

CITY OF HUNTINGTON PARK

City Council Agenda Monday, November 4, 2013

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

Mario Gomez
Mayor

Rosa E. Perez
Vice Mayor

Ofelia Hernandez
Council Member



Karina Macias
Council Member

Valentin Palos Amezcuita
Council Member

All agenda items and reports are available for review in the City Clerk's Office and www.huntingtonpark.org. 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.

Public Comment

The Council encourages all residents of the City and interested people to attend and participate in the meetings of the City Council.

Prior to the business portion of the agenda, the City Council and all other agencies meeting on such date will convene to receive public comments regarding any agenda items or matters within the jurisdiction of such governing bodies. This is the only opportunity for public input except for scheduled public hearing items. The Mayor or Chairperson will separately call for testimony at the time of each public hearing. If you wish to address the Council, please complete the speaker card that is provided at the entrance to the Council Chambers and place it in the box at the podium. When called upon by the Mayor or Mayor's designee, each person addressing the Council shall step up to the microphone and state his/her name or organization he/she represents for the record. Each speaker will be limited to three minutes per Huntington Park Municipal Code 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. 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

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.

Consent Calendar

All matters listed under the Consent Calendar are considered to be routine and will all be enacted by one motion. The City Council Members have received detailed staff reports on each of the items recommending an action. 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.

Important Notice

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

PLEASE SILENCE ALL PAGERS, CELL PHONES AND OTHER ELECTRONIC EQUIPMENT WHILE COUNCIL IS IN SESSION.

Thank you.

1. INVOCATION

2. FLAG SALUTE:

Adrian Amaya and Vanessa Motolinia, 5th grade students from Miles Avenue Elementary School.

- 3. ROLL CALL:** Mayor Mario Gomez
Vice Mayor Rosa E. Perez
Council Member Ofelia Hernandez
Council Member Valentin Palos Amezcuita
Council Member Karina Macias

4. PRESENTATIONS

- 4.1 Presentation to student who led the flag salute: Adrian Amaya and Vanessa Motolinia.**
- 4.2 Proclamation designating the week of November 4 through 8, 2013, as Key Club Week.**
- 4.3 Presentation of a Certificate of Recognition to Alejandra Ceja for being appointed by President Barack Obama as the Director of the White House Initiative on Education.**
- 4.4 Presentation of Certificates of Recognition to the Huntington Park Unified Soccer Team for winning 1st place at the Los Angeles Unified School District Special Olympics Unified Sports Program on October 30, 2013.**
- 4.5 Presentation by the League of California Cities regarding legislation and LA Division's upcoming projects.**
- 4.6 Presentation of the 1st Annual City of Huntington Park Gran Prix Bicycle Race held October 19, 2013.**

5. PUBLIC COMMENTS

Each speaker will be limited to three minutes per Huntington Park Municipal Code Section 2-1.207.

6. CONSENT CALENDAR

OFFICE OF THE CITY CLERK

- 6.1 Approve minutes of the following City Council meeting:
- 6.1-1 Regular meeting held Monday, October 21, 2013
- 6.2 Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

FINANCE DEPARTMENT

- 6.3 Approve Accounts Payable and Payroll Warrants dated November 4, 2013.
- 6.4 **Proposition A Discretionary Incentive Grant Program Memorandum of Understanding for Collecting and Reporting Data for the National Transit Database for Report Year 2011.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve Proposition A Discretionary Incentive Grant Program Memorandum of Understanding for Collecting and Reporting Data for the National Transit Database for Report Year 2011.

END OF CONSENT CALENDAR

7. HEARING

- 7.1 **Ordinance amending Title 9, Chapter 3, Article 17 of the Huntington Park Municipal Code relating to Publicly Visible Art.**

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Open the public hearing to receive any comments.
2. Close the public hearing and consider all public testimony including staff's analysis.
3. Approve the first reading Ordinance No. 913-NS amending Article 17 of Title 9, Chapter 3 of the Huntington Park Municipal Code regarding the procedures and standards for Publicly Visible Art throughout the City of Huntington Park.

8. REGULAR AGENDA

POLICE DEPARTMENT

8.1 2013-2014 SAFETREC Sobriety Checkpoint Grant Project Agreement.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Approve the 2013-2014 SAFETREC Sobriety Checkpoint Grant project agreement with the University of California, Safe Transportation Research and Education Center.

PUBLIC WORKS DEPARTMENT

8.2 City-wide Light Emitting Diode (LED) Streetlight Retrofit and Upgrade Project.

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Adopt Resolution No. 2013-45 approving the City-wide Light Emitting Diode (LED) Streetlight Retrofit and Upgrade Project funded with the 2009-2010 Appropriation of the State of California Proposition 1B funds.
2. Reject all bids received in response to the Request for Bids (RFB-2013-001) that was due and publicly opened at the City Clerk's office on June 4, 2013 at 12:00 pm.
3. Authorize the City Manager to execute all California Department of Finance documents required to reprogram the Proposition 1B funds.
4. Authorize the City Manager to advertise the Request(s) for Bids necessary to complete the project.

8.3 Request for Proposals for a Solid Waste Franchise Agreement for Commercial and Residential Refuse Collection Services

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Review and approve the attached business points related to a proposed Request for Proposals (RFP) for a solid waste franchise agreement for commercial and residential services.
2. Provide comments and direction to staff related to business points to be included in the RFP.

8. REGULAR AGENDA – (Continued)

3. Authorize the City Manager to advertise a Request for Proposals for a solid waste franchise agreement based on the approved business points, including City Council comments and direction.

9. CITY MANAGER'S AGENDA

9.1 Adopt resolutions to adopt class specifications

RECOMMENDATION OF ITEM UNDER CONSIDERATION:

1. Resolution No. 2013-46 approving and adopting new class specifications for the position of Permit Technician.
2. Resolution No. 2013-47 repealing Resolution No. 4871 and adopting new class specifications for the position of Building Inspector.
3. Resolution No. 2013-48 repealing Resolution No. 4791 and adopting new class specifications for the position of Building Official.
4. Resolution No. 2013-49 repealing Resolution No. 82-25 and adopting new class specifications for the position of Public Works Superintendent.
5. Resolution No. 2013-50 approving and adopting new class specifications for the position of City Attorney.
6. Resolution No. 2013-51 approving and adopting new class specifications for the position of Senior Deputy City Clerk.

- 9.2 Receive and file a status report by Oldtimers Foundation regarding the Combi Bus Service.

10. CITY ATTORNEY'S AGENDA

11. WRITTEN COMMUNICATIONS

12. COUNCIL COMMUNICATIONS

12.1 Mayor Mario Gomez

12.2 Vice Mayor Rosa E. Perez

12.2-1 Discussion and/or action to form a task force to discuss health issues in the community.

12.3 Council Member Ofelia Hernandez

12.3-1 Discussion and/or action regarding recycling facilities in the City of Huntington Park.

12.4 Council Member Valentin Palos Amezcuita

12.5 Council Member Karina Macias

13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation pursuant to paragraph (2) or (3) of Subdivision (d) of Section 54956.9: (3)

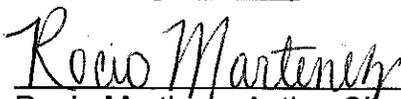
13.2 Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9, CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Name of Case: Water Replenishment District of Southern California vs. City of Huntington Park, Case No. BC512581

14. ADJOURNMENT

**NEXT REGULAR MEETING OF THE
CITY OF HUNTINGTON PARK CITY COUNCIL
MONDAY, NOVEMBER 18, 2013 at 6:00 p.m.**

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on October 31, 2013 on the bulletin board outside City Hall and available at www.huntingtonpark.org



Rocio Martinez, Acting City Clerk



Adding
SEATS
at the
TABLE

Alejandra Ceja '96 often meets inside the White House as part of her new role with the Department of Education.

MSMC alum Alejandra Ceja '96 begins a new mission as director of the White House Initiative on Educational Excellence for Hispanics

By Phillip Jordan

Sink or swim.

It wasn't a question as much as it was an ultimatum that Alejandra Ceja '96 gave herself. She had earned a position in Washington, D.C., working in the White House Office of Management and Budget (OMB) less than three years after graduating from Mount St. Mary's. But with great opportunity came great pressure.

"I was scared," Ceja says. "That was my first big job and my confidence wasn't as high. It was intimidating being surrounded by all these Ivy Leaguers, people who were cultured and traveled, all these things that I wasn't."

Sink or swim.

"I just kept swimming," she says. "I realized it doesn't matter where you come from or who you are. You just have to get to the point where you *believe* that you deserve a seat at the table."

Today, Ceja's goal is to pull more seats up to that proverbial table. This spring, she was appointed director of the White House Initiative on Educational Excellence for Hispanics.

Ceja and her team are tasked with improving Hispanics' educational opportunities and achieving results. Hispanics make up the largest and fastest-growing minority group in the country, yet have the lowest education attainment levels of any U.S. group.

"Earlier in my career, I intentionally chose broader community issues to work on," she says. "I didn't want to be the Latina expert in the room simply because I was Latina. I didn't want people to fit me into this one neat little box."

"But now I'm older, I have well-rounded experience and I'm ready for this challenge. So if people want to put me in that box, go ahead. I'm ready for it now."

NEW WORLDS

Ceja's parents immigrated from Michoacán, Mexico, to Huntington Park, Calif., in the 1970s. Her father was a butcher. Her mother raised five children. A single motivation impelled their move to the United States: access to quality education.

For Ceja, her bachelor's degree in political science from the Mount was a springboard to internships in Washington, D.C., and jobs within the White House, U.S. Congress and Department of Education. During Ceja's freshman year at the Mount, she took a leadership class led by the late Cheryl Mabey-Ruebensaal '69, founder of the College's Women's Leadership program. "I felt for the first time there was somebody truly seeking to get the best out of me," Ceja says. "She really honed in on my potential, and wouldn't let me off the hook."

Ceja became a Student Ambassador, president of Latinas Unidas and an AmeriCorps participant, working on community beautification projects, teaching English and mentoring high school students. Years later, as a senior budget and appropriations advisor for the House Committee on Education and Labor, she would help draft legislation in support of the 2009 Serve America Act — which substantially increased AmeriCorps' funding.

Before her senior year, Ceja was accepted to a Women in Public Policy summer seminar with the Public Leadership Education Network (PLEN) in D.C. The only thing preventing her participation was the seminar's expense. Mabey-Ruebensaal told Ceja that she'd found a way to get the fees waived. "I found out later," Ceja says, "that the 'waiver' was really her paying the cost for me to go. All these opportunities I've had since are a testament to Dr. Mabey and her leadership program."

The PLEN experience opened a new world. "I'd never really even left L.A. before," Ceja says. "It was exciting to be around so many powerful women and to be exposed to D.C. and the possibilities there. As soon as I got home, I told my family I'd be going back!"



Photo: Vanciar & Pimentel/eda

Alejandra Ceja '96 visits the Chalon Campus a week after her appointment as director of the White House Initiative on Educational Excellence for Hispanics.

And she did, completing fellowships, working at the OMB, advising in Congress and eventually becoming chief of staff to U.S. Under Secretary of Education Martha Kanter before ascending to her current position.

A NEW GOAL

Ceja's White House Initiative is based inside the Lyndon Baines Johnson Department of Education Building. The back of the structure faces the National Mall's museums, monuments and tourists. Off to the east, the Capitol Dome rises above the city's stunted skyline. To the northwest, just out of view, sits the White House, where Ceja often meets with her counterparts.

Her square, modest office is brightened with artwork by her California-based nieces and nephews. Above Ceja's desk hangs a framed copy of the Serve America Act. It is signed by Rep. George Miller (D-Calif.), who inscribed: "Thanks for all your great work to get this passed into law."

She has spent much of her summer planning a "Latinos in Action" quarterly town hall series. Ceja envisions the town halls as "national conversations on education issues critical to Latinos." Her team can then take those issues to the philanthropic community, seeking partnerships with foundations, businesses and nonprofits that can help to

bridge those persistent educational gaps for Latinos.

"It's kind of like you're running a nonprofit at the federal government," she says. "You're this important-sounding White House Initiative but you've got somewhat limited resources. You have to wear a lot of different hats. I love it because it forces you to be creative and maximize the assets you do have."

Fifteen years after arriving in D.C., Ceja still encounters moments that make her pinch herself, just to confirm it's all real. One of those moments came recently when Ceja attended a dinner reception at the United States Supreme Court. There, she shared a table with Associate Justice Sonia Sotomayor.

"Getting the chance to speak with her reinforced why I'm doing this," Ceja says. "It was so amazing to meet this woman who is representing the Latino community in such a positive way. She embodies the idea that, yes, you *can* be a Supreme Court justice and be a Latina woman from the Bronx!

"Meeting her made me think of my nieces back home and how I want them to see and hear stories like hers. I'll never take those moments of inspiration for granted."

Moments born, she knows, from having a seat at the table. ♣

Minutes of the regular meeting of the City Council of the City of Huntington Park held Monday, October 21, 2013.

Following the Invocation, the Pledge of Allegiance to the Flag was led by Gregory Gomez-Roosinisalda, 7th grade student at Aspire Ollin University Preparatory Academy. The meeting was called to order in the Council Chambers at 6:00 p.m. by Mayor Gomez. Present: Council Member Valentin Palos Amezcuita, Vice Mayor Rosa E. Perez, Council Member Ofelia Hernandez, Council Member Karina Macias, and Mayor Mario Gomez; Absent: None.

Mayor Gomez and City Council presented a Certificate of Appreciation to Gregory Gomez-Roosinisalda for leading the flag salute at the City Council meeting October 21, 2013.

Mayor Gomez and City Council read a biography and presented Plaques in Recognition of National Immigrants Day to the following individuals who immigrated to the United States of America: 1) Ricardo Gastelum (nominated by Council Member Macias); 2) Elba Guerrero (nominated by Vice Mayor Perez); 3) Dr. Alberto Alonso (nominated by Council Member Hernandez); and 4) Claude Bilodeau (nominated by Mayor Gomez).

Mayor Gomez recessed the City Council meeting for a reception at 6:25 p.m. and the meeting resumed at 6:45 p.m.

Mayor Gomez opened oral communications, indicating that this was the time for anyone in the audience to address the City Council on any matter of City business.

Linda Caraballo congratulated immigrants nominated for National Immigrants Day and Nick Ioannidis for being the founder of said day. Ms. Caraballo addressed concerns to City Council regarding the City's position with the Water Replenishment District (WRD) in regards to water. Ms. Caraballo urged City Council to pay the City's water bill.

Edmundo Perez addressed concerns to City Council regarding the City's finances, bonds and City records, including a recent transaction conducted by the Successor Agency.

Rodolfo Cruz addressed concerns to City Council regarding property taxes and inquired about entities associated with Huntington Park 607 in connection with the sale of a building.

Jacqueline Ornelas, representing American Cancer Society Southeast Cities Relay for Life, thanked City Council and the City's administration for assisting with the annual Relay for Life event and presented City Council with a plaque of appreciation.

Yvonne Correa addressed concerns regarding comments made during public appearances by the same individuals for over a year. Ms. Correa encouraged said individuals to report their concerns to the District Attorney if they believe that the City is doing anything wrong.

Andy Molina, former Mayor of the City of Huntington Park, invited City Council to attend the annual Southeast Churches Service C.O.S.E.C.H.A. (Combined Southeast Care for the Hungry Alliance) Harvest Ball on November 12, 2013 at Leonardo's Restaurant and distributed invitations. Mr. Molina addressed concerns regarding the growing population of homeless individuals and needy families in the community. Claude Bilodeau informed City Council that the Coordinating Council is going to have a turkey drive on November 26, 2013 at the Community Center and Christmas toy drive on December 21, 2013. Leticia Martinez, representing the Coordinating Council, briefed City Council regarding the non-

profit organizations and entities that comprise the Coordinating Council.

Mayor Gomez called for any other oral communications, and hearing none, declared oral communications closed.

Motion by Perez, seconded by Hernandez, to approve the Consent Calendar, carried as follows: Ayes: Council Member Amezcua, Vice Mayor Perez, Council Members Hernandez, Macias, and Mayor Gomez; Noes: None; Absent: None.

6. CONSENT CALENDAR

OFFICE OF THE CITY CLERK

6.1 Approve minutes of the following City Council meetings:

6.1-1 Special meeting held Tuesday, September 24, 2013

6.1-2 Regular meeting held Monday, October 7, 2013

6.2 Approve the reading by title of all ordinances and resolutions. Said titles which appear on the public agenda shall be determined to have been read by title and further reading waived.

FINANCE DEPARTMENT

6.3 Approve Accounts Payable and Payroll Warrants dated October 21, 2013.

END OF CONSENT CALENDAR

7. REGULAR AGENDA

8. CITY MANAGER'S AGENDA

Update by California Consulting LLC regarding pending and upcoming grants available to the City of Huntington Park.

8.1 **Discussion and/or action regarding The Greater Huntington Park Area Chamber of Commerce 63rd Annual Huntington Park Christmas Parade to be held Saturday, November 23, 2013.** Leticia Martinez, Executive Director/CEO of The Greater Huntington Park Area Chamber of Commerce, briefed City Council regarding their financial hardship and asked City Council for assistance in presenting this event. Ms. Martinez announced that the Chamber's board of directors is in attendance to support the event and introduced Teresa Bagues, Co-President of The Greater Huntington Park Area Chamber of Commerce. Ms. Bagues informed City Council of the importance of having the Christmas Parade and asked City Council for financial assistance to pay for fees associated with the event. Motion by Amezcua, seconded by Hernandez, to **approve additional funding assistance in the amount of \$25,000 totaling \$50,000 to The Greater Huntington Park Area Chamber of Commerce for the presentation the 63rd Annual Huntington Park Christmas Parade on Saturday, November 23, 2013**, carried as follows: Ayes: Council Member Amezcua, Vice Mayor Perez, Council Members Hernandez, Macias, and Mayor Gomez; Noes: None; Absent: None.

Video of the City's 1st Annual Gran Prix Bicycle Race held October 19, 2013.

9. CITY ATTORNEY'S AGENDA

10. WRITTEN COMMUNICATIONS

11. COUNCIL COMMUNICATIONS

11.1 Mayor Mario Gomez

11.2 Vice Mayor Rosa E. Perez

11.3 Council Member Ofelia Hernandez

11.4 Council Member Valentin Palos Amezcuita

11.4-1 Discussion and/or action regarding appointment of an Ad-Hoc Committee to review new contracts for city services.
Following a discussion, no action was taken.

11.5 Council Member Karina Macias

Interim City Attorney Litfin called for public appearances and requested the City Council resolve into a **closed session** for the following:

12. CLOSED SESSION

12.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, Significant exposure to litigation pursuant to California Government Code Subdivision (b) of Section 54956.9: (2)

Mayor Gomez declared the meeting resolved into closed session to be held immediately in the adjoining conference room at 8:06 p.m.

Following the closed session, the meeting was called to order in the Council Chambers at 9:10 p.m. Present: Council Member Valentin Palos Amezcuita, Vice Mayor Rosa E. Perez, Council Member Ofelia Hernandez, Council Member Karina Macias, and Mayor Mario Gomez; Absent: None.

Interim City Attorney Litfin reported out that there was no reportable action taken in closed session.

Mayor Gomez declared the meeting adjourned at 9:11 p.m.

Mario Gomez, Mayor

Rocio Martinez, Acting City Clerk

CITY OF HUNTINGTON PARK

Date: 10/31/2013

Demand Register

11/4/2013

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid YIN
3M	SS31142	230-7010-421.74-10	SPIKEPLET CAMERAS	81,171.26	N
				81,171.26	
ADAMSON POLICE PRODUCTS	INV117010	741-8060-431.43-20	WHITE LED DOMELIGHT	65.39	N
				65.39	
ADMIN SURE	6330	745-9030-413.33-70	NOV 13 WORKER COMP CLAIM	7,080.40	N
				7,080.40	
ADVANCED INC	14597	111-7010-421.56-41	OCT 13 JANITORIAL SERVICE	160.00	N
	14591	111-6022-451.56-41	OCT 13 JANITORIAL SRVCS	5,326.16	N
	14591	111-7020-421.56-41	OCT 13 JANITORIAL SRVCS	3,675.44	N
	14591	111-8022-419.56-41	OCT 13 JANITORIAL SRVCS	2,107.97	N
	14593	111-8020-431.56-41	OCT 13 JANITORIAL SRVCS	341.28	N
				11,610.85	
AED BRANDS	33550	111-7010-421.61-20	CARDIAC SCIENCE AED PADS	399.50	N
	33549	111-7010-421.61-20	CARDIAC AED BATTERY	1,400.00	N
				1,799.50	
AFSCME COUNCIL 36	PPE 10/27/2013	802-0000-217.60-10	AFSCME DUES	777.60	Y
				777.60	
ALL CITY MANAGEMENT SERVICES	32682	111-7022-421.56-41	SCHOOL CROSSING SERVICES	5,141.47	N
				5,141.47	
ALVAKA NETWORKS	151100NP	111-7010-421.56-41	NETWORK ENGINEER SERVICES	6,612.50	N
	151043SA	111-7010-421.56-41	ONSITE NETWORK SERVICES	1,147.50	N
				7,760.00	

6.3

CITY OF HUNTINGTON PARK

Date: 10/31/2013

Demand Register

11/4/2013

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
AMERI PRIDE UNIFORM SERVICES INC	1400675450	111-8020-431.16-20	LAUNDRY/RENTAL SERVICES	113.21	N
	1400669816	111-8020-431.16-20	LAUNDRY/RENTAL SERVICES	113.21	N
	1400675450	741-8060-431.61-20	LAUNDRY/RENTAL SERVICES	23.00	N
	1400669816	741-8060-431.61-20	LAUNDRY/RENTAL SERVICES	23.00	N
				272.42	
AMERICAN FAMILY LIFE ASSURANCE	PPE 10/27/2013	802-0000-217.50-40	CANCER INSURANCE	117.64	Y
				117.64	
ARROWHEAD MOUNTAIN SPRING WATER CO.	03J0030225171	111-3010-415.61-20	9/30-10/12/13 WATER DLVR	29.26	N
				29.26	
AT&T	4770751	111-9010-419.53-10	Acct # 323-562-3128-044	91.13	N
	4770752	111-9010-419.53-10	Acct # 323-562-3633-687	31.00	N
	4770753	111-9010-419.53-10	Acct # 323-583-0593-325	14.88	N
	4770756	111-9010-419.53-10	Acct # 323-583-8419-053	25.52	N
	4771594	111-9010-419.53-10	Acct # 323-583-8991-035	91.13	N
	4752746	111-9010-419.53-10	Acct # 323-584-8719-427	31.00	N
	4770757	111-9010-419.53-10	Acct # 323-585-9359-921	30.92	N
	4770759	111-9010-419.53-10	Acct # 323-587-2716-694	16.14	N
	4752751	111-9010-419.53-10	Acct # 323-587-5410-365	8.55	N
	4756587	111-9010-419.53-10	Acct # 323-588-2657-606	28.13	N
	4756589	111-9010-419.53-10	Acct # 323-588-4577-827	30.19	N
	4756590	111-9010-419.53-10	Acct # 323-588-4997-398	24.20	N
	4770761	111-9010-419.53-10	Acct # 323-589-5717-677	16.14	N
	4771091	111-7010-421.53-10	Acct # 323-277-9548-467	195.00	N
	4770755	111-7010-421.53-10	Acct # 323-583-5688-180	16.14	N
	4752747	111-7010-421.53-10	Acct # 323-587-1150-862	16.87	N
	4752750	111-7010-421.53-10	Acct # 323-587-5211-498	295.94	N

CITY OF HUNTINGTON PARK

Date: 10/31/2013

Demand Register

11/4/2013

Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
AT&T	4770760	111-7010-421.53-10	Acct # 323-588-5892-232	16.61	N
				979.49	
AT&T MOBILITY	X10142013	111-7010-421.53-10	Acct # 832433777	1,789.73	N
	X10142013	111-9010-419.53-10	Acct # 832433777	1,130.47	N
	X10142013	111-7010-421.53-10	Acct # 830678858	181.16	N
	X10142013	111-7010-421.53-10	Acct # 870062392	799.50	N
	X10142013	111-7010-421.53-10	Acct # 993625860	3,566.45	N
	X10142013	111-7010-421.53-10	Acct # 287025492208	308.76	N
				7,776.07	
AT&T PAYMENT CENTER	9/7-10/6/2013	111-7010-421.53-10	Acct # 065-101-2843-7813	296.94	N
	9/7-10/6/2013	111-7010-421.53-10	Acct # 335-266-3215-8205	63.97	N
	10/7-11/6/2013	111-9010-419.53-10	Acct # 337-841-4284-3333	31.65	N
	10/7-11/6/2013	111-9010-419.53-10	Acct # 337-841-4285-3332	31.65	N
	10/7-11/6/2013	111-9010-419.53-10	Acct # 337-841-4286-3331	31.65	N
	10/7-11/6/2013	111-9010-419.53-10	Acct # 337-841-4287-3330	31.65	N
	10/7-11/6/2013	111-9010-419.53-10	Acct # 337-841-4288-3339	96.29	N
	10/7-11/6/2013	111-9010-419.53-10	Acct # 337-841-4289-3338	88.59	N
	10/7-11/6/2013	111-9010-419.53-10	Acct # 337-841-4292-3333	78.09	N
				750.48	
ATKINSON, ANDELSON, LOYA, RUUD &	436434	111-0220-411.32-10	AUG 13 LEGAL SERVICES	4,666.38	N
	438973	111-0220-411.32-10	SEP 13 GEN LEGAL SERVICES	1,529.09	N
				6,195.47	
BENEFIT ADMINISTRATION CORPORATION	6024961-IN	111-0230-413.56-41	SEP 13 ADMIN FEES	50.00	N
				50.00	

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BG PRINTING	24862	286-8050-432.54-00	ILLEGAL DUMPING POSTERS	501.40	N
				501.40	
BLANCA HUERTA	44311	111-0000-347.50-00	REFUND- PIANO CLASS	25.00	N
				25.00	
BRINK'S INC.	2441640370	231-3024-415.33-10	OCT 13 BANK COURIER SRVCS	89.66	N
	2441640370	111-3010-415.33-10	OCT 13 BANK COURIER SRVCS	179.32	N
	2441640370	681-3022-415.33-10	OCT 13 BANK COURIER SRVCS	179.32	N
				448.30	
BUENA PARK HONDA	346020	741-8060-431.43-20	LATCH, SPRING UNIT 218	13.56	N
				13.56	
CALIFORNIA ASSOCIATION OF CODE	61526625	239-7055-424.59-10	REGISTRATION E. MENDEZ	50.00	N
				50.00	
CALIFORNIA CONSULTING	AUGUST 2013	111-0210-413.56-41	CONSULTING SERVICES	4,035.00	N
				4,035.00	
CALPERS	1221	746-0213-413.52-30	NOV 13 HEALTH PREMIUM	162,671.36	N
	1221	217-0230-413.28-00	NOV 13 HEALTH PREMIUM	108,112.23	N
	1221	217-0230-413.56-41	NOV 13 ADMIN FEE	461.56	N
	1221	746-0213-413.56-41	NOV 13 ADMIN FEE	461.56	N
				271,706.71	
CANON	13176889	111-3011-419.43-05	NOV 13 COPIER LEASE PYMNT	332.02	N
	13176889	681-3022-415.43-05	NOV 13 COPIER LEASE PYMNT	332.02	N
				664.04	

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CARLOS A. RODRIGUEZ	9/9/2013	111-7010-421.59-10	REGISTRATION REIMBURSE	35.00	N
	11/23-11/26/13	111-7010-421.59-20	PER DIEM	200.00	N
				235.00	
CARMEN TOFOYA	43307	111-0000-228.20-00	REFUND- FACILITY DEPOSIT	150.00	N
				150.00	
CELL BUSINESS EQUIPMENT	IN1541664	111-7010-421.44-10	TONER	20.18	N
				20.18	
CHRISTIANSEN AMUSEMENTS	0964	681-0000-228.30-00	FIRE HYDRANT METER RENTAL	1,000.00	N
				1,000.00	
CHRISTOPHER WASIK	11/12-11/15/13	111-7010-421.59-20	PER DIEM	175.00	N
	11/12-11/15/13	111-7010-421.59-20	REGISTRATION REIMBURSE	110.00	N
				285.00	
CITY OF HUNTINGTON PARK - DENTAL	PPE 10/27/2013	746-0000-217.50-20	CITY OF HP-DENTAL	84.48	N
	PPE 10/27/2013	746-0000-217.50-20	CITY OF HP-DENTAL	1,565.08	N
				1,649.56	
CITY OF HUNTINGTON PARK FLEXIBLE	PPE 10/27/2013	802-0000-217.30-30	SECTION 125	287.49	Y
				287.49	
CITY OF HUNTINGTON PARK GEA	PPE 10/27/2013	802-0000-217.60-10	PRE-PAID LEGAL SERVICES	164.50	Y
				164.50	
CITY OF HUNTINGTON PARK- HEALTH	PPE 10/27/2013	746-0000-217.50-10	CITY OF HP-HEALTH	1,612.13	N

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				1,612.13	
CITY OF IRVINE	910052	111-6010-451.64-00	BROCHURE EXCHANGE EVENT	30.00	N
				30.00	
CLIFFORD LOHNER	11/12-11/15/13	111-7045-421.59-10	PER DIEM	175.00	N
	11/12-11/15/13	111-7045-421.59-10	REGISTRATION REIMBURSE	110.00	N
				285.00	
CLINICAL LAB OF SAN BERNARDINO, INC	931314	681-8030-461.56-41	SEP 13 WATER SAMPLE TEST	1,351.00	N
				1,351.00	
COLONIAL SUPPLEMENTAL INSURANCE	PPE 10/27/2013	802-0000-217.50-40	SUPPLEMENTAL INSURANCE	2,272.29	Y
				2,272.29	
COMSERCO, INC.	66224	111-7010-421.61-20	SERVICE LABOR UNIT # 2268	95.00	N
	66226	111-7010-421.61-20	SERVICE LABOR UNIT # 2220	168.92	N
	66227	111-7010-421.61-20	SERVICE LABOR UNIT # 2233	168.92	N
				432.84	
CONSOLIDATED OFFICE SYSTEMS	27451	111-7040-421.61-31	MANILA TAB FOLDERS	916.80	N
	27452	111-7040-421.61-31	MANILA TAB FOLDERS	916.80	N
				1,833.60	
CYCLE SAFE, INC.	3086	334-4010-431.73-10	60 DECORATIVE BIKE RACKS	8,835.00	Y
				8,835.00	
DATAFONE COMMUNICATIONS	21922	111-9010-419.61-20	24 BUTTTON SPEAKERPHONES	120.97	N
	21922	111-9010-419.53-10	PHONE PROFESSIONAL SRVCS	275.00	N

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				395.97	
DATAPROSE, INC.	747578	681-3022-415.56-41	SEP13 WATER BILLING CYCLE	1,327.20	N
	747578	681-3022-415.53-20	SEP 13 POSTAGE	1,600.07	N
				2,927.27	
DAY WIRELESS SYSTEMS	63995	111-7022-421.61-24	RADIO ENGRAVING SERVICES	610.40	N
	61331	111-7022-421.61-24	COVER ASSEMBLY MOCL	324.20	N
	61330	111-7022-421.61-24	COVER ASSEMBLY MOCL/ KNOB	329.07	N
	63737	111-7022-421.61-24	RADIO REPAIRS	286.38	N
				1,550.05	
DE LAGE LANDEN	19673059	111-7010-421.44-10	OCT 13 COPIER LEASE PYMNT	685.56	N
				685.56	
DELIA LARA	42792	111-0000-347.20-00	REFUND- K LARA	55.00	N
				55.00	
DELL MARKETING L.P.	XJ7TFNT33	227-7096-421.74-10	40 VLA OFFICE 2013	10,855.20	N
				10,855.20	
DEPARTMENT OF ANIMAL CARE & CONTROL	SEPTEMBER 2013	111-7065-441.56-41	MONTHLY HOUSING COSTS	8,742.30	N
				8,742.30	
DEPARTMENT OF CORONER	14ME0077	111-7030-421.56-41	AUTOPSY REPORTS	83.00	N
				83.00	
DF POLYGRAPH	2013-6	111-7010-421.56-41	POLYGRAPH EXAMINATION	175.00	N
	2013-7	111-7010-421.56-41	POLYGRAPH EXAMINATIONS	1,050.00	N

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				1,225.00	
EMILIANA BELTRAN FELIX	0016266	533-0000-318.40-00	BID REFUND	264.45	N
				264.45	
ENVIRONMENTAL & CHEMICAL CONSULTING	2238	741-8060-431.43-20	HAZ MAT SHED	1,594.30	N
				1,594.30	
F&A FEDERAL CREDIT UNION	PPE 10/27/2013	802-0000-217.60-40	F & A CREDIT UNION	22,463.18	N
				22,463.18	
FACTORY MOTOR PARTS CO.	25-757172	741-8060-431.43-20	OXYGEN SENSOR	62.42	N
				62.42	
FAIR HOUSING FOUNDATION	SEPTEMBER 2013	239-5210-463.57-87	HOUSING COUNSELING SRVCS	1,564.85	N
				1,564.85	
FEDEX	2-364-33464	111-5010-419.61-20	FEDEX SHIPPING CHARGES	29.75	N
	2-364-33464	111-5010-419.61-20	FEDEX SHIPPING CHARGES	25.82	N
	2-364-33464	111-6010-451.61-20	FEDEX SHIPPING CHARGES	21.59	N
				77.16	
FIRST CHOICE SERVICES	421307	111-9010-419.61-20	COFFEE SUPPLIES	278.51	N
				278.51	
FRANKIE VALLE	11/12-11/15/13	111-7045-421.59-10	PER DIEM	175.00	N
	11/12-11/15/13	111-7045-421.59-10	REGISTRATION REIMBURSE	110.00	N
				285.00	

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GILBERT GARCIA	43535	111-0000-228.20-00	REFUND- FACILITY DEPOSIT	150.00	N
				150.00	
GUSTAVO HERNANDEZ	10/9/2013	111-6010-451.74-10	PURCHASE REIMBURSEMENT	32.87	N
	9/19/2013	111-6030-451.61-35	PURCHASE REIMBURSEMENT	29.90	N
	9/23/2013	239-6060-466.61-20	PURCHASE REIMBURSEMENT	24.00	N
	9/23/2013	239-6060-466.61-20	PURCHASE REIMBURSEMENT	16.90	N
				103.67	
HERNANDEZ SIGNS, INC.	13049	286-8050-432.54-00	12 x 24 MAGNETIC SIGNS	1,935.84	N
				1,935.84	
HILDA CARRERA	44497	111-0000-347.50-00	REFUND- PIANO	25.00	N
				25.00	
HOLIDAY INN SAN DIEGO BAYSIDE	65435797	111-7010-421.59-20	REGISTRATION- R. DAVIS	247.70	N
				247.70	
HUNTINGTON PARK POLICE MGMT ASSN.	PPE 10/27/2013	802-0000-217.60-10	POLICE MANAGEMENT DUES	140.00	Y
				140.00	
HUNTINGTON PARK POLICE OFFICER ASSN	PPE 10/27/2013	802-0000-217.60-10	POLICE OFFICER ASSN DUES	4,432.90	Y
				4,432.90	
HYDRO TEK SYSTEMS INC.	0169718-IN	741-8060-431.43-20	DRIVE COUPLER UNIT # 208	22.75	N
				22.75	
HYUNDAI MOTOR FINANCE	1210457940	111-0210-413.15-50	CITY CAR LEASE PAYMENT	576.33	Y
				576.33	

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IPS GROUP INC.	3785	231-3024-415.33-10	CREDIT CARD METER FEE	375.11	N
				375.11	
JERRYS TRANSMISSION SERVICE	37911	741-8060-431.43-20	TORQUE CONVERTER	408.75	N
	37924	741-8060-431.43-20	TRANSMISSION REPAIRS	1,817.50	N
				2,226.25	
JOHN ASCUAGA'S NUGGET	11/22-11/26/13	111-7010-421.59-10	LODGING- R. MARETTI	477.46	N
	11/22-11/26/13	111-7010-421.59-10	LODGING- C. RODRIGUEZ	477.46	N
	11/22-11/26/13	111-7010-421.59-10	LODGING- R. CURIEL	477.46	N
				1,432.38	
KOSMONT & ASSOCIATES, INC.	1	239-5035-465.56-41	CONTRACTUAL SERVICES	3,778.23	N
				3,778.23	
KURT J. CAMP	HP00040	111-7030-421.56-41	LAFIS DATABASE PRINTS	697.50	N
				697.50	
LA BUSINESS CONNECT, INC.	1192	239-5035-465.56-41	SMALL BUSINESS SEMINAR	1,625.00	N
				1,625.00	
LA COUNTY SHERIFF'S DEPT	141109WC	111-7022-421.56-41	SEP 13 CUSTODY FOOD SRVCS	1,178.09	N
				1,178.09	
LACMTA	800056875	219-0250-431.58-50	SEP 13 S/D TAP SALES	2,815.80	N
				2,815.80	
LAW OFFICES OF JONES & MAYER	65513	111-0220-411.32-20	SEP 13 LEGAL SERVICES	542.50	N

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				542.50	
LEONARD GARCIA	9/13/2013	111-6020-451.61-35	PURCHASE REIMBURSEMENT	35.00	N
	9/16/2013	111-6020-451.61-35	PURCHASE REIMBURSEMENT	26.40	N
				61.40	
LIEBERT CASSIDY WHITMORE	172234	111-0230-413.64-00	MANDATORY AB1825 TRAINING	3,000.00	N
				3,000.00	
LOS ANGELES CHAPTER OF REFORMA	44034	111-0000-228.20-00	REFUND- FACILITY DEPOSIT	500.00	N
				500.00	
LYNBERG & WATKINS APC	34182	745-9031-413.32-70	SEP 13 LEGAL SERVICES	1,262.25	N
	34184	745-9031-413.32-70	SEP 13 LEGAL SERVICES	315.34	N
				1,577.59	
MAG SWEEPING, INC.	OCTOBER 2013	111-8010-431.56-41	STREET SWEEPING SERVICES	55,663.55	N
	OCTOBER 2013	220-8070-431.56-41	STREET SWEEPING SERVICES	4,203.33	N
	OCTOBER 2013	220-8010-431.56-41	STREET SWEEPING SERVICES	2,333.33	N
	OCTOBER 2013	231-3024-415.56-41	STREET SWEEPING SERVICES	8,333.33	N
	OCTOBER 2013	533-5020-463.56-41	STREET SWEEPING SERVICES	3,333.33	N
				73,866.87	
MANNING & KASS, ELLROD, RAMIREZ,	356341	745-9031-413.32-70	OCT 13 LEGAL SERVICES	6,623.00	N
				6,623.00	
MARLEN MORALES	44187	111-0000-347.50-00	REFUND- PIANO	25.00	N
				25.00	

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MARTIN MAGALLANES	9/9/2013	111-7010-421.59-20	REGISTRATION REIMBURSE	130.00	N
	11/23-11/26/13	111-7010-421.59-20	PER DIEM	200.00	N
				330.00	
MESTICO AFRO-LATIN CUISINE	9/21/2013	111-6030-451.61-35	CATERING SERVICES	40.00	N
				40.00	
MIGUEL R NAVIA	11/12-11/15/13	111-7045-421.59-10	PER DIEM	175.00	N
	11/12-11/15/13	111-7045-421.59-10	REGISTRATION REIMBURSE	110.00	N
				285.00	
MISC-RELOCATION PROJECT	6419A# 1	246-5098-463.56-41	RELOCATION PAYMENT	229.75	Y
				229.75	
MOUNTED INTERNATIONAL	1748	226-9010-419.74-10	MOUNTED UNIT EQUIPMENT	209.80	N
				209.80	
NAPA PARTS WHOLESALE	050084	741-8060-431.43-20	CAR COVER	86.86	N
	47165	741-8060-431.43-20	CREDIT MEMO	-71.94	N
				14.92	
NATION WIDE RETIREMENT SOLUTIONS	PPE 10/27/2013	802-0000-217.40-10	DEFERRED COMP	21,830.06	N
				21,830.06	
NATIONAL TRAINING CONCEPTS, INC.	11/25-11/26/13	111-7010-421.59-20	REGISTRATION- F. VALLE	250.00	N
	11/25-11/26/13	111-7010-421.59-20	REGISTRATION- N. CASTELLI	250.00	N
	11/25-11/26/13	111-7010-421.59-20	REGISTRATION- M. NAVIA	250.00	N
				750.00	

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NEIL CASTELLI	11/12-11/15/13	111-7045-421.59-10	REGISTRATION REIMBURSE	110.00	N
	11/12-11/15/13	111-7045-421.59-10	PER DIEM	146.00	N
	11/12-11/15/13	111-7010-421.59-20	PER DIEM	29.00	N
				285.00	
NEXUS IS, INC.	SVC0065682	111-7010-421.53-10	PHONE SERVICES	1,125.00	N
				1,125.00	
NICK ALEXANDER RESTORATION	2912	741-8060-431.43-20	DRIVER SEAT UPHOLSTERY	175.70	N
				175.70	
NOEMI BAUTISTA	43212	111-0000-347.20-00	REFUND- GIRL'S SOFTBALL	55.00	N
				55.00	
O'REILLY AUTO PARTS	2959-155594	741-8060-431.43-20	CYL GASKET	13.06	N
	2959-155610	741-8060-431.43-20	SMALL PARTS	83.08	N
	2959-155600	741-8060-431.43-20	OIL FILTER	9.18	N
	2959-155478	741-8060-431.43-20	OIL FILTERS STOCK	51.97	N
				157.29	
ORANGE LINE DEVELOPMENT AUTHORITY	2013-2014	222-4010-431.56-63	OLDA ANNUAL MEMBER DUES	8,282.00	Y
				8,282.00	
OSVALDO CERVANTES	10/9/2013	111-7030-421.61-20	PARKING REIMBURSEMENT	20.00	N
	11/12-11/15/13	111-7045-421.59-10	REGISTRATION REIMBURSE	110.00	N
	11/12-11/15/13	111-7045-421.59-10	PER DIEM	175.00	N
				305.00	
PAC HP HOLDINGS LLC	NOVEMBER 2013	111-7022-421.44-10	PD SUBSTATION RENTAL	110.25	N

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				110.25	
PANFILO RIOS	43692	111-0000-347.20-00	REFUND- GIRL SOFTBALL	50.00	N
				50.00	
PARS	27036	217-0230-413.56-41	AUG 13 PARS REP FEES	2,000.00	N
	26932	111-9010-419.56-41	AUG 13 PARS ARS	386.58	N
				2,386.58	
PEDRO PEREZ	41594	111-0000-228.20-00	REFUND- FACILTY DEPOSIT	500.00	N
				500.00	
PRISM PRESENTATION AND TRAININGS	9/18/2013	111-7010-421.59-30	REGISTRATION- J. CASTRO	80.00	N
				80.00	
PRUDENTIAL OVERALL SUPPLY	50519446	111-6010-451.56-41	MAT CLEANING SERVICES	37.18	N
				37.18	
PURCHASE POWER	14982136	111-7010-421.61-20	POSTAGE METER REFILL	516.64	N
				516.64	
RAFAEL GOMEZ	43030	111-0000-228.20-00	REFUND- GYM DEPOSIT	400.00	N
				400.00	
RELIABLE OFFICE SUPPLIES	DX776900	111-3010-415.61-20	COIN TOTE BAGS	333.89	N
				333.89	
RICHARD MARETTI	9/9/2013	111-7010-421.59-20	REGISTRATION REIMBURSE	45.00	N
	11/23-11/26/13	111-7010-421.59-20	PER DIEM	200.00	N

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				245.00	
RICK CURIEL	9/9/2013	111-7010-421.59-10	REGISTRATION REIMBURSE	35.00	N
	11/23-11/26/13	111-7010-421.59-20	PER DIEM	200.00	N
				235.00	
RICOH USA, INC.	24041567	111-9010-419.44-10	COPIER LEASE PAYMENT	1,616.34	N
	5027856765	111-9010-419.61-20	COPIER ADDITIONAL IMAGES	736.96	N
				2,353.30	
RIO HONDO COLLEGE	12/2-12/13/2013	111-7010-421.59-20	REGISTRATION- G. PRADO	166.00	N
	12/2-12/13/2013	111-7010-421.59-20	REGISTRATION- C. WASIK	166.00	N
	12/2-12/13/2013	111-7010-421.59-20	REGISTRATION- M. NAVIA	166.00	N
	1314RANGEHPPD47	111-7010-421.56-41	RANGE USAGE FEE	900.00	N
	F13-13-ZHPK	111-7010-421.59-20	ENROLLMENT FEE	18.40	N
				1,416.40	
ROBERT MOLINA	9/16/2013	111-6040-451.61-35	ADULT SOFTBALL UMPIRE	26.00	N
				26.00	
ROBERTO BARILLAS	11/12-11/15/13	111-7045-421.59-10	PER DIEM	175.00	N
	11/12-11/15/13	111-7045-421.59-10	REGISTRATION REIMBURSE	110.00	N
				285.00	
RONALD S. DAVIS	11/12-11/15/13	111-7045-421.59-10	REGISTRATION REIMBURSE	110.00	N
	11/12-11/15/13	111-7045-421.59-10	PER DIEM	175.00	N
	12/9-12/10/2013	111-7010-421.59-20	PER DIEM	100.00	N
	12/9-12/10/2013	111-7010-421.59-20	REGISTRATION REIMBURSE	100.00	N
				485.00	

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ROSITA'S BAKERY & RESTAURANT	1042013	111-7022-421.61-24	RESERVE/ VOLUNTEER DINNER	90.00	N
				90.00	
RUTAN & TUCKER, LLP	673992	111-0220-411.32-70	SEP 13 GEN LEGAL SERVICES	22,809.12	N
	673997	111-0220-411.32-70	SEP 13 LEGAL SERVICES	1,720.00	N
	673998	111-0220-411.32-70	SEP 13 LEGAL SERVICES	4,369.49	N
	673993	681-8030-461.32-70	SEP 13 WRD LEGAL SERVICES	9,873.11	N
	674312	286-8050-432.32-70	SEP 13 TRASH LGL SERVICES	12,512.00	N
	673994	283-8040-432.32-70	SEP 13 STORMWATER SRVCS	5,320.00	N
				56,603.72	
SAN BERNARDINO COUNTY SHERIFF-EVOC	EVC52524	111-7010-421.59-20	REGISTRATION- A. GONZALEZ	1,000.00	N
				1,000.00	
SHELL FLEET PLUS	079043758310	111-7010-421.61-20	CITY FUEL PURCHASE	998.70	Y
				998.70	
SILVER STAR ENTERPRISES	10006	226-9010-419.74-10	EQUINE TACTICAL SHIELD	912.00	N
				912.00	
SMART & FINAL	152800	111-6020-451.61-35	FOOD SUPPLIES	51.55	N
	157313	111-6020-451.61-35	FOOD SUPPLIES	36.91	N
	157311	111-6020-451.61-35	FOOD SUPPLIES	51.55	N
	152509	111-0110-411.66-05	BEVERAGES	198.37	N
	152507	111-0210-413.61-20	CREAMERS	9.69	N
	152507	111-0230-413.64-00	CREAMERS	9.69	N
	159946	111-0210-413.61-20	FOOD SUPPLIES	57.00	N
	159946	111-0230-413.64-00	FOOD SUPPLIES	132.73	N

CITY OF HUNTINGTON PARK

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
SMART & FINAL	159946	111-0110-411.61-20	FOOD SUPPLIES	11.62	N
				559.11	
SOUTH COAST AIR QUALITY MGMT DISTR.	2647298	741-8060-431.43-20	ANNUAL OPERATING FEES	1,135.61	N
	2648442	741-8060-431.43-20	FY13-14 FLAT FEE	117.87	N
				1,253.48	
SOUTHERN CALIFORNIA EDISON	8/27-9/26/2013	221-8014-429.62-10	Acct # 2-33-807-1582	49.53	N
	8/29-9/30/2013	681-8030-461.62-20	Acct # 2-01-854-7885	67.01	N
	8/29/13-9/30/13	681-8030-461.62-20	Acct # 2-01-854-8644	2,284.96	N
	8/27-9/26/2013	111-6022-451.62-10	Acct # 2-01-854-7448	26.11	N
	8/29-9/30/2013	111-6022-451.62-10	Acct # 2-01-854-7232	27.95	N
	8/27-9/26/2013	111-6022-451.62-10	Acct # 2-01-854-7539	25.95	N
	8/28-9/27/2013	111-6022-451.62-10	Acct # 2-01-855-2836	25.95	N
	8/30-10/1/2013	535-8016-431.62-10	Acct # 2-29-179-3396	341.53	N
	8/29-9/30/2013	535-8016-431.62-10	Acct # 2-29-179-3933	273.75	N
	9/3-10/2/2013	535-8016-431.62-10	Acct # 2-29-179-4006	59.86	N
	8/29-9/30/2013	535-8016-431.62-10	Acct # 2-29-265-1346	86.70	N
	8/29-9/30/2013	535-8016-431.62-10	Acct # 2-29-265-1361	113.18	N
	8/29-9/30/2013	535-8016-431.62-10	Acct # 2-29-265-1551	172.66	N
	8/29-9/30/2013	535-8016-431.62-10	Acct # 2-29-519-1068	154.87	N
	9/3-10/2/2013	535-8016-431.62-10	Acct # 2-03-684-7622	24.96	N
	9/1-10/1/2013	535-8016-431.62-10	Acct # 2-01-854-8206	17.95	N
	9/3-10/2/2013	535-8016-431.62-10	Acct # 2-01-854-8958	24.96	N
	9/3-10/2/2013	535-8016-431.62-10	Acct # 2-01-854-9710	24.96	N
	9/1-10/1/2013	535-8016-431.62-10	Acct # 2-01-855-1648	35.93	N
	8/30-10/1/2013	535-8016-431.62-10	Acct # 2-01-855-2976	781.28	N
8/30-10/1/2013	535-8016-431.62-10	Acct # 2-01-855-3073	235.27	N	
9/6-10/7/2013	535-8016-431.62-10	Acct # 2-07-717-3938	726.12	N	
8/30-10/1/2013	535-8016-431.62-10	Acct # 2-23-656-6821	27.62	N	

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
SOUTHERN CALIFORNIA EDISON	9/6-10/7/2013	535-8016-431.62-10	Acct # 2-29-179-3206	115.39	N
	9/10-10/9/2013	535-8016-431.62-10	Acct # 2-29-179-3487	144.06	N
	9/10-10/9/2013	535-8016-431.62-10	Acct # 2-29-179-3537	116.03	N
	9/9-10/8/2013	535-8016-431.62-10	Acct # 2-29-179-3594	133.77	N
	9/10-10/9/2013	535-8016-431.62-10	Acct # 2-29-179-3610	108.20	N
	9/6-10/7/2013	535-8016-431.62-10	Acct # 2-29-179-3651	101.92	N
	9/6-10/7/2013	535-8016-431.62-10	Acct # 2-29-179-3677	90.51	N
	9/10-10/9/2013	535-8016-431.62-10	Acct # 2-29-179-3792	123.68	N
	9/6-10/7/2013	535-8016-431.62-10	Acct # 2-29-179-3909	70.27	N
	9/6-10/7/2013	535-8016-431.62-10	Acct # 2-29-179-3974	163.21	N
	9/4-10/3/2013	535-8016-431.62-10	Acct # 2-29-265-1189	16.78	N
	9/4-10/3/2013	535-8016-431.62-10	Acct # 2-32-117-2827	471.81	N
	9/4-10/3/2013	111-7020-421.62-10	Acct # 2-11-903-2886	6,525.20	N
	9/3-10/2/2013	111-7020-421.62-10	Acct # 2-34-282-3044	130.83	N
	8/30-10/1/2013	231-3024-415.62-10	Acct # 2-18-373-3120	575.85	N
	8/30-10/1/2013	221-8014-429.62-10	Acct # 2-01-854-8529	53.64	N
	8/30-10/1/2013	221-8014-429.62-10	Acct # 2-23-626-6854	168.25	N
	9/1-10/1/2013	221-8014-429.62-10	Acct # 2-23-307-1521	42.69	N
	8/30-10/1/2013	221-8014-429.62-10	Acct # 2-33-807-1848	97.64	N
	9/3-10/2/2013	111-6022-451.62-10	Acct # 2-01-854-9089	24.45	N
	9/9-10/8/2013	111-6022-451.62-10	Acct # 2-32-564-3120	27.71	N
	8/29-9/30/2013	681-8030-461.62-20	Acct # 2-01-854-7307	2,888.28	N
	9/3-10/2/2013	111-8022-419.62-10	Acct # 2-01-854-7661	1,126.35	N
	9/3-10/2/2013	681-8030-461.62-20	Acct # 2-01-854-7661	1,126.35	N
	9/4-10/3/2013	681-8030-461.62-20	Acct # 2-01-854-7638	1,644.70	N
	9/4-10/3/2013	111-8022-419.62-10	Acct # 2-01-854-7638	704.87	N
	9/6-10/7/2013	111-6022-451.62-10	Acct # 2-01-854-7489	26.45	N
	9/4-10/3/2013	221-8014-429.62-10	Acct # 2-02-15-895-7720	2,968.96	N
	9/5-10/4/2013	681-8030-461.62-20	Acct # 2-01-854-9501	7,885.57	N
	9/9-10/8/2013	535-8016-431.62-10	Acct # 2-29-179-3750	118.26	N

CITY OF HUNTINGTON PARK

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
SOUTHERN CALIFORNIA EDISON	9/1-10/1/2013	535-8016-431.62-10	Acct # 2-15-735-6858	5,613.90	N
	8/25-10/2/2013	535-8016-431.62-10	Acct # 2-15-735-6825	1,725.10	N
	8/25-10/2/2013	231-3024-415.62-10	Acct # 2-15-735-6825	266.67	N
				41,006.41	
SOUTHERN CALIFORNIA MUNICIPAL	1659	111-6010-451.64-00	FTE TRAINING	25.00	N
				25.00	
STAPLES ADVANTAGE	3211689252	111-1010-411.61-25	OFFICE SUPPLIES	361.19	N
	3211689253	111-1010-411.61-25	24PK BATTERIES	20.32	N
	3211689254	111-0230-413.61-25	OFFICE SUPPLIES	159.26	N
	3211689254	111-0210-413.61-25	OFFICE SUPPLIES	39.03	N
	3211689254	111-9010-419.61-20	HP INK CARTRIDGES	24.83	N
	3211689255	111-0210-413.61-25	POP UP POST IT NOTES	4.57	N
	3211689256	111-9010-419.61-20	BLACK INK	16.64	N
	3211689257	111-0230-413.61-25	PENS	27.20	N
	3211689258	111-3010-415.61-25	BLACK PRINTER INK	148.98	N
	3211689258	681-3022-415.61-25	FILE BOXES	33.43	N
	3211689259	111-6010-451.61-25	CREDIT MEMO	-41.70	N
	3211689260	111-6010-451.61-25	CREDIT MEMO	-61.89	N
	3211689261	111-7010-421.61-20	GARMIN GPS	163.49	N
	3211689262	111-7030-421.61-25	OFFICE SUPPLIES	282.91	N
	3211689262	111-7010-421.61-20	WASTE BAGS	50.28	N
	3211689263	111-7010-421.61-20	OFFICE SUPPLIES	45.53	N
	3211689263	111-7010-421.61-21	OFFICE SUPPLIES	23.06	N
	3211689264	111-7040-421.61-32	TONER/ SHEET PROTECTORS	523.46	N
	3211689265	111-7040-421.61-32	INDUSTRIAL 15FT	29.03	N
	3211689266	111-7040-421.61-32	PHONE REST CREDIT	-31.07	N
3211689267	111-5010-419.61-25	CREDIT	-52.51	N	
3211689268	111-3010-415.61-25	COLORED COPY PAPER	52.96	N	

CITY OF HUNTINGTON PARK

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
STAPLES ADVANTAGE	3211689268	681-3022-415.61-25	CURRENCY BANDS	3.89	N
	1467655	111-7040-421.61-32	OFFICE SUPPLIES	58.46	N
				1,881.35	
STATE OF CALIFORNIA - MILITARY DEPT	FY13-1477	239-7010-421.59-45	JAR BOOTCAMP FACILITY	3,981.75	N
				3,981.75	
SUNGARD PUBLIC SECTOR INC.	72404	111-0230-413.43-05	NOV 13 ASP SERVICE BUREAU	639.75	N
	72404	111-3010-415.43-05	NOV 13 ASP SERVICE BUREAU	1,368.00	N
	72404	111-3011-419.43-05	NOV 13 ASP SERVICE BUREAU	3,890.75	N
	72404	111-6010-451.43-05	NOV 13 ASP SERVICE BUREAU	302.00	N
	72404	681-3022-415.43-05	NOV 13 ASP SERVICE BUREAU	3,106.00	N
	72201	111-0230-413.43-05	OCT 13 KRONOS	58.75	N
	72201	111-3011-419.43-05	OCT 13 KRONOS	58.75	N
	72201	111-7010-421.43-05	OCT 13 KRONOS	117.50	N
	72204	111-7010-421.43-05	NOV 13 KRONOS	117.50	N
				9,659.00	
TELEPACIFIC COMMUNICATIONS	50480681-0	111-7010-421.53-10	CITY INTERNET SERVICES	548.61	Y
	50480681-0	111-9010-419.53-10	CITY INTERNET SERVICES	1,162.83	Y
				1,711.44	
THE FLAG SHOP	17091	239-7010-421.59-45	12"x 25" FLAG	114.45	N
				114.45	
TOWN & COUNTRY RESORT & CONVENTION	3279TDWX	111-7010-421.56-41	LODGING-C. LOHNER/C.WASIK	445.88	N
	3279TCBJ	111-7010-421.56-41	LODGING-F. VALLE/O.CERVAN	445.88	N
	3279T7GR	111-7010-421.56-41	LODGING-R.BARILLAS/M.NAVI	445.88	N
	3279T7G8	111-7010-421.56-41	LODGING- N. CASTELLI	445.88	N

CITY OF HUNTINGTON PARK

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
TOWN & COUNTRY RESORT & CONVENTION	3279T7FQ	111-7010-421.56-41	LODGING- R. DAVIS	445.88	N
				2,229.40	
TRITECH SOFTWARE SYSTEMS	6537945	111-7010-421.59-10	TRICON REGISTRATION	745.00	N
				745.00	
TYCO INTEGRATED SECURITY	08006212	111-7010-421.56-41	NOV 13 ALARM SERVICES	2,623.54	N
	08006217	111-6022-451.56-41	NOV 13 ALARM SERVICES	66.67	N
				2,690.21	
U.S. BANK	PPE 10/27/2013	802-0000-217.30-20	PARS PART-TIME	1,530.07	Y
	PPE 10/27/2013	802-0000-217.30-20	CITY OF HP-PARS EMPLOYEE	3,604.48	Y
	PPE 10/27/2013	802-0000-218.10-05	CITY OF HP- PARS EMPLOYER	16,124.35	Y
				21,258.90	
UNIFIED NUTRIMEALS	0223873-IN	111-6055-451.57-42	YOUTH NUTRITION PROGRAM	2,478.15	N
	0223933-IN	111-6055-451.57-42	YOUTH NUTRITION PROGRAM	1,939.05	N
				4,417.20	
UNIONPRINT	4	111-6020-451.61-35	VETERAN'S DAY FLYERS	192.00	N
				192.00	
UNITED WAY OF GREATER	PPE 10/27/2013	802-0000-217.60-20	UNITED WAY	5.00	Y
				5.00	
V & V MANUFACTURING, INC.	38410	111-7010-421.61-20	DETECTIVE BADGE	158.26	N
				158.26	
VISION SERVICE PLAN-CA	NOVEMBER 2013	746-0215-413.52-40	EMPLOYEE VISION BENEFITS	4,533.18	N

CITY OF HUNTINGTON PARK

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Payee Name	Invoice Number	Account Number	Description	Transaction Amount	Prepaid Y/N
VISION SERVICE PLAN-CA	NOVEMBER 2013	746-0215-413.52-40	EMPLOYEE VISION BENEFITS	96.58	N
				4,629.76	
VORTEX WESTERN SALES & SERV OFFICE	358	111-6010-451.43-25	SPLASH PAD PARTS	1,268.82	N
				1,268.82	
WASTE MANAGEMENT	AUGUST 2013	112-8026-431.56-59	CITY RUBBISH DISPOSAL	141,322.50	N
	AUGUST 2013	111-0000-318.10-00	5 % FRANCHISE FEE	-7,066.13	N
	JULY 2013	112-8026-431.56-59	CITY RUBBISH DISPOSAL	141,322.50	N
	JULY 2013	111-0000-318.10-00	5 % FRANCHISE FEE	-7,066.13	N
				268,512.74	
WELLS FARGO BANK-FIT	PPE 10/27/2013	802-0000-217.20-10	WELLS FARGO BANK-SIT	57,883.48	N
				57,883.48	
WELLS FARGO BANK-MEDICARE	PPE 10/27/2013	802-0000-217.10-10	WELLS FARGO BANK-MEDICARE	146.44	N
	PPE 10/27/2013	802-0000-217.10-10	WELLS FARGO BANK-MEDICARE	7,375.55	N
				7,521.99	
WELLS FARGO BANK-SIT	PPE 10/27/2013	802-0000-217.20-20	WELLS FARGO BANK- SIT	20,788.99	N
				20,788.99	
WEST GOVERNMENT SERVICES	828147234	111-7030-421.56-41	SEP 13 WEST INFO SERVICES	416.59	N
				416.59	
ZARINA GUTIERREZ	44070	111-0000-347.50-00	REFUND- JEWELRY CLASS	20.00	N
				20.00	
				1,146,602.54	

CITY OF HUNTINGTON PARK

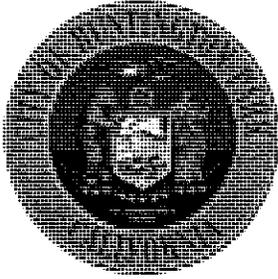
WARRANT REGISTER

11/4/2013

SALARY CHARGES OF EMPLOYEES: PAY PERIOD ENDING

PPE 10/27/2013

<u>FUND</u>	<u>FUND DESCRIPTION</u>	<u>AMOUNT</u>
111	GENERAL FUND	543,154.45
212	P & R GRANTS	
216	EMPLOYEE RETIREMENT FUND	
219	SALES TAX-TRANSIT FUND - A	4,733.33
220	SALES TAX-TRANSIT FUND - C	4,661.72
221	STATE GASOLINE TAX FUND	29,076.33
222	MEASURE R	
224	OFFICER TRAFFIC SAFETY	
226	AIR QUALITY IMPROVEMENT	
227	OFFICE OF CRIMINAL JUSTICE	
228	POLICE SUPP LAW ENF SERV	
229	ASSET FORFEITURE	1,698.03
231	PARKING SYSTEM FUND	6,701.45
232	ART IN PUBLIC PLACES FUND	
239	FEDERAL CDBG FUND	15,381.56
242	HUD HOME PROGRAM	8,274.86
246	PROPERTY REHABILITATION	327.96
283	SEWER MAINTENANCE FUND	411.08
285	SOLID WASTE MANAGEMENT FUND	1,882.15
286	ILLEGAL DISPOSAL ABATEMENT	3,354.12
287	SOLID WASTE RECYLCE GRANT	1,735.99
334	PED/BIKE PATH FUND	
335	ENERGY EFFICIENT GRANT	
349	CAPITAL IMPROVEMENT FUND	
533	BUSINESS IMPROVEMENT DISTRICT FUND	68.22
535	STREET LT & LDSCPE ASSMT FUND	
681	WATER DEPARTMENT FUND	9,437.00
741	FLEET MAINTAINENCE FUND	9,149.28
745	RISK MANAGEMENT FUND	4,434.49
746	EMPLOYEE BENEFIT FUND	6,008.16
	GRAND TOTAL	<u><u>650,490.18</u></u>



CITY OF HUNTINGTON PARK

Finance Department
City Council Agenda Report

November 4, 2013

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:

PROPOSITION A DISCRETIONARY INCENTIVE GRANT PROGRAM MEMORANDUM OF UNDERSTANDING FOR COLLECTING AND REPORTING DATA FOR THE NATIONAL TRANSIT DATABASE FOR REPORT YEAR 2011

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the Memorandum of Understanding with the Los Angeles County Metropolitan Transportation Authority (LACMTA) for collecting and reporting data for the National Transit Database for report year 2011.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park has participated in the LACMTA's Consolidated National Transit Database (NTD) Program and has submitted transit data to LACMTA in order to receive funding under the Proposition A Discretionary Incentive Program for the 2011 Report Year.

In 1980, the voters of Los Angeles County approved Proposition A. This was a sales tax increase of one-half percent, designated for transportation purposes. At its September 26, 2001 meeting, LACMTA authorized the allocation of discretionary incentive funding to all participating cities in the County by returning 25% of Proposition A funds for transportation uses within the individual cities.

FISCAL IMPACT/FINANCING

Proposition A Discretionary Incentive Grant Program Memorandum of Understanding for collecting and reporting data for the National Transit Database revenues have been budgeted for Fiscal Year 2013-2014 so that the City may meet its annual fixed-route transit operating cost. Based upon the ridership data and unit values assigned to such data, the City shall now submit an invoice to LACMTA for \$90,573.

**PROPOSITION A DISCRETIONARY INCENTIVE GRANT PROGRAM
MEMORANDUM OF UNDERSTANDING FOR COLLECTING AND REPORTING
DATA FOR THE NATIONAL TRANSIT DATABASE FOR REPORT YEAR 2011**

November 4, 2013

Page 2 of 2

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since the NTD program is a federal program, funding is based upon a reporting formula created by the Federal Transportation Administration (FTA). Therefore, there is a two-year lag between the reporting year data (FY 2010-2011) and the funding year (FY 2012-2013). On May 3, 2013, the FTA published the unit values for the data reported under the NTD program in the Federal Register. The City of Huntington Park has prepared and submitted the FY 2010-2011 NTD statistics from the City's fixed-route transit service to LACMTA. LACMTA requires that the City enter into a Memorandum of Understanding (MOU) for the funding year in order to receive payment. Therefore, an MOU for Fiscal Year 2011 which details the City's involvement and participation in the NTD program is required to receive the Proposition A discretionary incentive funds.

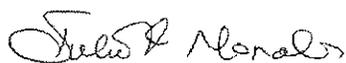
CONCLUSION

City must forward the approved Memorandum of Understanding (MOU) for the funding year in order to receive payment from Los Angeles County Metropolitan Transportation Authority.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.



JULIO F. MORALES
Director of Finance

ATTACHMENTS:

A: LACMTA MOU

ATTACHMENT A

DATE: July 16, 2013

TO: Voluntary NTD Reporters for FY '11

FROM: Pari Ahmadi, Metro

SUBJECT: FY '13 National Transit Database Memorandum of Understanding (MOU)

Enclosed you will find three copies of the MOU that will allow your city to receive payment from Metro for successfully reporting your transit system's FY '11 National Transit Database (NTD) statistics through Metro's consolidated NTD report.

The MOU has been approved and signed by MTA County Counsel. Please have your Mayor or City Manager sign the last page of each copy, then return all three original copies to me.

Please hand carry, courier, or express mail the MOUs to my attention so they don't get lost. I will then forward the MOUs to our CEO for signature. Once signed by our CEO, I will send you a copy of the executed MOU for your records.

When you get the executed MOU from us, please send an official looking invoice directly to our accounts payable department for the dollar amount indicated on the MOU. (Also, please reference the MOU #). Their e-mail address is:

accountspayable@metro.net

Here is some information to use when speaking with your management regarding this MOU.

Overview of National Transit Database Voluntary Reporting Program

There are many cities that operate locally funded fixed route and dial-a-ride public transit services in LA County. Rather than have each city report data directly to the Federal Transit Administration (FTA), the MTA submits a consolidated NTD report to the FTA on behalf of 45+ cities. The data submitted by each of the local operators generates additional Federal Section 5307 capital funds to the region. Once Congress apportions the funds, MTA enters into MOUs with each city to make payment to each city for their share of the revenues generated for the LA County region. The MOU amount is determined as described in Article 3.0 of this MOU.

Each participating city is paid dollar-for-dollar for what their service generates for the LA County region, minus the cost of the audit. (See Attachment A for the breakdown of how much each city generated for FY '11)

Additionally, the MTA substitutes local funds with federal funds. The local funds provided through this MOU must be spent consistent with Proposition A and C Local Return Guidelines adopted by the MTA Board, as described in Article 4.3 of this MOU.

If you have any questions, please call me at 213-922-2864.

Attachment

Memorandum of Understanding for Collection and Reporting Data for the National Transit Database for Report Year 2011 (3 copies)

**PROPOSITION A DISCRETIONARY INCENTIVE GRANT PROGRAM
MEMORANDUM OF UNDERSTANDING
FOR COLLECTING AND REPORTING DATA FOR THE
NATIONAL TRANSIT DATABASE
FOR REPORT YEAR 2011**

This Memorandum of Understanding (MOU) is entered into as of May 22, 2013 by and between Los Angeles County Metropolitan Transportation Authority ("LACMTA") and the City of Huntington Park (the "City").

WHEREAS, on November 14, 1980, the voters of the County of Los Angeles approved by majority vote Proposition A, an ordinance establishing a one-half percent sales tax for public transit purposes; and

WHEREAS, at its September 26, 2001 meeting, the LACMTA authorized payment of Proposition A Discretionary Incentive funds to each participating agency in an amount equal to the Federal funds generated for the region by each agency's reported data; and

WHEREAS, at its June 20, 2012 meeting, LACMTA approved the FY 2012-13 transit fund allocations, which included funds to make payments to all cities that voluntarily reported NTD data for FY 2010-11; and

WHEREAS, the City has been a participant in LACMTA's Consolidated National Transit Database (NTD) Reporters Random Sampling Program for Fiscal Year (FY) 2010-11 and has voluntarily submitted NTD data to the LACMTA for FY 2010-11 which successfully passed independent audit without findings; and

WHEREAS, the City has requested funds under the Proposition A Discretionary Incentive Program for collecting and reporting data for the NTD from the FY 2010-11 Report Year (the "Project"); and

WHEREAS, on May 2, 2013, the Federal Transit Administration (FTA) published in the Federal Register the FY 2012-13 Apportionments, Allocations, and Program Information including unit values for the data reported to the NTD; and

WHEREAS, the parties desire to agree on the terms and conditions for payment for the Project.

NOW, THEREFORE, LACMTA and the City hereby agree to the following terms and procedures:

ARTICLE 1. TERM

1.0 This Memorandum of Understanding ("MOU") will be in effect from July 1, 2012, through June 30, 2014 at which time all unused funds shall lapse.

ARTICLE 2. STANDARDS

- 2.0 To receive payment for the submittal of the FY 2010-11 NTD statistics, the City warrants that it:
- A. Adhered to the Federal Guidelines for collecting and Reporting NTD statistics;
 - B. Prepared and submitted the FY 2010-11 **ANNUAL NTD REPORT** of the City's fixed-route and/or demand response transit service to the LACMTA on or before **September 30, 2011**;
 - C. Allowed the LACMTA to assign an independent auditor to review the submitted FY 2010-11 NTD statistics for conformity in all material respects with the accounting requirements of the FTA as set forth in its applicable Uniform System of Accounts.

ARTICLE 3. PAYMENT OF FUNDS TO CITY

- 3.0 LACMTA shall pay the City for collecting and reporting FY 2010-11 NTD statistics. LACMTA shall pay the City for submitting the FY 2010-11 **ANNUAL NTD REPORT** for the applicable transit services as follows:

MOTOR BUS SERVICE

For City's motor bus service, LACMTA shall pay an amount equal to the 200,463 revenue vehicle miles reported by the City multiplied by the FTA unit value of \$.4133927 per revenue vehicle mile, plus the 1,045,250 passenger miles reported by the City squared, divided by the \$831,669 operating cost reported by the City, multiplied by the FTA unit value of \$.0090958 less the cost of the \$4,246 in audits paid by LACMTA. See Attachment A for detail.

- 3.1 The City shall submit one invoice to LACMTA prior to **December 31, 2014**, in the amount of **\$90,573** in order to receive its payment described above.

3.2 INVOICE BY CITY:

Send invoice with supporting documentation to:

Los Angeles County Metropolitan Transportation Authority
Accounts Payable
P. O. Box 512296
Los Angeles, CA 90051-0296
accountspayable@metro.net

Re: LACMTA MOU# MOU.PAIHUNPK13 M.S. Pari Ahmadi (99-24-4)

ARTICLE 4. CONDITIONS

- 4.0 The City agrees to comply with all requirements specified by the FTA guidelines for reporting NTD statistics.
- 4.1 The City understands and agrees that LACMTA shall have no liability in connection with the City's use of the funds. The City shall indemnify, defend, and hold harmless LACMTA and its officers, agents, and employees from and against any and all liability and expenses including defense costs and legal fees and claims for damages of any nature whatsoever, arising out of any act or omission of the City, its officers, agents, employees, and subcontractors in performing the services under this MOU.
- 4.2 The City is not a contractor, agent or employee of LACMTA. The City shall not represent itself as a contractor, agent or employee of LACMTA and shall have no power to bind LACMTA in contract or otherwise.
- 4.3 The City agrees that expenditure of the Proposition A Discretionary Incentive funds will be used for projects that meet the eligibility, administrative, audit and lapsing requirements of the Proposition A and Proposition C Local Return guidelines most recently adopted by the LACMTA Board.
- 4.4 These expenditures will be subject to **AUDIT** as part of LACMTA's annual Consolidated Audit.

ARTICLE 5. REMEDIES

- 5.0 LACMTA reserves the right to terminate this MOU and withhold or recoup funds if it determines that the City has not met the requirements specified by the FTA for collecting and submitting NTD statistics through LACMTA.

ARTICLE 6. MISCELLANEOUS

- 6.0 This MOU constitutes the entire understanding between the parties, with respect to the subject matter herein.

- 6.1 The MOU shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original MOU or the same level of authority.

ARTICLE 7. CONTACT INFORMATION

- 7.0 LACMTA's Address:
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Pari Ahmadi (99-24-4)

- 7.1 City's Address:
Huntington Park
6550 Miles Ave.
Huntington Park, CA 90255
Attr: Annie Ruiz
aruiz@huntingtonpark.org

IN WITNESS WHEREOF, the City and LACMTA have caused this MOU to be executed by their duly authorized representatives on the date noted below:

CITY:
City of Huntington Park

Los Angeles County Metropolitan
Transportation Authority

Mayor

By: _____
Arthur T. Leahy
Chief Executive officer

Date: _____

Date: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

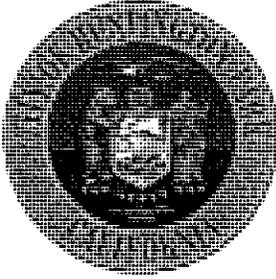
JOHN F. KRATTLI
County Counsel

By: _____
Legal Counsel

By: 
Deputy

Date: _____

Date: 7/12/13



CITY OF HUNTINGTON PARK

Community Development Department

City Council Agenda Report

November 4, 2013

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:

ORDINANCE AMENDING TITLE 9, CHAPTER 3, ARTICLE 17 OF THE HUNTINGTON PARK MUNICIPAL CODE RELATING TO PUBLICLY VISIBLE ART

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Open the public hearing to receive any comments
2. Consider all public testimony and staff's analysis
3. Approve the First Reading of an Ordinance amending Title 9, Chapter 3, Article 17 of the Huntington Park Municipal Code (HPMC) relating to Publicly Visible Art.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the Publicly Visible Art Program is to allow the placement of artwork at locations which are visible to the public in order to promote the beautification of the City. Balanced development of cultural and artistic resources preserves and improves the quality of the urban environment and increases property values. The City's Publicly Visible Art (Art in Public Places) Ordinance regulations are found within Title 9, Chapter 3, Article 17 of the Huntington Park Municipal Code (HPMC).

The City's Publicly Visible Art Program is administered by both the Planning Division and the Parks and Recreation Department. The duty of the Planning Division is to ensure that all applicable development projects comply with the Program, while the Parks and Recreation Department manages program expenditures and the placement of artwork on public property. Artwork placement associated to development projects are reviewed and approved by the Planning Commission. The Parks, Arts, Recreation and Culture (PARC) Commission is the approving body for program expenditures and the placement of artwork on public property.

ORDINANCE AMENDING TITLE 9, CHAPTER 3, ARTICLE 17 OF THE HUNTINGTON
PARK MUNICIPAL CODE RELATING TO PUBLICLY VISIBLE ART

November 4, 2013

Page 2 of 3

The proposed zoning ordinance amendment will not change any of the responsibilities of the Planning Commission. The Planning Commission will continue to review the placement of publicly visible artwork associated with development projects.

The proposed ordinance seeks to modify the responsibilities of the PARC Commission and to expand the scope of expenditures. Since the Publicly Visible Art Ordinance is found in Title 9 of the HPMC, the proposed amendment requires Planning Commission consideration. The proposed amendments are as follows:

- A. Transfer authority from PARC Commission to City Council to review the placement of publicly visible art not associated with development projects;
- B. Transfer authority from PARC Commission to City Council the approval of City Art Fund expenditures;
- C. Expand the scope of expenditures to include seasonal, portable and temporary artwork for art-related improvements.

By amending the Publicly Visible Art Program to broaden its scope, the City will have greater flexibility to provide a wider variety of art-related improvements and services to the community.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

All related ordinances and resolutions have been reviewed by the City Attorney. The amendments to the Publicly Visible Art Program have been subsequently prepared by the City Attorney.

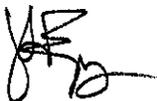
CONCLUSION

Based on the aforementioned, staff recommends that the City Council approve the first reading of the proposed ordinance. If approved, the second reading and final adoption will be scheduled for a subsequent City Council meeting.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.



JAMES A. ENRIQUEZ, P.E.
Director of Public Works/City Engineer

ORDINANCE AMENDING TITLE 9, CHAPTER 3, ARTICLE 17 OF THE HUNTINGTON
PARK MUNICIPAL CODE RELATING TO PUBLICLY VISIBLE ART

November 4, 2013

Page 3 of 3

ATTACHMENTS

- A: Planning Commission Resolution No. 2013-13
- B: Proposed City Council Ordinance

ATTACHMENT "A"

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

3
4 **NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF**
5 **HUNTINGTON PARK DOES RESOLVE AS FOLLOWS:**

6
7 **SECTION 1:** The proposed Ordinance amending the Huntington Park Municipal
8 Code, as attached hereto and marked Exhibit "A" has been presented to the Planning
9 Commission, and the Commission has reviewed and considered the information therein
10 prior to any action on the adoption of this Resolution.

11 **SECTION 2.** The Planning Commission finds, determines, and declares that the
12 proposed amendment to the Municipal Code has been processed in accordance with State
13 law and local regulations, and that said amendment is in the public interest and consistent
14 with the General Plan.

15 **SECTION 3:** The Planning Commission, based upon evidence and staff's report
16 received at the public hearing, hereby recommends approval of the proposed amendment
17 to the Huntington Park Municipal Code regulations pertaining to Subdivisions, recommends
18 that the City Council conduct a public hearing, consider all public testimony, and
19 recommends the adoption of the proposed Ordinance.

20 **SECTION 4:** The Secretary of the Planning Commission shall certify to the adoption
21 of this Resolution and forward a copy to the City Council.

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1 PASSED, APPROVED, AND ADOPTED this 16th day of October, 2013 by the
2 following vote:

3 AYES: Commissioners Carvajal, Anaya, Herrera

4 NOES: None

5 ABSENT: Commissioners Benitez, Lopez

6

7

HUNTINGTON PARK PLANNING COMMISSION

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Chairperson

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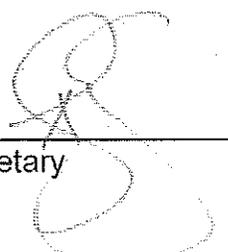
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ATTEST:

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Secretary

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AGF: R:\PLANNING DIVISION\ZOA\2013-13-ZOA PUBLICLY VISIBLE ART ORDINANCE AMENDMENT\2013-13-ZOA PC RESOLUTION_10-16-2013.DOC

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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, AMENDING ARTICLE 17 OF TITLE 9 CHAPTER 3 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING THE PROCEDURES AND STANDARDS FOR PUBLICLY VISIBLE ART THROUGHOUT THE CITY OF HUNTINGTON PARK

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THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ORDAINS AS

FOLLOWS:

SECTION 1. The following sections, found in Article 17, Chapter 3, Title 9 of the Huntington Park Municipal Code, are hereby amended to read as follows:

Section 9-3.1702. Definitions

For the purpose of this article, unless otherwise apparent from the context, certain words and phrases used in this article are defined as follows:

(a) "Artwork" shall mean original creations of art including, but not limited to, the following categories: sculptures, murals, mosaic, earthwork (hardscape), fountains, paintings or other form of approved physical media. These categories may be created out of materials such as steel, bronze, glass, concrete, wood, ceramic and stone, as well as other suitable materials.

Artwork does not include the following:

- 1) Directional elements such as signage or graphics;
- 2) Objects that are mass produced in a standard design; and
- 3) Landscape gardening, unless substantially comprising of durable elements.

(b) "Publicly Visible" shall mean any exterior area on public or private property which is accessible and/or visible to the general public.

1 **Section 9-3.1703 Authority of the Planning Commission.**

2 Where so provided by this article, the Planning Commission shall have the authority to
3 grant approval or denial of any Artwork proposed to be placed on private property and associated
4 with a development project. The Planning Commission shall not grant the placement of any
5 Artwork unless the Planning Commission finds that the Artwork complies with the property
6 maintenance standards as set forth in Huntington Park Municipal Code Section 8-9.02.1.

7
8 **Section 9-3.1704. Approval or Denial of Artwork Not Associated with a Development**
9 **Project**

10 The City Council shall have the authority to grant approval or denial of any proposed
11 Artwork submitted pursuant to the publicly visible art requirements in this Article that is not
12 associated with a development project. The City Council shall not grant the placement of any
13 Artwork unless the City Council finds that the Artwork complies with the property maintenance
14 standards as set forth in Huntington Park Municipal Code Section 8-9.02.1.

15
16 **Section 9-3.1705. Fund Created**

17 (a) There is hereby created a fund to be known as the "City Art Fund" to
18 account for fees paid pursuant to this Article. Upon the payment to the
19 Finance Department of the required sum to the City Art Fund, the Planning
20 Division shall waive the condition of providing a physical form of art. All
21 money given to the City pursuant to the provisions of this section shall be
22 used for the purposes of providing publicly visible art.

23 (b) The Huntington Park Parks and Recreation Department has the authority to
24 recommend to the City Council expenditures from the City Art Fund.

25
26 **Section 9-3.1709 Certificates of Occupancy.**

27 (a) No final City approval, such as final inspection or a certificate of
28 occupancy, for any project subject to this article shall be granted or issued

1 unless and until full compliance with the publicly visible art program is
2 achieved in one or more of the following ways:

- 3 1) The approved artwork has been placed in a manner satisfactory to
4 the Planning Division;
- 5 2) In-lieu art fees have been paid at the time of building permit
6 issuance;
- 7 3) Posting of financial security in an amount equal to the acquisition
8 and installation costs of an approved Artwork, in a form approved
9 by the City Attorney, has been posted;
- 10 4) Artwork has been approved by the Planning Commission.

11 (b) For the purposes of this subsection a, full compliance with the publicly
12 visible art shall not be found until the entire program allocation required by
13 this Article for the project has been satisfied.

14 (c) If any approved Artwork placed on private property pursuant to this Article
15 is removed without City approval, the certificate of occupancy may be
16 revoked.

17 (d) Artwork shall remain in place, unless written authorization has been given
18 by the Planning Division, even if property is sold, transferred, deeded or
19 conveyed.
20

21 **Section 9-3.1710. Application Procedures for Placement of Artwork on Private Property**

22 An application for placement of Artwork on private property as required by this Article 17,
23 shall be submitted to the Planning Division for Planning Commission review and approval, if the
24 proposed Artwork is associated with a development project or to the Parks and Recreation
25 Department for City Council review and approval if the proposed Artwork is not associated with a
26 development project. The application shall include:

- 27 (a) Preliminary sketches, photographs, examples of similar Artwork or other
28 documentation of sufficient descriptive clarity to indicate the nature of the

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proposed Artwork;

- (b) An appraisal or other legitimate evidence of the value of the proposed Artwork, including acquisition and installation costs;
- (c) Preliminary plans containing such detailed information as may be required by the Planning Division, to adequately evaluate the location of the Artwork in relation to the proposed development and its compatibility with the proposed development, including compatibility with the character of adjacent conforming developed parcels and existing neighborhood if necessary to evaluate the proposal; and
- (d) A narrative statement, demonstrating that the Artwork will be displayed in an area open and freely available and/or visible to the general public during hours of operation of the business or enterprise, or other-wise provide public accessibility in an equivalent manner based on the characteristics of the Artwork or its placement on the site.

Section 9-3.1711. Approval for Placement of Artwork on Private Property

- (a) Except as provided in Subsection (b) of this Section, completed applications for projects subject to the publicly visible art requirement in this Article shall be submitted in compliance with Section 9-3.1709 for review and approval of the Artwork, considering the aesthetic quality and harmony of the Artwork with the existing on-site improvements, and the proposed location of and public accessibility to the Artwork.
- (b) The following shall apply to the review and approval of such Artwork, the Reviewing Authority shall be the Planning Commission when the proposed Artwork is association with a development project and the City Council when proposed Artwork is not association with a development project:
 - 1) The appropriate reviewing authority shall consider staff's recommendation in its review and approval of the proposed

1 Artwork; and

- 2 2) If the applicant proposes or the reviewing authority recommends
3 significant revisions to the architecture or physical design and layout
4 of the proposed Artwork, the revised application shall be returned to
5 Staff for further review and recommendation concerning the revised
6 proposal prior to resubmittal to the reviewing authority for final
7 review and approval.

8
9 **Section 9-3.1712. Application Procedure for Acceptance of Artwork Donated to the City**

10 An application for acceptance of Artwork to be donated to the City pursuant to this Article
11 shall include:

- 12 (a) Preliminary sketches, photographs, examples of similar Artwork, models or
13 other documentation of sufficient descriptive clarity to indicate the nature of
14 the proposed Artwork;
- 15 (b) An appraisal or other legitimate evidence of the value of proposed Artwork,
16 including acquisition and installation costs;
- 17 (c) A written agreement executed by or on behalf of the artist who created the
18 Artwork which expressly waives his or her rights under the California Art
19 Preservation Act or other applicable laws; and
- 20 (d) Other information as may be required by the Parks and Recreation
21 Department Staff or the City Council to adequately evaluate the proposed
22 donation of Artwork.

23
24 **Section 9-3.1713. Review of Application for Acceptance of Artwork Donated to the City**

25 Completed applications shall be submitted to the Parks and Recreation Department for
26 review and recommendation to the City Council, which shall have the sole authority to accept,
27 reject or conditionally accept the donation.

1 **Section 9-3.1714. Ownership of Artwork**

- 2 (a) All Artwork placed on the site of an applicant's project shall remain the
3 property of the applicant; the obligation to provide all maintenance
4 necessary to preserve the Artwork in good condition shall remain with the
5 owner of the site.
- 6 (b) Maintenance of Artwork, as used in this Article, shall include without
7 limitation, preservation of the Artwork in good condition to the satisfaction
8 of the City, protection of the Artwork against physical defacement,
9 vandalism, or alteration, and securing and maintaining fire and extended
10 coverage insurance and vandalism coverage in an amount equivalent to the
11 value of the Artwork, including acquisition and installation costs, as noted
12 on the submitted application. Before placement of an approved Artwork,
13 applicant and owner of the site shall execute and record a covenant in a
14 form approved by the City for maintenance of the Artwork. Failure to
15 maintain the Artwork as provided herein is hereby declared to be a public
16 nuisance.
- 17 (c) The proposed Artwork shall comply with all applicable codes, laws, rules,
18 and regulations, including Health and Safety, Building, Fire, Sign, Zoning,
19 and Business License Regulations of the City of Huntington Park.
- 20 (d) The property and Artwork shall be developed and maintained in a clean,
21 neat, quiet and orderly manner at all times and -comply with the property
22 maintenance standards as set forth in the Huntington Park Municipal Code
23 Sections 8-9.02.1.
- 24 (e) In addition to all other remedies provided by law, in the event the owner
25 fails to maintain the Artwork, upon reasonable notice, the City may perform
26 all necessary repairs, maintenance or secure insurance and the costs
27 therefore shall become a lien against the property owner.
- 28 (f) All Artwork donated to the City shall become the property of the City upon

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acceptance by the City Council.

- (g) Stolen or removed Artwork shall be replaced by the owner. Replaced Artwork shall be reviewed and approved by the criteria set forth in this Article.

Section 9-3.1715. Artwork on Public Property and Performing Arts.

- (a) The Huntington Park Parks and Recreation Department shall prepare an annual budget and plan for the Publicly Visible Art Program for City Council approval.
- (b) The Huntington Park Parks and Recreation Department may recommend to the City Council the purchase of Artwork to be displayed and placement location on public property. For purposes of this section, Artwork may include removable and reusable seasonal Artwork. A recommendation shall include the type of Artwork considered, an analysis of the constraints applicable to placement of the Artwork on a site, the need for and practicality of the maintenance of the Artwork, and the costs of acquisition and installation of the Artwork.
- (c) The Huntington Park Parks and Recreation Department has the authority to recommend to the City Council expenditures from the City Art Fund for performing arts, provided the performance occurs within the City of Huntington Park. Approved expenditures may include expenditures for equipment expedient to implement the performing art. A recommendation for an expenditure on performing arts under this subsection shall include the type of performing art considered and the costs of implementation.

SECTION 2. Adoption and implementation of this ordinance is exempt from the provisions of the California Environmental Quality Act pursuant to Section 15061(b)(3).

SECTION 3. Any provisions of the Huntington Park Municipal Code or appendices

1 thereto inconsistent with the provisions of this ordinance, to the extent of such inconsistencies and
2 no further, are hereby repealed or modified to the extent necessary to affect the provisions of the
3 ordinance.

4 SECTION 4. Should any provisions of this ordinance be determined to be invalid or
5 unconstitutional, all other provisions shall remain in full force and effect as approved.

6 SECTION 5. The Mayor shall sign and the City Clerk shall attest to the passage of this
7 ordinance. The City Clerk shall cause the same to be published in the manner prescribed by law.
8 This ordinance shall become effective 30 days after its adoption.

9
10 PASSED, APPROVED and ADOPTED this _____ day of _____, 2013.

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12 _____
13 Mario Gomez, Mayor

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15 ATTEST:
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17 _____
18 Rocio Martinez, Acting City Clerk

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STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF HUNTINGTON PARK)

I, Rocio Martinez, Acting City Clerk of the City of Huntington Park, do hereby certify that the foregoing Ordinance No. _____ was introduced at a regular meeting of the City Council of the City of Huntington Park held on the _____ day of _____, 2013, and was thereafter duly and regularly passed and adopted by the Council of the City of Huntington Park at its regular meeting held on the _____ day of _____, 2013, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Said Ordinance has been published or posted pursuant to law. Witness my hand and official seal of the City of Huntington Park this _____ day of _____, 2013.

Rocio Martinez, Acting City Clerk

ATTACHMENT "B"

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK, CALIFORNIA, AMENDING ARTICLE 17 OF TITLE 9 CHAPTER 3 OF THE HUNTINGTON PARK MUNICIPAL CODE REGARDING THE PROCEDURES AND STANDARDS FOR PUBLICLY VISIBLE ART THROUGHOUT THE CITY OF HUNTINGTON PARK

THE CITY COUNCIL OF THE CITY OF HUNTINGTON PARK ORDAINS AS FOLLOWS:

SECTION 1. The following sections, found in Article 17, Chapter 3, Title 9 of the Huntington Park Municipal Code, are hereby amended to read as follows:

Section 9-3.1702. Definitions

For the purpose of this article, unless otherwise apparent from the context, certain words and phrases used in this article are defined as follows:

- (a) "Artwork" shall mean original creations of art including, but not limited to, the following categories: sculptures, murals, mosaic, earthwork (hardscape), fountains, paintings or other form of approved physical media. These categories may be created out of materials such as steel, bronze, glass, concrete, wood, ceramic and stone, as well as other suitable materials.

Artwork does not include the following:

- 1) Directional elements such as signage or graphics;
- 2) Objects that are mass produced in a standard design; and
- 3) Landscape gardening, unless substantially comprising of durable elements.

- (b) "Publicly Visible" shall mean any exterior area on public or private property which is accessible and/or visible to the general public.

1 **Section 9-3.1703 Authority of the Planning Commission.**

2 Where so provided by this article, the Planning Commission shall have the authority to
3 grant approval or denial of any Artwork proposed to be placed on private property and associated
4 with a development project. The Planning Commission shall not grant the placement of any
5 Artwork unless the Planning Commission finds that the Artwork complies with the property
6 maintenance standards as set forth in Huntington Park Municipal Code Section 8-9.02.1.

7
8 **Section 9-3.1704. Approval or Denial of Artwork Not Associated with a Development**
9 **Project**

10 The City Council shall have the authority to grant approval or denial of any proposed
11 Artwork submitted pursuant to the publicly visible art requirements in this Article that is not
12 associated with a development project. The City Council shall not grant the placement of any
13 Artwork unless the City Council finds that the Artwork complies with the property maintenance
14 standards as set forth in Huntington Park Municipal Code Section 8-9.02.1.

15
16 **Section 9-3.1705. Fund Created**

17 (a) There is hereby created a fund to be known as the “City Art Fund” to
18 account for fees paid pursuant to this Article. Upon the payment to the
19 Finance Department of the required sum to the City Art Fund, the Planning
20 Division shall waive the condition of providing a physical form of art. All
21 money given to the City pursuant to the provisions of this section shall be
22 used for the purposes of providing publicly visible art.

23 (b) The Huntington Park Parks and Recreation Department has the authority to
24 recommend to the City Council expenditures from the City Art Fund.

25
26 **Section 9-3.1709 Certificates of Occupancy.**

27 (a) No final City approval, such as final inspection or a certificate of
28 occupancy, for any project subject to this article shall be granted or issued

1 unless and until full compliance with the publicly visible art program is
2 achieved in one or more of the following ways:

- 3 1) The approved artwork has been placed in a manner satisfactory to
4 the Planning Division;
- 5 2) In-lieu art fees have been paid at the time of building permit
6 issuance;
- 7 3) Posting of financial security in an amount equal to the acquisition
8 and installation costs of an approved Artwork, in a form approved
9 by the City Attorney, has been posted;
- 10 4) Artwork has been approved by the Planning Commission.

11 (b) For the purposes of this subsection a, full compliance with the publicly
12 visible art shall not be found until the entire program allocation required by
13 this Article for the project has been satisfied.

14 (c) If any approved Artwork placed on private property pursuant to this Article
15 is removed without City approval, the certificate of occupancy may be
16 revoked.

17 (d) Artwork shall remain in place, unless written authorization has been given
18 by the Planning Division, even if property is sold, transferred, deeded or
19 conveyed.
20

21 **Section 9-3.1710. Application Procedures for Placement of Artwork on Private Property**

22 An application for placement of Artwork on private property as required by this Article 17,
23 shall be submitted to the Planning Division for Planning Commission review and approval, if the
24 proposed Artwork is associated with a development project or to the Parks and Recreation
25 Department for City Council review and approval if the proposed Artwork is not associated with a
26 development project. The application shall include:

- 27 (a) Preliminary sketches, photographs, examples of similar Artwork or other
28 documentation of sufficient descriptive clarity to indicate the nature of the

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proposed Artwork;

- (b) An appraisal or other legitimate evidence of the value of the proposed Artwork, including acquisition and installation costs;
- (c) Preliminary plans containing such detailed information as may be required by the Planning Division, to adequately evaluate the location of the Artwork in relation to the proposed development and its compatibility with the proposed development, including compatibility with the character of adjacent conforming developed parcels and existing neighborhood if necessary to evaluate the proposal; and
- (d) A narrative statement, demonstrating that the Artwork will be displayed in an area open and freely available and/or visible to the general public during hours of operation of the business or enterprise, or other-wise provide public accessibility in an equivalent manner based on the characteristics of the Artwork or its placement on the site.

Section 9-3.1711. Approval for Placement of Artwork on Private Property

- (a) Except as provided in Subsection (b) of this Section, completed applications for projects subject to the publicly visible art requirement in this Article shall be submitted in compliance with Section 9-3.1709 for review and approval of the Artwork, considering the aesthetic quality and harmony of the Artwork with the existing on-site improvements, and the proposed location of and public accessibility to the Artwork.
- (b) The following shall apply to the review and approval of such Artwork, the Reviewing Authority shall be the Planning Commission when the proposed Artwork is association with a development project and the City Council when proposed Artwork is not association with a development project:
 - 1) The appropriate reviewing authority shall consider staff's recommendation in its review and approval of the proposed

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Artwork; and

- 2) If the applicant proposes or the reviewing authority recommends significant revisions to the architecture or physical design and layout of the proposed Artwork, the revised application shall be returned to Staff for further review and recommendation concerning the revised proposal prior to resubmittal to the reviewing authority for final review and approval.

Section 9-3.1712. Application Procedure for Acceptance of Artwork Donated to the City

An application for acceptance of Artwork to be donated to the City pursuant to this Article shall include:

- (a) Preliminary sketches, photographs, examples of similar Artwork, models or other documentation of sufficient descriptive clarity to indicate the nature of the proposed Artwork;
- (b) An appraisal or other legitimate evidence of the value of proposed Artwork, including acquisition and installation costs;
- (c) A written agreement executed by or on behalf of the artist who created the Artwork which expressly waives his or her rights under the California Art Preservation Act or other applicable laws; and
- (d) Other information as may be required by the Parks and Recreation Department Staff or the City Council to adequately evaluate the proposed donation of Artwork.

Section 9-3.1713. Review of Application for Acceptance of Artwork Donated to the City

Completed applications shall be submitted to the Parks and Recreation Department for review and recommendation to the City Council, which shall have the sole authority to accept, reject or conditionally accept the donation.

1 **Section 9-3.1714. Ownership of Artwork**

- 2 (a) All Artwork placed on the site of an applicant's project shall remain the
3 property of the applicant; the obligation to provide all maintenance
4 necessary to preserve the Artwork in good condition shall remain with the
5 owner of the site.
- 6 (b) Maintenance of Artwork, as used in this Article, shall include without
7 limitation, preservation of the Artwork in good condition to the satisfaction
8 of the City, protection of the Artwork against physical defacement,
9 vandalism, or alteration, and securing and maintaining fire and extended
10 coverage insurance and vandalism coverage in an amount equivalent to the
11 value of the Artwork, including acquisition and installation costs, as noted
12 on the submitted application. Before placement of an approved Artwork,
13 applicant and owner of the site shall execute and record a covenant in a
14 form approved by the City for maintenance of the Artwork. Failure to
15 maintain the Artwork as provided herein is hereby declared to be a public
16 nuisance.
- 17 (c) The proposed Artwork shall comply with all applicable codes, laws, rules,
18 and regulations, including Health and Safety, Building, Fire, Sign, Zoning,
19 and Business License Regulations of the City of Huntington Park.
- 20 (d) The property and Artwork shall be developed and maintained in a clean,
21 neat, quiet and orderly manner at all times and -comply with the property
22 maintenance standards as set forth in the Huntington Park Municipal Code
23 Sections 8-9.02.1.
- 24 (e) In addition to all other remedies provided by law, in the event the owner
25 fails to maintain the Artwork, upon reasonable notice, the City may perform
26 all necessary repairs, maintenance or secure insurance and the costs
27 therefore shall become a lien against the property owner.
- 28 (f) All Artwork donated to the City shall become the property of the City upon

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acceptance by the City Council.

- (g) Stolen or removed Artwork shall be replaced by the owner. Replaced Artwork shall be reviewed and approved by the criteria set forth in this Article.

Section 9-3.1715. Artwork on Public Property and Performing Arts.

- (a) The Huntington Park Parks and Recreation Department shall prepare an annual budget and plan for the Publicly Visible Art Program for City Council approval.

- (b) The Huntington Park Parks and Recreation Department may recommend to the City Council the purchase of Artwork to be displayed and placement location on public property. For purposes of this section, Artwork may include removable and reusable seasonal Artwork. A recommendation shall include the type of Artwork considered, an analysis of the constraints applicable to placement of the Artwork on a site, the need for and practicality of the maintenance of the Artwork, and the costs of acquisition and installation of the Artwork.

- (c) The Huntington Park Parks and Recreation Department has the authority to recommend to the City Council expenditures from the City Art Fund for performing arts, provided the performance occurs within the City of Huntington Park. Approved expenditures may include expenditures for equipment expedient to implement the performing art. A recommendation for an expenditure on performing arts under this subsection shall include the type of performing art considered and the costs of implementation.

SECTION 2. Adoption and implementation of this ordinance is exempt from the provisions of the California Environmental Quality Act pursuant to Section 15061(b)(3).

SECTION 3. Any provisions of the Huntington Park Municipal Code or appendices

1 thereto inconsistent with the provisions of this ordinance, to the extent of such inconsistencies and
2 no further, are hereby repealed or modified to the extent necessary to affect the provisions of the
3 ordinance.

4 SECTION 4. Should any provisions of this ordinance be determined to be invalid or
5 unconstitutional, all other provisions shall remain in full force and effect as approved.

6 SECTION 5. The Mayor shall sign and the City Clerk shall attest to the passage of this
7 ordinance. The City Clerk shall cause the same to be published in the manner prescribed by law.
8 This ordinance shall become effective 30 days after its adoption.

9 PASSED, APPROVED and ADOPTED this _____ day of _____, 2013.

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12 _____
13 Mario Gomez, Mayor

14
15 ATTEST:

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17 _____
18 Rocio Martinez, Acting City Clerk

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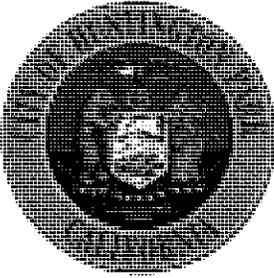
STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF HUNTINGTON PARK)

I, Rocio Martinez, Acting City Clerk of the City of Huntington Park, do hereby certify that the foregoing Ordinance No. _____ was introduced at a regular meeting of the City Council of the City of Huntington Park held on the _____ day of _____, 2013, and was thereafter duly and regularly passed and adopted by the Council of the City of Huntington Park at its regular meeting held on the _____ day of _____, 2013, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Said Ordinance has been published or posted pursuant to law. Witness my hand and official seal of the City of Huntington Park this _____ day of _____, 2013.

Rocio Martinez, Acting City Clerk



CITY OF HUNTINGTON PARK

Police Department
City Council Agenda Report

November 4, 2013

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:

2013-2014 SAFETREC SOBRIETY CHECKPOINT GRANT PROJECT AGREEMENT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the 2013-2014 SAFETREC Sobriety Checkpoint Grant project agreement with the University of California, Safe Transportation Research and Education Center.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The California Office of Traffic Safety (OTS), through the National Highway Traffic Safety Administration (NHTSA), funds sobriety checkpoints throughout California. The goal is to reduce the number of victims killed and injured in alcohol-involved crashes in participating cities. OTS awards grants on a competitive basis using several criteria including performance on previous grants, the number of alcohol-involved fatalities and injuries, and the value of the funding requested. Highly publicized enforcements during the NHTSA-specified Winter Holiday and Labor Day Mobilization periods are a priority for OTS and NHTSA. The Winter Holiday Mobilization period is in December 13, 2013-January 1, 2014; and the Labor Day Mobilization period is August 15 - September 1, 2014. In addition to conducting checkpoints during these periods, agencies are encouraged to request personnel overtime funding for additional checkpoints outside the mobilization periods. The University of California, Berkeley Safe Transportation Research and Education Center (SAFETREC), will administer and coordinate the grants for OTS.

According to the California Office of Traffic Safety 2010 study, based on the number of people killed and injured in alcohol involved collisions, Huntington Park is ranked as the 27th worst city out of 103 cities that are similar to us demographically. Collisions involving drivers under 21 who had been drinking, we are ranked as the 39th worst city out of 103. Drivers 21-34, we are ranked as the 53rd worst city out of 103. These statistics are based on daily vehicle miles traveled.

2013-2014 SAFETREC SOBRIETY CHECKPOINT GRANT

November 4, 2013

Page 2 of 3

As compared to the 2009 study, based on the number of people killed and injured in alcohol involved collisions we have improved. In 2009 we were ranked as the 22nd worst city out of 103 cities that are similar to us demographically. Collisions involving drivers under 21 who had been drinking, we are ranked as the 13th worst city out of 103. Drivers 21-34, we are ranked as the 40th worst city out of 103.

By conducting DUI Checkpoints in our community, we hope to further decrease these incidents and provide a safer environment for our citizens.

Over the past three years, we have made the following number of DUI related arrests and collisions in the city.

<u>YEAR</u>	<u>Arrest</u>	<u>Collisions</u>
2010	378	41
2011	185	18
2012	367	24
2013 (YTD)	114	12

In 2013, we conducted a total of 7 checkpoints in the City of Huntington Park. As a result, a total of 10,996 vehicles passed through the checkpoints. 6,953 of those vehicles were contacted. Based on the contacts the following citations and arrests were made:

DUI Arrests – 15

Warrant Arrest – 2

Unlicensed Drivers – 288

Suspended License – 8

License not in possession – 22

A total of 36 vehicles were impounded. 15 were for DUI, 13 for unlicensed drivers, and 8 for suspended licenses.

FISCAL IMPACT/FINANCING

There is no fiscal impact to the City since all expenses will be covered through the 2013-2014 Sobriety Checkpoint Grant Program.

- Acct# 224-7094-421.13-00 (Sobriety Checkpoint PO) \$75,100

2013-2014 SAFETREC SOBRIETY CHECKPOINT GRANT

November 4, 2013

Page 3 of 3

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Police Department submitted a project proposal to SAFETREC to conduct DUI Checkpoints within the City and to purchase equipment for the safe operation of the checkpoints. The Grant Proposal was approved by the State. Funding for this project will be through 2013-2014 Sobriety Checkpoint Grant Program. We have been approved \$65,600 to host eight checkpoints throughout the grant period and \$9,500 to purchase equipment.

CONTRACTING PROCESS

SAFETREC has submitted a contract based on the budget we submitted. The contract has been reviewed by the City Attorney and is awaiting City Council approval. Once approved by the City Council, the contract will be finalized by SAFETREC and they will fund this project.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Police Department expects that this project will have a significant positive impact on our current services and public safety. Upon entering the agreement with SAFETREC, we will receive funds so that the Police Department can fund and pay for DUI Checkpoints within the City of Huntington Park. This will allow us to conduct DUI enforcement and education for our local drivers and reduce the number of DUI related collisions.

CONCLUSION

Upon approval by City Council, the Huntington Park Police Department will partner with SAFETREC, making funds available for us to increase DUI education and enforcement in our community and reduce DUI related incidents on our city streets.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.



JORGE CISNEROS
Chief of Police

ATTACHMENT:

A: 2013-2014 SAFETREC Sobriety Checkpoint Grant Program Agreement

ATTACHMENT A



The Regents of the University of California
 School of Public Health, Berkeley,
 with Primary Funding from the
 California Office of Traffic Safety

GRANT NUMBER

SC14185

GRANT

1. Title of Program

SOBRIETY CHECKPOINT GRANT PROGRAM FOR 2013-2014

2. Name of Applicant Agency

HUNTINGTON PARK, CITY OF

4. Period of Grant

Month - Day - Year

From: 10/01/13

To: 09/30/14

3. University of California Berkeley, Safe Transportation Research and Education Center
 DAVID RAGLAND, PRINCIPAL INVESTIGATOR, UC BERKELEY SAFE TRANSPORTATION
 RESEARCH AND EDUCATION CENTER

5. Description of Program

The goal of the Sobriety Checkpoint Grant Program for 2013-2014 is to reduce the number of victims killed and injured in alcohol-involved crashes in participating cities. The period of this grant contract ("contract"), October 01, 2013 to September 30, 2014, encompasses two national mobilization periods: the Winter Holiday Mobilization period, December 13, 2013 - January 01, 2014, and the Labor Day Mobilization period, August 15, 2014 - September 01, 2014. The Huntington Park Police Department will conduct sobriety checkpoints in Huntington Park in accordance with this contract. The contract includes the attached Schedule A - Descriptions, Schedule B - Detailed Budget Estimate, Schedule B-1 - Budget Narrative, and Schedule C - Terms and Conditions.

6. Federal Funds Allocated Under This Grant Shall Not Exceed:

\$75,100.00

7. Approval Signatures (By signing this page, Agency agrees to the terms and conditions which follow and are attached)

A. The Regents of the University of California Authorized Signature

Name: David Ragland Phone: (510) 642-0655
 Title: Director, SafeTREC Fax: (510) 643-9922
 Address: UC Berkeley
 Safe Transportation Research and Education Center
 2614 Dwight Way #7374
 Berkeley, CA 94720-7374
 Email: davidr@berkeley.edu

(Signature)

(Date)

B. Authorizing Official For Applicant Agency

Name: Jorge Cisneros Phone: (323) 826-6629
 Title: Chief of Police Fax: (323) 826-6680
 Address: 6542 Miles Avenue
 Huntington Park, CA 90255
 Email: JCisneros@HuntingtonParkPD.org

(Signature)

(Date)

C. Agency Office Authorized to Receive Payments

Agency: Huntington Park, City of Phone: (323) 584-6201
 Office: Finance Department
 Address: 6550 Miles Avenue
 Huntington Park, CA 90255
 Tax ID #: 95-6000724
 Contact Person: Julio Morales
 Email: JMoraes@HuntingtonPark.org

D. Optional: Individuals Authorized to Sign Claims (in addition to the Authorizing Official For Applicant Agency)

Name: Edwin Aragon Title: Senior Accountant

(Signature)

(Date)

Name: Title:

(Signature)

(Date)

**Schedule A - Description
Sobriety Checkpoint Grant Program for 2013-2014**

GOALS

1. To reduce the number of victims killed in alcohol-involved crashes.
2. To reduce the number of victims injured in alcohol-involved crashes.
3. To reduce nighttime (2100 hours to 0259 hours) fatal crashes.
4. To reduce nighttime (2100 hours to 0259 hours) injury crashes.
5. To reduce hit and run fatal crashes.
6. To reduce hit and run injury crashes.

AGENCY OBJECTIVES

1. To conduct a total of 8 sobriety checkpoints by September 30, 2014 (should be a minimum of one checkpoint per mobilization).

NOTE: If a department elects to combine a Driver License (DL) checkpoint with a sobriety checkpoint, the department should: 1) inform the public (via the press release) that driver licenses will be checked and 2) conduct DUI/DL checkpoint operations with signs reading, "DUI/Driver License Checkpoint Ahead".

To better identify and apprehend drug-impaired drivers in addition to alcohol-impaired drivers, it is highly recommended that all personnel assigned to staff the greeting lane of the checkpoint be Drug Recognition Experts (DREs) and/or Advanced Roadside Impaired Driving Enforcement (ARIDE) trained sworn officers. At the very minimum, all officers contacting drivers in the greeting lane should be National Highway Traffic Safety Administration (NHTSA) Standardized Field Sobriety Test (SFST) trained and certified.

To maximize effectiveness, checkpoint operations may be conducted at more than one location on any evening. Each checkpoint should be highly publicized and visible. **The Office of Traffic Safety (OTS) does not fund or support independent DL checkpoints.**

Only on an exception basis and with OTS pre-approval will OTS fund checkpoint operations that begin prior to 1800 hours. When practicable it is recommended that checkpoint operations run until 0300 hours.

2. If appropriate, a supervisor(s) should attend OTS-sponsored "DUI Checkpoints - Planning and Management" eight-hour, POST-certified training by December 31, 2013. Officers are encouraged to attend this training as well.
3. To collect and report checkpoint statistics on-line for checkpoints conducted during the Winter and Labor Day mobilization periods and submit the data by the deadlines established by the Safe Transportation Research and Education Center (SafeTREC).
4. To collect and report checkpoint statistics on-line for checkpoints conducted outside the mobilization periods and to submit the data by the end of the applicable quarter(s).

Schedule A - Description (continued)
Sobriety Checkpoint Grant Program for 2013-2014

MEDIA OBJECTIVES

1. After the statewide kick-off press event, issue a press release announcing the kick-off of this grant, using the OTS kick-off press release template provided by SafeTREC.
2. During the mobilization periods (December 13 - January 1 and August 15 - September 1), if an AVOID media campaign is active in the county, grantee should notify the AVOID Coordinator of checkpoint locations, dates and times at least fourteen (14) days in advance of all planned checkpoints. The AVOID Coordinator should issue press releases including checkpoints conducted during the mobilization periods to all major media outlets in the region.
3. For each checkpoint operation, grantee should distribute a separate press release using the OTS template provided by SafeTREC unless multiple checkpoints are to be conducted within a seven (7) day period, in which case one press release covering the seven (7) day period that covers all operations will suffice. When using the OTS press release template provided by SafeTREC, grantee should forward press releases, media advisories, alerts and other press materials to SafeTREC concurrently with distribution to the media. If any other press release format or copy is used, grantee should submit the press release to the OTS Public Information Officer at pio@ots.ca.gov for his review. Optimum lead-time would be 10 – 20 days prior to the operation. The approved press release should also be sent to SafeTREC. For post-operational media communications that report the results of checkpoints, grantee does not need to have the release approved by OTS.
4. Grantee should use OTS's tagline "Report Drunk Drivers. Call 911" on all news releases and checkpoint publication materials.
5. To use the following standard language in all press, media, and printed materials: "Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration."
6. Grantee should issue to the media a post-operational news release reporting the results of the checkpoint (do not submit to OTS media communications reporting the results of checkpoints). Any drug-impaired driving arrests (23152(a)) and other drug arrests (possession, transportation, for sale) made as the result of the checkpoint operation should be incorporated into the post-operational media release.

METHOD OF PROCEDURE

Phase I: Program Preparation (October 1, 2013 – December 12, 2013)

1. Review the contract to ensure compliance with contract provisions.
2. Notify SafeTREC of any changes in contact information. The contract, purchase order number, and Fact Blasts are emailed to the contact person listed in the agency application.
3. Attend OTS-sponsored "DUI Checkpoints – Planning and Management" eight-hour, POST-certified training by December 31, 2013.
4. Plan checkpoint staffing, e.g., supervisors, officers, clerical staff, or community service officers as needed to staff each sobriety checkpoint on an overtime basis.
5. Send a written request to SafeTREC to seek approval of any changes to grant funded work or deliverables.
6. Order grant approved checkpoint supplies, if applicable.

Schedule A - Description (continued)
Sobriety Checkpoint Grant Program for 2013-2014

Phase II: Mobilization (December 13, 2013 – January 1, 2014 and August 15, 2014 – September 1, 2014)

7. After the statewide kick-off press event in December, grantee should issue a press release announcing the kick-off of this grant using the OTS kick-off press release template provided by SafeTREC.
8. If an AVOID media campaign is active in the county, grantee should notify the AVOID Coordinator of checkpoint locations, dates and times at least fourteen (14) days in advance of all planned checkpoints. The AVOID Coordinator should issue press releases including checkpoints conducted during the mobilization periods to all major media outlets in the region.
9. For each checkpoint operation, grantee should distribute a separate press release using the OTS template provided by SafeTREC unless multiple checkpoints are to be conducted within a seven (7) day period, in which case one press release covering the seven (7) day period that covers all operations will suffice. When using the OTS press release template provided by SafeTREC, grantee should forward press releases, media advisories, alerts, and other press materials to SafeTREC concurrently with distribution to the media. If any other press release format or copy is used, grantee should submit the press release to the OTS Public Information Officer at pio@ots.ca.gov for his review. Optimum lead-time would be 10 – 20 days prior to the operation. The approved press release should also be sent to SafeTREC. For post-operational media communications that report the results of checkpoints, grantee does not need to have the release approved by OTS.
10. Use OTS's tagline, "Report Drunk Drivers. Call 911" on all news releases and checkpoint publication materials.
11. Conduct roll call training. Roll call training costs are not reimbursable.
12. To better identify and apprehend drug-impaired drivers in addition to alcohol-impaired drivers, it is highly recommended that all personnel assigned to staff the greeting lane of the checkpoint be Drug Recognition Experts (DREs) and/or Advanced Roadside Impaired Driving Enforcement (ARIDE) trained sworn officers. At the very minimum, all officers contacting drivers in the greeting lane should be NHTSA SFST trained and certified.
13. Begin the checkpoint no earlier than 1800 hours and if possible and practicable, operate the checkpoint until 0300 hours.
14. Conduct the last checkpoint no later than September 30, 2014.

Phase III: Post Operational Data Reporting (at the end of each mobilization period and each applicable calendar quarter)

15. Submit post-operational data on-line for checkpoints conducted during the Winter Holiday and Labor Day mobilizations. Submit data by the SafeTREC deadlines.
16. Submit post-operational data on-line for checkpoints conducted outside the mobilization periods. Submit the data by the end of the applicable quarter. If multiple checkpoints are conducted during the quarter, summarize (total) the checkpoint statistics.
17. Issue to the media a post-operational news release reporting the results of the checkpoint. Any drug-impaired driving arrests (23152(a)) and other drug arrests (possession, transportation, for sale) made as the result of the checkpoint operation should be incorporated into the post-operational media release.

Phase IV: Claim Submission (at the end of the applicable calendar quarter)

18. Compile actual overtime and checkpoint supply costs incurred for operating the grant-funded checkpoints.
19. Download the claim form from the SafeTREC web site at:
http://www.safetrec.berkeley.edu/checkpointgrants/2013_2014checkpoint.html
20. Complete the claim form for the applicable quarter in accordance with Schedule B – Detailed Budget Estimate and Schedule B-1 – Budget Narrative.
21. Mail the claim forms for the quarter, with the required supporting documentation (specified in Schedule B-1) to SafeTREC following the end of the applicable calendar quarter.

**Schedule B - Detailed Budget Estimate
Sobriety Checkpoint Grant Program for 2013-2014**

The Huntington Park, City of will conduct a total of 8 sobriety checkpoints in Huntington Park as described in Table B below.

Table B

	Number of Checkpoints	Cost Per Checkpoint	Total Cost
Winter Holiday Mobilization, December 13, 2013 – January 01, 2014 (should be a minimum of one checkpoint)	2	\$8,200.00	\$16,400.00
Labor Day Holiday Mobilization, August 15, 2014 – September 01, 2014 (should be a minimum of one checkpoint)	2	\$8,200.00	\$16,400.00
Number of checkpoints outside the mobilization periods	4	\$8,200.00	\$32,800.00
Total Number of Checkpoints	8	Maximum Reimbursable Amount for Checkpoints	\$65,600.00

The cost per checkpoint includes overtime benefits. Only actual benefits accrued from overtime hours will be covered (e.g., retirement, medical/dental/vision insurance, uniform allowances will not be covered). Allowable benefits include: Social Security (OASDI), Workers Compensation, Medicare, State-run disability, and unemployment insurance.

Maximum Reimbursable Amount for Checkpoint Supplies	\$9,500.00
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Only OTS-approved supplies will be reimbursed. The prices of supplies will be reimbursed in accordance with policies established by the OTS.

Grant Total Amount (Maximum Reimbursable Amount for Checkpoints + Maximum Reimbursable Amount for Checkpoint Supplies)	\$75,100.00
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Schedule B-1 - Budget Narrative
Sobriety Checkpoint Grant Program for 2013-2014

Huntington Park, City of will be reimbursed for overtime personnel costs and checkpoint supplies to conduct the checkpoints.

Overtime reimbursement will reflect actual costs (overtime hourly rate and overtime benefit rates) of the personnel conducting the appropriate operation(s) up to the amount of the approved cost per checkpoint and the grant total stated in Schedule B- Detailed Budget Estimate. Only actual benefits accrued from overtime hours will be covered (e.g., retirement, medical/dental/vision insurance, uniform allowances will not be covered). Allowable benefits include: Social Security (OASDI), Workers Compensation, Medicare, State-run disability, and unemployment insurance.

Budgeted grant activities will be conducted by personnel on an overtime basis; supplanting is not allowable. The grant covers only the costs of police department personnel. Grants do not cover contractual services. Grant-funded operations may be conducted by personnel such as an officer, sergeant, corporal, deputy, community service officer, dispatcher, clerical/administrative, etc. depending on the titles used by the agency. Personnel will be deployed as needed to accomplish the grant goals and objectives. Administrative/clerical personnel are allowable only if they worked on the checkpoint operation, e.g., to process the larger than normal volume of citations, towing records, and arrest/incident reports. These reports must be a result of the operation and required to be processed quickly for distribution to the courts and the District Attorney's Office, or to meet statutory time limits. Clerical overtime incurred before the checkpoint or more than one business day after the last day of the checkpoint is not allowable. Costs for preparing claims are not reimbursable.

OTS-approved checkpoint supplies (cones, signage, vests, PAS devices/supplies and lighting equipment) are reimbursable provided that: 1) the total cost of supplies, including tax and shipping, does not exceed the awarded amount specified in Schedule B; and 2) the unit prices of checkpoint supplies do not exceed OTS-established unit costs. Download the Checkpoint Supply Policy from the SafeTREC website to ensure compliance of checkpoint supply purchases. Other direct costs are not reimbursable, except for OTS-approved checkpoint supplies.

Indirect costs are not reimbursable.

Reimbursements are contingent upon the following (exceptions must be approved by SafeTREC):

- i. The applicable post-operational data have been submitted using SafeTREC's on-line reporting system.
- ii. The claim form is correctly filled out, using the SafeTREC Excel-based form.
- iii. The claim amounts do not exceed the limits set forth in *Schedule B - Detailed Budget Estimate*.
- iv. The information in the overtime slips and the ledger report are consistent and fully support the claim.
- v. A ledger report(s) supporting the claim amount is attached to the claim. Only source documents are accepted to support the claim amount. Explanatory documentation such as spreadsheets may be submitted to provide additional information but cannot be accepted in lieu of a ledger report(s).
- vi. An invoice(s) for the amount of checkpoint supplies is attached to the claim. The invoice must contain a sufficient description of the purchased item(s), quantity, and unit cost.
- vii. The claim is signed by the Authorizing Official (Box B of the grant cover page) or Individuals Authorized to Sign Claims (Box D) as designated in the grant cover page.
- viii. Changes in the Authorizing Official For the Applicant Agency or the designation of any other additional individual(s) to sign claims are documented in accordance with SafeTREC documentation requirements.
- ix. The final claim is submitted no later than October 31, 2014.

**Schedule C - Terms and Conditions
Sobriety Checkpoint Grant Program for 2013-2014**

A. INDEMNIFICATION

Applicant Agency agrees to indemnify, defend, and save harmless the State of California, its officers, agents, and employees, the Regents of the University of California, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by Applicant Agency in the performance of this contract.

B. GOVERNING LAW

This Contract shall be governed by and construed in accordance with the laws of the State of California.

C. NON-ASSIGNABILITY

The obligations of the applicant agency under this Contract are not assignable to any third party.

D. USE OF UNIVERSITY NAME/TRADEMARKS

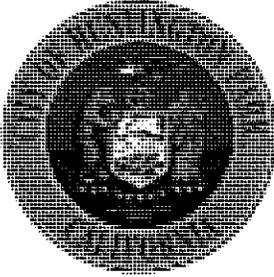
Applicant Agency shall not use the name of the University of California, or any abbreviation thereof, or any name of which "University of California" is a part, or any trademarks of the University, in any commercial context, such as may appear on products, in media (including web sites) and print advertisements in cases when such use may imply an endorsement or sponsorship of the Applicant Agency, its products, or services. All uses of the University's name and trademarks, therefore, must first receive prior written consent of The Regents of the University of California through the Office of Marketing & Business Outreach. This policy is in compliance with the State of California Education Code Section 92000.

E. TERMINATION

Each party has the right to suspend, terminate or abandon the execution of any work by the Applicant Agency without cause at any time upon giving prior written notice. In the event that this contract is suspended, terminated, or abandoned, the Regents of the University of California shall pay the Applicant Agency for services provided hereunder prior to the effective date of said suspension, termination, or abandonment. Said payment shall be computed in accordance with Schedules B and B-1, provided that the maximum amount payable to the Applicant Agency for its services shall not exceed the Grant Total Amount on Schedule B for services provided hereunder prior to the effective date of suspension, termination, or abandonment.

F. STATE OF CALIFORNIA TERMS, CONDITIONS, AND CERTIFICATIONS

Applicant Agency agrees to abide by the General Terms, Conditions, and Certifications contained in OTS Grant Program Manual, Chapter 8.



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

November 4, 2013

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:

CITY-WIDE LIGHT EMITTING DIODE (LED) STREETLIGHT RETROFIT AND UPGRADE PROJECT

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt the resolution approving the City-wide Light Emitting Diode (LED) Streetlight Retrofit and Upgrade Project funded with the 2009-2010 Appropriation of the State of California Proposition 1B funds; and
2. Reject all bids received in response to the Request for Bids (RFB-2013-001) that was due and publicly opened at the City Clerk's office on June 4, 2013 at 12:00 pm; and
3. Authorize the City Manager to execute all California Department of Finance documents required to reprogram the Proposition 1B funds; and
4. Authorize the City Manager to advertise the Request(s) for Bids necessary to complete the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Proposition 1B (Prop 1B), approved by the voters of California in November 2006, authorized the issuance of \$19.925 billion in state general obligation bonds for specific transportation programs intended to relieve congestion, facilitate goods movement, improve air quality, and enhance the safety of the state's transportation system. The State's 2009 Budget Act appropriated \$258 million of these bond funds for local cities representing the remaining balance of the Prop 1B Local Streets and Roads funding. The 2009-2010 allocation for Huntington Park was \$965,000 and the expenditure deadline is June 30, 2014.

CITY-WIDE LIGHT EMITTING DIODE (LED) STREETLIGHT RETROFIT AND UPGRADE PROJECT

November 4, 2013

Page 2 of 4

On May 7, 2012, the City Council approved a plan to program these funds for pavement repair including slurry sealing of Templeton Street between Gage Avenue and Florence Avenue and the reconstruction of Bissell Street from Florence Avenue to Saturn Avenue, through Salt Lake Park. This project has not commenced. The recommended City Council actions would cancel the pavement repair project and reprogram the funds for the City-wide LED Streetlight Retrofit and Upgrade Project.

On May 20, 2013, the City advertised a Request for Bids (RFB) for the purchase of LED streetlight fixtures that would be funded by a refund from Southern California Edison for erroneous billings. The Notice Inviting Bids (NIB) specified the purchase of a total of 380 lights, not including installation. Installation was planned to be completed by City personnel. Twelve bids were received on June 4, 2013 ranging from \$70,700 to \$184,700. Staff reviewed the bids and installed sample fixtures provided by the three lowest bidders for a 60-day test trial period.

The California Department of Finance recently approved the use of Prop 1B funding for a streetlight retrofit/upgrade project. The available funding is expected to cover the cost of replacing all city-owned street lights throughout the City (approximately 2,300), including installation, and the purchase of locking inserts for approximately 200 existing wire pull boxes. The locking inserts will be installed by city maintenance personnel in the areas of the City most prone to wire theft. There has been a recent increase in wire theft with more than 15 city blocks affected in the past two months. The theft results in thousands of dollars of wire replacement costs and is often repeated in the same locations causing the streetlights to be non-functional for weeks at a time. This is a crime and traffic safety concern.

Due to the availability of additional funding, it is recommended that the City Council approve the proposed project and funding allocation, reject all bids received in response to the RFB advertised in June 2013 (RFB-2013-001), and authorize the advertisement of RFB(s) for the revised project. The revised project is expected to result in additional savings by taking advantage of an economy of scale.

The proposed project fulfills the goals of Proposition 1B by providing improved lighting for enhanced pedestrian and traffic safety, a more reliable lighting system through security upgrades to prevent wire theft, and improved air quality through the use of energy efficient LED lighting fixtures that consume approximately 50% less energy with respect to the existing fixtures.

The project is anticipated to be completed by the June 30, 2014 spending deadline.

CITY-WIDE LIGHT EMITTING DIODE (LED) STREETLIGHT RETROFIT AND UPGRADE PROJECT

November 4, 2013

Page 3 of 4

FISCAL IMPACT/FINANCING

There will be no impact to the General Fund as a result of this action. The cost of the proposed project will be covered entirely by the \$965,000 in Prop 1B funds received from the State of California. The project cost consists of \$900,000 for the purchase and installation of the LED fixtures, \$35,000 for the purchase of locking pull box covers, and a \$30,000 contingency fund.

In addition, the City will be pursuing rebates from Southern California Edison for the LED streetlight fixtures that will further reduce the cost of the project. The completed project will result in an annual energy savings of as much as 50%, a savings of approximately \$130,000 per year.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Adoption of the recommended City Council resolution is required in order to reprogram the Prop 1B funds. The approved resolution will be submitted to the California State Department of Finance with the request to revise the project description.

CONTRACTING PROCESS

Upon approval of the recommended actions, staff will prepare and advertise the Requests for Bids necessary to execute the project. The RFB(s) will be published and processed in accordance with the Huntington Park Municipal Code and Purchasing Manual. Following the verification of the lowest responsible and responsive bidder(s), staff will recommend contract award(s) for City Council approval.

IMPACT ON CURRENT SERVICES / PROJECTS

The recommended action will not negatively impact current services or projects. The installation of the LED streetlight fixtures will be completed by a private contractor. The installation of the locking pull box inserts will be completed by city maintenance personnel as part of their routine maintenance schedule and will result in materials and labor savings associated with the replacement of stolen wire the inserts will prevent.

The recommended project will also result in enhanced pedestrian and traffic safety through improved lighting and is expected to reduce the annual labor allocated for streetlight maintenance and make these resources available for other critical public works functions.

NEGATIVE DECLARATION / ENVIRONMENTAL IMPACT REPORTS

This project is categorically exempt under CEQA guidelines (Section 15302) since it consists of the replacement and reconstruction of existing facilities.

CITY-WIDE LIGHT EMITTING DIODE (LED) STREETLIGHT RETROFIT AND UPGRADE PROJECT

November 4, 2013

Page 4 of 4

CONCLUSION

Upon City Council approval of the recommended actions, staff will process the reprogramming of the Prop 1B funds with the State Department of Finance. In addition, staff will publish the Notice of Rejection of All Bids, advertise the necessary Request(s) for Bids for the revised project, and complete the subject project.

Respectfully submitted,



RENÉ BOBADILLA, P.E.
City Manager



JAMES A. ENRIQUEZ, P.E.
Director of Public Works / City Engineer

ATTACHMENT

- A. City Council Resolution

ATTACHMENT "A"

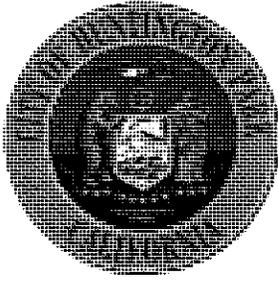
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PASSED, APPROVED AND ADOPTED this 4th day of November, 2013.

Mario Gomez, Mayor

ATTEST:

Rocio Martinez, Acting City Clerk



CITY OF HUNTINGTON PARK

Public Works Department
City Council Agenda Report

November 4, 2013

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:

REQUEST FOR PROPOSALS FOR A SOLID WASTE FRANCHISE AGREEMENT FOR COMMERCIAL AND RESIDENTIAL REFUSE COLLECTION SERVICES

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Review and approve the attached business points (Attachment A) related to a proposed Request for Proposals (RFP) for a solid waste franchise agreement for commercial and residential services.
2. Provide comments and direction to staff related to business points to be included in the RFP.
3. Authorize the City Manager to advertise a Request for Proposals (RFP) for a solid waste franchise agreement based on the approved business points, including City Council comments and direction.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Currently, the City has two separate franchise agreements for solid waste collection, one for residential service and one for commercial service. USA Waste of California, Inc. (a subsidiary of Waste Management, Inc.) ("WM") provides collection services for residential premises and Consolidated Disposal Service, LLC ("CDS") provides collection services for commercial premises.

The City's current agreements with WM and CDS are set to expire and hence an RFP for new service is needed. Notably, the two existing franchise agreements expire at different times. The residential franchise agreement with WM expires on December 31, 2014. The City's commercial franchise agreement with CDS was set to expire on June 19, 2013, but was amended to coincide with the proposed RFP process so that the term would continue for a period of not less than six (6) months and thereafter will expire automatically on December 31, 2014 or after ninety (90) days' notice of a party's desire to terminate the agreement, whichever comes sooner.

REQUEST FOR PROPOSALS FOR A SOLID WASTE FRANCHISE AGREEMENT FOR COMMERCIAL AND RESIDENTIAL SERVICES

November 4, 2013

Page 2 of 3

It is recommended that a single franchise for both commercial and residential services be awarded. The new franchise would commence for residential premises on January 1, 2015, and it could commence at the same time or earlier for commercial premises, depending on the Council's desire.

FISCAL IMPACT/FINANCING

The fiscal impact to the General Fund as a result of this action is uncertain at this time. Although staff recommends increasing the franchise fee from 5% to 15% of gross revenue, the final fees for service proposed and approved by the City Council will determine the revenue received by the City from this agreement.

WM currently charges residents \$22.69/month for a 3-cart system. In addition, senior citizens, who meet certain requirements, are eligible for a 10% rate reduction. WM also pays the City a 5% franchise fee on residential services. WM currently provides bulky item pickups on the same day as other solid waste collection, provided a request is made at least 24 hours prior to the scheduled collection.

CDS's current commercial rates depend on the frequency of service. By way of example, for the most common services their rates are as follows: \$147.83 for a 2-yd bin, 1x a week; and \$169.89 for a 3-yd bin, 1x a week. Rates are higher within District 1 (the downtown area) where they are: \$154.36 for a 2-yd bin, 1x a week; and \$192.08 for a 3-yd bin, 1x a week. CDS also pays an annual franchise fee of \$75,000 or 5% of gross revenue, whichever is greater. CDS also provides collection services for all City buildings and facilities, including the bins in the City's Public Works Yard.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current haulers were provided a written *Notice of Non-Renewal* in February 2008, at the direction of the City Council, in order to satisfy the contractual requirement of a 5-year advanced notice.

Attached for Council consideration is a list of business points for discussion purposes. Staff requests direction on the various issues identified so that the RFP can be finalized and advertised. The Council is authorized to issue a solid waste franchise to whichever proposer it deems best suited to serve the City and is not bound to award the agreement to the lowest proposer. Accordingly, it may consider factors such as experience in awarding the agreement.

CONTRACTING PROCESS

Upon City Council approval of the recommended actions, an RFP will be issued soliciting proposals for a solid waste franchise agreement. Following the review of the proposals, staff will present the results at a regularly scheduled City Council meeting for selection by the City Council. Ultimately, the Council will need to adopt a resolution to award the franchise agreement.

**REQUEST FOR PROPOSALS FOR A SOLID WASTE FRANCHISE AGREEMENT
FOR COMMERCIAL AND RESIDENTIAL SERVICES**

November 4, 2013

Page 3 of 3

IMPACT ON CURRENT SERVICES

The recommended action will not impact current services. The selected contractor will be required to provide a Work Plan to ensure service is not interrupted when the contract services are transitioned from the current haulers to the new hauler.

CONCLUSION

Upon City Council approval of the recommended actions, staff will advertise the Request for Proposals, make a recommendation for a proposed hauler and bring the matter back to Council for further action.

Respectfully submitted,



RENÉ BOBADILLA, P.E.
City Manager



JAMES A. ENRIQUEZ, P.E.
Director of Public Works / City Engineer

ATTACHMENTS

- A. Business Points for RFP
- B. Project Schedule

ATTACHMENT "A"
BUSINESS POINTS FOR RFP

<u>Deal Point</u>	<u>Proposed Contract</u>	<u>Notes</u>
<u>Single Agreement</u>	Combine all service (commercial and residential) into a single franchise agreement so that the entire City continues to be subject to an exclusive hauling arrangement	
<u>Basic Concept</u>	Obtain lowest rates for residential and commercial customers by seeking proposals that can be compared on an objective basis.	
<u>Goal</u>	Enhanced quality of service with significant rate reductions	
<u>Qualifications to propose</u>	Recommend at least 5 years current experience with similar services as requested	Pros and Cons revolve around lower rates which will likely be offered by less experienced haulers and whether City is willing to risk allowing a hauler with no prior experience to handle account
<u>Ex Parte Rule</u>	Policy question for Council as to whether they desire proposers to be barred from conferring with Council during process	
<u>Term</u>	Five year term, with option for City to renew for two years if after a review of performance (paid for by hauler) City chooses to do so	

<u>Deal Point</u>	<u>Proposed Contract</u>	<u>Notes</u>
<u>Franchise fee</u>	Franchise fee of 15% on Gross Revenue to be paid monthly.	This is an increase in current franchise percentage, but will likely be based on gross revenues from reduced rates
<u>Financial terms not suggested</u>	Upfront franchise fee, sharing in recycling revenue, standing community contribution fee, higher franchise fee	
<u>Annual Administrative Fee</u>	Payment to City to cover cost of ensuring contract compliance on an ongoing basis. Flat fee of \$50k with CPI inflator, plus actual amount of any legal fees	Staff views this as essential to ensuring small issues do not turn into very large issues, and to ensure City gets benefit of bargain
<u>Negotiation Costs</u>	Payment of all City's costs of RFP process	
<u>Rates</u>	RFP to propose fixed rates that will automatically adjusted by CPI with 3% cap. No charge permitted for extra green waste and recycling carts	
<u>System for Residential</u>	Three Cart only or consider a one Cart system?	Recent RFP in Lynwood saw significant cost reductions for a one Cart system. Council may wish to allow proposers to give rates for a three Cart system and a one Cart system

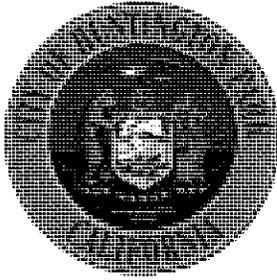
<u>Deal Point</u>	<u>Proposed Contract</u>	<u>Notes</u>
<u>Bulky Waste Collection</u>	<p>Free service (up to 4 items per pickup), for residential including tenants of multi-family; charge for commercial.</p> <p>Include electronic waste, batteries, florescent tubes, etc at curbside</p> <p>Fund a City truck and employee (annual cost of \$25,000 with CPI inflator)</p> <p>Provide abandoned item collection within 48 hours</p>	
<u>Walk out Service</u>	<p>Hauler brings Carts from storage location to truck and returns it. Free to qualified Customers who have need</p> <p>Charge for other Customers who want it as a "luxury"</p>	
<u>Senior Discount or Varied Cart Sizes</u>	<p>Option to request a Senior Discount or Smaller Carts for those who need less service (i.e., seniors) or have space/maneuverability issues.</p>	
<u>Sharps and Unused Medication Disposal</u>	<p>Fund mail in program by paying for postage and packaging for sharps disposal.</p>	
<u>City Facilities</u>	<p>Free collection at all facilities</p>	<p>Includes collection at approximately 200 locations in Downtown area 7x/week</p>
<u>City Wide Clean up Events</u>	<p>Two Citywide waste drop off/clean up events to be provided each year</p>	
<u>Community involvement</u>	<p>Requirement to join Chamber, and similar organizations</p>	<p>Goal is for hauler to be part of the community</p>

<u>Deal Point</u>	<u>Proposed Contract</u>	<u>Notes</u>
<u>Service at City Events</u>	Free collection at City sponsored events	Recommend specified list of events
<u>Customer outreach</u>	Quarterly newsletter and hotline for customer questions and complaints required	
<u>Billing</u>	Provided by hauler	
<u>Vehicles</u>	Require new vehicles, less than 10 years old, that meet AQMD clean air requirements	
<u>Reporting</u>	Require all necessary reports for CalRecycle, and include tonnage reports for disposed waste, recycled materials, green waste, etc	
<u>Assignment</u>	Only if City agrees in its unfettered discretion, with requirement of significant payments to City to capture value City creates by granting franchise.	
<u>Performance Bond</u>	Set appropriate level	\$1 Million recommended
<u>Liquidated damages schedule</u>	Liquidated damages to be paid for minor failures to perform based on schedule to be provided	
<u>Strikes</u>	Up to 5 days, performance excused as a "force majeure", thereafter performance not excused	

<u>Deal Point</u>	<u>Proposed Contract</u>	<u>Notes</u>
<u>Indemnity</u>	Include comprehensive language making hauler responsible for all claims expecting those arising from City's sole negligence. Also, include Hazardous material indemnity and indemnity for AB 939 penalties	
<u>Insurance</u>	\$10,000,000	
<u>AB 939 Guarantee/Recycling</u>	<p>Give hauler responsibility for all diversion and reporting compliance; and make them responsible for all penalties.</p> <p>Require that they warrant and guarantee they will keep City in compliance (goes beyond limit in law on indemnity obligations)</p> <p>Require compliance with 75% diversion requirement with no rate increase</p> <p>Agreement to outline programs that they will implement as minimum requirements, but require hauler to do adjust programs and add programs, and in essence do whatever else is needed to comply with diversion requirements and all other laws and regulations</p> <p>Public awareness programs to be included in programs to be implemented</p>	

ATTACHMENT "B"
SOLID WASTE RFP
PROJECT SCHEDULE
As of November 4, 2013

Project Activity	Scheduled Completion Date
Council Approve Business Points	11/4/2013
Release of RFP and Draft Agreement	12/2/2013
RFP Responses Due	3/3/2014
Staff Return to Council with Recommendation/Contract Award	4/7/2014
Commercial Implementation	7/1/2014
Residential Implementation	1/1/2015



CITY OF HUNTINGTON PARK

Administration
City Council Agenda Report

November 4, 2013

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:

ADOPT RESOLUTIONS TO ADOPT CLASS SPECIFICATIONS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Adopt the resolutions to adopt the class specifications for Permit Technician, Building Inspector, Building Official, Public Works Superintendent, City Attorney, and Senior Deputy City Clerk

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Adoption of the resolutions stated above by the City Council is the final step in the process before the City can fill the positions. Four of the positions were previously approved by the City Council and two of the positions are new. In addition, the City Attorney has reviewed and approved the resolutions and class specifications for each position.

Positions Previously Approved by Council

The City Council approved the full-time positions of Building Official, Building Inspector, Permit Technician, and Public Works Superintendent on September 10, 2013, and September 24, 2013. In addition, the meet and confer process has been completed with the General Employees Association, and the Civil Service Commission also has approved the class specifications. Adoption of the resolutions by the City Council is the final step in the process before the City can begin recruiting to fill the positions.

ADOPT RESOLUTIONS TO ADOPT CLASS SPECIFICATIONS

November 4, 2013

Page 2 of 5

New Positions

The City Attorney and Senior Deputy City Clerk are new positions presented to Council for approval.

The intent of the City Attorney position is to reduce the amount of legal services currently provided by a private law firm and replace with an in-house City Attorney. Establishing an in-house City Attorney's office will significantly increase the level of legal service available to the City through dedicated, on-site presence and daily interaction with City staff, while resulting in an estimated savings of \$21,000 per fiscal year. In addition, much-needed legislative services will be incorporated in the hybrid model.

The establishment of on-site legal counsel is of critical importance to the City's continued long-term success. The economic development strategies and other initiatives that the City is continuing to develop and implement will require more frequent legal counsel than can feasibly be provided on a contract basis.

The Senior Deputy City Clerk position will provide for the continued management and operation of the City Clerk's Office. In addition, staff will evaluate the feasibility of utilizing the County of Los Angeles to conduct future municipal elections.

Current legal service model:

The City of Huntington Park currently obtains legal services by contracting out all needed services to private law firms. The five categories of legal services required by the City include:

1. General law
2. Employment law*
3. Police matters*
4. General liability (risk management)
5. Successor Agency matters (formerly Community Development Commission)**

** Employment law and police matters are included in the non-departmental section of the general fund budget*

*** Successor Agency costs are paid by redevelopment funds of the former CDC*

General law (City Attorney) services are currently provided to the City on a contract basis by the private law firm Rutan & Tucker, LLP. Under the current general law service model, there is limited availability to legal counsel since there is no "on-site" attorney. The City can improve the quality of its legal services and reduce its annual legal costs by moving to a hybrid service model comprising an in-house City Attorney and limited contracted specialized legal services.

The main benefits of establishing a hybrid legal service model are:

1. Improved service quality through daily interaction with on-site legal counsel
2. Estimated legal expense savings of \$21,000 per fiscal year

ADOPT RESOLUTIONS TO ADOPT CLASS SPECIFICATIONS

November 4, 2013

Page 3 of 5

General law matters:

The City Attorney serves as general counsel and provides oversight of all legal matters for the City. These general law functions have been performed by a single private law firm, Rutan & Tucker, LLP, on a contract basis since October 2012. General law matters include, but are not limited to, the following legal services:

1. Prepare ordinances, resolutions, and other legal documents
2. Provide legal counsel on legislation-related matters
3. Prepare contracts and advise City on public bidding process
4. Attend meetings of the City Council and other commissions & boards
5. Interpret and provide legal counsel on Brown Act-related issues
6. Represent the City in inter-agency matters

Hybrid legal service model:

The establishment of a full-time City Attorney position will create a “hybrid” legal service model. The in-house City Attorney will be an at-will City employee and be responsible for general law matters that are currently performed on a contract basis, as well as oversight of contracted specialized legal services.

FISCAL IMPACT/FINANCING

Positions Previously Approved by Council

The City Council approved funding for the positions of Building Official, Building Inspector, Permit Technician, and Public Works Superintendent on September 10, 2013, and September 24, 2013.

New Positions

City Attorney:

The City currently spends an average of \$466,000 per year on general law services. These services are currently provided by a private law firm, Rutan & Tucker, LLP. The hybrid legal service model will result in an estimated cost savings of \$21,000 per fiscal year, while increasing the level of legal service provided to the City through a dedicated, on-site City Attorney. The proposed base salary range for the City Attorney position is \$154,644 to \$189,864.

ADOPT RESOLUTIONS TO ADOPT CLASS SPECIFICATIONS

November 4, 2013

Page 4 of 5

Table 1. Current and proposed general law service models

Current Contracted General Law Service Model		Proposed Hybrid General Law Service Model	
Legal services	Annual cost	Legal services	Annual cost
Contracted law firm	\$466,000*	City Attorney (salary + benefits)	\$225,000
		Administrative support	100,000
		Specialized legal counsel (contracted)	70,000
		Lobbying services (contracted)**	30,000
		Misc. services, fees	15,000
		Office supplies	5,000
Total:	\$466,000	Total:	\$445,000
		Expected Fiscal Year Savings:	\$21,000

* Annual cost of current legal services is based on an average of general law costs from FY 2010-2011 to FY 2012-2013.

** Lobbying is a legal service augmentation that is not provided under the current legal service model.

Senior Deputy City Clerk:

Staff conducted a salary survey of comparable agencies for this position and set a salary range consistent with the results of the survey. The annual base salary range for this position is \$59,496 to \$73,044. This position will be funded through the reassignment of costs previously allocated to the vacant City Clerk position.

CONCLUSION

Upon adoption of the resolutions, the new class specifications will become effective.

Respectfully submitted,



RENÉ BOBADILLA
City Manager, P.E.

ADOPT RESOLUTIONS TO ADOPT CLASS SPECIFICATIONS

November 4, 2013

Page 5 of 5

ATTACHMENTS

Attachment A: Current Class Specifications for Building and Engineering Positions

Attachment B: New Class Specifications

Attachment C: Resolutions Approving and Adopting New Class Specifications

Attachment D: Staff report from Sept. 10, 2013

Attachment E: Staff report from Sept. 24, 2013

ATTACHMENT "A"

CITY OF HUNTINGTON PARK

Class Specification

PLAN CHECK ENGINEER

Service: Competitive

Approved by Commission: 1/24/86

Approved by Council: 2/3/86

Probation: One Year

Resolution Number: 86-16

DEFINITION

Under general administrative direction, checks residential, industrial and commercial building plans for structural integrity, safety and conformity with established building codes; performs other related duties as required.

EXAMPLE OF DUTIES

Checks plans for structural integrity and compliance with construction codes, zoning regulations, local ordinances and state laws; provides information to the public regulating construction and property development; consults with architects, engineers, contractors and owners regarding methods of design and construction; approves and issues permits; makes field investigations to determine compliance with approved plans and verify solutions to unexpected difficulties that might arise during construction; assumes duties of building inspectors when specifically assigned; assures plans comply with local planning, zoning, engineering, redevelopment codes and ordinances; serves as key position responsible for tracking the plan check time--building permit issuance process; work entails a high degree of responsibility to ensure the safety of life and property.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from college with a bachelor's degree in architecture or civil or structural engineering and possession of an Engineer-in-Training Certificate (EIT) or a Plan Check Certification by the International Conference of Building Officials (ICBO) and two year's experience in Plan Checking or related field.

Knowledge, Skills and Abilities:

Knowledge of building construction methods and materials and the uniform system of building, housing, plumbing, mechanical and electrical codes; working knowledge of principles and practices of property location and topographical surveying; skill in inspecting structures for workmanship and materials; ability to review and analyze building plans, structural calculations and code requirements; prepare written reports; deal effectively with the public and employees; and coordinate development requirements into plan check process.

License:

A valid California Class 3 driver's license.

CITY OF HUNTINGTON PARK, CALIFORNIA

Class Specification

BUILDING INSPECTOR (GENERAL)

SERVICE: Competitive Approved by Commission 12-9-63

Approved by Council 1-1-64

PROBATION PERIOD: 1 year Resolution No. #4871

Definition Reso. #75-136 (Revised 12-15-75)

Inspects buildings and structures in all stages of construction, alteration and repair to insure compliance with all statutes, ordinances and regulations, including but not limited to building, electrical, fire, plumbing, heating and ventilating, refrigeration and air conditioning and health codes; and performs other related work as required.

Distinguishing Characteristics

This class inspects the work of all or several building trades. Work is performed without direct supervision in conformance with established regulations and policy. Work and decisions are subject to review.

Typical Tasks

Inspects all types of residential, commercial and industrial buildings to insure conformity with code requirements, in all stages of construction; confers with architects, contractors, builders and the public in the field and office, and explains requirements, restrictions, and departmental interpretation of codes; reviews plans for compliance with code requirements; checks the adequacy of structural features as required; initiates soils or material tests where adequacy is subject to question; inspects or re-inspects existing buildings for code violations; inspects relocated buildings and alteration projects for code compliance; prepares reports and maintains records as required; issues permits.

Desirable Qualifications

Education: Completion of two years in an accredited college with specialization in engineering, architecture or mathematics, or graduation from an accredited college. Each year of experience in excess of the experience requirement herein may be substituted for each year of college.

Experience: Two years experience in the inspection of buildings for compliance with code, or in the responsible design of buildings in conformance with code requirements; or as a general contractor, building construction foreman or superintendent.

BUILDING INSPECTOR (GENERAL) (cont'd)

Desirable Qualifications (cont'd)

Knowledge, Skills and Abilities: A good knowledge of building codes and zoning ordinances, and their applications; an understanding and working knowledge of modern techniques, methods and materials used by the various building trade, and familiarity with the standards of accepted practice; knowledge of safety practices and regulations; ability to follow proper inspection techniques and to detect deviations from plans, regulations, and standard practice; ability to read and interpret building plans, specifications and laws pertaining to all phases of work; ability to keep records and submit reports; ability to follow, and to give clearly written and oral instructions; ability to maintain a cooperative working relationships.

Minimum Requirements

License: California class "D" driver's license or equal.

Physical: Group "B" - Moderate.

11-9-63

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CITY OF HUNTINGTON PARK, CALIFORNIA

SERVICE: Competitive Approved by Commission 4-18-63
SEX: Male Adopted by Council 56-63
PROBATION PERIOD: 1 year Resolution No. 4791

Class Specification

BUILDING OFFICIAL

Definition

Subject to administrative determination of policy, an employee in this class is responsible for the departmental operation and activities which regulate the construction, use and maintenance of all buildings and structures within the City; and performs related work as required.

Distinguishing Characteristics

This is an administrative class, responsible for directing and supervising all of the functions of the department and the activities of its employees in conformance with established policies and procedures. The functions of the department and this class are primarily to review plans and specifications, inspect constructions, and enforce compliance with applicable building, plumbing, heating and air conditioning, electrical and fire codes. The work also includes the administration of the City zoning ordinances and health regulations. Work of this class is reviewed through periodic conferences but is performed without direct supervision.

Typical Tasks

Assigns and reviews the work of personnel; answers inquiries and complaints of the public; keeps informed concerning developments of new material, methods and standards in the construction field and recommends modifications of policy, procedure, ordinances, or codes in the public interest; provides technical assistance to Council and other City departments; reviews plans, and checks for compliance with applicable codes and ordinances; issues building, plumbing, heating and air conditioning, electrical, and occupancy permits; inspects all types of residential, commercial, and industrial buildings to insure conformity with all applicable code requirements; confers with owners, contractors, architects, and engineers regarding building and zoning requirements and technical problems; inspects damaged buildings; investigates and reviews alleged violations of zoning laws; makes sanitation inspections; supervises the classification, coding and maintenance of files and records of plans, maps, and inspections.

Desirable Qualifications

Knowledge, Skills, and Abilities

A working knowledge of all types of construction materials, standards, methods and practice in the structural, plumbing, heating and air conditioning, and electrical construction fields; a thorough knowledge of all pertinent statutes, codes, ordinances and regulations; a working knowledge of the principles and practices of civil engineering, and particularly the science of engineering mechanics; knowledge

Class Specifications - Building Official (Cont'd)

of the particular stages of construction at which possible violations and deficiencies are more easily observed and corrected; skill in detecting sub-standard workmanship and material, and potential hazards of collapse, fire or other failure; ability to read and interpret plans and specifications; ability to contact property owners, contractors and the public and to effect and maintain satisfactory working relationships, and particularly on inspectional and regulatory matters; ability to establish and maintain a cooperative working relationship with other City employees, and to train and supervise subordinates.

Education and Experience

Graduation from college with specialization in Civil Engineering or related fields, and a minimum of five years professional experience in the design, construction or inspection of buildings or major structures. Or an equivalent combination of experience and training.

Minimum Requirements

Education and Experience

Graduation from a standard high school or equivalent education as determined by reference to standards provided in the Education Code of the State of California, and a minimum of 5 years progressively responsible professional experience in the design, construction, or inspection of buildings or other major structures.

License

A valid California Class "D" Driver's License, or equivalent.

Physical

Group "B" - moderate to heavy.

CITY OF HUNTINGTON PARK

Class Specification

PUBLIC WORKS SUPERINTENDENT

Service: Competitive:

Approved by Commission: 3-4-82

Approved by Council: 4/5/82

Probation: One Year

Resolution Number: 82-25

DEFINITION

Under direction of the Director of Public Works, plans, directs and supervises the maintenance of streets, storm drains, sanitary sewers, street trees and all municipal controlled landscaped areas in public parks and grounds, off-street parking lots, street islands, parkways, Civic Center; supervises the collection and disposal of residential waste and refuse, and other work as required.

EXAMPLE OF DUTIES

Plans, organizes and directs a city-wide program of street maintenance; supervises street-cleaning, repairs and resurfacing, paving and cleaning of alleys; supervises the maintenance of street trees; supervises the painting of crosswalks and traffic sign posting; supervises and inspects the maintenance of all municipal controlled landscaped areas in public parks and grounds including maintenance and minor repair of park and playground equipment; supervises the abatement of weeds and other nuisances on public and private properties; supervises the maintenance and cleaning of sewers and storm drains; establishes, plans and inspects repair work and maintenance programs of work crews; enforces safety regulations, supervises, consults, and trains employees under his direction; prepares division budget and program recommendations; operates within the limits of established policies and procedures; administers related contracts. Attends meetings as directed. (i.e. Parks and Recreation)

EMPLOYMENT STANDARDS

Education and Experience:

Any combination of education and experience equivalent to a high school degree supplemented by fifteen (15) units of college level courses or equivalent specialized training in the maintenance or construction of streets, parks, public works, civil engineering or related subjects and seven (7) years of progressively responsible experience in the maintenance or construction of streets, parks and related public works facilities, including three (3) years at a supervisory level. Additional work related experience may be substituted on two (2) years work experience for each five (5) units of supplemental education.

OR

CLASS SPECIFICATION - PUBLIC WORKS SUPERINTENDENT

Page 2

Graduation from an accredited two (2) year college with an Associate Arts Degree (AA) and five (5) years of progressively responsible experience in the maintenance or construction of streets, parks and related public works facilities, including three (3) years at a supervisory level.

Knowledge
Skills, and
Abilities:

Knowledge of materials, equipment, procedures and practices employed in street, parkway, landscaping, tree maintenance, sewer and drain construction and maintenance; knowledge of modern methods of refuse collection and disposal; ability to plan and lay out a comprehensive work program, to estimate costs and to develop a budget for carrying out the division program; ability to keep records and prepare reports; ability to establish and maintain a good working relationship with associates and the public; ability to plan, supervise and direct the work of others, and to maintain a harmonious working relationship between subordinate employees.

License

A valid California driver's license, Class 3.

ATTACHMENT "B"

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PERMIT TECHNICIAN

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by Civil Service Commission:	
Classification Series:	Building & Engineering	Approved by City Council:	
FLSA Status:	Non-Exempt	Resolution No.:	

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

DEFINITION

Under general supervision, provides information and assistance to the public regarding departmental policies and procedures, performs responsible technical work in the review, processing, issuance, and recordkeeping of a variety of permits such as building permits, encroachment permits, development review permits, zoning and business license information; performs administrative support duties and a variety of specialized tasks of a technical nature; and performs other related duties as required.

EXAMPLE OF DUTIES

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

- Provides information to the public regarding the requirements for obtaining a variety of permits and assists in the completion of forms and applications;
- Determines the type(s) of permits required and all associated fees;
- Reviews building and plan checking permit applications, plans and specifications for completeness and routes submittal packages to applicable departments, agencies, and consultants for plan check;
- Performs minor plan checking at the public counter;
- Prepares and distributes Certificates of Occupancy upon approval by the Building Official;
- Verifies data regarding contractor's license and insurance;
- Maintains accurate and detailed records and files for permit applications, plan checking, and inspections; verifies accuracy of information; researches discrepancies and records information;
- Receives, logs, and refers code violation complaints/concerns from the public;
- Compiles a variety of statistical reports on plan check construction activity;
- Communicates clearly and concisely, both verbally and in writing;
- Provides assistance at the public counter and by telephone, as needed;
- Explains City and departmental policies to staff and public;
- Operates a variety of standard office equipment and machines which may include but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PERMIT TECHNICIAN

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by Civil Service Commission:	
Classification Series:	Building & Engineering	Approved by City Council:	
FLSA Status:	Non-Exempt	Resolution No.:	

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:

- Basic construction terminology and blueprint reading;
- Permit processing, fee structures and very basic building codes;
- Plan checking principles and practices;
- National Pollutant Discharge Elimination System (NDPES) requirements, programs, and compliance;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- Good customer service practices.

Ability to:

- Read and interpret rules and regulations and apply them to permit issuance procedures;
- Verify that plan submittals are complete and in conformance with required submittal standards;
- Perform basic mathematical computations;
- Enter, track and retrieve information using a computer;
- Demonstrate tact and diplomacy with the public;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

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

Education:

- Graduation from high school, or attainment of GED or CHSPE certificate.
- Completion of courses from a vocational school or college in Building Inspection Technology, Public Works Inspection, Computer Aided Drafting, Principles of Engineering Technology, Blueprint Reading, the Uniform Building Code, or related fields is highly desirable.

Experience:

- One (1) year of experience working at the public counter of a municipal building or engineering department.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PERMIT TECHNICIAN

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One Year	Approved by Civil Service Commission:	
Classification Series:	Building & Engineering	Approved by City Council:	
FLSA Status:	Non-Exempt	Resolution No.:	

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Possession of, or the ability to obtain, ICC certification as a Permit Technician within one year of appointment is highly desirable.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

Bilingual Pay:

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

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUILDING INSPECTOR

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One-Year	Approved by Civil Service Commission:	
Classification Series:	Building & Engineering	Approved by City Council	
FLSA Status:	Non-Exempt	Resolution No.:	

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

DEFINITION

Under general supervision and the direction of the Building Official, conducts field inspections and checks residential, commercial and industrial construction, alteration, or repairs of buildings and other structures; enforces codes related to building, plumbing, electrical, mechanical, structural, and finish trade areas; assists in the review of building plans and provides building code information to the public; and performs other related duties as required.

EXAMPLE OF DUTIES

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

- Performs the full array of residential, commercial, and industrial building construction, remodel, and repair field inspections to ensure the health, safety, and welfare of the public; determines existence and type of various building code violations; compiles, analyzes, and evaluates findings of investigations and inspections; interacts with architects and construction contractors to ensure code compliance; performs follow-up inspections as required; ensures compliance with all applicable municipal building related codes and regulations; issues standard construction and occupancy permits and approves final inspection certificates;
- Organizes and prepares inspection routes; checks the safety of construction and installation practices; inspects the quality of materials and methods of construction for footings and foundations, excavations, wood framing, concrete work, steel erection, lathing, plastering, tile work, pools and spas, masonry, electrical, plumbing, NPDES stormwater quality compliance; and other construction work;
- Interprets, applies, and explains applicable federal, state, and municipal electrical, plumbing, structural, and mechanical codes, and other related laws, codes, and regulations to the public, department staff, and other agencies; conducts pre-construction meetings with owners, architects, contractors, and property owners to develop inspection protocols and to advise them on the requirements for compliance; explains processes and procedures for obtaining compliance or appropriate permits;
- Maintains clear, concise, and comprehensive records and reports related to inspection activities; prepares weekly project updates; routes inspection requests; maintains daily logs of contacts or inspections for code enforcement cases; enters and retrieves information from records systems;
- Reads building plans; checks for grade quality of materials used in construction; assists and coordinates plan review with other City departments or divisions, consultants, and outside agencies;
- Meets and coordinates with special inspectors, as required, to ensure the quality of inspections; researches products and reports for compliance of alternatives or substitute products;
- May appear in administrative hearings and in court as an expert witness;
- Communicates clearly and concisely, both verbally and in writing;
- Provides assistance at the public counter as needed;
- Explains City and departmental policies to staff and public;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUILDING INSPECTOR

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One-Year	Approved by Civil Service Commission:	
Classification Series:	Building & Engineering	Approved by City Council	
FLSA Status:	Non-Exempt	Resolution No.:	

(Continued)

- Operates a variety of standard office equipment and machines which may include but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Building practices and terminology;
- Pertinent Federal, State, and local laws, codes and regulations including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code;
- Construction safety laws, requirements, and practices;
- Legal procedures involved in the enforcement of building codes;
- Plan checking principles and practices;
- National Pollutant Discharge Elimination System (NDPES) requirements, programs, and compliance;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- Good customer service practices.

Ability to:

- Read and interpret building and engineering plans and specifications;
- Analyze, interpret, apply and enforce regulations and policies;
- Deal calmly, politely and effectively with citizens, contractors, and construction site personnel;
- Enforce building codes while not arousing undue hostility;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUILDING INSPECTOR

Civil Service Status:	Open/Competitive	Bargaining Unit:	General Employees' Association
Probationary Period:	One-Year	Approved by Civil Service Commission:	
Classification Series:	Building & Engineering	Approved by City Council	
FLSA Status:	Non-Exempt	Resolution No.:	

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

Education:

- Graduation from high school, or attainment of GED or CHSPE certificate.
- College level work in civil engineering, architecture, or related fields may be substituted for building construction experience on a year-for-year basis up to a maximum of two (2) years for trade or construction work.
- Two (2) years of college course work in a related field may be substituted for a maximum of one (1) year of building inspection experience.

Experience:

- Three (3) years of experience as a journey level, lead person or superintendent in building construction work; or two (2) years of building inspection experience for a public agency; or equivalent combination of training and experience which provides the required knowledge, skills and abilities.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- ICBO/ICC certification as a Building Inspector or Combination Building Inspector within six (6) months of appointment and is a condition of continued employment.
- Certificate of Building Inspection Technology from an accredited college is highly desirable.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

Bilingual Pay:

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

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUILDING OFFICIAL

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

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

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

DEFINITION

Under direction of the Director of Public Works/City Engineer, this management position plans, directs, supervises and coordinates assigned functions and program areas of the Building & Safety Division to ensure compliance with federal, state and local building codes; and housing and zoning ordinances; and serves as the City's Building Official supervising the plan review, permit issuance, building inspection and customer service functions of the Division, including Encroachment Permits. This position recommends and implements City policy concerning building safety for the construction of residential and commercial buildings; manages City capital improvement projects; coordinates assigned activities with other divisions, departments, and outside agencies; supervises the work of others; and performs related duties as required.

EXAMPLE OF DUTIES

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

- Assumes management responsibility for assigned services and activities of the Building and Safety Division;
- Plans, coordinates, reviews and supervises the daily operations of Building and Safety Division personnel in all aspects of the plan check, permit issuance, building inspection, and customer service functions of the Division, including managing consultant services on an as-needed basis;
- Meets with developers, contractors and/or property owners to assist them with the development/permit process;
- In the absence or at the direction of the Director of Public Works/City Engineer, assumes departmental responsibilities;
- Supports the Code Enforcement Program and directs the investigation of complaints regarding violations of City ordinances, codes, regulations and requirements and violations of building codes;
- Monitors and keeps informed of current trends in the building inspections and code enforcement fields, evaluates the impact on operations and recommends policy and procedural improvements, including technology upgrades;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of building plan review, inspection, and code enforcement;
- Reviews, issues, and inspects Encroachment Permits for temporary and permanent encroachments on to public rights of way and City property;
- Coordinates work with other divisions, departments, and agencies;
- Manages capital improvement projects for the City;
- Assists the Director of Public Works/City Engineer in a variety of engineering functions;
- Assists in the preparation of the annual departmental budget;
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

BUILDING OFFICIAL

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

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

(Continued)

- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures;
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures;
- Assigns to and reviews work of subordinates to assure timely and efficient completion of assignments;
- Researches special projects, evaluates alternatives, prepares reports and recommendations, writes correspondence, and responds to public and regulatory agency inquires and provides pertinent information;
- Communicates clearly and concisely, both verbally and in writing;
- Provides assistance at the public counter as needed;
- Responds to emergencies as required, coordinates activities with other responders to provide effective response; directs the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community;
- Serves as staff on a variety of boards, commissions, and committees; prepares and presents staff reports and other necessary correspondence to boards, commissions and the City Council;
- Explains City and departmental policies to staff and public;
- Operates a variety of standard office equipment and machines which may include but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Responds to and resolves difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a comprehensive building inspection, permit issuance, and plans examining program;
- Pertinent Federal, State, and local laws, codes and regulations including the Uniform Building, Plumbing, and Mechanical Codes, and the National Electrical Code;
- Research methods and sources of information related to civil engineering and building code enforcement;
- Legal procedures involved in the enforcement of building codes;
- Plan checking principles and practices;
- National Pollutant Discharge Elimination System (NDPES) requirements, programs, and compliance;
- Principles and practices of supervision, including work planning, direction and personnel practices;
- Principles and practices of municipal budget preparation and administration;
- Functions, operations and objectives of Municipal Government;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- Good customer service practices.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUILDING OFFICIAL

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

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

Ability to:

- Plan, implement and supervise a variety of Building and Safety functions;
- Read and interpret building and engineering plans and specifications;
- Organize, coordinate and perform major plan check tasks;
- Oversee, direct, and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Participate in the development and administration of division goals, objectives, and procedures;
- Prepare and administer budgets;
- Analyze, interpret, apply and enforce regulations and policies;
- Prepare clear and concise administrative and financial reports, correspondence, procedures and other written materials;
- Organize work, set priorities, and meet multiple deadlines;
- Make sound, independent decisions within established regulatory, policy and procedural guidelines;
- Demonstrate tact and diplomacy with the public;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Use and properly maintain assigned tools and equipment;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

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

Education:

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Architecture or a closely related field.

Experience:

- Five (5) years of progressively responsible experience in the plan review, permitting, and inspection of construction of public, commercial, industrial, and residential buildings, including a minimum of two (2) years at a supervisory level.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Certification as a plans examiner by the International Conference of Building Officials (ICBO).
- Certification by either the International Conference of Building Officials (ICBO) or the California Association of Building Officials (CABO) as a Building Official.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

BUILDING OFFICIAL

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

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

(Continued)

- Registration as a Civil Engineer with the California State Board for Professional Engineers is highly desirable.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

Bilingual Pay:

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

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PUBLIC WORKS SUPERINTENDENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

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

DEFINITION

Under direction of the Director of Public Works, plans, directs, supervises and coordinates assigned functions and program areas of the Public Works Department including construction, operation, maintenance and repair of the City's streets, storm drains, sanitary sewers, street trees and all municipal controlled landscaped areas in public parks and grounds, off-street parking lots, street islands, parkways, Civic Center; ensures that federal and state regulations are complied with; coordinates assigned activities with other divisions, departments, and outside agencies; supervises the work of others; and performs related duties as required.

EXAMPLE OF DUTIES

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

- Assume management responsibility for assigned services and activities of the Public Works Department;
- Plans, organizes, and directs a city-wide program of street maintenance;
- Supervises streets repairs and resurfacing, paving and cleaning of alleys;
- Supervises the maintenance of street trees;
- Supervises the painting of crosswalks and traffic sign postings;
- Supervises and inspects the maintenance of all municipal controlled landscaped areas in public parks and grounds including maintenance and minor repair of park and playground equipment;
- In the absence or at the direction of the Director of Public Works, assume departmental responsibilities;
- Assist in the preparation of the annual departmental budget;
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels;
- Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures;
- Plan, director, coordinate, and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products; methods, and procedures; meet with staff to identify and resolve problems;
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures;
- Supervise, direct and coordinate the daily operations of the Public Works Department personnel in the maintenance and construction of City facilities;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PUBLIC WORKS SUPERINTENDENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

(Continued)

- Provide and account for materials, equipment and supplies necessary for the conduct of departmental activities, and in support of other City departments;
- Research special projects, evaluate alternatives, prepare reports and recommendations, write correspondence, and respond to public and regulatory agency inquires and provides pertinent information.
- Communicates clearly and concisely, both verbally and in writing;
- Operates and cleans trucks, vehicles, and other large pieces of power equipment commonly used by the department;
- Respond to emergencies as required, coordinate activities with other responders to provide effective response; direct the work of staff and utilization of resources to affect operational effectiveness and ensure the safety of the community;
- Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence;
- Provide responsible staff assistance to the Director of Public Works, conduct a variety of organizational studies, investigations, and operational studies; prepare agenda reports; recommend modifications to programs, policies and procedures as appropriate;
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields related to construction; operation; maintenance, and repair of the City's streets and storm drain systems; incorporate new developments as appropriate;
- Safely uses and maintains small power and hand tools;
- Explains City and departmental policies to staff and public;
- Assigns and reviews work to assure timely and efficient completion of assignments;
- Operates a variety of standard office equipment and machines which may include some but is not limited to the following: personal computer and related software, scanner, calculator, photo copying machine, shredder, fax machine, telephone, etc.;
- Assumes responsibility for ensuring the duties of the position are performed in a safe and efficient manner;
- Respond to and resolve difficult and sensitive citizen inquiries and complaints;
- Performs other related duties as assigned or as situation requires.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities related to the construction, operation, maintenance, and repair of the City's streets, and storm water drain systems and related facilities and equipment;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PUBLIC WORKS SUPERINTENDENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

(Continued)

- Techniques and methods of training new employees, including explanation, observation, demonstration and supervised practice;
- Principles and practices of supervision, including work planning, direction and personnel practices;
- Principles and practices of municipal budget preparation and administration;
- Basic and advanced methods, terminology, tools, and equipment common to a full range of public works activities;
- Safe work and driving practices, including rules and practices required by OSHA in the safe performance of work;
- Safety equipment and practices related to the work, including the handling and storage of hazardous chemicals, electrical systems, and confined space procedures;
- Functions, operations and objectives of Municipal Government;
- Modern office procedures, methods, and equipment including computers;
- Computer applications such as word processing, spreadsheets, and statistical databases;
- The operation and maintenance of a variety of hand and power tools, vehicle and power equipment;
- Good customer service practices.

Ability to:

- Plan, implement and supervise a variety of Public Works related projects and functions;
- Oversee, direct, and coordinate the work of lower level staff;
- Select, supervise, train and evaluate staff;
- Participate in the development and administration of division goals, objectives, and procedures;
- Prepare and administer budgets;
- Recognize and correct unusual, inefficient or dangerous operating conditions;
- Read a variety of gauges, charts and meters, records data accurately and make appropriate process adjustments;
- Analyze, interpret, apply and enforce regulations and policies;
- Prepare clear and concise administrative and financial reports, correspondence, procedures and other written materials;
- Organize work, set priorities, and meet multiple deadlines;
- Make sound, independent decisions within established regulatory, policy and procedural guidelines;
- Construct, maintain and repair streets, sidewalks, curb and gutter utilities;
- Demonstrate tact and diplomacy with the public;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PUBLIC WORKS SUPERINTENDENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Public Works Series
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission:
Approved by City Council
Resolution No.:

- Perform physical labor – heavy work required. Lift, carry and/or push 100 pounds with occasional lifting and/or carrying of objects weighing up to 60 pounds;
- Use and properly maintain assigned tools and equipment;
- Perform skilled and semi-skilled maintenance and repair activities, as assigned;
- Operate a vehicle, observing legal and defensive driving practices;
- Communicate clearly and concisely, both orally and in writing;
- Understand and carry out verbal and written instructions;
- Establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.

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

Education/ Experience:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination) supplemented by college level courses or equivalent specialized training in the maintenance or construction of streets, parks, public works, civil engineering or related subjects and seven (7) years of progressively responsible experience in the maintenance or construction of streets, parks and related public works facilities, including three (3) years at a supervisory level. Additional work related experience may be substituted on two (2) years work experience for each five (5) units supplemental education. Or, graduation from an accredited two (2) year college with an Associate of Arts Degree (AA) and five (5) years of progressively responsible experience in the maintenance or construction of streets, parks and related public works facilities, including three (3) years at a supervisory level.

License or Certificate:

- A valid California Class B Driver’s License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position including a full background check.

Bilingual Pay:

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

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

CITY ATTORNEY

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	
Classification Series:	City Attorney Series	Resolution No.:	
FLSA Status:	Exempt		

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

DEFINITION

The City Attorney serves as legal advisor and counsel for the City Council, City Manager, all City departments, various boards, committees, and commissions; plans, organizes, manages, and is responsible for the conduct of all legal functions and activities of the City Attorney's Office. Performs a variety of highly complex level administrative, technical and professional work in prosecuting crimes, conducting civil lawsuits, drafting legal documents, advising city officials as to legal rights, obligations, practices and other phases of applicable local, state, and federal law; may exercise general supervision and direction over 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.

- Assumes full management responsibility for all programs, services, and activities of the City Attorney's Office, including civil litigation, criminal prosecutions, and administrative hearings;
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels;
- Coordinate City Attorney functions with those of other departments and outside agencies and organizations;
- Direct, oversee and participate in the development of a City Attorney work plan, designed to provide timely legal advice and/or documents;
- Drafts, reviews and amends various legal documents including ordinances, resolutions, contracts, leases, deeds, bonds, opinion letters, legal memoranda, and agenda reports;
- Provide staff assistance to the City Council and City Manager including preparation and presentation of staff reports or correspondence;
- Assists City Manager with specific City Council items, special projects and requests;
- Prepare and transmit, on a timely basis, legal opinions to the City Council, City Boards and Commissions, City Manager and Department Directors as requested.
- Upon request of the City Manager, analyze legislation affecting the City;
- Review proposed contracts, bond and financing papers, insurance policies and other documents affecting the City;
- Examine general claims, warrants, and demands against the City to determine their legality;
- Monitor and control liability claims and lawsuits;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

CITY ATTORNEY

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	
Classification Series:	City Attorney Series	Resolution No.:	
FLSA Status:	Exempt		

(Continued)

- Attend meetings of the City Council, boards, commissions, and committees as may be required, and render legal advice on agenda items;
- Participates in all phases of City litigation pending in state and federal court and before administrative bodies, including legal research, preparation of pleadings and written discovery, court appearances, attendance at depositions and trial preparation;
- Appear before courts and administrative proceedings to represent the City's interests as required;
- May supervise and evaluate and train subordinate employees;
- Established positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public;
- Assumes responsibility for ensuring the duties of this position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as situations requires.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Civil, criminal, municipal, redevelopment and housing authority laws, practices and procedures;
- Public policy, municipal functions and activities, including the role of an elected City Council;
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision;
- Public agency budget development, contract administration, City-wide administrative practices, and general principals of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs;
- Principles and practices of basic supervision, including work planning assignment, review and evaluation, and training;
- Federal, State and local trial and appeal procedures and methods of case preparation and presentation for both civil and criminal matters;
- Methods of legal research, including computer research;
- Record keeping principles and procedures;
- Modern office practices, methods, and computer equipment and applications related to the work;
- English usage, grammar, spelling, vocabulary and punctuation;
- Techniques for effectively representing the city in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations;

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

CITY ATTORNEY

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	
Classification Series:	City Attorney Series	Resolution No.:	
FLSA Status:	Exempt		

(Continued)

- Techniques for providing a high level of customer services by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- Provide sound level advice to the City Council, boards, committees, commissions, and staff;
- Present legal information and advice clearly and persuasively in public sessions;
- Determine alternative legal and administrative approaches to solving problems;
- Analyze and prepare a wide variety of legal documents;
- Prepare and present cases in court;
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas; research, analyze, and evaluate new service delivery methods, procedures and techniques;
- Provide administrative and professional leadership and direction for the department and the City;
- Prepare and administer budgets; allocate limited resources in a cost effective manner;
- Interpret, apply, and ensure compliance with Federal, State, and local polices, procedures, laws, and regulations;
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility; select, train, motivate, and evaluate the work of staff and train staff in work procedures;
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, various businesses, professionals, regulatory, and legislative organizations;
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective staff reports;
- Establish and maintain a variety of filing, record keeping, and tracking systems;
- Organize and prioritize a variety of filing, record keeping, and tracking systems;
- Operate modern office equipment including computer equipment and specialized software;
- Communicate effectively in person, over the telephone, and in writing;
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines;
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Foster a team work environment;
- Effectively manage workplace diversity issues in a diverse organization;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

CITY ATTORNEY

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council:	
Classification Series:	City Attorney Series	Resolution No.:	
FLSA Status:	Exempt		

(Continued)

- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment.

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/Experience:

- Graduation from an accredited law school with a Juris Doctorate degree and five (5) years of increasingly responsible professional experience in Public Law or other governmental law including trial experience, and two (2) years of experience in a supervisory or managerial capacity.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Active membership on the State Bar of California required.

Physical Requirements:

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

Bilingual Pay:

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

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council	
Classification Series:	City Clerk	Resolution No.:	
FLSA Status:	Exempt		

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

DEFINITION

Under general supervision, assists in organizing and composes the City Council Agenda; attends Council meetings with the City Clerk, writes minutes of City Council meetings; and performs administrative duties in support of the City Clerk's office and perform 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.

- Attends City Council meetings as required; take minutes during meetings; writes, edits, proofreads and submits in finished form for City Council approval;
- Attends agenda review meetings with City Administration to review proposed agenda documents;
- Reviews and compiles information submitted by departments;
- Interacts with departments to coordinate agenda preparation; makes revisions and adds documentation as required;
- Reviews the work of department staff; certifying and processing ordinances, resolutions, agreements, and other official documents and administering the Oath of Office;
- Assists in the authorizing and the release of City records; insuring compliance with Public Records Act;
- Prepares notices of meetings for posting and publication pursuant to State Law;
- Performs notarial duties including notarizing and certifying documents;
- Performs a wide variety of complex and confidential duties for the publication, filing, and safeguarding of City Council proceedings and records;
- Knowledge of and participation in the processing, storage and retrieval of documentation and other related materials for City Council meetings, including, but not limited to, agendas, agenda material, minutes, resolutions, ordinance, and other official documents;
- Maintains Municipal Code and code index;
- Coordinates systems for records retention, files, reports and retrieval;
- Takes the lead in performing legally required duties involved with agreements, bonds, and insurance, including expiration dates and indexing actions;
- Assists in planning and coordinating of municipal elections;
- Coordinates the processing of legal advertising for the City including bids and public notices;
- Certifies published affidavits for ordinances;
- Supervises the receipt of documents, petitions, claims, and bid proposals;
- Maintain records of appointments to City boards, commissions, and committees;

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council	
Classification Series:	City Clerk	Resolution No.:	
FLSA Status:	Exempt		

(Continued)

- Assists in special projects, such as gathering and tabulating data and preparing department reports;
- Prepares letters advising various individuals/organizations of City Council actions;
- Responds to the public and staff inquiries regarding policies, procedures, elections, Fair Political Practices Commission and city Council actions;
- Maintains office payroll and attendance records;
- Assists in planning, organizing and directing the functions of the City Clerk's Office, including supervising staff;
- Assists in the evaluation of employees' job performance, and can effectively recommend personnel action;
- Assists the public by giving a wide variety of information regarding City records, ordinances, resolutions and motions;
- Maintains and researches legislative and historical records, including codification of ordinances;
- Performs other related duties as assigned or as the situation requires.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Policies and procedures related to the functions and statutory obligations of the City Clerk's Office;
- Legal requirements relating to the Brown Act, California Elections Code, Political Reform Act, California Public Records Act, Maddy Act, and Fair Political Practices Commission requirements;
- Organization and functions of municipal government and the role of City Clerk;
- Parliamentary procedures;
- Procedures and requirements for developing, maintaining, archiving and retention of municipal records, including and electronic documents management system;
- Effective record keeping principals, practices and procedures.

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software applications;
- English usage, spelling, grammar, punctuation and business writing and proofreading;

Ability to:

- Maintain confidentiality and handle confidential information with discretion and in accordance with established procedures and State and Federal Laws;

**CITY OF HUNTINGTON PARK
CLASS SPECIFICATION**

SENIOR DEPUTY CITY CLERK

Civil Service Status:	Exempt	Bargaining Unit:	Non-Represented Employees
Probationary Period:	At-Will	Approved by City Council	
Classification Series:	City Clerk	Resolution No.:	
FLSA Status:	Exempt		

(Continued)

- Independently perform a variety of responsible, confidential and complex administrative, technical, secretarial, and clerical duties in support of the City Clerk's Office;
- Interpret and summarize written material;
- Interpret and apply municipal laws and procedures, state and federal requirements, election laws, and political reform requirements;
- Work independently with minimum supervision;
- Work under pressure and meet tight deadlines with speed and accuracy;
- Provide information and organize material in conformance with policies and regulations;
- Communicate in an effective and professional manner with elected officials, co-workers, and the public, orally and in writing;
- Prepare agendas and minutes and maintain municipal records;
- Establish and maintain effective working relationships with City staff and the public;
- Assist the public, City officials and others in researching or obtaining answers to questions regarding City business;
- Develop and implement department policies and procedures;
- Understand and follow complex oral and written instructions;
- Interpret and apply laws, rules, regulations, procedures and policies;
- Maintain filing systems;
- Understand and interpret MOU's, administrative policies, department rules and other policies related to job duties;
- Prepare, write, compose, using good vocabulary and organization; accurate letters, reports and other forms of correspondence;
- Assist effectively supervising subordinates;
- Assist in reviewing and evaluating employees;
- Foster a teamwork environment;
- Assist in leading, coaching, instructing and motivating employees;
- Effectively handle stressful situations;
- Assume responsibility for maintaining a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Develop necessary skills from on the job training and meet or exceed the standards of performance for the classification;
- Assumes responsibility for ensuring the duties of the position are performed in a safe, and efficient manner;
- Performs other related duties as assigned or as the situation requires.

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

SENIOR DEPUTY CITY CLERK

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: City Clerk
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by City Council
Resolution No.:

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) and college level business and commercial courses from an accredited university or college.

Experience:

- Five (5) years or more of progressively responsible administrative support experience, with three (3) years of experience as a Deputy City Clerk in a municipal clerk's or law office, college coursework in modern office procedures and practices, or a closely related experience is preferred.

License or Certificate:

- A valid California Class C Driver's License and a satisfactory driving record.
- Ability to obtain a State of California Notary Public within six (6) months of appointment;
- Ability to obtain Certified Municipal Clerk designation within three (3) years of appointment.

Physical Requirements:

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

Bilingual Pay:

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

ATTACHMENT "C"

ATTACHMENT "D"

CITY OF HUNTINGTON PARK
Finance Department

To: Rene Bobadilla, City Manager
From: Julio F. Morales, Finance Director
Subject: FY 13-14 Highway Users (Gas) Tax Fund Budget
Date: July 11, 2013

The Highway Users (Gas) Tax, "HUTA", represents a series of special imposed taxes on gasoline consumption. The taxes are imposed as a per gallon charge, and are distributed to cities based on certain formula allocations (e.g. 1.2 cents per gallon) and population-based distribution formulas.

The City receives approximately \$1.7 million in annual State Gas Tax revenues, which are accounted for as special revenue in Fund 221.

The City also segregates Proposition 1B monies in Fund 221, under a separate subaccount. There is a \$965,000 fund balance of Proposition 1B monies. These monies are earmarked as "matching" funds for the \$4.5 million Metro Call for Project along Pacific Blvd.

Landscape & Lighting Fund Transfer

The FY 12-13 expense budget for Fund 221 totaled \$1.9 million; however, this amount included \$965,000 in Proposition 1B monies. The FY 12-13 Budget only designated \$970,000 in annual HUTA expenses, which leaves \$965,000 of unallocated expenses for FY 12-13. HUTA regulations allow the City to "roll over" unspent gas tax monies for up to 3 years. In order to eliminate the structural deficit in the Landscape and Lighting Assessment District Budget – Fund 535, the City has proposed to transfer eligible street maintenance costs into the Highway Users Tax – Fund 221 to FY 12-13.

For FY 13-14, the City will budget \$389,933 in budgeted expenses from Fund 535 into Fund 221. The following provides a summary (see Exhibit A for a detailed breakdown):

- \$316,320 salary and benefits
- \$53,613 indirect charges
- \$20,000 in contract service charges (TruGreen)

Assuming that the City will receive \$1.7 million in annual HUTA revenues, and the \$390,000 in Fund 535 expenses transfers are added to the \$970,000 in existing budgeted expenses, then there are approximately \$335,000 in additional expenses that can be allocated to Fund 221 for FY 13-14.

General Fund Transfer

The City will allocate from the Public Works Street Operations Budget in the General Fund into the Highway Users (Gas) Tax Fund the following 3 expenses:

1. Salaries & Benefits

	<u>Salary & Benefits</u>	<u>%</u>	<u>Transfer Amt</u>
• Public Works Director	189,295	10%	\$ 19,000
• Maintenance Worker (1119 - Rivera)	75,138	25%	\$ 19,000
• Maintenance Worker (1126 - Encarnacion)	75,138	100%	\$ 75,000
• Maintenance Worker (1142 - Gonzalez)	65,764	100%	\$ 66,000
• Public Works Supervisor (1131 - Preciado)	105,915	100%	\$106,000
			\$285,000

2. Departmental Supplies & Expenses \$ 20,000

3. Indirect Costs (OPEB, Workers Comp and General Liability) \$ 30,000

Grand Total \$335,000

A commensurate portion of indirect costs (OPEB, Workers Comp and General Liability) will also be allocated to Fund 221. In addition, approximately \$20,000 in Department Supplies and Expenses (111-8010-431.56-41) will be moved into the FY 13-14 budget for Fund 221.

General Fund Budget

These General Fund transfers should total approximately \$335,000 or 10.8% of the Public Works General Fund Budget (\$3.1 million), which addresses the Public Works Department's 5.0% reduction target for the FY 13-14 budget.

New Position – Assistant City Engineer/ Building Official

Two of the budgeted positions that have been transferred from Fund 535 to Fund 221 are currently vacant:

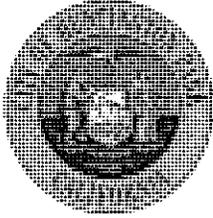
100% Maintenance Worker = \$68,000
40% Journeyman Electrician (\$85,000) = \$34,000

In addition, the Public Works Department has two unfilled part-time positions which total approximately \$42,500 in salary costs.

These four positions will remain unfilled and unbudgeted. The cost previously allocated to each, however, will be reassigned to a new Assistant City Engineer / Building Official position. This position will have a base salary of \$110,000 with a total cost of \$145,000 including benefits.

The attachment provides a detailed summary of the line-item transfers that will take place.

ATTACHMENT "E"



CITY OF HUNTINGTON PARK

Community Development Department
City Council Agenda Report

September 24, 2013

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:

REORGANIZATION OF THE BUILDING AND SAFETY DIVISION OPERATIONS

IT IS RECOMMENDED THAT THE CITY COUNCIL:

1. Approve the recommendation to reorganization the Building and Safety Division.
2. Authorize the City Manager to transition the Building and Safety Division Services with Transtech Engineering Inc. Building and Safety Division services to in-house operation.
3. Authorize the termination of Transtech Engineering, Inc. month-to-month contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City of Huntington Park has outsourced its Engineering, Building and Safety operations since 1988, which commenced during a downturn in the economy in the effort to reduce cost and manage resources. Outsourcing has its benefits and challenges:

Benefits

- Protects the City against declining revenues and carrying staffing cost
- Reduces risk and liability to the City
- Greater accesses to specific professional services

Challenges

- Reduced control of operations
- Limited control in selecting qualified staff
- Level of services to the Community may be impact by cost

REORGANIZATION OF THE BUILDING AND SAFETY DIVISION OPERATIONS

September 24, 2013

Page 2 of 4

In a stabilized economy, in-house services often make sense from a cost-benefit perspective. Finding qualified personnel with sufficient training, background and expertise to carry out the day to day operation of the organization is key to providing quality professional level work and customer service . A hybrid of in-house and outsourcing of specific professional services on as needed basis, would provide for the ideal model for high level of customer services and cost saving.

To that end, staff has reviewed the current staffing structure of the Building and Safety Division. Currently, Transtech Engineers Inc. provides engineering, building and safety services and as needed Engineering services to the City. In order to increase the level of service and achieve cost savings, staff would like to terminate the contract with Transtech Engineers, Inc. which is on a month-to-month basis; and, to provide building services with full-time "in-house" City employees.

The reorganization plan requires hiring three qualified full time and two part-time City employees to oversee the City's Building and Safety operations. Terminations of the contractual services with TransTech and replacing the operation with in-house staff will generate savings to the City and also increase the level of service to the community.

FISCAL IMPACT/FINANCING

The current hourly rates with Transtech Engineers Inc. are higher than the hourly rates proposed with full time employees (hourly rate including all benefits). For example, the fully loaded hourly rate (i.e. salaries & benefits) of a full time in-house Building Official is \$76.00 per hour, compared to an hourly rate of \$125 charged by Transtech. Although, Staff is proposing to add two part time Engineering Interns at the hourly rate of \$18.00, the City still expects to save over \$48,000 per year by bringing these services in-house.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Staff has reviewed its Engineering, Building and Safety Divisions needs and has developed a reorganization plan utilizing full time and part-time City employees to provide an alternative solution to outsourcing with Transtech. Transtech receives 62.5% of the fees collected from building and engineering permits; Transtech also charges the City on an hourly basis for additional services rendered.

Staff has identified and developed an effective cost-saving plan, with two component parts:

1. Increase hours of service
2. Reduce cost

REORGANIZATION OF THE BUILDING AND SAFETY DIVISION OPERATIONS

September 24, 2013

Page 3 of 4

Increase Hours of Services - The proposed plan will increase the amount of hours of services for the Building Official. By changing from a contract employee to a full-time employee, the City will increase "on-site" hours for the Building Official from 10 hours a week to 40 hours a week. The reorganization plan will seek to replace the current Transtech positions with in-house staff:

- Building Official
- Building Inspector
- Permit Tech

In addition, the proposed plan will add two part-time engineering interns that will work approximately 20 hours per week.

Since the City employees are paid at a lower hourly rate, the City will be able to increase the total hours of service from 90 hours per week to 160 hours per week, and hence dramatically increase the level of customer service at the public counter, plan check, and other Building and Safety functions. These proposed changes would save the City nearly \$4,000 in salary and benefit costs per month.

The current and proposed services are compared in the table below.

Current Transtech Building and Safety Services				Proposed In-House Building and Safety Staff			
Contract Services	Hours per Week	Hourly rate	Monthly Rate	In-House Staff	Hours per week	Hourly Rate	Monthly Rate
Building Official	10	\$ 125	\$ 5,000	Building Official	40	\$ 76	\$ 12,160
Building Inspector	40	\$ 75	\$ 12,000	Building Inspector	40	\$ 48	\$ 7,680
Permit Techn	40	\$ 55	\$ 8,800	Permit Techn	40	\$ 43	\$ 6,880
Other Services		\$ 90	\$ 7,400	(2) Engineer Interns	40	\$ 18	\$ 2,880
Total	90		\$ 33,200		160		\$ 29,600

Contractual engineering services will be necessary on as needed basis for expediting services, special projects and consultation. An annual budget of \$40,000 will be budgeted for as needed Engineering and Building consulting services.

CONCLUSION

If approved, the proposed plan will result in an annual savings of approximately \$48,000, with a reserve budget of \$40,000 towards as needed engineering and building

REORGANIZATION OF THE BUILDING AND SAFETY DIVISION OPERATIONS

September 24, 2013

Page 4 of 4

consulting services, net savings of \$8,000. In addition, the City would not share the 62.5% of the revenue of the permit fees. This would be additional revenue of \$44,000. Therefore the net cost savings will be \$52,000.

Respectfully submitted,

RENÉ BOBADILLA
City Manager, P.E.

Julio Morales
Director of Finance