

MEASURE BP
STAKEHOLDERS OVERSIGHT
COMMITTEE
REGULAR MEETING



Chair	Betsy Lara
Vice-Chair	Pastor Elmer Jackson
Member	Jorge Hernandez
Member	Estela Mata-Carcamo
Member	Gregory Orozco
Member	Sasha Rodriguez
Member	Nghiem Van Nguyen

Agenda

March 12, 2024, 5:00 PM

Welcome to your Stakeholders Oversight Committee Meeting

We welcome your interest and involvement in the City's legislative process. This agenda includes information about topics coming before the Stakeholders Oversight Committee and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city's website and in the Office of the City Clerk.

Please note that, in the event of a technical issue causing a disruption in the call-in option or internet-based option, the meeting will continue unless otherwise required by law, such as when a Board Member is attending the meeting virtually pursuant to certain provisions of the Brown Act. Electronic devices are to be turned off during the Stakeholders Oversight Committee meetings are in session.

How to watch

The City of Baldwin Park provides two ways to watch a Stakeholders Oversight Committee meeting:

In Person



Most SOC meetings take place at City Hall, 14403 E. Pacific Ave., Baldwin Park, CA 91706

Online



Audio streaming will be available at

https://www.youtube.com/channel/UCFLZ0_dDFRjv59rhiDZ13Fq/featured?view_as=subscriber
http://baldwinpark.granicus.com/ViewPublisher.php?view_id=10

Reasonable Accommodations

Individuals with disabilities may request an agenda packet in appropriate alternative formats as required by the Americans with Disability Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. In compliance with the ADA, if you need special assistance for the meeting, please contact the City Clerk's Office at (626) 960-4011 ext. 466 or squinones@baldwinpark.com. within 24 hours prior to the meeting so the City can make reasonable arrangements to ensure accessibility.

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. Speaker cards are available at the podium and by request with the City Clerk.

Public Communication

There is a three-minute speaking time limit. 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] If you wish to comment on agenda items and are unable to physically appear in person, please email your name, place of residence, item number or topic and a phone number where you will be available between the hours of 7:00 PM during City Council Meetings to comments@baldwinpark.com.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMUNICATIONS

STAKEHOLDERS OVERSIGHT COMMITTEE/STAFF REQUESTS & COMMUNICATIONS

NEW BUSINESS

1. **Proposal- Request For Measure BP Funding- Public Works Department- Bus Stops ADA (Americans with Disabilities Act) Upgrades - One Crew Cab Pick Up Truck- One Backhoe**
Approve Measure BP Funding for:

1. The construction upgrades of designated bus stops across the City to meet ADA Standards at a minimum, and
2. For the Lease of One Full Size Crew Cab Pick-Up Truck, and
3. For the Purchase of One Backhoe Loader (Kubota Tractor) for use across the Public Works Department.

Investment Opportunity Category: Street Infrastructure

Subcategories: Bus Stops; Equipment

Requester: Public Works Department

Dollar Amount Requested: \$502,076.00 (including contingency)

Forward Recommendation to City Council

2. **Measure BP Sales Tax Financial Update**
3. **Stakeholders Oversight Committee (SOC) February 13, 2024 Meeting Minutes**
It is recommended that the Committee approve the Regular Measure BP Stakeholders Oversight Meeting held on February 13, 2024.

ADJOURNMENT

CERTIFICATION

I, Shirley Quiñones, Chief Deputy City Clerk of the City of Baldwin Park hereby certify that, under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the City Hall bulletin board not less than 72 hours prior to the meeting.

Shirley Quiñones
Chief Deputy City Clerk

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

STAFF REPORT



TO: Chair and Members of the Measure BP Stakeholders Oversight Committee (SOC)

FROM: Enrique C. Zaldivar, City Manager

DATE: March 12, 2024

SUBJECT: Proposal- Request For Measure BP Funding- Public Works Department- Bus Stops ADA (Americans with Disabilities Act) Upgrades - One Crew Cab Pick Up Truck- One Backhoe

SUMMARY

Bus Stop locations in the city serve either the City of Baldwin Transit System, the regional bus systems or both. Ensuring that they are all in compliance with ADA requirements is critical to making them fully accessible and safe for all our communities. Some need to be upgraded with concrete pads, while others need a bench or proper signage. Proposal will upgrade all stops to have a concrete pad, a bench and proper signage

Proposal also includes the purchase of one full-size crew cab pickup truck for the Landscaping Crew and one backhoe equipment for use across the Public Works department.

RECOMMENDATION

Approve Measure BP Funding for:

1. The construction upgrades of designated bus stops across the City to meet ADA Standards at a minimum, and
2. For the Lease of One Full Size Crew Cab Pick-Up Truck, and
3. For the Purchase of One Backhoe Loader (Kubota Tractor) for use across the Public Works Department.

Investment Opportunity Category: Street Infrastructure

Subcategories: Bus Stops; Equipment

Requester: Public Works Department

Dollar Amount Requested: \$502,076.00 (including contingency)

Forward Recommendation to City Council

FISCAL IMPACT

Requested funding will be a direct drawdown from the Measure BP Fund. As of January 31, 2024, the Fund balance was \$4.67 million, minus 2024 drawdown of \$397,732.00 from previous SOC approved requests, for an estimated net balance of \$4.26 million, more than sufficient to cover this request of \$502,076.00. SOC has approved Measure BP Funding for previous requests in the amount of \$2.46 million to-date.

The breakdown of the estimate for the request is as follows:

Bus Stops ADA Compliance Upgrades: \$322,500.00

Full Size Crew Cab Pick-Up Truck: \$74,931.00

Kubota Tractor: \$59,000.00

Contingency (At the Discretion of the CEO): \$45,645

Total Request: \$502,076.00

BACKGROUND

Bus Stops in the City are designated locations where the transit systems pick-up and drop-off passengers for local or regional transportation. Features and amenities at each of the bus stops vary from the most basic with just signpost to those with a bus shelter, lighting, and street furniture such as a bench and trash receptacle. There are a total of 87 bus stops across the City. The proposed project will bring all bus stops to a minimum standard of full compliance with ADA requirements, which will include a level concrete pad wide enough for wheelchair access, a bench, and a signpost. Improvements to the sidewalk immediately adjacent to the bus stop will also be made as necessary.

The full-size crew cab truck will replace a 2003 full size extended cab truck in the Parks Division. The Parks maintenance crew for the Public Works Department generally work with the Court Referral Program are generally assigned work orders based on crew of three or more, and they stay as a group throughout the day. A full-size crew cab pickup truck that enables the transport of at least four individuals along with their tools and supplies is essential for the maintenance of the City's public right-of-way, and the beautification of the City's streets.

Having a dependable tractor is critical to public works field operations to perform maintenance, construction, and repair activities that are essential to the functioning of the City's parks and public spaces; ranging from a aerating turf to prevent soil compaction, spreader to cover large areas in parks with spreading grass seed, trenching for installing irrigation pipes, box grader for prepping and grading a site for turf, etc. The tractor currently in use is over 21 years old, breaks down frequently and is no longer dependable.

DISCUSSION

Public Works Field Operations Staff will perform most of the upgrade work needed at the bus stops. However, if the work requires more capacity than exists in-house, it will be contracted out. Supplies as needed like benches, trash receptacles, signage, etc., will be acquired thru the City's purchasing system.

The Crew Cab pick-up truck and the Tractor will be lease thru the City's Purchasing Policy.

ALTERNATIVES

None being recommended.

LEGAL REVIEW

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

ATTACHMENTS

1. Staff Report from the Public Works Department to the CEO.

MEMORANDUM



TO: Enrique Zaldivar, Chief Executive Officer
FROM: Sam Gutierrez, Director of Public Works
PREPARED BY: Romany Basilyous, Engineering Manager
Anthony Vazquez, Public Works Manager
DATE: March 12th, 2024
SUBJECT: Request for Funding from Measure BP for Bus Stop Enhancements Including Americans with Disabilities (ADA) Upgrades and for Vehicle Procurements Consisting of a Kubota Tractor and One Heavy-Duty Maintenance Work Truck

SUMMARY

The Public Works Department is requesting Measure BP funding from the Stakeholder Oversight Committee's (SOC) consideration at its March 12th, 2024, meeting. This request includes funding for bus stop enhancements including upgrades to meet ADA standards at various locations. The project will furnish improvements to forty-three (43) bus stop locations within the City of Baldwin Park bus network which will include, the installation of curb, gutter, landing pad, sidewalk, ADA compliant access ramps, trash receptacles, and solar trash compactors. Additionally, this request includes funding for the procurement of a new Kubota Tractor and replacement of one (1) heavy-duty Public Works maintenance truck through the City Lease Program.

FUNDING REQUEST

The following table below lists the requested funding:

1. Bus Stops Enhancements including ADA Compliance Upgrades: **\$322,500.00**
2. Heavy-Duty Crew Cab Pick-Up Truck: **\$74,931.00** (5yr Lease) - \$20,755.80 in FY23-24)
3. Kubota Tractor: **\$59,000.00**
4. Contingency (At the Discretion of the CEO): **\$45,645**
5. Total Request: **\$502,076.00** (\$447,900.00 FY23-24, \$54,176 FY24-25 through FY27-28)

BACKGROUND

There are 87 bus stops within the City's jurisdiction that service Foothill Transit, LA Metro and the City's own local transit systems. Amenities at these stops generally vary but at a minimum all stops include signage identifying the bus line servicing the stop. There are 58 stops with bus shelters, trash receptacles and solar-powered lighting among other amenities. Approximately one-third of the bus shelters are located within the City's Downtown area.

The City of Baldwin Park's Maintenance Division within the Department of Public Works is responsible for the maintenance and operations of the City's infrastructure. The Maintenance Division is comprised of Fleet, Street, Street Landscape, Graffiti, Traffic & Lighting, and Park maintenance crews. Relying on dependable and is crucial to performing these necessary tasks and projects. Our current Public Works Fleet is comprised of 31 vehicles and 18 pieces of equipment. The average age of the fleet is 14.5 years of age, while some pieces of equipment are as old as 44 years of age.

DISCUSSION

Improving bus stops to meet Americans with Disabilities Act (ADA) requirements is crucial for ensuring accessibility and inclusivity for individuals with disabilities. The ADA is a federal law in the United States that prohibits discrimination against people with disabilities and mandates equal opportunities in various

aspects of life, including public transportation. This proposed project will bring essential ADA-compliant enhancements to forty-three (43) bus stop locations. The enhancements will also include the installation of curb, gutter, landing pad, sidewalk, ADA compliant access ramps, trash receptacles, and solar trash compactors. Supplemental funding, from approved CDBG funding in the amount of \$160,000 will be applied to this project. If approved, engineering staff will develop plans as specifications and prepare the project for public bid per the City's bidding process.

The procurement of Public Works vehicles, specifically the Kubota Tractor and the heavy-duty truck, are essential for the efficient functioning and performance of the Public Works Maintenance Division. The Kubota Tractor offers versatile capabilities crucial for maintaining City parks enabling staff to undertake a wide range of tasks, from landscaping and turf maintenance to site grading operations including trenching for irrigation and other utilities. The heavy-duty work truck provides the necessary mobility and transportation of personnel and equipment, facilitating timely responses to emergencies, routine maintenance, and infrastructure repairs. Both units are beyond their recommended useful life and continue to require frequent repairs leading to costly downtime. Procurement of both vehicles will bring efficiencies to Public Works operational capacities necessary for the continued maintenance of the City's infrastructure. If approved, maintenance staff will procure the Kubota tractor per the City purchasing policy, including soliciting quotes and preparing report for City Council approval. The heavy-duty work truck will be added to the fleet via the City's Lease Program.

ATTACHMENTS

1. Kubota Tractor Quote from Glen B. Dorning, Inc.
2. F-250 Crew cab quote from Enterprise
3. Budget Estimation from Enterprise regarding the F250 Truck for the 5year term



Measure BP Sales Tax (TUT)

Financial Update as of February 2024

Revenue	
Measure BP Sales Tax	
May 2023 Remittance	\$ 11,695
June 2023 Remittance	\$ 453,737
July 2023 Remittance	\$ 477,764
August 2023 Remittance	\$ 790,936
September 2023 Remittance	\$ 621,386
October 2023 Remittance	\$ 466,260
November 2023 Remittance	\$ 882,139
December 2023 Remittance	\$ 549,497
January 2024 Remittance	\$ 413,150
February 2024 Remittance	\$1,004,954
Interest Income	
June 2023 Interest Income	\$ 1,053
October 2023 Interest Income	\$ 13,154
Total Revenue Received	\$5,685,725
Expenditures	\$ -
Fund Balance as of February 29, 2024	\$5,685,725

TUT=Transactions & Use Taxes

STAFF REPORT



TO: Chair and Members of the Measure BP Stakeholders Oversight Committee (SOC)

FROM: Shirley Quinones, Chief Deputy City Clerk

DATE: March 12, 2024

SUBJECT: Stakeholders Oversight Committee (SOC) February 13, 2024 Meeting Minutes

SUMMARY

The Committee held the Regular Measure BP Stakeholders Oversight Meeting on February 13, 2024.

RECOMMENDATION

It is recommended that the Committee approve the Regular Measure BP Stakeholders Oversight Meeting held on February 13, 2024.

FISCAL IMPACT

There is no fiscal impact associated with this item.

LEGAL REVIEW

This report does not require legal review.

ATTACHMENTS

1. February 13, 2024 SOC Meeting Minutes.

MEASURE BP STAKEHOLDERS
OVERSIGHT COMMITTEE
REGULAR MEETING

Minutes

February 13, 2024, 5:00 PM



Chair	Betsy Lara
Vice-Chair	Pastor Elmer Jackson
Member	Jorge Hernandez
Member	Maria Mata-Carcamo
Member	Gregory Orozco
Member	Sasha Rodriguez
Member	Nghiem Van Nguyen

These minutes are presented in Agenda order.

CALL TO ORDER

The meeting was called to order by Chair Lara at approximately 5:10 p.m.

INVOCATION

The invocation was led by Vice-Chair Jackson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Lara.

ROLL CALL

Chief Deputy City Clerk Quiñones

Member Jorge Hernandez (present)

Member Estela Mata-Carcamo (present)

Member Gregory Orozco (present)

Member Sasha Rodriguez (absent)

Member Nghiem Van Nguyen (present)

Vice-Chair Pastor Elmer Jackson (present)

Chair Besty Lara (present)

PUBLIC COMMUNICATIONS

Chair Lara opened public communication at approximately 5:13 p.m. Seeing no one wishing to speak, public communications was closed.

NEW BUSINESS

1. **Measure BP- Investment Opportunity Categories- Formulation and Prioritization**

Motion to adopt the following categories as the guiding framework for considering investment opportunities proposals to be funded by Measure BP revenue:

- A. CITY AND COMMUNITY EMPOWERMENT
- B. CITY WORK-FORCE DEVELOPMENT
- C. ECONOMIC DEVELOPMENT
- D. PUBLIC SAFETY
- E. RECREATION AND PARKS
- F. SENIOR COMMUNITY
- G. SOPRTS DEVELOPMENT
- H. STREET INFRASTRUCTURE
- I. YOUTH DEVELOPMENT
- J. MISCELLANEOUS

MOTION: It was moved by Besty Lara, seconded by Estela Mata-Carcamo. AYES: HERNANDEZ, MATA-CARCAMO, OROZCO, VAN NGUYEN, JACKSON, LARA. Motion Passed [6 – 0].

2. **Inaugural Proposal- Request For Measure BP Funding- Two-Way Radios for the Police Department (BPPD)**

Motion to approve Measure BP Funding of \$1,247,301.46 with an additional \$50,000 for a contingency on the Motorola Solutions Two-Way radio system to replace the antiquated system currently in use.

Investment Opportunity Category: Public Safety

Subcategory: Equipment

Requester: Police Department

Dollar Amount Requested: \$1, 247,301.46

Forward Recommendation to City Council for Concurrence and Final Action.

MOTION: It was moved by Pastor Elmer Jackson, seconded by Betsy Lara. AYES: HERNANDEZ, MATA-CARCAMO, OROZCO, VAN NGUYEN, JACKSON, LARA. Motion Passed [6 – 0].

3. **Proposal- Request For Measure BP Funding- Ten Police Patrol Vehicles and One Police Support Vehicle (Lease Acquisition)**

Motion to approve Measure BP Funding for the lease of ten (10) patrol police vehicles and one (1) support police vehicle for the Police Department.

Investment Opportunity Category: Public Safety

Subcategory: Equipment

Requester: Police Department and Public Works Department

Dollar Amount Requested: \$1,056,000 (\$211,200 per year, for five years)

Authorize the CEO discretion to adjust the cost estimate/dollar amount requested by an additional \$80,000, pending further refinement of the estimate with the lease company.

Forward recommendation to the City Council

MOTION: It was moved by Estela Mata – Carcamo, seconded by Betsy Lara. AYES: HERNANDEZ, MATA-CARCAMO, OROZCO, VAN NGUYEN, JACKSON, LARA. Motion Passed [6 – 0].

4. **Proposal- Request For Measure BP Funding- Architectural Services For Concept Report For Proposed Sports Complex**

Motion to approve Measure BP Funding for the Preparation of a Concept Report for the development of a sports complex in the City.

Investment Opportunity Category: Sports Development

Subcategory: Sports Complex

Requestor: Administration and Recreation and Community Services Department

Dollar Amount Requested: \$80,000

Forward Recommendation to the City Council for Final Action

MOTION: It was moved by, seconded by to adopt to adopt moved by Estela Mata-Carcamo, seconded by Gregory Orozco. AYES: HERNANDEZ, MATA-CARCAMO, OROZCO, VAN NGUYEN, JACKSON, LARA. Motion Passed [0 – 0].

5. **Measure BP Sales Tax Financial Update**

6. **Stakeholders Oversight Committee (SOC) Meeting Minutes**

Motion to approve the Regular Measure BP Stakeholders Oversight Meeting held on December 12, 2023.

MOTION: It was moved by Besty Lara, seconded by Gregory Orozco. AYES: HERNANDEZ, MATA-CARCAMO, OROZCO, VAN NGUYEN, JACKSON, LARA. Motion [6 – 0].

STAKEHOLDERS OVERSIGHT COMMITTEE/STAFF REQUESTS & COMMUNICATIONS

1 **Next SOC Regula Meeting – Tuesday, March 12. 2024 at 5:00 p.m.**

ADJOURNMENT

Chair Lara motioned to adjourn the meeting at approximately 6:54 p.m.

ATTEST:

Besty Lara, Chair

Shirley Quiñones, City Clerk

APPROVED: **March 12, 2024**