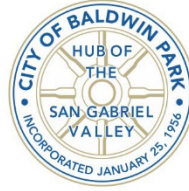


MEASURE BP
STAKEHOLDERS
OVERSIGHT COMMITTEE
(SOC)
REGULAR MEETING



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

October 14, 2025, 5:00 PM



Welcome to your Stakeholders Oversight Committee (SOC) 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 (SOC) 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: Electronic devices are to be turned off while meetings are in session.

How to watch

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

In Person 	Online 
Most Stakeholders Oversight Committee (SOC) meetings take place at City Hall, 14403 E. Pacific Ave., Baldwin Park, CA 91706	Audio streaming will be available at: https://www.youtube.com/channel/UCFLZ0_dDFRjy59rhiDZ13Fg/featured?view_as=subscriber https://baldwinparkca.portal.civicclerk.com

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. Please contact the City Clerk’s Office at (626) 960-4011.

Public Comments

The public is encouraged to address the Stakeholders Oversight Committee (SOC) 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 Stakeholders Oversight Committee (SOC) 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 Stakeholders Oversight Committee (SOC). 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 to comments@baldwinparkca.gov. Written comments will be distributed and will be made part of the written record but will NOT be read verbally at the meeting.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC COMMUNICATIONS

CONSENT CALENDAR

All items listed are considered to be routine business by the Stakeholders Oversight Committee (SOC) and will be approved with one motion. There will be no separate discussion of these items unless a Stakeholders Oversight Committee (SOC)er 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. **Approve the Meeting Minutes of the Measure BP Stakeholders Oversight Committee (SOC) held on June 10 and August 12, 2025.**

It is recommended that the Committee approve the Minutes of the Regular Stakeholders Oversight Committee (SOC) Meetings held on June 10 and August 12 2025, Meeting Minutes.

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

DISCUSSION ITEMS

3. **Consideration to Allocate Funds for Recreational Reimbursement Program**

It is recommended that the Stakeholders Oversight Committee:

1. Approve \$40,000 in Measure BP Funding for Fiscal Year 2025-2026 for the Recreational Reimbursement Program in the amount of \$40,000 for FY25-26; and
2. Forward Recommendation of Approval to the City Council at a subsequent meeting.

Investment Opportunity Category: Sports Development

Subcategory: Youth Sports

Requester: Recreation & Community Services

Dollar Amount Requested: \$40,000

4. **Consideration to Allocate Funds to Provide Transportation Services for Senior Citizen Trips & Tours**

It is recommended that the Stakeholders Oversight Committee:

1. Approve \$35,000 in Measure BP Funding for Fiscal Year 2025-2026 for transportation services for senior citizen trips and tours in the amount of \$35,000 for FY25-26; and
2. Forward Recommendation of Approval to the City Council at a subsequent meeting.

Investment Opportunity Category: Senior Community

Subcategory: Field Trips

Requester: Recreation & Community Services

Dollar Amount Requested: \$35,000

5. **Consideration to Allocate Funds for a Specialized Contractor to provide Property and Evidence Management to address the 30 years of critical backlog.**

It is recommended that the SOC approve \$165,000 in Measure BP Funding for Fiscal Years 2025-2028 for a Specialized Contractor.

Investment Opportunity Category: Public Safety
Requestor: Police Department
Dollar Amount Requested: \$165,000 for FY 25-28

6. Request for Funding from Measure BP for Landscape Maintenance Services to Zocalo Park and San Gabriel River (SGR) Greenway

It is recommended that the SOC:

1. Approve \$54,000 per fiscal year for landscape maintenance services for the San Gabriel River (SGR) Greenway; and
2. Approve \$44,000 per fiscal year for landscape maintenance services for Zócalo Park; and
3. Approve an additional \$53,750 for non-routine maintenance and repair work at both sites, including, plus funding for bike trail sweeping services:
 - a. \$24,000 for non-routine work (e.g., irrigation repairs and replanting) on an as-needed basis,
 - b. \$17,000 for materials and supplies (e.g., irrigation parts, plants, and trees), and
 - c. \$12,750 for monthly sweeping services by a third party sweeping company along the bike trail plus supplemental sweeping for additional visits; and
4. Authorize continued funding for subsequent fiscal years, subject to adjustment for annual Consumer Price Index (CPI) increases.

STAKEHOLDERS OVERSIGHT COMMITTEE/STAFF REQUEST & COMMUNICATIONS

Next SOC Regular Meeting – Tuesday, November 11, 2025 has been canceled due to Veteran's Day Holiday.

Measure BP Stakeholders Oversight Committee Investment Opportunity Categories

ADJOURNMENT

CERTIFICATION

I 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 9th day of October 2025.

Shirley Quinones, CMC
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@baldwinparkca.gov.

STAFF REPORT



TO: Honorable Mayor and Members of the Stakeholders Oversight Committee (SOC)

FROM: Manuel Carrillo Jr, Chief Executive Officer

PREPARED BY: Shirley Quinones, Chief Deputy City Clerk

DATE: October 14, 2025

SUBJECT: Approve the Meeting Minutes of the Measure BP Stakeholders Oversight Committee (SOC) held on June 10 and August 12, 2025.

SUMMARY:

The Committee held the Regular Measure BP Stakeholders Oversight Committee Meetings on June 10, 2025 and August 12, 2025.

RECOMMENDED ACTION:

It is recommended that the Committee approve the Minutes of the Regular Stakeholders Oversight Committee (SOC) Meetings held on June 10 and August 12 2025, Meeting Minutes.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

BACKGROUND:

None

DISCUSSION:

None

ALTERNATIVES:

None

CEQA REVIEW:

None

LEGAL REVIEW:

This report does not require legal review.

ATTACHMENTS:

1. 06-10-2025 SOC Regular Meeting Minutes
2. 08-12-2025 SOC Regular Meeting Minutes

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

June 10, 2025, 5:00 PM

These minutes are presented in Agenda order.

CALL TO ORDER

The meeting was called to order at approximately 5:07 p.m. by Vice-Chair Jackson.

INVOCATION

The invocation was given by Vice-Chair Jackson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice-Chair Jackson.

ROLL CALL

Chief City Deputy City Clerk Quinones performed roll call:

MEMBERS:

Board Member Estela Mata-Carcamo (present)
Board Member Gregory Orozco (present arrived at 5:38 p.m.)
Board Member Sasha Rodriguez (present.)
Board Member Nghiem Nguyen (present)
Vice-Chair Elmer Jackson (present)
Chair Betsy Lara (absent)

PRESENTATIONS

Vice-Chair Jackson and the SOC Members presented the Community Empowerment Grant to Baldwin Park Eastside Little League

PUBLIC COMMUNICATIONS

Vice-Chair Lara opened Public Communication at approximately 5:19 p.m.

The following spoke:

1) John Rios

Seeing no one else wishing to speak public communications was closed.

NEW BUSINESS

1. Request for Measure BP Funding- Traffic Calming Device (Speed Bump) in Walnut Creek Neighborhood and Purchase of Fully Electric (FEV) Pick-up Trucks- Public Works

Approve Measure BP Funding as follows:

Traffic Calming Device – Speed Bump at Frazier/Ledford	\$ 15,000
Three (3) FEV Ford Lightning Pick-up Trucks at \$78,156 each	\$235,000
After Market Equipment (AME) at \$10,000 each	\$ 30,000
Subtotal.....	\$265,000
Contingency at 10%	\$ 28,000
Total Request	\$308,000

Investment Opportunity Category: Street Infrastructure
Requester: Public Works Department
Dollar Amount Requested: \$308,000

MOTION to approve Traffic Calming Device – Speed Bump at Frazier/Ledford. It was moved by Nghiem Nguyen, seconded by Sasha Rodriguez to adopt Motion Passed [6-0]. **AYES: HERNANDEZ, MATA, OROZCO, RODRIGUEZ, NGUYEN, JACKSON**

2. Measure BP Sales Tax Financial Update

Rose Tam, Finance Direction gave the Financial Update

3. Stakeholders Oversight Committee (SOC) April 8, 2025, Meeting Minutes

Motion to approve the Minutes of the Regular Measure BP Stakeholders Oversight Meeting held on April 8, 2025

MOTION: It was moved by Nghiem Nguyen, seconded by Sasha Rodriguez to adopt Motion Passed [6-0]. **AYES: HERNANDEZ, MATA, OROZCO, RODRIGUEZ, NGUYEN, JACKSON**

STAKEHOLDERS OVERSIGHT COMMITTEE/STAFF REQUESTS & COMMUNICATIONS

Chief Executive Officer Zaldivar would like to inform the SOC that as part of the City’s Budget deliberations for the Fiscal Year 25/26 currently underway, the City Council has under consideration the adoption of a formal policy to secure the Measure BP revenue that would be under the jurisdictional review by the SOC. The original estimated revenue in Measure BP was \$6 million annually; it is the intent of the City Council to ensure and preserve that the SOC has the review and recommendation jurisdiction for investments for up to such an amount. Any amount including interest earnings above the line of \$6 million annually, would be under the direct review and allocation jurisdiction by the City Council.

Chief Executive Officer Zaldivar and Chief Deputy City Clerk Quinones would like to inform the SOC that the SOC meeting of July 8 is cancelled due to the Independence Day festivities.

ADJOURNMENT

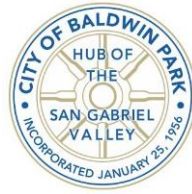
The meeting adjourned at approximately 6:25 p.m.

Besty Lara, Chair

Shirley Quiñones, City Clerk

APPROVED: October 14, 2025

STAKEHOLDERS
OVERSIGHT
COMMITTEE (SOC)
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

Minutes

August 12, 2025, 5:00 PM

These minutes are presented in Agenda order.

CALL TO ORDER

The meeting was called to order at approximately 5:12 p.m. by Chair Lara.

INVOCATION

The invocation was given by Vice-Chair Jackson.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chair Lara.

ROLL CALL

Chief City Deputy City Clerk Quinones performed roll call:

MEMBERS:

Board Member Estela Mata-Carcamo (present)
Board Member Gregory Orozco (present)
Board Member Sasha Rodriguez (present.)
Board Member Nghiem Nguyen (absent)
Vice-Chair Elmer Jackson (present)
Chair Betsy Lara (present)

PRESENTATIONS

Presentation – Community Empowerment Grant Recipients Baldwin Park American Little League Tuff Kidz Wrestling Club
Chair Lar and the SOC Members presented the Community Empowerment Grant to Tuff Kidz Wrestling Club.

PUBLIC COMMUNICATIONS

Chair Lara opened Public Communication at approximately 5:12 p.m.

The following spoke:

1) John Rios

Seeing no one else wishing to speak public communications was closed.

NEW BUSINESS

1. **Consideration to Allocate Funds for the Implementation of Services for Families Impacted by Immigration and Customs Enforcement**

It is recommended that the City Council:

1. Approve \$216,000 in Measure BP Funding for Fiscal Year 2025-2026 to immediately implement services for families impacted by recent Immigration and Customs Enforcement actions

2. Authorize the Director of Finance to make the appropriation and necessary budget adjustments.

Investment Opportunity Category: Recreation and Parks

Subcategory: Programs

Requester: Recreation and Community Services

Dollar Amount Requested: \$216,000

MOTION: It was moved by Jorge Hernandez, seconded by Estela Mata-Carcamo to adopt Motion Passed [6-0]. **AYES: HERNANDEZ, MATA, OROZCO, RODRIGUEZ, JACKSON, LARA**

2. Measure BP Sales Tax Financial Update

Rose Tam, Finance Direction gave the Financial Update.

STAKEHOLDERS OVERSIGHT COMMITTEE/STAFF REQUESTION & COMMUNICATIONS

Chair Lara sought consensus of the Committee to direct staff to bring back update of the Bus Shelter Improvements. CEO Carrillo provided a brief update.

Vice-Chair Jackson sought consensus of the Committee to bring back update regarding the Sport Complex. CEO Carrillo provided a brief update.

ADJOURNMENT

Chair Lara motioned to adjourn the meeting at approximately 5:39 p.m.

ATTEST:

Besty Lara, Chair

Shirley Quiñones, City Clerk

APPROVED: October 14, 2025



Measure BP Sales Tax (TUT)

Financial Update as of September 30, 2025

	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Revenue				
Measure BP Sales Tax	\$ 1,734,132	\$ 7,783,258	\$ 7,925,776	\$ 700,992
Interest Income	\$ 1,053	\$ 178,168	\$ 319,211	\$ -
Total Revenue Received	\$ 1,735,186	\$ 7,961,427	\$ 8,244,986	\$ 700,992
Expenditures				
Expenditures	\$ -	\$ -	\$ 3,987,767	\$ 823,372
Transfers Out	\$ -	\$ -	\$ -	\$ 3,600,000
Total Expenditures	\$ -	\$ -	\$ 3,987,767	\$ 4,423,372
Net Change in Fund Balance	\$ 1,735,186	\$ 7,961,427	\$ 4,257,219	\$ (3,722,380)
Projected Fund Balance:				
Beginning of Year	\$ -	\$ 1,735,186	\$ 9,696,612	\$ 13,953,831
End of Year	\$ 1,735,186	\$ 9,696,612	\$ 13,953,831	\$ 10,231,451

*Expenditures are included of actual and committed amounts



Measure BP Sales Tax (TUT)

Financial Update as of September 30, 2025

Revenue					
Measure BP Sales Tax					
May 2023 - August 2025			\$	17,443,166	
September 2025 Received			\$	700,992	
Interest Income					
Interest Income through June 2025			\$	498,432	
Total Revenue Received			\$	18,642,590	
Expenditures	<u>Approved by SOC</u>	<u>Approved by CC</u>	<u>Approved Funding</u>	<u>Amount Spent</u>	<u>Available Balance</u>
1) 11 Police New Vehicles with 5-Year Lease <i>- Paid for February-September 2025 lease and aftermarket equipment</i>	2/13/2024	3/6/2024	\$ 1,136,000	\$ 419,919	\$ 716,081
2) Two-Way APX Radio System by Motorola Solutions <i>- Year 1 (2024) lease was paid from Board of State and Community Corrections (BSCC) fund. Year 2 (2025) lease was paid from Measure BP fund on 3/27/2025</i>	2/13/2024	2/21/2024	\$ 1,247,301	\$ 311,825	\$ 935,476
3) Architectural Services for Concept Reports for a Proposed Sports Complex <i>- Started design services for this project</i>	2/13/2024	11/6/2024	\$ 86,000	\$ 48,175	\$ 37,825
4) 1 Kubota Tractor (Completed on 10/24/2024) <i>- \$52 remaining balance was moved back to Measure BP fund balance</i>	3/12/2024	5/1/2024	\$ 59,000	\$ 58,948	\$ -
5) 1 Full Size Crew Cab Pick-Up Truck (Lease) <i>- Paid for May-September 2025 lease and aftermarket equipment</i>	3/12/2024	5/1/2024	\$ 74,931	\$ 6,988	\$ 67,943
6) Bus Stops Enhancements including ADA Compliance Upgrades <i>- Proposed estimated cost of \$368,145 at SOC meeting on 3/12/2024; was tabled and requested to bring back more information</i>	Pending	Pending	\$ -	\$ -	\$ -

*Expenditures are included of actual and committed amounts



Measure BP Sales Tax (TUT)

Financial Update as of September 30, 2025

Expenditures	Approved by SOC	Approved by CC	Approved Funding	Amount Spent	Available Balance
7) Morgan Park Improvements <i>- Staff will work on the RFP for Professional Architectural Services</i>	4/9/2024	11/20/2024	\$ 1,000,000	\$ -	\$ 1,000,000
8) Zocalo Park and Civic Center Plaza - Event Programming and Site Maintenance for FY 24-25 <i>- Recreation and PW started the programs and the site maintenance</i>	8/13/2024	9/4/2024	\$ 200,000	\$ 109,605	\$ 90,395
9) Yiftee Gift Card Program for 2024 Holiday Season <i>- Applied \$15k contingency to extend the program due to rising in demand</i>	10/8/2024	11/6/2024	\$ 130,000	\$ 116,860	\$ 13,140
10) Senior Bingo System <i>- Staff is getting a small PA system for the announcement</i>	10/8/2024	11/6/2024	\$ 24,587	\$ 16,892	\$ 7,695
11) Community Empowerment Grants for Youth Sports Organization (Completed on 8/4/2025) <i>- Issued grant to 7 organizations</i>	11/12/2024	1/15/2025	\$ 30,000	\$ 30,000	\$ -
12) Community Service Officer (CSO) Program and Community Outreach Resource and Engagement (CORE) Team Funding <i>- PW ordered the trucks and is expecting to receive them in November</i>	5/13/2025	6/4/2025	\$ 607,372	\$ 13,629	\$ 593,743
13) Transfers out to General Fund <i>- Approved by CC in the adopted budget for FY 25-26</i>		6/18/2025	\$ 3,600,000	\$ -	\$ 3,600,000
14) Services for Families Impacted by ICE <i>- \$216k is funded by Measure BP plus \$50k was received from Supervisor H. Solis</i>	8/12/2025	9/17/2025	\$ 216,000	\$ -	\$ 216,000
Total Expenditures Include Committed			\$ 8,411,191	\$ 1,132,840	\$ 7,278,299
Projected Fund Balance as of September 30, 2025			\$ 10,231,451		

*Expenditures are included of actual and committed amounts

STAFF REPORT



TO: Honorable Mayor and Members of the Stakeholders Oversight Committee (SOC)

FROM: Manuel Carrillo Jr, Chief Executive Officer

PREPARED BY: Maria Moreno, Director of Recreation and Community Services

DATE: October 14, 2025

SUBJECT: Consideration to Allocate Funds for Recreational Reimbursement Program

SUMMARY:

The purpose of this memorandum is to request funding to establish the Recreational Reimbursement Program, designed to support Baldwin Park youth under the age of 18. This program will provide financial reimbursement to parents and guardians for registration fees associated with sports, enrichment activities, and specialty classes. By reducing financial barriers to participation, participants will benefit from: healthy lifestyles, foster skill development, and provide positive recreational opportunities that encourage youth engagement.

RECOMMENDED ACTION:

It is recommended that the Stakeholders Oversight Committee:

1. Approve \$40,000 in Measure BP Funding for Fiscal Year 2025-2026 for the Recreational Reimbursement Program in the amount of \$40,000 for FY25-26; and
2. Forward Recommendation of Approval to the City Council at a subsequent meeting.

Investment Opportunity Category: Sports Development

Subcategory: Youth Sports

Requester: Recreation & Community Services

Dollar Amount Requested: \$40,000

FISCAL IMPACT:

Requested Funding will be directly from Measure BP Funds. The total anticipated program cost is approximately \$40,000. This program is designed to provide meaningful support to local youth by assisting up to 200 participants annually. Eligible participants may receive up to \$200 each to help offset registration cost of sports, specialty classes, or other recreational opportunities, provided they meet the program criteria. By reducing financial barriers, this initiative seeks to increase participation in structured activities, promote skill development, and foster engagement within the community.

BACKGROUND:

The purpose of the Recreational Reimbursement Program is to reduce financial barriers that prevent youth from participating in sports, specialty classes, and other structured recreational activities. By providing up to \$200 annually per eligible participant, the program ensures that families with limited resources can access opportunities that foster physical health, personal growth, and positive social engagement.

This initiative is justified by the demonstrated benefits of organized recreational activities, which include improved

physical fitness, enhanced teamwork and leadership skills, and increased community involvement. Supporting youth in these programs also contributes to the SOC's broader goals of promoting safe, healthy, and engaged community.

The program is projected to serve approximately 200 participants annually, with a total anticipated cost of \$40,000. Implementing this program represents a strategic investment in the well-being and development of Baldwin Park's youth, ensuring equitable access to enriching experiences that contribute to their overall success.

DISCUSSION:

None

ALTERNATIVES:

None

CEQA REVIEW:

None

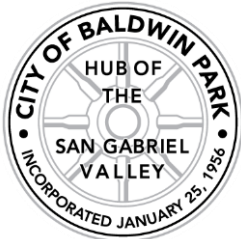
LEGAL REVIEW:

This report does not require legal review.

ATTACHMENTS:

1. Memorandum Request SOC Recreational Reimbursement 10.14.2025

MEMORANDUM



TO: Manuel Carrillo Jr., Chief Executive Officer
FROM: Maria Moreno, Director of Recreation & Community Services
DATE: October 14, 2025
SUBJECT: Submittal of Funding Request for the Measure BP Stakeholders Oversight Committee (SOC) to establish the Recreational Reimbursement Program

SUMMARY

This memorandum requests the allocation of Measure BP funds to establish the Recreational Reimbursement Program, designed to support Baldwin Park youth under the age of 18. This program will provide financial reimbursement to parents and guardians for registration fees associated with sports, enrichment activities, and specialty classes. By reducing financial barriers to participation, participants will benefit from: healthy lifestyles, foster skill development, and provide positive recreational opportunities that encourage youth engagement.

FISCAL IMPACT

The requested funding will be drawn directly from Measure BP Funds. As of September 30, 2025, the Measure BP Fund balance is \$10.2 million, which is sufficient to accommodate this request without impacting other planned initiatives. The total anticipated program cost is approximately \$40,000. This program is projected to assist up to 200 eligible youth participants annually, providing 50% reimbursement up to \$200 per participant to offset registration cost of sports, specialty classes, or other recreational opportunities. Funding will directly support families who meet the established program criteria, helping reduce financial barriers for participation. By making these activities more accessible, the initiative is expected to increase enrollment in structured programs, promote skill development, encourage healthy lifestyles, and strengthen community engagement.

BACKGROUND

The purpose of the Recreational Reimbursement Program is to reduce financial barriers that prevent youth from participating in sports, specialty classes, and other structured recreational activities. By providing up to \$200 annually per eligible participant, the program ensures that families with limited resources can access opportunities that foster physical health, personal growth, and positive social engagement.

This initiative is justified by the demonstrated benefits of organized recreational activities, which include improved physical fitness, enhanced teamwork and leadership skills, and increased community involvement. Supporting youth in these programs also contributes to the SOC's broader goals of promoting safe, healthy, and engaged community.

The program is projected to serve approximately 200 participants annually, with a total anticipated cost of \$40,000. Implementing this program represents a strategic investment in the well-being and development of Baldwin Park's youth, ensuring equitable access to enriching experiences that contribute to their overall success.

DISCUSSION

The Recreational Reimbursement Program is designed to serve Baldwin Park youth who meet eligibility criteria. Participants must provide proof of residency within the City of Baldwin Park and be under 18 years of age at the time of enrollment. Additionally, participants must meet the Community Development Block Grant (CDBG) income guidelines, with household income at or below 80% of the Area Median Income (AMI). To ensure meaningful engagement in the programs, parents or guardians will be reimbursed only after their child successfully completes the classes or activities. These requirements are intended to prioritize local youth with financial need, encourage consistent participation, and maximize the positive impact of the program on participants and the broader community.

ALTERNATIVES

None being recommended.

LEGAL REVIEW

Not required

STAFF REPORT



TO: Honorable Mayor and Members of the Stakeholders Oversight Committee (SOC)

FROM: Manuel Carrillo Jr, Chief Executive Officer

PREPARED BY: Maria Moreno, Director of Recreation and Community Services

DATE: October 14, 2025

SUBJECT: Consideration to Allocate Funds to Provide Transportation Services for Senior Citizen Trips & Tours

SUMMARY:

This staff report is for the Stakeholders Oversight Committee (SOC) to consider the allocation of funds to provide transportation services for senior citizen trips and tours at the Juia McNeill Senior Center. The proposed funding will provide safe, reliable, and accessible transportation for seniors, enabling them to participate in recreational, cultural, and social activities that enhance their quality of life.

RECOMMENDED ACTION:

It is recommended that the Stakeholders Oversight Committee:

1. Approve \$35,000 in Measure BP Funding for Fiscal Year 2025-2026 for transportation services for senior citizen trips and tours in the amount of \$35,000 for FY25-26; and
2. Forward Recommendation of Approval to the City Council at a subsequent meeting.

Investment Opportunity Category: Senior Community

Subcategory: Field Trips

Requester: Recreation & Community Services

Dollar Amount Requested: \$35,000

FISCAL IMPACT:

The proposed allocation of Measure BP funds to support transportation services for senior citizen trips and tours will be \$35,000. These funds are available within the Measure BP budget and will be used exclusively to cover costs directly related to providing transportation services. In addition, the Fiscal Year 2025-2026 Budget allocates \$25,000 of General Fund to support planning and staffing for the program. This funding ensures that a dedicated staff member is available to escort participants during trips, providing guidance, assistance, and oversight, which enhances both safety and the overall quality of the experience.

BACKGROUND:

In FY 2024-25, over \$29,000 was allocated from the American Rescue Plan Act (ARPA) Funds to support transportation for senior citizen trips and tours. With the ARPA funds now fully expended, this essential service requires new funding to continue. These trips offer seniors valuable opportunities for social engagement, promote physical activity, and play a critical role in enhancing their overall well-being and quality of life. In response to rising costs and inflation, we are requesting an increased allocation of \$35,000 to align with the current Consumer Price Index (CPI) and ensure the continuation of this impactful program.

As part of the Trips and Tours program, the City funds a staff member to escort each trip, ensuring the safety, guidance, and well-being of all participants throughout the experience. Funding this program ensures that seniors can continue to participate in a variety of recreational, cultural, and community experiences in a safe, accessible, and affordable manner.

Over the past year, nearly 800 seniors took part in the trips and tours offered by the Julia McNeill Senior Center, reflecting the strong demand and positive impact of these trips. These activities not only enhance community engagement but also support mental and physical well-being, reduce social isolation, and strengthen social connections among seniors. Continued investment in this program will allow the center to sustain and expand these opportunities, ensuring equitable access for all seniors and further enriching the quality of life for this valued segment of our community.

Funding will enable the Recreation & Community Services Department to continue providing safe, accessible, and engaging travel opportunities for Baldwin Park's seniors. These trips promote social interaction, physical activity, and overall well-being, helping seniors stay connected, active, and involved in the community. Supporting this program reflects Measure BP's commitment to enhancing quality of life and fostering an inclusive environment for all senior residents

DISCUSSION:

None

ALTERNATIVES:

None

CEQA REVIEW:

None

LEGAL REVIEW:

This report does not require legal review.

ATTACHMENTS:

1. Memorandum Request SOC Senior Field Trips Request 10.14.2025

MEMORANDUM



TO: Manuel Carrillo Jr., Chief Executive Officer
FROM: Maria Moreno, Director of Recreation & Community Services
DATE: October 14, 2025
SUBJECT: Submittal of Funding Request for the Measure BP Stakeholders Oversight Committee (SOC) to Provide Transportation Services for Senior Citizen Trips & Tours

SUMMARY

This memorandum requests the allocation of Measure BP funds to provide transportation services for senior citizen trips and tours at the Juia McNeill Senior Center. The proposed funding will provide safe, reliable, and accessible transportation for seniors, enabling them to participate in recreational, cultural, and social activities that enhance their quality of life.

FISCAL IMPACT

The requested funding will be drawn directly from Measure BP Funds. As of September 30, 2025, the Measure BP Fund balance is \$10.2 million, which is sufficient to accommodate this request without impacting other planned initiatives. The proposed allocation of Measure BP funds to support transportation services for senior citizen trips and tours will require a total expenditure of \$35,000. These funds are available within the Measure BP budget and will be used exclusively to cover costs directly related to providing transportation services. In addition, the FY 2025-26 Budget allocates \$25,000 from the General Fund to support planning and staffing for the program. This funding ensures that a dedicated staff member is available to escort participants during trips, providing guidance, assistance, and oversight, which enhances both safety and the overall quality of the experience.

BACKGROUND

In FY 2024-25, over \$29,000 was allocated from the American Rescue Plan Act (ARPA) Funds to support transportation for senior citizen trips and tours. With the ARPA funds now fully expended, this essential service requires new funding to continue. These trips offer seniors valuable opportunities for social engagement, promote physical activity, and play a critical role in enhancing their overall well-being and quality of life. In response to rising costs and inflation, we are requesting an increased allocation of \$35,000 to align with the current Consumer Price Index (CPI) and ensure the continuation of this impactful program.

As part of the Trips and Tours program, the City funds a staff member to escort each trip, ensuring the safety, guidance, and well-being of all participants throughout the experience. Funding this program ensures that seniors can continue to participate in a variety of recreational, cultural, and community experiences in a safe, accessible, and affordable manner.

Over the past year, nearly 800 seniors took part in the trips and tours offered by the Julia McNeill Senior Center, reflecting the strong demand and positive impact of these trips. These activities not only enhance community engagement but also support mental and physical well-being, reduce social isolation, and strengthen social connections among seniors. Continued investment in this program will

allow the center to sustain and expand these opportunities, ensuring equitable access for all seniors and further enriching the quality of life for this valued segment of our community.

Funding will enable the Recreation & Community Services Department to continue providing safe, accessible, and engaging travel opportunities for Baldwin Park's seniors. These trips promote social interaction, physical activity, and overall well-being, helping seniors stay connected, active, and involved in the community. Supporting this program reflects Measure BP's commitment to enhancing quality of life and fostering an inclusive environment for all senior residents.

DISCUSSION

None

ALTERNATIVES

None being recommended.

LEGAL REVIEW

Not required

STAFF REPORT



TO: Honorable Mayor and Members of the Stakeholders Oversight Committee (SOC)

FROM: Manuel Carrillo Jr, Chief Executive Officer
Robert A Lopez, Chief of Police

PREPARED BY: Shirley Quinones, Chief Deputy City Clerk

DATE: October 14, 2025

SUBJECT: Consideration to Allocate Funds for a Specialized Contractor to provide Property and Evidence Management to address the 30 years of critical backlog.

SUMMARY:

Public safety in the City is entrusted to the Police Department (PD). PD employs patrol police officers primarily to provide public safety services to the community. This funding request seeks to secure resources for a specialized contractor to address the substantial backlog of 20,000 to 25,000 evidence items that are eligible for purging. This will enable our patrol officers to remain focused on providing essential services to the community.

RECOMMENDED ACTION:

It is recommended that the SOC approve \$165,000 in Measure BP Funding for Fiscal Years 2025-2028 for a Specialized Contractor.

Investment Opportunity Category: Public Safety
Requestor: Police Department
Dollar Amount Requested: \$165,000 for FY 25-28

FISCAL IMPACT:

The total cost of the proposed contract is \$165,000, to be funded through Measure BP. The funding will be allocated across three fiscal years: FY 2025-26, FY 2026-27, and FY 2027-28.

BACKGROUND:

A comprehensive audit conducted by Evidence Control Systems, Inc. and received on August 10, 2025, revealed operational failures within our Property and Evidence Bureau that, if left alone, could create significant legal, financial, and operational risks to the department. These systemic deficiencies have spanned 22 years, with virtually no improvement since the original 2003 audit, creating a crisis that demands immediate and decisive action. Failure to act could result in regulatory sanctions or litigation.

The audit identified between 20,000 and 25,000 items eligible for purging, over 1,555 safekeeping items, with some dating back to 1997, and 965 or more found property items that have exceeded the mandatory 90-day disposition limit required under California Civil Code §2080.10. This backlog represents a 30+ year accumulation that exposes the department to potential class action lawsuits from property owners whose belongings have been improperly retained. Additionally, the excessive accumulation of stored items creates significant fire and safety hazards to the building and personnel due to overcrowding and compromised emergency routes.

Proposed Contract Position Details:

Duration: 3 years at \$55,000 annually (\$165,000 total)
Schedule: 24 hours per week (3 eight-hour days)

DISCUSSION:

We propose hiring a retired law enforcement sergeant from a nearby agency with extensive experience in property and evidence management, as well as familiarity with both FileOnQ and Spillman systems. This candidate is an ideal fit for our specific operational needs as an independent contractor. His focus will be to specifically address the overwhelming evidence backlog of 20,000-25,000 items eligible for purging. This specialized position will help address the Critical Staffing Inadequacy and Overwhelming Backlog, where a single technician is currently responsible for managing this massive inventory backlog, as well as day-to-day operations. Conservative estimates suggest that approximately two years of dedicated work would be required to achieve baseline operational standards, excluding ongoing daily operations. Compounding this crisis is an overwhelming backlog of 20,000-25,000 items eligible for purging that significantly impedes daily operations and exceeds our current staffing capacity

The Police Department looked at alternative options. For comparison, alternative options included detective overtime or hiring a full-time Evidence Technician. Detective overtime would cost an average of \$105/hour, resulting in \$109,200 to \$163,800 annually for 20 to 30 hours a week (\$327,600-\$491,400 over three years). Hiring a full-time Evidence Technician would cost \$134,773 annually in salary and benefits (\$404,319 over three years). The contract position represents savings of \$162,600-\$326,400 compared to detective overtime and \$239,319 compared to full-time staffing, while avoiding overtime fatigue, maintaining detective availability for active investigations, and providing specialized expertise for this temporary, project-based work.

It should be noted that the Police Department is implementing a comprehensive, multifaceted approach to address all the concerns identified by the audit. The department is funding several critical improvements through internal budget adjustments and asset forfeiture funds, including technology restoration, professional policy development, and comprehensive training manuals. These steps, combined with the addition of the contract position, are intended to restore professional standards to our evidence bureau.

This contract position is a temporary, strategic investment that will eliminate the backlog crisis and position the evidence bureau for sustainable operations moving forward.

ALTERNATIVES:

None

CEQA REVIEW:

These actions are exempt from review under the California Environmental Quality Act (California Public Resources Code §§ 2100, et seq., “CEQA”) and CEQA regulations (14 California Code of Regulations §§ 15000, et seq.)

LEGAL REVIEW:

This report does not require legal review.

ATTACHMENTS:

- 1. Executive Summary

MEMORANDUM



TO: Manuel Carrillo, Chief Executive Officer
FROM: Robert A López, Chief of Police
DATE: September 25, 2025
SUBJECT: Executive Summary - Critical Property & Evidence Bureau Crisis and Stakeholders Oversight Committee Authorization Request.

Executive Summary

The comprehensive audit conducted by Evidence Control Systems, Inc. and received on August 10, 2025, revealed operational failures within our Property and Evidence Bureau that, if left alone, could create significant legal, financial, and operational risks to the department. These systemic deficiencies have spanned 22 years, with virtually no improvement since the original 2003 audit, creating a crisis that demands immediate and decisive action. Failure to act could result in regulatory sanctions or litigation.

Critical Issues Requiring Immediate Attention

Firearms Inventory Crisis. Our Property and Evidence Bureau currently houses over 3,000 firearms—fifteen times the recommended maximum of 200 weapons. Many of these firearms date back 40+ years without proper review or disposition. This excessive accumulation creates serious security risks, including potential theft, loss, and ATF compliance violations. The storage has exceeded safe capacity limits, compromising the integrity of our evidence management operations.

Massive Property Backlog Creating Legal Exposure. The audit identified between 20,000 and 25,000 items eligible for purging, over 1,555 safekeeping items, with some dating back to 1997, and 965 or more found property items that have exceeded the mandatory 90-day disposition limit required under California Civil Code §2080.10. This backlog represents a 30+ year accumulation that exposes the department to potential class action lawsuits from property owners whose belongings have been improperly retained. Additionally, the excessive accumulation of stored items creates significant fire and safety hazards to the building and personnel due to overcrowding and compromised emergency routes.

Absence of Supervisory Oversight. Required monthly inspections have not been conducted for over 14 years, representing systematic policy violations that went undetected by management. This lack of oversight has allowed operational failures to compound, with department leadership remaining unaware of basic evidence management operations and their deficiencies. Compounding this crisis, the Property and Evidence Bureau has operated without an assigned supervisor (Sergeant) since February 2024. With current staffing shortages of 3 vacancies (7 of 10 positions filled), we cannot immediately assign supervisory oversight, leaving this critical operation to continue without a proper management structure.

Critical Staffing Inadequacy and Overwhelming Backlog. A single technician is currently responsible for managing this massive inventory backlog. Conservative estimates suggest that approximately two years of dedicated work would be required to achieve baseline operational standards, excluding ongoing daily operations. Compounding this crisis is an overwhelming backlog of 20,000-25,000 items eligible for purging that significantly impedes daily operations and exceeds our current staffing capacity.

Operational Communication Breakdown. No systematic notification exists between the Property and Evidence Bureau and investigative units regarding case dispositions. This has resulted in evidence being

retained for years after District Attorney rejections and or case dispositions, creating unnecessary storage burdens and operational inefficiencies.

Multi-Faceted Remediation Strategy

To address these critical deficiencies, I am implementing a comprehensive four-pronged approach that will restore professional standards to our evidence management operations:

Technology Infrastructure Restoration. We will immediately reinstate the FileOnQ evidence management system, which previously provided effective evidence tracking and management capabilities. The FileOnQ system will restore automated notification capabilities and case tracking features, eliminating these communication gaps and ensuring timely evidence disposition. This technology upgrade will be funded through department asset forfeiture funds to ensure rapid implementation without budgetary delays. Implementation timeline includes preparing a staff report by the end of October and having the system in place by year's end.

Professional Policy Development and Training. Evidence Control Systems, Inc., which conducted our audit, will be contracted to perform a comprehensive policy overhaul and update. Given the critical nature of these audit findings, the department is adjusting our FY25-26 budget allocations to fund this essential policy development work. The existing Lexipol Policy has been determined to be significantly deficient, lacking critical operational guidance for intake procedures, packaging standards, documentation practices, storage protocols, and purging processes. This policy inadequacy has forced personnel to rely on informal practices, resulting in operational inconsistencies and increased liability exposure. The new comprehensive policy framework will establish standardized procedures to ensure compliance with legal requirements, reduce liability exposure, and provide clear operational guidance, thereby eliminating the current reliance on informal practices.

Property Packaging Manual Development. Working with ECS, we will be developing a comprehensive Property and Evidence Packaging Manual to address the current absence of formal packaging guidance. This critical manual development is included in our adjusted FY25-26 funding to ensure immediate implementation. Currently, staff rely solely on limited instructions posted on a bulletin board in the packaging area. This ad-hoc approach increases the risk of inconsistencies, chain-of-custody errors, and improper evidence handling, which could compromise investigations and court proceedings. The new manual will establish consistent packaging methods and documentation standards that will strengthen chain of custody integrity, reduce evidence contamination risks, and ensure the handling of court-admissible evidence that supports successful prosecutions.

Property Procedures Manual Creation. We will also collaborate with ECS to develop a detailed Property Procedures Manual that addresses the critical absence of written protocols for day-to-day Bureau operations. This manual development is also funded through our FY25-26 budget adjustments, demonstrating the department's commitment to addressing these systemic deficiencies. Currently, all institutional knowledge is informally passed down and resides solely with the current Police Technician. This creates a major operational vulnerability: in the event of retirement, promotion, extended leave, or any separation from the unit, the Bureau would face significant operational disruption that could halt critical evidence functions and compromise evidence integrity. The new procedures manual will eliminate single-person dependency, enable cross-training capabilities, ensure operational continuity during personnel transitions, and establish measurable performance standards that support accountability and quality assurance.

Stakeholders Oversight Committee Request

We propose hiring a retired law enforcement sergeant from a nearby agency with extensive experience in property and evidence management, as well as familiarity with both FileOnQ and Spillman systems. This candidate is an ideal fit for our specific operational needs as an independent contractor. His focus will be to specifically address the overwhelming evidence backlog of 20,000-25,000 items eligible for purging. This specialized position will help address the Critical Staffing Inadequacy and Overwhelming Backlog, where a single technician is currently responsible for managing this massive inventory backlog as well as day-to-day operations. Conservative estimates suggest that approximately two years of dedicated work would be required to achieve baseline operational standards, excluding ongoing daily operations. Compounding this crisis is an overwhelming backlog of 20,000-25,000 items eligible for purging that significantly impedes daily operations and exceeds our current staffing capacity.

Proposed Contract Position Details:

- **Duration:** 3 years at \$55,000 annually (\$165,000 total)
- **Schedule:** 24 hours per week (3 eight-hour days)

Alternative Staffing Option Analysis: For comparison, alternative approaches include detective overtime or hiring a full-time Evidence Technician. Detective overtime would cost an average of \$105/hour, resulting in \$109,200 to \$163,800 annually for 20 to 30 hours a week (\$327,600-\$491,400 over three years). Hiring a full-time Evidence Technician would cost \$134,773 annually in salary and benefits (\$404,319 over three years). The contract position represents savings of \$162,600-\$326,400 compared to detective overtime and \$239,319 compared to full-time staffing, while avoiding overtime fatigue, maintaining detective availability for active investigations, and providing specialized expertise for this temporary, project-based work.

This specialized contract position will complete processing of the evidence backlog within the project timeline, restore normal Property and Evidence Bureau operations, and provide significant cost savings compared to overtime solutions. The contractor's CalPERS retirement status (retired for 2.5 years) eliminates concerns about the cooling-off period and accommodates the proposed compensation within annual earnings limits. The structured approach will prioritize the purging of items (20,000-25,000) to reduce overcrowding and space constraints, followed by high-risk items such as the excessive firearms inventory and expired property items, to minimize legal exposure and restore operational capacity.

Stakeholders Oversight Committee Action Required

While the department has secured funding and initiated planning for technology restoration, policy development, and manual creation through existing resources, the specialized contract position for evidence backlog resolution requires approval from the Stakeholders Oversight Committee. Following the receipt of this critical audit on August 10, 2025, I have already initiated preliminary planning for the comprehensive remediation strategy outlined above.

I respectfully request that you present the evidence backlog resolution proposal to the Stakeholders Oversight Committee for their approval of the 3-year contract position (\$165,000 total investment). This specialized contractor will address the critical backlog that has accumulated over 30 years, providing substantial cost savings compared to overtime and hiring alternatives.

The department's evidence management crisis has reached a point where continued delay in addressing these systemic failures could result in significant legal action, regulatory sanctions, and permanent damage to our operational credibility. The combination of immediate technological improvements and policy enhancements funded through existing resources, coupled with a specialized contract position for backlog

resolution, provides a comprehensive solution that will restore professional standards to our Property and Evidence Bureau operations and prevent further erosion of public trust in our evidence management capabilities.

STAFF REPORT



TO: Honorable Mayor and Members of the Stakeholders Oversight Committee (SOC)

FROM: Manuel Carrillo Jr, Chief Executive Officer
Daniel Padilla, Director of Public Works

PREPARED BY: Anthony Vazquez, Public Works Maintenance Manager

DATE: October 14, 2025

SUBJECT: Request for Funding from Measure BP for Landscape Maintenance Services to Zocalo Park and San Gabriel River (SGR) Greenway

SUMMARY:

The Public Works Department requests approval of funding to establish ongoing **landscape maintenance services** for **Zócalo Park** and the soon-to-be-completed **San Gabriel River (SGR) Greenway**. These new community assets will require regular upkeep to remain safe, attractive, and accessible for public use. The requested funding will support essential services such as mowing, trimming, irrigation management, litter removal, and general landscape care.

Establishing contracted maintenance services prior to the park's opening and the trail's completion will ensure a seamless transition into operation and protect the City's investment in these facilities by maintaining their long-term condition and visual appeal.

RECOMMENDED ACTION:

It is recommended that the SOC:

1. Approve \$54,000 per fiscal year for landscape maintenance services for the San Gabriel River (SGR) Greenway; and
2. Approve \$44,000 per fiscal year for landscape maintenance services for Zócalo Park; and
3. Approve an additional \$53,750 for non-routine maintenance and repair work at both sites, including, plus funding for bike trail sweeping services:
 - a. \$24,000 for non-routine work (e.g., irrigation repairs and replanting) on an as-needed basis,
 - b. \$17,000 for materials and supplies (e.g., irrigation parts, plants, and trees), and
 - c. \$12,750 for monthly sweeping services by a third party sweeping company along the bike trail plus supplemental sweeping for additional visits; and
4. Authorize continued funding for subsequent fiscal years, subject to adjustment for annual Consumer Price Index (CPI) increases.

FISCAL IMPACT:

The total requested annual funding for both sites, including supplemental maintenance and materials, will be \$151,750. Future annual costs will be adjusted based on CPI and through budget process.

BACKGROUND:

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/Park Landscape, Graffiti, Traffic/Lighting and Street maintenance and operations crews.

In terms of landscape maintenance, the street landscape and park maintenance crews currently maintain five (5) parks with approximately seven (7) developed acres and approximately 3.2 miles of landscaped center medians along major corridors throughout the City. In addition to all of this, the Street Landscape crew also maintain 1.6 acres of landscaped parkways within the City's Downtown along Ramona Blvd., Maine Ave., Bogart Ave., City Hall and the Baldwin Park Metrolink Station.

DISCUSSION:

Over the past five years, new roadway and landscape improvements projects have been constructed. These projects constructed new landscaped infrastructure that require ongoing maintenance:

- Maine Ave/ Pacific Ave Complete Streets Between West Covina City Limits to Irwindale City Limits. These areas require consistent maintenance to landscape/ trees, irrigation, drainage inlets/ outlets, and various rain gardens
- Freeway Maintenance Agreement between City of Baldwin Park and Caltrans. This agreement requires City to provide consistent maintenance to landscape, trees, irrigation systems, and overall litter control.
- CNG Station Site Landscape: This requires City to provide maintenance services to landscape, trees, hardscape, irrigation, and constant litter control
- Maintenance to Several Parkways throughout the City (ex: Willow Ave/ Badillo St., Ramona Blvd, west of Francisquito Ave, Bess Ave At Leorita, Puente Ave at Walnut Creek Pkwy, Los Angeles St. at Bogart Ave., Olive St. at Borel St., and a few others.
- Two (2) Tiny Homes: Ezperanza Villa and Serenity Homes.
- Temporary Site Maintenance to Senior Housing: Public Works currently provides maintenance until Housing Department is able to source a contractor to resume services.
- Zocalo Park: (September 2024) Requires City staff to perform maintenance services to landscape, trees, irrigation, hardscape, and various amenities throughout the park.
- San Gabriel River (SGR) Greenway: (2025/ 2026) Will require City staff to perform maintenance to roadway, landscape, trees, irrigation, graffiti abatement, lights, signs, and remaining LA County Right of Way (R.O.W). This will include illegal dumping and cleaning up homeless encampments.
- Projects currently in development include the Barnes Park, Ana Montenegro Park, Roadside Park, and future development on Puente Ave, which currently require weed control and some maintenance time to be allocated. All of these sites include installation of new landscaping and irrigation infrastructure, which require consistent maintenance

The growing number of landscaped public facilities has significantly increased the City's maintenance workload. Current staffing levels are struggling to meet the additional demands created by these projects while continuing to respond to various emergencies, storm-related issues, and routine daily maintenance tasks. This request also includes additional funding for supplemental sweeping along the trail, as current sweeping routes and existing equipment do not allow Public Works staff to accommodate additional sweeping within the existing workday.

This will ensure trail is consistently clean and clear of any debris, providing a safe, enjoyable experience for bike riders and pedestrians alike.

The addition of Zócalo Park and the San Gabriel River Greenway—both high-profile, community-serving facilities—will further expand maintenance responsibilities. To maintain service quality and operational efficiency, staff recommend contracting professional landscape maintenance services for these two sites.

Outsourcing this work will:

- Relieve workload pressures on existing staff
- Ensure timely and consistent landscape care

- Preserve new landscaping and irrigation infrastructure; and
- Allow City crews to focus on long-term repair, enhancement, and capital project support.

On August 13, 2024, the Measure BP Stakeholders Oversight Committee (SOC) approved \$50,000 in funding for FY 2024–25 (\$35,000 for maintenance services and \$15,000 for materials and supplies) for Zócalo Park. The City Council subsequently concurred with this recommendation on September 4, 2024. This current request extends that support to future fiscal years and incorporates additional funds to cover maintenance of the SGR Greenway and rising service costs associated with annual CPI increases.

ALTERNATIVES:

None

CEQA REVIEW:

None

LEGAL REVIEW:

This report does not require legal review.

ATTACHMENTS:

1. Scope of Services _ ZOCALO Park - SGR Greening Project _ 2025
2. Proposed Fee Schedule
3. Quote for Sweeping Service to Bike Trail

LANDSCAPE MAINTENANCE SPECIFICATION FOR ZOCALO PARK AND SAN GABRIEL RIVER (SGR) GREENWAY LANDSCAPE MAINTENANCE SERVICES

SCOPE OF WORK

GENERAL

The scope of work includes visiting entire site bi-weekly (2x times a week) to remove litter, debris, weed control, re-staking of any trees, and perform inspection of overall site. As needed maintenance of the designated areas shall include the routine maintenance of plant material, focusing on proper water management and resource efficiency.

Contractor shall furnish all labor, equipment, materials and supervision to perform landscape maintenance as described herein including, but not limited to the control of the following:

1. Weeding and cultivating
2. Trimming, pruning, and mowing
3. Hedging (where specified)
4. Re-staking trees, trimming sucker growth, and maintaining water basins
5. Watering, manual watering-quick connects, hand watering-hose
6. Irrigation system inspections, as-needed repairs and maintenance
7. Pest control
8. Litter Control and debris pick up
9. Graffiti Abatement
10. Power washing sidewalks and concrete surfaces
11. 24-hr emergency call-out and public contact provided
12. Uniforms
13. Records of inspection and work performed

WORKMANSHIP

1. Work shall be performed by competent workers supervised by a supervisor who has experience and technical training in landscape maintenance work and knowledgeable with CALSENSE irrigation and two-wire systems. The contractor shall meet with the City representative once a month to review the landscaping and discuss maintenance operations. At the meeting, contractor will provide City representative with all completed City work orders, a "work schedule Check list" showing locations of work performed, date, labor hours spent, and number of employees.
2. Contractor represents that it employs or will employ at its own expense all personnel required for the satisfactory performance of any and all tasks and services set forth herein. Contractor represents that the tasks and services required herein will be performed by Contractor or under its direct supervision, and that all personnel engaged in such work shall be fully qualified and shall be authorized and permitted under applicable State and Local law to perform such tasks and services.

WORKING HOURS

1. Normal working hours shall be and eight hour-hour day Monday through Friday between hours of 7:00 a.m. and 5:00 p.m.

2. Extra care shall be made as to not make excessive noise adjacent to residences before 8:00 a.m.
3. Irrigation of general areas is controlled by automatic time clocks and shall be watered between 9:00 p.m. and 6:00 am.

RESPONSIBILITY, COORDINATION, MEETINGS

1. At award of Bid, the Contractor shall complete a Maintenance Schedule Calendar covering the first twelve-month period of this contract. This calendar will outline a timeline schedule for all maintenance activities including weed abatement, herbicide treatment, pruning, and all other maintenance activities listed in the general scope of work.
2. Contractor shall also complete and give to the City representative a Work Location Schedule Checklist at each monthly meeting, indicating locations serviced and types of service provided and the date this service was provided. City will provide the format for this checklist.
3. Contractor shall complete an Irrigation Maintenance Log which will document inspection activities and repair work performed. A copy of this maintenance log must be submitted at each monthly meeting for the prior month. A copy of invoice should be attached.
4. Contractor shall secure and maintain all required permits and licenses and pay all fees necessary to legally complete the work of this project. Contractor shall meet with the City representative at the beginning of each month to review the landscaping, discuss maintenance operations, determine progress, and identify areas needing attention. Contractor shall attend additional meetings if deemed necessary by the City representative.

EMERGENCY CALL-OUT

Contractor is required to provide the City with a 24-hour emergency number for contact outside of normal working hours. The response to the call-out by the contractor shall not be more than an hour of notification. Emergencies are defined as an immediate threat to safety, property, or essential access.

1. This contract employee should be of supervisory or foreman capacity with access to contractor location and equipment.
2. Failure to comply with this on-call requirement as part of this contract agreement could result in termination of contract.
3. Should the contractor fail to respond as specified by the contract, the contractor will be liable for any loss sustained by the city to correct the said emergency.

WEED CONTROL FOR HARDSCAPE AREAS.

The Contractor shall be responsible for removing all annual and perennial weeds in all hardscape areas.

CLEAN-UP AND DEBRIS REMOVAL.

The Contractor shall remove all debris resulting from maintenance operations and dispose of debris at an approved green waste recycling facility. All rubbish and trash shall be taken to an off-site legal landfill facility. It is the responsibility of the Contractor to make arrangements for the legal disposal of all debris. No landscape debris, leaves, grass, clippings, rubbish, and/or trash shall be allowed to remain on the project site at the end of the scheduled work period/maintenance visit.

SCHEDULE SITE INSPECTIONS. The Contractor shall patrol the entire site at the beginning of each scheduled maintenance visit and check for vandalism, broken tree branches, pest and/or disease infestation, and related problems, and shall take appropriate action.

The Contractor or a representative shall physically walk the site with the City's Representative for the purpose of reviewing specification compliance.

1. **FREQUENCY OF INSPECTIONS:** One (1) inspection shall be scheduled per month for the purpose of inspecting plant materials and related issues, and to evaluate the irrigation system. During the irrigation inspections, the Contractor shall ensure that all irrigation systems are functioning accurately and be required to activate all of the irrigation system to avoid the wetting of vehicles but also to ensure that the plants/trees are receiving water. Off-hour scheduling may be necessary.
2. **PUNCH LIST:** The City's Representative shall submit a "punch list" for items not finished or completed by Landscape Contractor prior to the next scheduled inspection.

IRRIGATION SYSTEM MAINTENANCE, REPAIRS AND REPLACEMENT

1. Irrigation of general area are controlled by automatic time clocks and shall be watered between 9:00 p.m. and 6:00 a.m. when requested. Manual irrigation shall be performed during normal working hours. Contractor shall be proficient and knowledgeable with the CALSENSE System and two-wire.
2. Contractor shall complete an Irrigation Maintenance Log located at each controller, which records daily maintenance activities that adhere to the schedule developed. The maintenance log shall be discussed with the City representative, at scheduled walk-through/ inspections.
3. Contractor shall adjust watering times depending on time of the year and to ensure that appropriate water is being applied to existing landscape.
4. Contractor will perform necessary repairs in a timely fashion. Repairs to the system include all components. The City may select to supply contractor with parts in order to

reduce costs. This work is considered extra work based on accepted time and material rate.

5. For areas with drip systems, the Contractor shall be responsible for maintaining the system within in a range of 20-50 psi. The contractor should ensure drip systems are inspected regularly. Systems flushed out appropriately, and drip lines are not exposed. Any work performed on these systems will need to be documented in the irrigation maintenance log.

TURFGRASS AERIFICATION

Aerification shall be performed once per year, in EARLY APRIL. The following aerification program shall be followed:

1. Establish adequate soil moisture to a depth of three (3) inches in 90% of the designated area as verified by soil probe. If supplemental irrigation (syringing) is required to perform this task, then irrigate deeply two to three days prior to aerification to allow the soil to be at Field Capacity.
2. Mow normally prior to aerification.
3. Aerify to a depth of three (3"), removing a minimum of 80% of the soil cores. Remaining cores shall be broken up by dragging a screen, or utilizing appropriate aerification equipment. (If a *Klopping-Hardie Lawn Renovator* is used, the machine shall be set as deep as possible and any debris shall be removed.
4. Fertilize according to Section 4.08, Fertilization Program for April.
5. Irrigate deeply as specified in Number One above.
6. Avoid Aerification in turf areas irrigated by drip irrigation.

SHRUB MANAGEMENT – PRUNING

The main goal of pruning most shrubs is to help them develop their natural beauty in the landscape. Shrubs do not need to be constantly pruned to create odd shapes: instead their natural form should be encouraged and allowed to develop. Shrubs should be allowed to grow into each other so that they form a mass planting, barrier, or screen. Any necessary shall be done with thinning and shaping cuts, which allow plant materials to blend together in shrub masses characteristic of each individual species. Exceptions to this guideline are as follows:

1. Thinning: Shrubs shall be pruned to maintain the theme of the project, that is, to maximize the desired characteristics or branching of the shrubs as possible. Shrubs shall be pruned as per safety requirements, removal of broken or diseased branches, general containment, and/or appearance. Avoid over trimming, allow plants to fill to natural growth. Avoid trimming into round shapes.
2. SHEARING: Formal pruning, or shearing of shrubs, shall not be performed unless safety (traffic views, pedestrian traffic, etc.) or City directive states otherwise. Example would be "topped" and/or sheared on a routine basis.

3. Clearance Trimming for proper irrigation coverage, security, and/ or visibility.
4. Any private plant material extending over onto City sidewalks, rights-of-way, bike lane, or any other areas not maintained by property owner.

GROUNDCOVER MANAGEMENT.

Groundcover is defined as non-shrub plant material possessing a non-woody branching Structure. Examples are honeysuckle, vinca, freeway daisy, ivy, and gazania. Ground covers are normally maintained below 18 inches in height. Prune ground covers to keep in bounds of desired planters and trim top growth as necessary to achieve an overall natural even appearance. Thin out to remove irregular foliage masses, which distract from an overall uniform appearance. Ground covers should be trimmed a maximum of six inches away from bike path, walls, tree trunks, features, and fence lines on an as-needed basis.

EDGING AND TRIMMING:

Edging and trimming are performed with two pieces of equipment: power edgers and “weed eaters” (“weed eaters” are power tools equipped with a plastic filament line that cuts/slashes succulent plant materials).

1. POWER EDGERS: All groundcovers with a vertical growth height of 8 inches or less adjacent to sidewalks and/or walkways shall be trimmed with a vertical blade power edger at a 30-degree angle (“feathered”).
2. WEED EATERS: All groundcovers with a vertical growth height of 8 inches or more adjacent to sidewalks, walkways, paved areas, and/or curbs shall be trimmed with a weed eater at a 30-degree angle.

PEST MANAGEMENT PROGRAM:

Contractor shall utilize INTEGRATED PEST MANAGEMENT TECHNIQUES. When pesticide chemical applications are required, the Contractor shall adhere to requirements as per this scope of work. The following pest management program shall be implemented:

GENERAL REQUIREMENTS. Pest and diseases to be controlled shall be all organisms having deleterious effects within the perimeters of the project, including but not limited to, all insects including ants, mites, nematodes, sowbugs; fungi and bacteria; mollusks including snails and slugs; and rodents/rabbits. The Contractor shall not be responsible for the pest control within buildings.

INTEGRATED PEST MANAGEMENT (I.P.M.) The application of pesticide chemicals in controlling harmful landscape pests can be greatly reduced by an active Integrated Pest Management Program.

1. A Water Management Program: Overwatering is the major cause of poor plant health to disease and harmful insect infestations. Proper irrigation levels should be maintained.

2. Biological Control: The utilization of beneficial organisms to control landscape pest populations is now available. Some examples of beneficial organisms are ladybird beetles, praying mantis, parasitic wasps, lacewings, decollate snails, predatory mites, and bacterium such as *Bacillus thuringiensis*.
3. Cultural Practice: Use of mulch is a good cultural practice in landscaped areas. Contractor must maintain a 3"-4" mulch depth in all landscaped areas. They MUST re-apply mulch when necessary to maintain proper depth and not allow for any bare areas. Contractor must ensure that mulch is applied correctly not to bury plants/ trunk flares of trees, clean, coarse texture measuring 1/4" – 3/4" in size, and with low water holding capabilities. This work should be done as-needed, continuous, and cost will be part of this contract.
4. Chemical: Pre- and Post- emergent chemicals are acceptable and should be used as part of the IPM program. Contractor must follow product label and recommendations from a licensed PCA.
5. Chemical Alternatives: Insecticidal soap is an excellent alternative to pesticides. Cultural techniques such as washing off plant foliage and cleaning mowing equipment between mowing are also considerations.

PEST CONTROL INSPECTIONS AND REPORTS. Contractor shall provide on-site control inspections on a weekly basis. (The pest control service may be sub-contracted by an approved pest control company with approval of City's Representative.). The individual performing the inspections must demonstrate the appropriate experience, education training, and certification (i.e., California State Pest Control Advisor License) to perform inspections.

PESTICIDE REGULATIONS

GENERAL: All chemicals shall be used in strict accordance with federal, state, county, and local laws and ordinances governing use of same.

PESTICIDE REPORTS: Contractor shall provide chemical application records within thirty (30) days after pesticide applications to City's Representative.

APPLICATION OF PESTICIDES: All chemical applications costs should be included in the price and require approval by City prior to work being performed. Contract is required to complete the following prior to application:

1. The City's Representative shall be given a twenty-four (24) hour notice, in writing prior to every chemical application.
2. All pesticides shall be supplied by a licensed Pest Control Advisor.
3. In an effort to eliminate potential runoff within treated areas, pest control applicator shall monitor forecasted weather conditions to **avoid making applications within 72 hours of inclement weather**. All pesticides shall be applied at approved times such that limit the possibility of contamination from climatic and other factors.
4. Application methods shall be used which insure that materials are confined to target area.

5. Extreme care and caution shall be exercised in transferring and/or mixing chemicals to prevent contamination of area outside the target area.
6. Disposal of excess chemicals shall be within the guidelines established in California Food and Agriculture Code.
7. Contractor's chemical application records shall be provided to City within thirty (30) days after application.

FERTILIZER REGULATIONS. Fertilizer applications are included in the cost proposal. Precautions shall be taken by Contractor to contain fertilizer applications in the planting areas/water features and to prevent the depositing of materials into paved areas. Any fertilizer materials deposited onto paved areas shall be removed immediately.

POST-EMERGENT WEED CONTROL INCLUDED IN THE CONTRACT. Contractor shall exercise special care to remove all noxious weeds within landscape areas.

GREEN WASTE MANAGEMENT. All green waste debris resulting from maintenance operation shall be removed from site and disposed of the same day of maintenance at an approved Green Waste Composting Facility.

WORK AREAS/ PROJECT SITES: Site maps/ as-builts will be provided

LOCATION #1

ZOCALO PARK

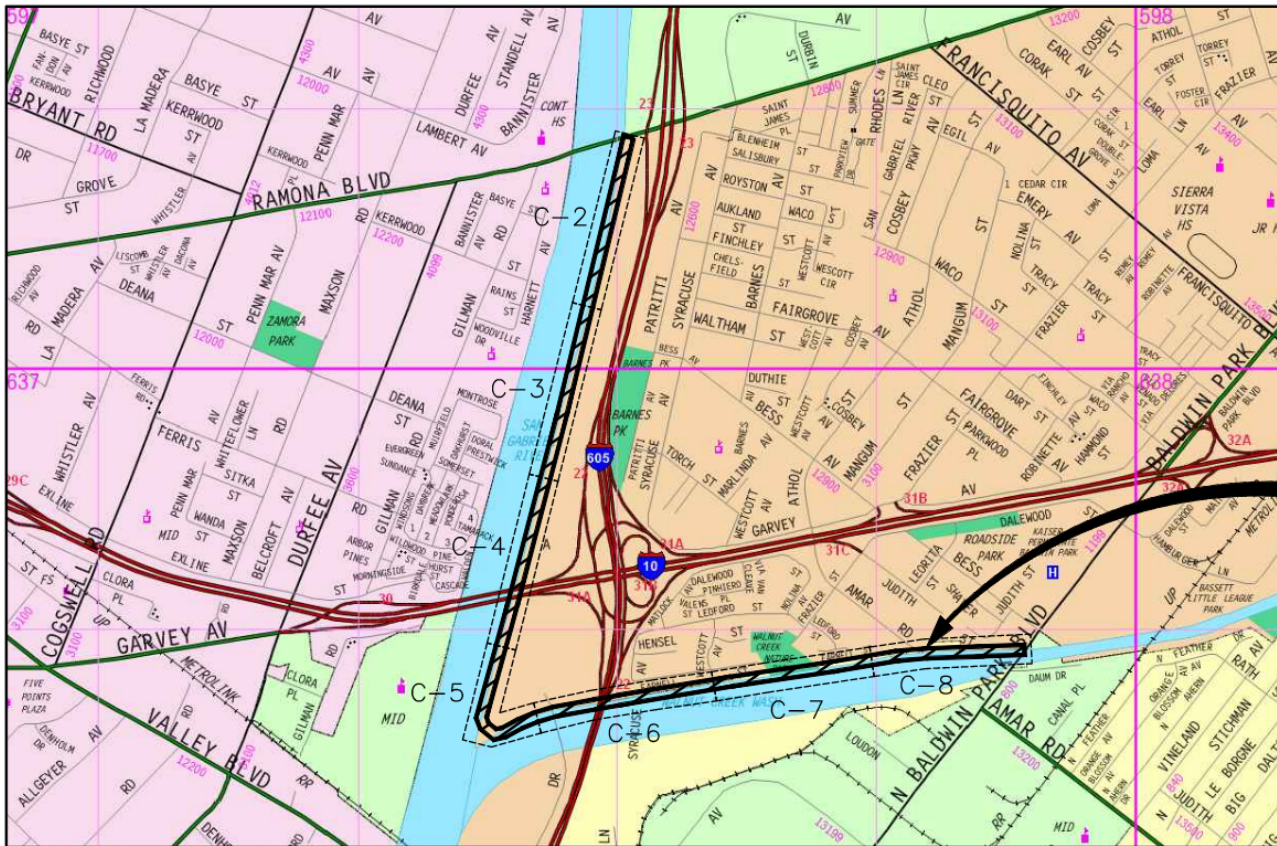
- 14403 E. Pacific Ave
- 2.75 Acres



LOCATION #2

San Gabriel River Greenway Bike Trail

- 2.25 miles of bike path
- 143,547 sq. ft. of total landscape
- Bike Path from Ramona Blvd. along the San Gabriel River/ Walnut Creek Wash to Baldwin Park Blvd.



PROJECT LOCATION

THOMAS GUIDE:
PAGE 597
GRID G7

PAGE 637
GRIDS G1, G2, H2,
AND J2

EXTRA WORK

1. City has the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work.
2. The Contractor, as part of this agreement, may be requested to replace diseased, damaged or destroyed plant material or add plants as needed to any overly bare or empty areas and perform other remedial work. Such work shall be considered as extra work by the City's representative.

NEGLECT OF CONTRACTOR: Exceptions shall be replacements due to the acts or neglect of Landscape contractor. Replacement of plant materials due to Contractor's neglect shall be of size and quality of the original plant material as directed by the City.

EXCLUSIONS: Lighting replacements and any building service. Steam cleaning hardscape and parking lot sweeping. Any city permits excluded. Excludes removing any larger bulk items. Pruning trees excluded. However, the contractor is responsible for notifying the city of all the above listed exclusions.

LANDSCAPE MAINTENANCE SPECIFICATION FOR ZOCALO PARK AND SAN GABRIEL RIVER (SGR) GREENWAY LANDSCAPE MAINTENANCE SERVICES

PROPOSED SCHEDULE

ZOCALO PARK

ITEM DESCRIPTION	FREQUENCY	Monthly Cost	Annual Cost
Litter Control, emptying/ trash liners, graffiti removal, basic landscape, visual safety inspections, ensure is free and clear of any debris, check signage, report any hazards or vandalism	Two (2) times a week: Mondays and Thursdays.	/	/
Ground cover/ shrub/ sucker growth management	Every 4 months		
Irrigation Inspections	weekly		
Herbicide Applications/ fertilization of turf and landscape	Every three (3) months or as needed		
Re-mulching	Every six (6) months		
Decomposed Granite Maintenance	As Needed		
Dumpster Cleaning	Monthly		
Total			

SAN GABRIEL RIVER GREENWAY

ITEM DESCRIPTION	FREQUENCY	Monthly Cost	Annual Cost
Litter Control, emptying/ trash liners, graffiti removal, basic landscape, visual safety inspections, ensure Bike path is free and clear of any debris, check signage, report any hazards or vandalism	Two (2) times a week: Mondays and Thursdays.	/	/
Ground cover/ shrub/ sucker growth management	Every 4 months		
Irrigation Inspections	weekly		
Herbicide Applications/ fertilization of turf and landscape	Every three (3) months or as needed		
Re-mulching	Every six (6) months		
Total			

LANDSCAPE MAINTENANCE SPECIFICATION FOR ZOCALO PARK AND SAN GABRIEL RIVER (SGR) GREENWAY LANDSCAPE MAINTENANCE SERVICES

EXTRA WORK – 300 HOURS

ITEM DESCRIPTION	FREQUENCY	Hourly Rate	Material Costs
Replanting	EXTRA WORK	\$	%
Irrigation Repair	EXTRA WORK	\$	%

LANDSCAPE MAINTENANCE SPECIFICATION FOR ZOCALO PARK AND SAN GABRIEL RIVER (SGR) GREENWAY LANDSCAPE MAINTENANCE SERVICES

Two (2) man crew to maintain each site two (2) times a week (Mondays and Thursdays).

JOB CLASSIFICATION	DAYS PER WEEK
Foreman	2x per Week
Laborer	2x per week
Irrigation Technician	weekly

**LANDSCAPE MAINTENANCE SPECIFICATION FOR ZOCALO PARK AND SAN GABRIEL RIVER (SGR)
GREENWAY LANDSCAPE MAINTENANCE SERVICES**

PROPOSED SCHEDULE

ZOCALO PARK

ITEM DESCRIPTION	FREQUENCY	Monthly Cost	Annual Cost
Litter Control, emptying/ trash liners, graffiti removal, basic landscape, visual safety inspections, ensure is free and clear of any debris, check signage, report any hazards or vandalism	Two (2) times a week: Mondays and Thursdays.		
Ground cover/ shrub/ sucker growth management	Every 4 months		
Irrigation Inspections	weekly		
Herbicide Applications/ fertilization of turf and landscape	Every three (3) months or as needed		
Re-mulching	Every six (6) months		
Decomposed Granite Maintenance	As Needed		
Dumpster Cleaning	Monthly		
Total			

SAN GABRIEL RIVER GREENWAY

ITEM DESCRIPTION	FREQUENCY	Monthly Cost	Annual Cost
Litter Control, emptying/ trash liners, graffiti removal, basic landscape, visual safety inspections, ensure Bike path is free and clear of any debris, check signage, report any hazards or vandalism	Two (2) times a week: Mondays and Thursdays.		
Ground cover/ shrub/ sucker growth management	Every 4 months		
Irrigation Inspections	weekly		
Herbicide Applications/ fertilization of turf and landscape	Every three (3) months or as needed		
Re-mulching	Every six (6) months		
Total			

**LANDSCAPE MAINTENANCE SPECIFICATION FOR ZOCALO PARK AND SAN GABRIEL RIVER (SGR)
GREENWAY LANDSCAPE MAINTENANCE SERVICES**

EXTRA WORK – Approximately 300 hours

ITEM DESCRIPTION	FREQUENCY	Hourly Rate	Material Costs
Replanting	EXTRA WORK	\$80.00	15% up
Irrigation Repair	EXTRA WORK	\$80.00	15% up

DESCRIPTION OF ADDED WORK	AMOUNT PROPOSED
<i>Labor</i>	
Irrigation Repair	\$12,000
Replanting/ Additional Landscape Services	\$12,000
<i>Material</i>	
Irrigation Parts	\$7,000
Plants/ Trees/ Etc.	\$10,000
<i>Total</i>	<i>\$41,000</i>

* Funds are to be used on an as-needed basis. Any unused funds will be returned to main account or transferred into another account for maintenance or repairs relating to both project sites.

Webco LB LLC

12305 Woodruff Ave.
 Downey, CA 90241
 Tel: 562-803-0100
 Fax: 562-803-0200
 webco@webcosweeping.com
 webcosweeping.com

Bid for Service

Date	Estimate #
10/7/2025	1259

Billing Address
City of Baldwin Park Anthony Vazquez 13135 E. Garvey Ave. Baldwin Park, CA 91706

Job Site
Various Facilities Baldwin Park, CA

Customer Phone	Customer E-mail	Terms	Start Date
626-960-3993	avazquez@baldwinpark.com	Net 30	TBD

Description	Frequency	Cost
Sweep Bike Trail: Baldwin Park to Ramona Blvd. Price quoted is per service, \$750/service.	per service	750.00
Upon approval service to be scheduled per city's request.		

Please sign, date & return by fax or email for acceptance. Thank you. Todd Rentfrow

Signature & Date:

CITY OF BALDWIN PARK

MEASURE BP

STAKEHOLDERS OVERSIGHT COMMITTEE (SOC)

INVESTMENT OPPORTUNITY CATEGORIES :

A. CITY & COMMUNITY EMPOWERMENT

- Neighborhood Based Improvements
- Neighborhood "Adopt a Project"
- Community Participation and Engagement
- Neighborhood Clean Ups
- Housing Support

B. CITY WORK-FORCE DEVELOPMENT

- Recruitment and Retention of City Staff
- Special Training
- Competitive with other neighboring Cities.

C. ECONOMIC DEVELOPMENT

- Business Retention
- Business Development
- Creation of Jobs
- Beautification of Business Districts
- Business Loans

D. PUBLIC SAFETY

- Patrol Officers
- Equipment (eg. Two-way Radios)
- Training
- Patrol Cars
- Community Policing

E. RECREATION AND PARKS

- Parks
- Programs
- Specialized Programming (Dancing)
- Cultural Arts Programming
- Equipment
- Festivals and Special Events

F. SENIOR COMMUNITY

- Programming
- Field Trips
- Senior Housing

G. SPORTS DEVELOPMENT

- Youth Sports
- Adult Sports
- Sports Complex

H. STREET INFRASTRUCTURE

- Paving
- Signals
- Street Scapes
- Sidewalks
- Bikeways
- Parking Structures
- Localized Drainage

I. YOUTH DEVELOPMENT

- Youth Employment
- Gang Prevention and Intervention
- Career Development

J. MISCELLANEOUS

- Electric Vehicle Charging Stations
- City Facilities
- Events Center