

**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, June 3, 2020 at 5:00 PM. virtually.

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

NO OTHER BUSINESS WILL BE DISCUSSED

Dated: May 28, 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 June 3,
2020.



Lourdes Morales,
Chief Deputy City Clerk

AGENDA BALDWIN PARK

CITY COUNCIL SPECIAL VIRTUAL MEETING

JUNE 3, 2020
5:00 PM

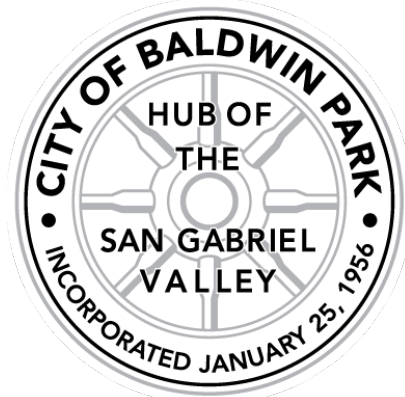
**THE COUNCIL CHAMBERS ARE CLOSED TO THE PUBLIC
IN ACCORDANCE WITH HEALTH OFFICIALS RECOMMENDATIONS**

In accordance with the Governor's Declarations of Emergency for the State of California (executive Orders N-25-20 and N-29-20) and the Governor's Stay at Home Order (Executive Order N-33-20), the Baldwin Park City Council Meetings are being conducted via teleconference to limit in-person attendance.

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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

The public is encouraged to address the City Council or any of its Agencies listed on this agenda on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the City Council or any of its Agencies, you may do so during the **PUBLIC COMMUNICATIONS** you may email your comments to City Clerk Jean M. Ayala at jayala@baldwinpark.com. Comments will be read by the City Clerk during the Meeting.

COMENTARIOS DEL PUBLICO

Se invita al público a dirigirse al Concilio o cualquiera otra de sus Agencias nombradas en esta agenda, para hablar sobre cualquier asunto publicado en la agenda o cualquier tema que esté bajo su jurisdicción. Si usted desea la oportunidad de dirigirse al Concilio o alguna de sus Agencias, podrá hacerlo durante el período de **Comentarios del Público** (Public Communications) mande por correo electrónico su comentario a la Secretaria Municipal Jean M. Ayala al jayala@baldwinpark.com. Los comentarios serán leídos por la Secretaria Municipal durante la Junta.

**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

You may email your comments to City Clerk Jean M. Ayala at jayala@baldwinpark.com before 5:10 PM. Comments will be read by the City Clerk during the Meeting.

OPEN SESSION/STUDY SESSION

- FY 2020-21 Budget Presentation 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: Todd McAvoy v. City of Baldwin Park WC Claim No. 18-136640

Case Name: Mark Harvey v. City of Baldwin Park WC Claim No. 16-126149 & 14-119784

Case Name: Ehlers v. City of Baldwin Park Case No. 2-19-CV-09864-CAS

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 June 3, 2020.



Lourdes Morales
Chief Deputy City Clerk

For further information regarding agenda items, please contact the office of the City Clerk at (626) 960-4011 ext. 466 or e-mail lmorales@baldwinpark.com.

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AGENDA

BALDWIN PARK CITY COUNCIL REGULAR MEETING

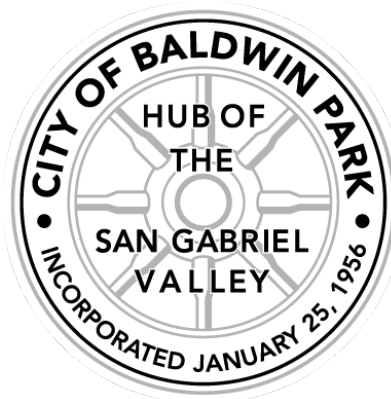
JUNE 3, 2020
7:00 PM

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**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

- Domestic Violence Presentation
Presented by the Baldwin Park Police Department - Chief of Police Steven McLean
- Baldwin Park Military Patch - Honoring the Men and Women of the Military
Presented by the Baldwin Park Police Department

PUBLIC COMMUNICATIONS

You may email your comments to City Clerk Jean M. Ayala at jayala@baldwinpark.com before 7:15 PM. Comments will be read by the City Clerk during the Meeting.

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. 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 May 6, 2020.
- B. Meeting Minutes of the Regular City Council Meeting held on May 6, 2020.
- C. Meeting Minutes of the Special City Council Meeting held on May 20, 2020.

3. Claim Rejection

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

Sedgwick CMS (Denise Trosien)

Claimant alleges Bodily Injury

4. Accounting Related Policies and Procedures and the Fraud, Waste and Abuse Policy

Staff recommends that the City Council review and approve the following accounting policies and procedures and City of Baldwin Park's fraud policy as follows:

1. Disbursement Policy and Procedures
2. Credit Card Policy and Procedures
3. Bank Reconciliation Policy and Procedures
4. ACH and Wire Transfer Policy and Procedures
5. Monthly and Annual Closing Procedures and Check List
6. Construction In Progress Policy and Procedures
7. The Fraud, Waste & Abuse Policy containing policy scope, definitions, violations, reporting procedures and employee acknowledgement form.

5. Approve Resolution No. 2020-022 and Resolution No. 2020-024 to Deny an Industrial Disability Retirement (IDR) Claim for Joseph P. Meister and Delegate Authority to the Chief Executive Officer or his/her Designee

Staff recommends that the City Council approve Resolution No. 2020-022 entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK DENYING AN INDUSTRIAL DISABILITY RETIREMENT FOR JOSEPH P. MEISTER IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS AND DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER OR HIS/HER DESIGNEE"; and approve

Resolution No. 2020-024 entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK DENYING AN INDUSTRIAL DISABILITY RETIREMENT FOR JOSEPH P. MEISTER IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS".

6. 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 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 \$328,005; and
3. Authorize the Director of Finance to appropriate \$42,805 from Fund No.235-General Plan Fees.

PUBLIC HEARING

- 7. A Request to the City Council from Planning Commission on an Amendment to City of Baldwin Park Municipal Code Chapter 153.150 (Off-Street Parking and Loading Regulation), Section: 153.150.050 (Parking Development Dimensions and Locations). Pursuant to Section 153.210 Part 15 of the City's Municipal Code (Location: Citywide; Applicant: City of Baldwin Park; Case Number : AZC-20-01)**

Staff recommends that the City hold a Public Hearing and Introduce for first reading, by title only, Ordinance 1453, entitled "AN ORDINANCE OF THE CITY OF BALDWIN PARK, CALIFORNIA, AMENDING CHAPTER 153.150, SECTION 153.150.050, OF THE CITY'S MUNICIPAL CODE RELATING TO PARKING DEVELOPMENT DIMENSIONS AND LOCATIONS".

- 8. A Resolution of the City Council of the City of Baldwin Park Confirming the Advisory Committee's Report and Levying the Assessment in the Baldwin Park Citywide Business Improvement District for Fiscal Year 2020-21**

Staff recommends that the City Council:

1. Approve the FY 2020-21 BIT budget allocation; and
2. Approve Resolution No. 2020-023, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK, CONFIRMING THE ADVISORY COMMITTEE'S REPORT AND LEVYING THE ASSESSMENT IN THE BALDWIN PARK CITYWIDE BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2020-2021".

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

Request by Mayor Manuel Lozano for discussion and consideration:

1. Discussion and deliberation on canceling the fireworks stands this year due to COVID19 and provide direction to City Staff.

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 28th day of May, 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: June 3, 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 \$ 963,465.99 and the attached General Warrants Register was \$1,677,216.09 for a total amount of \$ 2,640,682.08.

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 200884 to 200909. Additionally, Automated Clearing House (ACH) Payroll deposits were made on behalf of City Employees from control number 21196 to 21699 for the period of April 19, 2020 through May 16, 2020, inclusive; these are presented and hereby ratified in the amount of \$ 963,465.99.
2. General Warrants, with the bank drafts in the amount of \$ 659,650.45 and checks from 228758 to 229189 in the amount of \$1,017,565.64 for the period of April 28, 2020 to May 21, 2020, inclusive; in the total amount of \$1,677,216.09 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 04/28/2020 - 05/21/2020-

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228758	04/29/2020	ADVANCED INFRASTRUCTURE MANAGEMENT INC	PROFESSIONAL SERVICES	100-40-450-51100-00000	938.53
228759	04/29/2020	AIRGAS WEST	RENTAL FEES OF HELIUM TANKS	100-60-610-53100-00000	21.76
228759	04/29/2020	AIRGAS WEST	RENTAL FEES OF HELIUM TANKS	100-60-630-53100-00000	21.77
228760	04/29/2020	AMERICAN RED CROSS	FIRST AID/CPR/AED CERTIFICATES	100-60-630-53100-00000	187.50
228760	04/29/2020	AMERICAN RED CROSS	FIRST AID/CPR/AED CERTIFICATES	100-60-660-53100-00000	187.50
228760	04/29/2020	AMERICAN RED CROSS	FIRST AID/CPR/AED CERTIFICATES	100-60-670-53100-15100	187.50
228760	04/29/2020	AMERICAN RED CROSS	FIRST AID/CPR/AED CERTIFICATES	100-60-680-53100-00000	187.50
228761	04/29/2020	ANNABEL GONZALES	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	180.00
228762	04/29/2020	APEC CCTV	MAINTENANCE AND REPAIRS	100-60-620-53371-00000	374.90
228762	04/29/2020	APEC CCTV	MAINTENANCE AND REPAIRS	252-60-620-53371-00000	374.90
228763	04/29/2020	ARACELI HERNANDEZ-PULIDO	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228764	04/29/2020	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	100-60-620-53371-00000	23.52
228764	04/29/2020	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	100-60-620-53371-00000	23.52
228764	04/29/2020	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	252-60-620-53371-00000	23.52
228764	04/29/2020	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES	252-60-620-53371-00000	23.52
228765	04/29/2020	ARCHITERRA INC	PLAN CHECK COMMENT FORM	235-40-440-51101-00000	937.50
228766	04/29/2020	AT&T	PHONE AND INTERNET CHARGES	100-30-310-51100-00000	50.45
228767	04/29/2020	AT&T	PHONE & INTERNET CHARGE	100-30-310-51100-00000	1412.03
228768	04/29/2020	AT&T MOBILITY	FRAME RELAY CIRCUIT	100-30-340-53403-00000	453.75
228768	04/29/2020	AT&T MOBILITY	SERVICE FOR MOBILE DATA COMPUTERS IN PATROL	100-30-310-53403-00000	865.91
228769	04/29/2020	A-TECH SYSTEMS	MAINTENANCE OF FIRE ALARM	245-60-620-53371-00000	90.00
228769	04/29/2020	A-TECH SYSTEMS	MAINTENANCE OF FIRE ALARM	100-60-620-53371-00000	90.00
228770	04/29/2020	BRETT BJORKMAN	PPE EQUIPMENT/SUPPLIES	100-25-299-53370-17050	77850.50
228771	04/29/2020	BURRO CANYON	RANGE FEES FOR SWAT RANCE	100-30-310-51100-00000	100.00
228772	04/29/2020	BUSINESS CARD	DISPOSABLES/SANTI CLOTHS	100-25-299-53370-17050	135.78
228772	04/29/2020	BUSINESS CARD	STRONGER TOGETHER STICKERS	100-25-299-53370-17050	195.88
228772	04/29/2020	BUSINESS CARD	THERMOMETER	100-25-299-53370-17050	258.80
228772	04/29/2020	BUSINESS CARD	SOFA BED FOR CHIEF'S OFFICE	100-25-299-53370-17050	383.24
228772	04/29/2020	BUSINESS CARD	FLYERS	100-25-299-53370-17050	395.84
228772	04/29/2020	BUSINESS CARD	SPIT SOCK HOOD	100-25-299-53370-17050	450.00
228772	04/29/2020	BUSINESS CARD	EQUIPMENT FOR E.O.C TEAM	100-25-299-53370-17050	700.67
228772	04/29/2020	BUSINESS CARD	FLASHLIGHTS FOR PATROL	100-25-299-53370-17050	1031.86
228772	04/29/2020	BUSINESS CARD	THERMOMETERS	100-25-299-53370-17050	134.66
228772	04/29/2020	BUSINESS CARD	BATTERIES	100-25-299-53370-17050	49.24
228772	04/29/2020	BUSINESS CARD	INTERNANTIONAL TRANSACATION FEE	100-25-299-53370-17050	4.82
228772	04/29/2020	BUSINESS CARD	KN95 MASKS FOR DEPARTMENT	100-25-299-53370-17050	160.50
228772	04/29/2020	BUSINESS CARD	HARD DRIVE	100-25-299-53370-17050	175.16
228772	04/29/2020	BUSINESS CARD	HAND SANITIZER	100-25-299-53370-17050	1422.03
228772	04/29/2020	BUSINESS CARD	PART REPLACEMENT	100-30-310-51100-00000	219.00
228772	04/29/2020	BUSINESS CARD	UNINTERRUPTED POWER SUPPLY	100-30-360-53100-00000	577.83
228772	04/29/2020	BUSINESS CARD	SCANNERS FOR RECORES & ADMIN	100-30-370-53100-00000	2562.15
228772	04/29/2020	BUSINESS CARD	HARD DRIVES	100-30-370-53100-00000	284.64
228772	04/29/2020	BUSINESS CARD	TRAINING FOR LT HOFFORD	501-30-000-22410-00000	126.00
228772	04/29/2020	BUSINESS CARD	SUPERVISORS TRAINING COURSE	501-30-000-22410-00000	409.98
228772	04/29/2020	BUSINESS CARD	TRAINING FOR EVIDENCE TRCHINICIAN HUERTA	501-30-000-22410-00000	395.00
228772	04/29/2020	BUSINESS CARD	TRAINING FOR OFFICER CAMACHO	501-30-000-22410-00000	315.00
228772	04/29/2020	BUSINESS CARD	TRAINING FOR OFFICERS	501-30-000-22410-00000	285.00
228772	04/29/2020	BUSINESS CARD	REPLENISH TOLL ROAD ACCOUNT	501-30-000-22410-00000	45.00
228772	04/29/2020	BUSINESS CARD	PEACE OFFICER TABS FOR BACKGROUND PACKETS	501-30-000-22410-00000	98.91
228772	04/29/2020	BUSINESS CARD	CITY ATTORNEY WEBINAR	501-30-000-22410-00000	125.00
228772	04/29/2020	BUSINESS CARD	TRAINING FOR OFFICER RODAS	501-30-000-22410-00000	315.00
228772	04/29/2020	BUSINESS CARD	CREDIT	100-25-299-53370-17050	-258.80
228773	04/29/2020	CANON FINANCIAL SERVICES	LEASE PAYMENTS FOR 2 CANON IR6555 COPIERS	401-10-141-58140-11504	404.05
228774	04/29/2020	CAROL HITYNH	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	330.00
228775	04/29/2020	CELL BUSINESS EQUIPMENT	MAINTENANCE FOR CANON COPIERS	401-10-141-53371-11504	168.63
228776	04/29/2020	CHUCAS ESCOBAR	COVID-19 FIELD SIGNS	100-25-299-53370-17050	735.84
228777	04/29/2020	COMMERCIAL DOOR OF ANAHEIM INC	REPAIRS MADE TO GATE AT CITY YARD	100-60-620-53371-00000	325.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228778	04/29/2020	CYNTHIA FLORES	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	120.00
228779	04/29/2020	DANIEL ARELLANO	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	180.00
228780	04/29/2020	DENAE WILCOX	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228781	04/29/2020	DORA LUGO	PURCHASE OF VERIZON JETPACK	501-60-000-22327-00000	60.00
228782	04/29/2020	DOROTHY J. ROBLEDO	REFUND FOR BASIC PROGRAM	100-60-000-42602-00000	60.00
228783	04/29/2020	ECORP CONSULTING INC	CEOA RELATED SERVICES FOR PROPOSED	100-40-000-22338-14132	330.00
228784	04/29/2020	ELIA I. GUEVARA	REFUND FOR BASIC PROGRAM	100-60-000-42602-00000	120.00
228785	04/29/2020	ELIZABETH SANCHEZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	1584.00
228786	04/29/2020	ERIK ZARATE	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228787	04/29/2020	ERIKA MUNOZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	225.00
228788	04/29/2020	EVELYN BOLDEN	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228789	04/29/2020	FEDEX OFFICE	DELIVERY BACKGROUND PACKET	100-30-360-53100-00000	20.93
228789	04/29/2020	FEDEX OFFICE	DELIVERY BACKGROUND PACKET	100-30-360-53100-00000	31.32
228790	04/29/2020	FRONTIER COMMUNICATIONS	FRONTIER CHARGES	100-30-310-53403-00000	122.19
228791	04/29/2020	GLADYS PEREZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	120.00
228792	04/29/2020	GRACE PHUNG	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	180.00
228793	04/29/2020	GRAINGER, INC.	PROTECTIVE COVERINGS	901-40-410-53100-14310	61.04
228793	04/29/2020	GRAINGER, INC.	MATERIALS & SUPPLIES FOR BUILDING MAINTENANCE	100-60-620-53100-00000	38.06
228793	04/29/2020	GRAINGER, INC.	MATERIALS & SUPPLIES	100-60-620-53100-00000	62.65
228793	04/29/2020	GRAINGER, INC.	MATERIALS & SUPPLIES	252-60-620-53100-00000	62.65
228794	04/29/2020	INDEPENDENT CITIES ASSOCIATION	CITY OF BALDWIN PARK MEMBERSHIP	100-25-299-53330-00000	3438.09
228795	04/29/2020	ISELA HERNANDEZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228796	04/29/2020	JACQUELINE SALMON	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	15.00
228797	04/29/2020	JERRY BALTIERRA	REFUND FOR BASIC PROGRAM	100-60-000-42602-00000	180.00
228798	04/29/2020	JOAQUIN RDEZA	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	80.00
228799	04/29/2020	JOHANNA ESPERICUETA	REFUND FOR BASIC PROGRAM	100-60-000-42602-00000	60.00
228800	04/29/2020	JONY W. CAMINOS	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	80.00
228801	04/29/2020	JOSIE SMITH	REFUND OF FACILITY RESERVATION	100-60-000-45601-00000	500.00
228802	04/29/2020	JULIA RAMOS	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	180.00
228803	04/29/2020	KATRUZCA NAVARRO	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228804	04/29/2020	KEYSTONE UNIFORMS	UNIFORM FOR OFFICER GARCIA	100-30-340-53100-00000	199.28
228804	04/29/2020	KEYSTONE UNIFORMS	UNIFORM FOR TRAINEE MORENO	100-30-310-51100-00000	109.00
228804	04/29/2020	KEYSTONE UNIFORMS	UNIFORM FOR TRAINEE MORENO	100-30-340-53100-00000	740.66
228804	04/29/2020	KEYSTONE UNIFORMS	UNIFORM FOR TRAINEE MORENO	100-30-310-51100-00000	109.00
228804	04/29/2020	KEYSTONE UNIFORMS	UNIFORM FOR TRAINEE MORENO	100-30-340-53100-00000	740.66
228804	04/29/2020	KEYSTONE UNIFORMS	UNIFORM FOR OFFICER IP	100-30-340-53100-00000	436.26
228805	04/29/2020	KING BOLT COMPANY	MATERIALS & SUPPLIES	100-60-620-53100-00000	27.60
228805	04/29/2020	KING BOLT COMPANY	MATERIALS & SUPPLIES	252-60-620-53100-00000	27.60
228806	04/29/2020	KNIGHT COMMUNICATIONS	INFORMATION SERVICES SUPPORT FOR POLICE DEPT	100-30-310-51100-00000	8000.00
228806	04/29/2020	KNIGHT COMMUNICATIONS	INFORMATION SERVICES SUPPORT FOR POLICE DEPT	100-30-310-51100-00000	8000.00
228807	04/29/2020	LAC + USC MEDICAL CENTER	SART TEST FOR INCIDENT	100-30-310-51100-00000	1043.46
228808	04/29/2020	LAWRENCE HERNANDEZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	75.00
228809	04/29/2020	LEXIS NEXIS	DRUG TESTING	100-30-310-53100-00000	489.24
228810	04/29/2020	LIANA HERNANDEZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228811	04/29/2020	LILI TANG	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	165.00
228812	04/29/2020	LINDA GUTIERREZ	REFUND OF FACILITY RESERVATION	501-60-000-22333-00000	100.00
228813	04/29/2020	LLUVIA K CARDENAS	INTERPRETER AND TRANSLATOR	100-10-110-51101-00000	200.00
228814	04/29/2020	MARGARITA VARGAS-RODRIGUEZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	180.00
228815	04/29/2020	MARIA ARELLANO	REFUND FOR BASIC PROGRAM	100-60-000-42602-00000	60.00
228815	04/29/2020	MARIA ARELLANO	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	80.00
228816	04/29/2020	MARIA MORENO	REIMBURSEMENT	100-25-299-53370-17050	60.00
228816	04/29/2020	MARIA MORENO	REIMBURSEMENT FOR FOREHEAD THERMOMETERS	100-25-299-53370-17050	694.65
228817	04/29/2020	MAURICIO CASTILLO	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	75.00
228818	04/29/2020	MAYRA GUADALUPE ORTIZ-GARCIA	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228819	04/29/2020	MAYRA GUZMAN	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	30.00
228820	04/29/2020	MICHELLE SANTANA	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228821	04/29/2020	MIGUEL VILLANUEVA LUCIO	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	120.00
228822	04/29/2020	MINH HO DUONG	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	120.00
228823	04/29/2020	MIRIAM CARAVEO	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	80.00
228824	04/29/2020	MONCIA J. MARTINEZ	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	95.00
228825	04/29/2020	MONICA ISORDIA	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	95.00
228826	04/29/2020	NADIA CABADAS	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	180.00
228827	04/29/2020	NANCY GUZMAN	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	30.00
228828	04/29/2020	NANCY MARISOL MEJIA	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228829	04/29/2020	NICE CLEANERS	CLEANING SERVICES FOR JAIL	100-30-370-51101-00000	80.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228830	04/29/2020	OFFICE DEPOT INC	MATERIALS AND SUPPLIES	100-30-360-53100-00000	697.36
228830	04/29/2020	OFFICE DEPOT INC	MATERIALS AND SUPPLIES	100-30-360-53100-00000	75.00
228831	04/29/2020	PATRICIA SANCHEZ	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	45.00
228832	04/29/2020	PSYCHEMEDICS CORP	DRUG TESTING	100-30-310-51100-00000	61.00
228833	04/29/2020	QUALITY MATERIAL HANDLING INC	SHELVES FOR THE COMMUNITY CENTER	100-60-610-53390-00000	641.98
228834	04/29/2020	RUDY REYES	REFUND FOR BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	60.00
228835	04/29/2020	SIRCHIE FINGER PRINT LABORATORIES	SUPPLIES FOR EVIDENCE	100-30-310-53100-00000	105.01
228836	04/29/2020	SMART & FINAL	MATERIALS & SUPPLIES	501-60-000-22328-00000	43.26
228837	04/29/2020	SONIA PENA	REFUND FOR BASIC PROGRAM	100-60-000-42602-00000	60.00
228837	04/29/2020	SONIA PENA	REFUND FOR SPRING DAY CAMP	100-60-000-42602-00000	80.00
228838	04/29/2020	SPARKLETTIS	WATER AND COFFEE SUPPLIES	100-60-620-53100-00000	980.23
228839	04/29/2020	STERICYCLE, INC.	COLLECTION OF BIOHAZARD MATERIALS	100-30-360-53100-00000	85.83
228840	04/29/2020	SUNSTATE EQUIPMENT CO	BOOM LIFT RENTAL	100-60-620-53391-00000	974.37
228841	04/29/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES	252-60-620-53371-00000	57.00
228841	04/29/2020	TERMINIX INTERNATIONAL	PROFESSIONAL SERVICES	905-40-410-53371-14621	83.00
228841	04/29/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES	100-60-620-53371-00000	74.50
228841	04/29/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES	252-60-620-53371-00000	17.50
228842	04/29/2020	THE GEO GROUP INC	JAIL OPERATIONS	100-30-370-51100-00000	30184.05
228842	04/29/2020	THE GEO GROUP INC	JAIL OPERATIONS	100-30-370-51100-00000	43262.31
228843	04/29/2020	THE SAUCE CREATIVE SERVICES CORP	PRINTING SERVICES OF POSTCARDS FOR LEAD	100-60-660-53320-00000	169.73
228843	04/29/2020	THE SAUCE CREATIVE SERVICES CORP	PRINTING SERVICES	100-10-100-53320-00000	1777.19
228844	04/29/2020	THE SHREDDERS	DESTRUCTION OF DOCUMENTS	100-30-320-53100-00000	73.00
228845	04/29/2020	THELMA CARRASCO	REFUND FOR SPRING DAY CAMP	100-60-000-42602-00000	80.00
228846	04/29/2020	TPX COMMUNICATIONS CO	LOCAL LONG DISTANCE AND DATA NETWORK	401-10-141-53403-11506	7098.71
228847	04/29/2020	U.S. POSTAL SERVICE	ANNUAL USPS MARKETING MAIL PERMIT	100-60-610-51100-11400	240.00
228848	04/29/2020	USA ALARM SYSTEMS, INC.	FIRE CODE INSPECTION	100-60-620-53371-00000	390.00
228849	04/29/2020	WALTER ALAS	REFUND FO BASIC PROGRAM REGISTRATION	100-60-000-42602-00000	15.00
228850	04/29/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	96.52
228850	04/29/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	55.28
228850	04/29/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	47.93
228850	04/29/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	96.52
228850	04/29/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	55.28
228850	04/29/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	47.93
228850	04/29/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	47.93
228851	04/29/2020	YANHUA HUANG	REFUND FOR SPRING DAY CAMP REGISTRATION	100-60-000-42602-00000	80.00
228852	05/06/2020	A-1 CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER, EXPANSION	240-50-520-58100-15101	9300.00
228852	05/06/2020	A-1 CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER, EXPANSION	244-50-520-58100-15101	5674.35
228852	05/06/2020	A-1 CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER, EXPANSION	245-50-520-58100-15101	4575.20
228852	05/06/2020	A-1 CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER, EXPANSION	251-50-520-58100-15101	1891.45
228852	05/06/2020	A-1 CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER, EXPANSION	254-50-520-58100-15101	10402.50
228852	05/06/2020	A-1 CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER, EXPANSION	255-50-520-58100-15101	24026.12
228853	05/06/2020	ACTION DESIGNZ LLC	FACE MASK	100-25-299-53370-17050	328.50
228854	05/06/2020	ANTHONY VAZQUEZ	PAPA-WEBINAR-MAY 13, 2020	240-50-550-53350-15705	40.00
228855	05/06/2020	AUTOMATION SOLUTIONS, INC.	DISCONNECT SUB PANEL B	402-50-590-53110-16140	964.50
228856	05/06/2020	BALDWIN PARK COMMUNITY CENTER	SPORTS SCHOLARSHIP SUBSIDY	220-40-420-53360-14891	116.30
228857	05/06/2020	BEST BUY BUSINESS ADVANTAGE ACCOUNT	VERIZON JETPACK TO PROVIDE HOTSPOT	100-25-299-53370-17050	109.48
228858	05/06/2020	BILL WRIGHTS PAINT	SPECIALIZED SPRAY PAINT	245-50-570-53100-15040	357.34
228859	05/06/2020	BLADES GROUP LLC	MATERIALS FOR POTHOLE REPAIRS AND	240-50-551-53100-15705	2172.48
228860	05/06/2020	CHARTER COMMUNICATIONS HOLDINGS, LLC	INTERNET CHARGES	100-30-310-53403-00000	411.23
228861	05/06/2020	CHICAS ESCOBAR	12 SIGNS	100-25-299-53370-17050	1779.38
228861	05/06/2020	CHICAS ESCOBAR	COVID-19 GUADALAJARA GRILL	100-25-299-53370-17050	651.53
228861	05/06/2020	CHICAS ESCOBAR	500 SIGNS	100-25-299-53370-17050	547.5
228862	05/06/2020	CINTAS FIRST AID & SAFETY	FIRST AID SUPPLIES	402-50-590-53100-00000	184.46
228862	05/06/2020	CINTAS FIRST AID & SAFETY	MATERIALS FOR THE FIRST AID KITS	100-60-610-53100-00000	60.79
228862	05/06/2020	CINTAS FIRST AID & SAFETY	MATERIALS FOR THE FIRST AID KITS	100-60-630-53100-00000	32.52
228862	05/06/2020	CINTAS FIRST AID & SAFETY	MATERIALS FOR THE FIRST AID KITS	100-60-660-53100-00000	9.36
228862	05/06/2020	CINTAS FIRST AID & SAFETY	MATERIALS FOR THE FIRST AID KITS	100-60-670-53100-15100	9.36
228862	05/06/2020	CINTAS FIRST AID & SAFETY	MATERIALS FOR THE FIRST AID KITS	100-60-680-53100-00000	9.36
228862	05/06/2020	CINTAS FIRST AID & SAFETY	MATERIALS FOR THE FIRST AID KITS	501-60-000-22325-00000	45.83
228862	05/06/2020	CINTAS FIRST AID & SAFETY	MATERIALS FOR THE FIRST AID KITS	501-60-000-22329-00000	209.39
228863	05/06/2020	DD OFFICE PRODUCTS	CITY WIDE COPY PAPER	401-10-141-53100-11504	1443.21
228864	05/06/2020	DE LAGE LANDEN	LEASE & MAINTENANCE PAYMENTS FOR SHARP	401-10-141-53371-11504	135.30
228864	05/06/2020	DE LAGE LANDEN	LEASE & MAINTENANCE PAYMENTS FOR SHARP	401-10-141-58140-11504	247.40
228865	05/06/2020	DUNN-EDWARDS CORP	PAINT TO REMOVE GRAFFITI	245-50-570-53100-14885	230.04
228866	05/06/2020	EAGLE AUTO COLLISION	VEHICLE REPAIRS	402-50-590-53371-00000	250.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228867	05/06/2020	ED BUTTS FORD	MAINTENANCE AND REPAIRS FOR POLICE VEHICLES	402-50-591-53100-00000	359.98
228868	05/06/2020	ELIA I. GUEVARA	REFUND FOR YOUTH FLAG FOOTBALL REGISTRATION	501-60-000-22326-00000	50.00
228869	05/06/2020	ESRI	ARCGIS ONLINE CREATOR TERM LICENSE	235-40-440-58105-00000	500.00
228870	05/06/2020	FALCON FUELS INC	DIESEL FUEL, 1.000 GALLONS, DELIVERED 3-27-20	402-50-590-53110-16140	1081.90
228870	05/06/2020	FALCON FUELS INC	DIESEL FUEL, 1.000 GALLONS, DELIVERED 3-27-20	402-50-591-53110-16140	1622.86
228871	05/06/2020	FRONTIER COMMUNICATIONS	TELEPHONE USAGE - LOCAL CALLS	401-10-141-53403-11506	1429.35
228872	05/06/2020	GABRIELA GARCIA	REFUND FOR YOUTH FLAG FOOTBALL REGISTRATION	501-60-000-22326-00000	50.00
228873	05/06/2020	GRAINGER, INC.	MISCELLANEOUS SUPPLIES	402-50-590-53100-00000	80.48
228873	05/06/2020	GRAINGER, INC.	MATERIAL AND SUPPLIES	240-50-551-53100-15705	90.12
228873	05/06/2020	GRAINGER, INC.	MATERIAL AND SUPPLIES	240-50-551-53100-15705	9.79
228874	05/06/2020	GREENSIDE CARPET & DUCT CLEANING SERVICE, INC.	SUPPLIES FOR THE COMMUNITY CENTER	501-60-000-22328-00000	1155.00
228875	05/06/2020	GREG RUVOLO	BARRICADES, RESTROOM WITH SINK	100-25-299-53370-17050	3063.30
228876	05/06/2020	GRIMCO INC	SUPPLIES FOR TRAFFIC PRINTER	245-50-550-53100-15622	410.61
228877	05/06/2020	GUADALUPE ALBINO	REFUND OF SECURITY DEPOSIT	501-60-000-22326-00000	50.00
228878	05/06/2020	H&I HOLDING CORP	LANDSCAPE SERVICE AT MCNEIL MANOR	905-40-410-53371-14305	230.00
228879	05/06/2020	HOME DEPOT	SPECIALIZED SPRAY PAINTS	254-50-570-53100-14885	150.02
228879	05/06/2020	HOME DEPOT	HOOKS, BUNGEE CORD	100-25-299-53370-17050	84.47
228879	05/06/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	20.87
228879	05/06/2020	HOME DEPOT	MISCELLANEOUS SUPPLIES	240-50-550-53100-15705	88.05
228880	05/06/2020	HONEYCOTT, INC	A SWARM OF HONEYBEES	251-50-560-51100-00000	120.00
228881	05/06/2020	INTERSTATE BATTERIES	BATTERIES FOR ALL CITY VEHICLE AND POLICE	402-50-590-53100-00000	259.98
228881	05/06/2020	INTERSTATE BATTERIES	BATTERIES FOR ALL CITY VEHICLE AND POLICE	402-50-590-53100-00000	217.74
228882	05/06/2020	JC'S PLUMBING & BACKFLOW SVC	PLUMBING REPAIRS	100-60-620-53371-00000	98.00
228882	05/06/2020	JC'S PLUMBING & BACKFLOW SVC	PLUMBING REPAIRS	100-60-620-53371-00000	171.55
228883	05/06/2020	JEHP CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	53.59
228884	05/06/2020	JOSEPH MCCANN	REFUND OF SECURITY DEPOSIT	246-00-000-22540-00000	300.00
228885	05/06/2020	JUST REWARDS	GIFT CARDS FOR EMPLOYEE TRANSPORTATION	231-50-540-53120-00000	111.50
228886	05/06/2020	MARIA ALCAZAR	REFUND FOR YOUTH FLAG FOOTBALL REGISTRATION	501-60-000-22326-00000	50.00
228887	05/06/2020	MARIPOSA LANDSCAPES INC.	VARIOUS IRRIGATION WORK TO SUPPLEMENT AND/	251-50-562-51100-00000	635.62
228888	05/06/2020	MCCAIN INC	MISCELLANEOUS REPLACEMENT PARTS FOR	245-50-550-53100-15622	1089.74
228889	05/06/2020	MIDWEST MOTOR SUPPLY	GRAFFITI REMOVAL CHEMICAL	240-50-570-53100-15705	16.79
228889	05/06/2020	MIDWEST MOTOR SUPPLY	MATERIAL AND SUPPLIES	402-50-590-53100-00000	261.71
228889	05/06/2020	MIDWEST MOTOR SUPPLY	MATERIAL AND SUPPLIES	402-50-590-53100-00000	749.07
228890	05/06/2020	MINGGANG SUN	REFUND OF SECURITY DEPOSIT	246-00-000-22540-00000	271.35
228891	05/06/2020	MONICA G KILLEN	STATE OF THE CITY SPEECH	100-10-100-53372-16143	720.00
228892	05/06/2020	MONICA HIDALGO	REFUND OF SECURITY DEPOSIT	246-00-000-22540-00000	388.00
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	23.59
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	245-50-581-53100-15510	125.90
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	240-50-570-53100-14885	15.17
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	245-50-581-53100-15510	18.60
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	245-50-581-53100-15510	24.71
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	245-50-581-53100-15510	1.14
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	245-50-581-53100-15510	114.88
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	245-50-581-53100-15510	3.48
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	245-50-581-53100-15510	12.09
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	100-25-299-53370-17050	180.51
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE &	402-50-590-53100-00000	126.94
228893	05/06/2020	NICHOLS LUMBER & HARDWARE	MATERIAL AND SUPPLIES	100-25-299-53370-17050	17.51
228894	05/06/2020	NIKKI CLABORN	MATERIALS & SUPPLIES	501-60-000-22326-00000	50.00
228895	05/06/2020	OMEGA INDUSTRIAL SUPPLY INC	MATERIAL AND SUPPLIES	100-25-299-53370-17050	828.22
228896	05/06/2020	PACIFIC PRODUCTS & SERVICES	MATERIALS AND SUPPLIES	254-50-550-53100-15622	366.93
228896	05/06/2020	PACIFIC PRODUCTS & SERVICES	MATERIALS AND SUPPLIES	254-50-550-53100-15622	304.44
228897	05/06/2020	PASCAL VIEL	REFUND OF SECURITY DEPOSIT	246-00-000-22540-00000	15000.00
228898	05/06/2020	PREMIERE FUELING SERVICES INC	MONTHLY DESIGNATED OPERATOR INSPECTION	402-50-590-53110-16140	200.00
228899	05/06/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-571-51101-00000	20.68
228899	05/06/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-571-51101-00000	45.03
228899	05/06/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-571-51101-00000	149.14
228899	05/06/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-571-51101-00000	116.13
228899	05/06/2020	PRIME POWER EQUIPMENT	24 REUSABLE EAR LOOP MASK	100-25-299-53370-17050	196.84
228899	05/06/2020	PRIME POWER EQUIPMENT	24 REUSABLE EAR LOOP AND FILTERS	100-25-299-53370-17050	196.84
228899	05/06/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-560-51101-00000	28.26
228899	05/06/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-560-51101-00000	32.22
228899	05/06/2020	PRIME POWER EQUIPMENT	REPAIRS OF SMALL POWER TOOLS	251-50-560-51101-00000	116.59
228899	05/06/2020	PRIME POWER EQUIPMENT	MULTIUSE BANDANA AND GLOVES	100-25-299-53370-17050	147.76
228900	05/06/2020	RICOH USA INC	LEASE PAYMENTS FOR 8 RICOH COPIERS	401-10-141-58140-11502	5033.43

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228901	05/06/2020	ROADLINE PRODUCTS INC.	MATERIALS AND SUPPLIES	254-50-550-53100-15622	82.98
228902	05/06/2020	S.C. SIGNS AND SUPPLIES LLC	SIGNS FOR THE COVID-19 TEST	100-25-299-53370-17050	1576.38
228902	05/06/2020	S.C. SIGNS AND SUPPLIES LLC	OVERHEAD SIGNAL MOUNTED REGULATORY	254-50-550-53100-15622	4579.29
228902	05/06/2020	S.C. SIGNS AND SUPPLIES LLC	OVERHEAD SIGNAL MOUNTED REGULATORY	254-50-550-53100-15622	1010.81
228902	05/06/2020	S.C. SIGNS AND SUPPLIES LLC	SIGNS FOR THE COVID-19 TEST	100-25-299-53370-17050	321.10
228902	05/06/2020	S.C. SIGNS AND SUPPLIES LLC	RENTAL FOR CONES AND BARRICADES	100-25-299-53370-17050	312.00
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	274.42
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	190.99
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	100-60-620-53402-00000	124.73
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	1298.27
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	502.28
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	57.20
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	270.45
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	117.77
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	158.68
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	412.34
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	251-50-560-53402-00000	282.36
228903	05/06/2020	SAN GABRIEL VALLEY WATER	WATER COST	100-60-620-53402-00000	330.04
228904	05/06/2020	SEFIDEH MOTEARERI	REFUND FOR YOUTH FLAG FOOTBALL REGISTRATION	501-60-000-22326-00000	60.00
228905	05/06/2020	SMART & FINAL	MATERIALS & SUPPLIES	100-25-299-53370-17050	102.66
228906	05/06/2020	SPRINT	GPS TRACKING W/DATA WEB PORTAL AND	402-50-590-51100-00000	815.39
228907	05/06/2020	SUNBELT RENTALS	MISCELLANEOUS RENTAL EQUIPMENT	240-50-531-53391-15705	514.33
228908	05/06/2020	THE GAS COMPANY	NATURAL GAS VEHICLE FUEL	402-50-590-53110-16140	26.00
228909	05/06/2020	THOMSON REUTERS-WEST	WEST INFORMATION CHARGES	100-40-460-53330-00000	180.62
228910	05/06/2020	T-MOBILE	MOBILE PHONE USAGE	100-40-450-53403-00000	179.63
228910	05/06/2020	T-MOBILE	MOBILE PHONE USAGE	100-40-460-53403-00000	179.62
228911	05/06/2020	TRUE NORTH RESEARCH INC	SERVICES FOR SALES TAX POLLING	100-25-299-51100-00000	24990.00
228912	05/06/2020	UNITED PUMPING SERVICE INC	20 BAGS OF ABSORBENT	240-50-531-53100-15705	220.00
228913	05/06/2020	UNITED ROTARY BRUSH CORP	BRUSH AND PARTS FOR THE STREET SWEEPER	402-50-590-53100-00000	279.29
228914	05/06/2020	USA ALARM SYSTEMS. INC.	ALARM SYSTEM MONITORING SERVICES	100-60-620-58140-00000	1408.67
228914	05/06/2020	USA ALARM SYSTEMS. INC.	ALARM SYSTEM MONITORING SERVICES	100-60-620-58140-15100	550.00
228914	05/06/2020	USA ALARM SYSTEMS. INC.	ALARM SYSTEM MONITORING SERVICES	252-60-620-58140-00000	233.00
228915	05/06/2020	VERIZON WIRELESS	CELLUAR PHONE AND TABLETS	251-50-562-53403-00000	1269.48
228915	05/06/2020	VERIZON WIRELESS	DEPARTMENT CELL PHONE USAGE	100-30-310-53403-00000	1927.60
228915	05/06/2020	VERIZON WIRELESS	WIRELESS SERVICE FOR CAPTAINS, LEUTENANTS.	206-30-310-53403-00000	240.08
228915	05/06/2020	VERIZON WIRELESS	DEPARTMENT CELL PHONE USAGE	100-30-310-53403-00000	1290.01
228915	05/06/2020	VERIZON WIRELESS	WIRELESS SERVICE FOR CAPTAINS, LEUTENANTS.	206-30-310-53403-00000	227.27
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-25-299-53370-17050	64.99
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-610-51101-00000	106.70
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-620-53100-00000	53.35
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-620-53403-00000	143.34
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-630-53100-00000	53.35
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-650-53100-00000	53.35
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-660-53100-00000	106.7
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-670-53100-15100	26.67
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	100-60-680-53100-00000	26.68
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	501-60-000-22327-00000	64.05
228915	05/06/2020	VERIZON WIRELESS	CELL PHONE SERVICES	501-60-000-22329-00000	106.7
228916	05/06/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	47.93
228916	05/06/2020	WAXIE SANITARY SUPPLY	SANITIZING SUPPLIES	100-25-299-53370-17050	55.28
228917	05/07/2020	AIDENIS AYALA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228918	05/07/2020	ALEJANDRA G TABARES	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228919	05/07/2020	ALEJANDRA SANCHEZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228920	05/07/2020	ALEJANDRA VALDIVIA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228921	05/07/2020	ALFONSO A JR. SANCHEZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228922	05/07/2020	ALICIA BUBION	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228923	05/07/2020	ANA GUTIERREZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	100.00
228924	05/07/2020	ANA VALDIVIA	DEDUCTION	100-00-000-21225-00000	346.15
228925	05/07/2020	ANDREW ARTEAGA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228926	05/07/2020	ANEL VARGUEZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228927	05/07/2020	ANGELINA RIOS	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228928	05/07/2020	APRIL GARCIA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228929	05/07/2020	ARLENE ORTIZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228930	05/07/2020	ATHENA M. DAVIS	REFUND REGISTRATION FEE	501-60-000-22326-00000	60.00
228931	05/07/2020	BEATRIZ MONTOYA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228932	05/07/2020	BERENICE MADRIGAL	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228933	05/07/2020	BERTHA RODRIGUEZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228934	05/07/2020	BLANCA ESPINOSA	REFUND REGISTRATION FEE	501-60-000-22326-00000	30.00
228935	05/07/2020	BORIS GONZALEZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228936	05/07/2020	BRENDA GRANADOS	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228937	05/07/2020	BRENDA SALAZAR	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228938	05/07/2020	CARLOS LINDOREYO	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228939	05/07/2020	CHRISTINA MARTINEZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228940	05/07/2020	CHRISTINA VERDINES	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228941	05/07/2020	CLAUDIA AGUIRRE	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228942	05/07/2020	CLAUDIA TOVAR	REFUND REGISTRATION FEE	501-60-000-22326-00000	100.00
228943	05/07/2020	DAISY CHAVIRA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228944	05/07/2020	DAISY PARRA	REFUND REGISTRATION FEE	501-60-000-22326-00000	100.00
228945	05/07/2020	DAISY ROSALES	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228946	05/07/2020	DAMIAN MACIAS	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228947	05/07/2020	DAVID AVILA	REFUND REGISTRATION FEE	501-60-000-22326-00000	35.00
228948	05/07/2020	DIANA GARCIA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228949	05/07/2020	DORA GOMEZ	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228950	05/07/2020	EDWIN BARDALES	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228951	05/07/2020	ELAINE P. VALENCIA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228952	05/07/2020	ELIDA RAMOS	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228953	05/07/2020	ELIZABETH ULLOA	REFUND REGISTRATION FEE	501-60-000-22326-00000	50.00
228954	05/07/2020	ELSIE F. ROJAS	REFUND REGISTRATION FEE	501-60-000-22326-00000	100.00
228955	05/07/2020	LYNDA C SALAS	DEDUCTION	100-00-000-21225-00000	450.00
228956	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	523.38
228957	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	617.08
228958	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	1312.15
228959	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	374.76
228960	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	113.07
228961	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	92.30
228962	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	268.61
228963	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	382.15
228964	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	309.69
228965	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	771.46
228966	05/07/2020	STATE DISBURSEMENT	DEDUCTION	100-00-000-21225-00000	131.53
228967	05/11/2020	ERIC ANTHONY HERNANDEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228968	05/11/2020	ERIKA HARO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
228969	05/11/2020	ERIKA HERNANDEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228970	05/11/2020	ERIKA VAZQUEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228971	05/11/2020	ERIKA VEGA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228972	05/11/2020	ERIKA VELAZQUEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228973	05/11/2020	ESTELA AMEZCUA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228974	05/11/2020	GLORIA RAZO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228975	05/11/2020	INGRID DOMINGUEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228976	05/11/2020	ISAAC HERNANDEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228977	05/11/2020	IVETTE CANO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	60.00
228978	05/11/2020	JANNETTE MARQUEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228979	05/11/2020	JAOUELINE MARIAS	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228980	05/11/2020	JED KO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228981	05/11/2020	JESICA N. SOTO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228982	05/11/2020	JOSE GONZALEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
228983	05/11/2020	JUAN VAZQUEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228984	05/11/2020	JULIANA MUNOZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
228985	05/11/2020	LESLIE M. RAMOS-HERNANDEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228986	05/11/2020	LETICIA MARTINEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	60.00
228987	05/11/2020	LIBERTAD CARREON	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
228988	05/11/2020	LORRAINE FUENTES	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228989	05/11/2020	LUIS ANGEL SALINAS	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228990	05/11/2020	LUISA MORENO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228991	05/11/2020	MARCELA LOPEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228992	05/11/2020	MARIA AVILA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228993	05/11/2020	MARIA G. SALAZAR	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228994	05/11/2020	MARIA LOPEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228995	05/11/2020	MARIA MEZA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228996	05/11/2020	MARIA QUINTERO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
228997	05/11/2020	MARIA RODRIGUEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	150.00
228998	05/11/2020	MARIA VALENCIA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
228999	05/11/2020	MARICELA VARGAS	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229000	05/11/2020	MARK L. ESPINOZA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229001	05/11/2020	MARLENE BOLANOS	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229002	05/11/2020	MARTHA ARZATE ZELAYA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229003	05/11/2020	MARTHA DIAZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229004	05/11/2020	MARTHA GALAVIZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
229005	05/11/2020	MAURO CASTRO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229006	05/11/2020	MIGUEL GARCIA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229007	05/11/2020	MIREILLE AGUILAR	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229008	05/11/2020	MONIQUE BONILLA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229009	05/11/2020	MONIQUE CHAVEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229010	05/11/2020	MYRNA ROLDAN	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
229011	05/11/2020	NAHBIEANA RAMIREZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229012	05/11/2020	NANCY OCEGEDA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
229013	05/11/2020	NOEL ARIAS	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229014	05/11/2020	ORTENCIA RAMOS HARO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229015	05/11/2020	OSBALDO FLORES	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
229016	05/11/2020	RANA DAYOUB ABDULLAH	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229017	05/11/2020	REYNA SERRANO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229018	05/11/2020	ROSA HERNANDEZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229019	05/11/2020	SANDRA I PEREZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	15.00
229020	05/11/2020	SANDRA ZARAGOZA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229021	05/11/2020	SARA SERRANO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
229022	05/11/2020	SHANA JONES	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229023	05/11/2020	SONIA MICHELE BURGLARD	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229024	05/11/2020	TERESITA JUAREZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229025	05/11/2020	VALERIA NAVA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
229026	05/11/2020	VANESSA SUAREZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229027	05/11/2020	VERONICA DELGADO	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229028	05/11/2020	VERONICA PEREZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229029	05/11/2020	VINCENT GARCIA	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229030	05/11/2020	XOCHITL RIOS	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229031	05/11/2020	YVONNE MUNOZ	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	50.00
229032	05/13/2020	AAE INCORPORATED	ATP CYCLE 3 MAINE AVE / PACIFIC AVE COMPLETE	255-50-520-58100-15701	18207.20
229032	05/13/2020	AAE INCORPORATED	ATP CYCLE 3 PACIFIC AVE / MAINE AVE FROM	256-50-520-58100-15701	48229.00
229033	05/13/2020	ALICIA OLGUIN ESPINOZA	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229034	05/13/2020	ALL CITY MANAGEMENT SERVICES, INC	CROSSING GUARD SERVICES	100-30-390-51100-13200	10156.80
229034	05/13/2020	ALL CITY MANAGEMENT SERVICES, INC	CROSSING GUARD SERVICES	100-30-390-51100-13200	12696.00
229034	05/13/2020	ALL CITY MANAGEMENT SERVICES, INC	CROSSING GUARD SERVICES	100-30-390-51100-13200	6348.00
229035	05/13/2020	ANA MARIA MEZA	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229036	05/13/2020	ANTONIO DUARTE	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	80.00
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	252-50-560-53100-00000	251.39
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	108.89
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	252-50-560-53100-00000	58.16
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	252-50-560-53100-00000	410.45
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	162.85
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	252-50-560-53100-00000	251.39
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	165.70
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	252-50-560-53100-00000	447.69
229037	05/13/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	185.13
229038	05/13/2020	ARCHITERRA INC	PROFESSIONAL LANDSCAPE AND IRRIGATION	100-40-000-22350-14135	582.04
229039	05/13/2020	AREA D CIVIL DEFENSE	PER CAPITA RESIDENTIAL POPULATION FEE	100-30-380-53370-00000	3778.35
229040	05/13/2020	BUSINESS CARD	DINE IN COVID-19 TESTING SITE STAFF	100-25-299-53370-17050	127.57
229040	05/13/2020	BUSINESS CARD	DINE IN COVID-19 TESTING SITE STAFF	100-25-299-53370-17050	19.16
229040	05/13/2020	BUSINESS CARD	DINE IN COVID-19 TESTING SITE STAFF	100-25-299-53370-17050	181.32
229040	05/13/2020	BUSINESS CARD	COVID-19 TESTING SITE PROMOTIONAL ITEMS	100-25-299-53370-17050	539.00
229040	05/13/2020	BUSINESS CARD	WEB DESIGN FOR THE DEPT WEBSITE	100-30-300-53330-00000	259.00
229040	05/13/2020	BUSINESS CARD	3 TRAY DESKTOP ORGANIZER/RECORDS DEPT	100-30-310-51100-00000	36.85
229040	05/13/2020	BUSINESS CARD	36 COMPARTMENT ORGANIZER/RECORDS DEPT	100-30-310-51100-00000	142.30
229040	05/13/2020	BUSINESS CARD	MARKAL PAINTSTIK SURFACE MARKER	100-30-330-51100-00000	26.46
229040	05/13/2020	BUSINESS CARD	ENERGIZER CR2430 LITHIUM COIN CELL BATTERY	100-30-340-53100-00000	7.52
229041	05/13/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	100-60-620-53371-00000	680.07
229041	05/13/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	100-60-620-53371-00000	177.53

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
229041	05/13/2020	CALI BREEZE REFRIGERATION	MAINTENANCE & REPAIRS	252-60-620-53371-00000	857.60
229042	05/13/2020	CAR OUEST	CREDIT MEMO FOR PARTS & SUPPLIES	402-50-590-53100-00000	-91.74
229042	05/13/2020	CAR OUEST	CREDIT MEMO FOR PARTS & SUPPLIES	402-50-590-53100-00000	-208.13
229042	05/13/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	92.77
229042	05/13/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	408.11
229042	05/13/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	8.55
229043	05/13/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	34.15
229044	05/13/2020	CARMEN GARCIA	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229045	05/13/2020	CINTAS FIRST AID & SAFETY	MATERIAL & SUPPLIES FOR FIRST AID & SAFETY	100-10-150-53100-11100	79.81
229045	05/13/2020	CINTAS FIRST AID & SAFETY	MATERIAL & SUPPLIES FOR FIRST AID & SAFETY	403-10-160-53100-00000	164.41
229046	05/13/2020	DAVID L. MUSE	TO REPLACE PAYROLL CHECK # 196979	999-00-000-10010-00000	46.17
229047	05/13/2020	DIANE LEOS	REFUND REGISTRATION FEE DUE TO COVID-19	501-60-000-22326-00000	100.00
229048	05/13/2020	DIOSDADO LARIOSIA CHIU	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229049	05/13/2020	DOOLEY ENTERPRISES, INC.	AMMUNITION FOR PST TRAINEE FOR ACADEMY	100-30-310-51100-00000	3019.16
229050	05/13/2020	EAST SAN GABRIEL VALLEY	ASSISTANCE TO THE HOMELESS (PSA)	220-40-420-53360-14830	448.55
229051	05/13/2020	EDITH LAMAR ABURTO	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	80.00
229052	05/13/2020	ELENA MARIA SING	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229053	05/13/2020	ELVA ESTELA AGUILAR	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229054	05/13/2020	ELVIA ESPINOZA PALM	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229055	05/13/2020	ESPERANZA GARCIA REZA	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229056	05/13/2020	ESTELLA DURAN	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229057	05/13/2020	ESTHER SOLIS	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229058	05/13/2020	EVAN BROOKS ASSOCIATES, INC	PROFESSIONAL SERVICES AGREEMENT FOR DESIGN	244-50-520-58100-15507	1868.13
229059	05/13/2020	EXPERIAN	CREDIT REPORTING SERVICES FOR HOUSING APPLICANTS	220-40-420-51101-14700	39.10
229059	05/13/2020	EXPERIAN	CREDIT REPORTING SERVICES FOR HOUSING APPLICANTS	901-40-410-51101-14310	39.10
229060	05/13/2020	FRANCES ANN GOMEZ	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229061	05/13/2020	GENTRY BROTHERS, INC.	PUNENTE AVE STREET IMPROVEMENTS BETWEEN	244-50-520-58100-15099	40331.54
229061	05/13/2020	GENTRY BROTHERS, INC.	PUNENTE AVE STREET IMPROVEMENTS BETWEEN	251-50-520-58100-15099	8647.61
229061	05/13/2020	GENTRY BROTHERS, INC.	PUNENTE AVE STREET IMPROVEMENTS BETWEEN	256-50-520-58100-15099	69925.44
229062	05/13/2020	GUADALUPE SANDOVAL RUIZ	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229063	05/13/2020	HDL. COREN & CONE	CONTRACT SERVICES PROPERTY TAX	100-25-299-51100-00000	2804.41
229063	05/13/2020	HDL. COREN & CONE	CONTRACT SERVICES PROPERTY TAX APR - JUN 2020	838-00-000-51100-14900	792.89
229064	05/13/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR TOILET REPAIR FOR HOUSING	905-40-410-53100-14305	15.30
229064	05/13/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR TOILET REPAIR FOR HOUSING	905-40-410-53100-14305	6.11
229064	05/13/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR TOILET REPAIR FOR HOUSING	905-40-410-53100-14305	13.12
229065	05/13/2020	HOME DEPOT	MATERIALS & SUPPLIES FOR THE COMMUNITY CENTER	100-60-610-53100-00000	48.61
229065	05/13/2020	HOME DEPOT	MATERIALS & SUPPLIES PURCHASED FOR THE COVID-19	100-25-299-53370-17050	95.60
229065	05/13/2020	HOME DEPOT	MATERIALS & SUPPLIES PURCHASED FOR THE COVID-19	100-25-299-53370-17050	77.01
229066	05/13/2020	HOUSING RIGHTS CENTER	FAIR HOUSING ASSISTANCE PROGRAM	220-40-420-53360-14825	803.00
229066	05/13/2020	HOUSING RIGHTS CENTER	FAIR HOUSING ASSISTANCE PROGRAM	901-40-410-51101-14310	610.00
229066	05/13/2020	HOUSING RIGHTS CENTER	FAIR HOUSING ASSISTANCE PROGRAM	220-40-420-53360-14825	758.00
229066	05/13/2020	HOUSING RIGHTS CENTER	FAIR HOUSING ASSISTANCE PROGRAM	220-40-420-53360-14825	216.00
229066	05/13/2020	HOUSING RIGHTS CENTER	FAIR HOUSING ASSISTANCE PROGRAM	901-40-410-51101-14310	417.00
229066	05/13/2020	HOUSING RIGHTS CENTER	FAIR HOUSING ASSISTANCE PROGRAM	220-40-420-53360-14825	723.00
229067	05/13/2020	HUE B. MUI	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	80.00
229068	05/13/2020	INTEGRATED SOFTWARE SOLUTIONS	EVIDENCE SOFTWARE MAINTENANCE & SUPPORT	100-30-310-53371-00000	6711.50
229068	05/13/2020	INTEGRATED SOFTWARE SOLUTIONS	LABELS FOR FILEONO LABEL MACHINE	100-30-360-53100-00000	235.43
229069	05/13/2020	JC'S PLUMBING & BACKFLOW SVC	TOILET REPAIR SERVICE @ 14317 E MORGAN ST UNIT H	905-40-410-53100-14305	112.63
229070	05/13/2020	JOHN GARCIA	TO REPLACE PAYROLL CHECK # 197858	999-00-000-10010-00000	26.59
229071	05/13/2020	JORGE DURAN	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229072	05/13/2020	KEYSTONE UNIFORMS	UNIFORM FOR OFFICER CORTEZ 11/20/2019	100-30-340-53100-00000	1016.73
229072	05/13/2020	KEYSTONE UNIFORMS	UNIFORM FOR OFFICER ARROYO 1/6/2020	100-30-340-53100-00000	1373.94
229073	05/13/2020	LEONARDO VALENCIA	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229074	05/13/2020	LETICIA T. PERRY	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229075	05/13/2020	LIEBERT CASSIDY WHITMORE	LE	100-30-131-51102-11105	\$73.50
229075	05/13/2020	LIEBERT CASSIDY WHITMORE	INVESTIGATION SERVICE MARCH 2020	100-30-131-51102-11105	3132.00
229075	05/13/2020	LIEBERT CASSIDY WHITMORE	INVESTIGATION SERVICE MARCH 2020	100-30-131-51102-11105	2333.00
229075	05/13/2020	LIEBERT CASSIDY WHITMORE	PROF SERVICE - GENERAL MARCH 2020	100-30-131-51102-11105	1270.10
229076	05/13/2020	LILY JUNG	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	90.00
229077	05/13/2020	LOLITA ARIOLA IGNACIO	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229078	05/13/2020	LOLITA C. APOYON	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229079	05/13/2020	LOLITA OCAMPO	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229080	05/13/2020	LORENZA CHIU	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	80.00
229081	05/13/2020	MARIA LUISA ROMO	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	80.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
229082	05/13/2020	MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY	MASS MUTUAL 457 CHARGES	403-50-520-58100-15101	850.00
229082	05/13/2020	MASSACHUSETTS MUTUAL LIFE INSURANCE COMPANY	MASS MUTUAL 457 CHARGES	403-50-520-58100-15101	850.00
229083	05/13/2020	MDG ASSOCIATES	PREPARATION OF 2018-2019 CONSOLIDATED ANNUAL	235-40-420-51100-14066	6000.00
229083	05/13/2020	MDG ASSOCIATES	CONSULTANT SERVICES AGREEMENT FOR THE	235-40-420-51100-14066	4890.00
229083	05/13/2020	MDG ASSOCIATES	CONSULTANT SERVICES AGREEMENT FOR THE	235-40-420-51100-14066	3000.00
229084	05/13/2020	MELODIE G TANDOC	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229085	05/13/2020	MILAGROS YU	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	45.00
229086	05/13/2020	MINH LAM	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	120.00
229087	05/13/2020	MOTOROLA SOLUTIONS, INC.	GIS MANAGED SERVICES AND SERVER	209-30-310-58105-13025	57580.00
229088	05/13/2020	NELLIE GARCIA	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	80.00
229089	05/13/2020	PABLO ROMAN	REFUND RESERVATION DEPOSIT	100-60-000-45601-00000	25.00
229089	05/13/2020	PABLO ROMAN	REFUND RESERVATION DEPOSIT	501-60-000-22333-00000	500.00
229090	05/13/2020	PROFORCE LAW ENFORCEMENT	EMERGENCY LESS LETHAL SUPPLIES NEEDED FOR	100-25-299-53370-17050	3820.47
229091	05/13/2020	PUENTE HILLS CHEVROLET	MISCELLANEOUS VEHICLE REPAIRS	402-50-590-53371-00000	152.07
229092	05/13/2020	PVP COMMUNICATIONS INC	BATTERY CHARGER FOR OFFICER VELEBIL'S HELMET	100-25-299-53370-17050	74.46
229093	05/13/2020	REYNALDO ZAMUDIO	PURCHASE BLACK GRANITE MEMORIAL PLAQUE	501-60-000-22328-00000	301.13
229094	05/13/2020	ROBERT CONNELLY	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	90.00
229095	05/13/2020	SANTOS PUNES	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	80.00
229096	05/13/2020	SATCOM GLOBAL INC.	SATELITE PHONES FOR EOC & CEO	100-25-299-53370-17050	4371.45
229097	05/13/2020	SILVIA PULIDO	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229098	05/13/2020	SO CAL SANITATION	COVID-19 PORTABLE RESTROOM RENTAL APR14-MAY11	100-25-299-53370-17050	1790.33
229098	05/13/2020	SO CAL SANITATION	COVID-19 PORTABLE RESTROOM RENTAL APR14-MAY11	100-25-299-53370-17050	1790.33
229098	05/13/2020	SO CAL SANITATION	PORTABLE RESTROOM RENTAL DURING COVID-19	100-25-299-53370-17050	1790.33
229098	05/13/2020	SO CAL SANITATION	PORTABLE RESTROOM RENTAL FOR COVID-19 :APR14-MAY11	100-25-299-53370-17050	1790.33
229099	05/13/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE AND REPAIRS OF CITY HALL	100-60-620-53371-00000	1541.00
229099	05/13/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE AND REPAIRS FOR CITY HALL	100-60-620-53371-00000	824.48
229099	05/13/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE ON CITY HALL SECURITY SOFTWARE	100-60-620-53371-00000	614.02
229099	05/13/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE ON CITY HALL SECURITY SOFTWARE	100-60-620-53371-00000	132.50
229099	05/13/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE ON CITY HALL SECURITY SOFTWARE	100-60-620-53371-00000	850.00
229100	05/13/2020	SYLVIA CHAU LU AU	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	90.00
229101	05/13/2020	TERESA NUESCA	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229102	05/13/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES @ 13135 GARVEY AVE 4/14/20	100-60-620-53371-00000	101.00
229102	05/13/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES @ 4100 BALDWIN PARK 4/14/20	100-60-620-53371-00000	140.00
229102	05/13/2020	TERMINIX INTERNATIONAL	EXTERIOR PEST CONTROL @ 4100 BALDWIN PARK 4/14/20	100-60-620-53371-00000	112.00
229102	05/13/2020	TERMINIX INTERNATIONAL	EXTERIOR PEST CONTROL @ 4100 BALDWIN PARK 4/14/20	252-60-620-53371-00000	56.00
229102	05/13/2020	TERMINIX INTERNATIONAL	PEST CONTROL @ 15010 BADILLO ST 4/14/20	252-60-620-53371-00000	54.00
229102	05/13/2020	TERMINIX INTERNATIONAL	EXTERMINATOR SERVICES @ 14403 PACIFIC AVE 4/21/20	252-60-620-53371-00000	88.00
229102	05/13/2020	TERMINIX INTERNATIONAL	EXTERIOR PEST CONTROL @ 14305 MORGAN ST 4/21/20	252-60-620-53371-00000	72.00
229102	05/13/2020	TERMINIX INTERNATIONAL	PEST CONTROL @ 14317 MORGAN ST. 4/23/20	252-60-620-53371-00000	83.00
229103	05/13/2020	THOI THI SU	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	90.00
229104	05/13/2020	TITLE BOXING LLC	EQUIPMENT FOR THE BOXING PROGRAM	501-60-000-22328-00000	1774.40
229105	05/13/2020	VALLEY COUNTY WATER DIST	WATER SERVICE @ 14317 MORGAN ST. 3/23-4/22 FY19-20	905-40-410-53402-14305	227.79
229106	05/13/2020	VIRGINIA REYES	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229107	05/13/2020	YOLANDA MILLANO	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	40.00
229108	05/13/2020	YOLANDA OSIO	REFUND DEPOSIT TRIP TO PALM SPRING AERIAL TRAM	501-60-000-22327-00000	90.00
229109	05/13/2020	YWCA SAN GABRIEL VALLEY	PUBLIC SERVICE AGENCY SENIOR SERVICES FOR FEB 2020	220-40-420-53360-14816	236.73
229109	05/13/2020	YWCA SAN GABRIEL VALLEY	PUBLIC SERVICE AGENCY SENIOR SERVICES FOR JAN 2020	220-40-420-53360-14816	272.29
229110	05/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	888.82
229110	05/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	128.84
229110	05/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	887.93
229110	05/19/2020	AFLAC	AFLAC	100-00-000-21216-00000	128.84
229111	05/19/2020	ALLSTATE WORKPLACE DIVISION	CANCER INSURANCE	100-00-000-21221-00000	130.25
229111	05/19/2020	ALLSTATE WORKPLACE DIVISION	CANCER INSURANCE	100-00-000-21221-00000	130.26
229112	05/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	1809.28
229112	05/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	4042.10
229112	05/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	1809.28
229112	05/19/2020	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	3945.06
229113	05/19/2020	BALDWIN PARK MNGMT ASSOC.	MANAGEMENT DUES	100-00-000-21218-00000	30.00
229113	05/19/2020	BALDWIN PARK MNGMT ASSOC.	MANAGEMENT DUES	100-00-000-21218-00000	30.00
229114	05/19/2020	BALDWIN PARK POLICE ASSOC	POLICE SWORN DUES	100-00-000-21219-00000	4129.97
229114	05/19/2020	BALDWIN PARK POLICE ASSOC	POLICE NON-SWORN DUES	100-00-000-21219-00000	1136.91
229114	05/19/2020	BALDWIN PARK POLICE ASSOC	POLICE SWORN DUES	100-00-000-21219-00000	4129.97
229114	05/19/2020	BALDWIN PARK POLICE ASSOC	POLICE NON-SWORN DUES	100-00-000-21219-00000	1086.16
229115	05/19/2020	BUSINESS CARD	WEBINAR 100 MONTHLY	100-25-299-53370-17050	40.00
229115	05/19/2020	BUSINESS CARD	HEADSET FOR ROSE	100-25-299-53370-17050	39.41

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
229115	05/19/2020	BUSINESS CARD	WEB APPOINTMENT	100-25-299-53370-17050	35.70
229115	05/19/2020	BUSINESS CARD	MFA-MONTHLY	100-25-299-53370-17050	120.00
229115	05/19/2020	BUSINESS CARD	ICLOUD STORAGE	401-10-140-53390-00000	0.99
229115	05/19/2020	BUSINESS CARD	CONNECTORS FOR 2ND FLOOR REMODEL	401-10-140-53390-00000	10.94
229115	05/19/2020	BUSINESS CARD	WEBSITE RENEWAL	401-10-140-53390-00000	347.64
229115	05/19/2020	BUSINESS CARD	RSFORM	401-10-140-53390-00000	77.14
229116	05/19/2020	BUSINESS CARD	MICROSOFT 365 LICENSE FOR PW STAFF MEMBER	240-50-510-53100-00000	75.20
229117	05/19/2020	BUSINESS CARD	FACEBOOK POST BOOST FOR COVID-19 DRIVE THRU TEST	100-25-299-53370-17050	482.26
229117	05/19/2020	BUSINESS CARD	INSTAGRAM POST BOOST FOR COVID-19 DRIVE THRU TEST	100-25-299-53370-17050	282.67
229118	05/19/2020	C.L.E.A.	CLEA DISABILITY POLICE SWORN	403-10-000-47130-13404	820.75
229118	05/19/2020	C.L.E.A.	CLEA DISABILITY POLICE SWORN	403-10-000-47130-13404	931.00
229119	05/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CMEA	100-00-000-21226-00000	18.00
229119	05/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CONFIDENTIAL/CEA	100-00-000-21227-00000	45.00
229119	05/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CMEA	100-00-000-21226-00000	18.00
229119	05/19/2020	CITY EMPLOYEES ASSOCIATES	DUES CONFIDENTIAL/CEA	100-00-000-21227-00000	45.00
229120	05/19/2020	FOOD 4 LESS	FOOD /PRODUCE FOR CBDG SENIOR DELIVERY PROGRAM	220-25-299-53370-17050	747.91
229121	05/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	-19.17
229121	05/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	14.74
229121	05/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	286.06
229121	05/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21253-00000	100.26
229121	05/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	45.65
229121	05/19/2020	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21253-00000	100.26
229122	05/19/2020	MARIA MORENO	REIMBURSEMENT FOR PURCHASE OF	220-25-299-53370-17050	294.28
229122	05/19/2020	MARIA MORENO	REIMBURSEMENT FOR PURCHASE FOOD/PRODUCE FOR CDBG	220-25-299-53370-17050	83.28
229123	05/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	73.31
229123	05/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	3996.21
229123	05/19/2020	MUNICIPAL DENTAL POOL	RETRO DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	37.60
229123	05/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21253-00000	394.40
229123	05/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	4294.18
229123	05/19/2020	MUNICIPAL DENTAL POOL	RETRO DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	30.55
229123	05/19/2020	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21253-00000	394.40
229124	05/19/2020	P.T.E.A.	PTEA DUES	100-00-000-21220-00000	313.50
229124	05/19/2020	P.T.E.A.	CLERICAL DUES	100-00-000-21224-00000	85.50
229124	05/19/2020	P.T.E.A.	PTEA DUES	100-00-000-21220-00000	323.00
229124	05/19/2020	P.T.E.A.	CLERICAL DUES	100-00-000-21224-00000	85.50
229125	05/19/2020	PRE-PAID LEGAL SERVICES, INC.	PRE-PAID LEGAL SERVICES	100-00-000-21230-00000	159.43
229125	05/19/2020	PRE-PAID LEGAL SERVICES, INC.	PRE-PAID LEGAL SERVICES	100-00-000-21230-00000	159.42
229126	05/19/2020	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	76.74
229126	05/19/2020	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21210-00000	65.64
229126	05/19/2020	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	1186.35
229126	05/19/2020	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	963.57
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	SUPP. LIFE - LINCOLN NATIONAL	100-00-000-21212-00000	290.10
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	101.50
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	SUPP. LIFE - LINCOLN NATIONAL	100-00-000-21212-00000	822.72
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS B/50,000	100-00-000-21254-00000	606.21
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	43.50
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS D/60,000	100-00-000-21254-00000	21.75
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	SUPP. LIFE - LINCOLN NATIONAL	100-00-000-21212-00000	1063.78
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS B/50,000	100-00-000-21254-00000	598.02
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	43.50
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS D/60,000	100-00-000-21254-00000	21.75
229127	05/19/2020	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	BASIC LIFE AND AD & D AND STD & LTD INSURANCE	403-10-160-54130-00000	6915.16
229128	05/19/2020	WALMART 3522	PURCHASE OF FOOD/PRODUCE FOR CBDG SENIOR DELIVERY	220-25-299-53370-17050	395.00
229129	05/20/2020	A-I CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER. EXPANSION	255-50-520-58100-15101	23473.88
229129	05/20/2020	A-I CONCRETE & CONSTRUCTION INC	REPLACEMENT OF PUBLIC COUNTER. EXPANSION	256-50-520-58100-15101	950.05
229130	05/20/2020	ACRYLATEX COATINGS AND RECYCLING INC	PAINT AND OTHER SUPPLIES USED FOR	245-50-570-53100-15040	604.44
229131	05/20/2020	AMERICAN EAGLE COMPUTER PROD INC.	INK CARTRIDGES FOR POLICE DEPARTMENT	100-30-340-53100-00000	443.91
229131	05/20/2020	AMERICAN EAGLE COMPUTER PROD INC.	INK CARTRIDGES FOR POLICE DEPARTMENT	100-30-340-53100-00000	501.86
229132	05/20/2020	APEC CCTV	MAINTENANCE AND REPAIRS	100-60-620-53371-15100	2375.20
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	257.07
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	81.56
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	254-50-581-53100-15510	65.65
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	267.59
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	254-50-581-53100-15510	270.15
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	257.07

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	254-50-581-53100-15510	131.28
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	257.07
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	254-50-581-53100-15510	131.28
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	251-50-560-53100-00000	257.07
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	254-50-581-53100-15510	156.55
229133	05/20/2020	ARAMARK UNIFORM SERVICES	UNIFORMS FOR SEIU EMPLOYEES	100-30-340-53100-00000	1398.50
229134	05/20/2020	AT&T	COMPUTERS IN POLICE VEHICLES	402-50-590-53100-00000	32.91*
229135	05/20/2020	BENLO R.V. SERVICES	MATERIAL AND SUPPLIES	220-30-340-53360-14880	1840.00
229136	05/20/2020	BESA	PRIDE PLATOON GRADUATION 026	501-30-000-22407-00000	457.54
229137	05/20/2020	BOB BARKER COMPANY, INC	SUPPLIES FOR INMATES	402-50-590-53100-00000	149.43
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	201.03
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-590-53100-00000	594.05
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-591-53100-00000	175.91
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-591-53100-00000	178.28
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-591-53100-00000	36.39
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-591-53100-00000	329.58
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-591-53100-00000	20.63
229138	05/20/2020	CAR OUEST	PARTS AND SUPPLIES FOR VEHICLES	402-50-591-53100-00000	54.25
229139	05/20/2020	CASCAS GLASS & SCREEN	PURCHASE OF PEXI GLASS PARTITIONS	100-25-299-53370-17050	2469.38
229139	05/20/2020	CASCAS GLASS & SCREEN	PLEXI GLASS PARTITIONS FOR FRONT COUNTER	100-25-299-53370-17050	1646.25
229140	05/20/2020	CHICAS ESCOBAR	VARIOUS SIGNS FOR MAY 1/20	100-25-299-53370-17050	2036.70
229140	05/20/2020	CHICAS ESCOBAR	VARIOUS SIGNS FOR MAY 1/2020	100-25-299-53370-17050	2211.90
229141	05/20/2020	DAVID VELA	CONSULTING SERVICES	100-25-299-51100-17050	12890.00
229142	05/20/2020	ENTENMANN-ROVIN CO.	RETIRED POLICE OFFICER FLAT BADGE	100-30-310-51100-00000	238.55
229143	05/20/2020	ENTERPRISE FM TRUST	LEASING PROGRAM	231-50-590-58140-15727	1954.96
229143	05/20/2020	ENTERPRISE FM TRUST	FLEET LEASING PROGRAM OF CITYWIDE VEHICLES	231-50-590-58140-15727	11791.15
229144	05/20/2020	EVAN BROOKS ASSOCIATES, INC	AUTHORIZATION PROCESS AND FUNDS MANAGEMENT	245-50-520-58100-15716	460.80
229145	05/20/2020	FEDEX OFFICE	DELIVERY BACKGROUND PACKET	100-30-360-51100-00000	52.81
229145	05/20/2020	FEDEX OFFICE	GROUND SERVICE DELIVERY	100-40-440-53100-00000	9.81
229146	05/20/2020	FORENSIC NURSE SPECIALIST, INC	SEXUAL ASSAULT EXAMS	100-30-320-51100-00000	800.00
229147	05/20/2020	FRONTIER COMMUNICATIONS	FRONTIER CHARGES	100-30-310-53403-00000	141.02
229148	05/20/2020	GCR MARKETING NETWORK	ONE YEAR LICENSE FEE	100-40-405-53100-00000	450.00
229149	05/20/2020	GRAND PRINTING	BUSINESS CARDS FOR CHIEF MCLEAN	100-30-320-53320-00000	89.30
229150	05/20/2020	GRIMCO INC	SUPPLIES FOR TRAFFIC PRINTER	245-50-550-53100-15622	136.87
229150	05/20/2020	GRIMCO INC	SUPPLIES FOR TRAFFIC PRINTER	245-50-550-53100-15622	84.42
229151	05/20/2020	IRON MOUNTAIN	STORAGE PERIOD FOR 5/1-5/31/20	901-40-410-51101-14310	669.32
229152	05/20/2020	J H MITCHELL & SONS	ENGINE AND OIL LUBRICANTS	402-50-590-53100-00000	467.35
229153	05/20/2020	J.G. TUCKER & SONS	SAFETY SUPPLIES	245-50-550-53100-15622	419.50
229154	05/20/2020	JAMES R STONE	LOCKSMITH SERVICES	100-60-620-53371-00000	115.69
229154	05/20/2020	JAMES R STONE	LOCKSMITH SERVICES	252-60-620-53371-00000	115.70
229155	05/20/2020	JEEP CHRYSLER OF ONTARIO, INC.	SERVICE REPAIRS ON POLICE VEHICLES	402-50-591-53371-00000	159.30
229156	05/20/2020	JOE E DELIA	POLYGRAPH EXAM FOR PD APPLICANT	100-30-310-51100-00000	225.00
229156	05/20/2020	JOE E DELIA	POLYGRAPH EXAM FOR PD APPLICANT	100-30-310-51100-00000	225.00
229157	05/20/2020	JTB SUPPLY COMPANY	TRAFFIC SIGNAL MATERIALS AND SUPPLIES	245-50-550-53100-15622	2946.44
229157	05/20/2020	JTB SUPPLY COMPANY	TRAFFIC SIGNAL BALLS	245-50-550-53100-15622	202.04
229158	05/20/2020	KEYSTONE UNIFORMS	UNIFORM FOR OFFICER	100-30-340-53100-00000	1413.57
229158	05/20/2020	KEYSTONE UNIFORMS	UNIFORM FOR OFFICER	100-30-340-53100-00000	997.16
229159	05/20/2020	MIDWEST MOTOR SUPPLY	GLOVES	100-25-299-53370-17050	164.14
229160	05/20/2020	MOJICA JUDO CLUB	CONTRACT SERVICES	501-60-000-22328-00000	691.52
229161	05/20/2020	MONTY'S ELECTRIC, INC.	ELECTRICAL REPAIRS	100-60-620-53371-00000	225.00
229162	05/20/2020	NICE CLEANERS	CLEANING SERVICES FOR JAIL	100-30-310-51101-00000	80.00
229162	05/20/2020	NICE CLEANERS	CLEANING SERVICES FOR JAIL	100-30-310-51101-00000	80.00
229162	05/20/2020	NICE CLEANERS	CLEANING SERVICES FOR JAIL	100-30-310-51101-00000	80.00
229162	05/20/2020	NICE CLEANERS	CLEANING SERVICES FOR JAIL	100-30-310-51101-00000	80.00
229163	05/20/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	74.47
229163	05/20/2020	NICHOLS LUMBER & HARDWARE	SMALL TOOLS, MISCELLANEOUS HARDWARE	245-50-550-53100-15622	13.70
229164	05/20/2020	OFFICE DEPOT INC	MATERIALS & SUPPLIES	100-30-340-53100-00000	199.36
229164	05/20/2020	OFFICE DEPOT INC	MATERIALS & SUPPLIES	100-30-340-53100-00000	107.77
229164	05/20/2020	OFFICE DEPOT INC	OFFICE SUPPLIES	100-50-500-53100-00000	85.22
229165	05/20/2020	OMEGA INDUSTRIAL SUPPLY INC	GRAFFITI REMOVAL CHEMICAL	254-50-570-53100-14885	486.18
229166	05/20/2020	OUTDOOR DIMENSIONS	DESIGN BUILD CONTRACT FOR UPGRADES TO	234-60-620-58100-16212	42479.13
229167	05/20/2020	PRIME POWER EQUIPMENT	SIX FACE MASK RZ STYLE	100-25-299-53370-17050	78.77
229168	05/20/2020	PUNTE HILLS CHEVROLET	MISCELLANEOUS VEHICLE REPAIRS	402-50-590-53371-00000	1183.75
229169	05/20/2020	QUALITY MATERIAL HANDLING INC	SHELVING BEAM FOR THE COMMUNITY CENTER	100-60-610-53390-00000	244.82
229170	05/20/2020	ROADLINE PRODUCTS INC.	SUPPLIES FOR AIRLESS PAINT PUMP AND SPRAY TIPS	254-50-570-53100-14885	832.59

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
229171	05/20/2020	S.C. SIGNS AND SUPPLIES LLC	OVERHEAD SIGNAL MOUNTED REGULATORY	254-50-550-53100-15622	74.00
229172	05/20/2020	SARA M. OLMEDO	REFUND OF SECURITY DEPOSIT	246-00-000-22540-00000	460.13
229173	05/20/2020	SMART & FINAL	MATERIALS & SUPPLIES	100-25-299-53370-17050	51.33
229174	05/20/2020	SOUTH COAST LIGHTING & DESIGN INC	DECORATIVE STREETLIGHT AND TRAFFIC SIGNAL POLES	251-50-520-58100-14120	90772.50
229175	05/20/2020	SOUTHCOAST AOMD	AOMD FEE JULY-JUNE 2020	402-50-590-51101-00000	137.63
229175	05/20/2020	SOUTHCOAST AOMD	AOMD FEE JULY THRU JUNE 2020	402-50-590-51101-00000	137.63
229176	05/20/2020	STANLEY CONVERGENT SECURITY SOLUTIONS	MAINTENANCE ON CITY HALL SECURITY SOFTWARE	100-60-620-53371-00000	132.50
229177	05/20/2020	STERICYCLE, INC.	COLLECTION OF BIOHAZARD MATERIALS	100-30-360-51100-00000	85.83
229178	05/20/2020	SUPERIOR PAVEMENT MARKINGS	LINE STRIPING THROUGHOUT THE CITY	240-50-550-51100-15705	665.00
229179	05/20/2020	SWRCB	ANNUAL PERMIT FEE 4/1/20 - 03/31/2021	249-50-510-51100-15400	484.00
229180	05/20/2020	THE GAS COMPANY	GAS SERVICES AT MCNEIL MANOR	905-40-410-53400-14305	12.18
229181	05/20/2020	THE SHREDDERS	DESTRUCTION OF DEPT CONFIDENTIAL DOCUMENTS	100-30-320-51100-00000	63.00
229181	05/20/2020	THE SHREDDERS	DESTRUCTION OF DEPT CONFIDENTIAL DOCUMENTS	100-30-320-51100-00000	142.00
229181	05/20/2020	THE SHREDDERS	DESTRUCTION OF DEPT CONFIDENTIAL DOCUMENTS	100-30-320-51100-00000	73.00
229181	05/20/2020	THE SHREDDERS	DESTRUCTION OF DEPT CONFIDENTIAL DOCUMENTS	100-30-320-51100-00000	73.00
229181	05/20/2020	THE SHREDDERS	DESTRUCTION SERVICE	100-20-210-51101-00000	45.50
229182	05/20/2020	TIME WARNER CABLE	CABLE LINE WITH LASO	100-30-380-53403-00000	268.39
229183	05/20/2020	TYLER TECHNOLOGIES INC	PROFESSIONAL SERVICES FOR PROJECT MANAGEMENT	235-40-440-58105-00000	437.50
229184	05/20/2020	VALLEY COUNTY WATER DIST	APPLICATION FOR WATER UTILITY SERVICE	251-50-560-53402-00000	65.00
229185	05/20/2020	VERIZON WIRELESS	CELLULAR AND TABLETS SERVICES	240-50-560-53403-00000	1061.14
229185	05/20/2020	VERIZON WIRELESS	CELLULAR AND TABLETS SERVICES	240-50-560-53403-00000	124.06
229185	05/20/2020	VERIZON WIRELESS	CELLULAR AND TABLETS SERVICES	251-50-571-53403-00000	900.00
229185	05/20/2020	VERIZON WIRELESS	CELLULAR SERVICES	100-40-405-53403-00000	53.81
229185	05/20/2020	VERIZON WIRELESS	CELLULAR SERVICES	220-40-420-53403-14700	53.81
229185	05/20/2020	VERIZON WIRELESS	CELLULAR SERVICES	901-40-410-53403-14310	53.81
229186	05/20/2020	WASTE MANAGEMENT OF SAN GABRIEL-POMONA VALL	CNG FUEL FOR CITY VEHICLES - APRIL	402-50-590-53110-16140	1178.44
229186	05/20/2020	WASTE MANAGEMENT OF SAN GABRIEL-POMONA VALL	CNG FUEL FOR CITY VEHICLES AND STREET SWEEPER	402-50-590-53110-16140	1154.49
229187	05/20/2020	WASTE MANAGEMENT OF SAN GABRIEL-POMONA VALL	WASTE MANAGEMENT SERVICE	905-40-410-53405-14305	242.94
229188	05/20/2020	WESSEL PROPANE INC	PURCHASE LIQID PROPANE FOR CITY TANKS	240-50-551-53100-15705	65.46
229189	05/20/2020	WEST COAST ARBORISTS, INC	MUNICIPAL TREE TRIMS	251-50-561-51100-00000	1996.25
DFT0003895	05/07/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	36.77
DFT0003896	05/07/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	4.88
DFT0003897	05/07/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	15.67
DFT0003899	05/06/2020	MASSMUTUAL	MASS MUTUAL	100-00-000-21213-00000	600.00
DFT0003900	05/06/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	663.70
DFT0003901	05/06/2020	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	3500.00
DFT0003902	05/06/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	2248.01
DFT0003903	05/06/2020	INTERNAL REVENUE SERVICE	SOCIAL SECURITY PAYMENT	100-00-000-21200-00000	397.42
DFT0003904	05/06/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	607.56
DFT0003905	05/06/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	496.16
DFT0003907	05/07/2020	MASSMUTUAL	MASS MUTUAL RETIREMENT	100-00-000-21213-00000	1563.86
DFT0003908	05/07/2020	MASSMUTUAL	MASS MUTUAL	100-00-000-21232-00000	300.00
DFT0003909	05/07/2020	MASSMUTUAL	MASS MUTUAL	100-00-000-21213-00000	15803.50
DFT0003910	05/07/2020	NATIONWIDE RETIREMENT PEHP	PEHP NATIONWIDE	100-00-000-21213-00000	600.00
DFT0003911	05/07/2020	AMERICAN FIDELITY ASSURANCE COMPANY	FSA - AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	1438.18
DFT0003912	05/07/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	954.27
DFT0003913	05/07/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	573.23
DFT0003914	05/07/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	387.24
DFT0003915	05/07/2020	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	199.42
DFT0003916	05/07/2020	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	2500.00
DFT0003917	05/07/2020	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	1371.20
DFT0003918	05/07/2020	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	2625.00
DFT0003919	05/07/2020	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	71151.74
DFT0003920	05/07/2020	INTERNAL REVENUE SERVICE	SOCIAL SECURITY PAYMENT	100-00-000-21200-00000	2751.36
DFT0003921	05/07/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	19022.12
DFT0003922	05/07/2020	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	26668.90
DFT0003925	05/13/2020	INTERNAL REVENUE SERVICE	SOCIAL SECURITY PAYMENT	100-00-000-21200-00000	62.00
DFT0003926	05/13/2020	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	14.50
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS SURVIVOR RETIREMENT	100-00-000-21207-00000	194.65
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS ADDITIONAL RETIREE SVC CR	100-00-000-21206-00000	143.67
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS REDEPOSIT	100-00-000-21206-00000	115.73
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS SWORN- 344	100-00-000-21206-00000	12209.27
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS MISC 350	100-00-000-21206-00000	17387.93
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS SWORN 351	100-00-000-21206-00000	18258.26
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	5111.74

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS SWORN CITY PAID - PEPRA	100-00-000-21256-00000	13261.26
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS SWORN ER REG PAY	100-00-000-21256-00000	44463.57
DFT0003927	05/18/2020	PERS-RETIREMENT	PT PERS MISC CITY PAID	100-00-000-21256-00000	1051.70
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS MISC CITY PAID	100-00-000-21256-00000	22624.63
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS MISC CITY PAID - PEPRA	100-00-000-21256-00000	8920.49
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS SWORN 351	100-00-000-21206-00000	15.15
DFT0003927	05/18/2020	PERS-RETIREMENT	PERS SWORN ER REG PAY	100-00-000-21256-00000	36.91
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	KAISER HEALTH INSURANCE	100-00-000-21210-00000	-341.77
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS SELECT HEALTH INSURANCE	100-00-000-21210-00000	435.74
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD HEALTH INSURANCE	100-00-000-21210-00000	9564.64
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM SELECT HEALTH INSURANCE	100-00-000-21210-00000	1755.75
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM TRADITIONAL HEALTH INSURANCE	100-00-000-21210-00000	451.32
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	KAISER HEALTH INSURANCE	100-00-000-21210-00000	32995.97
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SALUD Y MAS HEALTH INSURANCE	100-00-000-21210-00000	1366.78
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SMART CARE HEALTH INSURANCE	100-00-000-21210-00000	1539.79
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD TRIO	100-00-000-21210-00000	312.47
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS CHOICE HEALTH INSURANCE	100-00-000-21210-00000	2912.20
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PORAC - POLICE ONLY HEALTH INSURANCE	100-00-000-21210-00000	349.50
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	UNITED HEALTH CARE HEALTH INSURANCE	100-00-000-21210-00000	937.12
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS SELECT HEALTH INSURANCE	100-00-000-21210-00000	1786.53
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	RETRO HEALTH INSURANCE PREMIUM	100-00-000-21210-00000	398.62
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD HEALTH INSURANCE	100-00-000-21210-00000	1006.59
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	KAISER HEALTH INSURANCE	100-00-000-21210-00000	9230.77
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SALUD Y MAS HEALTH INSURANCE	100-00-000-21210-00000	1222.51
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SMART CARE HEALTH INSURANCE	100-00-000-21210-00000	600.00
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM SELECT	100-00-000-21210-00000	600.00
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS CHOICE HEALTH INSURANCE	100-00-000-21210-00000	355.15
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	UNITED HEALTHCARE HEALTH INSURANCE	100-00-000-21210-00000	600.00
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD HEALTH INSURANCE	100-00-000-21210-00000	9564.64
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM SELECT HEALTH INSURANCE	100-00-000-21210-00000	2065.71
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM TRADITIONAL HEALTH INSURANCE	100-00-000-21210-00000	451.32
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	KAISER HEALTH INSURANCE	100-00-000-21210-00000	35489.17
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SALUD Y MAS HEALTH INSURANCE	100-00-000-21210-00000	1366.78
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SMART CARE HEALTH INSURANCE	100-00-000-21210-00000	1539.79
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD TRIO	100-00-000-21210-00000	312.47
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS CHOICE HEALTH INSURANCE	100-00-000-21210-00000	2912.20
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PORAC - POLICE ONLY HEALTH INSURANCE	100-00-000-21210-00000	349.50
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	UNITED HEALTH CARE HEALTH INSURANCE	100-00-000-21210-00000	937.12
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS SELECT HEALTH INSURANCE	100-00-000-21210-00000	1786.53
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	RETRO HEALTH INSURANCE PREMIUM	100-00-000-21210-00000	516.61
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	BLUESHIELD HEALTH INSURANCE	100-00-000-21210-00000	1006.59
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	KAISER HEALTH INSURANCE	100-00-000-21210-00000	9230.77
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SALUD Y MAS HEALTH INSURANCE	100-00-000-21210-00000	1222.51
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	HEALTH NET SMART CARE HEALTH INSURANCE	100-00-000-21210-00000	600.00
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	ANTHEM SELECT	100-00-000-21210-00000	600.00
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	PERS CHOICE HEALTH INSURANCE	100-00-000-21210-00000	355.15
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	UNITED HEALTHCARE HEALTH INSURANCE	100-00-000-21210-00000	600.00
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	RETIRED PREMIUM	100-25-299-50223-00000	75930.43
DFT0003928	05/08/2020	CALIFORNIA PUBLIC EMPLOYEES'	ADMIN FEE ACTIVE & RETIRED	100-25-299-50220-00000	638.19
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS SURVIVOR RETIREMENT	100-00-000-21207-00000	196.51
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS ADDITIONAL RETIREE SVC CR	100-00-000-21206-00000	148.67
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS REDEPOSIT	100-00-000-21206-00000	115.73
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS SWORN- 344	100-00-000-21206-00000	12541.22
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS MISC 350	100-00-000-21206-00000	17389.33
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS SWORN 351	100-00-000-21206-00000	17975.69
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	4945.74
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS SWORN CITY PAID - PEPRA	100-00-000-21256-00000	13621.85
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS SWORN ER REG PAY	100-00-000-21256-00000	43795.26
DFT0003929	05/05/2020	PERS-RETIREMENT	PT PERS MISC CITY PAID	100-00-000-21256-00000	1083.77
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS MISC CITY PAID	100-00-000-21256-00000	22624.44
DFT0003929	05/05/2020	PERS-RETIREMENT	PERS MISC CITY PAID - PEPRA	100-00-000-21256-00000	8630.88
DFT0003930	05/05/2020	PERS-RETIREMENT	PERS SURVIVOR RETIREMENT	100-00-000-21207-00000	12.00
DFT0003930	05/05/2020	PERS-RETIREMENT	PERS MISC 350	100-00-000-21206-00000	160.00
DFT0003930	05/05/2020	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	50.00
DFT0003930	05/05/2020	PERS-RETIREMENT	PERS ADD'L SERVICE CREDIT	100-00-000-21206-00000	112.17

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
DFT0003930	05/05/2020	PERS-RETIREMENT	PERS MISC CITY PAID	100-00-000-21256-00000	218.13
DFT0003930	05/05/2020	PERS-RETIREMENT	PERS MISC CITY PAID - PEPR	100-00-000-21256-00000	87.25
Grand Total:					\$ 1,677,216.09

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Lourdes Morales, Chief Deputy City Clerk
DATE: June 3, 2020
SUBJECT: Meeting Minutes

SUMMARY

The City Council held a Special City Council Meeting on May 6 and May 20, 2020; and the City Council held a Regular City Council Meeting on May 6, 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 May 6, 2020.
- B. Meeting Minutes of the Regular City Council Meeting held on May 6, 2020.
- C. Meeting Minutes of the Special City Council Meeting held on May 20, 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 May 6, 2020
- 2. Regular Meeting Minutes of May 6, 2020
- 3. Special Meeting Minutes of May 20, 2020

**MINUTES
BALDWIN PARK CITY COUNCIL STUDY SESSION
AND SPECIAL MEETING**

May 6, 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_dDFRjy59rhiDZ13Fg/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

CALL TO ORDER

The meeting was called to order at 5:11 PM by Mayor Lozano.

ROLL CALL

PRESENT:

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

ABSENT:

Council Member Ricardo Pacheco

MOTION: Mayor Lozano made a motion, seconded by Mayor Pro Tem Hernandez to excuse Council Member Pacheco from the Special City Council Meeting. Motion was approved by unanimous consent.

PUBLIC COMMUNICATIONS

Mayor Lozano opened Public Communications at 5:29 PM.

Mayor Lozano inquired whether any public comments were received.

City Clerk Ayala stated no comments were received.

Seeing no comments received, Mayor Lozano closed Public Communications at 5:29 PM.

OPEN SESSION

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

City Manager Shannon Yauchzee introduced the item stating these were preliminary numbers of the projected budget and staff was diligently working on the budget.

Rose Tam, Finance Director provided an overview of the projected deficit of about 3,886,471 and commented on the reduction of costs made citywide.

Council Member Avila asked where some of the cuts were made.

Ms. Tam stated cost savings were found mainly from departments contribution such as suspending conferences, miscellaneous expenditures, postponed the PA system in the Council Chamber, repair and maintenance cuts, and the main reduction was from the Recreation and Community Services Department from program/event closures and the reduction in force from part time employees.

Further, Ms. Tam explained the decrease in revenue due to COVID-19 and unanticipated cannabis setbacks.

Discussion was held amongst staff and the City Council regarding options to reduce the budget by 19% in order to balance the budget.

Council Member Avila expressed concerns with layoffs and furloughs and requested staff provide a projection of cost saving of all management levels with a 5% to 10% temporary cut in pay.

City Manager Yauchzee stated all directors were assigned to reduce their budget by 19% and would have a budget hearing at the first or second meeting.

Mayor Lozano commented on past experiences during the recession and stated the City of Baldwin Park did not do layoffs and requested all directors look across the board for cost savings.

Mayor Pro Tem Hernandez requested a survey be conducted with a salary slide to reduce costs.

City Manager Yauchzee stated staff would work on their requests.

The City Council recessed into closed session at 5:56 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: 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)

The City Council reconvened into open session at 7:02 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 7:02 PM.

Manuel Lozano, Mayor

ATTEST:

Jean M. Ayala, City Clerk

APPROVED: _____

MINUTES
BALDWIN PARK CITY COUNCIL REGULAR MEETING
May 6, 2020, 7:00 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_dDFRjy59rhiDZ13Fg/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

CALL TO ORDER

The meeting was called to order by Mayor Lozano at 7:03 PM.

INVOCATION

No invocation was provided

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Lozano.

ROLL CALL

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Council Member Ricardo Pacheco

MOTION: Mayor Lozano made a motion, seconded by Mayor Pro Tem Hernandez to excuse Council Member Pacheco from the City Council Meeting. Motion was approved by unanimous consent.

REPORT ON CLOSED SESSION

Mayor Lozano announced no reportable action was taken.

ANNOUNCEMENTS

The City Council Meeting was adjourned on behalf of Paul Martinez longtime resident who passed on April 8th due to coronavirus; Maria Arias who passed at 88 from natural causes; Victor Padilla Vietnam Veteran; Rudy Verdugo; and Rose Luna who passed on April 22.

PROCLAMATIONS, COMMENDATIONS & PRESENTATIONS

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

Mayor Lozano presented the proclamations and read an excerpt from the proclamations.

PUBLIC COMMUNICATIONS

Mayor Lozano announced public comments could be emailed to City Clerk Jean M. Ayala at jayala@baldwinpark.com to be read into the record.

Ricardo Vasquez commented on possible employee layoffs and stated it was crucial to keep our workforce.

Catherine Moiser Library Manager provided upcoming events and resources during their closure due to COVID-19.

Board Member Christina Lucero commented on the importance of communication between the City Council and School Board Members concerning graduation celebrations.

Rose Tam Finance Director requested Item No. 13 be considered before all other items in order to provide the City Council with a presentation. The City Council unanimously agreed.

REPORTS OF OFFICERS

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

Christy Canada presented the results of the audit highlighting no significant irregularities were found with the current protocols and procedures currently in place; and provided comments and recommendation to staff in areas of improvement.

MOTION: It was moved by Mayor Pro Tem Hernandez, seconded by Mayor Lozano to receive and file the City of Baldwin Park's CAFR for fiscal year ended June 30, 2019 and all accompanying reports. Motion was approved by unanimous consent.

CONSENT CALENDAR

All items listed under the consent calendar are considered to be routine business by the Council Members and were approved with one motion.

Agenda Item No.'s 5, 10, and 12 were pulled from the consent calendar for separate consideration.

MOTION: It was moved by Mayor Lozano, seconded by Council Member Avila to approve the remainder of the Consent Calendar. Motion carried by unanimous consent.

1. Warrants and Demands

The City Council ratified the Warrants and Demands Register.

2. Claim Rejection

The Council rejected the following claims and directed 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

The City Council received and filed the following Meeting Minutes:

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

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

The City Council adopted 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 – (Pulled for separate consideration)

Council Member Garcia requested this item be continued to the next meeting in order to obtain further information from staff via a presentation.

MOTION: It was moved by Council Member Garcia, seconded by Mayor Lozano to table this item to the next meeting. Motion carried by unanimous consent.

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

The City Council:

- 1. Accepted 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. Authorized 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

The City Council:

- 1. Approved the plans and specifications for the Morgan Park Parking Lot Improvement Project, CIP 2020-163; and
- 2. Authorized 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”

The City Council adopted 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”

The City Council adopted 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 – (Pulled for separate consideration)

Council Member Avila asked how many bike repair stations were available, how many access points and inquired whether a design for decorative signs had been approved.

Director of Public Works Sam Gutierrez stated the final numbers had not been determine; access points would be placed at all major crossings along the wash, and further explained the design work was preliminary, therefore did not have a concrete sketch.

MOTION: It was moved by Council Member Avila, seconded by Mayor Lozano to table this item to 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 Authorize the Director of Finance to appropriate Prop 68 Grant Funds (Fund #270) in the amount of \$288,563. Motion carried by unanimous consent.

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

The City Council:

1. Authorized 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. Authorized 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 (Pulled for separate consideration)

Council Member Avila thanked the Police Department for their service and asked Chief of Police McLean questions relating to salaries for command staff, overtime accruals, and the reorganization process.

Chief McLean provided an outline of the reorganization of staff and answered questions related to salaries.

MOTION: It was moved by Council Member Avila, to bring back this item to the next meeting. Motion died due to lack of a second.

Discussion was held regarding CalPERS and additional benefits for staff.

Mayor Pro Tem Hernandez requested the overtime benefits be reviewed to ensure costs were minimized.

MOTION: It was moved by Mayor Pro Tem Hernandez, seconded by Mayor Lozano to approve, ratify and adopt 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 adopt Resolution No. 2020-020 to amend the City of Baldwin Park comprehensive pay schedule in accordance with CalPERS established guidelines; and approve the action of reclassify the Police Lieutenant and Captain position to Police Commander provided that the Assistance Chief of Police be frozen 6 months after the new fiscal year. Motion carried by the following roll call vote:

AYES: COUNCIL MEMBERS: Garcia, Hernandez, and Lozano
NOES: COUNCIL MEMBERS: Avila
ABSENT: COUNCIL MEMBERS: Pacheco
ABSTAIN: COUNCIL MEMBERS: None

Council Member Avila stated this item needed further consideration.

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.

Mayor Lozano commented on his collaboration with the School Board, particularly with Robert Barella regarding prom/graduation celebrations, and stressed they needed to work together in order to provide the graduates with

Council Member Avila suggested staff contact LACO.

Council Member Garcia spoke in support of the billboard signage and stated staff needed to coordinate with school officials to plan.

Mayor Lozano commented on adding additional trash cans to dispose of gloves and masks.

Council Member Avila thanked the Police Department and Recreation for their assistance through COVID-19.

Mayor Pro Tem Hernandez thanked all the staff and the team showing that during tough times the strength of the community and our local churches; thanking all for feeding the community.

Mr. Yauchzee provided an overview of the phase two reopening issued by the County of Los Angeles.

The City Council congratulated Council Member Avila on her belated birthday and requested the Police Department visit her house and turn on the sirens in honor of her birthday.

ADJOURNMENT

There being no other business to discuss, and all other matters having been addressed, a motion was made by Mayor Lozano, seconded by Mayor Pro Tem Hernandez, to adjourn the meeting at 8:21 p.m.

Mayor:

ATTEST:

Manuel Lozano, Mayor

Jean M. Ayala, City Clerk

APPROVED: _____

**MINUTES
BALDWIN PARK CITY COUNCIL STUDY SESSION
AND SPECIAL VIRTUAL MEETING**

May 20, 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_dDFRjy59rhiDZ13Fg/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

CALL TO ORDER

The meeting was called to order at 5:05 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

INVOCATION

Invocation was provided by Council Member Pacheco.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Lozano

PUBLIC COMMUNICATIONS

Mayor Lozano opened Public Communications at **5:24 PM**.

Mayor Lozano inquired whether any public comments were received.

City Clerk Ayala read comments received by email for the record.

Steve Bennette, Area Manager for TNT Fireworks provided an overview in the manner in which TNT Fireworks will be in compliance with the County of Los Angeles Health Department's recommendations and requested Council's consideration to allow the sale of sane and safe fireworks in accordance with the regulations outlined by the County of Los Angeles.

Melissa Wagner, Auxiliary President of Abraham Lincoln Unit 241, spoke in favor of the sale of fireworks stands and the much needed funding it provides to non-profit organizations such as American Legion to fulfill their charitable functions throughout the year.

Danny Damian commented on agenda item No. 2, expressing concerns regarding the extra expense for the city should they move forward hiring the Assistant Chief of Police and requested the City Council reconsider placing a hiring freeze on this position.

Seeing no comments received, Mayor Lozano closed Public Communications at 5:30 PM.

ANNOUNCEMENTS

Mayor Lozano requested the meeting be adjourned in honor of Larry Tafoya, City attorney Robert Tafoya's brother.

OPEN SESSION

- FY 2020-21 Budget Update PowerPoint Presentation by Rose Tam, Finance Director

City Manager Shannon Yauchzee introduced the item by stating staff was diligently working towards budget cuts of up to 19% to balance the budget.

Rose Tam, Director of Finance thanked staff for working together to minimize fiscal impact and provided an overview stating the General fund reserve balance would be at a 3.5 million dollar deficit and was currently looking at options to reduce the deficit.

Council Member Pacheco asked if the City was currently looking at a 3.5 million dollar deficit and asked whether the City Council would hold additional meetings to consider various options.

Council Member Avila inquired whether the Assistant Chief of Police and Commanders' positions had been calculated into the upcoming budget.

Ms. Tam stated staff would follow the City Council's direction to offset costs and further stated salaries had not yet been calculated; rather the proposed budget was based on operational costs.

City Manager Yauchzee explained the budget numbers would be more concrete by the second meeting of June.

Mayor Lozano commented on these tough times and requested staff look at all options to balance the budget including reducing vendor costs and looking at various positions within the city.

Council Member Pacheco requested staff come back with recommendations agreeing that these were troubling times for the entire country and difficult decisions needed to be made.

Mayor Lozano made reference to the cutbacks made in 2007.

The City Council recessed into closed session at 5:32 PM.

CONSENT CALENDAR

All items listed under the consent calendar are considered to be routine business by the Council Members and were approved with one motion.

Council Member Garcia and Pacheco recused themselves from voting on Item No. 1 of the Consent Calendar due to a conflict of interest, and exited the virtual meeting at 5:31 pm.

MOTION: It was moved by Mayor Lozano, seconded by Council Member Hernandez to approve the Consent Calendar. Motion carried by the following roll call vote:

AYES:	COUNCIL MEMBERS: Avila, Hernandez, and Lozano
NOES:	COUNCIL MEMBERS: None
ABSENT:	COUNCIL MEMBERS: Garcia and Pacheco
ABSTAIN:	COUNCIL MEMBERS: None

1. Consideration of Adopting Resolution No. 2020-021, a Resolution Consenting to the Inclusion of Properties within the City of Baldwin Park in the California Statewide Communities Development Authority (CSCDA) Open Property Assessed Clean Energy (PACE) Program

The City Council adopted Resolution No. 2020-021, which enabled property owners to finance permanently fixed renewable energy, energy efficiency, water efficiency, and seismic strengthening improvements as well as electric vehicle charging infrastructure.

Council Members Garcia and Pacheco reconvened the zoom meeting at 5:35 pm.

REPORTS OF OFFICERS

2. Reconsideration to Approve the Hiring of the Assistant Chief of Police Position and Instead Freeze One (1) Police Commander Position

Staff recommends that the City Council provide direction to staff.

Mayor Lozano stated this item was requested to be placed on the agenda for reconsideration stating there was a lack of command staff and they would be combining two positions into one.

Council Member Avila requested Chief of Police McLean provide his recommendation on this matter.

Chief of Police McLean stated he was in need of the position; however, under these circumstances, the responsible action was to hold off hiring new staff until further notice is provided on COVID-19.

Council Member Avila asked whether this position could be held off until 2021.

Chief of Police McLean answered affirmatively.

Mayor Lozano stated the City Council would revisit this topic at a later time to best fit the needs of the organization.

No further consideration was provided to this item.

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

Request by Mayor Manuel Lozano for discussion and consideration:

1. Discussion and direction to staff to assist in a Patriotic Home Decoration contest to celebrate July 4th as a community. Those interested can decorate their home and register their home in the contest by emailing photo by assigned deadline. Voting can occur during timeframe given. Possible winning categories: most creative, most patriotic, or community favorite. Those selected could be awarded a Lawn Sign acknowledging their recognition. All of this can be done through social distancing and Stay at Home Orders.

Mayor Lozano stated he was in contact with surrounding cities and thought it would be a good idea to bring this activity to the city. The City Council agreed to proceed with this event and directed Director of Recreation and Community Services Manny Carrillo coordinate with staff to implement rules and awards.

2. Discussion and deliberation on canceling the fireworks stand this year due to COVID19 and provide direction to City Staff.

Discussion was held amongst the City Council and staff regarding the pros and cons on allowing the sale of sane and safe fireworks within city limits; voicing concerns of mass gatherings, enforcement, and the impact it will have on non-profit organizations.

The City Council unanimously agreed to bring this item back for consideration at the next regular meeting and await for further recommendations from the Los Angeles Department of Public Health on this matter.

The City Council recessed into closed session at 5:57 pm.

RECESS TO CLOSED SESSION

3. 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)

4. 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

5. 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.

6. 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 6:47 PM.

REPORT ON CLOSED SESSION

Mayor Lozano announced no reportable action was taken.

Discussion was held amongst the City Council and staff concerning the reopening of businesses and financial assistance for small business owners.

ADJOURNMENT

There being no further business, motion was made by Mayor Lozano, seconded by Council Member Hernandez, to adjourn the meeting at 6:54 pm.

Manuel Lozano, Mayor

ATTEST:

Jean M. Ayala, City Clerk

APPROVED: _____

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: June 3, 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):

Sedgwick CMS (Denise Trosien)

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: Rose Tam, Director of Finance
Laura J. Thomas, Human Resources & Risk Manager
DATE: June 3, 2020
SUBJECT: Accounting Related Policies and Procedures and the Fraud, Waste and Abuse Policy

SUMMARY

The purpose of this staff report is to present updated accounting related policies and procedures as recommended by the State Controller's office and the City's independent auditors to the City Council for review and approval. In addition to the Accounting policies, the City's Fraud, Waste & Abuse Policy is attached for City Council consideration and approval.

RECOMMENDATION

Staff recommends that the City Council review and approve the following accounting policies and procedures and City of Baldwin Park's fraud policy as follows:

1. Disbursement Policy and Procedures
2. Credit Card Policy and Procedures
3. Bank Reconciliation Policy and Procedures
4. ACH and Wire Transfer Policy and Procedures
5. Monthly and Annual Closing Procedures and Check List
6. Construction In Progress Policy and Procedures
7. The Fraud, Waste & Abuse Policy containing policy scope, definitions, violations, reporting procedures and employee acknowledgement form.

FISCAL IMPACT

None

BACKGROUND

The State Controller's Office and the City's independent auditors recommended that several of the accounting related policies need to be updated. The Finance staff have reviewed and updated the existing accounting related policies and procedures to incorporate the recommendations from the auditor's requirements.

The Fraud, Waste & Abuse Policy was created to remain compliant with state and federal regulations. The California Government Code §53087.6 provides clear examples of prohibitive activity and behaviors in the public sector considered to be fraudulent in nature as delineated in the City's policy. The policy is also designed to encourage the reporting of fraudulent behavior. Adverse actions that can be taken against employees or others who are connected to the City on a paid or an unpaid basis and violate the policy is also included. Essentially, implementation of the City's Fraud, Waste & Abuse Policy will allow the City to uphold values of transparency, integrity and accountability which are important to our governing body and the taxpayers/residents of the City of Baldwin Park.

LEGAL REVIEW

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

ALTERNATIVES

None

ATTACHMENTS

1. Disbursement Policy and Procedures
2. Credit Card Policy and Procedures
3. Bank Reconciliation Policy and Procedures
4. ACH and Wire Transfer Policy and Procedures
5. Monthly and Annual Closing Procedures and Check List
6. Construction In Progress Policy and Procedures
7. The Baldwin Park Fraud, Waste & Abuse Policy & Procedures

City of Baldwin Park

Accounts Payable/Disbursements Control Policies and Procedures

Purpose:

The purpose of this policy is to establish control and accountability measures and provide guidelines for the proper processing of disbursements in a manner that will safeguard the assets of the City.

Policy:

It is the policy of the City of Baldwin Park that the recording of equipment/assets or expenses and the related liability including payroll related expenses is performed by an employee independent of ordering and receiving. The amounts recorded are based on the invoice for the related goods and services. The Accounts Payable (A/P) of the Finance Department supports all City department needs by providing a timely and efficient manner to process payments in compliance with policies and procedures.

The City has three types of disbursement using Tyler Incode 10, the City's accounting system:

1. Payment made by the City
2. Payment made by Housing Department
3. Payment made by Successor Agency

All vendors and expense reimbursement checks will be produced in accordance with the following guidelines:

- Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods and services.
- Expenditures must be supported in conformity with the purchasing, travel expense and reimbursement policies of the City.
- All invoices must be verified to ensure payments are appropriately made to correct vendors for the correct amount for goods and services delivered.
- All supporting documentation from the accounts payable package corresponding to the invoices will be given to the Accounting Manager and/or Director of Finance for their review and approval prior to printing the checks.
- Total cash requirements associated with each check run is monitored by the Accountant, in conjunction with an available cash balance in the bank prior to the release of any checks.
- Checks must be printed in numerical order.
- The accounting system automatically assign the check numbers,
- Checks should not be made payable to "bearer" or "cash".
- Checks will never be signed prior to being prepared.

Disbursement Procedures:

1. A/P is processed on a daily basis. Information is entered into the accounting system from approved invoices and the respective attached supporting documentation.
2. New Vendor – It is necessary to set up a new vendor by Senior Finance/Finance Clerks (A/P) before entering a requisition into the Purchasing accounting system. Each department must request the vendor to complete and provide the IRS Form W-9 and valid City business license. The Management Assistant will create a requisition for purchase order (PO) after the vendor is set up in the system.

For new vendor process through Direct Payment Request, Finance Clerks who are assigned to A/P will set up the vendor profiles in the accounting system. This also requires the vendor to submit the Form W-9 and valid City business license to the Finance department before processing and releasing the payment.

The City obtains a completed Form W-9 from all vendors to whom payments are made. A record will be maintained of all vendors to whom a Form 1099 is required to be issued at year-end. Payments to such vendors will be accumulated over the course of a calendar year.

3. Vendor invoices are normally sent to the respective Department or directly to Finance.

It is the policy of the City that only original invoices will be processed for payment unless duplicate copies have been verified as unpaid by researching the vendor records. Vendor statements should normally not be used to process for payment.

- a. If an original invoice is not provided then a short written explanation signed by the requestor will be required prior to payment.
- b. Each department is responsible for verification of invoices for payment including the following:
 - Comparison of quantities billed on the invoices with quantities listed on the purchase order shown on the receiving documents.
 - Comparison of prices, discounts, and terms, with those specified on the purchase order.
 - Proof of clerical accuracy of the invoice with respect to extension, mathematical accuracy, and deductions for discounts.

4. Preparation of an Accounts Payable (A/P Package)

The vendor invoices should be reviewed and approved by a department head or their designees prior to being submitted for payment. All requests for payment to be submitted to Finance should include an A/P package. Each A/P package contains the following documents

- a. Original invoice. If the original invoice is not available (this should be the exception) a short written explanation with the signature of the supervisor is required.
- b. Packing slip (if available)
- c. Purchase Order/Direct Payment Request form including general ledger account number coding from the approved budget
- d. For travel reimbursement request – travel authorization form signed by both employee and department director/head.
- e. For credit card payments – signed by employee and department head .
- f. Any other supporting documentation deemed appropriate.

All A/P packages must be approved by the department head. The approval indicates their acknowledgment of satisfactory receipts of those goods or service agreements with all terms appearing on the vendor invoices and general ledger account coding from the approved budget, and that the vendors are paid in full.

5. Recording and processing of accounts payable/disbursements

Regular Invoices

Information is entered into the accounting system from the approved and completed A/P packages. All valid A/P transactions, properly supported with the required documentation, should be recorded in a timely manner.

The following procedures should be applied to each A/P Package by the Senior Finance/Finance Clerks:

- a. Invoices and related general ledger account distribution codes are reviewed prior to posting to the accounting system.
- b. Check the mathematical accuracy of the vendor invoice.
- c. Compare the nature, quality, and prices of items ordered per the vendor invoice to the packing slip and receiving report if applicable.
- d. Review the general ledger distribution charged accounts and approved budget amount.
- e. Post all PO's and direct request for payment into the accounting system.

- f. All A/P transactions selected for payment will be reviewed, approved, and updated in the accounting system by Accounting Manager/Director of Finance before the check run.
- g. After the approval of A/P transactions, the Senior Finance/Finance Clerk will print the checks and registers. It is the policy of the City that each check must be signed by two authorized check signers. Check signatures are set-up on the accounting system.
- h. Senior Finance/Finance Clerk will write down the series of checks and total amount in an A/P check log. Two copies of the check register including copies of checks are submitted to the Accounting Manager/Director of Finance for review, approval, and update the check process in the accounting system.
- i. The Accounting Manager/Director of Finance signs off the check log and check registers to signify review and approval before releasing the actual checks.
- j. After the A/P checks are processed, the charges are automatically posted and are reflected in the general ledger.
- k. All check registers processed will be forwarded to another Senior Finance Clerk who does not process A/P to prepare and submit the positive pay to the bank. Check registers are also forwarded to the Accountant to monitor available cash balance in the bank prior to the release of any checks (Refer to **Positive Pay Procedures**).
- l. The check will be mailed on the same day with the exception of those checks picked up by the requesting department under emergency situations or special circumstances. Staff who initiate the check request cannot be the staff who pick up the check. For those checks received by the requesting department will sign the A/P log indicating that Finance released the check.
- m. Check copies will be attached to the A/P Packages and will be sent to the Information Technology (IT) division to be stamped as "PAID" by the IT staff to avoid future double payment. In addition, accounts payable packages are also scanned to the document management system, Laserfiche. After the accounts payable packages are scanned, the A/P packages are returned to Finance to be filed by batch date.
- n. All processed check registers from prior weeks will be presented to the City Council for their review and approval at the following City Council Meeting schedules:

City warrants and demand including payroll related expenses - every 1st and 3rd Wednesday of the month
Housing and Successor Agency – every 3rd Wednesday of the month

Payroll Related Expenses

All payroll related expenses and related liabilities are processed by the Payroll Specialist. After completing the payroll process for each pay period, the Payroll Specialist will process payroll disbursements by entering the payroll liabilities transactions in Payroll/Accounts Payable module in the accounting system. The liabilities include but not limited to IRS and State taxes, CalPERS retirement and health, vision and dental benefits, union dues and garnishments.

Once the payroll payable packet is completed by the Payroll Specialist, it will be submitted to the Accounting Manager/Director of Finance for review and approval. The Accounting Manager/Director of Finance will then update the payroll payable packet in the accounting system. Except for CalPERS, IRS and State Taxes, the checks for all other payroll related liabilities will be run by Senior Finance Clerks in the accounting system (same process from **Regular Invoice** item no. 5 above).

- a. IRS and State taxes – Processed through ACH. IRS and State taxes reports for each pay period are submitted online by the Payroll Specialist. Payments are then automatically debited to City's general bank account.
- b. CalPERS retirement and health benefits - Processed through ACH and automatically debited to City's general bank account. Payment online is processed by the Accounting Manager. After the payment, the payroll packet is approved and updated in the accounting system. The payroll payable packet including the payment confirmation is then forwarded to Senior Finance Clerk to run the bank draft check register.

Voided Checks and Stop Payments

There are times when a check would need to void out of the system (e.g. check lost in the mail, stale check, or processed in error). In order for this process to occur, voided check approval and the following information must be obtained:

- a. Check number
- b. Amount
- c. Date
- d. Payee
- e. Reason for void
- f. Stop payment required *
- g. Check being reissued – if required

*Stop payments are processed by the Accountant through the Bank of the West online banking. A confirmation is printed and attached to the A/P package of the voided check.

Check voided need to have proper notations in the accounting system and defacing the check by clearly marking it as “VOID”. All voided checks are processed by the Senior Finance/Finance Clerk in the accounting system, and reviewed, approved, and updated by Accounting Manager/Director of Finance. Copy of the void checks is to be filed by batch date.

Wire Transfers

Wire transfers are used by the City whenever the City deemed it is necessary and for the best interest of the City. It is a fast, reliable and efficient payment method. The City uses this method for making payments to various service providers, such as investments bankers and debt service trustee. The Accountant handles the wire transfer transactions to the bank (Refer to **ACH and Wire Transfer Policy and Procedures**).

The Accountant prepares the journal entries to record the wire-transfer transactions to the accounting system. Accounting Manager/Director of Finance reviews and approves the journal entry in the system. The Management Assistant posts and updates the journal entries to the general ledger.

At the end of every month, the Accountant will submit the cash transfer log summary to the City Manager (CEO). The cash log shows all daily bank transfer transactions. (Refer to sample of **Cash Log Transfer**).

Petty Cash Fund (PCF)

The Senior Finance/Finance Clerk who handles Cashier and business license is the petty cash custodian and she is responsible for the proper safeguarding of petty cash monies. The total maximum PCF is \$800. Employees are allowed to request from PCF for up to \$50 for City related expenditure reimbursements and for emergency use only. If there is no immediate need, everything should be disbursed by check. A receipt containing a detailed breakdown of all purchases or services is required before reimbursement can be made as well as evidence that it is a City related expenditure.

The custodian is responsible for ensuring the cash on hand and receipts equal the authorized amount of the fund at all times. Petty cash fund must be kept separate from change funds, cash drawer, and any other collected revenue.

Petty Cash Fund Purchase

Disbursements from petty cash fund must be properly documented and should be for a valid business purpose.

1. Petty Cash fund may not be used for the following:

- Items/receipts in excess of \$50.00
- Cashing of personal checks or providing personal loans.

- Purchases which are required to be reported in a specific manner such as, but not limited to, personnel services, travel expenses, and business meals.
2. Employee purchasing business related items using petty cash funds should do the following:
 - Obtain prior approval from the department head.
 - Makes the purchase by paying for the item with personal monies and obtain an itemized receipt or cash register sales slip.
 - Provide the petty cash request form with the proper supporting documents such as receipts or cash register sales slip with the signature of the department head.
 - Receives reimbursement for the purchase from the petty cash custodian when personal monies are used for the City's business related items.

Replenishment of Petty Cash Fund

Petty cash fund must be reimbursed at least once every 90 days or as needed during the fiscal year.

1. The petty cash reimbursement request or the amount to be requested must be completed through 'Direct Payment Request'.
2. The Direct Payment Request form with the list of all expenses paid along with original receipts as a support of the requisition is submitted to Accounting Manager/Director of Finance for review and approval before submitting to accounts payable for check preparation.
3. A reconciliation of the petty cash fund must be done on a regular basis to make sure the receipts plus cash on hand is equal to the amount of the authorized petty cash fund.
4. If receipts plus cash on hand are less than the authorized amount, this is an overage and must be deposited through the cashier register crediting the other revenue account with description "petty cash overage".
5. If the receipts plus cash on hand are less than the authorized amount, this is a shortage. If the amount is significant, it should be reported to the Accounting Manager/Director of Finance immediately for investigation. If the amount is less than \$5.00, report the shortage on petty cash reimbursement request, charging the other operating expense account with description "petty cash shortage".

City of Baldwin Park

Credit Cards Policy and Procedures

Purpose:

The purpose of this policy is to establish standards and procedures for the use of City issued credit cards (include gas card and other charge cards). City credit cards are used to provide an alternative method for designated City officials and employees. This policy is developed to ensure that all credit cards issued under agreements with the City of Baldwin Park serve a legitimate business purpose and are adequately monitored by management for compliance.

In an effort to facilitate the conduct of official City business and ensure that City officials are provided with the tools they need to serve the interests of the City, City Council Members and Department Heads and/or their designees are provided with a City credit card/gas card.

The use of credit cards is to allow City officials and or their designee's access to an efficient and alternative means of payment for approved expenses. It is for the purpose of making authorized small dollar purchases, securing reservations, paying travel expenses, and doing City business in the most efficient manner. The amount should not exceed \$2,500 per transaction except for emergency use and within the credit line limit.

The following City officials may be issued a City credit card:

- Mayor and City Council Members
- Chief Executive Officer
- Chief of Police
- Director of Community Development
- Director of Finance
- Director of Public Works
- Director of Recreation and Community Services
- Designees from the departments with the approval of Department Head and CEO
- Gas card for police officers

Purchases:

Credit cards shall only be used to purchase goods or services for the official business of the City of Baldwin Park. Expenses charged to City credit cards must be actual, necessary, reasonable, and incurred in the performance of official duties for the specific benefit of the City of Baldwin Park.

The following Purchases are NOT allowed:

- Alcoholic beverage/tobacco products
- Controlled substances e.g. prohibited & illegal drugs
- Personal items or loans
- Purchases involving trade-in of City's property
- Rentals (other than short-term autos)
- Cash advances on credit cards
- Employee meals and entertainments not related to City business approved city events, offsite workshops, and training, conference, or interview panels. Breakfast, lunch and dinner meetings, office parties, office snacks, coffee and donuts for employees, or gift cards.

The following Purchases are NOT allowed except for emergency as stated in the City's Purchasing Policies and Procedures:

- Equipment and upgrades over \$2,500
- Construction, renovation/installation
- Items or services on term contracts
- Maintenance agreements
- Telephone, related equipment, or services
- Any other items deemed inconsistent with the values of the City of Baldwin Park
- Consultants, instructors, and speakers contracted by the City
- Service/labor

Procedures:

1. Credit cards may be requested by approving officials or their designees for the prospective cardholders. The request must be in writing on the Credit Card Request Form. (Exhibit I).
2. Authorized credit cardholders are determined by the Department head/director.
3. Upon receiving an approved request to issue a new credit card, the Finance Department will return a memo to the new cardholder confirming their supervisor's request.
4. If approved and prior to receiving the credit card, the new cardholders will be required to sign the Cardholder Agreement (Exhibit II) along with the copy of the Credit Card/Gas Card Policies and Procedures indicating they have read and agree to comply and accept the terms of the City's Credit Card/Gas Card Policies and Procedures.
5. Credit cards are issued in the name of the City and the authorized cardholder. Any annual fee is charged to the cardholder's cost center/department. The cardholder will acknowledge the receipt of the credit card/gas card.
6. Credit card/gas card statements shall be reconciled with the vendor itemized receipts/invoices and submitted to the Finance A/P **ASAP** to avoid late fee/penalty/interest charges. If statements are submitted for payment *without sufficient time* to make a timely payment, late fee/penalty/interest charges, if any, will be charged to the cardholder's department.
7. Approving Officials (department director) shall review purchases, invoices, itemized receipts and all other supporting documents are attached to the credit card statements to ensure compliance with these procedures.
8. The claim for payment should include all itemized receipts/invoices. An itemized receipt contains a breakdown of the entire purchase including each individual item, the number of items and any services, taxes and surcharges. A credit card receipt alone is not considered an itemized receipt unless it contains all of the above information. Examples of itemized receipts would be a hotel bills or restaurant receipts should clearly state the purpose of the charges, the name/number of the individuals for the charges.
 - a. Failure to submit adequate documentation may result in the City credit card being frozen/cancelled.
 - b. Any charge not substantiated by an itemized receipt will result in the cardholder reimbursing the City within one month. If no reimbursement is made to the City, the amount(s) may be deducted from individuals' payroll and credit card will be cancelled.
 - c. On an exception basis, if an original itemized receipt has been misplaced/lost, the cardholder must attach a signed memo containing the date, vendor name and amount, an itemized listing of everything purchased including taxes and surcharges, and a detailed description of the nature and necessity of the purchase.
9. In the case of travel, conferences, meals and meeting (for official City business only as defined previously) related expenses, each itemized receipt must also include:

- a. The name of all persons involved in the purchase.
 - b. A description of the business purpose of the purchases, in accordance with the Internal Revenue Service regulations.
 - c. In the case of travel and conferences, provide a copy of the conference agenda or meeting notice.
10. All credit cards statements shall be signed by the cardholder and the department director and/or CEO to attest to the accuracy and appropriateness of the transactions.

Authorized officials and designees issued a credit card/gas card are responsible for its protection and custody and shall *immediately* notify the Director of Finance if the credit card/gas card is lost, stolen or any type of credit card frauds.

Termination of Cardholder Accounts:

Upon separation of employment with the City, Cardholder accounts will be immediately closed. Credit card/gas card will be collected during the Exit interview process with Human Resources. Human Resources will forward the credit card/gas card to the Finance Department and the separation date for credit card payment purposes. Cardholder shall report any pending charges as of the surrendering of the card and have reported all charges and provided receipts/supporting documentation.

Returns:

In the event of returned merchandise or other credits, cardholders must check subsequent statements for credit and attach the credit slip to the statement when submitting the statement for payment. If a credit slip was not obtained, other documentation explaining the return should be attached. If credit does not appear by the second subsequent statement, the cardholder should contact the Bank/Merchandise Holder.

Lost or Stolen Cards:

It is the responsibility of the card holder to report lost or stolen *immediately* by calling the Bank/Merchandise Holder, and notify the approving official (department director) and the Finance Department. If not reported immediately, the City may be liable for fraudulent charges, which may be charged to the cardholders.

Procurement Accounting Controls:

A current list of credit cards/gas cards, authorized users, and credit limits shall be kept on file by the individual department and the Finance Department.

Internal Accounting Controls:

A current list of all credit card/gas, authorized users, and credit limits shall be kept on file. The credit card is to be used only to make purchases for the legitimate business of the City of Baldwin Park and must be used in accordance with the provisions of the credit card policies and procedures and purchasing policies and procedures established by the City.

The respective directors and/or CEO are responsible for the review of purchases and invoices to ensure compliance with the City's policies and procedures.

Credit card/gas card payments will be charged to the appropriate City Council or department budget and should not exceed the approved annual line item allocations.

City of Baldwin Park

Bank Reconciliation Policy and Procedures

Policy:

It is the policy of the City of Baldwin Park that all incoming and outgoing funds to the City's bank accounts are recorded in the general ledger using Tyler Incode 10, the City's accounting system on a timely basis. Bank account reconciliation is a key component of quality control over cash and an important control tool to identify potential errors or fraudulent activities that may have occurred in either the finance records or banking activities. The Finance Department needs reconcile all bank accounts timely since there are time limits to notify the bank on errors and omissions.

Reconciling the bank statement balance with the general ledger balance is necessary to ensure the following:

- All receipts and disbursements are properly recorded – this is an essential process in ensuring complete and accurate monthly financial reporting.
- Checks are clearing the bank at a reasonable time.
- Reconciling items are appropriate and are being recorded.
- The reconciled cash balance agrees with the general ledger cash balance.

This policy applies to all bank accounts held by the City.

City's Cash Bank Accounts are the following:

General Checking Account (Operating Account):

The primary operating account provides for routine accounts payable disbursements. All cash, checks, and credit card payments to the City are made to this account. Cash transfers are done on an as needed basis to cover disbursements. Excess funds in this account are transferred into short-term investments of higher interest-bearing cash equivalents.

Payroll Account:

The payroll account is separate from the operating account. The payroll account is a zero-balance account. As such, only the amount needed to cover each payroll is transferred into this account from the operating account.

Workers Compensation and General Liability Account:

The Worker's Compensation and General Liability Account is separate from the operating account. Worker's Compensation and General Liability Account is a zero-balance account. As such, only the amount needed to cover the payments is transferred into this account from the operating account.

Section 8 and Public Housing Accounts:

Section 8 and Public Housing accounts are separate from the City's General operating account. HUD requires that the Section 8 Voucher program have a separate account to avoid any commingling of funds. The Section 8 program assists low-income individuals in finding a place to live and subsidize the rent payments for the tenants.

The Public Housing account is for our Senior Housing Complex-McNeil Manor. The public housing account receives deposits from tenant rents, operating subsidy and capital grants from the federal government, and income from the onsite laundry room. The account also pays for any capital improvement, repairs and all other maintenance of the property.

Successor Agency:

The Successor Agency account is to pay any remaining recognized obligations/debts from the former Baldwin Park Redevelopment Agency. The Successor Agency receives funding from Redevelopment Property Tax Trust Fund (RPTTFT) from the County of Los Angeles Auditor-Controller. These funds are then used to pay the recognized obligations/debts and related costs.

Local Agency Investment Fund (LAIF) Accounts – City and Housing

The LAIF accounts with the State Treasury are used to deposit funds for investment. It offers high liquidity because deposits can be converted to cash in twenty-four hours. All interest is distributed to those agencies participating in a proportionate share determined by the amounts deposited and the length of time they are deposited. Interest is paid quarterly via direct deposit to the LAIF account.

Money Market Account:

The Money Market is a liquid investment account that is an alternative to the LAIF account. This account can be accessed daily and interest is paid monthly.

Authorized signers on all checking accounts include the following: City Treasurer, City Mayor, City's Chief Executive Officer, and the Director of Finance.

Procedures:

It is the responsibility of the Finance Department to reconcile and complete all City's bank accounts by the end of each month upon receipts of bank statements by an employee not involved in processing accounting transactions, such as cash receipts and disbursements. The assigned employees who reconcile the bank and investments accounts are the two Accountants and Management Assistant. Additionally, bank reconciliations should be formally documented and maintained for audit purposes.

Bank and other investment statements are received each month by mail. LAIF account statements are downloaded online by the Accountant. The statements are forwarded to the Director of Finance for review. Unusual or unexplained items will be reported immediately to the bank. After the review is completed, the bank statements are forwarded to each assigned employees (Accountants and Management Assistant) to prepare the bank and general ledger reconciliations.

The City is using the Bank Reconciliation module from Tyler Incode 10. The system is an interactive module that reconciles monthly bank statements to general ledger accounts. System-wide integration automates the month-end reconciliation process, and posts through General Ledger are recognized for items such as bank deposits, services charges, interest income, and returned and cleared checks. Bank Reconciliation interfaces with Incode 10 General Ledger, Accounts Payable, Payroll, and Cashiering.

The City maintains a cash and investment pool for all restricted and non-restricted cash. The cash account for General Fund and Special Revenue Funds are combined and maintained in one cash fund which is recorded under Fund 999. Pooled Cash is also applicable to Baldwin Park Financing Authority or Successor Agency funds and recorded under Fund 990. Cash for LAIF, Money Market, and Housing Funds are considered non-pooled cash.

Bank Reconciliations should clearly show the balances being reconciled, including the details of all reconciling items. At a minimum, bank reconciliation should include:

- Identification of all applicable general ledger balance, as of the same date of the bank statements.
- Listing of outstanding items.
- Identification of any charges or credits on the bank statements that have not been recorded in the general ledger. These items should be researched to determine appropriateness, and as necessary adjustments recorded in the general ledger, possibly via general ledger journal entry.
- Listing of any deposits in transit.
- Calculations to illustrate the general ledger balance agrees with the bank balance
- A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
- A comparison/verification of inter-fund bank transfers to be certain that both sides of the transactions have been recorded on the books.
- A comparison/verification of wire transfer dates received with the dates sent.
- A comparison/verification of canceled checks with the disbursement journal as to check number, payee, and amount.
- Accounting for the sequence of checks both from month to month and within a month.
- Send an outstanding check notification letter to individuals whose checks have been outstanding for more than two months.

After completing the monthly bank reconciliation, the preparer will print the bank reconciliation, signed, dated, and with other supporting back-up, including but not limited to, a bank statement and general ledger transaction listing. It is then submitted to the Accounting Manager and/or Director of Finance for review and approval. The signatures of the approver on the bank reconciliation will confirm that the procedures are followed and that the reconciliation accurately presents the status of the account at the bank as well as on the general ledger.

After the review and approval, all bank reconciliations are returned to the preparer to be scanned and saved to the Finance F-drive.

City of Baldwin Park

ACH and Wire Transfer Policy and Procedures

I. Purpose:

This policy is to establish guidelines for ACH and wire transfer policy and procedures for the City of Baldwin Park (the City) to have effective check and balance, internal control, prevent irregularities, and promote financial soundness of the City.

II. Procedures:

ACH for Payroll

1. Payroll timesheets are prepared by the employees and submitted to the supervisor and department head for approval.
2. Payroll Specialist and/or Finance Clerk receives, reviews, and verifies hours entered in the payroll system. Finance does not have access to enter or modify pay rates and benefits.
3. The payroll system will generate an edit report. The edit report is reviewed by Payroll Specialist and verified by other Finance Clerk prior to finalizing the payroll.
4. A payroll ACH file and ACH register report are created and sent to the Accounting Manager and Director of Finance for review and approval.
5. The Accounting Manager or the Director of Finance will send the payroll ACH file and ACH register report to the Accountant/Management Assistant for processing.
6. The Accountant/Management Assistant will upload the payroll ACH file to the bank and confirm that the total in the file is equal to the total that was given by the Payroll Specialist.
7. The Accountant/Management Assistant will make the transfer from the general bank account to the payroll account to fund the payroll ACH after the approval of the Accounting Manager/Director of Finance.

❖ **The Accountant and the Management Assistant do not have access to enter and process payroll. The Accounting Manager and Director of Finance *only* have access for review and approval but do not have access to enter payroll nor process ACH transfer.**

Auto Payment for Utility Payment

1. Finance Department – Accounting Manager with the approval of Director of Finance set up Auto Pay with the utility vendors to streamline the process of the City's utility payment. Utility vendor payment summary should be given to the Accountant to insure that adequate funds are available for payment. Utility vendors are listed below are not all inclusive:

Southern California Edison
Southern California Gas Co.
Time Warner (Spectrum)
AT & T
Verizon
Valley County Water District

2. Utility vendors will withdraw payments from the City's general checking account on the due date.
3. Responsible departments will approve and forward the monthly bills to the Finance Department for the purpose of reconciling with the bank records.

4. Finance will generate ACH debit monthly report from the bank and record the expenditure accordingly in the accounting system on a monthly basis.

Wire Transfers

1. Wire Transfers are for debt service payments to the fiscal agent/trustees, city investments and any other items that require a wire transfer.
2. Debt service payments to the trustee occur twice a year. The invoice is sent to the Finance Director for review and approval. The invoice is then given to the Accountant to create the wire transfer on the Bank's online system.
3. Recurring transfers (i.e. bond payments) are made by using a template setup by the Accountant. The template defines the payee, banking information, and limited amounts that can be transferred based on the payment due with supporting documentation. The template and any changes are required approval from the Accounting Manager or the Director of Finance.
4. Non-recurring wire transfers are made by using a Free Form Wire Transfer setup by the Accountant with the payee, banking information, and actual amount to be transferred based on approved supporting documentation after being reviewed and approved by the Accounting Manager or the Director of Finance.
5. The Accounting Manager or the Director of Finance will review and approve the bank online file to verify the amount prior to the wire transfer. The Accountant will provide the wire transfer confirmation along with the invoice to the Accounting Manager or the Director of Finance for final review and approval signature prior recording the transfer to the Cash Transfer Log.
6. All wire/ACH transfer requests are required to submit with the WIRE/ACH TRANSFER REQUEST/AUTHORIZATION form (see Exhibit A attached) to the Accounting Manager or the Director of Finance for review and approval.

❖ **The Accounting Manager and Director of Finance *only* have access for review and approval but do not have access to initiate and modify the ACH and wire transfer.**

CITY OF BALDWIN PARK
WIRE/ ACH TRANSFER REQUEST/AUTHORIZATION

DATE/TIME TRANSFER NEEDS TO BE MADE	
TRANSACTION NAME	
DOLLAR AMOUNT TO BE TRANSFERRED	

TRANSFER FROM	TRANSFER TO
	VENDOR
BANK	VENDOR#
ABA NO.	ADDRESS
ACCT NO.	BANK
	ABA NO.
	ACCT NO.
GL ACCT #	GL ACCT #
GL ACCT #	GL ACCT #
GL ACCT #	GL ACCT #

WIRE INFORMATION

DATE OF WIRE:
CONF#:
AP#:
PAY PERIOD: PAY ENDING: PAY DATE:

	NAME	DATE
PREPARED BY		
AUTHORIZED BY		
TRANSFER MADE BY		
AP PROCESSED BY		

City of Baldwin Park

Monthly and Annual Closing Policy and Procedures

Effective July 1, 2020

I. Purpose:

To ensure timely financial recording and reporting by establishing a checklist to better organize staff assignments and duties in the Finance Department. It helps to ensure consistency and completeness in carrying out department-wide tasks.

II. Procedures:

Checklists can help us stay more organized by ensuring that we don't skip any steps in a process. They are easy to use and effective. The Checklist may be subject to change by Finance Management.

The Checklist is shown below:

Staff In Charge	Task	Description	Time
Accountant -Anthony	Bank Reconciliation	City of Baldwin Park Financing Auth-8333	Monthly
Accountant -Anthony	Bank Reconciliation	City of Baldwin Park as Successor-5220	Monthly
Accountant -Anthony	Bank Reconciliation	Baldwin Park Charitable Relief Foundation-2262	Monthly
Accountant -Anthony	Bank Reconciliation	Liability Account-2938	Monthly
Accountant -Anthony	Bank Reconciliation	Payroll Account-5543	Monthly
Accountant -Anthony	Bank Reconciliation	Baldwin Park Resident Owned Utility District	Monthly
Accountant -Ron	Bank Reconciliation	City of Baldwin Park Housing Auth 8 - 2708	Monthly
Accountant -Ron	Bank Reconciliation	Laif Reconciliation	Monthly
Accountant -Ron	Bank Reconciliation	City of Baldwin Park Housing Auth-2682	Monthly
Shao/Sharon/Anthony	Bank Reconciliation	Main Bank Reconciliation-8358	Monthly
Mgmt. Assist-Sharon	Budget Adjustments/Transfers	Record Budget Adjustments/Transfers from Council Meeting Minutes	Monthly
Fin.Clerk-Jesus	General Leger - Journal	Tenant Rent Payments	Monthly
Fin.Clerk-Jesus	General Leger - Journal	Loan Receivable Payment	Monthly
Fin.Clerk-Jesus	General Leger - Journal	Record Credit Card Fees	Monthly
Fin.Clerk-Jesus	General Leger - Journal	Cash Transfer from SA to Gen. Fund for Payroll	Monthly
Fin.Clerk-Jesus	General Leger - Journal	Liability and Workers Comp. Transaction	Monthly
Fin.Clerk-Jesus	General Leger - Journal	NSFS and ACH Recording	Monthly
Accountant -Ron	General Leger - Journal	Transfer for Liability Costs	Monthly
Accountant -Ron	General Leger - Journal	HUD Disbursement	Monthly
Accountant -Ron	General Leger - Journal	HUD 108 Wire Transfer Payment	Monthly
Accountant -Ron	General Leger - Journal	Record HAPS and Admin Fees	Monthly
Accountant -Ron	General Leger - Journal	Transfer to Fund Payroll	Monthly
Accountant -Ron	General Leger - Journal	Transfers made AP & Payroll for Housing and Successor Agency	Monthly
Accountant -Ron	General Leger - Journal	Monthly Analysis Charges	Monthly
Accountant -Ron	General Leger - Journal	Money Market Interest	Monthly
Accountant -Ron	General Leger - Journal	CDBG Home Drawdown	Monthly
Accting Mgr.-Shao	General Leger - Journal	To Record Credit Card Payment in transit	Monthly
Mgmt. Assist-Sharon	General Leger - Journal	Internal Service Charges	Monthly
Mgmt. Assist-Sharon	General Leger - Journal	Record Property Tax Remittance	Monthly

Staff In Charge	Task	Description	Time
Accountant -Ron	General Leger - Journal	LAIF Quarter Interest Allocation /Payment for Fund 905	Quarterly
Accountant -Anthony	Trustee Interest Income	Interest allocation for interest income from Trustee	Quarterly
Accountant -Anthony	Fixed Assets	Book Asset Additions	Quarterly
Accountant -Anthony	Fixed Assets	Book Asset Deletions	Quarterly
Accountant -Anthony	Construction in Progress	Review/Monitor/Evaluate/Booking Construction in Progress	Quarterly
Accountant -Ron	Debt Service	State of California ECAA Loan	06/22; 12/22
Accountant -Anthony	Debt Service	Record Transfer to US Bank (Measure M)	06/01; 12/01
Accountant -Anthony	Debt Service	Principal/Interest Payment on Measure M Bonds (Rail Crossing Safety Improvement Project)	06/01; 12/01
Accountant -Anthony	Debt Service	Principal/Interest Payment on POB	06/01; 12/01
Accountant -Anthony	Debt Service	Principal/Interest Payment on SA 2017 Bond	03/01; 09/01
Accountant -Ron	Debt Service	Principal/Interest Payment on HUD 108 Notes Payable	02/01; 08/01
Accounts Payable	Debt Service	Principal/Interest Payment on 2017 Lease Revenue Bond	02/01; 08/01
Accountant -Anthony	Fixed Assets	Fixed Asset Depreciation	12/31; 06/30
Payroll - Maria	Personal Management	Employee Compensated Absences Report	7/30
Payroll - Maria	Personal Management	Leave End of Year Process	7/30
Accounts Payable	Accounts Payable	Run Aging Report	08/20
Accounts Payable	Accounts Payable	Run Open Payable Report	08/20
Accounts Payable	Accounts Payable	Run Expense Approval Report	08/20
Accounts Payable	Accounts Payable	Run Check Report	08/20
Mgmt. Assist-Sharon	Purchasing	Run GL Encumbrance Report	08/20
Mgmt. Assist-Sharon	Purchasing	Run GL Reserve Report	08/20
Mgmt. Assist-Sharon	Purchasing	Run PO Aging Report	08/20
Mgmt. Assist-Sharon	Purchasing	Run PO Status Report	08/20
Mgmt. Assist-Sharon	Purchasing	Purchase Order Fiscal Year End Process	08/20
Shao/Ron/Anthony	Bank Reconciliation	Run Bank Transaction Report	08/30
Shao/Ron/Anthony	Bank Reconciliation	Update Final Bank Reconciliation Process	08/30
Accountant -Anthony	Fixed Assets - Report	Asset Master Report	08/30
Accountant -Anthony	Fixed Assets - Report	Asset Auditor Report	08/30
Mgmt. Assist-Sharon	Project Accounting	Project Balance Report	08/30
IT/Shao	General Leger	End of Year Back-up Tape	09/15
Sharon/Shao	General Leger	Soft Close	09/15
Accting Mgr.-Shao	General Leger - Report	Transaction Report	09/15
Sharon/Shao	General Leger - Report	Detail Report	09/15
Sharon/Shao	General Leger - Report	Income Statement Report	09/15
Sharon/Shao	General Leger - Report	Trial Balance Report	09/15
Sharon/Shao	General Leger - Report	Balance Sheet Report	09/15
Accting Mgr.-Shao	General Leger - Report	Pooled Cash Report	09/15
Sharon/Shao	General Leger - Report	Account Listing Report	09/15
Shao/Rose	General Leger	Hard Close	Post Audit
Internal / External Reporting			
Staff	Report Name	Due Date	Distributing Department/ Agency
Accounts Payable	Warrants and Demands	Bi-Weekly. Monday Of The Week Before City Council Meeting	City Council
Accountant -Anthony	Treasurer Report	Monthly , Monday Of The Week Before The 2nd City Council Meeting	City Council
Accountant -Ron	Utilization Report	Monthly	Housing
Accountant -Ron	VMS Report	Monthly	HUD

Note: All debt service payments need to be sent and deposited to the trustee accounts prior to the due date.

The City of Baldwin Park

Construction in Progress Policy and Procedure

Effective July 1, 2020

Objective

To ensure that all capital assets are reported in accordance with Generally Accepted Accounting Principles (GAAP).

Construction in Progress

Construction in Progress contains amounts expended in one fiscal year on new construction, land or building improvement, or other tangible capital construction projects that will be finished in a future year. Depreciation cannot begin until capital assets are ready to be placed into service. Construction in Progress is not depreciable.

Capitalizable Costs

Capitalizable costs associated with projects that should be included in the original capitalizable cost listed below (not inclusive):

- Original contract price of construction
- Equipment rentals (equipment purchases will be recorded directly as a fixed asset)
- Expenses incurred in remodeling, reconditioning, or altering a purchased building to make it available for its intended purpose.
- Design and supervision costs
- Building permits
- Insurance costs during construction phase
- Excavation, grading or filling land
- Architect and engineering services
- Legal fees
- All other costs related to the project completion

Abandonment of Project

When it is no longer probable that the project will be completed and placed into service, no further costs should be capitalized, and guidance on impairment should be applied to existing balances.

Monitoring Construction in Progress

During the fiscal year the Public Works Department will provide a quarterly Construction in Progress schedule to the Finance Department. The schedule provides:

- List of all project names with description
- Project number that is associated with the general ledger account
- Type of project – capital or operations/maintenance
- Estimated cost of the project
- Department name
- Project manager
- Estimated completion date

The Accountant will run quarterly reports from Tyler Incode 10, the City's accounting system to track the cost of Construction in Progress by the project number associated with the Construction in Progress schedule.

Not all projects will become a capital asset once completed. Some are operational and/or maintenance projects. It is essential that the Construction in Progress schedule categorizes the type of project in order to properly record the Construction in Progress to the general ledger. If the project has retention withheld all the retentions will be released once the project is approved and completed.

The general ledger account string will determine if a project is operation/maintenance or capital.

Operation/Maintenance Account String - XXX.XX.XXX.XXXXX.6XXXX (All operation/maintenance project numbers will begin with number 6)

Capital Project Account String - XXX.XX.XXX.XXXXX.7XXXX (All capital project numbers will begin with number 7)

Completion of a Construction in Progress project

Completed projects should be reported as a transfer in (increase) to the appropriate asset category, e.g. buildings, and a transfer out (decrease) from Construction in Progress.

Department head and/or project managers should communicate with the Finance Department regarding completed construction projects timely. When a project is completed the department will notify Finance and provide a signed copy of the Notice of Completion (NOC). Upon receipt of the notification, the Finance Department will transfer the improvement project or new construction project from the Construction in Progress general ledger account to the appropriate fixed asset general ledger account to record the asset into the accounting system using the NOC date as the in-service date and to start the depreciation in Tyler Fixed Asset Module.



FRAUD, WASTE AND ABUSE POLICY

- PURPOSE:** The City of Baldwin Park's Fraud, Waste, and Abuse Reporting policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud, waste, and abuse against the City of Baldwin Park (City). In the spirit of transparency it is the intent of the City to provide guidelines for the development of controls and conduct of investigations related to Fraud, Waste and Abuse.
- POLICY STATEMENT:** The City will offer a mechanism for City employees, residents, and other interested complainants to confidentially report (1) any activity or conduct in which he/she suspects instances of fraud, waste, or abuse and (2) violations of certain Federal or State laws and regulations relating to fraud, waste, and abuse as it is defined in California Government Code §53087.6(£) through the establishment of a Fraud, Waste, and Abuse Hotline and/or utilization of a third party to receive and track complaints under the direct oversight of Human Resources.
- POLICY SCOPE:** This policy applies to any wrongdoing, or suspected irregularity, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with the City. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the City.
- POLICY** Management is responsible for the detection and prevention of fraud, waste, and abuse. California Government Code §53087.6(£) (2) defines the terms, "fraud, waste, or abuse" as follows:
- Any activity by a local agency or employee that is undertaken in the performance of the employee's official duties, including activities deemed to be outside the scope of his or her employment, that:
 - Is in violation of any local, state, or federal law or regulation relating to:
 - fraud,
 - corruption,
 - malfeasance,
 - bribery,
 - theft of government property,
 - fraudulent claims,
 - coercion,
 - conversion,
 - malicious prosecution,
 - misuse of government property,
 - willful omission to perform duty.

- is economically wasteful,
- involves gross misconduct

Each member of the City's Executive Team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity. Any irregularity that is detected or suspected must be reported immediately to the Director of Finance and Director of Human Resources herein referred to as the Human Resources and Risk Manager, and/or a third party contracted to receive complaints or coordinate investigations with the appropriate entities and personnel. Some of these improprieties may be defined as follows:

Violation	Definition	Complaint Code
Fraud	A known misrepresentation of the truth or misstatement of fact intended to result in personal or financial gain to the City's detriment.	Fraud, Accounting/ Audit Irregularities
Theft of government property	Unauthorized taking into one's possession of property owned by the City	Theft of Cash, Goods, and Services
Fraudulent claims	A misrepresentation of facts in a claim to receive compensation	Fraudulent Insurance Claims
Conversion	The wrongful possession of or interference with the City's property as if it was one's own	Theft of Cash, Goods and Services
Misuse of government property	Misuse of City's property	Waste
Corruption	The impairment of a public official's duties by bribery	Release of Proprietary Information
Malfeasance	Wrong doing or misconduct by a public official	Conflict of Interest Theft of Time Unauthorized Discounts Wage and Hour Issues Customer Relations Policy Issues Safety Issues and Sanitation Product Quality Concerns
Bribery	The corrupt payment, receipt, or solicitation of a private favor for official action	Kickbacks Improper Loans to City Officials
Coercion	Compulsion by physical force or threat of physical force; threat of taking or withholding official action or causing an official to take or withhold an action	Retaliation Against Whistleblowers

Malicious prosecution	Intentionally (and maliciously) instituting and pursuing (or causing to be instituted or pursued) a legal action that is brought without probable cause and dismissed in favor of the victim that caused damages	Abuse
Willful omission to perform duty	Intentional neglect to take action required by law or contract	Abuse

Complaints received that allege certain Labor-Management Issues such as Discrimination, Sexual Harassment, Substance Abuse, and Workplace Violence/Threats are not included in the statutory definition of fraud, waste, or abuse and are not in the purview of this policy. However, these complaints are forwarded to the appropriate management and human resources for review and action.

INVESTIGATION RESPONSIBILITIES:

The Director of Finance and Human Resources and Risk Manager have the primary responsibility for the investigation of all suspected acts as defined in the policy. If the investigation substantiates that inappropriate activities have occurred, the Director of Finance and Human Resources and Risk Manager will issue reports to appropriate designated personnel and, if appropriate, to the City Council in accordance with the Brown Act. If a complaint involves the City Manager, Director of Finance, Human Resources and Risk Manager and Appointed or Elected Officials, an outside investigator shall be appointed to conduct the investigation.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and the City Manager, as will final decisions on disposition of the case except to the extent that the initiation of litigation may require approval by the City Council.

CONFIDENTIALITY:

The Director of Finance and Human Resources and Risk Manager shall treat all information received confidentially. Any employee who suspects inappropriate activity shall notify the Director of Finance and Human Resources and Risk Manager immediately, and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected act (see REPORTING PROCEDURE section below).

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the City from potential civil liability. Public disclosure shall be made only in accordance with applicable law.

AUTHORIZATION FOR INVESTIGATING SUSPECTED FRAUD, WASTE, AND ABUSE:

The Director of Finance and Human Resources and Risk Manager, or authorized representative, will have access to, and authority to examine any and all records, documents, systems and files of the City and/or other property of any City department, office or agency. It is the duty of any officer, employee or agent of the City having control of such records to permit access to, and examination thereof, upon the request of the Director of Finance and Human Resources and Risk Manager or their authorized representative. It is also the duty of any such officer, employee or agent to fully cooperate with the Director of Finance and Human Resources and Risk Manager, or authorized representative, and to make full disclosure of all pertinent information. The Director of Finance and Human Resources and Risk Manager shall also be permitted access to any and all records, documents, systems and files of any City vendor or contractor as allowed by City agreements and contracts.

REPORTING PROCEDURES:

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way.

Any employee, or other interested complainant, who discovers or suspects fraudulent activity will have different options to report. Reporting can occur by:

- Hotline Reporting- calling the City's third party reporting firm.
- Hotline Reporting – calling the City's hotline number managed by Human Resources.
- Online Reporting – Web intake form located on the City of Baldwin Park website.

The following information is necessary to begin and continue processing a complaint/concern:

- The alleged misconduct involves a City employee, a contractor, or a vendor doing business with the City.
- Name of the individual(s) involved.
- Specific information regarding the alleged misconduct.
- Circumstances surrounding how the alleged misconduct occurred.
- Where or in what department the alleged misconduct occurred.
- When the alleged misconduct occurred.
- The conduct should meet the statutory definition of fraud, waste, and abuse found at California Government Code §53087.6(f) (2).

During the initial review of complainant report(s), the Director of Finance and Human Resources and Risk Manager will hold in confidence information disclosed through the Hotline, and disclosed through the vendor contracted to investigate including the identity of the caller disclosing the information and the parties identified by the caller as allowed under applicable state law.

The complainant may remain anonymous to the extent allowed by law. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Director of Finance and Human Resources and Risk Manager: No information concerning the status of an investigation will be given out. The proper response to any inquiry is: "There is no information to report at this time." No reference should be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific fraud reference when referring to any report.

The reporting individual should be informed of the following:

- Do not contact the suspected individual in an effort to determine facts or demand restitution.
- Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the City Attorney or the Director of Finance and Human Resources and Risk Manager.

DISCIPLINE:

Once the investigation provides firm indicators through probative evidence that an employee might be subject to disciplinary action by his/her department for the subject matter of the investigation, the Director of Finance and Human Resources and Risk Manager will work with the City Manager, City Attorney, and/or department director to ensure a disciplinary process in accordance to the City's Personnel Rules and any other applicable law, rule, or regulation.

ADMINISTRATION:

For the purpose of this Administrative Policy, the City Manager has designated the Director of Finance and Human Resources and Risk Manager to be responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed periodically and revised as needed. The Director of Finance and Human Resources and Risk Manager may develop any other policies or procedures as necessary to implement this Administrative Policy.

CITY OF BALDWIN PARK
Fraud, Waste, and Abuse Policy

PRINT NAME: _____

POSITION TITLE: _____

DEPARTMENT: _____

By my signature, I acknowledge that I have received a copy of the City of Baldwin Park's Fraud, Waste, and Abuse Policy.

Signature

Date

STAFF REPORT



TO: Honorable Mayor and Members of the City Council

FROM: Shannon Yauchzee, Chief Executive Office
Laura J. Thomas, Human Resources/Risk Manager

DATE: June 3, 2020

SUBJECT: Approve Resolution No. 2020-022 and Resolution No. 2020-024 to Deny an Industrial Disability Retirement (IDR) Claim for Joseph P. Meister and Delegate Authority to the Chief Executive Officer or his/her Designee

SUMMARY

This report requests City Council's consideration and direction on the Determination of Disability for Joseph P. Meister as he has filed for an Industrial Disability Retirement (IDR).

RECOMMENDATION

Staff recommends that the City Council approve Resolution No. 2020-022 entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK DENYING AN INDUSTRIAL DISABILITY RETIREMENT FOR JOSEPH P. MEISTER IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS AND DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER OR HIS/HER DESIGNEE"; and approve

Resolution No. 2020-024 entitled: "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK DENYING AN INDUSTRIAL DISABILITY RETIREMENT FOR JOSEPH P. MEISTER IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS".

BACKGROUND

Mr. Meister retired from his employment effective February 7, 2020, and subsequently submitted a request for an IDR with CalPERS. Mr. Meister was a Police Sergeant, who had been employed by the City of Baldwin Park since January 28, 1995. During his career, he had two workers compensation claims in 2008. Both of those claims were resolved and are open for future medical care.

According to the City's workers' compensation third party administrator (TPA), prior to Mr. Meister's retirement, there were no active workers compensation claims on file. Moreover, the City's TPA confirmed that Mr. Meister was not disabled and there was nothing in the record prohibiting Mr. Meister from performing the full range of duties as a Police Sergeant. Therefore, Mr. Meister's request for an IDR does not meet the appropriate criteria. In light of these facts, staff is requesting that City Council deny Mr. Meister's request at this time.

LEGAL REVIEW

Legal Review is not required for this item.

ALTERNATIVES

The alternative is to approve Mr. Meister's IDR.

ATTACHMENTS

1. Resolution No. 2020-022
2. Resolution No. 2020-024

RESOLUTION NO. 2020-022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK DENYING AN INDUSTRIAL DISABILITY RETIREMENT FOR JOSEPH P. MEISTER IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS AND DELEGATING AUTHORITY TO THE CHIEF EXECUTIVE OFFICER OR HIS/HER DESIGNEE

WHEREAS, the City of Baldwin Park (herein referred to as Agency) is a contracting agency of the California Public Employees' Retirement System; and

WHEREAS, the Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member is disabled for purposes of the Public Employees' Retirement Law and such disability is "industrial" within the meaning of such Law; and

WHEREAS, City Council has determined upon legal advice that it may delegate authority under Government Code section 21173 to make such determinations to the incumbent of the office/position of Chief Executive Officer (CEO) or his/her designee; and

WHEREAS, City Council has confirmed with the City's Third Party Administrator (TPA) who is the custodian of industrial related injuries and claims, that Joseph Meister is not disabled according to their records, and was fully capable of performing his job duties at the time of his retirement; and

WHEREAS, City Council has denied Joseph Meister's request for an industrial disability retirement.

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

that the City Council delegate and it does hereby delegate to the incumbent of the office/position of Chief Executive Officer (CEO) or his/her designee, authority to make application on behalf of the Agency pursuant to Government Code section 21152 (c) for disability retirement of all employees and to initiate requests for reinstatement of such employees who are retired for disability;

BE IT FURTHER RESOLVED that City Council delegate and it does hereby delegate to the incumbent of the office/position of Chief Executive Officer (CEO) or his/her designee authority to make determinations of disability on behalf of the Agency under Government Code section 21156 and whether such disability is industrial and to certify such determinations and all other necessary information to the California Public Employees' Retirement System.

PASSED, APPROVED, AND ADOPTED this 3rd day of June, 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. 2020-022** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **June 3, 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

RESOLUTION NO. 2020-024

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK DENYING AN INDUSTRIAL DISABILITY RETIREMENT FOR JOSEPH P. MEISTER IN ACCORDANCE WITH APPLICABLE RULES AND REGULATIONS

WHEREAS, the City of Baldwin Park, (hereinafter, referred to as "Agency") is a contracting agency of the California Public Employees' Retirement System (CalPERS); and

WHEREAS, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency, in employment in which he is classified as a local safety member, is disabled for purposes of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law: and

WHEREAS, an application for industrial disability retirement of specific medical related conditions from Joseph P Meister employed by the Agency in the position of Police Sergeant has been filed with CalPERS; and

WHEREAS, the City Council of The City of Baldwin Park has reviewed the medical and other evidence relevant to such alleged disability.

(1) Pursuant to the authority delegated to me by action of City Council of The City of Baldwin Park (hereinafter referred to as Agency) June 3, 2020 and pursuant to the authority under Government Code section 21173, after review of medical and other evidence relevant thereto, I hereby determine that Joseph P Meister, a local safety member of the California Public Employees' Retirement System (CalPERS) employed by the Agency, is not incapacitated within the meaning of the California Public Employees' Retirement Law for performance of his duties in the position of Police Sergeant for his medical related conditions.

I hereby certify under penalty of perjury that this determination was made on the basis of competent medical opinion and was not used as a substitute for the disciplinary process. If the disciplinary process occurred before the member's separation from employment, all relevant personnel documents were forwarded to CalPERS for determination of the member's eligibility for disability retirement and CalPERS' determination that the member is eligible to apply for disability retirement was obtained prior to starting the process of determination.

PASSED, APPROVED, AND ADOPTED this 3rd day of June, 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. 2020-024** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **June 3, 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

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: June 3, 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 May 6, 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 \$328,005**; and
3. Authorize the Director of Finance to appropriate \$42,805 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	\$328,005
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 3rd day of June, 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.

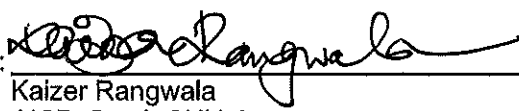
- (A) CONSULTANT
Rangwala Associates
6325 Jackie Avenue
Los Angeles, CA 91367
(805) 850 - 9779
- (B) City of Baldwin Park
Att.: Shannon Yauchzee, CEO
14403 East Pacific Avenue
Baldwin Park, CA 91706
(626) 960-4011 X482

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

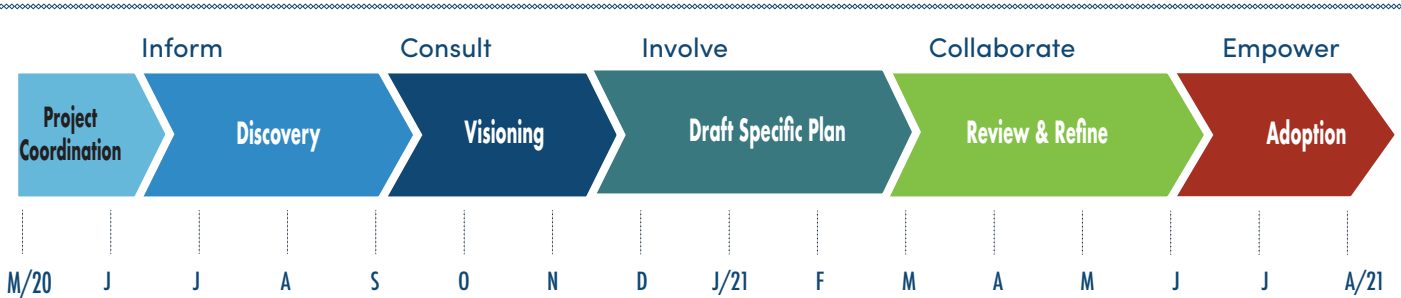
By: 
Kaizer Rangwala
AICP, Cecd, CNU-A

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.

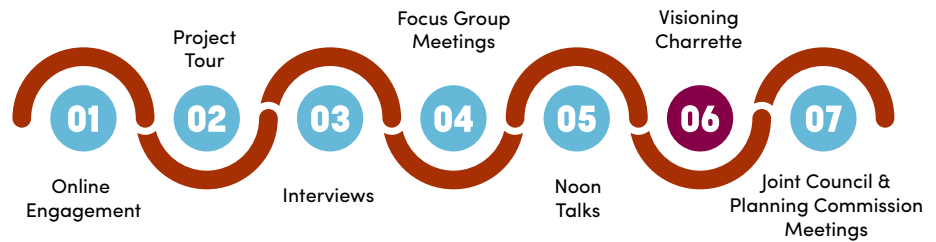
Collaborate — to partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

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

Civic Engagement Strategies



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.

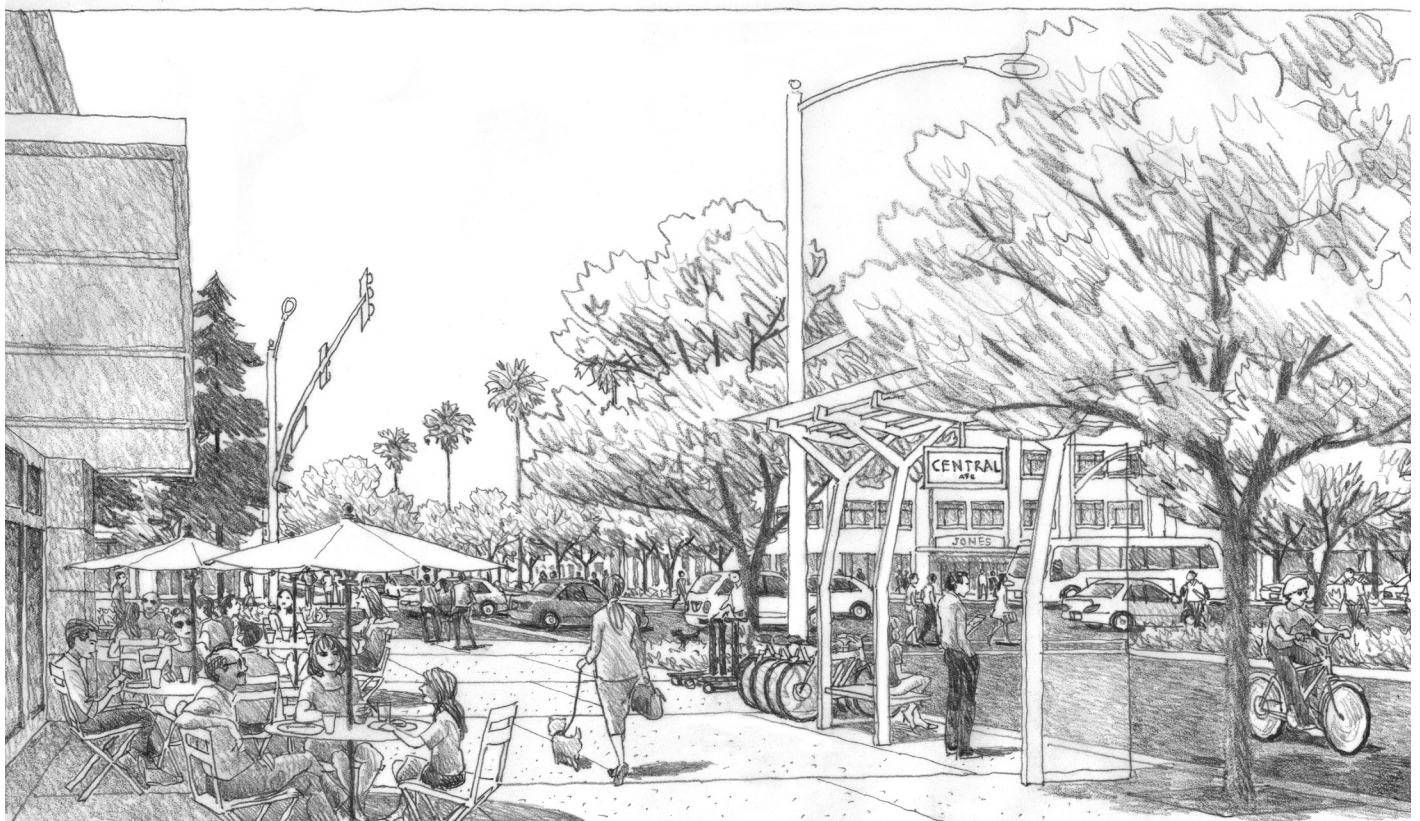
- Understand the character and quality of public space network;
- Clarify key expectations for new development;
- Identify concerns related to the urban form at the community, at the block, and building scale; and
- Understand existing synergy of commerce and activation with public spaces.

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

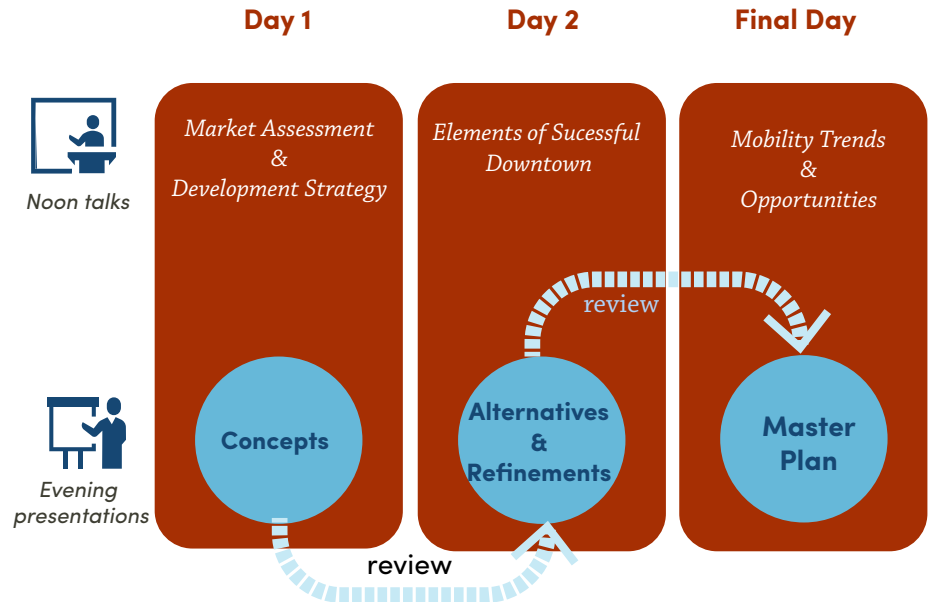
3.1 Charrette

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.

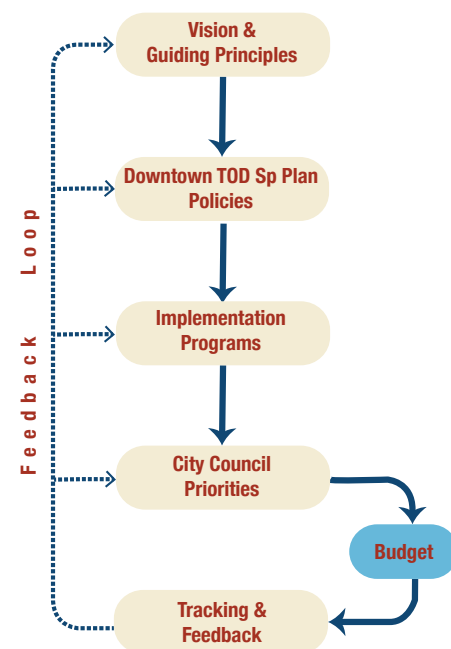
Deliverables:

- 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.



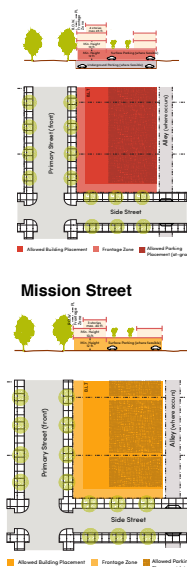
6.1 Participate in Public Hearings

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

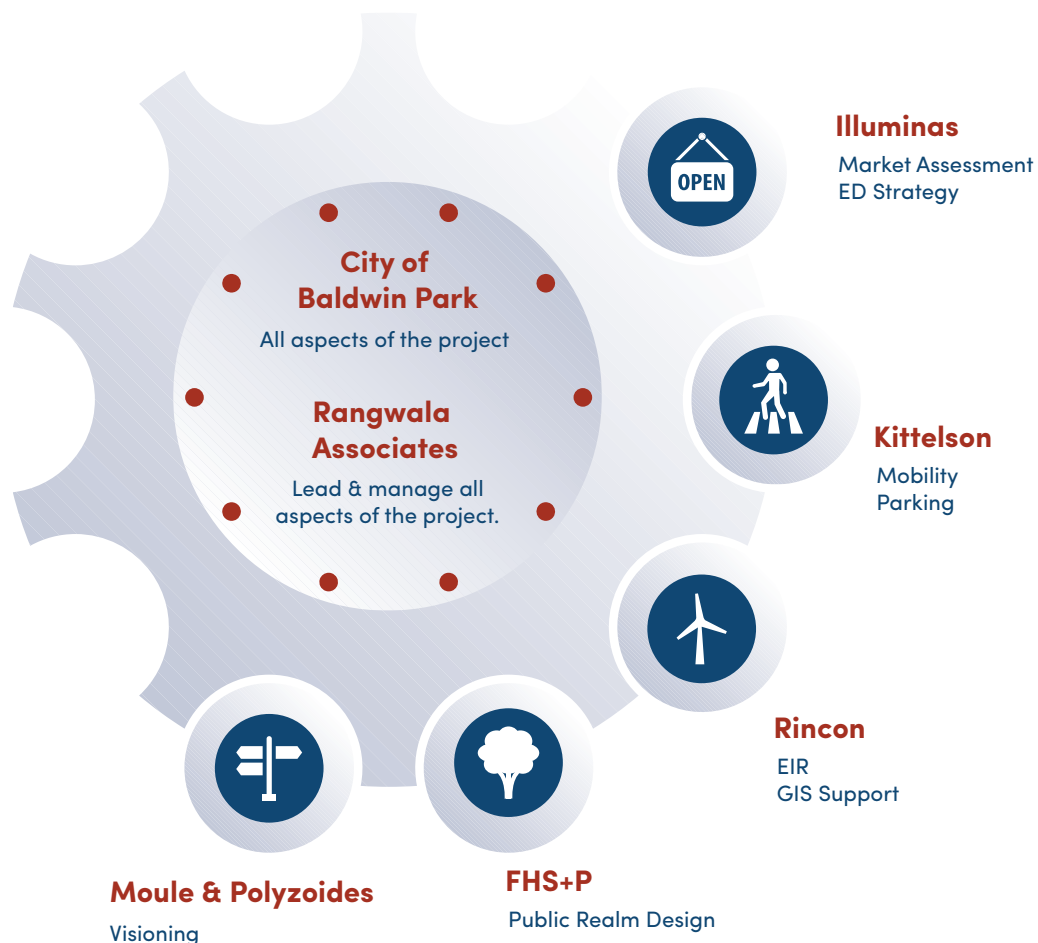
Kaizer brings high intelligence and wisdom gained from valuable hands-on experience from across the United States and beyond to his work at the micro- and macro-scale of urban design and development.

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

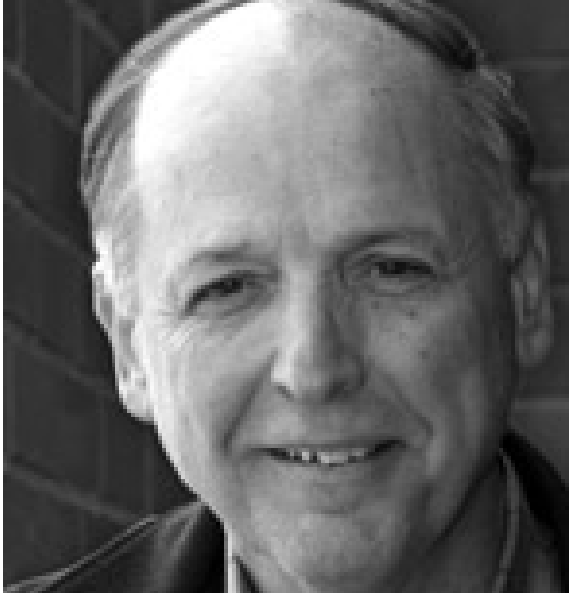
Assistant Community Development Director
Ventura, CA (2006-2009)

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

	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																							
	a. Development Feasibility Testing			25	\$4,875																							
	B. Feasibility Impact Testing			26	\$5,070																							
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										
	a. Traffic Counts																										\$6,375	
	b. Comprehensive Parking Study																										\$26,500	
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		\$19,305		\$11,000		\$11,725		\$17,300		\$5,024		\$3,456		\$6,960		\$23,304		\$6,240		\$10,530		\$9,430		\$5,950	\$39,391
Total																											\$328,005	

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: June 3, 2020
SUBJECT: A Request to the City Council from the Planning Commission on an Amendment to City of Baldwin Park Municipal Code Chapter 153.150 (Off-Street Parking and Loading Regulations), Section: 153.150.050 (Parking Development Dimensions and Locations), Pursuant to Section 153.210 Part 15 of the City's Municipal Code (Location: Citywide; Applicant: City of Baldwin Park; Case Number: AZC-20-01)

SUMMARY

On May 6, 2020 the Planning Commission adopted Resolution PC 20-14 recommending that the City Council amend the City of Baldwin Park's Municipal Code Chapter 153.150 (Off-Street Parking and Loading Regulations), Section: 153.150.050 (Parking Development Dimensions and Locations) for the purpose of modifying the parking stall dimension to ensure consistency in parking stall size throughout the City.

RECOMMENDATION

Staff recommends that the City hold a Public Hearing and Introduce for first reading, by title only, Ordinance 1453, entitled "AN ORDINANCE OF THE CITY OF BALDWIN PARK, CALIFORNIA, AMENDING CHAPTER 153.150, SECTION 153.150.050, OF THE CITY'S MUNICIPAL CODE RELATING TO PARKING DEVELOPMENT DIMENSIONS AND LOCATIONS".

FISCAL IMPACT

No fiscal impact.

CEQA NOTICING REQUIREMENTS

Pursuant to Section 15061 (b)(3) of the California State CEQA Guidelines, the amendment to the City of Baldwin Park's Zoning Code is exempt from CEQA, as it does not have the potential for causing a significant effect on the environment.

A Notice of Public Hearing for the proposed Municipal (Zoning) Code Amendment was posted at City Hall, Esther Community Center, and Barnes Park on Thursday, May 21, 2020.

BACKGROUND DISCUSSION

The amendment to the Municipal Code will allow for the reduction in the required minimum parking stall size for commercial surface parking. Parking standards are one of the more frequently used sections in the Municipal Code. The proposed amendment is a response to the number of deviations processed

from commercial surface parking standards. The amendment would provide parking stall size consistency throughout the City.

While reviewing Chapter 153.150 (Off-Street Parking and Loading Regulations), Section 153.150.050 (Parking Development Dimensions and Locations) Planning staff noted that the parking stall of 10-foot width, and 20-foot length standard in Baldwin Park is larger than the standard adopted by many other jurisdictions. In other jurisdictions, the standard for a regular parking stall (non-compact and non-tandem stall) is 9 feet by 18 feet.

To address the number of deviations processed by the Planning Division for minimum required parking stall size, staff found that the required parking stall size standards varied throughout the City. For example the Baldwin Park Blvd/Francisquito Avenue Triangle Specific Plan requires a minimum parking stall size of 8.5 feet by 18 feet. The Specific Plan area is bounded by N. Baldwin Park Blvd on the northwest, E. Francisquito Avenue on the northeast, and the I-10 Freeway on the south.

Moreover, staff surveyed and obtained information on minimum parking stall width and lengths from neighboring cities. The results of the survey showed that the parking stall size in the community is 9 feet by 18 feet:

City	Standard Parking Stall Size
City of Baldwin Park	10' x 20' (Existing) 8.5' or 9' x 18' (Proposed)
City of Duarte	9' x 18'
City of Covina	9' x 18'
City of West Covina	8.5' or 9' x 18'
City of Azusa	9' x 18'
City of Monrovia	8.5' x 18'
City of Arcadia	7' x 18'
City of El Monte	8.5' x 18'
City of Rosemead	9' x 18'
City of San Dimas	9' x 18'
City of Irwindale	9' x 19'

In evaluating the aspects of parking stall standards, a code amendment is warranted and ideal to reduce the existing 10-foot by 20-foot parking stall standard. Therefore, staff recommends a parking stall width option of 8.5 or 9 feet, and length of 18 feet.

Staff believes that the proposed amendment will not interfere with the purpose and intent of the regulations in the Zoning Code and will allow further development and investment in the City by providing additional building square footage, landscaping, and parking to serve proposed uses.

PLANNING COMMISSION ACTION

On May 13, 2020 the Planning Commission adopted Resolution 20-14 recommending approval to the City Council to amend the City's Municipal Code Chapter 153.150, Section 153.150.050 Related to Parking Development Dimensions.

LEGAL REVIEW

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

ATTACHMENTS

1. Ordinance 1453
2. Planning Commission Resolution 20-14

ORDINANCE NO. 1453

AN ORDINANCE OF THE CITY OF BALDWIN PARK, CALIFORNIA, AMENDING CHAPTER 153.150, SECTION 153.150.050, OF THE CITY'S MUNICIPAL CODE RELATING TO PARKING DEVELOPMENT DIMENSIONS AND LOCATIONS

WHEREAS, Chapter 153.150 of the City of Baldwin Park Municipal Code regulates Off-Street Parking and Loading Regulations pursuant to section 153.150.050 Parking Development Dimensions and Locations; and

WHEREAS, Government Code Section 5022.7 permits the amendment of municipal codes as often as deemed necessary by the legislative body, and

WHEREAS, The City determined that the proposed action (the "Project") is exempt from California Environment Quality Act (CEQA), and

WHEREAS, State CEQA Guidelines Section 15061 (b)(3), the General Rule that CEQA only applies to projects that may have an affect on the environment; and

WHEREAS, on May 13, 2020, after conducting a properly noticed public hearing, the Planning Commission adopted Resolution No. PC 20-14, recommending that the City Council amend Chapter 153.150, Section 153.150.050 of the BPMC as it pertains to Parking Development Dimensions and Locations.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BALDWIN PAK DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 153 ("Zoning Code") Subsection 153.150.050 entitled "*Parking Development Dimensions and Locations*" within the Baldwin Park Municipal Code shall be amended to reduce the standard surface parking space dimensions to 9.0 feet wide by 18.0 long or 8.5 feet wide by 18.0 long, and shall read as follows:

§ 153.150.050 – Parking Development Dimensions and Locations

All required parking facilities shall be constructed and maintained in accordance with the following regulations.

A. Minimum standard parking space dimensions and location. Each standard surface parking space shall comply with the following requirements:

- ~~1. Have a minimum width of 10 feet, unless it is adjacent to a structure, such as a fence or wall, and then shall have a minimum width of 10 feet 6 inches.~~
- 1. Have a minimum width of 9 feet or 8. 5 feet, (When the end parking space is adjacent to a building, light standard, wall, or obstruction, a minimum clearance between the curbface and the face of obstruction shall provide a minimum of 2 feet).**
- ~~2. Have a minimum length of 20 feet.~~
- 2. Have a minimum length of 18 feet (The length includes a 2 foot**

overhang).

3. Be located so that an automobile is not required to back onto a public street.
4. Maintain at least 24 feet of backup space directly behind each parking space.

SECTION 2. Except as expressly modified pursuant to this Ordinance, all other provisions of Chapter 153 shall remain unmodified and in full force and effect. All ordinances in conflict with the provisions hereof are superseded to the extent of such conflict.

SECTION 3. If any section, subsection, sentence, clause, phrase or word of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. This ordinance shall go into effect and be in full force and operation from and after thirty (30) days after its final reading and adoption.

First read at a regular meeting of the City Council of the City of Baldwin Park held on the 3rd day of June, 2020, and adopted and ordered published at a regular meeting of said Council on the 17th day of June, 2020.

PASSED AND APPROVED ON THE 3th DAY OF JUNE, 2020.

MANUEL LOZANO
MAYOR

ATTEST:

**STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES 55:
CITY OF BALDWIN PARK**

I, JEAN M. AYALA, City Clerk of the City of Baldwin Park, do hereby certify that the foregoing ordinance was introduced and placed upon its first reading at a regular meeting of the City Council on June 3, 2020. Thereafter, said Ordinance No. 1453 was duly approved and adopted at a regular meeting of the City Council on June 17, 2020 by the following vote to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

JEAN M. AYALA
CITY CLERK

RESOLUTION PC 20-14

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BALDWIN PARK RECOMMENDING THAT THE CITY COUNCIL AMDEND THE CITY'S MUNICIPAL CODE CHAPTER 153.150, SECTION 153.150.050 RELATING TO PARKING DEVELOPMENT DIMENSIONS (LOCATION: CITYWIDE; APPLICANT: CITY OF BALDWIN PARK; CASE NUMBER: AZC 20-01).

THE PLANNING COMMISSION OF THE CITY OF BALDWIN PARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Planning Commission of the City of Baldwin Park does hereby find, determine and declare as follows:

(a) That the City of Baldwin Park (hereinafter "Applicant") heretofore filed an application for an amendment to the City's Municipal Code relating to Parking Development Dimensions and Locations; and

(b) That the Planning Commission conducted a duly noticed hearing upon said matter, and based upon the evidence presented, it was determined that the public interest, necessity, convenience and general welfare require the approval of the amendments to the Municipal Code; and

(c) Each fact set forth in the staff report dated May 13, 2020 from Ron Garcia, City Planner to the Chair and Planning Commissioners ("Staff Report") is true and correct.

SECTION 2. That in accordance with the provisions of the California Environmental Quality Act (CEQA), Section 15061 (b) (3) of Chapter 3, Title 24, it has been determined that the proposed Code Amendment project will not have an impact upon the environment and is Categorically Exempt; and

SECTION 3. That the Municipal Code should be amended as identified in the ordinance attached to the Planning Commission staff report (AZC-20-01) dated May 13, 2020 and on file with the Secretary of the Planning Commission.

SECTION 4. That the Planning Commission recommends that the City Council approve the proposed language relating to the City's Municipal Code.

SECTION 5. The Secretary shall certify to the adoption of this Resolution and shall forward a copy hereof to the City Clerk.

PASSED AND APPROVED on the 13th day of May, 2020.

CHRISTOPHER SAENZ, CHAIR
BALDWIN PARK PLANNING COMMISSION

ATTEST:

RON GARCIA, SECRETARY
BALDWIN PARK PLANNING COMMISSION

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES
CITY OF BALDWIN PARK

} SS.

I, RON GARCIA, Secretary of the Baldwin Park Planning Commission, do hereby certify that the foregoing Resolution No. PC 20-14 was duly and regularly approved and adopted by the Planning Commission at a regular meeting thereof, held on the 13th day of May, 2020 by the following vote:

AYES:	COMMISSIONERS:	_____
NOES:	COMMISSIONERS:	_____
ABSTAIN:	COMMISSIONERS:	_____
ABSENT:	COMMISSIONERS:	_____

RON GARCIA
BALDWIN PARK PLANNING COMMISSION

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Rose Tam, Director of Finance
DATE: June 3, 2020
SUBJECT: A Resolution of the City Council of the City of Baldwin Park Confirming the Advisory Committee's Report and Levying the Assessment in the Baldwin Park Citywide Business Improvement District for Fiscal Year 2020-21

SUMMARY

The purpose of this staff report is for City Council to approve the Business Improvement Tax (BIT) budget and set the assessment rates for FY 2020-21.

RECOMMENDATION

Staff recommends that the City Council:

- 1) Approve the FY 2020-21 BIT budget allocation; and
- 2) Approve Resolution No. 2020-023, entitled "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK, CONFIRMING THE ADVISORY COMMITTEE'S REPORT AND LEVYING THE ASSESSMENT IN THE BALDWIN PARK CITYWIDE BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2020-2021".

FISCAL IMPACT

Upon the final adoption of the recommended FY 2020-21 BIT budget and the approval of the resolution to levy the assessment, the City will be enabled to collect and fund the programs and related costs. This will result in a savings to the General Fund of approximately \$112,566 depending on the collection of the BIT.

BACKGROUND

Upon the final adoption of the recommended FY 2020-21 BIT budget and the approval of the resolution to levy the assessment, the City will be enabled to collect and fund the programs and related costs. This will result in a savings to the General Fund of approximately \$112,566 depending on the collection of the BIT.

BACKGROUND

BIT Assessment

In 1989, the City Council approved Ordinance 842 which established a City Business Improvement District (BID) that allows for an assessment (or surcharge) on each business license between 60 to 90 percent of the Business License Fees. The BIT was reduced to 50%. The full rate approved in Ordinance 842 was restored in 2017. The ordinance requires the Advisory Committee to recommend an annual budget; and State Law requires that a public hearing be held to adopt the resolution levying the assessment.

The Ordinance indicates that the funds can be used only for the following purposes:

- 1) Decoration of any public place
- 2) Promotion of public events which are to take place in the City
- 3) Furnishing of music in any public place
- 4) The general promotion of business activities

BIT Budget

At the City Council Meeting of March 2, 2016, the City Council approved the designation of the Executive Team as the Business Improvement Advisory Committee. The Business Improvement Advisory Committee met on May 27, 2020 to discuss programs/projects for FY 2020-21 and the estimated cost and budget allocation. In attendance were the Chief Executive Officer, Director of Finance, Police Chief, Director of Public Works, Director of Recreation and Community Services, Director of Community Development; and staff members from Recreation and Police.

BUSINESS IMPROVEMENT TAX BUDGET	Total
Projected Fund Balance as of June 30, 2020	40,000
Projected Revenue from FY 2020-21	85,000
Total Projected Available Fund Balance for FY 2020-21	\$ 125,000
Type of Cost:	
Administrative Cost	46,566
Baldwin Park NOW	27,000
Media Outreach Consultant	39,000
Total Projected Expenditures for FY 2020-21	\$ 112,566
Projected Surplus/(Deficit) as of June 30, 2021	\$ 12,434

ALTERNATIVES

The City Council may opt to fund the costs in a different manner than recommended as alternatives given above.

LEGAL REVIEW

The City Attorney has reviewed and approved this report.

ATTACHMENTS

1. Resolution No. 2020-023

RESOLUTION NO. 2020-023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK CONFIRMING THE ADVISORY COMMITTEE'S REPORT AND LEVYING THE ASSESSMENT IN THE BALDWIN PARK CITYWIDE BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2020-2021

WHEREAS, the City Council has previously ordered the formation of the Citywide Business Improvement Area (the "Area") pursuant to the terms and provisions of the Parking and Business Improvement Area Law of 1979, which has been superseded and replaced by the Parking and Business improvements Area Law of 1989, being Part 6 of Division 18 of the Streets and Highway Code of the State of California (Section 36500 et seq.) (The "Law"); and

WHEREAS, the City Council has appointed an Advisory Committee for the purpose of making recommendations to the City Council on the expenditure of revenue derived from the levy of assessments, on the classification of businesses, and of the method of basis of levying the assessments pursuant to the Law; and

WHEREAS, the Advisory Committee, comprised of the Baldwin Park Executive Team has made recommendations for Fiscal Year 2020-21 for which assessments are to be collected to pay the costs of improvements and activities described in ATTACHMENT "A"; and

WHEREAS, The City Council did give notice of the time and place for the public hearing on the question of the levy of the proposed assessment; and

WHEREAS, at this time, the City Council has heard all testimony and evidence, and is desirous of proceeding with the levy of an annual assessment for said Area.

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

Section 1. The above recitals are all true and correct.

Section 2. The City Council hereby orders the programs and activities to be carried out as set forth in the Advisory Committee's recommendations in ATTACHMENT "A" and orders the annual levy to the Area as shown and set forth and described in said Report as Resolution of Intention.

Section 3. The Assessment as set forth and contained in said Report is hereby confirmed and adopted.

Section 4. The adoption of this Resolution constitutes the levy of the assessment for the Fiscal Year commencing July 1, 2020 and ending June 30, 2021.

Section 5. The estimates of costs, the assessments, and all other matters as set forth in the Advisory Committee's Report pursuant to the Law, are hereby approved and adopted by the City Council and hereby confirmed.

Section 6. Written protests were not received from the owners of businesses in the area which will pay the assessments indicated in Ordinance No. 842.

Section 7. A copy of the Advisory Committee's Report and the system of charges, including the classifications of businesses and the amount of the annual charges shall be filed in the Office of the City Clerk and open for public inspection.

PASSED, APPROVED, AND ADOPTED this 3rd day of June, 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. 2020-023** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **June 3, 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
CITYWIDE BUSINESS IMPROVEMENT FEES
FISCAL YEAR 2020-21
BUSINESS IMPROVEMENT ADVISORY COMMITTEE'S REPORT

Method and Basis for Levy of Assessment

Area assessments are based upon a percentage of the regular business license tax. The percentage differs by the Class of business and relates to the benefit each class derives from the improvements and activities in the area. The assessments are listed below: based on ordinance No. 842:

Class A Business 60% *
Class B Business 75% *
Class C Business 90% *

A full description of the types of business in each class and certain except businesses are provided in Ordinance No. 842 (Attached). No annual charge levied in accordance with this assessment shall exceed \$450.

* The assessment rates remain *unchanged* from prior year.

Business Improvement Fees Activities for Fiscal Year 2020-21

BUSINESS IMPROVEMENT TAX BUDGET	Total
Projected Fund Balance as of June 30, 2020	40,000
Projected Revenue from FY 2020-21	85,000
Total Projected Available Fund Balance for FY 2020-21	\$ 125,000
Type of Cost:	
Administrative Cost	46,566
Baldwin Park NOW	27,000
Media Outreach Consultant	39,000
Total Projected Expenditures for FY 2020-21	\$ 112,566
Projected Surplus/(Deficit) as of June 30, 2021	\$ 12,434

ATTACHMENT "A"