access to nearby uses? D
- d. Insufficient on-site parking capacity? D
- e. Hazards or barriers for pedestrians or bicyclists? D

UTILITIES AND SERVICE SYSTEMS

33. Would the proposed project result in a need for new systems or supplies, or alterations to the following utilities:

- a. Power or natural gas? D
- b. Communications systems? D
- c. Local or regional water treatment or distribution facilities? D
- d. Sewer or septic tanks? D
- e. Storm water drainage? D
- f. Solid waste disposal? D
- g. Local or regional water supplies? D

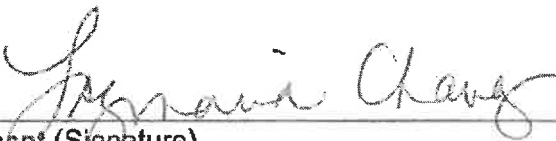
34. Describe the project site as it exists before the project, including any existing structures on the site, and the use of the structures (i.e. residential, commercial, industrial, etc.) Attach photographs of the site and of the surrounding land uses.

Existing site is a vacant dirt lot, previous use was a medical office building which was burned down. Attached to this application are photographs of the site and surrounding areas.

35. Describe the intensity of land use (i.e. single-family, apartment dwellings, shopping center, etc.), and specifications of development (i.e. height, primary frontage, secondary frontage, setbacks, rear yard, etc.).

We will develop approximately 31 surface parking spaces to provide additional employee parking to our future acquired medical office building located at 2675 E. Slawson. We will provide 5' landscape setbacks on the street frontages.

CERTIFICATION: I hereby certify that the statements furnished above and in the attached plans present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements and information presented are true and correct to the best of my knowledge and belief.


Applicant (Signature)

5/28/25
Date

SITE PLAN

EXHIBIT D

CASE NO. CUP 2025-08

PHOTOGRAPHS

EXHIBIT E

CASE NO. CUP 2025-08

September 2025



September 2025



September 2025



September 2025



SIGNED
PC CASE NO. 2025-08 RESOLUTION

EXHIBIT F

**A REQUEST FOR A CONDITIONAL USE PERMIT FOR A PARKING FACILITY
LOCATED AT 2700 SLAUSON AVENUE LOCATED WITHIN THE COMMERCIAL
GENERAL (C-G) ZONE.**

Assessor's Parcel No. 6320-006-069, City of Huntington Park, County of Los Angeles; and

WHEREAS, all persons appearing for or against the approval of the Conditional Use Permit were given the opportunity to be heard in connection with said matter; and

WHEREAS, the Planning Commission is required to announce its findings and recommendations.

SECTION 1: Based on the evidence within staff report and the Environmental Assessment Questionnaire, the Planning Commission adopts the findings in said Questionnaire and determines that the project, as proposed, will have no significant adverse effect on the environment and adopts an Environmental Categorical Exemption CEQA Guidelines, Article 19, Section 15332 Class 32 (In-fill Development Projects).

1 **SECTION 2:** The Planning Commission hereby makes the following findings in
2 connection with the proposed Conditional Use Permit:

- 3 1. The proposed use shall be conditionally permitted within, and shall not impair the
4 integrity and character of, the subject zoning district and complies with all of the
5 applicable provisions of this Code;

6 **The proposed use is permitted within the Commercial-General (C-G) Zone**
7 **with the approval of a Conditional Use Permit. The proposed use will not**
8 **impair the integrity of immediate and surrounding areas. This property has**
9 **been vacant for over two years; this project will address the ongoing**
10 **property maintenance concerns the community has been faced with and**
11 **eliminate unwanted conditions for the surrounding businesses and**
12 **residents.**

- 13 2. The proposed use shall be consistent with the General Plan;

14 The General Plan Land Use designation of the subject site is General Commercial.
15 Permitted uses in this designation include a wide range of neighborhood and
16 general retail and service establishments, such as stores and repair shops, to
17 accommodate the surrounding community. The proposed use is consistent with the
18 General Plan. Specifically, the use complies with the following:

19 **Goal 3.0 of the Land Use Element, which calls to “Provide for the**
20 **revitalization of deteriorating land uses and properties.” In the commercial**
21 **general zone, the proposed parking facility would be a revitalization of**
22 **vacant land.**

23 **Policy 3.2 of the Land Use Element promotes vigorous enforcement of City**
24 **codes, including building, zoning and health and safety, to promote property**
25 **maintenance. By developing this vacant property, it eliminates individuals**
26 **from bringing in trash and debris into this vacant property which negatively**
27 **impacts the surrounding residential and commercial businesses. This**
28 **unwanted behavior further requires emergency services such as the police**

department to respond to community complaints at this location.

Policy 2.4 of the Land Use Element requires that external lighting of commercial properties be isolated to the site and not adversely impact adjacent land uses with light spillover or glare. The photometric plan required by the City shows that the proposed lighting was designed not to impact surrounding residents and commercial businesses, pedestrian and vehicular traffic.

3. The approval of the Conditional Use Permit for the proposed use shall be in compliance with the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines;

The project is Categorically Exempt pursuant to Article 19, Section 15332, Class 32 (In-fill Development Projects) of the California Environmental Quality Act (CEQA) Guidelines.

4. The design, location, size, and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience, or welfare of the City;

The subject site is located on a lot that measures approximately 15,750 square feet. The site will contain one private parking facility. The design, location, size and operating characteristics of the parking facility is not expected to be detrimental to the public health, safety, and welfare of the City. Conditions of approval are in place to mitigate any possible issues related to the use of the property and property maintenance.

5. The subject site shall be physically suitable for the type and density/intensity of use being proposed;

The subject site is comprised of a vacant lot. Additionally, no physical

1 **expansion of site is proposed, therefore the intensity of the use will not be**
2 **impacted.**

- 3 6. There shall be adequate provisions for public access, water, sanitation and public
4 utilities and services to ensure that the proposed use would not be detrimental to
5 public health, safety, and general welfare;

6 **The site previously comprised of a commercial building with proper**
7 **infrastructure in place. The proposed use of a private parking facility will not**
8 **impact the public right-of-way. The use will not significantly intensify public**
9 **access, water, sanitation, and public utilities and services. The proposed use**
10 **will not require changes to existing public utilities. In addition, the proposed**
11 **project would not impede the accessibility to public access, water, sanitation,**
12 **or other public utilities and services.**

13 **SECTION 3:** The Planning Staff can make all six (6) of the required findings in support
14 of Resolution 2025-08 CUP; therefore, the Planning Commission hereby approves
15 Resolution No. 2025-08 CUP subject to the execution and fulfillment of the following
16 conditions:

17 **CONDITIONS OF APPROVAL:**

18 **PLANNING DIVISION**

- 19 1. That the Applicant/property owner and each successor in interest to the property
20 which is the subject of this project shall defend, indemnify and hold harmless the City
21 of Huntington Park and its agents, officers, and employees from any claim, action or
22 proceedings, liability cost, including attorney's fees and costs against the City or its
23 agents, officers or employees, to attack, set aside, void or annul any approval of the
24 City, City Council, or Planning Commission.
- 25 2. Except as set forth in subsequent conditions, all-inclusive, and subject to department
26 corrections and conditions, the property shall be developed substantially in
27 accordance with the applications, environmental assessment, and plans submitted.
- 28 3. The proposed project shall comply with all applicable federal, state, and local agency
codes, laws, rules, and regulations, including Health, Building and Safety, Fire,
Zoning, and Business License Regulations of the City of Huntington Park.

- 1 4. The property is to be developed and maintained in a clean, neat, quiet, and orderly
2 manner at all times and comply with the property maintenance standards as set forth
3 in Section 9-3.103.18 and Title 8, Chapter 9 of the Huntington Park Municipal Code.
- 4 5. The Applicant/operator shall obtain all required approval/ permits from local, state,
5 and federal agencies.
- 6 6. That the Applicant be required to apply for a new entitlement if any alteration,
7 modification, or expansion would increase the existing floor area of the
8 establishment.
- 9 7. If the operation of this establishment be granted, deed, conveyed, transferred, or
10 should a change in management or proprietorship occur at any time, this Conditional
11 Use Permit shall become null and void.
- 12 8. That the violation of any of the conditions of this entitlement may result in a citation(s)
13 and/or the revocation of the entitlement.
- 14 9. That this entitlement may be subject to additional conditions after its original
15 issuance, upon a duly noticed public hearing item. Such conditions shall be imposed
16 by the City Planning Commission as deemed appropriate to address problems of land
17 use compatibility, operations, aesthetics, security, noise, safety, crime control, or to
18 promote the general welfare of the City.
- 19 10. Any proposed mechanical equipment and appurtenances, including satellite dishes,
20 gutters, etc., whether located on the rooftop, ground level or anywhere on the
21 property shall be completely shielded/enclosed so as not to be visible from any public
22 street and/or adjacent properties. Such shielding/enclosure of facilities shall be of
23 compatible design related to the building structure for which such facilities are
24 intended to serve and shall be installed prior to final building inspection.
- 25 11. Pursuant to HPMC Section 9-2.1109, this entitlement shall expire in the event it is not
26 exercised within one (1) year from the date of approval, unless an extension has
27 been granted by the Planning Commission.
- 28 12. If the use ceases to operate for a period of six (6) months, the entitlement shall be
null and void.
13. That the Applicant shall comply with all applicable property development standards
including, but not limited to, outdoor storage, fumes and vapors, property
maintenance, and noise.
14. The Director of Community Development is authorized to make minor modifications
to the approved preliminary plans or any of the conditions if such modifications shall
achieve substantially the same results, as would strict compliance with said plans and
conditions.

- 1 15. The parking facility hours of operation shall be recognized as Monday through Friday
2 6:00AM – 7:00 PM.
- 3 16. The on-site landscaping and maintenance of the property shall be performed no less
4 than once per week. If the conditions require more frequent visits as identified by city
5 staff, the applicant shall schedule additional site visits each week.
- 6 17. Property maintenance must be managed to include cleaning of trash and debris on all
7 areas of the property.
- 8 18. No outside storage shall be permitted on the subject site.
- 9 19. Storage of vehicles is prohibited.
- 10 20. A Minor Development Permit application shall be submitted for any proposed tenant
11 improvements.
- 12 21. Business name shall be recognized as "AltaMed Health Services".
- 13 22. Signage for the business shall match the name on the city business license.
- 14 23. No overnight parking of vehicles.
- 15 24. No privacy screen or other material to be placed on fence that limits visibility for
16 emergency services.
- 17 25. No abandoned vehicles to be parked on property.
- 18 26. Graffiti on property must be removed within two (3) days, if paint is required, planning
19 approval must be requested if any color is used other than anything approved at the
20 time of plan review.
- 21 27. Applicant must maintain 602 Form on file with the Huntington Park Police Department
22 to manage anyone trespassing or loitering.
- 23 28. The operation of the establishment shall be limited to those activities and elements
24 expressly indicated on the permit application and approved by the Planning
25 Commission. Any change in the operation, which exceeds the conditions of the
26 approved permit, will require that a new permit application be submitted to the
27 Planning Commission for their review and approval.
- 28 29. Noise emanating from the permittee's premises shall not be audible 50 feet or more
from the property line of the premises. The permittee shall be responsible for
determining how to best meet this requirement.
30. The permittee shall be responsible for installing and maintaining a video surveillance
system that monitors no less than two cameras with full view of the parking facility.

1 These cameras shall record video and have the capacity to store the video for a
2 minimum of 30 days and be available to the law enforcement upon request.

3 31. The parking facility shall be illuminated with lighting for nighttime (hours of darkness)
4 illumination for safety and emergency services.

5 32. Address should be clearly marked to the front of the property.

6 33. The business must take proactive measures to prevent nuisances such as loitering,
7 littering, illegal parking, and other activities that may disrupt the immediate
8 neighborhood and surrounding community.

9 34. That all future temporary or permanent signage shall be approved by the City prior to
10 installation, pursuant to the Huntington Park Municipal Code.

11 35. This Conditional Use Permit shall be valid for a term of five (5) years. Upon
12 expiration, this entitlement is subject to Planning Division administrative review for
13 renewal.

14 36. The parking facility shall operate in conjunction with the commercial building to be
15 located at 2675 East Slauson Avenue. In the event the commercial building ceases
16 its operation as a medical use, this entitlement shall be null and void.

17 37. That the business owner and property owner agree in writing to the above conditions.

18 **CODE ENFORCEMENT**

19 38. Install and maintain exterior lighting for nighttime (hours of darkness) illumination.

20 39. Appoint a "point of contact" along with a current contact number for someone who will
21 aid with property maintenance issues should they arise.

22 40. Post no trespass signage and submit a copy of the no trespass form to the Police
23 Department. Ensure that the no trespass form is updated Bi-Annually.

24 **BUILDING AND SAFETY**

25 41. The applicant shall submit construction plans to the Planning Division for review and
26 approval of the proposed development. Plans shall then be submitted to the Building
27 & Safety Division only after approval is first obtained from the Planning Division.

28 42. The applicant shall submit full construction plans to the Building & Safety Division for
review of the proposed construction and improvements to the property. All work shall
be permitted through approval of the full construction plans and issuance of a building
permit and associated grading, mechanical, electrical, and plumbing permits.

43. Plans submitted for public buildings, public accommodations, commercial buildings,
and public housing projects shall be completed by a California registered design

professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California registered design professional in compliance with the California Business & Professions Code (B&P Code).

44. All new construction, tenant improvements, alterations, structural repairs, and additions shall follow the 2022 California Building Standards Code, such as the California Building Code (CBC) and associated codes within the 2022 code cycle (or the latest code cycle at the time of submission to the Building & Safety Division). Sometimes developments are done in phases or stages, such as the construction of a shell building and then construction of a tenant improvement. If unpermitted work is discovered, the work must comply with the current building code requirements, which may require additional work to ensure code compliance.

45. New construction, tenant improvements, alterations, structural repairs, and additions for parking lot uses serving public accommodation/commercial buildings shall be required to comply with the disabled access accessibility requirements outlined in Chapter 11B – Accessibility to Public Buildings, Public Accommodations, Commercial Buildings, and Public Housing – of the 2022 California Building Code (or the latest code cycle at the time of submission to the Building & Safety Division) and Title III of the Americans with Disabilities Act (ADA) of 1990 requiring that public accommodations and commercial facilities owned by private entities provide equal opportunities for people with disabilities to access their facilities and participate in their programs and services.

Pursuant to CBC 11B-206.2.1, at least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger drop-off and loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access. Where more than one circulation route is provided, all routes must be accessible. General circulation paths shall be permitted when located in close proximity to an accessible route. At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site per CBC 11B-206.2.2. In accordance with CBC 11B-206.2.4, at least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility, including mezzanines, which are otherwise connected by a circulation path, unless exempted by CBC Section 11B-206.2.3, Exceptions 1 through 7.

Parking is required by the City of Huntington Park's Municipal Code/Zoning Code, which specifies the total number of parking stalls required for any given building. Section 11B-208 of the CBC specifies the minimum number of accessible parking spaces required based on the total number of stalls provided, if parking spaces are provided.

1 46. In compliance with 2022 California Fire Code (CFC) Section 503.1.1 (or the latest
2 code cycle at the time of submission to the Building & Safety Division), fire apparatus
3 access roads shall be provided and maintained in accordance with CFC
4 Sections 503.1.1 through 503.1.3. Approved fire apparatus access roads shall be
5 provided for every facility, building, or portion of a building hereafter constructed or
6 moved into. The fire apparatus access road shall comply with the requirements of
California Fire Code (CFC) 503.1.1 and shall extend to within 150 feet of all portions
of the facility, building, or portion of a building and all portions of the exterior walls of
the first story of the building as measured by an approved route around the exterior of
the building or facility.

7 The fire code official is authorized to increase the dimension of 150 feet where any of
8 the following conditions occur:

- 9 1) The building is equipped throughout with an approved automatic sprinkler system
10 installed in accordance with California Fire Code (CFC) and California Building
11 Code (CBC) Sections 903.3.1.1 (NFPA 13), 903.3.1.2 (NFPA 13R), or 903.3.1.3
12 (NFPA 13D), as applicable per use,
- 12 2) Fire apparatus access roads cannot be installed because of location on property,
topography, waterways, nonnegotiable grades, or other similar conditions, and an
approved alternative means of fire protection is provided, or
- 13 3) There are not more than two Group R-3 or Group U occupancies.

14 47. In accordance with CFC 503.2, fire apparatus access roads shall be installed and
15 arranged in accordance with CFC Sections 503.2.1 through 503.2.8.

16 a) Required access roads from every building to a public street shall be all-weather
17 hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet
18 in width (including driveway approaches). Such right-of-way shall be unobstructed
and maintained only as access to the public street. [California Code of Regulations,
19 Title 19, Division 1, §3.05(a)] Fire Department Access and Egress. (Roads)
Exception: The enforcing agency may waive or modify this requirement if in his or
20 her opinion such all-weather hard-surfaced condition is not necessary in the interest
of public safety and welfare.

21 b) Fire apparatus access roads shall have an unobstructed width of not less than 20
22 feet (including driveway approaches), exclusive of shoulders, except for approved
security gates in accordance with CFC Section 503.6, and an unobstructed vertical
23 clearance of not less than 13 feet 6 inches. [CFC 503.2.1]

24 c) The fire code official shall have the authority to require or permit modifications to
25 the required access widths where they are inadequate for fire or rescue operations
or where necessary to meet the public safety objectives of the jurisdiction. [CFC
26 503.2.2]

27 d) Fire apparatus access roads shall be designed and maintained to support the
28 imposed loads of fire apparatus and shall be surfaced so as to provide all-weather
driving capabilities. [CFC 503.2.3]

- 1
- 2 e) The required turning radius of a fire apparatus access road shall be determined by
- 3 the fire code official. [CFC 503.2.4]
- 4
- 5 f) Dead-end fire apparatus access roads in excess of 150 feet in length shall be
- 6 provided with an approved area for turning around fire apparatus. [CFC 503.2.5]
- 7
- 8 g) Where a bridge or an elevated surface is part of a fire apparatus access road, the
- 9 bridge shall be constructed and maintained in accordance with AASHTO HB-17.
- 10 Bridges and elevated surfaces shall be designed for a live load sufficient to carry
- 11 the imposed loads of fire apparatus. Vehicle load limits shall be posted at both
- 12 entrances to bridges where required by the fire code official. Where elevated
- 13 surfaces designed for emergency vehicle use are adjacent to surfaces that are not
- 14 designed for such use, approved barriers, approved signs, or both, shall be
- 15 installed and maintained where required by the fire code official. [CFC 503.2.6]
- 16
- 17 h) The grade of the fire apparatus access road shall be within the limits established by
- 18 the fire code official based on the fire department's apparatus. [CFC 503.2.7]
- 19
- 20 i) The angles of approach and departure for fire apparatus access roads shall be
- 21 within the limits established by the fire code official based on the fire department's
- 22 apparatus. [CFC 503.2.8]
- 23
- 24 j) Where required by the fire code official, approved signs or other approved notices
- 25 or markings that include the words "NO PARKING—FIRE LANE" shall be provided
- 26 for fire apparatus access roads to identify such roads or prohibit the obstruction
- 27 thereof. The means by which fire lanes are designated shall be maintained in a
- 28 clean and legible condition at all times and be replaced or repaired when necessary
- to provide adequate visibility. [CFC 503.3].
48. Per CFC 503.4, fire apparatus access roads shall not be obstructed in any manner,
- including the parking, temporary parking, or queuing of vehicles. The minimum
- widths and clearances established in California Fire Code (CFC) Sections 503.2.1
- and 503.2.2 shall be maintained at all times.
49. The applicant shall obtain approval from the County of Los Angeles Fire Department
- Fire Prevention Division for the development's fire apparatus access road(s), and
- any other required elements like fire protection and fire flow, and shall construct all
- Fire Department required improvements.
50. Plans submitted to the Building & Safety Division for new construction, tenant
- improvements, alterations, structural repairs, and additions shall require plan check
- fees. The initial plan check fee will cover the first plan check and one recheck only.
- Additional review required beyond the first recheck shall be paid for on an hourly
- basis in accordance with the current fee schedule.

1 51. For projects approved through the traditional discretionary approval process via the
2 Planning Commission, the second sheet of plans submitted to the Building & Safety
3 Division for new construction, tenant improvements, alterations, structural repairs,
4 and additions is to include a copy of the signed Planning Commission Resolution
5 listing all Planning Commission Conditions of Approval and to include a copy of the
6 signed Planning Commission Decision Letter. This information shall be incorporated
7 into the plans prior to the first submittal for Building & Safety plan check.

8 If the project did not go through the traditional discretionary approval process via the
9 Planning Commission, but required a Special Director's Meeting approval via the
10 Community Development Director, include a copy of the signed Director Decision
11 Resolution for Minor Conditional Use Permit, including the Director's Approval
12 Decision Letter with Director's Conditions of Approval. This information shall be
13 incorporated into the plans prior to the first submittal for Building & Safety plan check.

14 52. Separate agency approvals may be required prior to the issuance of the building
15 permit, such as from County of Los Angeles Fire Department – Fire Prevention
16 Division, County of Los Angeles Public Health – Environmental Health Division, Los
17 Angeles County Sanitation Districts, South Coast Air Quality Management District,
18 Regional Water Quality Control Board, the local water purveyor, Southern California
19 Edison, Southern California Gas Company, and others. All approvals shall be
20 obtained and fees paid to the respective agencies prior to issuance of the building
21 permit. Proof of clearance from each agency shall be required by the Building &
22 Safety Division.

23 53. Submit a demolition permit application to the Planning & Building & Safety Divisions
24 for the removal of any buildings and associated mechanical, electrical, and plumbing
25 utilities within the site.

26 South Coast Air Quality Management District (SQAQMD) notification may be required
27 for projects involving demolition activity where asbestos containing material is
28 present. Obtain a pre-demolition asbestos survey report from a qualified independent
asbestos inspection and testing company. Provide a copy of the report to the
Building & Safety Division. SCAQMD Rule 1403 notification is required for all
"demolition" projects and asbestos removal projects of equal to or greater than 100
square feet. Rule 1403 defines a "demolition" project as a project that includes the
removal of any load-bearing component. All other projects would be considered a
"renovation" project. California law requires that a copy of the asbestos
demolition/renovation notification form be provided to the Building & Safety Division
prior to the issuance of a demolition/renovation permit.

54. All debris generated from new construction, tenant improvements, alterations,
structural repairs, and additions within the City shall comply with the City's
Construction & Demolition (C&D) ordinance. The California Integrated Waste
Management Act [Assembly Bill (AB) 939], passed in 1989, mandates that all
jurisdictions within California divert at least 50% of their waste stream from going to
the landfill. It is the City's goal that at least 65% of C&D be diverted from going to the
landfill in compliance with AB 939 and 2022 California Green Building Standards

Code (CALGreen, or Green Code) Sections 4.408 and 5.408 (or the latest code cycle at the time of submission to the Building & Safety Division).

All new construction, tenant improvement, alteration, structural repair, addition, and demolition projects, the total costs of which are, or are projected to be, fifty thousand dollars (\$50,000) or greater, based upon the Building & Safety permit evaluation fee schedule, or are one thousand (1,000) square feet or greater ("covered projects" per Green Code Section 301.3) shall be required to divert at least sixty-five percent (65%) of all projects-related construction and demolition material in compliance with Title 7, Chapter 10 of the City's Municipal Code.

A recycling deposit, i.e. bond, shall be paid and filed prior to the issuance of the building permit to the satisfaction of the City's recycling coordinator.

55. Grading and drainage plans for the new parking lot, stamped and signed by a California registered civil engineer preparing the plan, shall be required. All plan sheets shall be stamped and signed by the California registered civil engineer (project engineer of record) in compliance with the California Business & Professions Code (B&P Code). The grading and drainage plans shall indicate how all storm water drainage, including contributory drainage from adjacent lots, will be carried to the public way or drainage system structure(s) approved to receive storm water. The grading and drainage plans will be reviewed and approved by the City's Building & Safety Division and Public Works – Engineering Division prior to the issuance of the building and grading permits.
56. Fees for the grading permit, including the respective grading bond, shall be paid to the City prior to the issuance of the grading permit.
57. The grading and drainage plans, stamped and signed by the registered civil engineer (project engineer of record) preparing the plans, to include the following:
 - a. Drainage shall be directed away from the faces of cut and fill slopes or into approved drainage structure(s). The faces of cut and fill slopes shall also be manufactured to control against erosion. This control may consist of stepping or another surface protection, as approved by the Building Official and City Engineer. The protection for the slopes shall be installed within 15 days after completion of rough grading.
 - b. A drainage technical study showing the drainage patterns from adjacent properties shall be identified and maintained. The project shall accept and include in the drainage design any current drainage from adjacent properties.
 - c. No grading permit shall be issued without an erosion control plan approved by the Building Official and City Engineer. The erosion control plan shall include details of protective measures, including desilting basins or other temporary drainage or control measures, or both, as may be necessary to protect the water quality of receiving water bodies or to protect adjoining public and private property from damage from erosion, flooding, or the deposition of mud or debris which may originate from the site or result from such grading operations.

- 1 d. The grading and drainage plans shall incorporate a construction Best
2 Management Practices (BMPs) Plan, designating stabilized construction
3 entrance/exit, storm drain inlet protection, construction material delivery and
4 storage, construction and demolition trash bin placement, etc.
- 5 e. If applicable, any on-site groundwater monitoring wells, including legally removed,
6 permanent, temporary, and active wells, must be depicted on all site plans,
7 grading and drainage plans, and all other relevant plans. Include a legend that
8 demonstrates ownership, date installed, and type of monitoring well(s), and all
9 other relevant information.
- 10 f. If applicable, the registered civil engineer is to show the location of the sewer
11 mainline, nearest manholes, lateral serving the project, and configuration of the
12 on-site sewer, including diameter and material of the on-site sewer.
- 13 (i) Sewer cleanouts must be positioned at 100-foot intervals on the lateral
14 coming off the sewer mainline.
- 15 (ii) The applicant must obtain clearance with Los Angeles County Sanitation
16 Districts for a new sanitary sewer connection or intensification of discharge
17 into an existing connection.
- 18 g. All parking lots and drive aisles shall be surfaced with asphaltic concrete (AC) to a
19 minimum thickness of three (3) inches over a minimum aggregate base of six (6)
20 inches or surfaced with portland cement concrete (PCC) pavement to a minimum
21 thickness of five (5) inches over a minimum aggregate base of three (3) inches.
22 Portland cement concrete (PCC) pavement and asphaltic concrete (AC)
23 pavement thicknesses and strengths will be determined by the registered civil
24 engineer (project engineer of record) preparing the improvement plans. After
25 review of the probable vehicular traffic and soils report (if applicable) for the
26 project, additional material may be required at the discretion of the Building
27 Official and City Engineer.
- 28 58. Public off-site improvements, if required by the City Engineer, will be generated on
the basis of the approved site plan. Portland cement concrete (PCC) pavement and
asphaltic concrete (AC) pavement thicknesses and strengths will be determined by
the registered civil engineer (project engineer of record) preparing the utility
improvement plans, and if applicable, street improvement plans.
- (i) The applicant shall check with the City Engineer regarding the required pavement
resurfacing of full or half the roadway width along the Slauson Avenue, Seville
Avenue, and alley frontages.
- (ii) All traffic markings, street striping, street signs, legends, and curb painting, etc. on
the streets adjacent to the proposed development shall be restored as directed by
the City Engineer.
59. All public off-site improvements and drive approaches shall be accessible, i.e. "ADA
compliant," in compliance with Chapter 11B of the California Building Code and the
U.S. Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG)
adopted by the U.S. Department of Transportation (DOT) as part of its Americans
with Disabilities Act (ADA) standards for new construction and alterations in the
public right-of-way. Insufficient width in the parkway will require the applicant to

- dedicate an easement at each drive approach or element to the City to accommodate a compliant drive approach or element.
60. At the direction of the City Engineer, repair, remove, and replace deficient and/or damaged elements in the public right-of-way, if required by the City Engineer:
- (i) Sidewalk and standard curb & gutter adjacent to the development.
 - (ii) Site frontage & off-site transition-curb & gutter adjacent to the development.
 - (iii) Site frontage & off-site transition-sidewalk adjacent to the development.
 - (iv) Site frontage & off-site transition-curb ramp(s) adjacent to the development.
61. Preserve existing survey monuments (property corners, centerline ties, etc.) in the public right-of-way. All disturbed and removed survey monuments in the public right-of-way shall be re-established and Record of Survey shall be filed with the Los Angeles County Surveyor in accordance with applicable provisions of state law.
62. All USA/Dig Alert graffiti markings must be removed by the contractor from the sidewalk, curb & gutter, and/or portland cement concrete (PCC)/asphaltic concrete (AC) pavement prior to final approval of the construction.
63. It is the responsibility of the applicant to contact the local water purveyor to obtain approval of any water service for uses such as domestic water, fire sprinklers, and landscaping, and that the purveyor has adequate water to provide such service to the property. Provide acceptable analysis to verify sufficient water pressure and flow for:
- a. General conditions.
 - b. During maximum instantaneous demand (MID) conditions.
 - c. During fire flow and MID conditions.
 - d. The water supply system serving the development shall be adequately sized to accommodate the total required commercial water requirements and fire flows, in compliance with the local water purveyor and Los Angeles County Fire Department requirements.
 - e. All existing water services (meters) no longer required as part of this development shall be abandoned at the mainline.
 - f. Reduced pressure backflow preventers will be required for all water services. An approved reduced pressure principal backflow prevention device shall be installed above grade in the customer's service line by the contractor as close as practical to the water meter and shall be between the water meter and the first point of connection to the service. The device shall be located on-site fronting the property.
64. A Storm Water Pollution Prevention Plan (SWPPP) shall be required for all projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of a larger common plan of development or sale. A SWPPP is a document that addresses water pollution control for a construction project. The Construction General Permit (CGP) / MS4 Permit requires that all storm water discharges associated with a construction activity, where said activity results in soil disturbance of one acre or more of land area, or disturbs less than one acre of land area but is

1 part of a larger common plan of development or sale, obtain coverage under the
2 National Pollutant Discharge Elimination System (NPDES) Construction General
3 Permit (CGP) for Stormwater Discharges Associated with Construction and Land
Disturbance Activities.

4 The CGP requires the development of a project-specific SWPPP prior to any soil
5 disturbing activities. The SWPPP must include the information needed to
6 demonstrate compliance with all the requirements of the CGP. The SWPPP
7 document must be written by a Qualified SWPPP Developer (QSD). The City
8 requires that a Water Pollution Control Manager (WPC Manager) be responsible for
9 the implementation of a SWPPP. The WPC Manager must have the same
10 qualifications as a QSD. For further details pertaining to the State of California's
requirements, please visit the following website:
<https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>. A Waste
Discharge Identification Number (WDID #) must be obtained prior to commencing any
work.

- 11 65. The new parking lot shall comply with Title 7, Chapter 9 (Stormwater Management
12 and Discharge) of the City's Municipal Code, which adheres to the latest Los Angeles
13 County's Low Impact Development (LID) requirements. LID standards are intended
14 to distribute stormwater and urban runoff across developed sites to help reduce
15 adverse water quality impacts and replenish groundwater supplies. Under the
16 National Pollutant Discharge Elimination System (NPDES) / Construction General
17 Permit (CGP) / MS4 Permit and the County of Los Angeles LID ordinance, priority
18 projects are required to prohibit the discharge of pollutants from property
19 developments. Preventing these pollutants from entering stormwater discharge
20 systems will be accomplished by requiring the installation and maintenance of post-
21 construction treatment controls, i.e. Best Management Practices (BMPs).

22 Designated Projects [non-residential developments (commercial or industrial)] are
23 subject to specific Low Impact Development (LID) requirements, while Non-
24 Designated Projects [non-residential developments (commercial or industrial) or
25 residential developments consisting of 5 or more residential units] have different,
26 generally less stringent, requirements. Designated Projects are typically larger
27 developments, while Non-Designated Projects are smaller in scale or don't meet the
28 criteria for Designated Projects status.

22 Per the Designated Projects classification for new development and redevelopment
23 activities, a parking lot of 5,000 square feet or more of impervious surface area, or
24 with 25 or more parking spaces, shall comply with the specified Designated Projects
25 requirements.

25 Redevelopment projects on an already developed site under the Designated Projects
26 category are:

- 27 • Land disturbing activities that result in the creation or addition or replacement of
28 5,000 square feet or more of impervious surface area.

- Where redevelopment results in an alteration of less than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, only the alteration must meet LID requirements, and not the entire development.
- Where redevelopment results in an alteration to more than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, the entire site shall meet LID requirements.

Per the Non-Designated Projects classification:

- Development which alters less than fifty percent (50%) of impervious surfaces, only the proposed new impervious areas need to meet LID requirements.
- Development which alters fifty percent (50%) or more of impervious surfaces, the entire site shall meet LID requirements.

66. The new parking lot shall require the development of a Low Impact Development (LID) Plan, i.e. an LID Report, if the site disturbs one acre or more of land area or disturbs less than one acre of land area but is part of a larger common plan of development or sale. The report is a requirement of the National Pollutant Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. ORDER NO. R4-2012-0175. This permit was issued by the State of California Regional Water Quality Control Board, Los Angeles Region on December 28, 2012. The LID Plan is a narrative report that explains the type of development and drainage of the site. It must address the post-construction water quality and habitat impact issues. Once the site has been developed, how will runoff be maintained? Was there a system that was designed to treat the runoff prior to discharging into the public system? Best Management Practices (BMPs) should be implemented to address storm water pollution and peak flow discharge impacts. All BMPs must be sized to meet specified water quality design and/or peak flow discharge criteria.

- Filtration and infiltration methods must be used to defray a large percentage of the storm water runoff into the storm drain system.

67. The new parking lot shall comply with the 2022 California Green Building Standards Code (CALGreen or Green Code) (or the latest code cycle at the time of submission to the Building & Safety Division). Per CALGreen Section 101.3: "The provisions of this code shall apply to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure, unless otherwise indicated in this code, throughout the State of California." While not a new building, the new parking lot falls under the umbrella of "structure" in the CALGreen Code when it comes to site development and illumination regulations due to its hardscape nature and fixed improvements. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.

68. The new parking lot shall be in compliance with the Non-Residential Mandatory Measures outlined in Chapter 5 of the Green Code. The provisions in the chapter

outline the planning, design, and development methods that include environmentally responsible site selection, building design, building siting, and development to protect, restore, and enhance the environmental quality of the site and respect the integrity of adjacent properties. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.

69. The new parking lot shall particularly comply with the bicycle and electric vehicle (EV) capable/charging space requirements specified in Sections 5.106.4 and 5.106.5 of the CALGreen Code.

70. A copy of a current Grant Deed and Title Report with hyperlinks, and all backup documents from the Title Report, shall be submitted to the Building & Safety Division for review within 30 days of the submittal. Encroachment into established utility easements will not be permitted. Limited landscaping, such as planting grass, flowers, and shallow-rooted shrubs, may be allowed on a utility easement, but large trees and deep-rooted vegetation are generally prohibited because they can interfere with utility operations. Check your property Grant Deed and the specific easement agreement to understand the exact restrictions and ensure your landscaping does not obstruct the utility's access, maintenance, or operation.

71. Consultation with all applicable utility companies is encouraged as early as possible in the project planning stages to avoid any potential delays. It is the responsibility of the applicant to abide by all utility company requirements.

72. The Building Official and City Engineer may require other information or may impose additional conditions and requirements as deemed necessary to protect health and safety, and to benefit the public.

73. If there are later, proposed tenant improvements, alterations, structural repairs, or additions to the existing structures and/or site, the applicant shall submit tenant improvement (T.I.) construction plans to the Planning Division for review and approval of the proposed tenant improvements, alterations, structural repairs, or additions. Tenant improvement plans shall then be submitted to the Building & Safety Division for review and approval only after approval is first obtained from the Planning Division.

74. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, the applicant shall submit full tenant improvement construction plans, including structural plans, to the Building & Safety Division for review of the proposed alterations and improvements to the existing structures and/or site. All work shall be permitted through approval of the full construction plans and issuance of a building permit and associated mechanical, electrical, and plumbing permits.

75. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, plans submitted for public buildings, public accommodations, commercial buildings, and public housing projects shall be completed by a California registered design professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California

1 registered design professional in compliance with the California Business &
2 Professions Code (B&P Code).

3 76. Some tenant improvements, alterations, and additions may "trigger" full compliance
4 with the accessibility features outlined in Section 11B-202 of the 2022 CBC pursuant
5 to the current valuation threshold. When the adjusted construction cost, as defined,
6 exceeds the current valuation threshold, as defined, full compliance with Section 11B-
7 202.4 of the CBC shall be required. In choosing which accessible elements to
8 provide, priority should be given to those elements that will provide the greatest
9 access in the following order:

- 10 1. An accessible entrance;
- 11 2. An accessible route to the altered area;
- 12 3. At least one accessible restroom for each sex or one accessible unisex (single-
13 user or family) restroom;
- 14 4. Accessible telephones;
- 15 5. Accessible drinking fountains; and
- 16 6. When possible, additional accessible elements such as parking, signs, storage,
17 and alarms.

18 When the adjusted construction cost, as defined, is less than or equal to the current
19 valuation threshold, as defined, the cost of compliance with the accessible elements
20 listed above in Section 11B-202.4 of the CBC shall be limited to 20 percent of the
21 adjusted construction cost of tenant improvements, alterations, structural repairs, or
22 additions.

23 77. All construction work is to be completed by a licensed contractor.

24 78. The business will be subject to a routine business license inspection.

25 79. All entrances and exits inside the subject building(s) shall remain unlocked, in the
26 closed position, and completely unobstructed at all times during the proposed parking
27 lot and medical office use. Above all entrances, on the interior side, shall read: "This
28 door to remain unlocked during business hours."

80. There shall be at least two (2) class ABC fire extinguishers inside the subject
building(s) during the proposed parking lot and medical office use, one near the front
entrance and one near the rear exit. Fire extinguishers shall bear an up-to-date fire
department inspection tag that indicates the date the fire extinguisher was inspected.

81. The approved occupant load limit of the building(s) per California Building Code
(CBC) Section 1004 shall be upheld throughout the duration of the proposed parking
lot and medical office use.

82. The exit access, the exit, and the exit discharge within the means of egress system(s)
inside or outside the subject building(s), including the public way, shall not be
obstructed in any manner throughout the duration of the proposed parking lot and

1 medical office use. The minimum widths and clearances established in California
2 Building Code (CBC) Chapter 10 shall be maintained at all times.

3 83. Any construction work to be done in the public right-of-way shall require an
4 Encroachment Permit from the Public Works – Engineering Division.

5 84. That the business owner and property owner agree in writing to the above conditions.

6 **SECTION 4:** This resolution shall not become effective until 15 days after the date of
7 decision rendered by the Planning Commission, unless within that period of time it is
8 appealed to the City Council. The decision of the Planning Commission shall be stayed
9 until final determination of the appeal has been effected by the City Council.

10 **SECTION 5:** The Secretary of the Planning Commission shall certify to the adoption
11 of this resolution and a copy thereof shall be filed with the City Clerk.

12
13
14 **PASSED, APPROVED, AND ADOPTED** this 15th of October 2025 by the following vote:


15 AYES: Commissioner(s) Tapia, Flores, Vice-chair Estrada, Chair Tarango

16 NOES:

17 ABSENT: Commissioner(s) Carvajal

18 ABSTAIN:

19 HUNTINGTON PARK PLANNING COMMISSION

20
21 

22 Adrian Tarango, Chairperson

23 ATTEST:

24
25 

26 Paul Bollier, Secretary

**PLANNING COMMISSION
CASE NO. 2025-08 CUP PRESENTATION**

EXHIBIT G





PLANNING COMMISSION MEETING

October 15, 2025

1

1

PLANNING COMMISSION MEETING October 15, 2025



CASE NO. 2025-08 (CUP)
CONDITIONAL USE PERMIT
ALTAMED HEALTH SERVICES
2700 SLAUSON AVENUE

Presented by: Paul Bollier, Planning Manager

2

2

Applicant

HUNTINGTON PARK
California



Luzmaria Chavez (AltaMed Health Services)

Request

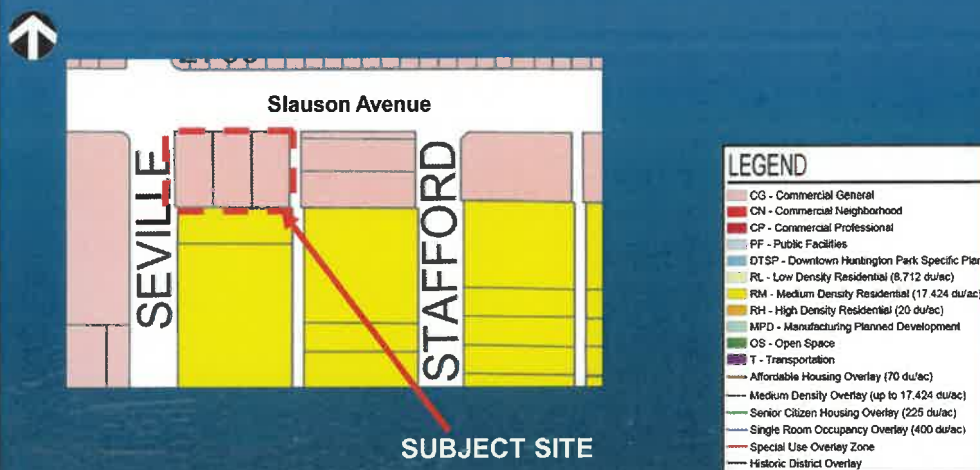
A REQUEST FOR A CONDITIONAL USE PERMIT FOR A
PARKING FACILITY LOCATED AT 2700 SLAUSON AVENUE
LOCATED WITHIN THE COMMERCIAL GENERAL (C-G) ZONE

3

3

Zoning Map

HUNTINGTON PARK
California



4

4

Aerial View

HUNTINGTON PARK
CALIFORNIA



Slauson Avenue

Seville Avenue

SUBJECT SITE

2700 Slauson Avenue

APN : 6320-006-069

5

5

Aerial View

HUNTINGTON PARK
CALIFORNIA



ALTAMED HEALTH SERVICES
2675 Slauson Avenue



Seville Avenue

Slauson Avenue

SUBJECT SITE

2700 Slauson Avenue

APN : 6320-006-069

6

6

Background

HUNTINGTON PARK
CALIFORNIA



- Previously Saint Francis Family Health Center until approximately 2022.
- The property remained vacant until January 1, 2023, when a fire occurred causing the building to be unsalvageable.
- For the safety, health and welfare of the community the city required the property owner to demolish the building and parking lot to grade.



7

Background cont.

HUNTINGTON PARK
CALIFORNIA



- Over the past couple years, the city has had to manage several community complaints related to maintenance at this property.
- Surrounding businesses can be impacted by unwanted reoccurring activity taking place on property.
- The property clean up has limited long-term lasting effects before the unwanted behavior returns due to the property remaining vacant.



8

Project Description

HUNTINGTON PARK
California



Business Description

- Operate as a parking facility for the AltaMed building located across the street at 2675 East Slauson Avenue
- Proposed Parking Facility Hours of Operation
 - Monday – Friday
 - 7:00 A.M. - 6:00 P.M.
- Security Measures
 - On-site security guard
 - Two security cameras
 - Electronic key fob allowing employee gate access

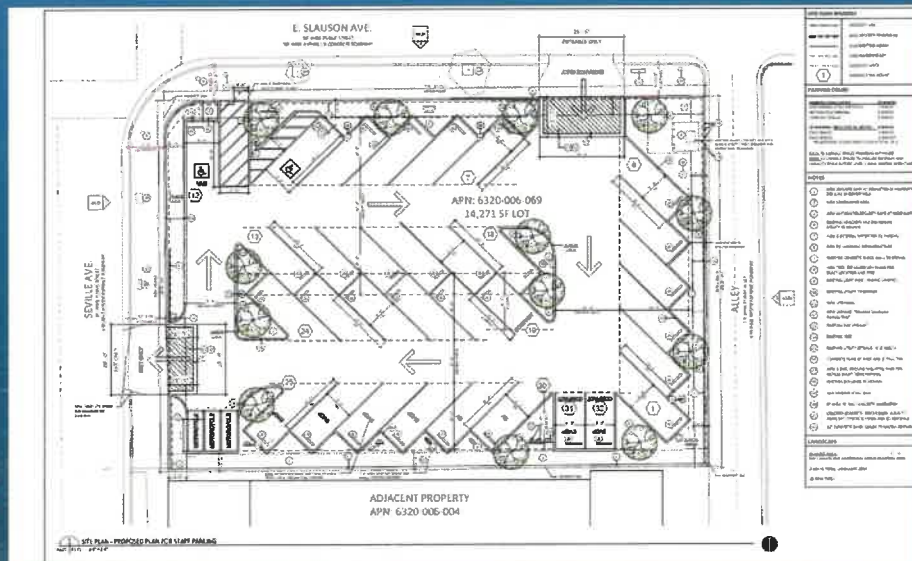


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Site Plan

HUNTINGTON PARK
California



10

Site Photos

HUNTINGTON PARK
California



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Site Photos

HUNTINGTON PARK
California



12

12

Site Photos

HUNTINGTON PARK
California



13

13

Site Photos

HUNTINGTON PARK
California



14

14

Environmental Review

HUNTINGTON PARK
CALIFORNIA



Project is Categorically Exempt pursuant to Article 19, Section 15332, Class 32 (In-fill Development Projects), of the California Environmental Quality Act (CEQA) Guidelines.

15

15

Findings (CUP)

HUNTINGTON PARK
CALIFORNIA



Six findings must be made in order to recommend approval of a Conditional Use Permit.

1. The proposed use is conditionally permitted within, and would not impair the integrity and character of, the subject zoning district and complies with all of the applicable provisions of this Code;
2. The proposed use is consistent with the General Plan.
3. The approval of the Conditional Use Permit for the proposed use follows the requirements of the California Environmental Quality Act (CEQA) and the City's Guidelines.

16

16

Findings (CUP)

HUNTINGTON PARK
CALIFORNIA



4. The design, location, size and operating characteristics of the proposed use are compatible with the existing and planned future land uses within the general area in which the proposed use is to be located and will not create significant noise, traffic or other conditions or situations that may be objectionable or detrimental to other permitted uses operating nearby or adverse to the public interest, health, safety, convenience or welfare of the City.

5. The subject site is physically suitable for the type and density/intensity of use being proposed.

6. There are adequate provisions for public access, water, sanitation, and public utilities and services to ensure that the proposed use would not be detrimental to public health and safety.

All six findings can be made in support of the proposed Project.

17

17

Conditions of Approval

NOT ALL INCLUSIVE

HUNTINGTON PARK
CALIFORNIA



- No overnight or storage of vehicles is permitted.
- The Conditional Use Permit shall be valid for a term of five (5) years. Upon expiration this entitlement is subject to Planning Division administrative review.
- The parking facility shall operate in conjunction with the commercial building located at 2675 East Slauson Avenue. In the event the commercial building ceases its operations as a medical use, this entitlement shall be null and void.
- Maintain at minimum two (2) security cameras and camera footage for 30 days
- Always maintain the property free of trash and debris
- The parking facility must be illuminated during hours of darkness for safety and emergency services.
- Parking facility for employee use only.

18

18

Recommendation

HUNTINGTON PARK
CALIFORNIA



That the Planning Commission approve **PC Resolution No. 2025-08 CUP** for a Conditional Use Permit in connection with the property located at 2700 Slauson Avenue located within the Commercial General (C-G) Zone.

19

19

Planning Commission Meeting October 15, 2025

HUNTINGTON PARK
CALIFORNIA



PC Case No. 2025-08

Conditional Use Permit

AltaMed Health Services Parking Facility

2700 Slauson Avenue

Questions ?

20

20

**SIGNED
ACTION LETTER WITH CONDITIONS OF
APPROVAL**

EXHIBIT H



Community Development Department

October 15, 2025

Luzmaria Chavez
2040 Camfield Ave
Los Angeles, CA 90040

**Re: Planning Commission Case No. 2025-08 CUP
2700 Slauson Avenue, Huntington Park, CA 90255**

Dear Ms. Chavez:

At a Regular Meeting held on October 15, 2025, the Huntington Park Planning Commission held a public hearing on your request for a Conditional Use Permit for the AltaMed parking facility located at 2700 Slauson Avenue, within the Commercial General (C-G) zone.

After conducting the public hearing, the Planning Commission deliberated and voted to approve the Conditional Use Permit with conditions, making the findings set forth in PC Resolution No. 2025-08 CUP, a copy of which is enclosed. Also, attached is a copy of the conditions of approval that require your initials on each page. Initiating each page will indicate and execute the Acceptance of Conditions of Approval Affidavit for Planning Commission Case No. 2025-08 CUP. Sign and return the original letter and Exhibit A with original initials and signatures to the Planning Division by October 15, 2025.

Please be advised that the Planning Commission's decision, as reflected in PC Resolution No. 2025-08 CUP, shall be final sixteen (16) days after the date of this decision pursuant to Section 9-2.2309 of the Huntington Park Municipal Code unless an appeal is timely filed in the office of the City Clerk within fifteen (15) days after the date of the notice of decision in accordance with Section 9-2.2312.

If you have any questions or need assistance, please feel free to contact me via email PBollier@hpcga.gov or by phone at (323) 584-6213.

Sincerely,

Paul Bollier
Planning Manger

*Attachment: Exhibit A - PC Case No. 2025-08 CUP Conditions of Approval
PC Resolution 2025-08 CUP*

Exhibit A
CONDITIONS OF APPROVAL
PC CASE NO. 2025-08 CUP

PLANNING DIVISION

1. That the Applicant/property owner and each successor in interest to the property which is the subject of this project shall defend, indemnify and hold harmless the City of Huntington Park and its agents, officers, and employees from any claim, action or proceedings, liability cost, including attorney's fees and costs against the City or its agents, officers or employees, to attack, set aside, void or annul any approval of the City, City Council, or Planning Commission.
2. Except as set forth in subsequent conditions, all-inclusive, and subject to department corrections and conditions, the property shall be developed substantially in accordance with the applications, environmental assessment, and plans submitted.
3. The proposed project shall comply with all applicable federal, state, and local agency codes, laws, rules, and regulations, including Health, Building and Safety, Fire, Zoning, and Business License Regulations of the City of Huntington Park.
4. The property is to be developed and maintained in a clean, neat, quiet, and orderly manner at all times and comply with the property maintenance standards as set forth in Section 9-3.103.18 and Title 8, Chapter 9 of the Huntington Park Municipal Code.
5. The Applicant/operator shall obtain all required approval/ permits from local, state, and federal agencies.
6. That the Applicant be required to apply for a new entitlement if any alteration, modification, or expansion would increase the existing floor area of the establishment.
7. If the operation of this establishment be granted, deed, conveyed, transferred, or should a change in management or proprietorship occur at any time, this Conditional Use Permit shall become null and void.
8. That the violation of any of the conditions of this entitlement may result in a citation(s) and/or the revocation of the entitlement.
9. That this entitlement may be subject to additional conditions after its original issuance, upon a duly noticed public hearing item. Such conditions shall be imposed by the City Planning Commission as deemed appropriate to address problems of land use compatibility, operations, aesthetics, security, noise, safety, crime control, or to promote the general welfare of the City.
10. Any proposed mechanical equipment and appurtenances, including satellite dishes, gutters, etc., whether located on the rooftop, ground level or anywhere on the property

Initials: Property Owner PK Applicant JK City _____

shall be completely shielded/enclosed so as not to be visible from any public street and/or adjacent properties. Such shielding/enclosure of facilities shall be of compatible design related to the building structure for which such facilities are intended to serve and shall be installed prior to final building inspection.

11. Pursuant to HPMC Section 9-2.1109, this entitlement shall expire in the event it is not exercised within one (1) year from the date of approval, unless an extension has been granted by the Planning Commission.
12. If the use ceases to operate for a period of six (6) months, the entitlement shall be null and void.
13. That the Applicant shall comply with all applicable property development standards including, but not limited to, outdoor storage, fumes and vapors, property maintenance, and noise.
14. The Director of Community Development is authorized to make minor modifications to the approved preliminary plans or any of the conditions if such modifications shall achieve substantially the same results, as would strict compliance with said plans and conditions.
15. The parking facility hours of operation shall be recognized as Monday through Friday 6:00AM – 7:00 PM.
16. The on-site landscaping and maintenance of the property shall be performed no less than once per week. If the conditions require more frequent visits as identified by city staff, the applicant shall schedule additional site visits each week.
17. Property maintenance must be managed to include cleaning of trash and debris on all areas of the property.
18. No outside storage shall be permitted on the subject site.
19. Storage of vehicles is prohibited.
20. A Minor Development Permit application shall be submitted for any proposed tenant improvements.
21. Business name shall be recognized as "AltaMed Health Services".
22. Signage for the business shall match the name on the city business license.
23. No overnight parking of vehicles.
24. No privacy screen or other material to be placed on fence that limits visibility for emergency services.
25. No abandoned vehicles to be parked on property.

Initials: Property Owner PX Applicant JE City

26. Graffiti on property must be removed within two (3) days, if paint is required, planning approval must be requested if any color is used other than anything approved at the time of plan review.
27. Applicant must maintain 602 Form on file with the Huntington Park Police Department to manage anyone trespassing or loitering.
28. The operation of the establishment shall be limited to those activities and elements expressly indicated on the permit application and approved by the Planning Commission. Any change in the operation, which exceeds the conditions of the approved permit, will require that a new permit application be submitted to the Planning Commission for their review and approval.
29. Noise emanating from the permittee's premises shall not be audible 50 feet or more from the property line of the premises. The permittee shall be responsible for determining how to best meet this requirement.
30. The permittee shall be responsible for installing and maintaining a video surveillance system that monitors no less than two cameras with full view of the parking facility. These cameras shall record video and have the capacity to store the video for a minimum of 30 days and be available to the law enforcement upon request.
31. The parking facility shall be illuminated with lighting for nighttime (hours of darkness) illumination for safety and emergency services.
32. Address should be clearly marked to the front of the property.
33. The business must take proactive measures to prevent nuisances such as loitering, littering, illegal parking, and other activities that may disrupt the immediate neighborhood and surrounding community.
34. That all future temporary or permanent signage shall be approved by the City prior to installation, pursuant to the Huntington Park Municipal Code.
35. This Conditional Use Permit shall be valid for a term of five (5) years. Upon expiration, this entitlement is subject to Planning Division administrative review for renewal.
36. The parking facility shall operate in conjunction with the commercial building to be located at 2675 East Slauson Avenue. In the event the commercial building ceases its operation as a medical use, this entitlement shall be null and void.
37. That the business owner and property owner agree in writing to the above conditions.

CODE ENFORCEMENT

38. Install and maintain exterior lighting for nighttime (hours of darkness) illumination.

Initials: Property Owner PK Applicant jl City _____

39. Appoint a "point of contact" along with a current contact number for someone who will aid with property maintenance issues should they arise.
40. Post no trespass signage and submit a copy of the no trespass form to the Police Department. Ensure that the no trespass form is updated Bi-Annually.

BUILDING AND SAFETY

41. The applicant shall submit construction plans to the Planning Division for review and approval of the proposed development. Plans shall then be submitted to the Building & Safety Division only after approval is first obtained from the Planning Division.
42. The applicant shall submit full construction plans to the Building & Safety Division for review of the proposed construction and improvements to the property. All work shall be permitted through approval of the full construction plans and issuance of a building permit and associated grading, mechanical, electrical, and plumbing permits.
43. Plans submitted for public buildings, public accommodations, commercial buildings, and public housing projects shall be completed by a California registered design professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California registered design professional in compliance with the California Business & Professions Code (B&P Code).
44. All new construction, tenant improvements, alterations, structural repairs, and additions shall follow the 2022 California Building Standards Code, such as the California Building Code (CBC) and associated codes within the 2022 code cycle (or the latest code cycle at the time of submission to the Building & Safety Division). Sometimes developments are done in phases or stages, such as the construction of a shell building and then construction of a tenant improvement. If unpermitted work is discovered, the work must comply with the current building code requirements, which may require additional work to ensure code compliance.
45. New construction, tenant improvements, alterations, structural repairs, and additions for parking lot uses serving public accommodation/commercial buildings shall be required to comply with the disabled access accessibility requirements outlined in Chapter 11B – Accessibility to Public Buildings, Public Accommodations, Commercial Buildings, and Public Housing – of the 2022 California Building Code (or the latest code cycle at the time of submission to the Building & Safety Division) and Title III of the Americans with Disabilities Act (ADA) of 1990 requiring that public accommodations and commercial facilities owned by private entities provide equal opportunities for people with disabilities to access their facilities and participate in their programs and services.

Pursuant to CBC 11B-206.2.1, at least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger drop-off and loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of

Initials: Property Owner RVL Applicant je City _____

access between them is a vehicular way not providing pedestrian access. Where more than one circulation route is provided, all routes must be accessible. General circulation paths shall be permitted when located in close proximity to an accessible route. At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site per CBC 11B-206.2.2. In accordance with CBC 11B-206.2.4, at least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility, including mezzanines, which are otherwise connected by a circulation path, unless exempted by CBC Section 11B-206.2.3, Exceptions 1 through 7.

Parking is required by the City of Huntington Park's Municipal Code/Zoning Code, which specifies the total number of parking stalls required for any given building. Section 11B-208 of the CBC specifies the minimum number of accessible parking spaces required based on the total number of stalls provided, if parking spaces are provided.

46. In compliance with 2022 California Fire Code (CFC) Section 503.1.1 (or the latest code cycle at the time of submission to the Building & Safety Division), fire apparatus access roads shall be provided and maintained in accordance with CFC Sections 503.1.1 through 503.1.3. Approved fire apparatus access roads shall be provided for every facility, building, or portion of a building hereafter constructed or moved into. The fire apparatus access road shall comply with the requirements of California Fire Code (CFC) 503.1.1 and shall extend to within 150 feet of all portions of the facility, building, or portion of a building and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

The fire code official is authorized to increase the dimension of 150 feet where any of the following conditions occur:

- 1) The building is equipped throughout with an approved automatic sprinkler system installed in accordance with California Fire Code (CFC) and California Building Code (CBC) Sections 903.3.1.1 (NFPA 13), 903.3.1.2 (NFPA 13R), or 903.3.1.3 (NFPA 13D), as applicable per use,
 - 2) Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades, or other similar conditions, and an approved alternative means of fire protection is provided, or
 - 3) There are not more than two Group R-3 or Group U occupancies.
47. In accordance with CFC 503.2, fire apparatus access roads shall be installed and arranged in accordance with CFC Sections 503.2.1 through 503.2.8.
- a) Required access roads from every building to a public street shall be all-weather hard-surfaced (suitable for use by fire apparatus) right-of-way not less than 20 feet in width (including driveway approaches). Such right-of-way shall be unobstructed and maintained only as access to the public street. [California Code of Regulations, Title 19, Division 1, §3.05(a)] Fire Department Access and Egress. (Roads) Exception: The

Initials: Property Owner RLC Applicant RL City _____

enforcing agency may waive or modify this requirement if in his or her opinion such all-weather hard-surfaced condition is not necessary in the interest of public safety and welfare.

- b) Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (including driveway approaches), exclusive of shoulders, except for approved security gates in accordance with CFC Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches. [CFC 503.2.1]
- c) The fire code official shall have the authority to require or permit modifications to the required access widths where they are inadequate for fire or rescue operations or where necessary to meet the public safety objectives of the jurisdiction. [CFC 503.2.2]
- d) Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. [CFC 503.2.3]
- e) The required turning radius of a fire apparatus access road shall be determined by the fire code official. [CFC 503.2.4]
- f) Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved area for turning around fire apparatus. [CFC 503.2.5]
- g) Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges where required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces that are not designed for such use, approved barriers, approved signs, or both, shall be installed and maintained where required by the fire code official. [CFC 503.2.6]
- h) The grade of the fire apparatus access road shall be within the limits established by the fire code official based on the fire department's apparatus. [CFC 503.2.7]
- i) The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the fire department's apparatus. [CFC 503.2.8]
- j) Where required by the fire code official, approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility. [CFC 503.3].

Initials: Property Owner PK Applicant  City

48. Per CFC 503.4, fire apparatus access roads shall not be obstructed in any manner, including the parking, temporary parking, or queuing of vehicles. The minimum widths and clearances established in California Fire Code (CFC) Sections 503.2.1 and 503.2.2 shall be maintained at all times.
49. The applicant shall obtain approval from the County of Los Angeles Fire Department – Fire Prevention Division for the development's fire apparatus access road(s), and any other required elements like fire protection and fire flow, and shall construct all Fire Department required improvements.
50. Plans submitted to the Building & Safety Division for new construction, tenant improvements, alterations, structural repairs, and additions shall require plan check fees. The initial plan check fee will cover the first plan check and one recheck only. Additional review required beyond the first recheck shall be paid for on an hourly basis in accordance with the current fee schedule.
51. For projects approved through the traditional discretionary approval process via the Planning Commission, the second sheet of plans submitted to the Building & Safety Division for new construction, tenant improvements, alterations, structural repairs, and additions is to include a copy of the signed Planning Commission Resolution listing all Planning Commission Conditions of Approval and to include a copy of the signed Planning Commission Decision Letter. This information shall be incorporated into the plans prior to the first submittal for Building & Safety plan check.

If the project did not go through the traditional discretionary approval process via the Planning Commission, but required a Special Director's Meeting approval via the Community Development Director, include a copy of the signed Director Decision Resolution for Minor Conditional Use Permit, including the Director's Approval Decision Letter with Director's Conditions of Approval. This information shall be incorporated into the plans prior to the first submittal for Building & Safety plan check.

52. Separate agency approvals may be required prior to the issuance of the building permit, such as from County of Los Angeles Fire Department – Fire Prevention Division, County of Los Angeles Public Health – Environmental Health Division, Los Angeles County Sanitation Districts, South Coast Air Quality Management District, Regional Water Quality Control Board, the local water purveyor, Southern California Edison, Southern California Gas Company, and others. All approvals shall be obtained and fees paid to the respective agencies prior to issuance of the building permit. Proof of clearance from each agency shall be required by the Building & Safety Division.
53. Submit a demolition permit application to the Planning & Building & Safety Divisions for the removal of any buildings and associated mechanical, electrical, and plumbing utilities within the site.

South Coast Air Quality Management District (SQAQMD) notification may be required for projects involving demolition activity where asbestos containing material is present. Obtain a pre-demolition asbestos survey report from a qualified independent asbestos

Initials: Property Owner EV Applicant JK City _____

inspection and testing company. Provide a copy of the report to the Building & Safety Division. SCAQMD Rule 1403 notification is required for all "demolition" projects and asbestos removal projects of equal to or greater than 100 square feet. Rule 1403 defines a "demolition" project as a project that includes the removal of any load-bearing component. All other projects would be considered a "renovation" project. California law requires that a copy of the asbestos demolition/renovation notification form be provided to the Building & Safety Division prior to the issuance of a demolition/renovation permit.

54. All debris generated from new construction, tenant improvements, alterations, structural repairs, and additions within the City shall comply with the City's Construction & Demolition (C&D) ordinance. The California Integrated Waste Management Act [Assembly Bill (AB) 939], passed in 1989, mandates that all jurisdictions within California divert at least 50% of their waste stream from going to the landfill. It is the City's goal that at least 65% of C&D be diverted from going to the landfill in compliance with AB 939 and 2022 California Green Building Standards Code (CALGreen, or Green Code) Sections 4.408 and 5.408 (or the latest code cycle at the time of submission to the Building & Safety Division).

All new construction, tenant improvement, alteration, structural repair, addition, and demolition projects, the total costs of which are, or are projected to be, fifty thousand dollars (\$50,000) or greater, based upon the Building & Safety permit evaluation fee schedule, or are one thousand (1,000) square feet or greater ("covered projects" per Green Code Section 301.3) shall be required to divert at least sixty-five percent (65%) of all projects-related construction and demolition material in compliance with Title 7, Chapter 10 of the City's Municipal Code.

A recycling deposit, i.e. bond, shall be paid and filed prior to the issuance of the building permit to the satisfaction of the City's recycling coordinator.


55. Grading and drainage plans for the new parking lot, stamped and signed by a California registered civil engineer preparing the plan, shall be required. All plan sheets shall be stamped and signed by the California registered civil engineer (project engineer of record) in compliance with the California Business & Professions Code (B&P Code). The grading and drainage plans shall indicate how all storm water drainage, including contributory drainage from adjacent lots, will be carried to the public way or drainage system structure(s) approved to receive storm water. The grading and drainage plans will be reviewed and approved by the City's Building & Safety Division and Public Works – Engineering Division prior to the issuance of the building and grading permits.
56. Fees for the grading permit, including the respective grading bond, shall be paid to the City prior to the issuance of the grading permit.
57. The grading and drainage plans, stamped and signed by the registered civil engineer (project engineer of record) preparing the plans, to include the following:

Initials: Property Owner PK Applicant JK City _____

- a. Drainage shall be directed away from the faces of cut and fill slopes or into approved drainage structure(s). The faces of cut and fill slopes shall also be manufactured to control against erosion. This control may consist of stepping or another surface protection, as approved by the Building Official and City Engineer. The protection for the slopes shall be installed within 15 days after completion of rough grading.
 - b. A drainage technical study showing the drainage patterns from adjacent properties shall be identified and maintained. The project shall accept and include in the drainage design any current drainage from adjacent properties.
 - c. No grading permit shall be issued without an erosion control plan approved by the Building Official and City Engineer. The erosion control plan shall include details of protective measures, including desilting basins or other temporary drainage or control measures, or both, as may be necessary to protect the water quality of receiving water bodies or to protect adjoining public and private property from damage from erosion, flooding, or the deposition of mud or debris which may originate from the site or result from such grading operations.
 - d. The grading and drainage plans shall incorporate a construction Best Management Practices (BMPs) Plan, designating stabilized construction entrance/exit, storm drain inlet protection, construction material delivery and storage, construction and demolition trash bin placement, etc.
 - e. If applicable, any on-site groundwater monitoring wells, including legally removed, permanent, temporary, and active wells, must be depicted on all site plans, grading and drainage plans, and all other relevant plans. Include a legend that demonstrates ownership, date installed, and type of monitoring well(s), and all other relevant information.
 - f. If applicable, the registered civil engineer is to show the location of the sewer mainline, nearest manholes, lateral serving the project, and configuration of the on-site sewer, including diameter and material of the on-site sewer.
 - (i) Sewer cleanouts must be positioned at 100-foot intervals on the lateral coming off the sewer mainline.
 - (ii) The applicant must obtain clearance with Los Angeles County Sanitation Districts for a new sanitary sewer connection or intensification of discharge into an existing connection.
 - g. All parking lots and drive aisles shall be surfaced with asphaltic concrete (AC) to a minimum thickness of three (3) inches over a minimum aggregate base of six (6) inches or surfaced with portland cement concrete (PCC) pavement to a minimum thickness of five (5) inches over a minimum aggregate base of three (3) inches. Portland cement concrete (PCC) pavement and asphaltic concrete (AC) pavement thicknesses and strengths will be determined by the registered civil engineer (project engineer of record) preparing the improvement plans. After review of the probable vehicular traffic and soils report (if applicable) for the project, additional material may be required at the discretion of the Building Official and City Engineer.
58. Public off-site improvements, if required by the City Engineer, will be generated on the basis of the approved site plan. Portland cement concrete (PCC) pavement and asphaltic concrete (AC) pavement thicknesses and strengths will be determined by the

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- registered civil engineer (project engineer of record) preparing the utility improvement plans, and if applicable, street improvement plans.
- (i) The applicant shall check with the City Engineer regarding the required pavement resurfacing of full or half the roadway width along the Slauson Avenue, Seville Avenue, and alley frontages.
 - (ii) All traffic markings, street striping, street signs, legends, and curb painting, etc. on the streets adjacent to the proposed development shall be restored as directed by the City Engineer.
59. All public off-site improvements and drive approaches shall be accessible, i.e. "ADA compliant," in compliance with Chapter 11B of the California Building Code and the U.S. Access Board's Public Right-of-Way Accessibility Guidelines (PROWAG) adopted by the U.S. Department of Transportation (DOT) as part of its Americans with Disabilities Act (ADA) standards for new construction and alterations in the public right-of-way. Insufficient width in the parkway will require the applicant to dedicate an easement at each drive approach or element to the City to accommodate a compliant drive approach or element.
60. At the direction of the City Engineer, repair, remove, and replace deficient and/or damaged elements in the public right-of-way, if required by the City Engineer:
- (i) Sidewalk and standard curb & gutter adjacent to the development.
 - (ii) Site frontage & off-site transition-curb & gutter adjacent to the development.
 - (iii) Site frontage & off-site transition-sidewalk adjacent to the development.
 - (iv) Site frontage & off-site transition-curb ramp(s) adjacent to the development.
61. Preserve existing survey monuments (property corners, centerline ties, etc.) in the public right-of-way. All disturbed and removed survey monuments in the public right-of-way shall be re-established and Record of Survey shall be filed with the Los Angeles County Surveyor in accordance with applicable provisions of state law.
62. All USA/Dig Alert graffiti markings must be removed by the contractor from the sidewalk, curb & gutter, and/or portland cement concrete (PCC)/asphaltic concrete (AC) pavement prior to final approval of the construction.
63. It is the responsibility of the applicant to contact the local water purveyor to obtain approval of any water service for uses such as domestic water, fire sprinklers, and landscaping, and that the purveyor has adequate water to provide such service to the property. Provide acceptable analysis to verify sufficient water pressure and flow for:
- a. General conditions.
 - b. During maximum instantaneous demand (MID) conditions.
 - c. During fire flow and MID conditions.
 - d. The water supply system serving the development shall be adequately sized to accommodate the total required commercial water requirements and fire flows, in

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compliance with the local water purveyor and Los Angeles County Fire Department requirements.

- e. All existing water services (meters) no longer required as part of this development shall be abandoned at the mainline.
- f. Reduced pressure backflow preventers will be required for all water services. An approved reduced pressure principal backflow prevention device shall be installed above grade in the customer's service line by the contractor as close as practical to the water meter and shall be between the water meter and the first point of connection to the service. The device shall be located on-site fronting the property.

64. A Storm Water Pollution Prevention Plan (SWPPP) shall be required for all projects that (1) disturb one acre or more of land, or (2) disturb less than one acre of land but are part of a larger common plan of development or sale. A SWPPP is a document that addresses water pollution control for a construction project. The Construction General Permit (CGP) / MS4 Permit requires that all storm water discharges associated with a construction activity, where said activity results in soil disturbance of one acre or more of land area, or disturbs less than one acre of land area but is part of a larger common plan of development or sale, obtain coverage under the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CGP) for Stormwater Discharges Associated with Construction and Land Disturbance Activities.

The CGP requires the development of a project-specific SWPPP prior to any soil disturbing activities. The SWPPP must include the information needed to demonstrate compliance with all the requirements of the CGP. The SWPPP document must be written by a Qualified SWPPP Developer (QSD). The City requires that a Water Pollution Control Manager (WPC Manager) be responsible for the implementation of a SWPPP. The WPC Manager must have the same qualifications as a QSD. For further details pertaining to the State of California's requirements, please visit the following website: <https://smarts.waterboards.ca.gov/smarts/faces/SwSmartsLogin.jsp>. A Waste Discharge Identification Number (WDID #) must be obtained prior to commencing any work.

65. The new parking lot shall comply with Title 7, Chapter 9 (Stormwater Management and Discharge) of the City's Municipal Code, which adheres to the latest Los Angeles County's Low Impact Development (LID) requirements. LID standards are intended to distribute stormwater and urban runoff across developed sites to help reduce adverse water quality impacts and replenish groundwater supplies. Under the National Pollutant Discharge Elimination System (NPDES) / Construction General Permit (CGP) / MS4 Permit and the County of Los Angeles LID ordinance, priority projects are required to prohibit the discharge of pollutants from property developments. Preventing these pollutants from entering stormwater discharge systems will be accomplished by requiring the installation and maintenance of post-construction treatment controls, i.e. Best Management Practices (BMPs).

Designated Projects [non-residential developments (commercial or industrial)] are subject to specific Low Impact Development (LID) requirements, while Non-Designated

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Projects [non-residential developments (commercial or industrial) or residential developments consisting of 5 or more residential units] have different, generally less stringent, requirements. Designated Projects are typically larger developments, while Non-Designated Projects are smaller in scale or don't meet the criteria for Designated Projects status.

Per the Designated Projects classification for new development and redevelopment activities, a parking lot of 5,000 square feet or more of impervious surface area, or with 25 or more parking spaces, shall comply with the specified Designated Projects requirements.

Redevelopment projects on an already developed site under the Designated Projects category are:

- Land disturbing activities that result in the creation or addition or replacement of 5,000 square feet or more of impervious surface area.
- Where redevelopment results in an alteration of less than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, only the alteration must meet LID requirements, and not the entire development.
- Where redevelopment results in an alteration to more than fifty percent (50%) of impervious surfaces of a previously existing development, and the existing development was not subject to post-construction stormwater quality control requirements, the entire site shall meet LID requirements.

Per the Non-Designated Projects classification:

- Development which alters less than fifty percent (50%) of impervious surfaces, only the proposed new impervious areas need to meet LID requirements.
- Development which alters fifty percent (50%) or more of impervious surfaces, the entire site shall meet LID requirements.

66. The new parking lot shall require the development of a Low Impact Development (LID) Plan, i.e. an LID Report, if the site disturbs one acre or more of land area or disturbs less than one acre of land area but is part of a larger common plan of development or sale. The report is a requirement of the National Pollutant Discharge Elimination System (NPDES) Permit No. CAS004001, Order No. ORDER NO. R4-2012-0175. This permit was issued by the State of California Regional Water Quality Control Board, Los Angeles Region on December 28, 2012. The LID Plan is a narrative report that explains the type of development and drainage of the site. It must address the post-construction water quality and habitat impact issues. Once the site has been developed, how will runoff be maintained? Was there a system that was designed to treat the runoff prior to discharging into the public system? Best Management Practices (BMPs) should be implemented to address storm water pollution and peak flow discharge impacts. All

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BMPs must be sized to meet specified water quality design and/or peak flow discharge criteria.

- a. Filtration and infiltration methods must be used to defray a large percentage of the storm water runoff into the storm drain system.
67. The new parking lot shall comply with the 2022 California Green Building Standards Code (CALGreen or Green Code) (or the latest code cycle at the time of submission to the Building & Safety Division). Per CALGreen Section 101.3: "The provisions of this code shall apply to the planning, design, operation, construction, use and occupancy of every newly constructed building or structure, unless otherwise indicated in this code, throughout the State of California." While not a new building, the new parking lot falls under the umbrella of "structure" in the CALGreen Code when it comes to site development and illumination regulations due to its hardscape nature and fixed improvements. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.
68. The new parking lot shall be in compliance with the Non-Residential Mandatory Measures outlined in Chapter 5 of the Green Code. The provisions in the chapter outline the planning, design, and development methods that include environmentally responsible site selection, building design, building siting, and development to protect, restore, and enhance the environmental quality of the site and respect the integrity of adjacent properties. The project is a part of a larger common plan of development or sale at the site addresses of 2665, 2671, and 2675 Slauson Ave.
69. The new parking lot shall particularly comply with the bicycle and electric vehicle (EV) capable/charging space requirements specified in Sections 5.106.4 and 5.106.5 of the CALGreen Code.
70. A copy of a current Grant Deed and Title Report with hyperlinks, and all backup documents from the Title Report, shall be submitted to the Building & Safety Division for review within 30 days of the submittal. Encroachment into established utility easements will not be permitted. Limited landscaping, such as planting grass, flowers, and shallow-rooted shrubs, may be allowed on a utility easement, but large trees and deep-rooted vegetation are generally prohibited because they can interfere with utility operations. Check your property Grant Deed and the specific easement agreement to understand the exact restrictions and ensure your landscaping does not obstruct the utility's access, maintenance, or operation.
71. Consultation with all applicable utility companies is encouraged as early as possible in the project planning stages to avoid any potential delays. It is the responsibility of the applicant to abide by all utility company requirements.
72. The Building Official and City Engineer may require other information or may impose additional conditions and requirements as deemed necessary to protect health and safety, and to benefit the public.

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73. If there are later, proposed tenant improvements, alterations, structural repairs, or additions to the existing structures and/or site, the applicant shall submit tenant improvement (T.I.) construction plans to the Planning Division for review and approval of the proposed tenant improvements, alterations, structural repairs, or additions. Tenant improvement plans shall then be submitted to the Building & Safety Division for review and approval only after approval is first obtained from the Planning Division.
74. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, the applicant shall submit full tenant improvement construction plans, including structural plans, to the Building & Safety Division for review of the proposed alterations and improvements to the existing structures and/or site. All work shall be permitted through approval of the full construction plans and issuance of a building permit and associated mechanical, electrical, and plumbing permits.
75. If there are later, proposed tenant improvements, alterations, structural repairs, or additions, plans submitted for public buildings, public accommodations, commercial buildings, and public housing projects shall be completed by a California registered design professional, such as a licensed architect or registered professional engineer (civil or structural). All plan sheets shall be stamped and signed by the California registered design professional in compliance with the California Business & Professions Code (B&P Code).
76. Some tenant improvements, alterations, and additions may "trigger" full compliance with the accessibility features outlined in Section 11B-202 of the 2022 CBC pursuant to the current valuation threshold. When the adjusted construction cost, as defined, exceeds the current valuation threshold, as defined, full compliance with Section 11B-202.4 of the CBC shall be required. In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access in the following order:
1. An accessible entrance;
 2. An accessible route to the altered area;
 3. At least one accessible restroom for each sex or one accessible unisex (single-user or family) restroom;
 4. Accessible telephones;
 5. Accessible drinking fountains; and
 6. When possible, additional accessible elements such as parking, signs, storage, and alarms.

When the adjusted construction cost, as defined, is less than or equal to the current valuation threshold, as defined, the cost of compliance with the accessible elements listed above in Section 11B-202.4 of the CBC shall be limited to 20 percent of the adjusted construction cost of tenant improvements, alterations, structural repairs, or additions.

77. All construction work is to be completed by a licensed contractor.

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78. The business will be subject to a routine business license inspection.
79. All entrances and exits inside the subject building(s) shall remain unlocked, in the closed position, and completely unobstructed at all times during the proposed parking lot and medical office use. Above all entrances, on the interior side, shall read: "This door to remain unlocked during business hours."
80. There shall be at least two (2) class ABC fire extinguishers inside the subject building(s) during the proposed parking lot and medical office use, one near the front entrance and one near the rear exit. Fire extinguishers shall bear an up-to-date fire department inspection tag that indicates the date the fire extinguisher was inspected.
81. The approved occupant load limit of the building(s) per California Building Code (CBC) Section 1004 shall be upheld throughout the duration of the proposed parking lot and medical office use.
82. The exit access, the exit, and the exit discharge within the means of egress system(s) inside or outside the subject building(s), including the public way, shall not be obstructed in any manner throughout the duration of the proposed parking lot and medical office use. The minimum widths and clearances established in California Building Code (CBC) Chapter 10 shall be maintained at all times.
83. Any construction work to be done in the public right-of-way shall require an Encroachment Permit from the Public Works – Engineering Division.
84. That the business owner and property owner agree in writing to the above conditions.

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CONDITIONS OF APPROVAL ACCEPTANCE AFFIDAVIT:

I/We hereby accept and agree to comply with all the conditions of approval contained herein and outlined in Planning Commission Resolution No. 2025-05 CUP.

PROPERTY OWNER

Raymon H. Kang  10 / 23 / 25
PRINT NAME SIGNATURE DATE

APPLICANT

Luzmaria Chavez  11/5/25
PRINT NAME SIGNATURE DATE

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REPORTS AND INFORMATION

ITEM 1



CITY OF HUNTINGTON PARK

Public Works
City Council Agenda Report

December 23, 2025

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

Dear Mayor and Members of the City Council:

CONSIDERATION OF AUTHORIZATION TO INITIATE A COMPETITIVE SOLICITATION PROCESS FOR A CITYWIDE ENERGY EFFICIENCY AND INFRASTRUCTURE IMPROVEMENT PROJECT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize the City Manager to develop and release a competitive solicitation process, such as a Request for Qualifications (RFQ), to evaluate and identify qualified providers for a potential citywide energy efficiency and infrastructure improvement project; and
2. Direct staff to evaluate submitted proposals in coordination with the City's contracted engineering firm to ensure alignment with the City's long-term capital improvement strategy and infrastructure priorities.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

At the December 9, 2025, City Council meeting, the Council received an informational presentation on a conceptual citywide energy-efficiency project that outlined proposed upgrades, including lighting, HVAC systems, solar installations, battery storage, and EV charging infrastructure. The presentation was placed on the agenda at the Mayor's request, and no formal action was taken at that time.

In response to this concept and the growing interest in infrastructure modernization and sustainability initiatives, staff recommends issuing a competitive solicitation to evaluate qualified service providers to develop a comprehensive energy-efficiency project for the City.

The types of improvements discussed in the recent presentation align with potential goals of the City's broader Capital Improvement Program (CIP), which includes aging facility upgrades, long-term operational cost savings, and energy resiliency. However, before considering any project proposal, it is essential to:

CONSIDERATION OF AUTHORIZATION TO INITIATE A COMPETITIVE SOLICITATION PROCESS FOR A CITYWIDE ENERGY EFFICIENCY AND INFRASTRUCTURE IMPROVEMENT PROJECT

December 23, 2025

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- Identify a transparent and objective process for selecting the most qualified service provider
- Ensure transparency, competition, and best value for the City
- Define the City's priorities in terms of scope, financing options, and facility needs
- Conduct technical reviews to validate proposed solutions and long-term performance

Staff, in coordination with the City's contracted engineering firm, will review submittals and return to the City Council with a recommended provider and preliminary project concept for further direction.

LEGAL REQUIREMENT

Government Code §4217.10-4217.18 authorizes public agencies to enter into energy services agreements or lease-purchase agreements with a single provider without competitive bidding, contingent upon:

- Holding a public hearing;
- Making formal findings that the project will result in energy savings; and
- Demonstrating that the agreement is in the public interest.

FISCAL IMPACT/FINANCING

There is no fiscal impact associated with this action. Any future financial commitment will return to the City Council for review and approval, along with a detailed project scope and financing strategy.

CONCLUSION

Authorizing the City Manager to initiate a competitive selection process will allow the City to explore cost-saving energy and infrastructure improvements in a transparent, methodical, and inclusive manner. This step also reinforces the City's commitment to responsible capital planning and long-term operational sustainability.

Respectfully submitted,



RICARDO REYES
City Manager

**CONSIDERATION OF AUTHORIZATION TO INITIATE A COMPETITIVE
SOLICITATION PROCESS FOR A CITYWIDE ENERGY EFFICIENCY AND
INFRASTRUCTURE IMPROVEMENT PROJECT**

December 23, 2025

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A handwritten signature in blue ink, appearing to read "Gerry Lopez", with a stylized, cursive script.

GERRY LOPEZ
Director of Public Works

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ITEM 2



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

December 23, 2025

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

Dear Mayor and Members of the City Council:

CONSIDERATION AND APPROVAL TO REJECT ALL PROPOSALS FOR THE DATA MIGRATION RFP

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Reject all proposals for the Data Migration RFP

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park is in the process of moving from the Naviline Central Square ERP to the Tyler Technologies ERP System. This change in ERP systems is going to require Data Migration to have years of historical financial data and information moved over from the old system into the new system.

On September 11, 2025 the first Data Migration RFP went live on PlanetBids and closed on September 22, 2025. Two proposals were received, one from ConsultAdd and one from Data Climb. Significant discrepancies were identified between the proposals in both project timelines and cost estimates. Staff elected to reject both submissions due to the limited number of responses, the substantial variances noted, and the determination that additional requirements needed to be incorporated into the RFP.

On October 9, 2025, the Data Migration RFP was reissued and went live on PlanetBids then closed on October 24, 2025. Four proposals were received from: ConsultAdd INC, DataTerrain Inc, FACEKAY LLC, and Viviente Software. Two of the four proposals, Consultadd INC and FACEKAY LLC, were disqualified from the evaluation process due to them utilizing the City's seal on their proposals, which is expressly stated that it is prohibited in the RFP.

The remaining two proposals, submitted by DataTerrain Inc. and Viviente Software, were evaluated by a panel of three Finance Department staff members. Each reviewer completed a proposal evaluation, with neither submitted proposal receiving a score above 60 out of 100. Neither firm has had direct experience with the Naviline Central Square

CONSIDERATION AND APPROVAL TO REJECT ALL PROPOSALS FOR THE DATA MIGRATION RFP

December 23, 2025

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ERP nor the Tyler Technologies ERP systems. The evaluation summaries are attached for reference.

Staff recommends that the City reject all proposals due to none of the vendors having direct experience with either ERP system.

FISCAL IMPACT/FINANCING

There is no financial impact for rejecting all proposals.

CONCLUSION

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



RICARDO REYES
City Manager



JEFF JONES
Director of Finance

ATTACHMENT(S)

- A. Data Migration RFP
- B. Proposals
- C. Proposal Evaluations
- D. Resolution

ATTACHMENT "A"



CITY OF HUNTINGTON PARK REQUEST FOR PROPOSAL FOR DATA MIGRATION SERVICES

PROPOSAL DUE DATE: (October 24, 2025) 2:00 p.m.

6550 Miles Ave
Huntington Park, CA 90255

Contact: (Whitford Marin) & (Chandler Huynh)
(wmarin@hpca.gov) & (chuynh@hpca.gov)



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1. INTRODUCTION

The City of HUNTINGTON PARK (City) is in the process of transitioning enterprise resource planning (ERP) systems. City is soliciting Proposals from qualified firms for the data migration of financial information stored on the City's current ERP system, Central Square/ "Naviline" "H5", to the new ERP system, "Tyler Munis" from Tyler Technologies.

Proposals will be accepted until 2:00 p.m. on October 24, 2025.

2. SCOPE OF SERVICES

This Scope of Services provides general parameters and is not intended to be a complete list of all the terms, conditions, obligations and requirements of the services to be rendered. The successful proposer will perform the data migration responsibilities in accordance with the requirements of the agreement. The vendor applying should have significant experience in providing this type of service.

The City reserves the right to delete specific task(s).

A. Project Initiation

Proposals will be evaluated according to the following criteria:

- Experience with similar projects/programs/services
- Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system
- Demonstrate competence to perform work specific in this RFP and the ability to cooperate with City staff regarding timelines and accuracy of data
- Assigned personnel's qualifications and availability to be onsite for an estimated 20% of the projects duration
- Contractor will provide the data migration plan and will be responsible for all data migration. Contractor will provide all the data master formats to ensure proper data migration. The data migration plan must include the following:
 - 1. Knowing the data – Before migration, source data needs to undergo a complete audit to avoid unexpected issues.
 - 2. Cleanup – Once issues are identified they must be resolved. This may require additional software tools and third-party resources because of the scale of the work.
 - 3. Maintenance and protection – Data undergoes degradation after a period of time, making it unreliable. Controls must be in place to maintain data quality
 - 4. Governance – Tracking and reporting on data quality is important because it enables a better understanding of data integrity. The processes and tools used to produce this information should be highly usable and automate functions where possible.

B. Desired Outcomes:

A successful project will result in the migration of all the City's existing ERP data from Central Square/ "Naviline" systems to the new Tyler Technologies ERP without impacting overall service and quality.

C. Expectations and Responsibilities

The City expects the contractor to review the proposed roles and responsibilities, establish an implementation plan, and coordinate completely with necessary parties to ensure the data migration is accurate and executed effectively.

The City and contractor both have roles and responsibilities in planning, executing, and maintaining these serves through the contract period. City staff will work with contractor team to extract data from legacy applications and to map the data into the new ERP. The contractor, in turn will be responsible for loading the converted data and confirming the successful load of the data. Specific deliverables expected during this stage include:

- Conversion Plan
- Converted Data Acceptance

The City understands the level of effort required to convert data and is interested in converting only essential data required for the new system. The table below outlines some but not all of the City's data that will be migrated to the new system and is subject to change as necessary.

Function	Item	Conversion
General Ledger	Accounts (Trial Balance)	Up to 20 Years transaction history
Budget	Encumbrances	Up to 20 Years transaction history
Accounts Payable	Vendors	Up to 20 Years invoices and check history
Accounts Receivable	Customers	Up to 10 Years billing and receipts
Building Department	Permits	Per database
Business Licenses	Accounts	Per database
Cash Receipting	Receipt Items	Up to 20 Years receipt history
Project Accounting	Projects	Per database
Capital Assets	Asset Records	Per database
Grants Accounting	Grants	Per database
Utility Billing	Customer Records	Accounts, Services, Deposits, Meters, Rates; Up to 5 Years of service, billing, and payment history
Payroll	Employee Payroll Records	Up to 10 Years transaction history

D. Data Ownership

The City retains ownership of all data entered into the ERP software system. Vendor agrees not to disclose City data to any person in any form, without prior consent of the City. The Vendor's and/or Implementation contractor personnel will have access to City data for the purpose of supporting the City's use of its data/ Vendor/contractor will not alter any City data without prior consent of the City. All City data stored by the vendor or contractor must reside on servers located within the continental United States.

In the event that this contract is terminated for any reason, Vendor agrees to work with the City to provide the City with its data in a format mutually agreed to by both parties. Following provision of data to the City, the Vendor agrees to destroy all copies of City data.

3. KEY PERSONNEL

It is essential that the contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract.

The Contractor shall assign specific individuals to the key positions:

- The Contractor agrees that, once assigned to work under this contract, key personnel shall not be removed or replaced without written notice to the City.
- If key personnel are not available for work under this contract for a continuous period exceeding thirty calendar days or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

The contractor shall be responsible for, but not limited to, the following:

- Adherence to schedules;
- Notifying City of any personnel changes; and
- Training of new personnel.

4. CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT

Please see ATTACHMENT 1 - CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT.

5. INSURANCE REQUIREMENTS

Please see ATTACHMENT 2 - CITY'S STANDARD INSURANCE REQUIREMENTS.

6. CONTRACT AWARD

Any contract resulting from this RFP will be awarded to a firm whose Proposal meet the technical requirements of the RFP and is evaluated as the best fit for City's needs. City staff will evaluate the proposals based upon several factors, which may include:

- Compliance with the RFP Requirements = 10%
- Experience = 40%
- References = 25%
- Cost = 25%

Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection.

7. REQUIRED FORMAT FOR TECHNICAL PROPOSAL SUBMITTAL

***** Use of the City of Huntington Park City Seal is prohibited*****

Please submit your Technical Proposal in the format specified below:

Cover Letter: Emphasize strong points of the project team and the firm's experience. Include the name, address, telephone number, title, and signature of the firm's contact person for this proposal. The cover letter shall state that the submittal is valid for 60 days.

Table of Contents: Provide contents of proposal.

Section 1 – Scope of Work: Provide your understanding of the project, and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner.

Section 2 – Schedule: Provide a schedule showing tasks and duration for each task for the completion of the services from Monday to Sunday.

Section 3 - Project Team, Key Personnel and Resumes: Provide an organization chart showing the names and responsibilities of key personnel and sub consultants. Provide resumes of all key personnel identified in the organization chart.

Section 4 - Company Qualifications: Provide company qualifications of prime consulting firm and any proposed sub-consultants.

Section 5 - References: Provide a minimum of 3 Public Agency references that shows your firm's experience in similar type of services.

Section 6 - City's Standard Contract Services Agreement: The RFP includes ATTACHMENT 1 - CITY'S STANDARD CONTRACT SERVICES AGREEMENT. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement, or provide any comments that they would like the City to consider. The City Attorney will review any comment received and make a final decision if all or part or any of such comments may be considered.

Section 7 – City's Standard Insurance Requirements: The RFP includes ATTACHMENT 2 - CITY'S STANDARD INSURANCE REQUIREMENTS. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement, or provide any comments that they would like the City to consider. The City Attorney will review any comment received and make a final decision if all or part or any of such comments may be considered.

Section 8 - Other Information: Include in this section any other and additional information you wish to submit to the City.

8. FEE

The Fee schedule which includes labor and material, shall be submitted through PlanetBids. Final negotiations for the final scope and fee will occur subsequently. Prior to awarding the contract. Prior to awarding the contract, City Staff and contractor will establish and agree to approval protocol for fees associated with repairs.

9. PROPOSAL SUBMITTAL PROTOCOL

In order to be considered in the selection process, interested parties shall submit their Proposals through PlanetBids no later than **2:00 PM, October 24, 2025**.

10. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP PREPARATION

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City from any, and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this RFP
- Negotiations with the City on any matter related to this procurement
- Costs associated with interviews, meetings, travel, or presentations
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

The City reserves the right to amend, withdraw, and cancel this RFP. The City reserves the right to reject all responses to this request at any time prior to contract execution or only award a partial contract for a limited scope of work. The City reserves the right to request or obtain additional information about any, and all proposals.

ATTACHMENTS:

ATTACHMENT 1 - CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT

ATTACHMENT 2 - CITY'S STANDARD INSURANCE REQUIREMENTS

ATTACHMENT 1 - CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT



PROFESSIONAL SERVICES AGREEMENT
(Engagement: SERVICE BEING PROVIDED)

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this ____ of ____, 2020 (hereinafter, the "Effective Date"), by and between the CITY OF HUNTINGTON PARK, a municipal corporation ("CITY") [NAME OF VENDOR] (hereinafter, "CONSULTANT"). For the purposes of this Agreement CITY and CONSULTANT may be referred to collectively by the capitalized term "Parties." The capitalized term "Party" may refer to CITY or CONSULTANT interchangeably.

RECITALS

This AGREEMENT is made and entered into with respect to the following facts:

WHEREAS, on [DATE], the CITY entered into a Professional Services Agreement (the "Master Agreement") with [NAME OF CONSULTANT] to provide [SERVICES]; and

WHEREAS, on [DATE], the Professional Services Agreement was assigned to the CONSULTANT, which assignment the City agreed to on [DATE]. CONSULTANT then commenced providing [SERVICES] services under the terms and conditions of said Master Agreement; and

WHEREAS, CONSULTANT represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees; and

WHEREAS, CONSULTANT further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement; and

WHEREAS, the execution of this Agreement was approved by the Huntington Park City Council at its Regular Meeting of [DATE].

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

I.
ENGAGEMENT TERMS

- 1.1 SCOPE OF SERVICES: Subject to the terms and conditions set forth in this Agreement and all exhibits attached and incorporated hereto, CONSULTANT agrees to perform the services and tasks set forth in that certain document entitled "Scope of Services" and attached hereto as **Exhibit "A"** (hereinafter referred to as the "**Scope of Services**"). CONSULTANT further agrees to furnish to CITY all labor, materials, tools, supplies, equipment, services, tasks and work necessary to competently perform and timely complete the services and tasks as set forth in the Scope of Services. For the purposes of this Agreement the aforementioned services and tasks set forth in the Scope of Services shall hereinafter be referred to generally by the capitalized term "Work."
- 1.2 TERM: This Agreement shall have an initial term of [NUMBER] years commencing from the Effective Date unless terminated as provided elsewhere in this Agreement (hereinafter, the "Term"). Upon the conclusion of the Term, this Agreement may be renewed for a [YEARS] year extension term, upon mutual agreement of the Parties and approval from City Council, unless either Party issues written notice sixty (60) days in advance of its intent not to authorize an additional extension term. Nothing in this Section shall operate to prohibit or otherwise restrict the CITY's ability to terminate this Agreement at any time for convenience or for cause as further set out herein.
- 1.3 COMPENSATION: During the term of this Agreement and any extension term provided herein, CONSULTANT shall perform the Services set forth in Section 1.2 above, at the rates of compensation set forth in the Rate Schedule reflected in **Exhibit "A"**. Subject to the CPI Index Adjustment section of **Exhibit "A"**, CONSULTANT further agrees that the total compensation for the Work shall not exceed the sum total of \$[AMOUNT] DOLLARS per year / (\$[AMOUNT]) per month (hereinafter, the "Base Fee"). CONSULTANT shall not exceed the Contract Price unless such added expenditure is first approved by the CITY Council acting in consultation with the City Manager. In the event CONSULTANT's charges are projected to exceed the Contract Price prior to the expiration of the Term or any single extension term, CITY may suspend CONSULTANT's performance of any additional Work outside the Work as defined in Exhibit A, pending CITY approval of any anticipated expenditures in excess of the Contract Price or any other CITY-approved amendment to the compensation terms of this Agreement.
- 1.4 PAYMENT OF COMPENSATION: On the first of each month, CONSULTANT shall submit to CITY an itemized invoice for that month's Base Fee and indicating the additional services and tasks performed during the recently concluded calendar month, including services and tasks performed and the reimbursable out-of-pocket expenses incurred. If the amount of CONSULTANT's monthly compensation is a function of hours worked by CONSULTANT's personnel, the invoice shall indicate the number of hours worked in the recently concluded calendar month, the persons responsible for performing the Work, the rate of compensation at which such services and tasks were performed, the subtotal for each task and service performed and a grand total for all services performed.

Within thirty (30) calendar days of receipt of each invoice, CITY shall pay any undisputed amounts. Within thirty (30) calendar days of receipt of each invoice, CITY shall notify CONSULTANT in writing of any disputed amounts included in the invoice. CITY shall not withhold applicable taxes or other authorized deductions from payments made to CONSULTANT.

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

II.

PERFORMANCE OF AGREEMENT

- 2.1 CITY'S REPRESENTATIVES: The CITY hereby designates the City Manager (hereinafter, the "CITY Representative") to act as its representative for the performance of this Agreement. The City Manager shall be the chief CITY Representative. The CITY Representative or their designee shall act on behalf of the CITY for all purposes under this Agreement. CONSULTANT shall not accept directions or orders from any person other than the CITY Representative or their designee.
- 2.2 CONSULTANT REPRESENTATIVE: CONSULTANT hereby designates [WHO CONSULTANT DESIGNATES] to act as its representative for the performance of this Agreement (hereinafter, "CONSULTANT Representative"). CONSULTANT Representative shall have full authority to represent and act on behalf of the CONSULTANT for all purposes under this Agreement. CONSULTANT Representative or his designee shall supervise and direct the performance of the Work, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences and procedures and for the satisfactory coordination of all portions of the Work under this Agreement. Notice to the CONSULTANT Representative shall constitute notice to CONSULTANT. CONSULTANT may, by written notice to CITY, advise CITY of any change in CONSULTANT Representative.

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

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

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

The Parties acknowledge and agree that CONSULTANT shall perform, at CONSULTANT's own cost and expense and without any reimbursement from CITY, any services necessary to correct any errors or omissions caused by CONSULTANT's failure to comply with its obligation set out herein or failure on the part of CONSULTANT's employees, agents, CONSULTANTS, subCONSULTANTS and subconsultants to fulfill its obligations herein. Such effort by CONSULTANT to correct any errors or omissions shall be commenced as soon as reasonably practicable upon their discovery or notice by either Party and shall be completed within seven (7) calendars days from the date of discovery or such other extended period of time authorized by the CITY Representatives in writing, in accordance with applicable industry standards. The Parties acknowledge and agree that CITY's acceptance of any work performed by CONSULTANT or on CONSULTANT's behalf shall not constitute

a release of any deficiency or delay in performance. The Parties further acknowledge, understand and agree that CITY has relied upon the foregoing representations of CONSULTANT, including but not limited to the representation that CONSULTANT possesses the skills, training, knowledge and experience necessary to perform the Work skillfully, competently and in accordance with applicable industry standards of CONSULTANT's profession.

- 2.5 ASSIGNMENT: The skills, training, knowledge and experience of CONSULTANT are material to CITY's willingness to enter into this Agreement. Accordingly, CITY has an interest in the qualifications and capabilities of the person(s) who will perform the services and tasks to be undertaken by CONSULTANT or on behalf of CONSULTANT in the performance of this Agreement. In recognition of this interest, CONSULTANT agrees that it shall not assign or transfer, either directly or indirectly or by operation of law, this Agreement or the performance of any of CONSULTANT's duties or obligations under this Agreement without the prior written consent of the CITY, which consent shall not be unreasonably withheld. CITY shall have up to sixty (60) calendar days to consider any proposed assignment by CONSULTANT. CONSULTANT can withhold consent where the CITY determines that the proposed assignee does not have the financial capacity to comply with the terms of this Agreement. In the absence of CITY's prior written consent, any attempted assignment or transfer shall be ineffective, null and void and shall constitute a material breach of this Agreement.
- 2.6 CONTROL AND PAYMENT OF SUBORDINATES; INDEPENDENT CONSULTANT: The Work shall be performed by CONSULTANT or under CONSULTANT's strict supervision. CONSULTANT will determine the means, methods and details of performing the Work subject to the requirements of this Agreement. CITY retains CONSULTANT on an independent CONSULTANT basis and not as an employee. CONSULTANT reserves the right to perform similar or different services for other principals during the term of this Agreement, provided such work does not unduly interfere with CONSULTANT's competent and timely performance of the Work contemplated under this Agreement and provided the performance of such services does not result in the unauthorized disclosure of CITY's confidential or proprietary information. Any additional personnel performing the Work under this Agreement on behalf of CONSULTANT are not employees of CITY and shall at all times be under CONSULTANT's exclusive direction and control. CONSULTANT shall pay all wages, salaries and other amounts due such personnel and shall assume responsibility for all benefits, payroll taxes, Social Security and Medicare payments and the like. CONSULTANT shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation insurance and the like.
- 2.7 REMOVAL OF EMPLOYEES OR AGENTS: If any of CONSULTANT's officers, employees, agents, CONSULTANTs, subCONSULTANTs or subconsultants is determined by the CITY Representatives to be uncooperative, incompetent, a threat to the adequate or timely performance of the tasks assigned to CONSULTANT, a threat to persons or property, or if any of CONSULTANT's

officers, employees, agents, CONSULTANTS, subCONSULTANTS or subconsultants fail or refuse to perform the Work in accordance with this Agreement, such officer, employee, agent, CONSULTANT, subCONSULTANT or subconsultant shall be promptly removed by CONSULTANT and shall not be reassigned to perform any of the Work.

- 2.8 COMPLIANCE WITH LAWS: CONSULTANT shall keep itself informed of and in compliance with all applicable federal, State or local laws to the extent such laws control or otherwise govern the performance of the Work. CONSULTANT's compliance with applicable laws shall include without limitation compliance with all applicable Cal/OSHA requirements. To the extent that any changes in applicable law result in an increase in CONSULTANT's cost of performance, the Parties shall negotiate in good faith to reach a mutually agreeable price adjustment. Should the Parties fail to reach such an agreement within 30 days (or such other agreeable time period) of CONSULTANT's notice to CITY of its increased cost of performance, either Party may terminate this Agreement upon 60 days' written notice.

(a) In the event that water treatment violations occur following the effective date of this Agreement, subject to Sub-Section (b) below and the applicable Force Majeure provisions, the CONSULTANT shall, in respect of violations that may be imposed by Applicable Law and to the extent due to CONSULTANT's fault, be responsible for: fines, penalties, or damages. Prior to settlement or payment of any such fines, penalties or damages, the CONSULTANT reserves the right to contest government or private actions, suits or proceedings for violations through administrative procedures or otherwise.

(b) To the extent that violations of applicable laws, rules, regulations or permits are caused by failures in the facilities or causes beyond CONSULTANT's control, including the CITY's failure to approve recommended repairs or maintenance, CONSULTANT will use its best efforts to maximize performance of the Facilities but shall not be responsible for associated violations or damages, fines or penalties which result.

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

- 2.10. INDEPENDENT CONSULTANT STATUS: The Parties acknowledge, understand and agree that CONSULTANT and all persons retained or employed by CONSULTANT are, and shall at all times remain, wholly independent CONSULTANTS and are not officials, officers, employees, departments or subdivisions of CITY. CONSULTANT shall be solely responsible for the negligent acts and/or omissions of its employees, agents, CONSULTANTS, subCONSULTANTS and subconsultants. CONSULTANT and all persons retained or employed by CONSULTANT shall have no authority, express or implied, to bind CITY in any manner, nor to incur any obligation, debt or liability of any kind on

behalf of, or against, CITY, whether by contract or otherwise, unless such authority is expressly conferred to CONSULTANT under this Agreement or is otherwise expressly conferred by CITY in writing.

2.11 CITY RESPONSIBILITIES: During the term of this Agreement, the CITY shall:

- a) obtain and maintain all state, federal, and local permits and licenses required for ownership, operation and maintenance of the Facilities, including without limitation, the CITY's Permits;
- c) comply with Applicable Law relating to the management, ownership, operation, maintenance, repair and replacement of the Facilities (to the extent that the responsibility of complying with those laws is not specifically assumed by the CONSULTANT under this Agreement). The CONSULTANT shall not be responsible for the CITY's failure to comply with any provision of Applicable Law that is not otherwise specifically assumed by the CONSULTANT hereunder.

III.
INSURANCE

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

- A. Commercial General Liability Insurance: CONSULTANT shall procure and maintain Commercial General Liability Insurance ("CGL Coverage") as broad as Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001) or its equivalent. Such CGL Coverage shall have minimum limits of no less than Two Million Dollars (\$2,000,000.00) per occurrence and Four Million Dollars (\$4,000,000.00) in the general aggregate for bodily injury, personal injury, property damage, operations, products and completed operations, and contractual liability.
- B. Automobile Liability Insurance: CONSULTANT shall procure and maintain Automobile Liability Insurance as broad as Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto). Such Automobile Liability Insurance shall have minimum limits of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury and property damage.
- C. Workers' Compensation Insurance/ Employer's Liability Insurance: A policy of workers' compensation insurance in such amount as will fully comply with the laws of the State of California. However, if the CONSULTANT has no employees, for example a sole practitioner or a partner in a firm with only contracted support staff, then Workers' Compensation is not required by the State. CONSULTANT shall the city's form stating they are either the owner of

the organization or a partner, and are exempt from the State's workers' compensation requirements because they have no employees and agree to hold the Entity harmless from loss or liability for such. A waiver must be signed.

D. Add Cyber if Cyber applies (insurance) Professional Liability (Errors and Omissions) Insurance appropriate to the Consultant's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate.

- 3.2 ADDITIONAL INSURED REQUIREMENTS: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers as additional insureds.
- 3.3 The Entity, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used).
- 3.4 REQUIRED CARRIER RATING: All varieties of insurance required under this Agreement shall be procured from insurers admitted in the State of California and authorized to issue policies directly to California insureds. Except as otherwise provided elsewhere under this Article, all required insurance shall be procured from insurers who, according to the latest edition of the Best's Insurance Guide, have an A.M. Best's rating of no less than A:VII. CITY may also accept policies procured by insurance carriers with a Standard & Poor's rating of no less than BBB according to the latest published edition the Standard & Poor's rating guide. As to Workers' Compensation Insurance/ Employer's Liability Insurance, the CITY Representatives are authorized to authorize lower ratings than those set forth in this Section.
- 3.5 PRIMACY OF CONSULTANT'S INSURANCE: All policies of insurance provided by CONSULTANT shall be primary to any coverage available to CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers. Any insurance or self-insurance maintained by CITY or CITY's elected or appointed officials, officers, employees, agents or volunteers shall be in excess of CONSULTANT's insurance and shall not contribute with it.
- 3.6 WAIVER OF SUBROGATION: All insurance coverage provided pursuant to this Agreement shall not prohibit CONSULTANT or CONSULTANT's officers, employees, agents, subCONSULTANTS or subconsultants from waiving the right of subrogation prior to a loss. CONSULTANT hereby waives all rights of subrogation against CITY.

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

IV.
INDEMNIFICATION

- 4.1 The Parties agree that CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers (hereinafter, the "CITY Indemnitees") should, to the fullest extent permitted by law, be protected from any and all loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to this Agreement subject to Paragraph 4.2 and 4.3. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the CITY Indemnitees with the fullest protection possible under the law. CONSULTANT acknowledges that CITY would not enter into this Agreement in the absence of CONSULTANT's commitment to indemnify, defend and protect CITY as set forth herein.
- 4.2 Work of CONSULTANT's Design Professionals Services: Except for direct claims by the Parties against each other, the duty to indemnify, defend and hold harmless as set forth under this subsection shall apply to the negligence, recklessness or willful misconduct of any individual who qualifies as a "design professional" within the meaning of subsection (c)(2) of section 2782.8 of the California Civil Code in so far as such negligence, recklessness or willful misconduct occurs in the performance work or activities that must be performed by a "design professional." Subject to the limitation of the preceding sentence, to the fullest extent permitted by law, CONSULTANT shall immediately defend and indemnify and hold harmless the CITY Indemnities, defined above, from and against any and all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other costs and fees of litigation) of every nature arising out of the negligence, recklessness, or willful misconduct of CONSULTANT or any of CONSULTANT's officers, employees, servants, agents, CONSULTANTS, subCONSULTANTS or authorized volunteers or any other person or entity involved by, for, or with or on behalf of CONSULTANT in the performance of design professional services under this Agreement. The Parties understand and agree that the duty of CONSULTANT to indemnify, defend and hold harmless pursuant to this subsection includes the duty to defend as set forth in section 2778 of the California Civil Code. CONSULTANT's obligation to indemnify applies except to the extent that it is finally adjudicated that the liability was caused by the active

negligence or sole willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then CONSULTANT's indemnification obligation shall be reduced in proportion to the established comparative liability.

- 4.3 Work of All Other Persons/Non-Design Professionals: Except for direct claims by the Parties against each other and as otherwise provided under Section 4.2 of this Article, above, to the fullest extent permitted by law, CONSULTANT shall indemnify, defend and hold harmless the CITY Indemnitees from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys' fees, expert fees and all other reasonable costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligent performance under this Agreement, including but not limited to the negligent acts, errors or omissions of CONSULTANT or CONSULTANT's officers, employees, agents, servants, CONSULTANTS, subCONSULTANTS or subconsultants or the failure of the same to comply with any of the duties, obligations or standards of care set forth herein. The duty to indemnify, defend and hold harmless under this subsection shall not encompass a duty to indemnify, defend or hold harmless for liability, loss, suit, damage, expense, or cost to the extent caused by the negligence or willful misconduct of any or all of the City Indemnitees. The duty to indemnify, defend and hold harmless as set forth under this subsection is intended to encompass liabilities, losses, damages, expense and costs not otherwise subject to subsection 4.2, above.
- 4.4 CITY shall have the right to offset against the amount of any compensation due CONSULTANT under this Agreement any amount due CITY from CONSULTANT as a result of CONSULTANT's failure to pay CITY promptly any indemnification arising under this Article and related to CONSULTANT's failure to either (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.
- 4.5 The obligations of CONSULTANT under this Article will not be limited by the provisions of any workers' compensation act or similar act. CONSULTANT expressly waives its statutory immunity under such statutes or laws as to CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers.
- 4.6 CONSULTANT agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Article from each and every subCONSULTANT or any other person or entity involved by, for, with or on behalf of CONSULTANT in the performance of this Agreement. In the event CONSULTANT fails to obtain such indemnity obligations from others as required herein, CONSULTANT agrees to be fully responsible and indemnify, hold harmless and defend CITY and CITY's elected and appointed officials, officers, employees, agents and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONSULTANT's subCONSULTANTS or any other person or entity involved by, for, with or on behalf of CONSULTANT in the

performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of CITY's choice.

- 4.7 CITY does not, and shall not, waive any rights that it may possess against CONSULTANT because of the acceptance by CITY, or the deposit with CITY, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.
- 4.8 This Article and all provisions contained herein (including but not limited to the duty to indemnify, defend and hold free and harmless) shall survive the termination or normal expiration of this Agreement and is in addition to any other rights or remedies which the CITY may have at law or in equity.

V.
TERMINATION

- 5.1 TERMINATION WITHOUT CAUSE: Except for the first two years of this Agreement, either Party may, by written notice to the other, immediately terminate this Agreement at any time for convenience and without cause by giving written notice to Consultant of such termination, which notice shall specify the effective date of such termination, which effective date shall not be less than 90 days from the written notice. Upon such termination for convenience, CONSULTANT shall be compensated only for those services and tasks which have been performed by CONSULTANT up to the effective date of the termination. If this Agreement is terminated as provided herein, CITY may require CONSULTANT to provide all finished or unfinished Documents and Data, as defined in Section 6.1 below, and other information of any kind prepared by CONSULTANT in connection with the performance of the Work. CONSULTANT shall be required to provide such Documents and Data within fifteen (15) calendar days of CITY's written request. No actual or asserted breach of this Agreement on the part of CITY pursuant to Section 5.2, below, shall operate to prohibit or otherwise restrict CITY's ability to terminate this Agreement for convenience as provided under this Section.

5.2 EVENTS OF DEFAULT; BREACH OF AGREEMENT:

- A. In the event either Party fails to perform any duty, obligation, service or task set forth under this Agreement (or fails to timely perform or properly perform any such duty, obligation, service or task set forth under this Agreement), an event of default (hereinafter, "Event of Default") shall occur. For all Events of Default, the Party alleging an Event of Default shall give written notice to the defaulting Party (hereinafter referred to as a "Default Notice") which shall specify: (i) the nature of the Event of Default; (ii) the action required to cure the Event of Default; (iii) a date by which the Event of Default shall be cured, which shall not be less than the applicable cure period set forth under Sections 5.2.B and 5.2C below or if a cure is not reasonably possible within the applicable cure period,

to begin such cure and diligently prosecute such cure to completion. The Event of Default shall constitute a breach of this Agreement if the defaulting Party fails to cure the Event of Default within the applicable cure period or any extended cure period allowed under this Agreement.

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

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

- C. CITY shall cure any Event of Default asserted by CONSULTANT within forty-five (45) calendar days of CONSULTANT's issuance of a Default Notice, unless the Event of Default cannot reasonably be cured within the 45-day cure period. Prior to the expiration of the 45-day cure period, CITY may submit a written request for additional time to cure the Event of Default upon a showing that CITY has commenced its efforts to cure the Event of Default and that the Event of Default cannot be reasonably cured within the 45-day cure period. The foregoing notwithstanding, an Event of Default dealing with CITY's failure to timely pay any undisputed sums to CONSULTANT as provided under Section 1.4, above, shall be cured by CITY within five (5) calendar days from the date of CONSULTANT's Default Notice to CITY.
- D. Either Party may also immediately suspend performance under this Agreement pending the Defaulting Party's cure of any Event of Default by giving said Party written notice of the Party's intent to suspend performance (hereinafter, a "Suspension Notice"). A Party may issue the Suspension Notice at any time upon the occurrence of an Event of Default. Upon such suspension, CONSULTANT shall be compensated only for those services and tasks which have been rendered by CONSULTANT in accordance with this Agreement up to the effective date of the suspension. No actual or asserted breach of this Agreement on the part of CITY shall operate to prohibit or otherwise restrict CITY's ability to suspend this Agreement as provided herein.
- E. No waiver of any Event of Default or breach under this Agreement shall constitute a waiver of any other or subsequent Event of Default or breach. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- F. The duties and obligations imposed under this Agreement and the rights and remedies available hereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law. In addition to any other remedies available to CITY at law or under this Agreement in the event of any breach of this Agreement, CITY, in its sole and absolute discretion, may also pursue any one or more of the following remedies:
 - i. Upon a thirty (30) day written notice to CONSULTANT, the CITY may terminate this Agreement in whole or in part;
 - ii. Upon written notice to CONSULTANT, the CITY may extend the time of performance;
 - iii. The CITY may proceed by appropriate court action to enforce the terms of the Agreement to recover damages for CONSULTANT's breach of the Agreement or to terminate the Agreement; or
 - iv. The CITY may exercise any other available and lawful right or remedy.

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

- 5.3 SCOPE OF WAIVER: No waiver of any default or breach under this Agreement shall constitute a waiver of any other default or breach, whether of the same or other covenant, warranty, agreement, term, condition, duty or requirement contained in this Agreement. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.
- 5.4 SURVIVING ARTICLES, SECTIONS AND PROVISIONS: The termination of this Agreement pursuant to any provision of this Article or by normal expiration of its term or any extension thereto shall not operate to terminate any Article, Section or provision contained herein which provides that it shall survive the termination or normal expiration of this Agreement.

VI.
MISCELLANEOUS PROVISIONS

- 6.1 DOCUMENTS & DATA; LICENSING OF INTELLECTUAL PROPERTY: All Documents and Data shall be and remain the property of CITY without restriction or limitation upon their use or dissemination by CITY. For purposes of this Agreement, the term "Documents and Data" means and includes all materials, equipment, reports, analyses, correspondence, plans, drawings, designs, renderings, specifications, notes, summaries, strategies, charts, schedules, spreadsheets, calculations, lists, data compilations, documents or other materials developed and/or assembled by or on behalf of CONSULTANT in the performance of this Agreement and fixed in any tangible medium of expression, including but not limited to Documents and Data stored digitally, magnetically and/or electronically. This Agreement creates, at no cost to CITY, a perpetual license for CITY to copy, use, reuse, disseminate and/or retain any and all copyrights, designs, and other intellectual property embodied in all Documents and Data. CONSULTANT shall require all subCONSULTANTS and subCONSULTANT working on behalf of CONSULTANT in the performance of this Agreement to agree in writing that CITY shall be granted the same right to copy, use, reuse, disseminate and retain Documents and Data prepared or assembled by any subCONSULTANT or subCONSULTANT as applies to Documents and Data prepared by CONSULTANT in the performance of this Agreement.
- 6.2 CONFIDENTIALITY: All data, documents, discussion, or other information developed or received by CONSULTANT or provided for performance of this Agreement are deemed confidential and shall not be disclosed by CONSULTANT without prior written consent by CITY. CITY shall grant such consent if disclosure is legally required. Upon request, all CITY data shall be returned to CITY upon the termination or expiration of this Agreement. CONSULTANT shall not use CITY's name or insignia, photographs, or any publicity pertaining to the Work in any

magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of CITY.

- 6.3 FALSE CLAIMS ACT: CONSULTANT warrants and represents that neither CONSULTANT nor any person who is an officer of, in a managing position with, or has an ownership interest in CONSULTANT has been determined by a court or tribunal of competent jurisdiction to have violated the False Claims Act, 31 U.S.C., Section 3789 et seq. and the California False Claims Act, Government Code Section 12650 et seq.
- 6.4 NOTICES: All notices permitted or required under this Agreement shall be given to the respective Parties at the following addresses, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:
[NAME AND ADDRESS]

CITY:
City of Huntington Park
[DEPARTMENT]
6550 Mile Avenue
Huntington Park, CA 90255
Attn: [REP FOR CITY, TITLE]
Phone: (626) XXXXX
Fax: (626) XXXXX

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

- 6.5 COOPERATION; FURTHER ACTS: The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as is reasonably necessary, appropriate or convenient to achieve the purposes of this Agreement.
- 6.6 SUBCONTRACTING: CONSULTANT shall not subcontract any portion of the Work required by this Agreement, except as expressly stated herein, without the prior written approval of CITY. Subcontracts (including without limitation subcontracts with subCONSULTANTS), if any, shall contain a provision making them subject to all provisions stipulated in this Agreement with the exception of provisions relating to insurance requirements and indemnification.
- 6.7 CITY'S RIGHT TO EMPLOY OTHER CONSULTANTS: CITY reserves the right to employ other CONSULTANTS in connection with the various projects worked upon by CONSULTANT.
- 6.8 PROHIBITED INTERESTS: CONSULTANT warrants, represents and maintains that it has not employed nor retained any company or person, other than a *bona fide* employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT warrants and represents that it has not paid

nor has it agreed to pay any company or person, other than a *bona fide* employee working solely for CONSULTANT, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, CITY shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of CITY, during the term of his or her service with CITY, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

- 6.9 TIME IS OF THE ESSENCE: Time is of the essence for each and every provision of this Agreement.
- 6.10 GOVERNING LAW AND VENUE: This Agreement shall be interpreted and governed according to the laws of the State of California. In the event of litigation between the Parties, the venue, without exception, shall be in the Los Angeles County Superior Court of the State of California. If, and only if, applicable law requires that all or part of any such litigation be tried exclusively in federal court, venue, without exception, shall be in the Central District of California located in the City of Los Angeles, California.
- 6.11 ATTORNEYS' FEES: If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing Party in such litigation shall be entitled to have and recover from the losing Party reasonable attorneys' fees and all other costs of such action.
- 6.12 SUCCESSORS AND ASSIGNS: This Agreement shall be binding on the successors and assigns of the Parties.
- 6.13 NO THIRD PARTY BENEFIT: There are no intended third party beneficiaries of any right or obligation assumed by the Parties. All rights and benefits under this Agreement inure exclusively to the Parties.
- 6.14 CONSTRUCTION OF AGREEMENT: This Agreement shall not be construed in favor of, or against, either Party but shall be construed as if the Parties prepared this Agreement together through a process of negotiation and with the advice of their respective attorneys.
- 6.15 SEVERABILITY: If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.
- 6.16 AMENDMENT; MODIFICATION: No amendment, modification or supplement of this Agreement shall be valid or binding unless executed in writing and signed by both Parties, subject to CITY approval. The requirement for written amendments, modifications or supplements cannot be waived and any attempted waiver shall be void and invalid.

- 6.17 CAPTIONS: The captions of the various articles, sections and paragraphs are for convenience and ease of reference only, and do not define, limits, augment, or describe the scope, content, or intent of this Agreement.
- 6.18 INCONSISTENCIES OR CONFLICTS: In the event of any conflict or inconsistency between the provisions of this Agreement and any of the exhibits attached hereto, the provisions of this Agreement shall control.
- 6.19 ENTIRE AGREEMENT: This Agreement including all attached exhibits is the entire, complete, final and exclusive expression of the Parties with respect to the matters addressed herein and supersedes all other agreements or understandings, whether oral or written, or entered into between CITY and CONSULTANT prior to the execution of this Agreement. No statements, representations or other agreements, whether oral or written, made by any Party which are not embodied herein shall be valid or binding. No amendment, modification or supplement to this Agreement shall be valid and binding unless in writing and duly executed by the Parties pursuant to Section 6.15, above.
- 6.20 COUNTERPARTS: This Agreement shall be executed in three (3) original counterparts each of which shall be of equal force and effect. No handwritten or typewritten amendment, modification or supplement to any one counterparts shall be valid or binding unless made to all three counterparts in conformity with Section 6.16, above. One fully executed original counterpart shall be delivered to CONSULTANT and the two remaining counterparts shall remain with the City for archiving and day-to-day reference by the department responsible for administering the Agreement on the City's behalf.
- 6.21 Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable for punitive damages.
- 6.22 FORCE MAJEURE: A party's performance of any obligation under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of any event of Force Majeure. In any such event, the party unable to perform shall be required to resume performance of its obligations under this Agreement upon the termination of the event or cause that excused performance hereunder. "Force Majeure" herein means an event which is beyond the reasonable control of a party, including without limitation: (a) acts of God; (b) flood, fire, earthquake, hurricane or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law that prevents CONSULTANT from performing its obligations as set forth in this Agreement; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority that prevents CONSULTANT from performing its obligations as set forth in this Agreement; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances, other than those involving the affected parties employees;] (i) shortage of adequate power or transportation facilities.

- 6.23 BUSINESS LICENSE AND W9: A City of Huntington Park Business license must be obtained before commencing work and a W9 provided when submitting first payment.

[SIGNATURE PAGE TO FOLLOW]

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

CITY OF HUNTINGTON PARK:

[NAME OF CONSULTANT]

By: _____
[CITY MANAGER]

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM:

By: _____
City Attorney

EXHIBIT "A"
SCOPE OF WORK
(SEE ATTACHED)

ATTACHMENT 2 - CITY'S STANDARD INSURANCE REQUIREMENTS



Office of the City Clerk

INSURANCE REQUIREMENTS

The City of Huntington Park requires that applicants must submit to the Office of the City Clerk proof of Liability Insurance in the following amounts.

Coverage shall be at least as broad as:

- **General Liability** – Minimum Limits of: *(Pending Event)*
 - **\$1,000,000** per occurrence and **\$2,000,000** general aggregate;
 - **\$2,000,000** per occurrence and **\$4,000,000** general aggregate; or
 - Other: _____

for bodily injury, personal injury and property damage, including operations, products and completed operations

- **Automobile Liability** – if vendor has no owned autos, Code 8 (hired) and Code 9 (non-owned), with limits of no less than **\$1,000,000** per accident for bodily injury and property damage. (Note – required only if auto is used in performance of work)
- **Workers Compensation** – required by the State of California, with statutory limits, and employer's liability insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. (Note – required only if vendor has employees)

Special Events serving/selling alcohol must also include **Liquor Liability (limits will vary depending on event type)*

The General Liability policy is to contain, or to be endorsed to contain the following:

- The City of Huntington Park, its officers, officials, employees, and volunteers are to be covered as additional insureds.

Special Event Holder or Permittee shall hold harmless, defend and indemnify Entity and its officers, officials, employees and volunteers from and against any and all liability, loss, damage, expense, costs (including without limitation costs and fees of litigation) of every nature arising out of or in connection with Contractor's performance of work hereunder or its failure to comply with any of its obligations contained in the agreement, except such loss or damage which was caused by the sole negligence or willful misconduct of the Entity.

Certificate Holder:

- City of Huntington Park, 6550 Miles Avenue, Huntington Park, CA 90255

Acceptability of Insurers:

- Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the Entity.

A typed legible name of the Authorized representative must accompany the signature on the certificate of insurance and/or the true and certified copy of the policy

**THE ENDORSEMENT PAGE MUST ACCOMPANY THE ACORD FORM
CERTIFICATE OF LIABILITY.**

SUBJECT TO CHANGE ACCORDING TO EVENT

ACORD
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Agent or Broker
Name & Address

CONTACT
NAME
PHONE (A/C, No. Ext.)
E-MAIL
ADDRESS

INSURER(S) AFFORDING COVERAGE
INSURER A:
INSURER B:
INSURER C:
INSURER D:
INSURER E:
INSURER F:

NAIC #

INSURED
Insured Name & Address

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.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> OCC <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		Policy Number	Current Policy Period		EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Per occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		Policy Number	Current Policy Period		COMBINED SINGLE LIMIT (Per accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMPLOYEE EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Policy Number	Current Policy Period		PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

"The City of Huntington Park, its officers, officials, employees, and volunteers are to be covered as additional insureds."

CERTIFICATE HOLDER
City of Huntington Park
6550 Miles Avenue
Huntington Park, CA 90255

CANCELLATION
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
SIGNATURE

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

Must be in ACORD 25 (2016/03) or ACORD 25 (2014/01) any other form will NOT be acceptable

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 12 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL
AGENCY OR SUBDIVISION OR POLITICAL
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

State Or Governmental Agency Or Subdivision Or Political Subdivision:

"The City of Huntington Park, its officers, officials, employees, and volunteers are to be covered as additional insureds."

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.

However:

- a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- b. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

2. This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CG 20 12 04 13

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ATTACHMENT "B"

CITY OF HUNTINGTON PARK

REQUEST FOR PROPOSAL FOR DATA MIGRATION SERVICES

Response Date: 10/23/2025

Submitted By: DataTerrain Inc (CMAS Number: 3-25-07-1012)**Contact:**

Name: Jay Vellore Murugan

Title : Chief Technology Officer

Email: jmurugan@dataterrain.com

Phone: 650-701-1100

COVER LETTER

To

City of Huntington Park

6550 Miles Ave

Huntington Park, CA 90255

Attn: Whitford Marin & Chandler Huynh

Email: wmarin@hpca.gov | chuynh@hpca.gov

Subject: Proposal Submission — Data Migration Services (RFP Due October 24, 2025)

Dear Committee,

DataTerrain Inc. is pleased to submit this proposal for the City of Huntington Park's Data Migration Services RFP. As a California-incorporated technology firm headquartered in Palo Alto, we bring nearly a decade of focused experience helping public agencies, higher-education institutions, and Fortune 500 enterprises modernize their data ecosystems through precise, secure, and compliant migration strategies.

Our firm has successfully delivered large-scale ERP, BI, and analytics migration programs across the U.S.- ensuring integrity, accuracy, and minimal disruption of critical operations. With 180+ full-time engineers and 42 testing/administrative staff, DataTerrain offers a rare blend of technical depth, staff stability (over 70 % of our team has been with us since inception), and cost-efficient delivery processes.

We understand the City's requirements for accurate conversion of financial and administrative data from Central Square /Naviline H5 to Tyler Munis while maintaining data ownership and security as outlined in your RFP Sections 2C and 2D. Our automated ETL frameworks and quality validation pipelines have been designed precisely for this type of transition — ensuring full traceability and regulatory compliance for financial records, payroll data, and historical transactions.

Why DataTerrain is the right partner for this engagement:

- **Proven Data Migration Leadership:** Over 330 U.S. customers supported in modernizing ERP and BI systems using automation and structured governance.
- **Public Sector Experience:** Referenceable work with educational and government clients (e.g., Stanford University, Texas Education Agency, Creighton University).
- **Automated and Auditable Process:** Proprietary tools that reduce manual errors and improve data reconciliation speed by up to 60 %.

- **In-House Delivery Only:** No sub-contractors — all migration, testing, and support handled by full-time staff.
- **Strong Governance & Communication:** We establish clear milestones, testing protocols, and sign-offs aligned with your expected deliverables (Conversion Plan and Converted Data Acceptance).

Our submission is valid for 60 days from the date of this letter. We appreciate the City's consideration and look forward to partnering with you to deliver a secure, accurate, and on-time data migration to Tyler Munis.

Sincerely,



Swetha Srinivasan

Client Manager

DataTerrain, Inc.

Email - swetha@dataterrain.com

Direct - +1 408 634 7042

Address - 228 Hamilton Ave, 3rd Floor,
Palo Alto, CA, 94301

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SECTION 1 – SCOPE OF WORK

1.1 Introduction and Project Understanding

Dataterain will support the City of Huntington Park in executing a secure, accurate, and seamless transition from the Central Square/Naviline/H5 ERP system to Tyler Technologies' Tyler Munis ERP system. This migration ensures continuity of City operations, integrity of financial and operational data, and compliance with data governance standards.

Key modules in scope include:

Module	Data Scope
General Ledger, Budget, Encumbrances	Up to 20 years of transaction history
Accounts Payable & Accounts Receivable	Vendor/customer invoices, checks, billing, and receipts
Payroll	Employee payroll records up to 10 years
Utility Billing	Customer accounts, deposits, meters, rates, service, billing, and payment history (up to 5 years)
Capital Assets, Grants, Project Accounting	Complete database records
Business Licenses & Building Permits	Complete database records
Cash Receipting	Up to 20 years of receipt history

Dataterrain fully understands the City’s requirements for data ownership, confidentiality, and U.S.-based storage, and recognizes the need for close collaboration with City staff during extraction, mapping, validation, and loading.

1.2 Project Objectives

The primary objectives are:

1. Execute a complete and accurate migration of legacy data from Central Square/Naviline to Tyler Munis.
2. Preserve data integrity, accessibility, and traceability across all departments.
3. Implement robust data governance, validation, and reconciliation.
4. Deliver the migration in an efficient and cost-effective manner, leveraging proven tools and frameworks.
5. Provide knowledge transfer and training to City staff for post-migration operations.

1.3 Approach and Methodology

Dataterrain employs a structured, four-phase methodology to deliver accuracy, efficiency, and cost-effectiveness:

Phase 1 – Discovery & Planning

- Conduct a full audit of legacy systems and identify data dependencies.
- Map data fields between source (Naviline/H5) and target (Tyler Munis).
- Finalize the migration architecture, conversion tools, and validation strategy.

Phase 2 – Data Transformation & Cleanup

- Perform data profiling, cleansing, and standardization to remove duplicates, errors, and inconsistencies.
- Apply ETL (Extract, Transform, Load) processes using Dataterrain’s proven templates.
- Conduct test migrations and iterative validations to confirm data readiness.

Phase 3 – Validation & Testing

- Execute pilot migration cycles for financial modules.
- Validate migrated data for completeness, accuracy, and relational integrity.
- Perform user acceptance testing (UAT) with City stakeholders.

Phase 4 – Deployment & Knowledge Transfer

- Conduct final cutover to Tyler Munis.
 - Provide hypercare support for two weeks post go-live.
 - Deliver documentation, data validation reports, and staff training.
1. **Effectiveness:** Guarantees fully accurate and validated migration aligned with City objectives.
 2. **Efficiency:** Optimized workflows, automated tools, and parallel task execution reduce timeline and effort.
 3. **Cost-Effectiveness:** Reuse of proven frameworks and automation reduces overall project cost while ensuring high-quality results.

1.4 Roles and Responsibilities

To ensure accountability and smooth execution, the roles are summarized as follows:

- **Dataterain:** Responsible for data extraction, migration, transformation, validation, load, reconciliation, and documentation.
- **City Staff:** Provide access to legacy systems, assist in validation, and approve migrated data.

1.5 Deliverables

1. Comprehensive Data Migration Plan and Mapping Document
2. ETL Framework and Data Cleansing Reports
3. Validation and Reconciliation Reports
4. UAT Sign-off and Acceptance Report
5. Final Migration Summary and Knowledge Transfer Documents

1.6 Success Criteria

- 100% of agreed-upon data migrated accurately.
- Ensure that all financial and operational modules are fully functional in Tyler Munis.
- Minimal downtime and zero loss of critical historical data.
- City confirmation of successful migration and acceptance of final deliverables.

1.7 Competitive Advantages

- **Proven Expertise:** Over 15 years of ERP migration experience in the public sector, including Tyler Munis implementations.

- **Structured, Phased Methodology:** Minimizes risk, ensures accuracy, and maintains operational continuity.
- **Governance & Compliance:** Full adherence to U.S.-based storage, confidentiality, and audit requirements.
- **Collaborative Execution:** Dedicated team works closely with City staff, including onsite support as needed.
- **Efficiency & Cost Control:** Optimized workflow, automation, and reuse of tested frameworks ensure reduced timeline, effort, and overall cost.

SECTION 2 – SCHEDULE

2.1 Overview

Dataterrain proposes a **26-week (6-month) structured schedule** to migrate the City’s ERP data from Central Square/Naviline/H5 to Tyler Munis. Each week is planned **Monday-to-Sunday** with clear activities and deliverables. The schedule addresses all RFP requirements — **Knowing the Data, Cleanup, Maintenance & Protection, and Governance** — while ensuring **efficiency, cost-effectiveness, and minimal disruption** to City operations.

2.2 Week-by-Week Schedule (Mon–Sun)

Week	Phase	Key Activities (Mon–Sun)
1–4	Phase 1: Discovery & Planning	<ul style="list-style-type: none"> • Project kickoff and stakeholder interviews. • Comprehensive data inventory and system audit. • Data mapping and dependency identification. • Migration strategy finalization and risk assessment. • Deliverables: Kickoff notes, audit report, data mapping templates, approved migration plan.
5–12	Phase 2: Data Transformation & Cleanup	<ul style="list-style-type: none"> • ETL framework setup and initial data extraction. • Data remediation: de-duplication, normalization, correcting errors. • Data standardization and transformation- Test migrations (first & second round). • Final dataset preparation for full migration. • Deliverables: ETL documentation, remediation logs, transformation scripts, test migration reports, ETL-ready dataset.

13–1 9	Phase 3: Validation & Testing	<ul style="list-style-type: none"> • Full-scale test migration in staging- Module-level functional validation. • Multi-layer validation and reconciliation. • User Acceptance Testing (UAT) Cycles 1 & 2- Stakeholder review and final approval. • Deliverables: Test environment, functional reports, reconciliation report, UAT feedback, UAT sign-off report, final validation report.
20–2 6	Phase 4: Deployment & Knowledge Transfer	<ul style="list-style-type: none"> • Production cutover planning and execution- Hypercare support and monitoring. • Staff training sessions. • Knowledge transfer and documentation handover • Post-go-live validation and project closure • Deliverables: Cutover plan, go-live confirmation, hypercare logs, training report, comprehensive user manual, system stabilization report, final project report

2.3 Total Duration

26 weeks (Mon–Sun) covering all phases from discovery through post-go-live stabilization.

SECTION 3 - PROJECT TEAM, KEY PERSONNEL AND RESUMES

Dataterain has assembled a highly qualified team with deep expertise in ERP implementation, data migration, and system integration. Our project structure ensures clear accountability, effective communication, and timely delivery at every stage.

An **organization table** outlining the reporting structure, key responsibilities, and assigned roles is provided below. This table highlights the primary personnel responsible for planning, execution, data validation, and project oversight.

Position	Role Title	Role Description	Name
CTO	Chief Technical Officer	Provides overall technology leadership, sets technical vision, strategy, and goals to ensure innovation, scalability, and alignment with business objectives..	Jay Murugan
COO	Chief Operating Officer	Coordinates multiple projects, aligns business goals with technology execution.	Bala Muralitharan
Project Manager	Project Manager	Manages specific projects, timelines, deliverables, and client communication.	Lea Willett LeRoi
Tech Lead	Technical Lead	Guides development team, ensures code quality, architecture, and mentoring.	-
Backend Developer	Software Engineer - Backend	Develops APIs, databases, server logic, ensures scalability and performance.	-
Frontend Developer	Software Engineer - Frontend	Implements UI/UX, builds responsive and accessible web/mobile interfaces.	-
Fullstack Developer	Software Engineer - Fullstack	Works on both frontend and backend, bridges UI and server logic.	-
QA Engineer	Quality Assurance Engineer	Designs and executes test cases, automation, ensures software quality.	-
DevOps Engineer	DevOps / Cloud Engineer	Manages CI/CD, cloud infrastructure, monitoring, deployment, and security.	-
UI/UX Designer	UI/UX Designer	Designs user-friendly interfaces, creates wireframes, prototypes, and improves usability.	-

Resumes of the key project leads are attached for the City's review.

Resume 1 :

Jayavel Vellore Murugan: Technology Visionary & Strategic Leader

Executive Profile

Jayavel "Jay" Vellore Murugan serves as **Chief Technology Officer** at DataTerrain Inc., where he brings over two decades of technology leadership experience spanning Fortune 500 enterprises, cutting-edge startups, and mission-critical public sector initiatives. As both a strategic visionary and hands-on technical leader, Jay has consistently delivered transformational technology solutions that drive measurable business outcomes for organizations ranging from global manufacturers to premier healthcare institutions.

Leadership Philosophy & Approach

Technology-Driven Business Transformation

Jay's leadership philosophy centers on leveraging technology as a catalyst for organizational excellence. He believes that the most successful technology initiatives are those that not only solve immediate technical challenges but also position organizations for long-term competitive advantage and operational efficiency.

Client-Centric Innovation

"Technology should serve people, not the other way around," reflects Jay's approach to solution design. His leadership ensures that every DataTerrain project begins with deep understanding of client needs, organizational culture, and strategic objectives before moving to technical implementation.

Team Excellence & Development

Under Jay's leadership, DataTerrain has built a world-class engineering team of 180+ professionals, with over 70% retention since company inception—a testament to his commitment to creating an environment where technical talent thrives and grows.

Technical Leadership Experience

Enterprise-Scale Data Architecture

Jay has personally led the design and implementation of some of the industry's most complex data platforms:

Hyperscale Data Lake Development:

- Architected and delivered one of the world's largest retail data lakes, processing hundreds of billions of records for a top-three global retailer
- Led the technical strategy for massive data migrations from legacy mainframe systems to modern cloud platforms
- Designed fault-tolerant, scalable architectures capable of handling petabyte-scale data volumes with enterprise-grade reliability

Cloud Transformation Leadership:

- Spearheaded complex cloud migration initiatives for Fortune 500 companies, ensuring zero-downtime transitions from legacy infrastructure
- Developed innovative automation frameworks that accelerate cloud adoption while maintaining security and compliance standards
- Created hybrid cloud architectures that optimize performance, cost, and operational flexibility

Healthcare Technology Innovation

Jay's leadership in healthcare technology has contributed to advancing patient care and medical research:

Clinical Data Platform Excellence:

- Led development of HIPAA-compliant data platforms serving premier institutions like Stanford Hospital and Memorial Sloan Kettering Cancer Center
- Architected real-time clinical decision support systems that enhance patient safety and treatment outcomes
- Designed secure data sharing platforms enabling breakthrough medical research while maintaining strict privacy protections

Research Analytics Infrastructure:

- Built comprehensive research data platforms supporting cancer research initiatives that contribute to life-saving medical discoveries

- Developed predictive analytics systems that help healthcare providers optimize resource allocation and improve patient outcomes

Manufacturing & Industrial IoT Leadership

Jay's expertise extends to complex industrial environments where real-time data processing is mission-critical:

Global Manufacturing Systems:

- Architected predictive maintenance systems that reduce operational costs and equipment downtime across international manufacturing operations
- Designed supply chain optimization platforms that improve efficiency across complex global logistics networks

Strategic Technology Vision

Artificial Intelligence & Machine Learning

Jay has been at the forefront of practical AI implementation, focusing on solutions that deliver immediate business value:

Predictive Analytics Excellence:

- Developed machine learning models for equipment failure prediction, patient risk assessment, and business forecasting
- Led AI initiatives that transform reactive operations into proactive, data-driven decision-making processes
- Created automated systems that improve accuracy while reducing manual effort and operational costs

AI-Powered Innovation:

- Pioneered development of DataTerrain's AI-powered talent acquisition platform, revolutionizing HR processes through intelligent automation
- Architected machine learning pipelines that enable real-time personalization and optimization across diverse business applications

Legacy System Modernization

Jay's expertise in bridging old and new technologies has enabled numerous organizations to modernize without disrupting operations:

Mainframe to Cloud Transformation:

- Successfully led migrations of complex legacy systems, including PL/SQL applications, mainframe programs, and shell scripts to modern cloud environments
- Developed proprietary automation tools that accelerate legacy system modernization while preserving business logic and data integrity
- Created hybrid architectures that enable gradual modernization without operational risk

Industry Recognition & Expertise

Cross-Industry Leadership

Jay's technical leadership spans multiple industries, each with unique challenges and requirements:

Healthcare & Life Sciences:

- Deep expertise in healthcare data regulations, including HIPAA compliance and medical research requirements
- Understanding of clinical workflows and the critical nature of healthcare system reliability
- Experience with genomic data processing and research analytics platforms

Financial Services:

- Knowledge of financial industry regulations and compliance requirements
- Experience with high-frequency transaction processing and fraud detection systems
- Expertise in SOX compliance and financial reporting automation

Education & Research:

- Understanding of academic research data management and collaboration requirements
- Experience with student information systems and educational analytics
- Knowledge of grant management and research funding tracking systems

Manufacturing & Industrial:

- Expertise in industrial IoT, sensor data processing, and equipment monitoring

- Understanding of global supply chain optimization and logistics management
- Experience with quality management systems and manufacturing analytics

Innovation & Patents

Proprietary Technology Development

Under Jay's technical leadership, DataTerrain has developed several innovative solutions:

Automation Platforms:

- BI Migration Tools: Proprietary software that automates the transportation of UI components, interactive elements, and programmatic logic between different business intelligence platforms
- Legacy Modernization Framework: Automated tools that accelerate the transformation of legacy applications to modern cloud architectures
- Data Integration Accelerators: Custom solutions that streamline complex data integration projects

Research & Development Leadership

Jay continuously invests in emerging technologies to maintain DataTerrain's competitive edge:

Emerging Technology Exploration:

- Advanced machine learning algorithms for predictive analytics
- Blockchain applications for secure data sharing
- Edge computing solutions for real-time processing
- Quantum computing preparation for future scalability

Project Leadership Excellence

Billion-Record Scale Projects

Jay has personally led some of the industry's most complex data projects:

Scale Achievements:

- Successfully migrated hundreds of billions of records from legacy systems to modern cloud platforms
- Managed projects processing petabytes of data across multiple geographic regions

- Led teams delivering solutions that support millions of end users globally

Mission-Critical System Delivery

Jay's project leadership ensures reliable delivery of systems that organizations depend on for daily operations:

Reliability Standards:

- Maintained 99.99%+ uptime for mission-critical systems across diverse client environments
- Implemented disaster recovery and business continuity plans that ensure operational resilience
- Delivered projects on time and within budget while maintaining the highest quality standards

Client Relationship Excellence

Strategic Partnership Development

Jay's approach to client relationships goes beyond technical delivery to strategic partnership:

Long-Term Value Creation:

- Built lasting relationships with premier organizations including Stanford University, Amazon Inc., and Caterpillar Inc.
- Developed solutions that evolve with client needs, providing value for decades rather than just immediate requirements
- Created technology roadmaps that align with client strategic objectives and growth plans

Executive Communication

Jay excels at translating complex technical concepts into business value propositions:

Stakeholder Engagement:

- Regular interaction with C-level executives, translating technology initiatives into business outcomes
- Board-level presentations on technology strategy and investment priorities
- Facilitation of technical decision-making processes across diverse stakeholder groups

Contact & Leadership Accessibility

Direct Contact Information:

- **Email:** jmurugan@dataterrain.com
- **Direct Cell:** (510) 304-2381
- **Role:** Authorized to contractually obligate DataTerrain Inc. and negotiate on the organization's behalf

Leadership Availability

Jay maintains an open-door policy for clients and partners, ensuring direct access to strategic technology leadership when needed. His commitment to client success extends to personal availability for critical project decisions and strategic consultations.

Future Vision & Commitment

Under Jay's technology leadership, DataTerrain continues to push the boundaries of what's possible in enterprise technology solutions. His vision encompasses:

Next-Generation Solutions:

- Advanced AI and machine learning platforms that deliver unprecedented business insights
- Edge computing architectures that enable real-time decision-making at massive scale
- Quantum-ready data platforms that prepare clients for the next evolution in computing power

Sustainable Technology Leadership:

- Environmentally conscious technology choices that reduce organizational carbon footprints
- Sustainable architecture designs that optimize resource utilization and energy efficiency
- Long-term technology strategies that provide enduring value and minimize technical debt

Continued Innovation: Jay's leadership ensures that DataTerrain remains at the forefront of technology innovation, continuously exploring emerging technologies and methodologies that can deliver superior value to clients across industries.

Jayavel Vellore Murugan's technology leadership represents the perfect combination of strategic

vision, technical excellence, and client-focused delivery that defines DataTerrain's approach to transformational technology solutions.

Resume -2 :

Bala Muralitharan: Operational Excellence & Strategic Technology Leadership

Executive Profile

Bala Muralitharan serves as **Chief Operating Officer** at DataTerrain Inc., where he brings exceptional operational leadership and deep technical expertise to drive organizational excellence and client success. As a strategic technology leader with extensive experience in large-scale project delivery, Bala combines operational acumen with hands-on technical knowledge to ensure DataTerrain consistently delivers world-class solutions to Fortune 500 enterprises and leading institutions.

Leadership Philosophy & Operational Excellence

Operational Excellence Through Technology

Bala's leadership philosophy centers on creating operational frameworks that enable technical teams to deliver exceptional results consistently. He believes that sustainable technology success requires robust operational processes, clear communication channels, and continuous improvement methodologies that scale with organizational growth.

Client Success-Driven Operations

"Operational excellence means our clients never have to worry about project execution—they can focus on their business while we deliver flawless technology solutions," reflects Bala's commitment to removing operational friction from client relationships and ensuring seamless project delivery.

Global Delivery Optimization

Under Bala's operational leadership, DataTerrain has established **24/7 global delivery capabilities** that enable continuous project momentum across time zones, ensuring rapid response times and uninterrupted progress on mission-critical initiatives.

Operational Leadership Experience

Enterprise-Scale Project Management

Bala has orchestrated some of the industry's most complex technology delivery programs:

Large-Scale System Implementations:

- Led operational delivery of billion-record data migration projects for Fortune 500 companies
- Managed concurrent multi-site implementations across global organizations
- Orchestrated complex system integrations involving legacy mainframe modernization and cloud transformation
- Coordinated cross-functional teams spanning multiple time zones and technical disciplines

Quality Assurance & Process Excellence:

- Established comprehensive quality management systems ensuring 99.99%+ system reliability
- Implemented automated testing frameworks that maintain data accuracy across massive-scale platforms
- Developed operational procedures that enable seamless scaling from small projects to enterprise-wide implementations

Global Team Leadership

Bala's operational expertise extends to building and managing high-performance technical teams:

Team Development & Retention:

- Built and managed DataTerrain's 180+ person engineering organization with industry-leading retention rates
- Established career development programs that maintain over 70% employee retention since company inception
- Created collaborative work environments that attract and retain top-tier technical talent

Cross-Cultural Team Management:

- Led global delivery teams spanning multiple countries and cultural contexts
- Implemented communication protocols that ensure seamless collaboration across distributed teams

- Developed operational standards that maintain consistent quality regardless of delivery location

Technology Leadership & Technical Expertise

Healthcare Technology Operations

Bala's operational leadership has been instrumental in delivering complex healthcare technology solutions:

Clinical System Implementation:

- Led operational delivery of HIPAA-compliant data platforms for Stanford Hospital and Memorial Sloan Kettering Cancer Center
- Managed deployment of real-time clinical decision support systems requiring zero-downtime implementations
- Orchestrated complex data integration projects connecting multiple hospital systems and external medical databases

Research Platform Operations:

- Oversaw implementation of research data platforms supporting cancer research initiatives
- Managed operational aspects of genomic data processing systems handling petabyte-scale research datasets
- Coordinated multi-institutional research collaboration platforms requiring strict security and compliance protocols

Manufacturing & Industrial Systems

Bala's operational expertise extends to complex industrial environments:

Global Manufacturing Operations:

- Led deployment of comprehensive IoT platforms for Caterpillar Inc. across multiple continents
- Managed operational aspects of predictive maintenance systems serving global heavy equipment fleets
- Orchestrated supply chain optimization platform implementations spanning complex international logistics networks

Industrial Scale Data Processing:

- Oversaw operational delivery of real-time telemetry processing systems handling millions of sensor readings daily
- Managed deployment of automated quality control systems improving manufacturing efficiency
- Led implementation of financial reporting automation ensuring SOX compliance across global operations

Cloud & Enterprise Architecture Operations

Bala has consistently delivered complex cloud transformation initiatives:

Cloud Migration Leadership:

- Led operational aspects of massive cloud migrations including hundreds of billions of records for major enterprises
- Managed zero-downtime transitions from legacy mainframe systems to modern cloud platforms
- Orchestrated hybrid cloud implementations balancing performance, security, and cost optimization

Enterprise Integration Excellence:

- Oversaw complex system integration projects connecting disparate enterprise applications
- Managed API development and deployment initiatives enabling seamless data sharing across organizational boundaries
- Led implementation of enterprise data governance frameworks ensuring data quality and regulatory compliance

Strategic Operations & Business Development

Client Relationship Management

Bala's operational approach extends to strategic client partnership development:

Long-Term Partnership Building:

- Developed operational frameworks that enable lasting relationships with premier organizations
- Created client success programs ensuring continuous value delivery beyond initial project completion

- Established communication protocols that maintain transparent, proactive client engagement

Account Growth & Expansion:

- Led operational initiatives that expanded DataTerrain's engagement with existing clients
- Developed service delivery models that demonstrate continuous value, leading to contract renewals and expansions
- Created reference customer programs that support new business development through operational excellence

Financial Operations & Resource Management

Bala's leadership ensures optimal resource utilization and financial performance:

Cost Optimization:

- Implemented operational efficiencies that enable competitive pricing while maintaining quality standards
- Developed resource allocation models that optimize team utilization across multiple concurrent projects
- Created financial tracking systems that ensure projects deliver on time and within budget

Growth Management:

- Led operational scaling initiatives supporting DataTerrain's 20%+ annual growth trajectory
- Managed resource planning that enables rapid response to new opportunities without compromising existing commitments
- Established operational foundations that support sustainable business growth

Innovation in Operations

Process Automation & Efficiency

Bala has championed operational innovation that improves delivery speed and quality:

Automated Delivery Frameworks:

- Developed proprietary project management tools that accelerate delivery timelines
- Implemented automated quality assurance processes that maintain consistency across diverse projects

- Created deployment automation that reduces manual effort while improving reliability

Continuous Improvement Culture:

- Established operational review processes that identify and implement efficiency improvements
- Created knowledge management systems that capture and share best practices across the organization
- Implemented metrics-driven operational improvements that measurably enhance client satisfaction

Technology Operations Innovation

Bala's operational leadership drives technological innovation:

DevOps Excellence:

- Implemented comprehensive DevOps practices that accelerate development cycles while maintaining quality
- Established continuous integration/continuous deployment (CI/CD) pipelines that enable rapid, reliable software delivery
- Created automated monitoring and alerting systems that ensure proactive issue resolution

Security Operations:

- Developed comprehensive security operations frameworks ensuring compliance across diverse regulatory environments
- Implemented security monitoring and incident response procedures that protect client data and systems
- Created security training and awareness programs that maintain high security standards across all team members

Industry Recognition & Expertise

Cross-Industry Operational Excellence

Bala's operational leadership spans multiple industries with unique operational requirements:

Healthcare Operations:

- Deep understanding of healthcare operational requirements including HIPAA compliance and patient safety protocols
- Experience managing clinical system implementations with zero tolerance for downtime

- Expertise in coordinating multi-institutional research collaborations with complex operational requirements

Financial Services Operations:

- Knowledge of financial industry operational requirements including SOX compliance and regulatory reporting
- Experience managing high-frequency transaction processing systems requiring millisecond response times
- Expertise in coordinating complex financial system integrations across multiple regulatory jurisdictions

Manufacturing Operations:

- Understanding of global manufacturing operational requirements including quality control and supply chain management
- Experience managing industrial IoT implementations across multiple geographic regions
- Expertise in coordinating predictive maintenance systems requiring real-time operational response

Quality Assurance & Risk Management

Operational Risk Mitigation

Bala's leadership ensures comprehensive risk management across all operational aspects:

Project Risk Management:

- Developed comprehensive risk assessment frameworks that identify and mitigate potential project challenges
- Implemented contingency planning processes that ensure project success despite unexpected obstacles
- Created communication protocols that ensure stakeholders remain informed of project status and any emerging risks

Operational Continuity:

- Established business continuity procedures that ensure uninterrupted service delivery
- Implemented disaster recovery protocols that protect client operations and data
- Created redundant operational capabilities that maintain service availability across diverse scenarios

Quality Management Excellence

Bala has established industry-leading quality management practices:

Comprehensive Testing Frameworks:

- Implemented extensive functionality and data accuracy testing procedures
- Established user acceptance testing protocols that ensure solutions meet business requirements before deployment
- Created automated quality assurance processes that maintain consistency across large-scale implementations

Continuous Quality Improvement:

- Developed quality metrics and monitoring systems that enable continuous operational improvement
- Implemented client feedback mechanisms that drive operational enhancements
- Created quality assurance training programs that maintain high standards across all team members

Client Success & Delivery Excellence

High-Velocity Delivery

Under Bala's operational leadership, DataTerrain consistently delivers exceptional results:

Accelerated Implementation:

- Achieved industry-leading delivery timelines through optimized operational processes
- Maintained quality standards while reducing time-to-value for clients
- Enabled rapid scaling of successful solutions across client organizations

Global Delivery Coordination:

- Coordinated complex multi-site implementations across different time zones and cultures
- Managed international team collaboration ensuring seamless project execution
- Implemented global delivery standards that maintain consistency regardless of location

Customer Satisfaction Excellence

Bala's operational approach consistently achieves exceptional client satisfaction:

Proactive Communication:

- Established communication protocols that keep clients informed of progress and any emerging opportunities or challenges
- Implemented regular review cycles that ensure alignment between delivery and client expectations
- Created escalation procedures that ensure rapid resolution of any operational concerns

Value Delivery Focus:

- Developed operational frameworks that maximize business value delivery for clients
- Implemented success metrics that align operational delivery with client business objectives
- Created continuous improvement processes that enhance value delivery over time

Contact & Leadership Accessibility

Direct Contact Information:

- **Email:** bala@dataterrain.com
- **Direct Cell:** (847) 254-7133
- **Role:** Chief Operating Officer with full authority for operational decisions and client relationship management

Operational Leadership Availability

Bala maintains direct accessibility for clients and partners, ensuring immediate operational support when needed. His commitment to operational excellence includes personal availability for critical operational decisions and strategic operational consultations.

Future Vision & Operational Strategy

Under Bala's operational leadership, DataTerrain continues to set new standards for technology delivery excellence:

Next-Generation Operations:

- Advanced operational automation that further accelerates delivery while maintaining quality
- AI-powered project management tools that optimize resource allocation and timeline management
- Predictive operational analytics that anticipate and prevent potential delivery challenges

Sustainable Operational Growth:

- Scalable operational frameworks that support continued business growth without compromising quality
- Environmental sustainability initiatives that optimize resource utilization and reduce operational carbon footprint
- Operational resilience planning that ensures business continuity across diverse scenarios

Innovation in Service Delivery: Bala's operational vision ensures DataTerrain remains at the forefront of service delivery innovation, continuously exploring new methodologies and technologies that enhance client value and operational efficiency.

Bala Muralitharan's operational leadership represents the essential foundation that enables DataTerrain's technical excellence to consistently deliver transformational results for clients across industries and around the world.

In addition to this core team, Dataterrain maintains a larger pool of highly skilled technical and functional specialists who can be engaged as the project progresses. These specialists bring diverse expertise across various domains, including data migration, integration, reporting, and system optimization.

They will be assigned in rotation or through sprint-based deployments, depending on project phase requirements and milestone priorities. This flexible staffing approach allows Dataterrain to efficiently allocate resources, ensuring that the right skill sets are available at the right time without compromising delivery timelines.

All additional team members will operate under the direct supervision and guidance of the designated project leads, ensuring clear communication, consistent methodologies, and accountability across all tasks.

Through this structured yet adaptive model, the City will gain access to Dataterrain's full technical and operational capacity while continuing to work closely with a stable, experienced leadership team that maintains oversight, quality, and project continuity throughout the engagement.

SECTION 4 - COMPANY QUALIFICATIONS

DataTerrain Inc. is a well-qualified, mid-sized BI and data engineering firm with proven expertise in enterprise data migration and modernization projects for public sector and corporate clients across the United States.

Core Competencies

- **Data Migration & Modernization:** Extensive experience in migrating complex ERP and BI systems — including financial, HR/payroll, and utility data — from legacy on-prem platforms (CentralSquare /Naviline, Oracle E-Business Suite, PeopleSoft) to modern cloud and SaaS environments (such as Tyler Munis, Oracle Cloud, Workday).
- **Cloud Data Infrastructure and ETL Expertise:** Proficient in AWS Glue, Snowflake, and Azure Data Factory with custom automation pipelines for data cleansing, validation, and mapping.
- **BI and Analytics:** Full-cycle development of dashboards, data visualizations, and reporting solutions across Power BI, Tableau, and Oracle BI tools — including report migration and automation.
- **Oracle HCM and Payroll Audit Specialization:** Deep understanding of HR and financial data structures, reporting accuracy, and compliance auditing.

Key Strengths

- **Proven Leadership in BI/Analytics Consulting:** Acted as prime consultant in enterprise-level report migration and automation projects for clients such as Caterpillar Inc., Texas Education Agency, and Stanford University.
- **Automation and Governance:** Proprietary frameworks for automated data extraction, validation, and reconciliation — reducing migration time and improving accuracy.
- **No Sub-Contractors:** All services are delivered by DataTerrain's own full-time employees to ensure consistent quality, security, and accountability.
- **Stable and Experienced Workforce:** Over 70 % of our engineering staff have been with us since inception, demonstrating a sustained commitment to quality and continuity.

Relevant Experience

DataTerrain's experience in ERP data migration and BI automation positions us to deliver the City's required conversion plan, data mapping, and acceptance phases with minimal risk. Our project management approach aligns with the City's expectations outlined in RFP Section 2C and ensures a smooth, auditable transition of financial and administrative records to Tyler Munis while maintaining data ownership and security per Section 2D

SECTION 5 - REFERENCES

Project Reference -1

Project Name : Jaspersoft conversion-Data Analytics

Project Description - Project with DataTerrain for its client Texas Education Agency (TEA) to perform conversion as a service of Crystal reports to Jaspersoft reports. DataTerrain, with exclusive knowledge of Jaspersoft and conversion experience of more than a decade, will perform and support conversion efforts to Jaspersoft. Fixed-cost Reporting provided by DataTerrain

Client: Texas Educational Agency

1701 N. Congress Avenue

Austin, Texas, 78701

Result - The report conversion service will guarantee all the objects, join conditions, measures, and other features are converted from Crystal to Jaspersoft as permitted in Jaspersoft.

Contact Details:

Email - Alison.Wright@tea.texas.gov

Phone - (512) 348-3329

Project Reference – 2

Project Name: Revenue Analytics Migration

Project Description: This project involved migrating a decade's worth of Revenue Analytics data from a legacy IBM mainframe environment to a cloud-native AWS and Snowflake-based platform. The primary objective was to modernize the data infrastructure for improved performance, scalability, and accessibility. It addressed critical issues in data duplication, processing time, and system reliability while enabling real-time analytics through Power BI.

Client: Caterpillar Inc

100 N.E. Adams Street

Peoria, IL 61629

United States

Key Problems Solved:

- Performance: Reduced processing time from 12+ hours to 30 minutes
- Data Quality: Eliminated duplicate records and data inconsistencies
- Reliability: Created single source of truth with improved data integrity
- Maintenance: Simplified troubleshooting and selective processing capabilities
- Integration & Scalability: Seamlessly integrated with existing data sources and infrastructure while establishing a cloud-native foundation

Business Impact:

- 96% reduction in processing time
- Improved data governance, scalability, and uptime
- Enhanced collaboration, analytics integration with Power BI

Contact Details:

Gallup_karen_l@cat.com

IT Analyst I - Applications - Global Information Services - Pricing and Merchandising

Phone number - +1 (309) 636-5995

Project Reference – 3

Project Name: Finance Data Processing for Amazon

Project Description: The project modernized financial data processing for a global retail leader using PySpark on Amazon EMR and integrated with the client's secure Finance Data Warehouse (FDW). It enabled dynamic data extraction and transformation pipelines with full GRC and SOX compliance, ensuring accurate and timely financial analytics.

Client: Amazon.com Services LLC

Data Governance:

- GRC, SOX compliance via Finance Data Warehouse (FDW)

Processing:

- PySpark extracts data from FDW
- Temporary views created for transformation
- Supports full/incremental updates

Data Catalog:

- Processed data registered in DynamoDB for MACE platform
- Enables MEC reconciliation and standardized reports

Extended Integration:

- Sources: FDW, S3, Andes tables
- Flexible and scalable ETL pipeline

Ecosystem:

- Integrated with FDW, MACE, DynamoDB for seamless flow

Contact:

Geddam, Sushmitha
geddamsg@amazon.com
Data Engineering Manager
440 Terry Ave. N.
Seattle, WA 98109

Project Reference – 4

Project Name: ETL Automation at Stanford Hospitals

Project Description: This initiative enhanced the data integration and reporting workflow at a prominent California-based medical university. Using Informatica as the core ETL tool, the system extracts data from multiple operational and academic systems and loads it into an Oracle production database. It supports daily reporting, robust monitoring, and automated incident handling.

Client: Stanford Hospitals

1. Extraction:

- Sources: PeopleSoft, EDW (Oracle), Linux flat files
- Staged into Oracle schema with daily schedules

2. Transformation:

- Tools: Informatica Mapping and Workflow Designers
- Daily scheduled workflows with complex SQL logic

3. Multi-stage processing:

- Intermediate tables across schemas, final tables for reports

4. Monitoring:

- Tracked with Informatica Monitor
- Alerts via email and Slack

5. Incident Response:

- Manual unscheduling for planned outages
- Escalation and 30-min update cycles for failures

Contact:

Ganesh Karkala
VP, Stanford University
510-487-9064
gkarkala@stanford.edu

SECTION 6 - CITY'S STANDARD CONTRACT SERVICES

AGREEMENT

Attachment 1 - City's Standard Contract Services Agreement.

We reviewed the agreement and we agree with all the terms and conditions outlined in the contract services agreement.

SECTION 7 CITY'S STANDARD INSURANCE REQUIREMENTS

Attachment 2 - City's Standard Insurance Requirements.

We agree to comply & already possess the required Insurance. We have attached our Certificate of Insurance.

Fee

Phase / Deliverable	Description	Estimated Hours	Rate (\$/hr)	Subtotal (\$)
Project Initiation & Planning	Kick-off, system review, migration plan	60	150	\$9,000.00
Data Assessment & Mapping	Audit legacy/new systems, map data flows	100	150	\$15,000.00
Data Cleaning & Preparation	Deduplication, reformatting, cleansing scripts	120	140	\$16,800.00
Data Migration Tooling & Scripts	Build ETL pipelines, scripts for migration	160	160	\$25,600.00
Test Migration & Validation	Conduct test loads, reconcile data, error fixes	100	150	\$15,000.00
Final Migration & Go-Live	Final data load, cut-over, verification	80	150	\$12,000.00
Post-Go-Live Support & Training	On-call support for 2 weeks, staff training, documentation	50	140	\$7,000.00
Project Management & Reporting	Weekly status, coordination, documentation	50	145	\$7,200.00
Labor Subtotal				\$107,600.00
Software / Tools (ETL licenses etc)	Temporary licenses or utilities needed	—	—	\$1,000.00
Contingency (5%)	Buffer for unexpected issues	—	—	\$5,400.00
Total Estimated Cost				\$114,000.00



DATA CLIMB

Proposal Response to RFP for Data Migration Services

City of Huntington Park, CA

WWW.DATA-CLIMB.COM

September 22, 2025

Proposal Response to RFP for Data Migration Services



September 22, 2025

Whitford Marin & Chandler Huynh
Finance Department
City of Huntington Park
6550 Miles Ave
Huntington Park, California 90255

Re: Proposal Response to RFP for Data Migration Services

Dear Mr. Marin and Mr. Huynh:

It is our pleasure to provide a response to the above referenced Request for Proposal (RFP) to provide Data Migration services for the City of Huntington Park. We have reviewed the RFP documents and all addendums, and we have confidence that we can meet your needs at a very competitive price. Our proposal and pricing are guaranteed for 120 days.

We would like to introduce you to DATA CLIMB! Our firm is an information technology and management consultancy that specializes in helping municipal agencies with ERP initiatives, and we have significant experience implementing Tyler Technologies ERP systems. This includes assisting clients with Tyler projects of similar size and scope, and we have helped them successfully migrate data to and from most of the leading cloud-based ERP vendors, including multiple projects with the Central Square NaviLine H5 and Tyler Munis systems that you currently use. Our experience gives us a deep understanding of similar data Tyler migrations, and we are proposing a team of highly qualified Data Engineers who have experience delivering services in all the areas of scope for your implementation project.

In fact, our firm has deep experience with Tyler data migrations, and we are currently assisting clients with several ongoing data migration efforts for Tyler projects. Some of them include the nearby City of Claremont, California, the City of Kenosha, Wisconsin, and the Village of Orland Park, Illinois. Other past Tyler projects include the City of Tigard, Oregon, long-term efforts like Cook County Government, in Illinois, the City of Kalamazoo, Michigan, and others. We delivered a similar scope of services on all of these projects. Our experience has given us the methods and skills to successfully migrate data to the new Tyler ERP systems without impacting overall service and quality. We have included some of these projects in our references as examples of the great work we have done for our clients.

Proposal Response to RFP for Data Migration Services



This experience makes us uniquely and highly qualified to effectively address the City's requirements and we believe our proposal covers all the needs described in your RFP. However, please contact me with any questions or for further information by email at clarence.clark@data-climb.com or phone at (404) 788-0048. If we are the chosen vendor, it will be my pleasure to serve as your Data Migration Project Manager. I will work to ensure that the data migration is successful and that you are satisfied with our performance, like we have done for so many of our other Tyler clients. We hope to have the opportunity to assist you with this important transformational initiative.

Sincerely,

A handwritten signature in blue ink that reads 'Clarence J. Clark'. The signature is fluid and cursive, with the first and last names being more prominent.

Clarence J. Clark
Managing Principal

Proposal Response to RFP for Data Migration Services



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Proposal Response to RFP for Data Migration Services



Firm Overview

DATA CLIMB is an information technology and management consultancy that specializes in services to support Enterprise Resource Planning (ERP) and related systems technologies. As our name implies, we are a System Integrator with highly qualified, senior resources with experience selecting and implementing cloud-based and on-premises system solutions. What differentiates us from other firms is that we have the functional and technical services, experience, expertise, and personnel to effectively cover all phases of your program, from needs assessment to vendor selection, to implementation and deployment. We also have services to assist with every portion of the work effort, including the following:

- Requirements analysis
- RFP development
- System selection and implementation
- Vendor negotiation
- Application build and configuration
- 1. Data conversion and cleansing
- 2. Quality assurance testing
- Solution architecture and infrastructure
- Cloud and data migration
- Organizational change management
- Leadership alignment
- Business process alignment
- Training
- Communications

We understand that ERP programs are transformational in nature and have an impact on every area of a municipal enterprise. In fact, we were founded by three (3) principals with more than 80 years of combined experience who worked together in 2017 to assist Cook County Government in Illinois with the implementation of multiple Tyler Technologies ERP systems. They went on to establish our headquarters office in Chicago, Illinois, and since then, we have successfully assisted several other municipalities and developed additional expertise in Tyler and other ERP systems technologies. We now have additional offices in Atlanta, Georgia, and Houston, Texas, which allows us to cover clients nationwide, including our current clients in California.

In our proposal you will find that we have the expertise with similar data migration effort that is needed to help the City with this important project. The majority of our work has been with similarly sized municipalities that included the same systems and business processes as the City. Data migrations are typically one of the biggest areas of risk for any ERP project. However, our previous work helping municipalities with migrations to and from the same Tyler ERP systems makes us additionally qualified for the challenges ahead. We will apply the lessons we have learned and the best practices we have developed from our experience to help the City complete this migration project on time and on budget. We look forward to the opportunity to work with your team.

Scope of Work

We understand that the scope of work for this project requires services for the migration of financial information stored in the City's legacy Central Square NaviLine H5 ERP system to the new Tyler Technologies Munis ERP. The contractor chosen for this project must coordinate with all necessary parties (e.g., City staff, Tyler Data Conversion and Implementation teams, etc.) to

Proposal Response to RFP for Data Migration Services



complete these services in the most efficient and cost-effective manner, to ensure that the migration is performed accurately and that data integrity is maintained.

City staff will assist the contractor with the extraction of essential data from the legacy systems and with the mapping of data into the format needed for the Tyler Munis ERP system. Mapped data will need to be successfully loaded into the Tyler Munis test and production environments with all conversion errors resolved. Data that is loaded into Munis must be balanced and validated against the legacy system data.

Systems Scope

We reviewed the RFP and understood that following systems and number of years of historical data are in scope for this data migration project. We have performed similar migrations in all of the required functional areas, and we will work with the City and Tyler Teams to determine the best methods and tools for each data set.

Function	Item	Conversion
General Ledger	Accounts (Trial Balance)	Up to 20 Years transaction history
Budget	Encumbrances	Up to 20 Years transaction history
Accounts Payable	Vendors	Up to 20 Years invoices and check history
Accounts Receivable	Customers	Up to 10 Years billing and receipts
Building Department	Permits	Per database
Business Licenses	Accounts	Per database
Cash Receipting	Receipt Items	Up to 20 Years receipt history
Project Accounting	Projects	Per database
Capital Assets	Asset Records	Per database
Grants Accounting	Grants	Per database

Proposal Response to RFP for Data Migration Services



Function	Item	Conversion
Utility Billing	Customer Records	Accounts, Services, Deposits, Meters, Rates; Up to 5 Years of service, billing, and payment history
Payroll	Employee Payroll Records	Up to 10 Years transaction history

Deliverables

We understand the scope of work for this project includes delivery of the following:

1. Data Conversion Plan
2. Data mapping from legacy NaviLine system to the Tyler Munis ERP system
3. Extraction, transformation, and load of essential data from the legacy system into the Tyler Munis ERP
4. Data cleanup
5. Master data formats
6. Data quality assurance testing and validation
7. Data management controls
8. Data governance model

Data Migration Approach

We have deep experience in performing data migrations with all of the Tyler Munis ERP systems that are in scope for this project. Tyler deploys a blend of different types of data migration methods, processes, and tools. For example, there are data import tools that can be used for Financials data, like general, ledger and budgets. Custom scripting to Tyler templates can be used for other data, such as accounts receivable, accounts payable, payroll, utilities billing, etc. During the first phase of our effort, we will work with the City and Tyler teams to determine the best path for each data migration.

Tyler also has an implementation methodology that their teams follow for each client project. We have developed a data migration methodology specifically for Tyler projects that aligns with their methods. Our methodology leverages our experience with multiple client engagements, and it makes use of the Tyler tools. It follows a process of profiling data from the existing legacy systems, analyzing the best migration tools and processes, cleansing and transforming data, then loading into the Tyler system and finally validating the data for migration into the production environment.

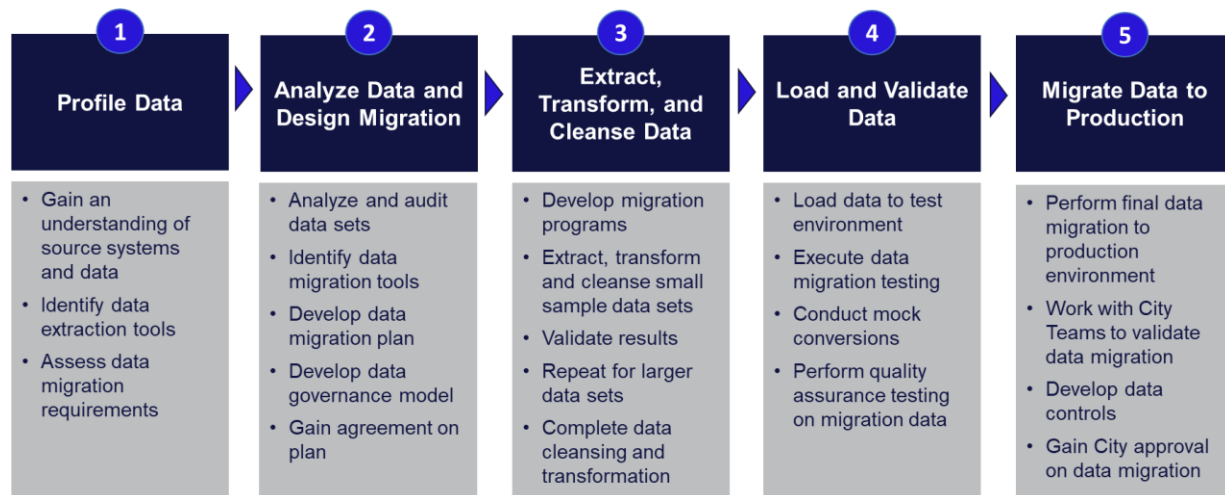
Our Data Engineers are knowledgeable in many types of legacy systems and use our data migration methodology to assist clients with profiling data, developing a realistic plan, identifying tools, validating with business owners, and working with the client and Tyler teams to complete data migrations. We help ensure that the migrations are completed on time to support the

Proposal Response to RFP for Data Migration Services



implementation timeline and avoid delays completing the project. We will also help the City develop data controls that will facilitate the long-term reliability of data in the Tyler ERP system.

The following illustration below depicts the five (5) phases of our Data Migration Methodology, and we have provided more details below on the activities that are a part of each phase.



1. Profile Data

First, we proactively profile data and gain an understanding of the legacy source systems data to determine the approach, tools, resources, duration, and timelines required to complete the migrations. This audit is performed prior to the development of any conversion programs to better understand data conversion requirements.

2. Analyze Data and Design Migration

We perform a deep dive analysis and audit of the legacy system data sets and identify the conversion methods and tools that will be used. Then we develop Data Migration Plan and gain agreement with the key stakeholders and owners of the data on the process that will be used to validate the migration.

3. Extract, Transform, and Cleanse Data

Next, we develop the data migration programs and perform the extraction and transformation for a small sample of legacy data, including any programmatic cleansing that can be done. This allows us to quickly identify any initial issues that may be present. During our data profiling and audit efforts, we often find that legacy system fields and the way end users enter data into them changes over time. This can create inconsistencies in historical data, especially when legacy systems are in production over many years. Therefore, we have developed methods to configure the extract, map, and load processes to account for these changes in the configuration of legacy source system data. We find it to be best practice to work with our clients to identify those changes

Proposal Response to RFP for Data Migration Services



and account for them before the data is migrated over to the target systems. Once we have accounted for these types of issues, these extraction and transformation processes are repeated for larger sets of data, and the results are validated with the vendor conversion team and the key City stakeholders. This is one of the keys in our methodology to ensuring the accuracy and integrity of the data migration.

4. Load and Validate Data

In this step, we load the data to the test environment and develop and execute the final data migrations conversion programs. Next, we will make any needed modifications to the migration programming. Then we perform multiple mock conversions in preparation for the final cutover to the production environment. This consists of an iterative process of loading data and validating results with the vendor and with the key City stakeholders.

5. Migrate Data to Production

The final steps are to perform the final conversion to load data into the production environment and validate it with the key City stakeholders who own the data. This is where our many years of experience with Tyler data migrations will greatly benefit the City. We have used this experience to develop best practices to assist the City with validating data in the production environment. We will also use the reports and tools that Tyler provides to assist with the validation process to ensure the accuracy, integrity, and usability of the data in the production environment.

We understand that, over time, data degradation can occur over time caused by a combination of human error, poorly defined data management processes, and technical issues. These factors can lead to inaccurate, incomplete, inconsistent, and outdated data that is unreliable. This undermines the reliability of the system to its end users and ultimately reduces the overall return on investment. Therefore, as a part of these final steps, we will assist the City with developing several data management controls. These will include technical controls like data encryption, firewalls, and access controls. We have deep expertise with the Tyler Role Based Access Control (RBAC) Module and can provide guidance with the setup of roles, data access, and workflows. We will also help with the City develop administrative controls, such as data governance policies, data quality standards, regular data quality audits, and data security best practices.

Schedule

We will provide data migration services to support the entire Tyler Munis ERP implementation. Based on our past experience assisting clients with the same scope of services, we have estimated that the data migration can be completed in 24 weeks, or approximately 6 months. Our schedule is based on these estimates and is broken down into the five (5) phases of our methodology.

Proposal Response to RFP for Data Migration Services



The following Task Schedule lists our proposed timeframes to complete each project phase. One of the first activities by our Project Manager will be to validate these timelines with the City and develop a detailed project schedule to complete this work effort.

Task	Project Task	Weeks
1	Profile Data	2
2	Analyze Data and Design Migration	6
3	Extract, Transform, and Cleanse Data	8
4	Load and Validate Data	6
5	Migrate Data to Production	2
Total		24

Project Team, Key Personnel, and Resumes

We are proposing a project team of highly qualified senior staff consultants who have over 75 years of combined technology expertise. This includes more than 25 years of combined experience supporting data migrations for Tyler ERP systems that span across more than 20 projects. In the following sections, we have provided more details about our key personnel, our project team organizational structure, and biographical resumes for each team member. All proposed team members are DATA CLIMB employees. No subcontractors have been included in our proposal.

Project Team Organizational Chart

We will staff this project with three (3) of our staff consultants who have significant experience with Tyler data migrations and implementations. These key personnel will include one (1) Data Migration Project Manager and two (2) Data Scientists: a Data Migration Lead, and a Data Engineer. Our project team will be organized into a simple structure that is an extension of the City Team, and we will ensure that our key personnel have effective working relationships and regular interactions with the City and Tyler Teams to facilitate completion of the data migration in a timely manner that supports the project plan and timelines. All of our proposed staff are available to be assigned to this project in the timeframe needed. They also have the capacity for the project workload.

Our team will report to the City Project Manager, Technical Lead, or other resources designated by the City, and be organized as is illustrated below. We have also listed the key responsibilities for each resource.

Proposal Response to RFP for Data Migration Services



City Project Manager

Clarence J. Clark

Project Manager

- Assume overall responsibility for the day-to-day management of the migration project
- Oversee the entire lifecycle of the migration project
- Manage DATA CLIMB resources and deliverables
- Monitor risks, develop mitigations, assist with problem resolution
- Facilitate interactions with the Tyler Implementation and Data Conversion teams
- Ensure City satisfaction with DATA CLIMB performance

Syed Ahamed

Data Migration Lead

- Provide leadership for the data migration effort
- Provide data master formats to ensure consistency with migration data
- Develop the data migration plan
- Manage the profiling and audit of legacy source system data
- Lead the data extraction, transformation and cleansing effort, including identification of any needed third-party tools
- Perform data quality assurance testing and develop data quality controls
- Develop the data governance model to ensure data integrity

Afroz Shaik

Data Engineer

- Perform data migrations
- Utilize the master data formats to ensure consistency with migration data
- Follow the steps in the data migration plan
- Conduct profiling and audit of legacy source system data
- Perform data extraction, transformation, and cleansing and utilize third-party tools, when needed
- Perform data quality assurance testing
- Adhere to the established data governance model to ensure data integrity

Staff Resumes

Below are biographical resumes for our proposed team.

Clarence J. Clark, Data Migration Project Manager

Clarence is a Managing Principal with more than 35 years of proven technology experience. He specializes in managing ERP system implementations and he has overseen more than 50 data migration efforts. Clarence has been managing Tyler implementations for about 10 years, serving in various roles from Engagement Manager to Program Director and Project Manager. He has held responsibility for the entire lifecycle of every Tyler project he has managed. This gives him a strong knowledge of the Tyler Implementation and Data Conversion methodologies and tools, and familiarity with the typical pitfalls of these projects. He will assist the City with developing a realistic data migration plan, keeping the data migration activities on track, and proactively identifying risks to avoid delays in the overall project plan due to the data migration.

Recent Municipal Clients and Roles	ERP Vendors and Modules
City of Kenosha, WI, Program Director Village of Orland Park, IL, Program Director	Vendors: Tyler Technologies Munis and Eden, Open Gov, NeoGov, SAP ECC and S/4 HANA, Oracle EBS and Cloud ERP, PeopleSoft, ActiveNet, Harris Innoprise and CitySuite, Workday, Sage,

Proposal Response to RFP for Data Migration Services



<p>City of Claremont, Engagement Manager</p> <p>City of Tigard, OR, Project Director</p> <p>Cook County Treasurer's Office, IL, Program Manager</p> <p>Cook County Assessor's Office, IL, Program Manager</p> <p>State Government of Illinois, Program Manager</p> <p>American Red Cross, D.C., Project Manager</p> <p>Metropolitan Atlanta Rapid Transit Authority, GA, Project Manager</p> <p>City of Atlanta, GA, Project Manager</p>	<p>Microsoft Dynamics, Infor CloudSuite, Lawson, NetSuite, CentralSquare, TIP/ix, and others</p> <p>Modules: financials (e.g., general ledger, accounts receivable, general billing, purchasing, accounts payable, fixed assets, budgets, project and grants, fixed assets, cashiering), inventory and warehousing, human resources (e.g., recruiting, onboarding, employee administration, payroll, talent management, benefits, risk management, employee and manager self-service) time and attendance, scheduling, permits and licenses, inspections, utilities billing, enterprise content management, computer-aided mass property appraisal, tax billing and collections, citizen self-service and online filing portals, recreation management, business intelligence, analytics, and reporting</p>
Education, Skills, and Experience	Details
Education	<p>Bachelor of Science Degree, Morehouse College, Atlanta, GA</p> <p>Formal Training in Project Management Institute PMBOK, Prosci ADKAR and ADDIE Learning Methods, and Lean Six Sigma</p>
Skills and Expertise	<p>ERP Program Management and Governance, Project and Portfolio Management, ERP Systems Development, Deployment, and Integration, Organizational Change Management, Office 365, Outlook, MS Project, OnePlan, Smartsheet, Clarizen, Tableau, MS Teams, SharePoint, Zoom, GoTo Meeting, JIRA, Confluence</p>
Work Experience	<p>DATA CLIMB, LLC, Program Manager, Present</p> <p>Clark and Associates Management Consulting, Program Manager</p> <p>Stratus Technologies, Director of Professional Services</p> <p>PricewaterhouseCoopers, LLP, Senior Manager</p> <p>Ernst and Young, LLP, Manager</p> <p>Medaphis Physician Services Corporation, IT Manager</p> <p>KPMG Peat Marwick LLC, Consultant</p> <p>HBO and Company, Implementation Analyst</p> <p>Southwest Hospital, Business Office Coordinator and Analyst</p>

Proposal Response to RFP for Data Migration Services



Syed Ahamed, Lead Data Migration Engineer

Syed is a Senior Data Architect and Conversion Analyst with more than 25 years of progressive consulting experience providing data sciences services. He has deep experience with public sector and government clients that includes extensive expertise with data extraction, conversion, load, migration, integration and master data management systems and tools across most of the leading vendors. He has more than 10 years of experience with Tyler data migrations, and he has overseen large data migrations with over 40 years of historical data. His significant experience has given him deep expertise with the Tyler data migration methods and tools, and he has worked closely with the Tyler teams to ensure on-time delivery of every data migration. Syed is a true Data Scientist who also has expertise in the development of master data plans and data governance models, and with the management of data migration resources. He has managed large migration teams of more than 10 resources and overseen Tyler migrations during the entire lifecycle of the implementation project. Syed will work with the City and Tyler teams to ensure that the data migration is completed with a high level of accuracy and data integrity,

Recent Municipal Clients and Roles		ERP Systems and Modules	
Village of Orland Park, IL, Lead DBA City of Tigard, OR, Data Engineer Cook County Assessor's Office, IL, Data Migration Lead Cook County Treasurer's Office, IL, Data Migration Lead City of Dover, Delaware, DBA and Data Migration Architect		Systems: Tyler Technologies Enterprise ERP, Munis, Eden, New World, EnerGov, Harris Innoprise, CentralSquare, TIP/ix, and others Oracle eBusiness and Cloud ERP Modules: Financials, General Ledger, Accounts Receivable, Procurement, Accounts Payable, EnerGov, Enterprise Permitting and Licensing, HRM; Payroll, Time and Attendance, Enterprise Asset Management, RBAC, Business Analytics, and SSRS Reporting	
Education, Skills, and Experience	Details		
Education and Certifications	<ul style="list-style-type: none">▪ Diploma in Computer Science and Engineering, TSH Engineering College, Madras, India▪ Bachelor of Science Degree in Commerce, Osmania University, Hyderabad, India▪ Post Graduate Diploma in Artificial Intelligence and Machine Learning, University of Texas, Austin, Texas▪ Oracle Certified DBA▪ Certified Informatica Professional and Implementation Practitioner		
Skills and Expertise	<ul style="list-style-type: none">▪ Snowflake AI Data Cloud, Informatica IDMC▪ Azure Databricks, Microsoft Fabric, Azure Data Factory▪ Python, PL/SQL, T SQL, SSIS▪ SQL Server, Oracle		

Proposal Response to RFP for Data Migration Services



	<ul style="list-style-type: none"> ▪ Data Engineering, ETL, Migration and Conversion Specialist ▪ Master Data Management ▪ ERP HCM, Financials and CRM ▪ Data Modelling, Data Warehousing and Business Intelligence
Work Experience	<ul style="list-style-type: none"> ▪ DATA CLIMB, LLC, Senior Data Architect ▪ CONSEGNA Technologies, Senior Architect-MDM ▪ Energy Transfer Interstate Holding, Data Integration Architect/Lead Specialist ▪ National Oilwell Varco, Data Architect ▪ Energy Transfer Company, Data Architect

Afroz Shaik, Data Migration Engineer

Afroz is a Senior Database Scientist and Analyst with 10 years of experience in the development and cloud migration of big datasets in the public and private industry verticals like municipal agencies, healthcare and medical devices, media, and insurance. He has expertise in database administration, master data management, data extraction, transformation, and load, performance tuning and optimization, data warehousing, business analytics, and reports development using the leading SQL-based tools for Microsoft SQL Server. This includes experience with SQL Server Integration Services, Azure SQL, and Transact-SQL. Afroz has completed multiple data migrations to support Tyler on-premises and SaaS cloud-based ERP systems, and he is familiar with the Tyler data conversion methods, tools, and timelines.

Recent Municipal Clients and Roles		ERP Vendors and Modules	
Village of Orland Park, IL, DBA and Data Conversion Analyst City of Kalamazoo, MI, Data Conversion Engineer City of Tigard, OR, Data Conversion and Reports Analyst		Systems: Tyler Munis, EnerGov and EP&L, Harris Innoprise and CloudSuite Modules: EnerGov, Enterprise Permitting and Licensing, iG Workforce, Financials (general ledger, accounts receivable, general billing, purchasing, accounts payable, fixed assets, project and grants management, fixed assets) Cashiering, Utilities Billing, Tyler Content Manager	
Education, Skills, and Experience	Details		
Education	<ul style="list-style-type: none">▪ Master of Science Degree in Electrical and Computer Engineering, Cleveland State University, Cleveland, OH▪ Bachelor of Technology Degree, Vallurupalli Nageswara Rao Vignana Jyothi Institute of Engineering and Technology, Hyderabad, India		

Proposal Response to RFP for Data Migration Services



Skills and Expertise	<ul style="list-style-type: none">▪ Database administration, data conversion, cloud migration, data warehousing,▪ MS SQL Server, Azure SQL PaaS, Transact-SQL▪ Azure Databricks, Spark SQL▪ Azure Data Lake, Azure Data Factory, Azure Synapse (Azure DW)▪ SQL Server Integration Services (SSIS)▪ WhereScape, PowerBI and Qlik Sense Reporting▪ Azure DevOps, TFS and GIT HUB▪ Teradata, Autosys, Python
Work Experience	<ul style="list-style-type: none">▪ DATA CLIMB, DBA and Data Conversion Analyst▪ ConversantIT, Data Engineer▪ ITCommence, DBA and ETL Developer

Data Migration Responsibilities Matrix

The following is high-level matrix of proposed DATA CLIMB and City responsibilities.

Nbr.	Responsibility	DATA CLIMB	City
1.	Profile and audit legacy source system data		
2.	Assist with understanding of data use in the legacy NavilIne system		
3.	Develop Data Migration Plan		
4.	Map data from the legacy system to the Tyler Munis ERP system		
5.	Approve legacy data mapping		
6.	Develop programs to extract data from legacy NavilIne system		
7.	Validate data extracts		
8.	Develop and execute data migration programs, automating where possible		
9.	Extract, transform, and load ERP data		

Proposal Response to RFP for Data Migration Services



Nbr.	Responsibility	DATA CLIMB	City
10.	Cleanse legacy system data		
11.	Assist with understanding of data cleansing needs		
12.	Work with Tyler Data Conversion Teams to load data into test and production environments		
13.	Validate data in production system		
14.	Provide tools to assist with production data validation		
15.	Develop master data formats		
16.	Develop data management controls		
17.	Track and report on data quality		
18.	Identify and resolve data migration issues		
19.	Assist with the resolution of data migration issues		
20.	Identify any required third-party software tools		
21.	Procure third-party software tools, if needed		
22.	Approve data migration		

Proposal Response to RFP for Data Migration Services



Company Qualifications

Our qualifications include significant experience assisting municipal clients with Tyler systems implementations from the “cradle to grave,” and our client list includes municipalities across many geographies nationwide. This gives us a deep knowledge of Tyler data migration and implementation best practices. We will leverage the full weight of our firm and the expertise of our data engineering consultants to ensure that this project meets the City’s objectives.

Our teams have managed implementations and data migrations to and from Central Square NaviLine and Munis, and other Tyler Technologies systems, including the latest Enterprise ERP version, as well as Enterprise Permitting and Licensing, New World, and Eden. We have also performed data conversions with many of the other leading ERP systems and AS/400, DB2, mainframe and Microsoft SQL Server relational database management systems. We have gained significant experience from completing these data migration projects, some of which were particularly challenging for a number of reasons. We have developed lessons learned from the data migration challenges we helped our Tyler clients overcome. Below are a few client examples of some of the key challenges we experienced and the solutions we developed for success.

City of Kenosha

Key Challenges	Solutions
<ol style="list-style-type: none">1. Mainframe legacy system source data2. Business and technical complexity related to concurrent implementations of 10 Tyler systems3. Difficulty developing master data formats	<ol style="list-style-type: none">1. Work with City Team to profile and understand legacy system source2. Work with Tyler Data Conversion Team to develop a realistic migration plan3. Work closely with City data SMEs

Village of Orland Park, Illinois

Key Challenges	Solutions
<ol style="list-style-type: none">1. Lack of knowledge of existing systems and processes due to turnover of leadership and key staff2. Low prioritization of ERP project over other initiatives3. Complex permitting and licensing data due to inconsistent system usage	<ol style="list-style-type: none">1. Develop multiple client data SMEs in key ERP areas2. Jointly develop data migration plan to gain commitment from SMEs3. Work with SMEs and legacy system vendors to profile each year of 20 years of historical data

Proposal Response to RFP for Data Migration Services



Cook County Treasurer's Office, Illinois

Key Challenges	Solutions
<ol style="list-style-type: none">1. Multiple start/stops and failed past attempts to complete the data migration2. Unavailability of SMEs due to departmental transition3. Complex billing and collections data due to inconsistent system usage	<ol style="list-style-type: none">1. Work with Tyler Team to accurately assess the status of the data migration effort2. Stagger data migration tasks to better align with SME availability3. Work with SMEs and legacy system vendors to profile each year of 40 years of historical data

City of Tigard, Oregon

Key Challenges	Solutions
<ol style="list-style-type: none">1. Multiple starts and stops related to transition of department leadership2. Logistical and technical complexity related to unrealistic implementation timeline3. Limited availability of data SMEs due to lean staff holding multiple project roles	<ol style="list-style-type: none">1. Conduct a deep dive profiling effort to identify legacy data inconsistencies and other issues2. Collaborate to revise data conversion plan in alignment with overall implementation plan3. Develop a realistic Data Migration Plan aligns with the SME availability

Proposal Response to RFP for Data Migration Services



References

The following are three (3) references for clients who we have recently helped with Tyler data migrations.

Municipality Name	Contact Information
City of Kenosha 4401 Greenbay Road Kenosha WI 53144	Tig Kerkman Director of Information Technology & GIS Services tkerkman@kenosha.org (262) 653-4201
Village of Orland Park, Illinois 14700 Ravinia Orland Park, IL 60462	Christoper Frankenfield Director of Finance cfrankenfield@orlandpark.org (708) 403-6192
City of Claremont, California 13125 SW Hall Boulevard Tigard OR 97223	Jeremy Starkey Finance Director jstarkey@claremontca.gov (909) 399-5328

City's Standard Contract Services Agreement

DATA CLIMB will comply with all aspects of the City's Standard Contract Services Agreement.

City's Standard Insurance Requirements

DATA CLIMB will comply with all aspects of the City's Agreement with respect to Standard Insurance Requirements.

Proposal Response to RFP for Data Migration Services



Other Information

In addition to our proposal above, we would like to submit the following information about our qualifications for consideration by the City.

Recent ERP Data Migration Projects

The following are some of the many clients we have recently helped with similar data migrations.

Municipality	ERP Implementation	Data Migration	Tyler Systems
City of Kenosha, Wisconsin			
Village of Orland Park, Illinois			
City of Tigard, Oregon			
City of Dover, Delaware			
City of Kalamazoo, Michigan			
City of Claremont, California			
Village of Palatine, Illinois (Recently awarded)			
State of Illinois Government			
Cook County Treasurer's Office, Illinois			
Cook County Assessor's Office, Illinois			
City of Union City, California			
State of New York Government			

Additional Tyler Implementation Services

We specialize in assisting municipalities with Tyler ERP implementations and we have a comprehensive offering of services that can cover any need. Many of our clients engage us to deliver these services due to resource constraints and a need for assistance with managing the

Proposal Response to RFP for Data Migration Services



significant workload that is required to complete ERP implementations on time and on budget. In the event that the City determines there is a need for assistance, we have the resources and expertise to assist in any area. Below are some of the key services we have provided for similar client projects.

Program and Project Management

Almost all of our Tyler clients have engaged us to perform project management services. This is because we have highly effective project delivery methods that align well with the Tyler implementation methodologies. We have successfully managed many Tyler implementations, and we have worked with the Tyler Installation, Implementation, Sales, and Support teams. Our methodology includes developing program and project management offices in which we work in a two-in-the-box (2iB) model with the Tyler Program and Project Managers to complete project management tasks and activities. This method of “dividing and conquering” responsibilities is an efficient and highly effective way of providing checks and balances to ensure successful project delivery.

System Configuration

Our staff consultants include Business Analysis with techno functional skillsets and deep expertise in configuring any of the Tyler ERP systems. Many of them have previously worked for Tyler and some of the leading System Integrators as Implementation Consultants, Project Managers, and Implementation Managers prior to joining DATA CLIMB. This allows us to provide clients with assistance configuring and testing the Tyler systems for fulfillment of business and technical requirements throughout the life of the implementation effort. We can also provide post-implementation support to ensure a smooth transition to the new Tyler systems and business processes.

Quality Assurance Testing

Effective testing of the system design and configuration, and related business processes is rightfully considered one of the keys to successful Tyler ERP implementations. We help clients develop functional and technical requirements that are translated into test scenarios, cases and scripts, that are put through rigorous testing methods. We typically follow the Tyler implementation methodology to determine required testing phases, and we have the capability to perform automated or manual testing. Then we provide leadership for conference room pilot, system integration, user acceptance, and any other phases that are deployed. We develop a Testing Plan that includes Entry and Exit acceptance criteria, organize, coordinate, and train client testing staff, manage the testing process, monitor and report results daily, identify and submit software “bugs” and issues to the ERP vendor and manage them to resolution, and report final testing results against the agreed upon criteria.

Proposal Response to RFP for Data Migration Services



Organizational Change Management, Training and Communications

Our Organizational Change Managers are highly experienced at developing Change Readiness Plans for Tyler implementations that align leadership with the vision and goals of the project, engage Key Stakeholders to serve as project advocates. We perform Change Impact Assessments to determine and prioritize areas where changes will be required and organize client Change Champions from each impacted department into a Change Agent Network can help drive change.

We assess existing business processes, identify gaps, disconnects, and manual processes, then develop solutions to align them with the new ERP system. The result is a future state of redesigned processes that close gaps, connect processes from end-to-end, and eliminate manual and duplicative processes.

Training Program Management, Material Development, and Delivery

We develop custom Training Programs that incorporate both the newly designed system procedures and business processes. Tyler provides Training Procedure Manuals that include generic guidance on the use of their ERP systems. We leverage these manuals to make them client-specific and develop custom training curricula that is aligned with the client roles and responsibilities. Our teams then deliver custom training courses and manage training registration and attendance to ensure all end-users receive the training that is required for their future roles.

Systems Integration

Many of our municipal clients have stand-alone software applications and data sources that provide needed information and cannot be replaced by a Tyler system solution. Other clients have legacy solutions that contain cross-functional data which is used by many departments and thus must remain in place after the Tyler system implementation. Our technical resources include staff with significant experience developing integration programs that connect and synchronize systems data from these other business applications in order to share data and improve productivity and business insights more seamlessly. We have assisted clients with the development of integrations for cashiering and merchant payment processing, parks and recreation and membership management, works and enterprise asset management, fleet management, inventory management, and several other systems. Our teams use a methodical process for systems integration that aligns with the Tyler methods and timelines to support on-time delivery of the project.

Technical Architecture

Some of our clients have lean information technology organizations that are right sized for their operational needs. However, these resources are often not equipped to take on all the responsibilities of a Tyler ERP implementation project, along with their operational duties. We

Proposal Response to RFP for Data Migration Services



provide technical resources that can assist with all the activities that typically take place during the implementation that Tyler designates as the client's responsibility. We have knowledge and skillsets to assist with the configuration of Microsoft Active Directory, Okta, and other similar identity access management solutions that facilitate single sign-on. We can assist with the installation and configuration of anti-virus systems, messaging servers, and other solutions that support the Tyler installation. Our Technical Architects are very well-versed in many technologies and can also assist with everything from configuring GIS services to support Tyler Property Assessment, Utilities Billing, Enterprise Asset Management, Enterprise Permitting and Licensing systems to migrating legacy systems to the cloud.



DATA CLIMB



(312) 763-9608



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www.data-climb.com



"Strengthening Stewardship Through Secure, Responsive Technology"

Consultadd's Technical Proposal for Huntington Park CA

Data Migration Services

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COVER LETTER

City of Huntington Park
Attn: Whitford Marin and Chandler Huynh
6550 Miles Avenue
Huntington Park, CA 90255

Subject: **Proposal Submission – Data Migration Services**

Dear Mr. Marin and Mr. Huynh,

Consultadd Public Services, a division of Consultadd Inc., is pleased to submit this proposal in response to the City of Huntington Park's Request for Proposal for Data Migration Services. We understand the importance of the City's upcoming ERP transition from Central Square/Naviline "H5" to Tyler Technologies' Munis platform and are prepared to support a full-scope data migration that meets your operational, compliance, and continuity needs.

Our team brings over 14 years of experience supporting public-sector clients across the United States with complex data migrations, financial system transitions, and ERP platform changes. We have direct expertise with both the legacy Naviline system and the target Tyler Munis ERP, and we approach each engagement with a structured methodology that prioritizes data accuracy, transparency, and stakeholder collaboration.

This proposal outlines our migration approach, timeline, project team, and firm qualifications. We confirm that this proposal shall remain valid for a period of sixty (60) days from the date below. We welcome the opportunity to answer any questions, provide additional detail, or participate in discussions to support the City's evaluation process.

Thank you for considering Consultadd as your data migration partner. Please contact us at publicservices@consultadd.com or at 888-771-9958.

Sincerely,



Bharat Bhate
Founder & President
Consultadd Public Services,
Division of Consultadd Inc

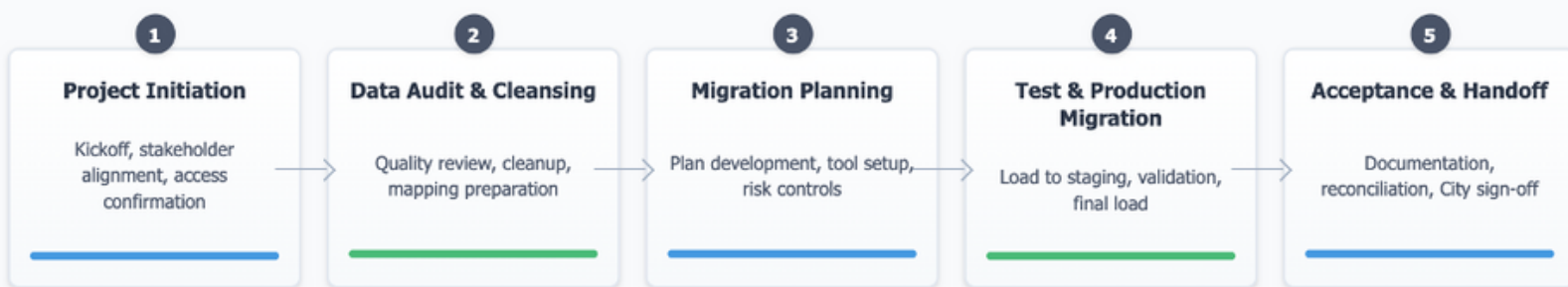
SCOPE OF WORK

Consultadd Public Services proposes a structured, five-phase methodology to support the City of Huntington Park's transition from its legacy Central Square/Naviline "H5" ERP system to Tyler Technologies' Munis platform. Our approach is grounded in public-sector best practices and tailored to the City's expectations for data integrity, operational continuity, and compliance.

The City's RFP outlines a clear goal: to migrate essential financial, operational, and transactional data into the new ERP system without disrupting services or compromising quality. We understand that success hinges on both technical execution and strategic coordination with City stakeholders. Consultadd's methodology ensures that both are fully addressed.

Each phase of our migration process is described below in detail, including objectives, planned activities, and defined deliverables.

Project Phases Overview



Phase 1: Project Initiation and Requirements Alignment

The objective of this phase is to formally launch the engagement and establish a shared understanding of technical requirements, stakeholder roles, and ERP module-level priorities. Our team will initiate the project with a structured kickoff meeting, involving City staff across Finance, IT, and any relevant operational departments, as well as representatives from Tyler Technologies where appropriate.

This session will serve to validate key assumptions, define access needs for the legacy Naviline system, and clarify scope boundaries. Of particular importance will be the identification of "essential data," as defined by the City, versus legacy records that may not require migration.

SCOPE OF WORK

We will also confirm the intended go-live timeline for Tyler Munis and align our migration activities accordingly.

We will begin compiling a source system inventory, documenting each data set's structure, volume, usage frequency, and any known issues such as incomplete fields or deprecated codes. This step is critical to ensure appropriate planning for data extraction, mapping, and transformation.

Deliverables:

- Formal Kickoff Summary and Decision Log
- Stakeholder Communication and Escalation Plan
- Preliminary Source System Data Inventory
- Data Retention and Migration Scope Matrix (by module)

Phase 2: Data Audit, Cleansing, and Mapping

This phase focuses on assessing the quality and structure of existing data and preparing it for successful transformation into the Tyler Munis platform. Public-sector ERP systems often contain data accumulated over decades, and Naviline is no exception. In our experience, legacy financial systems may include duplicated vendor records, inconsistent naming conventions, date format mismatches, and field-level nulls. These issues, if not addressed, can jeopardize data integrity post-migration.

To mitigate these risks, Consultadd will conduct a comprehensive data audit using automated profiling scripts and manual reviews, focusing on:

- Field structure validation
- Referential integrity across tables
- Code set consistency (e.g., GL account types, vendor categories)
- Data range anomalies and truncation risks

Following the audit, we will cleanse each dataset using a combination of scripting, rule-based logic, and manual validation -in full collaboration with City stakeholders. This includes normalization of naming conventions, resolution of duplicates, and removal of obsolete records that do not meet the defined scope of "essential data."

SCOPE OF WORK

Once datasets are cleansed and approved, we will prepare detailed field-level mapping documents, identifying each data element's source location, transformation rules (if any), and target location within Tyler Munis. These mappings will be validated through working sessions with the City to ensure accurate interpretation and business rule alignment.

Deliverables:

- Data Audit and Profiling Summary
- Cleansed Data Files (Staging Format)
- Field-by-Field Mapping Matrix (Source → Target)
- Data Exception Tracker with Resolution Status

Phase 3: Data Migration Planning and Risk Control

This phase translates technical preparation into a structured, executable plan. Once datasets have been validated and mapping is complete, Consultadd will develop a comprehensive Data Migration Plan that governs all subsequent loading and testing activities. The goal is to define a repeatable, auditable, and low-risk migration process that integrates with Tyler Technologies' implementation lifecycle and avoids operational disruption for the City.

Our migration plan will cover:

- Migration sequencing by module and dataset
- Pre-load data validation steps and approvals
- Backup and rollback procedures (including pre-migration snapshot strategies)
- Risk and exception handling protocols
- Security and data protection measures
- Defined milestones for test load, user review, and production cutover

We will work with City IT to establish a dedicated staging environment for test migrations and reconciliation. Consultadd will also coordinate with Tyler Technologies to confirm import format compliance and staging protocols, ensuring that no data incompatibilities emerge at the point of loading.

SCOPE OF WORK

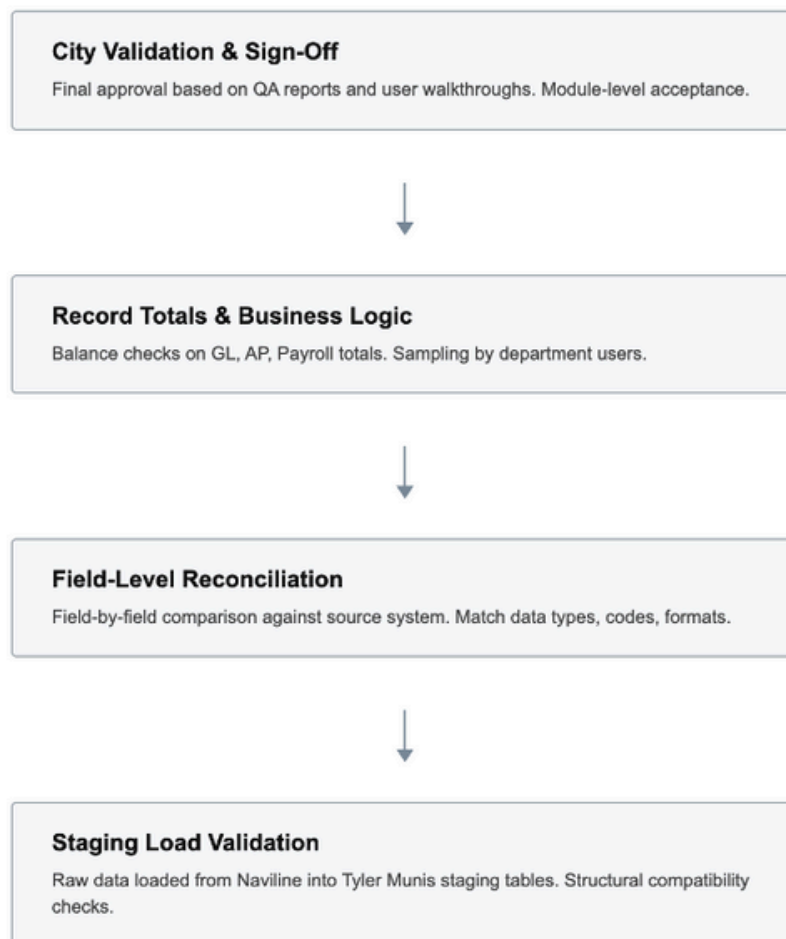
Where applicable, we will identify any migration tools (ETL scripts, SQL loaders, validation checkers) that may be required to support automation or handle large record volumes. These will be reviewed and approved by the City prior to deployment.

Deliverables:

- Data Migration Plan (version-controlled, with test/cutover steps)
- Final Master Format Files (aligned to Tyler import templates)
- Security and Rollback Procedure Documentation
- Test Environment Readiness Checklist

Phase 4: Data Loading, Validation, and Acceptance

Data Validation Framework



All validation steps documented and auditable.

SCOPE OF WORK

With validated, structured data and an approved migration plan in place, Consultadd will begin migrating the datasets into Tyler Munis. Initial migrations will be conducted in a test/staging environment, allowing both our team and the City to verify the completeness, accuracy, and usability of the data.

We will validate loads at both the row and record level using:

- Field-level comparisons (source vs. target)
- Totals reconciliation (GL balances, vendor payments, payroll amounts)
- Random sampling by City users for qualitative review
- Exception reporting for mismatches, dropped records, and schema violations

Following successful test loads, and once the City has approved the migrated datasets, we will execute final production migrations under City oversight. A formal sign-off will be conducted for each module before moving to the next. If requested, we will also provide documentation to support audit trail compliance and traceability of migrated records.

The following modules will be addressed, as defined in the RFP:

- General Ledger: Up to 20 years of transaction history
- Accounts Payable: Vendors, checks, and invoices (20 years)
- Accounts Receivable: Customer billing and payments (10 years)
- Utility Billing: Accounts, services, meters, deposits (5 years)
- Payroll: Employee records and earnings (10 years)
- Other Modules: Business Licensing, Permitting, Cash Receipting, Capital Assets, Project Accounting, and Grants

Deliverables:

- Test and Production Data Load Logs
- Validation and Reconciliation Reports (by module)
- Error/Exception Resolution Log
- Preliminary City Sign-Off Forms

SCOPE OF WORK

Phase 5: Final Acceptance, Governance Documentation, and Handoff

After successful production load and validation, Consultadd will support the City through final acceptance. This includes preparation of audit documentation, submission of reconciliation records, and confirmation of data integrity across all migrated modules. Any residual issues identified by City staff during final validation will be addressed promptly.

We will also provide:

- Full documentation of all field mappings, transformations, and validation outcomes
- A final report documenting the scope and content of migrated data
- A certificate of destruction for any City data that temporarily resided in Consultadd-controlled environments during the migration process

A structured project handoff will be conducted with City IT and any designated system administrators, including knowledge transfer sessions and access to scripts or documentation used during the engagement. If requested, we can also support post-migration reviews or data quality checkpoints in partnership with Tyler Technologies.

Deliverables:

- Final Data Migration Summary Report
- Certificate of Data Destruction
- Final Acceptance Sign-Off
- Handoff and Transition Log

City and Contractor Roles

Consultadd will serve as the technical lead throughout all phases of the migration. We will be responsible for audit, cleansing, planning, staging, loading, and validation of all ERP data sets. We will also coordinate with Tyler Technologies to ensure compatibility with the target environment and support the City's go-live planning.

SCOPE OF WORK

The City of Huntington Park will provide access to the legacy ERP systems, participate in mapping reviews, validate test migration results, and authorize final production loads. City stakeholders will also assist with defining business rules, confirming retention policies, and supporting reconciliations where required.

This five-phase methodology provides the structure, traceability, and technical rigor required for a successful ERP data migration. By aligning closely with the City's business objectives and technical environment, Consultadd ensures a smooth transition to Tyler Munis with accurate data, full audit readiness, and no loss of historical fidelity.

SCHEDULE

Consultadd proposes an eight-week implementation schedule for the data migration from Central Square/Naviline “H5” to Tyler Technologies’ Munis ERP. This schedule aligns with the phased methodology described in Section 1 and reflects the City’s desire for accuracy, minimal disruption, and operational continuity.

The timeline includes time for discovery, cleansing, mapping, testing, production loading, and final acceptance. Each phase includes validation milestones and deliverables to ensure transparency and traceability.

Project Timeline Overview

Week	Workstream	Planned Activities	Milestone
Week 1	Project Initiation	Kickoff meeting with City and Tyler teams. Confirm access to Naviline. Align on modules and scope.	Project Kickoff Completed
Week 2	Data Inventory and Audit	Inventory legacy datasets. Define essential data vs. archive. Begin schema review and profiling.	Data Inventory Finalized
Week 3	Cleansing and Mapping	Normalize and cleanse datasets. Resolve inconsistencies. Begin field-level data mapping.	Cleaned Data Ready
Week 4	Migration Plan Finalization	Submit migration plan. Validate mappings with City. Confirm test environment availability.	Migration Plan Approved
Week 5	Test Migration Execution	Perform test data load into Munis staging. Begin reconciliation and validation with City departments.	Test Migration Completed

SCHEDULE

Week	Workstream	Planned Activities	Milestone
Week 6	QA and Exception Handling	Finalize validations. Resolve exceptions. Obtain test approvals. Update documentation for production load.	City Validation Approved
Week 7	Production Data Migration	Migrate cleansed data to Munis production. Submit validation and reconciliation reports.	Production Migration Complete
Week 8	Final Acceptance and Handoff	Deliver governance documentation. Confirm data destruction. Conduct project handoff and sign-off.	Final Acceptance Achieved

Weeks 1–2: Mobilization and Discovery

These weeks are focused on launching the engagement, confirming access to legacy systems, and identifying the full scope of data to be migrated. Activities will include:

- Conducting a joint kickoff session with City and Tyler teams
- Confirming modules, retention rules, and business requirements
- Documenting legacy data structure, volume, and known issues
- Aligning stakeholder availability and communications

Weeks 3–4: Data Preparation and Migration Planning

With access established, Consultadd will begin preparing the data for migration. These activities establish technical readiness and risk controls:

- Cleansing and normalizing datasets across all relevant modules
- Developing a complete source-to-target field mapping matrix
- Submitting the formal Data Migration Plan for City review
- Coordinating with Tyler on import templates and staging protocols

SCHEDULE

Weeks 5–6: Test Migration and Validation

Consultadd will load data into the Tyler Munis staging environment and guide the City through record-level validation. This ensures that issues are caught and resolved before production migration.

- Executing test migration and logging results by module
- Reconciling record counts and financial balances
- Facilitating sampling and usability reviews with City departments
- Documenting and resolving data exceptions and edge cases

Week 7: Production Migration

Once test migrations are approved, the validated datasets will be migrated into the Munis production environment.

- Loading final datasets to production
- Running validation scripts and totals reconciliation
- Submitting load logs and summary reports to the City

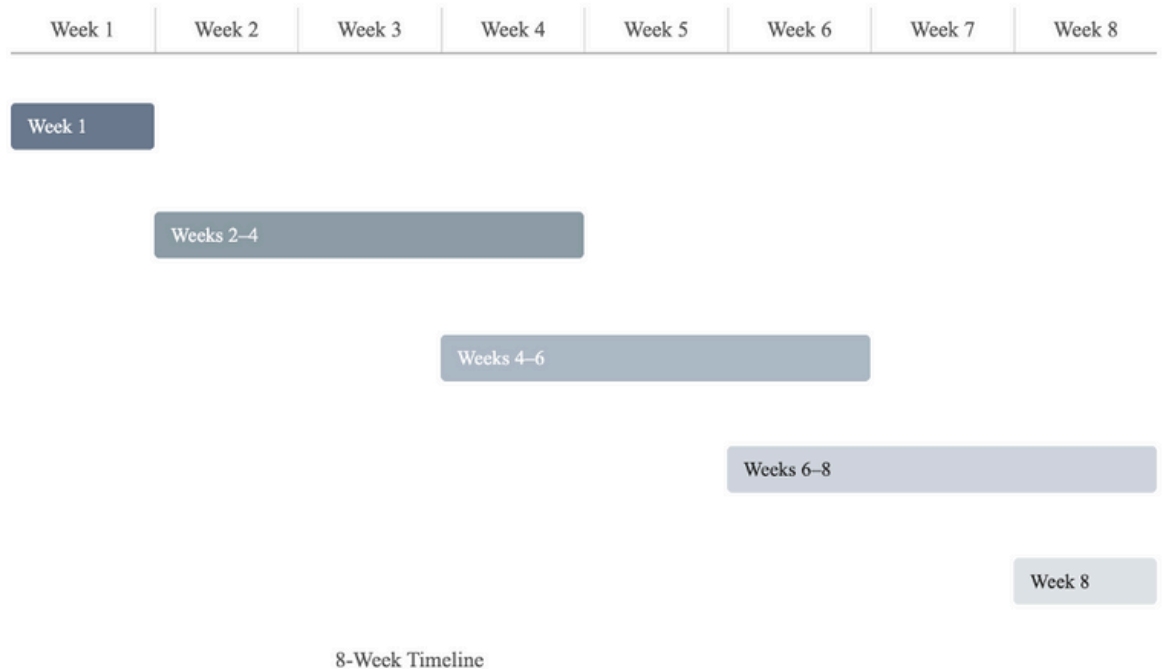
Week 8: Final Acceptance and Closeout

This phase focuses on finalizing documentation, securing approvals, and supporting the City's operational handoff.

- Delivering all documentation (mappings, validations, audit logs)
- Certifying destruction of staging files
- Conducting knowledge transfer with City staff
- Obtaining formal sign-off from each participating department

SCHEDULE

Project Phases Overview



Milestone Summary

- Kickoff Completed – Week 1
- Inventory Finalized – Week 2
- Data Cleansing and Mapping Complete – Week 3
- Migration Plan Approved – Week 4
- Test Migration Validated – Week 6
- Production Load Executed – Week 7
- Final Sign-Off – Week 8

Schedule Assumptions

- The City will provide access to legacy systems within five business days of contract start
- The City will designate staff to participate in mapping reviews and module-level validations
- Tyler Technologies will make the Munis staging and production environments available as scheduled
- “Essential data” scope will be confirmed by the end of Week 2

SCHEDULE

This schedule provides the structure, controls, and flexibility needed to complete the City's ERP data migration securely and on time. It supports coordinated delivery with Tyler Technologies while ensuring that the City's business users are fully engaged in validation and acceptance.

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Consultadd Public Services proposes a specialized team of ERP migration professionals to deliver the City of Huntington Park's data migration from Central Square/Naviline to Tyler Technologies' Munis system. Each team member has been selected for their experience supporting local government ERP transitions, financial system integrity, and large-scale legacy data conversions.

All proposed personnel are fully available for the duration of the engagement and have been reserved specifically for this project. No substitutions will occur without prior written approval from the City. Each key role also has a designated backup resource internally to ensure continuity in the event of extended unavailability.

The table below outlines the proposed team structure and their primary responsibilities. Full resumes are included below.

Proposed Team Structure

Name	Role	Responsibilities
Nisha K	Project Manager	Manages overall delivery, risk, and communications. Serves as City's primary point of contact.
Ashutosh Y	Technical Lead – Data Migration	Oversees extraction, transformation, loading (ETL), staging environment setup, and technical validations.
Ankush S	Business Analyst – ERP Modules	Supports mapping, functional reconciliation, and departmental data validation with City staff.
Naresh G	Data Quality and Reconciliation SME	Leads profiling, cleansing, QA testing, and exception resolution. Ensures integrity of migrated datasets.
Support Staff	Data Engineers and Analysts	Assist with formatting, scripting, staging support, documentation, and tool execution.

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Key Personnel Biographies

Nisha K – Project Manager

Nisha brings over a decade of experience managing enterprise data migration and ERP implementation projects for public-sector agencies. She has led transitions to Tyler Munis for cities, counties, and special districts, with a strong emphasis on schedule control, cross-department coordination, and regulatory compliance. Nisha is PMP-certified and will serve as the City's day-to-day point of contact throughout all phases of the project.

Ashutosh Y – Technical Lead (Data Migration)

Ashutosh is a senior data architect with over 12 years of experience in structured data migration for ERP systems, including Central Square/Naviline, SAP, and Oracle. He has led multiple conversions to Tyler Munis, supporting transformations of general ledger, payroll, accounts payable, utility billing, and asset management data. Ashutosh will design and oversee all ETL processes, validation frameworks, and technical troubleshooting during the migration.

Ankush S – Business Analyst (ERP Modules)

Ankush has worked extensively with public agencies on ERP functional alignment, data usability testing, and department-level validation. He will work directly with City stakeholders in Finance, HR, and Utility Billing to confirm that migrated data supports reporting, reconciliation, and business operations. Ankush specializes in interpreting legacy data rules and aligning them with Tyler Munis configuration.

Naresh G – Data Quality and Reconciliation SME

Naresh has supported over 30 ERP data transitions and specializes in developing traceability frameworks, exception reports, and validation scripts. He will lead the data cleansing effort and manage data quality reporting throughout test and production migration cycles. Naresh is also responsible for preparing the final governance documentation and supporting audit readiness at project closeout.

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Support Staff – Data Engineers and Analysts

Consultadd's supporting team includes data engineers trained in SQL-based transformation scripting, file formatting, and validation utilities compatible with Tyler Munis. Under Ashutosh Y's direction, they will assist with file conversion, test staging, and resolution of format-level errors across modules.

Availability and Commitment

All proposed personnel are available immediately upon contract execution and have been scheduled exclusively for this engagement through project closeout. Consultadd confirms that no personnel will be reassigned without prior approval, and each key role has a designated backup ready for knowledge transition, if required.

Resumes

Full resumes of all proposed key personnel are attached below.

Key Personnel Substitution Protocol

Consultadd acknowledges the RFP requirement that any key personnel who become unavailable for thirty (30) or more consecutive days must be replaced only with individuals of equal or greater qualifications and only upon written approval from the City. We will maintain active communication and proactive planning to avoid any disruption in personnel continuity.

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Resume: Nisha K

Proposed Role: Project Manager

Current Employer: Consultadd Inc.

Years of Experience: 10+

Summary

Nisha K is a seasoned project manager with over a decade of experience delivering complex ERP, IT modernization, and structured data migration projects for both public-sector and private clients. Her expertise includes legacy system transitions, stakeholder coordination, risk-managed delivery, and full-lifecycle ERP implementations. She has managed projects involving Tyler Munis, Oracle Cloud ERP, and SAP platforms, with direct oversight of data validation, migration planning, and cross-department acceptance testing.

Nisha currently leads ERP migration engagements at Consultadd Inc. and has successfully delivered multi-module data transitions for city and county governments across finance, payroll, and utility billing functions.

Professional Experience

Consultadd Inc.

Project Manager

2021 – Present

- Leads ERP and data migration projects for government agencies migrating from legacy platforms (Naviline, OneSolution) to Tyler Munis
- Manages stakeholder alignment, project governance, and migration scheduling
- Oversees mapping reviews, validation testing, and exception resolution across GL, AP, Payroll, and Utility Billing modules

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Vertex Systems Pvt. Ltd.

ERP Project Manager
2017 – 2021

- Directed multi-phased Oracle ERP implementations for logistics and finance-sector clients
- Delivered end-to-end migration plans including data extraction, mapping, reconciliation, and post-load audit support
- Coordinated testing with client departments and vendor development teams

Cynertek Consulting Pvt. Ltd.

Business Analyst → Project Coordinator
2013 – 2017

- Supported cross-functional ERP rollouts, including SAP and Oracle
- Managed issue tracking, user testing logistics, and go-live cutover planning
- Promoted to coordination role for mid-sized ERP engagements involving finance and procurement modules

Representative Projects

City ERP Data Migration – Tyler Munis Implementation

- Oversaw migration of legacy data across financial, payroll, and permitting modules
- Facilitated validation workshops with city departments and vendor teams
- Delivered reconciled datasets for final load approval

Oracle ERP Implementation – Private Housing Sector Client

- Led 8-member team to migrate legacy billing and accounts receivable records
- Delivered validated, audit-ready records under compressed timeline

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Tools & Methodologies

- ERP Platforms: Tyler Munis, Oracle Cloud, SAP
- Project Management Tools: Microsoft Project, Jira, Confluence
- Data Validation: Excel-based crosswalks, reconciliation tracking, exception logs
- Delivery Frameworks: Agile, Waterfall, Hybrid PMO

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Resume: Ashutosh Y

Proposed Role: Technical Lead – Data Migration

Current Employer: Consultadd Inc.

Years of Experience: 12+

Summary

Ashutosh Y is a senior data migration architect with over 12 years of experience delivering large-scale ERP data transitions, legacy system decommissioning, and structured data transformation for public-sector and enterprise clients. He has led more than two dozen end-to-end data migration efforts involving platforms such as Tyler Munis, SAP, Oracle E-Business Suite, and Central Square/Naviline.

Ashutosh specializes in source system profiling, field-level mapping, data transformation scripting, and reconciliation reporting. He is known for his ability to engineer zero-defect migrations using secure, auditable, and repeatable frameworks. At Consultadd, he leads data conversion workstreams for ERP modernization projects involving finance, payroll, utility billing, and asset management modules.

Professional Experience

Consultadd Inc.

Technical Lead – ERP & Data Migration

2021 – Present

- Leads design and execution of data migration strategies for city and county ERP transitions
- Oversees source-to-target mapping, staging environment setup, and ETL scripting
- Develops validation scripts and exception management logic for Tyler Munis data loads
- Coordinates closely with project managers, business analysts, and client IT staff

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

QuantumTech Solutions Pvt. Ltd.

Data Architect – ERP Systems
2016 – 2021

- Designed multi-phase ERP migration frameworks for manufacturing and utilities clients
- Led technical teams through Naviline-to-SAP conversions, including data cleansing and rollback controls
- Created custom reconciliation tools to support financial audit and compliance teams

Infranet Technologies Pvt. Ltd.

Senior Database Engineer
2012 – 2016

- Developed SQL-based automation scripts for legacy ERP data extraction and transformation
- Managed staging environments and loading utilities across Oracle and custom ERP platforms
- Supported pre- and post-load QA testing for GL, AR, and HR data modules

Representative Projects

Tyler Munis Data Migration – County Government (Midwest US)

- Migrated financial and payroll datasets from Naviline into Tyler staging and production environments
- Created mapping logic and transformation rules for 20+ tables
- Delivered validated datasets across GL, Payroll, Utility Billing, and Vendor modules

SAP S/4HANA Migration – Utility Sector Client

- Extracted and restructured customer billing and metering data for migration to SAP
- Developed and executed exception handling scripts with detailed error logs

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Tools & Methodologies

- Platforms: Tyler Munis, Oracle ERP, SAP, Naviline
- Languages: SQL, Python
- Tools: SSMS, SSIS, Excel (crosswalk & reconciliation tracking), AWS (staging infrastructure)
- Delivery: Structured ETL pipelines, field mapping frameworks, version-controlled data packages

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Resume: Ankush S

Proposed Role: Business Analyst – ERP Modules

Current Employer: Consultadd Inc.

Years of Experience: 9+

Summary

Ankush S is a skilled ERP business analyst with over nine years of experience working across finance, HR, utility billing, and permitting functions in both public- and private-sector ERP modernization projects. He specializes in bridging technical and functional teams, interpreting legacy data logic, facilitating validation sessions, and supporting field-level data reconciliation during ERP transitions.

Ankush has supported implementations of Tyler Munis, Oracle Cloud, and Workday, and brings deep familiarity with business process alignment, user acceptance testing (UAT), and module-level data validation. At Consultadd Inc., he leads cross-departmental validation planning and business rule interpretation for ERP data migration projects.

Professional Experience

Consultadd Inc.

Business Analyst – ERP Projects

2021 – Present

- Leads client-side validation and business rules mapping for ERP data transitions
- Works with Finance, HR, Utility Billing, and Community Development departments to validate converted datasets
- Facilitates mapping approval sessions, sample testing, and pre-load data reviews
- Supports documentation of field logic, reference data mappings, and reconciliation feedback

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

OmniCore Systems Pvt. Ltd.

ERP Functional Analyst
2016 – 2021

- Delivered Oracle Cloud ERP implementations for retail and financial services clients
- Conducted legacy data reviews and validation workshops with end users
- Created functional crosswalk documents to guide transformation of HR and finance data

InnovaTech Business Services Pvt. Ltd.

Analyst – Data & Business Systems
2014 – 2016

- Supported SAP ERP implementations and managed data validation for procurement and vendor modules
- Assisted project leads with stakeholder coordination, UAT documentation, and testing scripts

Representative Projects

Tyler Munis Implementation – Local Government Client

- Coordinated validation walkthroughs for financial, HR, and permitting modules
- Worked with department leads to interpret legacy field usage and resolve mapping discrepancies
- Led post-load usability reviews for business user sign-off

Oracle ERP Data Migration – Housing and Infrastructure Client

- Analyzed data discrepancies between legacy and Oracle formats for GL and Payroll
- Documented and translated user business rules into structured mapping requirements

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Tools & Methodologies

- ERP Systems: Tyler Munis, Oracle Cloud ERP, Workday
- Tools: Excel, SharePoint, Microsoft Teams, PowerPoint
- Documentation: Mapping matrices, business rule logs, UAT testing scripts
- Processes: Stakeholder engagement, cross-functional validation, sign-off coordination

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Resume: Naresh G

Proposed Role: Data Quality & Reconciliation SME

Current Employer: Consultadd Inc.

Years of Experience: 11+

Summary

Naresh G is a senior data quality specialist with over 11 years of experience in ERP data migration, audit reconciliation, exception management, and governance documentation. He has supported data transitions for local governments, utilities, and housing authorities, ensuring migrated datasets meet completeness, integrity, and auditability standards.

At Consultadd Inc., Naresh leads the design and execution of data cleansing workflows, reconciliation reports, exception tracking frameworks, and validation documentation. His work ensures that both technical and business stakeholders can confidently rely on the converted data post-migration.

Professional Experience

Consultadd Inc.

Data Quality and Validation Specialist
2021 – Present

- Leads QA and reconciliation workstreams across Tyler Munis, Oracle Cloud ERP, and PeopleSoft data migrations
- Designs exception tracking dashboards, validation reports, and audit-ready data summaries
- Partners with analysts and data architects to ensure field-level mapping and staging are compliant with project scope
- Provides final documentation packages including error logs, status trackers, and test sign-off sheets

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Zentrix Solutions Pvt. Ltd.

Data Migration & QA Analyst
2016 – 2021

- Supported ERP go-lives by validating complex datasets including payroll, utilities, and general ledger
- Authored reconciliation matrices comparing legacy and target system totals
- Developed standardized checklists for QA walkthroughs across departments

Infosmart Analytics Pvt. Ltd.

ETL Tester / QA Engineer
2012 – 2016

- Designed validation scenarios and tested transformed data sets for Oracle ERP and SAP implementations
- Managed exception resolution logs in collaboration with development teams
- Created documentation for internal audit use, including field usage maps and data dictionaries

Representative Projects

Municipal ERP Data Migration – Tyler Munis Implementation

- Led post-load validation across GL, AR, and Vendor tables
- Delivered exception summary and reconciliation report confirming alignment with historical data

ERP Data QA – County-Level Payroll Conversion

- Audited 10 years of payroll history records for missing values, code mismatches, and formatting issues
- Delivered certified validation reports to support financial audit committee

PROJECT TEAM, KEY PERSONNEL, AND RESUMES

Tools & Methodologies

- Platforms: Tyler Munis, Oracle ERP, SAP
- Tools: Excel, SQL, Python (for validation scripting), SharePoint
- Documentation: QA checklists, reconciliation logs, exception reports
- Approach: Risk-based testing, exception tracking, audit traceability

COMPANY QUALIFICATIONS

Firm Overview

Consultadd Public Services is the dedicated public-sector consulting division of Consultadd Inc., a nationally recognized IT firm delivering complex data, ERP, and modernization projects for federal, state, and local government agencies. Founded in 2011, Consultadd has successfully delivered mission-critical projects for more than 200 public-sector organizations across 30+ U.S. states.

Our public-sector work spans ERP transitions, financial system overhauls, data migrations, business intelligence implementations, and ongoing IT managed services. We operate with a 100% in-house delivery model and maintain direct accountability for quality, schedule, and security throughout the engagement lifecycle.

Our approach emphasizes outcomes - we structure every engagement around the agency's operational goals, not just the system requirements. For ERP data migrations, we focus on auditability, accuracy, and functional usability across all departments impacted by the transition.

ERP and Data Migration Experience

Consultadd has completed over 100 ERP data migration projects, many involving legacy systems with 10–25 years of financial, payroll, and utility billing data. We have migrated structured datasets from platforms such as Central Square/Naviline, OneSolution, JD Edwards, PeopleSoft, and in-house AS/400 environments into modern ERP systems including Tyler Munis, Oracle Cloud, SAP S/4HANA, and Workday.

Our clients have trusted us to:

- Extract and reformat historical general ledger entries spanning multiple fiscal systems
- Normalize and convert legacy payroll, benefits, and timekeeping data for integration with new HR modules
- Reconcile utility billing records including customer balances, metering, deposits, and service history

COMPANY QUALIFICATIONS

- Preserve audit chains for vendor payments, W-9 forms, check registers, and grant accounting

Our work consistently includes the delivery of field-level mapping matrices, validation frameworks, audit trail documentation, and governance packages -all essential to agency finance, compliance, and reporting teams post-go-live.

Experience with Tyler Munis and Naviline

Consultadd has direct experience working with both the Tyler Munis ERP system and the legacy Naviline H5 platform (Central Square). We have completed successful migrations from Naviline to Munis and are familiar with the nuances of each system, including:

- Naviline's flat-file exports, legacy naming conventions, and field constraints
- Tyler Munis' import templates, validation utilities, and table relationships
- Reconciliation between old and new GL structures, vendor tables, employee files, and cash receipt records
- Field-level incompatibilities and normalization logic (e.g., code sets, date formats, boolean fields)

Because we've worked with both systems in multiple settings, we are able to anticipate data mismatches, align field structures before test migration, and ensure successful loading on the first attempt -saving time and reducing risk for City IT and Finance departments.

Structured Data Migration Approach

Consultadd follows a structured five-phase data migration methodology:

- Data Audit and Discovery

Inventorying all legacy tables and structures; assessing scope of essential vs. archival data

COMPANY QUALIFICATIONS

- Data Cleansing and Transformation

Removing duplicates, formatting errors, deprecated records; normalizing fields for staging

- Source-to-Target Mapping and Plan Finalization

Creating transformation logic, validating with City departments, and finalizing load plan

- Test Migration and Reconciliation

Executing a test load into Munis staging and validating with business users

- Production Load, Acceptance, and Governance Closeout

Delivering final data, exception logs, audit trails, and certification of destruction for staging data.

Our tools and practices include staging environment design, rollback procedures, reconciliation templates, and field-level mapping logs that ensure full transparency and control over the data transformation process.

Staffing, Capacity, and In-House Delivery

Consultadd employs over 600 full-time professionals across the United States. Our California teams operate out of offices in Santa Clara and Irvine, supporting regional delivery throughout the state.

All work is delivered by Consultadd employees -we do not subcontract data migration, system integration, or project management. Our internal teams include:

- Senior ERP data architects
- Certified project managers (PMP)
- Data quality specialists
- Public-sector business analysts
- Infrastructure and cloud integration engineers

COMPANY QUALIFICATIONS

This team structure allows us to deliver scalable, high-accountability services with clear lines of communication and ownership.

Certifications and Standards

Consultadd maintains rigorous security, quality, and compliance standards:

- **ISO 27001** – Certified information security management system
- **SOC 2 Type II** – Attestation for controls over data confidentiality, processing integrity, and availability
- **CMMC Alignment** – Internal framework prepared for Department of Defense standards
- **GSA & CMAS Contract Holders**
- **DBE-Certified & SBE-certified in California** – Certified Disadvantaged Business Enterprise by CalTrans and Certified Small Business Enterprise by LA Metro.
- **PMP-Certified Project Managers** – All large-scale ERP projects are led by PMP-credentialed delivery leads
- **Microsoft Solutions Partner** – Specializing in Azure, Data & AI, and Modern Work
- **AWS Advanced Tier Partner** – Expertise in cloud infrastructure and ERP staging
- **Partner Ecosystem of 30+ OEMs** – Including leading providers across ERP, cloud, analytics, security, and integration platforms

These certifications reflect our maturity as a delivery organization and give our government clients confidence in our ability to protect data, meet deadlines, and align with audit requirements.

California Experience and Regional Support

Consultadd has successfully delivered consulting and data migration projects to numerous California public-sector clients, including:

- Marin Housing Authority
- County of San Mateo
- Orange County
- City of Sunnyvale
- City of Santa Clara

COMPANY QUALIFICATIONS

- Santa Clara Valley Transportation Authority
- Metropolitan Water District of Southern California

With our two California offices and teams experienced in CPRA compliance, Brown Act requirements, and local agency finance workflows, we bring not only capability -but contextual familiarity to every engagement.

Value to the City of Huntington Park

The City of Huntington Park is undertaking a strategic ERP transition that affects not only system infrastructure but also business continuity, financial reporting, and long-term audit readiness. Consultadd offers the City a proven partner with:

- Direct experience migrating from Naviline to Tyler Munis
- A secure, traceable, and risk-managed data migration methodology
- A dedicated California-based delivery team
- Public-sector credentials and references at the federal and local level
- A compliance-first, in-house staffing model with no subcontractors

Our firm understands that the success of this migration depends not only on technical accuracy but on our ability to communicate, coordinate, and deliver clean, validated data to every department. Consultadd is prepared to do exactly that.

REFERENCES

Consultadd Public Services has successfully delivered structured data migration, ERP modernization, and legacy system transition services for public agencies at the federal, state, and local levels. Below are three recent public-sector clients with whom we have completed similar engagements.

Agency Name	Contact Person	Email	Phone Number	Engagement Summary
New York City School Construction Authority	Vasudev Shet	vshet@nycsca.org	(567) 298-6863	Led multi-year data transition from legacy systems. Supported GL, AP, Payroll, and Contracts. Delivered all data mapping and validation.
U.S. Small Business Administration (SBA)	Tejas Godbole	tejas.godbole@sba.gov	(717) 539-4589	Supported centralized data transformation and reporting overhaul. Led source-to-target conversion of procurement and financial data across divisions.
U.S. Department of Agriculture (USDA)	Richa Mistry	richa.mistry@usda.gov	(218) 297-8107	Delivered full data lifecycle support for ERP conversion and compliance reporting. Oversaw migration quality controls and validation protocols.

CITY'S STANDARD CONTRACT SERVICES AGREEMENT

Consultadd Public Services has reviewed the City of Huntington Park's Standard Professional Services Agreement (included as Attachment 1 to the RFP) in full.

We confirm that we:

- Accept all terms and conditions as presented
- Are prepared to execute the agreement without modifications
- Will comply with all provisions related to scope, invoicing, termination, insurance, and indemnification
- Have no proposed exceptions, redlines, or deviations from the language provided

Consultadd's legal, contracting, and executive teams are aligned on this approach to ensure a seamless transition to contract execution upon award. Should the City require signature-ready documents or supplementary compliance forms, we will submit them promptly upon request.

CITY'S STANDARD INSURANCE REQUIREMENTS

Consultadd Public Services has reviewed the City of Huntington Park's Standard Insurance Requirements (Attachment 2 of the RFP) and confirms our full ability to comply with all provisions, including required coverages, limits, and endorsements.

We maintain the following active insurance policies, which meet or exceed the City's minimum coverage thresholds.

Upon award, Consultadd will provide:

- Certificate(s) of insurance naming the City of Huntington Park as additional insured, per the contract requirements
- Endorsements and waiver of subrogation, as applicable
- Renewal updates for policies maintained throughout the duration of the project

We acknowledge the City's right to review, approve, or request adjustments to coverage documents prior to contract execution.

OTHER INFORMATION

In addition to the core services specified, we respectfully offer the following optional enhancements, value-added services, and operational capabilities for the City's consideration. These items do not alter the base scope or pricing but demonstrate our flexibility and readiness to exceed expectations if needed.

Optional Post-Migration Support

Consultadd is prepared to provide optional post-migration support services upon request. These services can be scoped and priced separately if the City desires assistance beyond the initial migration. Offerings include:

- Stabilization support during the early weeks of Tyler Munis go-live
- On-call availability for data validation questions or reconciliation clarification
- Targeted support for newly discovered reporting needs based on migrated data
- Department-level guidance on interpreting legacy field transformations within Munis

Knowledge Transfer and Documentation Standards

As part of our standard engagement closeout, Consultadd delivers a complete documentation package to support operational continuity and audit readiness. This includes:

- Final source-to-target mapping documentation, approved by the City
- Module-level validation reports and reconciliation logs
- Exception register with notes, status, and final resolution outcomes
- Certificate of secure data destruction (for any staging or interim files)
- Live knowledge transfer sessions with City staff, optionally recorded

These materials are tailored to City-specific modules and designed for handoff to both business and IT users.

OTHER INFORMATION

Technology and Delivery Tooling

Consultadd maintains a fully integrated internal tooling framework to support quality, traceability, and version control. While no additional software is required for this engagement, our standard delivery infrastructure includes:

- Secure staging environments (AWS-hosted; Consultadd is an AWS Advanced Tier Partner)
- Script-based data transformation workflows built in SQL and Python
- Internal validation tools for field-level comparison and reconciliation
- Documented, version-controlled delivery templates for mapping, testing, and acceptance

Our teams have deployed this infrastructure successfully in prior Tyler Munis and Naviline projects to reduce risk and accelerate test cycles.

Accelerated Timeline Readiness

The City's proposed project schedule spans approximately eight weeks. However, should the City's go-live planning with Tyler Technologies require compression, Consultadd is capable of executing the engagement in as few as six weeks. This would involve reallocating additional internal resources to parallelize tasks such as test migration, validation, and final load preparations. Accelerated delivery can be discussed during project initiation and would not affect the base pricing.

Consultadd is committed to delivering not only a compliant and complete data migration, but also a partnership rooted in accountability, transparency, and technical precision. The offerings described in this section are available to support the City of Huntington Park in realizing long-term value from its ERP investment, without introducing risk or complexity to the current scope.



"Strengthening Stewardship Through Secure, Responsive Technology"

Consultadd's Technical Proposal for Huntington Park CA

Thank you for considering our Proposal

Visit us at www.consultaddpublicservices.com



Viviente Software, LLC is grateful for the opportunity to present this proposal of our data consulting services in response to the City's RFP for Data Migration Services. We understand the importance of engaging veteran consultants with deep domain knowledge and who are equipped and ready to lead and execute strategic data initiatives with expertise. The City's vision for data analysis, cleansing and migration requires a specialized partner capable of delivering mature methodologies, scalable tools, and seamless support of the new overall project team.

As a company that focuses solely on the delivery of data profiling, cleansing, migration, and bridging services for public agencies embarking on large, complex modernization projects, we feel that we are perfectly experienced to design, deliver, and manage these services.

The following proposal describes the methodologies and approaches developed by Viviente's data services experts as they delivered data cleansing, migration, and bridging services for many other very similar agencies. They reflect decades of experience-based refinement and fine-tuning and represent a tried-and-true path to a successful and safe migration of the City's data to its future system.

The following proposal is valid for 60 days. I look forward to further discussing the details of this project with you at your convenience. Please do not hesitate to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Carlotta Fite", with a long horizontal flourish extending to the right.

Carlotta Fite, CEO Viviente Software, LLC

717-858-1238

cfite@vivientesoftware.com

8806 US Hwy 181 N. Floresville, TX 78114

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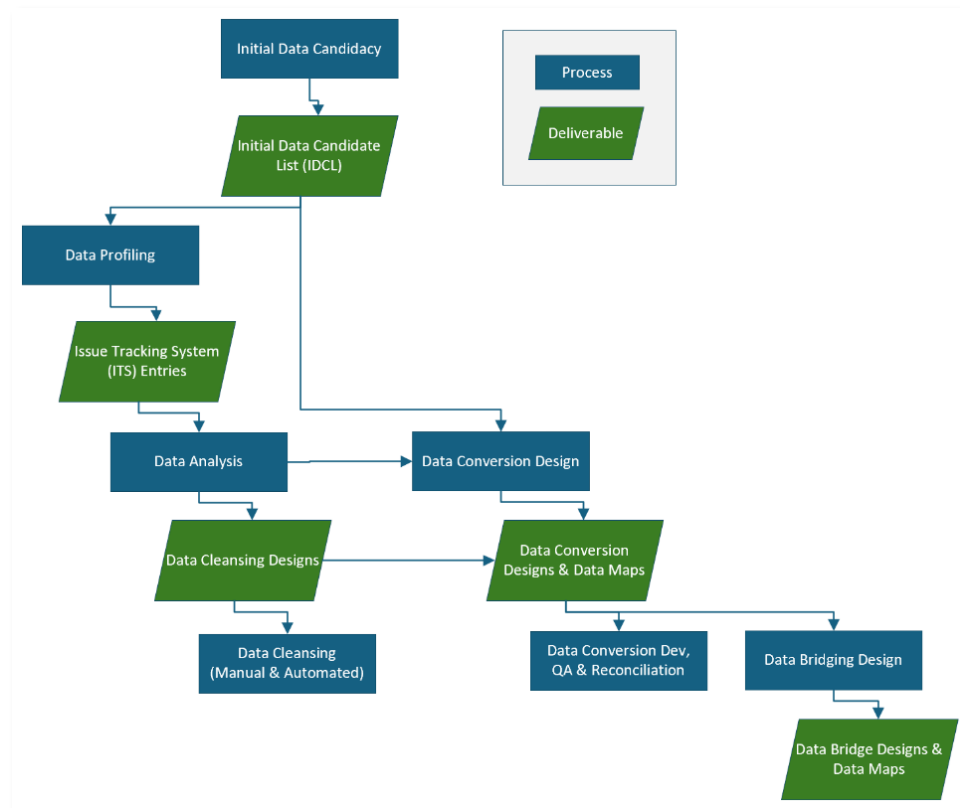
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Section 1. Scope of Work

During the course of the City's project, Viviente's team will leverage its data migration industry experience to proactively and effectively support the overall modernization project by delivering timely, thorough and effective data services. The methodologies, processes and technologies used to deliver these services are described in detail below.

Data Services Project Overview

As described in the City's RFP, the data migration project will require the thorough profiling, analysis and cleansing of all source data. This data profiling / cleansing process will directly support the modernization project by delivering cleansed and transformed test data to support testing cycles and fully reconciled, final migration datasets during go-live. Over the course of prior engagements, Viviente has refined its processes, methodologies and deliverables to specifically support and enhance this flow of work. In other words, everything we deliver in one phase / process is tailored to support the next phase.



Flow of Processes and Deliverables

Viviente’s “Pipeline” Approach

Before diving into the specifics of data profiling, cleansing and conversion methodologies, it is important to understand how Viviente organizes the overall workload.

The City’s selected ERP vendor will need certain types of data sooner than other types. To support this, Viviente subdivides the overall workload into intuitive, business process-oriented “Data Categories.” Data Categories flow through the phase “pipeline” independently, so at any given time, some Data Categories might be in the Data Profiling and Cleansing phase while others might be in the Data Migration phase. This is a very flexible approach that allows for re-prioritization and shuffling as needed over the course of the project.

For a project of this size, multiple pipelines, or “tracks” will be running concurrently in order to make sure that the data team stays ahead of the ERP team’s data requirements.

Defining Data Categories

The City has hundreds of data elements and attributes that drive its day-to-day business processes. During project planning, the City’s data elements will be grouped by business functional area into logical groupings. These represent domains, or areas, of data within the source system. Example Data Categories include:

- GL Ledgers and Transactions
- AP / AR data
- License / Permit data
- Billing data
- Payroll data
- Etc.

We group by functional business area for four big reasons:

- As mentioned above, our primary goal is to support the ERP vendor’s design, development, test and deployment of the City’s new system. Our flexible approach lets that vendor lead the way while allowing our data team to optimally support each of their phases by staying ahead of them with analysis, cleansing and migrations.
- Supporting data analysis will be time intensive for both business and technical City staff. Grouping logical data entities together for analysis allows for City staff’s time to be scheduled in advance and thereby optimized.

- Data must be analyzed within its business context. Discussing, researching and analyzing data elements is best done within the context of an overall picture, or grouping, of those data elements—it makes sense and its most efficient.
- System test cycles may require different areas of data at different times. By creating logical Data Categories, Viviente can prioritize data cleansing, and then data conversion, to deliver cleansed data as early as possible to each system testing phase.

Managing the Project

Project Status Reporting

Viviente's proposed project manager has over 22 years of experience managing large system data migration projects. He is experienced in both waterfall and agile project management approaches. He will perform effective management of all of Viviente's resources, as well as constantly monitor the health of the project. Tasks, risks, issues, schedules, resources and scope will be proactively managed and project status and health will be frequently communicated to appropriate project stakeholders.

Most importantly, our project manager will ensure that the data team goes beyond merely staying in lock-step with the overall system modernization team. He will ensure that the data team is **facilitating** and **accelerating** the line-of-business design, development and testing cycles via timely, experience-driven inputs.

Data Readiness Team Deliverables Status

Reporting: Daniel Fite

Overall Status: Green

Trending: Stable

Key Messages:

- Data Cleansing and analysis continues with a high volume of data issues encountered and expected for Phases 5 & 6.
- Data Cleansing Profiling and Cleansing on track with Time Box Scheduling strategy. Resources are addressing issues accordingly despite issue volume, issue complexity and insufficient subject expertise.
- Migration and Bridging refactoring continues into the SIT cycle. Refactoring of base code is expected to continue.
- Multi Load migration strategy development under redesign. Simplification of the Strategy to support Phases 5 and 6 goals currently under review.

Project/ Release/ Deliverables This Period			Project/ Release/ Deliverables Due Next Period			Upcoming Milestones		
Item	Target Date	Status	Item	Target Date	Status	Item	Target Date	Status
Multi Load Analysis and definition	6/24/19 6/20/19 7/31/19	G	Ph 5 Migration updates for SIT Iteration 5	8/12/19	G	Data Profiling complete to determine Ph 5 Cleansing Universe	10/1/19	A
Multi-Load Migration development & test	6/18/19 7/16/19 8/15/19	Y	Profiling Time Box #2 end date	6/20/19 8/31/19	A			
Profiling Time Box #1 end date	6/14/19 7/31/19	G						

I D	Status (R,A,G)	Short Description	Action/Mitigation Plan	Owner	Due Date	Comments
1	G	Data Cleansing volumes for Phase 5 exceed project expectations. Profiling progress meeting goals and strategy. Potential resource deficiencies identified.	Additional UPS resources have been assigned to help with data profiling. Accounting for potential resource deficiency	DRT/PMO	8/1/19	UPS resources will be utilized and assigned as needed.
2	Y	Multi Load Strategy to support Ph 5 and 6 migration goals are being redefined and will not be tested until the end of SIT	Simplify the overall strategy	IT / SAT	7/31/19	
3	G	Profiling Time Boxing have been extended	As per approved strategy, Time Box end dates have been extended to reach objectives in the given timeframe	DRT/PMO	7/31/19	Additional mitigations to be determined. The updated Ph 5 strategy may impact prioritizations.

Sample.Project.Status.Report

Project Planning

Viviente's project leadership will author several procedures and plans which, once approved, will be used to manage all key elements of the data portion of the overall project. These include documents such as a Project Work Plan, a Data Security Plan, and an overall Data Readiness Plan.

Project Plan (Schedule)

This is an MS Project work breakdown structure (WBS) document crafted to meld with and support the overall modernization project plan (once available.)

Task Mode ▾	Task Name ▾	Duration ▾	Start ▾	Finish ▾	Predecessors ▾
1	Project Start	0 days	Mon 12/1/25	Mon 12/1/25	
2	Project Initiation Phase	18 days	Mon 12/1/25	Wed 12/24/25	
15	Data Profiling and Cleansing Phase	119 days	Thu 12/25/25	Tue 6/9/26	
55	Data Conversion Design, Dev & Validation	117 days	Wed 2/11/26	Thu 7/23/26	
76	ERP System Testing Support	60 days	Fri 7/24/26	Thu 10/15/26	
87	Implementation & Post Support	41 days	Fri 10/16/26	Fri 12/11/26	

Sample.Work.Plan;High.Level.Plan

The project plan supports the modernization initiative by:

- Illuminating all required tasks
- Facilitating robust and forward-looking resource planning / balancing
- Ensuring that migrated test data is available for all required system test cycles
- Ensuring that cleansed data is also available to the project team when it is ready
- Making sure that the overall conversion, with all cleansing points, is ready for the ultimate go-live of the new system

More so than other planning documents, the Project Plan is considered a “living document” and is constantly updated as the project moves forward. It is important to note that the data project plan **must** stay in sync with the master project plan that includes all the tasks being performed by the City and the new system vendor. An updated Project Plan will be disseminated to project stakeholders on a bi-weekly basis.

Note – In order to analyze, cleanse and convert the City’s data in a timely fashion, Viviente is proposing the formation of 2 teams, each responsible for a “track” of effort. Each track will be headed up by a Viviente team leader and supported by an SQL developer (and City resources.) By having 2 tracks of effort going simultaneously, the data team will be able to have clean, transformed data ready for the new system vendor when they need it (to support development and test cycles). This is critically important in order to facilitate the new system vendor in every way possible.

Data Security Plan

Data cleansing and conversion projects require multiple new copies of data (to support analysis, development, testing, training, etc.), new data storage environments and many new data transmissions. As such, new data security measures must be authored and enforced to safeguard data during these operations.

Viviente proposes that a Data Security Plan, specific to this project, be authored and included as part of the overall planning effort. This plan will prescribe measures to ensure the protection of **all PII (Personally Identifiable Information) data**. It must also protect **all HIPPA privacy data** stored within images and image metadata, if applicable.

Data Readiness Plan

This plan governs the critical processes, technologies and methodologies used to deliver all data services on the project. It covers the flow of work and documents resources needed by the City and Viviente and many other topics, such as:

- Data refresh scheduling
- Data issue logging
- Communications (Documentation Templates)
- Status Reporting
- Approval processes
- Data Profiling scoping and techniques
- Software technologies to be used
- Data Analysis flow and processes
- Types and uses of data cleansing resolutions
- Data cleansing management and scheduling
- Cleansing program QA processes
- Techniques for inclusion of just-in-time data cleansing during migration
- Reconciliation and QA standards

Tools & Technologies

Viviente uses state-of-the-art hardware and software solutions to achieve optimal results on its cleansing and migration projects. The following sections describe our cost-effective approach to building an environment that can meet the needs of the data team and be very useful to the City even after the project.

Hardware

For the data migration project, Viviente will utilize one or more Data Staging Servers. During the course of the project, these staging servers will host copies of the City's production data, which will facilitate data profiling, cleansing analysis, and migration design, development and testing, etc.

Data is safest while at rest. Conversely, it is more vulnerable when replicated and moved. As such, Viviente strongly encourages the City to maintain the staging server environment within its current firewall for this project. It is safest there, rather than on cloud-based systems or while residing in other data centers. Today's technologies offer many ways to facilitate remote connectivity to support the project resource's needs. Viviente's team will work with the City's I.T. staff to define the requirements for servers, storage, etc. for the upcoming project.

Software

Viviente uses advanced Microsoft software products on all of its data projects.



We use MS SQL Server databases, and the completely free suite of SQL Server-based programming and analytical tools that come with it (SSIS, SSMS, SSRS, SSAS). This is by far the most cost-effective software on the market today to perform data analysis, cleansing and migration.

Viviente's ETL Framework

Rather than relying on expensive, proprietary tools that take away user control and still require tons of custom coding, Viviente has developed its own ETL (extract – transform – load) framework that is based on SQL Server database technologies and fits perfectly with our Microsoft development and data querying tools.

Our Framework:

- Collects and stores our data cleansing, migration and bridge code packages
- Organizes migration/bridge runs by assigning Batch IDs for each execution
- Records comprehensive results
- Captures a complete snapshot of all migrated data at a record and individual data element level to facilitate debugging, reconciliation and reporting
- Stores and facilitates reporting of errors and warnings
- Facilitates automated reconciliation reports of all records and granular data elements, such as monetary fields (i.e. contributions, disbursement amounts, etc.)
- Stores common functions and procedures that can be leveraged across cleansing, migration and data bridging code packages

Environments

Viviente will perform all data analysis on data that is replicated as-is (except for PII obfuscation) from the City's production database into a data analysis staging server running a SQL Server database.

By doing this, our team will be able to work with a copy of the data and interact with City knowledge holders using table/column names that they are familiar with. Extracting and utilizing an exact (except for PII scrambling) production copy also ensures that data profiling is conducted on a "pure" set of the City's data – unfiltered, untransformed and unmodified. Thus, data profiling query results are as reliable as possible.

Data Security

Database, as well as column-level, encryption will be added where appropriate. Data transmissions will be architected to include 128-bit or higher data encryption whenever data is being sent outside of the City's existing firewall.

Additionally, Viviente proposes the following steps to safeguard all data during the lifetime of the project:

- Data staging servers will not reside on the cloud, but rather, be retained behind the City's existing firewalls if possible
- At no time will PII/HIPPA data be printed in hard copy
- No PII/HIPPA data should ever appear in any emails or attachments
- No PII/HIPPA data should be stored on laptops or desktops
- No PII/HIPPA data should ever be transmitted via unsecured means (FTP, chat, online meetings, etc.)

The complete list of PII and HIPPA-protected data elements will be finalized within the Data Security Plan, but by definition, includes any combination of data elements that can reasonably identify a person or lead to the identification of a person. For instance, First Name by itself is not PII, whereas First Name + Last Name is PII. The protected data element list includes:

- Name Elements (First, Middle, Last, Suffix, Nicknames)
- Mailing Address
- Telephone Number
- Email Address
- System-Issued Identifiers (membership number, employee number, etc.)
- National Identifiers (SSN, TINs, etc.)
- Personally Relevant Dates (Date of Birth, Date Death)
- Financial Numbers (Bank Account Numbers, Credit Card Numbers, etc.)
- Annotations / Comments (stored notes might contain SSNs and other PII info)
- Images, or image meta-data, that contain PII or HIPPA-protected data

Processes & Methodologies

Project Initiation Phase

The Initiation Phase of a data services project incorporates all the activities necessary to support the more extensive later phases of the project.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Project Start	0 days	Mon 12/1/25	Mon 12/1/25		
2	Project Initiation Phase	18 days	Mon 12/1/25	Wed 12/24/25		
3	Project Kickoff	2 days	Mon 12/1/25	Tue 12/2/25	1	City, Viviente Lead Analyst, Viviente Project
4	Project Training	2 days	Wed 12/3/25	Thu 12/4/25	3	City, Viviente Project Manager
5	Project Planning	6 days	Wed 12/3/25	Wed 12/10/25		
6	Project Schedule	3 days	Wed 12/3/25	Fri 12/5/25	3	Viviente Project Manager
7	Data Readiness Plan	3 days	Mon 12/8/25	Wed 12/10/25	6	Viviente Project Manager
8	Infrastructure Setup	15 days	Mon 12/1/25	Fri 12/19/25		
9	HW / SW Requirements	3 days	Mon 12/1/25	Wed 12/3/25	1	City, Viviente Project Manager
10	HW Acquisition	5 days	Thu 12/4/25	Wed 12/10/25	9	City
11	SW / Tool Installation	3 days	Thu 12/11/25	Mon 12/15/25	10	City, Viviente Project Manager
12	Database Configuration	4 days	Tue 12/16/25	Fri 12/19/25	11	City, Viviente Project Manager
13	Source Data Extraction	3 days	Mon 12/22/25	Wed 12/24/25		
14	Source System Database Copy	3 days	Mon 12/22/25	Wed 12/24/25	12	City

Sample Work Plan Initiation Phase

An onsite project kickoff meeting will be held to introduce all project stakeholders and cover project planning and ground rules. Extended meetings with various groups will also be held to review project approaches and methodologies with City staff.

Other activities include:

- Project Management Setup and Planning – Viviente’s project leadership will author several project-specific plans that will detail the methods and approaches that the data team will use. Templates for key deliverables, such as status reports, meeting agendas and meeting minutes, will also be drafted and submitted for approval. In addition to these, a clear and concise Work Plan will also be baselined with the City.
- Infrastructure Setup – setup of the data profiling/staging server will be given top priority during this project phase.
- Remote Connectivity Setup – The Viviente team will need to utilize remote connection software
- Data Copy – Viviente will work with City I.T. to design and execute a static “snapshot” (database copy) of each of the City’s production data stores, including data obfuscation.

Data Profiling and Cleansing Phase

In the Data Profiling and Cleansing Phase, each Data Category (see the section Viviente’s “Pipeline Approach” above) is put through a rigorous process of:

- Establishing Data Candidacy
- Documenting and analyzing known issues
- Discovering unknown issues via Data Profiling
- Conducting Data Analysis of each integrity issue found and documented
- Designing, approving, developing, testing and implementing data cleansing remediation steps

The order in which Data Categories are profiled and analyzed is predicated by the testing and implementation sequence of the new system vendor, and several Data Categories will be in the analysis / cleansing / conversion pipeline concurrently. By doing so, the data team will deliver the data required for the initial system functional testing phase first, followed by the data required for the second test phase, and so on.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
15	▶Data Profiling and Cleansing Phase	119 days	Thu 12/25/25	Tue 6/9/26		
16	▶TRACK 1: Data Cat: Utility Billing	34 days	Thu 12/25/25	Tue 2/10/26		
17	Gather Metadata	1 day	Thu 12/25/25	Thu 12/25/25	14	Viviente Lead Analyst
18	Category Kickoff	1 day	Fri 12/26/25	Fri 12/26/25	17	City,Viviente Lead Analyst
19	Data Candidacy Analysis	2 days	Mon 12/29/25	Tue 12/30/25	18	City,Viviente Lead Analyst
20	Data Profiling	10 days	Wed 12/31/25	Tue 1/13/26	19	Viviente Lead Analyst
21	Initial Readiness Report	0 days	Tue 1/13/26	Tue 1/13/26	20	SQL Dev 1
22	Cleansing Design	10 days	Wed 1/7/26	Tue 1/20/26	20SS+5 days	Viviente Lead Analyst
23	Cleansing Dev/Test/Exec	15 days	Wed 1/21/26	Tue 2/10/26	22	SQL Dev 1
24	Post Exec Readiness Report	0 days	Tue 2/10/26	Tue 2/10/26	23	SQL Dev 1
25	▶TRACK 2: Data Cat: GL / AR / AP	35 days	Thu 12/25/25	Wed 2/11/26		
35	▶TRACK 1: Data Cat: Permits	28 days	Wed 2/11/26	Fri 3/20/26		
43	▶TRACK 2: Data Cat: Cash Receipting	28 days	Thu 2/12/26	Mon 3/23/26		
51	TRACK 1: Data Cat: Payroll	28 days	Mon 3/23/26	Wed 4/29/26	42	SQL Dev 1,Viviente Lead Analyst
52	TRACK 2: Data Cat: Project Accounting	30 days	Tue 3/24/26	Mon 5/4/26	50	Viviente Project Manager,SQL Dev 2
53	TRACK 1: Data Cat: Licenses	26 days	Thu 4/30/26	Thu 6/4/26	51	SQL Dev 1,Viviente Lead Analyst
54	TRACK 2: Data Cat: Capital Assets	26 days	Tue 5/5/26	Tue 6/9/26	52	Viviente Project Manager,SQL Dev 2

Sample.Work.Plan;Data.Profiling.and.Cleansing.Phase

Data.Candidacy._What.data.should.be.cleansed?.

For each Data Category, we streamline our profiling and cleansing efforts by first conducting “Initial Data Candidacy Analysis.” This will allow our consultants to focus subsequent data profiling, cleansing and mapping activities on the tables and columns that contain data that the City needs to have carried forward into the new system.

Source data candidacy is determined by evaluating the data store’s content and documentation. Generally, data stores that contain unique (master) data that support LOB (line of business) functionality are considered candidates for cleansing analysis and subsequent conversion. “Temp” tables, “Work” tables, “System” tables etc., are thus excluded from further analysis.

Data Profiling and Data Analysis

The search for data integrity issues will commence once data candidates are identified for the Data Category. Data Profiling entails the automated and manual review of client data to establish a list of all data integrity issues found within the dataset. Each identified data candidate column and record set will be tested systematically for conformance to both business and technical rules. To accomplish this, both automation tools and manual query processes will be used.

Discovery queries include:

- Referential Integrity between Data Stores (key relationship integrity, stranded data, etc.)
- Data Formats and Ranges (are date columns valid dates? do number columns contain numbers? etc.)
- Valid Values and Boundary Checking (do columns with valid value ranges or sets contain data outside of those ranges?)
- Null Values (do required columns contain null values?)
- Missing Data (is data missing entirely, perhaps from specific time periods)
- Rolled-up Data (summary data that might not smoothly support the LOB system’s need for detailed historical data)
- Business rule validations (data that superficially looks clean but may not meet business rules)
- Data Duplication / Redundant Data (are data records repeated erroneously?)

Data Issue Analysis

Each potential data issue logged into the SharePoint-based Issue Tracking System (ITS) (see below) will need custom analysis. Ad-hoc queries will be coded and executed to build an understanding of the issue. Before we arrive at a resolution plan for an issue, we will need to know:

- How many records are affected
- When the data corruption first started
- Is the issue still occurring?
- What types and subtypes of records are impacted

These and many other attributes of each data issue will be documented and discussed with City subject matter experts while on the path to determining if, when and how to fix each data issue.

The Viviente Issue Tracking System (ITS)

Data integrity issues will be logged in an MS SharePoint-based Issue Tracking System (ITS).

+ New Quick edit Export to Excel ...						
JRT Issue Tracki... > Person Demogr... > Pty Addr						
✓ ID ✓	Phase ✓	P4 Data Category ✓	Issue Owner ✓	Table ✓	Column ✓	Title ✓
314	Person Demographics			Pty Addr	State code	State code in blank , Line 1 or 2 populated
315	Person Demographics			Pty Addr	PAD_ZIP_CODE and zip E	Zip codes issue in Party address - Current Records
316	Person Demographics			Pty Addr	PAD_ADDRESS_LINE_1 & 8	Address Line 1 & Line 2 are empty
327	Person Demographics			Pty Addr	ROI	Missing roles in Pty Addr
344	Person Demographics			Pty Addr	pad_address_line_1	Attention Line C/O
360	Person Demographics			Pty Addr	pad_address_line_1	Invalid Historical Address to Delete
372	Person Demographics			Pty Addr	PAD_Address_Line_1	Attention Line C/O Line 1
373	Person Demographics			Pty Addr	PAD_Address_Line_2	Attention Line C/O line 2
374	Person Demographics			Pty Addr	multiple	Pty Address Key Fields missing not Fixable - logically delete
543	Person Demographics			Pty Addr	Zip	Zip Code Extension over 4 characters 7 zeros's in UPS
615	Person Demographics			Pty Addr	Multiple	Trillium errored out - Richard Manually Fixed
782	Person Demographics			Pty Addr	PAD_Address_Line_2	AE09, AS02 Codes , Missing Apt # or Apt # on line 2
783	Person Demographics			Pty Addr	Multiple	Melissa non Error Codes

The ITS is a completely customizable list that allows for configurable security, user-level or group-level custom views, grouping, sorting and filtering. It also allows basic workflow through the assignment of items to particular User IDs. Auto-email alerts can also be configured. All these features make our ITS a remarkable tool to keep the data team, the new system team and City staff (project management, SMEs, etc.) in sync with issue tracking and routing from initial logging to final remediation. Content can be exported and used to construct status reports, counts, issue “aging”, etc.

Iterative working sessions will be conducted with business and technical SMEs to review each issue in the ITS and discuss resolutions to each issue encountered. This process is “iterative” because the data team will often need to execute additional queries, fine-tune queries to support decision-making, and meet more than once particularly to discuss complex data issues.

By the end of each Data Category’s profiling effort, a complete list of data issues identified during the profiling will be produced. Viviente’s ITS tracking system data is visible to project stakeholders online via MS SharePoint and can be outputted and reported periodically in MS Excel format. Please see the screenshot below, which provides a great visual of the flow of data issues through the various resolution statuses, including QA and UAT testing cycles.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
	Phase	Module	Total Queries		Profiling	Analyzing	TOTAL		Closed	Withdrawn	Data Migration	Passed	TOTAL		Design	Awaiting Development	Development	Ready for QA	IN QA	QA/Bus Testing	Passed QA	In UAT	Passed UAT	Manually Correcting	Ready for Prod	TOTAL		Completed
1	I	ECM / Imaging	114		0	0	0		11	31	12	11	65		0	0	0	0	0	0	0	0	0	0	0	0		49
2	I	ECM / Person and Org	89		0	0	0		2	20	6	37	65		0	0	0	0	0	0	0	0	0	0	0	0		24
3	II	Person Demographics	767		0	0	0		126	269	31	178	604		0	0	0	0	0	0	0	0	0	0	0	0		163
4	II	ECM / Release 2	1		0	0	0		0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		1
5	II	Sugar CRM	167		0		0		0	0	139	27	166		0	0	0	0	0	0	0	0	0	0	0	0		1
6	III	Phase 3	212		0	0	0		15	31	0	126	172		0	0	0	0	0	0	0	0	0	0	0	0		40
7	Prod Support	PROD	487		12	15	27		28	15	1	1	45		2	0	9	0	0	0	0	0	0	1	0	12		403
8	IV	Phase 4	354		0	0	0		27	25	18	1	71		1	0	1	0	0	0	0	0	0	0	0	2		281
9	V	Phase 5	459		148	19	167		130	8	8	0	146		4	2	9	2	1	0	1	0	0	5	11	35		96
10	0	Phase 6 All	1087		39	113	152		250	177	27	261	715		9	2	0	0	0	0	0	0	0	43	0	54		166
11	VII	Phase 7	1		0	1	1		0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0		0
12	TOTALS		3738		0	0	347		589	576	242	642	2049		16	4	19	2	1	0	1	0	0	49	11	103		1224

Data Cleansing

Each data issue discovered and annotated within the ITS system will undergo the following cleansing steps:

1. Population Definition
2. Resolution Selection
3. Cleansing Design
4. Development and QA
5. Implementation (manually, cleansing scripting or during data migration)
6. Verification

Resolution Selection

A cleansing resolution (see chart below) must be selected for each data issue identified and logged in the ITS system. Should the records be cleansed manually? With a program? Should they be cleansed within the legacy system, or on-the-fly during data conversion? The resolution is selected on a case-by-case basis, based on several factors such as:

1. Is there manual research needed?
2. Is the record count low enough for manual resolution?
3. What is the availability of a user interface to correct the data?
4. Is there a high R.O.I. for cleaning the data in the source system?
5. Root cause (will the data stay clean?)
6. Will the cleansed data cause issues in the legacy system?

	Source System (Pre-Conversion)	Staging System (During Conversion)	Target System (Rare) (Post-Conversion)
Manual Cleansing	Uncommon Use When: <ul style="list-style-type: none">- Automation is not possible (i.e. case research required)- Low case counts	Extremely Rare Use When: (N/A)	Very Uncommon Use When: <ul style="list-style-type: none">- Low priority (can wait)- Legacy system can't accommodate- Automated cleansing not possible
Automated Cleansing	Very Common Use When: <ul style="list-style-type: none">- Higher case counts (i.e. > 200 cases)- No source user interface exists- Fixing prior to new system benefits the City, its members, etc.	Very Common Use When: <ul style="list-style-type: none">- Data issue is recurring- Issue is easiest to clean during conversion transformation	Rare Use When: <ul style="list-style-type: none">- Can't cleanse in the source system- Low priority / insufficient time before implementation- No conversion code impact

Once each category's data analysis tasks are complete and resolutions analyzed and agreed upon, the City will have a solid measurement of the data cleansing needs for the Data Category in terms of the number of issues, the number of affected records, the effort estimate to create cleansing programs and the estimated staff hours to complete all pre-conversion manual cleansing tasks.

Data Migration Phase

The Data Migration Phase encompasses all the analysis, design, development, and testing tasks necessary to migrate the City's data from its source systems to a normalized data staging environment for later consumption into the new system. Data may be converted in phases corresponding to a phased implementation of the new system, if needed. Within each phase, the data migration work is subdivided into **Data Categories** just like during the data analysis and cleansing phases.

The.Data.Conversion.Lifecycle

The screenshot below depicts the high-level processes that are employed iteratively for each category of data to be migrated for a phase:

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
55	▶Data Conversion Design, Dev & Validation	117 days	Wed 2/11/26	Thu 7/23/26		
56	▶TRACK 1: Data Cat: Utility Billing	37 days	Wed 2/11/26	Thu 4/2/26		
57	▶Data Category Kickoff	1 day	Wed 2/11/26	Wed 2/11/26	16	City,Viviente Lead Analyst
58	▶Mapping & Design	18 days	Thu 2/12/26	Mon 3/9/26	57	City,Viviente Lead Analyst
59	▶Data Mapping Matrix (DMM)	0 days	Mon 3/9/26	Mon 3/9/26	58	Viviente Lead Analyst
60	▶Data Migration Specification	0 days	Mon 3/9/26	Mon 3/9/26	58	Viviente Lead Analyst
61	▶Migration Dev /Test	15 days	Tue 3/10/26	Mon 3/30/26	60	SQL Dev 1
62	▶Design Recon Report	3 days	Tue 3/31/26	Thu 4/2/26	61	City,Viviente Lead Analyst
63	▶Category Recon Report	0 days	Thu 4/2/26	Thu 4/2/26	62	SQL Dev 1
64	▶TRACK 2: Data Cat: GL / AR / AP	49 days	Thu 2/12/26	Tue 4/21/26		
70	▶TRACK 1: Data Cat: Permits	34 days	Mon 3/23/26	Thu 5/7/26	35	
71	▶TRACK 2: Data Cat: Cash Receipting	36 days	Tue 3/24/26	Tue 5/12/26	43	
72	▶TRACK 1: Data Cat: Payroll	36 days	Thu 4/30/26	Thu 6/18/26	51	
73	▶TRACK 2: Data Cat: Project Accounting	32 days	Tue 5/5/26	Wed 6/17/26	52	
74	▶TRACK 1: Data Cat: Licenses	32 days	Fri 6/5/26	Mon 7/20/26	53	
75	▶TRACK 2: Data Cat: Capital Assets	32 days	Wed 6/10/26	Thu 7/23/26	54	

Sample.Work.Plan;Data.Conversion.Phase

Data.Mapping.and.Conversion.Design

Once data cleansing tasks are completed for a Data Category, the Viviente lead analysts will have a thorough understanding of the City's source repositories. The new system vendor will supply target database structure definitions, thus completing the end-to-end picture. Once the target structures are obtained, legacy source tables, columns, and values will then be mapped to establish requirements for extraction, transformation (including cleansing) and loading scripts. Processes for testing, balancing and reconciliation will also be designed and documented.

The data mapping process itself is a methodical analysis cycle comprised of analysis sessions, documentation tasks, ad-hoc verification queries and final data map review/acceptance steps. Iterative data mapping analysis sessions will be held to interview subject-matter-experts (SMEs) and capture data mapping rules. These SMEs will bring:

- technical knowledge of the source system and data usage
- business knowledge of data usage
- historical perspectives on data usage and availability
- input on redesigned business processes, if any
- data integrity knowledge

Source-to-target data relationships are recorded within documents called Data Mapping Matrices (DMMs):

Benefit Accounts					
Source Table	Source Column	Target Column Name	NULLABLE?	Target Data Type	Definition
N/A	N/A	BENEFIT_ACCOUNT_ID	NOT NULL	INT	Assigned by ASPEN Identity column
BNFT_ENTLMNT_v	Full membership key + membership	MEMBER_ACCOUNT_ID	NOT NULL	INT	
BNFT_RQST_v	ANTY_PO_PYMT_OPT_ID	CURRENT_ANNUIITY_PAYMENT_OPTION_ID	NULL	INT	join to bnft_rqst using the pension number join on Sgt_payment_option.payment_option_code to retrieve FK NOTE - these will be updated for pop up records
BNFT_RQST_v	PENS_PO_PYMT_OPT_ID	CURRENT_PENSION_PAYMENT_OPTION_ID	NULL	INT	join on Sgt_payment_option.payment_option_code to retrieve FK NOTE - these will be updated for pop up records
ITHP_TXBLTY_FCTR	ITF_ITHP_txblty_fctr	TAXABILITY_FACTOR	NULL	NUMERIC (7,4)	Only applies to Tier I and II Also not applicable for Advance Payment records Else 0 if no ITHP found
N/A (Use Default)	N/A	SERVICE_REQUEST_TRANSACTION_ID	NOT NULL	INT	
BNFT_ENTLMNT_v	AS_CREATE_USER	CREATED_BY	NOT NULL	VARCHAR (50)	Standard Audit Field
BNFT_ENTLMNT_v	AS_CREATE_DATE	CREATED_DATE	NOT NULL	DATETIME	Standard Audit Field
BNFT_ENTLMNT_v	AS_UPDATE_USER	MODIFIED_BY	NOT NULL	VARCHAR (50)	Standard Audit Field

The.Data.Mapping.Matrix.(DMM)

These detailed documents record the functional definition of each data item, the required source system table(s) and column(s), the data value transformation rules, any required filters and processing logic, and the target system's destination tables/columns/values. The DMM workbooks serve as a central repository for data mapping documentation so that all involved parties (SMEs, the data team, system designers, testers and even the training team) have a common understanding from which to work.

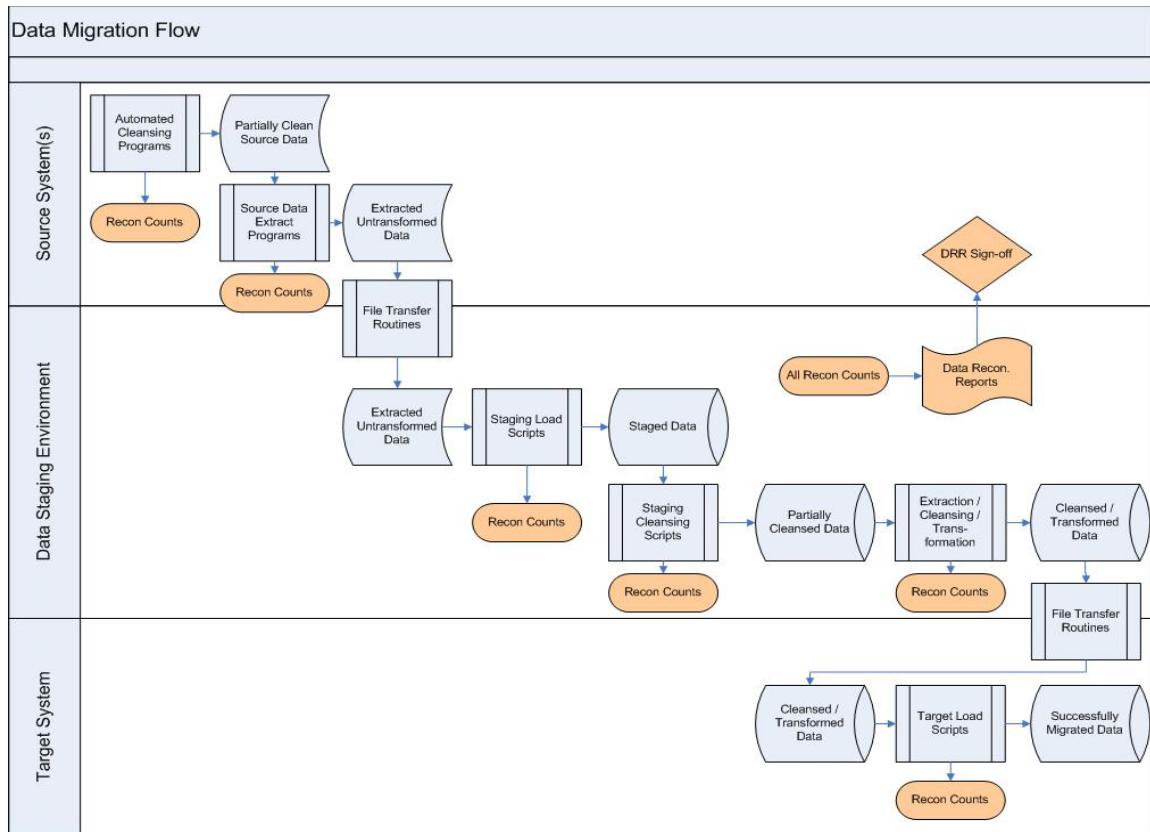
Migration.Program.Testing.and.Reconciliation

Both functional and end-to-end testing are necessary to validate and fully reconcile each Data Category's migration design and implementation.

Once developed, each data migration script will be thoroughly unit tested against expected results and reconciled, utilizing the test cases and reconciliation plan authored by the migration lead analyst.

Once all migration scripts for an entire implementation phase are completed and unit tested, migration "dry runs" will be performed. During each dry run test, the complete end-to-end data migration for a single go-live phase is executed.

During system testing cycles, data will be loaded into the new system using import programs and target-side reconciliation counts are gathered. The following chart depicts the multi-step flow of data migration:



The.Data.Migration.Process.Flow.and.Reconciliation.Points

Data Reconciliation

In addition to Test Scenario-driven testing, each migration package will also be **fully reconciled**. Viviente’s reconciliation process goes far beyond mere record counting. We reconcile all monetary data elements (salary, invoice items, billing breakdowns, etc.) from source to target as well as other critical data elements. By reconciling both record counts and these other critical data elements, Viviente ensures that its data transformation code is performing as per design and that no gaps exist.

System Testing and Implementation

As the new system reaches system integration (SIT) and user acceptance (UAT) test phases, the Viviente data team will support these critical times in the project lifecycle by performing several data migrations, including all data cleansed to-date, and all migration validation / reconciliation steps.

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
76	ERP System Testing Support	60 days	Fri 7/24/26	Thu 10/15/26		
77	System Integration Testing (SIT) Cycle 1	30 days	Fri 7/24/26	Thu 9/3/26		
78	Execute Migration	5 days	Fri 7/24/26	Thu 7/30/26	75	SQL Dev 1,City
79	Generate Recon Reports	0 days	Thu 7/30/26	Thu 7/30/26	78	SQL Dev 1
80	Defect Support	25 days	Fri 7/31/26	Thu 9/3/26	78	SQL Dev 1,Viviente Lead Analyst
81	Test Cycle Support	25 days	Fri 7/31/26	Thu 9/3/26	78	SQL Dev 1,Viviente Lead Analyst
82	User Acceptance Testing (UAT) Cycle 1	30 days	Fri 9/4/26	Thu 10/15/26		
83	Execute Migration	5 days	Fri 9/4/26	Thu 9/10/26	81	SQL Dev 1,City
84	Generate Recon Reports	0 days	Thu 9/10/26	Thu 9/10/26	83	SQL Dev 1
85	Defect Support	25 days	Fri 9/11/26	Thu 10/15/26	83	SQL Dev 1,Viviente Lead Analyst
86	Test Cycle Support	25 days	Fri 9/11/26	Thu 10/15/26	83	SQL Dev 1,Viviente Lead Analyst
87	Implementation & Post Support	41 days	Fri 10/16/26	Fri 12/11/26		
88	Implementation Planning	10 days	Fri 10/16/26	Thu 10/29/26	86	City,Viviente Project Manager
89	Go-Live	6 days	Fri 10/30/26	Fri 11/6/26	88	SQL Dev 1,City,Viviente Project Manager
90	Final Reconciliation Reports	5 days	Mon 11/9/26	Fri 11/13/26	89	SQL Dev 1
91	Post Go-Live Support	20 days	Mon 11/16/26	Fri 12/11/26	90	SQL Dev 1,Viviente Lead Analyst,Viviente P
92	Create Data Archive	15 days	Mon 11/16/26	Fri 12/4/26		
93	Gather Requirements	5 days	Mon 11/16/26	Fri 11/20/26	90	City,Viviente Project Manager
94	Create Archive	10 days	Mon 11/23/26	Fri 12/4/26	93	SQL Dev 1,Viviente Lead Analyst
95	Archive Sign-off	0 days	Fri 12/4/26	Fri 12/4/26	94	City

Sample.Work.Plan;ERP.System.Test?Implementation?Data.Archive

Section 2. Schedule

The following draft project plan (schedule) represents Viviente’s typical approach to data cleansing and migration projects. It will be fine-tuned to perfectly support the City’s modernization project and maintained throughout the course of the project to make sure that the data team’s tasks dovetail with those of the ERP vendor.

The chart below provides a high-level summary of the various project phases:

Project Phase	Description	Approx. Duration
Initiation	Incorporates onsite project kickoff, planning, data staging server procurement and installation	3-4 weeks
Data Profiling and Cleansing	Thorough data profiling, issue logging, cleansing design – dev – test – implementation for each area of the City’s data. Conducted in 2 Tracks of effort	5.5 months
Data Migration	Overlapping with the profiling phase, this phase will also be conducted in 2 Tracks of effort to design, develop, test and reconcile data migration processes for each area	5.5 months
ERP System Test Support	Our team will execute migration test runs (including cleansing scripts) to supply the ERP vendor with clean, realistic City data and then support their System and User testing cycles	1.5 months
Implementation and Post Go-Live Support	Covers implementation planning and execution as well as the post go-live support. Legacy source data will also be archived and documented to support future analysis, if it is ever required	1 month

The following screen shots have been included for illustration purposes in the preceding sections and are included again here for your reference with a sample start date of Dec. 1st.

Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	Project Start	0 days	Mon 12/1/25	Mon 12/1/25	
2	Project Initiation Phase	18 days	Mon 12/1/25	Wed 12/24/25	
15	Data Profiling and Cleansing Phase	119 days	Thu 12/25/25	Tue 6/9/26	
55	Data Conversion Design, Dev & Validation	117 days	Wed 2/11/26	Thu 7/23/26	
76	ERP System Testing Support	60 days	Fri 7/24/26	Thu 10/15/26	
87	Implementation & Post Support	41 days	Fri 10/16/26	Fri 12/11/26	

Sample.Work.Plan;High.Level.Plan

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1	Project Start	0 days	Mon 12/1/25	Mon 12/1/25		
2	Project Initiation Phase	18 days	Mon 12/1/25	Wed 12/24/25		
3	Project Kickoff	2 days	Mon 12/1/25	Tue 12/2/25	1	City,Viviente Lead Analyst,Viviente Project
4	Project Training	2 days	Wed 12/3/25	Thu 12/4/25	3	City,Viviente Project Manager
5	Project Planning	6 days	Wed 12/3/25	Wed 12/10/25		
6	Project Schedule	3 days	Wed 12/3/25	Fri 12/5/25	3	Viviente Project Manager
7	Data Readiness Plan	3 days	Mon 12/8/25	Wed 12/10/25	6	Viviente Project Manager
8	Infrastructure Setup	15 days	Mon 12/1/25	Fri 12/19/25		
9	HW / SW Requirements	3 days	Mon 12/1/25	Wed 12/3/25	1	City,Viviente Project Manager
10	HW Acquisition	5 days	Thu 12/4/25	Wed 12/10/25	9	City
11	SW / Tool Installation	3 days	Thu 12/11/25	Mon 12/15/25	10	City,Viviente Project Manager
12	Database Configuration	4 days	Tue 12/16/25	Fri 12/19/25	11	City,Viviente Project Manager
13	Source Data Extraction	3 days	Mon 12/22/25	Wed 12/24/25		
14	Source System Database Copy	3 days	Mon 12/22/25	Wed 12/24/25	12	City

Sample.Work.Plan;Project.Initiation.Phase

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
15	Data Profiling and Cleansing Phase	119 days	Thu 12/25/25	Tue 6/9/26		
16	TRACK 1: Data Cat: Utility Billing	34 days	Thu 12/25/25	Tue 2/10/26		
17	Gather Metadata	1 day	Thu 12/25/25	Thu 12/25/25	14	Viviente Lead Analyst
18	Category Kickoff	1 day	Fri 12/26/25	Fri 12/26/25	17	City,Viviente Lead Analyst
19	Data Candidacy Analysis	2 days	Mon 12/29/25	Tue 12/30/25	18	City,Viviente Lead Analyst
20	Data Profiling	10 days	Wed 12/31/25	Tue 1/13/26	19	Viviente Lead Analyst
21	Initial Readiness Report	0 days	Tue 1/13/26	Tue 1/13/26	20	SQL Dev 1
22	Cleansing Design	10 days	Wed 1/7/26	Tue 1/20/26	20SS+5 days	Viviente Lead Analyst
23	Cleansing Dev/Test/Exec	15 days	Wed 1/21/26	Tue 2/10/26	22	SQL Dev 1
24	Post Exec Readiness Report	0 days	Tue 2/10/26	Tue 2/10/26	23	SQL Dev 1
25	TRACK 2: Data Cat: GL / AR / AP	35 days	Thu 12/25/25	Wed 2/11/26		
35	TRACK 1: Data Cat: Permits	28 days	Wed 2/11/26	Fri 3/20/26		
43	TRACK 2: Data Cat: Cash Receipting	28 days	Thu 2/12/26	Mon 3/23/26		
51	TRACK 1: Data Cat: Payroll	28 days	Mon 3/23/26	Wed 4/29/26	42	SQL Dev 1,Viviente Lead Analyst
52	TRACK 2: Data Cat: Project Accounting	30 days	Tue 3/24/26	Mon 5/4/26	50	Viviente Project Manager,SQL Dev 2
53	TRACK 1: Data Cat: Licenses	26 days	Thu 4/30/26	Thu 6/4/26	51	SQL Dev 1,Viviente Lead Analyst
54	TRACK 2: Data Cat: Capital Assets	26 days	Tue 5/5/26	Tue 6/9/26	52	Viviente Project Manager,SQL Dev 2

Sample.Work.Plan;Data.Profiling.and.Cleansing.Phase

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
55	▶Data Conversion Design, Dev & Validation	117 days	Wed 2/11/26	Thu 7/23/26		
56	▶TRACK 1: Data Cat: Utility Billing	37 days	Wed 2/11/26	Thu 4/2/26		
57	Data Category Kickoff	1 day	Wed 2/11/26	Wed 2/11/26	16	City,Viviente Lead Analyst
58	Mapping & Design	18 days	Thu 2/12/26	Mon 3/9/26	57	City,Viviente Lead Analyst
59	Data Mapping Matrix (DMM)	0 days	Mon 3/9/26	Mon 3/9/26	58	Viviente Lead Analyst
60	Data Migration Specification	0 days	Mon 3/9/26	Mon 3/9/26	58	Viviente Lead Analyst
61	Migration Dev /Test	15 days	Tue 3/10/26	Mon 3/30/26	60	SQL Dev 1
62	Design Recon Report	3 days	Tue 3/31/26	Thu 4/2/26	61	City,Viviente Lead Analyst
63	Category Recon Report	0 days	Thu 4/2/26	Thu 4/2/26	62	SQL Dev 1
64	▶TRACK 2: Data Cat: GL / AR / AP	49 days	Thu 2/12/26	Tue 4/21/26		
70	TRACK 1: Data Cat: Permits	34 days	Mon 3/23/26	Thu 5/7/26	35	
71	TRACK 2: Data Cat: Cash Receipting	36 days	Tue 3/24/26	Tue 5/12/26	43	
72	TRACK 1: Data Cat: Payroll	36 days	Thu 4/30/26	Thu 6/18/26	51	
73	TRACK 2: Data Cat: Project Accounting	32 days	Tue 5/5/26	Wed 6/17/26	52	
74	TRACK 1: Data Cat: Licenses	32 days	Fri 6/5/26	Mon 7/20/26	53	
75	TRACK 2: Data Cat: Capital Assets	32 days	Wed 6/10/26	Thu 7/23/26	54	

Sample.Work.Plan;Data.Migration.Phase

Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
76	▶ERP System Testing Support	60 days	Fri 7/24/26	Thu 10/15/26		
77	▶System Integration Testing (SIT) Cycle 1	30 days	Fri 7/24/26	Thu 9/3/26		
78	Execute Migration	5 days	Fri 7/24/26	Thu 7/30/26	75	SQL Dev 1,City
79	Generate Recon Reports	0 days	Thu 7/30/26	Thu 7/30/26	78	SQL Dev 1
80	Defect Support	25 days	Fri 7/31/26	Thu 9/3/26	78	SQL Dev 1,Viviente Lead Analyst
81	Test Cycle Support	25 days	Fri 7/31/26	Thu 9/3/26	78	SQL Dev 1,Viviente Lead Analyst
82	▶User Acceptance Testing (UAT) Cycle 1	30 days	Fri 9/4/26	Thu 10/15/26		
83	Execute Migration	5 days	Fri 9/4/26	Thu 9/10/26	81	SQL Dev 1,City
84	Generate Recon Reports	0 days	Thu 9/10/26	Thu 9/10/26	83	SQL Dev 1
85	Defect Support	25 days	Fri 9/11/26	Thu 10/15/26	83	SQL Dev 1,Viviente Lead Analyst
86	Test Cycle Support	25 days	Fri 9/11/26	Thu 10/15/26	83	SQL Dev 1,Viviente Lead Analyst
87	▶Implementation & Post Support	41 days	Fri 10/16/26	Fri 12/11/26		
88	Implementation Planning	10 days	Fri 10/16/26	Thu 10/29/26	86	City,Viviente Project Manager
89	Go-Live	6 days	Fri 10/30/26	Fri 11/6/26	88	SQL Dev 1,City,Viviente Project Manager
90	Final Reconciliation Reports	5 days	Mon 11/9/26	Fri 11/13/26	89	SQL Dev 1
91	Post Go-Live Support	20 days	Mon 11/16/26	Fri 12/11/26	90	SQL Dev 1,Viviente Lead Analyst,Viviente P
92	▶Create Data Archive	15 days	Mon 11/16/26	Fri 12/4/26		
93	Gather Requirements	5 days	Mon 11/16/26	Fri 11/20/26	90	City,Viviente Project Manager
94	Create Archive	10 days	Mon 11/23/26	Fri 12/4/26	93	SQL Dev 1,Viviente Lead Analyst
95	Archive Sign-off	0 days	Fri 12/4/26	Fri 12/4/26	94	City

Sample.Work.Plan;ERP.System.Test?Implementation?Data.Archive

Section 3. Project Team, Key Personnel and Resumes

We are proposing a veteran team that, cumulatively, has over 70 years' worth of data cleansing and migration experience. Each individual team member has between 8 and 22 years of data migration experience and has worked for Viviente for a minimum of 7 years. All our team members are industry leaders in data profiling, data cleansing program design, development and testing, data migration design, development, testing, and highly-complex data reconciliation. The team has successfully delivered data analysis, cleansing, migration, and bridging services together on massive, multi-phased system implementation projects for both local and state-level agencies.

Our team will be available to be onsite at least 86% - 88% of the time for the duration of the project;

Project Team Role	Staff Name	Years with Viviente	Years of Data Cleansing & Migration Experience
Executive Manager	Carlotta Ortiz Fite	13	13
Project Manager & Data Team Leader	Daniel Fite	13	22
Lead Data Analyst	Mark Hoag	10	10
SQL Dev Team	Srini Dhulipala	6	8
SQL Dev Team	Ananth Varadarajan	8	10
SQL Dev Team	Dipesh Patel	7	9
	TEAM TOTAL:		72 years!

Viviente's Proposed Team

Carlotta Fite, Executive Manager



In addition to her many years of management experience in other industries, Carlotta Fite has 13+ years of experience as an executive sponsor, account manager, and resource manager for state and local data projects. Carlotta has a technical background and an executive management acumen that allows her to effectively steer complex multi-year I.T. engagements.

On your project, Carlotta will provide attentive, hands-on, executive sponsorship for the project team, attending high level (steering committee, project management, etc.) meetings as well as a continuous sampling of detail level (data mapping sessions, data analysis, etc.) meetings to ensure that the project stays on track with regard to resourcing, quality, scope, communication, risk, and issue management, and most importantly—client satisfaction.



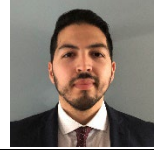
Daniel N. Fite, Project Manager & Data Team Leader

Our primary, proposed resource, Mr. Daniel Fite, is our most experienced data analyst. He has nearly 32 years of experience delivering data cleansing and migration services, with the last 27 years of it being solely for state and local agencies. He has authored and delivered Data Services webinars and seminars at the Wisconsin Employee's Trust Fund (ETF), the Texas Teacher's Retirement System (TRS) and the California State Teacher's Retirement System (CalSTRS) where he shared the methodologies, approaches and best practices he had learned and created over the last 2 decades in the data services industry.

Daniel is also a project, program, and executive management veteran with nearly 27 years of leadership experience—**all on data services projects**. He is experienced in both waterfall and agile project management disciplines and is proactive, organized, and team focused.

To date, Daniel has assisted **ten state and local level government agencies**, leading data teams as large as 26 members to achieve streamlined cleansing and migration solutions in Pennsylvania, New York, Montana, Massachusetts and California (Kern County, Tulare County, Fresno County, Orange County, Contra Costa County and CalSTRS.)

For your project, Daniel will provide overall management, methodologies, approaches, and technologies vetted by over two decades of data migration projects. He will be able to guide the modernization team and its data quality team with best practices and risk-reductive wisdom learned on those past projects.



Mark Hoag, Lead Data Analyst

Mark has over 10 years of data analysis, cleansing, migration, and bridging experience, mostly for our project at the Teachers Retirement System of New York City. He is a methodical and energetic data analyst with a deep financial data analysis background. Mark also possesses advanced SQL coding skills and over 12 years of data analysis and ETL design and development experience.

For the City, Mark will lead a second pipeline, or “Track” of the profiling, cleansing analysis, and migration design and development effort. He will conduct data analysis, cleansing and mapping design meetings, develop ETL package program specifications, direct development resources, architect cleansing program designs, provide QA and reconciliation for developed packages, provide ongoing data analysis post-production support and code ad-hoc data analysis and verification queries in support of his design efforts.

Viviente SQL Development & QA Team

Daniel and Mark will be supported by highly experienced SQL Server developers who have worked for Viviente for many years. These vetted and very skilled resources each have many years of experience in the public retirement sector developing and implementing data cleansing, migration and bridging solutions. As such, they are familiar with our project deliverables and the technical aspects of very large modernization data projects.

Viviente Team Resumes



Daniel N. Fite

Project Manager / Data Migration Lead

dfite@vivientesoftware.com | Floresville, TX

Summary

With more than 22 years of data cleansing and migration experience, Daniel is responsible for leading data services teams on Viviente projects. He also conducts hands-on data analysis, cleansing and conversion services himself while leading his teams. Daniel is responsible for all aspects of project management, strategic planning, and technical direction. He is responsible for architecting and overseeing all processes and methodologies of the data projects that Viviente delivers to public sector clients, including strategic planning, staffing, client management, schedule management and technical decision-making.

Additionally, Daniel architected the ETL Framework as well as the Viviente Issue Tracking System (ITS) used throughout all Viviente projects.

Experience

Chief Technology Officer, Viviente Software LLC, Floresville, TX 2012-Present

- Roles Summary
 - TRSNYC (Teacher' Retirement System of New York City)
 - Data Readiness Team Manager, Lead Data Strategy Consultant
 - Consultant Member of Executive Management Team
 - OCERS (Orange County Employee's Retirement System)
 - Project Management and Oversight
- Project / Corporate Responsibilities
 - Lead Onsite Data Cleansing and Migration Teams
 - Develop and Enhance Data Migration and Bridging ETL engines and processes
 - Lead data cleansing analysis and correction efforts
 - Lead data bridging design and implementation
 - Lead data mapping analysis
 - Provide I.T. Project Management for State and Local government I.T. projects
 - Ensure project team compliance with Project Management Institute (PMI) recommended practices (Risk Management, Issue Management, Schedule and Cost Management, etc.)
 - Author technical and cost proposal responses to Requests for Proposal (RFP's)
 - Architect I.T. Project Schedules, technical approaches and methodologies

- Communicate with clients and manage expectations and relationships at all governmental levels
- Manage vendor and subcontractor relationships
- Author subcontractor contracts
- Coordinate offshore project contracts, resources and expectations
- Maintain Project Schedules, resources and costs during project execution
- Coordinate Project Resources and Staffing
- Author, monitor and enforce Data and System Security policies and procedures, including compliance with all federal and state PII (Personally Identifiable Information) legislation
- Manage procurement of computer hardware and software

Director of Data Services, Ventera Corporation

2008-2012

- Roles Summary
 - MSRB (Mass. State Retirement Board)
 - Project Manager, Data Migration Manager
 - KCERA (Kern County Employee's Retirement Agency)
 - Project Manager, Data Migration Manager
 - TCERA (Tulare County Employee's Retirement Agency)
 - Project Manager, Data Migration Manager
 - FCERA (Fresno County Employee's Retirement Agency)
 - Project Manager, Data Migration Manager
 - MPERA (Montana Public Employee's Retirement Administration)
 - Project Manager, Data Migration Manager
- Project / Corporate Responsibilities
 - Managed practice financials (receivables, payables, budget, forecasts) in coordination with CFO
 - Formulated strategic vision for the practice and participated in company-wide strategic planning
 - Conceived and implemented technological advancements to aid in project delivery and sales initiatives
 - Provided project management for project teams
 - Coordinated services and communications with client and vendor project leadership
 - Led data cleansing, mapping, and bridging design and implementation
 - Ensured data security through the creation, implementation and monitoring of data security policies
 - Completed data extraction design, coding and end-to-end testing
 - Managed development staff
 - Assessed project-related risks and performed issue tracking/management

Data Migration Senior Consultant, Tier Technologies

2003 - 2008

- Roles Summary
 - PSERS (Pennsylvania School Employee's Retirement System)
 - Data Migration Manager
 - PMRS (Pennsylvania Municipal retirement System)
 - Data Migration Manager
 - CCERA (Contra Costa County Employee's Retirement System)
 - Data Migration Manager, TierPAS system consultant, Lead Cognos reports developer
- Project / Corporate Responsibilities

- Led data analysis meetings with client knowledge-holders to identify and resolve data issues and perform source data analysis to document legacy data relationships, cleanliness and extraction criteria
- Managed Unisys data cleansing team of 5 programmers and technical staff
- Led requirements gathering and Joint Application Design (JAD) sessions
- Accurately documented design decisions
- Provided TierPAS and CPAS systems knowledge to project staff
- Led TierPAS and CPAS product training for internal staff
- Ensured the successful migration of all client data
- Assessed project-related risks and performed issue tracking/management
- Ensured clear and timely project communications
- Maintained solid and productive client relations
- Provided Cognos Framework Manager support and report development, testing and deployment services
- Developed, tested and deployed over 160 data-driven reports

Data Migration Project Lead and Senior Analyst, Robert Half

2000 - 2003

International

- Designed and created COBOL/VB based systems to link together Unisys 2200, US Post Office, and SAP data
 - Utilized Access 97 back ends, and automated FTP file transmissions
 - Provided sophisticated behind-the-scenes data reformatting and error detection / correction
- Managed the development and deployment of multiple legacy data conversion tools
 - Worked with Client SMEs and vendor data architects to design, develop, test and deploy sophisticated legacy data extraction/transformation/load (ETL) software
- Implemented customized VB stand-alone applications to collate and report on SAP migration errors
- Provided on-site VB and COBOL mentoring and training to team member

Project Manager, C&T Consulting Group, Inc

1997 - 2002

- Led 8 programmer analysts on various projects
- Led analysis of Y2K impact to legacy systems
- Met with clients to determine end-user reporting requirements
- Project Manager for over 18,000 project hours
 - Responsible for the creation of System Design Specifications, Work Plans, Test Plans and Project Implementation Plans
 - Ensured quality assurance on all work performed
 - Provided software maintenance after implementation
- Delivered senior-level COBOL and DMS database programming
- Provided one-on-one mentoring of junior programming staff

Education

Bachelor's Degree – Information Technology

- Graduated Summa Cum Laude



Mark A Hoag Jr

Lead Data Analyst

mhoag@vivientesoftware.com | Floresville, TX

Summary

A 10-year veteran Senior Data Analyst with a deep financial data analysis background, advanced SQL coding skills, and ETL design and development experience. Worked on the modernization project for the Teachers Retirement System of New York, leading entire phases on a multi-phase project. Provided reconciliation and validation protocols, scripts, and development packages for migration including that of financial accounting ensuring all financial data was accounted accordingly. Managed the overall the functional analysis of the legacy system in comparison to the new Court System for St Clair County Court, providing key insight to areas which required additional work through or input to ensure all existing practices would be available with all necessary data.

Experience

Lead Data Analyst, Viviente Software Inc, Floresville, TX 2015-Present

- Roles Summary
 - TRSNYC (Teachers Retirement System of New York) (2015 – Present)
 - Lead Data Analyst
 - Data Migration Lead
 - SQL Developer
 - St Clair County (Court System) – (2021 – 2023)
 - Lead Business Analyst
 - Data Migration Analyst
- Project Responsibilities
 - TRSNYC
 - Migration Lead addressing the design, development, and implementation on several segments in a multi-phase project involving data cleansing, data migration, and data bridging
 - Strategized data cleansing, data migration, data bridging, and quality assurance efforts among multiple teams
 - Exercise strong analytical skills with SQL databases and forecasting to ensure timelines and objectives are met
 - Designed and implemented data cleansing/analysis reports confirming proper data conversion and

cleansing; addressing multiple areas including but not limited to membership details, employment details, financial accountings, etc.

- Reconciled the cleansing and migration of \$2.3B+ funds from the legacy system to the new system on multiple levels; validated details where applicable
- Analyzed, cleansed, converted, and reconciled data from multiple sources such as SQL Server, CSV Files, text files, Legacy Systems (DB2), and via ingesting files from Excel into SQL for data migration and cleansing purposes
- Developed Store Procedures in MS SQL to account for migration, cleansing, and reporting following data models, technical design specifications, and/or data flow diagrams
- Created SSIS and SSRS packages through MS Visual Studio to allow for a seamless implementation run/sequential run when needed
- **St Clair County**
 - Lead Business Analysis addressing the comparison analysis between the legacy system and the proposed new Court System
 - Strategized data migration approaches, data cleansing, quality assurance testing, and data categorization
 - Designed data solutions for on-the fly data correction via migration scripts
 - Provided migration roadmap design and document mapping

Support Analyst II, CitiGroup Inc, Irving, TX

2009 - 2015

- Lead 4 offshore groups and 2 onshore groups, up to 115 FTE processing payment and account reconciliation
- Strategize workflows, establish reporting, implement exception reporting, manage capacity planning for process, create process maps, and revamp processes with gaps or lacking efficiencies
- Managed \$200M+ in financial analysis and auditing monthly
- Exercise strong analytical skills with SQL databases and forecasting to ensure goals and objectives were met
- Manage multiple domestic and international sites
- Reviewed underlying data for IBM Cognos reporting
- Managed internal and external audit groups, led meetings, defined business processes and procedures, redesigned IBM Cognos reports to streamline functionality with 3rd party data streams
- Created Quality Control procedures for portfolio with allocation of checks and balances

- Architected new database to consolidate data feeds from several portfolios
- Conducted data cleansing/transformation analysis for mass upload to new database

Education

Bachelor's Degree – Information Technology - American InterContinental University

Relevant Skills

- Microsoft Office Suite
- SQL Server Studio / Visual Studios
- ANSI SQL
- Microsoft Visio
- Microsoft SharePoint
- Blackboard, E-Learning Software
- iClear, Pacer, AACER, Vendorscape
- MIS Reporting
- IBM COGNOS Reporting
- Active Directory (Microsoft AD)
- HTML5

Section 4. Company Qualifications



About Us

Viviente Software, LLC is a privately held, minority, woman-owned, company founded in 2012 by Carlotta O. Fite to provide data profiling, cleansing and migration services to state and local administrations as they embark on line-of-business modernization projects.

Viviente is proud to have been recognized as a Small (SBE), Minority (MBE), Woman (WBE), Hispanic American (HABE) Business Enterprise in the state of Texas.



We are pioneers and innovators of approaches and streamlined methodologies in the delivery of complex-system data services, including all of those needed by the City.

Our services are based on methodologies developed by performing this work for government clients across the United States. Our past and current clients include Orange County, New York City, Montana and CalSTRS.

Alignment with the City Scope of Work

Viviente and its proposed team have expertise and 13+ years of experience in the entire list of services listed in the RFP Scope of Work. We have outlined how our experience aligns with each service area in the following table.

City Requirement	Viviente Experience
Managing and leading a large data project	Viviente has 13+ years of experience leading very large data teams for clients such as TRSNYC (380,000+ members). Our data team consisted of 3 team leads, 8 developers, 4 QA resources and 10 data analysts. Viviente's proposed project lead has 22+ years' experience leading very large data teams.
Data profiling, analysis and summarization	Viviente has 13+ years' experience performing complex data profiling, analysis and cleansing on each client project. Viviente's proposed PM and proposed team lead have 22 years and 10 years' experience in this area.
Automated data cleansing tools and techniques	Viviente has 13+ years' experience performing automated profiling and cleansing. We use SQL Server stored procedures and scripts to profile data and also to cleanse data.
Architecting and developing an intermediate staging database for migrating data from source system to target	Viviente has 13+ years' experience architecting SQL Server profiling/staging databases on its prior projects. We have also built sophisticated data bridging staging servers during multi-phase projects.
Data extraction, transformation and loading from multiple sources including Excel spreadsheets	Viviente has 13+ years' experience performing complex ETL design, development, QA and reconciliation of data conversions from Oracle databases, SQL databases, MS Access databases, flat files and hundreds of Excel workbooks.
Quality assurance, quality control and data verification	Viviente has 13+ years of experience providing QA and data verification on all of its prior projects. For TRSNYC, Viviente staff managed a Data QA team consisting of our QA Manager and 4 QA resources. Viviente has architected an advanced, in-depth data reconciliation process employed on each of its data conversion engagements. This reconciliation is supported by Viviente's ETL Framework, which provides reconciliation statistics, batch reporting, etc.

Section 5. References

Reference No. 1

Project Name: TRS Image / Data Migration

Owner/Client of Project: Teacher's Retirement System of New York City (TRSNYC)

Contact Name/Title: Bob Gray, Chief of Staff

Address: 55 Water St.

City: New York

State: New York

Zip Code: 10041

Phone Number: 917-566-7521 **Email:** bgray@trs.nyc.ny.us

Contract Duration: 23 months

Description of Services:

Validate, cleanse and migrate ECM (image) data from IBM Content Manager to new FileNet P8 system and new Sagitec system. Build new environments for data cleansing and image storage. Create new scripts for image re-classification and correction. Fully reconcile the data and image migrations.

Total Amount of Contract Including Change Orders: \$1,582,550 (no change orders)

Offeror's Role and Responsibilities:

Viviente designed and implemented a new image and data migration system to transfer 8.1 million TRS images and their metadata from its DB2-based IBM Content Manager system to Sagitec's FileNet P8 system. Viviente deployed image-parsing technologies, along with extensive custom coding, to transfer, clean, verify and reconcile all of the images. Viviente also conducted data profiling and cleansing on the associated metadata, correcting index data, including document types, duplication errors, and many other issues.

Current Completion Status: Completed successfully (on time, on budget)

Reference No. 2

Project Name: TRS Modernization

Owner/Client of Project: Teacher's Retirement System of New York City (TRSNYC)

Contact Name/Title: Bill Benson, Deputy Director, PMO

Address: 55 Water St.

City: New York

State: New York

Zip Code: 10041

Phone Number: 212-612-5807 **Email:** wbenson@trs.nyc.ny.us

Contract Duration: 12.5 years

Description of Services:

Architect and lead a new, blended, Data Readiness team. Engineer new staging and profiling environments and author plans to govern all data cleansing, migration and bridging activities for the Modernization initiative. Conduct data profiling of the entire DB2 database and other sources. Create a new data issue log and record all data integrity issues. Design and implement manual and automated data cleansing processes. Map legacy data to new database structures, and design, develop and test data migration programs. Architect and implement a new data bridging process to effectively synchronize all key data elements between the legacy and new systems. Provide QA management and QA services to all aspects of data cleansing, migration and bridging.

Total Amount of Contract Including Change Orders: \$10,567,871 (no change orders)

Offeror's Role and Responsibilities:

Viviente was engaged in late 2013 to create a new Data Readiness Team for TRS' upcoming, \$270M+ system modernization initiative. Viviente's data lead, Mr. Daniel Fite, guided TRS by designing and documenting all data profiling, data cleansing, data migration and data bridging processes and procedures, and then assisted TRS in standing up a blended data team consisting of over 25 employees and contractors. Mr. Fite then stayed on to successfully manage the entire team through the implementation of five project phases worth of the Sagitec system over the last 12 years.

In addition to our data lead, Viviente's other data consultants conducted much of the data analysis, data cleansing coding, data migration mapping and development and built over 60 nightly data bridges to keep TRS's two production systems in sync. The Viviente team analyzed over 1,600 legacy DB2 system tables, numerous spreadsheets and a few MS Access databases during the course of the project. Viviente also stood up and managed a new Data QA team,

tasked with providing quality assurance for all automated scripting for data cleansing, migration and bridging.

Current Completion Status: Completed successfully (on time, on budget)

Reference No. 3

Project Name: Data Profiling and Cleansing

Owner/Client of Project: Montana Public Employees Retirement Administration

Contact Name/Title: Dave Swenson, IT Bureau Chief

Address: 100 N Park Ave, Suite 200

City: Helena

State: Montana

Zip Code: 59620

Phone Number: 406-444-2537 **Email:** dswenson@mt.gov

Contract Duration: 24 months

Description of Services:

Part 1 - Profiling all system database structures and attributes. Reference legacy data archive. Assist MPERA is standing up a new data issue log in MS SharePoint. Code and execute custom queries to profile MPERA data. Lead analysis of findings and fully document all issues discovered.

Part 2 – Having completed the data profiling, conduct further analysis, working with IT and business SMEs, to design and document data cleansing approaches. Code custom scripts to cleanse data and provide QA of cleansing program results.

Total Amount of Contract Including Change Orders: \$480,000 (no change orders)

Offeror's Role and Responsibilities:

Viviente's data team worked with MPERA IT to set up a new data profiling environment and conduct an extensive review of all pertinent data stored within its Sagitec LoB database. Our team coded and executed new stored procedures to summarize data and coded hundreds of ad-hoc queries to interrogate data, checking for technical and business rules conformity. All data issues were then logged and discussed. The profiling effort resulted in 450+ data issues logged.

Once all issues were logged, Viviente's staff was then engaged to analyze each data issue, meet with IT and business resources to fully understand the issues, and then design, code and test corrective SQL Server scripts to remedy the data.

The team also worked with MPERA IT to identify and remedy ongoing data issues by conducting root cause analysis.

Each part of the project lasted 12 months and was extremely successful, meeting or exceeding all of MPERA's project objectives.

Current Completion Status: Completed successfully (on time, on budget)

Section 6. City's Standard Contract Services Agreement

Viviente Software agrees to the standard contract services agreement.

Section 7. City's Standard Insurance Requirements

Viviente Software LLC respectfully requests an exception to the automobile insurance requirement outlined in the RFP. As a software and professional services provider, our team does not operate company-owned vehicles or engage in transportation-related activities that would typically necessitate commercial automobile coverage.

Should project needs evolve to include vehicle use beyond incidental travel, we are open to discussing appropriate coverage adjustments at that time.

CITY OF HUNTINGTON PARK PROPOSAL RESPONSE DATA MIGRATION SERVICES



FACEKAY LLC

Service-Disabled Veteran-Owned Small Business (SDVOSB) and Veteran-Owned Small Business (VOSB)-
certified, **HUBZone**-certified by the SBA.

CAGE Code: 9VER1
UEI Number: ZJMWYLRCAFN7

Primary Point of Contact:

Verdieu St Fleur, DBA (Cand), MBA, PMP
1132 N Wilmington Blvd Apt 211, Wilmington CA, 90744

Phone: +1 424-276-2910

Email: vstfleur@facekay.com

Additional POC

Lesly Decossa

Phone: +1 424-276-2910

Email: ldecossa@facekay.com

PROPOSAL DUE DATE: (October 24, 2025) 2:00 p.m.

Friday October 24, 2025

CITY OF HUNTINGTON PARK
6550 Miles Ave
Huntington Park, CA 90255
Chandler Huynh — chuynh@hpca.gov
Whitford Marin — wmarin@hpca.gov

Subject: DATA MIGRATION SERVICES

Dear Mr. Huynh and Marin

FACEKAY is a **certified Small Business Enterprise (SBE)** with Los Angeles Metro (Certification #52465), along with several other federal and local socioeconomic certifications, including **DBE, DVBE, VOSB, SDVOSB, HUBZone, and LSBE**. We are pleased to submit this proposal to provide professional data migration services for the City's transition from the Central Square/"Naviline" H5 ERP system to the Tyler Technologies "Tyler Munis" ERP platform. Our team brings extensive experience in municipal ERP implementations, complex data migrations, and system integrations—ensuring accuracy, security, and minimal service disruption throughout every project phase.

We understand that this initiative is a cornerstone of the City's broader ERP modernization effort. Our approach focuses on comprehensive data auditing, cleansing, and governance, combined with rigorous testing and validation to ensure the highest standards of data integrity. FACEKAY LLC team has successfully led similar ERP conversions in the public sector, including projects involving Tyler Munis and CentralSquare systems, enabling our clients to achieve seamless transitions and sustainable data environments.

Our Key Personnel includes:

- **Fahad Mansoor, MIS, CSM, CISSP**, an accomplished ERP System Analyst Tyler Munis and Project Manager with over 12 years of experience leading Tyler Munis implementations and system integrations for municipal clients.
- **Verdieu St Fleur, DBA (Cand), MBA, PMP** brings 18+ years of IT project management expertise, specializing in data analytics, data extraction, data Management, working with large data sets, QA/QC, modeling, visualization, data quality, and business intelligence. He has successfully led large-scale projects and managed multi-million-dollar budgets. His leadership ensures that DATA MIGRATION SERVICES implementation will be efficient, on time, and aligned with best practices.

FACEKAY LLC is confident in our ability to execute this data migration with precision, transparency, and commitment to the City's objectives. We appreciate the opportunity to partner with you and contribute to the success of this important initiative.

Thank you for your consideration. We look forward to the opportunity to discuss our proposal in greater detail.

Sincerely,



Verdieu St Fleur, DBA (Cand), MBA, PMP
CEO
FACEKAY LLC
Email: vstfleur@facekay.com

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CORPORATE DOCUMENTS

SECTION 1



FACEKAY LLC is a trusted partner serving clients across various public and private market sectors in the Southern California region. We are proud to hold multiple certifications, including:

SOCIOECONOMIC STATUS

- Small Business (**SB**)
- Service-Disabled Veteran-Owned Small Business (**SDVOSB**), **SBA**-Certified
- Veteran-Owned Small Business (**VOSB**), **SBA**-Certified
- **HUBZone-Certified**, **SBA**-Certified
- Small Business Enterprise (**SBE**), certified by Los Angeles Metro (Certification Number: 52465)
- Disadvantaged Business Enterprise (**DBE**) certified by Los Angeles Metro (Certification Number: 52465)
- Local Small Business (**LSBE**) certified by Metro
- Disabled Veteran Business Enterprise (**DVBE**) by County of Los Angeles Certification #098667 - Expires 2/11/2028

We are also currently in the process of obtaining a GSA Multiple Award Schedule (MAS) Contract to further expand our capabilities and service offerings.

Our Expertise:

NAICS 541611: Administrative Management and General Management Consulting Services

NAICS 541511: Custom Computer Programming Services

NAICS 541512: Computer Systems Design Services

NAICS 541519: Other Computer Related Services

NAICS 541618: Other Management Consulting Services

FACEKAY LLC is an "Limited Liability Company" with HQ in Los Angeles, CA 90744. FACEKAY LLC has extensive experience delivering innovative IT, cloud, Business Administrative Services, and data solutions to Fortune 500 companies, government agencies, and financial institutions. Key engagements include:

Our Core Values

Excellence	Innovation	Integrity	Collaboration	Client-Centricity
Striving for unparalleled quality and brilliance in every endeavor.	Pioneering cutting-edge solutions that shape the future of technology	Upholding the highest standards of ethics and transparency.	Fostering partnerships for collective success	Tailoring solutions to meet unique client needs with unwavering dedication.

Vision

Our vision at FACEKAY LLC is to be the leading provider of innovative consulting solutions, empowering businesses to achieve excellence through effective project management and advanced technology.

SCOPE OF WORK

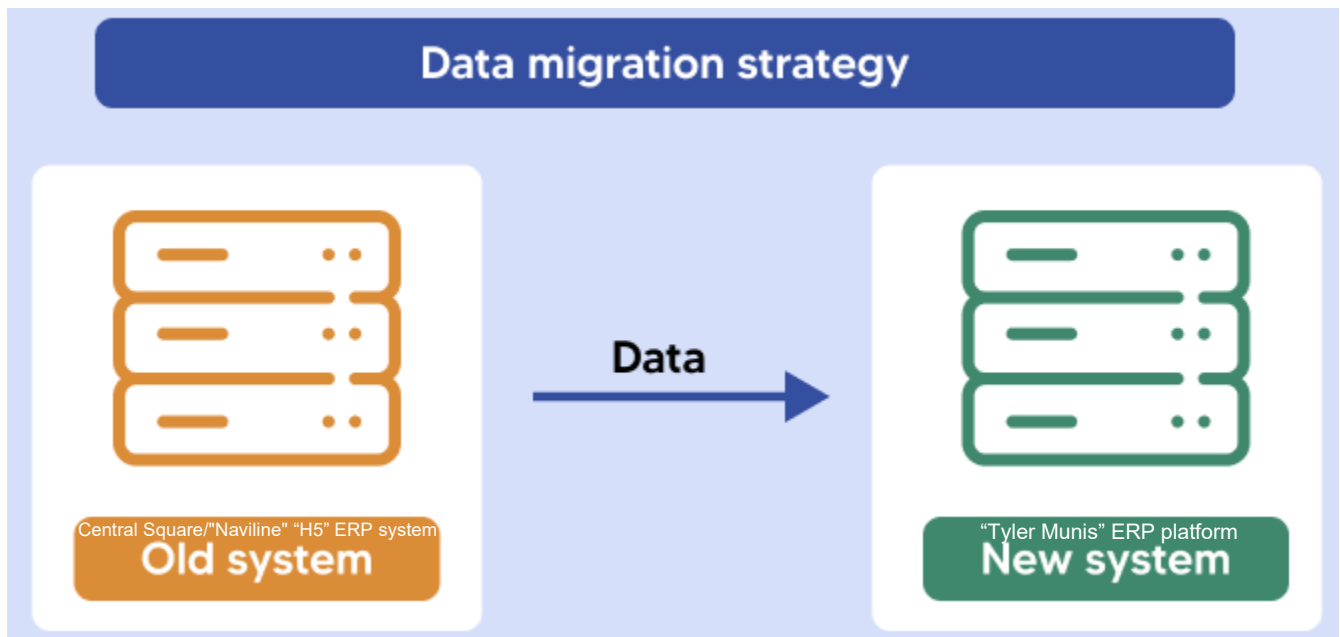
SECTION 1

1. UNDERSTANDING OF THE PROJECT

We understand that the City seeks a qualified vendor to execute a comprehensive data migration from the Central Square/"Naviline" "H5" ERP system to the Tyler Technologies "Tyler Munis" ERP platform. This data migration effort is part of a broader ERP transition initiative, and the successful proposer must ensure the migration is conducted with a high level of accuracy, minimal service disruption, and full collaboration with City staff.

The Scope of Services provided outlines the City's need for a vendor with demonstrated experience in similar municipal ERP migrations.

Key expectations include **an audit of existing data, cleansing of outdated or erroneous information**, preservation of data integrity throughout the migration process, and establishment of data governance practices. The FACEKEY must also provide a complete data migration plan, master formats, and be responsible for executing all related tasks. A portion of the work—approximately 20%—requires onsite presence for optimal coordination.



SCOPE OF SERVICES

This Scope of Services provides general parameters and is not intended to be a complete list of all the terms, conditions, obligations and requirements of the services to be rendered. The successful proposer will perform the data migration responsibilities in accordance with the requirements of the agreement. The vendor applying should have significant experience in providing this type of service.

The City reserves the right to delete specific task(s).

A. Project Initiation

Proposals will be evaluated according to the following criteria:

- Experience with similar projects/programs/services
- Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system
- Demonstrate competence to perform work specific in this RFP and the ability to cooperate with City staff regarding timelines and accuracy of data
- Assigned personnel's qualifications and availability to be onsite for an estimated 20% of the projects duration

- Contractor will provide the data migration plan and will be responsible for all data migration. Contractor will provide all the data master formats to ensure proper data migration. The data migration plan must include the following:
 1. Knowing the data – Before migration, source data needs to undergo a complete audit to avoid unexpected issues.
 2. Cleanup – Once issues are identified they must be resolved. This may require additional software tools and third-party resources because of the scale of the work.
 3. Maintenance and protection – Data undergoes degradation after a period of time, making it unreliable. Controls must be in place to maintain data quality
 4. Governance – Tracking and reporting on data quality is important because it enables a better understanding of data integrity. The processes and tools used to produce this information should be highly usable and automate functions where possible.

2. PROJECT APPROACH

FACEKAY LLC proposes the following structured, phased approach to deliver a successful, secure, and cost-effective data migration from Central Square/Naviline H5 to Tyler Technologies' Munis ERP system. Our approach emphasizes early planning, quality control, City collaboration, and post-migration stability to ensure both service continuity and long-term data integrity. This is achieved through the following structured **phases**:



Phase 1. Planning and Preparation (2 months)

- **Activities:** Requirements review, team formation, kickoff meetings, timeline and budget planning, initial data assessments.
 - Finalize scope and essential data
 - Define conversion plan and project governance
 - Conduct legacy data audit and stakeholder workshops
 - **Knowing the data** – Before migration, source data needs to undergo a complete audit to avoid unexpected issues.
- **City-specific note:** Includes coordination between the City and FACEKAY to define essential data to be migrated and finalize deliverables such as the **Conversion Plan**.

Phase 2. System Configuration and Customization (3–4 months)

- **Activities:** Configuration of Tyler Munis modules to reflect the City's operational structure, business rules, and workflows.
 - Align data formats with Tyler Munis configuration
 - Coordinate mapping strategies with system integrator (if applicable)
- **City-specific note:** While not the FACEKAY's primary scope, close coordination is needed to align data formats with configured system modules.

Phase 3. Data Migration (2-3 months)

- **Activities:**
 - Full data audit of NaviLine/H5 system
 - Data cleanup and normalization
 - Development of data migration scripts

- Execution of test and production data loads
- **Cleanup** – Once issues are identified they must be resolved. This may require additional software tools and third-party resources because of the scale of the work.
- **City-specific note:** The City is migrating up to 20 years of historical data across multiple modules, which significantly increases complexity.

Phase 4. Testing and Training (1–2 months)

- **Activities:**
 - Data validation and reconciliation
 - Acceptance testing of converted data
 - Staff training on data handling, verification, and reporting
 - **Maintenance and protection** – Data undergoes degradation after a period of time, making it unreliable. Controls must be in place to maintain data quality
- **City-specific note:** Deliverables such as **Converted Data Acceptance** will be finalized here, with key personnel required to be onsite ~20% of the time.

Phase 5. Go-Live and Support (1–2 months)

- **Activities:**
 - Final data validation
 - Go-live support for Tyler Munis
 - Post-migration troubleshooting and user support
 - **Governance** – Tracking and reporting on data quality is important because it enables a better understanding of data integrity. The processes and tools used to produce this information should be highly usable and automate functions where possible.
 - **City-specific note:** Smooth transition is critical to avoid disruption to services.

PROJECT ROADMAP



Planning & Preparation → Governance, Scoping, Data Audit



Configuration & Customization → System Alignment, Data



Data Migration → Data Cleansing, ETL, Test Loads



Testing & Training → Reconciliation, Acceptance, Staff



Go-Live & Support → Final Validation, Launch, Stabilization

Key Project Team Members & Roles

1. Project Manager (PM)

Responsibilities:

- Lead overall coordination of the project
- Serve as the primary point of contact with City staff

- Ensure timelines, communication, scope, and deliverables are met

Skills & Qualifications:

- PMP or equivalent certification preferred
- 5+ years experience in ERP data migration projects
- Strong knowledge of public sector operations
- Experience managing cross-functional teams
- Familiarity with CentralSquare and Tyler Munis projects (preferred)

2. Data Migration Lead / Data Architect

Responsibilities:

- Design and manage the data migration plan
- Oversee the extract, transform, and load (ETL) process
- Lead the data auditing, cleanup, mapping, and governance efforts

Skills & Qualifications:

- 5–10 years experience in data migration, especially with ERP systems
- Deep knowledge of data structures in **NaviLine (H5)** and **Tyler Munis**
- Proficiency with data quality tools and scripting (SQL, Python, ETL tools)
- Experience developing data validation and reconciliation processes
- Understanding of data governance best practices

3. ETL Developer / Data Integration Specialist

Responsibilities:

- Execute data extraction from CentralSquare (NaviLine)
- Transform and load data into Tyler Munis
- Support testing and validation efforts

Skills & Qualifications:

- Hands-on experience with SQL, ETL tools, and scripts
- Familiarity with data formats used by CentralSquare and Tyler Munis
- Ability to create data transformation rules and mapping scripts
- Experience automating data migration tasks

4. Quality Assurance (QA) / Data Validation Analyst

Responsibilities:

- Validate migrated data for completeness, accuracy, and integrity
- Perform testing to ensure data mapping aligns with functional requirements
- Document and report any data anomalies or issues

Skills & Qualifications:

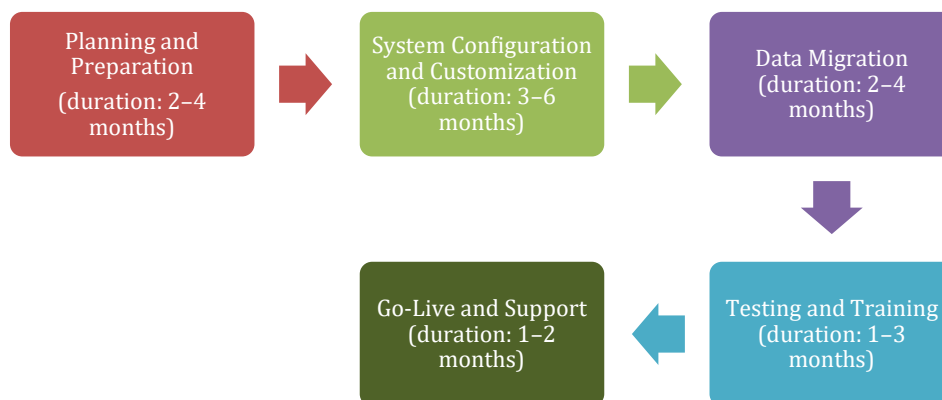
- Detail-oriented with strong data analysis skills
- Experience in data reconciliation and audit methods
- Proficiency in Excel, data validation tools, and ERP system reports

SECTION 2

SCHEDULE

Below is the revised version of the Weekly Task and Duration Schedule (Monday to Sunday), now including the duration in months for each phase directly within the table:

FACEKAY LLC's **Weekly Task and Duration Schedule**, which outlines the key project phases and typical weekly activities. Each phase includes the estimated duration in months, as well as the expected level of engagement from Monday through Sunday. This schedule is designed to provide the City with a clear view of the workflow and resource planning required for a successful data migration from CentralSquare NaviLine to Tyler Munis. **Total Estimated Duration: 9–12 months**



Weekly Task and Duration Schedule

Phase	Duration	Days Active (Mon–Sun)	Typical Weekly Activities
Planning & Preparation	2 months	Monday to Friday	<ul style="list-style-type: none"> Activities: Requirements review, team formation, kickoff meetings, timeline and budget planning, initial data assessments. <ul style="list-style-type: none"> Finalize scope and essential data Define conversion plan and project governance Conduct legacy data audit and stakeholder workshops Knowing the data – Before migration, source data needs to undergo a complete audit to avoid unexpected issues. City-specific note: Includes coordination between the City and FACEKAY to define essential data to be migrated and finalize deliverables such as the Conversion Plan.
		Saturday/Sunday (as needed)	Internal analysis, documentation review
System Configuration and Customization	3–4 months	Monday to Friday	<ul style="list-style-type: none"> Activities: Configuration of Tyler Munis modules to reflect the City's operational structure, business rules, and workflows. <ul style="list-style-type: none"> Align data formats with Tyler Munis configuration Coordinate mapping strategies with system integrator (if applicable) City-specific note: While not the FACEKAY's primary scope, close coordination is needed to align data formats with configured system modules.
		Saturday/Sunday (optional)	QA checks, mapping review

Data Migration	2-3 months	Monday to Friday	<ul style="list-style-type: none"> • Activities: <ul style="list-style-type: none"> ○ Full data audit of NaviLine/H5 system ○ Data cleanup and normalization ○ Development of data migration scripts ○ Execution of test and production data loads ○ Cleanup – Once issues are identified they must be resolved. This may require additional software tools and third-party resources because of the scale of the work. • City-specific note: The City is migrating up to 20 years of historical data across multiple modules, which significantly increases complexity.
		Saturday (if needed)	Batch processing, error resolution
Testing & Training	1–2 months	Monday to Friday	<ul style="list-style-type: none"> • Activities: <ul style="list-style-type: none"> ○ Data validation and reconciliation ○ Acceptance testing of converted data ○ Staff training on data handling, verification, and reporting ○ Maintenance and protection – Data undergoes degradation after a period of time, making it unreliable. Controls must be in place to maintain data quality • City-specific note: Deliverables such as Converted Data Acceptance will be finalized here, with key personnel required to be onsite ~20% of the time.
		Sunday (if go-live simulation)	Optional mock runs or validation sessions
Go-Live & Support	1–2 months	Monday to Sunday	<ul style="list-style-type: none"> • Activities: <ul style="list-style-type: none"> ○ Final data validation ○ Go-live support for Tyler Munis ○ Post-migration troubleshooting and user support ○ Governance – Tracking and reporting on data quality is important because it enables a better understanding of data integrity. The processes and tools used to produce this information should be highly usable and automate functions where possible. • City-specific note: Smooth transition is critical to avoid disruption to services.

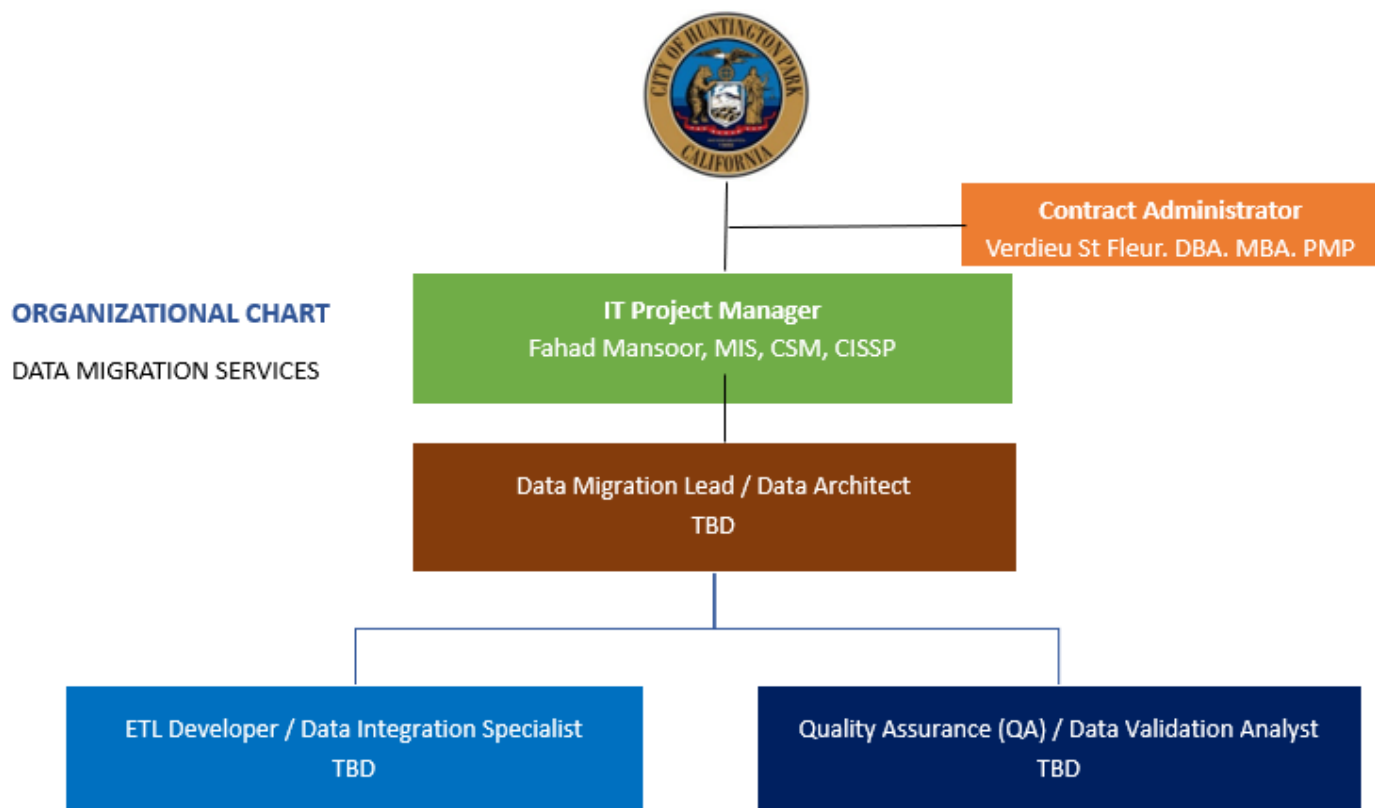
B. Desired Outcomes: A successful project will result in the migration of all the City’s existing ERP data from Central Square/ “Naviline” systems to the new Tyler Technologies ERP without impacting overall service and quality.

Expectations and Responsibilities

Function	Item	Conversion Scope
General Ledger	Accounts (Trial Balance)	Up to 20 years transaction history
Budget	Encumbrances	Up to 20 years transaction history
Accounts Payable	Vendors	Up to 20 years of invoices and check history
Accounts Receivable	Customers	Up to 10 years of billing and receipts
Building Department	Permits	Per database
Business Licenses	Accounts	Per database
Cash Receipting	Receipt Items	Up to 20 years of receipt history
Project Accounting	Projects	Per database
Capital Assets	Asset Records	Per database
Grants Accounting	Grants	Per database
Utility Billing	Customer Records	Accounts, Services, Deposits, Meters, Rates; up to 5 years of service, billing, and payment history
Payroll	Employee Payroll Records	Up to 10 years transaction history

SECTION 3

PROJECT TEAM, KEY PERSONNEL AND RESUMES



IT Project Manager | Fahad Mansoor, MIS, CSM, CISSP

Fahad Mansoor, MIS, CSM, CISSP, is an accomplished **ERP System Analyst Tyler Munis** with **12+ years of experience** in the Retail and Financial industries. Based in Boca Raton, Florida, he currently serves at the **City of Sunrise**, leading ERP Tyler Munis implementations, process optimization, and system integration initiatives. Fahad holds a **Master's Degree in Computer Engineering** from Nova Southeastern University and is a **Certified ScrumMaster**. Certified CompTIA Security+, Certified Information Systems, certified Security Professional (CISSP)



He has a strong track record in **ERP systems (SAGE X3, IBM Tririga, Tyler Munis)**, **project management**, **data analysis**, and **business process improvement**, with prior roles at **Walmart**, **Dr. Axe**, and **Office Depot**. Certified in **CISSP** and **CompTIA Security+**, Fahad combines technical expertise with leadership, analytical thinking, and cross-functional collaboration to deliver secure, efficient, and scalable business solutions. He has successfully performed full system conversions, validated complex processes, and implemented efficient software and hardware solutions across multiple departments. Administer setup of all systems according to specifications and ensure synchronization with all requirements and partner with project manager to perform all tests on all schedules and design all test plans

- **Verdieu St Fleur, DBA, MBA, PMP | Principal /Contract Administrator.**



Mr. St Fleur is a seasoned IT project management expert with over 18+ years of experience, specializing in technology-driven solutions, data analytics, and digital transformation. As a PMP-certified project manager, Verdieu has led complex IT projects across diverse industries, successfully delivering technology infrastructure, data analytics, data extraction, data Management, working with large data sets, QA/QC, modeling, visualization, data quality, and business intelligence, cloud solutions, data analytics platforms, and business intelligence initiatives. He brings extensive expertise in IT strategy, project scheduling, cost control, and stakeholder communication. His expertise spans data management, KPI development, dashboard creation, and automation, particularly in healthcare and large-scale construction programs. Verdieu is skilled in tools like Power BI, Tableau, and SAS.

- ✓ Doctor in Business Administration in Data Analytics, Grand Canyon University, Arizona (in progress)
- ✓ Master in Business Administration, Azusa Pacific University- Azusa, California, 12/2022)
- ✓ BA, Accounting, Université Polyvalente

Key Achievements:

- **Leadership in Data Analysis:** Currently leading the analysis for 274 active projects, managing a total budget of \$232.06 million and a current cash flow of \$73.13 million for the fiscal year.
- **Data Analytics Expertise:** 17+ years in Data Management, Modeling, Quality, and Visualization, with a focus on creating dashboards, KPI reports, and conducting both qualitative and quantitative analysis.
- **Project Management & Automation:** 6+ years leading data automation projects, including scheduling, stakeholder management, and risk mitigation, while creating work plans and communication strategies.
- Led the creation of interactive dashboards for Southern California Edison and Simpson & Simpson, boosting decision-making and operational efficiency.
- Streamlined reporting and enhanced business intelligence at SCE, using predictive analytics and variance tracking for Transmission & Distribution projects.
- Drove data-driven solutions in HR learning and performance tracking at SCE, using tools like Excel, SAS, and DAX.
- Designed and led data visualization projects using Tableau and Power BI, delivering actionable insights across departments.



Fahad Mansoor, MIS, CSM, CISSP

IT Project Manager

EXPERIENCE

12+ Years

EDUCATION

Nova Southeastern University
Master's Degree, Computer
Engineering · (2015 - 2017)

Florida Atlantic University
Bachelor's Degree, Accounting
and Finance · (2012 – 2014)

Florida Atlantic University
Bachelor's Degree, Business
Administration and Management,
General · (2012 - 2014)

REGISTRATION/ CERTIFICATION

- CompTIA Security+
- Certified Information Systems
- Security Professional (CISSP)

Management, Data Analysis, System Analyst, Forecasting, Analytical Skills, Inventory Management, Sales, Project Management, Financial Analysis, Microsoft Outlook, SQL, Python, Cognos, Microsoft PowerPoint, Microsoft Word, Customer Service, Team Building, Time Management, Leadership, Standards Compliance, SOX 404

Fahad Mansoor, MIS, CSM, CISSP, is an accomplished **ERP System Analyst Tyler Munis** with **12+ years of experience** in the Retail and Financial industries. Based in Boca Raton, Florida, he currently serves at the **City of Sunrise**, leading ERP Tyler Munis implementations, process optimization, and system integration initiatives. Fahad holds a **Master's Degree in Computer Engineering** from Nova Southeastern University and is a **Certified ScrumMaster**.

He has a strong track record in **ERP systems (SAGE X3, IBM Tririga, Tyler Munis)**, **project management**, **data analysis**, and **business process improvement**, with prior roles at **Walmart**, **Dr. Axe**, and **Office Depot**. Certified in **CISSP** and **CompTIA Security+**, Fahad combines technical expertise with leadership, analytical thinking, and cross-functional collaboration to deliver secure, efficient, and scalable business solutions.

Relevant Experience

System Analyst ERP Tyler Munis | City of Sunrise March 2019 - Present

- Perform all conversions and validate processes and monitor efficient implementation of all software and hardware solutions for all processes.
- Act as liaison between the client and city's non-technical staff including conveying technical information so that non-technical individuals can understand.
- Assists Finance Department accountants in balancing, explaining, and reporting utility billing work and information; assists in researching and resolving complex and unusual problems
- Coordinate with internal team and implementation tests to perform user acceptance tests and provide training for same and provide update to all available versions
- Plans and implements new software modules relating to utilities
- Trains employees in new and existing computerized systems
- Studies, develops, refines and recommends new accounting procedures; examines billing and accounting problems and recommends revisions in forms, account information, procedures, and reporting to improve productivity accuracy and clarity
- Product testing or modification testing as required.
- Ensure optimal utilization of all software tools and guidelines and manage multiple projects and ensure completion within required timeframe and prepare an effective interface test plans and maintain records of all clinical tests performed on applications.
- Administer setup of all systems according to specifications and ensure synchronization with all requirements and partner with project manager to perform all tests on all schedules and design all test plans.

Information Technology Project Manager | Walmart, Sept 2018 – Dec 2018

- Translate concepts into customer flows, journey maps, and wireframes
- Design and deliver wireframes, mockups, and prototypes for multiple devices and interfaces
- Inspire and bring new ideas to the team through staying in the know of current design trends
- Design for big data and find solutions that to improve the daily lives of our associates
- Participate in design critiques by presenting your work, capturing feedback, and giving constructive



feedback on your peer's work

- Work within WM established design guidelines and collaborate with team members to ensure consistency across designs. Provide mentorship to less experienced designers
- Possibility to lead or manage a group of designers within the team. Understand technical limitations
- Produce handoff ready work for tech team, including producing redlines and capturing assets
- Work with tech team to ensure designs are being implemented correctly and give feedback
- Prepare and present work to team, partners, and leadership.
- Apply a user-centered approach to requirements and interdependencies to develop engaging interfaces
- Meet with key business and tech partners to collect requirements
- Collaborate and brainstorm with team to understand, identify, and take on complex business requirements and user needs.
- Conduct user research and facilitate interviews and testing to find end user's issues and needs

System Administrator SAGE X3 | Dr. Axe, October 2016 - September 2018

- Play a critical role working with internal team members and external partners to implement the new ERP system SAGE X3. Provide guidance the process of switching system from QuickBooks.
- Interact with users to understand their requirements and develop solutions through the application of knowledge of the capabilities of the ERP system (Sage X3) and related software (EDI PowerBI, QA Software, etc.).
- Deliver support to end users to resolve problems and or respond to questions related to the operation of ERP software. Oversee evaluation, testing, troubleshooting, and debugging of new ERP builds in test environment.
- Oversee training and development of power users within the organization.
- Contribute to BI-related projects focused on the continuous improvement of the business operation.
- Manage projects related to ERP and related systems, including expansions or upgrades.
- Monitor and ensure the effective operation of the ERP system and related software.
- Responsible for the technical administration and operations of the EDI environment.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server, network resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups
- Provide ERP administrative support for internal users.
- Provide ERP user support, diagnosing and resolving problems
- Full ownership over Sage X3 ERP process including design and documentation
- Document and train users on system functions and processes.
- Ensuring data integrity and System maintenance's
- Gather, identify and analyze business requirements and ensure appropriate requirements are met by X3 ERP software • Create/maintain documentation on system changes
- Manage large projects related to ERP and related systems expansions or upgrades. Own system integrations with the CRM and EDI tool.

System Analyst IBM Tririga/Big Sky | Office Depot September 2014 - August 2016

- Implemented the software successfully in the departments and ensured the successful launch of the system with the consultants. Ensured the system is always up and running and available for use for external/internal personnel. Ensure the transfer of historical data is in place and in the right modules in the software. Working closely with the VP and Senior Director in special requests and ad hoc data analyses
- Systems administrator for IBM Tririga and Big Sky; daily system monitoring
- Manage internal access control in both systems; modify and update user roles when needed.



- Verify the integrity and availability of all hardware, server resources, systems and key Processes.
- Participate in business meetings to understand the business requirements and processes.
- Review system and application logs, and verify completion of scheduled jobs such as backups.
- SOX compliance review. Test out cases in the testing and production environment. Support onsite Project Manager; generate monthly and year-end financial capital reporting and accruals for PMs/Director/VP.
- Support internal controls related to all capital construction expenditures. Responsible for daily reports that include performance measurements, metrics, and trainings on any new business models
- Designed technical and functional specifications for new projects. Use tools such as Marco/SQL to assist in special projects
- Assist department with launch of new Store Portal by recording instructional voiceovers, video direction, and metric testing
- Interact with directors, VP's and District Managers to identify need for workflow or process Improvements.
- Excel in an Agile Environment. Quarterly system user audit for year-end audit. QA on large sets of data for accounting team use.
- Delivering quality reporting to over 1,500 retail stores and 5,000+ employees. Perform troubleshooting, data migration, production support activities and bug fixes.

System Analyst QuickBooks | TCS Group, Inc. August 2013 - August 2014

- Review all vendor claims submitted by project managers. Ensure the process and workflows are operating efficiently to ensure the financials are being submitted and paid out on time.
- Responsible for handling claims for five business departments. Regularly communicate with project managers to keep updated on business margin, delays in program data, and advise on claims that have been approved for preprogram runs, finals, and billed/collected status
- Follow up with Vice President and Project Managers at the end of each program to ensure that programs are properly finalized and closed through the finance department
- Generate biweekly and monthly analysis reports on project. Lead monthly project meeting for a major client
- Direct and coordinate activities of business and department concerning with production, pricing, sales. Review financial statements, sales and activity reports.
- Supervise and Assist Project Managers with the results of completion of the projects. Lead team members in closing out end of month reports



Verdieu St Fleur, DBA (Cand), PMP, MBA

Contract Administrator

EXPERIENCE

18+ Years

EDUCATION

Doctor in Business Administration in Data Analytics, Grand Canyon University, Arizona (in progress)

Master in Business Administration, Azusa Pacific University- Azusa, California, 12/2022)

BA, Accounting, Université Polyvalente D'Haïti, Port-Au-Prince, Haiti

CERTIFICATION

R Program Certificate Simplilearn

Project Management Professional (PMP)

Procore Technologies: Engineer Certified, Procore Administrator

COMPUTER SKILLS

Creates Dashboards with Data Reporting, Ad-hoc Reporting, Data Analysis,

Mr. St. Fleur is a certified PMP with over 18 years of professional experience, including 6 years in healthcare, 10+ years managing and analyzing complex, multi-phase construction and infrastructure programs. He is specializing in data analytics, data extraction, data Management, working with large data sets, QA/QC, modeling, visualization, data quality, and business intelligence. He brings robust expertise in project scheduling, cost analysis, earned value management (EVM), and stakeholder reporting, supporting over 270 projects valued at \$232M. His industry experience spans healthcare, public infrastructure, and utilities, with a strong emphasis on data-driven decision-making and reporting.

Relevant Experience

CEO | FACEKAY LLC

FACEKAY is a trusted, Metro Certified DBE, SBE, LSBE, Los Angeles County Certified DVBE and SBA Certified VOSB, SDVOSB, HUBZone, specializing in IT Strategy Consulting, Digital Transformation, Cybersecurity Consulting, Cloud Computing Solutions, Data Analytics and Business Intelligence, Software Development, Infrastructure Management, IT Project Management, IT Audits and Assessments, Training and Support, Project Reporting and Documentation, Data Analytics and Business Intelligence, we help organizations make data-driven decisions through clear insights, customized solutions, and interactive visuals. Known for our expertise, client-focused approach, and commitment to data security.

Business Analytics Manager | Simpson & Simpson Management Consulting - 2024 - Present

Mr. St. Fleur maintains internal dashboards in support Project proposal and documentation, involving Programming, Design, Project Management, and Special high-profile projects. Deliverables involve the creation of data dashboards and graphics and importing new data, review of data for quality control, and the development of dashboard reports (MER, KPI, Cash flow, EA, Monthly Status reports).

Report Analyst (Project Manager) | Los Angeles County- ISD Facilities Reinvestment Program- 2022- 2024

- Responsible for coordinating, developing, and managing various reports for stakeholders and senior management, and the Executive.
- Managed schedule analysis for 274 active projects totaling \$232.06M, with a current cash flow of \$73.13M.
- Created cost-loaded schedules, performed critical path analysis, and assessed schedule variances across the portfolio.
- Conducted QA/QC reviews on all major deliverables, reducing schedule risks and increasing reporting accuracy.
- Automated and maintained project dashboards using Power BI, allowing executives to track schedule and cost performance at both project and portfolio levels.
- Designed and implemented workflows using Power Automate and customized SharePoint Intake Forms to streamline schedule data input and update processes.
- Created Time Impact Analysis (TIA) models to assess contractor schedule delays and support schedule recovery plans.
- Regularly communicated schedule performance metrics to senior leadership and stakeholders via weekly and monthly progress reports.



Continues Computer Skills

Visual Modeling, Data extraction, Data transformation, predictive modeling, prescriptive modeling, data integration, data interpretation, Agile, Project Management, Continuous Improvement, Advanced Analytics, Data Visualization, Python, Microsoft Power BI, SAS, Oracle, MS Access, MS Access Database, Primavera (P6), MS Office Suite (Project, Excel, Word, PowerPoint), SharePoint, Power Apps, Power Automate, Microsoft Dynamics 365 and the Power Platform, SPSS, MS Office, SAP, SQL, EMR, e-Builder construction management, Procore construction Manager, SQL, HTML, R Studio, MS Visio, Survey Gizmo, Survey Monkey, Verint, Success Factor, Python, Spark, Database, project documentation, SharePoint, SPSS, MS Office, Tableau Dashboards to analyze & report on program/project data

Tools & Technical Expertise

- **Scheduling Tools:** Primavera P6 (working knowledge), Microsoft Project, e-Builder
- **Data & Reporting:** Power BI, SharePoint, Power Automate, Excel (Advanced), SAS, Tableau
- **Methodologies:** Critical Path Method (CPM), Earned Value Analysis (EVA), Time Impact

- Creating and Automating customs reports on e-Builder for Project Cost, Project Schedule, Project Commitments, Cash Flow, etc. Created SharePoint Intake Form and Customized with Power Apps and created Workflow using Power Automate.
- Developing and utilizing reporting best practices; serving as a subject matter expert on data analysis and report design to meet user needs.
- Performing cost analysis and control activities.
- Preparing aggregated weekly & monthly reports on cost performance, trends, and cost savings.
- Analyzing variances in cost and schedule performance against the plan and communicates the reasons for the issuance of variance and proposed mitigation plans.
- Building reports and Business Intelligent Reports on different platforms, such as Power BI, and e-Builder.

Senior Business Analyst | Southern California Edison - Data Science & Asset Analytics, Business Operations (2019-2022)

Mr. St. Fleur Supported Transmission and Distribution infrastructure projects through advanced schedule modeling, variance tracking, and predictive analytics. Created and maintained scheduling reports and dashboards in Power BI, SAS, and Excel, and generated forecasting models.

Analyzed construction schedule impacts, supported claims assessments, and helped ensure regulatory compliance through proper documentation.

Mr. St. Fleur also created, led, developed, and configured SharePoint websites/portals, and created Intake Forms and workflows using SharePoint Designer. He acted as a key resource and ensured consistent analysis of data sources, reporting, extraction methods, data interpretation, and execution of processes for Transmission and Distribution construction, inspection, and maintenance regulatory compliance programs. Mr. St. Fleur was also responsible for the Extraction of data for AdHoc Requests, Visual Modeling, Data extraction, Data transformation, predictive modeling, prescriptive modeling, data integration, data interpretation, Agile, Project Management, Continuous Improvement, Advanced Analytics, Data Visualization, maintained analytical support for numerous programs simultaneously, and developed new ways to monitor inspections. Mr. St Fleur led data automation projects and created work plans, project schedules, identified stakeholders, managed cross-functional teams, tracked issues and lessons learned, and created a communications plan (kick-off meetings, etc.).

Senior Program Analyst | Southern California Edison (2017-2019)

Mr. St. Fleur worked with SCE's HR Enterprise Learning and Development (EL&D) group, which was responsible for providing learning solutions across the organization, involving leadership, employees, compliance, systems, and technical training. Mr. St. Fleur supported the HR project, Customer Service (CS) project, and Transmission & Distribution (T&D) Project utilizing MS Excel to create pivot tables, graphs, VLOOKUPS, Hyperlinks, Advanced Formulas, Advanced Filters, Data Tables, and slicer functionalities), SPSS for cross-referencing and information analysis, and SAS for data analysis. He created calculations using Data Analysis Expression (DAX) functions SUM, MIN, MAX, AVG, IF, AND, OR, VALUES, ALL, FILTER, CALCULATE,

Deloitte Consulting LLP | M&E Officer/Data Analyst (2014-2016)

Mr. St. Fleur Mr. St. Fleur led project documentation, planning, and performance management using Microsoft Project. He designed interactive dashboards in Tableau.

SECTION 4

COMPANY QUALIFICATIONS

FACEKAY has the highest level of experience and capability to perform this **core services**

1. Data migration planning
2. Execution, cleanup
3. Maintenance, protection, and governance,
4. Coordination, auditing, and quality assurance

FACEKAY LLC brings extensive expertise in driving operational excellence and business transformation through innovative solutions. Notable projects include streamlining project management and reporting for the Los Angeles County Internal Service Department (ISD), where we developed a centralized reporting system using Power BI, automated reporting processes, and improved cost analysis, significantly reducing manual efforts and enhancing decision-making. Additionally, we supported Southern California Edison (SCE) with various projects, including automating audit data preparation for CPUC inspections, resulting in major efficiency gains, improved data accuracy, and proactive

compliance management. FACEKAY's team excels in delivering impactful solutions in business intelligence, data analysis, automation, and process optimization, demonstrating a strong commitment to client success.

Case Study I: Project Management and Reporting for Los Angeles County ISD

FACEKAY LLC principal helped the Internal Service Department (ISD) streamline project management by centralizing data, automating reports, and implementing best practices. Using Power BI and tools like Power Apps and eBuilder, FACEKAY improved cost analysis, reporting, and real-time decision-making, leading to enhanced project tracking and reduced manual effort.

Case Study II: SAS Visual Analytics Dashboard for SCE

We developed a SAS Visual Analytics dashboard to help Southern California Edison (SCE) manage data related to CPUC audits. The dashboard improved data accuracy, compliance, and decision-making by providing real-time insights, alerts, and streamlined reporting for district managers.

Case Study III: SuccessFactors Integration for SCE HR Analytics

Our principal integrated module analytics with SCE's HR systems to enhance decision-making and streamline HR processes. This integration improved workforce engagement, performance management, and cost savings by automating workflows and synchronizing real-time data.

Case Study IV: CPUC Audit Data Automation for SCE

Our principal automated the CPUC audit inspection data process, reducing audit preparation time from two weeks to just hours. This solution centralized data, improved accuracy, and streamlined reporting, helping SCE enhance compliance and operational efficiency.

CASE STUDY I

Project Name: Project Management and Reporting for Los Angeles County – Internal Service Department (ISD)

1. Summarized Overview:

Client: Los Angeles County - Internal Service Department (ISD)

Customer/Client POC Email: Cynthia Morales, cmorales@isd.lacounty.gov

Team Lead: Verdieu St Fleur

Period of Performance: 07/12/2022 – 06/30/2023

- **Project Background:** ISD's challenges in project management and reporting, demanding a comprehensive overhaul. Optimizing cost analysis, reporting, and automation processes across numerous ISD projects.
- **Objective:** Develop a centralized reporting system, automate reports, implement best practices, conduct cost analysis, and leverage Power BI.

1. **Action:** Centralizing information, automation, reporting best practices, cost analysis, and Power BI utilization.

- **Data Centralization:** Consolidated project-related information using eBuilder, ensuring data accuracy and efficient reporting.
- **Automation:** Automated custom reports on project cost, schedule, and cash flow, and streamlined processes using Power Apps and Power Automate.
- **Reporting Best Practices:** Developed and implemented reporting best practices, improving the design and effectiveness of reports.
- **Cost Analysis:** Conducted cost analysis, preparing weekly and monthly reports that highlighted cost performance and potential savings.
- **Data Visualization:** Created interactive dashboards using Power BI to help executives and project managers track project status and budgets.
- **Advanced Data Analysis:** Utilized Data Analysis Expressions (DAX) in Power BI to implement advanced calculations, providing deeper insights into project data

Services Provided

- Centralized Reporting System
- Reporting
- Administration
- Analysis
- Cost Analysis
- Advanced Data Analysis
- Project Control
- Automation of Reports
- Process Improvement
- Technology Integration
- Business Intelligence

2. **Result:** Centralized reporting reduced manual efforts, improved report quality, advanced data analysis, and real-time insights.

- **Centralized Reporting System:** Improved collaboration and data accessibility across ISD departments.
- **Automation:** Reduced manual effort, leading to time and cost savings.
- **Improved Reporting:** Reporting quality and relevance were enhanced, aiding decision-makers.
- **Real-time Insights:** Advanced data analysis and visualizations enabled proactive decision-making.
- **In-depth Data Analysis:** DAX functions improved performance tracking and analytical depth.

3. Project Performance:

- **Overview:** Led analysis for 274 active construction projects with a total budget of \$232.06 million and current cash flow of \$73.13 million.
- **Result:** Enhanced project tracking minimized data discrepancies, and improved cost performance through automated reports and dashboards.

4. Skills Demonstrated:

Our Team showcased expertise in Business Intelligence tools (Power BI, SQL, SharePoint, e-Builder), data analysis, reporting, process improvement, and project management. His leadership and data visualization skills were instrumental in transforming ISD's project management and reporting processes.

CASE STUDY II

Project Name: Project Management Support Financial Reporting Automation

Client: Los Angeles County - Internal Service Department (ISD)

Customer/Client POC Email: Cynthia Morales, cmorales@isd.lacounty.gov

Period of Performance: 5/16/2022 – 10/02/2024

Objective:

Automate the financial and risk monitoring process to improve cost controls, and project reporting, ensuring greater accuracy and compliance.

Action:

FACEKEY principal integrated **data analytics and reporting** systems to minimize errors, automate report generation, and implement a fraud reduction strategy. This included:

- **Automating error detection** by integrating financial transaction data with threshold models.
- **Automating project cost and schedule reporting**, significantly reducing the need for manual oversight and increasing data consistency.
- **Developed real-time dashboards using Power BI** to provide stakeholders with actionable insights into potential errors and financial anomalies.

Result:

- **Reduced manual efforts** in error and reporting by automating daily financial data extraction and analysis.
- Enhanced **error capabilities** by identifying outliers and discrepancies in project financials.
- Providing **executives and managers** with real-time dashboards, improving decision-making.

Methodology/Tools:

- **Power BI** for dashboard development.

Power Automate for data automation.

Services Provided

- Centralized Reporting System
- Reporting
- Administration
- Analysis
- Cost Analysis
- Advanced Data Analysis
- Project Control
- Automation of Reports
- Process Improvement
- Technology Integration
- Business Intelligence

CASE STUDY III

Project Name: SAS Visual Analytics Dashboard for Managing SCE Data Issues

Client: Southern California Edison (SCE)

Team Lead: Verdieu St Fleur

Customer/Client POC Email: Tran Thien Tran, tran.t.tran@sce.com

Period of Performance: 12/09/2019 – 09/07/2020

Background: SCE, one of California's largest electric utilities, faces regular audits by the California Public Utilities Commission (CPUC) to ensure regulatory compliance. Managing inspection and notification data efficiently is critical to meeting CPUC standards.

Objective: To implement a SAS Visual Analytics dashboard to assist SCE districts in managing data issues related to notifications and inspections, ensuring compliance with CPUC audits.

Situation: SCE struggled with incomplete or inaccurate records of inspections and notifications, risking compliance issues during CPUC audits.

Task: Our was tasked with creating a SAS Visual Analytics dashboard to help SCE manage and monitor these data challenges effectively.

Services Provided

- Centralized Reporting System
- Reporting
- Administration
- Analysis
- Cost Analysis
- Advanced Data Analysis
- Project Control
- Automation of Reports
- Process Improvement
- Technology Integration
- Business Intelligence

Action: Our team developed a dashboard featuring:

1. **Status Overview:** Displays notification and inspection statuses, highlighting pending corrective actions.
2. **Breakdown by Notification Patrol Type:** Segments of data by patrol types (e.g., Annual Grid Patrol, Overhead Detail Inspection) for detailed insights.
3. **Work Type Analysis:** Focuses on work types like active notifications with inactive equipment, and customer notifications, allowing district managers to address specific issues.
4. **Interactive Filters:** Enables users to filter data by criteria such as date, district, or notification type.
5. **Data Issue Alerts:** Automated alerts notify district managers of critical data issues requiring immediate attention.

Result: The SAS Visual Analytics dashboard significantly improved SCE's data management, resulting in:

- Increased compliance with CPUC regulations.
- Reduced data errors and inconsistencies.
- Better visibility into pending actions and issues.
- Enhanced decision-making for district managers.
- Timely resolution of compliance-related challenges.

CASE STUDY IV

Project Name: Success Factor Integration Project for Module Analytics and HR

1. Summarized Overview:

Client: *Southern California Edison (SCE)*

Team Lead: Verdieu St Fleur

Customer/Client POC Email: Tran Thien Tran, tran.t.tran@sce.com

Period of Performance: 11/25/2018 – 06/10/2020

Project Background: The project involves integrating module analytics with HR systems for enhanced decision-making and optimized HR processes at Southern California Edison. Leveraging advanced analytics within SuccessFactors, it aims to improve workforce performance, engagement, and talent management.

Objective: The objective is to seamlessly integrate module analytics with SuccessFactors HR systems, enable real-time data synchronization, enhance reporting capabilities, streamline HR processes, and improve employee engagement, retention, and performance management.

Action: The action includes conducting assessments, collaborating with stakeholders, designing integration architecture, configuring analytics dashboards, implementing data synchronization processes, conducting user acceptance testing, providing training, and monitoring post-implementation metrics.

Result: The result is an integrated platform with customized dashboards, automated workflows, and improved decision-making capabilities, leading to enhanced HR efficiency, better alignment with organizational goals, increased employee engagement, and cost savings through automation.

Services Provided

- Centralized Reporting System
- Reporting
- Administration
- Analysis
- Cost Analysis
- Advanced Data Analysis
- Project Control
- Automation of Reports
- Process Improvement
- Technology Integration
- Business Intelligence

CASE STUDY V

Project Name: CPUC Audit Inspection Data Automation Project

1. Summarized Overview:

Client: Southern California Edison (SCE)

Team Lead: Verdieu St Fleur

Customer/Client POC Email: Tran Thien Tran, tran.t.tran@sce.com

Period of Performance: 09/8/2020 – 12/13/2021

- **Project Background:** Our team Addressed manual challenges faced by Southern California Edison (SCE) in the CPUC audit data preparation.
- **Objective:** Automating CPUC audit data preparation, enhancing data quality, and creating dashboards.
- **Action:** Six-phase project, including dashboard prototyping, coding, notification integration, and robust documentation.
- **Result:** Significant efficiency gains, streamlined workflow, improved data accuracy, and enhanced reporting through SAS Visualization.
- **Efficiency Gains:** The process of providing inspection data for CPUC audits was reduced from two to three hours, down from the previous two-week effort.
- **Streamlined Workflow:** The new process automated data extraction, dashboard utilization, and data quality control, simplifying and accelerating the process.
- **Improved Data Accuracy:** Rigorous QA/QC measures were integrated to enhance data accuracy, reducing the risk of errors and discrepancies.
- **Automated Data Run:** Data is now automated and runs daily at 4:00 AM, ensuring up-to-date information for auditors and Managements.
- **Enhanced Reporting:** The SAS Visualization dashboard allows for easy filtering and export of district-specific data, simplifying audit preparation.
- **Simplified Audit Data Delivery:** Audit data is now readily available and easily sent to the Compliance department and auditors, streamlining the audit process.

Services Provided

- Centralized Reporting System
- Reporting
- Administration
- Analysis
- Cost Analysis
- Advanced Data Analysis
- Project Control
- Automation of Reports
- Process Improvement
- Technology Integration
- Business Intelligence

Key Benefits:

The implementation of the CPUC Audit Inspection Data Automation solution brought forth several key benefits for Southern California Edison (SCE):

1. **Centralized Source of Truth:** By automating the data extraction and validation process, SCE now has a centralized and validated repository of inspection data. This serves as the single source of truth for CPUC audits, ensuring data consistency and accuracy.
2. **Workload Reduction:** The solution significantly reduced the workload required for audit preparation, decreasing the involvement of three personnel to just one. This operational efficiency allows SCE to allocate resources more effectively.
3. **Enhanced Data Filtering and Export:** The dashboard's ability to filter data by date and district, coupled with the ease of data export, streamlines the process of providing information to CPUC. SCE can efficiently respond to audit requests with relevant and accurate data.
4. **Proactive Identification of Late Inspections:** The dashboard provides visibility into late inspections before the audit, allowing SCE to take proactive measures to address any compliance issues and avoid potential penalties.
5. **Informed Decision-Making:** With a comprehensive visualization dashboard and accurate data at their fingertips, SCE's decision-makers can make more informed choices regarding inspection processes, compliance strategies, and resource allocation.
6. **Improved Compliance:** The solution enhances SCE's ability to meet compliance requirements by providing better control over data and instilling confidence in data accuracy. This, in turn, reduces the risk of compliance-related issues.

The CPUC Audit Inspection Data Automation project not only reduced the time and effort required for audit preparation but also improved data accuracy, ensuring SCE's compliance with CPUC requirements. This innovative solution represents a significant advancement in the efficiency and effectiveness of SCE's audit processes, empowering the organization with data-driven insights and improved compliance management. It marks a substantial stride toward operational efficiency and unwavering regulatory adherence.

SECTION 5

REFERENCES

PROJECT <i>Name & location</i>	CONSULTANT <i>Firms on Submittal Team with experience on project</i>	TEAM LEAD WITH EXPERIENCE ON PROJECT	COMPLETION <i>Date</i>	DURATION <i>Original Estimate and Actual</i>	PROJECT DESCRIPTION <i>Services provided by the firm, type of client served, complexity of the services, same or similar market, notable successes, lessons learned, innovations</i>	CLIENT OR OWNER REFERENCE <i>Name, position, and email</i>
Project Management and Reporting for Los Angeles County – Internal Service Department (ISD)	FACEKAY LLC	Verdieu St Fleur	6/30/2023	07/12/2022 – 06/30/2023	Optimized project management and reporting for Los Angeles County ISD by centralizing data, automating reports, conducting cost analysis, and leveraging Power BI for real-time insights. Automated reporting reduced manual efforts and improved collaboration.	Cynthia Morales, ISD (Email: cmorales@isd.lacounty.gov)
Project Management Support Financial Reporting Automation	FACEKAY LLC	Verdieu St Fleu	10/2/2024	05/16/2022 – 10/02/2024	Integrated data analytics and automated financial reporting for ISD, improving cost controls, fraud detection, and reporting accuracy. Developed Power BI dashboards for real-time insights into financial anomalies and outliers.	Cynthia Morales, ISD (Email: cmorales@isd.lacounty.gov)

Success Factor Integration Project for Module Analytics and HR	FACEKAY LLC	Verdieu St Fleur	6/10/2020	11/25/2018 – 06/10/2020	Integrated HR systems with SuccessFactors to improve workforce performance, talent management, and reporting capabilities, including real-time data synchronization and enhanced HR processes.	Tran Thien Tran, Southern California Edison (Email: tran.t.tran@sce.com)
CPUC Audit Inspection Data Automation Project	FACEKAY LLC	Verdieu St Fleur	12/13/2020	09/08/2020 – 12/13/2020	Automated CPUC audit data preparation for Southern California Edison, streamlining data extraction and improving data accuracy with SAS Visualization. Resulted in significant efficiency gains, reduced audit preparation time, and improved compliance.	Tran Thien Tran, Southern California Edison (Email: tran.t.tran@sce.com)
Business Analytics Support	FACEKAY LLC	Verdieu St Fleur	5/15/2022	06/19/2019 – 05/15/2022	Provided compliance analytics and reporting for Southern California Edison in Transmission & Distribution. Led automation, data extraction, and dashboard development using Power BI, SAS, and Excel.	Tran Thien Tran, Southern California Edison (Email: tran.t.tran@sce.com)

Price/Cost

DATA MIGRATION SERVICES		TOTAL	\$982,862.40
Planning & Preparation		10%	\$98,286.24
System Configuration and Customization		35%	\$344,001.84
Data Migration		15%	\$147,429.36
Testing & Training		20%	\$196,572.48
Go-Live & Support		20%	\$196,572.48

ATTACHMENT "C"

Data Migration Services - Proposal Evaluations

Evaluator:

Whitford Martin

Vendor Name: Viviente Software, LLC

	Max Points	Points Given
<u>Compliance with the RFP Requirements (Use of City Seals is an automatic disqualification)</u>		
Company Qualifications: Provide a cover letter that emphasizes strong points of the project team and the firm's experience.	1	1
Provide your understanding of the project, and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner	2	2
Schedule: Provide a schedule showing tasks and duration for each task for the completion of the services from Monday to Sunday.	2	2
Provide an organization chart showing the names and responsibilities of key personnel and sub consultants. Provide resumes of all key personnel identified in the organization chart.	2	2
References: Provide a minimum of 3 Public Agency references that shows your firm's experience in similar type of services	3	3
Subtotal	10	10
<u>Experience & Project Plan Viability</u>		
Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system	25	0
Availability to be onsite for an estimated 20% of the projects duration	10	10
Technical knowledge	15	15
Subtotal	50	25
<u>References</u>		
Reference 1	10	10
Reference 2	10	10
Reference 3	10	0
Subtotal	30	20
<u>Cost</u>		
Is cost within budget or reasonable?	10	9
Subtotal	10	3
Grand Total	100	58

Data Migration Services - Proposal Evaluations

Evaluator: *Whitford Marin*

Vendor Name: Data Terrain Inc.

	Max Points	Points Given
<u>Compliance with the RFP Requirements (Use of City Seals is an automatic disqualification)</u>		
Company Qualifications: Provide a cover letter that emphasizes strong points of the project team and the firm's experience.	1	1
Provide your understanding of the project, and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner	2	2
Schedule: Provide a schedule showing tasks and duration for each task for the completion of the services from Monday to Sunday.	2	2
Provide an organization chart showing the names and responsibilities of key personnel and sub consultants. Provide resumes of all key personnel identified in the organization chart.	2	2
References: Provide a minimum of 3 Public Agency references that shows your firm's experience in similar type of services	3	2
Subtotal	10	9
<u>Experience & Project Plan Viability</u>		
Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system	25	0
Availability to be onsite for an estimated 20% of the projects duration	10	10
Technical knowledge	15	14
Subtotal	50	24
<u>References</u>		
Reference 1	10	10
Reference 2	10	0
Reference 3	10	0
Subtotal	30	10
<u>Cost</u>		
Is cost within budget or reasonable?	10	9
Subtotal	10	9
Grand Total	100	52

Data Migration Services - Proposal Evaluations

Evaluator: Yanira Valencia

Vendor Name: Viviente



	Max Points	Points Given
<u>Compliance with the RFP Requirements (Use of City Seals is an automatic disqualification)</u>		
Company Qualifications: Provide a cover letter that emphasizes strong points of the project team and the firm's experience.	1	1
Provide your understanding of the project, and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner	2	2
Schedule: Provide a schedule showing tasks and duration for each task for the completion of the services from Monday to Sunday.	2	2
Provide an organization chart showing the names and responsibilities of key personnel and sub consultants. Provide resumes of all key personnel identified in the organization chart.	2	2
References: Provide a minimum of 3 Public Agency references that shows your firm's experience in similar type of services	3	3
Subtotal	10	10
<u>Experience & Project Plan Viability</u>		
Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system	25	0
Availability to be onsite for an estimated 20% of the projects duration	10	10
Technical knowledge	15	15
Subtotal	50	25
<u>References</u>		
Reference 1	10	10
Reference 2	10	10
Reference 3	10	0
Subtotal	30	20
<u>Cost</u>		
Is cost within budget or reasonable?	10	5
Subtotal	10	5
Grand Total	100	60

Data Migration Services - Proposal Evaluations

Evaluator: Yanira Valencia

Vendor Name: Data Terrain Inc



	Max Points	Points Given
<u>Compliance with the RFP Requirements (Use of City Seals is an automatic disqualification)</u>		
Company Qualifications: Provide a cover letter that emphasizes strong points of the project team and the firm's experience.	1	1
Provide your understanding of the project, and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner	2	2
Schedule: Provide a schedule showing tasks and duration for each task for the completion of the services from Monday to Sunday.	2	2
Provide an organization chart showing the names and responsibilities of key personnel and sub consultants. Provide resumes of all key personnel identified in the organization chart.	2	2
References: Provide a minimum of 3 Public Agency references that shows your firm's experience in similar type of services	3	2
Subtotal	10	9
<u>Experience & Project Plan Viability</u>		
Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system	25	0
Availability to be onsite for an estimated 20% of the projects duration	10	10
Technical knowledge	15	12
Subtotal	50	22
<u>References</u>		
Reference 1	10	10
Reference 2	10	0
Reference 3	10	0
Subtotal	30	10
<u>Cost</u>		
Is cost within budget or reasonable?	10	8
Subtotal	10	8
Grand Total	100	49

Data Migration Services - Proposal Evaluations

Evaluator: Chandler Huynh

Chandler H.

Vendor Name: DataTerrain Inc

	Max Points	Points Given
<u>Compliance with the RFP Requirements (Use of City Seals is an automatic disqualification)</u>		
Company Qualifications: Provide a cover letter that emphasizes strong points of the project team and the firm's experience.	1	1
Provide your understanding of the project, and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner	2	2
Schedule: Provide a schedule showing tasks and duration for each task for the completion of the services from Monday to Sunday.	2	2
Provide an organization chart showing the names and responsibilities of key personnel and sub consultants. Provide resumes of all key personnel identified in the organization chart.	2	2
References: Provide a minimum of 3 Public Agency references that shows your firm's experience in similar type of services	3	2
Subtotal	10	9
<u>Experience & Project Plan Viability</u>		
Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system	25	0
Availability to be onsite for an estimated 20% of the projects duration	10	10
Technical knowledge	15	10
Subtotal	50	20
<u>References</u>		
Reference 1	10	10
Reference 2	10	0
Reference 3	10	0
Subtotal	30	10
<u>Cost</u>		
Is cost within budget or reasonable?	10	8
Subtotal	10	8
Grand Total	100	47

Data Migration Services - Proposal Evaluations

Evaluator: Chandler Huynh *Chandler H.*

Vendor Name: Viviente Software, LLC

	Max Points	Points Given
<u>Compliance with the RFP Requirements (Use of City Seals is an automatic disqualification)</u>		
Company Qualifications: Provide a cover letter that emphasizes strong points of the project team and the firm's experience.	1	1
Provide your understanding of the project, and describe your approach to accomplishing the City's goal in the most efficient and cost-effective manner	2	2
Schedule: Provide a schedule showing tasks and duration for each task for the completion of the services from Monday to Sunday.	2	2
Provide an organization chart showing the names and responsibilities of key personnel and sub consultants. Provide resumes of all key personnel identified in the organization chart.	2	2
References: Provide a minimum of 3 Public Agency references that shows your firm's experience in similar type of services	3	3
Subtotal	10	10
<u>Experience & Project Plan Viability</u>		
Familiarity the Central Square/ "Naviline" "H5" ERP system and the Tyler Technologies "Tyler Munis" ERP system	25	0
Availability to be onsite for an estimated 20% of the projects duration	10	10
Technical knowledge	15	15
Subtotal	50	25
<u>References</u>		
Reference 1	10	10
Reference 2	10	10
Reference 3	10	0
Subtotal	30	20
<u>Cost</u>		
Is cost within budget or reasonable?	10	5
Subtotal	10	5
Grand Total	100	60

ATTACHMENT "D"

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON PARK REJECTING ALL PROPOSALS FOR THE DATA
MIGRATION REQUEST FOR PROPOSALS**

WHEREAS, the City of Huntington Park issued a request for proposals ("RFP") on September 11, 2025 and received two proposals, one from ConsultAdd and one from Data Climb; and

WHEREAS, during the evaluation process significant discrepancies between the two proposal were noted including timeline of the proposals and cost estimates; and

WHEREAS, the City Council elected to reject all proposals due to the substantial variation between the two proposals, the limited number of proposals submitted, and the need to incorporate additional requirements for the project; and

WHEREAS, on October 9, 2025, the City reissued an RFP for the data migration project and received four proposals; and

WHEREAS, two of the proposals by ConsultAdd Inc and FACEKAY LLC, were disqualified due to the use of the City seal in their proposal which was strictly prohibited in the RFP; and

WEHREAS, the remaining two proposals by DataTerrain Inc and Viviente Software, failed to score above 60 out of 100 when evaluated by three members of the Finance Department; and

WHEREAS, neither of the remaining two providers had any direct experience or expertise with the Naviline Central Square enterprise resource planning ("ERP") system nor the Tyler Technologies ERP system; and

WHEREAS, the City's ERP system is essential for core functions of City operations.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntington Park as follows:

The City Council of the City of Huntington Park hereby rejects all proposals submitted for the data migration project.

APPROVED AND ADOPTED THIS 23RD DAY OF DECEMBER 2025.

Arturo Flores, Mayor

ATTEST:

Eduardo Sarmiento, City Clerk

APPROVED AS TO FORM:

Andrew Sarega, Acting City Attorney

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

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2025-__ was passed and adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 23rd day of December 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

ITEM 3



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

December 23, 2025

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

Dear Mayor and Members of the City Council:

AWARD A SOLE SOURCE CONTRACT TO KOA HILLS FOR DATA MIGRATION SERVICES, AND APPROVE A BUDGET APPROPRIATION OF \$162,988.00

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Authorize staff to award a Sole Source Contract to KOA Hills to conduct the data migration; and
2. Approve Resolution 2025-XX; and
3. Authorize the City Manager to finalize terms and execute the professional services agreement; and
4. Approve a budget appropriation of \$162,988.00 to account 787-8951-419.43-15.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park is in the process of moving from the Naviline Central Square ERP to the Tyler Technologies ERP System. This change in ERP systems is going to require Data Migration to have years of historical financial data and information moved over from the old system into the new system.

On September 11, 2025 the first Data Migration RFP went live on PlanetBids and closed on September 22, 2025. Two proposals were received. Significant discrepancies were identified between the proposals in both project timelines and cost estimates. Staff elected to reject both submissions due to the limited number of responses, the substantial variances noted, and the determination that additional requirements needed to be incorporated into the RFP.

On October 9, 2025, the Data Migration RFP was reissued and went live on PlanetBids then closed on October 24, 2025. Four proposals were received, two of the four proposals

AWARD A SOLE SOURCE CONTRACT TO KOA HILLS FOR DATA MIGRATION SERVICES, AND APPROVE A BUDGET APPROPRIATION OF \$162,988.00

December 23, 2025

Page 2 of 2

were disqualified from the evaluation process due to them utilizing the City's seal on their proposals, which is expressly stated that it is prohibited in the RFP.

The remaining two proposals were evaluated by a panel of three Finance Department staff members. Each reviewer completed a proposal evaluation, with neither submitted proposal receiving a score above 60 out of 100. Neither firm had direct experience with the Naviline Central Square ERP nor the Tyler Technologies ERP systems.

Staff recommend that the City proceed with a sole-source procurement to award a contract to KOA Hills. KOA Hills was included in the original proposal submitted by Tyler Technologies as the preferred provider for data migration services. They bring direct experience with both ERP platforms and have completed numerous data migrations for Tyler. Their extensive background, supported by employees who were formerly with Tyler Technologies or Central Square, gives them specialized expertise in migrating data from Naviline Central Square to Tyler Technologies. This experience will help ensure a smooth transition and support the City in meeting its targeted go-live date of July 1, 2026.

FISCAL IMPACT/FINANCING

KOA Hills provided a quote of \$162,988.00. This additional investment for data migration will require a budget appropriation to account 787-8951-419.43-15.

CONCLUSION

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



RICARDO REYES
City Manager



JEFF JONES
Director of Finance

ATTACHMENT(S)

- A. KOA Hills Quote
- B. Resolution 2025-XX



ATTACHMENT "A"

Quoted By: Karen Grosset
 Quote Expiration: 08/10/26
 Quote Name: City of Huntington Park - ERP - KOA Hills
 Quote Description: KOA Hills

Sales Quotation For:

HUNTINGTON PARK, CA CITY OF
 6550 MILES AVE RM 116
 HUNTINGTON PARK CA 90255-4338

Shipping Address:

3rd Party Hardware, Software and Services

Description	Qty	Unit Price	Unit Discount	Total Price	Unit Maint/SaaS	Maint/SaaS Discount	Total Maint/SaaS
Koa Hills - Data Conversion Assistance - EPL Business Management	1	\$ 18,300.00	\$ 0.00	\$ 18,300.00	\$ 0.00	\$ 0.00	\$ 0.00
Koa Hills - Data Conversion Assistance - EPL Community Development	1	\$ 32,530.00	\$ 0.00	\$ 32,530.00	\$ 0.00	\$ 0.00	\$ 0.00
Koa Hills - Data Conversion Assistance - Finance	1	\$ 31,248.00	\$ 0.00	\$ 31,248.00	\$ 0.00	\$ 0.00	\$ 0.00
Koa Hills - Data Conversion Assistance - HCM	1	\$ 33,930.00	\$ 0.00	\$ 33,930.00	\$ 0.00	\$ 0.00	\$ 0.00
Koa Hills - Data Conversion Assistance - Utility Billing	1	\$ 46,980.00	\$ 0.00	\$ 46,980.00	\$ 0.00	\$ 0.00	\$ 0.00
				\$			
TOTAL				162,988.00			\$ 0.00

Summary

Total Tyler License Fees

One Time Fees

\$ 0.00

Recurring Fees

\$ 0.00

Total SaaS	\$ 0.00	\$ 0.00
Total Tyler Services	\$ 0.00	\$ 0.00
Total Third-Party Hardware, Software, Services	\$ 162,988.00	\$ 0.00
Summary Total	\$ 162,988.00	\$ 0.00
Contract Total	\$ 162,988.00	

Client's purchase of the items listed above is subject to the Comments below
Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held
For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

All Primary values quoted in US Dollars

Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.

- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion module, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion module.
- Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Unless otherwise indicated on this Sales quotation, annual services will be invoiced in advance, for annual terms commencing on the date this sales quotation is signed by the Client. If listed annual service(s) is an addition to the same service presently existing under the Agreement, the first term of the added annual service will be prorated to expire coterminous with the existing annual term for the service, with renewals to occur as indicated in the Agreement.
- Expenses associated with onsite services are invoiced as incurred.
Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the scope, level of engagement, and timeline as defined in the Statement of Work (SOW) for your project. The actual amount of services required may vary, based on these factors.

Tyler's pricing is based on the scope of proposed products and services contracted from Tyler. Should portions of the scope of products or services be altered by the Client, Tyler reserves the right to adjust prices for the remaining scope accordingly.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting. Installations are completed remotely but can be done onsite upon request at an additional cost.

In the event Client cancels services less than four (4) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf; and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

The Implementation Hours included in this quote assume a work split effort of 70% Client and 30% Tyler.

Implementation Hours are scheduled and delivered in four (4) or eight (8) hour increments.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

ATTACHMENT "B"

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
HUNTINGTON PARK AWARDING A CONTRACT TO KOA HILLS FOR
DATA MIGRATION SERVICES**

WHEREAS, the City of Huntington Park issued two requests for proposals ("RFP") for data migration services on September 11, 2025 and October 9, 2025; and

WHEREAS, the City Council rejected all proposals submitted during the first RFP; and

WHEREAS, two of the companies that submitted proposals in the second RFP were disqualified; and

WHEREAS, the remaining to submitters failed to score above 60 out of 100 during the evaluation of their proposals and both companies lacked any direct experience with the enterprise resource planning ("ERP") systems employed by the City; and

WHEREAS, the City's ERP system serves to provide core functions for City operations; and

WEHREAS, KOA Hills was included by the City's new ERP provider, Tyler Technologies, in their original proposal to the City for the ERP system; and

WHEREAS, KOA Hills has specialized expertise and experience in migrating data from Naviline Center Square (the City's current provider) systems to Tyler Technology (the City's new provider) systems; and

WHEREAS, core City functions would be at risk if the data migration were incomplete, delayed, or failed entirely; and

WHEREAS, the municipal code of the City of Huntington Park under § 2-5.14 allows any formal bidding requirements to be waived if the City finds that only a single vendor can reasonably provide the service.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntington Park as follows:

1. The City Council hereby finds that KOA Hills is the only vendor that can reasonably provide the service contemplated by the City.

2. The City Council hereby awards the contract for data migration services to KOA Hills.
3. The City council hereby authorized the City Manager to execute the agreement with KOA Hills for data migration services.

APPROVED AND ADOPTED THIS 23RD DAY OF DECEMBER 2025.

Arturo Flores, Mayor

ATTEST:

Eduardo Sarmiento, City Clerk

APPROVED AS TO FORM:

Andrew Sarega, Acting City Attorney

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

I, Eduardo Sarmiento, City Clerk of the City of Huntington Park, County of Los Angeles, State of California, hereby certify that the foregoing Resolution No. 2025-__ was passed and adopted by the City Council of the City of Huntington Park, signed by the Mayor and attested by the City Clerk at the Regular City Council Meeting held on the 23rd day of December 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