



## REGULAR MEETING AGENDA

### CITY OF HUNTINGTON PARK HEALTH AND EDUCATION COMMISSION

Monday, December 8th, 2025, at 6:00 p.m.  
Council Chambers  
6550 Miles Avenue  
Huntington Park, California 90255

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.

**NOTE:** Any person who has a question concerning any agenda item may contact the Community Development Department at (323) 584-6210. Materials related to an item on this agenda are available for inspection in the office of the Community Development Department at 6550 Miles Avenue, Huntington Park, California during the hours of 7:00 a.m. to 5:30 p.m., Monday through Thursday.

Assembly Bill No. 2674 amended several provisions of the Ralph M. Brown Act (Section 54950 et seq. of the Government Code) effective January 1, 1987. This bill prohibits the legislative body from taking any action on any item, which did not appear on the agenda, which was posted 24 hours prior to the Commission meeting. If action is necessary on subject matter, which the public presents, the matter should be presented in writing to the Community Development Department for placement on the agenda by Thursday noon prior to the next Health and Education Commission meeting.

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE THE COMMISSION  
IS IN SESSION. THANK YOU.**

#### **CALL TO ORDER**

#### **ROLL CALL**

Chair Iliana Baltazar  
Vice-Chair Liselda Fabian  
Commissioner Iris Delgado  
Commissioner Celia Rivas  
Commissioner Yesenia Rios

#### **PLEDGE OF ALLEGIANCE**

#### **PUBLIC COMMENT**

*For both open and closed sessions, 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.*

## CONSENT ITEMS

1. Health and Education Commission Meeting Minutes for November 10, 2025

## REGULAR MEETING AGENDA

### **1. ADOPT-A-LITTLE-LIBRARY PROGRAM**

RECOMMENDED THAT THE HEALTH AND EDUCATION COMMISSION:

- i. Review program guidelines for the creation of an Adopt-a-Little-Library Program.
- ii. Deliberate and suggest any changes to the Adopt-a-Little-Library Program
- iii. Approve the Adopt-a-Little-Library Program

### **2. BICYCLE & PEDESTRIAN SAFETY NIGHT**

RECOMMENDED THAT THE HEALTH AND EDUCATION COMMISSION:

- i. Create Event Program
- ii. Set Budget and Timeline
- iii. Confirm Set Up and Required Supplies
- iv. Assign Roles and Responsibilities

### **3. SPAY AND NEUTER PROGRAM**

RECOMMENDED THAT THE HEALTH AND EDUCATION COMMISSION:

- i. Review program guidelines for the Spay and Neuter Program.
- ii. Deliberate and make recommendations for the Spay and Neuter Program
- iii. Recommend utilizing The Canine Conditions Foundation to provide Spay and Neuter Services to the residents of the City.

## DEPARTMENTAL REPORTS (INFORMATION ONLY)

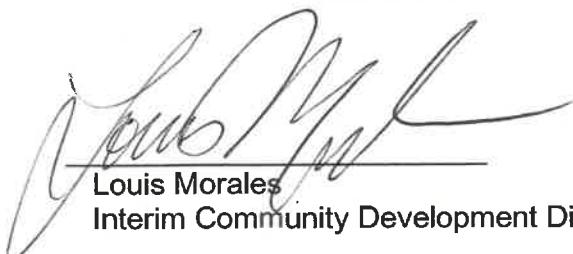
1. Veteran's Park Unpermitted Little Library Update

## COMMISSION COMMENTS

## ADJOURNMENT

The City of Huntington Park Health and Education Commission will adjourn until the next Regular Meeting on Monday, January 13, 2025, at 6:00 p.m.

I, Louis Morales, hereby certify under penalty of perjury under the laws of the State of California that the foregoing notice and agenda were posted at the City of Huntington Park City Hall and made available at [www.hPCA.gov](http://www.hPCA.gov) not less than 24 hours prior to the meeting.



Louis Morales  
Interim Community Development Director



# MINUTES

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## CITY OF HUNTINGTON PARK HEALTH AND EDUCATION COMMISSION

Monday, November 10th, 2025, at 6:00 P.M.

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

Chair Baltazar called the meeting to order at 6:00 P.M.

PRESENT IN PERSON: Chair Baltazar, Vice Chair Fabian, Commissioner Delgado, Commissioner Rivas

ABSENT: Commissioner Rios

STAFF PRESENT: Administrative Clerk, Jose Maldonado

**PLEDGE OF ALLEGIANCE**- Chair Baltazar led the Pledge of Allegiance

**PUBLIC COMMENT:** None Received

**CONSENT ITEMS:**

**1. Regular Meeting Minutes for October 13, 2025**

**MOTION:** Vice-Chair motions to approve the Minutes seconded by Commissioner Delgado. Motion passed 3-0-1 by the following vote:

**AYES:** Commissioner (s): Chair Baltazar  
Vice Chair Fabian  
Commissioner Delgado

**NOES:** Commissioner (s): None

**ABSTAINED:** Commissioner (s): Commissioner Rivas

**REGULAR MEETING AGENDA**

**1. Alzheimer's/ Mental Health November Event**

Commissioners advised by staff that all attendees have confirmed their participation in the event. Staff confirm events have been publicized on the City's social media, Parks & Recreation programs, and senior homes in the area. Staff informed commissioners that no art has been submitted but there have been inquiries about

dropping off art. Staff informed Commissioners that two organizations have reached out to be added: Blood Cancer United and ND Elite Insurance Agency. Commissioners agree to allow non-profits to join the event, and other organizations should submit a request with more information in advance for approval. Chair Baltazar inquires whether the city has received all materials and decorations and if snacks and drinks were purchased. Staff confirm the city has received Materials and will be bringing them on the day of the event. Commissioner Delgado confirms she has spoken to vendors about purchasing coffee and bread and is talking to staff about the reimbursement process.

## **2. Adopt a Little Library Program**

Commissioners open item to be able to receive public testimony about the creation of the adopt-a-little-library-program.

A resident who lives near Veteran's park spoke about her experience with the unofficial little library and how she saw the success of the project due to the community adopting the little library. She as well as many community members were able to take some responsibility for maintaining the little library because they felt as if they were part of the project. The residents had concerns about the city's choice to purchase the little libraries throughout the city and what was going to happen to the unofficial library. The commissioners responded to the resident letting her know the city decided to go with the current little libraries to ensure it met safety requirements as well as having a library built to last to withstand different weather conditions. Staff confirmed that the little library is currently in the public works yard to determine if it is salvageable. Since she previously had chosen to adapt an unofficial little library, the Commissioners asked if she had any recommendations for the program. Ideas brought up included reimbursements for materials required to fix library, restock library, and mileage for going to collect books.

Commissioners receive public testimony from Christian a community member who was also upset by the removal of the little library. Christian brings up that he would like for the community to be more involved with process on selecting the little library and brings up the potential idea of having the public design a little library and have a local carpenter build the library. The commissioners discussed potentially having signage on the little libraries to contact the city whenever maintenance or book refills were required.

Commissioners request staff to provide more information regarding the little library program including any resolutions.

### 3. Little Library Program

Staff receive quotes to refurbish the unpermitted little library if it is found to be repairable. Commissioners informed them that the attachments in the quotes can be placed on any of the little libraries.

MOTION: Commissioner Delgado motions to approve the purchase of materials to repair and restore the little library that was removed from Veteran's Park seconded by Vice-Chair Fabian with the amendment to see the remaining budget before purchasing items for the other libraries. Motion passed 4-0-0 by the following vote:

NOES: Commissioner (s): None

ABSTAINED: Commissioner (s): None

#### **4. Bicycle & Pedestrian Safety Night**

Community member Christian provides the Commission a presentation regarding his experience hosting community events relating to pedestrian and bicycle safety. Christian is the owner of SELA Bicycle Center. Christian wants to create informational program and events to open streets. Once a month Christian works with the HP run club to host Bicycle and Pedestrian safety nights. He would like the opportunity to co-host a Bicycle and Pedestrian event with the city to bring awareness and empower residents to move freely through the streets.

Vice- Chair Fabian departs early from the Health & Education Commission meeting at 7:04pm.

Commissioner Delgado would like the city to publicize events sooner from the day of the event and to be more frequent for the public to be informed. For the event Commissioner Delgado would prefer to not have road closures as it undermines the purpose of and goal of the event to bring awareness to the issue. Staff and commissioners will continue to work with community members to create logistics for the event.

**DEPARTMENTAL REPORTS (INFORMATION ONLY)**

1. Provided Commissioners with calendar events for November.

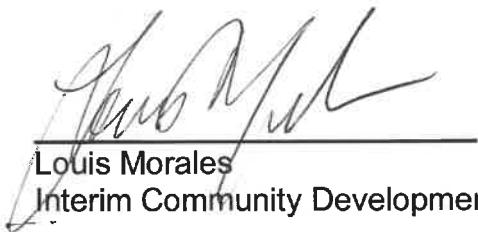
**HEALTH AND EDUCATION COMMISSION COMMENTS**

1. Chair Baltazar would like staff to provide samples of banners as well as different options.

**ADJOURNMENT**

At 7:21 P.M. the City of Huntington Park Health and Education Commission adjourned to the next Regular Meeting on Monday, December 8, 2025, at 6:00 P.M.

Respectfully Submitted,



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Louis Morales  
Interim Community Development Director



# CITY OF HUNTINGTON PARK

Community Development Department  
Health and Education Commission Agenda Report

December 8, 2025

Honorable Members of the Health and Education Commission  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Honorable Health and Education Commission:

## **ADOPT-A-LITTLE-LIBRARY PROGRAM**

### **IT IS RECOMMENDED THAT THE HEALTH AND EDUCATION COMMISSION:**

- I. Review program guidelines for the creation of an Adopt-a-Little-Library Program.
- II. Deliberate and suggest changes to the Adopt-a-Library Program.
- III. Approve the Adopt-a-Little-Library Program.

### **BACKGROUND**

On April 18<sup>th</sup>, 2024, the City of Huntington Park City Council Approved Resolution 2024-06 funding \$25,000, over a 5-year span, to recognize the importance of promoting literacy and community engagement amongst all its residents.

To engage the community and ensure the little libraries are in great condition the Health and Education Commission has tasked the City to create a program to allow residents to adopt a little library. These guidelines will clearly outline the tasks of all individuals involved with the program including adopters, the city, and the commission.

The Health & Education Commission's role in the implementation of a little library program is to adopt the policies and procedures, approve little library adopters, and approve the purchase and location of the little library.

### **CONCLUSION**

Staff recommend that the commission motion to approve the program at the following meeting with the changes requested.



# ADOPT-A-LITTLE-LIBRARY PROGRAM

City of Huntington Park - Health & Education  
Commission

Version 2025.1  
Effective January 1, 2026

## RESOLUTION NO. 2024-06

A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF HUNTINGTON PARK, CALIFORNIA,  
AUTHROIZE FUNDING FOR THE DEVELOPMENT  
AND IMPLEMENTATION OF THE LITTLE LIBRARY  
PROGRAM

**WHEREAS**, studies show that the more books are in or near a home, the more likely a child will learn and love to read.

**WHEREAS**, the City recognizes the importance of promoting literacy, lifelong learning, and community engagement for all its residents, with an emphasis on students and the youth population; and

**WHEREAS**, the City is committed to supporting initiatives that empower and enrich the lives of its community members by providing more access to books; and

**WHEREAS**, the Health and Education Commission was established to create awareness and implement plans for improved health and education in the City; and

**WHEREAS**, the Youth Commission was established to determine youth needs that are not currently being met by the community and are tasked to implement requests of the City Council regarding youth; and

**WHEREAS**, in collaboration with the City, the Health and Education Commission alongside the Youth Commission are both dedicated to establishing valuable resources and enhancing educational opportunities within the city.

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

**SECTION 1.** The City of Huntington Park will allocate \$25,000 over a period of five years for the development and implementation of the Little Library Program in conjunction with the Health and Education Commission and the Youth Commission.

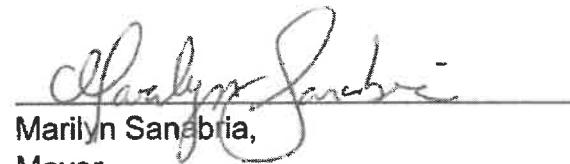
**SECTION 2.** The Little Library Program will strive to provide a diverse collection of books, educational resources, and tools to support the academic and personal development of the residents. Furthermore, this program will honor the legacy of advocacy for educational initiatives by Councilmember Graciela Ortiz.

**SECTION 3.** The City shall collaborate closely with the Health and Education commission and the Youth Commission to ensure that the Little Library Program reflects the needs and interests of the community. Upon implementation, the program will be known as the "Graciela Ortiz Little Library Program" and said title will display on Little Libraries established around the city.

1                   **SECTION 4.** The fees contained in this resolution shall become effective July 1,  
2 2024.

3                   **SECTION 6.** The City Clerk shall certify the adoption of this Resolution.

4                   **PASSED, APPROVED AND ADOPTED** this 18th day of April 2024.

5                     
6                   \_\_\_\_\_  
7                   Marilyn Sanabria,  
8                   Mayor

9                   **ATTEST:**

10                     
11                   Eduardo Sarmiento,  
12                   City Clerk

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## 1) Program Purpose & Goals

### **Purpose:**

Promote literacy, community cohesion, and equitable access to reading materials by installing and maintaining City-owned Little Libraries in Huntington Park neighborhoods, and engaging residents as volunteer caregivers ("Adopters").

### **Goals:**

Increase local access to free books for children and adults.

Encourage civic stewardship and neighborhood pride.

Ensure safe, clean, inclusive, and well-maintained library boxes.

Engage residents in site selection, design, and build of the boxes.

## 2) Definitions

**Little Library (LL):** A small outdoor box for free book exchange, owned by the City.

**Adopter:** A qualified resident volunteer approved to steward a designated LL.

**Program Coordinator (PC):** City staff member overseeing this program.

**Approved Vendor:** A City-compliant vendor engaged to fabricate/repair LLs.



### 3) Eligibility & Qualification Criteria (Adopters)

Applicants must meet all required criteria and should meet preferred criteria:

**Required:**

**Residency:** Must be a resident of Huntington Park, CA (proof: utility bill or CA ID with HP address).

**Proximity:** Must live within 0.5 miles of the adopted LL site.

**Age:** Must be 18 years or older.

**Availability:** Must commit to bi-weekly checks and responsiveness to City communications.

**Communication:** Must have a device capable of internet access and phone calls.

**Background:** No active vandalism/theft citations with the City within the past 24 months.

**Agreement:** Must apply and sign the Adopter Agreement

**Adopter may be a school or public facility representative in the case that the LL is placed and established near or around a school.**

**Preferred (not required):**

Ability to communicate in English and/or Spanish.

Prior volunteer/service experience.

Willingness to host or support community literacy events (e.g., book drives).



## 4) Application & Selection Process

### **Step 1 — Application Submission:**

Online or paper form with: contact info, proof of residency, proximity verification, preferred library site(s), availability, languages, accessibility notes.

### **Step 2 — Screening:**

City verifies residency, proximity, availability, and agreement signatures.

### **Step 3 — Interview:**

10–15-minute presentation/discussion with the Health & Education Commission to review responsibilities and expectations.

### **Step 4 — Approval & Assignment:**

PC issues written approval assigns a library site, and schedules orientation.

### **Step 5 — Orientation:**

15–30-minute training covering safety, content guidelines, reporting, and reimbursement.

### **Term:**

Initial 12-month term, renewable annually based on performance and program need.

### **Max Adopters per LL:**

1 primary Adopter + up to 2 backup volunteers.

Up to 2 LL for each Adopter.



## 5) Roles & Responsibilities

### 5.1 Adopter Responsibilities

**Bi- Weekly Check:** Inspect LL for cleanliness, damage, and appropriate content.

#### **Content Stewardship:**

Keep a mix of age-appropriate books; no adult sexual content, hate speech, or explicit violent media.

Remove inappropriate items and notify City (see Content Guidelines below).

#### **Stock Monitoring:**

Notify City when LL box is low/empty to schedule book restock pickup.

#### **Minor Upkeep:**

Wipe down surfaces, remove trash, tighten simple hardware (if trained).

#### **Reporting:**

Within 24 hours for vandalism or safety hazards.

Within 72 hours for non-urgent repairs.

#### **Community Engagement:**

Encourage respectful use; share City contact and program info.

#### **Recordkeeping:**



Keep simple logs (visits, issues, content removals, reimbursable purchases).

### **Compliance:**

Follow ADA access considerations, safety protocols, and City directions

## 5.2 City Responsibilities

**Ownership & Compliance:** City owns LLs and ensures permits, siting, risk management.

**Installation:** Site prep, mounting, attachments and signage.

**Book Supply:** Provide periodic book restock and host donation drives.

**Repairs:** Coordinate and fund approved repairs with vendors using funds from LL Account.

**Training & Support:** Provide orientation, guidelines, point-of-contact.

**Insurance & Liability:** Maintain City coverage for City-owned infrastructure (Adopters act as volunteers; personal injuries are subject to volunteer waiver).

**Monitoring & Reporting:** Track performance metrics and budget.

**Community Development Director reserves the right to make minor changes.**

## 6) Safety & Content Guidelines

### **Safety:**

Do not engage with confrontational individuals; report issues to City or HP Police (as appropriate).

Use basic PPE if cleaning (gloves).

Never install third-party hardware or electrical components.

### **Content:**

**Allowed:** Age-appropriate books, magazines for general audiences, bilingual materials (English/Spanish).



**Prohibited:**

Sexual or pornographic content, hate speech, discriminatory or violent propaganda.

Hazardous materials, food, liquids, or perishable goods.

Political campaign materials.

**Children's Materials:** Prioritize safe, inclusive, and culturally relevant titles.

**Process for Removal:** Place removed items in a "Removed - Review Needed" bag, submit a report to City within 24–72 hours. City will pick up and determine disposition.

## 7) Reporting & Response SLAs

**Vandalism / Safety Hazard:** Report within 24 hours → City responds within 3 business days.

**Non-urgent Repairs:** Report within 72 hours → City responds within 10 business days.

**Empty/Low Stock:** Report immediately → City restock within 10 business days or scheduled pickup.

**General Questions:** City responds within 5 business days.

**Channels:**

For Vandalism/ Safety Hazard/ Non-urgent Repairs contact the public works department through the HP City app.

**City app:** <https://www.hPCA.gov/837/Download-the-Citys-App>

**Public Works Number:** 323-584-6274

For Empty/ Low Stock or general inquiries contact the Community Development Department.

**Community Development Number:** 323-584-6392

**Email:** [jmaldonado@hPCA.gov](mailto:jmaldonado@hPCA.gov)

**Provide photos when possible.**



## 8) Reimbursement Policy

**Purpose:** Offset minor, eligible out-of-pocket expenses incurred by Adopters.

**Annual Cap per Adopter:** Up to \$100/year (subject to annual budget availability).

**Eligible Expenses:**

Cleaning supplies (wipes, mild cleaners, gloves).

Minor hardware (hinges, screws, weatherstripping) only if pre-approved.

Basic signage/labels (City-approved).

Clear book bins or small organizers for interior.

Must be approved by Community Development Department before purchase.

**Ineligible:**

Tools, power tools, structural changes, paint jobs, original fabrication costs, non-approved décor, food/beverages, fines/fees, mileage.

**Receipts:**

Required for all reimbursements; submit within 15 days of purchase.

Must include date, itemized list, vendor name, and amount.

**Submission Process:**

Submit reimbursement form + receipts via portal/email within 15 days.

City reviews within 10 business days.

Approved reimbursements paid by check or ACH within 1 month of approval.

**Audit & Compliance:**

City may request additional documentation or deny non-compliant requests.



Fraud or misrepresentation may result in termination.

### 9) Community Participation: Site Selection & Design

#### 9.1 Site Selection Process (Community-Involved)

**Public Input:** The city opens for public nomination for locations (parks, community centers, schools, sidewalks with adequate right-of-way).

**Criteria:**

High foot traffic or near schools/parks.

Safe, visible, accessible; ADA-friendly approach path.

Not obstructing sightlines, driveways, or utilities.

**Technical Review:**

City assesses utilities, permits, ADA, and risk.

**Finalization:**

Health & Education Commission approve selected sites with rationale. May waive Misc planning fees if required by planning division.

#### 9.2 Community Design & Voting

**Design Brief Release:** City publishes spec sheet (below).

**Submission:** Residents/designers submit concept sketches within 3 weeks of posting.

**Shortlisting:** City staff and a community panel shortlist 3–5 designs per site.

**Public Vote:** Online + in-person voting (2 weeks).

**Winner Announcement:** City publishes winner. If no designs/libraries submitted or approved city will purchase premade little library from non-profit organizations with Health & Education approval.



## 9.3 Fabrication & Build Outreach

### **Vendor Solicitation:**

City issues a simplified RFQ to local carpenters/makers who can meet specs and insurance.

### **Quality Control:**

City inspects the LL against spec sheet prior to installation.

## 10) Technical Spec Sheet & Design Requirements

**Purpose:** Ensure durable, safe, maintainable, and consistent LLs.

### **Dimensions:**

Minimum: 16 in (W) x 12 in (D) x 16 in (H)

Maximum: 40 in (W) x 22 in (D) x 36 in (H)

Weight: ~≤ 40 lbs.(excluding post/mount).

### **Materials:**

Composite wood or Treated wood (preferred for durability and weather resistance).

Fasteners: exterior-grade, corrosion-resistant (e.g., stainless or coated).

Roof: Sloped, waterproof (e.g., composite with weatherproof membrane).

Door: Clear polycarbonate or tempered glass window preferred; magnetic or weatherproof latch.

### **Finish & Weatherproofing:**

Exterior-grade sealant/paint; edges sealed; weatherstripping on door.

UV-resistant finishes to minimize fading.



**Ventilation & Drainage:**

Small vents (e.g., screened) to prevent moisture buildup.

Drip edge or way to direct water away from door seam.

**Accessibility & Use:**

Door handle height 36–48 inches after installation (ADA-friendly reach range, where site allows).

Door swing unobstructed; easy-grip handle.

Interior shelves adjustable.

**Mounting & Stability:**

Mount to a composite or treated 4×4 post or metal pedestal with breakaway or tamper-resistant hardware. Or better to maintain stability and safety.

Base footing per City standard

Anti-tip requirements met.

**Identification & Signage:**

City logo + "Take a Book, Leave a Book" placard.

QR code for reporting/restock requests.

Unique ID number for each LL.

**Maintainability:**

Modular panels for easy replacement.

Standardized hinges/latches across units.



### **Complexity:**

Not overly complex—avoid intricate forms that increase maintenance cost/time.

No electrical or moving parts beyond simple door.

### **Safety:**

No sharp edges: rounded corners preferred.

Lead-free paints/sealants; non-toxic materials.

No pinch points in door operation.

### **Color/Design Themes:**

Encourage architectural significant, historical, cultural themes (English/Spanish) and neighborhood identity, while complying with spec.

## 11) Maintenance & Operations Standard Operating Procedure (Adopters)

### **Bi- Weekly:**

Inspect box exterior/interior; wipe surfaces; check weatherstripping/latch; remove trash.

Review content; remove prohibited items; log removals.

### **Monthly:**

Light hardware check (tighten screws hinges, if trained).

Requests restock if usage is high or diverse genres are needed.



**Quarterly (City):**

City performs inspection for wear, seal integrity, signage, and safety.

## 12) Incident Procedures

**Vandalism:**

Do not confront anyone.

Document with photos (if safe).

Report in the app or by phone within 24 hours.

City schedules repairs or replacement within 4 business days for safety issues; 10 business days otherwise.

**Weather Damage:**

Report; City arranges repair. Adopters should avoid structural repairs unless explicitly trained and authorized.

**Inappropriate Content:**

Remove, bag, label as "Removed—Review Needed," report via email to Community Development



## 13) Training & Onboarding

### **Orientation Module:**

Program overview, content guidelines, safety protocols, reporting, reimbursement.

### **Quick Guides:**

Weekly checklist, prohibited content, contact info.

## 14) Budget & Procurement Framework

Annual Budget: \$5,000 until FY 29.

5-year Budget not to exceed \$25,000.

Fabrication & installation: ~\$3,000 (2–3 LLs/year, depending on unit cost/vendor bids).

Books acquisition & sorting: ~\$1,200 (supplemented by donations).

Reimbursements to Adopters: ~\$600 (6 Adopters × \$100).

Outreach & materials (signage, QR stickers, training): ~\$400.

Yearly Budget after FY29 may be requested for upkeep and book acquisition if approved in yearly budget.

## 15) Equity & Accessibility

Site selection considers underserved areas, proximity to transit, parks, and schools.

Bilingual signage and materials (English/Spanish).

ADA-friendly approach surfaces and door handle heights were feasible.



### 16) Data Privacy

Collect only necessary personal data; store securely; limit access to program staff.

Public reporting uses LL ID, not Adopter personal info.

### 17) Performance & Evaluation Metrics

# of LLs installed per year.

# of books circulated/restocked (monthly).

and type of incidents resolved within time-period.

Adopter retention rate and satisfaction.

Community event participation and donation volume.

### 18) Termination & Reassignment

Causes: Non-compliance or repeated missed inspections, fraud, or safety issues.

Process: Notice of deficiency → 15 days corrective period → termination if unresolved.

Reassignment: City may reassign LLs to new Adopters as needed.



# CITY OF HUNTINGTON PARK

Community Development Department  
Health and Education Commission Agenda Report

December 8, 2025

Honorable Members of the Health and Education Commission  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Honorable Health and Education Commission:

## **BICYCLE & PEDESTRIAN SAFETY JANUARY EVENT**

### **IT IS RECOMMENDED THAT THE HEALTH AND EDUCATION COMMISSION:**

- i. Create Event Program
- ii. Set Budget and Timeline
- iii. Confirm Set Up and Required Supplies
- iv. Assign Roles and Responsibilities

### **BACKGROUND**

On July 14<sup>th</sup>, 2025, meeting the Commission approved to host the Bicycle & Pedestrian Safety event in January 2025. Event planning is required for event. In the November 10<sup>th</sup> Health and Education Commission received a presentation from Christian regarding the importance of promoting bike safety in the community. The city discussed working in collaboration with local organizations who have experience hosting similar events in the community, where the local organization takes lead in planning the event and the city takes lead in promoting the event.

The local organization should present to the Commission a program outline including what activities will take place and include maps of set-ups and routes if applicable. Commissioners will discuss a budget if the commission would like to purchase any items (snacks, merchandise, etc.). The organization will discuss all logistics. A discussion will take place of the plausibility of the event and potential risks to ensure a successful event. Please note that a special event permit or activity in public places permit may be required. Event may need to be pushed to a later date.

### **CONCLUSION**

Staff recommend Commissioners approve:

- i. The collaboration between the Health and Education Commission and a community organization to host the event
- ii. Allocate a budget if applicable for items that require purchasing.
- iii. Determine roles and responsibilities for the event.



## CITY OF HUNTINGTON PARK

### Community Development Department Health and Education Commission Agenda Report

Honorable Members of the Health and Education Commission  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Honorable Health and Education Commission:

#### **SPAY AND NEUTER PROGRAM**

#### **IT IS RECOMMENDED THAT THE HEALTH AND EDUCATION COMMISSION:**

- a. Review program guidelines for the Spay and Neuter Program, and;
- b. Deliberate and make recommendations for the Spay and Neuter Program, and;
- c. Recommend utilizing The Canine Condition Foundation to provide Spay and Neuter Services to the residents of the City.

#### **BACKGROUND**

On April 18<sup>th</sup>, 2024, the City of Huntington Park City Council Approved Resolution 2024-07 funding \$25,000, over a 5-year span, to recognize the importance of reducing the number of unsheltered animals and improving the health of pets within the jurisdiction of the city, while recognizing the importance of educating the residents. The funds shall be used to cover the costs associated with spaying and neutering procedures, outreach and education efforts, and program operations.

The Health & Education Commission's role in the implementation of the spay and neuter program is to review the guidelines, make recommendations to the city to adopt final policies and procedures, and recommend utilizing the Canine Condition Foundation to provide Spay and Neuter services to the residents of Huntington Park.

#### **CONCLUSION**

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

#### **ATTACHMENT(S)**

- A. Spay and Neuter Program Guidelines
- B. The Canine Condition Foundation Flyers



## SPAY & NEUTER PROGRAM

City of Huntington Park - Health & Education  
Commission

Version 2025.1  
Effective January 1, 2026



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### Purpose:

To promote pet safety and address pet overpopulation by providing financial assistance for spay and neuter procedures for pets owned by Huntington Park residents. The program will partner with qualified organizations offering low-cost services.

### Program Overview

The City has allocated \$25,000 over 5 years for this initiative.

Funds will be used to reimburse partner organizations for spay/neuter surgeries performed for eligible residents.

The Health & Education Commission will approve the program and the Community Development Department will administer the program.

### Policies:

#### **Eligibility:**

Pet owners must be residents of Huntington Park.

Proof of residency is required (valid California ID with Huntington Park address).

Assistance covers spay/neuter surgery only; additional services (vaccinations, microchipping) are not included.

### **Partner Organizations**

Must provide low-cost spay/neuter services.

Must agree to program guidelines and submit required documentation for reimbursement.



### Funding

Reimbursements will be made only for approved procedures.

Payments will be processed through the Community Development Department upon receipt of invoice and proper documentation.

### Procedures

#### **Step 1: Organization Enrollment**

- Organizations must submit quotes for services:
  - Cost per surgery (itemized if possible).
  - Contact information and service location.
- City reviews and approves participation.
- City will create Purchase order (Work may not begin till Purchase Order approved by Finance Department)

#### **Step 2: Resident Verification**

- Partner organization collects:
  - California ID showing Huntington Park address.
  - Pet owner's contact information.
- Organization confirms eligibility before scheduling surgery.

#### **Step 3: Service Delivery**

Organization performs spay/neuter procedures.

Provides pet owner with confirmation of service.



### Step 4: Reimbursement Process

- Organization submits:
  - Invoice to Community Development Department.
  - Invoice must include:
    - Date of procedures.
    - Type of Procedure.
    - Cost per surgery.
    - Total amount due.
  - Attachment with Reports
    - Number of Surgeries Funded
    - Pet Owner Contact Information and Address

City processes payment within standard accounts payable timelines.

## Program Guidelines

### Organizations must:

Clearly state cost per surgery upfront.

Collect and retain proof of residency for audit purposes.

Submit invoices monthly or quarterly (as agreed).

### City will:

Track total expenditures to ensure compliance with \$25,000 budget.

Maintain records for transparency and reporting.



### Events & Marketing

#### Event Coordination

Partner organizations are encouraged to host spay/neuter events throughout the year.

Events should be scheduled in collaboration with the Health & Education Commission for approval and support.

#### Marketing Materials

Organizations must create flyers that include:

- Program description.
- Eligibility requirements (Huntington Park residents only, proof of CA ID).
- Event details (date, time, location).
- Contact information for scheduling.

Flyers should be provided to the city for review before distribution.

#### City Communications

#### **The Communications Department will:**

- Publicize events through official City channels (website, social media, newsletters).
- Assist with outreach to ensure maximum resident participation.

#### Branding

All marketing materials should include:

- City of Huntington Park logo.
- Program name: "Huntington Park Spay & Neuter Assistance Program".



## Reporting & Accountability

### **Community Development Department will:**

- Monitor program usage.
- Provide annual report to Health & Education Commission:
  - Number of surgeries funded.
  - Total funds spent.
  - Remaining balance.
- Community Development Director reserves the right to make minor changes.



OUR POP UP  
SPAY NEUTER  
CLINIC IS READY  
FOR YOU



OUR VET TEAM  
CAN'T WAIT  
TO MEET YOU

# \$40 FEE

FEE INCLUDES SPAY/NEUTER,  
POST-OP PAIN MEDS, E-COLLAR,  
MICROCHIP, VACCINES,  
FLEA TICK PREVENTION

**HABLAMOS ESPAÑOL**

# SPAY/NEUTER YOUR DOG

SUNDAY NOV. 16, 2025

HOSTED BY:

OPEN TO  
RESIDENTS OF  
HUNTINGTON PARK  
LIMITED SPOTS  
AVAILABLE



ASSEMBLY MEMBER  
**José Luis Solache, Jr.**  
ASSEMBLY DISTRICT 62

**Pre-Registration  
is required to  
secure an appt  
on 11/16/2025.  
SCAN QR CODE  
TO APPLY**

**IF YOU GET A SPOT  
We will send you a  
TEXT Message  
w/ Location Details  
& to collect  
\$40 fee**



Scan Me To Apply

# THE CANINE CONDITION FOUNDATION

## POP UP SPAY NEUTER PROJECT



**Location Request:** We are searching for locations to set up Pop Up Spay/Neuter Clinic Scenarios in Los Angeles County to be able to increase the number of family owned dogs we can provide Free & Low-Cost Spay & Neuter surgeries for. We can use multipurpose rooms, classrooms, YMCAs, recreation rooms & indoor spaces where we can set up all of our medical equipment and dog crates for animal recovery space. We need to secure a location in one of the following cities: Bell Gardens, Huntington Park, Maywood, Lynwood, Paramount, Long Beach, South Gate. We will consider locations in any underserved community that needs assistance.

### Purpose:

Families with dogs in underserved communities need access to affordable spay/neuter in Los Angeles California. We are making this happen and looking to maximize our reach.

### Project Goals:

- Reduce shelter intake & euthanasia through prevention of accidental & unwanted litters.
- Provide affordable or free vaccines and microchips on the day of spay/neuter surgeries.
- Educate communities on responsible pet ownership and the importance of sterilization.

Clinic days allow us to exponentially increase the number of dogs we can provide services for. We need a space large enough to set up clinic equipment in one room and dog crates in another room to service 25-30 dogs per clinic day. We need access to electricity as well as bathrooms for the staff and easy parking. We arrive at 8am for set up and depart by 4:00pm after clean up.

### Impact of Your Participation:

- Enable more spay/neuter surgeries per year in high-need areas
- Prevent thousands of unwanted litters
- Directly reduce the number of animals entering city and county shelters
- Support Spanish speaking communities
- An opportunity to educate pet families

The space will be used safely and responsibly by our team of experienced and bilingual animal welfare volunteers and a veterinary team.

This includes:

1-2 Veterinarian, 2RVT, 3 assistant vet techs per spay neuter clinic day and 8-12 volunteers.  
We cover Spay and Neuter Surgeries, Microchips and Vaccines for family owned dogs.

All pet parents wait outside and are ready to pick up their pets right after surgery.

### Why Collaborate With Us:

- Proven track record of high-volume spay/neuter & community impact. See our social media.
- Trusted relationships with veterinary professionals, volunteers, and local city officials.
- Immediate and measurable impact in areas where animals and families need it most.

We are working with trusted veterinarians who will service our Spay Neuter Clinic Days:

Dr. Carin Ferdowsian -  
Oaks Vet Urgent Care

Dr. Shannon Khodadad -  
Sherman Oaks Vet Group

Dr. Joey Vasquez -  
N. Figueroa Animal Hosp

[www.thecaninecondition.org](http://www.thecaninecondition.org)



**Let's keep  
more Dogs in  
their homes,  
off the streets  
and out of  
shelters**



# CITY OF HUNTINGTON PARK

Community Development Department  
Health and Education Commission Agenda Report

December 8, 2025

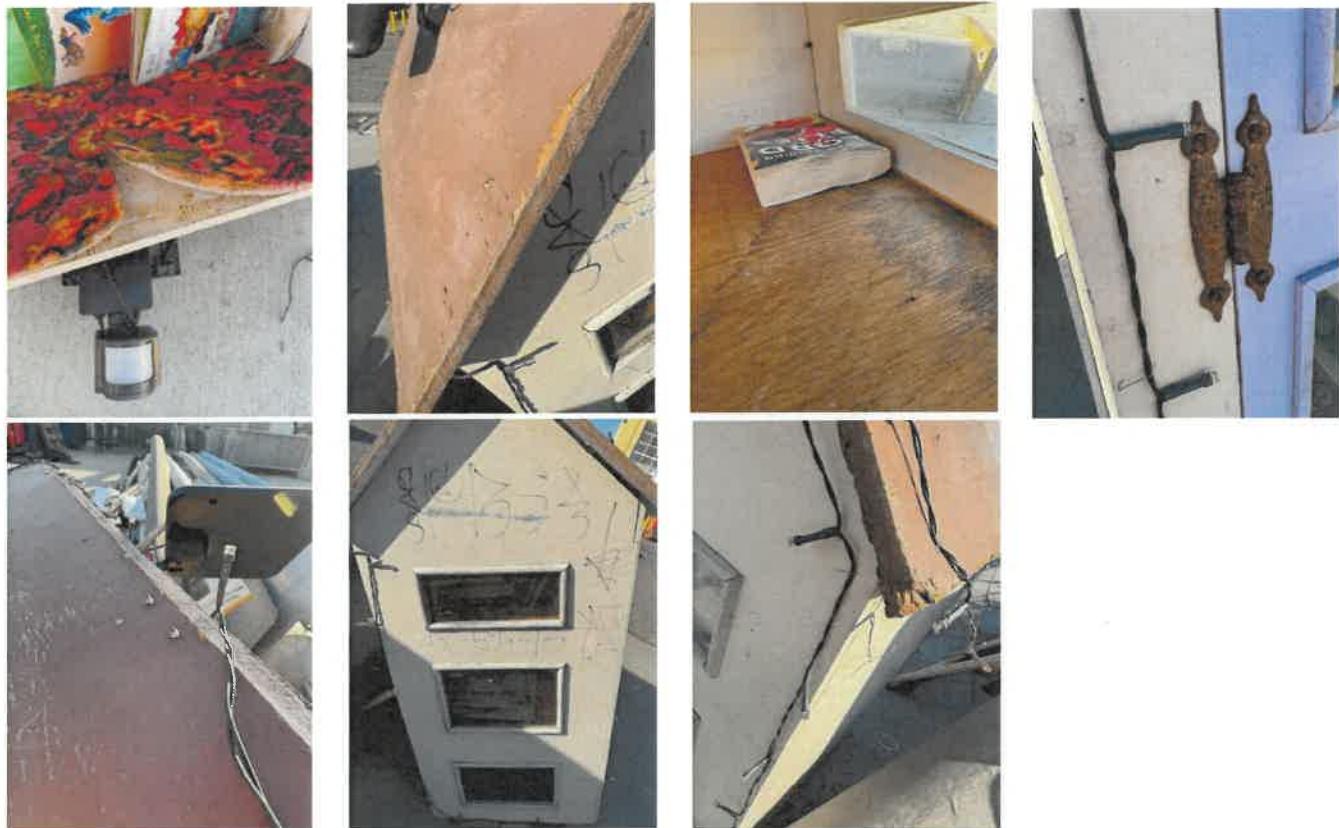
Honorable Members of the Health and Education Commission  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Honorable Health and Education Commission:

## **VETERAN'S PARK UNPERMITTED LITTLE LIBRARY UPDATE**

### **BACKGROUND**

An unpermitted little library was reported on Veteran's Park. After library was inspected it was found to be unstable and a liability to the city. Library was removed and taken to the Public Works Yard to determine the salvageability of the library. After reviewing the library was found to have chipping paint, vandalism, exposed nails, food chips, lifted carpet, water damage, rusty hinges, and unbalanced center. City has determined that little library cannot be salvaged and will safely dispose of the library.





# CITY OF HUNTINGTON PARK

Community Development Department  
Health and Education Commission Agenda Report

December 8, 2025

Honorable Members of the Health and Education Commission  
City of Huntington Park  
6550 Miles Avenue  
Huntington Park, CA 90255

Honorable Health and Education Commission:

## **HEALTH AND EDUCATION BANNER**

### **IT IS RECOMMENDED THAT THE HEALTH AND EDUCATION COMMISSION:**

- I. Review the designs and quotes for banners provided by staff.
- II. Approve the purchase of banner.

## **BACKGROUND**

The Health and Education Commissions requested to receive quotes and designs for banners. Staff reached out to local sign vendors and received the following information:

Vinyl banners:

Material 14 oz vinyl,

Optional double stitching and grommets (at not additional cost)

2'x5' \$40 each

3x6 \$72 each

4x10 \$160 each.

Pop up retractable stands:

Materials: With fabric, vinyl or plastic banner

(recommend fabric since it stretches better and no glare)

Price \$225 each.

## **CONCLUSION**

Staff recommend that the Commission:

- I. Review the designs and quotes for banners provided by staff.
- II. Approve the purchase of banner



**CITY OF HUNTINGTON PARK**  
Community Development Department  
Health and Education Commission Agenda Report

 **HEALTH & EDUCATION**  
**COMMISSION**

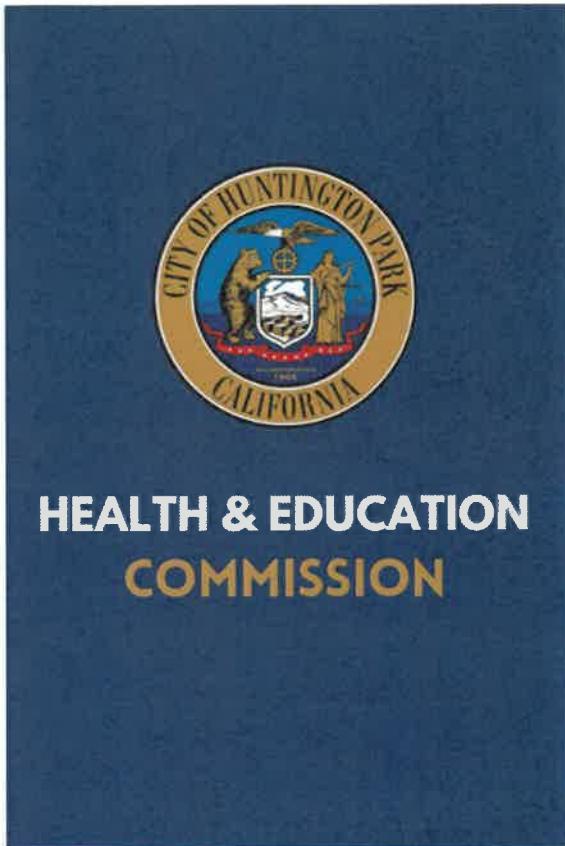
 **HEALTH & EDUCATION**  
**COMMISSION**

 **HEALTH & EDUCATION**  
**COMMISSION**



# CITY OF HUNTINGTON PARK

Community Development Department  
Health and Education Commission Agenda Report



**HEALTH & EDUCATION  
COMMISSION**