

**NOTICE AND CALL
OF A
SPECIAL MEETING
OF THE
CITY COUNCIL**

**TO THE MEMBERS OF THE AFOREMENTIONED AGENCIES AND THE CITY CLERK OF
THE CITY OF BALDWIN PARK**

NOTICE IS HEREBY GIVEN that a Special Meeting is hereby called to be held on **WEDNESDAY, May 6, 2020 at 5:00 PM.** at City Hall – **Council Chambers, 14403 East Pacific Avenue, Baldwin Park, CA 91706.**

Said Special Meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

NO OTHER BUSINESS WILL BE DISCUSSED

**THE COUNCIL CHAMBERS ARE CLOSED TO THE PUBLIC
IN ACCORDANCE WITH HEALTH OFFICIALS RECOMMENDATIONS**

Dated: April 30, 2020.



Manuel Lozano
Mayor

AFFIDAVIT OF POSTING

I, Lourdes Morales, Chief Deputy City Clerk of the City of Baldwin Park hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting of May 6, 2020.



Lourdes Morales,
Chief Deputy City Clerk

AGENDA BALDWIN PARK CITY COUNCIL SPECIAL MEETING

May 6, 2020
5:00 PM

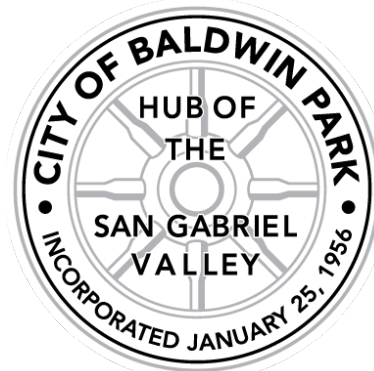
COUNCIL CHAMBERS
14403 E. Pacific Avenue
Baldwin Park, CA 91706
(626) 960-4011

Please note
time and
meeting
location
changed

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Audio Streaming will be available at:

https://www.youtube.com/channel/UCFLZ0_dDFRiy59rhiDZ13Fg/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10



Manuel Lozano	- Mayor
Paul C. Hernandez	- Mayor Pro Tem
Alejandra Avila	- Council Member
Monica Garcia	- Council Member
Ricardo Pacheco	- Council Member

*PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IS IN PROCESS
POR FAVOR DE APAGAR SUS TELEFONOS CELULARES Y BEEPERS DURANTE LA JUNTA*

PUBLIC COMMENTS

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COMENTARIOS DEL PUBLICO

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**CITY COUNCIL
SPECIAL MEETING – 5:00 P.M.**

CALL TO ORDER

ROLL CALL: Council Members: Alejandra Avila, Monica Garcia Ricardo Pacheco, Mayor Pro Tem Paul C. Hernandez, and Mayor Manuel Lozano

PUBLIC COMMUNICATIONS

Please email your comments to Jean M. Ayala, City Clerk @ jayala@baldwinpark.com by 5:10 pm on Wednesday, May 6, 2020.

All comments will be read by the City Clerk during the meeting.

Por favor mande por correo electrónico su comentario a la Secretaria Municipal Jean M. Ayala a jayala@baldwinpark.com a más tardar a las 5:10 pm el Miércoles, 6 de Mayo, 2020.

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FAVOR DE NOTIFICAR A LA SECRETARIA SI REQUIERE LOS SERVICIOS DEL INTERPRETE

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OPEN SESSION/STUDY SESSION

- FY 2019-20 Budget Update by Rose Tam, Finance Director.

RECESS TO CLOSED SESSION

1. Conference with Labor Negotiators

Pursuant to Government Code Section 54957.6:

Agency Designated Representative: Rebecca T. Green, Richards Watson Gershon, Shannon Yauchzee, Chief Executive Officer, and Laura Thomas, Human Resources/Risk Manager

Employee Organizations: Baldwin Park City Employees Association (CEA)
Baldwin Park Classified Confidential Employees Association (CCEA)
Baldwin Park Classified Management Employees Association (CMEA)
Baldwin Park Police Management Employees Association (PMEA)

Baldwin Park Police Association (POA)
Service Employee International Union (SEIU)

2. Conference With Legal Counsel—Existing Litigation

Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9:

Case Name: BP Tale Corp. v. Rukli, Inc.

Case No. 19STCV41708

3. Real Property Negotiations Pursuant to Government Code §54956.8:

- A. Property: 4150 Puente Avenue (CAN 17-06)
Negotiating Parties: City of Baldwin Park and Shaun Bershatski, RUKLI, Inc.
- B. Property: 13111 Spring Street & 428 Cloverleaf Drive (CAN 17-07)
Negotiating Parties: City of Baldwin Park and Ming Hong Huang, 428 Cloverleaf, LLC.
- C. Property: 5117 Calmview Avenue (CAN 17-08)
Negotiating Parties: City of Baldwin Park and Victor Chevez and Helen Chau, Casa Verde Group
- D. Property: 13467 Dalewood Street (CAN 17-09)
Negotiating Parties: City of Baldwin Park and Darrin Oganessian and Ryan Oganessian, RD Baldwin Park
- E. Property: 14837 & 14841 Ramona Boulevard (CAN 17-10)
Negotiating Parties: City of Baldwin Park and Phil Reyes, and Alexis Reyes, Organic Management Solutions, LLC.
- F. Property: 5148 Bleecker Street (CAN 17-12)
Negotiating Parties: City of Baldwin Park and Sergio Torres, Enrique Vega and Moses Acosta, Medical Grade Farms BP
- G. Property: 15023 Ramona Boulevard (CAN 17-13)
Negotiating Parties: City of Baldwin Park and Shaun Szameit, Joshua Pierce and Kevin Huebner, Kultiv8 Group, LLC.
- H. Property: 4621 Littlejohn Street (CAN 17-15)
Negotiating Parties: City of Baldwin Park and Teresa Tsai, GSC Capital Group
- I. Property: 5157 Azusa Canyon Road (CAN 17-17)
Negotiating Parties: City of Baldwin Park and Mike Sandoval and Ed Barraza, Elite Green Cultivators
- J. Property: 5175 Commerce Drive (CAN 17-18)
Negotiating Parties: City of Baldwin Park and Linda Thong, Pacific Cultivation, LLC.
- K. Property: 13450 Brooks Drive, Unit A & C (CAN 17-27)
Negotiating Parties: City of Baldwin Park and Jonathan Yuan Kai Lee, Jefferson Liou, and Jerrell Austin Shepp, Cloud Control, Inc.

- L. Property: 4802 Littlejohn Street (CAN 17-28)
Negotiating Parties: City of Baldwin Park and Marco Perez and Ren Yoneyama, VRD, Inc.
- M. Property: 13460 Brooks Drive (CAN 17-31)
Negotiating Parties: City of Baldwin Park and Sigrid Lopez and Artem Karapetyan, Green Health Industries, LLC.
- N. Property: 1529 Virginia Avenue (CAN 18-01)
Negotiating Parties: City of Baldwin Park and Erik Intermill, Esource LLC
- O. Property: 5018 Lante Street
Negotiating Parties: City of Baldwin Park and Distinct Indulgence (Corporate Name Change Memo)
- P. Property: 14551 Joanbridge Street (CAN 17-02)
Negotiating Parties: City of Baldwin Park and Baldwin Park Tale Corp.

4. Conference With Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9:

Potential Case(s): Two (2)

RECONVENE IN OPEN SESSION

REPORT FROM CLOSED SESSION

ADJOURNMENT

CERTIFICATION

I, Lourdes Morales, Chief Deputy City Clerk of the City of Baldwin Park hereby that, certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 24 hours prior to the meeting of May 6, 2020.



Lourdes Morales
Chief Deputy City Clerk

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AGENDA

BALDWIN PARK CITY COUNCIL REGULAR MEETING

May 6, 2020

7:00 PM

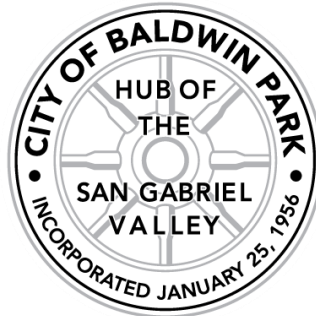
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Any written public record relating to an agenda item for an open session of a regular meeting of the City Council that is distributed to the City Council less than 72 hours prior to that meeting will be available for public inspection at City Hall in the City Clerk's office at 14403 E. Pacific Avenue, 3rd Floor during normal business hours (Monday - Thursday, 7:30 a.m. - 6:00 p.m.)

**CITY COUNCIL
REGULAR MEETING – 7:00 PM**

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members: Alejandra Avila, Monica Garcia, Ricardo Pacheco, Mayor Pro Tem Paul C. Hernandez and Mayor Manuel Lozano

REPORT FROM CLOSED SESSION

ANNOUNCEMENTS

PROCLAMATIONS, COMMENDATIONS & PRESENTATIONS

- Proclamation for Lupus Awareness Month
- Proclamation for Mental Health Awareness Month

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CONSENT CALENDAR

All items listed are considered to be routine business by the City Council and will be approved with one motion. There will be no separate discussion of these items unless a City Councilmember so requests, in which case, the item will be removed from the general order of business and considered in its normal sequence on the agenda.

1. City of Baldwin Park's Warrants and Demands

Staff recommends that the City Council ratify the attached Warrants and Demands Register.

2. Claim Rejection

Staff recommends that Council reject the following claims and direct staff to send the appropriate notice of rejection to claimant(s):

Mendez, Felicitas

Claimant alleges property damage

Ignacio, Lolita Ariola

Claimant alleges bodily injury

3. Meeting Minutes

Staff recommends that the City Council receive and file the following Meeting Minutes:

A. Meeting Minutes of the Special City Council Meeting held on April 1, 2020.

B. Meeting Minutes of the Special City Council Meeting held on April 15, 2020.

4. Approval of Resolution No. 2020-016 Regulating Electronic Signatures

It is recommended that the City Council adopt Resolution No. 2020-016 entitled, "A Resolution of the City Council of the City of Baldwin Park Authorizing a City Policy to Accept an Approved Electronic Signature in Lieu of a Written Signature".

5. Approval of a Contract with Rangwala Associates to provide Consulting Services to update the Downtown TOD Specific Plan and Related Documents

Staff recommends that the City Council take the following actions:

1. Award a contract to Rangwala Associates (Consultant) to the Downtown TOD Specific Plan (Plan), amend appropriate sections of the General Plan and Zoning Ordinance and adoption of an EIR Amendment; and
2. Authorize the Chief Executive officer, or designee, to execute the attached agreement with Rangwala Associates to provide consulting services in an amount not to exceed \$328,060; and
3. Authorize the Director of Finance to appropriate \$42,860 from Fund No.235-General Plan Fees.

6. Accept Completed Improvements and Authorize the Filing of a Notice of Completion for City Project No. CIP 20-178 Puente Avenue Street Improvements between Francisquito Avenue and Central Avenue

It is recommended that the City Council:

1. Accept the construction improvements by Gentry Brothers, Inc. of Irwindale, CA in the amount of \$1,032,407.08, and authorize the recordation of a Notice of Completion; and
2. Authorize the payment of \$51,620.36 in retention funds to Gentry Brothers, Inc. upon the expiration of the 35-day notice period.

7. Accept Plans and Specifications and Authorize Publishing of a Notice Inviting Bids for City Project No. CIP 2020-163 – Morgan Park Parking Lot Improvement Project

It is recommended that the City Council:

1. Approve the plans and specifications for the Morgan Park Parking Lot Improvement Project, CIP 2020-163; and
2. Authorize Staff to advertise a Notice Inviting Bids.

8. Adoption of Resolution No. 2020-017, “A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer’s Report for the Landscape and Lighting Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments, and Setting a Time and Place for a Public Hearing”

Staff recommends that the City Council adopt Resolution No. 2020-017 entitled, “A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer’s Report for the Landscape and Lighting Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments and Setting a Time and Place for a Public Hearing”.

9. Adoption of Resolution No. 2020-018, “A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer’s Report for the Citywide Park Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments, and Setting a Time and Place for a Public Hearing”

Staff recommends that the City Council adopt Resolution No. 2020-018 entitled, “A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer’s Report for the Citywide Park Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments and Setting a Time and Place for a Public Hearing.”

10. Approve a Request for Services (RFS) Proposal from the City’s On-Call Consultant, Infrastructure Engineers, Inc. (IE) for Civil and Landscape Design Services Including Project Management and Administration for the Big Dalton Wash Trails Greening Project

It is Staff’s recommendation that the City Council:

1. Authorize the Director of Public Works to approve an RFS with Infrastructure Engineers (IE) in the amount of \$288,563 for the completion of the plans, specifications and estimate (PS&E), Project Management; and
2. Authorize the Director of Finance to appropriate Prop 68 Grant Funds (Fund #270) in the amount of \$288,563.

11. Approval of an Appropriation of Funds for Extraordinary and Unscheduled Maintenance Cost Related to the Citywide Traffic Signal and Street Lighting Maintenance Program

It is recommended that the City Council:

1. Authorize the Director of Finance to appropriate \$45,000 from unappropriated funds in Fund #251 – Landscape Lighting Maintenance District (LLMD) for FY 2019/2020 to cover the increase in unscheduled and extraordinary maintenance costs; and
2. Authorize the Director of Finance to make necessary budget adjustments to allow payments as approved for FY 2019/2020.

12. Approve the Police Department Reorganization which entails the Adoption of Resolution No. 2020-019 to Update the City of Baldwin Park Job Classification Plan, and Adoption of Resolution No. 2020-020 Amending the City of Baldwin Park Pay Schedule in Accordance with CalPERS Established Guidelines, and Approving the Reclassification of Lieutenant Positions and a Vacant Captain Position to the New Position of Police Commander.

Staff recommends that the City Council approve, ratify and adopt:

1. Resolution No. 2020-019 to modify the City of Baldwin Park's job classification plan to include a new position of Police Commander and class specification in accordance with applicable rules and regulations; and
2. Resolution No. 2020-020 to amend the City of Baldwin Park comprehensive pay schedule in accordance with CalPERS established guidelines; and
3. Approve the action of reclassifying the Police Lieutenant and Captain position to Police Commander.

REPORTS OF OFFICERS

13. The Comprehensive Annual Financial Report for Fiscal Year 2018-19

It is recommended that the City Council receive and file the City of Baldwin Park's CAFR for fiscal year ended June 30, 2019 and all accompanying reports.

CITY COUNCIL / CITY CLERK / CITY TREASURER / STAFF REQUESTS & COMMUNICATIONS

Request by Mayor Manuel Lozano for discussion and consideration:

- Discussion and Direction to Staff to assist in organizing and accommodating a drive-thru Graduation Ceremony. This will include a Car Parade on Baldwin Park Boulevard from (traveling south) from Joanbridge Street to Ramona Boulevard. In addition, request Billboard Signage for all three High School Senior Class Photos to be placed separately for Baldwin Park High School, Sierra Vista High School and North Park High School.

ADJOURNMENT

CERTIFICATION

I, Lourdes Morales, Chief Deputy City Clerk of the City of Baldwin Park hereby certify that, under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting. Dated this 30th day of April, 2020.



Lourdes Morales,
Chief Deputy City Clerk

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STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Rose Tam, Director of Finance
DATE: May 6, 2020
SUBJECT: City of Baldwin Park's Warrants and Demands

SUMMARY

Attached is the Warrants and Demands Register for the City of Baldwin Park to be ratified by the City Council.

RECOMMENDATION

Staff recommends that the City Council ratify the attached Warrants and Demands Register.

FISCAL IMPACT

The payroll for the last period was \$1,044,487.81 and the attached General Warrants Register was \$1,770,247.83 for a total amount of \$ 2,814,735.64.

BACKGROUND

The attached Claims and Demands report format meets the required information as set out in the California Government Code. Staff has reviewed the requests for expenditures for the appropriate budgetary approval and for the authorization from the department head or its designee. Pursuant to Section 37208 of the California Government Code, the Chief Executive Officer or his/her designee does hereby certify to the accuracy of the demands hereinafter referred. Payments released since the previous City Council meeting and the following is a summary of the payment released:

1. The last payroll of the City of Baldwin Park consists of check numbers 200850 to 200883. Additionally, Automated Clearing House (ACH) Payroll deposits were made on behalf of City Employees from control number 200632 to 21195 for the period of March 22, 2020 through April 18, 2020, inclusive; these are presented and hereby ratified in the amount of \$1,044,487.81.
2. General Warrants, with the bank drafts in the amount of \$ 521,381.16 and checks from 228562 to 228757 in the amount of \$1,248,866.67 for the period of April 7, 2020 to April 27, 2020, inclusive; in the total amount of \$1,770,247.83 constituting of claims and demands against the City of Baldwin Park, are herewith presented to the City Council as required by law, and the same hereby ratified.

LEGAL REVIEW

Not Applicable

ATTACHMENT

1. Check Register



City of Baldwin Park, CA

Check Register
By (None)
Payment Dates 04/07/2020 - 04/27/2020

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228562	04/08/2020	AAE INCORPORATED	BLDG & SAFETY PLAN CHECK SERVICES	100-40-450-51100-00000	300.00
228563	04/08/2020	ACCESS CONTROL SECURITY INC.	SECURITY GUARD SERVICES AT THE SENIOR CENTER	501-60-000-22328-00000	521.42
228564	04/08/2020	AIRCAD WEST	OXYGEN AGENT/TELE AND WELDING SUPPLIES	402-50-590-53100-00000	422.43
228565	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	255.47
228566	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	46.56
228567	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	113.37
228568	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	311.68
228569	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	167.05
228570	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	160.33
228571	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	256.65
228572	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	140.17
228573	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	1757.45
228574	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	380.00
228575	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	70.00
228576	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	18.62
228577	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	99628.84
228578	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	55611.27
228579	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	15802.03
228580	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	6411.74
228581	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	337.50
228582	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	337.50
228583	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	4975.00
228584	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	340.00
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228591	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	450.00
228592	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	35.00
228593	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	135.50
228594	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	247.40
228595	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	275.00
228596	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	150.00
228597	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	359.58
228598	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	2480.00
228599	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	2830.00
228600	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	960.00
228601	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	912.00
228602	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	819.00
228603	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	225.00
228604	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	1404.00
228605	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	35.40
228606	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	43.20
228607	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	300.00
228608	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	74.58
228609	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	7542.27
228610	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	80.00
228611	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	59.45
228612	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	179.47
228613	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	85.34
228614	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	741.92
228615	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	225.07
228616	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	225.08
228617	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	-2.19
228618	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	303.34
228619	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	111.50
228620	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	7970.85
228621	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	162.00
228622	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	500.00
228623	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	5415.79
228624	04/08/2020	ARMARK UNIFORM SERVICES	UNIFORMS FOR SEU EMPLOYEES	251-50-562-53100-00000	8123.68

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228597	04/08/2020	MILLERS & ISHAMS FIRE EXTINGUISHERS	FIRE EXTINGUISHERS ANNUAL SERVICE @ TEEN CENT	100-60-620-53871-00000	30.00
228597	04/08/2020	MILLERS & ISHAMS FIRE EXTINGUISHERS	FIRE EXTINGUISHERS ANNUAL SERVICE @ TEEN CENT	252-60-620-53871-00000	30.00
228597	04/08/2020	MILLERS & ISHAMS FIRE EXTINGUISHERS	FIRE EXTINGUISHERS MAINTENANCE @ PARKING STRUCTURE	245-60-620-53871-00000	110.10
228598	04/08/2020	MOJICA JUDO CLUB	CONTRACT SERVICES TO PROVIDE JUDO CLASSES	501-60-000-22328-00000	691.52
228599	04/08/2020	NICHOLS LUBBER & HARDWARE	SMALL TOOLS MISCELLANEOUS HARDWARE & OFFICE SUPPLIES	402-50-590-53100-00000	45.51
228600	04/08/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	100-40-450-53100-00000	142.33
228600	04/08/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	100-40-450-53100-00000	11.74
228601	04/08/2020	CLUTDOOR DIMENSIONS	DESIGN AND CALCULATIONS FOR CITY ENTRANCE	100-40-450-53100-00000	10.54
228601	04/08/2020	PACIFIC TRUCK EQUIPMENT INC	DOOR HANDLES MADE FOR UTILITY BEDS ON MATERIALS AND SUPPLIES FOR REPAIRS OF CONTRACT SERVICES TO PROVIDE HAWAIIAN DANCE CLASS TOWING FOR UNIT 30	256-50-520-53100-15076	2608.53
228603	04/08/2020	PRIME POWER EQUIPMENT	DOOR HANDLES MADE FOR UTILITY BEDS ON MATERIALS AND SUPPLIES FOR REPAIRS OF CONTRACT SERVICES TO PROVIDE HAWAIIAN DANCE CLASS TOWING FOR UNIT 30	245-50-560-53100-15536	433.92
228603	04/08/2020	PRIME POWER EQUIPMENT	DOOR HANDLES MADE FOR UTILITY BEDS ON MATERIALS AND SUPPLIES FOR REPAIRS OF CONTRACT SERVICES TO PROVIDE HAWAIIAN DANCE CLASS TOWING FOR UNIT 30	245-50-560-53100-15536	43.80
228603	04/08/2020	PRIME POWER EQUIPMENT	DOOR HANDLES MADE FOR UTILITY BEDS ON MATERIALS AND SUPPLIES FOR REPAIRS OF CONTRACT SERVICES TO PROVIDE HAWAIIAN DANCE CLASS TOWING FOR UNIT 30	245-50-560-53100-15536	48.23
228604	04/08/2020	ROYAL COACHES AUTO BODY	PURCHASE OF YOUTH SPORTS JERSEY	100-60-620-53100-00000	122.85
228604	04/08/2020	ROYAL COACHES AUTO BODY	PURCHASE OF YOUTH SPORTS JERSEY	100-60-620-53100-00000	165.00
228605	04/08/2020	ROYAL COACHES AUTO BODY	TOWING FOR 5 BMW AND UNIT 30	402-50-591-51100-00000	495.00
228605	04/08/2020	ROYAL COACHES AUTO BODY	TOWING FOR 5 BMW AND UNIT 30	402-50-591-51100-00000	350.00
228606	04/08/2020	SCORE AMERICAN SOCCER COMPANY, INC	PURCHASE OF YOUTH SPORTS JERSEY	501-60-000-22326-00000	330.00
228607	04/08/2020	SERVICE FIRST CONTRACTORS	MATERIAL & SUPPLIES FOR POOL MAINTENANCE	100-60-620-53100-00000	38.05
228607	04/08/2020	SERVICE FIRST CONTRACTORS	MATERIAL & SUPPLIES FOR POOL MAINTENANCE	100-60-620-53100-00000	208.28
228608	04/08/2020	SERVICE FIRST CONTRACTORS	MATERIAL & SUPPLIES FOR POOL MAINTENANCE	100-60-620-53100-00000	209.28
228609	04/08/2020	SYN-TECH SYSTEMS INC	MATERIAL FOR FUELMASTER SYSTEM AT CITY YARD	402-50-590-53100-00000	321.86
228609	04/08/2020	SYN-TECH SYSTEMS INC	MATERIAL FOR FUELMASTER SYSTEM AT CITY YARD	402-50-590-53100-00000	2500.00
228610	04/08/2020	TERMINIX INTERNATIONAL	SUPPLIES FOR EVIDENCE	100-60-620-53100-00000	150.00
228610	04/08/2020	TERMINIX INTERNATIONAL	SUPPLIES FOR EVIDENCE	100-60-620-53100-00000	36.00
228611	04/08/2020	TIME WARNER CABLE	MATERIAL FOR FUELMASTER SYSTEM AT CITY YARD	402-50-590-53100-00000	225.82
228611	04/08/2020	TYLER TECHNOLOGIES INC	WIFI AND TV SERVICE AT CITY YARD	401-10-141-53409-11506	1379.00
228612	04/08/2020	V & V MANUFACTURING	200M INTERNET SERVICE	401-10-141-53379-11525	7547.00
228614	04/08/2020	VERIZON WIRELESS	MISC ACCOUNTS RECEIVABLE	100-60-940-53100-00000	242.76
228614	04/08/2020	VERIZON WIRELESS	BADGE REPAIRS FOR PD	100-60-620-53100-00000	107.31
228614	04/08/2020	VERIZON WIRELESS	CELL PHONE 02/22-09/21/2020	100-60-620-53100-00000	188.34
228614	04/08/2020	VERIZON WIRELESS	CELL PHONE 02/22-09/21/2020	100-60-620-53100-00000	143.72
228614	04/08/2020	VERIZON WIRELESS	CELL PHONE 02/22-09/21/2020	100-60-620-53100-00000	53.46
228614	04/08/2020	VERIZON WIRELESS	CELL PHONE 02/22-09/21/2020	100-60-620-53100-00000	58.46
228614	04/08/2020	VERIZON WIRELESS	CELL PHONE 02/22-09/21/2020	100-60-620-53100-00000	106.92
228614	04/08/2020	VERIZON WIRELESS	CELL PHONE 02/22-09/21/2020	100-60-620-53100-00000	26.73
228614	04/08/2020	VERIZON WIRELESS	CELL PHONE 02/22-09/21/2020	100-60-620-53100-00000	62.96
228615	04/08/2020	WAYNE SANITARY SUPPLY	CELL PHONE 02/22-09/21/2020	501-60-000-22327-00000	105.55
228615	04/08/2020	WAYNE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	21.97
228615	04/08/2020	WAYNE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	21.97
228615	04/08/2020	WAYNE SANITARY SUPPLY	PURCHASE OF SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	411.17
228615	04/08/2020	WAYNE SANITARY SUPPLY	PURCHASE OF SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	47.93
228615	04/08/2020	WAYNE SANITARY SUPPLY	PURCHASE OF SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	77.09
228615	04/08/2020	WAYNE SANITARY SUPPLY	PURCHASE OF SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	194.72
228615	04/08/2020	WAYNE SANITARY SUPPLY	PURCHASE OF SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	47.93
228615	04/08/2020	WAYNE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	229.08
228615	04/08/2020	WAYNE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	77.09
228615	04/08/2020	WAYNE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	1051.90
228615	04/08/2020	WAYNE SANITARY SUPPLY	JANITORIAL SUPPLIES FOR CITY FACILITIES	100-60-620-53100-00000	635.84
228617	04/08/2020	WEST COAST ARBORISTS, INC	TIRES FOR VEHICLES	402-50-590-53100-00000	319.11
228617	04/08/2020	WEST COAST ARBORISTS, INC	TIRES FOR VEHICLES	402-50-590-53100-00000	749.38
228617	04/08/2020	WEST COAST ARBORISTS, INC	TIRES FOR VEHICLES	402-50-590-53100-00000	749.38
228617	04/08/2020	WEST COAST ARBORISTS, INC	TIRES FOR VEHICLES	402-50-590-53100-00000	503.44
228617	04/08/2020	WEST COAST ARBORISTS, INC	TIRES FOR VEHICLES	402-50-590-53100-00000	695.22
228617	04/08/2020	WEST COAST ARBORISTS, INC	TIRES FOR VEHICLES	100-00-000-21225-00000	346.15
228618	04/09/2020	ANA VALDIVIA	TO REPLACED CHECK # 227342	270-40-440-51100-14883	8500.00
228620	04/09/2020	LYNDA C SALLAS	DEDUCTION	100-00-000-21225-00000	450.00
228621	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	617.08
228622	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	882.35
228623	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	268.51
228624	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	131.53
228625	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	309.69
228625	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	374.76
228627	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	710.75
228628	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	113.07
228629	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	92.30
228630	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	523.38
228631	04/09/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	1312.15
228632	04/14/2020	DANIEL RODRIGUEZ	REPLACEMENT CHECK # 200853 04/09/2020	999-00-000-10010-00000	6655.84
228633	04/15/2020	ADWIN SURE INC	CLAIMS ADMIN GENERAL AUTO LIABILITY & WORKERS COMP	403-40-600-54100-00000	6915.00
228634	04/15/2020	ADWIN SURE INC	CLAIMS ADMIN GENERAL AUTO LIABILITY & WORKERS COMP	100-00-000-21216-00000	2094.48
228635	04/15/2020	ALSTATE WORKPLACE DIVISION	MONTH PRER PR06-07	100-00-000-21216-00000	260.51
228635	04/15/2020	AMERICAN FIDELITY ASSURANCE COMPANY	MARCH 2020 PRER PR06-07	100-00-000-21216-00000	11850.76

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228537	04/15/2020	AMERICAN PAPER PLASTIC SERVICES	TRASH LINERS 43X55 1.6 MIC NAT 55 GALLON	251-50-560-53100-0000G	1094.49
228637	04/15/2020	AMERICAN PAPER PLASTIC SERVICES	TRASH LINERS	251-50-560-53100-0000G	1182.57
228638	04/15/2020	ARBICO BACKGROUND INVESTIGATIONS,LLC	BACKGROUND INVESTIGATIONS - PD	100-30-310-51100-00000	600.00
228638	04/15/2020	ARBICO BACKGROUND INVESTIGATIONS,LLC	BACKGROUND INVESTIGATIONS - PD	100-30-310-51100-00000	1200.00
228639	04/15/2020	BALDWIN PARK MNGMT ASSOC	MARCH 2020 DUES PPM06-07	100-00-000-21220-00000	60.00
228640	04/15/2020	BALDWIN PARK POLICE ASSOC	MARCH 2020 DUES PPM06-07	100-00-000-21220-00000	10138.76
228641	04/15/2020	BEST BUY BUSINESS ADVANTAGE ACCOUNT	VERIZON JETPACK TO PROVIDE HOTSPOT DURING COVID-19	100-25-299-55370-17050	218.99
228642	04/15/2020	C.I.E.A.	MARCH PAYMENT 2020 PPM06/07	403-10-000-47130-13404	1506.73
228643	04/15/2020	CALIFORNIA CONSULTING, INC.	GRANT WRITING FOR MARCH 2020	334-60-610-51100-00000	1750.00
228644	04/15/2020	CASPIENTER & ROTHMAN	PROFESSIONAL SERVICE - BALDWIN PARK GENERAL MATTER	403-10-150-54100-00000	2185.24
228645	04/15/2020	CHANEL MCANIEL	CONTRACT SERVICES TO PROVIDE BELTY DANCE CLASSES	501-60-000-22320-00000	73.40
228646	04/15/2020	CITY EMPLOYEES ASSOCIATES	MARCH 2020 DUES PPM06-07	100-00-000-21227-00000	72.00
228646	04/15/2020	CITY EMPLOYEES ASSOCIATES	MARCH 2020 DUES PPM06-07	100-00-000-21220-00000	36.00
228647	04/15/2020	CPFS	ANNUAL MEMBERSHIP FEES FOR ID-024853	100-60-610-53300-00000	1,70.00
228647	04/15/2020	CPFS	ANNUAL MEMBERSHIP FEES FOR ID-119024	100-60-610-53300-00000	165.00
228648	04/15/2020	DAVID VELA	PUBLIC INFORMATION OFFICER SERVICES	210-10-110-51100-11402	5715.00
228649	04/15/2020	DOOLEY ENTERPRISES, INC.	ADMINUTION FOR SWAT TRAINING	100-30-340-53100-00000	4707.50
228650	04/15/2020	DUN-EDWARDS CORP	PAINT SUPPLIES FOR PUBLIC HOUSING MICHEL MANOR	503-60-400-55100-14805	7080.25
228651	04/15/2020	FEDX OFFICE	FEDEX DELIVERY OF HAPPY SOFTWARE RENEWAL PAYMENT	901-40-410-55100-14310	34.54
228652	04/15/2020	FERNANDO JIMENEZ & ASSOCIATES, INC	INVESTIGATION SERVICE FEB. 2020	100-30-131-51102-00000	2766.00
228652	04/15/2020	FERNANDO JIMENEZ & ASSOCIATES, INC	INVESTIGATION SERVICE MAR. 2020	100-30-131-51102-00000	2047.25
228653	04/15/2020	HOUSING RIGHTS CENTER	INVESTIGATION SERVICE MAR. 2020	100-30-131-51102-00000	3892.50
228654	04/15/2020	IRVINDALE INDUSTRIAL CLINIC	FAIR HOUSING ASSISTANCE PROGRAM	901-40-410-51101-14310	670.00
228654	04/15/2020	JOHNNY RICOIZA	NEW EMPLOYEE PHYSICAL EXAM, DRUG & TB TESTING	403-10-160-51100-00000	160.00
228655	04/15/2020	LIBERTY DENTAL PLAN	EMERGENCY ROOF REPAIR - PUBLIC HOUSING	905-40-410-55370-14305	1400.00
228656	04/15/2020	LIBERTY DENTAL PLAN	APRIL 2020 PREM PPM06-07	100-00-000-21211-00000	635.07
228656	04/15/2020	LIBERTY CASSIDY WHITMORE	APRIL 2020 PREM PPM06-07	100-00-000-21258-00000	200.55
228657	04/15/2020	LIBERTY CASSIDY WHITMORE	GENERAL LEGAL SERVICES RENDERED THROUGH 2/29/2020	100-30-131-51102-11105	1786.00
228657	04/15/2020	LIBERTY CASSIDY WHITMORE	GENERAL LEGAL SERVICES RENDERED THROUGH 2/29/2020	100-30-131-51102-11105	1786.00
228658	04/15/2020	MUNICIPAL DENTAL POOL	PROFESSIONAL SERVICES RENDERED THROUGH 2/29/2020	100-30-131-51102-11105	721.00
228658	04/15/2020	MUNICIPAL DENTAL POOL	GENERAL LEGAL SERVICES RENDERED THROUGH 2/29/2020	100-30-131-51102-11105	138.00
228658	04/15/2020	MUNICIPAL DENTAL POOL	GENERAL LEGAL SERVICES RENDERED THROUGH 2/29/2020	100-30-131-51102-11105	25.00
228658	04/15/2020	MUNICIPAL DENTAL POOL	APRIL 2020 PREMIUM PPM06-07	100-00-000-21253-00000	8927.41
228659	04/15/2020	P.T.E.A.	APR 2020 PREM PPM06-07 (TO CORRECT AMOUNT)	100-00-000-21253-00000	788.80
228659	04/15/2020	P.T.E.A.	MARCH 2020 DUES PPM06-07	100-00-000-21213-00000	-788.80
228660	04/15/2020	PREMIERE FUELING SERVICES INC	MARCH 2020 DUES PPM06-07	100-00-000-21224-00000	171.00
228660	04/15/2020	PREMIERE FUELING SERVICES INC	MONTHLY DESIGNATED OPERATOR INSPECTION FOR MARCH	100-00-000-21220-00000	627.00
228661	04/15/2020	PRE-PAID LEGAL SERVICES, INC.	ANNUAL ADMD TEST FOR 2020	402-60-590-55110-16140	200.00
228662	04/15/2020	SOUTHERN CALIFORNIA EDISON	MARCH 2020 PMVT PPM06-07	402-60-590-55110-16140	590.00
228662	04/15/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	100-00-000-21230-00000	318.85
228662	04/15/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	252-60-620-53401-00000	251-

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228678	04/22/2020	BUSINESS CARD	STEREO SPLITTER	401-10-140-53390-00000	13.13
228678	04/22/2020	BUSINESS CARD	CONNECTORS & PRESENTER REMOTE	401-10-140-53390-00000	25.16
228678	04/22/2020	BUSINESS CARD	INTERNATIONAL FEE	401-10-140-53390-00000	1.74
228678	04/22/2020	BUSINESS CARD	ICLOUD STORAGE	401-10-140-53390-00000	0.99
228678	04/22/2020	BUSINESS CARD	SCREEN READER	401-10-140-53390-00000	57.79
228678	04/22/2020	BUSINESS CARD	JABRA BLUETOOTH SPEAKERS	401-10-140-53390-00000	326.52
228678	04/22/2020	BUSINESS CARD	CAT'S CONNECTOR PATCH CABLES	401-10-140-53390-00000	273.48
228678	04/22/2020	BUSINESS CARD	PUNCH DOWN TOOL	401-10-140-53390-00000	10.94
228678	04/22/2020	BUSINESS CARD	IN-N-OUT GIFT CARDS	100-10-110-53350-00000	375.00
228680	04/22/2020	BUSINESS CARD	INTERNATIONAL TRANSACTION FEE	100-25-299-53370-17050	37.88
228680	04/22/2020	BUSINESS CARD	PURCHASE OF HAND SANITIZERS	100-25-299-53370-17050	1262.40
228680	04/22/2020	BUSINESS CARD	REGISTRATION FEES FOR MACRILLIO	100-60-600-53350-00000	40.00
228680	04/22/2020	BUSINESS CARD	PAYMENT FOR SG VALLEY NEWS SUBSCRIPTION	100-60-610-53380-00000	10.00
228680	04/22/2020	BUSINESS CARD	NETFLIX MONTHLY FEE	100-60-610-53380-00000	5.25
228680	04/22/2020	BUSINESS CARD	PURCHASE OF MEALS FOR THE LEAD	100-60-660-53310-00000	177.36
228680	04/22/2020	BUSINESS CARD	NETFLIX MONTHLY FEE	100-60-660-53310-00000	3.24
228680	04/22/2020	BUSINESS CARD	NETFLIX MONTHLY FEE	100-60-670-53380-15100	3.25
228680	04/22/2020	BUSINESS CARD	NETFLIX MONTHLY FEE	100-60-680-53390-00000	3.25
228680	04/22/2020	BUSINESS CARD	REGISTRATION FEES FOR THAO-HIEN TRAN	501-60-000-22329-00000	220.00
228680	04/22/2020	BUSINESS CARD	REGISTRATION FEES FOR ALMONTENEGRO	501-60-000-22329-00000	220.00
228680	04/22/2020	BUSINESS CARD	REGISTRATION FEES FOR CRAMOS	501-60-000-22329-00000	220.00
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	32.35
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	25.23
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	100-25-299-53370-17050	87.55
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	6.54
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	72.64
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	98.85
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	49.23
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	9.36
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	229.37
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	11.48
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	96.65
228681	04/22/2020	CAR QUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	610.53
228682	04/22/2020	CHICAGO ESCOBAR	BUS SHELTERS POSTERS FOR COVID-19	402-50-590-53100-00000	1029.30
228683	04/22/2020	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES FOR PD FOR COVID-19	100-25-299-53370-17050	603.90
228684	04/22/2020	COMMUNITY MEDIA OF	VIDEO PRODUCTION AND CABLE TELEVISION SERVICES	270-10-140-51101-17310	1791.65
228685	04/22/2020	COMPO	2020 MUNICIPAL MEMBERSHIP RENEWAL FOR SHAOYIN WEI	100-20-210-53390-00000	110.00
228685	04/22/2020	DANIEL ARIAS	MURAL PROJECT & LABOR FOR POLICE DEPT.	100-30-910-51100-00000	1300.00
228687	04/22/2020	DATA TICKET, INC.	CODE ENFORCEMENT CITATION PROCESSING - FEB. 2020	100-40-460-51101-00000	198.00
228689	04/22/2020	DEPARTMENT OF JUSTICE	FINGER PRINTING SERVICES	100-10-150-51100-00000	130.00
228689	04/22/2020	DREAM & SPACE CONSTRUCTION	CITY HALL 2ND FLOOR, REPAIR AND PAINT WALLS	100-60-620-53370-17050	3875.00
228690	04/22/2020	EAGLE PORTABLES INC	PORTABLE TOILET RENTAL & LABOR FOR RECYCLING	240-50-551-53391-15705	122.40.1
228691	04/22/2020	ECO CAR SPA	CAR WASH FOR ALL CITY & PD VEHICLES	402-50-591-51101-00000	108.33
228691	04/22/2020	ED BUTTS FORD	MAINTENANCE AND REPAIRS FOR POLICE VEHICLES	402-50-591-53100-00000	81.08
228693	04/22/2020	ENTERPRISE FM TRUST	FLEET LEASING PROGRAM OF CITYWIDE VEHICLES	231-30-590-53840-15727	12261.56
228694	04/22/2020	EXPERIAN	CREDIT REPORTING SERVICES FOR HOUSING APPLICANTS	220-40-420-51101-14700	38.50
228694	04/22/2020	FRONTIER COMMUNICATIONS	TELEPHONE USAGE - LOCAL CALLS	901-40-410-51101-14310	38.50
228695	04/22/2020	GENTRY BROTHERS, INC.	MAINE AVE COMPLETE STREETS IMPROVEMENTS	401-10-145-53409-11506	1431.86
228696	04/22/2020	GENTRY BROTHERS, INC.	MAINE AVE COMPLETE STREETS IMPROVEMENTS	256-50-520-58100-15686	49000.89
228697	04/22/2020	GEORGE MARTINEZ	TO BE REPLACED CHECK # 227558 01/29/2020	270-50-520-58100-15686	89717.91
228698	04/22/2020	GOVERNMENT FINANCE OFFICERS ASSOCIATION	BUDGETING DURING A RECESSION 04/01/2020	254-50-571-53100-15510	43.77
228699	04/22/2020	GRANGER, INC.	MATERIALS & SUPPLIES	100-25-299-53370-17050	35.00
228699	04/22/2020	GRANGER, INC.	MATERIALS & SUPPLIES	100-25-299-53370-17050	735.99
228699	04/22/2020	GRANGER, INC.	MATERIALS & SUPPLIES	100-25-299-53370-17050	921.12
228701	04/22/2020	HOME DEPOT	MISC SUPPLIES	100-25-299-53370-17050	606.96
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	905-40-410-53100-14305	52.48
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	24.05
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	14.13
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	32.83
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	-7.09
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	-7.10
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	27.70
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	25.51
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	12.75
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	6.44
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	136.57
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	40.94
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	25.45
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	22.83
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	8.49
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	45.94
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	93.87
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	252-60-620-53100-00000	44.52

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	178.25
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	252-60-620-53100-00000	76.13
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	38.08
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	38.23
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	252-60-620-53100-00000	63.14
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	252-60-620-53100-00000	63.39
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	100-60-620-53100-00000	76.21
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	252-60-620-53100-00000	32.78
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	252-60-620-53100-00000	4.86
228701	04/22/2020	HOME DEPOT	PURCHASE MATERIALS & SUPPLIES	252-60-620-53100-00000	20.05
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	18.55
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	295.58
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	60.06
228703	04/22/2020	HOME DEPOT	MATERIAL AND SUPPLIES	100-25-299-53370-17950	106.20
228703	04/22/2020	HOME DEPOT	SPECIALIZED SPRAY PAINTS	254-50-570-53100-14885	62.62
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-551-53100-15705	199.77
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	78.33
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	56.79
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-551-53100-15705	228.82
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	56.29
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	123.71
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-551-53100-15705	87.98
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	106.15
228703	04/22/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	377.74
228703	04/22/2020	HOME DEPOT	PRESSURE WASHER REPAIRS	240-50-551-53100-15705	462.23
228704	04/22/2020	IRON MOUNTAIN	STORAGE SERVICE FOR 4/1/20 - 4/30/20	402-50-590-53371-00000	133.60
228705	04/22/2020	IRON MOUNTAIN	CONTRACT SERVICES/YOGA CLASSES MARCH25/2020	901-40-410-51101-14310	837.25
228705	04/22/2020	IRON MOUNTAIN	ANNUAL TESTING OF ALL CITY DEVICES	501-60-000-22328-00000	42.00
228707	04/22/2020	J.S PLUMBING AND BACKFLOW	SERVICE REPAIRS ON POLICE VEHICLES	251-50-552-51100-00000	320.00
228708	04/22/2020	JEFF CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	379.88
228708	04/22/2020	JEFF CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	1073.84
228708	04/22/2020	JEFF CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	120.23
228708	04/22/2020	JEFF CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	905-40-410-53371-14305	1400.00
228709	04/22/2020	JOHNNY URQUIZA	ROOF REPAIRED	905-40-410-53371-14305	1400.00
228710	04/22/2020	JUAN C. LUARZ	ROOF REPAIRED	240-50-552-51100-15705	200.00
228711	04/22/2020	KERR INDUSTRIES INC	MAINE SEWER CAMERA INSPECTION @ 3466 STICHMAN AVE.	505-40-410-53371-14305	191.56
228712	04/22/2020	LONG TANG	REPAIR WASHER & DRYER	100-40-460-53100-00000	450.00
228713	04/22/2020	LOS ANGELES COUNTY CLERK	REIMB FOR CASP CERTIFICATION RENEWAL	245-50-520-58100-15094	75.00
228714	04/22/2020	LOS ANGELES COUNTY PUBLIC WORKS	CITY OF BALDWIN PARK NOTICE OF EXEMPTION	246-50-510-51100-00000	9476.00
228715	04/22/2020	MARCO INDUSTRIES, INC	14575 PACIFIC AVE (INSPECTION & PERMIT	402-50-590-53371-00000	583.04
228715	04/22/2020	MARCO INDUSTRIES, INC	STREET SWEEPER REPAIRS	402-50-590-53371-00000	1570.03
228715	04/22/2020	MARCO INDUSTRIES, INC	STREET SWEEPER REPAIRS	402-50-590-53371-00000	1159.44
228715	04/22/2020	MARCO INDUSTRIES, INC	STREET SWEEPER REPAIRS	100-60-610-53100-00000	700.82
228717	04/22/2020	MAXIMO DE MATTA	REIMBURSEMENT FOR PURCHASE OF SUPPLIES	100-60-620-53371-00000	747.50
228717	04/22/2020	MAXIMO DE MATTA	REPAIRS @ THE TEEN CENTER PARKING LOT	252-60-620-53371-00000	767.50
228718	04/22/2020	MOBILE MODULAR MANAGEMENT CORP	STORAGE BIN RENTALS @ CITY HALL DURING RENOVATION	100-60-620-53391-00000	303.75
228719	04/22/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES FOR COVID-19	100-25-299-53370-17950	42.41
228719	04/22/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	14.50
228719	04/22/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	65.68
228720	04/22/2020	OFFICE DEPOT INC	OFFICE SUPPLIES FOR CODE ENFORCEMENT	100-40-460-53100-00000	58.41
228720	04/22/2020	OFFICE DEPOT INC	TONER	401-10-141-53100-11504	313.37
228721	04/22/2020	O'REILLY AUTO PARTS	SUPPLIES FOR VEHICLES	402-50-591-53100-00000	169.38
228722	04/22/2020	PACIFIC TRUCK EQUIPMENT INC	REPLACEMENT OF HITCH & TAIL LIGHTS LIFT GATE	402-50-590-53371-00000	1615.80
228723	04/22/2020	PREMIERE FUELING SERVICES INC	PUMP TEST SERVICES FOR PUBLIC WORKS	402-50-590-53110-16140	143.50
228724	04/22/2020	RICHO USA INC	LEASE PAYMENTS FOR 2 RICHO COLOR COPIERS	401-10-141-53140-11504	964.13
228725	04/22/2020	SAN GABRIEL VALLEY EXAMINER	NOTICE OF PUBLIC HEARING & CORRECTION TO PRIOR	220-40-420-53380-14700	474.00
228726	04/22/2020	SAN GABRIEL VALLEY WATER	WATER COST	100-80-620-53401-00000	2279.40
228727	04/22/2020	SCORE AMERICAN SOCCER COMPANY, INC	INSPECTION & PERMIT FOR 14579 PACIFIC AVE.	501-60-000-22328-00000	123.41
228728	04/22/2020	SO CAL SANITATION	PORTABLE RESTROOM RENTAL @ MORGAN PARK - COVID-19	100-25-299-53370-17950	1817.70
228728	04/22/2020	SO CAL SANITATION	PORTABLE RESTROOM RENTAL FOR HOMELESS - COVID-19	100-25-299-53370-17950	1817.70
228728	04/22/2020	SO CAL SANITATION	PORTABLE RESTROOM RENTAL FOR HOMELESS - COVID-19	100-25-299-53370-17950	1817.70
228728	04/22/2020	SO CAL SANITATION	PORTABLE RESTROOM RENTAL FOR HOMELESS - COVID-19	100-25-299-53370-17950	1817.70
228729	04/22/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	240-50-551-53401-15705	38.34
228729	04/22/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	100-60-620-53401-00000	3711.78
228729	04/22/2020	SOUTHERN CALIFORNIA EDISON	14517 MORGAN ST	905-40-410-53401-14305	134.52
228729	04/22/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-550-53401-00000	346.75
228729	04/22/2020	SOUTHERN CALIFORNIA EDISON	ENERGY COST	251-50-550-53401-00000	2772.21
228730	04/22/2020	SPRINT	GPS COVERAGE FOR INVESTIGATION	100-30-810-51100-00000	300.00
228730	04/22/2020	SPRINT	GPS COVERAGE FOR INVESTIGATION	100-30-810-51100-00000	150.00
228730	04/22/2020	SPRINT	GPS COVERAGE FOR INVESTIGATION	100-30-810-51100-00000	60.00
228730	04/22/2020	SPRINT	GPS COVERAGE FOR INVESTIGATION	100-30-810-51100-00000	1849.00
228731	04/22/2020	THE GAS COMPANY	GAS COST	252-60-620-53400-00000	2796.49
228732	04/22/2020	THE GAS COMPANY	GAS COST	100-60-620-53400-00000	

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228733	04/22/2020	THE SHREDERS	DOCUMENT DESTRUCTION	100-20-210-51101-00000	113.50
228734	04/22/2020	THOMSON REUTERS-WEST	INFORMATION CHARGES FEB 01 - FEB 29 2020	100-40-450-53390-00000	180.62
228735	04/22/2020	TIME WARNER CABLE	INTERNET @ BARNES PARK COMM CTR SR CTR & TEEN CTR	100-60-510-51100-00000	34.97
228735	04/22/2020	TIME WARNER CABLE	INTERNET @ BARNES PARK COMM CTR SR CTR & TEEN CTR	100-60-510-51101-00000	34.97
228735	04/22/2020	TIME WARNER CABLE	INTERNET @ BARNES PARK COMM CTR SR CTR & TEEN CTR	100-60-510-51102-00000	104.98
228736	04/22/2020	TRI-STAR WINDOW COVERINGS, INC.	FLOORING & CARPET @ 14317 E. MORGAN ST	100-60-570-51100-15100	128.65
228737	04/22/2020	UNITED ROTARY BRUSH CORP	BRUSH & PARTS FOR THE STREET SWEEPER	905-40-410-53402-14505	1312.41
228738	04/22/2020	VALLEY COUNTY WATER DIST	WATER COST	402-50-590-53100-00000	279.29
228738	04/22/2020	VALLEY COUNTY WATER DIST	WATER COST	252-60-620-53402-00000	3027.17
228738	04/22/2020	VALLEY COUNTY WATER DIST	WATER COST	100-60-620-53402-00000	1760.94
228738	04/22/2020	VALLEY COUNTY WATER DIST	WATER COST	251-50-560-53402-00000	5662.80
228738	04/22/2020	VALLEY COUNTY WATER DIST	WATER COST	254-60-620-53402-15882	510.21
228738	04/22/2020	VALLEY COUNTY WATER DIST	WATER COST	905-40-410-53402-14505	179.79
228739	04/22/2020	VERIZON WIRELESS	CELLULAR SERV 02/22-03/21/2020	100-40-405-53403-00000	53.96
228739	04/22/2020	VERIZON WIRELESS	CELLULAR SERV 02/22-03/21/2020	220-40-420-53403-14700	53.96
228739	04/22/2020	VERIZON WIRELESS	CELLULAR SERV 02/22-03/21/2020	901-40-410-53403-14310	53.96
228740	04/22/2020	WASTE MANAGEMENT OF SAN GABRIEL-POMONA VALLEY	ONG FUEL FOR CITY VEHICLES AND STREET SWEEPER	402-50-590-58110-16140	2672.06
228741	04/22/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	96.52
228741	04/22/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	189.45
228741	04/22/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	47.93
228741	04/22/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES FOR COVID-19	100-25-299-53370-17050	228.35
228742	04/22/2020	WELLS FARGO FINANCIAL LEASING	COPPER	100-25-299-53370-17050	47.93
228743	04/22/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	244-50-520-58100-15508	1750.26
228743	04/22/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	244-50-520-58100-15508	3000.00
228743	04/22/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	244-50-520-58100-15508	915.00
228743	04/22/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	244-50-520-58100-15508	2000.00
228743	04/22/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	244-50-520-58100-15508	1795.00
228743	04/22/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	244-50-520-58100-15508	1385.00
228744	04/23/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	244-50-520-58100-15508	1500.00
228744	04/23/2020	EVAN BROOKS ASSOCIATES, INC	PROJECT MANAGEMENT 2.P EXPRESS LINE PROJECT COMMUT	100-00-000-21225-00000	946.15
228745	04/23/2020	LYNDA C SALS	DEDUCTION	100-00-000-21225-00000	480.00
228746	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	92.30
228747	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	268.61
228748	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	382.15
228749	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	374.75
228750	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	771.46
228751	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	1312.45
228752	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	113.07
228753	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	305.89
228754	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	523.38
228755	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	151.59
228756	04/23/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	617.08
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	245-50-520-58110-15507	199750.10
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	290-50-520-58110-15507	66760.21
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21213-00000	600.00
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21213-00000	663.70
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21213-00000	3500.00
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21213-00000	2248.01
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21203-00000	387.42
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21200-00000	607.56
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21202-00000	496.18
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21203-00000	271.90
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21203-00000	32.84
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21202-00000	107.80
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21213-00000	1563.86
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21223-00000	300.00
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21213-00000	15953.50
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21216-00000	600.00
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21216-00000	1468.18
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21231-00000	954.27
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21231-00000	717.89
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21203-00000	387.24
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21231-00000	199.42
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21257-00000	2450.00
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21257-00000	1452.89
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21257-00000	2625.00
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21203-00000	77470.80
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21203-00000	4349.98
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21202-00000	20298.34
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21202-00000	28993.58
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21207-00000	198.37
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21206-00000	148.67
228757	04/27/2020	AMTEK	CONSTRUCTION OF COMPRESSED NATURAL	100-00-000-21206-00000	147.58

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
DFT0003836	04/08/2020	PERS-RETIREMENT	PERS SWORN-344	100-00-000-21206-00000	11555.18
DFT0003836	04/08/2020	PERS-RETIREMENT	PERS MISC 350	100-00-000-21206-00000	17423.61
DFT0003836	04/08/2020	PERS-RETIREMENT	PERS SWORN 351	100-00-000-21206-00000	17480.31
DFT0003836	04/08/2020	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	5023.22
DFT0003836	04/08/2020	PERS-RETIREMENT	PERS SWORN CITY PAID - PERPA	100-00-000-21258-00000	12550.94
DFT0003836	04/08/2020	PERS-RETIREMENT	PERS SWORN ER REG PAY	100-00-000-21258-00000	42466.48
DFT0003836	04/08/2020	PERS-RETIREMENT	PT PERS MISC CITY PAID	100-00-000-21256-00000	1185.28
DFT0003836	04/08/2020	PERS-RETIREMENT	PERS MISC CITY PAID	100-00-000-21256-00000	22559.77
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS MISC CITY PAID - PERPA	100-00-000-21258-00000	8766.11
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	KASER HEALTH INSURANCE	100-00-000-21210-00000	-564.40
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS SELECT HEALTH INSURANCE	100-00-000-21210-00000	435.7
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM SELECT HEALTH INSURANCE	100-00-000-21210-00000	9564.64
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM TRADITIONAL HEALTH INSURANCE	100-00-000-21210-00000	1525.75
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	KASER HEALTH INSURANCE	100-00-000-21210-00000	31800.06
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SALUD Y MAS HEALTH INSURANCE	100-00-000-21210-00000	1366.76
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SMART CARE HEALTH INSURANCE	100-00-000-21210-00000	1535.79
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD TRIO	100-00-000-21210-00000	312.47
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS CHOICE HEALTH INSURANCE	100-00-000-21210-00000	2912.20
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	POFAC - POLICE ONLY HEALTH INSURANCE	100-00-000-21210-00000	349.50
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	UNITED HEALTH CARE HEALTH INSURANCE	100-00-000-21210-00000	937.12
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS SELECT HEALTH INSURANCE	100-00-000-21210-00000	2352.95
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	RETRO HEALTH INSURANCE PREMIUM	100-00-000-21210-00000	1006.58
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD HEALTH INSURANCE	100-00-000-21210-00000	36.00
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	KASER HEALTH INSURANCE	100-00-000-21210-00000	1006.58
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SALUD Y MAS HEALTH INSURANCE	100-00-000-21210-00000	1222.51
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SMART CARE HEALTH INSURANCE	100-00-000-21210-00000	600.00
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM SELECT	100-00-000-21210-00000	335.15
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS CHOICE HEALTH INSURANCE	100-00-000-21210-00000	600.00
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	UNITED HEALTHCARE HEALTH INSURANCE	100-00-000-21210-00000	9564.64
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD HEALTH INSURANCE	100-00-000-21210-00000	1755.75
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM SELECT HEALTH INSURANCE	100-00-000-21210-00000	451.32
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM TRADITIONAL HEALTH INSURANCE	100-00-000-21210-00000	3542.82
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	KASER HEALTH INSURANCE	100-00-000-21210-00000	1366.76
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SALUD Y MAS HEALTH INSURANCE	100-00-000-21210-00000	1539.78
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SMART CARE HEALTH INSURANCE	100-00-000-21210-00000	312.47
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD TRIO	100-00-000-21210-00000	2912.20
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS CHOICE HEALTH INSURANCE	100-00-000-21210-00000	349.50
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	POFAC - POLICE ONLY HEALTH INSURANCE	100-00-000-21210-00000	987.12
DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	UNITED HEALTH CARE HEALTH INSURANCE	100-00-000-21210-00000	2352.95
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DFT0003838	04/10/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM TRADITIONAL HEALTH INSURANCE	100-00-000-21210-00000	3542

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Shannon Yauchzee, Chief Executive Officer
Laura J. Thomas, Human Resources & Risk Manager
DATE: May 6, 2020
SUBJECT: Claim Rejection

SUMMARY

This report seeks City Council consideration and direction to reject the Claims for Damages to person or property received for filing against the City of Baldwin Park.

RECOMMENDATION

Staff recommends that the City Council reject the following claims and direct staff to send the appropriate notice of rejection to claimant(s):

Mendez, Felicitas	Claimant alleges property damage
Ignacio, Lolita Ariola	Claimant alleges bodily injury

This government claim, and all government claims, should be considered as potential lawsuits in the future. Thus, it is requested that all City Staff, the Mayor and all Councilmembers refrain from making any statements, whether public or private in nature. It is important that no statements be made so as to not prejudice this claim in any way which can happen if public or private comments are made about this claim by City staff or Councilmembers.

FISCAL IMPACT

Fiscal impact is unknown at this time.

BACKGROUND

In order for the statute of limitations to begin on the claims received, it is necessary for the City Council to reject the claims by order of motion and that the claimants are sent written notification of said action.

LEGAL REVIEW

This report has been reviewed and approved by the City Attorney as to legal form and content.

ALTERNATIVES

There are no other alternatives for the Council to consider since rejection of the claims is necessary for the Statute of Limitations to begin on the claims received.

ATTACHMENTS

None

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Lourdes Morales, Chief Deputy City Clerk
DATE: May 6, 2020
SUBJECT: Meeting Minutes

SUMMARY

The City Council held a Special City Council Meeting on April 1, and April 15, 2020.

RECOMMENDATION

Staff recommends that the City Council receive and file the following Meeting Minutes:

- A. Meeting Minutes of the Special City Council Meeting held on April 1, 2020.
- B. Meeting Minutes of the Special City Council Meeting held on April 15, 2020.

FISCAL IMPACT

There is no fiscal impact associated with this item.

BACKGROUND

Not applicable

ALTERNATIVES

Not applicable

LEGAL REVIEW

This report does not require legal review

ATTACHMENTS

- 1. Special Meeting Minutes of April 1, 2020
- 2. Special Meeting Minutes of April 15, 2020

**MINUTES
BALDWIN PARK CITY COUNCIL STUDY SESSION
AND SPECIAL MEETING
APRIL 1, 2020 4:00 P.M.**

COUNCIL CHAMBER - 14403 E. Pacific Avenue, Baldwin Park, 91706

This meeting was conducted via teleconference in accordance with Governor Newsom's Executive Order N-25-20. Audio Streaming was made available to the public at:

https://www.youtube.com/channel/UCFLZ0_dDFRiy59rhiDZ13Fg/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

CALL TO ORDER

The meeting was called to order at 4:00 pm by Mayor Pro Tem Hernandez.

ROLL CALL

PRESENT:

Council Member Alejandra Avila
Council Member Monica Garcia
Council Member Ricardo Pacheco
Mayor Pro Tem Paul C. Hernandez
Mayor Manuel Lozano joined the meeting at 4:44 PM

PUBLIC COMMUNICATIONS

Mayor Pro Tem Hernandez announced public comments could be emailed to City Clerk Jean M. Ayala at jayala@baldwinpark.com no later than 4:15 PM to be read into the record.

OPEN SESSION

•Update on COVID-19 by All Directors

Update from City Manager Shannon Yauchzee

City Manager Shannon Yauchzee stated City facilities were closed to the public due to Governor Newsom's executive order and provided an overview of all essential functions that would be conducted during the City Hall closure due to COVID-9 pandemic; such as processing mail, invoices, retrieving messages, and working remotely. Yauchzee added the Human Resources Department would continue to fill recruitments remotely, hold meetings with the bargaining units, and be available to answer questions from employees. In addition, IT was working on supplying laptops for staff to work from home, provide technical support for employees, and set up virtual meetings. Mr. Yauchzee mentioned the City Hall closure would be extended and in line with the State and County's recommendations.

Update from Chief of Police Steven McLean:

Chief McLean commented on the measures taken to protect his staff, stating his department had secured about 400 N-95 masks for employees and protective masks for those individuals being escorted in police vehicles and brought into the station; body temperature was being monitored before entering and leaving the facility; the station was thoroughly cleaned throughout the day, and police vehicles were being sanitized.

The Chief also stated additional supplies were also ordered while other had been donated by private companies including Kaiser; furthermore, employee services were made available to address employee concerns during this crisis and training was provided from the fire and police department on safety measures. Chief of Police McLean provided dispatch call logs statistics and updated the Council on their efforts to monitor essential, non-essential businesses and businesses that were closed due to COVID-19; updated their website; conduct outreach for the homeless; and their collaboration with the schools and faith based entities.

Mayor Lozano thanked everyone for their efforts during this crisis.

Council Member Avila thanked the Chief and his department.

The Chief stated he was working with the community and educating them on the Governor's order of social distancing rather than citing party goers immediately; however, if he witnesses reckless behavior, a fine would definitely be issued.

Council Member Garcia agreed with the Chief's recommendation and suggested a warning be issued first for the first offense, \$500 for a second offence, and \$1,000 for a third offence followed by a misdemeanor for reckless behavior. Council Member Garcia stated that although many residents were following the County's recommendation, there were a few who continued to get together.

Council Member Pacheco thanked the staff for an outstanding job with community outreach and requested staff place more information on social media and other outlets regarding food banks. Council Member Pacheco also agreed to provide a warning to those residents not abiding by the new order. Additionally, Council Member Pacheco requested a study be conducted on the impact COVID-19 will have on Baldwin Park businesses.

Council Member Avila also agreed to issue a warning to residents who were not in compliance with social distancing, however, suggested a \$250 fine be issued to first offenders rather than \$500.

Mayor Lozano thanked the Chief, Police Department, all staff and organizations who have donated to the cause. The Mayor commented on a party held on Maine and how well it was handled by the Police Department, further stating that the fines for hosting large events should be enforced to prevent residents from continuing to hold gatherings.

MOTION: It was moved by Mayor Lozano, seconded by Council Member Garcia to issue citations in the amount of \$500 for individuals hosting large gatherings. Motion carried by the following roll call vote:

AYES:	Council Members Avila, Garcia, Hernandez, Lozano, and Pacheco
NOES:	None
ABSENT:	None
ABSTAIN:	None

Council Member Garcia recognized staffs' swift action in response to COVID-19 and requested the City formulate a plan to feed families affected by this pandemic.

City Manager Shannon Yauchzee stated they were closely connected with State Representatives and working with the National Guard to create a POD for Food Distribution; the City would also be receiving funding for CDBG funding for food banks.

Council Member Garcia suggested establishing a hotline to assist various age groups.

Council Member Avila requested staff look into purchasing a grocery store to feed families in need.

Mayor Pro Tem Hernandez proposed mass feedings be coordinated through FEMA to provide structure and requested staff research FEMA feeding plans and bring back to Council for further review.

Mayor Lozano also suggested making available city facilities to be utilized by medical organizations for medical treatment.

Council Member Garcia asked if the City could purchase tests for City residents and work with FEMA.

City Manager Yauchzee informed Council of staff's communication with the School District and their continued efforts with the National Guard should they need city facilities. Additionally, Mr. Yauchzee stated he would contact staff regarding testing for Baldwin Park residents and ensure the information was accessible to the public.

Additional discussion was held amongst the City Council and staff relating to drive through testing, priority for testing at health facilities for residents, and food banks.

Chief of Police McLean commented on the shortage of food and suggested the City use funding to feed the community rather than wait for the Federal Government to assist.

Mayor Pro Tem Hernandez requested staff bring back a plan with all of the suggestions provided in today's meeting.

Update from Manuel Carrillo Director of Recreation and Community Services:

Director of Recreation Manuel Carrillo provided an update on staffing levels, community outreach and food distribution, mainly concentrating on social media updates to provide the community with the most updated information. Mr. Carrillo also commented on ensuring all city facilities were well sanitized and well maintained and collaborating with various organizations to organize food banks. Additionally, Mr. Carrillo stated staff was taking calls related to canceled events and refunds.

Council Member Avila requested the locations of washing stations be provided.

Chief McLean thanked Mr. Carrillo and his staff for their hard work and provided the locations.

Council Member Avila asked if they were being used.

Chief McLean stated they were being used, maintained and cleaned.

Council Member Pacheco asked whether all of the food was being picked up.

Mr. Carrillo stated various organizations were providing food services to the community and although some food was perishable, all was being distributed.

Mayor Pro Tem Hernandez requested an update on the senior program meals and asked what measures were being taken to deliver food.

Mr. Carrillo stated the senior food program had gone 100% delivery and worked out very well.

Mayor Pro Tem Hernandez inquired whether the program was opened to new participants.

Mr. Carrillo stated they had reached maximum capacity.

Update on Human Resources by City Manager Shannon Yauchzee

City Manager Yauchzee stated he'd elaborate on any questions related to Human Resources.

Mayor Lozano requested the City Manager provide the list of vacancies.

Council Member Garcia stated she'd like to know which positions were vital and suggested a freeze on all vacant positions be placed. Additionally, Council Member Garcia requested a breakdown of employees who were telecommuting and those who were physically reporting to work.

Mr. Yauchzee provided an overview of the employees reporting to work and their functions.

Mayor Pro Tem Hernandez asked whether the list of vacancies included any part time positions or if they were vital.

Mr. Yauchzee stated the list included the Chief of Police's secretary position, which had been filled; however, and one unfilled.

Mayor Pro Tem Hernandez also stated he'd like to review the positions before hiring anyone.

Chief Executive Office Yauchzee agreed to provide the City Council with the information requested separately.

Update from Director of Public Works Sam Gutierrez:

Mr. Gutierrez provided an summary on the continued services provided by his department to keep vital infrastructure open such as street lighting and signals, water sewer maintenance, and any general construction work, along with ongoing projects, plan check and permits, facility and park maintenance, and working closely with utility companies. Mr. Gutierrez stated homeless encampment clean-up was canceled; however, street sweeping was being conducted without issuing any citations and bulky item pick-ups were still available. Mr. Gutierrez proceeded to thank Recreation staff for their collaboration and stated the department was available to provide support.

Council Member Pacheco asked if the downtown area project would proceed as expected.

Mr. Gutierrez stated that the project was scheduled to proceed.

Mayor Pro Tem Hernandez asked if no illegal dumping notifications were being provided.

Mr. Gutierrez stated notifications were being issued without citations.

Mayor Pro Tem Hernandez requested a fine be reinstated if staff was called to pick up bulky items twice for the same location.

Council Member Garcia expressed she was happy to hear that Public Works was utilizing the PPE and asked whether bus shelters/benches were being power washed.

Mr. Gutierrez answered affirmatively.

Update from Finance Director Rose Tam:

Ms. Tam gave an update on the Finance Department's function; stating the department continued to process payments, payroll, and business licenses; continued to work on the budget, and informed them that the passport service was temporarily suspended.

Council Member Pacheco thanked Ms. Tam and her staff for their work and asked whether the internal audit had been completed.

City Manager Yauchzee stated the State Auditors sent them a draft with recommendations; however, due to this crisis, the City requested additional time to respond.

Mayor Pro Tem Hernandez requested a report be provided to the City Council to have a better understanding of the financial situation for the City should the duration of this pandemic be extended.

Update from Director of Community Development Benjamin Martinez:

Mr. Martinez stated that plan check services and permits were being issued with minimal physical contact and Planning Commission meetings were scheduled via zoom. In addition, Mr. Martinez stated Housing was working on the CARES Act program and continued to collaborate with various agencies for CDBG and HOME funds and were

working to keep Section 8 renters housed. Furthermore, Mr. Martinez provided an overview of the rent stabilization ordinance and the Code Enforcement division, highlighting that the officers were mainly concentrating on quality of life issues and not issuing citations for violations that were not pertinent. Lastly, Mr. Martinez stated staff was disseminating as much information as possible regarding resources to renters and business owners relative to COVID-19 and have stayed in contact with developers in order to proceed with current and ongoing projects

Mayor Lozano thanked Mr. Martinez and his staff.

Mayor Pro Tem Hernandez requested frequently asked questions be posted regarding the Rent Stabilization Ordinance and would like to include language in the emergency proclamation to postpone rent increases. Additionally, Mayor Pro Tem Hernandez suggested staff research resources for small business owners regarding loans to receive aid through their own financial institutions and think of ways to assist those businesses who do not qualify for the loans.

Council Member Garcia requested staff elaborate on the CARES Act Program.

Mr. Martinez provided additional information on the act and stated he would provide a briefing separately to further discuss and explain this complicated program in detail.

Further discussion was held regarding reimbursement for COVID relating expenses and food banks.

Update from City Attorney Robert N. Tafoya:

City Attorney Tafoya informed the City Council of the closure of all LA Superior Courts, which meant that all of the trial and court related cases were postponed until further notice; however, litigation on matters continued to be active and ongoing. Additionally, City Attorney Tafoya stated Public Records Act requests were suspended as the employees collecting and compiling the data were non-essential and therefore, could not fulfill the request. Mr. Tafoya further stated that his office continued to assist staff and the community.

Mayor Pro Tem Hernandez requested more information on the Rent Stabilization Ordinance from Mr. Tafoya.

Mr. Tafoya stated that an updated proclamation would be in effect before the April 3rd deadline with language to postpone rent increases for the controlled units as of now, but might include all units not previously included in the RSO.

Council Member Avila requested staff add the homes and condos to the proclamation.

Mayor Pro Tem Hernandez stated City Attorney Tafoya was currently researching this request.

City Manager Yauchzee announced an item needed to be added and approved in order to receive funding allowing the city to apply for federal assistance due to the COVID-19 pandemic.

City Attorney Tafoya stated this was an urgency item, requiring a 4/5th's vote to be added onto the agenda, with a majority vote to approve the item.

MOTION: Mayor Pro Tem Hernandez made a motion, seconded by Mayor Lozano to add Project Assurances for Federal Assistance CAL OAS 89 Disaster No. DR4482 CAL OES ID No. 06-37-03666 and add Designation of Applicants Agent Resolution for Non-State Agencies CAL OES 130 due to the Novel Coronavirus COVID-19 pandemic onto the agenda. Motion carried by unanimous consent.

MOTION: Mayor Pro Tem Hernandez made a motion, seconded by Council Member Avila to approve Project Assurances for Federal Assistance CAL OAS 89 Disaster No. DR4482 CAL OES ID No. 06-37-03666 and add Designation of Applicants Agent Resolution for Non-State Agencies CAL OES 130. Motion carried by unanimous consent.

Council Member Pacheco suggested staff research an economic COVID-19 response plan to assist individuals who have lost their jobs, assist with childcare programs, healthcare, rent and housing needs, and better support working families and thanked the Chief of Police, Daniel and all the staff who assisted with this pandemic.

RECESS TO CLOSED SESSION

NONE

REPORT ON CLOSED SESSION

NONE

PUBLIC COMMUNICATIONS

Mayor Lozano opened Public Communications at 6:29 PM.

City Clerk Ayala read the comments for the record received by residents via email:

Danny Damian asked whether an extension would be provided to the residents regarding parking citations and requested the city formulate a business resource center website or hotline for those businesses impacted by this pandemic. Additionally Mr. Damian requested the city provide a resource center for those families who would not receive a stimulus checks on the basis of their immigration status; and asked how the city would be enforcing the stay at home act.

Ralf Galvan thanked city staff and Council for their ongoing efforts and requested the city communicate with Valley County Water regarding the suspension of water shut off's during this pandemic and requested details on the two individuals who tested positive for COVID-19.

Mayor Pro Tem Hernandez requested the community continue to stay updated through the city's website.

ADJOURNMENT

There being no further business, motion was made by Mayor Pro Tem Hernandez, seconded by Mayor Lozano, to adjourn the meeting at 6:34 p.m.

Manuel Lozano, Mayor

ATTEST:

Jean M. Ayala, City Clerk

APPROVED: _____
MINUTES

**MINUTES
BALDWIN PARK CITY COUNCIL STUDY SESSION
AND SPECIAL MEETING
April 15, 2020, 5:00 P.M.**

COUNCIL CHAMBER - 14403 E. Pacific Avenue, Baldwin Park, 91706

This meeting was conducted via teleconference in accordance with Governor Newsom's Executive Order N-25-20. Audio Streaming was made available to the public at:

https://www.youtube.com/channel/UCFLZ0_dDFRiy59rhiDZ13Fg/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

CALL TO ORDER

The meeting was called to order at 5:07 PM by Mayor Lozano.

ROLL CALL

PRESENT:

Council Member Alejandra Avila
Council Member Monica Garcia
Council Member Ricardo Pacheco
Mayor Pro Tem Paul C. Hernandez
Mayor Manuel Lozano

PUBLIC COMMUNICATIONS

Mayor Lozano opened Public Communications at 5:07 PM.

Seeing no comments received, Mayor Lozano closed Public Communications at 5:07 PM.

OPEN SESSION

- FY 2019-20 Budget Update PowerPoint Presentation by Rose Tam, Finance Director.

Chief Executive Officer Shannon Yauchzee thanked all the attendees and provided a summary of the budget presentation. Mr. Yauchzee stated that due to this pandemic, there were a lot of people off work, which would result in a large reduction in tax revenue. Mr. Yauchzee stated there were talks about recession, the stock market dropping, and PERS increases.

Director of Finance Rose Tam provided a breakdown of the revenues and expenditures by line item and department, and highlighting the increases in personnel costs due to overtime from patrol and maintenance repairs.

Mayor Lozano inquired whether the city was looking at a deficit of one million dollars.

Ms. Tam provided an explanation stating the deficit was not one million dollars.

Mayor Pro Tem Hernandez asked whether the overtime for personnel could be reimbursed due to COVID-19 and whether projects could be postponed to reduce costs.

Ms. Tam stated that the overtime expense could not be reimbursed followed by Mr. Yauchzee explaining that not many projects could be delayed.

Staff additionally explained they would be receiving money from lawsuits, but clarified those funds would be received after this fiscal year and provided an overview of cost increases.

Chief of Police McLean stated his department had significantly reduced overtime costs and did have salary savings.

Further discussion was held amongst staff and the City Council, regarding cost savings through the Police Department reorganization and commented on the expenditures of the general fund and – possibly a 3 million dollar deficit.

Council Member Pacheco inquired if staff had a plan to reduce the deficit.

Mr. Yauchzee stated staff was considering a hiring freeze, and were hopeful to reduce costs with the Police Department's reorganization, postponing citywide events, and if need be, study more extreme measures.

Council Member Pacheco commented on the impacts of the pandemic and requested they hold another meeting to further discuss options to reduce costs and consider tough decisions.

Council Member Avila and Mayor Lozano both agreed with Council Member Pacheco's recommendation.

City Attorney Robert Tafoya suggested the City Council could consider delivery permits of cannabis to generate revenue.

Council Member Garcia requested staff research this option diligently and provide the City Council with a report back on the matter.

Mayor Pro Tem Hernandez commented on possible personnel cuts and requested they all look at formulating a plan with minimal impact such as cancelling all special events.

Council Member Avila requested they look at other options before considering personnel cuts, like citywide events.

Additionally Council Member Pacheco requested the item for the Police Department Reorganization be presented at the upcoming meeting.

Chief Executive Officer Yauchzee stated staff would come back with a strategy based on the input provided by the City Council.

The City Council recessed into closed session at 6:03 PM.

RECESS TO CLOSED SESSION

1. Conference with Labor Negotiators

Pursuant to Government Code Section 54957.6:

Agency Designated Representative: Rebecca T. Green, Richards Watson Gershon, Shannon Yauchzee, Chief Executive Officer, and Laura Thomas, Human Resources/Risk Manager

Employee Organizations: Baldwin Park City Employees Association (CEA)
Baldwin Park Classified Confidential Employees Association (CCEA)
Baldwin Park Classified Management Employees Association (CMEA)
Baldwin Park Police Management Employees Association (PMEA)
Baldwin Park Police Association (POA)
Service Employee International Union (SEIU)

2. Conference With Legal Counsel—Existing Litigation

Pursuant to paragraph (1) of subdivision (d) of Government Code Section 54956.9:

Case Name: Herrera v. City of Baldwin Park Case No. 20STCV11521

Case Name: Austin v. City of Baldwin Park Case No. 19STCP04717

3. Real Property Negotiations Pursuant to Government Code §54956.8:

- | | |
|----------------------|---|
| A. Property: | 4150 Puente Avenue (CAN 17-06) |
| Negotiating Parties: | City of Baldwin Park and Shaun Bershatski, RUKLI, Inc. |
| | |
| B. Property: | 13111 Spring Street & 428 Cloverleaf Drive (CAN 17-07) |
| Negotiating Parties: | City of Baldwin Park and Ming Hong Huang, 428 Cloverleaf, LLC. |
| | |
| C. Property: | 5117 Calmview Avenue (CAN 17-08) |
| Negotiating Parties: | City of Baldwin Park and Victor Chevez and Helen Chau, Casa Verde Group |
| | |
| D. Property: | 13467 Dalewood Street (CAN 17-09) |
| Negotiating Parties: | City of Baldwin Park and Darrin Oganessian and Ryan Oganessian, RD Baldwin Park |
| | |
| E. Property: | 14837 & 14841 Ramona Boulevard (CAN 17-10) |

- Negotiating Parties: City of Baldwin Park and Phil Reyes, and Alexis Reyes, Organic Management Solutions, LLC.
- F. Property: 5148 Bleecker Street (CAN 17-12)
Negotiating Parties: City of Baldwin Park and Sergio Torres, Enrique Vega and Moses Acosta, Medical Grade Farms BP
- G. Property: 15023 Ramona Boulevard (CAN 17-13)
Negotiating Parties: City of Baldwin Park and Shaun Szameit, Joshua Pierce and Kevin Huebner, Kultiv8 Group, LLC.
- H. Property: 4621 Littlejohn Street (CAN 17-15)
Negotiating Parties: City of Baldwin Park and Teresa Tsai, GSC Capital Group
- I. Property: 5157 Azusa Canyon Road (CAN 17-17)
Negotiating Parties: City of Baldwin Park and Mike Sandoval and Ed Barraza, Elite Green Cultivators
- J. Property: 5175 Commerce Drive (CAN 17-18)
Negotiating Parties: City of Baldwin Park and Linda Thong, Pacific Cultivation, LLC.
- K. Property: 13450 Brooks Drive, Unit A & C (CAN 17-27)
Negotiating Parties: City of Baldwin Park and Jonathan Yuan Kai Lee, Jefferson Liou, and Jerrell Austin Shepp, Cloud Control, Inc.
- L. Property: 4802 Littlejohn Street (CAN 17-28)
Negotiating Parties: City of Baldwin Park and Marco Perez and Ren Yoneyama, VRD, Inc.
- M. Property: 13460 Brooks Drive (CAN 17-31)
Negotiating Parties: City of Baldwin Park and Sigrid Lopez and Artem Karapetyan, Green Health Industries, LLC.
- N. Property: 1529 Virginia Avenue (CAN 18-01)
Negotiating Parties: City of Baldwin Park and Erik Intermill, Esource LLC
- O. Property: 5018 Lante Street
Negotiating Parties: City of Baldwin Park and Distinct Indulgence (Corporate Name Change Memo)
- P. Property: 14551 Joanbridge Street (CAN 17-02)
Negotiating Parties: City of Baldwin Park and Baldwin Park Tale Corp.

4. Conference With Legal Counsel—Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9:

Potential Case(s): Two (2)

The City Council reconvened into open session at 6:45 PM.

REPORT ON CLOSED SESSION

Mayor Lozano announced no reportable action was taken.

ADJOURNMENT

There being no further business, motion was made by Mayor Lozano, seconded by Council Member Avila, to adjourn the meeting at 7:01 PM.

Manuel Lozano, Mayor

ATTEST:

Jean M. Ayala, City Clerk

APPROVED: _____

STAFF REPORT



TO: Honorable Mayor and Members of the City Council

FROM: Lourdes Morales, Chief Deputy City Clerk
Shannon Yauchzee, Chief Executive Officer

DATE: May 6, 2020

SUBJECT: Approval of Resolution No. 2020-016 Regulating Electronic Signatures

SUMMARY

This electronic signature policy is intended to establish a general standard that allows the City of Baldwin Park to collect and preserve signatures on documents quickly, securely, and efficiently during this state of emergency. In this context, an electronic signature is a verified electronic stamp or signature that is placed on the electronic version of a document in lieu of an original wet signature on a hard copy.

RECOMMENDATION

It Is Recommended That The City Council Adopt Resolution No. 2020-016, “**A Resolution of The City Council of the City of Baldwin Park Authorizing a City Policy to Accept an Approved Electronic Signature in Lieu of a Written Signature**”.

FISCAL IMPACT

There is no fiscal impact.

BACKGROUND

On March 13, 2020, the President of the United States declared a National Emergency due to the COVID-19 pandemic. The City Council of the City of Baldwin Park also declared the city in a state of emergency during an Emergency City Council Meeting of March 12, 2020, followed by Governor Newsom’s Executive Order N-33-20 issued March 12, 2020 ordering all California residents to stay home commencing on March 19, 2020, with the exception of those providing certain essential services.

In light of the declared National and State Emergency, the Los Angeles County Mandatory Orders, the City of Baldwin Park and the CDC and public health officials’ recommendations and guidance, the City has undertaken measures to maintain a safe and healthy community and to protect City employees. Such measures include reducing the amount of paper passed between employees and employees telecommuting.

In order to continue the efforts to limit contact amongst staff and city officials, staff requests the City Council approve a policy to allow the use of electronic signatures on the following documents:

1. Contracts and Agreements that do not require notarization.
2. City Council Resolutions
3. City Council Ordinances
4. City Council Minutes
5. City Council Proclamations
6. Official City Correspondence
7. City Issued Permits
8. Grants
9. Applications
10. Invoices
11. Purchase Requisitions

ALTERNATIVES

1. Take no action.
2. Provide Staff with alternate direction.

LEGAL REVIEW

This report has been reviewed and approved by the City Attorney as to legal form and content.

ATTACHMENTS

1. Resolution No. 2020-016

RESOLUTION NO. 2020-016

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BALDWIN PARK AUTHORIZING A CITY POLICY TO ACCEPT AN
APPROVED ELECTRONIC SIGNATURE IN LIEU OF A WRITTEN
SIGNATURE**

WHEREAS, the use of electronic signatures on legally binding documents has rapidly become vital; and

WHEREAS, due to the COVID-19 pandemic, it is necessary to limit person to person contact, and

WHEREAS, this policy applies to all employees of the City of Baldwin Park and City Officials authorized to sign on the City's behalf, and governs all uses of electronic signatures and electronic records used to conduct the official business of the City of Baldwin Park; and

WHEREAS, authorizing electronic signatures will improve the efficiency of processes, increase employee productivity, simplify existing workflows, and limit the spread of viruses.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BALDWIN PARK
HEREBY RESOLVES AS FOLLOWS:**

Section 1. The City Council of the City of Baldwin Park approves the Electronic Signature Policy attached hereto as "Exhibit A."

Section 2. This Resolution shall become effective immediately upon its approval.

Section 3. The City Clerk shall certify as to the adoption of this City Council Resolution.

PASSED, APPROVED, AND ADOPTED this 6th day of May, 2020.

MANUEL LOZANO
MAYOR

ATTEST:

**STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BALDWIN PARK** }

SS:

I, JEAN M. AYALA, City Clerk of the City of Baldwin Park do hereby certify that the foregoing **Resolution No. 2020-016** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **May 6, 2020** and that the same was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

JEAN M. AYALA
CITY CLERK

CITY OF BALDWIN PARK ADMINISTRATIVE PROCEDURES FOR ELECTRONIC SIGNATURES ON SELECT CITY DOCUMENTS

A. Requirements of Electronic Signature

The use of electronic signatures is permitted and shall have the same force and effect as the use of a hand-written signatures if the following criteria are met:

1. The electronic signature is authorized by the signee.
2. The electronic signature is capable of verification.
3. The electronic signature is under the sole control of the person using it or its designee.
 - a. Email notifications requesting electronic signatures must not be forwarded.
 - b. These requirements prohibit the use of proxy signatures.
4. The electronic signature is linked to the data in such a manner that if the data is changed after the electronic signature is affixed, the electronic signature is invalidated.

B. Storage and Archiving of Electronically Signed Documents

Until such a time when the City of Baldwin Park establishes a policy regarding permanent storage of electronic records, fully executed, electronically signed documents must be printed

C. Applicable Documents:

1. Contracts and Agreements that do not require notarization.
2. City Council Resolutions
3. City Council Ordinances
4. City Council Minutes
5. City Council Proclamations
6. Official City Correspondence
7. City Issued Permits
8. Grants
9. Applications
10. Invoices
11. Purchase Requisitions

Adopted by Resolution No. 2020-016

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Ben Martinez, Director of Community Development
PREPARED BY: Ron Garcia, City Planner
DATE: May 6, 2020
SUBJECT: Approval of a Contract with Rangwala Associates to Provide Consulting Services to Update the Downtown TOD Specific Plan and Related Documents

SUMMARY

This report requests the City Council approve a contract with Rangwala Associates to prepare an update to the Downtown TOD Specific Plan (Plan), amend appropriate sections of the General Plan and Zoning Ordinance and adoption of an EIR Amendment.

This item was continued from the April 15, 2020 City Council Meeting.

RECOMMENDATION

Staff recommends that the City Council take the following actions:

1. Award a contract to Rangwala Associates (Consultant) to update the Downtown TOD Specific Plan (Plan), amend appropriate sections of the General Plan and Zoning Ordinance and adoption of an EIR Amendment; and
2. Authorize the Chief Executive officer, or designee, to execute the attached agreement with Rangwala Associates to provide consulting services in an amount **not to exceed \$328,060**; and
3. Authorize the Director of Finance to appropriate \$42,860 from Fund No.235-General Plan Fees.

FISCAL IMPACT

There is no impact to the General Fund. All funds used are a combination of grant funds and special funds.

BACKGROUND

In January of 2020 the City was awarded an SB 2 planning grant from the State of California Housing and Community Development Department "(HCD)". HCD launched the SB 2 Planning Grants Program to provide funding and technical assistance to all local governments in California to help cities and counties prepare, adopt, and implement plans and process improvements that streamline housing approvals and accelerate housing production. The grant award is \$310,000 of which \$285,200, and \$24,800 are allocated respectively to the Consultant (Rangwala Associates) and JWA Urban Consultants, Inc., for the preparation, management, and implementation of the planning grant.

DISCUSSION

On February 6, 2020, staff issued a Request for Proposals (RFP) for professional services to update the Downtown TOD Specific Plan, amend specific related sections of the General Plan and Zoning Ordinance, and prepare the appropriate CEQA documentation. Proposals were due on March 2, 2020. The City received a proposals from six firms (See Table Below).

EVALUATION AND SELECTION OF CONSULTANT

The proposals were evaluated by a team comprised of three City staff members (two from Community Development and one from Engineering) and one outside consultant (JWA Urban Consultants, Inc.). Upon review of the proposals, the evaluation team recommended that each of the consultant teams be invited for an in-person interview and that a set of questions be directed to each of the consultant teams for clarification of specific sections of their individual proposals. The responses to the clarification questions were received from each of the consultant teams the day prior to the interviews. The evaluation team conducted the interviews on March 12, 2020.

The proposals were evaluated for completeness; creativity and relevant experience; qualifications and experience of key individuals and project team capacity; understanding of the scope of services; and project schedule and cost of services. Based upon the evaluations, the evaluation team unanimously ranked Rangwala Associates number one. Rangwala Associates presented enthusiasm and interest as well as a comprehensive approach and methodology with relevant knowledge experience in working with form-based codes and developing Downtown Specific Plans. The representatives also expressed an ability to educate staff in architecture and urban design to effectively administer and implement the Plan. In summary, the Rangwala Associates team represents the most qualified and best value to update the Downtown TOD Specific Plan to facilitate the development of higher density residential mixed-use projects. The results of the evaluations were as follows:

Consultant	Location	Score	Proposed Cost
Rangwala Associates	Woodland Hills	92	\$328,060
Interwest	Ontario	86	\$302,930
KTGY	Irvine	85	\$387,200
The Arroyo Group	Pasadena	81	\$385,585
De Novo Planning Group	Tustin	81	\$565,189
Infrastructure Engineers	Brea	62	\$515,487

LEGAL REVIEW

This report has been reviewed and approved by the City Attorney as to legal form and content.

ATTACHMENTS

1. Contract Agreement with Rangwala Associates

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 6th day of May, 2020 by and between the City of Baldwin Park ("City"), and Rangwala Associates ("Consultant").

In consideration of the following mutual covenants, provisions and agreements, and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Consultant agree as follows:

1. **SCOPE OF SERVICES.** Consultant agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as Exhibit "A." Duration of Scope of Services may be extended on a month-to-month basis, but shall not exceed the total compensation.

2. **COMPENSATION.** City shall pay for the services performed by Consultant pursuant to the terms of this Agreement at the time and manner set forth in the "Schedule of Compensation" attached to and incorporated into this Agreement as Exhibit "B."

3. **TIME FOR PERFORMANCE.** Consultant shall perform the services above described in a timely manner in accordance with the professional standard practices but in any event no later than June 30, 2022 from the date of this agreement is entered to.

4. **AUDIT OR EXAMINATION.** Consultant shall keep all records of funds received from City and make them accessible for audit or examination for a period of three years after final payments are issued and other pending matters.

5. **STATUS OF CONSULTANT.** Consultant shall provide all necessary personnel, equipment and material, at its sole expense, in order to perform the services required of it pursuant to this Agreement. For the purpose of this Agreement, Consultant shall be deemed, for all purposes, an independent contractor and shall have control of all work and the manner in which it is performed. Consultant shall be free to contract for similar services to be performed for other entities while under contract with City. Consultant is not an agent or employee of City, and is not entitled to participate in any pension plan, insurance, bonus or similar benefits City provides for its employees. Consultant shall be responsible to pay and hold City harmless from any and all payroll and other taxes and interest thereon and penalties, therefore, which may become due as a result of services performed hereunder.

6. **ASSIGNMENT.** This Agreement is for the specific services with Consultant as set forth herein. Any attempt by Consultant to assign the benefits or burdens of this Agreement without written approval of City is prohibited and shall be null and void; except that Consultant may assign payments due under this Agreement to a financial institution.

7. **RIGHT TO UTILIZE OTHERS.** City reserves the right to utilize others to perform work similar to the Services provided herein.

8. **COMPLIANCE WITH LAW.** Contract services shall be provided in accordance with the applicable laws and regulations of all governmental agencies that are in force at the time services are performed. Consultant shall be responsible for becoming aware of and staying abreast of all such laws and ensuring that all services provided hereunder conform to

such laws. The terms of this Agreement shall be interpreted according to the laws of the State of California.

9. LIABILITY. Consultant shall indemnify, and hold harmless City, its officials, officers, and employees against any and all actions, claims, damages, liabilities, losses or expenses of whatsoever kind, name or nature, including legal costs and reasonable attorneys' fees, whether or not suit is actually filed, and any judgment rendered against City and/or its officials, officers, or employees that may be asserted or claimed by any person, firm, or entity to the extent caused by Consultants' negligent performance, or the negligent performance of its agents, employees, subcontractors, or invitees, as well as, negligent acts or omissions of Consultant, its agents, employees, subcontractors or invitees, however, this indemnity clause shall not apply if there is concurrent passive or active negligence on the part of City, or its officials, officers, agents or employees.

10. INSURANCE. Consultant shall maintain insurance coverage in accordance with the following during the course of its performance hereunder:

- (A) **Comprehensive General Liability Insurance** (including premises and operations, contractual liability, personal injury and independent Consultants' liability) with the following minimum limits of liability:
 - (1) Personal or Bodily Injury -- **\$1,000,000**, single limit, per occurrence; and
 - (2) Property Damage -- **\$1,000,000**, single limit, per occurrence; or
 - (3) Combined single limits -- **\$2,000,000**.
- (B) **Comprehensive Automobile Liability Insurance** including as applicable own, hired and non-owned automobiles with the following minimum limits of liability:
 - (1) Personal or Bodily Injury -- **\$1,000,000**, single limit, per occurrence; and
 - (2) Property Damage -- **\$1,000,000**, single limit, per occurrence; or
 - (3) Combined single limits -- **\$2,000,000**.
- (C) **Professional Liability Insurance** with annual aggregates of **\$1,000,000** or such other amount as may be approved in writing by the City.
- (D) **Worker's Compensation Insurance** that complies with the minimum statutory requirements of the State of California.
- (E) Prior to commencement of services hereunder, Consultant shall provide City with a certificate of Insurance reflecting the above, and an endorsement for each policy of insurance which shall provide:
 - (1) The City, and its officials, officers, agents and employees are named as additional insured (with the exception of Professional Liability and Worker's Compensation);
 - (2) The coverage provided shall be primary (with the exception of Professional Liability and Worker's Compensation) as respects to City, its officials, officers, agents or employees; moreover, any insurance or self-insurance maintained by City or its officials, officers,

agents or employees shall be in excess of Consultants' insurance and not contributed with it.

- (3) The insurer shall provide at least thirty (30) days prior written notice to City of cancellation or of any material change in coverage before such change or cancellation becomes effective.
- (F) With respect to Workers' Compensation Insurance, the insurer shall agree to waive all rights of subrogation against City and City personnel for losses arising from work performed by Consultant for City, and the insurer's agreement in this regard shall be reflected in the Workers' Compensation Insurance endorsement.

11. OWNERSHIP OF DOCUMENTS. All of the documents required to be prepared pursuant hereto shall, upon the completion thereof, be deemed for all purposes to be the property of City. City's ownership of documents includes any and all analysis, computations, plans, correspondence and/or other pertinent data, information, documents, and computer media, including disks and other materials gathered or prepared by Consultant in performance of this Agreement. Such work product shall be transmitted to City within ten (10) days after a written request therefore. Consultant may retain copies of such products. Any re-use by City shall be at the sole risk of City and without liability to Consultant.

12. RECORDS AND INSPECTIONS. Consultant shall maintain full and accurate records with respect to all services and matters covered under this Agreement. City shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities. Consultant shall maintain an up-to-date list of key personnel and telephone numbers for emergency contact after normal business hours.

13. TAXPAYER IDENTIFICATION NUMBER. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W-9, as issued by the Internal Revenue Service.

14. CONFLICT OF INTEREST. Consultant agrees that any conflict or potential conflict of interest shall be fully disclosed prior to execution of contract and Consultant shall comply with all applicable federal, state and county laws and regulations governing conflict of interest.

15. POLITICAL ACTIVITY/LOBBYING CERTIFICATION. Consultant may not conduct any activity, including any payment to any person, officer, or employee of any governmental agency or body or member of Congress in connection with the awarding of any federal contract, grant, loan, intended to influence legislation, administrative rulemaking or the election of candidates for public office during time compensated under the representation that such activity is being performed as a part of this Agreement.

16. RIGHT TO TERMINATE. City may terminate this Agreement at any time, with or without cause, in its sole discretion, with thirty (30) days written notice.

17. EFFECT OF TERMINATION. Upon termination as stated in Paragraph "16" of this Agreement, City shall be liable to Consultant only for work performed by Consultant up to

and including the date of termination of this Agreement, unless the termination is for cause, in which event Consultant need be compensated only to the extent required by law. Consultant shall be entitled to payment for work satisfactorily completed to date, based on proration of the compensation set forth in Exhibit "B" attached hereto. Such payment will be subject to City's receipt of a close-out billing.

18. LITIGATION FEES. Should litigation arise out of this Agreement for the performance thereof, the court shall award costs and expenses, including reasonable attorney's fees, to the prevailing party. In awarding attorney's fees, the court shall not be bound by any court fee schedule but shall award the full amount of costs, expenses and attorney's fees paid and/or incurred in good faith. "Prevailing Party" shall mean the party that obtains a favorable and final judgment. Should litigation occur, venue shall be in the Superior Court of Los Angeles County. This paragraph shall not apply and litigation fees shall not be awarded based on an order or otherwise final judgment that results from the parties' mutual settlement, arbitration, or mediation of the dispute.

19. COVENANTS AND CONDITIONS. Each term and each provision of this Agreement to be performed by Consultant shall be construed to be both a covenant and a condition.

20. INTEGRATED AGREEMENT. This Agreement represents the entire Agreement between the City and Consultant. No verbal agreement or implied covenant shall be held to vary the provisions of this agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement, and any subsequent successors and assigns.

21. MODIFICATION OF AGREEMENT. This Agreement may not be modified, nor may any of the terms, provisions or conditions be modified or waived or otherwise affected, except by a written amendment signed by all parties.

22. DESIGNATED REPRESENTATIVES. The Consultant Representative (A) designated below shall be responsible for job performance, negotiations, contractual matters, and coordination with the City. The City Representative (B) designated below shall act on the City's behalf as Project Manager.

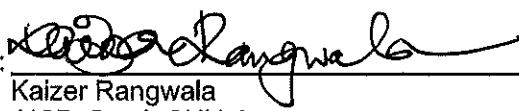
- (A) CONSULTANT
Rangwala Associates
6325 Jackie Avenue
Los Angeles, CA 91367
(805) 850 - 9779
- (B) City of Baldwin Park
Att.: Shannon Yauchzee, CEO
14403 East Pacific Avenue
Baldwin Park, CA 91706
(626) 960-4011 X482

23. NOTICES. Notices pursuant to this Agreement shall be in writing and may be given by personal delivery or by mail. Notices shall be directed to City's Designated Representative identified in Paragraph "21" of this Agreement.

By: _____
Shannon Yauchzee, Chief Executive Officer

Dated: _____

CONSULTANT:
Rangwala Associates

By:  _____
Kaizer Rangwala
AICP, Cecd, CNU-A

Dated: 3/26/2020

EXHIBIT A

SCOPE OF SERVICES

3. Scope and Schedule



Task 1: Project Coordination

In this phase, our team will initiate communications with the Baldwin Park community, the local stakeholders, and decision-makers to ensure that a path is put in place for a successful project.

1.1 Kick-off Meeting

The kick-off meeting will be held with the project team and accomplish several tasks, including:

- Sharing expectations for the project and discussing goals and objectives;
- Review and refine project boundary as necessary;
- Refining the scope of work and schedule;
- Establishing communication protocols;
- Defining the role of anticipated stakeholders, including outside agencies, organizations, and individuals;
- Identifying Focus Group participants;
- Identifying potential project pitfalls and strategies to address them;

- Discussing ongoing projects or programs; and
- Reviewing project data needs and obtain data from staff.

Even though we are familiar with the Downtown area, we will conclude the initial kick-off meeting with a tour where City staff can further identify opportunity sites, areas of concerns, challenges, and issues the Specific Plan should address.

The team will complete a focused review and summary of documents that are relevant to formulating the Specific Plan in order to identify and prioritize key topics and areas within the Plan on which resources should be focused. Material to be reviewed includes, but may not be limited to: 2016 Downtown Specific Plan and EIR, General Plan, and Zoning Code.

1.2 Joint Meeting with City Council & Planning Commission

A joint meeting will be conducted with the City Council and Planning Commission following the contract's execution and the Team's review of existing plans and documents. We will work with City staff to introduce

the project team to the City Council and Planning Commission, summarize the scope and schedule, discuss actions to be taken within the upcoming months, and field initial questions and receive initial input from the City Council, Planning Commission, and general public. The joint meeting will identify ongoing or current issues that the City is struggling with and that might be addressed to varying degrees in the Downtown Specific Plan.

1.3 Monthly Status Meetings with City Staff

We are also proposing monthly meetings for the executive team, to discuss the status of ongoing and future work. These meetings will keep the City informed, review progress, identify next steps, and generally prevent the project from getting sidetracked or stalled. These meetings are generally envisioned to last no longer than a half-hour and could take place at a time convenient for the City, in person or over the phone. A monthly status report would be provided in advance of each meeting.

1.4 Project Website

A project website provides 24-hour access to project information such as meeting notices, survey materials, background data, presentations, and draft documents. We will develop and maintain a free-standing Downtown Specific Plan website.

1.5 Civic Engagement Strategy

Our community engagement approach is designed around five goals:

Inform — to provide the public with balanced and objective information to assist them in understanding the challenges, alternatives, opportunities, and/or solutions.

Consult — to obtain public feedback on analysis, alternatives and/or decisions.

Involve — to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate — to partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower — to place final decision-making in the hands of the public.

For this project, we propose the following civic engagement tasks:

1. **Online Collaboration** — Public will have an opportunity to join, contribute and connect with



the planning process through project website, and social media sites: Facebook, Google+, and Twitter.

2. **Project Tour** — Tour of the Downtown Specific Plan will help identify what policies and regulations are working and what needs adjustment.

3. **Interviews:** We will interview key city and business leaders and stakeholders who generally have a vested interest in the downtown community, and could likely play a role in implementation efforts.

4. **Focus Group Meeting:** Our team will conduct smaller focus group meetings to gather qualitative information, review trends; facilitate community visioning; and develop policies and actions.

5. **Noon Talks** — During the charrette, we would also engage in lecture and education sessions, intended to broaden and deepen the resident's outlook on progressive urbanism. Following is a list of speakers and topics they will present:

- Market Assessment & Development Strategy, Michael Wright

- Elements of Successful Downtown, Stefanos Polyzoides
- Mobility Trends & Opportunities, Tim Erney

6. **Visioning Charrette:** At the heart of the planning process is the 3-day long visioning charrette. Please see Task 3 Visioning.

7. **Joint Planning Commission and City Council Meetings** — Three joint meetings will allow advisory- and decision-making bodies to review interim progress and provide direction.

Timeframe: 5/26/20 to 6/29/20

Deliverables:

- Scope & Schedule.
- Civic Engagement Strategy.
- Joint Meeting with Planning Commission and City Council.
- Identify Advisory Committee, Focus Groups, Departments and Partner Agencies.
- Monthly Progress Report.
- Project Website.

Task 2: Discovery

We will review existing plans, ordinances, reports, and projects that have been completed. Concurrently, we will gather broad macro-level information at the community level for the Downtown Specific Plan and more micro-scale specific and detailed information for the commercial corridors. We will study the existing urban form, place, people, circulation, and market.

2.1 Market

Illuminas Consulting (Illuminas) will evaluate the market support in the Plan Area for the following components:

- Market rate multifamily rental units apartments;
- Market rate multifamily for-sale units;
- Retail; and
- Office.

The market study consists of the following:

1. Assess Plan Area strengths and weakness for development including issues such as parcelization, quality of building stock, accessibility, parking, amenities, and compatible land use.
2. Produce a baseline of existing economic and demographic conditions and recent trends. Illuminas will utilize information from a broad variety of data sources (e.g. County Assessor's data, State Board of Equalization records, U.S. Bureau of Statistics records, and the California Economic Development Department Labor Market Information Division) to compile information on population, employment, retail sales, and non-residential occupancies. This will include present demographic trends and information on factors driving commercial and housing demand in the Plan Area and the Baldwin Park market as a whole.
3. Develop an assessment of real estate trends in the local market for rental and for-sale housing as well as supporting commercial uses. This will include rent and sale prices, product types, and recent and planned development. This information will be developed using sources such as CoStar and Zillow data.
4. Using data from the baseline analysis as well as small area population and employment projections by SCAG, Illuminas will develop an estimate of near term market-supportable land uses for the Plan Area.

Optional

As an add-on to the market analysis, Illuminas can provide the following:

Development Feasibility Testing – building on the data derived in the Market Study, Illuminas will develop a series of real estate pro formas for several proposed development scenarios in the Plan Area. The pro formas will test land and development costs against achievable project values to ascertain if the target development prototypes are feasible. To the extent that the development prototypes do not meet project feasibility thresholds, Illuminas will develop recommendations to help improve or alter development alternatives.

Budget: \$5,000

Fiscal Impact Testing – Illuminas will develop a Baldwin Park- specific fiscal impact model that can be used to test the Specific Plan development program. This will consist of projecting revenues that that City would realize as a result of the development program balanced against the costs to provide city services such as public safety, general government and community services.

Budget: \$5,000

2.2 Mobility

Kittelsohn will assess the current circulation network in the Specific Plan area, focusing on current vehicular, transit, pedestrian, bicycle, parking, and goods movement networks. Information regarding existing active levels will be based on field observations and data provided by the City. Kittelsohn will conduct a review of the

latest 5-year accident data (from the Caltrans SWITRS database) to determine locations with high pedestrian and bicycle collisions. In addition, Kittelson will review growth forecasts in the surrounding area to project future baseline activity levels.

2.3 Urban Design

The team will conduct a walk tour of the Downtown area to:

- Assess the structural and design integrity of downtown buildings;
- Document and study the safety, comfort, interest and usefulness of existing sidewalks and the depth and porosity of the existing storefront and sidewalk conditions.

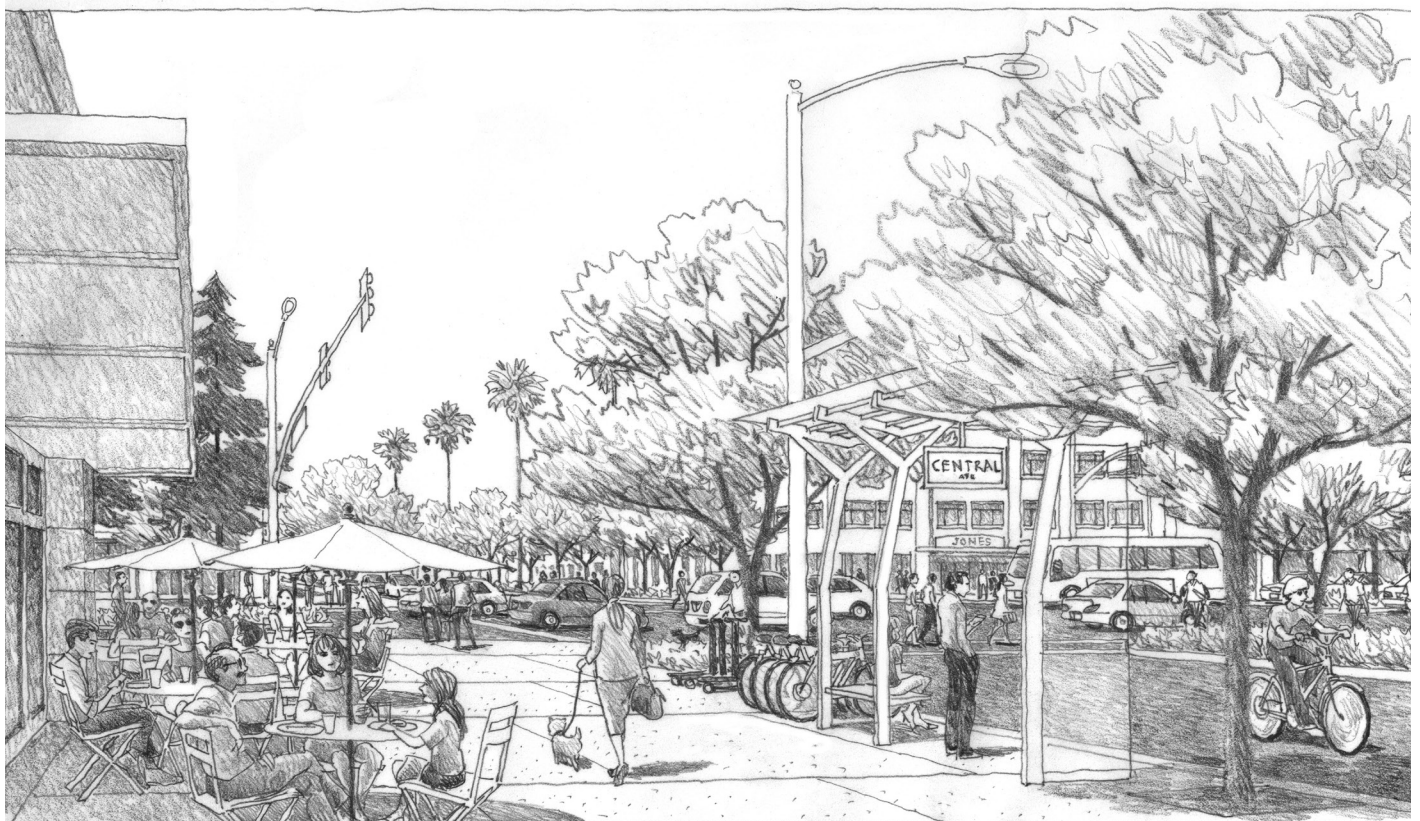
- Understand the character and quality of public space network;
- Clarify key expectations for new development;
- Identify concerns related to the urban form at the community, at the block, and building scale; and
- Understand existing synergy of commerce and activation with public spaces.

The analysis will be communicated in the Discovery Memo and graphic format using maps and simple charts and iconography that support a clear public understanding of both the needs and the opportunities. Based on the analysis, we will develop targeted recommendations to inform all sections of the Specific Plan.

Deliverables:

- Focus Groups minutes.
- Memorandum on economic profile of Downtown Area.
- Mobility Existing Conditions Report.
- Memorandum of Urban Design findings from fieldwork and supporting photographic inventory, building disposition study (existing conditions and proposed disposition), composite base map, assessment plans and graphics.

Timeframe: 6/29/20 to 9/21/20



Intersection of Holt Boulevard and Central Avenue, Montclair General Plan.

Task 3: Visioning

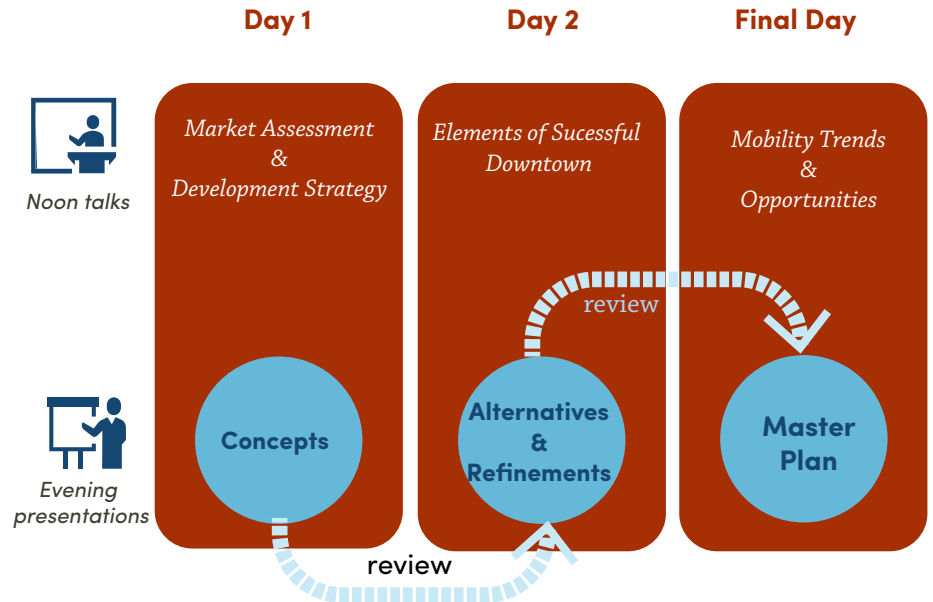
3.1 Charrette

The visioning process will create a shared physical vision among all the stakeholders. A shared vision is a call for action, not just an idea. Based on the analysis, findings, and community input gathered in the previous step we will host a 3-day charrette. The charrette focuses community input over a short period of time, through the hands-on efforts of folks representing the full spectrum of interests. The approach is inclusive and designed to build consensus from the outset.

FHS+P will pull together the various aspects of design to engage the community to develop a detailed plan for the public realm which includes streets and open spaces.

During and beyond the charrette, we will represent the various planning ideas through vivid graphics such as Illustrative Plans, Street Sections, and perspective renderings that instantly help anyone understand the various physical transformations proposed. Our approach to creating Specific Plan documents is graphic heavy, in that we compliment clear text with beautifully drawn and detailed images. The outcome from the charrette will be a physical master plan that illustrates possible public and private realm improvements, an outline of the Form-based Code based on the physical vision and a set of guiding principles.

A well-crafted community vision backed with clear and precise standards is a huge incentive and extends an invitation to the development community to invest with confidence.



South Pasadena General Plan Noon Talk.

Noon Talks: During the charrette, we will engage the community with lecture and education sessions, intended to broaden and deepen the resident's outlook on progressive urbanism. What makes a walkable "Complete Street?" How can density be dignified and introduced along vacant and underperforming sites in the downtown area? What makes a distinctive and vibrant place? We will delve into such questions from our first-hand experience and real lessons learned therein. The purpose of the Noon time presentations are to provide perspective, present alternatives, inspire, and stimulate dialogue that will carry into the evening discussions.

3.1.1 Economic Development

Prepare an issues presentation to provide context to economic issues during the Visioning/Charrette. The outcomes will be a clear set of community goals for economic development of the Downtown area.

3.1.2 Mobility & Parking Strategy

To support the analysis of opportunity sites, Kittelson will identify the potential to enhance access and circulation throughout the Specific Plan area, focused on first/last mile improvements associated with the Baldwin Park Metrolink Station and major Foothill Transit and Baldwin Park Transit bus stops. These will include pedestrian and bicycle network enhancements, wayfinding systems,

provision of micromobility options (such as bikeshare or scootershare), and shared-ride (e.g., Lyft and Uber) provisions. Areas of focus will include:

Street Design Standards. We will develop street typologies and associated design standards based on factors including: relative roles and positions within the street network; modal emphasis/priorities, existing roadway classifications; existing dimensions; current and projected traffic volumes; adopted plans and policies; and other factors to be developed in collaboration with staff. These standards will be based on the assessment conducted in this task.

Parking management. Kittelson will review the parking requirements as part of the current Specific Plan

and the overall Zoning Code. Based on field reviews, Kittelson will document the current parking conditions in the study area, including parking regulations and typical weekday midday occupancy conditions. This information will support the planning process by identifying any parking hotspots and issues that will need to be addressed as part of the Specific Plan.

Kittelson will identify opportunities and constraints for each mode of travel and key hotspots that should be addressed by the Specific Plan. This review will be informed by TOD and First/Last Mile best-practice approaches, such as those developed by LA Metro.

Kittelson will calculate the existing vehicle-miles traveled (VMT) for the current land uses in the Specific Plan

Optional

Traffic Counts: Kittelson will conduct weekday AM/PM peak period intersection turning movement counts (including bicycle and pedestrian volumes) at five intersections within the Specific Plan area, and will determine the existing operating conditions for these locations. Note that given intersection/roadway level of service (LOS) is no longer part of environmental review documents, this effort would not be required for CEQA approval.

Budget: \$6,375

Comprehensive Parking Study: Kittelson will prepare a comprehensive parking study for the Specific Plan. This study will include a detailed assessment of the current parking supply, demand and regulations in the area, including occupancy levels for typical weekday

midday, weekday evening and weekend midday conditions. In addition, based on the growth potential identified in the Specific Plan, plus estimated increases in activity from the SCAG model, Kittelson will project anticipated future long-term area-wide parking conditions.

To address potential shortfalls in parking supply, Kittelson will develop a parking management plan that will identify strategies to enhance overall parking conditions in the area. It is anticipated that this will include recommendations for: parking requirements, allowances for shared parking, unbundling of parking for residential units, accommodations for bicycle and shared mobility uses, regulations, fees/payments, and parking permits. In addition, Kittelson will

identify locations where additional on-street and off-street parking could be provided, based on the current roadway configuration, city-owned parcels, or new development sites (where public parking could be added to the development project).

The results of this assessment will be documented into a parking management plan, which will identify the policies, programs, and regulations that will be recommended for implementation. It should be noted, however, that this plan is intended to be a roadmap for the City to address its parking conditions and will not be responsible for the actual implementation, adoption of regulations, or calculation of parking fees.

Budget: \$26,500



Community supported Downtown master plan sketch developed at the charrette for the Montclair General Plan.

area (either from the most recent version of the SCAG travel demand model or through the ongoing efforts of the San Gabriel Valley Council of Governments), include the per capita and per employee averages.

3.1.3 Urban Design

The charrette will develop a community driven vision that is both physical design- based and integrative: Physical in the sense of being place-based, and well- documented in drawings. Integrative in that it will include all dimensions of urban design, including open space, streetscape, landscape, buildings, signage, utility and transportation infrastructure, etc.

We will work with the staff and the Downtown Community to develop a master plan based on existing community character and expressive of the community's development priorities. Specific concepts for catalytic sites and entries into the downtown area will be generated. Because the work produced through the charrette process will be both physical and integrative, its recommendations may be also later analyzed from various points of view, including their cost and implementation through the public and private sectors.

The master plan will become the basis for developing a regulating plan and a catalog of building and place types at the district, neighborhood, block, and building scales. These typologies will be codified into an outline for a draft form-based code (55% complete).

Deliverables:

- Guiding Principles.
- Physical and Integrative Vision for Downtown area.
- Public Places Framework vision summary, narrative, plans and graphics.
- Concept sketches for catalytic sites and downtown's entries.
- Preliminary Mobility Recommendations Memorandum.
- Regulating Plan, and typologies of downtown streets, frontages, buildings, and urban standards (55% code).

Timeframe: 9/21/20 to 11/16/20

Task 4: Draft Downtown Specific Plan

We propose four parts to the Plan:

Part 1: Vision and Guiding Principles

Part 2: Policy

Part 3: Form-Based Code

Part 4: Implementation

4.1 Vision and Guiding Principles

The vision and guiding principles from the Charrette will be developed into Part 1 of the Specific Plan.

4.2 Policy

This section will include policies on the downtown economy, land use, mobility, and urban design.

The policies will be assessed for consistency with General Plan. If necessary, updates to the General Plan will be prepared.

Kittelson will draft the transportation and circulation policy framework.

4.3 Code

A form-based code will be developed and appropriately spliced into the current zoning ordinance. Specific provisions of the Code include:

- Regulating Plan;
- Streets;
- Open Space & Landscape Types;
- Urban Standards;
- Frontage and Building Types;
- Land Uses; and
- Administration and Definitions.

4.4 Implementation

This section will provide a list of private and public actions, projects, and improvements; phasing; budget; and funding options necessary to carry out the

vision. In this task, we will develop implementation strategies for draft recommendations based on high-level, conceptual cost estimates and potential funding sources and clearly identifying next steps in the approval and development process for each recommendation.

Kittelson will provide input into the Capital Improvement Program with respect to any changes to the roadway network or facilities that would be needed to implement the project.

4.5 Joint Meeting with Planning Commission and City Council

The Consulting Team will participate in a joint meeting with the Planning Commission and City Council to review the draft Downtown Specific Plan before initiating the environmental review.

Deliverables:

First draft of the Specific Plan.

Timeframe: 11/16/20 to 3/26/21



La Quinta City Council and Planning Commission Joint Meeting

Task 5: Review and Refine

5.1 Prepare 2nd Draft

We will prepare screencheck draft of the Specific Plan for review by City staff, Downtown Advisory Group and Focus Groups.

5.2 Transportation Impact Analysis

Kittelson will prepare the Transportation Impact Analysis (TIA). This TIA will build upon the work previously conducted for the 2016 Specific Plan EIR, and update the evaluation to reflect new 2020 baseline conditions and the proposed additional zoning allowances in the area. The TIA will identify the potential for significant impacts associated with each model of travel, focusing on localized access/circulation, active transportation modes, emergency vehicle access, goods movement, safety, and hazards. Consistent with the new CEQA transportation analysis requirements, the potential for vehicular impacts will be based on the change in VMT associated with the proposed land uses (note that coordination will be conducted with the San Gabriel Valley Council of Governments to ensure consistency in the methodology and assumptions for the VMT analysis). For any potential significant impacts, Kittelson will identify adjustments to the Specific Plan policies to minimize the effects to less-than-significant levels, with the goal of having no impact resulting from the Plan. The results of this assessment will be summarized into a stand-alone TIA and then incorporated into the overall CEQA document.

5.3 Administrative Draft EIR Addendum

The Addendum will summarize the legal authority under which the Addendum applies and then compare the environmental effects of the current proposal to those identified in the certified EIR, using buildout of the approved Specific Plan that was studied in the EIR as the baseline for analysis. We anticipate that all issues on the CEQA Initial Study checklist will be addressed, but that the focus will be on the issues that were studied in detail in the EIR, with particular emphasis on unavoidable significant issues likely to be of increased concern for the proposal, such as air quality and noise. Issues such as VMT, energy, and wildfire, which were not considered in the previous environmental document, will be studied, but based on the nature of the proposed updates (increasing residential density and potentially expanding the Specific Plan area), significant effects are not anticipated.

The update to increase density within and potentially expand a TOD Specific Plan is expected to be consistent with the VMT reduction goals of CEQA Guidelines Section 15064.3. Moreover, the Addendum's transportation impact analysis will rely on the results of the TIA, and given that Kittelson will identify potential adjustments to the Specific Plan with the goal of having no impact resulting from the plan, significant traffic effects are not anticipated. The EIR analyzed impacts to tribal cultural resources, but the project was not subject to Assembly Bill 52 tribal consultation requirements. We

assume that compliance with AB 52 tribal consultation requirements is needed for the Addendum, and that the City will be responsible for AB 52 consultation and will provide documentation of those efforts for the Addendum.

If during our review we conclude that the current proposal will or may have unanticipated new significant effects beyond those identified in the certified EIR, we will contact the City immediately to determine an appropriate course of action.

5.4 Prepare Public Review Draft

From these comments, the consulting team will then prepare a Draft Specific Plan suitable for public review. After the Draft documents have been distributed for public review, the consultant team will process and track changes in Microsoft Word.

5.5 Final EIR Addendum

The consulting team will respond to one round of City comments on the draft Addendum and submit a final Addendum in pdf and/or Microsoft Word format.

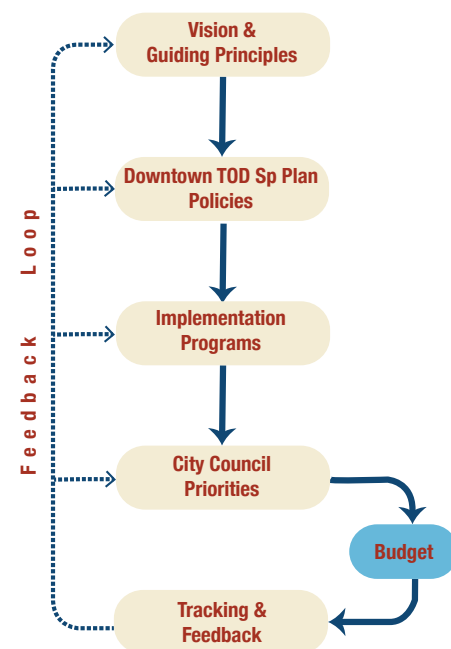
Deliverables:

- 2nd Draft and TIA
- Admin and Public Review Draft EIR
- Final EIR Addendum

Timeframe: 3/26/21 to 6/28/21



Administration and implementation workshop
with City staff. West Coving Downtown Code.



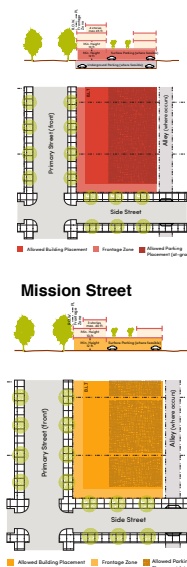
6.1 Participate in Public Hearings

The proposal includes participation at 3 meetings: 1 joint meeting and two separate hearings before the Planning Commission and City Council. The project manager

[illegible]

- Building Placement
- Height
- Frontages
- Building types
- Parking

South Pasadena Downtown Form-Based Code



will participate in hearings. Other members of the consulting team will be available to attend portions of the public hearings, if necessary. We will prepare the necessary documents for adoption including staff report, resolutions, and ordinances.

6.2 Printing of Final Plan & EIR

After the adoption hearing, we will make the necessary edits and produce a final version of the Specific Plan and EIR Addendum.

Deliverables:

- 3 meetings.
- Editable AI and ID files for the project.

Timeframe: 6/28/21 to 8/31/21

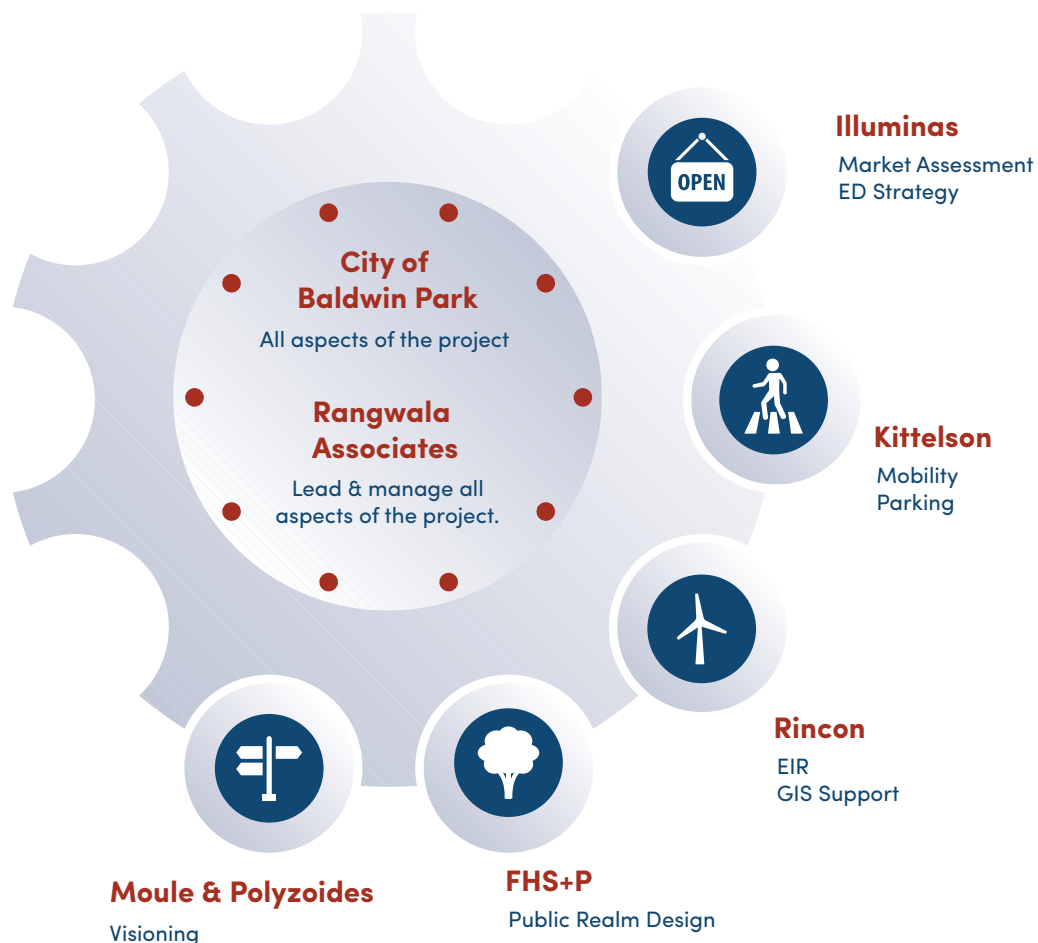
Kaizer brings high intelligence and wisdom gained from valuable hands-on experience from across the United States and beyond to his work at the micro- and macro-scale of urban design and development.

Carol Wyant, AIA Honorary, Founding Board Member and former Executive Director of FBCI

Code Update Objectives

1. **Develop place-based design standards** for commercial and residential development.
2. **Make codes easy to understand** – structure and layout of regulations will be clear and easy to use. Clear graphics and illustrations will visually explain regulations.
3. **Streamline Review Process** – the code will offer clarity and consistency in decision making, interpretation, and application. The development review process will be streamlined and predictable.

4. Team



Kaizer Rangwala AICP, CECD, CNU-A, RA, Project Lead

Kaizer will manage the overall project. He will lead and manage all aspects of the project, prepare the Downtown TOD Specific Plan, coordinate with subconsultants and the public outreach program. Kaizer has over three decades of multi-disciplinary private and municipal sector experience in virtually all aspects of drafting and implementing General Plans and Specific plans. A seasoned project manager with proven experience in leading high performance teams.



Michael Wright, Illuminas Consulting, Chief Economic Analyst

Michael will lead the market analysis effort. He brings many years of experience in public/private development for public agencies, as well as private developers, investors, institutions and landholders. He has provided financial analysis development feasibility assessments for a wide variety of product types including retail, residential, hotel, industrial and entertainment uses. Michael is also expert at assessing the fiscal and economic impacts that development has on local government's ability to generate revenue and offset municipal service commitments.



Stefanos Polyzoides, Moule & Polyzoides, Urban Design Co-lead

Stefanos will lead the charrette to develop an Illustrative Master Plan for Baldwin Park's catalytic sites. He has designed numerous successful downtowns, neighborhoods and corridors. His recent projects include master plans for downtowns in Montclair, Ventura, Fresno, Lancaster, Yorba Linda, West Covina, San Dimas, South Pasadena and San Antonio; and various architectural projects, including mixed-use, transit-oriented development for two new Gold Line stations, in Pasadena and South Pasadena.



Vinayak Bharne, M&P, Urban Designer

Vinayak is a leading thinker, practitioner, and educator in the field of urban design. He brings extensive experience in corridor revitalization, complete street design, transit-oriented development, and multi-family housing. He will assist the team to develop the Illustrative Master Plan for Downtown Baldwin Park. His projects include downtown master plans for Fresno, South Pasadena, Pasadena, Beverly Hills, San Dimas, and West Covina. He was the lead urban designer for the nationally recognized Lancaster Boulevard transformation effort in downtown Lancaster.



Tim Erney, AICP/PTP/CTP, Mobility Lead

Tim Erney has 23 years of experience managing analyses and documentation for sustainable transportation practices, TDM measures, pedestrian and bicycle reviews, environmental review projects, access and circulation studies, parking evaluations, and data collection programs. He has been leading the firm's efforts on the evaluation of emerging technologies, alternative evaluation metrics, and the impacts of new mobility services on land use and circulation networks.



Fernando Sotelo, TE/PTP, Traffic Impact Analysis

Fernando Sotelo has provided technical studies for land use projects under environmental review, serving as the technical lead for traffic impact analyses and multimodal studies. He focuses particular attention on issues such as vehicular circulation, site access, queuing, and pedestrian travel and safety. Most recently, Fernando has been involved with the implementation of new VMT metrics for several agencies in California, and has prepared transportation sections for EIRs.



Joe Power, Rincon, Principal-in-Charge

Joe will serve as Principal in Charge of Rincon's efforts and will lead the EIR Addendum task. In this role, Joe will provide overall direction to the environmental team and quality control for the CEQA documentation. Joe has extensive experience preparing programmatic general and specific plan EIRs and associated technical studies for Los Angeles, Pomona, Alhambra, West Covina, Chino Hills, Rancho Mirage, and Calabasas.



Susanna Huerta, AICP, Rincon, EIR Project Manager

Susanne has extensive experience conducting and preparing environmental analyses in accordance with the CEQA and NEPA. Her experience includes a wide range of projects for residential, commercial, and community developments, utilities improvements and upgrades, and educational facilities. Susanne will serve as the Project Manager. In this role, she will be responsible for day to day coordination with City staff and the rest of the consultant team as well as direct oversight of Rincon staff. Susanne will also lead the EIR scoping meeting and Rincon's participation in other public outreach efforts, including public hearings on the project.



David Schneider, ASLA, LEED AP, Greenway and Streetscape Design Lead

David will lead the effort to develop the Public Realm Drawings for parks and major corridors within Downtown Baldwin Park. His project experience includes bicycle, pedestrian and trail master plans as well as complete street, multi-use trail and wayfinding design. David's creativity, energy, and experience in ecological design give him the tools to create vibrant public spaces and transportation networks in communities.

Kaizer Rangwala, AICP, CECd, CNU-A

Kaizer is the founding principal of Rangwala Associates. Kaizer's multi-disciplinary training and experience in drafting and implementing General Plans for over three decades brings forth a broad and distinctive perspective to the project. Kaizer's work on General Plans and Corridor Plans has been recognized with numerous awards. He has lectured extensively on place-based economy and wholistic sustainability. His writings have been featured in economic development and planning publications. He is a seasoned project manager with a proven track record and experience in leading high performance teams.

Recent Projects

Montclair General Plan Update & AHMUD Specific Plan: The vision preserves the stable neighborhoods and enhances and repairs the deficiencies; creates a new downtown; transforms a struggling regional mall into a vibrant new mixed-use district; and preserves and enhances the existing industrial areas.

South Pasadena General Plan Update & Downtown Specific Plan: The Plan focuses on maintaining the small town ambience with stable historic neighborhoods and downtown core; and promoting context sensitive growth that aligns market opportunities with community aspirations for a vibrant and walkable downtown with affordable housing.

West Covina General Plan Update & Downtown Plan: The General Plan was developed together with a new vision, economic development strategy, and clear and precise standards for the Downtown area. The central vision is to preserve and enhance the neighborhoods, and direct growth to downtown, corridors, and centers.

Ventura Housing Authority Organizational Capacity Assessment: Conducted a thorough examination of all the processes, participants, and various funding sources involved in bringing an affordable housing unit to the market. Each step was benchmarked with four other agencies for staffing, performance, and fee recovery.

Selected Lectures

Conducted FBCI webinars on Design Review: Purpose, Principles and Practice; Administering Form-Based Codes; & Coding Corridors.

Certifications

Certified by the American Institute of Certified Planners (AICP)

Certified by the International Economic Development Council

Certified by the Congress of New Urbanism (CNU-A)



Education

Certificate in Economic Development
Oklahoma University,
Economic Development Institute

Masters in City and Regional Planning
Rutgers University

Masters in Architecture
New Jersey Institute of Technology

Bachelors in Architecture
L.S. Raheja School of Architecture

Professional Experience

Principal, Rangwala Associates (since 2009)

Adjunct Faculty at CSUN

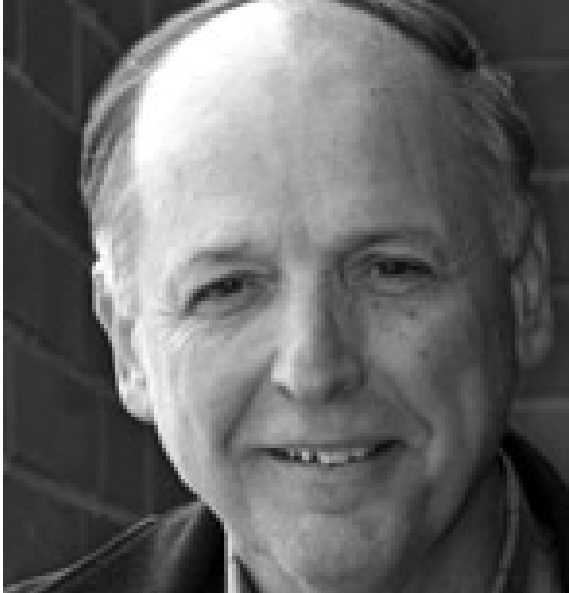
Assistant Community Development Director
Ventura, CA (2006-2009)

Planning Director, Farmers Branch, TX
(1999-2006)

Principal Planner, Comprehensive Planning,
Indianapolis (1997-1999)

Senior Planner, Current Planning, Indianapolis
(1994-1997)

Assistant Planner, Jersey City, NJ (1989-1994)



Stefanos Polyzoides, Partner

Stefanos Polyzoides' career has engaged a broad span of architecture and urbanism, its history, theory, education and design. He is a cofounder of the Congress for the New Urbanism and a partner in Moule & Polyzoides, since 1990. From 1973 until 1997, he was an Associate Professor of Architecture at the University of Southern California.

His professional experience includes the design of educational, institutional, commercial and civic buildings, historic rehabilitation, housing, and the urban design of university campuses, neighborhoods and districts. He has led such projects throughout the United States and around the world, in Canada, South America, Australia, China and the Middle East.

Under his direction, Moule & Polyzoides has completed more than a dozen downtown and corridor master plans in cities throughout the United States. Most notably in San Antonio, Texas; Albuquerque, New Mexico; and Santa Ana, Ventura, Paso Robles, Whittier, West Covina, San Dimas, South Pasadena, Montclair, and Fresno, California.

Stefanos periodically delivers a series of lectures on the urban and architectural design of town centers during the annual executive course on retail organized by Robert Gibbs at Harvard University.

Education

Masters in Architecture & Planning
Princeton University

Bachelors in Architecture
Princeton University

Books

He is the coauthor of Los Angeles Courtyard Housing: A Typological Analysis (1977), The Plazas of New Mexico (2012), and is the author of R.M. Schindler, Architect (1982) and the forthcoming In Praise of the Ordinary: The Architecture of Housing.

Recent Awards

2019 U.S. Department of Energy Housing Innovation Award, Multi-family Category, Daybreak Parkway Station Community, Jordan, Utah

2017 Congress for the New Urbanism Charter Award, Hotel Plaza la Reina

2016 Congress for the New Urbanism Charter Award, Playhouse Plaza

2015 Congress for the New Urbanism Charter Award, 30 Years of Scripps College Campus Stewardship

2015 Arthur Ross Award, Institute of Classical Architecture & Art

2013 International Downtown Association Pinnacle Award, Lancaster Boulevard Transformation

2012 EPA National Award for Smart Growth Achievement: Overall Excellence in Smart Growth, Lancaster Boulevard Transformation

2011 APA Outstanding Focus Issue Award, Santa Ana Renaissance Specific Plan

Michael Wright, Partner

Michael brings many years of experience in public/private development for public agencies, as well as private developers, investors, institutions and landholders. He has provided financial analysis and transaction strategy for ground lease negotiations; joint development strategies for transit properties; and strategic planning for entertainment/retail developers, master planned communities, urban revitalization, and large-scale commercial products. Michael is also expert at assessing the fiscal and economic impacts that development has on local government's ability to generate revenue and offset municipal service commitments. He has worked with many city and county government agencies to project impacts resulting from individual projects, large-scale planning efforts, and changes to development regulations.



Relevant Projects

Community Plan Fiscal Impact and Long Range Demand Study (City of Ventura, CA) – developed a long-range multi-district fiscal impact model for the City's Westside Planning Area. The analysis was utilized to test build-out scenarios for the 2,000 acre community planning effort and included an assessment of the feasibility of annexing areas to the north of the city.

Chula Vista Bayfront Master Plan (Port of San Diego, CA) – provided market demand, development feasibility testing, and fiscal impact analysis for a 500-acre master plan located on Port of San Diego land in the City of Chula Vista.

City of Champions (Hollywood Park Land Company, CA) – The project in Inglewood, CA consists of a 238-acre mixed use entertainment, retail, hotel, office and residential district along with a 75,000 seat NFL Stadium and a 6,000 seat music venue. Illuminas developed a multi-year fiscal impact model of the entire project area in order to measure the net revenue and city-service cost impact on Inglewood. The results of the analysis were used to develop a long-term infrastructure financing agreement between the City and the project's developer.

Publication and Presentations

Authored a chapter in ULI's Retail Development Handbook.

Featured speaker at the CA Redevelopment Association's Redevelopment Institute.

Featured speaker at the CA Builders' Association and the Reinventing Retail Conference sponsored by ULI.

Education

1984 / BA / Sociology / University of California, Los Angeles

1989 / MPL / Urban Planning / University of Southern California

Professional Experience

2009 – Present

Owner (Partner since 2017) Illuminas Consulting

2004 – 2009

Principal, Economics Research Associates

2002 – 2003

Managing Director of Consulting Services, Grubb & Ellis

2001 – 2002

Senior Vice President, Kosmont Partners

1999 – 2001

Principal Economist, PCR Services

1997 – 1999

Manager – Public-Private Development Group, Ernst & Young

EXHIBIT B

SCHEDULE OF COMPENSATION

7. Budget

		RA		Illuminas		Moule & Polyzoides						Kittelson						Rincon						FHS+P		Other		
		KR		MW		SP		VB		NC/IE		TE		FS		MS		Analyst		JP		SH		GM/Other		DS		
		@235		@195		@275		@175		@100		@314		@216		@145		@108		@240		@195		@175		@175		
		Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	Hrs	Amount	
Stage 1 Project Coordination																												
1.1 Kick-off Mtg	4	\$940																										
1.2 Joint Mtg CC & PC	6	\$1,410																										
1.3 Monthly Status Mtg	6	\$1,410																										
1.4 Project Website	12	\$2,820																										
1.5 Civic Engagement		\$0																										
1.5.1 Online Collaboration	4	\$940																										
1.5.2 Focus Group Mtgs	3	\$705	3	\$585								3	\$942															
1.5.3 Interviews	8	\$1,880																										
Stage 2 Discovery																												
2.1 Market Study	2	\$470	31	\$6,045																								
2.2 Mobility Profile	2	\$470										3	\$942			20	\$2,900	48	\$5,184									
2.3 Urban Design	16	\$3,760																										\$2,016
Stage 3 Visioning																												
3.1 Charrette																												
3.1.1 Economic Development	4	\$940	8	\$1,560																								
3.1.2 Mobility & Parking Strategy	2	\$470										8	\$2,512			4	\$580	12	\$1,296									
3.1.3 Urban Design	40	\$9,400			40	\$11,000	40	\$7,000	153	\$15,300															32	\$5,600		\$1,500
Stage 4 Draft Downtown Specific Plan																												
4.1 Vision & Guiding Principles	121	\$28,435					25	\$4,375	14	\$1,400						4	\$580	44	\$4,752							2	\$350	
4.2 Policy (including GP amendment)	152	\$35,720	4	\$780														9	\$972									
4.3 Code	172	\$40,420					2	\$350	6	\$600																		
4.4 Implementation	12	\$2,820	2	\$390																								
4.4 Joint Mtg CC & PC	6	\$1,410																										
Stage 5 Review & Refine																												
5.1 Prepare 2nd Draft	36	\$8,460										2	\$628	2	\$432			6	\$900									
5.2 Transportation Impact Analysis	2	\$470												6	\$1,296	20	\$2,900	56	\$8,400									
5.3 Admin Draft EIR Addendum	2	\$470												4	\$864					14	\$3,360	48	\$9,360	70	\$8,050			
5.4 Prepare Public Draft	24	\$5,640												2	\$432													
5.5 Final EIR Addendum	2	\$470												2	\$432			12	\$1,800	2	\$480	6	\$1,170	12	\$1,380			
Stage 6 Adoption																												
6.1 Participate in Public Hearing & produce supporting documents	34	\$7,990																		10	\$2,400							
6.2 Prepare Specific Plan & EIR for Print & Online	2	\$470																										\$3,000
Sub-total		\$158,390		\$9,360		\$11,000		\$11,725		\$17,300		\$5,024		\$3,456		\$6,960		\$23,304		\$6,240		\$10,530		\$9,430		\$5,950		\$6,516
Total																												\$285,185

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: May 6, 2020
SUBJECT: Accept Completed Improvements and Authorize the Filing of a Notice of Completion for City Project No. CIP 20-178 Puente Avenue Street Improvements between Francisquito Avenue and Central Avenue

SUMMARY

This item will accept completed improvements for City Project No. 20-178 – Puente Avenue Street Improvements Project and authorize the filing of a Notice of Completion with the County Clerk. This action will also close the contract and authorize the release of retention funds. Project constructed improvements along Puente Avenue which included cold-milling and asphalt concrete overlay, repair of damaged curb and gutter and sidewalk, upgrading and constructing curb access ramps, adjusting maintenance sewer and storm drain manholes, installing striping and pavement messages and replaced 7 bus shelters including trash bins and benches.

RECOMMENDATION

It is recommended that the City Council:

1. Accept the construction improvements by Gentry Brothers, Inc. of Irwindale, CA in the amount of \$1,032,407.08, and authorize the recordation of a Notice of Completion; and
2. Authorize the payment of \$51,620.36 in retention funds to Gentry Brothers, Inc. upon the expiration of the 35-day notice period.

FISCAL IMPACT

There is no impact to the General Fund. The following table lists the approved funds for the project which are included in FY 2019-20 budget.

Approved Budget		Amount
CIP 20-178	Acct #256-50-520-58100-15099	\$980,850.00
	Acct# 244-50-520-58100-15099	\$ 42,454.25
	Acct# 251-50-520-58100-15099	\$ 48,563.25
Total Approved Budget		\$1,071,867.50

Construction Costs	Amount
Construction Expenditures	\$977,041.85
Change Orders	\$55,365.23
Total Construction Costs	\$1,032,407.08

BACKGROUND

On April 28, 2017, Governor Jerry Brown signed Senate Bill (SB) 1, known as the Road Repair and Accountability Act (RMRA) of 2017. SB1 was created to address basic road maintenance, rehabilitation and critical safety needs on both the state highway and local streets road system. SB1 emphasizes the importance of accountability and transparency in the delivery of transportation programs. Therefore, to be eligible for funding, cities and counties must annually provide basic project reporting to the California Transportation Committee (CTC) which administers the funding for the program. The City has complied this list with this requirement.

On April 17, 2019, the City Council adopted Resolution No. 2019-013 adopting the FY 2019-20 Project List to be funded by SB1. As part of the resolution, the City prepared and submitted a project list which consisted of two street improvement projects; Puente Avenue Street Improvements and South Garvey Avenue/Dalewood Street Improvements. South Garvey Avenue and Dalewood Street are under design and will be going to bid soon.

On October 29, 2019, a total of five (5) bids were received and opened publically and after confirming references and verifying the bid, Gentry Brothers, Inc. of Irwindale, California was determined to be the lowest responsive bid and recommended for an award of contract.

On November 6, 2019 City Council awarded a contract in the amount of \$1,071,867.50 to GBI for the Puente Avenue Street Improvements Project.

DISCUSSION

Puente Avenue Street Improvement Project included the cold-milling and overlay of the street with rubberized asphalt, repair of damaged sidewalk, and curb and gutter, upgrading and constructing curb access ramps, adjusted sewer and storm drain manholes, installing striping and pavement messages upgraded the and replaced 7 bus shelters including trash bins and benches.

North Garvey Avenue from Puente Avenue to City Limit was added to repair a drainage issues and resurface the roadway with new Rubberized Asphalt. Public Works Staff worked closely with Caltrans Staff for night-time freeway on/off ramp closure to minimize daytime traffic impacts during construction. The City's commitment to the SB1 program was satisfied by adding Garvey Avenue (an SB1 listed project) to the Puente Ave Project scope.

The project is now complete and GBI has met all requirements for project closure. The final construction costs were \$1,032,407.08 including change orders inspection services as shown:

CO#	Change Order Description	Amount
1	N. Garvey night work and additional traffic control	\$15,000.00
2	S. Garvey additional striping, curb painting and traffic control	\$9,602.50
3	N. Garvey Petro-mat Disposal	\$28,000.00
4	Cat tracking of left turn lane –Merced Ave and Puente Ave	\$800.00
5	Time and material to repair 2" conduit to run wires to ASP pedestrian push button – SEC Merced Ave and Puente Ave	\$752.73
6	Two "KEEP CLEAR" markings at Motel 6 driveway	\$1,210.00
Total Amount of Change Orders		\$55,365.23

A total of \$39,460.42 in unspent funds from the approved budget for this project will be reflected in the original fund balances.

LEGAL REVIEW

Not required.

ATTACHMENTS

1. Notice of Completion

RECORDING REQUESTED BY:

CITY OF BALDWIN PARK

When Recorded Return To:

Name: CITY OF BALDWIN PARK

Address: 14403 East Pacific Avenue

Baldwin Park, CA 91706

SPACE ABOVE THIS LINE FOR RECORDER'S USE

APN: N/A

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. A certain work of improvement on the property hereinafter described and known as: City Project No. CIP20-178
SB1 Puente Avenue Street Improvements, for the City of Baldwin Park
and was **ACCEPTED** by the City Council on: May 6, 2020.
2. The FULL NAME of the OWNER is City of Baldwin Park
3. The FULL ADDRESS of the OWNER is 14403 E. Pacific Avenue, Baldwin Park, CA 91706
4. A work of improvement on the property hereinafter described was COMPLETED on April 24, 2020
5. The work of improvement completed is described as follows: SB1 Puente Avenue Improvements, CIP Project No. 20-178
6. THE NAME OF THE ORIGINAL CONTRACTOR, if any, for such work of improvement is Gentry Brothers, Inc.
7. The street address or location of said property is Puente Avenue from Francisquito Avenue to Central Avenue in the City of Baldwin Park

The undersigned, being duly sworn, is the Public Works for the City of Baldwin Park, makes this verification on behalf of said entity, has read the foregoing and knows the contents thereof, and that the facts stated herein are true.

By: _____

John Beshay, P.E.
Engineering Manager

Date: _____

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Date

Signature Sam Gutierrez,
Director of Public Works

City of Baldwin Park, City Hall
Place of Execution

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: May 6, 2020
SUBJECT: Accept Plans and Specifications and Authorize Publishing of a Notice Inviting Bids for City Project No. CIP 2020-163 – Morgan Park Parking Lot Improvements Project

SUMMARY

This item will authorize the publishing of a Notice Inviting Bids for the Morgan Park Parking Lot Improvement Project, City Project No. CIP 2020-163. The project work consists of cold mill and asphalt concrete overlay, removing and replacing damaged sidewalk, curb and gutter, upgrading and constructing new ADA compliant access ramps, installing striping and pavement messages, and all appurtenant work per the plans and specifications.

RECOMMENDATION

It is recommended that the City Council:

1. Approve the plans and specifications for the Morgan Park Parking Lot Improvement Project, CIP 2020-163; and
2. Authorize Staff to advertise a Notice Inviting Bids.

FISCAL IMPACT

There is no impact the General Fund.

BACKGROUND

As the City's largest park, Morgan Park serves as a regional destination for parkgoers in the San Gabriel Valley and is comprised of an active Community Center, Senior Center, Gymnasium and many other amenities. The park is located at the northeast corner of Ramona Boulevard and Baldwin Park Boulevard with two existing parking lots. One parking lot is accessible along the southern perimeter of the park, adjacent to Ramona Boulevard and the other is accessible along the western perimeter of the park, adjacent to Baldwin Park Boulevard.

DISCUSSION

The existing pavement of the lots are in poor condition with moderate to severe cracking which can pose trip hazards and/or vehicle damage. Due to these poor pavement conditions, using slurry seal treatments will not be an effective pavement maintenance treatment. Therefore, staff is proposing that the entire parking lot pavement will be edge grind and AC overlay with localized reconstruction of pavement and subgrade. The project will also include removing and replacing damaged curb and gutter, constructing ADA accessible ramp improvements, concrete walkway surfaces and other miscellaneous park improvements necessary to accommodate the construction of the proposed improvements at both parking lots. In addition to the parking lot improvements, a total of twelve (12) Closed-circuit television (CCTV) cameras will be installed at strategic locations to provide surveillance coverage to both parking lots.

ENVIRONMENTAL REVIEW

The subject Improvements at the Morgan Park Parking Lot is exempt from the California Environmental Quality Act (CEQA) pursuant to a Class 1 (Section 15201, Existing Facilities),

subsection (c) exemption, which includes the repair, maintenance, and/or minor alteration of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities (this includes road grading for the purpose of public safety) The key consideration for a Class 1 exemption is whether the project involves negligible or no expansion of an existing use.

LEGAL REVIEW

Not required.

ATTACHMENTS

1. Notice Inviting Bids

Section A
NOTICE INVITING SEALED BIDS

CITY PROJECT NO. 20-163 – MORGAN PARK PARKING LOT IMPROVEMENTS

PUBLIC NOTICE IS HEREBY GIVEN that the City of Baldwin Park invites sealed bids for the above-stated project and will receive such bids in the offices of the City Clerk, 14403 Pacific Avenue, Baldwin Park, California 91706, until **10:00 A.M., THURSDAY, MAY 28, 2020** at which time the proposals will be publicly opened and read. Bidders and/or authorized agents are invited to [listen to this broadcasting channel https://www.youtube.com/channel/UCFLZ0_dDFRiy59rhiDZ13Fg/featured?view_as=subscriber](https://www.youtube.com/channel/UCFLZ0_dDFRiy59rhiDZ13Fg/featured?view_as=subscriber). All information submitted with the bid is public information and may be subject to disclosure.

Project Description –The general nature of work consists of furnishing all labor, material, equipment, services, and incidentals required for edge grind and AC overlay with localized reconstruction of pavement and subgrade, removing and replacing damaged curb and gutter, constructing ADA accessible ramp improvements, concrete walkway surfaces and other miscellaneous park improvements necessary to accommodate the construction of the proposed improvements at both parking lots, installation of twelve (12) Closed-circuit television (CCTV) cameras, and all appurtenant work. The bid items, corresponding estimated quantities, and the time allowed to complete the work are listed in the Proposal. The description of the bid items are defined in the Technical Provisions Sections.

Proposals – Bids shall be sealed and plainly marked “Sealed Bid for BID CIP 20-163.” Bids must be prepared using the Contractor’s Bid Proposal forms and all the other forms identified in the Instructions to Bidders. The forms required to complete a bid package are found in Section “C” of these Contract Documents. No bids will be accepted if not submitted using the approved forms. The Information to Bidders provides prospective bidders a summary of requirements for acceptance of bids, guidelines that the City uses in awarding contracts, rules to ensure fairness in contractor procurement and guidelines to aid in interpretation of documents. The Construction Contract / Agreement defines the Contract Documents which serve to control construction, work performed, and materials furnished, and includes the Specifications and Plans.

Plans and Specifications Documents – Specifications and proposal forms may be obtained at the Engineering Division office located at 14403 East Pacific Avenue, Baldwin Park, CA 91706, (626) 960-4011 on and after **THURSDAY, MAY 14, 2020** Monday through Thursday between the hours of 7:30 A.M. and 6:00 P.M. A \$35.00 per set, non-refundable fee is required for these specifications and proposal forms. An additional \$10.00 is added to the fee, if mailed. Alternatively, electronic versions of the specifications and proposal forms can be obtained at ciplist.com at no cost.

Bid Security – Each bid must be accompanied by cash, certified check, cashier’s check, or bidder’s bond made payable to the City of Baldwin Park or issued by a surety admitted to do business in California, for an amount equal to at least ten percent (10%) of the amount of bid. Such guarantee will be forfeited to the City of Baldwin Park should the bidder to whom the contract is awarded fail to enter into the contract. The City of Baldwin Park reserves the right to reject any and all bids and to waive any minor irregularities in the bid documents. Bidders may not withdraw their bid for a period of sixty (60) days after the bid opening date.

City Business License, Contractors License and Permit – Prior to contract execution, the contractor and his/her subcontractors shall obtain a City of Baldwin Park business license. In accordance with provisions of Section 3300 of the California Public Contract Code, the City has determined that the Contractor shall possess a valid Class A California Contractor’s License or other appropriate license classification under the State Contracting Code at the time the contract is bid. Failure to possess such license may render the bid non-responsive. The successful bidder will be required to obtain a City encroachment permit to work in public right-of-way, issued at no fee for the project.

Prevailing Wages – In accordance with the provisions of Sections 1770 et seq., of the Labor Code, the Director of the Industrial Relations of the State of California has determined that the general prevailing

rates of wages are applicable to the work to be done. The Contractor will be required to pay to all persons employed on the project by the Contractor sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents can be reviewed in the office of the City Clerk or may be obtained from the State.

Contractor's Registration – In accordance with Labor Code Section 1771.1, a contractor or subcontractor shall not be qualified to (a) bid on or be listed in a bid proposal on or after March 1, 2015, or (b) engage in the performance of this Work after April 1, 2015, unless currently registered with the Department of Industrial Relations and qualified to perform the work pursuant to labor Code Section 1725.5.

Compliance Monitoring and Enforcement – Contractor's performance of the work described in this Notice Inviting Bids is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

Equivalent Securities – Pursuant to California Public Contract Code Section 22300, substitution of eligible and equivalent securities for any moneys withheld to ensure performance under the contract for the work to be performed will be permitted at the request and expense of the successful bidder, unless otherwise prohibited by law.

Advertising Dates:

SAN GABRIEL VALLEY EXAMINER:
THURSDAY, MAY 14, 2020
THURSDAY, MAY 21, 2020

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: May 6, 2020
SUBJECT: Adoption of Resolution No. 2020-017, "A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer's Report for the Landscape and Lighting Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments, and Setting a Time and Place for a Public Hearing"

SUMMARY

This item adopts a resolution approving the Engineer's Report; declares the intention to levy and collect assessments and sets a date and time for a Public Hearing for the Citywide Landscape and Lighting Maintenance Assessment District for FY 2020-2021. The recommended hearing date is June 17, 2020.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 2020-017 entitled, "A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer's Report for the Landscape and Lighting Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments and Setting a Time and Place for a Public Hearing."

FISCAL IMPACT

The following table summarizes the District revenue and expenditure status:

Estimated Beginning Fund Balance (July 1, 2020)	\$861,475
FY 2020-21 Estimated Revenue	
Assessment Revenue	\$916,044
County Ad Valorem Tax	\$774,000
Penalties, Late Taxes, Earnings	\$91,604
Total Revenue	\$1,781,648
FY 2020-21 Projected Expenditures	
Maintenance and Operation	\$1,603,600
Total Expenditures	\$1,603,600
FY 2020-21 Operating Reserve / Deficit	\$178,049
Projected Fund Balance June 30, 2021	
Beginning Fund Balance (July 1, 2020)	\$861,475
FY 20-21 Revenues	\$1,781,649
FY 20-21 Expenditures	\$1,603,600
Projected Fund Balance June 30, 2021	\$1,039,524

BACKGROUND

The City has an annual program for the maintenance of landscaping and lighting improvements, as well as open space improvements, including the maintenance and operation of traffic signals,

streetlights, median landscaping and street trees. It is recommended that the City continue providing this program through special assessments.

On March 18, 2020 the City Council approved a resolution which authorized initiating the FY 2020-2021 Citywide Landscaping and Lighting Maintenance Assessment District (LLMD) and ordered the preparation of the Engineer's Report.

The preparation of the Engineer's Reports has been completed. The Engineer's Report details the legal mechanism to re-establish the district, summarizes the costs and expenditures of the District, and explains the methodology of distributing the assessments for obtaining the district revenues.

ALTERNATIVES

None.

LEGAL REVIEW

Not required.

ATTACHMENTS

1. Resolution No. 2020-017
2. LLMD Engineer's Report

RESOLUTION NO. 2020-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK, CALIFORNIA, APPROVING THE ENGINEER'S REPORT FOR THE CITYWIDE LANDSCAPING AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT FOR FY 2020-2021, DECLARING THE INTENT TO LEVY AND COLLECT ASSESSMENTS, AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING

WHEREAS, pursuant to the Provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California, being known as the "Landscaping and Lighting Act of 1972" and Article XIID of the State Constitution an Engineer's Report has been prepared consisting of plans and specifications, an estimate of the cost, a diagram of the Maintenance District and an assessment relating to what is now designated as:

**CITY OF BALDWIN PARK CITYWIDE
LANDSCAPE AND LIGHTING MAINTENANCE ASSESSMENT DISTRICT**
(Hereinafter referred to as "District"); and

WHEREAS, this City Council has now carefully examined and reviewed the Report as presented and is satisfied with each and all of the items and documents as set forth therein and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said Report.

WHEREAS, the provisions of said Division 15, Part 2, require a written report in accordance with Chapter 3 (commencing with Section 22620).

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

SECTION 1. That the above recitals are all true, correct, and are hereby incorporated herein.

SECTION 2. That the Report as presented, consisting of the following:

- a. Plans and Specifications
- b. Estimate of the Cost
- c. Diagram of the Maintenance District
- d. Assessment of the Estimated Cost

is hereby approved and is ordered to be filed in the office of the City Engineer as a permanent record and to remain open for public inspection.

SECTION 3. That it is the intention of the City Council, consistent with the public interest and convenience, to levy and collect annual assessments for FY 2020-2021 for the construction and continued maintenance of certain public facilities within the Citywide Landscape and Lighting Maintenance Assessment District, all to serve and benefit said District as said area is shown and delineated on a map shown in the Engineer's Report on file in the office of the City Engineer, open for public inspection, and herein so referenced and made a part hereof.

SECTION 4. That a public hearing shall be held before this City Council, in the Council Chambers, 14403 E. Pacific Avenue, Baldwin Park, on Wednesday, June 17, 2020, at the hour of 7:00 p.m. pursuant to the "Landscaping and Lighting Act of 1972" and Article XIIID of the State Constitution, for the purposes of hearing protests, comments, or objections in reference to the annual levy of assessments and the extent of the works and maintenance of improvements, and this Council's determination whether the public interest, convenience, and necessity require the improvements.

SECTION 5. That the City Clerk is hereby authorized and directed to publish a copy of this Resolution in the San Gabriel Valley Examiner, a newspaper of general circulation in said City; said publication shall not be less than ten (10) days before the date of said Public Hearing.

SECTION 6. For any and all information relating to the procedures, protest procedure, documentation and/or information of a procedural or technical nature, the public's attention is directed to the office listed below as designated:

Sam Gutierrez, Director of Public Works
City of Baldwin Park
(626) 813-5255

SECTION 7. That the City Clerk shall certify to the passage and adoption of the Resolution and the Minutes of the meeting shall so reflect the presentation of the Engineer's Report.

PASSED, APPROVED, AND ADOPTED this 6th day of May 2020

MANUEL LOZANO
MAYOR

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF BALDWIN PARK)

I, Jean M. Ayala, City Clerk of the City of Baldwin Park do hereby certify that the foregoing Resolution No. 2019-017 was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on May 6, 2020 and that the same was adopted by the following vote to wit:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

JEAN M. AYALA
CITY CLERK

CITYWIDE LANDSCAPING AND LIGHTING MAINTENANCE DISTRICT

ASSESSMENT ENGINEER'S REPORT

**PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972, PART 2
DIVISION 15 OF THE STREETS AND HIGHWAYS CODE, ARTICLE XIII.D. OF
THE CALIFORNIA CONSTITUTION AND THE PROPOSITION 218 OMNIBUS
IMPLEMENTATION ACT (GOVERNMENT CODE SECTION 53750 ET SEQ)**

Fiscal Year 2020-21

Prepared for:



**CITY OF BALDWIN PARK
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

Prepared by:

Community Economic Solutions

April 18, 2020

CITY OF BALDWIN PARK
ASSESSMENT ENGINEER'S REPORT

CITYWIDE LANDSCAPING AND LIGHTING
MAINTENANCE DISTRICT
FISCAL YEAR 2020-21

The Streets and Highways Code, Part 2, Division 15, Article 4, commencing with Section 22565, directs the preparation of the annual report for each fiscal year for which assessments are to be levied and collected to pay the costs of the improvements described herein.

SECTION DESCRIPTION	PAGE
Report	1
Part A - Plans and Specifications for the Improvements	3
Part B - An Estimate of the Costs of the Improvements	4
Part C - A Diagram for the Assessment District	5
Part D - An Assessment of the Estimated Costs of the Improvements.....	6
Part E - Assessment Roll.....	8

**FISCAL YEAR 2020-21
CITY OF BALDWIN PARK
ASSESSMENT ENGINEER'S REPORT PREPARED
PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972
SECTION 22500 THROUGH 22679
OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Whereas the Council of the City of Baldwin Park, California, did, pursuant to the provisions of the Landscape and Lighting Act of 1972, being Part 2 of Division 15 of the Streets and Highways Code of the State of California, adopt the Resolution of Initiation ordering the preparation and filing of the Assessment Engineer's Report in accordance with Chapter 1, Article 4 commencing with Section 22565.

Section 22567 directs that the report shall refer to the City of Baldwin Park Citywide Landscaping and Lighting Maintenance District (the "Assessment District") by its distinctive designation, specify the fiscal year to which the report applies, and, with respect to that year, shall contain all of the following:

- | | |
|--------|---|
| Part A | Plans and specifications for the improvements. |
| Part B | An estimate of the costs of the improvements. |
| Part C | A diagram for the assessment district. |
| Part D | An assessment of the estimated costs of the improvements. |

A preliminary report is then filed with the City Clerk in accordance with Section 22623 for submission to the legislative body. The legislative body may approve the report as filed, or it may modify the report and approve it as modified. Now, therefore, the following Assessment Engineer's Report is hereby submitted consisting of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

This part contains the plans and specifications which are required to show and describe the existing and proposed improvements in accordance with Section 22568. The plans and specifications need not be detailed, but shall be sufficient if they show or describe the general nature, location, and extent of the improvements. If the assessment district is divided into zones, the plans and specifications shall indicate the class and type of improvements to be provided for each such zone. The Plans and specifications for the improvements listed in Part A are on file with the City Engineer. Such plans and specifications are incorporated herein by reference.

PART B: AN ESTIMATE OF THE COSTS OF THE IMPROVEMENTS

This part contains an estimate of the costs for maintenance of the improvements within the District for Fiscal Year 2020-21 pursuant to section 22569, including incidental costs and expenses in connection therewith. This estimate is on file with the City Engineer. The estimate of the costs of the improvements for the fiscal year shall contain estimates for all of the following:

- (a) The total costs for improvements to be made that year, being the total costs of constructing or installing all proposed improvements and of maintaining and servicing all existing and proposed improvements, including all incidental expenses.
- (b) The amount of any surplus or deficit in the improvement fund to be carried over from a previous fiscal year.

- (c) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.
- (d) The amount, if any, of the annual installment for the fiscal year where the legislative body has ordered an assessment for the estimated cost of any improvements to be levied and collected in annual installments.
- (e) The net amount to be assessed upon assessable lands within the assessment district, being the total improvement costs, as referred to in subdivision (a), increased or decreased, as the case may be, by any of the amounts referred to in subdivision (b), (c), or (d).

PART C: A DIAGRAM FOR THE ASSESSMENT DISTRICT

This part incorporates, by reference, the "Assessment Diagram", which is a diagram of the Assessment District showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District in accordance with Sections 22570 and 22571. The diagram for an assessment district shall show (a) the exterior boundaries of the assessment district, (b) the boundaries of any zones within the district, and (c) the lines and dimensions of each lot or parcel of land within the district. Each lot or parcel shall be identified by a distinctive number or letter. The lines and dimensions of each lot or parcel of land shown on the diagram shall conform to those shown on the county assessor's maps for the fiscal year to which the report applies. The Diagram has been prepared and is on file with the City Engineer. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

PART D: ASSESSMENT OF THE ESTIMATED COSTS OF THE IMPROVEMENTS

This part contains an assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District in accordance with Section 22572. The assessment shall refer to the fiscal year to which it applies and shall do all of the following:

- (a) State the net amount, determined in accordance with Section 22569, to be assessed upon assessable lands within the assessment district, which shall include an amount sufficient to pay the principal and interest due during the fiscal year from each parcel on any bonds or notes issued pursuant to Section 22662.5.
- (b) Describe each assessable lot or parcel of land within the district.
- (c) Assess the net amount upon all assessable lots or parcels of land within the district by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each lot or parcel from the improvements.

According to Section 22573, the net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

PART E: PROPERTY OWNER LIST & ASSESSMENT ROLL

This part contains a list of the County of Los Angeles Assessor's parcel numbers, and the net amount to be assessed upon benefited lands within the Assessment District.

PART A
PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

The facilities, which have been constructed within the City of Baldwin Park, and those which may be subsequently constructed, will be operated, serviced and maintained as generally described as follows:

DESCRIPTION OF IMPROVEMENTS

FOR THE CITY OF BALDWIN PARK
CITYWIDE LANDSCAPING AND LIGHTING
MAINTENANCE DISTRICT
FISCAL YEAR 2020-21

The proposed improvements include the construction, operation, servicing and maintenance of landscaping, traffic signals, street lighting and appurtenant facilities in public streets and public rights-of-way within the Assessment District; including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services described as follows:

Landscaping and Appurtenant Facilities

Landscaping, planting, shrubbery, trees, irrigation systems, hardscapes, fixtures, sidewalk and curb and gutter maintenance adjacent to street trees, and appurtenant facilities, in public street and public rights-of-way, including parkways, medians and dedicated easements within the boundary of said Assessment District.

Lighting and Appurtenant Facilities

Poles, fixtures, bulbs, conduits, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide safety lighting and traffic signals in public streets and public rights-of-way and easements within the boundaries of said Assessment District. Power for the street lights and traffic signals shall be furnished by the Southern California Edison Company or its successors and shall be adequate for the intended purpose. Rates for power shall be those authorized by the Public Utilities Commission, State of California.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the landscaping, public lighting facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public lighting facilities or appurtenant facilities; providing for the life, growth, health and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing and treating for disease or injury; the removal of trimmings, rubbish, debris and other solid waste; and the cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing means the furnishing of water for the irrigation of the landscaping and the maintenance of any of the public lighting facilities or appurtenant facilities and the furnishing of electric current or energy, gas or other illuminating agent for the public lighting facilities, or for the lighting or operation of landscaping or appurtenant facilities.

The plans and specifications for the improvements, showing the general nature, location, and the extent of the improvements, are on file in the office of the City Engineer and are incorporated herein by reference.

PART B
AN ESTIMATE OF THE COSTS OF THE IMPROVEMENTS

The estimated cost of the construction, operation, servicing and maintenance of the improvements for Fiscal Year 2020-21, as described in Part A, are summarized herein and described below. All costs include administration and utilities where applicable.

CITY OF BALDWIN PARK
CITYWIDE LANDSCAPING AND LIGHTING
MAINTENANCE DISTRICT

	FY 2020-21 Budget
Estimated Beginning Fund Balance 7/1/2020	\$861,475
FY 2020-21 Estimated Revenue	
Assessment Revenue	\$916,044
County Ad Valorem Tax	\$774,000
Penalties, Late Taxes, Earnings	\$91,604
Total Revenue	\$1,781,649
FY 2020-21 Projected Expenditures	
Street Lighting	\$552,100
Landscaping	\$785,100
Traffic Signals	\$266,400
Total Expenditures	\$1,603,600
FY 2020-21 Operating Reserve / Deficit	\$178,049
Projected Fund Balance 6/30/2021	
Beginning Fund Balance	\$861,475
FY 2020-21 Estimated Revenue	\$1,781,649
FY 2020-21 Projected Expenditures	\$1,603,600
Projected Fund Balance 6/30/2021	\$1,039,524

The 1972 Act requires that a special fund be set-up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year.

PART C
A DIAGRAM FOR THE ASSESSMENT DISTRICT

The diagram of the Assessment District showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District is required in accordance with Sections 22570 and 22571. Each lot or parcel shall be identified by a distinctive number or letter. The lines and dimensions of each lot or parcel of land shown on the diagram shall conform to those shown on the county assessor's maps for the fiscal year to which the report applies.

The Diagram has been prepared and is on file with the City Engineer. The boundaries of the District are coterminous with the boundaries of the City of Baldwin Park. A diagram showing the exterior boundaries of the District and the lines and dimensions of each lot or parcel of land within the District has been submitted to the office of the City Clerk of the City of Baldwin Park, and is hereby made a part hereof by reference.

The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles. The Assessor's maps and records are incorporated by reference herein and made part of this report.

PART D

ASSESSMENT OF THE ESTIMATED COSTS OF THE IMPROVEMENTS

GENERAL

Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by cities for the purpose of providing certain public improvements which include construction, operation, maintenance and servicing of street lights, traffic signals, parks and landscaping.

The 1972 Act requires that maintenance assessments be levied according to benefit rather than according to assessed value. Section 22573 of the 1972 Act requires that maintenance assessments must be levied according to benefit rather than according to assessed value. This Section states:

"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefit to be received by each such lot or parcel from the improvements."

"The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the California Streets and Highways Code]."

In addition, Article XIID, Section 4(a) of the California Constitution limits the amount of any assessment to the proportional special benefit conferred on the property. Because assessments are levied on the basis of benefit, they are not considered to be a tax governed by Article XIII A of the California Constitution.

The 1972 Act permits the designation of zones of benefit within any individual assessment district if "by reasons or variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvement" (Sec. 22547). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax."

ASSESSMENT METHODOLOGY

The landscaping, lighting and traffic signals are for the benefit and enjoyment of all properties within the District and all parcels benefit from the maintenance of the improvements. The assessment of cost upon each parcel was apportioned in accordance with the estimated benefit received. Traffic signal maintenance costs are assessed throughout the district on a per parcel basis. The criteria for the assessment spread of lighting and landscaping is as follows:

1. Rectangular lots - street frontage
2. Irregular lots - width of lot at setback line
 - average of front and rear lot line lengths or
 - street frontage, whichever is most representative of benefit
3. Flag lots - one-half of total footage to each of the two lots
4. Corner lots - the narrowest frontage

Excepted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements and rights-of-ways, public greenbelts and public parkways, and that portion of public property that is not developed and used for business purposes similar to private commercial, industrial and institutional activities.

BENEFIT ZONES

The District is divided into four benefit zones. Zone 1 includes all residential parcels and Zone 2 includes all commercial and industrial parcels that are assessed for street lighting and traffic signal maintenance. Zone 3 includes all commercial, industrial and residential parcels that are assessed for landscaping maintenance. Zone 4 includes the West Ramona Residential Redevelopment Project (Tract Nos. 39090, 39635, 40746, 42828 and 41956) and is assessed for landscaping, lighting and traffic signal maintenance.

The proposed assessment for Fiscal Year 2020-21 is derived by apportioning a part of the total cost shown in Part B among the assessable parcels in proportion to the estimated benefits.

A portion of the Assessment District Revenues is derived from Countywide Property Taxes or the Ad Valorem Tax. The City receives this amount as part of its tax apportionment and has designated a percentage to be used for lighting and landscape purposes.

Description	Frontage and Parcel Counts	Proposed Assessment	Assessment Revenues
Zone 1 & 2 (Street Lighting)			
2. Commercial / Industrial	92,005 L.F.	\$0.5543 / L.F.	\$ 50,999
1. Residential	654,001 L.F.	\$0.2809 / L.F.	\$ 183,691
Zone 3 (Landscaping)			
All Parcels (excluding Zone 4)	746,006 L.F.	\$0.7513 / L.F.	\$ 560,463
Zone 4 (Lights/Landscaping)			
Tract # 39090, 39635, 40746, 42828, & 41956	160 Lots	\$36.01 / Lot	\$ 5,762
Parcel #1164	14 Lots	\$51.44 / Lot	\$ 720
Zone 2 (Traffic Signals)			
Commercial / Industrial (including Parcel #1164)	879 Lots	\$11.87 / Parcel	\$ 10,434
Zone 1 & 4 (Traffic Signals)			
All Parcels	13,882 Lots	\$7.49 / Lot	\$ 103,976
Grand Total			\$ 916,044

The assessor's parcel number and the amount of assessment upon each lot or parcel are shown on the assessment roll. Upon confirmation by the City Council this data will be submitted to the Los Angeles County Auditor-Controller for the inclusion on the 2020-21 tax roll.

PART E
PROPERTY OWNER LIST AND ASSESSMENT ROLL

The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of Baldwin Park, Landscaping and Lighting Maintenance District, Fiscal Year 2020-21", which exhibit is incorporated by reference herein and is on file in the office of the City Clerk.

The Assessment Roll lists all parcels within the boundaries of the District as shown on the Assessment Diagram, Part C herein, and on the last equalized roll of the Assessor of the County of Los Angeles, which is by reference made part of this report.

Assessments are not levied upon public streets, utility easements, right-of-way, and common areas.

A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Los Angeles, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the office of the City Clerk of the City of Baldwin Park.

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: May 6, 2020
SUBJECT: Adoption of Resolution No. 2020-018, "A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer's Report for the Citywide Park Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments, and Setting a Time and Place for a Public Hearing"

SUMMARY

This item adopts a resolution approving the Engineer's Report; declares the intention to levy and collect assessments and sets a date and time for a Public Hearing for the Citywide Park Maintenance Assessment District for FY 2020-2021. The recommended hearing date is June 17, 2020.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 2020-018 entitled, "A Resolution of the City Council of the City of Baldwin Park, California, Approving the Engineer's Report for the Citywide Park Maintenance Assessment District for FY 2020-2021, Declaring the Intent to Levy and Collect Assessments and Setting a Time and Place for a Public Hearing."

FISCAL IMPACT

The following table summarizes the District revenue and expenditure status:

FY 2020-2021 Beginning Fund Balance (July 1, 2020)	\$5,636
Estimated Revenues	
Proposed PMD Revenue	\$792,700
Operating Reserve FY 2019-20	\$25,600
City Contribution – General Fund, FY 2020-21	\$25,000
Total Estimated Funds Available	\$848,936
Projected Expenditures	
Park Maintenance and Operation	\$818,900
Operating Reserve	\$25,600
Total Projected Expenditures	\$844,500
Projected Ending Fund Balance (June 30, 2021)	\$4,436

The total cost of the District for FY 2020-2021 is estimated to be \$818,900. The City anticipates revenue of \$792,700 from the FY 2020-2021 Citywide Park Maintenance Assessment District. Projected fund balance at June 30, 2021 is projected to be \$4,436.

BACKGROUND

The purpose of the Citywide Park Maintenance Assessment District (PMD) is to serve as mechanism for the financing of operations and maintenance associated with City Parks. It is recommended that the City continue these park maintenance programs and fund them through special assessments provided by the PMD.

In 1996, City of Baldwin Park property owners approved the formation of a Park Maintenance Assessment District to financially support these programs, and the PMD's formation was established in conformance with Proposition 218.

On March 18, 2020 the City Council approved a resolution which authorized initiating the FY 2020-2021 PMD and ordered the preparation of the Engineer's Report.

ALTERNATIVES

None.

LEGAL REVIEW

Not required.

ATTACHMENTS

1. Resolution No. 2020-018
2. PMD Engineer's Report

RESOLUTION NO. 2020-018

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK, CALIFORNIA, APPROVING THE ENGINEER'S REPORT FOR THE CITYWIDE PARK MAINTENANCE ASSESSMENT DISTRICT FOR FY 2020-2021, DECLARING THE INTENT TO LEVY AND COLLECT ASSESSMENTS, AND SETTING A TIME AND PLACE FOR A PUBLIC HEARING

WHEREAS, pursuant to the Provisions of Division 15, Part 2 of the Streets and Highways Code of the State of California, being known as the "Landscaping and Lighting Act of 1972" and Article XIID of the State Constitution an Engineer's Report has been prepared consisting of plans and specifications, an estimate of the cost, a diagram of the Maintenance District and an assessment relating to what is now designated as:

**CITY OF BALDWIN PARK CITYWIDE
PARK MAINTENANCE ASSESSMENT DISTRICT**
(Hereinafter referred to as "District"); and

WHEREAS, this City Council has now carefully examined and reviewed the Report as presented and is satisfied with each and all of the items and documents as set forth therein and is satisfied that the assessments, on a preliminary basis, have been spread in accordance with the benefits received from the maintenance to be performed as set forth in said Report.

WHEREAS, the provisions of said Division 15, Part 2, require a written report in accordance with Chapter 3 (commencing with Section 22620).

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

SECTION 1. That the above recitals are all true, correct, and are hereby incorporated herein.

SECTION 2. That the Report as presented, consisting of the following:

- a. Plans and Specifications
- b. Estimate of the Cost
- c. Diagram of the Maintenance District
- d. Assessment of the Estimated Cost

is hereby approved and is ordered to be filed in the office of the City Engineer as a permanent record and to remain open for public inspection.

SECTION 3. That it is the intention of the City Council, consistent with the public interest and convenience, to levy and collect annual assessments for FY 2020-2021 for the construction and continued maintenance of certain public facilities within the Citywide Park Maintenance Assessment District, all to serve and benefit said District as said area is shown and delineated on a map shown in the Engineer's Report on file in the office of the City Engineer, open for public inspection, and herein so referenced and made a part hereof.

SECTION 4. That a public hearing shall be held before this City Council, in the Council Chambers, 14403 E. Pacific Avenue, Baldwin Park, on Wednesday, June 17, 2020, at the hour of 7:00 p.m. pursuant to the "Landscaping and Lighting Act of 1972" and Article XIIID of the State Constitution, for the purposes of hearing protests, comments, or objections in reference to the annual levy of assessments and the extent of the works and maintenance of improvements, and this Council's determination whether the public interest, convenience, and necessity require the improvements.

SECTION 5. That the City Clerk is hereby authorized and directed to publish a copy of this Resolution in the San Gabriel Valley Examiner, a newspaper of general circulation in said City; said publication shall not be less than ten (10) days before the date of said Public Hearing.

SECTION 6. For any and all information relating to the procedures, protest procedure, documentation and/or information of a procedural or technical nature, the public's attention is directed to the office listed below as designated:

Sam Gutierrez, Director of Public Works
City of Baldwin Park
(626) 813-5255

SECTION 7. That the City Clerk shall certify to the passage and adoption of the Resolution and the Minutes of the meeting shall so reflect the presentation of the Engineer's Report.

PASSED, APPROVED, AND ADOPTED this 6th day of May 2020

MANUEL LOZANO
MAYOR

ATTEST:

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF BALDWIN PARK)

I, Jean M. Ayala, City Clerk of the City of Baldwin Park do hereby certify that the foregoing Resolution No. 2020-018 was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on May 6, 2020 and that the same was adopted by the following vote to wit:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

JEAN M. AYALA
CITY CLERK

**CITYWIDE PARK MAINTENANCE
ASSESSMENT DISTRICT**

ASSESSMENT ENGINEER'S REPORT

**PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972, PART 2
DIVISION 15 OF THE STREETS AND HIGHWAYS CODE, ARTICLE XIII.D. OF
THE CALIFORNIA CONSTITUTION AND THE PROPOSITION 218 OMNIBUS
IMPLEMENTATION ACT (GOVERNMENT CODE SECTION 53750 ET SEQ)**

Fiscal Year 2020-21

Prepared for:



**CITY OF BALDWIN PARK
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION**

Prepared by:

Community Economic Solutions

April 29, 2020

**CITY OF BALDWIN PARK
ASSESSMENT ENGINEER'S REPORT**

**CITYWIDE PARK MAINTENANCE
ASSESSMENT DISTRICT
FISCAL YEAR 2020-21**

The Streets and Highways Code, Part 2, Division 15, Article 4, commencing with Section 22565, directs the preparation of the annual report for each fiscal year for which assessments are to be levied and collected to pay the costs of the improvements described herein.

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EXECUTIVE SUMMARY

The purpose of the Citywide Park Maintenance Assessment District is to generate revenues for the financing of the installation, maintenance and servicing of parks and recreational improvements, and certain facilities directly in support of such improvements and programs.

Based on the provisions of the Landscape and Lighting Act of 1972, Article XIII.D. of the California Constitution (Proposition 218), and the Proposition 218 Omnibus Implementation Act, Baldwin Park property owners approved the formation of a Citywide Park Maintenance Assessment District and established assessments thereof beginning in Fiscal Year 1997-98. In June 2002, the City was unable to obtain the necessary property owner approval to increase the assessment rates to cover the increased costs of park maintenance. Consequently, the General Fund has been subsidizing the differences between the actual cost and the revenue from the assessment.

This report is pursuant to and in compliance with Articles XIII.C and XIII.D of the California Constitution and the Landscaping and Lighting Act of 1972. Based on the findings in this report, the assessment roll is generated wherein each Assessor's Parcel Number in the City of Baldwin Park is identified along with the amount assessed for the Park Maintenance Assessment District for Fiscal Year 2020-21. The assessment roll is included as part of this report, but is not bound herein.

For Fiscal Year 2020-21, the Citywide Park Maintenance Assessment District is proposed to generate revenue of approximately \$792,700, while the cost of park maintenance is budgeted at \$818,900. The difference of \$26,200 will be covered by a contribution from the City's General Fund of \$25,000 less any beginning fund balance in the Park Maintenance Assessment District Fund, estimated at \$5,636. The City has made an effort to reduce this program's impact on the General Fund, and over the last several years the City has steadily reduced park maintenance costs.

The General Fund contribution is for general benefits and is not assessed. The proposed Fiscal Year 2020-21 assessments are 1.945% higher than last year based on the CPI adjustment allowed by the Citywide Park Maintenance Assessment District during its formation.

DISTRICT FINANCIAL SUMMARY

FY 2020-21 Beginning Fund Balance (July 1, 2020)	\$5,636
Estimated Resources	
Assessment District Revenue + Delinquencies FY 2020-21	\$792,700
Operating Reserve Available FY 2019-20	\$25,600
City Contribution - General Fund, FY 2020-21	\$25,000
Total Estimated Funds Available, FY 2020-21	\$848,936
Projected Liabilities	
Park Maintenance and Operation	\$818,900
Operating Reserve	\$25,600
Total Projected Liabilities, FY 2020-21	\$844,500
Projected Ending Fund Balance (June 30, 2021)	\$4,436

**FISCAL YEAR 2020-21
CITY OF BALDWIN PARK
ASSESSMENT ENGINEER'S REPORT PREPARED
PURSUANT TO THE PROVISIONS OF THE
LANDSCAPING AND LIGHTING ACT OF 1972
SECTION 22500 THROUGH 22679
OF THE CALIFORNIA STREETS AND HIGHWAYS CODE**

Whereas the Council of the City of Baldwin Park, California, did, pursuant to the provisions of the Landscape and Lighting Act of 1972, being Part 2 of Division 15 of the Streets and Highways Code of the State of California, adopt the Resolution of Initiation ordering the preparation and filing of the Assessment Engineer's Report in accordance with Chapter 1, Article 4 commencing with Section 22565.

Section 22567 directs that the report shall refer to the City of Baldwin Park Citywide Park Maintenance Assessment District (the "Assessment District") by its distinctive designation, specify the fiscal year to which the report applies, and, with respect to that year, shall contain all of the following:

- Part A - Plans and specifications for the improvements.
- Part B - An estimate of the costs of the improvements.
- Part C - A diagram for the assessment district.
- Part D - An assessment of the estimated costs of the improvements.

A preliminary report is then filed with the City Clerk in accordance with Section 22623 for submission to the legislative body. The legislative body may approve the report as filed, or it may modify the report and approve it as modified. Now, therefore, the following Assessment Engineer's Report is hereby submitted consisting of five (5) parts as follows:

PART A: PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

This part contains the plans and specifications which are required to show and describe the existing and proposed improvements in accordance with Section 22568. The plans and specifications need not be detailed, but shall be sufficient if they show or describe the general nature, location, and extent of the improvements. If the assessment district is divided into zones, the plans and specifications shall indicate the class and type of improvements to be provided for each such zone. The Plans and specifications for the improvements listed in Part A are on file with the City Engineer. Such plans and specifications are incorporated herein by reference.

PART B: AN ESTIMATE OF THE COSTS OF THE IMPROVEMENTS

This part contains an estimate of the costs for maintenance of the improvements within the District for Fiscal Year 2020-21 pursuant to section 22569, including incidental costs and expenses in connection therewith. This estimate is on file with the City Engineer. The estimate of the costs of the improvements for the fiscal year shall contain estimates for all of the following:

- (a) The total costs for improvements to be made that year, being the total costs of constructing or installing all proposed improvements and of maintaining and servicing all existing and proposed improvements, including all incidental expenses.
- (b) The amount of any surplus or deficit in the improvement fund to be carried over from a previous fiscal year.

- (c) The amount of any contributions to be made from sources other than assessments levied pursuant to this part.
- (d) The amount, if any, of the annual installment for the fiscal year where the legislative body has ordered an assessment for the estimated cost of any improvements to be levied and collected in annual installments.
- (e) The net amount to be assessed upon assessable lands within the assessment district, being the total improvement costs, as referred to in subdivision (a), increased or decreased, as the case may be, by any of the amounts referred to in subdivision (b), (c), or (d).

PART C: A DIAGRAM FOR THE ASSESSMENT DISTRICT

This part incorporates, by reference, the "Assessment Diagram", which is a diagram of the Assessment District showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District in accordance with Sections 22570 and 22571. The diagram for an assessment district shall show (a) the exterior boundaries of the assessment district, (b) the boundaries of any zones within the district, and (c) the lines and dimensions of each lot or parcel of land within the district. Each lot or parcel shall be identified by a distinctive number or letter. The lines and dimensions of each lot or parcel of land shown on the diagram shall conform to those shown on the county assessor's maps for the fiscal year to which the report applies. The Diagram has been prepared and is on file with the City Engineer. The Assessor's maps and records are incorporated by reference herein and made part of this Report.

PART D: ASSESSMENT OF THE ESTIMATED COSTS OF THE IMPROVEMENTS

This part contains an assessment of the estimated cost of the improvements on each benefited lot or parcel of land within the Assessment District in accordance with Section 22572. The assessment shall refer to the fiscal year to which it applies and shall do all of the following:

- (a) State the net amount, determined in accordance with Section 22569, to be assessed upon assessable lands within the assessment district, which shall include an amount sufficient to pay the principal and interest due during the fiscal year from each parcel on any bonds or notes issued pursuant to Section 22662.5.
- (b) Describe each assessable lot or parcel of land within the district.
- (c) Assess the net amount upon all assessable lots or parcels of land within the district by apportioning that amount among the several lots or parcels in proportion to the estimated benefits to be received by each lot or parcel from the improvements.

According to Section 22573, the net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.

PART E: PROPERTY OWNER LIST & ASSESSMENT ROLL

This part contains a list of the County of Los Angeles Assessor's parcel numbers, and the net amount to be assessed upon benefited lands within the Assessment District.

PART A
PLANS AND SPECIFICATIONS FOR THE IMPROVEMENTS

The facilities, which have been constructed within the City of Baldwin Park, and those which may be subsequently constructed, will be operated, serviced and maintained as generally described as follows:

DESCRIPTION OF IMPROVEMENTS
FOR THE CITY OF BALDWIN PARK
CITYWIDE PARK MAINTENANCE ASSESSMENT DISTRICT
FISCAL YEAR 2020-21

The items that may be funded through the District are defined in the Landscaping and Lighting Act of 1972 (the Act) as Improvements. The Act defines Improvements to include the installation, maintenance and servicing of several types of landscaping and park and recreational improvements and facilities as shown below. However, the District can only assess for the special benefit that can be shown to be conferred from these improvements to the properties in the District.

Installation

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains and other ornamental structures and facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
- The installation of park or recreational improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks and drainage; lights, playground equipment, play courts and public restrooms.
- The acquisition of land for park, recreational or open-space purposes.
- The acquisition of any existing improvement otherwise authorized.

Maintenance

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including:

- Repair, removal or replacement of all or any part of any improvement.
- Providing for the life, growth, health and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing or treating for disease or injury.
- The removal of trimmings, rubbish, debris and other solid waste.
- The cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti.

Servicing

Servicing means the furnishing of electric current, or energy, or other illuminating agent and water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any improvements.

Plans and specifications of the improvements within the District are on file in the office of the City Engineer and are incorporated herein by reference. Maps showing the location of parks within the District are on file in the office of the City Clerk and incorporated herein by reference.

PART B
AN ESTIMATE OF THE COSTS OF THE IMPROVEMENTS

The estimated cost of the construction, operation, servicing and maintenance of the improvements for Fiscal Year 2020-21, as described in Part A, are summarized herein and described below. All costs include administration and utilities where applicable.

CITY OF BALDWIN PARK
CITYWIDE PARK MAINTENANCE ASSESSMENT DISTRICT

	FY 2020-21 Budget
FY 2020-21 Beginning Fund Balance (July 1, 2020)	
Beginning Fund Balance (July 1, 2020)	\$5,636
Operating Reserve	\$25,600
FY 2020-21 Beginning Fund Balance (July 1, 2020)	\$31,236
Estimated Revenues	
Assessment Revenue	\$792,700
General Fund Contribution	\$25,000
Total Revenue	\$817,700
Total Estimated Funds Available, FY 2020-21	\$848,936
FY 2020-21 Projected Expenditures	
Park Maintenance and Operation	\$818,900
FY 2020-21 Operating Reserve Accumulation	\$0
Total Projected Expenditures, FY 2020-21	\$818,900
FY 2020-21 Operating Reserve / Deficit	\$30,036
Projected Ending Fund Balance (June 30, 2021)	
Beginning Fund Balance	\$31,236
Revenues	\$817,700
Expenditures	\$818,900
Operating Reserve - Target 6 Months Expenditures	\$25,600
Projected Ending Fund Balance (June 30, 2021)	\$4,436

The 1972 Act requires that a special fund be set-up for the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance or deficit remaining on July 1 must be carried over to the next fiscal year.

PART C
A DIAGRAM FOR THE ASSESSMENT DISTRICT

The diagram of the Assessment District showing the exterior boundaries of the Assessment District and the lines and dimensions of each lot or parcel of land within the Assessment District is required in accordance with Sections 22570 and 22571. Each lot or parcel shall be identified by a distinctive number or letter. The lines and dimensions of each lot or parcel of land shown on the diagram shall conform to those shown on the county assessor's maps for the fiscal year to which the report applies.

The City of Baldwin Citywide Park Maintenance Assessment District includes all parcels of land within the City's corporate boundaries. Reference is made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of all parcels within the District. A map showing the exterior boundaries of the District is on file in the City Clerk's Office and incorporated herein by reference.

The lines and dimensions of each lot or parcel within the District are those lines and dimensions shown on the maps of the Assessor of the County of Los Angeles. The Assessor's maps and records are incorporated by reference herein and made part of this report.

PART D ASSESSMENT OF THE ESTIMATED COSTS OF THE IMPROVEMENTS

GENERAL

Section 22573 of the Landscaping and Lighting Act of 1972, being Part 2, of Division 15 the State California Streets and Highways Code, states that, *“the net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”* As the assessments are levied on the basis of benefit, they are not a tax, and therefore, are not governed by Article XIII A of the California Constitution.

As a result of the passage of Proposition 218 by voters on November 5, 1996, Articles XIII C and XIII D have been added to the California Constitution. The new procedural and approval process outlined in these Articles applies to new assessment districts and increased assessments. In addition, properties owned by public agencies, such as a city, county, state or the federal government, must now be assessed by law unless it can be demonstrated that they receive no special benefit.

Specifically, the assessment methodology for the Citywide Park Maintenance Assessment District will have to:

- Demonstrate special benefit to assessed parcels over and above the benefits conferred on the public at large: *“Special benefit” means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute “special benefit”.*
- Separate the general benefits from the special benefits conferred to parcels: *“Only special benefits are assessable, and an agency must separate the general benefits from the special benefits conferred on a parcel.”*
- Determine the special benefit that should be attributed to public agency parcels within the new District boundary: *“Parcels within a district that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that such publicly owned parcels in fact receive no special benefit.”*

ASSESSMENT METHODOLOGY

The District assessment is based on land use such that property owners are assessed in proportion to the special benefits received. The land uses defined below are descriptive of all parcels expected to exist in the City of Baldwin Park in Fiscal Year 2020-21. In the event there is a question regarding the land use designation of any parcel in the District, the City Engineer will be responsible for administratively assigning one of the land uses listed below.

TABLE 1 – FY 2020-21 LAND USE DEFINITIONS	
Land Use Code	Land Use Description
SFR	Single family residential parcels
CONDO	Condominium or town home parcels
MFR	Multiple family residential parcels (2 dwellings or more)
MH	Mobile homes or Mobile Home Parks
NONRES	Commercial and industrial parcels
INSTITUTION	Institutional – Parcels owned by non-profit organizations
VACANT	Parcels without a building or similar structure - designated for each land use
GOVT	Parcels owned by a public agency
EXE	Parcels exempt from the assessment, because they do not benefit from park maintenance (sliver, open space, common area, railroad, or utility easement parcels)

SPECIAL BENEFIT ANALYSIS

Articles XIII C and XIII D of the California Constitution require that a parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred on that parcel. The Articles provide that only special benefits are assessable. The general benefits must be separated from the special benefits conferred on a parcel, a special benefit being a particular and distinct benefit over and above general benefits conferred on the public at large, including real property within the district. The general enhancement of property value does not constitute a special benefit.

The Open Space Element within the General Plan for the City of Baldwin Park notes that the City is almost completely built out, and open space is limited to existing parks, school grounds, utility rights-of-way, and water channel areas. Within the City, over 530 acres of these properties are designated as open space. Baldwin Park offers five City parks and seventeen school playgrounds for recreation.

In 1996, Morgan Park underwent a 2.5 acre expansion, where a new Community Center and Senior Center were built. In 2005, Barnes Park, located in the southwest quadrant of the City, was completely renovated and a 3,300 square foot recreation center was constructed. In 2008, the 15,270 square foot Arts and Recreation facility adjacent to City Hall was completely renovated, and the Senior Center underwent a 3,500 square foot expansion to create additional meeting space, restrooms and reception area. In 2009, new playground equipment was installed in Morgan Park and in 2010 that same play area was upgraded with recreation water features and public art amenities.

Morgan Park offers the most activities of any recreation area in the City, including boxing, horseshoes, basketball and volleyball. Morgan Park is centrally located; with the other City parks located south and west near the City's periphery. The area north of Los Angeles Street contains six elementary school sites, but no parks. About 60 percent of Baldwin Park's City park area is located south of Ramona Boulevard.

Baldwin Park's recreation facilities and parks are vital to the community, especially for the high-density residential developments, which do not provide adequate play areas for their residents. Upon full build-out, it is expected that the City will have a ratio of 3 acres of parks, including school areas, for each 1,000 residents. This ratio is well within the National Recreation and Parks Association recommended standard of 2.5 acres per 1,000 residents. The majority of the City's parkland is under the control of the Baldwin Park Unified School District, with the City controlling 10 percent of the total parkland.

Parks and recreational activities are managed by the City of Baldwin Park through a division of the City organization. As such, all parks administration and planning are centralized while recreational activities are conducted on a community-wide basis to take advantage of existing park facilities. This approach promotes the parks as a system or network to be used on a Citywide basis, rather than on a service radius basis which may be more common in other jurisdictions. All of the parks and recreational facilities are equally accessible to all the properties in the District.

The maintenance of parks and recreational improvements provide a particular and distinct special benefit to parcels within the District. The desirability of parcels within the District is specifically enhanced by the presence of well-maintained parks and recreational facilities which are available for the use and enjoyment of residents, customers, clients, employees and visitors of the assessed parcels. The presence of properly maintained parks readily accessible to properties within the District means that the owners and visitors of the assessed parcels may enjoy the benefits of such improvements while avoiding the expense of privately installing and maintaining similar improvements.

Only the parks summarized in this Report are funded through the District. The other open space areas that contribute to the open space element of the City are funded separately. The location of all the parcels in the District was found to be within 1 3/4 miles of at least one park, and 3/4 mile of at least one recreational facility in the District.

Although some properties in the District are within 3/4 mile of more than one park, it was determined that residents cannot use the facilities of more than one park at one time, so the assessment rates are established at a uniform level throughout the District.

In addition to providing opportunities for recreational use, the proper maintenance of park and recreational facilities improves the aesthetics of parcels within the District. Proper maintenance of landscaping reduces pollution and noise, provides for open space and the planting of otherwise barren areas, and reduces property-related crimes within the District, especially vandalism, through the removal and abatement of graffiti.

The U.S. Department of the Interior, National Parks Service, in a publication of June 1984, concluded that, "An investment in parks and recreation helps reduce pollution and noise, makes communities more livable, and increases property value." All of the above benefits contribute to a specific enhancement of the quality of life and property values related to each of the assessable parcels within the District.

In addition, the operation and maintenance of the City's parks confers a particular and distinct special benefit upon assessed parcels within the District, as follows:

- The proper maintenance of parks and appurtenant facilities specially benefits parcels within the District by improving the physical and visual environment and making the District area more desirable.
- Parcels within the District are specially benefited when public infrastructure including parks are in place, safe, clean and well maintained.
- The proper maintenance of parks by the District provides increased District-wide attractiveness to prospective buyers.
- The desirability of parcels within the District is specifically enhanced by the presence of well-maintained parks which are available for the use and enjoyment of the property owners and the visitors of the assessed parcels.
- Having properly maintained parks readily accessible to properties within the District means that the owners and visitors of the assessed parcels may enjoy the benefits of such improvements available for use while avoiding the expense of privately installing and maintaining similar improvements.
- The proper maintenance of landscaped parks provides increased attractiveness of the District as a place to live, work and do business.
- Spraying and treating of landscaping for disease and weed control reduces the likelihood of insect or weed infestation spreading to the landscaping located on properties within the District.

GENERAL BENEFIT ANALYSIS

In addition to the special benefits received by the parcels in the District, there are general benefits conferred on the public at large by the maintenance, operation and servicing of park and recreational facilities.

Census data and socio-economic characteristics for the City of Baldwin Park would generally indicate a higher than average park usage by local residents. The higher densities and a greater number of persons per household as documented by census data would indicate a higher than average special benefit from the funded park improvements. Additionally, in higher density areas such as the District, the value of the open spaces afforded by parks is at a particular premium.

However, parks and recreational facilities are an important part of any thriving community. The general benefit arising from the park and recreational improvements can be measured by examining the usage of the facilities by the public at large. Each park has been examined to determine the average number of registrations received by the Recreation and Community Services Department for individuals or teams from outside of the District boundaries. The percentage of out-of-district registrations to total registrations is used to determine that portion of the park budget related to general versus special benefit. City staff has determined that out-of-District registrations equal approximately 15 percent of all registrations. Thus, 15 percent of the assessment budget will be assigned as general benefit. In addition, the City has elected to contribute an additional amount over and above the 15 percent level in order to maintain assessments at approximately the same amount as in prior years.

FORMULA

The formula recognizes that properties have different levels of benefit depending upon the typical population associated with the type of land use. The formula considers these differences and fairly distributes the special benefit among all residential parcels and lots within the District. Each of the

special benefits identified above in “Special Benefit Analysis” are considered to benefit each parcel in proportion to the typical population associated with the parcel’s land use as reported by the City of Baldwin Park Planning Division.

In order to establish the proportionate share of benefit from any one parcel of land in relation to the total benefit to the District, it is necessary to establish a benchmark to relate that one parcel to all others. This benchmark is called the Equivalent Dwelling Unit. The District uses a single family residence as the benchmark Equivalent Dwelling Unit. All other land uses, as represented on the County Assessor’s master property file, will be compared to the benchmark of the Single Family Residence to gain a comparative Equivalent Dwelling Unit (“EDU”) based on population data as found in the 1990 Census Data for Baldwin Park, as provided by the City of Baldwin Park’s Planning Division.

Following is a discussion of EDU values for each type of land use within the Assessment District.

The EDU values for condominiums, multi-family and mobile homes are based upon a comparison of the average population per household for single-family residences versus the average household population in condominiums, multi-family and mobile homes. The calculation of each EDU value is shown below:

For Single Family Residential:

$$\frac{\text{Single family population per household}}{\text{Single family population per household}} = \frac{4.06}{4.06} = 1.00 \text{ EDUs/unit}$$

For Condominium Residential:

$$\frac{\text{Condo population per household}}{\text{Single family population per household}} = \frac{3.75}{4.06} = 0.92 \text{ EDUs/unit}$$

For Multi-Family Residential:

$$\frac{\text{Multi-family population per household}}{\text{Single family population per household}} = \frac{4.25}{4.06} = 1.04 \text{ EDUs/unit}$$

For Mobile Home Residential:

$$\frac{\text{Mobile Home population per household}}{\text{Single family population per household}} = \frac{2.03}{4.06} = 0.50 \text{ EDUs/unit}$$

The EDU values for commercial, office, business and industrial land uses (“non-residential”) are based on a comparison of the typical single family lot acreage versus the actual size of the non-residential use. Special benefit to non-residential parcels results from the use of recreational facilities by employees and customers, which generally increases in number as the parcel size increases. Therefore, the assessment on non-residential property is based on acres, as opposed to residential parcels which are based on dwelling units.

Within the District, the typical single-family parcel size is 8,500 square feet. Approximately 20 percent of each acre of residential land, on average, is dedicated for streets and other public uses resulting in a net acreage available for the subdivision of approximately 4.10 lots per acre, which is rounded down to 4 lots per acre. Therefore, using the single family residence as a base, an acre of non-residential property receives the same number of EDUs as an acre of residential property, that is, 4 EDU per acre.

$$\frac{\text{Non-residential lots @ 4 lots per acre}}{\text{Single family EDU @ 1.00 per lot}} = 4.00 \text{ EDUs /acre}$$

Furthermore, non-residential parcels more than half an acre and less than an acre is assigned a minimum of 4 EDU per parcel to reflect the minimum benefit these parcels receive. Non-residential parcels below one-half acre are assigned 50 percent of 4.0 EDUs, or 2.0 EDUs per parcel.

The EDU value for the institutional, church, school, college and day care land uses (“institutional”) is calculated at one (1) EDU per parcel. This per parcel assessment rather than per acre assessment is in recognition of this land use category’s traditionally lower demand for park facilities as indicated by the City’s Recreation and Community Services staff. In addition, institutional parcels receive less benefit than other non-residential parcels in the District from the operation, maintenance and servicing of parks in the City for several reasons. Institutional parcels function differently than non-residential parcels in that they: 1) typically operate fewer days in the week, 2) generally have an inconsistent number of people using the facilities daily, and 3) have a less intensive use than the property size alone would indicate because in general, the institutional parcels in the District contain large green areas that function as open space. Therefore, the institutional parcels should be assessed at a lower level than the non-residential parcels, and are assigned 1 EDU per parcel.

As a result of the passage of Proposition 218, the assessment methodology for the Park Maintenance Assessment District has to determine the special benefit attributable to public agency parcels within the District boundary. Section 4 of the Proposition states, *“Parcels within a district that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that such publicly owned parcels in fact receive no special benefit.”*

In comparison to non-residential and institutional parcels, governmental properties also benefit from the proper maintenance of parks, since such parks attract potential customers and employees as shown below. Certain governmental parcels benefit from the District because the proper maintenance, operation and servicing of parks:

- reduces property-related crimes against properties within the District, especially vandalism, through the abatement of graffiti;
- improves the aesthetics of public parcels through the proper maintenance of landscaping and the planting of otherwise barren areas;
- reduces pollution and noise in surrounding areas throughout the provision of open space; and
- by improving the physical and visual environment and making the District area a more desirable and attractive place to work and do business.

Additionally:

- Having properly maintained parks readily accessible to the public properties means that the public agencies may enjoy the benefits of such improvements available for use while avoiding the expense of privately installing and maintaining similar improvements; and
- Spraying and treating of landscaping for disease and weed control reduces the likelihood of insect or weed infestation spreading to the landscaping located on public properties within the District.

However, governmental parcels receive less benefit than other non-residential parcels in the District from the operation, maintenance and servicing of parks in the City. For instance, a portion of most public properties are used as park and/or recreation areas. This portion of these properties does not benefit from the District improvements because it provides the same use and function that the funded improvements provide. Additionally, governmental properties generally do not benefit from the resale value of their properties. Consequently, the specific benefit of increased property value that is conferred to other properties in the District is not conferred to governmental properties.

Therefore, the governmental parcels are assessed at one-quarter the rate of non-residential uses, but as the size of the parcel increases, the benefit increases, and therefore, the assessment amount increases.

The special benefit to undeveloped property in the residential, non-residential and institutional land use categories is based on the assumption that such undeveloped property benefits from the ongoing maintenance of recreational facilities because the facilities will be in good and ready condition in the future when the vacant property is developed. For the purposes of this Engineer's Report, the special benefit to undeveloped property is assigned a value corresponding to 40 percent of the developed property EDU values for the same land use designations. This discounted value recognizes the reduced current value due to the uninhabited nature of the property.

Finally, parcels of raw land and homeowner's association common area are assigned an EDU value of zero (0), based on a projection that these parcels are likely never to develop and therefore will receive no benefit from the improvements. Similarly, railroad right-of-way parcels, public utility right-of-way and well site or reservoir site parcels, water rights parcels, and other similar land uses are also assigned an EDU value of 0, because of little or no possibility for residential or non-residential or institutional development and therefore no benefit.

The following table sets forth the population per unit as shown in the 1990 City of Baldwin Park census data, the equivalent dwelling units as discussed above, and the resulting assessment amount per unit, parcel or acre.

TABLE 2 - ASSESSMENT FACTORS			
Land Use Description	Population Per Unit	Equivalent Dwelling Units	FY 2020-21 Assessment
Single Family Residential	4.06 / unit	1.00 / unit	\$38.25 / unit
Vacant Single Family Residential	-----	0.40 / parcel	\$15.30 / parcel
Condominium (per unit)	3.75 / unit	0.92 / unit	\$35.19 / unit
Multi-Family (per unit)	4.25 / unit	1.04 / unit	\$39.78 / unit
Mobile Homes (per unit)	2.03 / unit	0.50 / unit	\$19.13 / unit
Non-Residential ≥ 1 acre (per acre)	4.00 / acre	4.00 / acre	\$153.00 / acre
Non-Residential ≥ .5 acre - < 1 acre (per parcel)	4.00 / parcel	4.00 / parcel	\$153.00 / parcel
Non-Residential < .5 acre (per parcel)	4.00 / parcel	2.00 / parcel	\$76.50 / parcel
Vacant Non-Residential ≥ 1 acre (per acre)	-----	1.60 / acre	\$61.20 / acre
Vacant Non-Residential ≥ .5 acre - < 1 acre (per parcel)	-----	1.60 / parcel	\$61.20 / parcel
Vacant Non-Residential < .5 acre (per parcel)	-----	0.80 / parcel	\$30.60 / parcel
Vacant Multi-Family Residential ≥ 1 acre (per acre)	-----	1.60 / acre	\$61.20 / acre
Vacant Multi-Family Residential ≥ .5 acre - < 1 acre (per parcel)	-----	1.60 / parcel	\$61.20 / parcel
Vacant Multi-Family Residential < .5 acre (per parcel)	-----	0.80 / parcel	\$30.60 / parcel
Institutional (per parcel)	1.00 / parcel	1.00 / parcel	\$38.25 / parcel
Vacant Institutional (per parcel)	-----	0.40 / parcel	\$15.30 / parcel
Government ≥ 1 acre	4.00 / acre	1.00 / acre	\$38.25 / acre
Government ≥ .5 acre - < 1 acre	4.00 / parcel	1.00 / parcel	\$38.25 / parcel
Government < .5 acre	4.00 / parcel	0.50 / parcel	\$19.13 / parcel
Exemption	-----	0.00 / parcel	\$0.00 / parcel

ENGINEERING AND INCIDENTAL EXPENSES

All parcels within the District benefit from the ongoing operation of the District. Therefore, all parcels assessed in the District receive a proportional share of the administrative costs for the District based on their assessment for park maintenance.

THE MAXIMUM ASSESSMENT AND ANNUAL ADJUSTMENT

The Maximum Assessment is the annual assessment shown in the Assessment Roll, on file in the Office of the City Clerk and by this reference incorporated herein. Commencing with Fiscal Year 2006-2007 and for each year thereafter, the assessment for the District is subject to an Annual Adjustment limit. The Annual Adjustment shall not exceed the change in the Consumer Price Index ("CPI"), All Urban Consumers, for the Los Angeles-Anaheim-Riverside Area from March of the current year to March of the previous calendar year. For Fiscal Year 2020-21 the calculation is as follows:

March 2018 to March 2019 Consumer Price Index:

March 2019: 276.589

March 2018: -271.311

$$5.278 / 271.311 = 0.01945 * 100 = 1.945\%$$

Future annual assessments within this limit may be approved by the City Council without additional property owner ratification. These limits may be exceeded only with a majority property owner approval of either: 1) a supplemental assessment; 2) a revision of or supplement to the maximum assessment and/or adjustment formula, or 3) any other methodology amenable to the property owners within the District boundary.

The assessor's parcel number and the amount of assessment upon each lot or parcel are shown on the assessment roll. Upon confirmation by the Council this data will be submitted to the Los Angeles County Auditor-Controller for the inclusion on the 2020-21 tax roll.

PART E
PROPERTY OWNER LIST AND ASSESSMENT ROLL

The assessment set forth for each parcel is shown on the Assessment Roll for the District, submitted separately, as "Assessment Roll for City of Baldwin Park, Citywide Park Maintenance Assessment District, Fiscal Year 2020-21", which is incorporated by reference herein and is on file in the office of the City Clerk.

The Assessment Roll lists all parcels within the boundaries of the District as shown on the Assessment Diagram, Part F herein, and on the last equalized roll of the Assessor of the County of Los Angeles, which is by reference made part of this report.

A list of names and addresses of the owners of all parcels within this District is shown on the last equalized Property Tax Roll of the Assessor of the County of Los Angeles, which by reference is hereby made a part of this report. This list is keyed to the Assessor's Parcel Numbers as shown on the Assessment Roll on file in the office of the City Clerk of the City of Baldwin Park.

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: May 6, 2020
SUBJECT: Approve a Request for Services (RFS) Proposal from the City's On-Call Consultant, Infrastructure Engineers, Inc. (IE) for Civil and Landscape Design Services Including Project Management and Administration for the Big Dalton Wash Trails Greening Project

SUMMARY

This item will approve a Request-for-Services (RFS) proposal for Civil Engineering and Landscape Design Services including Project Management and Administration for the Big Dalton Wash Trails Greening Project. The proposed project will link Hilda Solis Park to Walnut Creek Nature Park, creating "Linear Park" comprised of a safe and accessible intricate network of Class II and Class III bikeways with multiple access points along residential streets. The Project is consistent with the City's and regional Master Bike Path Plan to construct a path that will traverse the City of Baldwin Park and connect to the San Gabriel River Trail. The Project will plant native vegetation in landscape areas, drought tolerant trees and build bioswales along the greenway. Additional enhancements include, but are not limited to installing benches, shade structures, hydration stations, bike tire repair stations, fencing and lighting.

RECOMMENDATION

It is Staff's recommendation that the City Council:

1. Authorize the Director of Public Works to approve an RFS with Infrastructure Engineers (IE) in the amount of \$288,563 for the completion of the plans, specifications and estimate (PS&E), Project Management; and
2. Authorize the Director of Finance to appropriate Prop 68 Grant Funds (Fund #270) in the amount of \$288,563.

FISCAL IMPACT

There is no Impact to the General Fund.

BACKGROUND

On January 22, 2019, the California Department of Parks and Recreation announced the solicitation of individual park projects through the Statewide Park Program (SPP) as part of the Parks and Water Bond Act of 2018 (Proposition 68). Through the Statewide Park Development and Community Revitalization Program Funds the State made over \$254 million available in grant funds to fund projects on a competitive basis of up to \$8.5 million per project making it the largest park related grant programs in California's history. The competitive grants are aimed to assist development of new park and recreation opportunities in critically underserved communities across the state.

The SPP received a total of 478 applications requesting approximately \$2.8 billion for the available \$254.9 Million. On February 25, 2020, the State announced the list of awarded projects that would be funded which included the City of Baldwin Park's Big Dalton Wash Trails Greening Project in the

amount of \$2.5 Million. The City was one of fifteen cities in Los Angeles County that are funded by this grant and one of 62 statewide. Grant funds may be used for project implementation and acquisitions (hard costs), with some allocation for planning, preliminary costs and major amenities.

DISCUSSION

The Big Dalton Walsh Trails Greening Project once completed, will serve as viable local and regional Class I bike and pedestrian trail that will connect to Hilda L. Solis Park and provide future pathway connection to Walnut Creek Nature Park. The location of the project site is consistent with AB1550 and SB 535 (disadvantaged community). The project will improve the viability of regional public transit, and opportunities for active transportation uses, such as biking and walking that will contribute to GHG reduction, and provide additional public health benefits. The project will also support all active transportation modes, increase community interaction, in turn increasing community value, and conserving resources. Areas of interest include the installation of a biofiltration system in park development that utilizes patented horizontal flow, allowing for a smaller footprint, higher treatment capacity, and a wide range of versatility. The biofiltration system incorporates an advanced pretreatment chamber that includes separation and pre-filter cartridges. Additional recreational and park features include tree and drought plant planting, irrigation, bark mulch, decomposed granite, box trees, benches, trash receptacle bike repair stations, drinking fountain, and bike rack that will complete the project scope.

On April 20, 2020, the City's on-call engineering consultant was provided an RFS which included the scope of work per the grant guidelines for Civil Engineering and Landscape Design Services for the preparation of the plans, specifications and estimate (PS&E). Additionally, the RFS included Project Management and Administration services for the Project. A proposal was received in the amount of \$288,563 and was reviewed and accepted by staff. IE demonstrated a thorough understanding of the City's needs and importance of the project. IE has extensive experience working with the City and has completed other design and project administrative services contracts for similar projects in the past. Per the grant guidelines, the project must be completed by June 2022 which is an aggressive timeline and therefore time is of the essence.

The amount of the RFS proposal exceeds the contractual limit of \$120K and requires City Council approval. Staff is recommending that the City Council approve the proposal from IE to enable staff to commence the design work and best meet the time requirements.

ALTERNATIVES

1. The City Council may choose not to approve the RFS proposal from IE and task staff to circulate a Request for Proposals (RFP). This action is not recommended as the RFP process may delay the work and impact the project delivery schedule.
2. Provide Staff with alternate direction.

ENVIRONMENTAL REVIEW

The subject Big Dalton Walsh Trails Greening Project is exempt from the California Environmental Quality Act (CEQA) pursuant to a Class 1 (Section 15201, Existing Facilities), subsection (c) exemption, which includes the repair, maintenance, and/or minor alteration of existing highways and streets, sidewalks, gutters, bicycle and pedestrian Trails Greening, and similar facilities (this includes road grading for the purpose of public safety) The key consideration for a Class 1 exemption is whether the project involves negligible or no expansion of an existing use.

LEGAL REVIEW

Not required.

ATTACHMENTS

1. Infrastructure Engineers, Inc. Proposal

Section A
NOTICE INVITING SEALED BIDS

CITY PROJECT NO. 20-163 – MORGAN PARK PARKING LOT IMPROVEMENTS

PUBLIC NOTICE IS HEREBY GIVEN that the City of Baldwin Park invites sealed bids for the above-stated project and will receive such bids in the offices of the City Clerk, 14403 Pacific Avenue, Baldwin Park, California 91706, until **10:00 A.M., THURSDAY, MAY 28, 2020** at which time the proposals will be publicly opened and read. Bidders and/or authorized agents are invited to [listen to this broadcasting channel https://www.youtube.com/channel/UCFLZ0_dDFRiy59rhiDZ13Fg/featured?view_as=subscriber](https://www.youtube.com/channel/UCFLZ0_dDFRiy59rhiDZ13Fg/featured?view_as=subscriber). All information submitted with the bid is public information and may be subject to disclosure.

Project Description –The general nature of work consists of furnishing all labor, material, equipment, services, and incidentals required for edge grind and AC overlay with localized reconstruction of pavement and subgrade, removing and replacing damaged curb and gutter, constructing ADA accessible ramp improvements, concrete walkway surfaces and other miscellaneous park improvements necessary to accommodate the construction of the proposed improvements at both parking lots, installation of twelve (12) Closed-circuit television (CCTV) cameras, and all appurtenant work. The bid items, corresponding estimated quantities, and the time allowed to complete the work are listed in the Proposal. The description of the bid items are defined in the Technical Provisions Sections.

Proposals – Bids shall be sealed and plainly marked “Sealed Bid for BID CIP 20-163.” Bids must be prepared using the Contractor’s Bid Proposal forms and all the other forms identified in the Instructions to Bidders. The forms required to complete a bid package are found in Section “C” of these Contract Documents. No bids will be accepted if not submitted using the approved forms. The Information to Bidders provides prospective bidders a summary of requirements for acceptance of bids, guidelines that the City uses in awarding contracts, rules to ensure fairness in contractor procurement and guidelines to aid in interpretation of documents. The Construction Contract / Agreement defines the Contract Documents which serve to control construction, work performed, and materials furnished, and includes the Specifications and Plans.

Plans and Specifications Documents – Specifications and proposal forms may be obtained at the Engineering Division office located at 14403 East Pacific Avenue, Baldwin Park, CA 91706, (626) 960-4011 on and after **THURSDAY, MAY 14, 2020** Monday through Thursday between the hours of 7:30 A.M. and 6:00 P.M. A \$35.00 per set, non-refundable fee is required for these specifications and proposal forms. An additional \$10.00 is added to the fee, if mailed. Alternatively, electronic versions of the specifications and proposal forms can be obtained at ciplist.com at no cost.

Bid Security – Each bid must be accompanied by cash, certified check, cashier’s check, or bidder’s bond made payable to the City of Baldwin Park or issued by a surety admitted to do business in California, for an amount equal to at least ten percent (10%) of the amount of bid. Such guarantee will be forfeited to the City of Baldwin Park should the bidder to whom the contract is awarded fail to enter into the contract. The City of Baldwin Park reserves the right to reject any and all bids and to waive any minor irregularities in the bid documents. Bidders may not withdraw their bid for a period of sixty (60) days after the bid opening date.

City Business License, Contractors License and Permit – Prior to contract execution, the contractor and his/her subcontractors shall obtain a City of Baldwin Park business license. In accordance with provisions of Section 3300 of the California Public Contract Code, the City has determined that the Contractor shall possess a valid Class A California Contractor’s License or other appropriate license classification under the State Contracting Code at the time the contract is bid. Failure to possess such license may render the bid non-responsive. The successful bidder will be required to obtain a City encroachment permit to work in public right-of-way, issued at no fee for the project.

Prevailing Wages – In accordance with the provisions of Sections 1770 et seq., of the Labor Code, the Director of the Industrial Relations of the State of California has determined that the general prevailing

rates of wages are applicable to the work to be done. The Contractor will be required to pay to all persons employed on the project by the Contractor sums not less than the sums set forth in the documents entitled "General Prevailing Wage Determination made by the Director of Industrial Relations pursuant to California Labor Code, Part 7, Chapter 1, Article 2, Sections 1770, 1773, 1773.1." These documents can be reviewed in the office of the City Clerk or may be obtained from the State.

Contractor's Registration – In accordance with Labor Code Section 1771.1, a contractor or subcontractor shall not be qualified to (a) bid on or be listed in a bid proposal on or after March 1, 2015, or (b) engage in the performance of this Work after April 1, 2015, unless currently registered with the Department of Industrial Relations and qualified to perform the work pursuant to labor Code Section 1725.5.

Compliance Monitoring and Enforcement – Contractor's performance of the work described in this Notice Inviting Bids is subject to compliance monitoring and enforcement by the California Department of Industrial Relations.

Equivalent Securities – Pursuant to California Public Contract Code Section 22300, substitution of eligible and equivalent securities for any moneys withheld to ensure performance under the contract for the work to be performed will be permitted at the request and expense of the successful bidder, unless otherwise prohibited by law.

Advertising Dates:

SAN GABRIEL VALLEY EXAMINER:
THURSDAY, MAY 14, 2020
THURSDAY, MAY 21, 2020

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works 
DATE: May 6, 2020
SUBJECT: Approval of an Appropriation of Funds for Extraordinary and Unscheduled Maintenance Cost Related to the Citywide Traffic Signal and Street Lighting Maintenance Program

SUMMARY

This item seeks City Council consideration for the approval of an appropriation of additional funds in the amount of \$45,000 for the Traffic Signal and Street Lighting Maintenance Program. The additional fund appropriation will help mitigate costs due to unscheduled and extraordinary maintenance in response to an increase in traffic collisions, damages due to weather, and the aging of equipment.

RECOMMENDATION

It is recommended that the City Council:

1. Authorize the Director of Finance to appropriate \$45,000 from unappropriated funds in Fund #251 – Landscape Lighting Maintenance District (LLMD) for FY 2019/2020 to cover the increase in unscheduled and extraordinary maintenance costs; and
2. Authorize the Director of Finance to make necessary budget adjustments to allow payments as approved for FY 2019/2020.

FISCAL IMPACT

There is no impact to the general fund. The appropriation will come from the unappropriated fund balance in Fund #251 Landscape Lighting Maintenance District (LLMD) in the amount of \$45,000 as follows:

Appropriate	Fund #251 –Acct. #251-50-561-51111-00000	\$45,000
Total Appropriation		\$45,000

BACKGROUND

The City of Baldwin Park's Traffic Signal and Street Lighting system is comprised of 60 traffic signal systems, approximately 430 street lights, and 19 traffic control safety devices. On September 5, 2018 City Council awarded a maintenance contract to Siemens Mobility, Inc. (SMI) for the maintenance of these systems which includes preventative maintenance of city-owned traffic signal systems, street lights and traffic control safety devices. The contract also included rates for unscheduled and extraordinary work. The contract was awarded in a not-to-exceed amount of \$100,000, while the overall maintenance costs for Traffic Signal and Street Lighting Maintenance Program were budgeted in an amount of \$125,000 in the FY2019-2020 operations budget.

DISCUSSION

The significant part of scope of work in the current contract with SMI is to perform routine and preventative maintenance activity on a monthly basis to identify log and preempt potential corrective issues within the Traffic Signal and Street Lighting system. To mitigate costs arising from this work, staff changed the scope from a monthly basis to a quarterly basis. However, the biggest and most

notable impact has been from a steady increase in unscheduled and extraordinary maintenance work.

Similar to previous years, unscheduled and extraordinary maintenance is largely unforeseen but it's also necessary for response to traffic collisions, damages due to weather, and emergency repairs of aging or damaged equipment. In the past several years the City has experienced an increase in the number of collisions with traffic signal poles, and streetlights. The City has made great strides to perform some of the minor maintenance tasks with in-house Staff to mitigate costs, but despite these efforts, unscheduled and extraordinary repairs have continued through this year. This is mainly due to the aging traffic signal and lighting systems and an increase in vehicle collisions involving traffic signal lighting poles and controllers. The City is currently averaging a minimum of one (1) after-hours call per week that requires SMI to respond. After an incident, the City and SMI make all efforts to perform the repairs quickly and efficiently to resume the safe and normal operations of the street. Often, these repairs come at a significant cost. Although the City has sought restitution for damages, the reality is that in most cases costs are rarely or not at all recovered.

It is expected that the infusion of additional funds will cover projected maintenance costs for the remainder of the current fiscal year. Staff will continue to evaluate measures to put in place that will reduce, if not eliminate, the need for additional funds in future years.

ENVIRONMENTAL REVIEW

The City's traffic signal and streetlight repair and maintenance activities are categorically exempt under Class 1 of the current California Quality Act Guidelines.

ALTERNATIVES

The City Council may choose:

1. The City Council may choose not to approve the appropriation request; however, this action is not recommended as vital and crucial traffic signal and street lighting maintenance services would have to cease for the remainder of the fiscal year. This may have a negative impact to the City in terms of potential liability issues that may arise from the lack of maintenance; or
2. City Council may direct staff with a desired alternative.

LEGAL REVIEW

Not required.

ATTACHMENTS

None required.

STAFF REPORT



TO: Honorable Mayor and Members of the City Council

FROM: Shannon Yauchzee, Chief Executive Officer

Steven McLean, Chief of Police

Laura Thomas, Human Resources/Risk Manager

DATE: May 6, 2020

SUBJECT: Approve the Police Department Reorganization which entails the Adoption of Resolution No. 2020-019 to Update the City of Baldwin Park Job Classification Plan, and Adoption of Resolution No. 2020-020 Amending the City of Baldwin Park Pay Schedule in Accordance with CalPERS Established Guidelines, and the Approval of a Reclassification of Lieutenant Positions and a Vacant Captain Position to the New Position of Police Commander.

SUMMARY

This report seeks Council approval of a Police Department Reorganization which involves a reclassification of Police Lieutenant positions and a current vacant Captain position to Police Commander. Approval is also being requested to allow for a future reclassification of the other Captain position once it has become vacated by the incumbent. This approval will allow for a much needed restructuring of the City of Baldwin Park Police Department and achieve long term cost savings. Finally, staff is requesting approval to update the City of Baldwin Park comprehensive pay schedule, accordingly.

RECOMMENDATION

Staff recommends that the City Council approve, ratify and adopt:

1. Resolution No. 2020-019 to modify the City of Baldwin Park's job classification plan to include a new position of Police Commander and class specification in accordance with applicable rules and regulations; and
2. Resolution No. 2020-020 to amend the City of Baldwin Park comprehensive pay schedule in accordance with CalPERS established guidelines; and
3. Approve the action of reclassifying the Police Lieutenant and Captain position to Police Commander.

FISCAL IMPACT

The difference in annual salary cost between the Police Lieutenant and Police Commander is between \$12,000 to \$16,000. The Commander position will be FSLA exempt and will not accrue any overtime; unlike the Lieutenant position which does accrue overtime per the Memorandum of Understanding. The estimated overtime savings is about \$50,000 per fiscal year and the estimated

salary savings is \$258,000. Therefore, the Police reorganization will result in a total annual estimated savings to the General Fund in the amount of \$308,000.

BACKGROUND

The Assistant Chief of Police position was approved by Council on April 15, 2020, which represented the beginning stages of a Police Department reorganization. The second phase which will complete the reorganization plan is the addition of a Police Commander classification. In accordance with 3.4 of the City's Personnel Rules and Regulations, existing Lieutenant positions and the vacant Captain position will be reclassified to Police Commander. As with all reclassifications, in spite of changes to roles and responsibilities, there is no impact on employee property rights, seniority or an employee's ability to advance within the promotional hierarchy. The Commander positions will set in motion several much awaited operational changes in the police department. This includes better control and management of police department field and administrative operations; enhanced training and development of Sergeants and Officers under their control; better span of control; increased accountability for managing division budgets; and many other efficiencies.

Only one Captain position which is currently vacant will be reclassified to Police Commander, thereby leaving the remaining Captain position unchanged, as it is currently filled by an incumbent. After that position becomes vacant, it will also be reclassified to Police Commander; thus, the long term reorganization plan under the new model will phase out the Captain and Lieutenant job classifications.

Another significant change that will occur by adding a Commander position is the department's ability to fully utilize command staff to participate in and attend community-wide events and venues without the overburdened cost of overtime. The command staff, which is comprised of Police Commanders, Assistant Chief of Police and the Police Chief meet the guidelines for FLSA exempt status as established by the Department of Labor. The duties and responsibilities of Police Commander as determined by Human Resources and the Chief Executive Officer, meets the criteria for positions that should be exempt from the overtime provisions of FLSA. They include supervision, nature and scope of responsibility and compensation received. Not only will this new organizational model save the City a significant amount of money in overtime costs, but the increased presence and involvement of command staff will yield stronger partnerships with the community at large.

Finally, the City met and conferred with PMEA in March regarding the proposed reorganization and came to a tentative agreement. However, to solidify a formal agreement, particularly the FLSA exempt status of Police Commander and other benefits, the City will need to negotiate a new contract with PMEA, which is anticipated to become effective July 1, 2020.

LEGAL REVIEW

This report has been reviewed and approved by the City Attorney as to legal form and content.

ALTERNATIVES

The City Council may provide alternative direction.

ATTACHMENTS

1. Resolution No. 2020-019 - Police Commander Class Specification
2. Police Commander Class Specifications
3. Resolution No. 2020-020 - Revised City of Baldwin Park Comprehensive Pay Schedule
4. Comprehensive Pay Schedule

STAFF REPORT

5. Proposed BP Police Department organization PowerPoint Presentation

RESOLUTION NO. 2020-019

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK ADOPTING A NEW JOB CLASSIFICATION PLAN IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS.

WHEREAS, the City of Baldwin Park, has created a new position of Police Commander and;

WHEREAS, the class specification for Police Commander has been created to reflect the essential duties, responsibilities, competencies and minimum qualifications; and

WHEREAS, the class specification for Police Commander supersedes the class specification for Police Lieutenant and reflects substantive changes to roles and responsibilities that are crucial to the operations of the Baldwin Park Police Department; and

WHEREAS, the City of Baldwin Park has attached the class specification referred to as Exhibit A.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BALDWIN PARK HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council of the City of Baldwin Park meeting in a regularly scheduled session, hereby adopts the creation of Police Commander and approves the Job Classification Plan, as modified to be effective May 6, 2020, attached here to as Exhibit A.

Section 2. This Resolution shall take effect immediately upon its adoption.

Section 3. This City Clerk shall enter this Resolution into the official book of resolutions.

PASSED, APPROVED, AND ADOPTED this 6th day of May 2020.

MANUEL LOZANO
MAYOR

ATTEST:
STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BALDWIN PARK } **SS:**

I, JEAN M. AYALA, City Clerk of the City of Baldwin Park do hereby certify that the foregoing **Resolution No. 2020-019** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **May 6, 2020** and that the same was adopted by the following vote to wit:

AYES:	COUNCIL MEMBERS:
NOES:	COUNCIL MEMBERS:
ABSENT:	COUNCIL MEMBERS:
ABSTAIN:	COUNCIL MEMBERS:

JEAN M. AYALA
CITY CLERK



City of Baldwin Park

POLICE COMMANDER

Class Specification

5/6/20

DEFINITION

To be responsible for planning, supervising, and reviewing the activities of all personnel assigned to a major division or subdivision which may include a patrol or support function. Supervision is exercised over a large staff of sworn and/or civilian personnel primarily through subordinate supervisors. May also function as an Executive Aide and provide highly responsible and complex direct administrative support to the Chief of Police.

DISTINGUISHING CHARACTERISTICS:

The administrative nature of the work requires considerable responsibility for making complex decisions regarding actions to be taken, independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances that significantly affect the operations of the police department. The Police Commander class can be distinguished from the former Police Lieutenant classification in terms of overall scope of command level responsibility and involvement in supervision, decision-making, budgeting, emergency operations, auditing, risk management, training and development of personnel and planning of the operations of a major division or subdivision.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Assistant Chief, and/or Chief of Police.

Responsibilities include direct management and supervision of sworn and non-sworn personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include:

- Plan, direct, and supervise the activities of patrol, traffic, investigation, dispatch, and/or jail personnel on an assigned unit/division.
- Interact with community organizations and represent the Police Department on various committees and boards.
- Represent the Department at various community events
- Directing or personally investigating citizen complaints about Police personnel conduct and service.
- Review the work of subordinates to insure compliance with departmental policies and procedures.
- Correct, supervise, and participate in the preparation and maintenance of reports and records.
- Provide overall technical and administrative direction to personnel on an assigned staff.

- Participating in the preparation of the budget by recommending personnel and capital needs for a division.
- Assist in administrative responsibilities involving the Departments budgeting, purchasing, personnel, and community relations' functions, conduct special studies of department functions assigned.
- Recommends comprehensive goals and objectives and is responsible for their implementation and results achieved.
- Coordinate police activities with other City departments and divisions, and with outside agencies.
- Formalize leadership development program authorized by the Chief of Police to enable effective and responsive leadership within their division.
- Develop and conduct training programs in the various phases of police activities.
- Studies crime reports and current literature in law enforcement to determine trends and make recommendations for changes in organization and operating policies and procedures;
- Prepares reports regarding crime incidents, calls, staffing, emergency operations, projects, and other indicators of department effectiveness and efficiency.
- Reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and makes recommendations to the Chief of Police as needed.
- Performs a variety of emergency management functions designated to assist with the City's Preparedness, Response and Recovery activities to all hazard events.
- Develops and maintains ongoing program reviews and updates the City's Emergency Operations Plan and prepares other plans as required.
- Researches and develops grants for assigned programs; oversees grant implementation.
- Researches and develops auditing protocols for the department, including risk management and finding efficient budgetary systems for the police department.
- Serves as the liaison for the assigned functions with other divisions, departments, and outside agencies; participates with community relations including public, media, and press relations.
- Serves as staff on a variety of boards, commissions, and committees; participates in coordinating, planning, and scheduling City special events; attends special events planning meetings.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Performs other administrative duties as assigned by the Assistant Chief of Police or Chief of Police and/or City Council.
- Performs related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

- Principles of supervision, training, and performance evaluation; and human relations and communication techniques
- Modern police practices, techniques, and methods.
- Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic, and evidence.
- Departmental rules and regulations.
- Functions and objectives of Federal, State, and other local law enforcement agencies.
- City of Baldwin Park Policies and Personnel Rules.
- Services available to the Police Department from other agencies (local, state, federal).
- Program budgeting practices and procedures.
- Methods and techniques used in providing the full range of law enforcement and crime prevention services and activities including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.
- Emergency Operations programs and emergency preparedness procedures.
- Use of firearms and other modern police equipment.
- Principles and practices of program development and administration.
- Methods and techniques of public relations. Recent court decisions and how they affect department operations.

ABILITY TO:

- Supervise, train, and evaluate assigned staff.
- Communicate with, and respond pleasantly to a demanding and diverse public in answering questions.
- Analyze situations quickly and objectively and determine proper course of action.
- Use and care for firearms.
- Communicate clearly and concisely, orally and in writing.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Deal effectively with coworkers, City officials, and the general public in routine and emergency situations.
- Provide information, give instructions, and respond to questions from the public and City employees in order to enhance public relations and employee morale.
- Prepare and review the following: budget recommendations for a division; statistics and reports on departmental activities.
- Recommend improvements in departmental operation and in the rules, regulations, and policies governing the Department.
- Meet the physical requirements established by the Department.

- Understand and review departmental budget in order to provide administrative budget oversight.
- Prepare clear and concise administrative and financial reports.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Coordinate various specialized programs and initiatives of the City of Baldwin Park Police Department.
- Coordinate the risk mitigation policy for the Baldwin Park Police Department, which includes auditing protocols and procedures for the various police department units.

MINIMUM REQUIREMENTS

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Special Note: Post Supervisory Certificate is desirable. This applies to both requirements as summarized below.

Experience:

Four years of experience in law enforcement with a public agency including one year of experience in a responsible supervisory capacity at the level of Police Sergeant, at time of appointment; **and**

Education:

Completion of a Bachelor's Degree with major work in criminal justice, criminal justice leadership, police science, business or public administration, or related field **or**

Experience:

Six years of increasingly responsible law enforcement experience in various areas within the department; **and**

Education:

A Master's Degree or higher in criminal justice, criminal justice leadership, police science, business or public administration, or related field.

Note: Class specifications are intended to be descriptive, explanatory, and not restrictive. It is intended to declare what the duties, and responsibilities and the required qualifications of any position shall be.

Council Approval Date: 5/6/20

RESOLUTION NO. 2020-020

A RESOLUTION OF THE CITY COUNCIL TO ADOPT A SALARY RESOLUTION TO ESTABLISH A COMPREHENSIVE PAY SCHEDULE FOR ALL FULL TIME EMPLOYEES, PART TIME EMPLOYEES AND ELECTED OFFICIALS IN ACCORDANCE WITH CALPERS GUIDELINES.

WHEREAS, California Employees Retirement System (CalPERS) does require all government agencies to provide and make available to the public the salary of all full-time employees, part-time employees and Elected Officials in a single salary format specified by CalPERS whenever salary adjustments are made; and

WHEREAS, the City of Baldwin Park has created a seven step salary range for the Police Commander; and

WHEREAS, the City of Baldwin Park compiled the necessary salary data to create a single salary schedule required in compliance with the requirements of CalPERS and has attached said report to this resolution as with the date, May 6, 2020.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BALDWIN PARK DOES HEREBY RESOLVE AND ORDER AS FOLLOWS:

SECTION 1. The City Council of the City of Baldwin Park adopts CC Resolution No. 2020-020 to create the Comprehensive City of Baldwin Park Pay Schedule that includes pay rate information for all full-time and part-time employees as well as Elected Officials.

PASSED, APPROVED, AND ADOPTED this 6th day of May 2020.

MANUEL LOZANO
MAYOR

ATTEST:

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BALDWIN PARK } **SS:**

I, JEAN M. AYALA, City Clerk of the City of Baldwin Park do hereby certify that the foregoing **Resolution No. 2020-020** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **May 6, 2020** and that the same was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

JEAN M. AYALA
CITY CLERK

CITY OF BALDWIN PARK

Pay Schedule
CA Code of Regulations (CCR 570.5)

Effective May 6, 2020

Elected Officials

Job Number	Title	Annual Fixed Rate
60006	Mayor	\$7,200.00
60008	City Council	\$7,200.00
60001	City Clerk (Non-Certified)	\$2,400.00
60002	City Treasurer	\$2,400.00
10005	City Commissioner (Per Meeting)	\$50.00
	Housing Authority (Per Meeting)	\$30.00

Executive Management

Job Number	Title	Annual	Monthly	Hourly
20001	Chief Executive Officer	\$250,744.77	\$20,895.40	\$120.55
20092	Director of Recreation & Community Services	\$183,921.46	\$15,326.79	\$88.42
20094	Director of Finance	\$184,267.64	\$15,355.64	\$88.59

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5
20096	Chief of Police	<i>annual</i>	\$200,289.88	\$210,304.38	\$220,819.60	\$231,860.58	\$243,453.60
		<i>monthly</i>	\$16,690.82	\$17,525.36	\$18,401.63	\$19,321.71	\$20,287.80
		<i>hourly</i>	\$96.29	\$101.11	\$106.16	\$111.47	\$117.05
20096-A	Interim Chief of Police	<i>annual</i>	\$183,857.86				
		<i>monthly</i>	\$15,321.49				
		<i>hourly</i>	\$88.39				
20097	Director of Community Development	<i>annual</i>	\$137,556.95	\$144,434.79	\$151,656.53	\$159,239.36	\$167,201.33
		<i>monthly</i>	\$11,463.08	\$12,036.23	\$12,638.04	\$13,269.95	\$13,933.44
		<i>hourly</i>	\$66.13	\$69.44	\$72.91	\$76.56	\$80.39
20037	Director of Public Works	<i>annual</i>	\$144,434.79	\$151,656.53	\$159,239.36	\$167,201.33	\$175,561.40
		<i>monthly</i>	\$12,036.23	\$12,638.04	\$13,269.95	\$13,933.44	\$14,630.12
		<i>hourly</i>	\$69.44	\$72.91	\$76.56	\$80.39	\$84.40

Unclassified Management

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
31011	Accounting Manager	<i>hourly</i>	\$45.62	\$47.90	\$50.30	\$52.81	\$55.45	\$58.23	\$61.14
		<i>monthly</i>	\$7,907.94	\$8,303.33	\$8,718.50	\$9,154.43	\$9,612.15	\$10,092.75	\$10,597.39
		<i>annual</i>	\$94,895.25	\$99,640.01	\$104,622.01	\$109,853.12	\$115,345.77	\$121,113.06	\$127,168.71
31013	Assistant Police Chief	<i>hourly</i>	\$65.47	\$68.75	\$72.18	\$75.79	\$79.58	\$83.56	\$87.74
		<i>monthly</i>	\$11,348.69	\$11,916.12	\$12,511.93	\$13,137.53	\$13,794.40	\$14,484.12	\$15,208.33
		<i>annual</i>	\$136,184.28	\$142,993.49	\$150,143.17	\$157,650.33	\$165,532.84	\$173,809.49	\$182,499.96
31050	Chief Deputy City Clerk	<i>hourly</i>	\$32.28	\$33.89	\$35.59	\$37.37	\$39.24	\$41.20	\$43.26
		<i>monthly</i>	\$5,595.26	\$5,875.02	\$6,168.78	\$6,477.21	\$6,801.07	\$7,141.13	\$7,498.18
		<i>annual</i>	\$67,143.13	\$70,500.29	\$74,025.30	\$77,726.57	\$81,612.90	\$85,693.54	\$89,978.22
31012	City Planner	<i>hourly</i>	\$43.83	\$46.02	\$48.32	\$50.74	\$53.27	\$55.94	\$58.73
		<i>monthly</i>	\$7,596.94	\$7,976.79	\$8,375.63	\$8,794.41	\$9,234.13	\$9,695.83	\$10,180.63
		<i>annual</i>	\$91,163.28	\$95,721.44	\$100,507.51	\$105,532.89	\$110,809.53	\$116,350.01	\$122,167.51
31081	Housing Manager	<i>hourly</i>	\$40.12	\$42.12	\$44.23	\$46.44	\$48.76	\$51.20	\$53.76
		<i>monthly</i>	\$6,953.45	\$7,301.12	\$7,666.18	\$8,049.49	\$8,451.96	\$8,874.56	\$9,318.29
		<i>annual</i>	\$83,441.43	\$87,613.50	\$91,994.17	\$96,593.88	\$101,423.58	\$106,494.75	\$111,819.49
31031	Human Resources/Risk Manager	<i>hourly</i>	\$50.30	\$52.81	\$55.45	\$58.23	\$61.14	\$64.20	\$67.41
		<i>monthly</i>	\$8,718.49	\$9,154.42	\$9,612.14	\$10,092.74	\$10,597.38	\$11,127.25	\$11,683.61
		<i>annual</i>	\$104,621.89	\$109,852.98	\$115,345.63	\$121,112.91	\$127,168.56	\$133,526.99	\$140,203.34

Classified Management Employees Association (CMEA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
31041	Assistant Accounting Manager	<i>hourly</i>	\$44.29	\$46.51	\$48.83	\$51.28	\$53.84	\$56.53	\$59.36
		<i>monthly</i>	\$7,677.65	\$8,061.53	\$8,464.61	\$8,887.84	\$9,332.23	\$9,798.85	\$10,288.79
		<i>annual</i>	\$92,131.83	\$96,738.42	\$101,575.34	\$106,654.11	\$111,986.81	\$117,586.15	\$123,465.46
31025	Building Official/Plan Check Supervisor	<i>hourly</i>	\$44.46	\$46.68	\$49.02	\$51.47	\$54.04	\$56.74	\$59.58
		<i>monthly</i>	\$7,706.54	\$8,091.87	\$8,496.46	\$8,921.28	\$9,367.35	\$9,835.71	\$10,327.50
		<i>annual</i>	\$92,478.46	\$97,102.39	\$101,957.51	\$107,055.38	\$112,408.15	\$118,028.56	\$123,929.99
31010	Engineering Manager	<i>hourly</i>	\$44.29	\$46.50	\$48.83	\$51.27	\$53.83	\$56.53	\$59.35
		<i>monthly</i>	\$7,676.93	\$8,060.77	\$8,463.81	\$8,887.00	\$9,331.35	\$9,797.92	\$10,287.82
		<i>annual</i>	\$92,123.14	\$96,729.29	\$101,565.76	\$106,644.05	\$111,976.25	\$117,575.06	\$123,453.81

Classified Confidential Employees Association (CCEA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
70052	Executive Secretary	<i>hourly</i>	\$22.92	\$24.07	\$25.27	\$26.54	\$27.86	\$29.26	\$30.72
		<i>monthly</i>	\$3,973.27	\$4,171.93	\$4,380.53	\$4,599.55	\$4,829.53	\$5,071.01	\$5,324.56
		<i>annual</i>	\$47,679.21	\$50,063.17	\$52,566.33	\$55,194.64	\$57,954.37	\$60,852.09	\$63,894.70
70027	Human Resources Analyst II	<i>hourly</i>	\$30.19	\$31.70	\$33.29	\$34.95	\$36.70	\$38.53	\$40.46
		<i>monthly</i>	\$5,233.24	\$5,494.90	\$5,769.65	\$6,058.13	\$6,361.04	\$6,679.09	\$7,013.05
		<i>annual</i>	\$62,798.91	\$65,938.86	\$69,235.80	\$72,697.59	\$76,332.47	\$80,149.09	\$84,156.55
	Human Resources Analyst I	<i>hourly</i>	\$27.38	\$28.75	\$30.19	\$31.70	\$33.29	\$34.95	\$36.70
		<i>monthly</i>	\$4,746.70	\$4,984.04	\$5,233.24	\$5,494.90	\$5,769.65	\$6,058.13	\$6,361.04
		<i>annual</i>	\$56,960.43	\$59,808.45	\$62,798.88	\$65,938.82	\$69,235.76	\$72,697.55	\$76,332.43
70022	Human Resources Technician	<i>hourly</i>	\$23.38	\$24.55	\$25.78	\$27.07	\$28.42	\$29.84	\$31.33
		<i>monthly</i>	\$4,052.59	\$4,255.22	\$4,467.98	\$4,691.38	\$4,925.95	\$5,172.25	\$5,430.86
		<i>annual</i>	\$48,631.11	\$51,062.67	\$53,615.80	\$56,296.59	\$59,111.42	\$62,066.99	\$65,170.34

City Employees Association (CEA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
80025	Accountant	hourly	\$26.19	\$27.50	\$28.88	\$30.32	\$31.84	\$33.43	\$35.10
		monthly	\$4,540.23	\$4,767.25	\$5,005.61	\$5,255.89	\$5,518.68	\$5,794.62	\$6,084.35
		annual	\$54,482.81	\$57,206.95	\$60,067.30	\$63,070.66	\$66,224.20	\$69,535.41	\$73,012.18
42036	Administrative Clerk I	hourly	\$14.03	\$14.73	\$15.47	\$16.24	\$17.05	\$17.91	\$18.80
		monthly	\$2,431.86	\$2,553.46	\$2,681.13	\$2,815.19	\$2,955.95	\$3,103.74	\$3,258.93
		annual	\$29,182.36	\$30,641.48	\$32,173.56	\$33,782.23	\$35,471.34	\$37,244.91	\$39,107.16
42037	Administrative Clerk II	hourly	\$15.49	\$16.26	\$17.07	\$17.93	\$18.82	\$19.77	\$20.75
		monthly	\$2,684.33	\$2,818.55	\$2,959.48	\$3,107.45	\$3,262.82	\$3,425.97	\$3,597.26
		annual	\$32,212.01	\$33,822.61	\$35,513.74	\$37,289.43	\$39,153.90	\$41,111.59	\$43,167.17
80039	Assistant Planner	hourly	\$ 26.25	\$ 27.56	\$ 28.94	\$ 30.39	\$ 31.91	\$ 33.50	\$ 35.18
		monthly	\$ 4,550.00	\$ 4,777.50	\$ 5,016.38	\$ 5,267.19	\$ 5,530.55	\$ 5,807.08	\$ 6,097.44
		annual	\$ 54,600.00	\$ 57,330.00	\$ 60,196.50	\$ 63,206.33	\$ 66,366.64	\$ 69,684.97	\$ 73,169.22
80040	Associate Engineer	hourly	\$31.28	\$32.84	\$34.48	\$36.21	\$38.02	\$39.92	\$41.91
		monthly	\$5,421.29	\$5,692.35	\$5,976.97	\$6,275.82	\$6,589.61	\$6,919.09	\$7,265.05
		annual	\$65,055.48	\$68,308.25	\$71,723.66	\$75,309.85	\$79,075.34	\$83,029.11	\$87,180.56
80058	Associate Planner	hourly	\$30.19	\$31.70	\$33.29	\$34.95	\$36.70	\$38.53	\$40.46
		monthly	\$5,233.24	\$5,494.90	\$5,769.65	\$6,058.13	\$6,361.04	\$6,679.09	\$7,013.05
		annual	\$62,798.91	\$65,938.86	\$69,235.80	\$72,697.59	\$76,332.47	\$80,149.09	\$84,156.55
80073	Building Inspector	hourly	\$25.62	\$26.90	\$28.24	\$29.65	\$31.14	\$32.69	\$34.33
		monthly	\$4,440.26	\$4,662.28	\$4,895.39	\$5,140.16	\$5,397.17	\$5,667.03	\$5,950.38
		annual	\$53,283.17	\$55,947.33	\$58,744.69	\$61,681.93	\$64,766.02	\$68,004.32	\$71,404.54
80062	Building/Engineering Permit Technician	hourly	\$18.54	\$19.46	\$20.44	\$21.46	\$22.53	\$23.66	\$24.84
		monthly	\$3,213.00	\$3,373.65	\$3,542.33	\$3,719.45	\$3,905.42	\$4,100.69	\$4,305.73
		annual	\$38,556.00	\$40,483.80	\$42,507.99	\$44,633.39	\$46,865.06	\$49,208.31	\$51,668.73
80033	Community Enhancement Officer	hourly	\$22.09	\$23.19	\$24.35	\$25.57	\$26.85	\$28.19	\$29.60
		monthly	\$3,828.77	\$4,020.21	\$4,221.22	\$4,432.28	\$4,653.90	\$4,886.59	\$5,130.92
		annual	\$45,945.29	\$48,242.55	\$50,654.68	\$53,187.41	\$55,846.78	\$58,639.12	\$61,571.08

80065	Community Enhancement Supervisor	<i>hourly</i>	\$28.95	\$30.40	\$31.92	\$33.52	\$35.19	\$36.95	\$38.80
		<i>monthly</i>	\$5,018.68	\$5,269.61	\$5,533.09	\$5,809.74	\$6,100.23	\$6,405.24	\$6,725.51
		<i>annual</i>	\$60,224.10	\$63,235.31	\$66,397.08	\$69,716.93	\$73,202.78	\$76,862.91	\$80,706.06

City Employees Association (CEA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
42048	Construction Clerk	hourly	\$17.09	\$17.95	\$18.85	\$19.79	\$20.78	\$21.82	\$22.91
		monthly	\$2,963.03	\$3,111.18	\$3,266.74	\$3,430.08	\$3,601.58	\$3,781.66	\$3,970.74
		annual	\$35,556.34	\$37,334.16	\$39,200.87	\$41,160.91	\$43,218.96	\$45,379.91	\$47,648.90
80077	Engineering Assistant	hourly	\$24.95	\$26.19	\$27.50	\$28.88	\$30.32	\$31.84	\$33.43
		monthly	\$4,323.88	\$4,540.08	\$4,767.08	\$5,005.43	\$5,255.71	\$5,518.49	\$5,794.42
		annual	\$51,886.58	\$54,480.91	\$57,204.96	\$60,065.21	\$63,068.47	\$66,221.89	\$69,532.99
42045	Finance Clerk	hourly	\$17.10	\$17.96	\$18.85	\$19.80	\$20.79	\$21.83	\$22.92
		monthly	\$2,964.29	\$3,112.51	\$3,268.13	\$3,431.54	\$3,603.12	\$3,783.27	\$3,972.44
		annual	\$35,571.52	\$37,350.10	\$39,217.60	\$41,178.48	\$43,237.41	\$45,399.28	\$47,669.24
80026	Housing Inspector	hourly	\$22.09	\$23.19	\$24.35	\$25.57	\$26.85	\$28.19	\$29.60
		monthly	\$3,828.77	\$4,020.21	\$4,221.22	\$4,432.28	\$4,653.90	\$4,886.59	\$5,130.92
		annual	\$45,945.29	\$48,242.55	\$50,654.68	\$53,187.41	\$55,846.78	\$58,639.12	\$61,571.08
42050	Housing Specialist	hourly	\$17.09	\$17.95	\$18.85	\$19.79	\$20.78	\$21.82	\$22.91
		monthly	\$2,963.03	\$3,111.18	\$3,266.74	\$3,430.08	\$3,601.58	\$3,781.66	\$3,970.74
		annual	\$35,556.34	\$37,334.16	\$39,200.87	\$41,160.91	\$43,218.96	\$45,379.91	\$47,648.90
42049	Housing Technician	hourly	\$15.54	\$16.31	\$17.13	\$17.99	\$18.89	\$19.83	\$20.82
		monthly	\$2,693.16	\$2,827.81	\$2,969.21	\$3,117.67	\$3,273.55	\$3,437.23	\$3,609.09
		annual	\$32,317.88	\$33,933.78	\$35,630.47	\$37,411.99	\$39,282.59	\$41,246.72	\$43,309.06
42020	Imaging Specialist	hourly	\$17.10	\$17.96	\$18.85	\$19.80	\$20.79	\$21.83	\$22.92
		monthly	\$2,964.29	\$3,112.51	\$3,268.13	\$3,431.54	\$3,603.12	\$3,783.27	\$3,972.44
		annual	\$35,571.52	\$37,350.10	\$39,217.60	\$41,178.48	\$43,237.41	\$45,399.28	\$47,669.24
80070	Information Systems Supervisor	hourly	\$37.92	\$39.82	\$41.81	\$43.90	\$46.10	\$48.40	\$50.82
		monthly	\$6,573.65	\$6,902.33	\$7,247.44	\$7,609.82	\$7,990.31	\$8,389.82	\$8,809.31
		annual	\$78,883.74	\$82,827.93	\$86,969.32	\$91,317.79	\$95,883.68	\$100,677.86	\$105,711.76
80043	Information Systems Support Technician	hourly	\$20.95	\$22.00	\$23.10	\$24.25	\$25.46	\$26.74	\$28.07
		monthly	\$3,631.17	\$3,812.73	\$4,003.36	\$4,203.53	\$4,413.71	\$4,634.39	\$4,866.11
		annual	\$43,574.03	\$45,752.73	\$48,040.37	\$50,442.39	\$52,964.51	\$55,612.73	\$58,393.37

City Employees Association (CEA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
80037	Management Analyst	hourly	\$27.05	\$28.41	\$29.83	\$31.32	\$32.88	\$34.53	\$36.25
		monthly	\$4,689.22	\$4,923.68	\$5,169.86	\$5,428.35	\$5,699.77	\$5,984.76	\$6,284.00
		annual	\$56,270.58	\$59,084.11	\$62,038.32	\$65,140.24	\$68,397.25	\$71,817.11	\$75,407.97
80069	Management Assistant	hourly	\$25.21	\$26.47	\$27.80	\$29.19	\$30.64	\$32.18	\$33.79
		monthly	\$4,369.92	\$4,588.42	\$4,817.84	\$5,058.73	\$5,311.67	\$5,577.25	\$5,856.12
		annual	\$52,439.10	\$55,061.05	\$57,814.11	\$60,704.81	\$63,740.05	\$66,927.05	\$70,273.41
80052	Payroll Specialist	hourly	\$21.98	\$23.08	\$24.23	\$25.44	\$26.72	\$28.05	\$29.45
		monthly	\$3,809.70	\$4,000.19	\$4,200.19	\$4,410.20	\$4,630.71	\$4,862.25	\$5,105.36
		annual	\$45,716.40	\$48,002.22	\$50,402.33	\$52,922.45	\$55,568.57	\$58,347.00	\$61,264.35
80051	Program Coordinator	hourly	\$21.44	\$22.51	\$23.63	\$24.82	\$26.06	\$27.36	\$28.73
		monthly	\$3,715.71	\$3,901.49	\$4,096.57	\$4,301.40	\$4,516.47	\$4,742.29	\$4,979.40
		annual	\$44,588.48	\$46,817.91	\$49,158.80	\$51,616.74	\$54,197.58	\$56,907.46	\$59,752.83
80031	Program Supervisor	hourly	\$27.06	\$28.42	\$29.84	\$31.33	\$32.90	\$34.54	\$36.27
		monthly	\$4,690.89	\$4,925.43	\$5,171.70	\$5,430.29	\$5,701.80	\$5,986.89	\$6,286.24
		annual	\$56,290.66	\$59,105.19	\$62,060.45	\$65,163.47	\$68,421.65	\$71,842.73	\$75,434.87
80081	Program Supervisor Y-Rated A	hourly	\$36.85						
		monthly	\$6,387.17						
		annual	\$76,646.02						
80019	Recreation & Community Operations Supervisor	hourly	\$34.40	\$36.12	\$37.93	\$39.83	\$41.82	\$43.91	\$46.10
		monthly	\$5,963.40	\$6,261.57	\$6,574.65	\$6,903.38	\$7,248.55	\$7,610.98	\$7,991.53
		annual	\$71,560.79	\$75,138.83	\$78,895.77	\$82,840.56	\$86,982.59	\$91,331.72	\$95,898.31
80035	Senior Finance Clerk	hourly	\$20.93	\$21.97	\$23.07	\$24.22	\$25.44	\$26.71	\$28.04
		monthly	\$3,627.17	\$3,808.53	\$3,998.96	\$4,198.90	\$4,408.85	\$4,629.29	\$4,860.76
		annual	\$43,526.05	\$45,702.35	\$47,987.47	\$50,386.85	\$52,906.19	\$55,551.50	\$58,329.07
42052	Senior Housing Specialist	hourly	\$21.67	\$22.76	\$23.90	\$25.09	\$26.34	\$27.66	\$29.04
		monthly	\$3,756.77	\$3,944.61	\$4,141.84	\$4,348.93	\$4,566.38	\$4,794.70	\$5,034.43
		annual	\$45,081.27	\$47,335.33	\$49,702.10	\$52,187.20	\$54,796.56	\$57,536.39	\$60,413.21

City Employees Association (CEA)									
80041	Senior Planner	<i>hourly</i>	\$ 34.72	\$ 36.45	\$ 38.27	\$ 40.19	\$ 42.20	\$ 44.31	\$ 46.52
		<i>monthly</i>	\$ 6,017.38	\$ 6,318.24	\$ 6,634.16	\$ 6,965.86	\$ 7,314.16	\$ 7,679.86	\$ 8,063.86
		<i>annual</i>	\$ 72,208.50	\$ 75,818.93	\$ 79,609.87	\$ 83,590.36	\$ 87,769.88	\$ 92,158.38	\$ 96,766.30

SEIU Employees

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
40061	Equipment Mechanic	<i>hourly</i>	\$20.81	\$21.85	\$22.94	\$24.09	\$25.29	\$26.55	\$27.88
		<i>monthly</i>	\$3,606.37	\$3,786.69	\$3,976.03	\$4,174.83	\$4,383.57	\$4,602.75	\$4,832.89
		<i>annual</i>	\$43,276.48	\$45,440.30	\$47,712.32	\$50,097.93	\$52,602.83	\$55,232.97	\$57,994.62
40054	Maintenance Worker I	<i>hourly</i>	\$17.54	\$18.41	\$19.33	\$20.30	\$21.31	\$22.38	\$23.50
		<i>monthly</i>	\$3,039.46	\$3,191.43	\$3,351.00	\$3,518.55	\$3,694.48	\$3,879.20	\$4,073.16
		<i>annual</i>	\$36,473.49	\$38,297.16	\$40,212.02	\$42,222.62	\$44,333.75	\$46,550.44	\$48,877.96
40055	Maintenance Worker II	<i>hourly</i>	\$19.29	\$20.25	\$21.27	\$22.33	\$23.45	\$24.62	\$25.85
		<i>monthly</i>	\$3,343.46	\$3,510.63	\$3,686.16	\$3,870.47	\$4,063.99	\$4,267.19	\$4,480.55
		<i>annual</i>	\$40,121.50	\$42,127.57	\$44,233.95	\$46,445.65	\$48,767.93	\$51,206.33	\$53,766.64
80021	Public Works Supervisor	<i>hourly</i>	\$29.23	\$30.70	\$32.23	\$33.84	\$35.54	\$37.31	\$39.18
		<i>monthly</i>	\$5,067.38	\$5,320.75	\$5,586.79	\$5,866.13	\$6,159.43	\$6,467.40	\$6,790.77
		<i>annual</i>	\$60,808.56	\$63,848.99	\$67,041.44	\$70,393.51	\$73,913.19	\$77,608.85	\$81,489.29
40053	Senior Equipment Mechanic	<i>hourly</i>	\$22.89	\$24.03	\$25.23	\$26.49	\$27.82	\$29.21	\$30.67
		<i>monthly</i>	\$3,966.99	\$4,165.34	\$4,373.61	\$4,592.29	\$4,821.91	\$5,063.00	\$5,316.15
		<i>annual</i>	\$47,603.93	\$49,984.13	\$52,483.33	\$55,107.50	\$57,862.87	\$60,756.02	\$63,793.82
40060	Senior Maintenance Worker	<i>hourly</i>	\$21.29	\$22.36	\$23.47	\$24.65	\$25.88	\$27.17	\$28.53
		<i>monthly</i>	\$3,690.59	\$3,875.12	\$4,068.88	\$4,272.32	\$4,485.94	\$4,710.24	\$4,945.75
		<i>annual</i>	\$44,287.14	\$46,501.49	\$48,826.57	\$51,267.89	\$53,831.29	\$56,522.85	\$59,349.00
40062	Street Sweeper Operator	<i>hourly</i>	\$19.77	\$20.76	\$21.80	\$22.89	\$24.03	\$25.23	\$26.50
		<i>monthly</i>	\$3,427.02	\$3,598.37	\$3,778.29	\$3,967.20	\$4,165.56	\$4,373.84	\$4,592.53
		<i>annual</i>	\$41,124.20	\$43,180.41	\$45,339.43	\$47,606.40	\$49,986.72	\$52,486.05	\$55,110.36

Police Officers Association (POA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5
51047	Civilian Dispatcher	<i>hourly</i>	\$23.30	\$24.46	\$25.68	\$26.97	\$28.32
		<i>monthly</i>	\$4,038.10	\$4,240.00	\$4,452.00	\$4,674.60	\$4,908.33
		<i>annual</i>	\$48,457.18	\$50,880.04	\$53,424.04	\$56,095.24	\$58,900.01
51064	Civilian Dispatcher Supervisor	<i>hourly</i>	\$31.15	\$32.71	\$34.35	\$36.06	\$37.87
		<i>monthly</i>	\$5,399.96	\$5,669.96	\$5,953.46	\$6,251.13	\$6,563.69
		<i>annual</i>	\$64,799.54	\$68,039.52	\$71,441.49	\$75,013.57	\$78,764.24
51029	Community Service Officer	<i>hourly</i>	\$23.86	\$25.05	\$26.30	\$27.62	\$29.00
		<i>monthly</i>	\$4,135.31	\$4,342.08	\$4,559.18	\$4,787.14	\$5,026.50
		<i>annual</i>	\$49,623.78	\$52,104.96	\$54,710.21	\$57,445.72	\$60,318.01
51041	Parking Enforcement Officer	<i>hourly</i>	\$23.86	\$25.05	\$26.30	\$27.62	\$29.00
		<i>monthly</i>	\$4,135.31	\$4,342.08	\$4,559.18	\$4,787.14	\$5,026.50
		<i>annual</i>	\$49,623.78	\$52,104.96	\$54,710.21	\$57,445.72	\$60,318.01
50076	Police Officer	<i>hourly</i>	\$36.35	\$38.17	\$40.08	\$42.08	\$44.19
		<i>monthly</i>	\$6,300.96	\$6,616.01	\$6,946.81	\$7,294.15	\$7,658.85
		<i>annual</i>	\$75,611.50	\$79,392.07	\$83,361.68	\$87,529.76	\$91,906.25
51039	Police Records Specialist I	<i>hourly</i>	\$17.49	\$18.36	\$19.28	\$20.25	\$21.26
		<i>monthly</i>	\$3,031.58	\$3,183.16	\$3,342.32	\$3,509.44	\$3,684.91
		<i>annual</i>	\$36,378.99	\$38,197.94	\$40,107.84	\$42,113.23	\$44,218.89
51040	Police Records Specialist II	<i>hourly</i>	\$19.30	\$20.27	\$21.28	\$22.35	\$23.46
		<i>monthly</i>	\$3,346.12	\$3,513.43	\$3,689.10	\$3,873.55	\$4,067.23
		<i>annual</i>	\$40,153.44	\$42,161.11	\$44,269.17	\$46,482.63	\$48,806.76
52085	Police Sergeant	<i>hourly</i>	\$45.54	\$47.82	\$50.21	\$52.72	\$55.36
		<i>monthly</i>	\$7,894.08	\$8,288.78	\$8,703.22	\$9,138.38	\$9,595.30
		<i>annual</i>	\$94,728.91	\$99,465.36	\$104,438.62	\$109,660.55	\$115,143.58
51062	Police Technician	<i>hourly</i>	\$24.67	\$25.90	\$27.20	\$28.56	\$29.98
		<i>monthly</i>	\$4,275.62	\$4,489.40	\$4,713.87	\$4,949.56	\$5,197.04
		<i>annual</i>	\$51,307.39	\$53,872.76	\$56,566.39	\$59,394.71	\$62,364.45

Police Officers Association (POA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5
51071	Public Safety Trainee	<i>hourly</i>	\$27.13				
		<i>monthly</i>	\$4,701.98				
		<i>annual</i>	\$56,423.71				
51065	Records Supervisor	<i>hourly</i>	\$28.59	\$30.02	\$31.52	\$33.09	\$34.75
		<i>monthly</i>	\$4,954.87	\$5,202.62	\$5,462.75	\$5,735.89	\$6,022.68
		<i>annual</i>	\$59,458.49	\$62,431.42	\$65,552.99	\$68,830.64	\$72,272.17

Police Management Employees Association (PMEA)

Job Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
30090	Police Captain	<i>hourly</i>	\$59.97	\$62.96	\$66.11	\$69.42	\$72.89	\$76.53	\$80.36
		<i>monthly</i>	\$10,394.09	\$10,913.79	\$11,459.48	\$12,032.45	\$12,634.08	\$13,265.78	\$13,929.07
		<i>annual</i>	\$124,729.03	\$130,965.48	\$137,513.75	\$144,389.44	\$151,608.91	\$159,189.36	\$167,148.83
30089	Police Commander	<i>hourly</i>	\$55.82	\$58.61	\$61.54	\$64.62	\$67.85	\$71.25	\$74.81
		<i>monthly</i>	\$9,675.93	\$10,159.72	\$10,667.71	\$11,201.09	\$11,761.15	\$12,349.21	\$12,966.67
		<i>annual</i>	\$116,111.12	\$121,916.68	\$128,012.51	\$134,413.14	\$141,133.79	\$148,190.48	\$155,600.01
30089	Police Lieutenant	<i>hourly</i>	\$51.47	\$54.04	\$56.74	\$59.58	\$62.56	\$65.69	\$68.97
		<i>monthly</i>	\$8,921.01	\$9,367.06	\$9,835.42	\$10,327.19	\$10,843.55	\$11,385.72	\$11,955.01
		<i>annual</i>	\$107,052.14	\$112,404.75	\$118,024.99	\$123,926.24	\$130,122.55	\$136,628.67	\$143,460.11

Part-Time Employees

Range Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
PT1	Cashier	hourly	\$13.00	\$13.26	\$13.53	\$13.80	\$14.07	\$14.35	\$14.64
	Youth Employment Participant	hourly	\$13.00	\$13.26	\$13.53	\$13.80	\$14.07	\$14.35	\$14.64
PT2	Recreation Leader I	hourly	\$13.26	\$13.53	\$13.80	\$14.07	\$14.35	\$14.64	\$14.93
	Nutrition Assistant	hourly	\$13.26	\$13.53	\$13.80	\$14.07	\$14.35	\$14.64	\$14.93
	Office Clerk I	hourly	\$13.26	\$13.53	\$13.80	\$14.07	\$14.35	\$14.64	\$14.93
PT3		hourly	\$13.53	\$13.80	\$14.07	\$14.35	\$14.64	\$14.93	\$15.23
PT4	Recreation Leader II	hourly	\$13.80	\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54
	Office Clerk II	hourly	\$13.80	\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54
PT5	Intern	hourly	\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85
	Police Cadet	hourly	\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85
PT6	Recreation Leader III	hourly	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16
PT7	Department Assistant	hourly	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49
	Computer Assistant	hourly	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49
	Maintenance Assistant	hourly	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49
PT8	Recreation Leader IV	hourly	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82
PT9	Maintenance Assistant II	hourly	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15
PT10	Recreation Leader V	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50
	Assistant Boxing Coach	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50
	Fleet Assistant	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50
	Building Aide	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50
PT11	Lifeguard	hourly	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50	\$17.85
PT12	Water Safety Instructor	hourly	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20
PT13	Fleet Assistant II	hourly	\$16.49	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57

Part-Time Employees									
PT14	Swim Coach	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Police Specialist	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Computer Specialist	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Program Specialist I	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Housing Specialist I	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
PT15		hourly	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32
PT16	Head Lifeguard	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
	Planning Technician	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
	Community Enhancement Technician	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
	Parking Enforcement Officer	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
PT17	Program Specialist II	hourly	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10
	Housing Specialist II	hourly	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10
	Rehabilitation Housing Specialist	hourly	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10
PT18	Head Boxing Coach	hourly	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50
PT19	Human Resources Generalist	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
	Finance Generalist	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
	Housing Generalist	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
	Aquatic Manager	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
PT20	Domestic Violence Advocate	hourly	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91	\$21.33
PT21		hourly	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91	\$21.33	\$21.75
PT22		hourly	\$19.70	\$20.10	\$20.50	\$20.91	\$21.33	\$21.75	\$22.19
PT23		hourly	\$20.10	\$20.50	\$20.91	\$21.33	\$21.75	\$22.19	\$22.63
PT24		hourly	\$20.50	\$20.91	\$21.33	\$21.75	\$22.19	\$22.63	\$23.09
PT25	Sign Language Interpreter	hourly	\$20.91	\$21.33	\$21.75	\$22.19	\$22.63	\$23.09	\$23.55
PT26		hourly	\$21.33	\$21.75	\$22.19	\$22.63	\$23.09	\$23.55	\$24.02
PT27		hourly	\$21.75	\$22.19	\$22.63	\$23.09	\$23.55	\$24.02	\$24.50

PT28		<i>hourly</i>	\$22.19	\$22.63	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99
PT29	Civilian Dispatcher	<i>hourly</i>	\$22.63	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99	\$25.49
PT30	Reserve Police Officer	<i>hourly</i>	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99	\$25.49	\$26.00

CITY OF BALDWIN PARK

Pay Schedule

CA Code of Regulations (CCR 570.5)

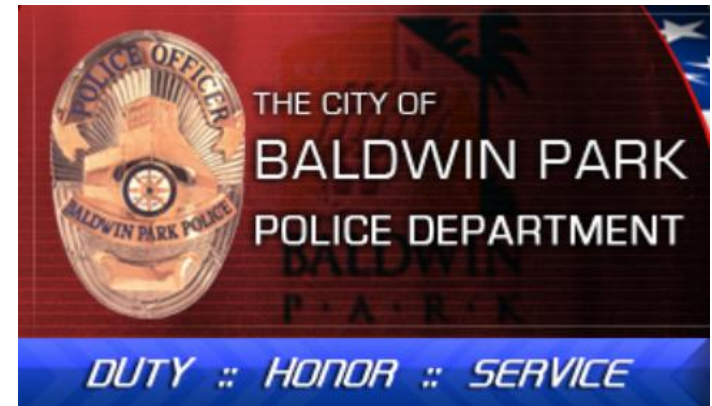
Effective January 1, 2021

Part-Time Employees									
Range Number	Title		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
PT1	Cashier	hourly					\$14.07	\$14.35	\$14.64
	Youth Employment Participant	hourly					\$14.07	\$14.35	\$14.64
PT2	Recreation Leader I	hourly				\$14.07	\$14.35	\$14.64	\$14.93
	Nutrition Assistant	hourly				\$14.07	\$14.35	\$14.64	\$14.93
	Office Clerk I	hourly				\$14.07	\$14.35	\$14.64	\$14.93
PT3		hourly			\$14.07	\$14.35	\$14.64	\$14.93	\$15.23
PT4	Recreation Leader II	hourly		\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54
	Office Clerk II	hourly		\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54
PT5	Intern	hourly	\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85
	Police Cadet	hourly	\$14.07	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85
PT6	Recreation Leader III	hourly	\$14.35	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16
PT7	Department Assistant	hourly	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49
	Computer Assistant	hourly	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49
	Maintenance Assistant	hourly	\$14.64	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49
PT8	Recreation Leader IV	hourly	\$14.93	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82
PT9	Maintenance Assistant II	hourly	\$15.23	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15
PT10	Recreation Leader V	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50
	Assistant Boxing Coach	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50
	Fleet Assistant	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50

	Building Aide	hourly	\$15.54	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50
PT11	Lifeguard	hourly	\$15.85	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50	\$17.85
PT12	Water Safety Instructor	hourly	\$16.16	\$16.49	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20
PT13	Fleet Assistant II	hourly	\$16.49	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57

PT14	Swim Coach	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Police Specialist	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Computer Specialist	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Program Specialist I	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
	Housing Specialist I	hourly	\$16.82	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94
PT15		hourly	\$17.15	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32
PT16	Head Lifeguard	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
	Planning Technician	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
	Community Enhancement Technician	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
	Parking Enforcement Officer	hourly	\$17.50	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70
PT17	Program Specialist II	hourly	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10
	Housing Specialist II	hourly	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10
	Rehabilitation Housing Specialist	hourly	\$17.85	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10
PT18	Head Boxing Coach	hourly	\$18.20	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50
PT19	Human Resources Generalist	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
	Finance Generalist	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
	Housing Generalist	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
	Aquatic Manager	hourly	\$18.57	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91
PT20	Domestic Violence Advocate	hourly	\$18.94	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91	\$21.33
PT21		hourly	\$19.32	\$19.70	\$20.10	\$20.50	\$20.91	\$21.33	\$21.75
PT22		hourly	\$19.70	\$20.10	\$20.50	\$20.91	\$21.33	\$21.75	\$22.19
PT23		hourly	\$20.10	\$20.50	\$20.91	\$21.33	\$21.75	\$22.19	\$22.63

PT24		<i>hourly</i>	\$20.50	\$20.91	\$21.33	\$21.75	\$22.19	\$22.63	\$23.09
PT25	Sign Language Interpreter	<i>hourly</i>	\$20.91	\$21.33	\$21.75	\$22.19	\$22.63	\$23.09	\$23.55
PT26		<i>hourly</i>	\$21.33	\$21.75	\$22.19	\$22.63	\$23.09	\$23.55	\$24.02
PT27		<i>hourly</i>	\$21.75	\$22.19	\$22.63	\$23.09	\$23.55	\$24.02	\$24.50
PT28		<i>hourly</i>	\$22.19	\$22.63	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99
PT29	Civilian Dispatcher	<i>hourly</i>	\$22.63	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99	\$25.49
PT30	Reserve Police Officer	<i>hourly</i>	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99	\$25.49	\$26.00



Baldwin Park Police Department REORGANIZATION

BEING RESPONSIVE AND COMMITTED TO OUR
COMMUNITY FOR A NEW MILLENNIUM AND
BEYOND

Baldwin Park Police Department

Purpose

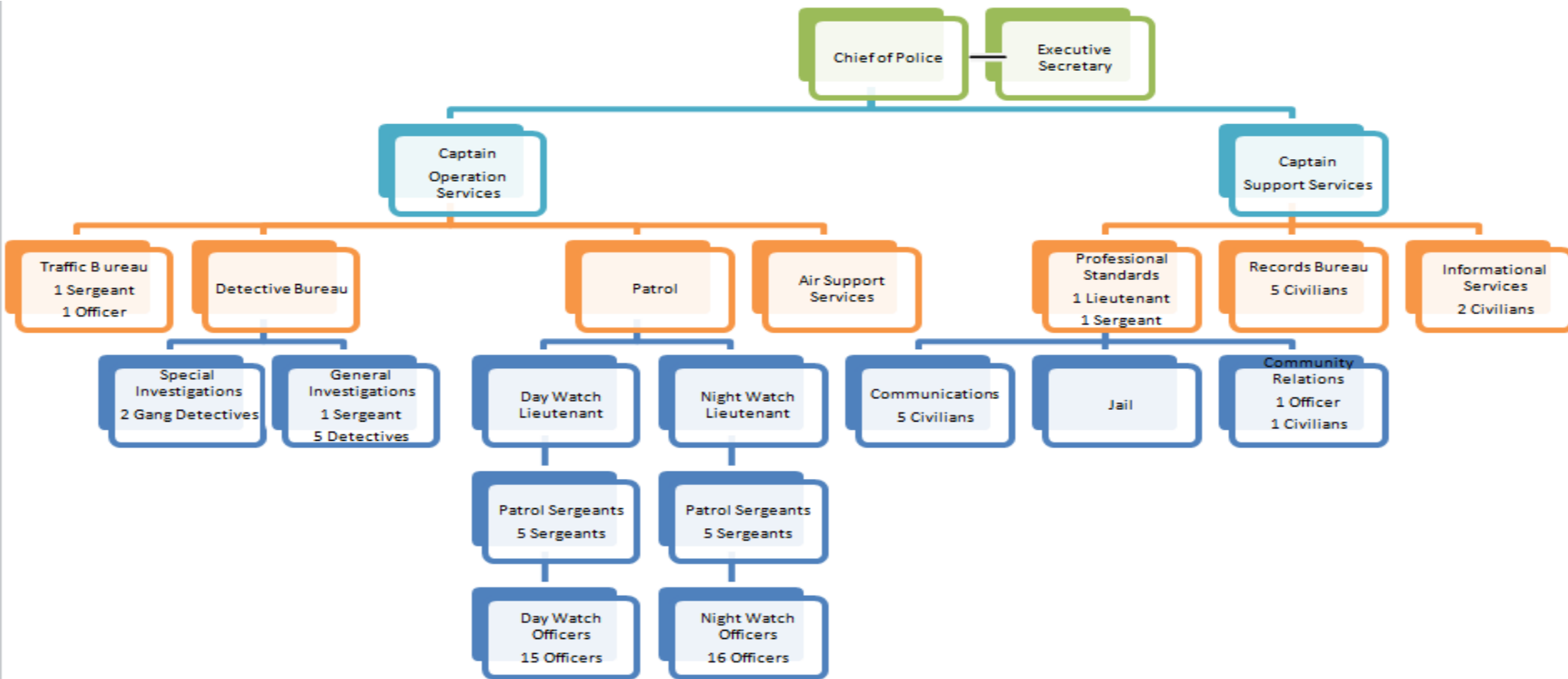
- FOCUS ON THE MISSION
- EXPAND COMMUNITY POLICING THROUGHOUT THE POLICE DEPARTMENT
- IMMEDIATE AND LONG-TERM FISCAL RESPONSIBILITY FOR LONG-TERM SUSTAINABILITY
- IMPROVE LEADERSHIP DEVELOPMENT AND MENTORSHIP
- IMPROVE OVERSIGHT, SPAN OF CONTROL, ACCOUNTABILITY, AND INCREASE EFFICIENCY
- IMPROVE SERVICES

Process Analysis

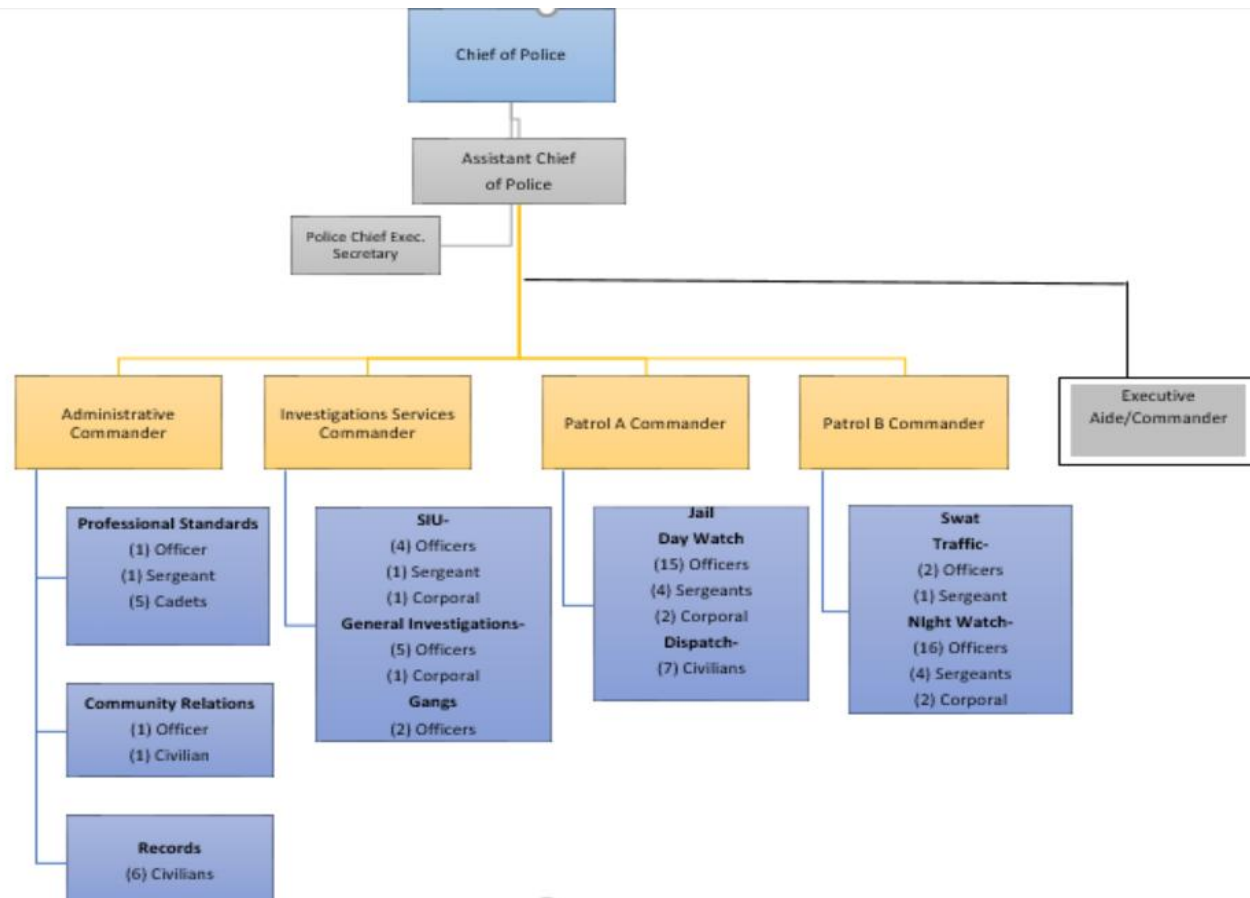
CONSIDERATIONS

- INTERNAL REVIEW(organizational structure, tasks, collateral duties, employee interview)
- EXTERNAL REVIEW(Stakeholder engagements and discussions)
- EFFECTIVE AND EFFICIENCY REVIEW
- REVIEW OF CAPITAL AND HUMAN RESOURCES
- FISCAL CONCERNS

Current Baldwin Park Police Department Organizational Chart (staffing -74 sworn)



2020 Baldwin Park Police Department Organizational Chart (current staffing 74 sworn)



WHY?

- LEADERSHIP DEVELOPMENT/MENTORSHIP
- INNOVATIVE, PRO-ACTIVE, AND RESPONSIVE
- COST-EFFECTIVENESS AND FISCAL ACCOUNTABILITY

LEADERSHIP DEVELOPMENT

1. During the evaluation process, many officers described their leadership lacking a desire or time to mentor.
2. New hierarchical structure reduces span of control and directly involves senior officers, such as corporals, to assist in various supervisory duties and responsibilities.
3. Command level officers will be appraised on their leadership and mentoring development.
4. New fiscal and auditing responsibilities will create fiscal responsibility and accountability throughout the department to achieve goals set by the Chief of Police.

INNOVATIVE, PRO-ACTIVE, AND RESPONSIVE

1. Changing Demographics and Needs of Communities requires the Baldwin Park Police Department chain of command be more efficient and streamlined.
2. Commanders WILL BE more Responsible for ensuring their subordinates are properly trained on social awareness issues as well as community outreach.
3. Better Structure to Deal with Everyday Issues and Crime Trends, Focused on Quality of Life, and reducing fear of their police department.
4. Establish a team approach for community policing- “All Hands on Deck Approach”

COST-EFFECTIVE & FISCAL ACCOUNTABILITY

1. HAD REORGANIZATION BEEN IMPLEMENTED IN 2019 THERE WOULD HAVE BEEN A SAVINGS OF \$277,706.60 CAUSED BY LIEUTENANTS WORKING OVERTIME DUE TO LIEUTENANT VACANCIES AND A LACK OF OVERSIGHT AND EFFECTIVE STRATEGY AND PROCEDURES TO REDUCE OVERTIME.
2. IN THE NEXT FIVE YEARS, USING 2019 FIGURES, THE POLICE DEPARTMENT WILL HAVE SAVED \$1,388,533.00.
3. COMMANDERS WILL NOT ACCRUE OVERTIME; SALARY SCHEDULE ADJUSTED TO INCLUDE LACK OF OVERTIME OPPORTUNITY.
4. ASSISTANT CHIEF WILL BE AT-WILL POSITION. CREATING A MORE RECEPTIVE AND ACCOUNTABLE COMMAND STAFF.
5. COMMANDERS WILL NOW BE AVAILABLE TO WORK COMMUNITY EVENTS WITHOUT ACCRUING OVERTIME.
6. CONCENTRATE FINANCIAL RESOURCES ON LINE OFFICERS WHO INTERACT WITH THE COMMUNITY THE MOST.

STAFF REPORT

TO: Honorable Mayor and City Councilmembers
FROM: Rose Tam, Finance Director
DATE: May 6, 2020
SUBJECT: The Comprehensive Annual Financial Report
For Fiscal Year 2018-19

SUMMARY

The purpose of this report is to present the City's Comprehensive Annual Financial Report (CAFR) and other reports attached herewith for fiscal year ended June 30, 2019.

RECOMMENDATION

It is recommended that the City Council receive and file the City of Baldwin Park's CAFR for fiscal year ended June 30, 2019 and all accompanying reports.

FISCAL IMPACT

There is no fiscal impact to receive and file these reports. The City's General Fund's fund balance increased by \$1.3 million (CAFR page 75) and reserve balance increased by \$924,476 from prior fiscal year (CAFR page 10 & 11).

BACKGROUND

Annually, the Finance Department prepares and publishes the City's CAFR following the completion of an independent and certified audit. The independent certified audit firm is Vasquez & Company LLP. The CAFR is an extensive report summarizing the financial activities of the City that occurred from July 1, 2018 through June 30, 2019.

The CAFR is prepared in compliance with Governmental Accounting Standards Board (GASB) standards. Pursuant to GASB guidelines, the City's CAFR is divided into three sections: Introductory, Financial and Statistical. The Introductory section contains a Letter of Transmittal. This letter includes a brief overview of the City, economic outlook, operational controls, and major initiatives. It also includes the GFOA Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ended June 30, 2018. The City has consistently received this award. The CAFR for the fiscal year ended June 30, 2019, was submitted to GFOA with the expectation of receiving this award again.

The Financial section contains the independent auditor's report, Management's Discussion & Analysis (MD&A), and the basic financial statements. The Firm of Vasquez & Company has issued an unmodified ("clean") opinion on the financial statements for the fiscal year ended June 30, 2019. This means that their examination, testing and audit procedures allowed them to conclude that the financial statements present fairly, in all material respects, the financial position of the City. This is the best opinion that the City can receive from its auditors.

The MD&A provides a narrative of how the financial report is presented and key highlights of some of the changes in financial position. The MD&A also provides tables showing comparative information

from fiscal year ended June 30, 2018 to June 30, 2019. The final section of the CAFR is the Statistical Section. This section presents data useful in analyzing the City's financial and operational history for comparative purposes. Some of the statistics tracked include financial trends, revenue capacity and debt capacity which are useful for evaluating the City's financial stability.

Article XIII-B of the California Constitution places limits on the amount of revenue that can be spent by the State and each local government entity. It is the responsibility of the City to calculate the annual appropriations limit. The City's auditors are required to review and approve the appropriations calculation as part of their audit to the City. The auditor found no exceptions to the City's calculation of the appropriations limit. The Independent Accountants' Report on Agreed-Upon Procedures Applies to Appropriations Limit Worksheet is included as Attachment 3.

The Finance

ALTERNATIVES

None

LEGAL REVIEW

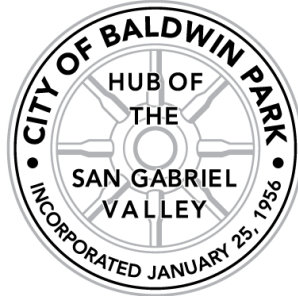
Not required

ATTACHMENTS

1. Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2019 (Posted on the City's Website under Finance. Report will be also available for viewing at the City Clerk's office when City Hall re-opens to the public)
2. Single Audit Report
3. Report on Agreed-Upon Procedures of the City's GANN Appropriation Limit

Note: Fiscal Year Financial Highlights included in auditor's PowerPoint Presentation.

ATTACHMENT #1



City of Baldwin Park Comprehensive Annual Financial Report (CAFR)

Item #13 on the Agenda – Attachment #1

1. The Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2019 can be located on the City's Website under Finance at www.baldwinpark.com . The Report will be also available for viewing at the City Clerk's office when City Hall re-opens to the public.



City of Baldwin Park
Single Audit Report
Year Ended June 30, 2019
with Report of Independent Auditors

City of Baldwin Park
Single Audit Report
Year Ended June 30, 2019
with Report of Independent Auditors

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REPORTS OF INDEPENDENT AUDITORS

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**Report of Independent Auditors on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with Government Auditing Standards**

The Honorable Mayor and Members of the City Council
City of Baldwin Park
Baldwin Park, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Baldwin Park (the City), as of and for the year ended June 30, 2019, and the related notes to the financial statements which collectively comprise the City's basic financial statements, and have issued our report thereon dated February 28, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control as described in the accompanying Schedules of Findings and Questioned Costs as Findings FS 2019-001 and FS 2019-002 that we consider to be material weaknesses.



The City's responses to the internal control findings identified in our audit are described in the accompanying schedule of findings and questioned costs. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Vagstad & Company LLP".

**Glendale, California
February 28, 2020**

**Report of Independent Auditors on Compliance for Each Major Federal Program,
on Internal Control over Compliance, and on the Schedule of Expenditures
of Federal Awards Required by the Uniform Guidance**

The Honorable Mayor and Members of the City Council
City of Baldwin Park
Baldwin Park, California

Report on Compliance for Each Major Federal Program

We have audited the City of Baldwin Park's (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2019. The City's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.



Opinion on Each Major Federal Program

In our opinion, the City complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated February 28, 2020, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

A handwritten signature in black ink that reads "Vazquez & Company LLP".

Glendale, California

March 30, 2020 except for the Schedule of Expenditures of Federal Awards,
as to which the date is February 28, 2020

City of Baldwin Park
Schedule of Expenditures of Federal Awards
Year ended June 30, 2019

Federal Grantor/Pass-Through Grantor/Program Title	CFDA Number	Pass-Through Entity Identifying Number	Passed Through to Sub recipients	Federal Expenditures
<u>U.S. Department of Housing and Urban Development</u>				
Direct Program				
*Section 8 Cluster:				
Section 8 Housing Choice Vouchers	14.871		\$ -	\$ 4,765,455
Public and Indian Housing	14.850		-	26,287
Public Housing Capital Fund	14.872		-	21,246
Community Development Block Grants/Entitlement Grants	14.218		-	992,736
Home Investment Partnerships Program	14.239		-	46,864
Total U.S. Department of Housing and Urban Development			-	5,852,588
<u>U.S. Department of Justice</u>				
Direct Program				
*Equitable Sharing Program	16.922		-	246,551
Total U.S. Department of Justice			-	246,551
<u>U.S. Department of Agriculture</u>				
Direct Program				
Summer Food Service Program for Children	10.559		-	11,463
Total U.S. Department of Agriculture			-	11,463
<u>U.S. Department of Transportation</u>				
Pass-Through Program from State of California Office of				
Traffic Safety				
Minimum Penalties for Repeat Offenders for Driving while Intoxicated	20.608	PT18007	18,679	18,679
State and Community Highway Safety	20.600	PT19007	53,721	53,721
Total U.S. Department of Transportation			72,400	72,400
Total Federal Expenditures			\$ 72,400	\$ 6,183,002

* Major program

See Notes to Schedule of Expenditures of Federal Awards.

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (SEFA) presents the activity of all federal financial assistance programs of the City of Baldwin Park, California (City). For purposes of this schedule, financial awards include federal awards received directly from a federal agency, as well as federal funds received indirectly by the City from a non-federal agency or other organization. Only the portions of program expenditures reimbursable with federal funds are reported in the accompanying schedules. Program expenditures in excess of the maximum reimbursement authorized, if any, or the portion of the program expenditures that were funded with other state, local or other non-federal funds are excluded from the accompanying schedule.

The information in the SEFA is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the SEFA presents only a selected portion of the operation of the City, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the City.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying SEFA is presented using the modified-accrual basis of accounting for governmental funds and the accrual basis of accounting for proprietary funds, which is described in Note 1 of the notes to the City's basic financial statements, except that the lending of certain federal award monies and acquisition of capital assets are reported as expenditures of federal funds. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The City has elected not to use the 10-percent de minimis indirect cost rate allowed in the Uniform Guidance.

NOTE 3 RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Grant expenditure reports as of June 30, 2019, which have been submitted to grantor agencies, will, in some cases, differ from amounts disclosed herein. The reports prepared for grantor agencies are typically prepared at a later date and often reflect refined estimates of the year-end accruals.

NOTE 4 RELATIONSHIP TO COMPREHENSIVE ANNUAL FINANCIAL REPORT

Amounts reported in the accompanying SEFA agree, in all material respects, to amounts reported within the City's Comprehensive Annual Financial Report.

City of Baldwin Park
Schedule of Findings and Questioned Costs
Year ended June 30, 2019

Section I – Summary of Auditors’ Results

Financial Statements

Type of auditors’ report issued on whether the financial statements audited were prepared in accordance with GAAP:	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	Yes (FS 2019-001 and FS 2019-002)
• Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None reported
Type of auditors’ report issued on compliance with respect to major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516(a)?	None reported

Identification of Major Programs:

<u>CFDA Number</u>	<u>Name of Federal Program</u>
14.871	Section 8 Housing Choice Vouchers
16.922	Equitable Sharing Program

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as a low-risk auditee?	Yes

Section II – Financial Statement Findings

Finding FS 2019-001 – Controls Over Timely Review and Capitalization of Capital Expenditures

Condition:

During our testing of capital assets additions and construction in progress (CIP), we noted that the City capitalized CIP of \$3.6 million which represents construction projects paid and completed in the prior year. This amount was reported as capital expenditures in the governmental funds' financial statements for the year ended June 30, 2018. However, they were not included the capital assets register and the capital assets and CIP roll forward schedule in 2018.

Cause

Lack of appropriate review process and controls to ensure that all capitalizable assets are properly capitalized and that completed projects are reported and communicated on a timely basis.

Effect

Because of this omission, the City restated its beginning net position balance to reflect the capitalization of the assets in the governmental activities financial statements.

Recommendation:

We recommend that the City implement procedures to properly identify capitalizable expenditures. The City should review all capital expenditures as they are incurred and identify projects to be capitalized and classified as Construction in Progress. The City should also implement an appropriate system for evaluating, reporting, and communicating completed construction projects with appropriate personnel.

Views of Responsible Officials and Planned Corrective Actions

Due to the staff turnover and a new financial system implementation this was a one-time occurrence. The City has implemented procedures to record capital projects to be capitalized and classified as Construction in Progress. The City will continue to update the procedures and implement the system to ensure evaluating, reporting, and communicating completed construction projects timely.

Finding FS 2019-002 – Processes and Controls Over Review of Contracts and Agreements That Have Financial Reporting Impact

Condition:

During our testing of City's loans receivable, we noted the City reported an additional \$7.4 million in loans receivable account in the FY18-19 that should have been reported in the previous fiscal years. The City's financial reporting system did not capture this transaction because it did not involve actual cash transfers, but property transfers and payment arrangements for fees.

Cause

Lack of appropriate review process and controls to ensure that all contracts and agreements are reviewed to determine financial impact.

Effect

This resulted in the restatement of the notes receivable balance and net position balance of the City's government-wide financial statements for \$7.4 million.

Recommendation:

We recommend that the City implement a process whereby all contracts and agreements approved by the City Council are reviewed on a timely basis to determine financial reporting impact. Also, the City should develop detailed written procedures documenting the procedures performed regularly by its personnel.

Views of Responsible Officials and Planned Corrective Actions

Due to the non-cash transaction, the staff in charge did not receive information regarding the transaction timely. The City has enhanced its communication and process by providing key staff with the City Council Agenda approved projects/agreements to ensure all transactions whether have immediate or future financial impact will be recorded timely.

Section III – Federal Awards Findings and Questioned Costs

No findings were noted.



www.vasquezcpa.com

Vasquez & Company LLP has 50 years of experience in performing audit, accounting & consulting services for all types of nonprofit organizations, for-profit companies, governmental entities and publicly traded companies. Vasquez is a member of the RSM US Alliance. RSM US Alliance provides its members with access to resources of RSM US LLP. RSM US Alliance member firms are separate and independent businesses and legal entities that are responsible for their own acts and omissions, and each are separate and independent from RSM US LLP. RSM US LLP is the U.S. member firm of RSM International, a global network of independent audit, tax, and consulting firms. Members of RSM US Alliance have access to RSM International resources through RSM US LLP but are not member firms of RSM International. Visit rsmus.com/about-us for more information regarding RSM US LLP and RSM International. The RSM™ logo is used under license by RSM US LLP. RSM US Alliance products and services are proprietary to RSM US LLP.



City of Baldwin Park
Report of Independent Accountants on Agreed-upon Procedures
Applied to Appropriations Limit Worksheet No. 6
Year Ended June 30, 2019

City of Baldwin Park
Report of Independent Accountants on Agreed-upon Procedures Applied
to Appropriations Limit Worksheet No. 6
Year Ended June 30, 2019

City of Baldwin Park
Appropriations Limit Worksheet No. 6
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Appropriations Limit Worksheet No. 6	3
Notes to Appropriations Limit Worksheet No. 6	4

Report of Independent Accountants on Agreed-upon Procedures Applied to Appropriations Limit Worksheet No. 6

Honorable Mayor and Members of City Council City of Baldwin Park

We have performed the procedures enumerated below to the accompanying Appropriations Limit Worksheet No. 6 of the City of Baldwin Park, California for the year ended June 30, 2019. These procedures, which were agreed to by the City of Baldwin Park, California and the League of California Cities (as presented in the League publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII B of the California Constitution*) were performed solely to assist the City of Baldwin Park, California in meeting the requirements of Section 1.5 of Article XIII B of the California Constitution. The City of Baldwin Park's management is responsible for the Appropriations Limit Worksheet No. 6.

The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representations regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures performed and our findings were as follows:

1. We obtained the completed Worksheet No. 6 for the year ended June 30, 2019 and compared the limit and annual adjustment factors included in that worksheet to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned worksheet to those that were selected by a recorded vote of the City Council.

Finding: No exceptions were noted as a result of this procedure.

2. For the accompanying Appropriations Limit Worksheet No. 6, we added last year's limit to the total adjustments, and compared the resulting amount to this year's limit.

Finding: No exceptions were noted as a result of this procedure.

3. We compared the current year information presented in the accompanying Appropriations Limit worksheet No. 6 to the other worksheets described in No. 1 above.

Finding: No exceptions were noted as a result of this procedure.



4. We compared the prior year appropriations limit presented in the accompanying Appropriations Limit Worksheet No. 6 to the prior year appropriations limit adopted by the City Council for the prior year.

Finding: No exceptions were noted as a result of this procedure.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the accompanying Appropriations Limit Worksheet No. 6. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. No procedures have been performed with respect to the determination of the appropriation limit for the base year, as defined by Article XIII B of the California Constitution.

This report is intended solely for the use of the City Council and management of the City of Baldwin Park, California and is not intended to be, and should not be, used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Vaqueria & Company LLP

Glendale, California
February 28, 2020

City of Baldwin Park
Appropriations Limit Worksheet No. 6
For the year ended June 30, 2019

Appropriations limit for fiscal year ended June 30, 2018 \$ 75,229,058
Adjustments factors for the fiscal year ended June 30, 2019

Inflation Factor (Note 3)	Population Factor (Note 4)	Combined Factor	
<u>1.0367</u>	<u>1.0032</u>	<u>1.0400</u>	0.0400

Adjustment for inflation and population 3,009,162

Other adjustments -

Total adjustments 3,009,162

Appropriations limit for fiscal year ended June 30, 2019 \$ 78,238,220

*Unaudited; see Report of Independent Accountants on Agreed-Upon Procedures applied to
Appropriations Limit Worksheet No. 6 and Accompanying Notes.*

NOTE 1 PURPOSE OF LIMITED PROCEDURES REVIEW

Under Article XIII B of the California Constitution (the Gann Spending Limitation Initiative), California governmental agencies are restricted as to the amount of annual appropriations from proceeds of taxes. Effective for years beginning on or after July 1, 1990, under Section 1.5 of Article XIII B, the annual calculation of the appropriations limit is subject to an agreed-upon procedures review in connection with the annual audit.

NOTE 2 METHOD OF CALCULATION

Under Section 10.5 of Article XIII B, for fiscal years beginning on or after July 1, 1990, the appropriations limit is required to be calculated based on the limit for the fiscal year 1986-87, adjusted for the inflation and population factors discussed at Notes 3 and 4 below.

NOTE 3 INFLATION FACTORS

A California governmental agency may adjust its appropriations limit by either the annual percentage change in the 4th quarter per capita personal income (which percentages are supplied by the State Department of Finance), or the percentage change in the local assessment roll from the preceding year due to the change of local nonresidential construction. The factor adopted by the City of Baldwin Park for the fiscal year 2018-2019 represents the annual percentage change in the State's per capita personal income.

NOTE 4 POPULATION FACTORS

A California governmental agency may adjust its appropriations limit by either the annual percentage change of the jurisdiction's own population, or the annual percentage change in population in the County where the jurisdiction is located. The factor adopted by the City of Baldwin Park for fiscal year 2018-2019 represents the annual percentage change in population for the City.

NOTE 5 OTHER ADJUSTMENTS

A California government agency may be required to adjust its appropriations limit when certain events occur, such as the transfer of responsibility for municipal services to, or from, another government agency or private entity. The City of Baldwin Park had no such adjustments for the year ended June 30, 2019.



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