

**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, October 5, 2022 at 5:00 PM.

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

NO OTHER BUSINESS WILL BE DISCUSSED

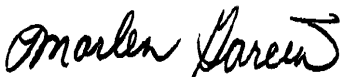
Posted: September 29, 2022.



Emmanuel J. Estrada
Mayor

AFFIDAVIT OF POSTING

I, Marlen Garcia, 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 October 5, 2022.



Marlen Garcia,
City Clerk

AGENDA
BALDWIN PARK CITY COUNCIL
SPECIAL MEETING
COUNCIL CHAMBER - 14403 E. Pacific Avenue, Baldwin Park, 91706

October 5, 2022
5:00 PM

Audio Streaming will be available at:

https://www.youtube.com/channel/UCFLZ0_dDFRjy59rhiDZ13Fg/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

Audio Streaming Simultaneously in Spanish will be available at:

<https://www.youtube.com/channel/UC3bPFBIHcoPlks1XqetmGcA>



Emmanuel J. Estrada	-	Mayor
Daniel Damian	-	Mayor Pro Tem
Alejandra Avila	-	Council Member
Monica Garcia	-	Council Member
Paul C. Hernandez	-	Council Member

PLEASE TURN OFF ALL ELECTRONIC DEVICES

PUBLIC COMMENTS

The public is encouraged to address the City Council or any of its Agencies listed on this agenda. In accordance with Chapter 39 of the Baldwin Park Municipal Code, Speakers must address the Council as a whole and refrain from making impertinent, slanderous, or profane remarks or disrupt the peace of the meeting.

COMENTARIOS DEL PUBLICO

Se invita al público a dirigirse al Concilio o cualquiera otra de sus Agencias nombradas en esta agenda. De acuerdo con el capítulo 39 del Código Municipal de la Ciudad de Baldwin Park, los comentarios deben ser dirigidos al Concilio como una sola entidad, y no ser impertinentes, difamatorios, o profanos, o interrumpir la paz de la reunión.

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

CALL TO ORDER:

ROLL CALL: Council Members: Alejandra Avila, Monica Garcia, Paul C. Hernandez,
Mayor Pro Tem Daniel Damian, and Mayor Emmanuel J. Estrada

PUBLIC COMMUNICATIONS

*Three (3) minute speaking time limit
Tres (3) minutos será el límite para hablar*

THIS IS THE TIME SET ASIDE TO ADDRESS THE CITY COUNCIL

PLEASE NOTIFY THE CITY CLERK IF YOU REQUIRE THE SERVICES OF AN INTERPRETER

No action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The legislative body or its staff may: 1) Briefly respond to statements made or questions asked by persons; or 2) Direct staff to investigate and/or schedule matters for consideration at a future meeting. [Government Code §54954.2]

ESTE ES EL PERIODO DESIGNADO PARA DIRIGIRSE AL CONCILIO

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

No se podrá tomar acción en algún asunto a menos que sea incluido en la agenda, o a menos que exista alguna emergencia o circunstancia especial. El cuerpo legislativo y su personal podrán: 1) Responder brevemente a declaraciones o preguntas hechas por personas; o 2) Dirigir personal a investigar y/o fijar asuntos para tomar en consideración en juntas proximas. [Codigo de Gobierno §54954.2]

If you wish to comment on agenda items, please email your name, City of residence, item number and a phone number where you will be available between the hours of 5:00 PM to 6:00 PM on October 5, 2022 to comments@baldwinpark.com. You will be contacted by a staff member and will be granted 3 (three) minutes to speak live during the meeting. If you are a non-English Speaker and require translation services in another language other than Spanish, or sign, please indicate your request in your communication up to 48 hours prior to the meeting. If large numbers of persons wishing to speak are gathered (a reduction of the speaking time allotted for each speaker may be announced). A one-hour limit may be placed on the time for public communications so that City business can be conducted, after which time, communications can resume.

OPEN SESSION/STUDY SESSION

- **Cesar Chavez Foundation Presentation**

Presented by Ron Garcia, Director of Community Development, and Cesar Toledo
Project Manager

RECESS TO CLOSED SESSION

1. 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): Three (3)

2. Conference With Legal Counsel—Existing Litigation

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

Case Name: ML Genesee Holdings LLC v. City of Baldwin Park Case No. 22STCV26486

Case Name: Rukli, Inc v. City of Baldwin Park Case No. 22STCV28634

Case Name: Cetina, Huerta, Jimenez, Parra,
Real, Valdivia v. City of Baldwin Park

Case No. 22STCV14121

Case Name: Daniel Rodriguez v. City of Baldwin Park

Case No. 21STCV21129

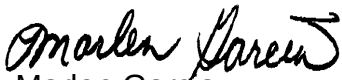
Case Name: Mathew Rodriguez
v. City of Baldwin Park

Case No. 2:22-cv-01069-FLA-MAR

ADJOURNMENT

CERTIFICATION

I, Marlen Garcia, 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 October 5, 2022.


Marlen Garcia
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.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department or Risk Management at (626) 960-4011. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)

AGENDA

BALDWIN PARK CITY COUNCIL REGULAR MEETING

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

October 5, 2022

7:00 PM

Audio Streaming will be available at:

https://www.youtube.com/channel/UCFLZ0_dDFRjy59rhiDZ13Fq/featured?view_as=subscriber

http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

Audio Streaming Simultaneously in Spanish will be available at:

<https://www.youtube.com/channel/UC3bPFBHcoPIks1XqetmGcA>



Emmanuel J. Estrada	- Mayor
Daniel Damian	- Mayor Pro Tem
Alejandra Avila	- Council Member
Monica Garcia	- Council Member
Paul C. Hernandez	- Council Member

PLEASE TURN OFF ALL ELECTRONIC DEVICES DURING THE MEETING.

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. In accordance with Chapter 39 of the Baldwin Park Municipal Code, Speakers must address the Council as a whole and refrain from making impertinent, slanderous, or profane remarks or disrupt the peace of the meeting.

COMENTARIOS DEL PÚBLICO

Se invita al público a dirigirse al Concilio o cualquier 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. De acuerdo con el capítulo 39 del Código Municipal de la Ciudad de Baldwin Park, los comentarios deben ser dirigidos al Concilio como una sola entidad, y no ser impertinentes, difamatorios, o profanos, o interrumpir la paz de la reunión.

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

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

Council Members: Alejandra Avila, Monica Garcia, Paul C. Hernandez, Mayor Pro Tem Daniel Damian, and Mayor Emmanuel J. Estrada

REPORT FROM CLOSED SESSION

ANNOUNCEMENTS

The City Council are also members of the Board of Directors of the Housing Authority, and Finance Authority, which are concurrently convening with the City Council this evening and each Council Member is paid an additional stipend of \$30 for attending the Housing Authority meeting and \$50 for attending the Finance Authority meeting.

PROCLAMATIONS, COMMENDATIONS & PRESENTATIONS

- **Active SGV Noches de las Luminarias Recognition for Outstanding City Staff Person Award**
Presented to Yuriko Ruizesparza, Community Services Supervisor

PUBLIC COMMUNICATIONS

*Three (3) minute speaking time limit
Tres (3) minutos será el límite para hablar*

THIS IS THE TIME SET ASIDE TO ADDRESS THE CITY COUNCIL

PLEASE NOTIFY THE CITY CLERK IF YOU REQUIRE THE SERVICES OF AN INTERPRETER

No action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The legislative body or its staff may: 1) Briefly respond to statements made or questions asked by persons; or 2) Direct staff to investigate and/or schedule matters for consideration at a future meeting. [Government Code §54954.2]

ESTE ES EL PERIODO DESIGNADO PARA DIRIGIRSE AL CONCILIO

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

No se podrá tomar acción en algún asunto a menos que sea incluido en la agenda, o a menos que exista alguna emergencia o circunstancia especial. El cuerpo legislativo y su personal podrán: 1) Responder brevemente a declaraciones o preguntas hechas por personas; o 2) Dirigir personal a investigar y/o fijar asuntos para tomar en consideración en juntas proximas. [Codigo de Gobierno §54954.2]

If you wish to comment on agenda items, please email your name, City of residence, item number and a phone number where you will be available between the hours of 7:00 PM to 8:00 PM on September 21, 2022 to comments@baldwinpark.com. You will be contacted by a staff member and will be granted 3 (three) minutes to speak live during the meeting. If you are a non-English Speaker and require translation services in another language other than Spanish, or sign, please indicate your request in your communication up to 48 hours prior to the meeting. If large numbers of persons wishing to speak are gathered (a reduction of the speaking time allotted for each speaker may be announced). A one hour limit may be placed on the time for public communications so that City business can be conducted, after which time, communications can resume.

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. Adoption of a Resolution to Continue Conducting City Council/Commission/Board Meetings Remotely in Accordance with the Brown Act Executive Order and AB 361

Staff recommends that the City Council adopt Resolution No. 2022-055 to continue conducting City Council/Commission/Board Meetings remotely in accordance with the Brown Act executive orders and AB 361 (covering meetings held from October 5, 2022 through November 4, 2022) and re-evaluate the state of emergency every 30 days to make findings under the bill's teleconferencing exemptions.

3. Approval of a One-Time City Hall-Closure, and Authorization to Offer Qualified Employees Time off During the Holidays

Staff recommends that the City Council:

1. Approve Resolution No. 2022-056 entitled, "A Resolution of the City Council of the City of Baldwin Park, California, approving a One-Time City Hall Closure from December 27, 2022 through January 5, 2023, and Authorizing Qualified Employees Time off during the Holidays"; and
2. Direct the CEO to provide adequate notification to the public and take appropriate measures to ensure City Emergency Operations remain uninterrupted during the closure.

4. Ratify and Adopt a Temporary Employment of Kevin Gauthier (Retired Annuitant)

Staff recommends that the City Council authorize the Mayor to execute a part-time, temporary employment agreement with Kevin Gauthier and make the necessary appropriation and budgetary adjustments.

5. Approval of a Contract with MIG to Provide Consulting Services to Prepare Objective Design Standards and Senate Bill 9 (SB 9) Development Standards

Staff recommends that the City Council take the following actions:

1. Award a contract to MIG (Consultant) to prepare Objective Design Standards and Senate Bill 9 (SB 9) development standards amend appropriate sections of the Zoning Code, Subdivision Regulations and preparation of appropriate CEQA documentation; and
2. Authorize the Mayor, or designee, to execute the attached agreement with MIG to provide consulting services in an amount not to exceed \$216,447; and
3. Authorize the Director of Finance to appropriate \$66,447 from Fund No.235-General Plan Fees.

6. Selection of Consultants for As-Needed Building Plan Check and Inspection Services

Staff recommends that the City Council take the following actions:

1. Approve the three firms listed below to be used for As-Needed Building Plan Check and Inspection Services; and
2. Authorize the Mayor to execute a three-year service agreement up to \$50,000 with each of the firms provide Building plans check and inspection services on an as-needed basis.

Consultant	Location
RKA Consulting Group	Walnut, CA
JLee Engineering, Inc.	Alhambra, CA
Willdan	Industry, CA

7. Nomination to Name the Community Room at the Serenity Homes

Staff recommends that the City Council consider the nomination to name the community room at the Serenity Homes

8. Esperanza Villa Tiny Homes Pilot Program Status Report

Staff recommends that the City Council receive and file this report.

9. Approve Final Parcel Map No. 83651 to Subdivide One (1) Lot into Two (2) Lots

Staff recommends that the City Council accept the Final Parcel Map No. 83651 and authorize the City Clerk and staff to sign the Final Map.

10. Approve the Pun Group LLP to Provide Independent Professional Annual Audit Services

Staff recommends that the City Council:

1. Approve The Pun Group LLP to provide independent professional annual financial audit services for the next three fiscal years ending June 30, 2024, with an option to extend an additional two one-year periods ending June 30, 2025 and 2026, respectively; and
2. Authorize the CEO to sign the audit engagement letter subject to review and approval by the City Attorney

11. Update Grant Reimbursement and Revenue Availability Policy & Procedures, Accounts Payable and Disbursements Control Policies & Procedures, and Purchasing Policy and Procedures

Staff recommends that the City Council review and approve the following grants and accounting policies and procedures as follows:

1. Grants Reimbursement and Revenue Availability Policy & Procedures
2. Accounts Payable and Disbursements Control Policies & Procedures
3. Purchasing Policy & Procedures

12. Approval of Annual Statement of Investment Policy for Fiscal Year 2022-23

Staff recommends that the City Council receive and file the attached Statement of Investment Policy for Fiscal Year 2022-23.

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

- None

ADJOURNMENT

CERTIFICATION

I, Marlen Garcia, 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 5th day of October 2022.



Marlen Garcia
City Clerk

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department or Risk Management at (626) 960-4011. Notification 48 hours prior to the meeting will enable staff to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 34.102.104 ADA TITLE II)

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Rose Tam, Director of Finance
DATE: October 5, 2022
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 \$617,136.40 and the attached General Warrants Register was \$754,307.18 for a total amount of \$1,371,443.58.

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 201634 to 201657. Additionally, Automated Clearing House (ACH) Payroll deposits were made on behalf of City Employees from control number 35353 to 35615 for the period September 4, 2022 through September 17, 2022 inclusive; these are presented and hereby ratified in the amount of \$617,136.40.
2. General Warrants, with the bank drafts in the amount of \$429,660.36 and checks from 238040 to 238186 in the amount of \$324,646.82 for the period of September 8, 2022 to September 21, 2022, inclusive; in the total amount of \$754,307.18 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 9/8/2022 - 9/21/2022

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
238040	09/08/2022	BANKCARD CENTER	TRANSPONDERS FOR PD VEHICLES	100-30-310-51101-00000	\$ 45.00
238040	09/08/2022	BANKCARD CENTER	PARKING PASS HOLDERS	100-30-310-53100-00000	\$ 98.54
238040	09/08/2022	BANKCARD CENTER	GUN LIGHT PARTS	100-30-310-53100-00000	\$ 60.19
238040	09/08/2022	BANKCARD CENTER	SODA (FOR BATTERY CORROSION)	100-30-310-53100-00000	\$ 2.21
238040	09/08/2022	BANKCARD CENTER	LOADING RAMP (OTS)	271-30-350-53100-17224	\$ 435.81
238040	09/08/2022	BANKCARD CENTER	2022 PINK PATCHES	501-30-000-21500-00000	\$ 250.00
238040	09/08/2022	BANKCARD CENTER	TRAINING FOR ISREAL RODAS	501-30-000-22410-00000	\$ 266.85
238040	09/08/2022	BANKCARD CENTER	TRAINING FOR CHRIS HOFFORD	501-30-000-22410-00000	\$ 574.38
238040	09/08/2022	BANKCARD CENTER	TRAINING FOR SGT VELEBIL	501-30-000-22410-00000	\$ 426.90
238040	09/08/2022	BANKCARD CENTER	TRAINING FOR TUAN LE	501-30-000-22410-00000	\$ 266.85
238041	09/08/2022	BANKCARD CENTER	JOB POSTING - CITY PLANNER	100-10-150-51101-00000	\$ 400.00
238041	09/08/2022	BANKCARD CENTER	TRIEPI SMITH & ASSOCIATES INC	100-10-150-51101-00000	\$ 330.00
238041	09/08/2022	BANKCARD CENTER	JOB POSTING	100-10-150-51101-00000	\$ 250.00
238041	09/08/2022	BANKCARD CENTER	RECRUITING	100-10-150-51101-00000	\$ 225.00
238041	09/08/2022	BANKCARD CENTER	JOB POSTING - CITY PLANNER	100-10-150-51101-00000	\$ 99.95
238041	09/08/2022	BANKCARD CENTER	JOB POSTING - HR RISK MANAGER	100-10-150-51101-00000	\$ 300.00
238041	09/08/2022	BANKCARD CENTER	MEMBERSHIP FEE	100-10-150-51101-00000	\$ 50.00
238041	09/08/2022	BANKCARD CENTER	FOODS FOR RECRUITING	100-10-150-53100-00000	\$ 54.17
238041	09/08/2022	BANKCARD CENTER	FOOD FOR RECRUITING	100-10-150-53100-00000	\$ 15.49
238042	09/08/2022	BANKCARD CENTER	LEAUGE OF CA CITIES REGISTRATION FOR AVILA	100-10-100-53350-11009	\$ 650.00
238042	09/08/2022	BANKCARD CENTER	LEAUGE OF CA CITIES REGISTRATION FOR MAYOR ESTRADA	100-10-100-53350-61000	\$ 650.00
238042	09/08/2022	BANKCARD CENTER	ONLINE SUBSCRIPTION FOR CEO ZALDIVAR	100-10-110-53330-00000	\$ 116.00
238042	09/08/2022	BANKCARD CENTER	ONLINE SUBSCRIPTION FOR CEO ZALDIVAR	100-10-110-53330-00000	\$ 18.00
238042	09/08/2022	BANKCARD CENTER	LEAUGE OF CA CITIES REGISTRATION FOR CEO ZALDIVAR	100-10-110-53350-00000	\$ 650.00
238042	09/08/2022	BANKCARD CENTER	CR REIMBURSEMENT MICROSOFT *365	240-50-510-53100-00000	\$ (98.63)
238043	09/08/2022	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES FOR ENGINEERING DEPT	240-50-510-53100-00000	\$ 65.72
238043	09/08/2022	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES FOR ENGINEERING DEPT	240-50-510-53100-00000	\$ 12.69
238043	09/08/2022	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES FOR ENGINEERING DEPT	240-50-510-53100-00000	\$ 56.38
238043	09/08/2022	ODP BUSINESS SOLUTIONS, LLC	OFFICE SUPPLIES	100-20-210-53100-00000	\$ 33.09
238044	09/08/2022	PRIME POWER EQUIPMENT INC	MAINT & REPAIRS TO FOUR (45) HEDGE TRIMMER & 1 BLO	251-50-571-53371-00000	\$ 23.91
238044	09/08/2022	PRIME POWER EQUIPMENT INC	MAINT & REPAIRS TO FOUR (45) HEDGE TRIMMER & 1 BLO	251-50-571-53371-00000	\$ 53.48
238044	09/08/2022	PRIME POWER EQUIPMENT INC	MAINT & REPAIRS TO FOUR (45) HEDGE TRIMMER & 1 BLO	251-50-571-53371-00000	\$ 121.38
238044	09/08/2022	PRIME POWER EQUIPMENT INC	MAINT & REPAIRS TO FOUR (45) HEDGE TRIMMER & 1 BLO	251-50-571-53371-00000	\$ 138.13
238044	09/08/2022	PRIME POWER EQUIPMENT INC	MAINT & REPAIRS TO FOUR (45) HEDGE TRIMMER & 1 BLO	251-50-571-53371-00000	\$ 181.99
238045	09/08/2022	RAM CONSTRUCTION & FENCE LLC	TINY HOMES - FAMILY SITE PROJECT @ 13167 GARVEY	270-50-520-58100-55023	\$ 2,400.00
238045	09/08/2022	RAM CONSTRUCTION & FENCE LLC	TINY HOMES - FAMILY SITE PROJECT @ 13167 GARVEY	270-50-520-58100-55023	\$ 4,550.00
238045	09/08/2022	RAM CONSTRUCTION & FENCE LLC	TINY HOMES - FAMILY SITE PROJECT @ 13167 GARVEY	270-50-520-58100-55023	\$ 3,150.00
238045	09/08/2022	RAM CONSTRUCTION & FENCE LLC	TINY HOMES - FAMILY SITE PROJECT @ 13167 GARVEY	270-50-520-58100-55023	\$ 2,900.00
238045	09/08/2022	RAM CONSTRUCTION & FENCE LLC	TINY HOMES - FAMILY SITE PROJECT @ 13167 GARVEY	270-50-520-58100-55023	\$ 1,600.00
238046	09/08/2022	RED WING BRANDS OF AMERICA INC	BOOT ALLOWANCE FOR J. MCENTEE	240-50-570-53100-14885	\$ 300.00
238047	09/08/2022	ROSI DAMIAN	RFND DEPOSIT FOR RENTAL 08/27/2022	501-60-000-22333-00000	\$ 100.00
238048	09/08/2022	SAN GABRIEL VALLEY WATER COMPANY	WATER COST	252-60-620-53402-00000	\$ 5,226.28
238049	09/08/2022	SPARKLETTTS	WATER & COFFEE SUPPLIES FOR CT FACILITIES	100-60-620-53100-00000	\$ 924.84
238049	09/08/2022	SPARKLETTTS	WATER & COFFEE SUPPLIES FOR CT FACILITIES	252-60-620-53100-00000	\$ 924.84
238050	09/08/2022	SPORT PINS INTERNATIONAL	MEDALS & RIBBONS FOR PRIDE OF THE VALLEY 5K	501-60-000-22328-16146	\$ 4,741.00
238051	09/08/2022	STANLEY CONVERGENT SECURITY SOLUTIONS, INC	MAINT & MONITORING CHARGES 9/1-11/30/2022	252-60-620-53371-00000	\$ 375.30
238052	09/08/2022	TERESA CASTANEDA	RFND OF DEPOSIT ON 6/25/2022	501-60-000-22333-00000	\$ 500.00
238053	09/08/2022	THE SAUCE CREATIVE SERVICES CORP	PRIDE OF THE VALLEY 5 K RUN POSTCARDS & FLYERS	501-60-000-22328-16146	\$ 620.83

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
238054	09/08/2022	UNITED ROTARY BRUSH CORP	PARTS FOR CITY STREET SWEEPER	246-50-552-53100-15005	\$ 266.52
238054	09/08/2022	UNITED ROTARY BRUSH CORP	PARTS FOR CITY STREET SWEEPER	246-50-552-53100-15005	\$ 467.35
238055	09/08/2022	V & V MANUFACTURING	CHANGE RIBBON ON UNIFORM & FLAT BADGE FOR W.AGREGAD	100-30-310-53100-00000	\$ 194.75
238056	09/08/2022	VIVIANA ROBLES	REIMBURSEMENT - INTERVIEW PANEL LUNCH	100-10-150-53100-11100	\$ 63.12
238057	09/08/2022	WAXIE SANITARY SUPPLY	MATERIALS & SUPPLIES FOR BLDG MAINTENANCE	100-60-620-53100-00000	\$ 1,026.28
238057	09/08/2022	WAXIE SANITARY SUPPLY	MATERIALS & SUPPLIES FOR BLDG MAINTENANCE	252-60-620-53100-00000	\$ 1,026.28
238058	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 327.23
238059	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 415.38
238060	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 309.69
238061	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 131.53
238062	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 1,312.15
238063	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 617.08
238064	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 382.15
238065	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 90.46
238066	09/08/2022	STATE DISBURSEMENT	PAYROLL DEDUCTION	100-00-000-21225-00000	\$ 381.23
238067	09/08/2022	PACIFIC TRUCK EQUIPMENT INC	REPAIRS TO UNIT # 5035 DUE TO TRAFFIC ACCIDENT	403-10-160-54100-00000	\$ 5,146.92
238068	09/08/2022	RICHARDS, WATSON & GERSHON	PERSONNEL COMMISSION MEETINGS 02/23-03/31/2022	403-10-131-51102-00000	\$ 9,576.00
238069	09/08/2022	AGRISERVE PEST CONTROL INC	WEED CONTROL; IN TREE WELLS PLANTER BEDS /CRACKS	251-50-560-51101-00000	\$ 1,776.50
238070	09/08/2022	AMERICAN PAPER PLASTIC SERVICES	TRASH LINERS FOR TRANSIT FACILITY	245-50-581-53100-15510	\$ 1,322.83
238071	09/08/2022	ARBOR NURSERY	REPLACE ARIQUS OF 5 GALLON PLANTS FOR MEIDAN	251-50-561-53100-00000	\$ 492.27
238072	09/08/2022	AUL HEALTH BENEFIT TRUST	ADMINISTRATION FEE (SERVICE PERIOD 4/1-6/30/2022	403-10-160-51100-00000	\$ 2,940.00
238073	09/08/2022	BLACK & WHITE EMERGENCY VEHICLES, LLC	EMERGENCY REPAIRS TO POLICE VEHICLES	402-50-591-53371-00000	\$ 365.19
238074	09/08/2022	CALI BREEZE REFRIGERATION	MAINTENANCE/REPAIRS FOR ICE MACHINE& COOLER 8.16.	100-60-620-53371-00000	\$ 508.19
238074	09/08/2022	CALI BREEZE REFRIGERATION	MAINTENANCE/REPAIRS FOR ICE MACHINE& COOLER 8.24	100-60-620-53371-00000	\$ 584.09
238075	09/08/2022	CARPENTER & ROTHANS	IN RE BRADY PRA REQUESTS & RESPONSE FILE # BP:1011	403-10-160-54100-00000	\$ 3,603.64
238075	09/08/2022	CARPENTER & ROTHANS	IN RE BRADY PRA REQUESTS & RESPONSE FILE # BP:1015	403-10-160-54100-00000	\$ 39.00
238076	09/08/2022	CHICAS GRAPHICS AND DESIGN	DOORHANGERS FOR BULKY ITEM PROGRAM	240-50-551-53100-15705	\$ 1,314.00
238076	09/08/2022	CHICAS GRAPHICS AND DESIGN	SINGS FOR SPECIAL EVENT FOR STREET MARKET	240-50-550-53100-15705	\$ 169.73
238076	09/08/2022	CHICAS GRAPHICS AND DESIGN	SINGS FOR SPECIAL EVENT FOR STREET MARKET	240-50-550-53100-15705	\$ 847.53
238076	09/08/2022	CHICAS GRAPHICS AND DESIGN	SINGS FOR SPECIAL EVENT FOR STREET MARKET	240-50-550-53100-15705	\$ 21.90
238077	09/08/2022	CHUNG MARKETING INC	SHOP BALDWIN PARK TOTE BAGS	100-25-299-53370-11432	\$ 5,350.70
238078	09/08/2022	CONCENTRA HEALTH SERVICES, INC	PRE-EMPLOYMENT :PHYSICAL FOR MICHAEL M.	100-10-150-51101-00000	\$ 40.00
238079	09/08/2022	DIANNA LIMON	REIMBURSEMENT -RENTAL DEPOIST@JULIA MCNEIL 8/27/22	501-60-000-22333-00000	\$ 300.00
238080	09/08/2022	EAGLE PORTABLES INC	PORTABEL RESTROOM RENTALS -STREET MARKET 8/11/2022	100-60-610-53391-16101	\$ 924.75
238080	09/08/2022	EAGLE PORTABLES INC	PORTABEL RESTROOM RENTALS -STREET MARKET 8/25/2022	100-60-610-53391-16101	\$ 924.75
238081	09/08/2022	EVANGELINA CARDENAS	REIMBURSEMENT -RENTAL DEPOIST@JULIA MCNEIL 8/28/22	501-60-000-22333-00000	\$ 300.00
238082	09/08/2022	FADILA VILLAGOMEZ	REIMBURSEMENT OF DEPOSIT FOR RENTAL 8/27/2022	501-60-000-22333-00000	\$ 500.00
238083	09/08/2022	FLOR LUNA	REFUND OF SUMMER DAY REGISTRATION FOR OWEN	100-60-000-42602-00000	\$ 240.00
238084	09/08/2022	FOOD 4 LESS	FOOD /PRODUCE-FREE SENIOR MEALS PROGRAM-SEP.2022	275-60-713-53100-16075	\$ 12,690.30
238085	09/08/2022	GLECY CUSTODIA	REIMBURSEMENT FOR ARPA SENIOR TRIPS/EVENT 8/11/22	275-60-726-53370-16074	\$ 20.00
238086	09/08/2022	GRAFFITI TRACKER INC.	ANNUAL PROFESSIONAL SERVIES FOR JUL.2022-JUNE 2023	240-50-570-51101-15733	\$ 15,000.00
238087	09/08/2022	GREG RUVOLO	REPAIRE FENCE AT PUENTE BRIDGE -HAZARDOUS	240-50-551-53371-15705	\$ 500.00
238087	09/08/2022	GREG RUVOLO	100' TEMPORARY FENCE ON GRAVEL LOT ADJACENT	245-50-560-53391-15705	\$ 500.00
238088	09/08/2022	ISIDRO CANDIA	REIMBURSEMENT -RENTAL DEPOIST@JULIA MCNEIL 8/28/22	501-60-000-22333-00000	\$ 300.00
238089	09/08/2022	JC'S PLUMBING & BACKFLOW SVC	PLUMBING REPAIRS-COMMUNITY CENTER RESTROOMS 8.22.	100-60-620-53371-00000	\$ 65.97
238089	09/08/2022	JC'S PLUMBING & BACKFLOW SVC	PLUMBING REPAIRS AT COMMUNITY CENTER RESTROOMS	252-60-620-53371-00000	\$ 65.97
238090	09/08/2022	LARA SOLAR	FINAL PAYMENT FOR EVENT ENTERTAINMENT@ DOWNTOWN	100-60-610-51100-16101	\$ 600.00
238091	09/08/2022	LEE'S BATTERY AND AUTO PARTS	REUSABLE OIL RECYCLING CONTAINERS	251-50-550-53100-00000	\$ 324.12
238092	09/08/2022	MARIPOSA LANDSCAPES INC.	WASH FOUNTIAN AT 605 FWY/RAMONA-JULY 2022	251-50-562-51101-00000	\$ 480.00
238093	09/08/2022	MOBILE MINI INC.	15'S STANDARD CONTAINER RENTAL FOR STREET MARKET	100-60-610-53391-16101	\$ 1,023.60
238094	09/08/2022	MOON VALLEY NURSERY OF CA, INC	PURCHASE A LARGE STRAWBERRY TREE FOR REPLACEMENT	403-10-160-54100-00000	\$ 1,800.00
238095	09/08/2022	RAQUEL A. URBINA	REIMBURSEMENT-ARPA SENIOR TRIPS & EVENTS 8/4-11/22	275-60-726-53370-16074	\$ 28.00
238096	09/12/2022	SAN BERNARDINO VALLEY COLLEGE	ACADEMY REGISTRATION 4 PUBLIC SAFETY TRAINEE M.MAR	501-30-000-22410-00000	\$ 1,698.00
238097	09/12/2022	KRYSTAL ROMAN	ISSUE CHCK FOR ACH DEPOSIT WAS REJECTED	100-00-000-10010-00000	\$ 914.15
238098	09/15/2022	AFLAC	AFLAC	100-00-000-21216-00000	\$ 850.20
238098	09/15/2022	AFLAC	AFLAC	100-00-000-21216-00000	\$ 151.88

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
238098	09/15/2022	AFLAC	AFLAC	100-00-000-21216-00000	\$ 850.10
238098	09/15/2022	AFLAC	AFLAC	100-00-000-21216-00000	\$ 151.88
238099	09/15/2022	ALLSTATE WORKPLACE DIVISION	CANCER INSURANCE	100-00-000-21221-00000	\$ 100.13
238099	09/15/2022	ALLSTATE WORKPLACE DIVISION	CANCER INSURANCE	100-00-000-21221-00000	\$ 100.14
238100	09/15/2022	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	\$ 31.12
238100	09/15/2022	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	\$ 74.76
238100	09/15/2022	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	\$ 1,405.49
238100	09/15/2022	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	\$ 3,555.23
238100	09/15/2022	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	\$ 1,388.79
238100	09/15/2022	AMERICAN FIDELITY ASSURANCE COMPANY	AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	\$ 3,521.41
238101	09/15/2022	BALDWIN PARK MNGMT ASSOC.	MANAGEMENT DUES	100-00-000-21218-00000	\$ 20.00
238101	09/15/2022	BALDWIN PARK MNGMT ASSOC.	MANAGEMENT DUES	100-00-000-21218-00000	\$ 20.00
238102	09/15/2022	BALDWIN PARK POLICE ASSOC	POLICE SWORN DUES	100-00-000-21219-00000	\$ 3,341.84
238102	09/15/2022	BALDWIN PARK POLICE ASSOC	POLICE NON-SWORN DUES	100-00-000-21219-00000	\$ 1,052.28
238102	09/15/2022	BALDWIN PARK POLICE ASSOC	POLICE SWORN DUES	100-00-000-21219-00000	\$ 3,291.84
238102	09/15/2022	BALDWIN PARK POLICE ASSOC	POLICE NON-SWORN DUES	100-00-000-21219-00000	\$ 1,052.28
238103	09/15/2022	C.L.E.A.	CLEA DISABILITY POLICE SWORN	403-10-000-47130-13404	\$ 742.50
238103	09/15/2022	C.L.E.A.	CLEA DISABILITY POLICE SWORN	403-10-000-47130-13404	\$ 661.50
238104	09/15/2022	CITY EMPLOYEES ASSOCIATES	DUES CMEA	100-00-000-21226-00000	\$ 36.00
238104	09/15/2022	CITY EMPLOYEES ASSOCIATES	DUES CONFIDENTIAL/CBA	100-00-000-21227-00000	\$ 36.00
238104	09/15/2022	CITY EMPLOYEES ASSOCIATES	DUES CMEA	100-00-000-21226-00000	\$ 36.00
238104	09/15/2022	CITY EMPLOYEES ASSOCIATES	DUES CONFIDENTIAL/CBA	100-00-000-21227-00000	\$ 36.00
238105	09/15/2022	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	\$ 14.74
238105	09/15/2022	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	\$ 203.48
238105	09/15/2022	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21253-00000	\$ 92.89
238105	09/15/2022	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21211-00000	\$ 241.73
238105	09/15/2022	LIBERTY DENTAL PLAN	DENTAL HMO - LIBERTY DENTAL	100-00-000-21253-00000	\$ 92.89
238106	09/15/2022	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	\$ 151.48
238106	09/15/2022	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	\$ 3,644.93
238106	09/15/2022	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21253-00000	\$ 440.72
238106	09/15/2022	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21211-00000	\$ 4,060.04
238106	09/15/2022	MUNICIPAL DENTAL POOL	DENTAL PPO - MUNICIPAL SERVICES AUTHORITY	100-00-000-21253-00000	\$ 440.72
238107	09/15/2022	P.T.E.A.	PTEA DUES	100-00-000-21220-00000	\$ 313.50
238107	09/15/2022	P.T.E.A.	CLERICAL DUES	100-00-000-21224-00000	\$ 85.50
238107	09/15/2022	P.T.E.A.	PTEA DUES	100-00-000-21220-00000	\$ 313.50
238107	09/15/2022	P.T.E.A.	CLERICAL DUES	100-00-000-21224-00000	\$ 95.00
238108	09/15/2022	PRE-PAID LEGAL SERVICES, INC.	PRE-PAID LEGAL SERVICES	100-00-000-21230-00000	\$ 121.06
238108	09/15/2022	PRE-PAID LEGAL SERVICES, INC.	PRE-PAID LEGAL SERVICES	100-00-000-21230-00000	\$ 121.04
238109	09/15/2022	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	\$ 55.20
238109	09/15/2022	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	\$ 1,060.77
238109	09/15/2022	STANDARD INSURANCE COMPANY	VISION - STANDARD INSURANCE COMPANY	100-00-000-21258-00000	\$ 1,183.17
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	\$ 96.43
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	SUPP. LIFE - LINCOLN NATIONAL	100-00-000-21212-00000	\$ 734.85
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS B/50,000	100-00-000-21254-00000	\$ 546.86
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	\$ 36.25
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS D/60,000	100-00-000-21254-00000	\$ 21.75
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	SUPP. LIFE - LINCOLN NATIONAL	100-00-000-21212-00000	\$ 745.90
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS B/50,000	100-00-000-21254-00000	\$ 552.60
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS C/100,000	100-00-000-21254-00000	\$ 36.25
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	LIFE INS D/60,000	100-00-000-21254-00000	\$ 21.75
238110	09/15/2022	THE LINCOLN NATIONAL LIFE INSURANCE COMPANY	BASIC LIFE,AD & D AND STD & LTD INS FOR PP # 16-17	403-10-160-54130-00000	\$ 5,125.44
238111	09/15/2022	ANDREW T STEIN	CITY EMPLOYEE SUMMER CELEBRATION	100-25-299-53100-00000	\$ 1,846.57
238112	09/15/2022	DERIAN FAMILY FOODS	HELIUM TANK RE-FILL FOR THE SR CTR	100-60-630-53100-00000	\$ 153.25
238113	09/15/2022	GLEN JOHN APRAMIAN MD INC	PRE-EMPLOYMENT PHYSICAL	100-10-150-51101-00000	\$ 845.00
238114	09/15/2022	JESSE BACA	COMPUTER LOAN FOR FY 22/2023	100-00-000-11031-00000	\$ 1,500.00
238115	09/15/2022	MOUNT SAN JACINTO WINTER PARK AUTHORITY	PURCHASE 15 TICKETS FOR PALMSRING AERIAL TRAMWAY	275-60-726-51101-16074	\$ 480.00

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 7.79
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 270.88
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 376.12
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 4.33
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 9.79
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 75.76
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 685.46
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 75.48
238116	09/15/2022	ODP BUSINESS SOLUTIONS, LLC	MATERIALS & SUPPLIES FOR POLICE DEPT	100-30-310-53100-00000	\$ 474.75
238117	09/15/2022	OFFICE SOLUTIONS	AWARD CERTIFICATE HOLDER & CERTIFICATE PAPER	100-10-100-53100-00000	\$ 16.78
238118	09/15/2022	OSCAR RENE MIRANDA	TINY HOMES PLUMBING SERVICES, CIP22-043	270-50-520-58100-55023	\$ 20,682.00
238119	09/15/2022	PRO BOXING EQUIPMENT CO	HAND WRAPS FOR BOXING PROG PARTICIPANTS	501-60-000-22328-16130	\$ 1,653.09
238120	09/15/2022	RENE RUELAS	RFND 4 REGISTRATION OF BASIC SUMMER WEEK # 1	100-60-000-42602-00000	\$ 90.00
238121	09/15/2022	RICHARD TSENG	RFND C&D 3354 MAINE AVE	246-00-000-22540-00000	\$ 300.00
238122	09/15/2022	RIO HONDO COMM. COLLEGE	PHYSICAL FITNESS	501-30-000-22410-00000	\$ 125.00
238123	09/15/2022	RUDY COLLASO	RFND C&D 3924 MERCED AVE	246-00-000-22540-00000	\$ 800.00
238124	09/15/2022	SAN GABRIEL VALLEY WATER ASSOC	CITY OF BALDWIN PARK ASSOCIATE DUES 2022	100-10-100-53330-11000	\$ 100.00
238125	09/15/2022	SAN GABRIEL VALLEY WATER COMPANY	WATER COST	100-60-620-53402-00000	\$ 715.35
238126	09/15/2022	SCHINDLER ELEVATOR CORPORATION	ELEVATOR MAINT AT CITY HALL PARKING STRUCTURE	245-60-620-53371-15882	\$ 1,476.52
238126	09/15/2022	SCHINDLER ELEVATOR CORPORATION	ELEVATOR MAINT AT CITY HALL PARKING 9/1-11/30/2022	245-60-620-53371-15882	\$ 5,935.02
238126	09/15/2022	SCHINDLER ELEVATOR CORPORATION	ELEVATOR MAINT AT CT HALL PARKING 09/1-11/30/22	245-60-620-53371-15882	\$ 29.99
238127	09/15/2022	SHI INTERNATIONAL CORP	SYNOLOGY - RACK RAIL KIT HARDWARE.	401-10-140-53390-00000	\$ 216.68
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 75.57
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 26.46
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 82.32
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 68.34
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES FOR THE SR CENTER	501-60-000-22327-00000	\$ 126.07
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 58.63
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 66.00
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	100-60-660-53100-00000	\$ 48.76
238128	09/15/2022	SMART & FINAL	FOOD ITEMS FOR THE FREE SR MEAL PROGRAM	275-60-713-53100-16075	\$ 16.89
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 53.59
238128	09/15/2022	SMART & FINAL	MATERIALS & SUPPLIES PURCHASED FOR THE ST MARKET	501-60-000-22328-16101	\$ 13.98
238129	09/15/2022	SO CAL SANITATION	RENTAL OF PORTABLE RESTROOM & WATER STATION FOR	501-60-000-22328-16144	\$ 973.43
238130	09/15/2022	STANLEY CONVERGENT SECURITY SOLUTIONS,INC	CITY HALL SECURITY SOFTWARE MAINTENANCE	100-60-620-53371-00000	\$ 3,806.28
238130	09/15/2022	STANLEY CONVERGENT SECURITY SOLUTIONS,INC	CITY HALL SECURITY SOFTWARE MAINTENANCE	100-60-620-53371-00000	\$ 1,693.72
238130	09/15/2022	STANLEY CONVERGENT SECURITY SOLUTIONS,INC	CITY HALL SECURITY SOFTWARE MAINTENANCE	252-60-620-53371-00000	\$ 2,000.00
238130	09/15/2022	STANLEY CONVERGENT SECURITY SOLUTIONS,INC	REMAINING BALANCE SOFTWARE MAINT FOR AUG 2022	100-60-620-53371-00000	\$ 112.56
238131	09/15/2022	STAPLES BUSINESS CREDIT	MATERIALS & SUPPLIES FOR THE COMMUNITY CTR	100-60-610-53100-00000	\$ 444.75
238132	09/15/2022	STEPHANIE RIVERA	RFND DEPOSIT @ THE CELEBRATION HALL IN THE JULIA M	501-60-000-22333-00000	\$ 300.00
238133	09/15/2022	SUSAN SAXE-CLIFFORD,PH.D	PSYCH EXAM APPLICANT FOR MENDEZ	100-30-310-51100-00000	\$ 450.00
238134	09/15/2022	TERRILYN S. ORTIZ	RFND DEPOSIT @ WALNUT CREEK NATURE PARK 9/10/22	501-60-000-22333-00000	\$ 100.00
238135	09/15/2022	THE GAS COMPANY	GAS COST	100-60-620-53400-00000	\$ 679.46
238135	09/15/2022	THE GAS COMPANY	GAS COST	252-60-620-53400-00000	\$ 1,353.80
238136	09/15/2022	TPX COMMUNICATIONS CO	LOCAL, LONG DISTANCE TELEPHONE AND	401-10-141-53403-11506	\$ 6,500.50
238137	09/15/2022	TROPHY WORLD	TILE PLAQUES FOR L J THOMAS HR MANAGER	100-10-100-53320-00000	\$ 16.43
238138	09/15/2022	US BANK VOYAGER FLEET SYS	POLICE DEPT GAS CARDS USAGE	402-50-591-53110-16140	\$ 399.95
238138	09/15/2022	US BANK VOYAGER FLEET SYS	POLICE DEPT GAS CARDS USAGE	402-50-591-53110-16140	\$ 878.99
238139	09/15/2022	VALLEY COUNTY WATER DIST	WATER COST	252-60-620-53402-00000	\$ 4,553.70
238139	09/15/2022	VALLEY COUNTY WATER DIST	WATER COST	100-60-620-53402-00000	\$ 2,974.66
238139	09/15/2022	VALLEY COUNTY WATER DIST	WATER COST	251-50-560-53402-00000	\$ 8,579.62
238139	09/15/2022	VALLEY COUNTY WATER DIST	WATER COST	251-50-560-53402-00000	\$ 259.36
238139	09/15/2022	VALLEY COUNTY WATER DIST	WATER SERVICES FOR TINY HOMES @ 14173 GARVEY AVE	501-50-000-22000-55003	\$ 172.10
238139	09/15/2022	VALLEY COUNTY WATER DIST	WATER COST	254-60-620-53402-15882	\$ 536.42
238139	09/15/2022	VALLEY COUNTY WATER DIST	LATE FEE CHARGE 07/27-08/24/2022	100-50-000-55745-00000	\$ 4.00
238140	09/15/2022	VERIZON WIRELESS	ACCT # 8709147925-00010 7/22-08/21/2022	100-40-405-53403-00000	\$ 50.04

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
238140	09/15/2022	VERIZON WIRELESS	ACCT # 8709147925-00010 7/22-08/21/2022	220-40-420-53403-14700	\$ 50.04
238140	09/15/2022	VERIZON WIRELESS	ACCT # 870914792-00012 7/22-8/21/2022	100-40-450-53403-00000	\$ 142.03
238140	09/15/2022	VERIZON WIRELESS	ACCT # 870914792-00012 7/22-8/21/2022	100-40-460-53403-00000	\$ 342.65
238141	09/15/2022	WALTERS WHOLESALE ELECTRIC CO.	MATERIALS & SUPPLIES FOR BLDG MAINTENANCE	100-60-620-53100-00000	\$ 59.51
238141	09/15/2022	WALTERS WHOLESALE ELECTRIC CO.	MATERIALS & SUPPLIES FOR BLDG MAINTENANCE	252-60-620-53100-00000	\$ 59.52
238142	09/15/2022	WAXIE SANITARY SUPPLY	MATERIALS & SUPPLIES FOR BLDG MAINTENANCE	100-60-620-53100-00000	\$ 1,128.06
238142	09/15/2022	WAXIE SANITARY SUPPLY	MATERIALS & SUPPLIES FOR BLDG MAINTENANCE	252-60-620-53100-00000	\$ 1,128.06
238143	09/15/2022	YOUNGBLOOD & ASSOCIATES	POLYGRAPH EXAM - POLICE OFFICER APPLICANTS	100-30-310-51100-00000	\$ 600.00
238144	09/15/2022	VORTEX USA INC.	TO REPLACED CHECK # 237683 (INCORRECT CO NAME)	100-60-620-58110-00000	\$ 10,066.00
238145	09/15/2022	ABIGAIL AVENDANO	REIMBURSEMENT FOR ARPA SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 416.00
238146	09/15/2022	ABSOLUTE SECURITY INTERNATIONAL CORP	SECURITY SERVICES FOR THE STREET MARKET ON 8/25/22	100-60-610-51100-16101	\$ 574.60
238147	09/15/2022	ADLERHORST INTERNATIONAL LLC	WEEKLY BOARDING FOR K9-DAJAN 8/19-8/25/2022	100-30-310-51100-00000	\$ 220.89
238148	09/15/2022	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES FOR BUILDING MAINTENANCE-AUG.2022	100-60-620-53100-00000	\$ 165.09
238148	09/15/2022	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES FOR BUILDING MAINTENANCE-AUG.2022	252-60-620-53100-00000	\$ 55.89
238148	09/15/2022	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES FOR BUILDING MAINTENANCE-AUG.2022	252-60-620-53100-00000	\$ 27.30
238148	09/15/2022	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES FOR BUILDING MAINTENANCE-AUG.2022	252-60-620-53100-00000	\$ 27.30
238148	09/15/2022	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES FOR BUILDING MAINTENANCE-AUG.2022	252-60-620-53100-00000	\$ 27.30
238148	09/15/2022	ARAMARK UNIFORM SERVICES	UNIFORM SERVICES FOR BUILDING MAINTENANCE-AUG.2022	252-60-620-53100-00000	\$ 27.30
238149	09/15/2022	ARIEL RABADAN	REIMBURSEMENT OF DEPOSIT FOR RENTAL AT BARNES PARK	501-60-000-22333-00000	\$ 100.00
238150	09/15/2022	AT&T	PHONE AND WIRELESS FOR 8/1--8/31/2022	100-30-310-53403-00000	\$ 1,236.14
238151	09/15/2022	CALIFORNIA NEWSPAPERS PARTNERSHIP	NOTICE OF PUBLIC HEARING- PUBLIC NOTICE #11557514	220-40-420-53330-14700	\$ 1,579.04
238152	09/15/2022	CAMERON J SAYLOR	CITY EMPLOYEE SUMMER CELEBRATION 9/20/2022	100-25-299-53100-00000	\$ 2,014.83
238153	09/15/2022	CARLOS VALLE	CITYWIDE JANITORIAL SERVICES FOR AUGUST 2022	100-60-620-53371-00000	\$ 5,200.00
238153	09/15/2022	CARLOS VALLE	CITYWIDE JANITORIAL SERVICES FOR CITY FACILITIES	245-60-620-53371-15882	\$ 1,300.00
238153	09/15/2022	CARLOS VALLE	CITYWIDE JANITORIAL SERVICES FOR CITY FACILITIES	252-60-620-53371-00000	\$ 6,898.00
238153	09/15/2022	CARLOS VALLE	CITYWIDE JANITORIAL SERVICES FOR AGU. 2022	501-60-000-22328-16101	\$ 200.00
238154	09/15/2022	CONCENTRA HEALTH SERVICES, INC	PRE-EMPLOYMENT : BUNDLE FEE DOT ON 7/20/2022	100-10-150-51101-00000	\$ 60.00
238154	09/15/2022	CONCENTRA HEALTH SERVICES, INC	PRE-EMPLOYMENT HAIR COLLET FOR ERIC SHELTON	100-10-150-51101-00000	\$ 20.00
238154	09/15/2022	CONCENTRA HEALTH SERVICES, INC	PRE-EMPLOYMENT PHYSICAL FOR DEANNA C. & NICHOLE L.	100-10-150-51101-00000	\$ 80.00
238155	09/15/2022	COVINA NICE CLEANERS	CLEANING SERVICES FOR JAIL FOR THE WEEK OF 8/8/22	100-30-320-53371-00000	\$ 110.00
238155	09/15/2022	COVINA NICE CLEANERS	CLEANING SERVICES FOR JAIL FOR THE WEEK OF 8/15/22	100-30-320-53371-00000	\$ 110.00
238155	09/15/2022	COVINA NICE CLEANERS	CLEANING SERVICES FOR JAIL FOR THE WEEK OF 8/22/22	100-30-320-53371-00000	\$ 110.00
238155	09/15/2022	COVINA NICE CLEANERS	CLEANING SERVICES FOR JAIL FOR THE WEEK OF 8/29/22	100-30-320-53371-00000	\$ 110.00
238155	09/15/2022	COVINA NICE CLEANERS	CLEANING SERVICES FOR JAIL FOR THE WEEK OF 9/6/22	100-30-320-53371-00000	\$ 110.00
238156	09/15/2022	DAVID EVANS AND ASSOCIATES INC.	PROFESSIONAL LANDSCAPE CHECKING SERVICES 5/1-28/22	100-40-000-22350-14133	\$ 399.00
238157	09/15/2022	DEPARTMENT OF JUSTICE	FINGER PRINT SERVICES FOR JULY 2022	100-10-150-51101-00000	\$ 98.00
238158	09/15/2022	DONALD WENTWORTH	BADGE STICKERS FOR JUNIOR OFFICER AT EVENTS	501-30-000-21500-00000	\$ 825.95
238159	09/15/2022	DUNN-EDWARDS CORP	PAINTING SUPPLIES FOR BUILDING MAINTENANCE	100-60-620-53100-00000	\$ 257.64
238160	09/15/2022	EVANGELINA CARDENAS	REFUND OF RENTAL FEES FOR ADOBE ROOMS -LEFT EARLY	100-60-000-45601-00000	\$ 55.00
238161	09/15/2022	EVELYN CHAVEZ	REIMBURSEMENT FOR ARPA BASIC SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 303.00
238162	09/15/2022	FEDEX OFFICE	BACKGROUND PACKET ON 9/2/2022	100-30-310-53100-00000	\$ 44.48
238163	09/15/2022	FOOD 4 LESS	FOOD/PRODUCE FOR THE FOOD GIVEAWAY ON 10/14/2022	275-60-713-53100-16072	\$ 33,201.00
238164	09/15/2022	FRONTIER COMMUNICATIONS	PHONE AND WIRELESS SERVICE FOR AUG. 2022	100-30-310-53403-00000	\$ 151.48
238165	09/15/2022	GABRIELA ROMERO	REFUND OF RENTAL FEES-GRAND SHELTER AT BARNES PARK	100-60-000-45601-00000	\$ 118.00
238166	09/15/2022	GEO PLASTICS	REUSABLE OIL RECYCLING CONTAINERS	247-50-510-53100-17440	\$ 4,999.42
238167	09/15/2022	GEORGE C. HOPKINS CONSTRUCTION CO., INC.	REFUND C&D 5188 COMMERCE DR.	246-00-000-22540-00000	\$ 300.00
238168	09/15/2022	GRISelda CAMARENA	REIMBURSEMENT OF DEPOSIT FOR RENTAL-SENIOR CENTER	501-60-000-22333-00000	\$ 355.00
238169	09/15/2022	HEDI CHICO	REFUND OF BASKETBALL ENROLLMENT DUE TO CONFLICT	501-60-000-22328-00000	\$ 50.00
238170	09/15/2022	HELEN HERNANDEZ	REIMBURSEMENT OF SUPPLIES FOR THE STREET MARKET	100-60-610-53100-16101	\$ 137.21
238170	09/15/2022	HELEN HERNANDEZ	REIMBURSEMENT OF SUPPLIES FOR THE STREET MARKET	100-60-610-53100-16101	\$ 53.24
238171	09/15/2022	JONATHAN FABIAN	REIMBURSEMENT FOR ARPA SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 147.00
238172	09/15/2022	JULIETA HERNANDEZ	REIMBURSEMENT OF DEPOSIT FOR THE CELEBRATION HALL	501-60-000-22333-00000	\$ 300.00
238173	09/15/2022	KAREN SOLANO	REIMBURSEMENT FOR ARPA SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 135.00
238174	09/15/2022	KEYSTONE UNIFORMS	UNIFORM FOR CORTEZ	100-30-340-53100-00000	\$ 95.81
238175	09/15/2022	LIEBERT CASSIDY WHITMORE	POLICE INVESTIGATIONS-CLIENT/MATTER NO:BA020-00001	403-30-131-51102-11106	\$ 1,323.00
238175	09/15/2022	LIEBERT CASSIDY WHITMORE	POLICE INVESTIGATIONS-CLIENT/MATTER NO:BA020-00148	403-30-131-51102-11106	\$ 503.50

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
238175	09/15/2022	LIEBERT CASSIDY WHITMORE	POLICE INVESTIGATIONS-CLIENT/MATTER NO:BA020-00150	403-30-131-51102-11106	\$ 53.00
238175	09/15/2022	LIEBERT CASSIDY WHITMORE	POLICE INVESTIGATIONS-CLIENT/MATTER NO:BA020-00151	403-30-131-51102-11106	\$ 367.00
238175	09/15/2022	LIEBERT CASSIDY WHITMORE	POLICE INVESTIGATIONS-CLIENT/MATTER NO:BA020-00152	403-30-131-51102-11106	\$ 410.00
238176	09/15/2022	LILIANA MARCIAL	REIMBURSEMENT FOR ARPA BASIC SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 159.00
238177	09/15/2022	MARIA DE LOURDES MACIAS	REIMBURSEMENT FOR ARPA SENIOR JUNE 30,2022 DAY BBQ	275-60-726-53370-16074	\$ 15.00
238178	09/15/2022	MARIA LETICIA LANDAZURI	REIMBURSEMENT FOR ARPA SENIOR JUNE 30,2022 DAY BBQ	275-60-726-53370-16074	\$ 15.00
238179	09/15/2022	MARIA SOTO	REIMBURSEMENT--ARPA SENIOR 6/2/2022 DODGER STADIUM	275-60-726-53370-16074	\$ 25.00
238180	09/15/2022	MARIANA MORENO	REIMBURSEMENT FOR ARPA BASIC SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 237.00
238181	09/15/2022	MELANIE MONTEZ	REIMBURSEMENT FOR ARPA BASIC SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 145.00
238182	09/15/2022	MIRIAM CARAVEO	REIMBURSEMENT FOR ARPA BASIC SUBSIDY WEEK#1-WEEK#3	275-60-734-53370-16077	\$ 303.00
238183	09/15/2022	MOBILE MINI INC.	PREMIUM DOOR CONTAINER RENTAL FOR STREET MARKET	100-60-610-53391-16101	\$ 364.11
238184	09/15/2022	BANKCARD CENTER	REPAIR RENTAL TRUCK DUE TO ACCIDENT	403-60-610-54100-00000	\$ 6,684.90
238185	09/19/2022	BANKCARD CENTER	REGISTRATION FEE FOR WEBINAR WORKSHOP FOR M.CARRIL	100-60-600-53350-00000	\$ 20.00
238185	09/19/2022	BANKCARD CENTER	PURCHASE OF A 2023 DAILY DIARY FOR RESERVATIONS	100-60-610-53100-00000	\$ 115.54
238185	09/19/2022	BANKCARD CENTER	PURCHASE OF CORNER CUSHION FOR BOXING RING	100-60-610-53100-16130	\$ 813.44
238185	09/19/2022	BANKCARD CENTER	MTHLY FEE FOR DROPBOX SUBSCRIPTION USED FOR THE BP	100-60-610-53330-00000	\$ 11.99
238185	09/19/2022	BANKCARD CENTER	PAYMENT FOR SG VALLEY NEWS SUBSCRIPTION	100-60-610-53330-00000	\$ 10.00
238185	09/19/2022	BANKCARD CENTER	RENTAL FEES FOR RV FOR ST MARKET PERFORMERS	100-60-610-53391-16101	\$ 300.00
238185	09/19/2022	BANKCARD CENTER	RENTAL FEES FOR RV THAT WAS RENTED FOR ST MARKET	100-60-610-53391-16101	\$ 1,101.50
238185	09/19/2022	BANKCARD CENTER	LATE FEE	100-60-610-55745-00000	\$ 24.27
238185	09/19/2022	BANKCARD CENTER	PURCHASE OF 2 CYBERPOWER REPLACEMENT BATTERIES	100-60-620-53100-00000	\$ 146.62
238185	09/19/2022	BANKCARD CENTER	NETFLIX MTHLY FEE FOR USAGE @ SR CTR	100-60-630-53330-00000	\$ 3.87
238185	09/19/2022	BANKCARD CENTER	NETFLIX MTHLY FEE FOR USAGE @ TEEN CTR	100-60-660-53330-00000	\$ 3.87
238185	09/19/2022	BANKCARD CENTER	NETFLIX MTHLY FEE FOR USAGE @ BARNES PARK	100-60-670-53330-15100	\$ 3.88
238185	09/19/2022	BANKCARD CENTER	NETFLIX MTHLY FEE FOR USAGE @ THE ARC	100-60-680-53330-00000	\$ 3.87
238186	09/20/2022	BANKCARD CENTER	5/25-06/24/2022 INTEREST CHG	100-60-610-55745-00000	\$ 49.01
238186	09/20/2022	BANKCARD CENTER	5/25-06/24/2022 LATE FEE	100-60-610-55745-00000	\$ 27.00
DFT0005865	09/08/2022	MASSMUTUAL	EMPOWER	100-00-000-21213-00000	\$ 12,516.00
DFT0005866	09/08/2022	MASSMUTUAL	EMPOWER RETIREMENT	100-00-000-21213-00000	\$ 2,032.46
DFT0005867	09/08/2022	MASSMUTUAL	EMPOWER	100-00-000-21232-00000	\$ 1,442.00
DFT0005868	09/08/2022	MASSMUTUAL	EMPOWER	100-00-000-21232-00000	\$ 127.53
DFT0005869	09/08/2022	AMERICAN FIDELITY ASSURANCE COMPANY	FSA - AMERICAN FIDELITY ASSURANCE COMPANY	100-00-000-21216-00000	\$ 999.95
DFT0005870	09/08/2022	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	\$ 118.10
DFT0005871	09/08/2022	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	\$ 246.12
DFT0005872	09/08/2022	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	\$ 30.51
DFT0005873	09/08/2022	MASSMUTUAL	DEFERRED COMP LOAN REPAYMENT	100-00-000-21231-00000	\$ 51.54
DFT0005874	09/08/2022	MASSMUTUAL	EMPOWER CITY PAID	100-00-000-21257-00000	\$ 3,142.86
DFT0005875	09/08/2022	MASSMUTUAL	MASS MUTUAL CITY PAID	100-00-000-21257-00000	\$ 2,550.00
DFT0005876	09/08/2022	MASSMUTUAL	EMPOWER CITY PAID	100-00-000-21257-00000	\$ 857.18
DFT0005877	09/08/2022	INTERNAL REVENUE SERVICE	FEDERAL INCOME TAX PAYMENT	100-00-000-21203-00000	\$ 83,035.78
DFT0005878	09/08/2022	INTERNAL REVENUE SERVICE	SOCIAL SECURITY PAYMENT	100-00-000-21200-00000	\$ 8,377.26
DFT0005879	09/08/2022	INTERNAL REVENUE SERVICE	MEDICARE PAYMENT	100-00-000-21201-00000	\$ 21,826.93
DFT0005880	09/08/2022	STATE OF CALIFORNIA EMPLOYMENT	STATE INCOME TAX PAYMENT	100-00-000-21202-00000	\$ 32,051.90
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS SURVIVOR RETIREMENT	100-00-000-21207-00000	\$ (0.93)
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	\$ (18.17)
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS MISC CITY PAID - PEPRA	100-00-000-21256-00000	\$ (31.97)
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS SURVIVOR RETIREMENT	100-00-000-21207-00000	\$ 178.56
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS ADDITIONAL RETIREE SVC CR	100-00-000-21206-00000	\$ 148.67
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS REDEPOSIT	100-00-000-21206-00000	\$ 21.78
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS SWORN- 344	100-00-000-21206-00000	\$ 13,171.01
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS MISC 350	100-00-000-21206-00000	\$ 16,097.29
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS SWORN 351	100-00-000-21206-00000	\$ 11,502.08
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	\$ 7,678.32
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS SWORN CITY PAID - PEPRA	100-00-000-21256-00000	\$ 12,948.09
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS SWORN ER REG PAY	100-00-000-21256-00000	\$ 30,353.01
DFT0005884	09/08/2022	PERS-RETIREMENT	PT PERS MISC CITY PAID	100-00-000-21256-00000	\$ 887.23

Payment Number	Payment Date	Vendor Name	Description (Item)	Account Number	Amount
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS MISC CITY PAID	100-00-000-21256-00000	\$ 23,017.29
DFT0005884	09/08/2022	PERS-RETIREMENT	PERS MISC CITY PAID - PEPR	100-00-000-21256-00000	\$ 13,513.80
DFT0005885	09/08/2022	PERS-RETIREMENT	PERS SURVIVOR RETIREMENT	100-00-000-21207-00000	\$ 12.00
DFT0005885	09/08/2022	PERS-RETIREMENT	PERS MISC 350	100-00-000-21206-00000	\$ 80.00
DFT0005885	09/08/2022	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	\$ 121.50
DFT0005885	09/08/2022	PERS-RETIREMENT	PERS MISC CITY PAID	100-00-000-21256-00000	\$ 118.80
DFT0005885	09/08/2022	PERS-RETIREMENT	PERS MISC CITY PAID - PEPR	100-00-000-21256-00000	\$ 213.84
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	\$ (394.09)
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS MISC CITY PAID - PEPR	100-00-000-21256-00000	\$ (693.61)
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS SURVIVOR RETIREMENT	100-00-000-21207-00000	\$ 182.56
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS ADDITIONAL RETIREE SVC CR	100-00-000-21206-00000	\$ 148.67
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS REDEPOSIT	100-00-000-21206-00000	\$ 21.78
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS SWORN- 344	100-00-000-21206-00000	\$ 13,193.20
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS MISC 350	100-00-000-21206-00000	\$ 16,569.65
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS SWORN 351	100-00-000-21206-00000	\$ 11,423.26
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS MISC 352	100-00-000-21206-00000	\$ 7,996.59
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS SWORN CITY PAID - PEPR	100-00-000-21256-00000	\$ 12,969.91
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS SWORN ER REG PAY	100-00-000-21256-00000	\$ 30,144.99
DFT0005890	09/09/2022	PERS-RETIREMENT	PT PERS MISC CITY PAID	100-00-000-21256-00000	\$ 1,175.87
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS MISC CITY PAID	100-00-000-21256-00000	\$ 23,429.35
DFT0005890	09/09/2022	PERS-RETIREMENT	PERS MISC CITY PAID - PEPR	100-00-000-21256-00000	\$ 14,073.91
				Grand Total:	\$ 754,307.18

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Enrique C. Zaldivar, Chief Executive Officer
By: Lourdes Morales, Chief Deputy City Clerk
DATE: October 5, 2022
SUBJECT: Adoption of a Resolution to Continue Conducting City Council/Commission/ Board Meetings Remotely in Accordance with the Brown Act Executive Order and AB 361

SUMMARY

Governor Gavin Newsom signed Executive Order N-15-21 clarifying that cities may continue to meet remotely in accordance with procedures established by prior Executive Orders. On September 16th Governor Newsom signed AB361 which allows cities to continue to meet remotely during proclaimed states of emergency under modified Brown Act requirements that are similar but not identical to the rules and procedures established by the previous Executive Brown Act Orders.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state of local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency.

Staff will continue in-person meetings with a virtual hybrid component under this new order.

RECOMMENDATION

Staff recommends that the City Council adopt Resolution No. 2022-055 to continue conducting City Council/Commission/Board Meetings remotely in accordance with the Brown Act executive orders and AB 361 (covering meetings held from October 5, 2022 through November 4, 2022) and re-evaluate the state of emergency every 30 days to make findings under the bill's teleconferencing exemptions.

FISCAL IMPACT

Not Applicable

BACKGROUND

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which among other things rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for public agencies to transition back to public meetings held in full compliance with the Brown Act.

As various variants have surged in California, the legislature has taken action to extend the COVID-19 exceptions to the Brown Acts' teleconference requirements, subject to some additional safeguards. AB 361 allows a local agency to use teleconferencing without complying with the Brown Act provisions in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

A local agency that holds a meeting under these circumstances would be required by AB 361 to do all of the following, in addition to giving notice of the meeting and posting agendas as required under the Brown act. These additional requirements are intended to protect the public's right to participate in the meetings of local agency legislative bodies.

Pursuant to AB 361 local agencies are required to do all of the following in addition to meeting notice requirements under the Brown Act:

- Allow the public to access the meeting and require that the agenda provide an opportunity for the public to directly address the legislative body pursuant to the Brown Act's other teleconferencing provisions.
- In each instance when the local agency provides notice of the teleconferenced meeting or posts its agenda, give notice for how the public can access the meeting and provide public comment.
- Identify and include in the agenda an opportunity for all persons to attend via a call-in or an internet-based service option; the legislative body need not provide a physical location for the public to attend or provide comments.
- Conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the public.
- Stop the meeting until public access is restored in the event of a service disruption that either prevents the local agency from broadcasting the meeting to the public using the call-in or internet-based service option or is within the local agency's control and prevents the public from submitting public comments (any actions taken during such a service disruption can be challenged under the Brown Act's existing challenge provisions).
- Not require comments be submitted in advance (though the legislative body may provide that as an option) and provide the opportunity to comment in real time.
- Provide adequate time for public comment, either by establishing a timed public comment period or by allowing a reasonable amount of time to comment.
- If the legislative body uses a third-party website or platform to host the teleconference, and the third-party service requires users to register to participate, the legislative body must provide adequate time during the comment period for users to register and may not close the registration comment period until the comment period has elapsed.

AB 361 also provides that, if the state of emergency remains active for more than 30 days, a local agency must make the following findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules:

- The legislative body has reconsidered the circumstances of the emergency; and
- Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures.

The goal of AB 361 is “to improve and enhance public access to local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options” consistent with Executive Order N-29-20. The bill contains an urgency clause which became effective upon signing with a sunset of January 1, 2024.

ALTERNATIVES

Not Applicable

LEGAL REVIEW

This report has been reviewed by the City Attorney.

ATTACHMENTS

1. Resolution no. 2022-055
2. AB 361

RESOLUTION NO. 2022-055

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO IMPLEMENT TELECONFERENCE ACCESSIBILITY FOR CONDUCTING PUBLIC MEETINGS PURSUANT TO ASSEMBLY BILL 361

WHEREAS, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19); and

WHEREAS, OM March 12, 2020, the City Council adopted an Emergency order proclaiming a local emergency as defined, due to the threat of the existence and spread of COVID-19; and

WHEREAS, on March 17, 2020, the Governor of California executed Executive Order N-29-20 which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body; and

WHEREAS, on June 11, 2021, the Governor of California executed Executive Order N-08-21 which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021; and

WHEREAS, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 (AB 361, Rivas) (Stats. 2021, ch. 165) amending Government Code § 54953 and providing alternative teleconferencing requirements to conduct public meetings during a proclaimed state of emergency; and

WHEREAS, AB 361 (Stats. 2021, ch. 165) imposes requirements to ensure members of the public are able to attend and participate in public meetings conducted via teleconference, including:

- Notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option;
- The legislative body shall take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored;
- Prohibits the legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the legislative body must provide an

opportunity for members of the public to address the legislative body and offer comments in real time;

- Prohibits the legislative body from closing the public comment period until the public comment period has elapsed or until a reasonable amount of time has elapsed; and

WHEREAS, the City has already implemented and is in full compliance with the requirements listed above when conducting public meetings via teleconference, which are now codified in Government Code § 54953(e)(2)(B-G); and

WHEREAS, pursuant to Government Code § 54953(e)(B), the legislative body shall hold a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees. The City Council must make these findings no later than 30 days after the first teleconferenced meeting is held pursuant to AB 361 (Stats. 2021, ch. 165) after September 30, 2021, and must also make these findings every 30 days thereafter, in order to continue to allow teleconference accessibility for conducting public meetings.

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

SECTION 1. The City Council of the City of Baldwin Park hereby declares that the recitals set forth above are true and correct, and incorporated into this resolution as finds of the City Council.

SECTION 2. The City Council hereby declares that a state of emergency as a result of the threat of COVID-19 still exists and continues to impact the ability of members of the public, the City Council, City Boards Commissions and Committees, City staff and consultant to meet safely in person when a large congregation meets.

SECTION 3. The State of California and the City of La Quinta continue to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (DPH), and/or County of Riverside, as applicable, including facial coverings when required and social distancing.

SECTION 4. The City Council hereby declares that, pursuant to the findings listed in this Resolution, the City Manager is authorized to utilize teleconferencing accessibility to conduct public meetings pursuant to AB 361 (Stats. 2021, ch. 165) and Government Code § 54953, as amended thereby.

SECTION 5. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution 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 Resolution. The City Council hereby declares that it would have adopted this Resolution and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

SECTION 6. This Resolution shall become effective immediately upon adoption.

PASSED, APPROVED, and ADOPTED this 5th day October, 2022.

EMMANUEL J. ESTRADA
MAYOR

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

I, Marlen Garcia, City Clerk of the City of Baldwin Park do hereby certify that the foregoing **Resolution No. 2022-055** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **October 5, 2022** and that the same was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

MARLEN GARCIA
CITY CLERK

Assembly Bill No. 361

CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with
Secretary of State September 16, 2021.]

LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly

resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

The people of the State of California do enact as follows:

SECTION 1. Section 89305.6 is added to the Education Code, to read:
89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, "state of emergency" means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public's right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint

powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Enrique C. Zaldivar, Chief Executive Officer
DATE: October 5, 2022
SUBJECT: Approval of a One-Time City Hall-Closure, and Authorization to Offer Qualified Employees Time off During the Holidays

SUMMARY

This report requests City Council approval to close City Hall to visitors and costumers from December 27, 2022, through January 5, 2023 and offer qualified employees the opportunity to utilize accrued vacation, and/or holiday, and/or admin leave, and/or comp-time, and/or unpaid leave during the closure should the employees select to take time off.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve Resolution No. 2022-056 entitled, "A Resolution of the City Council of the City of Baldwin Park, California, approving a One-Time City Hall Closure from December 27, 2022 through January 5, 2023, and Authorizing Qualified Employees Time off during the Holidays"; and
2. Direct the CEO to provide adequate notification to the public and take appropriate measures to ensure City Emergency Operations remain uninterrupted during the closure.

FISCAL IMPACT

The cost is negligible and will be offset by energy savings from underutilizing City Hall for a total amount of six working days.

BACKGROUND

The Christmas Holiday is a period of very low activity at City Hall. Many contractors, engineers, and architects' offices are closed for the Holiday Break. The City Council has previously approved a One-Time City Hall Closure during the Christmas Holiday for General Employees (CEA, CMEA, and CCEA). The level of City Services was not impacted in any significant way, and emergency operations were staffed appropriately with no complaints about the closure. Moreover, Council's approval was very well received by the City of Baldwin Park's eligible employees.

Due to the COVID-19 pandemic and endemic, and the need for staff to assist during this crucial period without the disruption of services, some staff has accrued a significant amount of vacation/admin/comp-time and has not had the ability take an unrelieved break. Approving this one-time closure will enable staff to take time off the books without the risk of losing those hours or transferring them to an additional bank of accruals.

Safety Employees will not be affected, and the Maintenance Yard (SEIU) already has provisions for light staffing during the holiday. Additionally, the city has notified the representing unions of the City's intent for the temporary closure of City Hall.

ALTERNATIVES

The alternative is to keep City Hall open during the Christmas Holiday.

LEGAL REVIEW

This report does not require legal review.

ATTACHMENT

1. Resolution No. 2022-056

RESOLUTION NO. 2021-056

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BALDWIN PARK, CALIFORNIA, APPROVING A ONE-TIME CITY HALL CLOSURE FROM DECEMBER 27, 2022 THROUGH JANUARY 5, 2023 AND AUTHORIZING QUALIFIED EMPLOYEES TIME OFF DURING THE HOLIDAYS

WHEREAS, Authorization of a one-time City Hall Closure will allow staff to take a much needed unrelieved break; and

WHEREAS, Approving this one-time closure will enable staff to take accumulated time off the books as a result of the pandemic, without the risk of losing those hours or transferring them to an additional bank of accruals; and

WHEREAS, City Council recognizes that due to significant slowdown in business activity during the Christmas Holiday, Council may elect to close down City Hall December 27, 2022 through the January 5, 2023; and

WHEREAS, City Council instructs the City to provide adequate notification to Baldwin Park residents informing them of the City Hall closure; and

WHEREAS, City Council recognizes employees staffed in emergency operations that are legally required to be open for business, are exempt from this resolution.

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

SECTION 1. The City Council of the City of Baldwin Park adopts Resolution No. 2022-056 to authorize a One-Time City Hall closure of December 27, 2022 through January 5, 2023, and authorizes qualified City Staff to utilize accrued vacation, and/or holiday, and/or admin leave, and/or comp-time, and/or unpaid leave during the closure.

PASSED, APPROVED, and ADOPTED this 5th day of October 2022.

EMMANUEL J. ESTRADA
MAYOR

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

I, Marlen Garcia, City Clerk of the City of Baldwin Park do hereby certify that the foregoing **Resolution No. 2022-056** was duly adopted by the City Council of the City of Baldwin Park at a regular meeting thereof held on **October 5, 2022** and that the same was adopted by the following vote to wit:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

MARLEN GARCIA
CITY CLERK

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Robert A. López
DATE: October 5, 2022
SUBJECT: Ratify and Adopt Resolution No. 2022-057 for Temporary Employment of Kevin Gauthier (Retired Annuitant)

SUMMARY

The Police Department has recently filled six vacancies at the rank of Sergeant. Thus, six of the ten existing Sergeant positions are or will be staffed with newly promoted personnel. Of the four existing Lieutenant positions, three will soon be staffed with newly promoted personnel. Additionally, one Captain position remains unfunded and vacant. Our one existing Captain will be attending training for twelve weeks beginning at the end of this month, returning in mid-December. For all these reasons, the Police Department is in need of temporary assistance/extra help in the Administration Bureau.

Kevin Gauthier worked for the Baldwin Park Police Department for 29 years and retired in good standing in 2012 at the rank of Sergeant. He has the knowledge, skills, and abilities to provide the needed assistance and wishes to do so. In order to help the Department perform its necessary tasks and minimize disruption due to the large number of personnel new to their ranks and in the absence of the Captain, the Police Department would like to retain his services on a temporary basis for approximately three to six months. Allowing Mr. Gauthier to return as a retired annuitant will give the police department the ability to continue with its day-to-day operations while the Captain is away and while the newly promoted personnel adapt to their new duties and responsibilities.

Mr. Gauthier will be retained as an extra help employee performing limited-duration work as defined by CalPERS' Retired Annuitant Rules. He will work to help to eliminate a backlog, he will work on special project(s), internal audits, equipment procurement and he will perform work that is more than what regular staff can currently do, particularly in the absence of the Captain. Mr. Gauthier's employment status as Sergeant reflects his rank at the time of his retirement and is intended to place his wages on the City salary schedule appropriate to his training, knowledge, and experience. His work will be administrative in nature, he will not be involved in the day-to-day operations of the Department and will have no functional supervisory oversight of other employees.

RECOMMENDATION

Staff recommends that the City Council authorize the Mayor to execute a part-time, temporary employment agreement with Kevin Gauthier and make the necessary appropriation and budgetary adjustments.

FISCAL IMPACT

The estimated cost of the agreement is \$55,000. Budgeted police officer vacancies will absorb the cost of the agreement.

BACKGROUND

Section 7522.56 of the California Government Code states that a retiree can only be rehired by an agency for a maximum of 960 hours in a fiscal year. While it is requested that Mr. Gauthier's services be retained at minimum until the Captain returns, there is some flexibility in making the agreement

effective through March 25, 2023. Under CalPERS restrictions, although the agreement can be terminated earlier, it cannot be extended past this date for any reason.

ALTERNATIVES

The alternative is to not approve the Resolution.

LEGAL REVIEW

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

ATTACHMENTS

1. Temporary Employment Agreement

EMPLOYMENT AGREEMENT

This employment agreement is effective as of **October 9, 2022**, between the City of Baldwin Park ("Employer") and Kevin Gauthier ("Retired Annuitant").

1. The Retired Annuitant served as a Police Sergeant for Employer. Employer desires to retain the services of Retired Annuitant as Extra Help Police Sergeant in order to utilize his experience, abilities, and knowledge until such time as vacant administrative rank positions in the Police Department are filled and the new employees trained and is therefore agreeing to engage his services as a Police Sergeant under the terms and conditions set forth.
2. Retired Annuitant desires to resume employment with Employer and is willing to do so under the terms and conditions set forth below.
 - a. THEREFORE, in consideration of the above recitals, and of mutual promises and conditions in this AGREEMENT, it is agreed as follows:
3. **TERMS OF EMPLOYMENT.** Subject to earlier termination as provided for in this AGREEMENT, Retired Annuitant shall be employed for a term beginning October 9, 2022, and ending no later than March 25, 2023.
4. **DUTIES AND AUTHORITY.** Employer shall employ Retired Annuitant as Extra Help Police Sergeant. Retired Annuitant shall be vested with full power and authority to direct and conduct all the business of the City of Baldwin Park as is provided for by the Baldwin Park Municipal Code and other applicable statutory provisions. Duties and assignments while in this capacity shall generally include administrative tasks in an office environment.
5. **REASONABLE TIME AND EFFORT.** During his employment, Retired Annuitant shall devote such time, interest, and effort to the performance of his AGREEMENT as necessary.
6. **WAGES.** During the term of this AGREEMENT, Employer agrees to pay Retired Annuitant the hourly rate of \$52.75, payable in bi-weekly installments subject to all applicable withholding and deductions.
7. **ADDITIONAL BENEFITS.** Except as provided for above, or as required by State and Federal law, during the employment term, Retired Annuitant shall not be entitled to receive other benefits of employment generally available to Employer's other employees.
8. **TERMINATION OF AGREEMENT.** Employer may terminate Retired Annuitant's employment at any time during the term of this AGREEMENT.

9. **INDEMNIFICATION BY EMPLOYER.** Employer shall, to the maximum extent permitted by the law, indemnify and hold Retired Annuitant harmless for any acts or decisions made by him in the course and scope of employment. To the same, Employer will pay and advance all expenses, including reasonable attorney's fees and costs of court approved settlements, actually and necessarily incurred by Employer in connection with the defense of any action suit or proceeding and in connection with any appeal, which has been brought against Retired Annuitant by reason of his performance of services as an officer or agent of the Employer.
10. **TERMINATION OR RESIGNATION.** Retired Annuitant may terminate this AGREEMENT by giving Employer prior written notice of resignation. Unless otherwise agreed to by the parties, termination of employment by resignation shall result in no post-resignation compensation being paid by Retired Annuitant.
11. **CONFORMANCE WITH RETIREMENT LAW.** This Agreement may only be modified, including extension of term, in writing by Retired Annuitant and Mayor and City Council or their designee provided that changes are in conformance with current California Public Employee's Retirement law involving post retirement employment under Section 7522.56.
12. **CITY COUNCIL APPROVAL.** This AGREEMENT shall be of no force and effect unless or until approved by the City Council of Baldwin Park.

Executed on the 5th day of **October 2022**, in the City of Baldwin Park, Los Angeles County.

Signatures:

CITY OF BALDWIN PARK:

RETIRED ANNUITANT:

Emanuel Estrada, Mayor

Kevin Gauthier

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Ron Garcia, Director of Community Development
PREPARED BY: Melissa Chipres, Associate Planner
DATE: October 5, 2022
SUBJECT: Approval of a Contract with MIG to Provide Consulting Services to Prepare Objective Design Standards and Senate Bill 9 (SB 9) Development Standards

SUMMARY

This report requests the City Council approve a contract with MIG to prepare Objective Design Standards and Senate Bill 9 (SB 9) development standards, amend appropriate sections of the Zoning Code, Subdivision Regulations, and preparation of the appropriate CEQA documentation.

RECOMMENDATION

Staff recommends that the City Council take the following actions:

1. Award a contract to MIG (Consultant) to prepare Objective Design Standards and Senate Bill 9 (SB 9) development standards amend appropriate sections of the Zoning Code, Subdivision Regulations and preparation of appropriate CEQA documentation; and
2. Authorize the Mayor, or designee, to execute the attached agreement with MIG to provide consulting services in an amount not to exceed \$216,447; and
3. Authorize the Director of Finance to appropriate \$66,447 from Fund No.235-General Plan Fees.

FISCAL IMPACT

There would be no adverse fiscal impact to the City's General Fund as a result of this contract with the Consultant. The City applied and was awarded a LEAP planning grant from the State of California Housing and Community Development Department. The grant award is \$300,000 of which \$150,000, are allocated respectively to MIG in July of 2021 to update the Housing Element (6th Cycle), and \$150,000 to prepare Objective Design Standards and Senate Bill 9 (SB 9) development standards, amend appropriate sections of the Zoning Code, Subdivision Regulations and preparation of the appropriate CEQA documentation. The remaining balance of the Consultant's fee (\$66,447) can be paid from Fund No. 235 General Plan Fee.

DISCUSSION

On June 1, 2022, staff issued a Request for Proposals (RFP) for professional services to prepare Objective Design Standards and Senate Bill 9 (SB 9) development standards and amend specific related sections of the Zoning Code, Subdivision Regulations and prepare the appropriate CEQA documentation. Proposals were due on June 30, 2022. The city received proposals from the following four firms:

Consultant	Location	Budget
*MIG	Pasadena	\$216,447
Interwest	Irvine	\$249,886

		\$250,786 (Optionals)
The Arroyo Group	Pasadena	\$139,912 \$149,512 (Optionals)
Rangwala Associate	Woodland Hills	\$197,980

EVALUATION AND SELECTION OF CONSULTANT

The proposals were evaluated by a team comprised of three City staff members (three 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 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. Responses to the clarification questions were received August 30, 2022.

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 chose MIG as number one. MIG presented enthusiasm and interest as well as a comprehensive approach and methodology for the project and is also currently assisting several cities throughout California to complete objective standards and SB9 regulations. MIG's experience, willingness to collaborate with staff, and community engagement efforts make the MIG team the most qualified and best value to establish Objective Design Standards and SB 9 development standards to facilitate the development of residential projects.

LEGAL REVIEW

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

ATTACHMENTS

1. Contract Agreement with MIG
2. Scope of Work
3. Schedule of Compensation

CONSULTANT SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this 21st day of September, 2022 by and between the City of Baldwin Park ("City"), and MIG ("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, 2023 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
537 S Raymond Avenue
Pasadena, CA. 91105
(626)744-9872

(B) City of Baldwin Park
Att.: Enrique Zaldivar, 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 "22" of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day first above written.

CITY OF BALDWIN PARK

By: _____
Enrique Zaldivar, Chief Executive Officer

Dated: _____

**CONSULTANT:
MIG**

By: _____
Christopher Beynon, AICP
Vice President and Chief Development Officer

Dated: 9.8.2022

ATTACHMENT #2
SCOPE OF SERVICES



537 S. Raymond Avenue
Pasadena, CA 91105
P (626) 744-9872
F (626) 744-9873
www.migcom.com

June 30, 2022

Melissa Chipres, Associate Planner
City of Baldwin Park
14403 E. Pacific Avenue
Baldwin Park, CA 91706

*RE: RFP for the City of Baldwin Park Objective Design Standards and
Senate Bill 9 Development Standards*

CALIFORNIA
BERKELEY, FULLERTON,
LOS ANGELES, PASADENA,
RIVERSIDE, SACRAMENTO,
SAN DIEGO, SAN JOSE,
AND SONOMA

COLORADO
DENVER

OREGON
PORTLAND

TEXAS
SAN ANTONIO

WASHINGTON
SEATTLE

Dear Ms. Chipres and Selection Committee Members:

Over the past two years, the City of Baldwin Park has been hard at work creating new opportunities for housing development. The updated Downtown TOD Specific Plan expands capacity for housing near transit and in the heart of Baldwin Park. The sixth-cycle Housing Element identifies housing sites for people of all income ranges and includes programs to streamline housing production. Now, to implement key provisions of the Housing Element, the City seeks consultant assistance with 1) crafting objective design standards that will facilitate development of multifamily residential and mixed-use development, and 2) drafting new regulations to accommodate additional units in single-family zones, pursuant to the provisions of SB9. MIG, Inc. is pleased to present this proposal to assist you with this work program.

We are currently engaged with several cities throughout California to complete objective design standards and SB9 regulations, and we recognize through this work that each city has unique goals and requirements. These efforts involve actively listening to community members and creating tailored standards responsive to specific physical conditions and design sensibilities. MIG staff knows Baldwin Park well from our current Housing Element work, as well as leading prior programs to prepare the Health and Sustainability Element, zoning code updates, and even the General Plan. We will couple this community knowledge with our experience preparing objective design standards and SB9 standards for communities as diverse as Loma Linda, Concord, Agoura Hills, Whittier, and San Carlos.

MIG's team will be led by Christine Thomson, an urban designer and experienced project manager who understands how to create practical, workable development standards. The lead planner will be Ryan Kucinski, who brings deep design expertise to the team. Genevieve Sharrow, the current Baldwin Park Housing Element project manager, will serve in an advisory capacity. As Principal-in-Charge, I will provide oversight and quality control.

In this proposal, we present a work scope that responds to the objectives outlined in the Request for Proposals, with modifications to the community engagement program to reflect our experiences with similar programs in other jurisdictions. Please note that the work scope and budget can be modified to address any additional ideas the City may have regarding engagement, content of the regulations, and assistance with grant compliance.

Thank you for your consideration of our proposal, and we look forward to discussing your needs in greater detail. In the meantime, should you have questions, please contact me at (626) 744-9872 x3090 or Istetson@migcom.com.

Sincerely,

Laura R. Stetson, AICP
Principal-in-Charge



Work Proposal

The MIG Team's proposed scope of work builds upon the City of Baldwin Park's task descriptions in the Request for Proposals (RFP). Please note that we combined your tasks 1 and 2 into Task 1; tasks 3 and 4 in the RFP we grouped into Task 2. In addition, we provide task details informed by our ODS and SB9 experience in other cities. This scope has been crafted to ensure Baldwin Park has creative, tailored standards appropriate for your unique objectives.

As the City noted in response to MIG's question regarding whether the Downtown Specific Plan is to be included, the Specific Plan is not part of this work program since it was recently adopted as a form-based code.

TASK 1: PROJECT MANAGEMENT

This task covers communication and coordination between MIG and City staff—including meetings, video/phone conferences, email exchanges, and other communications—to ensure timely delivery and adoption of the ODS and SB9 regulations, as well as documentation and billing for the project consistent with any grant requirements.

Task 1.1: Kick-off Meeting

To initiate the work program, the core MIG Team will meet with City staff to establish project goals and objectives, discuss the approach to community engagement, and review the project schedule. Prior to the meeting, we will prepare a data needs list identifying the materials we will ask City staff to provide. MIG will prepare the agenda and provide summary meeting notes afterwards.

Task 1.2: Project Management

MIG will conduct biweekly coordination calls throughout the project. In addition to regularly scheduled meetings and calls, the MIG project manager and additional team members, as needed, will participate in ongoing project coordination and communication with the City. MIG staff will design meeting agendas and provide summary notes.

MIG will prepare monthly invoices and progress summaries for City staff review and approval. The invoices will include a summary of all staff tasks, time, and direct expenses. Adjustments to the overall project schedule, if needed, will occur every month as part of the progress reports.

TASK 2: BACKGROUND RESEARCH

Task 2.1: Research and Background Review of Documents

While MIG has completed several projects for Baldwin Park, it will be important for the entire MIG Team to become familiar with local development conditions, City expectations, and regulatory documents. This task will include a brief tour of Baldwin Park with City staff to understand which existing development projects embody the characteristics the City looks to be included in multifamily and mixed-use projects that will be subject to ODS and SB9 regulations (recognizing that specific examples for SB9 do not yet exist). We will couple this with review of the General Plan, zoning and subdivision regulations, specific plans, and the City Design Guidelines. We will assess and identify standards that:

- » Promote high-quality prominent architectural styles, streetscape patterns, access, building materials, building articulation, landscape, and window and door design materials;

- » Support sustainability, green building practices, and community health through review of residential and mixed-use projects in zoning districts where these residential uses are allowed;
- » Support quality design of small lot and medium-density developments;
- » Promote best practices in designing housing with energy-efficient construction, efficient site planning, amenities supporting public health, and accessibility for ADA and transit access; and
- » Meet requirements in applicable law including those in the Housing Accountability Act, particularly Section 65589.5, SB 35, and SB 330.

Task 2.2: Identification of Inconsistencies and/or Contradictions

Based on our background research for task 2.1, MIG will identify which sections of Municipal Code Chapter 152 (Subdivision Regulations) and Chapter 153 (Zoning Code) may conflict with the requirements of the Housing Accountability Act and other relevant statutes regarding the ODS and SB9 requirements. In particular, we will identify subjective regulations that cannot be used to review projects per State law. As part of this task, we will also identify which components of the Design Guidelines can be converted into objective design standards. We will prepare a detailed memorandum that describes the nature of the inconsistency and recommended solutions to address each issue, as well as Design Guidelines provisions that can be integrated into the ODS (and SB9 as appropriate). We will meet with City staff to review the memorandum and confirm the direction for each item.

TASK 3: DRAFTING OF DOCUMENTS DEVELOPMENT AND PREPARATION OF DRAFT OBJECTIVE DESIGN STANDARDS

MIG will approach the ODS as a comprehensive and integrated code section that supplements existing Zoning Code standards. For SB9, the regulations will be integrated into both the Subdivision Regulations and Zoning Code. To be most effective, the ODS and SB9 regulations will be amply illustrated with diagrams and photos. Per the RFP, we will prepare a screen check draft, administrative draft, and public review draft.

Task 3.1: Screen Check Draft ODS and SB9 Regulations

MIG will prepare a comprehensive outline identifying content and graphics that will need to be created for the draft ODS and SB9 regulations. We anticipate structuring the outline to build from the foundation of site design through to architectural detailing. The outline for ODS generally will be as follows:

- » Purpose and Applicability
- » Definitions
- » Design Goals and Intent
- » Site Planning and Circulation
- » Neighborhood Compatibility
- » Building Design (new and rehabilitation)
- » Sustainability
- » Open Space and Landscaping
- » Lighting, Utilities, Screening, and Other Functional Features
- » Regulations for SB9 Development

For SB9, we will also prepare an outline for the urban lot split provisions to be included in the Subdivision Regulations.

The MIG Team will prepare the outline and provide it to the City for review. The City will provide one set of consolidated comments to MIG. These outlines will be the foundation for the subsequent work.

MIG will prepare complete screen check drafts of the ODS and SB9 provisions based on the approved outlines. This first draft will not include any graphics but will indicate where graphics are to be included. City staff will review the screen check draft and provide comments to MIG in track-changes format, consolidating all of staff comments. Following receipt of comments, MIG and the City will meet to discuss the screen check draft and work through the substantial revisions and best approaches to addressing staff changes.

Task 3.2: Administrative Draft ODS and SB9 Regulations

Based on City staff comments and discussions, MIG will prepare the administrative draft of the ODS and SB9 regulations to incorporate the directed revisions. We will also draft the graphics and include other images.

The administrative draft will be prepared in track-changes to allow City staff to quickly see where changes have been made. The City will review the administrative draft and provide comments to MIG in track-changes format, consolidating all of staff comments. Following receipt of comments, MIG and the City will discuss the administrative draft and identify any final refinements for the public review draft.

Task 3.3: Prepare a Public Draft of the ODS and DSD

MIG will revise the administrative draft of the illustrated code sections and prepare the draft for public review.

TASK 4: COMMUNITY ENGAGEMENT

Because the ODS and SB9 regulations will establish nondiscretionary review processes for multifamily, mixed-use, and urban lot split projects, getting meaningful public input will be critical to defining the City's design expectations and how those expectations will be codified. Our experience with similar projects has shown that the public has limited interest in engaging on a project like this; the most interested audiences are developers, architects, and the Planning Commission. Thus, we have crafted the following program as a two-pronged approach: one to educate/engage laypersons and the second to get detailed input from the design/development community. Also, in our recent work preparing ODS and our past work in Baldwin Park, we have found that very few people participate in stand-alone workshops; thus, we propose using the Planning Commission and City Council study sessions to serve that purpose.

MIG will be responsible for preparing all public notice materials (English and Spanish), materials for each engagement activity (English/Spanish), and summary notes. The City will be responsible for advertising the events and assisting MIG with identifying target audiences.

Task 4.1: Project Branding

Per the RFP, we will create a unique look for the project through branding. The MIG Graphic Design Team will prepare three branding options for City staff to consider. Based on City identification of the preferred brand, we will refine that brand. One final tweak to the preferred brand is included in the budget.

Task 4.2: Community Engagement Plan (CEP)

MIG will prepare a Community Engagement Plan (CEP) that details the two-pronged approach described above. The CEP will describe the participants to be targeted, the events for each target group, the means of advertising events, and the structure of each event. While we include recommended activities in the paragraphs below, this may be refined through the contracting process.

Task 4.3: Stakeholder Interviews

We will initiate the engagement process with a series of stakeholder interviews. These will be conducted as group meetings and one-on-one interviews, depending upon the audience. We will want to meet with developers and architects who work frequently in Baldwin Park. Other target groups could include community groups actively interested in development in Baldwin Park. Also, we could interview individual City Council members, if appropriate. We have budgeted for up to eight one-hour interview sessions to be held via teleconference. Following the interviews, we will prepare a single summary memorandum that does not attribute any specific comments to any interviewee.

Task 4.4: Technical Advisory Group Meetings

We plan to use a series of technical advisory group meetings to test ideas being developed in the course of the work program. This group will consist of some of the architects/developers interviewed early on, as well as community members who understand development. We have planned for three meetings, with the intent to review draft regulations with this group to ensure they will work in Baldwin Park from a development economics perspective and will be consistent with local preferences.

Task 4.5: Online Survey

For ODS programs, we have had good success receiving public input via online surveys. This work program includes a bilingual (English/Spanish) online survey designed to identify key design elements most important to Baldwin Park residents. The survey will use non-technical terms to understand what residents believe distinguishes their neighborhoods and the homes in which they live. MIG will prepare and conduct a short, 10-minute online survey that, as an optional task, could be duplicated as a paper survey. Following conclusion of the survey, we will prepare a summary of responses.

Task 4.6: Planning Commission and City Council Study Sessions

We will conduct two in-person study sessions with either the Planning Commission or as joint Planning Commission/City Council events. As noted above, these will serve as public workshops that actively engage participants, allowing them to share ideas with decision-makers. Each study session will begin with an informal public open house component with exhibits for participants to view and comment on. That will be followed by a presentation by MIG staff, questions and comments from the Commission and Council, public comments, and any final comments or direction from decision-makers. Following each session, MIG will prepare a summary of comments and direction.

TASK 5: ENVIRONMENTAL ASSESSMENT

The City Attorney may determine that adoption of the ODS and SB9 ordinance is exempt from CEQA (as has been our experience for a few projects in other cities). However, if an exemption is not considered appropriate, MIG will conduct environmental review consisting of an Initial Study (IS). We will prepare the document consistent with State CEQA Guidelines; we presume the analysis will result in a Negative Declaration or Mitigated Negative Declaration (ND or MND). We will assist the City with circulation of the IS/(M)ND and required AB52 tribal consultation (provide an example letter and process description). The City will be responsible for required newspaper announcements and other postings. Following final action on the CEQA document by the City Council, we will prepare the Notice of Determination (NOD). The City will be responsible for posting the NOD with the State Clearinghouse and County Clerk.

TASK 6: CITY APPROVAL PROCESS

Task 6.1: Planning Commission Hearings

The MIG project manager and principal-in-charge will attend up to two Planning Commission hearings to present the ODS and SB9 regulations. We will be responsible for preparing a PowerPoint presentation. City staff will be responsible for preparing staff reports and all required public hearing notices.

Task 6.2: City Council Hearings

The MIG project manager and principal-in-charge will attend up to two City Council hearings to present the ODS and SB9 regulations, together with any revisions recommended by the Planning Commission. We will be responsible for preparing a PowerPoint presentation. City staff will be responsible for preparing staff reports and all required public hearing notices.

Task 6.3: Final ODS and SB9 Regulations

Following final City Council action, MIG will revise the ODS and SB9 regulations to incorporate changes directed by the Council. We have provided an allowance for this task as the time required cannot be anticipated.

TASK 7: CITY STAFF TRAINING

MIG will provide staff training on each of the two work components. Per the RFP, each training session will train one-half of the staff separately to enable the City to maintain regular department functions (four total training sessions). MIG will provide a training course consisting of a PowerPoint presentation and example projects that can be easily duplicated. Each training session for each work component will be approximately two hours long.

As an optional task, MIG will be available for supplemental assistance after the project completion should the City have additional questions. The supplemental assistance could be provided via teleconference. For City budgeting purposes, we have included up to four additional hours of remote training.

Deliverables

Task 1

- » Meeting agendas and meeting summary notes
- » Monthly invoices and status reports

Task 2

- » Memorandum summary assessing existing City documents and describing the relevant components to be incorporated into new sections of the Zoning Code and Subdivision Regulations

Task 3

- » Screen check, Administrative, and Public Review drafts of the ODS and SB9 regulations

Task 4

- » Community Engagement Plan
- » Stakeholder interview summary
- » Technical Advisory Group agendas and summaries
- » Online survey and summary
- » Study session presentation materials and summaries
- » Community engagement program memorandum summarizing outreach activities and containing sample advertising materials

Task 5

- » Administrative draft and public review draft Initial Study/(Mitigated) Negative Declaration
- » Example AB52 consultation letter
- » Notice of Determination

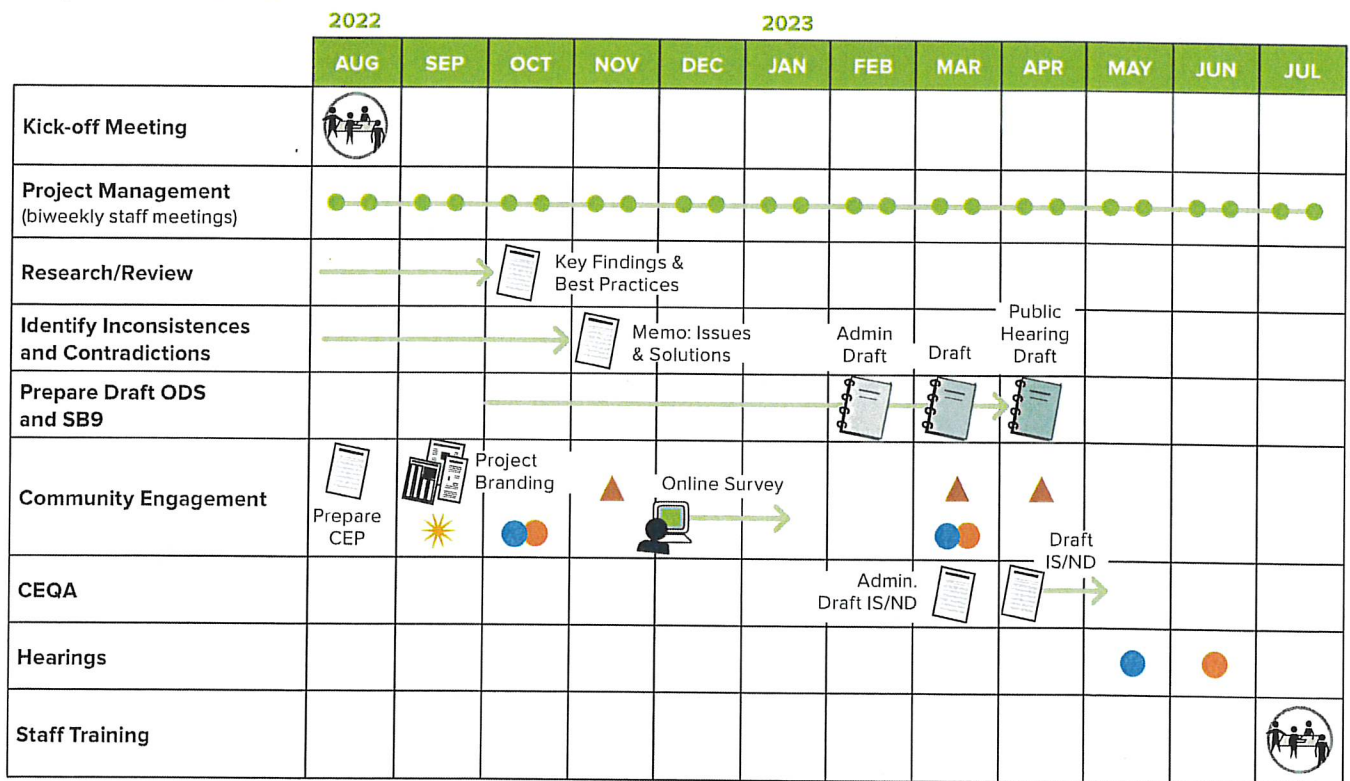
Task 6

- » PowerPoint presentations for Planning Commission and City Council hearings
- » Final ODS and SB9 regulations

Task 7

- » Staff training PowerPoint

Proposed Timeline



 = Planning Commission  = City Council  = Technical Advisory Group  = Stakeholder Interviews



Project Team

About MIG, Inc.

MIG improves, adapts, and creates organizations, environments, and tools for human development.

We are a community of designers, planners, engineers, scientists, and storytellers who engage people in creative problem solving and collective action. We believe that the physical and social environment around us have a profound impact on our lives, and this belief shapes the principles that guide our work:

- » Communities can plan their own futures.
- » The world needs an ecological perspective.
- » Great projects work for everyone.
- » Elegant design inspires new thinking.
- » Every project presents an opportunity to advance racial and social equity.
- » All work must be context driven.

For nearly four decades, MIG has served public and private clients of every size and jurisdiction—from cities, counties and special districts to regulatory agencies and developers—as a full-service planning and design firm.

Team Introduction

Laura Stetson, AICP, *Principal-in-Charge*, has a proven track record of overseeing technically oriented planning, design, and development projects, contributing her nearly two decades of planning and design experience and helping the project manager choreograph key personnel to achieve results on time and on budget. She has been involved in planning projects in Baldwin Park dating to the early 1990s.

Christine Thomson, *Project Manager*, will be the day-to-day contact and will guide the overall project direction and strategy. With extensive experience as a design professional in managing projects, she will oversee the team and keep the project on track. Christine has been involved in ODS preparation for several cities throughout California, including recent work in Agoura Hills and Concord.

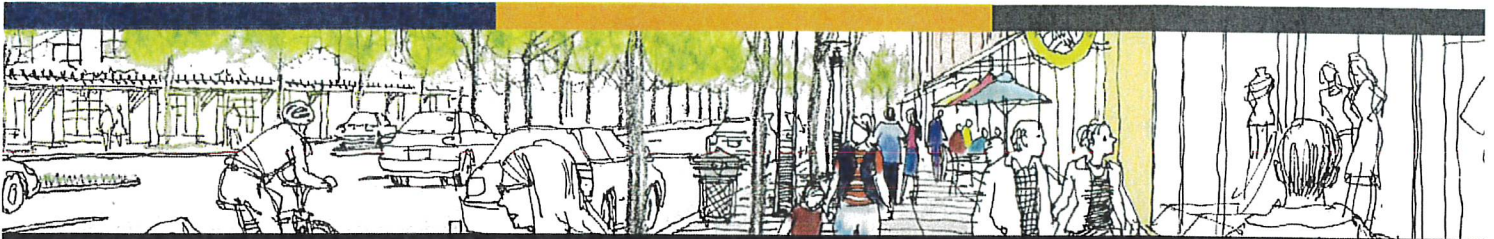
Genevieve Sharrow, *Planning Advisor*, is a versatile planner who has worked on several projects in Baldwin Park, most recently the sixth cycle Housing Element. Her expertise extends to complex zoning regulations.

Ryan Kucinski, LFA, *Urban Planner*, applies his extensive multidisciplinary experience to address a range of urban planning issues—from land use and transportation to social equity and sustainability. He is leading MIG's ODS work in several cities. For Baldwin Park, he will be the ODS design lead, bringing his knowledge and experience from recent similar work in Whittier and San Mateo.

Phoenix Alfaro, *Planner*, has assisted and managed projects ranging from public space activation strategies to regional housing and transportation analyses. He will be the key research planner and analyst for both the ODS and the SB9 regulations, building upon his recent similar work for the City of Grover Beach.

Team Members' Current Workload

We have provided this information on our team members' detailed resumes located in the Appendix.

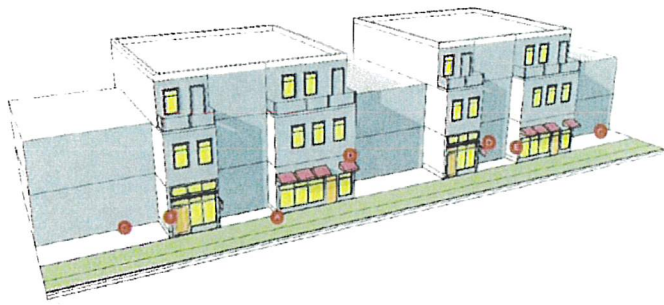


Experience on Similar Work

The table below and the projects on the following pages are representative of the MIG Team's equitable community engagement, design, and planning experience, and reflect our dedication to quality and creativity, our flexible approach, and our commitment to stewardship of community culture, history, and environment.

SELECT PLANNING AND DESIGN PROJECT EXPERIENCE

	Policy/Planning and Objective Design Standards	Innovative and Creative Approach	Integrated Stakeholder and Community Engagement	Associated CEQA/EIR	Mixed-Use	Downtowns/Town Centers	Placemaking and Identity	Housing Opportunities	Job Opportunities	Economic Development	Adaptive Reuse	Multimodal Mobility and Active Transportation	Infrastructure
Concord Objective Design Standards	●	●	●	●	●	●	●	●	●	●	●	●	●
Grover Beach Objective Design Standards and SB9 Regulations	●	●	●	●	●	●	●	●	●	●	●	●	●
Loma Linda Objective Design Standards	●	●	●	●	●	●	●	●	●	●	●	●	●
Agoura Hills Objective Design Standards	●	●	●	●	●	●	●	●	●	●	●	●	●
San Pablo Avenue Specific Plan and ODS, El Cerrito	●	●	●	●	●	●	●	●	●	●	●	●	●
Santa Cruz County Objective Design Standards	●	●	●	●	●	●	●	●	●	●	●	●	●
San Mateo Objective Design Standards	●	●	●	●	●	●	●	●	●	●	●	●	●
Hemet Objective Design Standards	●	●	●	●	●	●	●	●	●	●	●	●	●
Heart of Fairfield Specific Plan and EIR	●	●	●	●	●	●	●	●	●	●	●	●	●
R Street Urban Design and Development Code Plan, Sacramento	●	●	●	●	●	●	●	●	●	●	●	●	●
Northeast Sacramento Urban Design Plan	●	●	●	●	●	●	●	●	●	●	●	●	●
Smoky Hollow Specific Plan and EIR, El Segundo	●	●	●	●	●	●	●	●	●	●	●	●	●
Duarte Town Center Specific Plan and Implementation	●	●	●	●	●	●	●	●	●	●	●	●	●
Covina Town Center Specific Plan and EIR	●	●	●	●	●	●	●	●	●	●	●	●	●
Poway Road Complete Streets and Specific Plan	●	●	●	●	●	●	●	●	●	●	●	●	●
Downtown Hawthorne Specific Plan	●	●	●	●	●	●	●	●	●	●	●	●	●
Lincoln Avenue Specific Plan, Pasadena	●	●	●	●	●	●	●	●	●	●	●	●	●
Monrovia TOD Specific Plans and CEQA	●	●	●	●	●	●	●	●	●	●	●	●	●
Garden Grove Mixed-Use Zoning	●	●	●	●	●	●	●	●	●	●	●	●	●
Redwood City Mixed-Use Zoning	●	●	●	●	●	●	●	●	●	●	●	●	●
El Monte Spectrum Centre Specific Plan	●	●	●	●	●	●	●	●	●	●	●	●	●



- 1 Street wall
 - 2 Public realm
 - 3 Entry areas
 - 4 Awning/canopy
 - 5 Windows/doors
- 1 Open aerial streets, no large setbacks to sidewalks to encourage interactions
 - 2 Open aerial streets, encourage units and spaces facing the sidewalk, with stoops, porches, and on-lot treatments
 - 3 Streetwall stepped back to create interesting, articulated facades
 - 4 For ground-floor commercial uses, awnings and signage of a pedestrian scale
 - 5 For ground-floor commercial uses, windows of a scale and design to allow pedestrians to see inside

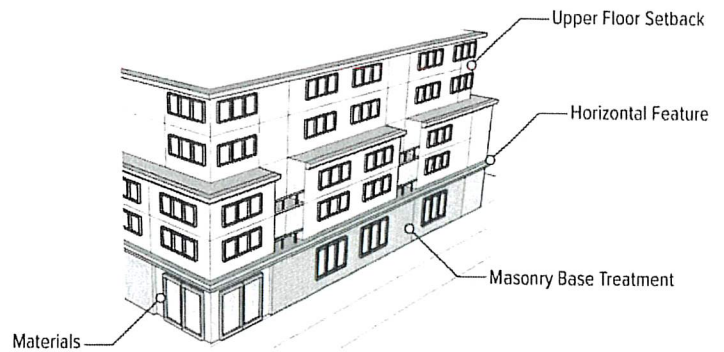
Hemet Objective Design Standards

In 2020, MIG was hired by the City to craft the ODS and to engage the public in the process. Consistent with State housing laws, the ODS for Hemet are designed to provide clear, measurable, objective standards regarding site design, architectural treatments, and other development standards that apply in addition to typical zoning standards such as height, setbacks, open space, and parking. Developers seeking to have applications approved via a staff-level ministerial process can design projects consistent with the ODS. The ODS ordinance allows for deviations from the standards but requires discretionary review by the Planning Commission for any application that does not comply. Developers have the option of selecting the streamlined process, which can save significant time and money, or follow a more traditional but less certain project review path.

MIG conducted workshops with the development community and Hemet residents to understand development qualities important to the community and to test options for the ODS. The ODS carefully balance community sensibilities and objectives with developers' desires to have some measure of flexibility for the streamlined process.

PROJECT DETAILS

Client: City of Hemet
Location: Hemet, CA
Reference: H.P. Kang,
 Community Development Director
 (951) 765-2456 | hkang@hemetca.gov
Dates: 2020-Ongoing
Budget: \$40,000

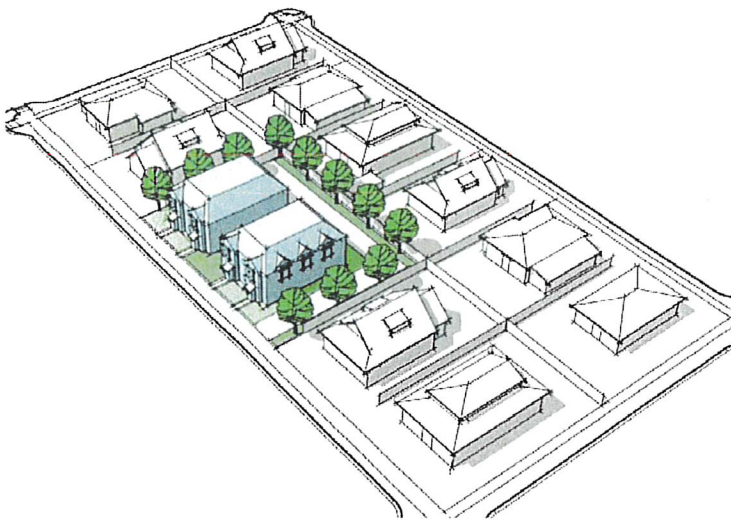


Loma Linda Objective Design Standards

Loma Linda, a community of just over 24,000 residents, is home to Loma Linda University, a renowned health sciences teaching institution, and the accompanying Loma Linda Medical Center. Historically, neighborhoods in the community have consisted of single-family homes, largely affordable to wide income ranges. However, with rising home prices throughout California and increased local demand from students, faculty, and staff at the university and hospital, the City began to experience an increase in applications for multifamily housing developments. To ensure new development adheres to community design sensibilities and review processes conform to State streamlining requirements, the City retained MIG to create objective design standards (ODS) to be incorporated into the Development Code. Through a series of workshops with the Planning Commission, MIG identified the design components to include in the ODS. In particular, the Commission asked for an emphasis on sustainability principles and sensitivity to adjacent single-family neighborhoods.

PROJECT DETAILS

Client: City of Loma Linda
Location: Loma Linda, CA
Reference: Lorena Matarrita,
 City Planner, Community Development Dept.
 909-799-2839 | lmatarrita@lomalinda-ca.gov
Dates: 2021
Budget: \$60,000



Concord Objective Design Standards

The City of Concord is undertaking a project to create high-quality, enforceable objective design standards that will help to streamline the review and approval process for housing projects and provide more certainty to applicants, decision-makers, residents, and the public. The intent is also to enhance the existing character within the city as new development and property improvements occur since the citywide design guidelines have not been updated in over 30 years.

The City recently hired MIG to develop objective design standards to bring the community in line with State Housing Accountability Act and SB 330 laws intended to promote and streamline development of housing and higher-density housing in particular. MIG is currently in the process of creating an illustrated code that will be an integrated document with elements that serve the purpose of an ordinance as well as an illustrated guide to facilitate housing creation.

PROJECT DETAILS

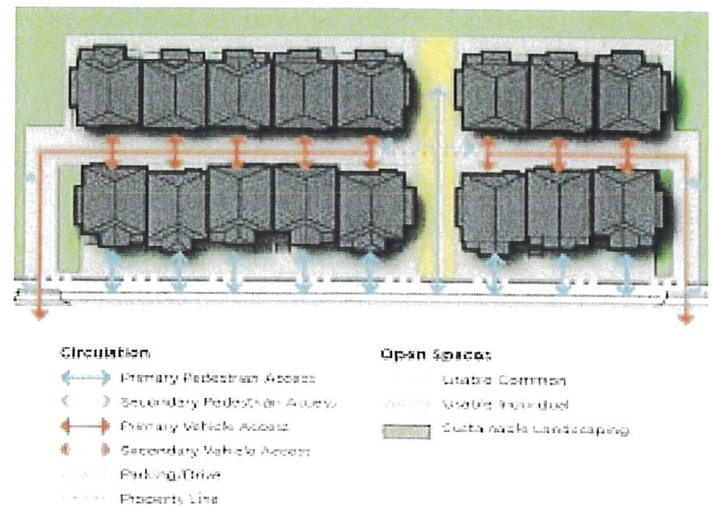
Client: City of Concord

Location: Concord, CA

Reference: Joan Ryan, Principal Planner
(925) 671-3370 | joan.ryan@cityofconcord.org

Dates: 2022-Ongoing

Budget: \$138,200



San Mateo Objective Design Standards

In response to State legislation in 2017 and 2019, cities throughout California are working to increase the supply of affordable housing options. With MIG's expert guidance, the City of San Mateo is acting on these new regulations to create Objective Design Standards (ODS) that remove challenges presented by existing processes and streamline the development of multifamily residential and mixed-use projects. Like many cities, San Mateo's existing zoning code development standards are supplemented by Multifamily Design Guidelines that developers and designers use to establish the "look and feel" of a project—its density, height, distance from the road or property line, appearance, etc.

Working closely with City Planning staff, MIG assessed the existing applicable standards and solicited input from community members, developers, and architects to create objective standards from the subjective guidelines. Tailored to San Mateo's character and community, the ODS are quantifiable and specific, leaving no question as to whether the application complies or not. With the ODS in place, City staff can conduct a ministerial review to determine if the standards are met and the application can proceed without the involvement of the Planning Commission.

PROJECT DETAILS

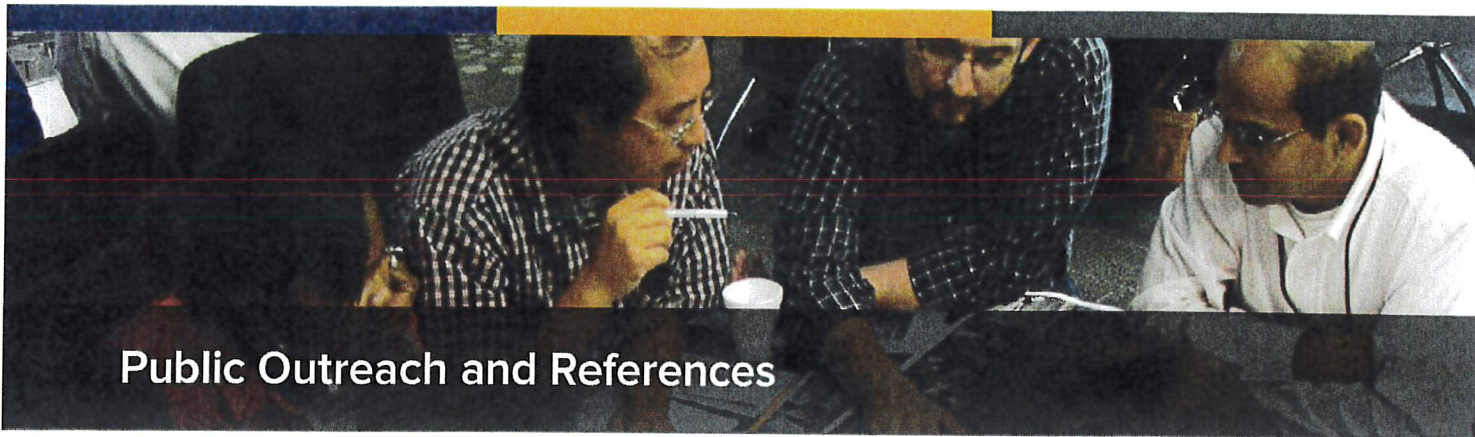
Client: City of San Mateo

Location: San Mateo, CA

Reference: Julia Klein, Planning Division
(650) 522-7216 | jklein@cityofsanmateo.org

Dates: 2020

Budget: \$206,000



Public Outreach and References

Our Approach to Public Outreach

MIG can design, plan, and facilitate public meetings to gather broad input on project issues, goals, and objectives. The public meetings provide the setting for both sharing and collecting information: the project team can present the community with project progress and status while soliciting feedback and input.

The public meetings can be structured to ensure clear understanding of the issues and opportunities associated with the project, the options available and their impacts, and preferred visions and strategies.

Meeting formats include but are not limited to:

- » **Open House:** may include a structured presentation along with displays or interactive technology that allows participants to work at their own pace.
- » **Town Hall Meeting:** typically includes a structured presentation, question and answer period, and public comment period.
- » **Large and Small Group Discussion:** typically includes a large group presentation and then participants work in small groups to brainstorm and provide input on specific topics.
- » **Design Charrette:** this format encourages hands-on participation. Working in small groups, participants are encouraged to identify issues and suggest solutions or strategies to respond.

Based on the discussion at each workshop and the wallgraphic documentation, MIG can produce a summary report for each workshop. This summary also serves as a record of the proceedings, the topics discussed, and the input received. This documentation provides transparency and serves as the project team's record of outreach activities conducted to date.

Our References

CITY OF HEMET

H.P. Kang, Community Development Director
(951) 765-2300
hkang@hemetca.gov

CITY OF LOMA LINDA

Lorena Matarrita, Senior Planner
(909) 799-2839
lmatarrita@lomalinda-ca.gov

CITY OF AGOURA HILLS

Jessica Cleavenger, Planner
(818) 597-7342
JCleavenger@agourahillscity.org

CITY OF CONCORD

Joan Ryan, Principal Planner
(925) 671-3370
joan.ryan@cityofconcord.org

CALIFORNIA INSTITUTE FOR ENERGY AND THE ENVIRONMENT (CIEE)

Therese Pfeffer, Associated Director
(510) 664-7462
tpfeffer@berkeley.edu

Appendix: Team Resumes



Laura R. Stetson, AICP

PRINCIPAL-IN-CHARGE

Laura Stetson's leadership and award-winning expertise in land use planning and zoning has contributed to the thoughtful revitalization of many cities throughout California. For Laura, it all started with her fascination for maps and the stories they tell about cities. Understanding the spatial layout of a community and its human impacts enables her to use policy to shape the environment in a positive way. In turn, the policy documents she helps to craft—general plans, specific plans, zoning codes, and CEQA documents—guide positive change for the people in those communities. A self-defined “fixer,” Laura uses her management and facilitation skills to engage clients and stakeholders in collaborative problem-solving. If vision is considered both a starting point and overarching goal for planning, Laura's strength lies in taking that vision and mapping out the best routes to implementation. She methodically analyzes and synthesizes the potential implications and outcomes associated with policies that regulate not only how land will be used, but what, where, and how desirable new construction occurs. Because the plans she develops have long-term impacts, Laura strives to ensure that they meet multiple objectives and are adaptable to changing circumstances. With her 30+ years of experience, she offers a deep reservoir of knowledge to assist communities of every size and variety find the right path forward.

EDUCATION

- » BS, Environmental Earth Science, Stanford University
- » Graduate Coursework in Public Administration, American University

CERTIFICATIONS

- » AICP Certified Planner

PROFESSIONAL AFFILIATIONS

- » American Planning Association (APA)
- » American Institute of Certified Planners (AICP)
- » California Planning Roundtable

CURRENT WORKLOAD

- » SPR Master Plan: 25%
- » Whittier ODS and Code Amendments: 10%
- » San Mateo ODS: 10%
- » Garden Grove ODS and Code Amendments: 10%
- » Other Miscellaneous and Office Management: 45%

SELECTED PROJECT EXPERIENCE

- » Hemet Objective Design and Development Standards, Hemet, CA
- » San Mateo Objective Design Standards, San Mateo, CA
- » Agoura Hills Objective Design Standards, Agoura Hills, CA
- » Baldwin Park General Plan, Baldwin Park, CA
- » Baldwin Park Zoning and Subdivision Codes, Baldwin Park, CA
- » San Luis Obispo Zoning Regulations, San Luis Obispo, CA
- » Paso Robles Housing Element, Paso Robles, CA
- » Atascadero Housing Element, Atascadero, CA
- » Burlingame Zoning Code, Burlingame, CA
- » Temple City Sign Code, Temple City, CA
- » Arcadia Zoning and Subdivision Codes, Arcadia, CA
- » Duarte Development Code, Duarte, CA
- » Garden Grove Mixed-Use Regulations, Garden Grove, CA
- » La Mirada Zoning Code, La Mirada, CA
- » Loma Linda Sign Regulations, Loma Linda, CA
- » Los Alamitos Zoning and Subdivision Code Comprehensive Update, Los Alamitos, CA



Christine Thomson, AICP, LEED AP

PROJECT MANAGER

As a planner and designer, Christine Scott Thomson offers lessons learned and wisdom earned from 25 years of work on a variety of projects at every scale—from a single building to neighborhoods to districts to entire cities. Christine was first drawn to the field by a curiosity about how societies formed and the resulting relationship between the built and natural environments. Her passion for sustaining those environments keeps her focused on finding greener solutions that work to increase the health and prosperity of human and natural ecosystems. She is also passionate about getting the details right and contributing to her local community, where she served as a Planning Commissioner for the City of Emeryville for the past four years. Christine's ability to talk across disciplines and quickly identify the root causes of conflicts and areas of mutual opportunity enables her to facilitate consensus toward shared decisions and solutions. As a manager, she is direct, detail-oriented, and dedicated to staying on the leading edge of innovation and creativity to deliver actionable, tactical plans that integrate sustainability, align policy with outcomes, and clearly guide implementation.

EDUCATION

- » MS, Environment & Resources, University of Wisconsin
- » MA, Urban and Environmental Planning, University of Virginia
- » MA, Architecture, University of Virginia
- » BA, Urban Studies/Geology, Brown University

CERTIFICATIONS

- » American Institute of Certified Planners (AICP)
- » LEED Accredited Professional (LEED AP)

CURRENT WORKLOAD

- » San Mateo Objective Design Standards: 20%
- » Union Square Strategic Plan: 20%
- » Concord Objective Design Standards: 20%
- » Oakland EcoBlock: 5%
- » Agoura Hills Objective Design Standards: 5%

SELECTED PROJECT EXPERIENCE

- » Concord Objective Design Standards, Concord, CA
- » San Mateo Objective Design Standards, San Mateo, CA
- » Agoura Hills Objective Design Standards, Agoura Hills, CA
- » Phase II Oakland EcoBlock: A Zero Net Energy, Low Water Use Retrofit Neighborhood Demonstration Project, Oakland, CA*
- » UC ANR Hansen Agricultural Research and Extension Center, Santa Paula, CA
- » India Basin Mixed-Use Project, San Francisco, CA*
- » Berryessa BART Urban Village Plan, San Jose, CA*
- » North First Street Urban Village Plan, San Jose, CA*
- » Phase I Oakland EcoBlock: A Zero Net Energy, Low Water Use Retrofit Neighborhood Planning Study, Oakland, CA*
- » UC Santa Cruz Long Range Development Plan, Santa Cruz, CA*
- » SF State RTC Master Plan, Tiburon, CA*
- » Bay Area Waterfront Development, Confidential, CA*
- » Menlo Community Residential, Menlo, CA*
- » Milwaukee's Inner Harbor, Milwaukee, WI*
- » University of Wisconsin-Madison Perspectives on Neighborhoods Built Around Smart Growth Principals, Madison, WI*
- » Milwaukee River Greenway Master Plan, Milwaukee, WI*
- » West Side Master Plan, Wausau, WI*

* Work completed prior to joining MIG



Genevieve Sharrow

PLANNING ADVISOR

Genevieve Sharrow is a highly versatile planner whose experience encompasses a diverse range of projects, including general plans, specific plans, zoning codes, parks master plans, housing policy documents, and environmental impact analyses. While researching crime and the built environment in college, she came to value history and lessons from the past as an avenue to building better places in the future. Genevieve's attention to detail and creativity are showcased in her preparation of zoning codes and specific plans, which she crafts to function as both regulatory documents and economic development tools. Her work is focused on viable implementation so that clients can respond to immediate issues while planning for the long-term with the fluidity and flexibility to adapt to change. Her detailed writing style is clear, concise, and technically sound, yet accessible to the lay person. As a project manager, Genevieve excels at conducting a truly collaborative process that involves clients, technical experts, and communities. On every project, she is committed to enhancing quality of life and strives to provide the tools needed for clients to achieve success.

EDUCATION

- » MA, Urban Planning, University of California, Los Angeles
- » BA, Social Anthropology, University of Michigan

PROFESSIONAL AFFILIATIONS

- » American Planning Association (APA)

SELECT AWARDS

- » APA California Chapter, Comprehensive Plan Award: Small Jurisdiction, Duarte Town Center Specific Plan, 2017

CURRENT WORKLOAD

- » Atascadero Objective Design Standards: 25%
- » Paso Robles Zoning Code Update: 25%
- » Corona Parks and Recreation Master Plan: 25%
- » San Carlos Housing Element: 10%
- » Baldwin Park Housing Element: 5%

SELECTED PROJECT EXPERIENCE

- » Baldwin Park Housing Element, Baldwin Park, CA
- » Atascadero Objective Design Standards, Atascadero, CA
- » Baldwin Park Health and Sustainability Element, Baldwin Park, CA
- » Arcadia Development Code, Arcadia, CA
- » Redwood City Focused General Plan Update (Housing, Safety, and Environmental Justice Elements), Redwood City, CA
- » San Carlos Housing and Safety Elements, San Carlos, CA
- » Redwood City Housing Element, General Plan, and Mixed-Use Zones, Redwood City, CA (2012 CA Chapter APA Award)
- » Cupertino Housing Element, Cupertino, CA
- » Half Moon Bay Special Study of Housing Options, Half Moon Bay, CA
- » San Luis Obispo Zoning Regulations, San Luis Obispo, CA
- » San Bernardino Housing Element, San Bernardino, CA
- » Palo Alto Housing Element, Palo Alto, CA
- » Atascadero Housing Element, Atascadero, CA
- » Arcadia Development Code, Arcadia, CA
- » Azusa Housing Element, Azusa, CA
- » Fresno Housing Element, Fresno, CA
- » Garden Grove Housing Element, Garden Grove, CA
- » Garden Grove Mixed-Use Zoning Regulations, Garden Grove, CA
- » Gateway Cities Council of Governments Housing Assessment, Los Angeles, CA



Ryan Kucinski, LFA

URBAN DESIGNER

Ryan Kucinski applies his extensive multidisciplinary experience to address a range of urban planning issues—from land use and transportation to social equity and sustainability. Building, drawing, and creating from an early age, Ryan found that urban planning enabled him to consider problems rationally and analytically, but also to push beyond the norm to find creative solutions. He views each project as an opportunity to facilitate collaborative exploration and decision-making that result in positive impacts at two scales—locally and rippling outward globally. Ryan's knowledge and skills as a manager, moderator, and communicator enable him to balance the perspectives of multiple clients, professions, and stakeholders to achieve the best outcomes. With his Living Future Accreditation (LFA), he leverages his understanding of the most ambitious, advanced, and holistic design standards to help clients and communities reimagine how to plan systems and rebuild cities by addressing the defining issues of the 21st Century—to improve quality of life and live sustainably with the planet, together. Ryan constantly seeks to learn from each project experience, which reveal new ways to innovate and contribute to future project successes.

EDUCATION

- » MUP, University of Southern California, Los Angeles, CA (Honors; certificate of real estate development)
- » BA, Environmental Design, SUNY Buffalo

REGISTRATIONS

- » Living Future Accreditation (LFA)

PROFESSIONAL AFFILIATIONS

- » American Planning Association
- » International Living Future Institute

CURRENT WORKLOAD

- » Whittier Objective Design Standards: 25%
- » San Mateo Objective Design Standards: 20%
- » PDS Content Guide: 20-25%
- » Covina Active Streets and Multimodal Transportation Plan: 10%
- » Oakland Ecoblocks: 5%

SELECTED PROJECT EXPERIENCE

- » Concord Objective Design Standards, Concord, CA
- » Whittier Objective Design Standards, Whittier, CA
- » San Mateo Objective Design Standards, San Mateo, CA
- » CSU Sacramento the Hub Innovation Campus Master Plan, Sacramento, CA
- » LA River and Garden Center Feasibility Study, Los Angeles, CA
- » Oakland Eco-Blocks Design Guide, Oakland, CA
- » Lupine Plaza Concept Design Study, Palm Desert, CA
- » Southern California Association of Governments (SCAG) High Quality Transit Areas Toolkit and Pilot Projects, SCAG Region, CA*
- » Empire Yards Transit-Oriented Development Concept Plan, Rancho Cucamonga, CA*
- » Warner Center Transit-Oriented Development, Los Angeles, CA*
- » Eastridge Mall Redevelopment Plan, San Jose, CA*
- » 222 West 6th Street Adaptive Reuse Entitlement Package, San Pedro, CA*
- » Eco-Rapid Transit West Santa Ana Branch Station Area Planning, Paramount and South Gate, CA*
- » California High Speed Rail (CAHSR) Station Area Planning, Los Angeles to Anaheim, CA*
- » Los Angeles Union Station Master Plan, Los Angeles CA*
- » Gavilan College Campus Design Guidelines, San Benito County, CA*

* Work completed prior to MIG



Phoenix Alfaro

ASSOCIATE PLANNER

Phoenix Alfaro is an urban planner and designer who bridges data and design to facilitate the development of equitable communities. With experience in the nonprofit, public, and private sectors, he has assisted and managed projects ranging from public space activation strategies to regional housing and transportation analyses.

Phoenix works on a variety of projects that include evaluating existing conditions with GIS and secondary data sources, determining housing capacity with Urban Footprint, producing community engagement materials and documents with the Adobe Suite, and designing 3D models with Sketchup. In all his work, his goal is to effectively communicate technical terms and concepts to facilitate conversations with community members and build consensus.

EDUCATION

- » Master of City Planning, University of California, Berkeley
- » BA, Urban Studies and Geography, The University of Texas at Austin

CURRENT WORKLOAD

- » Union Square Strategic Plan: 30%
- » County of San Diego Environmental Justice Criteria: 30%
- » Santa Rosa General Plan Update: 15%
- » Sacramento Commercial Corridors: 15%
- » Clayton Housing Element: 10%

SELECTED PROJECT EXPERIENCE

- » Concord Objective Design Standards, Concord, CA
- » Grover Beach SB9 Regulations, Grover Beach, CA
- » Clayton Housing Element, Clayton, CA
- » San Pablo Avenue Specific Plan and Objective Design Standards, El Cerrito and Richmond, CA
- » San Carlos General Plan Update, San Carlos, CA
- » Wood Village Middle Housing Assessment, Wood Village, OR
- » Lutheran Legacy Campus Master Plan, Wheat Ridge, CO
- » Truckee Donner Pass Road Corridor Study and Design Standards, Truckee, CA
- » Charlotte Center City Plan, Charlotte, NC
- » Monrovia Housing Needs Assessment, Monrovia, CA
- » Priority Development Area (PDA) and One Bay Area Grant Program (OBAG) Program Assessment, Bay Area, CA*
- » Senter Road Multimodal Safety Study, San Jose, CA*
- » Port of San Francisco Waterfront Plan Update, San Francisco, CA*
- » Pier 27 and 29 Activation Strategy, San Francisco, CA*

** Work completed prior to MIG*

ATTACHMENT #3
SCHEDULE OF COMPENSATION

fee proposal

City of Baldwin Park Objective Design Standards and SB9 Regulations

	L Sketson/B Prasie HRS @ \$240	C Thomson/G Sharrow HRS @ \$170	Associates HRS @ \$120	Administrative Staff HRS @ \$100	Total
Task 1: Project Management					
1.1 Kick-off Meeting	8 \$ 1,920	8 \$ 1,360	8 \$ 960	1 \$ 100	25 \$ 4,340
1.2 Project Management & Coordination	20 \$ 4,800	48 \$ 8,160	8 \$ 960	12 \$ 1,200	88 \$ 15,120
Subtotal	28 \$ 6,720	56 \$ 9,520	16 \$ 1,920	13 \$ 1,300	113 \$ 19,460
Task 2: Background Research					
2.1 Research and Background Review of Documents	4 \$ 960	20 \$ 3,400	40 \$ 4,800	2 \$ 200	66 \$ 9,360
2.2 Identification of Inconsistencies and/or Contradictions	6 \$ 1,440	24 \$ 4,080	40 \$ 4,800	1 \$ 100	71 \$ 10,420
Subtotal	10 \$ 2,400	44 \$ 7,480	80 \$ 9,600	3 \$ 300	137 \$ 19,780
Task 3: Drafting of Documents					
3.1 Screencheck Draft ODS & SB9 Regulations	40 \$ 9,600	100 \$ 17,000	220 \$ 26,400	24 \$ 2,400	384 \$ 55,400
3.2 Administrative Draft ODS & SB9 Regulations	12 \$ 2,880	50 \$ 8,500	80 \$ 9,600	12 \$ 1,200	154 \$ 22,180
3.3 Public Review Draft ODS & SB9 Regulations	4 \$ 960	12 \$ 2,040	8 \$ 960	4 \$ 400	28 \$ 4,360
Subtotal	56 \$ 13,440	162 \$ 27,540	308 \$ 36,960	40 \$ 4,000	566 \$ 81,940
Task 4: Community Engagement					
4.1 Project Branding	1 \$ 240	16 \$ 2,720	32 \$ 3,840	2 \$ 200	51 \$ 7,000
4.2 Community Engagement Plan	2 \$ 480	8 \$ 1,360	24 \$ 2,880	\$ -	34 \$ 4,720
4.3 Stakeholder Interviews	2 \$ 480	16 \$ 2,720	20 \$ 2,400	2 \$ 200	40 \$ 5,800
4.4 Technical Advisory Group Meetings (3)	9 \$ 2,160	24 \$ 4,080	32 \$ 3,840	4 \$ 400	69 \$ 10,480
4.5 Online Survey	2 \$ 480	20 \$ 3,400	50 \$ 6,000	2 \$ 200	74 \$ 10,080
4.6 PC/CC Study Sessions (2)	10 \$ 2,400	32 \$ 5,440	24 \$ 2,880	\$ -	66 \$ 10,720
Subtotal	26 \$ 6,240	116 \$ 19,720	182 \$ 21,840	10 \$ 1,000	334 \$ 48,800
Task 5: Environmental Assessment					
5.1 Screencheck Draft and Public Draft IS/ND	16 \$ 3,840	\$ -	100 \$ 12,000	8 \$ 800	124 \$ 16,640
5.2 Final IS/ND and NOD	8 \$ 1,920	\$ -	26 \$ 3,120	2 \$ 200	36 \$ 5,240
Subtotal	24 \$ 5,760	0 \$ -	126 \$ 15,120	10 \$ 1,000	160 \$ 21,880
Task 6: City Approval Process					
6.1 Planning Commission Hearings (2)	8 \$ 1,920	16 \$ 2,720	24 \$ 2,880	1 \$ 100	49 \$ 7,620
6.2 City Council Hearings (2)	8 \$ 1,920	16 \$ 2,720	8 \$ 960	1 \$ 100	33 \$ 5,700
6.3 Final ODS and SB9 (allowance)	2 \$ 480	12 \$ 2,040	24 \$ 2,880	2 \$ 200	40 \$ 5,600
Subtotal	18 \$ 4,320	44 \$ 7,480	56 \$ 6,720	4 \$ 400	122 \$ 18,920
Task 7: City Staff Training					
7.1 Staff Training	8 \$ 1,920	24 \$ 4,080	24 \$ 2,880	4 \$ 400	60 \$ 9,280
Subtotal	8 \$ 1,920	24 \$ 4,080	24 \$ 2,880	4 \$ 400	60 \$ 9,280
SUBTOTAL	152 \$ 36,480	402 \$ 68,340	736 \$ 88,320	80 \$ 8,000	1370 \$ 206,140
Direct Costs: Mileage/Printing/Mailing (not to exceed)	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Project Total	152 \$ 36,480	402 \$ 68,340	736 \$ 88,320	80 \$ 8,000	1370 \$ 206,140
Contingency - 5%					\$ 10,307
Total with Contingency					\$ 216,447

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Ron Garcia, Director of Community Development
PREPARED BY: Long Tang, PE, Building Official
DATE: October 5, 2022
SUBJECT: Selection of Firms for As-Needed Building Plan Check and Inspection Services

SUMMARY

This report requests the City Council to approve three firms to provide as-needed building plan check and inspection services. This item is a continuation from the August 3, 2022, City Council meeting,

RECOMMENDATION

Staff recommends that the City Council take the following actions:

1. Approve the three firms listed below to be used for As-Needed Building Plan Check and Inspection Services; and
2. Authorize the Mayor to execute a three-year service agreement up to \$50,000 with each of the firms provide Building plans check and inspection services on an as-needed basis.

Consultant	Location
RKA Consulting Group	Walnut, CA
JLee Engineering, Inc.	Alhambra, CA
Willdan	Industry, CA

FISCAL IMPACT

The department previously allotted \$50,000 in the annual budget for these services. Expenditures in past years have not exceeded this amount and are not anticipated to do so. Even though three firms will be selected to provide the services, the total amount paid to all firms will not exceed \$50,000, combined.

DISCUSSION

The Building and Safety Division of the City issues permits, provide plan check services and inspections to all privately funded construction projects in the City. The division has five staff members. Since November 11, 2017, the division has contracted with Infrastructure Engineers, Inc., located in the City of Brea, to provide plan check and inspection services on an as-needed basis. These services are utilized when City staff members are out on leave or when workloads exceed a level that prevent the ability to respond and provide timely services. The current service agreement between the City and Infrastructure Engineers expires November 22, 2022.

OBJECTIVE

With the current staffing shortage experienced throughout the industry, Building and Safety is looking to select three firms to provide the aforementioned services. The goal is to solicit temporary staffing from each of the firm until the need is filled. In other words, if one firm does not have an inspector available, we can approach the second or third approved firm to secure the inspection services.

SELECTION OF QUALIFIED FIRMS

On August 15, 2022, staff issued a Request for Proposals (RFP) for As-Needed Building Plan Check and Inspection Services. On September 15, 2022, proposals were received from the following 13 firms:

Consultant	Location
4LEAF, Inc.	Newport Beach, CA
BPR Consulting Group	Palos Verdes Estates, CA
Bureau Veritas	Pasadena, CA
CSG Firms, Inc.	Orange, CA
HRGreen	Corona, CA
Infrastructure Engineers	Brea, CA
Interwest Consulting Group	Ontario, CA
JLee Engineering, Inc.	Alhambra, CA
RKA Consulting Group	Walnut, CA
TRANSTECH Engineers, Inc.	Chino, CA
TRB + Associates	Long Beach, CA
VCA Firms, Inc.	Orange, CA
Willdan	Industry, CA

The proposals were evaluated by a panel of three staff members consisting of the Building Official, the Associate Planner, and the Associate Civil Engineer. Each proposal was evaluated using the criteria listed below. Each criterion was assigned a weighted point value with a summation of the points representing the final score for the firm. The three firms were selected based on the average score each received from the evaluation.

1. Understanding and approach of objectives as detailed in the scope of services
2. Relevant experience and reputation of the firm as characterized by performance in projects of similar work as detailed in the scope of services
3. Qualifications, experience, and credentials of key personnel assigned to project
4. Experience with Local, Federal, and State procedures
5. Consultant's proposed schedule of costs
6. Ability to adapt to the Building and Safety's operation

LEGAL REVIEW

None Required

ALTERNATIVES

The City Council may decide to reject all proposals and execute a new service agreement with Infrastructure Engineers.

ATTACHMENTS

None

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Manuel Carrillo Jr., Director of Recreation & Community Services
DATE: October 5, 2022
SUBJECT: Nomination to Name the Community Room at the Serenity Homes

SUMMARY

The purpose of this staff report is to consider the nomination to name the community room at the Serenity Homes.

RECOMMENDATION

Staff recommends that City Council consider the nomination to name the community room at the Serenity Homes.

FISCAL IMPACT

There is no fiscal impact to the General Fund at this time.

BACKGROUND

At their September 21, 2022, City Council Meeting, at the request of City Net with City Council consensus, directed staff to present at a subsequent meeting to consider the nomination to name the community room at the Serenity Homes after IKEA-Los Angeles Market.

Serenity Homes is a family interim housing tiny home site that consists of 16 modular units with locking doors, lighting, air conditioning, heating, and electrical outlets. The site also contains restrooms, showers, and laundry facilities as well as a communal meal space offering residents increased access to hygiene and a sense of community. An on-site computer room is available to facilitate homework and job training. City Net will provide on-site supportive services such as case management, 24-hour security, health and mental health services, and three (3) meals daily. The project is intended to serve as temporary bridge housing for an average anticipated family size of three (3) individuals, and capacity to serve larger families in two units for approximately three (3) to six (6) months before placement into permanent housing. City Net, an experienced service provider was successful in leveraging community partnerships within their network to assist the project with a comprehensive donation for all furniture and interior designing services at the site.

Each 144-square-foot Boss Cubez family module is fully furnished with a curated selection of IKEA furniture and accessories. IKEA also contributed with the furnishings for each of the units by assisting with interior design services to maximize every inch of the 144-square-foot interiors with a final layout that includes twin bunk beds, a full sofa bed with underbed storage, a 6-drawer dresser, full-length mirror, corkboard, closet shelves and a shoe rack – valued at nearly \$30,000. Staff from nearby IKEA stores also provided in-kind support by assembling the furniture within the units. We cannot thank IKEA enough for their generosity, for being a good neighbor and for demonstrating a genuine commitment to local communities. Therefore, we would like to request the naming of the community room as the IKEA – Los Angeles Market in grateful appreciation for their generous donation to Serenity Homes and for supporting our unhoused families. Presented before you is the nomination for City Council to consider the naming of the community room element of the Serenity Homes Project pursuant to the City-Wide Naming Policy.

ALTERNATIVES

The alternative is not to consider the nomination to name the community room element of the Serenity Homes Project.

LEGAL REVIEW

None required.

ATTACHMENT

1. Facility Naming Application
2. City-Wide Naming Policy



**City of Baldwin Park
Department of Recreation and Community Services
Application for Dedication and Naming
of Facilities and Parks**

Applicant Information

Name: City Net (at the City Council Study Session Meeting on September 21, 2022) via Recreation and Community Services Department

Address: 4100 Baldwin Park Blvd. Baldwin Park, CA, 91706

Phone: (626) 813-5269

Email: mcarrillo@baldwinpark.com

My Recommendation is for:

- ☐ Naming a New Park or Recreation Facility
☐ Renaming Existing Park or Recreation Facility
☒ Naming / Renaming a Portion of a New or Existing Park or Recreation Facility

Proposed Name of Park or Recreation Facility: IKEA-Los Angeles Market Community Room

Location / Property Description of Park or Recreation Facility: Community Room at Serenity Homes (Interim Family Housing Site) located at 13167 Garvey Ave. Baldwin Park, CA 91706

Current Name of Park or Recreation Facility (if applicable): Serenity Homes

Classification of Proposed Name (Check all that apply):

- ☐ Historical Significance to Location
☐ (e.g. historical event, landmark, person, or group of major significance to region/location)
☐ Commonly Recognized by Neighbors or Residents
☐ Compliments the Theme of the Location, Neighborhood or Surrounding Area
☐ Deceased Individual (deceased for at least 1 year and has long standing affiliation with City)
☐ Group or Organization (requires long-standing affiliation with City of 10 years or more)
☒ Other: Community Contribution Program for furniture and interior design services valued at nearly \$30,000

Please describe the reason(s) in support of the proposed name or renaming of this Facility (if more room is needed, please attach separate sheet and write "See Attached" below):

Each 144-square-foot Boss Cubez family module is fully furnished with a curated selection of IKEA furniture and accessories. IKEA also contributed with the furnishings for each of the units by assisting with interior design services to maximize every inch of the 144-square-foot interiors with a final layout that includes twin bunk beds, a full sofa bed with underbed storage, a 6-drawer dresser, full-length mirror, corkboard, closet shelves and a shoe rack for all 16 units– valued at nearly \$30,000. Staff from nearby IKEA stores also provided in-kind support by assembling the furniture within the units.

For recommendation of an Individual (whether deceased or living), please indicate individual's long-standing affiliation with Baldwin Park (10+ years or more) of significant community service, involvement or contributions. Specifically indicate how this person has: (a) Enhanced the quality of life/well-being of Baldwin Park's residents, (b) Contributed to the preservation of the Baldwin Park's history and culture, (c) Made exemplary or meritorious contributions to Baldwin Park or its residents, or (d) Contributed to the acquisition, development or conveyance of land, buildings, structures or other amenities to the Baldwin Park Community *(if more room is needed, please attach separate sheet and write "See Attached" below):*

N/A

Supporting Documentation *(Required for recommendations of an Individual's name):*

I have included the following documentation to demonstrate broad-based community support for my recommendation:

☐ Letters

☐ Character references

☐ Newspaper or journal articles

☐ Petitions

☐ Other Documentation: _____

The following conditions will apply to all Commemorative Dedication and Name Applications:

All applications submitted to the Facility Naming Committee for the purpose of naming or renaming a new or existing park/recreation facility must be filled out completely and accurately with supporting documentation in accordance with and as required by the City of Baldwin Park's Policy for the Naming, Dedication and Sponsorship of City Facilities and Acceptance of Donations (hereinafter "The Policy"). The Policy is available on the City of Baldwin Park's website, which can be found at www.baldwinpark.com and/or hard copies may be requested from the Recreation and Community Services Department. The naming or renaming of a park or recreation facility will be considered only through this application process. Incomplete, illegible and/or fraudulent applications will not be considered. The City of Baldwin Park, and Recreation and Community Services, reserves the right to verify the identity of the Applicant submitting this application to ensure its validity.

The Baldwin Park City Council will have the final decision as to the naming/renaming of a park or recreation facility and reserves the right to reject any and all proposed names and/or applications submitted for consideration.

Signature of Applicant: Verbal nomination at Study Session City Council Meeting on 9/21/22 Date of Submission: 9/26/22.

Return Completed Application Packets To:

City of Baldwin Park
Department of Recreation Community Services Department
4100 Baldwin Park Blvd.
Baldwin Park, CA 91706

CITY OF BALDWIN PARK CITY-WIDE NAMING POLICY

PURPOSE: To establish uniform procedures for the naming or renaming of City Facilities and Streets to enhance the sense of honor and legacy in the City of Baldwin Park.

GENERAL POLICY

The following guidelines have been established to provide for a consistent procedure in the naming or renaming of City Facilities/Streets.

PROVISIONS

A. General Guidelines

1. The City Council shall have the final authority to name and rename all City Facilities/Streets.
2. The City Council shall have the final authority to designate the CEO or an appointee to create a committee for review and commemoration of Facilities/Street names and commemorative plaques and monuments.
3. Under extraordinary circumstances, the City Council may, with a majority vote of City Councilmembers, revoke the current name of any Facility/Street.
4. It is the intent of this policy to prohibit the changing of street names that have existing homes or businesses using the street name in their address, except under extraordinary circumstances with a majority vote of City Councilmembers.
5. No Facility/Street shall be named after a current seated elected or appointed official, until one year has passed, after the completion of term.
6. No Facility/Street/Monuments shall be named more than once after an individual or organization.

B. Qualifications for Naming of City Facilities

1. Qualifying criteria include the following:
 - a. City controlled Facilities may be named or renamed after any group, individual, or family, living or deceased that has made significant and substantial contributions of a service, cultural or historic nature to the City of Baldwin Park, as determined by the City Council's designated public input process. Said contributions do not have to be financial in nature; they may include extensive service and / or support the City organization of the community in general.
 - b. The area in which the honoree made the most contribution should be considered when determining which Facility will be named after that person or group. That is, when possible, there should be a correlation between the service provided by the honoree and the Facility.

- c. No Facility shall be named or renamed after a deceased individual until at least one (1) year has passed. This qualification is appropriate to establish a waiting period to ensure that an individual's accomplishments and contributions will stand the test of time; and that decisions shall not be made on an emotional basis immediately following a person's death.
- d. When determining whether to rename a Facility, the party making the determination shall consider all factors he / she / they deem relevant, including whether some or all of the following accurately describe the person or organization for whom the Facility is proposed to be renamed:
 - i. The person or organization made lasting and significant* contributions to the protection of natural or cultural resources of the City of Baldwin Park; or
 - ii. The person or organization made substantial* contributions to the betterment of a specific Facility/Street consistent with the established standards for the Facility/Street; or
 - iii. The person or organization made substantial* contributions to the advancement of recreational opportunities with the City of Baldwin Park; or
 - iv. The person or organization was associated with an economic development or redevelopment activity; or
 - v. The person or organization had a positive impact on the lives of Baldwin Park's residents; or
 - vi. The person or organization volunteered for ten (10) or more years of service to the community; or
 - vii. Upon the naming or renaming of a Facility, the name shall not be used for any other dedication or renaming.
 - viii. The City Council, in its sole and unlimited discretion, may remove or change the name of any Facility at any time, unless contractually obligated otherwise.

**Additional information as to how / why the contribution of the individual or organization was significant or substantial may be required.*

C. Naming Criteria

1. Streets

- a. Names for streets shall be unique and distinct. Similar sounding or duplicate street names shall not be considered

- b. Street names shall be selected to either recognize natural features related to the Baldwin Park community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Baldwin Park.
- c. Names with the same theme are suggested for naming streets in an entire subdivision, as a means of general identification.
- d. Discriminatory or derogatory names shall not be allowed.
- e. For the purposes of this policy, the changing of street names that have existing homes or businesses using the street name in their address shall not be allowed, except under extraordinary circumstances with a majority vote of City Councilmembers.

2. City Facilities

- a. For purposes of this Subsection C.2, City facilities refer to parks, buildings, or recreational facilities.
- b. For new City facilities, the naming process shall begin as early in the project as possible.
- c. City facility names shall be selected to either recognize natural features related to the Baldwin Park community or to recognize a person or organization that made a lasting and significant contribution to the betterment of the City of Baldwin Park.
- d. Areas within City facilities that may be named separately from the main building include points of entry; rooms / patios within a City building; facility features (such as a column or fountain); walkways; trails, recreational facilities (such as group picnic areas, sports fields, water features, or park monuments); drive-ways; or other related items.

3. Commemorative Street signs, Plaques and Monuments

- a. Commemorative street name signs are additions to the street name and will not change the street address. Existing street names shall be retained and a supplemental sign or plaque shall be installed beneath the existing street name signage. Names for the commemorative street name signs shall be selected to either recognize natural features related to the Baldwin Park community or to recognize a person or organization that have made a lasting and significant contribution to the betterment of the City of Baldwin Park.
- b. Commemorative plaques shall be placed in public facilities or on monuments. Names for the commemorative plaques shall be selected to recognize a person or organization that has made a lasting and significant contribution to the betterment of the City of Baldwin Park. Plaques may be used to identify a particular room, lobby, bench or designated area.

D. Application Procedure:

1. Requests for naming and / or changing the name of a City Facility shall begin by being submitted to the CEO's office in writing on the City's Facility Naming Application Form. If the proposed Facility is in recognition of a person or organization, the applicant is required to provide clear evidence that the person or organization to be honored has made a significant and lasting contribution to the betterment of the City of Baldwin Park.
2. All submittals, whether from an individual, organization or City staff, must include the name and address of the submitter. No anonymous submittals will be accepted.
3. Upon receipt of the application, the CEO or his / her designee shall review the application. If the proposed Facility to be named / renamed is connected or associated with a park, the CEO or his / her designee shall provide the Facility Naming Application Form to the Director of Recreation and Community Services for public input & review. The Recreation Commission shall assist in the process, and then and render a recommendation to the City Council regarding the proposed name / rename.
4. Following that review, the CEO or his / her designee shall place the proposed facility naming / renaming item on a future City Council agenda for formal review and consideration by the City Council. If the request is denied by the City Council, no further action is taken. If the City Council approves the request, staff shall be directed to go forward with implementing the naming of the Facility. The steps taken to implement the request will be developed as an internal City process. The decision of the City Council will be final.

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Manuel Carrillo Jr., Director of Recreation & Community Services
DATE: October 5, 2022
SUBJECT: Esperanza Villa Tiny Homes Pilot Program Status Report

SUMMARY

The purpose of this staff report is to provide an update for the Esperanza Villa Tiny Homes Pilot Project.

RECOMMENDATION

Staff recommends that the City Council receive and file this report.

FISCAL IMPACT

There is no fiscal impact to the City at this time.

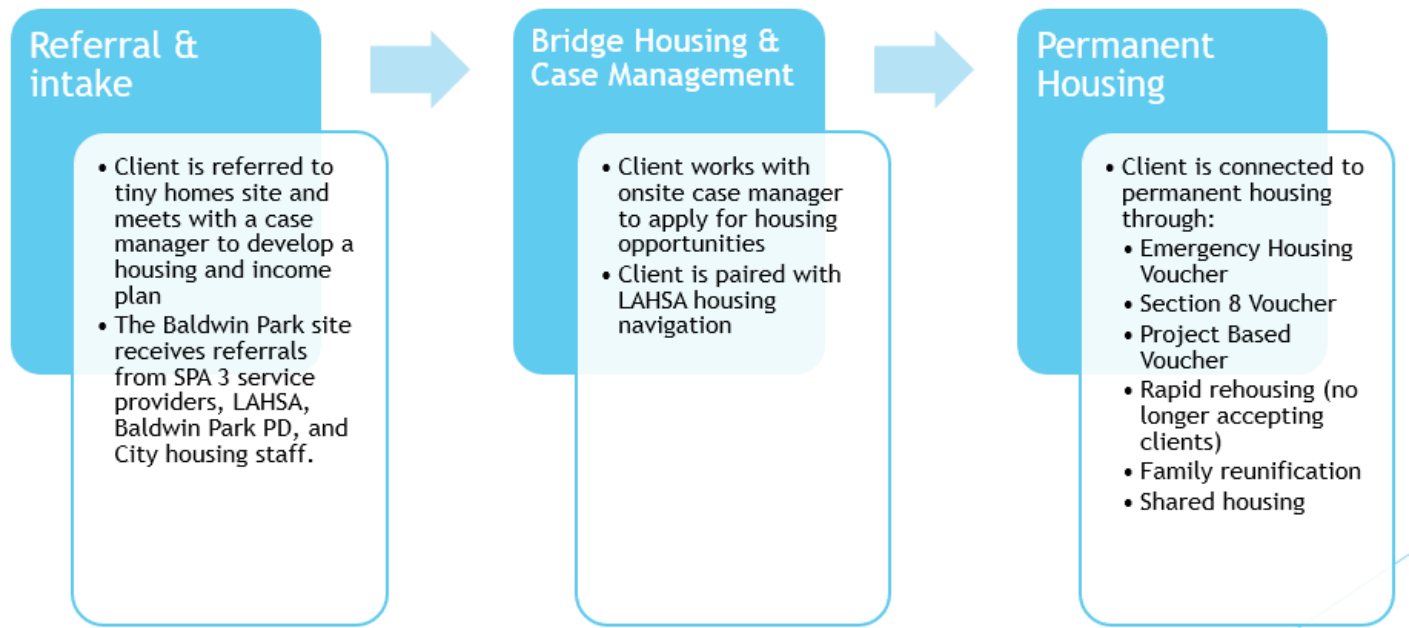
BACKGROUND

At their September 21, 2022, City Council Study Session Councilmember Paul C. Hernandez with council consensus, requested an update for the Esperanza Villa Tiny Homes Pilot project.

In November 2021, the City of Baldwin Park and San Gabriel Valley Regional Housing Trust (SGVRHT), in partnership with the San Gabriel Valley Council of Governments, opened Esperanza Villa tiny home bridge housing site. The interim housing for individuals experiencing homelessness with a local preference was created with funding sources from the State Budget Earmark and Measure H, in coordination by the SGVRHT, in partnership with the San Gabriel Valley Council of Governments. The San Gabriel Valley's first tiny home village provides 25 units of bridge housing paired with on-site security, supportive services and 3 meals a day. The site is operated by Volunteers of America Los Angeles (VOALA), a supportive services provider that provides case management, job training, and connection to additional services. On site amenities include shared restroom and showers, laundry room, dog run, and outdoor picnic areas. Each unit also provides heat, air-conditioning, a bed, a desk, and electrical outlet. Potential residents are referred by Union Station Homeless Services-SPA 3 lead service provider, LAHSA, Baldwin Park PD, and City Housing staff.

The tiny home pilot program was developed to help cities meet the immediate needs of individuals experiencing homelessness. Since its opening, Esperanza Villa has provided residents a safe, comfortable place to live while they wait to transition to permanent housing. A total of seven (7) residents have been successfully placed in permanent housing. While several participants are currently holding housing vouchers and working with case managers to find an apartment unit. The remaining are working on alternative housing plans.

The image below indicates how the process for bridge/interim housing works:



Client Income Sources:

Supplemental Security Income (SSI), \$841 monthly to meet basic needs for food, clothing and shelter. General Relief (GR), \$221 monthly in cash aid. CalFresh (food stamps), \$250 monthly on an EBT card. Clients receiving SSI and CalFresh may be able to support rent, especially in a shared housing model. Clients receiving GR and CalFresh require additional subsidy such as a housing voucher.

Types of housing subsidy include permanent and temporary solutions:

Permanent- Section 8 Housing Choice Vouchers, where clients may move into any unit that accepts Section 8 vouchers; client may take this voucher with them. Emergency Voucher (EHV), provides voucher that will stay with the tenant. Project Based Voucher (PBV) is a type of voucher/subsidy stays with the unit and clients are matched to the unit. The temporary subsidy allows for time limited subsidy programs with temporary rental assistance or rapid rehousing (program ended June 2022).

Homeless System Challenges:

- Credit checks are required for units.
- Mismatch between voucher maximum and market rent
 - Studio: \$1,506
 - 1 bedroom: \$1,766; average rent for a 1-bedroom apartment is \$1,800
- Transition between rapid rehousing program and new LAHSA program
- Long waits for EHV clients to be matched by LAHSA
 - 70,000 vouchers nationally
 - 6,000 between LA County and LA City
 - 43 vouchers issued to Baldwin Park Housing Authority
 - Although Baldwin Park has its own housing authority, client referrals are matched through LAHSA
 - Referred through HMIS to LAHSA; LAHSA refers applicants to housing authorities; HA confirms eligibility and issues vouchers
 - 17 currently looking in BP area
 - HUD waiver 120% of Fair Market Rate
- Need for additional housing navigation and landlord outreach
- Need to increase income for non-voucher holders

Esperanza Villa Figures:

- 29% or Seven (7) clients have successfully exited to Permanent Housing Placements
- Four (4) clients expected to be housed in the next 30 days
 - Twenty-one or 83% of clients have applied for Emergency Housing Vouchers (EHV), while 32% confirmed placement on the wait list
 - 20% of clients have voucher in hand and searching for permanent housing
 - 20 participants on the waiting list for the site
- Twelve (12) or 48% of clients are on General Relief, \$221 monthly in cash aid
- Nine (9) or 36% of clients are on Supplemental Security Income (SSI), \$841 monthly to meet basic needs for food, clothing and shelter
- Three (3) or 12% of clients are employed
- 40% of the clients are seniors
- 40% of the clients are female
- Year to Date Forty-Nine (49) clients served
- Year to Date Twenty-Four (24) alternative exits
- Calls for service in the area from Police have reduced since the site opened

Success Stories and Celebrations

The first Esperanza Villa resident placed in permanent housing was a 76-year-old woman who had been homeless on and off since 2014. After staying at the tiny homes site for about 3 months, she is no longer homeless. The second client connected to permanent housing was also a senior woman. She spent 4 months at Esperanza Villa before receiving a County Housing Choice Voucher.

Clients living at Esperanza Villa also celebrated holidays and events including:

- Thanksgiving Lunch
- Christmas Gift Cards (Senator Rubio)
- Christmas Luncheon & Dinner
- Valentine's Day Gift Boxes
- Easter Egg Hunt
- Birthday Celebrations
- Bingo

Collaboration and Additional Funding Opportunities:

- Monthly collaborative meetings with housing partners, SGVRHT, and City to streamline housing plan processes
- SGVCOG landlord incentives and homeless programs
- Baldwin Park Housing Authority has supported expedited client connection to Emergency Housing Vouchers
- The SGVCOG is launching a workforce development program at the sites:
 - Goodwill
 - God's Pantry
- The SGVCOG launched Village 143 which collects donations that support the tiny home sites
- Beginning August 31, 2022, BP Housing Authority can increase payment standards to 120% Fair Market Rent, studio: \$1,660 one-bedroom: \$1,924
- The Baldwin Park Charitable Relief Foundation has move-in funds available for clients 55+ through a grant from Kaiser Permanente
- Year two (2) operational funding for Esperanza Villa has been secured through Cities and Councils of Governments Interim Housing Services (CCOGIHS) Fund. The SGVRHT and SGVCOG are currently seeking a Site Operator to update the Operations and Services Plan (Plan) for Esperanza Villa, a 25-unit tiny home bridge housing site in the City the Baldwin Park

(City), and operate the site according to the Plan. The Request for Proposals was opened for bid on September 12, 2022 and closed on October 3, 2022. Year two (2) will operate from November 2022 through November 2023.

ALTERNATIVES

There is no alternative.

LEGAL REVIEW

No legal review required.

ATTACHMENTS

None

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Sam Gutierrez, Director of Public Works
DATE: October 5, 2022
SUBJECT: Approve Final Parcel Map No. 83651 to Subdivide One (1) Lot into Two (2) Lots

SUMMARY

This report requests that the City Council authorize the approval of the Final Parcel Map 83651 pursuant to the State Subdivision Map Act and Section 152.09 of the City of Baldwin Park's Municipal Code.

RECOMMENDATION

Staff recommends that the City Council accept the Final Parcel Map No. 83651 and authorize the City Clerk and staff to sign the Final Map.

FISCAL IMPACT

The approval of this Parcel map will have no impact to the City's General Fund.

BACKGROUND

The subject property is currently comprised of one Parcel (APN: 8555-019-002) and is located near the southeast corner of the intersection of Bess Avenue and Syracuse Avenue. On March 22, 2022, the Planning Commission approved Tentative Parcel Map No. 83651, to Subdivide one (1) lot into two (2) lots, to facilitate the creation of two single family residential lots within the R-1 zone pursuant the City's Municipal Code Table 153.040.030. Engineering staff has reviewed the Final Map and finds that it substantially conforms to the TPM-83651 conditions of approval.

ALTERNATIVES

A Final Parcel Map that is in substantial compliance with the previously approved tentative map cannot be denied approval (Government Code §66474.1). Further, if the Final Parcel Map is not approved at the first meeting or at the subsequent meeting from when the Final Parcel Map was presented for approval and the map is in conformance with the requirements of the Subdivision Map Act, the map will be deemed approved without any further action by the City Council (Government Code §66458). Since the Final Parcel Map is both in substantial compliance with the previously approved tentative map and it is in conformance with the requirements of the Subdivision Map Act, there is no alternative but to approve.

LEGAL REVIEW

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

ATTACHMENTS

1. Los Angeles County Assessor's Map
2. Final Parcel Map No. 83651
3. Resolution 22-03

2 PARCELS
15,018 SQ. FT.

PARCEL MAP NO. 83651

SHEET 1 OF 2 SHEETS

IN THE CITY OF THE BALDWIN PARK
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BEING A SUBDIVISION OF A PORTION OF LOT 20, BLOCK
A OF TRACT NO. 10953, AS PER MAP RECORDED IN
BOOK 193, PAGES 44 AND 45 OF MAPS, IN THE OFFICE
OF COUNTY RECORDER OF SAID COUNTY.

FOR SUBDIVISION PURPOSES

JACK C. LEE, LS NO. 8407 CALLAND ENGINEERING, INC. JULY, 2021

SUBDIVIDERS' STATEMENT:

WE HEREBY STATE THAT WE ARE THE SUBDIVIDERS OF THE LANDS INCLUDED WITHIN THE
SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT
TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

Juan Pablo Ruiz
JUAN PABLO RUIZ (OWNER)

Marcela Ruiz
MARCELA RUIZ (OWNER)

Roberto Ruiz
ROBERTO RUIZ (OWNER)

RECORD OWNERS:

RECORD OWNERS ARE JUAN PABLO RUIZ, MARCELA RUIZ AND ROBERTO RUIZ.

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE
IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS
ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)

ON 09/14/2022 BEFORE ME, Xochitl M. Perez, Notary Public

PERSONALLY APPEARED Juan Pablo Ruiz, Marcela Ruiz, Roberto Ruiz, WHO
PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE
NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT
HE/SHE/they EXECUTED THE SAME IN HIS/HER/their AUTHORIZED CAPACITY(IES) AND THAT
BY HIS/HER/their SIGNATURE(S) ON THE INSTRUMENT, THE PERSON(S), OR THE ENTITY UPON
BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT
THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL

SIGNATURE Xochitl M. Perez

PRINTED NAME: Xochitl M. Perez MY COMMISSION EXPIRES: 09/19/2024

MY PRINCIPAL PLACE OF BUSINESS IS IN Los Angeles COUNTY.

BASIS OF BEARING NOTES:

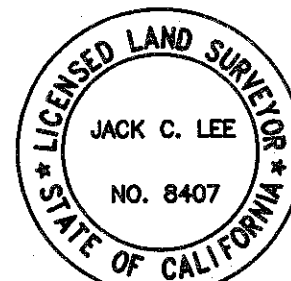
THE BEARINGS SHOWN HEREON ARE BASED ON THE BEARING S51°00'33"E OF THE CENTERLINE
OF BESS AVENUE AS SHOWN ON MAP OF TRACT NO. 10953 FILED IN BOOK 193, PAGES 44
AND 45 OF MAPS, RECORDS OF LOS ANGELES COUNTY.

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN
CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE
REQUEST OF JUAN RUIZ ON JULY 20, 2021. I HEREBY STATE THAT ALL THE MONUMENTS ARE OF THE
CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THESE POSITIONS
BEFORE TWENTY-FOUR MONTHS FROM THE FILING DATE OF THIS MAP; AND THAT THE MONUMENTS
ARE, OR WILL, BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS PARCEL MAP
SUBSTANTIALLY CONFORMS TO THE APPROVED OR CONDITIONALLY APPROVED TENTATIVE MAP, IF ANY.

Jack C. Lee
JACK C. LEE
L.S. NO. 8407

9-9-2022
DATE

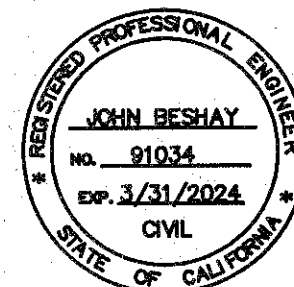


CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP; THAT THE SUBDIVISION AS SHOWN IS
SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP, IF REQUIRED, AND ANY APPROVED
ALTERATIONS THEREOF; AND THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND OF ANY LOCAL
SUBDIVISION ORDINANCES OF THE CITY OF BALDWIN PARK APPLICABLE AT THE TIME OF APPROVAL OF
THE TENTATIVE MAP, IF REQUIRED, HAVE BEEN COMPLIED WITH.

Cory Hitting CITY ENGINEER ACTING
CITY OF BALDWIN PARK
R.C.E.: 91034

DATE



CITY SURVEYOR'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP; AND THAT I AM SATISFIED THAT THIS MAP IS
TECHNICALLY CORRECT.

David G. Gilbertson, ACTING CITY SURVEYOR
L.S. NO. 6941

DATE



CITY PLANNER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND THAT ALL PROVISIONS OF APPLICABLE
ZONING ORDINANCES OF THE CITY OF BALDWIN PARK HAVE BEEN COMPLIED WITH.

DATE

Ron Garcia
CITY PLANNER
CITY OF BALDWIN PARK

SPECIAL ASSESSMENTS STATEMENT:

I HEREBY STATE THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY
OF BALDWIN PARK, TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART
THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

DATE

Maria A. Contreras, CITY TREASURER
CITY OF BALDWIN PARK

CITY CLERK'S CERTIFICATE:

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF BALDWIN PARK ON _____
APPROVED THIS MAP.

DATED THIS _____ DAY OF _____, 20____

Marlen Garcia
CITY CLERK
THE CITY OF BALDWIN PARK

LOS ANGELES COUNTY TAX CERTIFICATES:

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE
THAT ARE REQUIRED UNDER THE PROVISIONS OF SECTIONS 66492 AND 66493 OF THE
SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DATE _____
DEPUTY

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF \$ _____ HAS BEEN
FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES
AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES
ON THE LAND SHOWN ON MAP OF PARCEL MAP NO. 83651 AS REQUIRED BY LAW.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

BY _____ DATE _____
DEPUTY

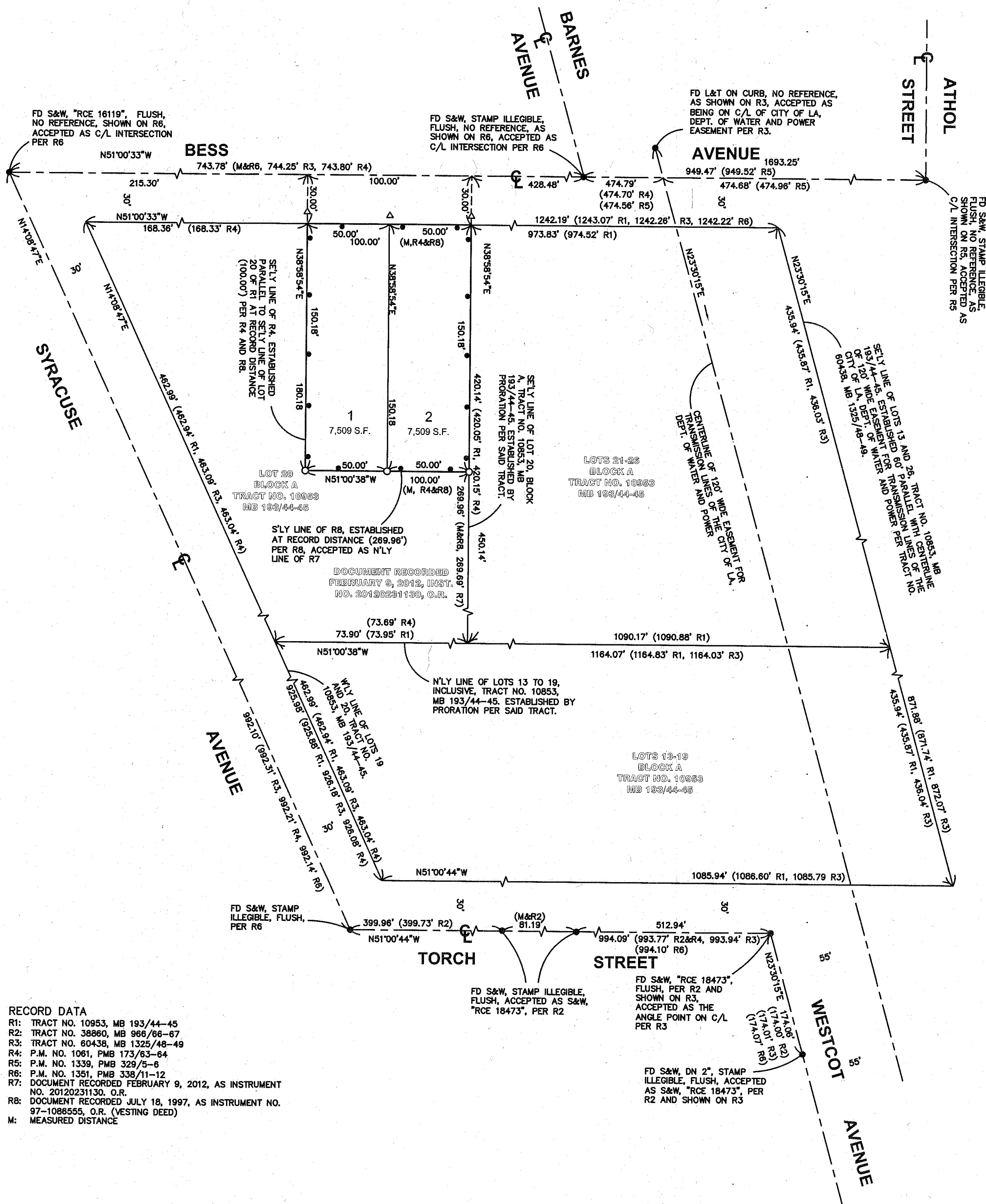


IN THE CITY OF BALDWIN PARK
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
FOR SUBDIVISION PURPOSES

LEGEND

INDICATES THE BOUNDARY OF THE LAND
BEING SUBDIVIDED BY THIS MAP.

JACK C. LEE, LS NO. 8407 CALLAND ENGINEERING, INC. JUNE, 2021



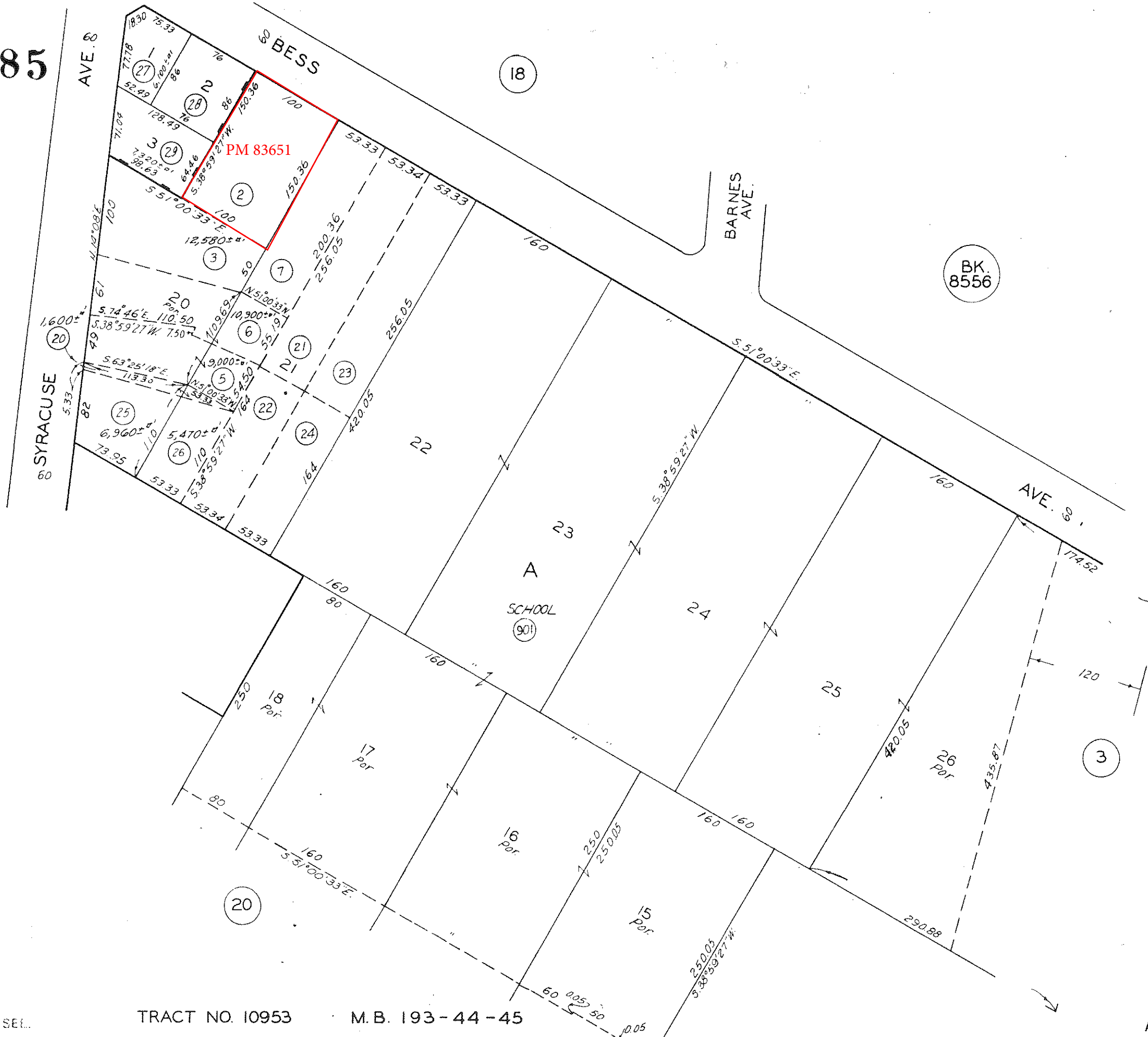
RECORD DATA

R1: TRACT NO. 10953, MB 193/44-45
R2: TRACT NO. 38860, MB 966/68-67
R3: TRACT NO. 60438, MB 1325/48-49
R4: P.M. NO. 1061, PMB 173/63-64
R5: P.M. NO. 1339, PMB 329/5-6
R6: P.M. NO. 1351, PMB 338/11-12
R7: DOCUMENT RECORDED FEBRUARY 9, 2012, AS INSTRUMENT NO. 20120231130. O.R.
R8: DOCUMENT RECORDED JULY 18, 1997, AS INSTRUMENT NO. 97-1086555, O.R. (VESTING DEED)
M: MEASURED DISTANCE

SURVEYOR'S NOTES:

△ SET L&T, TAGGED LS 8407 ON 3.00' OFFSET P/L PROD.

1985



BK.
8556

CODE
2087

RESOLUTION PC 22-03

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BALDWIN PARK APPROVING A TENTATIVE PARCEL MAP TO SUBDIVIDE ONE (1) LOT INTO TWO (2) LOTS TO FACILITATE THE CREATION OF TWO (2) SINGLE FAMILY RESIDENTIAL LOTS WITHIN THE R-1, SINGLE FAMILY RESIDENTIAL ZONE, PURSUANT TO TABLE 152.040.030 OF THE CITY'S MUNICIPAL CODE (LOCATION: 12722 BESS AVENUE; APPLICANT: MARCELA RUIZ, CASE NUMBER: PM 83651)."

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

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

(a) An application ("Applications") for a development plan, and a tentative parcel map, were submitted on behalf of the owner of certain real property, located at 12722 Bess Avenue in the City of Baldwin Park, described more particularly in the Application on file with the City Planner; and

(b) The Application is sought to allow the approval of a Tentative Parcel map to subdivide one (1) lot into two (2) lots to facilitate the creation of two (2) single family residential lots within the R-1, Single Family Residential Zone, Zone pursuant to Tables 152.040.030 of the City's Municipal Code; and

(c) That a duly noticed public hearing was held on March 23, 2022 on said Application by the Planning Commission, and based upon evidence presented including applicable staff reports and each member of the Commission being familiar with the property, it was determined that the facts as required by the Baldwin Park Municipal Code for the granting of the Application is present and the Application should be approved; and

(d) Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be exempt Section 15315 (Minor Land Divisions) in that the projects consists of the creation of a one (1) lot subdivision.

(e) Each fact set forth in the staff report dated March 23, 2022, from Ron Garcia, City Planner to the Chair and Planning Commissioners ("Staff Report") is true and correct.

SECTION 2. That the Planning Commission does hereby adopt the following findings applicable to the approval of the tentative parcel map.

a) Adequate systems designed and constructed to provide all necessary utilities to each lot proposed to be created, including, but not limited to, facilities for water, natural gas, electricity, cable television and telecommunications telephone services.

Comments and conditions have been addressed in the findings and are included, as applicable, as conditions of approval of the tentative parcel map. Additionally, staff includes a general condition of approval that all conditions from outside agencies and utility companies shall be met or provided for prior to finalizing the tentative parcel map.

b) An adequate domestic water distribution system designed and constructed to service each lot proposed to be created.

Valley County Water District is the the purveyor in the area and water would be provided to the subject property by Valley County Water District.

c) An adequate sewage system designed and constructed to serve each lot proposed to be created.

The proposed project shall comply with any conditions of approval as imposed by the Sanitation District of Los Angeles County prior to approval of the final map by the City of Baldwin Park.

d) An adequate storm water drainage system designed and constructed to serve each lot proposed to be created.

The Public Works Department conditions of approval require that off-site improvements may be required and may include storm drains. Provided that the applicant meets the conditions of approval for development, there will be adequate storm water drainage for the subject property.

e) An adequate public and/or private street and/or alley system designed and constructed to serve each lot proposed to be created.

The Public Works Department has determined that there is adequate public street system to serve the lot. Conditions of approval require public right-of-way reconstruction of damaged improvements as a result of construction.

f) An adequate traffic regulatory system, including necessary traffic signals, signs, and pavement markings and stripings.

The City's Public Works Department has concluded that the current conditions will provide for an adequate traffic regulatory system.

g) The undergrounding of utilities pursuant to Chapter 97, part 2 (Underground Utility District) of the Municipal Code.

Pursuant to Chapter 97 of the City's Municipal Code all new utilities to the subject property shall be undergrounded. This requirement is also addressed as part of the overall plan check requirements and review of the final map.

h) Any and all other improvements found necessary by the City to provide all services to each lot proposed to be created.

Staff is of the opinion that provided that the applicant obtains approval by the Planning Commission of the Tract Map and meets and/or exceeds the conditions of approval, the new lot would have adequate service and could be subdivided such that the new lot would be consistent with the City's codes.

i) In addition to the improvements as required by the City's Municipal Code and Departments, there are also design requirements for the proposed tentative parcel map that need to be met. Pursuant to Section 152.12 of the City's Municipal Code, the design of the subdivision shall conform to the requirements of this Chapter 152, any and all design requirements set forth in the General Plan, the design and development standards established for the associated zoning district per the Zoning Code, the applicable design guidelines set forth in the Design Guidelines Manual, generally accepted engineering standards, and to such standards required by the City, including, but not limited to, plans for grading and erosion control.

The Planning Division has reviewed the proposed subdivision of the proposed lot meets the minimum development standards contained within the Municipal (Zoning) Code, including, setbacks, density, and height.

Additionally the parcel map is consistent with Goal 2.0 of the Land Use Element of the General Plan which states *"accommodate new development that is compatible with and compliments existing conforming land uses"* as the proposed parcels meet the existing development standards contained in the Code.

The Public Works Department, as part of their comments, has included a requirement for the applicant to submit plans relating to grading and erosion control for review and approval.

SECTION 3. The Application, as herein above described below, and the same is hereby approved subject to the following conditions:

(a) That the property shall be developed and maintained in substantial accordance with Exhibit "A" to the staff report for TPM 83651, dated March 23, 2022; and

(b) Applicant shall provide a check in the amount of \$75.00 made payable to the Los Angeles County Clerk for the filing of the Notice of Exemption pursuant to the CEQA Guidelines.

(c) If within two (2) years after the date of approval of TPM 83651, all conditions of approval have not been satisfied, then TPM 83651 shall become null and void; and

(d) That the applicant shall sign a notarized affidavit within ten (10) days of the date of this resolution stating that the applicant has read and accepts all the conditions of approval.

(e) That any proposed change to the approved tentative parcel map shall be reviewed by the Planning Division, Public Works, and LA County Fire, and the written authorization of the City Planner shall be obtained prior to implantation.

(f) Comply with the development standards of "Single-Family Residential" (R-1) Zone, and all applicable provisions of the Baldwin Park Municipal Code

(g) Submit fence and wall plan constructed of decorative block or wood for review and approval prior to the issuance of building permits.

(h) Recordation of Final Parcel Map with the Los Angeles County Reorder shall be required prior to issuance of building permits.

Public Works:

(i) Submit a parcel map application for plan check and approval

(j) Provide a boundary survey with closure calculations

(k) Construct individual driveways for each parcel

(l) Construct individual utilities, and sewer for each unit

(m) Utilities shall be undergrounded

- (n) Provide drainage and erosion control plans
- (o) Plant one street tree in front of Parcel 2 with irrigation
- (p) Locate easement (E2) and identify on plan if to be abandoned obtain authorization from easement owner. Locate and identify other easements.
- (q) Other conditions may follow thru the Final Parcel Map Approval process.
- (r) Replace and off set or damaged sidewalk during construction.
- (s) Implement proper BMP's for Storm Water Pollution Protection.

LOS ANGELES COUNTY FIRE:

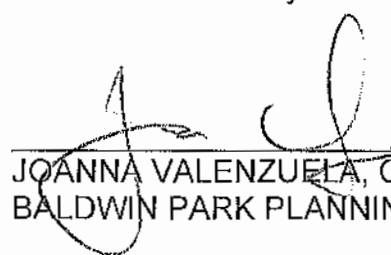
The fire department recommends clearance of this project to proceed to public hearing as presently submitted with the following conditions of approval.

FINAL MAP CONDITIONS OF APPROVAL

1. Access as noted on the Tentative and the Exhibit Maps shall comply with Title 21 (County of Los Angeles Subdivision Code) and Section 503 of the Title 32 (County of Los Angeles Fire Code), which requires an all-weather access surface to be clear to sky.
2. The Final Map shall be submitted to the Fire Department for review and approval prior to recordation.

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

PASSED AND APPROVED this 23rd day of March, 2022.



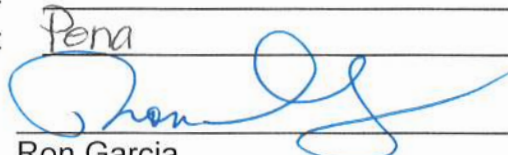
JOANNA VALENZUELA, CHAIR
BALDWIN PARK PLANNING COMMISSION

ATTEST:

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES } ss.
CITY OF BALDWIN PARK }

I, RON GARCIA, Secretary of the Baldwin Park Planning Commission, do hereby certify that the foregoing Resolution No. PC 22-03 was duly and regularly approved and adopted by the Planning Commission at a regular meeting thereof, held on the 23rd day of March, 2022 by the following vote:

AYES: COMMISSIONERS: Valenzuela, Maciel, Jr., Escobosa, Vazquez
NOES: COMMISSIONERS: _____
ABSTAIN: COMMISSIONERS: _____
ABSENT: COMMISSIONERS: Pena



Ron Garcia
BALDWIN PARK PLANNING COMMISSION

STAFF REPORT



TO: Honorable Mayor/Chair and Members of the City Council for the City of Baldwin Park and Housing Authority

FROM: Rose Tam, Director of Finance

DATE: October 5, 2022

SUBJECT: APPROVE THE PUN GROUP LLP TO PROVIDE INDEPENDENT PROFESSIONAL ANNUAL AUDIT SERVICES

SUMMARY

The purpose of this staff report is to request the City Council to approve The Pun Group LLP for independent professional annual audit services.

RECOMMENDATION

Staff recommends that the City Council:

1. Approve The Pun Group LLP to provide independent professional annual financial audit services for the next three fiscal years ending June 30, 2024, with an option to extend an additional two one-year periods ending June 30, 2025 and 2026, respectively; and
2. Authorize the CEO to sign the audit engagement letter subject to review and approval by the City Attorney.

FISCAL IMPACT

There is projected savings with selecting The Pun Group LLP for the audit services. Audit services are currently budgeted in the FY 2023 adopted budget.

BACKGROUND

The City is required to have its financial records, transactions, procedures and policies audited on an annual basis by an independent audit firm. It is recommended by the Government Accounting Standards Board (GASB), which sets up the procedures for governmental agency audits and reports, that the local government agency should change audit firms every 5 to 7 years and consider using a different firm. Last year the City issued an RFP and selected Eide Bailly LLP from the responding firms which came in with the lowest bid. Due to the continued and additional fee increase for the current and future audits, staff is recommending The Pun Group LLP that was ranked #2 from last year's RFP process to provide audit services as stated in the above recommendation.

The scope of audit services includes a financial audit and preparation of the financial statements which includes (but not limited to) the following:

- City of Baldwin Park, including the preparation of the City's Annual Comprehensive Financial Report (ACFR);
- Preparation of Annual State Controller's Report and Street Report for the City;
- A Single Audit of Federal grants to be performed to meet the requirements of the U.S. Office of Management and Budget (OMB) Circular A-133;
- An agreed-upon procedures review of the calculation of the City's Appropriation Limit (GANN), as required by Section 1.5 of Article XIII B of the California Constitution;
- A management letter containing any comments or recommendations resulting from the firm's review of the systems of internal controls in connection with financial audits; and
- A report communicating information related to the audit to those in charge of governance at the conclusion of the audits.

Below is the summary of proposed audit fees from The Pun Group LLP and they are committed to provide the said services at the fee structure stated:

Fee Schedule - Fiscal Year Ending June 30th				
			Optional	
FY2022	FY2023	FY2024	FY2025	FY2026
\$ 71,000	\$ 73,130	\$75,324	\$77,584	\$ 79,911

ALTERNATIVE

City Council may direct staff to search for other firms which will further delay the audit process.

LEGAL REVIEW

The City Attorney has reviewed this report, the attached audit proposal letter and audit engagement letter from The Pun Group LLP.

ATTACHMENT

1. The Pun Group LLP audit proposal letter.
2. The Pun Group LLP audit engagement letter.

September 28, 2022

200 E. Sandpointe Avenue, Suite 600
Santa Ana, California 92707

Ms. Rose Tam
Director of Finance
City of Baldwin Park
14403 E. Pacific Ave
Baldwin Park, CA 91706

www.pungroup.cpa

Dear Ms. Tam:

First of all, thank you so much for reaching out and reconsidering our qualifications and audit work plan for the City of Baldwin Park for the Professional Auditing Services for the fiscal years ending June 30, 2022 through June 20, 2024, with the option to extend for additional two years. The Pun Group LLP (the "Firm") has the knowledge and experience necessary to become the City's next public accounting firm, and the work plan to ensure a smooth audit process.

Our proposed fees ⁽¹⁾ for Professional Auditing Services for the fiscal years ending June 30, 2022 through June 20, 2024, with the option to extend for additional two years are as follows:

	Fiscal Year Ending June 30th				
	2022	2023	2024	Option	
				2025	2026
Services					
City Annual Comprehensive Financial Report and Related Reports	\$ 53,000	\$ 54,590	\$ 56,228	\$ 57,915	\$ 59,652
Single Audit - up to 3 Major Programs	12,500	12,875	13,261	13,659	14,069
GANN Limit Report	500	515	530	546	563
Annual State Controller's Report - City	3,500	3,605	3,713	3,825	3,939
Annual State Controller's Report - Street	1,500	1,545	1,591	1,639	1,688
Total for Fiscal Year (not to exceed)	\$ 71,000	\$ 73,130	\$ 75,324	\$ 77,584	\$ 79,911

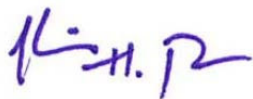
***(1)** Above Single Audit, fees are based on 3 (three) major programs. The fee for auditing additional major programs will be \$5,000 each. The number of programs determined to be "major" will be based on OMB Uniform Guidance. The Engagement Team will discuss with the City's Management before starting Single Audit work.*

We are committed to provide the said services at the fee structure stated. Additional services provided beyond the prescribed scope of services will be billed separately. We will proceed with advance communication and agreement with the City. Below is the hourly billing rates, delineated by staffing level:

Auditor's Standard Hourly Billing Rates	
Position	Hourly Rate
Partner(s)	\$300
Manager(s)	\$250
Supervisor(s)	\$175
Senior Accountant(s)	\$150
Staff Account(s)	\$125

Our commitment to serving the City of Baldwin Park cannot be adequately conveyed in a letter, and I look forward to continuing the discussion with you. As the Managing Partner of the Firm, I'm assigned as your primary contact for contract negotiations. I'm also authorized to legally bind the Firm. Should you have any questions or wish to discuss this proposal, please do not hesitate to contact me at (949) 777-8801 or by email at ken.pun@pungroup.com.

Sincerely,



Kenneth H. Pun, CPA, CGMA | Managing Partner

September 28, 2022

City of Baldwin Park
14403 E. Pacific Ave
Baldwin Park, CA 91706

200 E. Sandpointe Avenue, Suite 600
Santa Ana, California 92707

www.pungroup.cpa



RE: Engagement of The Pun Group, LLP (the “Firm”)

We are pleased to confirm our understanding of the services we are to provide the City of Baldwin Park, California (the “City”) for the year ending June 30, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City as of and for the year ending June 30, 2022.

Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the City’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s Discussion and Analysis
- 2) Budgetary Information
- 3) Budgetary Comparison Schedules – General Fund and Major Special Revenue Funds
- 4) GASB Statement No. 68 Required Schedules
- 5) GASB Statement No. 75 Required Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the City’s financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor’s report on the financial statements.

- 1) Schedule of Expenditures of Federal Awards
- 2) Combining and Individual Fund Financial Statements
- 3) Budgetary Comparison Schedules – All Other Adopted Funds

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section
- 2) Statistical Section

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed

in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified management override of controls as a significant risk of material misstatement. As planning for the current period audit has not concluded, modifications may be made. If new significant risks are identified after the date of this letter, we will communicate them in writing to those charged with governance in a timely manner.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance

with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements and related notes of the City in conformity with U.S. generally accepted accounting principles and preparing the State Controller's Report and Street Report based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes, services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes, prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility from them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that

City of Baldwin Park**Engagement Letter**

September 28, 2022

Page 5

government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date of the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for

presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other Supplementary Information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the Supplementary Information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the Supplementary Information in accordance with GAAP; (2) you believe the Supplementary Information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the Supplementary Information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Assistance by Your Personnel

We will ask that your personnel, to the extent possible, prepare required schedules and analyses, and make selected invoices and other required documents available to our staff. This assistance by your personnel will serve to facilitate the progress of our work and minimize our time requirements.

Data Collection Form

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

Independence

Professional standards require that a firm and its members maintain independence throughout the duration of the professional relationship with a client. In order to preserve the integrity of our relationship, no offer of employment shall be discussed with any of Firm's professionals assigned to the audit, during the one-year period prior to the commencement of the year end audit. Should such an offer of employment be made, or employment commences during the indicated time period, we will consider this an indication that our independence has been compromised. As such,

we may be required to recall our auditors' report due to our lack of independence. In the event additional work is required to satisfy independence requirements, such work will be billed at our standard hourly rates.

Report Distribution and Other

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Access to Working Papers

The audit documentation for this engagement is the property of The Pun Group, LLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of The Pun Group, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven (7) years after the report release date or for any additional period requested by the Oversight Agency for Audit. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The Firm is required to undergo a "peer review" every three years. During the course of a Peer Review engagement, selected working papers and financial reports, on a sample basis, will be inspected by an outside party on a confidential basis. Consequently, the accounting and/or auditing work we performed for you may be selected. Your signing this letter represents your acknowledgement and permission to allow such access should your engagement be selected for review.

Timing

Kenneth H. Pun is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately November 1, 2022 and to issue our reports no later than March 31, 2023.

Fee

Our fee for these services will be \$71,000 for the year ending June 30, 2022. Our fees are based on certain assumptions, including the required assistance described above. To the extent that certain circumstances arise during the engagement, our fee estimate may be significantly affected and additional fees may be necessary. Additional services provided beyond the described scope of services will be billed separately.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

If the City is required to undergo a single audit in accordance with the Federal Single Audit Act and the Uniform Guidance, Audits of States, Local Governments, and Not-for-Profit Organizations, there will be an additional fee of \$5,000 for each major program in excess of three (3). The number of programs determined to be a major program will be based on the determination required by the Uniform Guidance and will be discussed with you prior to commencement of any audit work.

The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue written reports upon completion of our audit of the City's financial statements and the Single Audit. Our reports will be addressed to the City Council of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Termination

We acknowledge the City's right to terminate our services at any time, and the City acknowledges our right to resign at any time (including instances where in our judgment, our independence has been impaired or we can no longer rely on the integrity of management), subject in either case to our right to payment for all direct and indirect charges incurred through the date of termination or resignation or thereafter as circumstances and this agreement may require, plus applicable interest, costs, fees and attorneys' fees.

Dispute Resolution Procedure, Waiver of Jury Trial, Jurisdiction and Venue for All Disputes, and Governing Law

We appreciate the opportunity to serve as the City's auditor and anticipate a productive, harmonious relationship. If the City becomes dissatisfied for any reason with the services we have performed or the fees charged, we encourage the City to bring that to our attention immediately. Most such problems should be remedied by communication and discussion. However, a dispute could arise between us, regarding the construction or application of this agreement and/or the performance of any services under this agreement, which cannot be resolved by discussion. The City and this Firm believe that such accountant-client disputes are more satisfactorily resolved through confidential, binding arbitration than by litigation in court. Therefore, the City and this Firm choose confidential binding arbitration to resolve such disputes. It is understood and agreed that choosing binding arbitration waives a trial by jury.

City of Baldwin Park**Engagement Letter**

September 28, 2022

Page 9

The place of the confidential binding arbitration will be JAMS in Orange County, California. Arbitration proceedings may be commenced by either the City or this Firm, by giving all other interested parties written notice; and the proceedings shall be governed by the California Arbitration Act (Code Civ. Proc., § 1281 et seq.), except as is otherwise specified herein. The arbitrator must decide all disputes in accordance with the California Arbitration Act, and the applicable rules of JAMS (except to the extent such rules conflict with this arbitration agreement). The arbitrator shall have the power to decide all matters, including legal questions raised by pleading or summary judgment motions. That decision shall be in accordance with California law; and the California Evidence Code shall govern all proceedings before the arbitrator. The arbitrator's award shall be final and binding, and a judgment upon the award may be entered and enforced by any court of competent jurisdiction.

By entering into this arbitration agreement, the City and this Firm expressly waive the right to commence an action in court, except with respect to provisional remedies; and waive the right to trial by jury.

The City and this Firm each agree to submit to the jurisdiction of any state or federal court in Orange County, California, in any action or proceeding arising out of or relating to the enforcement of the arbitration provisions of this agreement, or for any other purpose. The City and this Firm agree not to bring any action or proceeding of any kind in any other court. The City and this Firm waive any defense of inconvenient forum to the maintenance of any action or proceeding in Orange County, California.

Most Recent External Quality Control Review

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2021 peer review report accompanies this letter.

Agreement

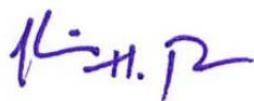
This letter comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals oral or written and all other communications between the parties. If any provision of this letter is determined to be unenforceable, all other provisions shall remain in force.

It is hereby understood and agreed that this engagement is being undertaken solely for the benefit of the City and that no other person or entity shall be authorized to enforce the terms of this engagement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,

The Pun Group, LLP



Kenneth H. Pun, CPA, CGMA
Managing Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Baldwin Park.

By: _____

Title: _____

Date: _____

Report on the Firm's System of Quality Control

February 14, 2022

To the Owners of
The Pun Group, LLP
And the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of The Pun Group, LLP (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of The Pun Group, LLP in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. The Pun Group, LLP has received a peer review rating of *pass*.

EFPR Group, CPAs, PLLC

EFPR Group, CPAs, PLLC
Corning, NY

STAFF REPORT



TO: Honorable Mayor and Members of the City Council
FROM: Rose Tam, Director of Finance
DATE: October 5, 2022
SUBJECT: Update Grant Reimbursement and Revenue Availability Policy & Procedures, Accounts Payable and Disbursements Control Policies & Procedures, and Purchasing Policy and Procedures

SUMMARY

The purpose of this staff report is to present updated grants and accounting related policies and procedures as recommended by the City's independent auditors and to City Council for review and approval.

RECOMMENDATION

Staff recommends that the City Council review and approve the following grants and accounting policies and procedures as follows:

1. Grants Reimbursement and Revenue Availability Policy & Procedures
2. Accounts Payable and Disbursements Control Policies & Procedures
3. Purchasing Policy & Procedures

FISCAL IMPACT

There is no fiscal impact.

BACKGROUND

In response to the FY202-21 Annual Comprehensive Financial Report (ACFR) audit recommendations, Finance staff has created the Grant Reimbursement and Revenue Availability Policy & Procedures to assist departments for timely grant reimbursement processing and better cash flow and investment management. Finance staff also reviewed and updated the existing Accounts Payable and Disbursements Control Policies & Procedures and the Purchasing Policy & Procedures to incorporate the recommendations from the auditors.

ALTERNATIVES

None

LEGAL REVIEW

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

ATTACHMENTS

1. Grants Reimbursement and Revenue Availability Policy & Procedures
2. Accounts Payable and Disbursements Control Policies & Procedures
3. Purchasing Policy & Procedures



City of Baldwin Park

Grants Reimbursement and Revenue

Availability Policy & Procedures

Effective October 5, 2022

Overview

City Departments apply for grants and when awarded by the granting agency, the applicable City department will send the Finance department a copy of the executed grant award. The Finance department will review the award and set up the applicable budgeted revenue, expenditures, and any accounting transactions in the computerized General Ledger accounting system. The Finance department will review the grant award to identify how grant funds will be received and /or reimbursed.

Departmental Invoicing for reimbursements and Responsibility

City departments are responsible for submitting invoices/reimbursement requests per the grant agreement. However, the department must first request an invoice number from the Accounting Manager. For cost reimbursement-based invoicing, invoices will be based on transactions that has posted to the general ledger account for the grant project for the applicable invoicing period.

In lieu of defined invoicing periods in the grant agreement, departments will submit a quarterly billing invoice within 30 days after quarter ended to the granting agency. Departments also need to submit a quarterly staff report within 60 days after the quarter ended to update the City Council on invoices submitted for reimbursement.

All payments/reimbursements for grants must be sent to the Finance Department for processing. If the department receives a check for a grant, it must be forwarded directly to Finance by the next business day with the assigned account coding and supporting documents.

Departments must inform granting agencies that payment(s) / Checks / Remittance Advice be directed to:

Finance Department
City of Baldwin Park
14403 E. Pacific Avenue, CA 91706

Definitions & Recognition of Unearned / Unavailable Revenue at Year End

Unearned Revenue – Grant money received in advance of service or incurred grant expenditures.

Unavailable Revenue – Reimbursement for grant expenditures received or to be received after the fiscal year-end availability period.

The City recognizes grant revenue when incurring qualifying expenditures.

The City will use a 60-day availability period after the fiscal year end for all grants. Grant reimbursement received within the 60-day period will be recognized as revenue in the prior fiscal year.

Due to the timing of when the invoice is submitted to the granting agency and the granting agency internal review process, it is not uncommon for the City to receive reimbursement more than 60 days availability period after year end. In situations when the City receives reimbursement after the 60-day availability period, revenue will be recognized in the fiscal year received.

The classification and balance determination of accrued grant receivables and corresponding unavailable revenue, revenue will be done at year-end with respect to the availability period.



City of Baldwin Park

Accounts Payable and Disbursements Control Policies & Procedures

Effective October 5, 2022

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 staff (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 disbursements using the City's Tyler accounting system:

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

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

1. Generally, all vendors shall be paid within 30 days of submitting a proper invoice upon delivery of the requested goods and services.
2. Expenditures must be supported in conformity with the purchasing, travel expense and reimbursement policies of the City.
3. All invoices must be verified by the departments to ensure payments are appropriately made to correct vendors for the correct amount for goods and services delivered.
4. Invoices must be submitted within 3 business days after being received by the departments with the approval of the department head or their designees as part of the A/P package submitted to the Finance Department for processing
5. 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.
6. Total cash requirements associated with each check run is monitored by the designated Accountant, in conjunction with an available cash balance in the bank and upload the Positive Pay prior to the release of any checks.
7. Checks must be printed in numerical order.
8. The accounting system automatically assigns the check numbers, Checks should not be made payable to "bearer" or "cash".
9. Checks will never be signed prior to being prepared.

Disbursement Procedures

1. Invoices received by Monday noon will be processed and paid on Thursday. Invoices received after Monday noon will be processed for payment the following Thursday. Special circumstances for payments will be evaluated on a case-by-case basis by either the Accounting Manager or Finance Director.
2. New Vendor – It is necessary for the designated Accountant to set up a new vendor before a requisition may be entered 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 Analyst will create a requisition for purchase order (PO) after the vendor is set up in the system.
3. 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 after calendar year-end. Payments to such vendors will be accumulated over the course of a calendar year.
4. Vendor invoices are normally sent to the respective Department or directly to Finance. Vendor statements should not be used to process for payment. Each department is responsible for verification of invoices for payment including the following:
 - a) Comparison of quantities billed on the invoices with quantities listed on the purchase order shown on the receiving documents.
 - b) Comparison of prices, discounts, and terms, with those specified on the purchase order.
 - c) Proof of clerical accuracy of the invoice with respect to extension, mathematical accuracy, and deductions for discounts.
5. Preparation of an Accounts Payable (A/P Package)
6. The vendor invoices should be reviewed and approved by a department head or their designees in absence of the department head 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 itemized invoice or receipt. 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 head.
- e) For credit card payments – signed by both 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 acknowledgment of satisfactory receipts of those goods or service agreements with all terms appearing on the invoices and general ledger account coding from the approved budget, and that the vendors are paid in full.

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 requests 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 the 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 to update the check process in the accounting system.
- i) The Accounting Manager/Director of Finance signs off on the check log and check registers to signify their 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 designated Accountant to monitor the 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 except for those checks picked up by the requesting department under emergency situations or special circumstances only. Staff who initiate the check request cannot be the same staff who pick up the check. For those checks received by the requesting department, the employee 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 scheduled City Council Meetings:

City Warrants including payroll - every 1st and 3rd Wednesday of the month

Housing Authority and Successor Agency – every 3rd Wednesday of the month

Payroll Related Payments

All routine payroll related payments 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 are 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. Payments such as (but not limited to) Federal, State taxes, CalPERS payments are processed through ACH and automatically debited to the City's general bank account. Payment online is processed by either the Payroll Specialist, Accounting Manager and/or Director of Finance. After the payment is processed, the payroll packet is approved and updated in the accounting system.

Voided Checks and Stop Payments

There are times when a check would need to be voided out of the accounting 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 designated Accountant through online banking. A confirmation is printed and attached to the A/P package of the voided check.

Checks voided need to have proper notations in the accounting system and the check should be defaced by clearly marking it as "VOID".

Wire Transfers

Wire transfers are used by the City whenever the City deems 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 trustees. The designated Accountant handles the processing of wire transfer transactions to the bank (Refer to **ACH and Wire Transfer Policy and Procedures**).

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

Petty Cash Fund (PCF)

The Senior Finance/Finance Clerk who handles Cashiering and business licenses is the petty cash custodian and they are responsible for the proper safeguarding of petty cash monies. The total maximum amount held in the PCF is \$800. Employees are allowed to request up to \$50 from the PCF for City related expenditure reimbursements 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. PCF must be kept separate from change funds, cash drawer, and any other collected revenue.

Petty Cash Fund Purchase

Disbursements from PCF must be properly documented and should be for a valid business purpose.

1. PCF may not be used for the following:
 - a) Items/receipts more than \$50.00
 - b) Cashing of personal checks or providing personal loans
 - c) 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. Employees purchasing business related items using PCF should do the following:
 - a) Obtain prior approval from the department head.
 - b) Make the purchase by paying for the item with personal monies and obtain an itemized receipt or cash register sales slip.
 - c) Provide the petty cash request form with the proper supporting documents such as a receipt or cash register sales slip with the signature of the department head.
 - d) Receive 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

PCF 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 direct payment request is submitted to the 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 the 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 the petty cash reimbursement request, charging the other operating expense account with the description “petty cash shortage”.

Year End Policy & Late Invoices

Departments must submit all prior fiscal year invoices to Finance **within 60-days** after the June 30th year end for processing and payment.

Invoices received after the 60-day period will be charged against the Departments’ current fiscal year budget. Departments must submit a justification at mid-year for any budget increases to the department due to late invoice submissions.

Invoices and corresponding A/P packages submitted to Finance for payment **must be separated by fiscal year.**



City of Baldwin Park

Purchasing Policy & Procedures

Effective October 5, 2022

Purpose: The purpose of this policy is to update the existing purchasing policy and procedures according to the amended Municipal Code for the purchase of supplies, services, and equipment at the lowest possible cost commensurate with quality needed; to exercise positive financial control over purchases; and to clearly define authority for the purchasing function. The Chief Executive Officer is designated as the purchasing officer.

It is the policy of the City of Baldwin Park (the City) to follow a practice of ethical and responsible procedures related to purchasing, agreements and contracts, and related forms of commitment. The purchase policy describes the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities.

When Grant Funds are used to Fund or Partially Fund the Purchase

If grant funding will be used, it is the Program Manager's responsibility to ensure that all applicable requirements of that funding are included in any contract/agreement/amendment/change order. Additionally, it is the responsibility of the Program Manager to ensure compliance with all applicable requirements of the funding, including securing approval of grant prior to incurring any expenditure, approval of eligible expenditures, and reporting requirements, etc.

Purchasing Guidelines and Procedures

All department directors shall have the authority to initiate purchases on behalf of their department within the guidelines described in the City's purchasing policy. Department directors may delegate purchasing authority to responsible individuals within their department. Directors shall inform the Finance Department of all designated individuals that may initiate/enter purchase requisition (PR) in the financial software system, Tyler Incode 10. The Management Analyst or designated individual will review the PR prior to the approval of the Accounting Manager and/or Director of Finance. Once the PR is approved, the Management Analyst in Finance will generate the purchase order (PO), forward it to the Accounting Manager and/or Director of Finance for review and approval, and then send it back to the requesting departments.

All purchase requests should be within the annual approved budget. All City purchases exceeding \$5,000 require a purchase requisition (PR), purchase order (PO), and at least three (3) quotes except as otherwise provided in these policies and procedures. Purchases and contracts for supplies and equipment do not constitute a public project as defined by Cal. Pub. Cont. § 20161 shall require the following approvals:

Estimated Value of Contract	Authority of Approval
\$0 to \$10,000 per vendor per fiscal year	Respective Department Head
\$10,001 to \$24,999.99 per vendor per fiscal year	Chief Executive Officer
Greater than \$24,999.99 per fiscal year	City Council

The above threshold approval level does not apply to the annual recurring maintenance cost such as gas, electricity, telephone; multi-year contracts such as software program annual maintenance, copiers, and annual audits that were already approved by the City Council and included in the annual adopted budget.

All approved requisitions with all the required quotes and bids will be entered into the accounting system "INCODE 10" by the Management Analyst/designated individuals. At least three (3) quotes are required for purchases between \$5,000 to \$24,999.99. Informal bids (at least three (3) written price quotations) and/or formal bids (RFP) are required for purchase exceeding of \$24,999.99. A PO will be issued by the Finance Department only after the requisition has been approved at all levels.

The requisition must include the following information:

1. Vendor's name (Based on Form W-9 as submitted by Vendor)
2. Description of item (goods/services) being requested for purchase
3. General ledger account number (refer to the approved budget line-item account #)
4. Amount of purchases (should not exceed the appropriated/approved budget amount)
5. Quantity
6. Quotations (at least 3)
7. Approved staff report- with the City Council Minutes attached/signed contract/agreement for purchase requisition is required.
8. All PRs must be approved by designated approver as mentioned above
9. All PRs should be approved by the Finance Manager and/or Finance Director for purchases of \$5,000 and above

Vendor Files and Required Documentation

The Management Analyst/Accounts Payable Staff of the Finance Department shall maintain an electronic vendor profile and create a profile for each new vendor from whom the City purchases goods or services based on Form W-9.

Prior to issuing a PO for any vendor (regardless of whether a contract is involved), the respective department shall request a completed and signed Form W-9 from the vendor and submit it to the Finance Department/Management Analyst and inform the vendor to apply for a business license, if needed. Upon receiving the required documents, the Finance Department/Management Analyst will issue and distribute the PO to the respective departments.

Ethical Conduct in Purchasing

City officials and employees shall not make any attempt to realize personal gain directly and indirectly through a purchase or service provided to the City, including but not limited to the following:

1. City officials and employees or any member of their immediate family have any financial interest in the purchase or service.
2. A business or organization, in which the City officials and employees or any member of their immediate family have any financial interest, is involved in the purchase or service.
3. Any other person, business or organization, with whom the City officials and employees or any member of their immediate family is negotiating or has an arrangement concerning prospective employment, is involved in the purchase or service.

4. No City officials and employees operating a business outside of their current City employment shall do business or provide a service for the City through their outside employment.
5. Prohibit the sale of lien vehicles from City's contracted tow vendor(s) to the City, City's affiliated entities, employees, and elected officials.
6. Any in-kind gift or contribution over \$50 (annually) by any vendor to city management or, city elected officials required to submit Form 700 shall be reported on Form 700 as required by Law.
7. Any in-kind gift or contribution by any vendor to individual employees not covered by Form 700 is prohibited. If such a gift is delivered, the employee shall turn it to the Department Director who shall either return the gift. In the case of gift items such as baskets, they may be raffled off at a City event or distributed among all employees in the department.
8. Any in-kind gift or contribution over \$100 by any vendor to a city event shall be reported to the City Clerk's Office and available to the public on the City's web site.
9. Expenditures of public funds for gifts or gift cards to employees and City officials are not authorized. This includes gifts purchased for employee and City official birthdays or other personal occasions except for city-sponsored events. Voluntary collections from staff would be an acceptable way of purchasing employee gifts.
10. Awards and recognitions to employees and City officials must be an item of tangible personal property (cannot be cash, cash equivalent, vacations, meals lodging, theater or sporting event tickets, stocks, bonds).
11. External awards and recognition are appropriate for presentation to people or organizations external to City staff. External awards shall be determined by the City Council and CEO in advance.

Conflict of Interest Prohibited

The Code of Federal Regulations (2 CFR Part 200.318 (c)(1)) stated that "The Non- Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non- Federal entity". All City of Baldwin Park employees and officials shall comply with these regulations; and shall not act as a principal or as an agent for a firm that does business with the City for six (6) months after their separation from the City.

Non-Discrimination Policy

All vendors/contractors who propose to perform any work or furnish any goods under agreements with the City of Baldwin Park shall agree to the following principles:

- 1) Vendors/contractors will not discriminate against any employee or applicant for employment because of race, religion, color sexual orientation or national origin, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the vendors/contractors.
- 2) Vendors/contractors agree to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non- discrimination clause. Notices advertisement and solicitations placed in accordance with Federal laws or regulations shall be deemed sufficient for meeting the intent of this section.

Awards to Debarred and Suspended Parties

The City of Baldwin Park will not make any award or permit (sub grant or contract) to any party which is debarred or suspended or is excluded from or ineligible for participation in Federal assistance programs. See Federal Award Policy for more details.

Encumbrance of Funds

Except in the case of an emergency as determined by the CEO, the Department Heads shall not request any PO for supplies or equipment unless there is an existing unencumbered appropriation against which the purchase is to be charged.

Formal Contract Procedure

- A. All contracts shall be by written contract with the lowest responsible bidder pursuant to the public contract procedure prescribed in Municipal Code §§ 34.27 through 34.33.
- B. Where possible, preference shall be given to local bidders or vendors, if all other factors in the bidding process are equal.
- C. A clause shall be incorporated in vendor's contract to require that all donations, gifts, and free services provided by the vendor outside of their service agreement to any city elected officials, employee, City department, or City affiliated entities or events be documented and reported to the City.

Notice Inviting Bids

Notices inviting bids shall include a general description of the articles to be purchased, shall state where bid blanks and specifications may be secured, and the time and place for opening bids. The purchasing officer shall publicize each notice inviting bids in such manner as is calculated to advise all prospective bidders thereof.

- A. **Published Notices:** Notices inviting bids shall be published at least ten (10) business days before the date of the opening of the bids. Such notices shall be published at least once in a newspaper of general circulation printed and published in the City and they shall be posted on the City's official website and in at least three public places for posting public notices.
- B. **Bidders' List:** At least ten (10) days before proposals or bids are due, the department's purchasing officer shall solicit sealed bids from all responsible perspective suppliers whose names are on the Bidders' List or who have requested their names to be added thereto. The purchasing officer shall annually review the Bidders' List and the City's business license records and shall

make appropriate efforts to update the Bidders' List to include businesses located in the City.

Bidder's Security

When deemed necessary by the department's purchasing officer, bidder's security may be prescribed in the public notices inviting bids. The security shall be returned upon rejection of a bid; provided, that the successful bidder shall forfeit his bid security upon his refusal or failure to execute the contract within ten (10) days after the notice of award of contract has been mailed, unless the City is responsible for the delay. The City Council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the City Council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the City to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

Bid Opening Procedure

Sealed bids shall be submitted to the City Clerk's office and shall be identified as bids on the envelope. Bids shall be opened in public at the time and place stated in the public notices. A tabulation of all bids received shall be open for public inspection.

Rejection of Bids

In its discretion, the City Council may reject any and all bids presented and re-advertise for bids.

Award of Contracts

Contracts shall be awarded by the City Council to the lowest responsible bidder, except as otherwise provided in the City's Municipal Code.

Tie Bids

If two or more bids received are for the same total amount or unit price, quality and service being equal and if the public interest will not permit the delay of re-advertising for bids, the City Council may accept the bid it chooses or accept the lowest bid made by negotiation with the tie bidders at the time of the bid opening.

Performance Bonds

The department's purchasing officer shall have the authority to require a performance bond before entering into a contract in such amount as the department's purchasing officer shall find reasonably necessary to protect the best interests of the City. If a performance bond is required, the form and amount of the bond shall be described in the notice inviting bids (refer to the City Municipal Code).

Professional Services

Professional services are unique by their nature; therefore, they are not subject to competitive bidding. When procuring specialized services, the City is principally dependent upon the skill, integrity, judgment, and ability of the service provider rather than the dollar cost of the direct labor and material. Pursuant to Section 37103 of the Government Code, "the legislative body may contract with any specially trained and experienced person, firm, or corporation for special services and advice in financial, economic, accounting, engineering, legal or administrative matters. It may pay such compensation to these experts as it deems proper." When contracting for architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services, requirements of Sections 4525 through 4529.5 of the Government Code must be met unless the Chief Executive Officer determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest."

For outsource services such as City Attorney, waste collection services, Information Technology, and other ongoing professional services, the City Council may extend such contracts upon evaluation and recommendation. Upon a successful evaluation, the contract may be extended.

The agreement will normally give both the City and the contractor/consultant the ability to end the contract with 30 days (or longer) notice and may give the City (or the City Council) the ability to terminate the agreement at any time.

Contracts for legal defense, legal advice, or legal services are specifically exempt from competitive bidding in the California Public Contract Code ("PCC"). The City of Baldwin Park will follow state law and the PCC regarding all legal services. PCC Section 10335.5 (c)(4) states as follows: "the following consulting services contracts are exempt from the advertising and bidding requirements of this article... (4) contracts for legal defense, legal advice or legal services." See Public Contract Code 10335.5(c)(4)

Professional Services, except contracts for legal defense, legal advice, or legal services, shall be obtained by soliciting at least three (3) Requests for Proposals (RFP's). For amounts up to \$24,999.99, three verbal quotes can be obtained and the CEO may approve the agreement. For amounts between \$25,000 and \$100,000 three informal written quotes can be obtained. For amounts over \$100,000, three formal written quotes are required. All agreements over \$24,999.99 shall be approved by the City Council and signed by the Mayor. The City Council may also direct staff to waive the RFP process for professional services in the situation of emergency, in conformity with § 34.23 and under circumstances of when it is not in the best financial interest of the public.

For all professional service contracts, over \$24,999.99, except contracts for legal defense, legal advice, or legal services, the standard Consultant Agreement shall be used and a separate "Scope of Work" attached. Once completed, these documents shall be submitted to the City Attorney for review and approval.

Special Provisions

A. Sole Source Purchases:

Commodities and services that can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include, but are not limited to, proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area or a certain product proven to be the only acceptable option. All sole source purchases shall be supported by written documentation signed by the appropriate department head and forwarded to The Purchasing Officer or Designee. Final determination of whether or not an item is a valid sole source purchase will be made by the Purchasing Officer or Designee. A sole source decision is not permitted merely upon the grounds that such approach is the most convenient or that the subject is preferred by the staff.

B. Cooperative Purchases: Cooperative purchasing is used by municipalities in the purchase of goods and services. This arrangement offers the participants significant economies of scale. Although one municipality may issue specifications and receive bids, each entity independently executes its own contract, administers the procurement function, and finances the purchase.

This is an acceptable practice that allows municipal agencies to "piggy-back" on contracts and bids for services and supplies issued by a wide range of other governmental agencies. Cooperative purchasing agreements may be entered into with state, local governments, and non-profit entities.

- C. **Emergency Purchases:** The City is not required to engage in either informal or formal competitive bidding in an emergency. The City Council delegates to the CEO the authority to waive any procedures in the Purchasing Guidelines that are not statutorily mandated when making emergency purchases of supplies, equipment, materials or services. “Emergency Purchases” shall be made only for the reasons of preserve or protect life, health or property or upon natural disaster or forestall a shutdown of essential public services.
- D. **Purchase Order Exemptions:** Certain purchases are not readily adaptable to the open market and formal bidding process. These purchases are generally for items where the competitive bid process or obtaining quotes is not applicable or where a check is required to accompany the order. Following is a list of allowable exemptions:

Advertisements and Notices
Insurance Claims and Premiums
Subscriptions

Membership dues
Utility Payments
Travel Expense/Advances

Uniform Construction Cost Accounting Procedures

On October 15, 2014, the City Council adopted Resolution No. 2014-038, A Resolution of the City Council of the City of Baldwin Park, California, Adopting the Uniform Public Construction Cost Accounting Procedures in Accordance with Section 22000 to Section 22045 of the Public Contract Code.

Public project – as defined by the California Public Contract Code, is a project for the construction, reconstruction, erection, alteration, renovation, improvement, demolition, painting, repainting, or repair of any publicly owned, leased, or operated facility.

When contracting for public projects, the contract is awarded to the lowest responsible bidder.

Dollar Thresholds

Value of Purchase	Purchase Method	PO Required	Level of Approval	Agreement Format
Under - \$60,000	Written Quotes	Yes	CEO	CEO approved contract
\$60,000-\$200,000	Informal bid process	Yes	CEO	CEO approved contract
Over \$200,000	Formal bid	Yes	City Council	CEO approved contract

Levels of Bidding Required

1. Force account, negotiations, or PO – public projects up to \$60,000
2. Informal bidding procedures – public projects up to \$200,000/CEO authority
 - Notice inviting bids must be mailed to construction trade journals
 - Notice can also be provided to list created by City for category or work to be bid

- Notice can be sent to any other contractors or construction trade journal
 - If product/service is proprietary in nature, the City can limit notice to those contract(s) that can provide such product or service
 - Notices must be sent at least 10 days before the bids are due
 - Award to lowest responsible bidder
3. Formal bidding procedures – public projects over \$200,000
- Requires sealed bid procedure
 - NON-COLLUSION AFFIDAVIT-BIDDER OF A PRINCIPAL CONTRACT (EXHIBIT B) needs to be included in the bid package
 - Notice must state time and place for receiving and opening of sealed bids
 - Notice must be published at least 14 calendar days before opening of bid in newspaper of general circulation
 - Notice must be sent electronically to publications listed in the City’s list at least 15 days before opening of bids
 - Additional notice may be provided
 - Award to lowest responsible bidder

Information for Mailed Notice

When submitting notices for bids for jobs, the following information should generally be included:

- Project title and contract number if applicable
- Cost range
- Location of site
- Who is taking bids – i.e., City of Baldwin Park Public Works Department
- Date and time bids are due
- Contact address, phone, and e-mail
- Architect’s/Engineer’s address and phone number if applicable
- Brief description of work to be done
- Location where plans may be obtained and if deposit is required/refundable
- Percentage of bid bond/percentage of performance bond/percentage of payment bond

Use of Force Account

City Council may reject any bids presented if prior to rejecting such bids it declares the project can be more economically performed by City employees and written notice is provided to apparent low bidder.

STAFF REPORT



TO: The Honorable Mayor and Members of the City Council
FROM: Rose Tam, Director of Finance
DATE: October 5, 2022
SUBJECT: Approval of Annual Statement of Investment Policy for Fiscal Year 2022-23

SUMMARY

The City is required by the California Government Code to submit annually an Investment Policy for the current fiscal year. Attached is the Investment Policy for Fiscal Year 2022-23. This is in accordance with the State Treasurer Investment Policy Guidelines for 2022.

RECOMMENDATION

Staff recommends that the City Council receive and file the attached Statement of Investment Policy for Fiscal Year 2022-23.

FISCAL IMPACT

None

BACKGROUND

The State of California Government Code requires each local entity adopt an annual Statement of Investment Policy. California Government Code Section 53600 et seq. allows a local agency having cash that is not required for the immediate use of the agency, to invest such portion of the money as it deems wise or expedient in certain types of investments. As reported in the monthly Treasurer's Report, the City of Baldwin Park has investments with the State Local Agency Investment Fund (LAIF). The City has also invested a portion of its excess cash in Bank CD's and Government Treasuries with a time frame to maturity of between 1 and 2 years. The Statement of Investment Policy is reviewed annually to include any new guidelines or legislation concerning the investing of City funds. The City's cash management system is designed to forecast immediate cash requirements and invest surplus monies to the fullest extent while still considering safety and liquidity. Staff makes investment decisions with care, skill, prudence and diligence under the current prevailing circumstances. It acts in accordance under the prevailing prudent person rule of a person in like capacity (Civil Code Section 2261, et seq) and will also only make those investments allowable under State of California Government Code Section 53600 et seq and the City-adopted Statement of Investment Policy. The City's Investment Policy is in compliance with the Government Code. The criteria for selecting investments in their order of priority are (1) safety, (2) liquidity, and (3) yield.

ALTERNATIVE

None. Current State Law mandates the City Council to review and adopt a Statement of Investment Policy annually.

LEGAL REVIEW

None required

ATTACHMENT

1. Statement of Investment Policy for the fiscal year 2022-23

**CITY OF BALDWIN PARK
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2022-2023**

A. PURPOSE

The Investment Policy establishes guidelines for the investment of the City's surplus cash that is not required to meet the daily cash obligations of the City. The Investment Policy outlines the investment objectives and the allowable investments in accordance with applicable laws of the State of California.

B. SCOPE

1. The Investment Policy applies to all financial assets of the City as included in the Annual Comprehensive Financial Report.
2. The Investment Policy applies to activities of the City regarding investing surplus cash of all funds, including:
 - a. General Fund
 - b. Housing Authority
 - c. Successor Agency
 - d. Financing Authority
 - e. Special Revenue Funds
 - f. Internal Service Funds
 - g. Trust & Agency Funds

C. DELEGATION OF AUTHORITY

The City Council has appointed the City's elected Treasurer to be responsible for surplus cash management and investment decisions and transactions. Daily cash management responsibility has been delegated to the City's Department of Finance. The Director of Finance, Accounting Manager, and the Assistant Accounting Manager shall ensure compliance with the City's investment policy. All investment transactions will be approved by either the City Treasurer or the Director of Finance.

D. OBJECTIVES

The primary objectives, in order of priority, of the City of Baldwin Park's investment activities are safety, liquidity and yield. The criteria for each are discussed below.

1. **SAFETY:** The safety and risk associated with an investment, refers to the potential loss of principal or interest or a combination of these two amounts. Safety of principal is the primary objective and only those investments considered to be very safe will be utilized by the City of

Baldwin Park. The City shall seek to ensure that capital losses resulting from securities default or the erosion of market value are avoided.

2. LIQUIDITY: This refers to the ability to “cash in” at any moment in time with minimal chance of losing a portion of the principal or interest. Liquidity shall remain sufficient to enable the City of Baldwin Park to meet anticipated operating needs and hold any investments to maturity.
3. YIELD: Yield is the potential dollar earnings an investment can provide; this is also described as the rate of return or “interest”. The City’s investment portfolio shall be managed to obtain market rates of interest while preserving and protecting capital in the overall portfolio.

E. ETHICS AND CONFLICTS OF INTEREST

Officials and employees involved in the investment process shall refrain from all personal business activity that could conflict with the management of the investment program or impairs their ability to make impartial investment decisions. All individuals involved shall disclose all gifts and income in accordance with California State Law.

F. STRATEGIES

1. The City shall maintain a cash management system which accurately monitors and forecasts revenues and expenditures enabling the City to invest surplus cash to the fullest extent possible.
2. The City shall apply the prudent investor standard in the context of managing the overall portfolio. When making investment decisions, the City shall act with care, skill, prudence, and diligence under circumstances then prevailing, including but not limited to, the general economic conditions and the anticipated needs of the City. The City would use the standard that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of like character and with like aims, to safeguard the principal while maintaining the appropriate liquidity.
3. The City shall manage the investment portfolio with a buy-and-hold strategy rather than seek optional returns through such techniques as swaps. The buy-and-hold strategy ensures the return of all invested principal monies. The latter approach would require an allocation of resources, the cost of which may be greater than the benefit realized.

G. INVESTMENT PORTFOLIO

1. The City is authorized to invest in certain types of securities in accordance with California Government Code Section 53601 et. seq. and 53635 et. seq. Authorized investments shall also include investments with the Local Agency Investment Fund (LAIF) in accordance with the California Government Code Section 16429.1. The city has further limited the types of

securities in which the city may invest. Only those securities listed in the Investment Policy are authorized investments. The following are authorized investments for the city:

ALLOWABLE INVESTMENT INSTRUMENTS PER STATE GOVERNMENT CODE (AS OF JANUARY 1, 2022) APPLICABLE TO ALL LOCAL AGENCIES				
INVESTMENT TYPE	MAXIMUM MATURITY ^C	MAXIMUM SPECIFIED % OF PORTFOLIO ^O	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None(a)	53601(e)
U.S Agency Obligations	5 years	None	None(a)	53601(f)
Bankers' Acceptances	180 days	40%	None	53601(g)
Commercial Paper—Non-Pooled Funds ^F (under \$100,000,000 of investments)	270 days or less	25% of the agency's money	Highest letter and number rating by an NRSRO	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money	Highest letter and number rating by an NRSRO ^H	53601(h)(2)(c)
Commercial Paper— Pooled Funds ^I	270 days or less	40% of the agency's money	Highest letter and number rating by an NRSRO ^H	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^J	None(b)	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None(b)	53630 et seq.
Placement Service Deposits	5 years	50%	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50%	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^L	20% of the base value of the portfolio	None ^M	53601(j)
Medium-Term Notes ^N	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^R	5 years	None	None	53630 et seq. and 53601(n)

Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund	N/A	None	None	16340
Supranational Obligations ^u	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

^a fully secured by Federal Government

^b per limit set by Federal Deposit Insurance Corporation

2. Money market mutual funds managed for or by the trustees, paying agents and custodian banks contracted by the City may be purchased as allowed under the California Government Code. Only funds holding U.S. Treasury or Agency obligations can be utilized.
3. No investment shall be made in any security underlying a repurchase agreement, other than a security with a term remaining to maturity in excess of five years.
4. No investment shall be made in any security that could result in zero interest accrual if held to maturity. These include inverse floaters, range notes, or mortgage derived interest-only strips.

H. SAFEKEEPING AND COLLATERALIZATION

Securities purchased from a broker or dealer shall be held in third party safekeeping by the trust department of the City's bank or other designated third-party trust, in the City's name and control. All securities will be received and delivered using standard delivery-versus-payment procedure. Deposit-type securities (i.e. certificates of deposit) shall be collateralized in accordance with the State of California Government Code.

I. REPORTING REQUIREMENTS

The City Council will be provided a monthly Treasurer's Report approximately 45 days following the end of the month. Data for investments will include purchase and maturity dates, par values, current principal, premium or discount, interest rate, description, book value, and market value. Cash in the bank will be reported by entity at the amount on the monthly bank statements.

J. INVESTMENT POLICY

The City Council will be provided an annual Statement of Investment Policy for their approval during the first quarter of the fiscal year.

K. QUALIFIED BROKER/DEALERS

The City shall only conduct investment transactions with banks, savings, and loans or with licensed broker/dealers.

L. INVESTMENT EARNINGS

Investment earnings from authorized investments are allocated quarterly to various funds based on their month end balances of the pooled portfolio.