

Gloria Olmos, Mayor
Manuel Acosta, Mayor Pro Tem
Richard Angel, Councilmember
Rudy Bojorquez, Councilmember
Hector Delgado, Councilmember



Rene Salas, Interim City Manager
Donna G. Schwartz, City Clerk
Anthony R. Taylor, City Attorney

CITY OF SOUTH EL MONTE

REGULAR MEETING OF THE SOUTH EL MONTE CITY COUNCIL

AGENDA

January 10, 2023, 6:00 PM
1415 Santa Anita Avenue, South El Monte, CA 91733

PUBLIC COMMENT

To participate during public comment via teleconference, see below:

Link: <https://us02web.zoom.us/j/86581711880>

Webinar ID: 865 8171 1880

Or Call In: 1 669 900 6833, when prompted, enter 86581711880#

LIVE STREAMING OF MEETINGS

The City of South El Monte live streams the City Council Meetings over the Internet at <https://www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes> after the meetings, recordings are immediately posted. NOTE: Your attendance at this public meeting may result in the streaming and recording of your image and/or voice.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act of 1990, if you require a disability-related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call the City Clerk's office at (626) 579-6540 ext. 3280 or ext. 3220 at least 72 hours prior to the meeting.

GENERAL COMMENT

Members of the public wishing to submit a general comment or a comment on an agenda item, can email dschwartz@soelmonte.org or call (626) 579-6540 ext. 3280 to leave a voicemail message. All comments received an hour before the scheduled meeting will be read during public comment and made part of the record.

MEETINGS

The City Council holds regular meetings on the second and fourth Tuesday of every month. Regular meetings start at 6 p.m. in the Council Chambers at City Hall, 1415 Santa Anita Avenue, South El Monte, California. Special and Adjourned Regular meetings start time are to be determined.

POSTING LOCATIONS OF AGENDA AND/OR CANCELLATION NOTICES

Regular meeting agendas will be posted at least 72 hours before the meeting (GC 54954(a)(1)).

Agenda and Cancellation Notices can be viewed online and are also posted at the following three (3) locations: City Hall located at 1415 Santa Anita Avenue, Senior Center located at 1556 Central Avenue and the Community Center located at 1530 Central Avenue, South El Monte, California.

VIEWING OF AGENDA PACKETS

Full agenda packet can be viewed either at www.cityofsouthelmonte.org/129/City-Council-Agendas-Minutes or in the City Clerk's Office during normal business hours Monday through Thursday 7:00 a.m. to 5:30 p.m. Closed on Fridays and major holidays.

ISSUES RELATED TO AGENDA

For issues related to the agenda, including a disability-related accommodation necessary to participate in this meeting, please contact:

Donna G. Schwartz, CMC, City Clerk
Ph (626) 579-6540 ext. 3280
Cell (626) 274-4842

Paola Lara, Deputy City Clerk
Ph (626) 579-6540 ext. 3220
Cell (626) 374-1998

AGENDA BEGINS ON THE FOLLOWING PAGE

1. ROLL CALL

Councilmembers: Angel, Bojorquez, Delgado, Mayor Pro Tem Acosta and Mayor Olmos

2. PLEDGE OF ALLEGIANCE

Councilmember Richard Angel

3. INVOCATION

Mayor Gloria Olmos

4. PRESENTATIONS

4.a. Awards Presented to the 2022 Holiday Home Decoration Contest Winners

4.b. Presentation on the Fiscal Year 2022-23 Mid-Year Budget Review

5. APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES

By motion of the City Council, this is the time to notify the public of any changes to the agenda, remove items from the consent calendar for individual consideration and/or rearrange the order of the agenda.

6. PUBLIC COMMENT

Speakers may provide public comments on any matter within the subject matter jurisdiction of the City Council, including items on the agenda. Each speaker will be limited to five minutes. Unless a majority of the Council objects, the Mayor may provide speakers more or less time to speak. All comments or queries shall be addressed to the Council as a body and not to any specific member thereof. Pursuant to Government Code Section 54954.2(a)(2), the Ralph M. Brown Act, no action or discussion by the City Council shall be undertaken on any item not appearing on the posted agenda, except to briefly provide information, ask for clarification, provide direction to staff, or schedule a matter for a future meeting.

7. CONSENT CALENDAR

Items on the consent calendar are considered to be routine and customary and are enacted by a single motion with the exception of items previously removed by a member of the City Council during "Approval of the Agenda" for individual consideration. Any items removed shall be individually considered immediately after taking action on the Consent Calendar.

7.a. CONSIDERATION AND APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES OF DECEMBER 13, 2022

Staff is requesting approval of Minutes for the December 13, 2022 Regular City Council Meeting.

RECOMMENDED ACTION: Staff recommends City Council approve the Minutes of the Regular City Council Meeting of December 13, 2022.

CONSENT CALENDAR (CONTINUED)

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-01, APPROVING WARRANTS FOR THE PERIOD OF DECEMBER 14, 2022 THROUGH JANUARY 10, 2023

Authorizing payment of City expenditures for the period December 14, 2022 through January 10, 2023, totaling \$1,117,364.96.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 23-01, authorizing payment of City expenditures.

7.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-02, AWARDED A PROFESSIONAL SERVICES AGREEMENT (PSA) TO BUCKNAM INFRASTRUCTURE GROUP, INC. FOR PROFESSIONAL SERVICES FOR THE PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE

Award of contract to provide Professional Services for the Pavement Management Program (PMP) Update over a five-year period.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 23-02, awarding a professional services agreement to Bucknam Infrastructure Group, Inc. for the Pavement Management Program (PMP) Update in the amount of \$24,890.00;
2. Approve \$24,890.00 in Prop C Funds for the requested services; and
3. Authorize Interim City Manager or designee to negotiate and execute the agreement.

7.d. CONSIDERATION AND APPROVAL OF RESOLUTION 23-03, APPROVING THE APPOINTMENT AND TEMPORARY EMPLOYMENT OF MARTHA CASTILLO, A CaIPERS RETIRED ANNUITANT, AS THE CITY'S INTERIM HUMAN RESOURCES/ RISK MANAGER

Since the departure of the permanent Human Resources/Risk Manager back in July of 2022, staff has filled the position on an interim basis. We are now recommending the temporary appointment of Martha Castillo as our Interim Human Resources/Risk Manager.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution 23-06, approving the appointment and temporary employment of Martha Castillo as the City's Interim Human Resources/Risk Manager.

CONSENT CALENDAR (CONTINUED)

7.e. CONSIDERATION OF RESOLUTION NO. 23-04, CALLING A PUBLIC HEARING FOR METRO FISCAL YEAR 2023 FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM FOR ELIGIBLE PROJECTS

The Los Angeles County Metropolitan Transportation Authority ("Metro") has opened the solicitation for proposals period for the Federal Transit Administration ("FTA") Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program ("Section 5310 Program"). The Public Hearing is a required aspect of the grant application process to certify that there are no nonprofit organizations readily available in the area to provide transportation services for seniors and individuals with disabilities

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 23-04, calling for a public hearing on February 14, 2023 to identify nonprofit organizations readily available to provide services for public transportation projects under the Federal Transit Administration section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

7.f. CONSIDERATION FOR AUTHORIZATION TO SEEK REQUEST FOR PROPOSALS (RFP) FOR DESIGN SERVICES FOR SOUTH EL MONTE SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT, ATP CYCLE 5 PROJECT

Staff seeks City Council approval to issue Request for Proposals (RFP) for design services for South El Monte Safe Routes To School Pedestrian Safety Project, ATP Cycle 5 Project. The scope of improvements are part of the Active Transportation Program (ATP) Cycle 5 project.

RECOMMENDED ACTION: Staff recommends City Council approve an RFP for design services for South El Monte Safe Routes To School Pedestrian Safety Project, ATP Cycle 5 Project and authorize staff to solicit proposals.

7.g. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-05, APPROVING THE PART-TIME EMPLOYEE SALARY SCHEDULE

Effective January 1, 2023, per California Labor Code Section 1182.12(c)(3)(A) the State's minimum wage of \$15.00 per hour was increased to \$15.50 per hour.

RECOMMENDED ACTION: Staff Recommends City Council adopt Resolution No. 23-05, approving the part-time employee salary schedule. The state hourly minimum wage must be increased, effective January 1, 2023, to \$15.50 an hour (regardless of the number of workers employed by an employer).

8. PUBLIC HEARINGS - None

9. GENERAL BUSINESS

9.a. SELECTION OF MAYOR PRO TEM

The City Council will consider appointing a Mayor Pro Tem from among its members. The term of office shall be one year, or until the City Council selects a successor.

RECOMMENDED ACTION: Staff recommends City Council select a Mayor Pro Tem from among its members for a term of one year.

9.b. APPOINTMENT OF COMMUNITY SERVICES COMMISSIONERS

Appointments to be made to the Community Services Commission, which is a five-member commission. Current terms expired on December 31, 2022.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Community Services Commission for a one-year term commencing January 1, 2023, through December 31, 2023.

9.c. APPOINTMENT OF PATRIOTIC COMMISSIONERS

Appointments to be made to the Patriotic Commission, which is a five-member commission. Current terms expired on December 31, 2022.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking re-appointment/appointment to the Patriotic Commission for a one-year term commencing January 1, 2023, through December 31, 2023.

9.d. APPOINTMENT OF PLANNING COMMISSIONERS

Appointments to be made to the Planning Commission, which is a five-member commission. Current terms expired on December 31, 2022.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Planning Commission for a one-year term commencing January 1, 2023, through December 31, 2023.

9.e. next page.

GENERAL BUSINESS (CONTINUED)

9.e. CONSIDERATION AND APPROVAL OF ORDINANCE NO. 1262, ESTABLISHING A COMMISSION FOR THE ADVANCEMENT OF WOMEN AND GIRLS AND ADDING CHAPTER 2.50, "COMMISSION FOR THE ADVANCEMENT OF WOMEN AND GIRLS," UNDER TITLE 2, "ADMINISTRATION AND PERSONNEL" TO THE SOUTH EL MONTE MUNICIPAL CODE

In January 2022 the City applied for a grant through the California Commission on the Status of Women and Girls (CCSWG) Women's Recovery Response Grant and was awarded a grant in the amount of \$25,000 to establish a new commission for women and girls. The City held several outreach events and received an enormous positive response from the community and now wishes to establish a five-member commission.

RECOMMENDED ACTION: Staff recommends City Council waive first reading and introduce Ordinance No. 1262, Establishing a Commission for the Advancement of Women and Girls and Adding Chapter 2.50, "Commission for the Advancement of Women and Girls," under Title 2 "Administration and Personnel" and set for adoption at the next regular city council meeting.

9.f. CONSIDERATION AND APPROVAL OF URGENCY ORDINANCE NO. 1263, ESTABLISHING A 45-DAY TEMPORARY MORATORIUM ON THE ESTABLISHMENT OR EXPANSION OF CAR WASHES WITHIN CITY LIMITS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF PERMANENT ZONING REGULATIONS FOR SUCH USES

The proposed moratorium would halt the establishment or expansion of car washes or automobile washes ("Car Wash" or "Car Washes") within the City for 45 days (unless extended) while City Staff reviews and adopts appropriate zoning regulations for Car Washes.

RECOMMENDED ACTION: Staff recommends City Council:

1. waive further reading, and adopt Urgency Ordinance No. 1263, Establishing a 45-day temporary moratorium on the establishment or expansion of car washes within City limits during the pendency of the City's review and adoption of zoning regulations for such uses; and
2. Authorize Interim City Manager to direct the Planning Division and Planning Commission review the development standards for Car Washes, and survey development standards for Car Washes in other cities.

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

AB 1234, section 53232.3(d) requires Members of a legislative body to provide brief reports on meetings attended at the expense of the local agency (i.e., League of California Cities Conferences, ICSC conferences, etc.) at the next regular meeting of the legislative body.

11. CORRESPONDENCE

11.a. LETTER FROM THE MONTEBELLO BREWERS BASEBALL CORPORATION REQUESTING A LONG TERM RESERVATION, APPROVAL TO HOST TWO BASEBALL TOURNAMENTS, AND FEE WAIVER FOR THE USE OF FIELDS AT NEW TEMPLE AND SHIVELY PARK

The Montebello Brewers Baseball Corporation (Brewers) are requesting a long-term reservation from February 1, 2023 to December 31, 2023, approval of two (2) baseball tournaments, and a reservation fee waiver for the use of the Dean L. Shively Park and New Temple Park fields Monday through Friday from 6:00 p.m. to 8:30 p.m. and Saturdays and Sundays from 8:00 a.m. to 6:00 p.m. to host scheduled practices, games, and tournaments.

RECOMMENDED ACTION: Staff recommends City Council discuss and take action on the request by the Brewers for a long-term reservation, approval to host two (2) baseball tournaments and a fee waiver in the total amount of \$61,150.00.

12. COUNCILMEMBERS' AGENDA

13. CLOSED SESSION

13.a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)

Title: Interim City Manager

14. ADJOURNMENT

In memory of Mrs. Linda Taylor, mother of City Attorney Anthony R. Taylor and Mr. Juan Castaneda, long-time resident of South El Monte to Tuesday, January 24, 2023, at 6:00 p.m.

I Donna G. Schwartz, hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted not less than 72 hours at the following locations: City of South El Monte City Hall, Senior Center and Community Center and made available at www.cityofsouthelmonte.org on this 5th day of January 2023.



City Clerk, CMC



City Council Agenda Report

Agenda Item No. 4.a.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Rene Salas, Interim City Manager

SUBJECT: Awards Presented to the 2022 Holiday Home Decoration Contest Winners

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 4.b.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Masami Higa, Interim Finance Director

SUBJECT: Presentation on the Fiscal Year 2022-23 Mid-Year Budget Review

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. Mid-Year Budget Presentation



CITY OF SOUTH EL MONTE

FY2022-23

Mid-Year Budget Review

January 10, 2023

OVERVIEW

- FY 22-23 City-Wide Summary
- General Fund Revenues
- General Fund Expenditures
- Special Revenue Funds Revenues
- Special Revenue Funds Expenditures
- City Cash & Investment Balances
- FY 23-24 Budget Calendar

FISCAL YEAR 2022-2023

CITY-WIDE SUMMARY

(IN \$MILLIONS)

Description	6 Months Budget	6 Months Actual	6 Months Variance	12 Months Budget	12 Months Forecast	12 Months Variance
General Fund Revenues	\$12.0	\$10.6	\$(1.4)	\$24.1	\$24.2	\$0.1
General Fund Expenditures	9.6	9.5	0.1	19.2	19.5	(0.3)
General Fund Total	2.4	1.1	(1.3)	4.9	4.7	(0.2)
Special Revenue Funds Revenues	5.4	1.8	(3.6)	10.8	7.3	(3.5)
Special Revenue Funds Expenditures	7.9	6.5	1.4	15.9	12.4	3.5
Special Revenue Funds Total	(2.5)	(4.7)	(2.2)	(5.1)	(5.1)	0.0
City-Wide Total	\$(0.1)	\$(3.6)	\$(3.5)	\$(0.2)	\$(0.4)	\$(0.2)

FISCAL YEAR 2022-2023 GENERAL FUND REVENUES (IN \$MILLIONS)

Description	6 Months Budget	6 Months Actual	6 Months Variance	12 Months Budget	12 Months Actual	12 Months Variance
Taxes	\$8.0	\$4.7	\$(3.3)	\$15.9	\$16.0	\$0.1
Licenses and permits	0.7	0.7	0.0	1.4	1.4	0.0
Fines and forfeitures	0.1	0.0	(0.1)	0.2	0.1	(0.1)
Use of money & property	0.0	0.0	0.0	0.1	0.1	0.0
Charges for services	0.2	0.2	0.0	0.4	0.4	0.0
Intergovernmental	0.1	0.0	(0.1)	0.3	0.3	0.0
Other revenues	0.0	0.1	0.1	0.0	0.1	0.1
Transfers-in	2.9	4.9	2.0	5.8	5.8	0.0
Total	\$12.0	\$10.6	\$(1.4)	\$24.1	\$24.2	\$0.1

FISCAL YEAR 2022-2023

GENERAL FUND EXPENDITURES

(IN \$MILLIONS)

Description	6 Months Budget	6 Months Actual	6 Months Variance	12 Months Budget	12 Months Actual	12 Months Variance
General government	\$2.2	\$2.4	\$(0.2)	\$4.4	\$4.5	\$(0.1)
Public safety	3.1	3.0	0.1	6.1	5.9	0.2
Community development	1.0	0.9	0.1	2.0	2.0	0.0
Public works/utilities	1.9	1.8	0.1	3.9	3.7	0.2
Community services programs	0.9	1.1	(0.2)	1.8	2.2	(0.4)
Capital outlay	0.3	0.1	0.2	0.6	0.5	0.1
Debt service	0.2	0.2	0.0	0.4	0.7	(0.3)
Total	\$9.6	\$9.5	\$0.1	\$19.2	\$19.5	\$(0.3)

FISCAL YEAR 2022-2023

SPECIAL REVENUE FUNDS REVENUES

(IN \$MILLIONS)

Description	6 Months Budget	6 Months Actual	6 Months Variance	12 Months Budget	12 Months Actual	12 Months Variance
Intergovernmental	\$4.7	\$1.8	\$(2.9)	\$9.3	\$6.6	\$(2.7)
Special assessments	0.2	0.0	(0.2)	0.4	0.2	(0.2)
Other revenues	0.5	0.0	(0.5)	1.0	0.5	(0.5)
Charges for services	0.0	0.0	0.0	0.1	0.0	(0.1)
Total	\$5.4	\$1.8	\$(3.6)	\$10.8	\$7.3	\$(3.5)

FISCAL YEAR 2022-2023

SPECIAL REVENUE FUNDS EXPENDITURES

(IN \$MILLIONS)

Description	6 Months Budget	6 Months Actual	6 Months Variance	12 Months Budget	12 Months Actual	12 Months Variance
Community services programs	\$0.8	\$0.3	\$0.5	\$1.6	\$1.1	\$0.5
Public works/utilities	0.4	0.5	(0.1)	0.9	0.9	0.0
Capital outlay	3.8	0.8	3.0	7.6	4.6	3.0
Transfers-out	2.9	4.9	(2.0)	5.8	5.8	0.0
Total	\$7.9	\$6.5	\$1.4	\$15.9	\$12.4	\$3.5

12/31/22 CASH BALANCES

Account Name	Type	Balance
City of South El Monte	Checking	\$3,384,704
Metro	Checking	1,142,772
Older American Act	Checking	5,029
LAIF	Investment	3,769,657
Time Value Investments	Investment*	18,736,515
Total		\$27,038,677

LAIF is currently earning approximately 2.0%.

** Total of \$19 million invested with \$3.2 million in Certificate of Deposits and \$15.8 million in U.S. Government Bonds earning approximately 3.2%.

FISCAL YEAR 2023-2024 BUDGET CALENDAR

- The City decided to start its budget cycle early this year (usually starts in March)
- The following budget schedule has been tentatively adopted.
- The City will keep City Council informed throughout this process.

	Start Date	Objective	End Date
Initial Round	01/02/23	Finance to estimate year-end forecasts for users to refer to.	01/05/23
	01/09/23	Finance to update all budget templates for all funds, departments, and divisions.	01/12/23
	01/16/23	Departments and Divisions to fill out their budget templates, including their year-end forecasts, and next year's budgets	01/26/23
	01/30/23	Finance to review all submitted budget, consolidate, and present findings to the City Manager.	02/02/23
	02/06/23	City Manager to give direction to Finance, Departments, and Divisions.	02/09/23
Revised Round	02/13/23	Departments and Divisions to update their budgets based on direction provided by the City Manager	02/16/23
	02/20/23	Finance to review updated budgets, consolidate, and present findings to the City Manager.	02/23/23
	02/27/23	City Manager to give direction to Finance, Departments, and Divisions.	03/02/23
Proposed Round	03/06/23	Departments and Divisions to update their budgets based on direction provided by the City Manager.	03/09/23
	03/13/23	Finance to prepare Draft Budget Book.	03/16/23
	03/20/23	Finance to provide Draft Budget Book to City Manager for review.	03/23/23
	03/27/23	Finance to update Draft Budget Books based on direction from City Manager.	03/30/23
	04/03/23	Finance to prepare Budget Workshot Presentation.	04/06/23
	04/10/23	City Manager to review Budget Workshop Presentation and place it on City Council meeting agenda.	04/13/23
	04/17/23	Present to City Council for discussion and direction to staff.	04/27/23
Final Round	05/01/23	Finance to update the Draft Budget Book based on direction from City Council.	05/04/23
	05/08/23	Finance to prepare Budget Resolution and make public notice for City Council's budget adoption.	05/11/23
	05/15/23	City Council adoption of budget.	05/25/23
	05/29/23	Finance to post the adopted budget on City's website.	06/01/23
	06/05/23	City Clerk to file a copy with the County.	06/08/23

Questions



City Council Agenda Report

Agenda Item No. 7.a.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF THE REGULAR CITY COUNCIL MEETING MINUTES OF DECEMBER 13, 2022

SUMMARY: Staff is requesting approval of Minutes for the December 13, 2022 Regular City Council Meeting.

RECOMMENDED ACTION: Staff recommends City Council approve the Minutes of the Regular City Council Meeting of December 13, 2022.

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. Minutes

**CITY OF SOUTH EL MONTE
REGULAR CITY COUNCIL MEETING MINUTES
TUESDAY, DECEMBER 13, 2022 - 6:00 PM
1556 CENTRAL AVENUE, SOUTH EL MONTE, CA 91733**

1. ROLL CALL

Mayor Olmos called the meeting to order at 6:01 PM

PRESENT: Councilmember(s): Angel, Delgado, Retamoza, Mayor Pro Tem Acosta, and Mayor Olmos

STAFF PRESENT: Rene Salas, Interim City Manager; Anthony R. Taylor, City Attorney; Donna G. Schwartz, City Clerk; Masami Higa, Interim Finance Director; Guillermo Arreola, Planning Manager, Paola Lara, Deputy City Clerk; Nancy Rodriguez, Recreation Specialist; and Robert Molina, Recreational Leader.

Zoom was provided for the Public to participate during public comment via teleconference.

2. PLEDGE OF ALLEGIANCE - Mayor Pro Tem Manuel Acosta led the Pledge of Allegiance

3. INVOCATION - Pastor Patricia Garrett, Faith Dominion Church, offered the Invocation.

4. PRESENTATIONS

4.a. City Council received a report from the Sheriff's Department and discussed matters concerning law enforcement in the City for the months of October and November.

Staff was directed to provide a memo to City Council with the fund balance for saturation patrol for the deputies.

4.b. City Council received a report from Interim City Manager Rene Salas on code enforcement and public safety activities for the months of October and November.

5. Approval of Agenda next page.

5. APPROVAL OF THE AGENDA AND WAIVER OF FULL READING OF ORDINANCES

A motion was made by Councilmember Angel, seconded by Mayor Pro Tem Acosta to approve the agenda. Motion carried 5-0, by the following vote:

AYES: Councilmember(s): Angel, Delgado, Retamoza, Mayor Pro Tem Acosta and Mayor Olmos

NAYS: Councilmember(s): None

6. PUBLIC COMMENT

Mayor Olmos opened public comment.

1. Ken Raush, El Monte/South El Monte Chamber of Commerce, thanked Councilmember Retamoza for her service and commitment to improve the business community and stated he looks forward to continue to represent businesses in South El Monte.

There being no further comment, Mayor Olmos closed public comment.

7. CONSENT CALENDAR

City Attorney Anthony R. Taylor read the title of Ordinance No. 1260.

A motion was made by Councilmember Delgado, seconded by Mayor Pro Tem Acosta to approve the Consent Calendar. Motion carried 5-0, by the following vote:

AYES: Councilmember(s): Angel, Delgado, Retamoza, Mayor Pro Tem Acosta and Mayor Olmos

NAYS: Councilmember(s): None

- 7.a.** Adopted Resolution No. 22-90, reciting the facts of the November 8, 2022, General Municipal Election. This Resolution will certify that Manuel Acosta was re-elected to the City Council, Rudy Bojorquez was elected to the City Council, Measure "CM" was passed by the voters, and Measure "X" was not passed by the voters.

- 7.b.** Approved the Minutes of the Adjourned Regular City Council Meeting of November 9, 2022.

- 7.c.** Adopted Resolution No. 22-91, authorizing payment of City expenditures for the period November 10, 2022 through December 13, 2022, totaling \$1,520,982.02.

7.d.- 7.g. next page

- 7.d. Adopted Resolution No. 22-92, proclaiming a local emergency persists and authorizing the use of alternative meeting procedures by the City's legislative bodies, such as utilizing a virtual platform (e.g. Zoom) for the period from December 13, 2022 through January 11, 2023.
- 7.e. Approved the City's 2023 Special Events Calendar.
- 7.f. Adopted Resolution No. 22-93, accepting the improvements for the Santa Anita Avenue and Klingerman Street, Rush Street, and Central Avenue Traffic Signal Modification Project; authorize City Clerk to send the Notice of Completion for recordation to the Los Angeles County Recorder's Office; and release retention accordingly.
- 7.g. Adopted Resolution No. 22-94, approving award of contract to Bureau Veritas North America, Inc. (BV NA) for Building Inspection services and authorized Interim City Manager to negotiate and execute the contract.

8. PUBLIC HEARINGS - None

9. GENERAL BUSINESS - None

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

Mayor Pro Tem Acosta announced his attendance at the City's Annual Veteran's Day Ceremony, City's Annual 5K Turkey Dash & 1K Trot, City's Thanksgiving Boxing Show, City's Annual Tree Lighting Ceremony, and South El Monte Community Outreach Angel Tree event.

Councilmember Retamoza announced her attendance at the City's Annual Veteran's Day Ceremony and City's Annual Tree Lighting Ceremony.

Councilmember Delgado announced his attendance at the City's Annual 5K Turkey Dash & 1K Trot, Turkey Giveaway for Staff, and City's Annual Tree Lighting Ceremony.

Councilmember Angel announced his attendance at the City's Annual Veteran's Day Ceremony, City's Annual Tree Lighting Ceremony, City's Annual 5K Turkey Dash & 1K Trot, City's Thanksgiving Boxing Show, and South El Monte Community Outreach Angel Tree event.

Mayor Olmos announced her attendance at the City's Annual Veteran's Day Ceremony, City's Annual 5K Turkey Dash & 1K Trot, City's Thanksgiving Boxing Show, City's Annual Tree Lighting Ceremony, and South El Monte Community Outreach Angel Tree event, the Oath of Office Swearing in for City of Azusa, South El Monte's Community Outreach Turkey Distribution, Pool Table Room Re-Opening at the Senior Center, and announced SEACCA has adoption opportunities.

11. CORRESPONDENCE - None

12. COUNCILMEMBERS' AGENDA - None

13. CLOSED SESSION - None

14. COMMENTS BY OUTGOING MEMBERS OF THE CITY COUNCIL

Mayor Pro Tem Acosta, Councilmember Delgado, Councilmember Angel, and Mayor Olmos thanked Councilmember Retamoza for her commitment and service to the City, stated it was a pleasure working with her, and wished her well on her future endeavors.

Councilmember Retamoza stated it was an honor to serve the community during her term in office, thanked staff for the work they do, thanked City Council and her family for their support, and congratulated the re-elected and newly elected Councilmembers.

Interim City Manager Rene Salas stated it was a pleasure to work with Councilmember Retamoza.

Mayor Olmos and City Council presented Councilmember Retamoza with a City plaque and a bouquet of flowers.

15. OATH OF OFFICE ADMINISTERED TO RE-ELECTED AND ELECTED MEMBERS OF THE CITY COUNCIL

15.a. RE-ELECTED COUNCILMEMBER - MANUEL ACOSTA

Raquel Bianca Acosta, daughter of Mr. Acosta, and family, administered the Oath of Office to Mayor Pro Tem Manuel Acosta.

Mayor Olmos congratulated Mayor Pro Tem Manuel Acosta and presented a "Certificate of Election."

15.b. ELECTED COUNCILMEMBER – RUDY BOJORQUEZ

Myranda Bojorquez, daughter of Mr. Bojorquez, and family, administered the Oath of Office to Councilmember Rudy Bojorquez.

Mayor Olmos congratulated Councilmember Rudy Bojorquez and presented a "Certificate of Election."

16. PRESENTATIONS BY OUTSIDE ORGANIZATIONS

1. Crystal Lopez, representing Senator Susan Rubio, presented Certificates of Recognition to Councilmember Retamoza, Mayor Pro Tem Acosta, and Councilmember Bojorquez.
2. Ricardo Padilla, representing El Monte Union High School District Board of Education, presented Certificates of Recognition to Councilmember Retamoza, Mayor Pro Tem Acosta, and Councilmember Bojorquez.
3. Julia Ruedas, representing El Monte City Council, presented Certificates of Recognition to Councilmember Retamoza, Mayor Pro Tem Acosta, and Councilmember Bojorquez.
4. Amanda Mejia, representing Athens Services, presented a gift to Councilmember Retamoza.

17. COMMENTS BY RE-ELECTED AND NEWLY ELECTED MEMBERS OF THE CITY COUNCIL

Mayor Pro Tem Acosta thanked the community, his family, and others for their support and stated it is a pleasure to be a City Councilmember.

Councilmember Bojorquez thanked staff, his family, and others for their support, congratulated Mayor Pro Tem Acosta, and stated he looks forward to working with the City and City Council.

18. ADJOURNMENT

At 7:13 p.m. Mayor Olmos adjourned the meeting in memory of Sefarino “Sevi” Cabrera, resident, to a Regular Meeting on Tuesday, January 10, 2023, at 6:00 p.m.

Donna G. Schwartz, CMC, City Clerk

Gloria Olmos, Mayor



City Council Agenda Report

Agenda Item No. 7.b.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Masami Higa, Interim Finance Director

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-01, APPROVING WARRANTS FOR THE PERIOD OF DECEMBER 14, 2022 THROUGH JANUARY 10, 2023

SUMMARY: Authorizing payment of City expenditures for the period December 14, 2022 through January 10, 2023, totaling \$1,117,364.96.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 23-01, authorizing payment of City expenditures.

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

- A. Resolution No. 23-01
- B. Warrant Register 01.10.23

ATTACHMENT A

RESOLUTION NO. 23-01

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL
ALLOWING CERTAIN CLAIMS AND DEMANDS FOR THE
PERIOD OF DECEMBER 14, 2022, THROUGH JANUARY 10,
2023, TOTALING \$1,117,364.96.

THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE DOES HEREBY RESOLVE,
DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1: That in accordance with Section 37202 of the Government Code, the
Finance Director hereby certifies to the accuracy of the following demands and the availability of
funds for payment thereof.

Finance Director

SECTION 2: That the following claims and demands have been audited as required by
law and that the same are hereby allowed in the amount hereafter set forth.

	<u>CLAIMANT</u>	<u>CLAIM PERIOD</u>	<u>WARRANT #'S</u>	<u>AMOUNT</u>
FY 22/23	Electronic Warrants	12/14/22-01/10/23	DFT0000400-445	\$419,478.23
FY 22/23	Regular Warrants	12/14/22-01/10/23	11449-578	\$401,939.96
Payroll	Check	PPE 12/10/2022	1266-1276	\$8,313.01
Payroll	Direct Deposit	PPE 12/10/2022	2913-2994	\$112,718.08
Payroll	Check	PPE 12/24/22	1277-1294	\$31,865.56
Payroll	Direct Deposit	PPE 12/24/22	2995-3096	\$143,050.12

TOTAL EXPENDITURES RESOLUTION NO. 23-01 \$1,117,364.96

PASSED, APPROVED, AND ADOPTED this 10th day of January 2023.

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna G. Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 23-01, was duly passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 10th day of January 2023, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk

ATTACHMENT B



South El Monte, CA

Warrant Register

Council Meeting 01/10/23

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0100.1050.5105	ROSEMARIE JUAREZ	11449	12/08/2022	VISION COBRA REFUND	90.00
01.0100.1050.5110	ROSEMARIE JUAREZ	11449	12/08/2022	DENTAL COBRA REFUND	527.20
01.0151.1543.5406	MIGUEL ANGEL GARCIA	11450	12/12/2022	12/17 SANTA CLAUSE SVCS/ TOY GIVEAWAY	600.00
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11451	12/12/2022	12/1/22-1/1/23 1900 N CENTRAL	109.12
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11451	12/12/2022	12/1/22-1/1/23 1415 N SANTA ANITA	72.75
01.0150.1515.5204	ALEJANDRO MIRAMONTES DE ANDA	11452	12/15/2022	NOV'22 PATRIOTIC MEETING	100.00
01.0150.1515.5204	BLANCA M. FIGUEROA	11453	12/15/2022	NOV'22 PATRIOTIC MEETING	100.00
01.0150.1515.5204	MIRNA IVETTE SANCHEZ	11454	12/15/2022	NOV'22 PATRIOTIC MEETING	100.00
01.0150.1515.5204	NAOMI LOPEZ	11455	12/15/2022	NOV'22 PATRIOTIC MEETING	100.00
01.0150.1515.5204	RUDY LOPEZ	11456	12/15/2022	NOV'22 PATRIOTIC MEETING	100.00
01.0000.0000.2230	NATIONWIDE RETIREMENT SOLUTIONS	11457	12/19/2022	PPE: 12/10/22	4,865.00
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11458	12/19/2022	11/8-12/7 1903 IRRIG DURFEE	137.63
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11458	12/19/2022	11/8-12/7 2018 DURFEE	229.24
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11458	12/19/2022	11/8-12/7 11016 GOMEZ PALACIO	27.53
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11458	12/19/2022	11/8-12/7 1926 IRR DURFEE	229.24
01.0000.0000.2270	STATE OF CA FRANCHISE TAX BOARD	11459	12/19/2022	R. RODRIGUEZ FTB GARNISHMENT 12/10/22	422.04
01.0170.1475.5215	STATE WATER RESOURCES CONTROL BOARD	11460	12/19/2022	7/1/22-6/30/23 ANNUAL PERMIT FEE	3,453.00
01.0000.0000.2240	VONS CREDIT UNION	11461	12/19/2022	PPE 12/10/22	41.25
01.0000.0000.2240	VONS CREDIT UNION	11461	12/19/2022	PPE 11/26/22	41.25
68.0900.9000.5974	KOA CORPORATION	11462	12/22/2022	JULY'22 RUSH ST CORR #238	15,232.76
68.0900.9000.5974	KOA CORPORATION	11462	12/22/2022	AUG'22 RUSH ST CORR #238	17,398.76
68.0900.9000.5974	KOA CORPORATION	11462	12/22/2022	08/29-10/2 RUSH ST CORR #238	4,818.00
68.0900.9000.5974	KOA CORPORATION	11462	12/22/2022	OCT'22 RUSH ST CORR #238	6,639.75
68.0900.9000.5974	KOA CORPORATION	11462	12/22/2022	NOV'22 RUSH ST CORR #238	1,392.00
01.0100.1010.5406	LAB1419	11463	12/22/2022	POLO/ COUNCIL	82.68
01.0100.1040.5922	LAB1419	11463	12/22/2022	WOMAN- HERNANDEZ	55.12
01.0100.1040.5922	LAB1419	11463	12/22/2022	POLO SHIRT ADMIN- BLACK	27.56
01.0130.1310.5406	LAB1419	11463	12/22/2022	FINANCE POLOS	171.00
01.0140.1430.5406	LAB1419	11463	12/22/2022	POLO SHIRTS COMM DEV DEPT	70.27
01.0140.1430.5406	LAB1419	11463	12/22/2022	POLO SHIRTS COMM DEV DEPT	97.84
01.0170.1710.5406	LAB1419	11463	12/22/2022	ADDITIONAL POLOS	826.80
01.0100.1040.5922	LAB1419	11463	12/22/2022	JACKET- ADMINISTRATION	88.20
01.0130.1310.5406	LAB1419	11463	12/22/2022	JACKETS- FINANCE	385.88
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/7-12/6 1222 IRRIG PECK	310.00
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/7-12/6 1109 IRRIG PECK	220.27
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/14-12/12/22 2004 IRRIG ROSEMEAD	27.53
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/7-12/6 1502 IRRIG PECK	283.08
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/7-12/6 1628 IRRIG DURFEE	265.13
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/15-12/13 2620 ROSEMEAD	142.12
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/14-12/22 2218 ROSEMEAD	137.63
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/7-12/6 1660 IRRIG DURFEE	224.75
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/15-12/13 2464 ROSEMEAD	137.63
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/9-12/8 1675 IRRIG DURFEE	160.07
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/7-12/6 1508 IRRIG PECK	265.13
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11464	12/22/2022	11/7-12/6 FARDON-PECK	68.83
01.0170.1730.5705	SO CAL GAS	11465	12/22/2022	11/16-12/16 1450 LIDCOMBE AVE	112.89
01.0170.1730.5705	SO CAL GAS	11465	12/22/2022	11/16-12/16 1900 CENTRAL AVE	347.93
01.0170.1730.5705	SO CAL GAS	11465	12/22/2022	11/16-12/16 1824 CENTRAL AVE	198.73
01.0170.1730.5705	SO CAL GAS	11465	12/22/2022	11/16-12/16 1530 CENTRAL AVE	1,474.74
01.0170.1730.5705	SO CAL GAS	11465	12/22/2022	11/16-12/16 1556 CENTRAL AVE	1,436.59
01.0170.1730.5705	SO CAL GAS	11465	12/22/2022	11/16-12/16 1500 CENTRAL AVE	14.79
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	OCT'22 GENERAL	3,879.30
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	NOV'22 SPECIAL PROJECTS	422.10
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	NOV'22 LITIGATION SVCS	3,698.70
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	NOV'22 PERSONNEL	5,339.60
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	NOV'22 PLANNING	241.20
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	NOV'22 PUBLIC WORKS-ENGINEERING	120.60
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	NOV'22 HOUSING	518.90
01.0100.1030.5215	ALESHIRE & WYNDR, LLP	11466	12/27/2022	NOV'22 ADDITIONAL SVCS	252.00
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	11467	12/27/2022	FOOD SUPPLIES FOR CI PRGM	197.20
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	11467	12/27/2022	FOOD SUPPLIES FOR CII PRGM	21.91
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	11467	12/27/2022	FOOD SUPPLIES FOR CI PRGM	121.75
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	11467	12/27/2022	FOOD SUPPLIES FOR CII PRGM	13.52
01.0150.1530.6020	A & C BILLARDS & BARSTOOLS	11468	12/27/2022	4TH ST TEXAS HOLDEM TABLE	112.90
01.0100.1050.5936	ADALBERTO ULLOA	11469	12/27/2022	BOOT ALLOWANCE	170.48
01.0130.1330.6015	ADVANCED MICROCOMPUTING CONCEPTS,INC	11470	12/27/2022	PHONE EQUIPMENT	19,094.24
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11470	12/27/2022	DEC'22 CLOUD SVCS	750.00
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11470	12/27/2022	DEC'22 MANAGED SVCS	11,563.05
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11470	12/27/2022	DEC'22 OFFICE SVCS	4,617.00
01.0150.1530.5952	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	PLACEMATS/ NEW YEAR LUNCHEON	87.67
01.0150.1530.6020	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	COAT RACK/ BILLARDS ROOM	48.99

01.0140.1440.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	DEPT SUPPLIES BLDG, SAFETY & CODE	35.51
01.0140.7020.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	DEPT SUPPLIES BLDG, SAFETY & CODE	12.93
01.0150.1540.5431	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	AFTER SCHOOL PROGRAM SUPPLIES	176.99
01.0150.1540.5431	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	AFTER SCHOOL PROGRAM SUPPLIES	30.77
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	OFFICE SUPPLIES	7.93
01.0150.1530.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	SMART WATCH/ WALKING CLUB	24.24
01.0150.1530.5430	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	BOARD ERASERS/ BILLIARDS ROOM	11.90
01.0151.1546.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	CHRISTMAS WISH DECOR SUPPLIES	81.14
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	FINANCE OFFICE SUPPLIES	24.92
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	TILE KEY TRACKERS/ OFFICE SUPPLIES	288.98
01.0151.1541.5499	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	YOUTH BASKETBALL REF SHIRTS/ STAFF	27.50
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	FINANCE OFFICE SUPPLIES	25.21
01.0130.1330.6015	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	ETHERNET SWITCHES/CHALL	115.74
01.0170.1020.5956	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	BEANIES/ PW STAFF	165.45
01.0150.1530.6020	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	PROJECTOR/ SCTR	881.99
01.0150.1540.5431	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	BABY LAB PROGRAM SUPPLIES	246.91
01.0151.1546.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	CHRISTMAS WISH TOY GIVEAWAY SUPPLIES	344.58
01.0130.1330.6015	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	FINANCE OFFICE SUPPLIES	50.52
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	11471	12/27/2022	OFFICE SUPPLIES	110.77
01.0151.1541.5215	ANDREW WING	11472	12/27/2022	12/3 BASKETBALL OFFICIAL SVCS	90.00
01.0151.1541.5215	ANTHONY ROEL	11473	12/27/2022	12/6 BASKETBALL OFFICIAL SVCS	90.00
01.0100.1050.5936	ANTONIO REYES	11474	12/27/2022	BOOT ALLOWANCE	200.00
01.0170.1720.5720	AQUA PURE DRINKING WATER	11475	12/27/2022	NOV'22 WATER SVCS/ YARD	10.00
02.0170.1760.5550	ATHENS SERVICES	11476	12/27/2022	DEC'22 SWEEPER SVCS	6,140.00
01.0170.1020.5515	BASE HILL, INC.	11477	12/27/2022	NOV'22 JANITORIAL SVCS	7,339.00
01.0170.1020.5515	BASE HILL, INC.	11477	12/27/2022	NOV'22 DISINFECT #505	17,800.00
01.0170.1020.5515	BASE HILL, INC.	11477	12/27/2022	NOV'22 CARPET SHAMPOO/ CHALL	250.00
01.0151.1541.5215	BENJAMIN G. VAROS	11478	12/27/2022	12/7 BASKETBALL OFFICIAL SVCS	90.00
01.0150.1530.5430	BROTHERS AWARDS & TROPHIES	11479	12/27/2022	PLAQUE/ OPENING OF BILLIARD ROOM	38.50
01.0130.1310.5215	CA DEBT AND INVESTMENT ADVISORY COMMISSION	11480	12/27/2022	REPORTING FEE- SECTION 8856 GOV'T CODE	2,453.75
01.0100.1020.5932	CHARTER COMMUNICATIONS	11481	12/27/2022	12/7/22-1/6/23 CABLE SVCS	140.03
01.0160.1640.5520	COMMERCIAL AQUATIC SERVICES, INC	11482	12/27/2022	POOL CHEMICAL SUPPLIES	498.25
01.0160.1640.5520	COMMERCIAL AQUATIC SERVICES, INC	11482	12/27/2022	POOL CHEMICAL SUPPLIES	288.22
01.0100.1050.5936	CONCENTRA	11483	12/27/2022	10/21 NEW HIRE PHYSICAL	219.00
01.0100.1050.5936	CONCENTRA	11483	12/27/2022	11/28 NEW HIRE PHYSICAL	219.00
01.0150.1540.5914	CPRS	11484	12/27/2022	CPRS MEMBERSHIP RENEWAL 2/28/23	165.00
01.0160.1610.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ CCTR	55.00
01.0160.1620.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ SCTR	55.00
01.0160.1630.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ MCTR	55.00
01.0160.1640.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ POOL	55.00
01.0160.1650.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ NTP	55.00
01.0160.1660.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ SHIVELY	55.00
01.0160.1670.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ MVD	55.00
01.0170.1710.5520	DAKOTA BACKFLOW CO.	11485	12/27/2022	BACKFLOW TESTING/ CHALL	55.00
01.0150.1510.5204	DAVID MAI	11486	12/27/2022	DEC'22 COM SVC COMMISSION MTG	100.00
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11487	12/27/2022	NEW ELECTRICAL LINE/ CHALL	147.34
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11487	12/27/2022	NEW ELECTRICAL LINE/ CHALL	268.83
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11487	12/27/2022	NEW ELECTRICAL LINE/ CHALL	51.49
02.0170.1760.5540	DDC ELECTRIC SUPPLY, INC.	11487	12/27/2022	PHOTOCELLS/ STREETS	2,491.21
01.0151.1541.5215	DUANE TAKAYAMA	11488	12/27/2022	12/3 BASKETBALL OFFICIAL SVCS	90.00
01.0170.1480.5215	E. TSENG & ASSOCIATES, INC.	11489	12/27/2022	SEPT-NOV'22 AB939 COMPLIANCE SVCS	7,500.00
01.0100.1020.5912	EM/SEM CHAMBER OF COMMERCE	11490	12/27/2022	MAYOR & STAFF BRUNCH	60.00
01.0170.1760.5540	FLAGTIME USA	11491	12/27/2022	100 USA FLAGS/ STREET POLES	2,470.00
01.0150.1510.5204	GERARDO DIAZ	11492	12/27/2022	DEC'22 COM SVC COMMISSION MTG	100.00
01.0170.1770.5525	GOT PROPANE INC	11493	12/27/2022	FORKLIFT PROPANE	57.22
01.0130.1310.5215	GOVINVEST INC.	11494	12/27/2022	FY 22 GASB 75 VALUATION FEE	4,250.00
01.0170.1710.5520	GRANT'S TRUE VALUE HARDWARE	11495	12/27/2022	EXTENSION CORDS/ CHALL	27.48
01.0150.1510.5204	HORTENCIA VASQUEZ	11496	12/27/2022	DEC'22 COM SVC COMMISSION MTG	100.00
06.0300.3010.5215	HUNTINGTON CULINARY	11497	12/27/2022	11/28-12/02 CI & CII NUTR PRGM	3,421.25
06.0300.3020.5215	HUNTINGTON CULINARY	11497	12/27/2022	11/28-12/02 CI & CII NUTR PRGM	332.75
01.0150.1510.5204	INGRID AGUILAR	11498	12/27/2022	DEC'22 COM SVC COMMISSION MTG	100.00
01.0170.1710.5520	INNER-COOL CORP	11499	12/27/2022	A/C PREVENTATIVE MAINT/ CHALL	680.00
01.0170.1710.5520	INNER-COOL CORP	11499	12/27/2022	AC SERVER/ CHALL	64.02
01.0150.1510.5204	ISRAEL ALACIO	11500	12/27/2022	DEC'22 COM SVC COMMISSION MTG	100.00
02.0170.1760.5520	JCL TRAFFIC SERVICES	11501	12/27/2022	STEEL STRAPS/ LIGHT POLES	495.00
01.0151.1541.5215	JOSEPH B. CAIN	11502	12/27/2022	12/7 BASKETBALL OFFICIAL SVCS	90.00
01.0160.1670.5520	LBC LIGHTING	11503	12/27/2022	PHOTOCELL LIGHTS/MVD	66.14
01.0160.1650.5520	LBC LIGHTING	11503	12/27/2022	LED WALLPACK/ NTP LIGHTS	77.12
01.0160.1670.5520	LBC LIGHTING	11503	12/27/2022	LED WALLPACK/ MVD LIGHTS	77.12
01.0160.1650.5520	LBC LIGHTING	11503	12/27/2022	ELIT OWP LED WALL PACK/ NTP	154.24
01.0160.1650.5520	LBC LIGHTING	11503	12/27/2022	LED WALLPACK/ NTP LIGHTS	154.24
01.0140.1440.5215	MAIQUES INSPECTION SERVICE	11504	12/27/2022	DEC'22 BUILDING INSPECTION SVCS	4,035.98
44.0800.8010.5215	NADA BUS, INC.	11505	12/27/2022	11/30 CLUB EXCURSION TO LAGUNA BEACH	880.00
01.0140.1440.5273	NEFTALI CORTEZ	11506	12/27/2022	NOV'22 FORECLOSURE SVCS	230.00
01.0170.1760.5520	PACIFIC PRODUCTS AND SERVICES LLC	11507	12/27/2022	POLES SLEEVES & HARDWARE/ STREETS	2,456.92
01.0160.1650.5520	PLUMBING HEROES, LLC	11508	12/27/2022	SEWER LINE CLEANUP/ NTP	360.00
01.0170.1710.5520	POST ALARM SYSTEMS	11509	12/27/2022	8/26-10/31 ADC MANAGED ACCESS/ CHALL	86.40
01.0160.1670.6020	POST ALARM SYSTEMS	11509	12/27/2022	FINAL PAYMENT FOR INSTALL/ MVD	832.82
01.0160.1670.5520	POST ALARM SYSTEMS	11509	12/27/2022	9/15-10/31 BURG MONITORING/ MVD	75.13
01.0160.1650.6020	POST ALARM SYSTEMS	11509	12/27/2022	INSTALL NEW ALARM SYSTEM/ NTP	1,326.98
01.0160.1650.5520	POST ALARM SYSTEMS	11509	12/27/2022	9/15-10/31 BURG MONITORING/ NTP	75.13
01.0170.1710.5406	QUADIENT LEASING USA, INC.	11510	12/27/2022	JAN-APRIL '23 QUARTERLY LEASE	739.20
01.0170.1020.5956	RED DOT UNIFORMS	11511	12/27/2022	SEW ON PATCHES	161.70

44.0800.8010.5982	REGIONAL TAP SERVICE CENTER	11512	12/27/2022	NOV'22 BUS PASSES	238.00
01.0151.1541.5215	ROBERT MORENO	11513	12/27/2022	12/6 BASKETBALL OFFICIAL SVCS	90.00
01.0151.1541.5215	ROMAN GALLARDO JR.	11514	12/27/2022	12/3 BASKETBALL OFFICIAL SVCS	180.00
01.0000.0000.4554	SANJUANA GONZALEZ	11515	12/27/2022	MVD PARK RESERVATION REFUND	50.00
01.0160.1650.5520	SMARDAN SUPPLY	11516	12/27/2022	METER VALUE UNIT/NTP	56.71
01.0160.1650.5520	SMARDAN SUPPLY	11516	12/27/2022	WAER INLET METER/ NTP	185.21
02.0170.1760.5540	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11517	12/27/2022	SIDEWALK & CONCRETE REPAIRS	154.96
01.0160.1660.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11517	12/27/2022	SAND/ SHIVELY	195.69
01.0140.1100.5406	SPARKLETT'S	11518	12/27/2022	NOV'22 WATER SVCS	23.48
01.0140.7020.5406	SPARKLETT'S	11518	12/27/2022	NOV'22 WATER SVCS	23.48
02.0170.1760.5535	ST. FRANCIS ELECTRIC, LLC	11519	12/27/2022	NOV'22 MTNC TRAFFIC	771.00
02.0170.1760.5535	ST. FRANCIS ELECTRIC, LLC	11519	12/27/2022	NOV'22 CALL OUT	327.50
01.0170.1730.6115	STATE OF CALIFORNIA	11520	12/27/2022	SOLAR LOAN PAYMENT	67,479.57
01.0170.1475.5215	STATE WATER RESOURCES CONTROL BOARD	11521	12/27/2022	JULY 22 - JUNE 23 ANNUAL PERMIT FEE	10,602.00
02.0170.1760.5540	STREET DECOR, INC	11522	12/27/2022	BANDS/ DECORATIONS ON ST POLES	1,696.46
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	11523	12/27/2022	CI NUTR PRGM TORTILLAS	40.35
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	11523	12/27/2022	CI NUTR PRGM TORTILLAS	24.95
01.0170.1770.5525	SUPERKLEEN CARWASH, INC.	11524	12/27/2022	NOV'22 CAR WASHES	224.00
01.0170.1770.5525	THE SMOG SPOT	11525	12/27/2022	SMOG INSPECTION #94	50.00
44.0800.8010.5525	THE SMOG SPOT	11525	12/27/2022	#21 SMOG INSPECTION	40.00
01.0170.1770.5525	THE SMOG SPOT	11525	12/27/2022	#9 SMOG INSPECTION	40.00
01.0170.1770.5525	THE SMOG SPOT	11525	12/27/2022	#11 SMOG INSPECTION	40.00
01.0100.1020.5215	TOWNSEND PUBLIC AFFAIRS	11526	12/27/2022	DEC'22 CONSULTING SVCS	6,750.00
01.0130.1310.5215	TRUSAIC	11527	12/27/2022	DEC'22 ACA MONTHLY	1,020.00
01.0151.1542.5952	UNEED QURESHI	11528	12/27/2022	11/19 BOXING SHOW MEDICAL SCREEN	350.00
01.0170.1710.5420	UNISHIELD	11529	12/27/2022	FIRST AID SUPPLIES/ CHALL	688.32
01.0160.1610.5420	UNISHIELD	11529	12/27/2022	FIRST AID SUPPLIES/CCTV	151.97
01.0160.1620.5420	UNISHIELD	11529	12/27/2022	FIRST AID SUPPLIES/ SCTR	182.24
01.0170.1720.5420	UNISHIELD	11529	12/27/2022	FIRST AID SUPPLIES/ YARD	430.83
01.0000.0000.4554	VERNEDA KAPLAN	11530	12/27/2022	MVD PARK RESERVATION REFUND	50.00
01.0170.1740.5435	WAXIE SANITARY SUPPLY	11531	12/27/2022	JANITORIAL SUPPLIES	982.05
02.0170.1760.5215	WEST COAST ARBORISTS, INC	11532	12/27/2022	11/1-11/15 STREET TREE TRIMMING	9,213.25
01.0170.1750.5215	WEST COAST ARBORISTS, INC	11532	12/27/2022	11/16-11/30 CIVIC CENTER TREE MNTC	6,750.10
02.0170.1760.5215	WEST COAST ARBORISTS, INC	11532	12/27/2022	11/1-11/15 CIVIC CENTER TREE TRIM	12,426.50
01.0170.1710.5520	WHITTIER FERTILIZER	11533	12/27/2022	ST AUGUSTINE SOD/ CHALL	46.62
01.0170.1710.5520	WHITTIER FERTILIZER	11533	12/27/2022	RED CHIPD/ CHALL PLANTERS	562.28
01.0160.1650.5520	WHITTIER FERTILIZER	11533	12/27/2022	FERTILIZER/ NTP	357.21
01.0160.1660.5520	WHITTIER FERTILIZER	11533	12/27/2022	GOPHER BAIT/ SHIVELY	39.65
01.0160.1650.5520	WHITTIER FERTILIZER	11533	12/27/2022	FERTILIZER/ NTP	59.54
01.0170.1710.5520	WHITTIER FERTILIZER	11533	12/27/2022	RED CHIPS/ CHALL TREE LIGHTING	749.70
01.0170.1710.5520	WHITTIER FERTILIZER	11533	12/27/2022	RED CHIPS	187.43
01.0170.1750.5520	WHITTIER FERTILIZER	11533	12/27/2022	STOCK/ KRUSE	48.51
01.0160.1670.5520	WHITTIER FERTILIZER	11533	12/27/2022	WINTER RYE GRASS/ MVD FIELD	38.59
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11534	01/04/2023	11/7-12/6 THIENES/ PARKWAY	27.53
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11534	01/04/2023	11/7-12/6 1710 IRRIG DUFEE	224.75
01.0100.1010.5910	WATER EDUCATION FOR LATINO LEADERS	11535	01/04/2023	JAN-MAY 23 WELL FELLOWSHIP PRGM	2,500.00
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	11536	01/04/2023	FOOD SUPPLIES FOR CI PRGM	193.95
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	11536	01/04/2023	FOOD SUPPLIES FOR CII PRGM	21.54
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	11536	01/04/2023	FOOD SUPPLIES FOR CI PRGM	33.99
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	11536	01/04/2023	FOOD SUPPLIES FOR CI PRGM	257.09
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	11536	01/04/2023	FOOD SUPPLIES FOR CII PRGM	28.56
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11537	01/04/2023	MACBOOK AIR M2/ BOJORGUEZ	1,917.35
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11538	01/04/2023	AUG'22 COVID-19 LEGAL SVCS #505	499.40
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11538	01/04/2023	SEPT'22 COVID LEGAL SVCS #505	682.80
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11538	01/04/2023	OCT'22 COVID LEGAL SVCS #505	60.30
01.0150.1540.5431	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	WINTER CAMP SUPPLIES	155.09
01.0120.1210.5406	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	OFFICE SUPPLIES	59.23
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	FINANCE OFFICE SUPPLIES	49.43
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	OFFICE SUPPLIES	28.61
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	OFFICE SUPPLIES	52.07
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	NUTR PRGM KITCHEN SUPPLIES	126.12
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	FINANCE OFFICE SUPPLIES	56.39
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	11539	01/04/2023	NAPKINS/ NUTRITION PROGRAM	174.20
01.0150.1540.5431	AQUA PURE DRINKING WATER	11540	01/04/2023	NOV'22 WATER SVCS	18.95
01.0150.1540.5431	AQUA PURE DRINKING WATER	11540	01/04/2023	CREDIT BALANCE	(15.96)
01.0151.1546.5406	ARIANA GUTIERREZ	11541	01/04/2023	CHRISTMAS BALLON GARLAND/ TOY DRIVE	165.00
01.0170.1770.5525	AUTOZONE	11542	01/04/2023	#11 FLUID/ LIFTGATE	21.60
01.0170.1770.5525	AUTOZONE	11542	01/04/2023	#19 BAD PURGE VALUE	36.68
01.0170.1770.5525	AUTOZONE	11542	01/04/2023	#94 FUEL CAP & WIPES	25.02
01.0170.1770.5525	AUTOZONE	11542	01/04/2023	#22 OIL & AIR FILTER	53.24
01.0170.1770.5525	AUTOZONE	11542	01/04/2023	#12 REPLACEMENT BATTERY	316.62
44.0800.8010.5525	AUTOZONE	11542	01/04/2023	#29 ENGINE OIL & FILTER	32.19
44.0800.8010.5525	AUTOZONE	11542	01/04/2023	#21 OIL & AIR FILTER SVCS	54.17
44.0800.8010.5525	AUTOZONE	11542	01/04/2023	#21 AIR FILTER	23.14
44.0800.8010.5525	AUTOZONE	11542	01/04/2023	#21 AIR FILTER RETURN	(12.78)
01.0170.1770.5525	AUTOZONE	11542	01/04/2023	#12 CORE RETURN BATTERY	(44.00)
44.0800.8010.5525	AUTOZONE	11542	01/04/2023	#29 WIPES	61.14
01.0130.1330.5215	CALIFORNIA COMMUNICATION	11543	01/04/2023	DEC'22-JAN'23 WIRELESS BRIDGE	680.00
01.0100.1050.5936	CHRISTIAN REYES	11544	01/04/2023	NEW HIRE LIVE SCAN REIMB	25.00
01.0160.1640.5520	COMMERCIAL AQUATIC SERVICES, INC	11545	01/04/2023	12/13 CHEMICAL DELIVERY	319.13
01.0100.1050.5936	CONCENTRA	11546	01/04/2023	12/12/22 NEW HIRE PHYS	219.00
01.0140.1430.5931	COSTAR REALTY INFORMATION, INC	11547	01/04/2023	DEC'22-FEB'23 -1ST QUARTER DEPT LICENSING	1,279.80
01.0160.1620.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	LED/ SCTR	159.95

01.0160.1620.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	DIMMER SWITCH/ SCTR	79.98
01.0160.1620.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	LED/ SCTR	189.06
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	ELECTRICAL/ CHALL TREE	98.01
01.0160.1650.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	NEW LIGHT SUPPLIES/ NTP	73.54
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	ELECTRICAL/ CHALL TREE	33.48
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	OUTLET COVERS/ CHALL	24.45
01.0170.1760.5540	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	SAW BLADES/ STREETS	132.26
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11548	01/04/2023	ELECTRICAL/ CHALL TREE	69.27
01.0160.1620.5520	DDC PLUMBING SUPPLY, INC.	11549	01/04/2023	FLUSHOMETER REPAIR KITS	424.10
01.0160.1660.5520	DDC PLUMBING SUPPLY, INC.	11549	01/04/2023	WATERLESS URINAL KIT	197.33
01.0100.1050.5936	DEPT. OF JUSTICE-ACCOUNTING OFFICE	11550	01/04/2023	NOV'22 FINGERPRINT APPS	256.00
01.0170.1720.5520	ECOLAB PEST ELIM. DIVISION	11551	01/04/2023	NOV'22 PEST CONTROL/ YARD	144.14
01.0160.1610.5520	ECOLAB PEST ELIM. DIVISION	11551	01/04/2023	NOV'22 PEST CONTROL/ CCTR	69.18
01.0170.1710.5520	ECOLAB PEST ELIM. DIVISION	11551	01/04/2023	NOV'22 PEST CONTROL/ CHALL	194.39
01.0160.1620.5520	ECOLAB PEST ELIM. DIVISION	11551	01/04/2023	NOV'22 PEST CONTROL/ SCTR	312.30
01.0170.1720.5520	EL MONTE ORNAMENTAL SUPPLY, INC.	11552	01/04/2023	ENTRANCE GATE CHAIR/ YARD	81.03
01.0170.1720.5520	EL MONTE ORNAMENTAL SUPPLY, INC.	11552	01/04/2023	CHAIN BOLTS/ YARD ENTRANCE GATE	24.26
01.0100.1030.5215	EMILIA C. HUNTLEY	11553	01/04/2023	AUG'22 LEGAL CONSULTING SVCS	660.00
01.0100.1030.5215	EMILIA C. HUNTLEY	11553	01/04/2023	SEPT-OCT'22 LEGAL CONSULTING SVCS	990.00
01.0170.1750.5962	EWING IRRIGATION	11554	01/04/2023	TOOL REPLACEMENTS	207.63
01.0160.1650.5520	EWING IRRIGATION	11554	01/04/2023	IRRIGATION SYSTEM SUPP/ NTP	178.56
02.0170.1760.5540	EWING IRRIGATION	11554	01/04/2023	BALL VALVE/ DURFEE BIKE LANES	598.56
01.0170.1750.5962	EWING IRRIGATION	11554	01/04/2023	LANDSCAPE TOOLS	236.65
01.0160.1650.5520	EWING IRRIGATION	11554	01/04/2023	LAWN REPAIRS/ NTP	10.15
02.0170.1760.5540	EWING IRRIGATION	11554	01/04/2023	FLO & FILTER/ DURFEE BIKE LANES	175.73
01.0170.1750.5505	GARVEY EQUIPMENT COMPANY	11555	01/04/2023	MOWER #1081284 MAINTENANCE SUPP	385.07
01.0170.1750.5505	GARVEY EQUIPMENT COMPANY	11555	01/04/2023	MOWER #1059772 MAINTENANCE SUPP	405.06
01.0170.1750.5505	GARVEY EQUIPMENT COMPANY	11555	01/04/2023	MOWER #2003849 MAINTENANCE SUPP	122.73
01.0170.1750.5505	GARVEY EQUIPMENT COMPANY	11555	01/04/2023	EQUIPMENT SUPPLIES	99.62
01.0170.1770.5525	GOT PROPANE INC	11556	01/04/2023	12/14 FORKLIFT PROPANE	63.43
01.0100.1050.5931	GOVERNMENT JOBS.COM, INC.	11557	01/04/2023	JAN-DEC'23 APPLICATION & EMPLOYEE REF PRGRM	10,156.85
01.0170.1710.6025	GRANT'S TRUE VALUE HARDWARE	11558	01/04/2023	TREE ELECTRICAL SUPPLIES/ CHALL	44.41
01.0170.1710.5520	GRANT'S TRUE VALUE HARDWARE	11558	01/04/2023	CHAIR SUPPLIES/ CHALL	53.30
01.0170.1710.5520	GRANT'S TRUE VALUE HARDWARE	11558	01/04/2023	TREE ELECTRICAL SUPPLIES/ CHALL	21.93
01.0170.1710.5520	GRANT'S TRUE VALUE HARDWARE	11558	01/04/2023	TREE OUTLET BOX/ CHALL	15.39
01.0130.1310.5904	HDL SOFTWARE,LLC	11559	01/04/2023	OCT-DEC'22 Q4 SALES TAX AUDIT	137.45
01.0130.1310.5906	HDL SOFTWARE,LLC	11559	01/04/2023	OCT-DEC'22 Q4 TRANSACTION TAX	208.30
06.0300.3010.5215	HUNTINGTON CULINARY	11560	01/04/2023	12/5-12/9 CI & CII NUTR PRGM	3,248.75
06.0300.3020.5215	HUNTINGTON CULINARY	11560	01/04/2023	12/5-12/9 CI & CII NUTR PRGM	332.75
06.0300.3010.5215	HUNTINGTON CULINARY	11560	01/04/2023	12/12-12/16 CI & CII NUTR PRGM	3,335.00
06.0300.3020.5215	HUNTINGTON CULINARY	11560	01/04/2023	12/12-12/16 CI & CII NUTR PRGM	363.00
01.0170.1710.5520	INDUSTRIAL PIPE & STEEL	11561	01/04/2023	ROUND TABLE/ MONUMENT	12.47
02.0170.1760.5540	INDUSTRIAL PIPE & STEEL	11561	01/04/2023	CABLE STEEL SLEEVES & CLIPS/ ST POLES	374.20
01.0170.1710.5520	INDUSTRIAL PIPE & STEEL	11561	01/04/2023	SQUARE TUB/ MONUMENT	3.05
02.0170.1760.5540	JCL TRAFFIC SERVICES	11562	01/04/2023	STREET DECORATION STRAPS	248.06
02.0170.1760.5540	JHM SUPPLY	11563	01/04/2023	BRASS STRAINER/ BIKE LANE STREETS	46.60
02.0170.1760.5540	JHM SUPPLY	11563	01/04/2023	IRRIGATION SUPP/ DURFEE BIKE LANE	300.05
01.0170.1020.5956	JOEL ULTRERAS	11564	01/04/2023	BOOT ALLOWANCE	200.00
01.0160.1650.5520	LBC LIGHTING	11565	01/04/2023	BUBLS/ NTP SNACK BAR	538.02
01.0160.1670.5520	LBC LIGHTING	11565	01/04/2023	BULBS/ MVD LIGHTS	308.66
01.0160.1620.5520	LBC LIGHTING	11565	01/04/2023	LIGHT BULBS/ POOL ROOM SCTR	36.35
01.0160.1650.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	11566	01/04/2023	8/25/22 HOOD & DUCT CLEANING/ NTP	425.00
01.0160.1650.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	11566	01/04/2023	8/25/22 FIRE SYSTEM SVCS	323.17
01.0160.1620.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	11566	01/04/2023	8/25/22 FIRE SYSTEM SVCS/ SCTR	317.03
01.0160.1620.5520	MID-VALLEY AUTOMATIC FIRE SYSTEMS	11566	01/04/2023	HOOD & DUCT CLEAN/ SCTR	495.00
01.0100.1030.5215	NORMAN A. TRAUB & ASSOCIATES	11567	01/04/2023	JULY-AUG'22 INVESTIGATIVE SVCS	11,306.77
01.0170.1710.5406	OFFICE DEPOT	11568	01/04/2023	PRINTING PAPER/ CITY HALL	165.26
01.0130.1310.5280	SECTRAN SECURITY INC.	11569	01/04/2023	DEC'22 ARMORED SVCS	173.10
01.0160.1650.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11570	01/04/2023	SAND- FILL LOW SPOTS/ NTP	156.56
01.0151.1543.5952	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11570	01/04/2023	STEEL SPIKES/ WOOD CUT OUTS	29.77
01.0160.1650.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11570	01/04/2023	WOOD STAKES TO BLOCK AREA/ NTP	142.50
01.0170.1760.5540	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11570	01/04/2023	SAND/ FIRE DEPARTMENT	261.29
01.0160.1650.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11570	01/04/2023	STAKES AROUND WORK AREA	128.94
02.0170.1760.5962	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11570	01/04/2023	SLEDGE HAMMER/ ST. DEPT	11.41
14.0900.9000.5968	STUDIO SPECTRUM, INC.	11571	01/04/2023	EQUIPMENT SET UP/ CITY COUNCIL MEETING	3,055.00
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	11572	01/04/2023	CI NUTRITION PROGRAM TORTILLAS	15.95
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	11572	01/04/2023	TORTILLAS/ C1 NUTR PROGRAM	19.96
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	11572	01/04/2023	DINNER ROLLS/ CHRISTMAS LUNCHEON	47.88
01.0100.1050.5936	TAG/AMS, INC.	11573	01/04/2023	RANDOM DRUG TEST	89.00
01.0100.1040.5921	THE SAUCE CREATIVE SERVICES CORP.	11574	01/04/2023	JAN'23 NEWSLETTER	4,846.77
01.0130.1310.5406	TYLER BUSINESS FORMS	11575	01/04/2023	YEAR END W-2 & 1099 FORMS	864.60
01.0130.1310.5215	VASQUEZ & COMPANY LLP	11576	01/04/2023	REIMB OF CONFIRMATION FEE	150.00
01.0130.1310.5906	VASQUEZ & COMPANY LLP	11576	01/04/2023	2ND PROGRESS BILLING FY ENDED 06/30/22	28,000.00
01.0170.1730.5435	WAXIE SANITARY SUPPLY	11577	01/04/2023	JANITORIAL SUPPLIES	387.48
01.0150.1530.5952	WINNER INTERNATIONAL INC.	11578	01/04/2023	TABLE CLOTH-NAPKINS & BALLOONS/ LUNCHEONS	171.26
01.0000.0000.2224	AFLAC WORLDWIDE HEADQUARTERS	DFT0000400	12/12/2022	DEC'22 INSURANCE	1,488.76
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000401	12/12/2022	PPE 11/26/22 PLAN 23047	2,476.03
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000401	12/12/2022	PPE 11/26/22 PLAN 27216	8,199.02
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000401	12/12/2022	PPE 11/26/22 PLAN 685	9,914.32
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000402	12/12/2022	RATE PLAN 27216 COUNCIL	114.54
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000403	12/12/2022	PPE 11/12/22 PLAN 23047	1,702.99
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000403	12/12/2022	PPE 11/12/22 PLAN 685	9,976.11
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000403	12/12/2022	PPE 11/12/22 PLAN 27216	7,994.76

01.0130.1310.5215	CALPERS RETIREMENT	DFT0000404	12/12/2022	ADMIN FEE	200.00
01.0130.1310.5215	CALPERS RETIREMENT	DFT0000404	12/12/2022	EMPLOYER CONTRIBUTION	326.63
01.0130.1310.5215	CALPERS RETIREMENT	DFT0000404	12/12/2022	EMPLOYER CONTRIBUTION-PEPRA	148.54
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000405	12/12/2022	PPE 11/26/22 FEDERAL	15,301.16
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000405	12/12/2022	PPE 11/26/22 MEDICARE	5,011.94
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000405	12/12/2022	PPE 11/26/22 FICA	20,567.78
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000406	12/12/2022	PPE 11/26/22 UI TAX WTHD'G	146.18
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000406	12/12/2022	PPE 11/26/22 TNG TAX WTHD'G	8.60
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000406	12/12/2022	PPE 11/26/22 STATE WTHD'G	5,018.71
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000407	12/12/2022	CASE 200000002135289	720.46
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000407	12/12/2022	CASE 1457313	603.50
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000407	12/12/2022	CASE 200000002163990	331.38
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000407	12/12/2022	CASE 0980438	150.00
01.0100.1050.5940	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	EMPLOYEE RECOGNITION	70.22
01.0150.1530.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	SENIOR LUNCHEON SUPPLIES	113.44
01.0150.1530.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	SENIOR LUNCHEON SUPPLIES	155.54
01.0150.1540.5406	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	DEPARTMENT SUPPLIES	146.23
01.0150.1540.5431	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	BABY LAB & AFTER SCHOOL PRGM SUPP	394.45
01.0150.1540.5431	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	AFTER SCHOOL PRGM SUPPLIES	365.92
01.0151.1542.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	THANKSGIVING BOXING SHOW SUPPLIES	67.91
01.0151.1543.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	TURKEYS/SK	362.77
01.0151.1543.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	SK SUPPLIES	192.19
01.0151.1543.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	HARVEST FESTIVAL CANDY	242.42
01.0151.1543.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	TURKEYS/SK	62.85
01.0151.1543.5952	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	HARVEST FESTIVAL FOOD & CANDY	501.57
01.0151.1546.5406	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	CHRISTMAS WISH TOYS & SUPPLIES	1,118.35
01.0170.1710.5406	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	COUNCIL REFRESHMENTS	256.69
01.0170.1710.5406	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	CITY COUNCIL & CITY HALL SUPPLIES	221.87
06.0300.3010.5430	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	SENIOR NUTRITION PROGRAM	266.24
06.0300.3010.5430	SAM'S CLUB DIRECT	DFT0000408	12/12/2022	SENIOR NUTRITION SUPPLIES	149.89
01.0000.0000.2260	STANDARD INSURANCE D2	DFT0000409	12/12/2022	OCT-NOV'22 DENTAL	10,272.80
01.0000.0000.2224	WASHINGTON NATIONAL INSURANCE CO	DFT0000410	12/12/2022	DEC'22 LIFE INSURANCE	1,203.87
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	AFTER SCHOOL PROGRAM SUPPLIES	70.96
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	AFTER SCHOOL PROGRAM SUPPLIES	27.04
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	AFTER SCHOOL PROGRAM SUPPLIES	92.46
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	AFTER SCHOOL PROGRAM SUPPLIES	33.66
01.0150.1540.5908	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	STAFF TRAINING MEALS-CREDIT	(6.79)
01.0150.1540.5908	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	STAFF TRAINING MEALS	169.79
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	HARVEST FESTIVAL DECOR	26.81
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	VETERAN'S DAY FOOD SUPPLIES	228.22
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CHRISTMAS WISH TOY GIVEAWAY	134.85
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CHRISTMAS WISH TOYS	1,172.57
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CHRISTMAS WISH SUPPLIES	722.98
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PROGRAM SUPPLIES/CCTR	46.23
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PROGRAM SUPPLIES/CCTR	14.97
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	HARVEST FESTIVAL SUPPLIES	349.03
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CHRISTMAS WISH TOY GIVEAWAY	2,985.04
01.0150.1530.5430	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	OCTOBER BIRTHDAY CUPCAKES	47.94
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE MEAL CHARGES	25.16
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	AIRPORT PARKING CHARGES	88.88
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE MEAL CHARGES	14.73
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE MEAL CHARGES	22.62
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	FLIGHT CHARGES/CONFERENCE	187.20
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE HOTEL CHARGES	477.60
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CAL ACT CONFERENCE REGISTRATION	610.00
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PUMPKINS/ PUMPKIN CARVING CONTEST	41.94
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	TURKEY TOT/THE WALKING CLUB	90.00
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	HALLOWEEN LUNCHEON DOOR PRIZES	95.84
01.0130.1310.5913	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	BANK LATE FEE	39.00
01.0130.1310.6110	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	INTEREST CHARGES	626.96
01.0130.1330.5215	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	NOV'22 INTERNET SVCS	336.85
01.0130.1330.5715	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	9/3-10/2 CITY CELL SVCS	4,294.94
44.0800.8015.5715	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	9/3-10/2 TRAN CELL SVCS #414	50.30
44.0800.8015.5715	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	9/3-10/2 TRAN CELL SVCS #414	83.56
68.0900.9000.5715	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	9/3-10/2 TRAN CELL SVCS #414	250.67
68.0900.9000.5715	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	9/3-10/2 TRAN CELL SVCS #414	150.90
01.0140.1430.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	THE GRAPHICS FAIRY-CREDIT	(9.98)
01.0140.1430.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	THE GRAPHICS FAIRY	9.98
01.0140.1430.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	MONTHLY ICLLOUD SUBSCRIPTION FEE	2.99
01.0100.1010.5912	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	COUNCIL MEETING DINNER	126.20
01.0100.1020.5405	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	BANKERS STORAGE BOXES	71.65
01.0100.1020.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CAL CITIES REGISTRATION C.M 2/8-10/23	750.00
01.0100.1020.5932	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	LA TIMES SUBSCRIPTION	15.96
01.0100.1020.5932	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	SGV NEWS SUBSCRIPTION	10.00
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	ADOBE PHOTOSHOP MTHLY SUBSCRIPTION	9.99
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	DIGITAL PUBLISHING PLATFORM SUBSCRIPTION	480.00
01.0100.1050.5931	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	MONTHLY ZOOM SUBSCRIPTION	14.99
01.0170.1020.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	FIRE SPRINKLER WATER SWITCH/CITY YARD	262.62
01.0170.1710.5932	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	MONTHLY ZOOM VIDEO CONFERENCE	319.90
01.0100.1010.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	APPLE RE-OCCURRING CHARGES	4.99
01.0100.1010.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CCCA/ SACRAMENTO 1/9-11/23	625.00
01.0100.1010.5912	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PANDA EXPRESS-CREDIT	(8.56)
01.0100.1010.5912	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CITY COUNCIL DINNER	21.97

01.0100.1010.5912	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CITY COUNCIL DINNER	130.09
01.0130.1330.5715	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	RE-OCCURRING HOT SPOT	220.00
01.0130.1330.5715	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	RE-OCCURRING HOT SPOT CHARGES	55.00
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PROGRAM SUPPLIES/ SUPERIOR	5.71
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PROGRAM SUPPLIES/ DONUT KING	39.52
01.0151.1542.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	RING CANVASS/ WHITTIER FIGHT SHOP	1,068.71
01.0151.1542.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	BOXING EQUIPMENT/ WHITTIER FIGHT SHOP	1,433.77
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	HARVEST FESTIVAL-LA HEALTH DEPT	910.00
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	GENERATOR RENTAL/ SIMON EQUIP	155.68
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	GENERATOR RENTAL/ SIMON EQUIP	82.80
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	SERVICE FEE-LA HEALTH DEPT	20.20
01.0151.1546.5210	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	SNOW PROS/ CHRISTMAS WISH TOY DRIVE	300.00
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PAINTING SUPPLIES/ WALMART	122.53
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	EXTENSION CORDS	63.20
01.0100.1010.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CCCA/ SACRAMENTO 1/9-1/11/23	625.00
01.0150.1530.5430	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	MONTHLY DIRECT TV PAYMENT	153.99
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CAL ACT CONFERENCE REGISTRATION FEE	610.00
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CAL ACT CONF/HOTEL RESERVATION	444.00
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CAL ACT CONFERENCE CAR RENTAL	258.08
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CAL ACT CONFERENCE FLIGHT	167.20
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE MEAL CHARGES	19.97
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE MEAL CHARGES	18.81
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	FUEL CHARGES/ CAR RENTAL	118.04
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE MEAL CHARGES	13.63
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	CONFERENCE MEAL CHARGES	8.52
01.0150.1530.5910	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	PARKING CHARGES	8.00
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	MUSIC CONTROL/ SPECIAL EVENTS	386.45
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000411	12/12/2022	VETERAN DAY FLYER	2.99
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000412	12/14/2022	RATE PLAN 23047	904.33
02.0170.1760.5725	SOUTHERN CALIFORNIA EDISON	DFT0000413	12/14/2022	8/5-10/31 LAMP REMOVAL CREDIT	(2,233.98)
02.0170.1760.5725	SOUTHERN CALIFORNIA EDISON	DFT0000413	12/14/2022	10/5-11/30 STREET LIGHTS	2,074.60
02.0170.1760.6115	SOUTHERN CALIFORNIA EDISON	DFT0000413	12/14/2022	EE/OBF INSTALLMENT CHARGE LOAN-ID 42665075	131.75
02.0170.1760.6115	SOUTHERN CALIFORNIA EDISON	DFT0000413	12/14/2022	EE/OBF INSTALLMENT CHARGE LOAN-ID 42664593	155.15
02.0170.1760.6115	SOUTHERN CALIFORNIA EDISON	DFT0000413	12/14/2022	EE/OBF INSTALLMENT CHARGE LOAN-ID 42665390	506.66
02.0170.1760.6115	SOUTHERN CALIFORNIA EDISON	DFT0000413	12/14/2022	EE/OBF INSTALLMENT CHARGE LOAN-ID 42664638	9,473.76
02.0170.1760.5725	SOUTHERN CALIFORNIA EDISON	DFT0000414	12/14/2022	10/17-11/30 STREET LIGHTS	2,013.38
02.0170.1760.5725	SOUTHERN CALIFORNIA EDISON	DFT0000415	12/14/2022	8/16-10/16 STREET LIGHTS	2,525.16
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0000416	12/14/2022	10/25-11/30 2028 CENTRAL AVE	324.58
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000417	12/19/2022	PPE 12/10/22 RATE PLAN 27216	8,449.85
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000417	12/19/2022	PPE 12/10/22 RATE PLAN 23047	2,476.03
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000417	12/19/2022	PPE 12/10/22 RATE PLAN 685	9,884.73
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000418	12/19/2022	PPE 12/10/22 FEDERAL	18,813.23
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000418	12/19/2022	PPE 12/10/22 FICA	23,743.18
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000418	12/19/2022	PPE 12/10/22 MEDICARE	5,921.16
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000419	12/19/2022	PPE 12/10/22 UI TAX WTHD'G	105.95
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000419	12/19/2022	PPE 12/10/22 TNG WTHD'G	6.25
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000419	12/19/2022	PPE 12/10/22 STATE WTHD'G	6,091.20
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000420	12/19/2022	CASE 200000002163990	331.38
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000420	12/19/2022	CASE 0980438	150.00
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000420	12/19/2022	CASE 200000002135289	720.46
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000420	12/19/2022	CASE 1457313	603.50
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0000421	12/19/2022	5/1-5/31 1112 MERCED AVE	308.18
01.0000.0000.2255	BLUE SHIELD OF CA LIFE & HEALTH	DFT0000422	12/22/2022	JAN'23 VISION INSURANCE	753.80
01.0000.0000.2250	CALPERS	DFT0000423	12/22/2022	JAN'23 ACTIVE EMPLOYEE PREMIUM	63,538.14
01.0100.1050.5941	CALPERS	DFT0000423	12/22/2022	JAN'23 ADMIN FEE/ ACTIVE	209.68
01.0100.1050.5941	CALPERS	DFT0000423	12/22/2022	JAN'23 ADMIN FEE/ RETIRED	18.40
01.0100.1050.5945	CALPERS	DFT0000423	12/22/2022	JAN'23 EMPLOYER SHARE/REITRED PREMIUM	1,057.00
01.0000.0000.2223	HARTFORD INSURANCE	DFT0000424	12/22/2022	DEC'22 LONG TERM DISABILITY	6,950.43
01.0151.1543.5952	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	VETERANS DAY FLOWERS	108.10
01.0160.1610.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	POINSETTIAS/ CCTR	183.65
01.0160.1610.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CCTR TREE	123.74
01.0160.1610.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	POINSETTIAS/ CCTR	98.48
01.0160.1620.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	SCTR TREE	123.74
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CREDIT	(98.34)
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CHRISTMAS TREE PROJECT	174.15
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	FLOOR FANS/ DRY WET CARPET- CHALL	468.11
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	DECORATIONS/ CHALL	485.50
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	PREVIOUS BALANCED OWED	95.81
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	FINANCE CHARGES	68.66
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	BUG CONTROL/ VETERANS DAY EVENT	15.30
01.0170.1710.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CHOLORING TABLE/ WATER FOUNTAIN	8.74
01.0170.1710.6025	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CHALL LIGHT CONNECTORS	1,291.07
01.0170.1710.6025	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	XMAS TREE SUPPLIES/ CHALL	65.93
01.0170.1720.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CHALL CHRISTMAS TREE	123.74
01.0170.1720.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	FAN SWITCH	8.73
01.0170.1720.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	MAINT YARD TREE	123.74
01.0170.1750.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	SCTR POINSETTIAS	315.23
01.0170.1750.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CHALL PLANTER/ POINSETTIAS	867.15
01.0170.1750.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CEMENTER MIXER RENTAL	150.00
01.0170.1750.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CREDIT	(6.82)
01.0170.1750.5520	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	CHALL XMAS POTS & SMALL TREES	229.77
01.0170.1750.5962	HOME DEPOT CREDIT SERVICES	DFT0000425	12/22/2022	TOOLS/ EMPLOYER TOOL BAGS	106.25
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0000426	12/22/2022	11/16-12/15 1556 CENTRAL AVE	1,182.42

01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0000427	12/22/2022	11/16-12/15 1824 CENTRAL AVE	379.11
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0000428	12/22/2022	11/16-12/15 1530 CENTRAL AVE	1,888.07
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0000429	12/22/2022	11/16-12/15 1415 SANTA ANITA AVE	1,335.27
02.0170.1760.5966	US BANK VOYAGER FLEET SYS	DFT0000430	12/22/2022	10/24-11/22 FUEL-CITY TRANSPORTATION	5,109.06
01.0150.1530.5406	WALMART COMMUNITY/GECRB	DFT0000431	12/22/2022	SENIOR SVCS DEPT SUPPLIES	83.86
01.0150.1530.5952	WALMART COMMUNITY/GECRB	DFT0000431	12/22/2022	VETERANS DAY DOOR PRIZES	119.70
01.0151.1543.5952	WALMART COMMUNITY/GECRB	DFT0000431	12/22/2022	5K SUPPLIES	265.73
01.0151.1546.5406	WALMART COMMUNITY/GECRB	DFT0000431	12/22/2022	CHRISTMAS WISH TOYS	2,941.52
01.0000.0000.2224	AFLAC WORLDWIDE HEADQUARTERS	DFT0000432	01/03/2023	DEC'22 INSURANCE	1,369.46
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000433	01/03/2023	PPE 12/24/22 RATE PLAN 685	253.41
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000433	01/03/2023	PPE 12/24/22 RATE PLAN 23047	452.17
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000434	01/03/2023	PPE 12/24/22 RATE PLAN 27216	207.69
01.0100.1050.5947	CALPERS RETIREMENT	DFT0000435	01/04/2023	2023 REPLACEMENT BENEFIT CONTRIBUTION	7,157.76
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000436	01/03/2023	PPE 12/24/22 RATE PLAN 685	10,212.24
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000436	01/03/2023	PPE 12/24/22 RATE PLAN 27216	8,507.58
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000436	01/03/2023	PPE 12/24/22 RATE PLAN 23047	1,571.70
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000437	01/03/2023	DEC'22 RATE PLAN 27216	114.54
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000438	12/28/2022	FEDERAL PPE 12/24/22	16,005.74
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000438	12/28/2022	MED PPE 12/24/22	5,041.18
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000438	12/28/2022	FICA PPE 12/24/22	20,063.28
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000439	12/28/2022	FEDERAL PPE 12/1/22	11.67
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000439	12/28/2022	FEDERAL PPE 11/17/22	11.67
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000439	12/28/2022	FEDERAL PPE 11/3/22	15.76
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000440	12/21/2022	FEDERAL PPE 12/21/22	5,633.71
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000440	12/21/2022	MED PPE 12/21/22	681.70
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000440	12/21/2022	FICA PPE 12/21/22	185.08
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000441	12/21/2022	PPE 12/21/22 UI TAX WTHD'G	12.62
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000441	12/21/2022	PPE 12/21/22 TNG WTHD'G	0.74
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000441	12/21/2022	PPE 12/21/22 STATE WTHD'G	1,794.60
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000442	01/04/2023	PPE 12/24/22 UI TAX WTHD'G	85.00
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000442	01/04/2023	PPE 12/24/22 TNG WTHD'G	11.33
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000442	01/04/2023	PPE 12/24/22 STATE WTHD'G	5,275.97
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000443	12/28/2022	PPE 11/17/22 STATE WTHD'G	4.28
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000443	12/28/2022	PPE 11/3/22 STATE WTHD'G	7.20
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000443	12/28/2022	PPE 12/01/22 STATE WTHD'G	4.28
01.0000.0000.2223	HARTFORD INSURANCE	DFT0000444	01/03/2023	JAN'23 LONG TERM DISABILITY	3,770.76
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	102.39
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	16.12
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	78.59
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	78.71
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	107.44
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	FALL CAMP PROGRAM SUPPLIES	133.67
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	154.70
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	150.08
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	296.57
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	VETERANS DAY/ 5K SUPPLIES	383.47
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	VETERANS DAY FOOD SUPPLIES	148.95
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	WALMART RETURN CREDIT	(97.46)
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WITH TOY GIVEAWAY SUPP	230.39
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WITH TOY GIVEAWAY SUPPLIES	172.96
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH TOY GIVEAWAY SUPP	96.28
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	58.38
01.0150.1540.5431	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	AFTER SCHOOL PROGRAM SUPPLIES	331.79
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	SPECIAL EVENTS/ TREE LIGHTING	39.69
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	SPECIAL EVENTS/ TREE LIGHTING	100.27
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH TOY GIVEAWAY SUPP	81.99
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH TOY GIVEAWAY SUPPLIES	496.28
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH TOY GIVEAWAY SUPPLIES	50.00
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH TOY GIVEAWAY SUPPLIES	121.90
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH TOY GIVEAWAY SUPPLIES	1,304.74
01.0150.1530.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	DECEMBER CRAFT SUPPLIES	20.63
01.0150.1530.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	DECEMBER CRAFT SUPPLIES	22.66
01.0150.1530.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	POPCORN/ MOVIE WEDNESDAY	15.00
01.0150.1530.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	SUPPLIES/ HATS & WALKING CLUB	93.58
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	GIANT BOWS/ SENIOR CENTER	33.66
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	DOOR PRIZES/ THANKSGIVING LUNCHEON	59.24
01.0130.1330.5215	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	DEC'22 INTERNET SVCS	336.85
01.0130.1330.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	10/3-11/2 CITY CELL SVCS	4,228.35
44.0800.8015.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	10/3-11/2 TRAN CELL SVCS #414	50.30
44.0800.8015.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	10/3-11/2 TRAN CELL SVCS #414	83.51
68.0900.9000.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	10/3-11/2 TRAN CELL SVCS #414	150.90
68.0900.9000.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	10/3-11/2 TRAN CELL SVCS #414	250.55
01.0120.1210.5908	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	STARBUCKS/ RECORDS MANAGEMENT TRAINING	40.00
01.0120.1210.5908	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	LUNCH/ RECORDS MANAGEMENT TRAINING	43.33
01.0140.1430.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	MONTHLY SUBSCRIPTION FEE	2.99
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	SGV NEWS SUBSCRIPTION	1.80
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	ADOBE - PHOTOSHOP SM	9.99
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	LINKTREE/ CITY SM	90.00
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CAPIO- WEBINAR	30.00
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	FB PROMOTE/ TURKEY DASH	30.00
01.0100.1050.5912	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	GIFTCARD/ PANELIST FOR ASSISTING IN INTERVIEWS	10.00
01.0100.1050.5912	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	GIFTCARD/ PANELIST FOR ASSISTING IN INTERVIEWS	10.00
01.0100.1050.5931	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	ZOOM- H.R VIDEO CONFERENCE	14.99

01.0170.1710.5932	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	SGV NEWS SUBSCRITPION	10.00
01.0170.1710.5932	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	ZOOM- CITY'S VIDEO CONFERENCE	319.90
01.0170.1710.5932	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	LA TIMES- SUBSCRIPTION	15.96
01.0100.1010.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	APPLE RE-OCCURING CHARGES	6.99
01.0100.1010.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	OFFICE SUPPLIES	22.39
01.0100.1010.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	OFFICE SUPPLIES	35.25
01.0100.1010.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	OFFICE SUPPLIES	22.03
01.0100.1040.5922	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	NAME BADGES/ COUNCIL & STAFF	80.26
01.0130.1330.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	RE-OCCURING HOT SPOT	220.00
01.0130.1330.5715	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	RE-OCCURING HOT SPOT CHARGE	55.00
01.0151.1542.5914	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	USA BOXING COACH'S BACKGROUND SCREENING	366.00
01.0151.1542.5914	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	USA BOXING COACH'S BACKGROUND SCREENING	122.00
01.0151.1542.5914	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	USA BOXING BLUB MEMBERSHIP	184.50
01.0151.1542.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS TOY GIVEAWAY SUPPLIES	603.51
01.0151.1542.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	BOXING OFFICIAL MEALS	150.00
01.0151.1542.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	USA BOXING SANCTION FEE	330.00
01.0151.1542.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	BEN LIRA AWARD	230.42
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	TREE LIGHTING CHAMPURRADO	841.00
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	GLITER GLUE VETERANS	3.11
01.0151.1543.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	SPECIAL EVENT SUPPLIES	82.14
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH SUPPLIES	602.50
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH	292.26
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH SUPPLIES	206.21
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH	220.82
01.0151.1546.5406	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH SUPPLIES	290.21
01.0151.1546.5440	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CHRISTMAS WISH FOOD	117.25
01.0150.1530.5430	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	MONTHLY DIRECT TV PAYMENT	153.99
01.0150.1530.5908	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	PASTRIES/ TRANSPORTATION STAFF MTG	13.88
01.0150.1530.5952	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	CRICUT	9.99
01.0150.1530.6020	ELAN FINANCIAL SERVICES	DFT0000445	12/22/2022	LOVESEAT/ SCTR	379.07
Grand Total:					821,418.19

Authorization Signatures

A handwritten signature in black ink, appearing to read 'R Salas', written over a horizontal line.

Rene Salas, Interim City Manager



City Council Agenda Report

Agenda Item No. 7.c.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Rene Salas, Interim City Manager

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-02, AWARDING A PROFESSIONAL SERVICES AGREEMENT (PSA) TO BUCKNAM INFRASTRUCTURE GROUP, INC. FOR PROFESSIONAL SERVICES FOR THE PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE

SUMMARY: Award of contract to provide Professional Services for the Pavement Management Program (PMP) Update over a five-year period.

RECOMMENDED ACTION: Staff recommends City Council:

1. Adopt Resolution No. 23-02, awarding a professional services agreement to Bucknam Infrastructure Group, Inc. for the Pavement Management Program (PMP) Update in the amount of \$24,890.00;
2. Approve \$24,890.00 in Prop C Funds for the requested services; and
3. Authorize Interim City Manager or designee to negotiate and execute the agreement.

FISCAL/FINANCIAL IMPACT: Staff recommends these services are provided through eligible Prop C Funds, in the amount of \$24,890.00. The following is the project's anticipated cost:

Professional Services (Bucknam Infrastructure Group, Inc.)	\$24,890.00
Total	\$24,890.00

DISCUSSION: Pavement Management Program (PMP) is a planning and budgeting tool used to prioritize street paving and maintenance projects over a five-year period. The requested professional services to update the City's Pavement Management Program (PMP) includes reviewing the existing program and completing necessary tasks to update

the program to include recommendations for the next 5 year's pavement maintenance and rehabilitation program.

On October 25, 2022, the City Council authorized staff to issue a Request for Proposals (RFP) for Professional Services for the Pavement Management Program (PMP) Update.

On October 26, 2022, the City issued a Request for Proposal (RFP) for Professional Services for the Pavement Management Program (PMP) Update with a proposal due date of November 22, 2022. Two (2) firms submitted proposals: Bucknam Infrastructure Group, Inc., and IMS Infrastructure Management Services. The proposals were evaluated based on the established criteria identified in the RFP including compliance with the RFP requirements, proposal quality, project understanding, approach, methodology including responsiveness and flexibility, experience of assigned staff, similar project experience, schedule efficiency, and references.

Staff reviewed the proposals and determined that Bucknam was the lowest responsible bidder pursuant to state law. Bucknam's proposal was the most comprehensive, demonstrated the best understanding of the requested services, and proved to be the most qualified. Bucknam showed in its proposal their related project experience for cities including City of Monterey Park, Alhambra, and Rosemead. Bucknam's total cost for the proposed services is \$24,890; whereas, IMS's total cost for the proposed services was \$34,969.

Staff recommends that the City Council approve a professional services agreement with Bucknam Infrastructure Group, Inc., as the most qualified consultant, to provide Professional Services for the Pavement Management Program (PMP) Update for a total amount of \$24,890.00 and authorize the Interim City Manager to execute the agreement.

ATTACHMENT(S):

- A. Resolution No. 23-02
- B. Technical Proposal
- C. Fee Proposal
- D. Professional Services Agreement with Bucknam

ATTACHMENT A

RESOLUTION NO. 23-02

A RESOLUTION OF THE SOUTH EL MONTE CITY
COUNCIL AWARDING PROFESSIONAL SERVICE
AGREEMENT TO BUCKNAM INFRASTRUCTURE GROUP,
INC. FOR THE PAVEMENT MANAGEMENT PROGRAM
(PMP) UPDATE

WHEREAS, on October 25, 2022, the City Council authorized staff to issue a Request for Proposals (RFP) for Professional Services for the Pavement Management Program (PMP) Update; and

WHEREAS, on October 26, 2022, the City issued a RFP for professional services for the PMP update with a proposal due date of November 22, 2022 and received two (2) proposals; and

WHEREAS, the City staff evaluated the proposals and determined that Bucknam Infrastructure Group, Inc. submitted the most qualified and comprehensive proposal to provide the subject services for the project; and

WHEREAS, the City staff determined that Bucknam Infrastructure Group, Inc. was the most qualified consultant for the project.

NOW, THEREFORE, THE SOUTH EL MONTE CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

SECTION 1: The above recitals are true and correct and incorporated by reference.

SECTION 2: Upon reviewing the proposals submitted for professional services for the PMP update, the City Council hereby finds that Bucknam Infrastructure Group, Inc. is the lowest responsible bidder and has submitted the most qualified proposal, and desires to award a professional services agreement in the amount of \$24,890.00.

SECTION 3: The City Council hereby approves \$24,890.00 in Prop C funds the requested services.

SECTION 4: The City Council hereby authorizes the Interim City Manager to execute and take all actions necessary to effectuate a professional service agreement with Bucknam Infrastructure Group, Inc. in the amount of \$24,890.00, subject to the approval as to form of the City Attorney.

SECTION 5: The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 10th day of January, 2023.

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna G. Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution being Resolution No. 23-02, was passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 10th day of January 2022, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk

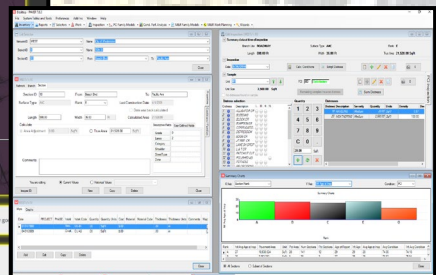
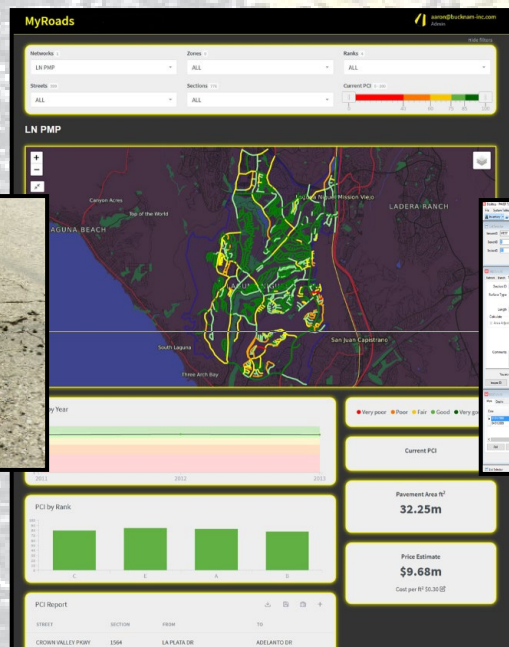
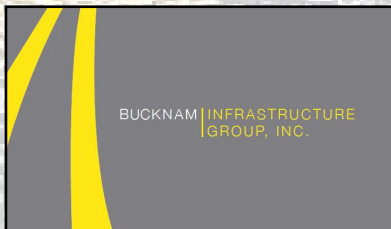
ATTACHMENT B

PROPOSAL TO PROVIDE PROFESSIONAL SERVICES FOR THE PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE

City of South El Monte, CA

November 22, 2022

Submitted by:
Bucknam Infrastructure Group, Inc.





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November 22, 2022

Mrs. Rene Salas
Interim City Manager
City of South El Monte
1415 Santa Anita Avenue
South El Monte, CA 91733

Subject: Proposal to Provide Professional Services for the Pavement Management Program (PMP) Update

Dear Mrs. Salas,

It is our pleasure to submit our proposal to assist the City of South El Monte in the proactive management of your Pavement Management Program (PMP). With the City seeking to move toward stronger infrastructure management methodologies through advanced pavement inspections, neighborhood maintenance scheduling, Capital Improvement reporting (CIP), and GIS implementation, *Bucknam Infrastructure Group, Inc.* has identified a proactive and cost efficient method to assist the City in implementing a successful PMP. Our team will focus our long-term PMP knowledge, extensive Los Angeles County experience and GIS/GPS technologies to optimize the City's maintenance dollars by implementing a manageable and reliable PMP methodology.

With Bucknam currently assisting 30% Angeles County local agencies with PMP, our project staff can be relied upon to provide outstanding service to the City. This will be accomplished by assisting the City in implementing a common-sense neighborhood M&R schedule, formulating a proactive Arterial CIP budget and providing realistic, achievable maintenance recommendations. Our firm is unique in that we provide:

- ❖ Relevant and accurate PMP services based on our ongoing work with numerous Los Angeles, Orange County and San Diego local agencies such as:
 - **27 Los Angeles County local agencies; 30% of LA County local agencies (e.g., Commerce, Lynwood, Monterey Park, South Pasadena, Alhambra, Rosemead, La Verne, Gardena, Rancho Palos Verdes, etc.)**
 - 21 of the 35 Orange County local agencies (60%);
 - 12 San Diego/Inland Empire local agencies; and
 - Army Corps of Engineers ASTM D6433-20 compliant surveying, reporting and pavement analysis on an annual basis;
- ❖ Our project manager has worked within the SoCal Pavement Management industry for over twenty-four (24) years and has worked extensively with MicroPAVER and StreetSaver PMP software's through turn-key data conversion projects to long-term, proactive pavement CIP scheduling that relies on accurate and cost-efficient bid documentation;



- ❖ Project/engineering experience that brings the understanding that StreetSaver results are not set in stone; we proactively use the available data to enhance budget forecasting and CIP/O&M project planning;
- ❖ Qualified PMP services through MTC certification testing and OCTA's pre-qualified inspection testing and services.

As Project Manager, my goal is not just to meet the requirements of this project but establish a living document (Arterial & Local pavement CIP submittal) that will be used throughout the term of the CIP as well as implement achievable long-term infrastructure management goals in coordination with City schedules.

Offeror: Bucknam Infrastructure Group, 3548 Seagate Way, Suite 230, Oceanside, CA 92056; Company FID # 45-2723662

Mr. Peter Bucknam (Project Manager) will be providing day-to-day operational and management services; he is authorized to sign the agreement for this contract. He can be contacted at 760-216-6529 (work) 714-501-1024 (cell) or email at peter@bucknam-inc.com. Mr. Steve Bucknam, P.E. (Principal) will be responsible for project oversight (steve@bucknam.net).

By selecting *Bucknam Infrastructure Group, Inc.*, the City of South El Monte will receive a strong, knowledgeable, innovative, and communicative team with the experience to implement a cost-effective pavement management program. Our handpicked pavement management professionals are committed to delivering quality services to the City. We have already scheduled time for your project and eagerly await our kick-off meeting with City staff and you.

The City's RFP is incorporated in its entirety as part of our proposal and all information submitted within our proposal is true and correct. Our proposal is valid for a minimum of 120 days.

Respectfully submitted,

Bucknam Infrastructure Group, Inc.



Peter J. Bucknam
President/Project Manager



Project Understanding / Approach

As the City of South El Monte infrastructure matures, the City's staff is striving to update the City's Pavement Management Program (PMP) through cost effective condition surveys, engineering cost evaluation, Arterial CIP prioritization, "residential neighborhood" budgetary reporting and work history updates within the PMP database. The City requires a team that will continue to not only survey the defined sections using cost-conscious methodologies but will create a comprehensive program that includes the enhancement of your multi-year PMP CIP, neighborhood maintenance, essential data for PS&E bid document preparation, stewardship of the PMP, GIS links to the PMP, and the knowledge of the inner workings of the MicroPAVER software.

Bucknam will provide these services through our proactive and accurate implementation of your PMP; we will address the City's primary goals of:

- Establishing project kickoff meeting to finalize scope of work, all team members, project schedule and deliverables;
- Creating a new, comprehensive PMP MicroPAVER database that includes all public owned streets within the City's network;
 - Assessing current PMP data to validate all street classifications, segmentation and segment metrics;
- Enhancing the South El Monte MicroPAVER database with 2018 to 2023 work history data entries;
- Surveying 37.8 miles of Arterial, Collector, Local and Alley streets; provide variance PCI reporting based upon 2018 PCI's vs. 2023;
 - Verifying / Updating pavement centerline and metric data (PMP vs. GIS);
 - Through the use of Bucknam-Fusco pavement segmentation Artificial Intelligence (AI) calculations;
 - Generating 2023 Pavement Condition Index (PCI) ratings for each segment and overall;
- Developing a proactive preventative slurry seal / overlay maintenance schedules based on existing capital funding;
- Establishing solid recommendations for current / future maintenance needs;
- Utilizing the City's existing funding to generate a baseline five (5) year Capital Improvement Program (CIP);
- Recommending alternative maintenance budgets that demonstrate realistic return-on-investments (ROI), i.e. "improve PCI" and "maintain PCI" budget models, etc.
- Publishing PMP-GIS layer within the City's GIS Enterprise and the South El Monte MyRoads™ web-portal (i.e. PCI maps, Proposed rehabilitation program, etc.)

We have defined detailed phases to the scope of work in accordance to the City's RFP;

1. Project Implementation



2. Client Satisfaction
3. Scope of Work (Major Tasks)
4. Project Schedule (see Section 2)

1) Project Implementation

TASK 1.1: Project Kickoff

The first step in implementing a successful pavement management program truly resides in frequent communication and timely scheduled data updates. For the City of South El Monte it will be essential to establish, up front, the Public Works (Engineering & Maintenance) pavement management priorities. Our team will set a Project Kickoff meeting with City staff to further discuss and review in detail the expectations of the project, technical approach, section ID / GIS management & surveys, district/quadrant maintenance, software upgrades & use, deliverables within the scope of work and the review of schedule.

This effort will build consensus between the Engineering and Maintenance staff as well as build stronger ARTERIAL CIP and LOCAL neighborhood maintenance programs that complement large Public Works CIP projects and annual maintenance projects.

The first key topics to be discussed will include the review and assessment of the existing pavement plan/data; its current and future use, work histories, survey areas based on recent maintenance work and schedules, new construction, data quality, current pavement procedures, historical expenditure levels, software implementation and desired service levels.

Deliverable: Meeting minutes, revised project schedule (if necessary)

TASK 1.2: Project Status Meetings - Quality Control Program

Status Meetings and Progress Reports

- Minimum of three meetings during the project (kickoff, field, and status meetings) – minimum of eight (8) hours; Field review meetings; Monthly progress status reports will be delivered to City project manager.

Quality Control (QC)

Prior the data assessment and survey, Bucknam will submit our Quality Control Plan to the City for review and discussion. We will use a statistical sampling approach for measuring the quality of our field technician's work. In this manner, 10 percent of the original annual surveys will be re-surveyed by an independent survey crew, supervised by a field supervisor, and the results will be compared to the original surveys (this will include 3.8 miles of arterial/local/alley QC). Our QC process involves checking the field crews' work in a "blind study" fashion. Quality control checks will be performed at the end of each survey week.

This will ensure that all field personnel are properly collecting distresses and pavement quantities for all street segments. PCI variance reporting will be performed where previous PCI data will be compared to newly inspected 2023 PCI data; if PCI's vary more than ten (10) points per year



Bucknam staff will assess the potential cause through unrecorded work history, accelerated pavement deterioration, etc.

Bucknam will record/log any discrepancies between the previous and current PMP databases (any corrections/changes to the database shall not be made without prior City staff approval).

Since we are collecting distress information on our field Tablets with the South El Monte PMP database live, our staff will perform several quality control tests within the pavement management software using a sample set of the City of South El Monte's street distress data.

This will ensure that all system and analysis settings as well as City recommendations and standards are being followed. **Over the past two years, Bucknam has submitted fifty (50) METRO/OCTA compliant reports for LA and Orange County municipalities, they include:**

Los Angeles County PMP Clients (Current)		
Long Beach	Alhambra	El Segundo
Duarte	Culver City	Lomita
Rancho Palos Verdes	Palmdale	Glendora
Signal Hill	Pomona	Sierra Madre
Monterey Park	Hermosa Beach	South Pasadena
Compton	Lynwood	Norwalk
Monrovia	Rosemead	Bellflower
Lawndale	Covina	Beverly Hills
La Verne	South Gate	La Habra Heights
Gardena	Commerce	
Orange County PMP Clients (Current)		
Brea	La Palma	RSM
Costa Mesa	Orange	Tustin
Laguna Hills	Laguna Beach	Westminster
Fountain Valley	San Juan Capistrano	La Habra
Huntington Beach	Laguna Woods	Fullerton
Seal Beach	Santa Ana	Placentia
Buena Park	Cypress	Stanton

Our surveys follow the accepted ASTM D6433 procedure requirements. A copy of the QA/QC plan utilized by our staff during the project will be submitted along with the PMP certification documents. Our staff attends the OCTA PMP Distress Training Classes held in each year, 2011 thru 2022.

In February 2022 our staff was acknowledged as "qualified inspectors and firm" to prepare PMP's compliant with the OCTA Countywide Pavement Management Guidelines (this certification/compliance runs through June 2024).

Additionally, Bucknam was selected by the Orange County Transportation Authority (OCTA) in July, 2021 to perform a 10-year Pavement Management Plan analysis on ALL 35 Orange County local agencies PMP's. Essentially, a Countywide Pavement Management Plan!



2) Client Satisfaction

TASK 2.1: Project Deliverables

Shown throughout our Scope of Work, each Task is summarized with project deliverables. Client satisfaction will derive from frequent communication with the Project Manager and key staff members from the Engineering and Public Works departments. Project success is created by delivering on three main factors;

- 1) Adherence to scope tasks and deliverables
- 2) Performing to the standard set by the Project Schedule; and
- 3) Controlling costs. Our Project Manager will follow each of these factors throughout the duration of the project

Deliverable: Project Status Updates, as stated in Task 1.2

3) Scope of Work (Major Tasks)

TASK 3.1: Update Maintenance and Rehabilitation Activities

The City will provide Bucknam a complete listing of all major work (overlay, slurry, etc.) in hard copy format to Bucknam for updating specific section work histories and PCI ratings. Bucknam will review all maintenance and rehabilitation projects completed and/or scheduled by the City since the last update in 2018; this will include work history updates on arterial, locals and alleys.

Our staff will enter the necessary work history updates as mentioned above (i.e. data entry of maintenance / rehabilitation activities) into your MicroPAVER software. Once the project is completed, our staff will upload the necessary PMP database files at the City.

Deliverable: Update PMP data, Work History report

TASK 3.2: Pavement Condition Surveys

First and foremost, the assessment of the City's pavement segmentation is one of the key priorities for this project. With three years between major inspections it will be essential to verify that all Arterial, Collector and Local segmentation is up-to-date and that section SF quantities are verified, accurate and reliable. This will be completed by utilizing the Bucknam-Fusco cloud-based learning technology (AI)

to correct quantify square footages for each pavement section (see sample below).





Bucknam (powered by Fuscoe's unique use of cloud-based learning technology technology) allows our staff to provide the AI with the City of South El Monte's most recent aerial image; in doing so, all AC and PCC pavement segment SF's are immediately calculated. This instant calculation is possible due to the cloud-based learning tech's inherent working knowledge of how to recognize pavement surfaces and asphalt types.

This ability will allow Bucknam to obtain the necessary quality control measurements for all South El Monte PMP segments and to perform segment SF variance reports. This will in turn create a more accurate total centerline / square footage of the South El Monte network as well as for each unique pavement segments.

We will review/assess new and/or missing streets previously excluded from the last PMP update and create the necessary segmentation within the South El Monte PMP database + GIS links (this AI effort can be utilized through our optional services (see proposed fee).

Once the pavement segmentation has been assessed and verified, the necessary 37.8 miles of Arterial, Collector, Local and Alley inspections will be performed. It is the City's desire to survey all pavement sections this fiscal year.

Our survey methodology will include the following approach based on the ASTM D6433 guidelines:

1. **Walking** - All sections are surveyed through "two-pass test" walking methodologies. AC/PCC distress types will be collected based upon actual surface conditions and physical characteristics of the segment.

Surveying methods will be conducted by remaining consistent with ASTM D6433-20 & the Army Corp of Engineers AC/PCC sampling guidelines while being flexible to current City requirements.

All sample locations are observed through walking surveys; samples areas will cover a minimum of 20% of the total section area and will be 2,500 SF +/- 1,000 SF in size. According to the City's RFP the following pavement sections are to be surveyed for the upcoming 2023 PMP update:

- **The inspection of approximately 37.8 centerline miles of Arterial / Collector, Local and Alley segments will be performed;**
- Recent overlay rehabilitation will reduce total mileage of survey – TBD;

Our use of MicroPAVER Tablet-based units allows our staff to collect pavement data with the City of South El Monte's PMP database live in the field. All electronic data is transferred to the working master MicroPAVER account and reviewed from our office for quality control and management.

Roadway Verification Survey - A listing of the field attribute data that is updated/verified during the survey for the pavement management database is listed below:

2. Field Attribute Data (updated and/or verified)

- ❖ From/to, indicating the assigned limits of the section, sample test areas, street name
- ❖ Historical PCI tracking from previous inspections and 2023 PCI inspections



- ❖ Segment rank, length, width, and total true area of the section

3. Conditional data will be evaluated for all street segments and will include:

- ❖ MicroPAVER 20 AC & 19 PCC distresses by type, severity and sample area
- ❖ Sampling/conditional data collected within edge-of-pavement to edge-of pavement
- ❖ PCI ratings (0-100), taking into account the surface condition, level of distress

4. Section Distress and PCI Reporting

Once inspections are completed, we will generate a draft Pavement Condition Index (PCI) Report for City staff to review. The City and our staff will review these reports to ensure that all inventory data is correct and the project is running smoothly.

Our submittal will include:

1. Street centerline miles, lane miles, and pavement area
 - a. Street segments arranged in continuous west/east and north/south
 - b. Reported as an per segment and entire network
 - c. Reported by functional classification (arterial, collector, local)
2. Current street network Pavement Condition Index ratings
 - a. Street segments arranged in continuous west/east and north/south
 - b. Report as an per segment and entire network
 - c. Reported by functional classification (arterial, collector, local)
3. Pavement segment tabular listing for the entire street network
 - a. PCI Report – sorted by PCI (worst to best)
 - b. PCI Report – sorted alphabetically
4. PCI Variance report comparing 2018 PCI's to 2023 PCI's

Deliverable: Citywide PCI Reports (30%, 65% and 100% status PCI reports), PCI Variance report

DEVELOP RECOMMENDED IMPROVEMENT PROGRAM

TASK 3.3: Maintenance and Rehabilitation Assessment – Budget Analysis

We will assist the City in developing the most cost-effective preventative maintenance and rehabilitation strategies necessary to achieve the desired level of serviceability. Initially, Bucknam will assess overall condition trends and perform an performance predication model; this will lead to Bucknam meeting with the City to discuss and strategize maintenance activities that are currently being used by the City. Based on the City's current AC & PCC applications and other maintenance practices used we will conduct an historical and prospective analysis on the conditional and financial impact these practices have on the network.



We will establish/update the South El Monte MicroPAVER maintenance “decision tree” that will be used to generate pavement recommendations that match current fiscal year maintenance approaches/City practices. This will be accomplished by assessing/updating the unique and individual PCI ranges and deterioration curves within PMP software based on functional class (i.e. arterial, collector, local) and age.

Our staff will review the South El Monte deterioration curves that have been developed based on historical pavement condition, inspection, surface type, and road class.

All maintenance practices/unit costs will be integrated into the PMP and will be derived from the most recent construction bids for pavement rehabilitation. We will account for inflation rates when long-term revenue projections are made. Our Project Manager and Principal will work closely with the City in defining repair and rehabilitation strategies for each fiscal year as well as establish PMP zones for the street/alley networks. Once the repair/rehabilitation strategies have been defined, the identification of a five-year Forecasted Maintenance schedule will be generated.

The recommended budget scenarios will be identified on the basis of several criteria:

- Assessment and review of the City’s 2023 Pavement CIP
- Present pavement conditions; Desired levels of service and available resources
- Projected / Forecasted PCI’s per section
- Cost benefit of individual strategies (minimum of three (3) scenarios)
- Scheduling with the City’s major CIP projects (water, sewer; if any)
- Budgetary recommendations that satisfy METRO guidelines
- Local “Neighborhood” fiscal year reporting/improvement scheduling
- Future routine maintenance needs based on projected deterioration rates

The primary emphasis of this task is to maximize the scheduling of street maintenance using the most cost-effective strategies available and taking into account a life-cycle cost analysis.

TASK 3.4: Citywide CIP / METRO Compliance Budget Reports

We will deliver a sound PMP Final Report to the City which will be essential for staff reference / use as well as presented in a way that is beneficial for elected officials/upper management. **This report will assist the City in complying with METRO.**

The report will be prepared in a format that uses the information delivered by the PMP database in conjunction with the information and analysis performed by our team. The report will provide the City with information on:

- Current inventory and pavement conditions indices (PCI) for all road classes
- Projected annual rehabilitation programs for street maintenance for a 5-yr period (ARTERIAL, LOCAL and ALLEY Forecast Maintenance Reports) that show the largest return on investment and acceptable levels of service;

Approach and Scope of Work



- Modeling and comparison of at least five (5) budget scenarios that typically include:
 - Future PMP conditions based upon historical funding levels;
 - Identification of annual funding to maintain PCI after 5-years;
 - Increase current PCI within 5-years;
 - Gradual, Frontloaded, Constrained and Unlimited funding analysis;
- Strategies and recommendations for the City's maintenance programs and procedures, including a preventative maintenance schedule (Arterials / Locals by year);
- Publication of budget scenarios within MyRoads™ and GIS (Bucknam web-portal/dashboard);
- Supporting documentation required by METRO;
- A detailed breakdown of deferred maintenance (backlog); and
- Quality Management Plan document.

Our recommendations will provide guidance to the City on how to implement better preventative maintenance / rehabilitation strategies and/or increase funding through PMP data examples. We will make a 15 minute (non-technical) presentation of the results from the 2023 PMP update to City personal and/or City Council if necessary; pro bono.

Registered Engineer

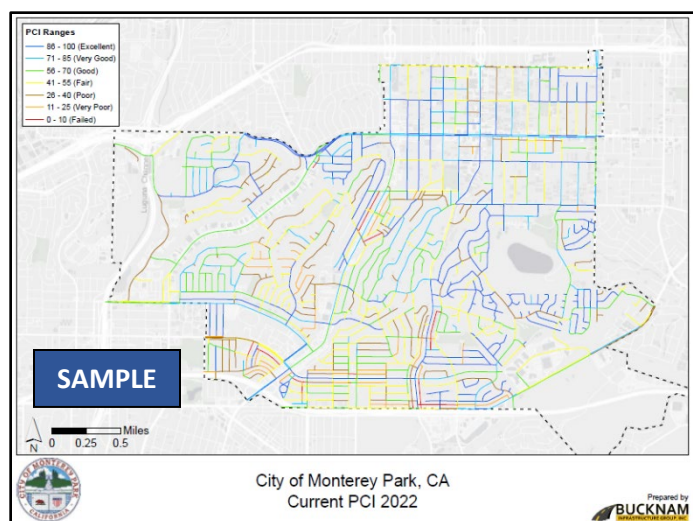
Mr. Steve Bucknam, P.E. will review all completed data and final report incorporating the results of our pavement evaluation and conditions. We will provide recommendations for pavement rehabilitation and replacement design based upon field data and analysis.

Deliverable: Two (2) copies of the approved Final PMP Report, METRO compliance form and digital delivery of final project files.

TASK 3.5: PMP – GIS / PMP Mapping

As an enhancement and proactive approach to this project, our staff will create the Pavement-GIS link between MicroPAVER and the City's GIS system. Our staff will review, with City staff, all ongoing upcoming capital projects that may impact the GIS mapping delivered for this project. The maps described below will be incorporated into the City's Final PMP report:

- PCI values for every section
- Work History identifications
- 5-yr Arterial / Local Rehabilitation and Slurry Seal Programs



Approach and Scope of Work



- Functional classification maps

Once the City has approved the Pavement Condition Report, we will update the necessary MicroPAVER-GIS linkages (street names will be shown on all maps).

By using the unique ID's within the PMP and the City's ESRI street shapefile ID's, we will update the one-to-one match for each pavement section in the GIS. Our staff will coordinate all project deliveries with the Public Works and the GIS division to ensure that the most current and accurate PMP-GIS maps are represented within the City's GIS enterprise.

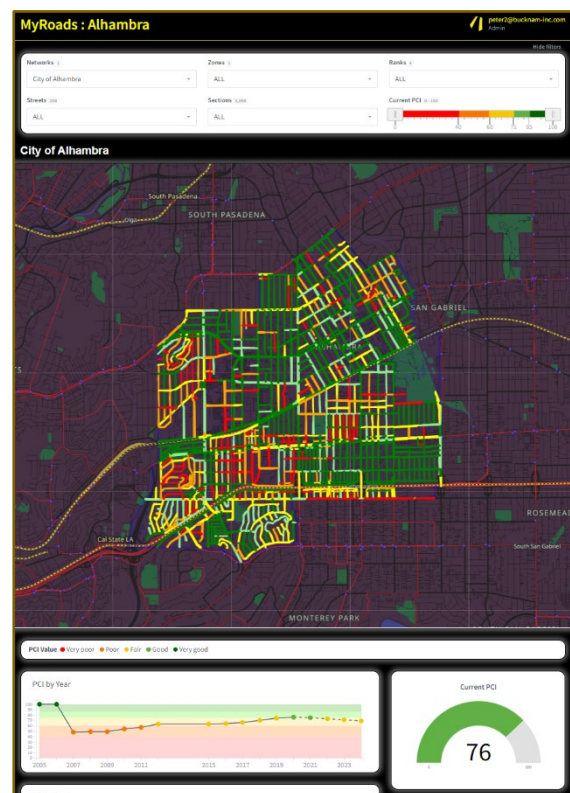
Deliverable: Complete GIS files/themes based on list above (project .mxd/shapefiles).

TASK 3.6: South El Monte MyRoads™ PMP Web-Portal

South El Monte MyRoads™ Web-Portal – Bucknam's proprietary option of MyRoads™ is a great match for the South El Monte PMP today and the future. **This option brings your PMP data to life within a dynamic PMP dashboard!**

Bucknam now provides all our PMP clients with a unique and agency driven "MyRoads™" web-portal

that provides instantaneous access to your pavement management database. This "dashboard" allows users to toggle through individual sections via GIS mapping selections, zone queries, rank selection, PCI ranges, etc. to review all section metrics, latest/previous inspections, work histories generate filtered PCI reports and identify potential maintenance costs based upon your unique needs. **Bucknam has shown to the right, your neighbor (Alhambra), a current active MyRoads™ client!** This tool will be accessed by City staff simply through a Username/Password methodology. As changes are made to the South El Monte PMP database the MyRoads™ dataset is changed to reflect work history edits, PCI inspections and section changes.



In summary, MyRoads™ allows the user perform the following dynamic functions:

- Query specific pavement segment(s) to view current/historic PCI, work history inspection;
- Filter for pavement sections within a defined zone, PCI range and/or functional class;
- Select a pavement section or grouping of section through the on-board GIS tool;
- Enter slurry, overlay & reconstruction unit costs to determine preliminary cost of maintenance and resulting citywide PCI

Approach and Scope of Work



- Display critical street / sidewalk / ROW assets along pavement section(s) that are critical to Engineering Bid development and solicitation (ADA ramps, utilities, manholes, trees, etc.
- Displays all final GIS project maps (PCI, work history, 5-yr forecasted maintenance, etc.)
- Bucknam will train South El Monte staff on the simply use of the MyRoads™ dashboard.

TASK 3.7: MicroPAVER / MyRoads™ PMP Training

PMP Training

With MicroPAVER use being one of the key components to a successful PMP implementation, we will provide City staff with quality, certified training and the necessary skills needed to maintain the PMP. Bucknam will provide City staff with all collected pavement/GIS data, as well as updated operation manuals for both field data collection and software training use.

Peter Bucknam and Shaun Russo will conduct comprehensive training sessions covering PMP implementation, PMP methodologies, field survey practices, PCI calculations, MicroPAVER/MyRoads™ use, editing/updating the database, budget needs analysis, and how to publish PMP data to GIS.

Training typically involves one (1) day of training on the MicroPAVER software and GIS linkages. There is no minimum or maximum amount of people that can be trained under this methodology.

Deliverable: PMP software and field training

Optional Services

TASK 3.8: On-Call PMP – GIS Services

Pavement Management Program Support

With the City implementing a triennial PMP management schedule Bucknam will provide annual PMP support that will cover data previously submitted by our staff. If additional services outside the identified scope of work above are requested Bucknam will provide timely and proactive services to the City. Our typical On-Call services include:

- Additional budget scenarios, general reporting, deterioration studies
- Additional visual inspections above the mileage amount indicated in Task 4.2
- Additional pavement management – GIS mapping
- Additional MicroPAVER training, operational use
- GIS Enterprise assessment, management, implementation, support

The agreement will include the provision of onsite and telephone support for the City staff.

Deliverable: Remote and on-site technical support



TASK 3.9: Citywide Sidewalk Management Services

Sidewalk Management Program Support

With the City continuing its triennial PMP requirement Bucknam will provide optional Sidewalk Management services at a volume-based reduced fee based on the combined PMP and sidewalk survey schedules. Bucknam will initially develop a clear and accurate citywide Sidewalk GIS layer that represents where known sidewalk locations are. This will require Bucknam to digitize sidewalk locations that will be represented by GIS polylines. This first effort will be to update the existing citywide sidewalk polyline layer that will in turn support our sidewalk inspections.

Our staff will utilize the City's available street segmentation data within MicroPAVER to establish the sidewalk segmentation, survey and schedule. Our staff will utilize additional data such as the City's GIS centerline, aerial imagery and other viable GIS data that will assist our sidewalk GIS layer development and field operations.

All sidewalk inventory and distress data will be collected through the use of our hand-held GPS units. Through the use of ArcPad, our Trimble GPS unit utilizes a data capture screen to record all inventory and inspection data define by the scope of work. Once the street/pavement segmentation has been assessed and verified, the inspection of approximately 60.5 miles of sidewalk segments will be performed (based on 80% of each segment having sidewalk on both sides). Bucknam will coordinate the sidewalk and pavement management surveys together for efficiency.

Based on previous sidewalk management programs performed for various cities, we have provided the list below demonstrating typical layers and attributes collected during sidewalk inspections:

Sidewalk Distresses Attributes / GIS Data

- House Number – House number closest to distress, if applicable;
- Street Name – Street Name;
- Surface Type – i.e. AC, Brick, Paver, PCC;
- Distress Location – sidewalk, C&G, Ramp;
- Vertical displacement – i.e. 1/2" to 1", 1" to 2", 2" or higher
 - Displacement ranges – Defined by City's current Sidewalk Inspection Program (may be changed per discussions with City);
 - Distress Type – i.e. joint faulting, linear cracking, divided slab, buckled slab;
- Sensitive Location – Schools, Parks, City Facilities, etc. Locations to be determined by City Staff;
- Tree – If distress is caused by a tree;
- Utility Box – If distress is caused by a utility box;
 - Utility label/type, if any;
- Length – Length of distress, if applicable;
- Recommended Work – i.e. Grind, Ramp, Replace;
- MicroPAVER ID – Unique ID that corresponds with PMP Street GIS Layer;
- Any hazards or sidewalk damage that may not meet requirements of repair to be noted for future inspections;
- Field notes (if applicable) and inspection date associated with distress priority location;
- Comments – Field for any necessary comments about the distress.

[illegible]

At 50% and 100% Bucknam will generate Sidewalk / ADA Ramp Location / Distress Reports for City staff review. The City and our staff will review these reports to ensure that all inventory data is correct and the project is running smoothly.

City of South El Monte
Pavement Management Program Update



Schedule

Our Critical Path Method (CPM) project schedule shows each major task identified in our scope of work, as well as quality control milestones and meetings. Our Project Manager will oversee all aspects of the project schedule including annual accountability, adjustment and management as well as support the project schedule and management through weekly updates and internal project meetings.

Task Name	1-Feb	8-Feb	15-Feb	22-Feb	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	19-Apr	26-Apr	3-May
BASE SCOPE OF WORK														
1) Project Implementation														
Task 1.1 - Project Kickoff	X													
Assess PMP data / Establish Survey														
Task 1.2 - Project Status Meetings - Quality Control														
Project Status Meetings					X						X			X
2) Client Satisfaction														
Task 2.1 - Project Deliverables					X						X			X
Project Schedule	X													
Work Flow/Project Schedule														
3) Scope of Work														
Task 3.1 - Update Maintenance and Rehabilitation Activities														
Assessment of PMP - Work History														
Task 3.2 - Pavement Condition Surveys														
PCI Reporting						30%		60%		100%				
Quality Control Checks														
Develop Recommended Improvement Program														
Task 3.3 - Maintenance & Rehabilitation Assessment														
Update Maintenance & Rehab Activities														
Task 3.4 - Citywide CIP / METRO Compliance Reports														
City Review of Draft Final Report														
Project Status Meeting					X						X			X
Delivery of Final CIP Report														
Task 3.5 - PMP-GIS / PMP Mapping														
Task 3.6 - South El Monte MyRoads PMP Web Portal														
Task 3.7 - MicroPAVER / MyRoads PMP Training														
Task 3.8 - On-Call PMP - GIS Services														
Task 3.9 - Citywide Sidewalk Management Services														

See key “annual” milestone dates from the project schedule above:

- PMP Project Kickoff – February 1, 2023
- Survey Start and Completion – February, 2023 thru April, 2023
- Delivery of draft PMP – late April, 2023
- City comments returned to Consultant – early May, 2023
- Delivery of City CIP Final Report – May, 2023
 - South El Monte CIP data/Final Report, reporting and revenue projections will be submitted by early May, 2023
- Implementation of PMP software/database – Any time after acceptance of Final PMP
- All pavement and GIS data pertinent to the project deliverables will be submitted with the Final PMP report, May, 2023



Project Team – Key Staff

The *Bucknam* pavement management team’s local agency expertise is demonstrated through:

- ❖ Our experience of managing pavement projects over the past twenty-four (24) years;
- ❖ Assisting cities comply with County PMP Propositions/Measures;
- ❖ Implementing MicroPAVER throughout Southern California;
- ❖ Extensive Los Angeles, Riverside, Orange, San Diego and Inland Empire PMP project management experience;
- ❖ Our understanding of public works projects from the “city/agency” side through City Engineer and Public Works Director experience;
- ❖ Implementing a realistic, proactive and sustainable PMP methodology that matches your agencies needs and goals.

Bucknam will bring our extensive experience to the City of South El Monte by building upon our knowledge and understanding of your PMP goals. Mr. Bucknam’s pavement team includes eleven (11) dedicated, qualified managers and field technicians that have served under his management for over twenty years on PMP projects. His team of inspectors will update your PMP through sound Army Corps of Engineers – MicroPAVER inspection methodologies. Mr. Bucknam’s experience covers the management and implementation of infrastructure management programs that exceeds 63,850 miles of pavement for more than 80 cities and 700+ PMP projects.

No key person designated to this project will be removed or replaced w/o prior written consent from the Agency

Bucknam – Key Project Team / Experience

PETER BUCKNAM, Project Manager, will be responsible for the day-to-day management, daily performance of the project, conditional review and provide budgetary modeling / analysis. He has managed 700+ pavement management projects over the past 24 years in the Southern California region and will be the Project Manager for South El Monte’s PMP project. Within this time he has served as project manager for seventy agencies in the Southern California. Peter is committed to the project from the receipt of the notice-to-proceed through completion and furthermore he is a PMS software trainer on MicroPAVER/StreetSaver and performed numerous training sessions for local agencies. **He has performed over 50 training workshops covering software’s such as MicroPAVER, StreetSaver and CarteGraph. Our niche team of PMP experts allows our Project Manager and staff to survey the network in three (3) weeks and deliver the Final PMP Report prior to the Agency’s deadline.** He brings his expertise to cities through converting, implementing, updating, and enhancing pavement management

programs; this covers 20+ years (14 with Bucknam Infrastructure Group, 5 with Bucknam & Associates and 5 with Berryman and Henigar). For example, Mr. Bucknam is currently assessing



and providing a 10-yr Pavement Management Plan for the OCTA which covers all 35 local agencies datasets, PCI evaluations, unit cost/annual revenue allocations and GIS; a Countywide evaluation that will project PMP needs for each agency and the County itself through 2032!

Mr. Bucknam will bring new, fresh and proactive recommendations to this project and will identify realistic program management and fiscal goals to assist the Agency in its upcoming CIP. South El Monte will receive recommendations that are sound and achievable, rather than timid or unrealistic.

STEVE BUCKNAM, P.E., Principal, will be responsible for the overall performance of the project and provide quality assurance review. **Mr. Steve Bucknam is a licensed Civil Engineer (LIC #20903) and will oversee all tasks for this project.** Mr. Bucknam is a former Deputy City Manager for Public Works and City Engineer of Norwalk, and City Engineer in Arcadia and Pacifica, California. He has over 45 years of professional experience and has managed street maintenance, reconstruction and improvement programs.

SHAUN RUSSO, Senior Technician, will be the lead field surveyor for this project. His responsibilities will include surveying, quality control, and working with our management staff ensuring the updated PMP database is complete. He has been involved with over 87 pavement management projects and brings his wealth of PMP software, GIS and inspection experience to this project. **Shaun is a certified ASTM D6433-20 inspector.**

AARON SUTTON, GIS Manager, will oversee all GIS and PMS data migration prior and during the project. He drives all GIS creation, PMS mapping, editing and deliverables for the project and is our key staffer for the ArcGIS Online web-hosting services that we provide. Mr. Sutton has been involved with over 70 pavement management projects within San Bernardino, Riverside, LA, San Diego and Orange counties.

LINDA WILLIAMS, GIS Analyst, will be a supportive GIS Analyst for this project. Her responsibilities will include data population, quality control, and working with our management staff ensuring the GIS work activities are complete and delivered proactively.

TIM FENNESSY, Field Technician, will be a supportive field surveyor for this project. His responsibilities will include surveying, quality control, and working with our management staff ensuring the updated PMP database is complete. He has been involved with over 60 pavement management projects and brings his wealth of PMP software, GIS and inspection experience to this project. **Tim is a certified ASTM D6433-20 inspector.**

AARON COHODAS, Field Technician, will be a supportive field surveyor for this project. His responsibilities will include surveying, quality control, and working with our management staff ensuring the updated PMP database is complete. Mr. Cohodas has been involved with over 75 pavement management projects and brings his wealth of PMP software, GIS and inspection experience to this project. **Aaron is a certified ASTM D6433-20 inspector.**

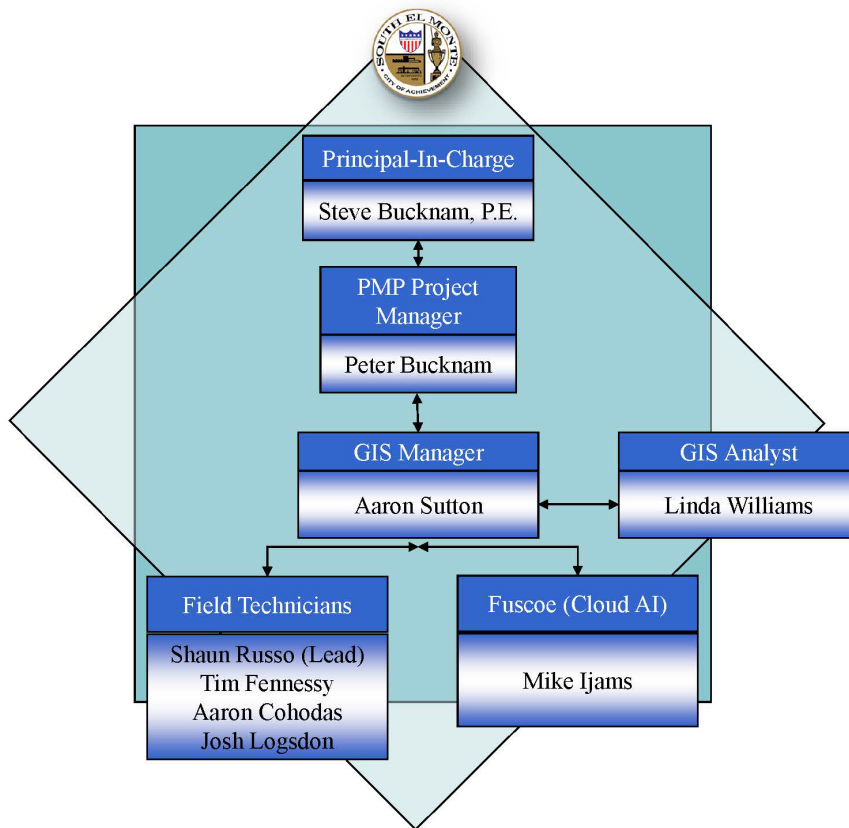
With five technicians on this project, that are trained in the Army Corps of Engineers survey methodology and available to begin work immediately, our survey schedule will be expedited.



Our team will be able to survey the entire 37.8 miles of pavement within three (3) weeks' time due to our familiarity with the South El Monte PMP network, experience, availability and man-power.

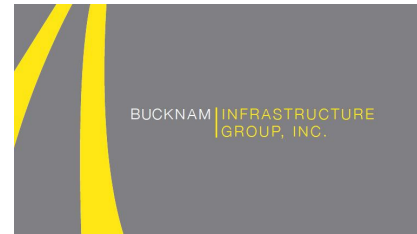
In case of heavy rain that can potentially delay scheduled street inspections, our team includes two (2) additional certified PMP inspectors that can be added to our Field Technician team above, if necessary.

Team Organization Chart



Team Resumes on the following pages

Peter J. Bucknam / Project Manager
Director of Infrastructure Management – GIS



EDUCATION

B.A., Geography – Urban Planning, San Diego State University, 1997

PROFESSIONAL DATA

Member, American Public Works Association

Member, Maintenance Superintendents Association

Chair, Transportation Committee, Inland Empire Report Card (ASCE) – 2005/06 & 2008/09

Co-Chair, Member APWA Committee for Street and Technology 2003-2015

Certificate of Professional Development – ASTM D6433-18; MicroPAVER

Certificate of Completion – OCTA MicroPAVER / StreetSaver Distress Training (2011 thru 2022)

NASSCO – Certificate, National Pipeline Assessment Certification Program (PACP)

QUALIFICATIONS / EXPERIENCE OVERVIEW

Peter Bucknam is an expert in infrastructure project management, pavement management-training, planning, resource management, implementation and program management. He has over twenty years' experience in the area of Geographic Information Systems and infrastructure asset management. Mr. Bucknam has managed a wide range of infrastructure project tasks including the collection and input of infrastructure survey data, preparation of Public Works capital improvement program projections and reports, infrastructure/software needs assessments, GIS/GPS data collection, data conversion and quality control.

Mr. Bucknam has performed infrastructure management services to over 70+ local agencies and is currently serving as project manager for numerous pavement management programs throughout Southern California. He has personally served as project manager for 700+ PMP projects throughout Riverside, San Bernardino, San Diego, Orange and Los Angeles counties. He has worked with over 12 Inland Empire County cities, 30 Los Angeles cities and he is currently working with 19 of the 34 Orange County agencies regarding Measure M2 MicroPAVER/StreetSaver compliance.

His project level and management experience covers: pavement/sidewalk management, Traffic Control Device Inventories (TCDI), GIS implementation, Traffic Signal surveys, Right-of-Way (ROW) surveys, and ADA survey/compliance. In managing over 700+ infrastructure projects in the past twenty-four years, Mr. Bucknam has used a diverse amount of software to assist local agencies implement infrastructure management programs and GIS Enterprises. These programs include MicroPAVER, MTC StreetSaver, LambdaTech's GPSVision, CartéGraph, ESRI products, Crossroads, Lucity, Energov, Spillman, GBA Master Series, and MapInfo.

Prior to joining *Bucknam Infrastructure Group, Inc.*, Mr. Bucknam served as Director of Infrastructure Management-GIS with an Engineering consulting firm where he managed numerous public works infrastructure/ROW projects ranging from surveying, maintenance life-cycles, cost & benefit analysis, financing and construction cost estimating. This included researching, surveying, converting and implementing multiple phase pavement management projects which provided better management practices, data efficiencies and GIS functionality within local governments and maintenance facilities. In addition, he provided technical (software) support for the on-going citywide PMS projects as well as developing capital improvement plans/budgets for integrating Tablet-GIS data management functionality into future maintenance efforts.

SAMPLE OF PETER BUCKNAM’S PROJECT MANAGEMENT EXPERIENCE (1997-2022)

- 2022-26 Pavement Management Program, City of Indian Wells
- 2022 Pavement Management Program, City of Ontario
- 2022-27 Pavement Management Program, City of Fullerton
- 2022 Pavement Management Program, City of Lakewood
- 2022 Pavement Management Program, City of Commerce
- 2022 Pavement Management Program, City of Lynwood
- 2022 Pavement Management Program, City of Monrovia
- 2022 Pavement Management Program, City of Covina
- 2022 Pavement Management Program, City of La Habra Heights
- 2022 Pavement Management Program, City of Laguna Hills
- 2022 GIS Enterprise Support Services, City of Alhambra
- 2022 GIS Enterprise Support Services, City of Big Bear Lake
- 2022 Pavement Management Program, City of Big Bear Lake
- 2022 Pavement Management Program, City of Rialto
- 2022 Pavement Management Program, City of Vista
- 2022 GIS Enterprise Support Services, City of Fountain Valley
- 2022 Pavement Management Program, City of Rancho Santa Margarita
- 2022 Pavement Management Program, City of El Segundo
- 2022 Sign Inventory Program, City of Norwalk
- 2022 Pavement Management Program, City of La Palma
- 2022 Pavement Management Program, City of Laguna Woods
- 2022 GIS Enterprise Support Services, City of Duarte
- 2022 Pavement Management Program, City of Culver City
- 2022 Pavement Management Program, City of Pomona
- 2022 Pavement Management Program, City of Westminster
- 2022 Sign Inventory Program, City of Tustin
- 2022 Pavement Management Program, City of Placentia
- 2022 Pavement Management Program, City of Buena Park
- 2022 Pavement Management Program, City of Huntington Beach
- 2022 Pavement Management Program, City of Rancho Palos Verdes
- 2022 Pavement Management Program, City of Laguna Beach
- 2022 Pavement Management Program, City of Signal Hill
- 2022 Pavement Management Program, City of Seal Beach
- 2022 Pavement Management Program, Inland Empire Utilities Agency
- 2022 Pavement Management Program, City of Costa Mesa
- 2021 Pavement Management Program, City of Lawndale
- 2021 Pavement Management Program, City of Monterey Park
- 2021 Pavement Management Program, City of Santa Ana
- 2021 OCTA Pavement Management Plan (10 Year Study – OCTA)
- 2021 Pavement Management Program, City of Lake Elsinore
- 2021 Pavement Management Program, City of Bellflower
- 2021 Pavement Management Program, City of Indian Wells
- 2021 Pavement Management Program, City of Solana Beach
- 2021 Pavement Management Program, City of Barstow
- 2021 Sign Inventory Program, City of Norwalk

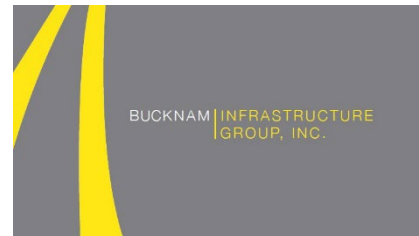
- 2021 Pavement Management Program, City of San Juan Capistrano
- 2021 Pavement Management Program, City of La Habra
- 2021 Pavement Management Program, City of Gardena
- 2021 Pavement Management Program, City of Menifee
- 2021 Pavement Management Program, City of Duarte
- 2020 Pavement Management Program, City of Pomona
- 2020 Pavement Management Program, City of Covina
- 2020 Pavement Management Program, City of Redlands
- 2020 Pavement Management Program, City of Lomita
- 2020 Sign / Pavement Management Programs, City of National City
- 2020 Sign / Pavement Management Programs, City of Murrieta
- 2020 Pavement Management Program, City of Brea
- 2020 Pavement Management Program, City of Tustin
- 2020 Pavement Management Program, City of Compton
- 2020 Pavement Management Program, La Cresta HOA, Temecula
- 2020 Pavement Management Program, City of Glendora
- 2020 Pavement Management Program, City of La Palma
- 2020 Pavement Management Program, City of Laguna Beach
- 2020 Pavement Management Program, City of Sierra Madre
- 2020 Sidewalk / Pavement Management Programs, City of Lynwood
- 2020 Pavement Management Program, City of Alhambra
- 2020 Pavement Management Program, Inland Empire Utilities Agency
- 2020-25 Pavement Management Program, City of Orange
- 2020-22 Pavement Management Program, City of Fullerton
- 2020 Pavement Management Program, City of Ontario
- 2020 Pavement Management Program, City of Huntington Beach
- 2020 Pavement Management Program, City of La Verne
- 2020 Pavement Management Program, City of Monrovia
- 2020 Pavement Management Program, City of Norwalk
- 2020 Sign Inventory Program, City of Aliso Viejo
- 2020 Pavement Management Program, City of South Pasadena
- 2020 Pavement Management Program, City of Westminster
- 2019 Pavement Management Program, City of Rialto
- 2019 Pavement Management Program, City of Palmdale
- 2019 Pavement Management Program, City of El Segundo

C. Stephen Bucknam, Jr., P.E., Principal-in-Charge

EDUCATION

B.S., Civil Engineering, Loyola University of Los Angeles, 1967

M.S., Environmental Engineering, Loyola University of Los Angeles, 1972



PROFESSIONAL DATA

Registered Professional Engineer, States of California (No.20903) and Washington (No.17310)

California State Community College Teaching Credential

Fellow, American Society of Civil Engineers

Former, City Engineer, Deputy City Manager, City of Norwalk

Member, Board of Directors – Urban Water Institute

Life Member, American Public Works Association

Member, Water Environment Foundation

Member, University of California Irvine, Civil & Environmental Engineering Affiliates

Honorary Member, Chi Epsilon

EXPERIENCE OVERVIEW

Over forty years' experience in the administration, management, planning, design and construction management of public works and development programs and projects including: water and wastewater projects, pavement management programs, transportation, drainage, including: program management, master planning, infrastructure planning and maintenance programming, environmental studies, street, highway, alley, storm drain, water and sewer system design, rate studies, emergency planning, facilities design, groundwater studies, wells, reservoirs, site studies, pump stations, lift stations, intergovernmental negotiations and agreements, hydrology, treatment facilities, building design, grants, regulatory permitting, system appraisals, R/W negotiations, acquisitions and documentation, project management, production control, operations studies, capital improvement programming and budgeting, hydroelectric projects, underground utilities, assessment districts, surveying, mapping, legal testimony to public boards, commissions and councils, and direction of technical advisory committees to joint powers agencies and water districts.

Transportation / Streets – Highways - Traffic

Served as Contract City Engineer for the City of Arcadia responsible for long range advanced planning of the City's transportation engineering program. Directed the preparation of the City's Transportation Master Plan which identified, consistent with the City's General Plan the transportation related needs under these requirements so of AB 1600 nexus constraints.

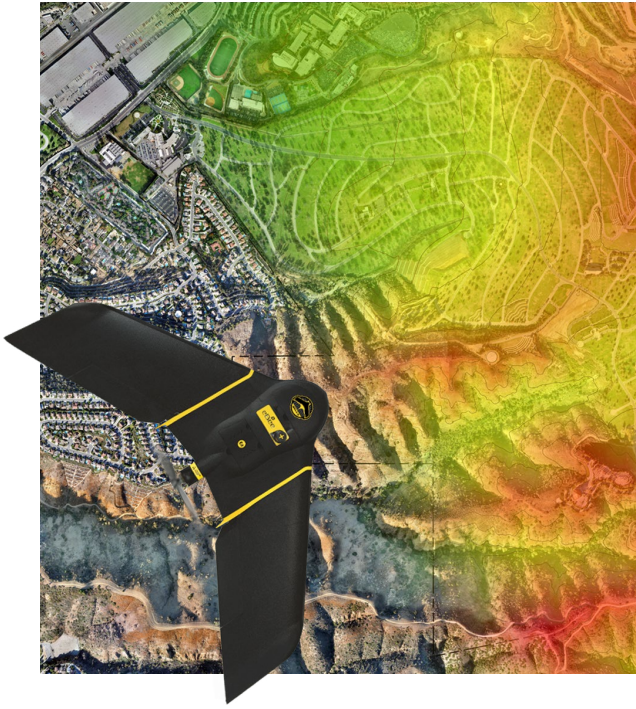
Acted as Principal in charge over a Pacific Coast Highway (SR-1)/Newport Boulevard (SR-55) interchange, City of Newport Beach. Project involves a study of various alternatives, conventional and unconventional, for improvements to the existing interchange.

Restraints include limited right-of-way, environmental challenges (e.g., Newport channel bridge widening, "Arches" liquor store and restaurant property acquisition, and existing bridge aesthetics), and potential hazardous waste issues. Alternatives were evaluated and selected to include in the PSR. Included project coordination with various agencies and sub consultants, and oversight of concept geometries, cost estimating, and report preparation.

Conceptual study, Project Study Report, and Project Report for I-710/Firestone Boulevard interchange modification and Firestone Boulevard improvements for City of South Gate. Also involved a feasibility study which included preparation of a traffic study, conceptual plans for several types of interchanges, construction cost estimates, and preliminary Caltrans Project Study Report. Prepared ISTE National Highway System funding application for authorization and appropriation. Coordination with Caltrans District 7.

Mr. Bucknam has served as the working Principal / Civil Engineer for all pavement management related projects that Bucknam has performed. This includes projects listed below:

- 2022-26 Pavement Management Program, City of Indian Wells
- 2022 Pavement Management Program, City of Ontario
- 2022 Pavement Management Program, City of Lakewood
- 2022 Pavement Management Program, City of Commerce
- 2022 Pavement Management Program, City of Lynwood
- 2022 Pavement Management Program, City of Monrovia
- 2022 Pavement Management Program, City of Covina
- 2022 Pavement Management Program, City of La Habra Heights
- 2022 Pavement Management Program, City of Laguna Hills
- 2022 GIS Enterprise Support Services, City of Alhambra
- 2022 GIS Enterprise Support Services, City of Big Bear Lake
- 2022 Pavement Management Program, City of Big Bear Lake
- 2022 Pavement Management Program, City of Rialto
- 2022 Pavement Management Program, City of Vista
- 2022 GIS Enterprise Support Services, City of Fountain Valley
- 2022 Pavement Management Program, City of Rancho Santa Margarita
- 2022 Pavement Management Program, City of El Segundo
- 2022 Sign Inventory Program, City of Norwalk
- 2022 Pavement Management Program, City of La Palma
- 2022 Pavement Management Program, City of Laguna Woods
- 2022 GIS Enterprise Support Services, City of Duarte
- 2022 Pavement Management Program, City of Culver City
- 2022 Pavement Management Program, City of Pomona
- 2022 Pavement Management Program, City of Westminster
- 2022 Sign Inventory Program, City of Tustin
- 2022 Pavement Management Program, City of Placentia
- 2022 Pavement Management Program, City of Buena Park
- 2022 Pavement Management Program, City of Huntington Beach
- 2022 Pavement Management Program, City of Rancho Palos Verdes
- 2022 Pavement Management Program, City of Laguna Beach
- 2022 Pavement Management Program, City of Signal Hill
- 2022 Pavement Management Program, City of Seal Beach
- 2022 Pavement Management Program, Inland Empire Utilities Agency
- 2022 Pavement Management Program, City of Costa Mesa
- 2021 Pavement Management Program, City of Lawndale
- 2021 Pavement Management Program, City of Monterey Park
- 2021 Pavement Management Program, City of Santa Ana
- 2021 Pavement Management Program, City of Lake Elsinore



MIKE IJAMS

TITLE Geospatial Technology Manager | OFFICE Irvine, CA

Mike brings a unique cross section of skills, expertise and innovation as the leader of Fuscoe's GIS & Technology team, which provides specialized services that enhance and complement Fuscoe's civil engineering work. An avid aviator, Mike spearheaded Fuscoe's UAV drone program which captures aerial imagery and processes it into 3D point cloud and topographic surveys. In addition to drone services, Mike's main specialties are Geographic Information Systems and 3D visualization. He uses both to facilitate communication between designers, clients and the public, and to clarify design intent, resulting in streamlined project approval. Mike's relevant project work includes:

- **Rancho Guejito Aerial Tree Survey** - UAV aerial tree survey of 23,000 acres in San Diego County. Artificial Intelligence is being used to assess, count and sort trees and classify special vegetation.
- **City of Lake Forest Street Pavement Assessment** - Fuscoe provided image capture and processing of arterial streets in Lake Forest. Artificial intelligence was used to analyze and identify street pavement conditions. This technology helped the City to prioritize and plan annual street maintenance.
- **Fairmont Miramar Hotel Revitalization, Engineering & Tree Survey** - Fuscoe provided civil engineering, UAV tree/inventory survey, topographic and site surveys, GIS documentation and EIR support. FEI provided UAV 3D Point Cloud imagery of trees, gardens, pools, buildings and surrounding neighborhood.
- **Rancho Mission Viejo PA3 Cow Camp Road Aerial Survey** - Fuscoe provided UAV aerial surveys to help visualize Planning Area 3, the newest ranch-oriented community.
- **Newland Sierra 3D Model & View Simulation** - Fuscoe provided a 3D model and view simulation video of the proposed residential master planned community to help build community consensus.

Additionally, Mike has applied our technology services to numerous projects including, Villas at Fashion Island (monitor and document monthly progress of apartment construction in Newport Center in ultra-high definition 4K video); ARDA Veteran's Cemetery Site Feasibility (video simulation); St. Mary's College Campus Master Plan (topographic survey and aerial imagery), among others. He also established a web-based GIS and file system for the City of Yorba Linda following the Freeway Fire and mudslides.

Mike was instrumental in obtaining Fuscoe's 2019 technology patent. Fuscoe patented its exclusive Three-Dimensional Modeling from Optical Capture. He also served as a Santiago Canyon College instructor, where he taught an Introduction to GIS as part of the College's Survey and Mapping Sciences curriculum.

full circle thinking®

EDUCATION

- ▶ BA, Geography
California State University Fullerton

REGISTRATIONS/CERTIFICATIONS

- ▶ GIS Instructor, Santiago Canyon College
- ▶ GIS Advisor, USGBC LEED Regionalization, Pacific Chapter
- ▶ FAA Remote Pilot - sUAS
- ▶ FAA Section 333 UAV Exemption
- ▶ FAA Sport Pilot License (pending)

AFFILIATIONS

- ▶ Association for Unmanned Vehicle Systems International (AUUSI)

PATENTS

- ▶ US Patent No. US 10,297,074 B2
Three-Dimensional Modeling from Optical Capture

FEI TEAM MEMBER SINCE 2004



Firm Profile and Qualifications

Bucknam Infrastructure Group, Inc. (est. 2011, S-Corporation) has a full-service office in Southern California and is committed to building stronger



3548 Seagate Way, Suite 230
Oceanside, CA 92056
T: (760) 216-6529
www.bucknam-inc.com

relationships with government organizations through frequent communication and team building. We build long-term partnerships with agencies that expect and require accuracy, efficiency, and integrity in all aspects of community services. Our experienced staff is committed to ensuring that immediate and long-term goals are met and are a top priority in the development of pavement management, infrastructure management, financial, geographic information systems (GIS), and facility management projects.

Our full-service Infrastructure Management - GIS Division provides comprehensive engineering and infrastructure/GIS management services, as well as database management, pavement / ROW field inspection services, and GIS automation and management. Our staff consists of registered civil engineers; former Director of Public Works-City Engineers and maintenance specialists who can help implement solutions based upon your specific facility/infrastructure needs and will provide assistance through each step of your project.

Our extensive professional service offerings include:

Regarding Pavement Management Programs, our firm is currently assisting 60+ local agencies comply with LA, Orange, SD and Inland Empire County's pavement reporting requirements.

Pavement-CIP Management (PMP)	Public Works Management
Pavement Data Conversion	ADA Self-Evaluation/Transition Planning
Pavement Condition Surveys	GASB 34 Compliance/Reporting
PMP Assessments / Software	Intranet GIS Implementation
PMP/GIS Deliverables	Contract GIS Services
ArcGIS Online Apps / Tool Development	Traffic Control Device / Sign Inventory
Public Right-of-Way Inventories	Maintenance Management Programs
PMP OCTA - Compliance Reporting	Record Retention / Scanning Services
Digital Roadway Imaging / Survey	Utility GIS Services

Regarding Pavement Management Programs, our firm is currently assisting 60+ SoCal local agencies comply with the County pavement reporting requirements. In addition to the extensive knowledge and experience of our infrastructure management professionals, Bucknam provides a broad scope of administrative, inspection, construction management, civil engineering, and GIS services to public agencies. The extensive experience of Bucknam's staff, coupled PMP service to more than 100 cities and other public agencies, assures our clients that the firm is a broad based resource with an understanding of today's infrastructure issues and knows how to provide the necessary solutions to public agencies in today's complex governmental environment.



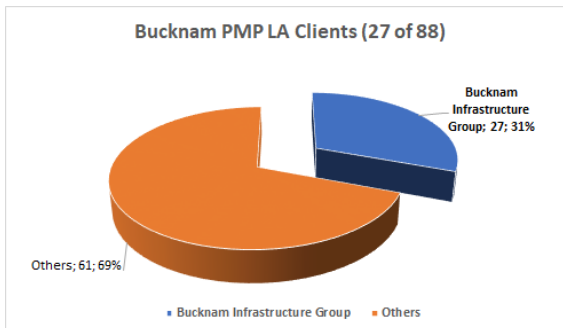
We bring a wealth of experience to the City through our successful track record, pavement management knowledge through application, and relationship building through trust and adherence to schedule. We look forward to working with you on your project. Our handpicked management professionals are committed to delivering quality services to the City. **Our office is located in Oceanside, CA 3548 Seagate Way, Suite 230 (11 employees).**

Delineation of Bucknam Infrastructure Group's Strengths

As Bucknam approaches twenty-four (24) years of pavement management experience, our firm is distinct and unique in the fact that we have continued to improve upon our long-term local agency client based throughout Los Angeles County. Building and establishing long-term client relationships through PMP management is a clear delineation of our professional services.

Bucknam's experience and qualifications directly related to this project and other key delineation strengths include:

- Providing PMP services to 27 of the 88 Los Angeles County local agencies in the past two years (31%);
- Providing PMP services for 21 of the 35 Orange County local agencies in the past two years (60%);
- Bucknam now implements Fuscoe's Cloud-based Artificial Intelligence (AI) Learning Technology to calculate all pavement section AC/PCC SF quantities;
- Implementation of South El Monte MyRoads® – PMP mapping (web-based access/use); requires no GIS software to view your PMP online (**See Task 3.6 within Scope of Work**);
- Staff / Firm is certified through OCTA and MTC for use and management of MicroPAVER / StreetSaver respectively
 - Bucknam is ASTM D6433-20 certified through OCTA until June, 2024 for PMP services to local agencies;
- Focused managers / field technicians that perform infrastructure management services at cost-competitive rates and deliver quality products;
- Local presence (Oceanside office) allows our firm to be on-site within an hour to respond to South El Monte's requests and needs;
- Proven Los Angeles County PMP economic ROI regarding long-term Pavement CIP's recommendations, implementation, maintenance applications and increased PCI's





Relevant PMP Project Experience

The following project experience presents our description of work, its relevance in completing similar projects for numerous other agencies, Proposition C / LA County METRO compliance, OCTA Measure M2 PMP compliance, PMP software training expertise, and the broad knowledge of our pavement project team. Our project team brings over 75 years of public/private engineering and data management experience to the City of South El Monte. This includes over 700+ PMP projects covering turn-key projects, simply training of Agency staff with pavement management methods, County Measure/Proposition compliancy, financial strategies and Capital Improvement Programs.

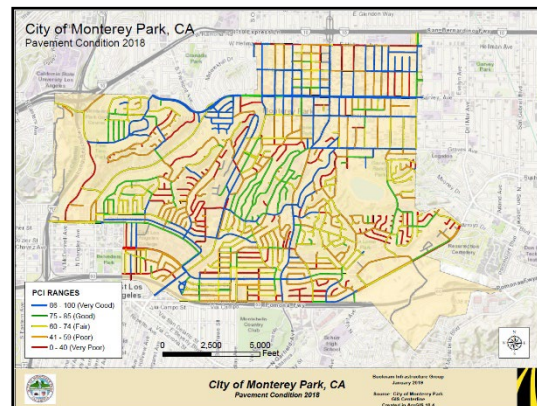
Over the past twenty-four years, we have worked on numerous projects similar to South El Monte's current PMP project. We have listed five (5) similar "long-term" pavement management projects that cover the same task descriptions as listed in your RFQ:

Bucknam Infrastructure Group, Inc.

Pavement Management Program-GIS, City of Monterey Park (2015-22)

Mr. Anthony Bendezu, Principal Engineer - (626) 307-1323; 320 West Newmark Ave., Monterey Park, CA 91754 (abendezu@montereypark.ca.gov)

Since 2015 Bucknam has been contracted to perform a citywide pavement management inventories for the City of Monterey Park. Our initial project consisted of a complete turn-key effort in "re-segmenting" the City's PMP network, converting previous PCI inspection data, performing an ASTM D6433-18 based survey, conversion and implementation of StreetSaver and PMP-GIS integration.



Additionally, our services included a complete evaluation of the City's PMP budget, short-term and long-term budgetary analysis (Actual, Maintain and Recommended budgets) and GIS services that linked the City's StreetSaver database to the City's GIS enterprise.

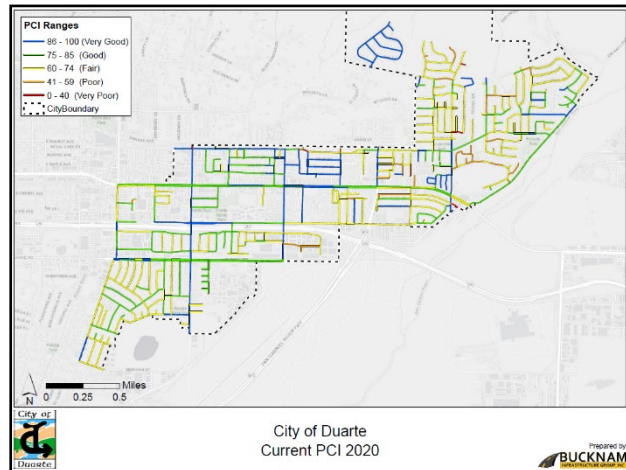
Since the project completed Bucknam has provided annual PMP support services to the City. Bucknam was recently selected in 2021 to perform another citywide PMP update as well as implement the first Public Works GIS Program for the City.

Additional (active) PMP project experience in and around South El Monte: Commerce, Alhambra, South Pasadena, Lynwood, La Habra Heights, Rosemead, Sierra Madre, Monrovia.

Citywide Pavement Management Program-GIS, City of Duarte (2018-2021)

Mr. Scott Nash, Assistant Planner - (626) 357-7931; 1600 Huntington Dr., Duarte, CA 91010
(snash@accessduarte.com)

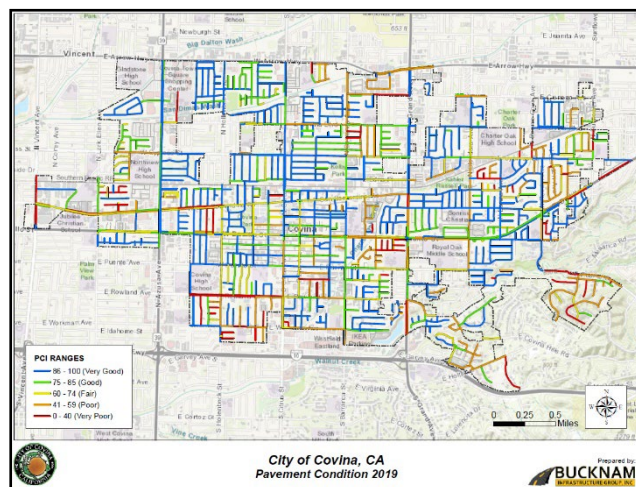
Since 2018 Bucknam has been contracted to perform a citywide infrastructure management inventories for the City of Duarte. Our initial project consisted of a complete turn-key effort in “re-segmenting” the City’s pavement management network, converting previous PCI inspection data, performing an ASTM D6433-18 based survey, implementation of PMP software and PMP-GIS integration. Additionally, our services included a complete evaluation of the City’s PMP budget, short-term and long-term budgetary analysis (Actual, Maintain and Recommended budgets) and GIS services that linked the City’s PMP database to the City’s GIS enterprise. **Since 2019 Bucknam has provided annual GIS support services to the City.**



Citywide Pavement Management Program–GIS, City of Covina (2019-23)

Mr. Rafael Fajardo, City Engineer - (626) 384-5489; 125 East College Street, Covina, CA 91723-2199 rfajardo@covinaca.gov

During the summer of 2019, Bucknam was contracted to perform a citywide pavement management inventory for the City of Covina. This project consists of a complete turn-key effort in “re-segmenting” the City’s PMP network, converting previous PCI inspection data, performing an ASTM D6433-18 based survey, implementation of PMP software and PMP-GIS integration. Under this initial project, Bucknam developed a citywide forecast maintenance report to determine what level of funding is necessary to maintain today’s conditions. Another critical deliverable was the PMP-GIS layer and MyRoads™ application which allowed staff to review the study findings as well as develop preliminary PS&E





projects/schedules. Bucknam was recently selected in July 2022 to perform the triennial PMP update for the City and will be starting in August 2022.

Citywide Pavement Management Program–GIS, City of Norwalk (2013-22)

Mr. Glen Kau, Director of Public Services - (562) 929-5700; 12700 Norwalk Boulevard, Norwalk, CA 90650
gkau@norwalkca.gov

Bucknam was recently selected in 2020 to perform another citywide PMP update. Historically, In 2013, Bucknam was contracted to perform a citywide pavement management inventory for the City of Norwalk. This project consisted off a complete turn-key effort in “re-segmenting” the City’s PMP network, converting previous PCI inspection data, performing

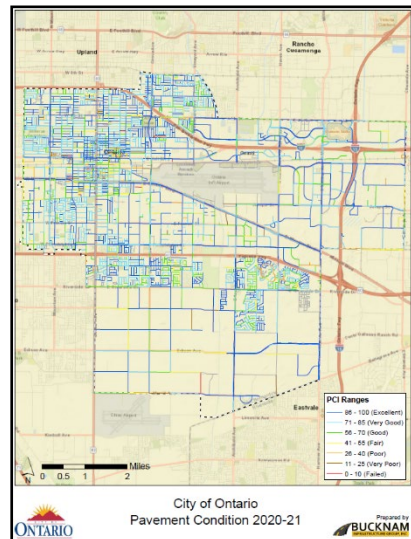
an ASTM D6433 based survey, implementation of MicroPAVER, complete evaluation of the City’s PMP budget, short-term and long-term budgetary analysis (Actual, Maintain and Recommended budgets) and GIS integration.



Citywide Pavement Management Program – GIS, City of Ontario (2004-25)

Mrs. Tricia Espinoza, CIP Engineer – (909) 395-2188; 303 East “B” Street, Ontario, CA, 91764
tespinoza@ontarioca.gov

Bucknam was recently selected for the 2020 PMP update and will be assisting Ontario with their PMP through 2025! Historically, Bucknam was contracted with the City in 2004 for Pavement Management services and has performed annual PMP updates for the past 17 years. Mr. Peter Bucknam has served as the City’s consultant PMP Project Manager since 2001. Our annual pavement inspection and reporting services for the City’s Engineering and Operations PMP has led to yearly, proactive increases in both the City’s Arterial and Local conditions (i.e. PCI of 65.3 in 2004 and a PCI of 82.8 in 2022). Bucknam is providing annual PMP services through 2025.





Sample Professional Services Agreement

Bucknam has reviewed the City's sample professional services agreement (Attachment C) that was provided with the Request for Proposals (RFP). At this time, Bucknam accepts and complies with the aspects of the agreement as presented within the RFP.

Addenda Acknowledgment



Addenda Acknowledgement

At this time, Bucknam observes no issued addenda to the City's Request for Proposals (RFP).



Required Attachments

Attachment A – Affidavit of Non-Collusion

Attachment B – Claims History

Bucknam has reviewed the City's claims history attachment (Attachment B) that was provided with the Request for Proposals (RFP). All listed items are not applicable.

ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

I state that I am PRESIDENT (title) of BUCKNAM INFRASTRUCTURE GROUP (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) BUCKNAM INFRASTRUCTURE GROUP (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that BUCKNAM INFRASTRUCTURE GROUP (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the City of South El Monte in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of South El Monte of the true facts relating to the submission of Offers for this contract.

[Signature]
(Authorized Signature)

BUCKNAM INFRASTRUCTURE GROUP / PRESIDENT
(Name of Company/Position)

Sworn to and subscribed before me this 21st day of Nov., 2022

[Signature]
Notary Public for California

My Commission Expires: 04/17/2026





Fee Proposal

Bucknam Infrastructure Group, Inc. has included a time & materials, not-to-exceed proposed fee for the City's consideration (separate envelope). Our fee follows the described tasks shown within the Scope of Work; Hourly Rate Schedule enclosed as well.

Bucknam is willing to "lock-in" our current hourly rate schedule for the City's three-year contract term.

As indicated within our fee, all tasks are negotiable.

Fee Proposal



Standard Hourly Rate Schedule

<u>Category</u>	<u>Rate</u>
Principal	\$ 295
Senior Project Manager	215
Senior Engineer / Planner	195
Construction Manager	195
Pavement Management Project Manager	195
Management Analyst	170
Project Engineer / Planner	160
Sr. Engineer / GIS Manager / Sr. Inspector	150
Assistant Engineer / Sr. Technician / GIS Analyst / Inspector	145
CADD Operator	110
Administrative Assistant	105
Field Technician	100
Clerical / Word Processing	85
Forensic Services	Quote
<u>Reimbursables</u>	
Mileage	\$0.72/mile
Subconsultant Services	Cost + 15%
Reproduction	Cost + 15%
Travel & Subsistence	Cost + 15%
Fees & Permits	Cost + 15%
Computer Services (External)	Cost + 15%

Rates Effective 1/1/22



3548 Seagate Way, Suite 230
Oceanside, CA 92056
T: (760) 216-6529
www.bucknam-inc.com

ATTACHMENT C

CITY OF SOUTH EL MONTE
Citywide Pavement Management Program (PMP) Update 2023
Fee Proposal - November 22, 2022

	Description	Principal	Project Manager	GIS Manager	Senior Technician	Field Technician(s)	Admin	Total by Task
	2023 Base Fee	\$295/hr	\$195/hr	\$150/hr	\$145/hr	\$100/hr	\$85/hr	
Task 1	Project Implementation							
Task 1.1	Project Kickoff		1		1			\$340
Task 1.2	Project Status Meetings - Quality Control		2		3	10		\$1,825
Task 2	Client Satisfaction							
Task 2.1	Project Deliverables	1	2	2	4		2	\$1,735
	Project Schedule							
	Work Flow / Project Schedule		2		4	2		\$1,170
Task 3	Scope of Work							
Task 3.1	Update Maintenance and Rehabilitation Activities		1		1	8		\$1,140
Task 3.2	Pavement Condition Survey							
	- Database Build		2		12			\$2,130
	- Arterial, Collector, Local and Alley Surveys (approx. 37.8 miles)		2		8	56		\$7,150
Task 3.3	Maintenance and Rehabilitation Assessment-Budget Analysis		4		2			\$1,070
Task 3.4	Citywide CIP / METRO Compliance Budget Reports	1	22		6		1	\$5,540
Task 3.5	PMP - GIS / PMP Mapping		1	4	4			\$1,375
Task 3.6	South El Monte MyRoads PMP Web-Portal							\$600
	Reimbursables (mileage, printing, materials)							\$815
	All deliverables will become property of the City of South El Monte							
	All Tasks are negotiable							
	Total Hours per Staff	2	39	6	45	76	3	
	2023 Total Base Fee	\$ 590	\$ 7,605	\$ 900	\$ 6,525	\$ 7,600	\$ 255	\$24,890
	Optional Services							
Task 3.2a	AI SF Calculation of AC/PCC segments							\$3,140
Task 3.7	MicroPAVER / MyRoads Training (Pro Bono)							\$0
Task 3.8	On-Call PMP - GIS Services							TBD
Task 3.9	Citywide Sidewalk Management Services (approx. 60.5 miles of sidewalks)							TBD
Additional services outside of this contract will be negotiated with the City where we will use the Standard Hourly Rate Schedule shown here.								

***Notes / Assumptions:**

All Tasks - Bucknam will utilize own MicroPAVER license for project tasks

Task 4.2 - Bucknam will utilize minimum 20% sampling rate during surveys

All Tasks - Bucknam and inspectors are qualified through ASTM D64333 / OCTA until FY 2024



3548 Seagate Way, Suite 230
Oceanside, CA 92056
T: (760) 216-6529
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ATTACHMENT D

CONTRACT SERVICES AGREEMENT

By and Between

CITY OF SOUTH EL MONTE

and

BUCKNAM INFRASTRUCTURE GROUP, INC.

**AGREEMENT FOR CONTRACT SERVICES
BETWEEN THE CITY OF SOUTH EL MONTE AND
BUCKNAM INFRASTRUCTURE GROUP, INC.**

THIS AGREEMENT FOR CONTRACT SERVICES (herein “Agreement”) is made and entered into this 10th day of January, 2023 by and between the CITY OF SOUTH EL MONTE, a California a municipal corporation (“City”) and BUCKNAM INFRASTRUCTURE GROUP, INC., a California corporation (“Consultant”). City and Consultant may be referred to, individually or collectively, as “Party” or “Parties.”

RECITALS

A. City has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Consultant, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by the City to perform those services.

C. Pursuant to the City of South El Monte Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Consultant for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the “Scope of Services” attached hereto as Exhibit “A” and incorporated herein by this reference, which may be referred to herein as the “services” or “work” hereunder. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase “highest

professional standards” shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

1.2 Consultant’s Proposal.

The Scope of Services shall include the Consultant’s scope of work or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Consultant shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

1.4 Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant’s performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work.

By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform the City of such fact and shall not proceed except at Consultant’s risk until written instructions are received from the Contract Officer.

1.6 Care of Work.

The Consultant shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City’s own negligence.

1.7 Further Responsibilities of Parties.

Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other.

1.8 Additional Services.

City shall have 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. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum or \$25,000, whichever is less; or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other Consultants. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

1.9 Special Requirements.

Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed **Twenty Four Thousand Eight Hundred Ninety Dollars (\$24,890.00)** (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.8.

2.2 Method of Compensation.

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services, less contract retention; (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained, and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

2.3 Reimbursable Expenses.

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Contract Officer in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City. Coordination of the performance of the work with City is a critical component of the services. If Consultant is required to attend additional meetings to facilitate such coordination, Consultant shall not be entitled to any additional compensation for attending said meetings.

2.4 Invoices.

Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall contain all information specified in Exhibit "C", and shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by City for any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance.

Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure.

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) year from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Consultant.

The following principals of Consultant ("Principals") are hereby designated as being the principals and representatives of Consultant authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

Peter Bucknam, PE

Project Manager/Principal

(Name)

(Title)

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. All personnel of Consultant, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of City. Additionally, Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

4.2 Status of Consultant.

Consultant shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

4.3 Contract Officer.

The Contract Officer shall be Rene Salas or such person as may be designated by the City Manager. It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.4 Independent Consultant.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent

contractor with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant. Consultant represents and warrants that the personnel used to provide services to the City pursuant to this Agreement are classified by Consultant as employees and that Consultant issues or will issue a W-2 to such personnel.

In the event that Consultant or any employee, agent, subcontractor, or independent contractor of Consultant providing services under this Agreement claims or is determined by a federal or state agency, a court of competent jurisdiction, or the California Public Employees' Retirement System ("CalPERS") to be classified as other than an independent contractor for the City, then Consultant shall indemnify, defend, and hold harmless the City for the payment of any and all assessed fines, penalties, judgments, employee and/or employer contributions, and any other damages and costs assessed to the City as a consequence of, or in any way attributable to, the assertion that Consultant or any of Consultant's personnel used to provide the Services under this Agreement are other than independent contractors of the City.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages.

Without limiting Consultant's indemnification of City, and prior to commencement of any services under this Agreement, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

(a) General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has

not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.

(b) Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(c) Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(d) Workers’ compensation insurance. Consultant shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000).

(e) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit “B”.

5.2 General Insurance Requirements.

(a) Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers’ compensation. Insurance certificates and endorsements must be approved by City’s Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

(b) Duration of coverage. Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, its agents, representatives, employees or subconsultants.

(c) Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-

contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(e) Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or that is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

(f) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(g) Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(h) Requirements not limiting. Requirements of specific coverage features or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(i) Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

(j) Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall

be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

(k) Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(l) Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(m) Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

(n) Agency's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(o) Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(p) Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in

connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable (“indemnitors”), or arising from Consultant’s or indemnitors’ reckless or willful misconduct, or arising from Consultant’s or indemnitors’ negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys’ fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys’ fees.

Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City’s sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City’s negligence, except that design professionals’ indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination or expiration of this Agreement.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the “books and records”), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and

detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Consultant's business, custody of the books and records may be given to City, and access shall be provided by Consultant's successor in interest. Notwithstanding the above, the Consultant shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer shall require. Consultant hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the "documents and materials") prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City's sole risk and without liability to Consultant, and Consultant's guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

6.4 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the

public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer.

(b) Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives City notice of such court order or subpoena.

(c) If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Consultant’s conduct.

(d) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law.

This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

7.2 Disputes; Default.

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the

alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the City to give notice of the Consultant's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

7.3 Retention of Funds.

Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.4 Waiver.

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.5 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.6 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 et seq. and 910 et seq., in order to pursue a legal action under this Agreement.

7.7 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be determined by the Contract Officer. In addition, the Consultant reserves the right to terminate this Contract at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.8 Termination for Default of Consultant.

If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.9 Attorneys' Fees.

If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest.

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Contract Officer. Consultant agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects her/his financial interest or the financial interest of any corporation, partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

8.3 Covenant Against Discrimination.

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

8.4 Unauthorized Aliens.

Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C. § 1101 *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of South El Monte, 1415 Santa Anita Ave, South El Monte, CA 91733 and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

9.4 Integration; Amendment.

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the parties. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Consultant and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

9.5 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 Warranty & Representation of Non-Collusion.

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in

violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of “financial interest” shall be consistent with State law and shall not include interests found to be “remote” or “noninterests” pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant’s Authorized Initials _____

9.7 Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:

CITY OF SOUTH EL MONTE, a municipal corporation

Rene Salas, Interim City Manager

ATTEST:

Donna G. Schwartz, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

Anthony R. Taylor, City Attorney

CONSULTANT:

BUCKNAM INFRASTRUCTURE GROUP, INC.,
a California Corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Address: 3548 SEAGATE WAY STE. 230
OCEANSIDE, CA 92056

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

On _____, 2022 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER		DESCRIPTION OF ATTACHED DOCUMENT
☐	INDIVIDUAL	
☐	CORPORATE OFFICER	
TITLE(S)		
☐	PARTNER(S) ☐ LIMITED	TITLE OR TYPE OF DOCUMENT
☐	GENERAL	
☐	ATTORNEY-IN-FACT	
☐	TRUSTEE(S)	
☐	GUARDIAN/CONSERVATOR	NUMBER OF PAGES
☐	OTHER _____	
SIGNER IS REPRESENTING: (NAME OF PERSON(S) OR ENTITY(IES))		DATE OF DOCUMENT

_____		SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

On _____, 2022 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

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TITLE(S)		
☐	PARTNER(S) ☐ LIMITED	TITLE OR TYPE OF DOCUMENT
☐	GENERAL	
☐	ATTORNEY-IN-FACT	
☐	TRUSTEE(S)	
☐	GUARDIAN/CONSERVATOR	NUMBER OF PAGES
☐	OTHER _____	
SIGNER IS REPRESENTING: (NAME OF PERSON(S) OR ENTITY(IES))		DATE OF DOCUMENT

_____		SIGNER(S) OTHER THAN NAMED ABOVE

EXHIBIT “A”

SCOPE OF SERVICES

I. Consultant will perform the following Services:

1) Project Implementation

TASK 1.1: Project Kickoff

The first step in implementing a successful pavement management program truly resides in frequent communication and timely scheduled data updates. For the City of South El Monte it will be essential to establish, up front, the Public Works (Engineering & Maintenance) pavement management priorities. Our team will set a Project Kickoff meeting with City staff to further discuss and review in detail the expectations of the project, technical approach, section ID / GIS management & surveys, district/quadrant maintenance, software upgrades & use, deliverables within the scope of work and the review of schedule.

This effort will build consensus between the Engineering and Maintenance staff as well as build stronger ARTERIAL CIP and LOCAL neighborhood maintenance programs that complement large Public Works CIP projects and annual maintenance projects.

The first key topics to be discussed will include the review and assessment of the existing pavement plan/data; its current and future use, work histories, survey areas based on recent maintenance work and schedules, new construction, data quality, current pavement procedures, historical expenditure levels, software implementation and desired service levels.

Deliverable: Meeting minutes, revised project schedule (if necessary)

TASK 1.2: Project Status Meetings - Quality Control Program

Status Meetings and Progress Reports

- Minimum of three meetings during the project (kickoff, field, and status meetings) – minimum of eight (8) hours; Field review meetings; Monthly progress status reports will be delivered to City project manager.

Quality Control (QC)

Prior the data assessment and survey, Bucknam will submit our Quality Control Plan to the City for review and discussion. We will use a statistical sampling approach for measuring the quality of our field technician's work. In this manner, 10 percent of the original annual surveys will be re-surveyed by an independent survey crew, supervised by a field supervisor, and the results will be compared to the original surveys (this will include 3.8 miles of arterial/local/alley QC). Our QC process involves checking the field crews' work in a "blind study" fashion. Quality control checks will be performed at the end of each survey week.

This will ensure that all field personnel are properly collecting distresses and pavement quantities for all street segments. PCI variance reporting will be performed where previous PCI data will be compared to newly inspected 2023 PCI data; if PCI's vary more than ten (10) points per year

Bucknam staff will assess the potential cause through unrecorded work history, accelerated pavement deterioration, etc.

Bucknam will record/log any discrepancies between the previous and current PMP databases (any corrections/changes to the database shall not be made without prior City staff approval).

Since we are collecting distress information on our field Tablets with the South El Monte PMP database live, our staff will perform several quality control tests within the pavement management software using a sample set of the City of South El Monte's street distress data.

This will ensure that all system and analysis settings as well as City recommendations and standards are being followed. Over the past two years, Bucknam has submitted fifty (50) METRO/O CTA compliant reports for LA and Orange County municipalities, they include:

Los Angeles County PMP Clients (Current)		
Long Beach	Alhambra	El Segundo
Duarte	Culver City	Lomita
Rancho Palos Verdes	Palmdale	Glendora
Signal Hill	Pomona	Sierra Madre
Monterey Park	Hermosa Beach	South Pasadena
Compton	Lynwood	Norwalk
Monrovia	Rosemead	Bellflower
Lawndale	Covina	Beverly Hills
La Verne	South Gate	La Habra Heights
Gardena	Commerce	
Orange County PMP Clients (Current)		
Brea	La Palma	RSM
Costa Mesa	Orange	Tustin
Laguna Hills	Laguna Beach	Westminster
Fountain Valley	San Juan Capistrano	La Habra
Huntington Beach	Laguna Woods	Fullerton
Seal Beach	Santa Ana	Placentia
Buena Park	Cypress	Stanton

Our surveys follow the accepted ASTM D6433 procedure requirements. A copy of the QA/QC plan utilized by our staff during the project will be submitted along with the PMP certification documents. Our staff attends the OCTA PMP Distress Training Classes held in each year, 2011 thru 2022.

In February 2022 our staff was acknowledged as "qualified inspectors and firm" to prepare PMP's compliant with the OCTA Countywide Pavement Management Guidelines (this certification/compliance runs through June 2024).

Additionally, Bucknam was selected by the Orange County Transportation Authority (OCTA) in July, 2021 to perform a 10-year Pavement Management Plan analysis on ALL 35 Orange County local agencies PMP's. Essentially, a Countywide Pavement Management Plan!

2) Client Satisfaction

TASK 2.1: Project Deliverables

Shown throughout our Scope of Work, each Task is summarized with project deliverables. Client satisfaction will derive from frequent communication with the Project Manager and key staff members from the Engineering and Public Works departments. Project success is created by delivering on three main factors;

- 1) Adherence to scope tasks and deliverables
- 2) Performing to the standard set by the Project Schedule; and
- 3) Controlling costs. Our Project Manager will follow each of these factors throughout the duration of the project

Deliverable: Project Status Updates, as stated in Task 1.2

3) Scope of Work (Major Tasks)

TASK 3.1: Update Maintenance and Rehabilitation Activities

The City will provide Bucknam a complete listing of all major work (overlay, slurry, etc.) in hard copy format to Bucknam for updating specific section work histories and PCI ratings. Bucknam will review all maintenance and rehabilitation projects completed and/or scheduled by the City since the last update in 2018; this will include work history updates on arterial, locals and alleys.

Our staff will enter the necessary work history updates as mentioned above (i.e. data entry of maintenance / rehabilitation activities) into your MicroPAVER software. Once the project is completed, our staff will upload the necessary PMP database files at the City.

Deliverable: Update PMP data, Work History report

TASK 3.2: Pavement Condition Surveys

First and foremost, the assessment of the City's pavement segmentation is one of the key priorities for this project. With three years between major inspections it will be essential to verify that all Arterial, Collector and Local segmentation is up-to-date and that section SF quantities are verified, accurate and reliable. This will be completed by utilizing the Bucknam-Fusco cloud-based learning technology (AI)

to correct quantify square footages for each pavement section (see sample below).



Bucknam (powered by Fuscoe's unique use of cloud-based learning technology) allows our staff to provide the AI with the City of South El Monte's most recent aerial image; in doing so, all AC and PCC pavement segment SF's are immediately calculated. This instant calculation is possible due to the cloud-based learning tech's inherent working knowledge of how to recognize pavement surfaces and asphalt types.

This ability will allow Bucknam to obtain the necessary quality control measurements for all South El Monte PMP segments and to perform segment SF variance reports. This will in turn create a more accurate total centerline / square footage of the South El Monte network as well as for each unique pavement segments.

We will review/assess new and/or missing streets previously excluded from the last PMP update and create the necessary segmentation within the South El Monte PMP database + GIS links (this AI effort can be utilized through our optional services (see proposed fee).

Once the pavement segmentation has been assessed and verified, the necessary 37.8 miles of Arterial, Collector, Local and Alley inspections will be performed. It is the City's desire to survey all pavement sections this fiscal year.

Our survey methodology will include the following approach based on the ASTM D6433 guidelines:

1. Walking - All sections are surveyed through "two-pass test" walking methodologies. AC/PCC distress types will be collected based upon actual surface conditions and physical characteristics of the segment.

Surveying methods will be conducted by remaining consistent with ASTM D6433-20 & the Army Corp of Engineers AC/PCC sampling guidelines while being flexible to current City requirements.

All sample locations are observed through walking surveys; samples areas will cover a minimum of 20% of the total section area and will be 2,500 SF +/- 1,000 SF in size. According to the City's RFP the following pavement sections are to be surveyed for the upcoming 2023 PMP update:

- The inspection of approximately 37.8 centerline miles of Arterial / Collector, Local and Alley segments will be performed;
- Recent overlay rehabilitation will reduce total mileage of survey – TBD;

Our use of MicroPAVER Tablet-based units allows our staff to collect pavement data with the City of South El Monte's PMP database live in the field. All electronic data is transferred to the working master MicroPAVER account and reviewed from our office for quality control and management.

Roadway Verification Survey - A listing of the field attribute data that is updated/verified during the survey for the pavement management database is listed below:

2. Field Attribute Data (updated and/or verified)

- ❖ From/to, indicating the assigned limits of the section, sample test areas, street name
- ❖ Historical PCI tracking from previous inspections and 2023 PCI inspections

- ❖ Segment rank, length, width, and total true area of the section



3. Conditional data will be evaluated for all street segments and will include:

- ❖ MicroPAVER 20 AC & 19 PCC distresses by type, severity and sample area
- ❖ Sampling/conditional data collected within edge-of-pavement to edge-of pavement
- ❖ PCI ratings (0-100), taking into account the surface condition, level of distress

4. Section Distress and PCI Reporting

Once inspections are completed, we will generate a draft Pavement Condition Index (PCI) Report for City staff to review. The City and our staff will review these reports to ensure that all inventory data is correct and the project is running smoothly.

Our submittal will include:

1. Street centerline miles, lane miles, and pavement area
 - a. Street segments arranged in continuous west/east and north/south
 - b. Reported as an per segment and entire network
 - c. Reported by functional classification (arterial, collector, local)
2. Current street network Pavement Condition Index ratings
 - a. Street segments arranged in continuous west/east and north/south
 - b. Report as an per segment and entire network
 - c. Reported by functional classification (arterial, collector, local)
3. Pavement segment tabular listing for the entire street network
 - a. PCI Report – sorted by PCI (worst to best)
 - b. PCI Report – sorted alphabetically
4. PCI Variance report comparing 2018 PCI's to 2023 PCI's

Deliverable: Citywide PCI Reports (30%, 65% and 100% status PCI reports), PCI Variance report

DEVELOP RECOMMENDED IMPROVEMENT PROGRAM

TASK 3.3: Maintenance and Rehabilitation Assessment – Budget Analysis

We will assist the City in developing the most cost-effective preventative maintenance and rehabilitation strategies necessary to achieve the desired level of serviceability. Initially, Bucknam will assess overall condition trends and perform an performance predication model; this will lead to Bucknam meeting with the City to discuss and strategize maintenance activities that are currently being used by the City. Based on the City's current AC & PCC applications and other maintenance practices used we will conduct an historical and prospective analysis on the conditional and financial impact these practices have on the network.

We will establish/update the South El Monte MicroPAVER maintenance “decision tree” that will be used to generate pavement recommendations that match current fiscal year maintenance approaches/City practices. This will be accomplished by assessing/updating the unique and individual PCI ranges and deterioration curves within PMP software based on functional class (i.e. arterial, collector, local) and age.

Our staff will review the South El Monte deterioration curves that have been developed based on historical pavement condition, inspection, surface type, and road class.

All maintenance practices/unit costs will be integrated into the PMP and will be derived from the most recent construction bids for pavement rehabilitation. We will account for inflation rates when long-term revenue projections are made. Our Project Manager and Principal will work closely with the City in defining repair and rehabilitation strategies for each fiscal year as well as establish PMP zones for the street/alley networks. Once the repair/rehabilitation strategies have been defined, the identification of a five-year Forecasted Maintenance schedule will be generated.

The recommended budget scenarios will be identified on the basis of several criteria:

- Assessment and review of the City’s 2023 Pavement CIP
- Present pavement conditions; Desired levels of service and available resources
- Projected / Forecasted PCI’s per section
- Cost benefit of individual strategies (minimum of three (3) scenarios)
- Scheduling with the City’s major CIP projects (water, sewer; if any)
- Budgetary recommendations that satisfy METRO guidelines
- Local “Neighborhood” fiscal year reporting/improvement scheduling
- Future routine maintenance needs based on projected deterioration rates

The primary emphasis of this task is to maximize the scheduling of street maintenance using the most cost-effective strategies available and taking into account a life-cycle cost analysis.

TASK 3.4: Citywide CIP / METRO Compliance Budget Reports

We will deliver a sound PMP Final Report to the City which will be essential for staff reference / use as well as presented in a way that is beneficial for elected officials/upper management. This report will assist the City in complying with METRO.

The report will be prepared in a format that uses the information delivered by the PMP database in conjunction with the information and analysis performed by our team. The report will provide the City with information on:

- Current inventory and pavement conditions indices (PCI) for all road classes
- Projected annual rehabilitation programs for street maintenance for a 5-yr period (ARTERIAL, LOCAL and ALLEY Forecast Maintenance Reports) that show the largest return on investment and acceptable levels of service;

- Modeling and comparison of at least five (5) budget scenarios that typically include:
 - Future PMP conditions based upon historical funding levels;
 - Identification of annual funding to maintain PCI after 5-years;
 - Increase current PCI within 5-years;
 - Gradual, Frontloaded, Constrained and Unlimited funding analysis;
- Strategies and recommendations for the City's maintenance programs and procedures, including a preventative maintenance schedule (Arterials / Locals by year);
- Publication of budget scenarios within MyRoads™ and GIS (Bucknam web-portal/dashboard);
- Supporting documentation required by METRO;
- A detailed breakdown of deferred maintenance (backlog); and
- Quality Management Plan document.

Our recommendations will provide guidance to the City on how to implement better preventative maintenance / rehabilitation strategies and/or increase funding through PMP data examples. We will make a 15 minute (non-technical) presentation of the results from the 2023 PMP update to City personal and/or City Council if necessary; pro bono.

Registered Engineer

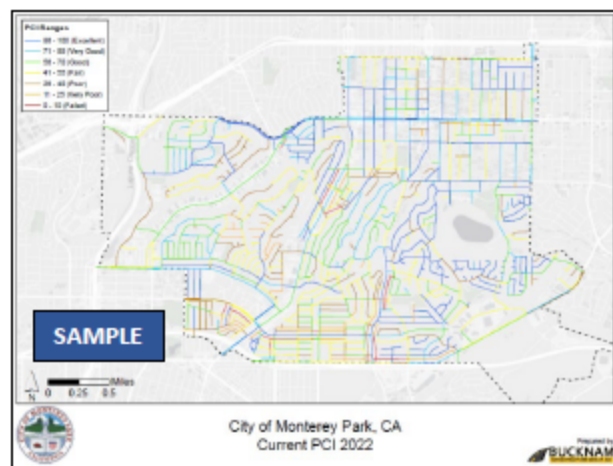
Mr. Steve Bucknam, P.E. will review all completed data and final report incorporating the results of our pavement evaluation and conditions. We will provide recommendations for pavement rehabilitation and replacement design based upon field data and analysis.

Deliverable: Two (2) copies of the approved Final PMP Report, METRO compliance form and digital delivery of final project files.

TASK 3.5: PMP – GIS / PMP Mapping

As an enhancement and proactive approach to this project, our staff will create the Pavement-GIS link between MicroPAVER and the City's GIS system. Our staff will review, with City staff, all ongoing upcoming capital projects that may impact the GIS mapping delivered for this project. The maps described below will be incorporated into the City's Final PMP report:

- PCI values for every section
- Work History identifications
- 5-yr Arterial / Local Rehabilitation and Slurry Seal Programs



- Functional classification maps



Once the City has approved the Pavement Condition Report, we will update the necessary MicroPAVER-GIS linkages (street names will be shown on all maps).

By using the unique ID's within the PMP and the City's ESRI street shapefile ID's, we will update the one-to-one match for each pavement section in the GIS. Our staff will coordinate all project deliveries with the Public Works and the GIS division to ensure that the most current and accurate PMP-GIS maps are represented within the City's GIS enterprise.

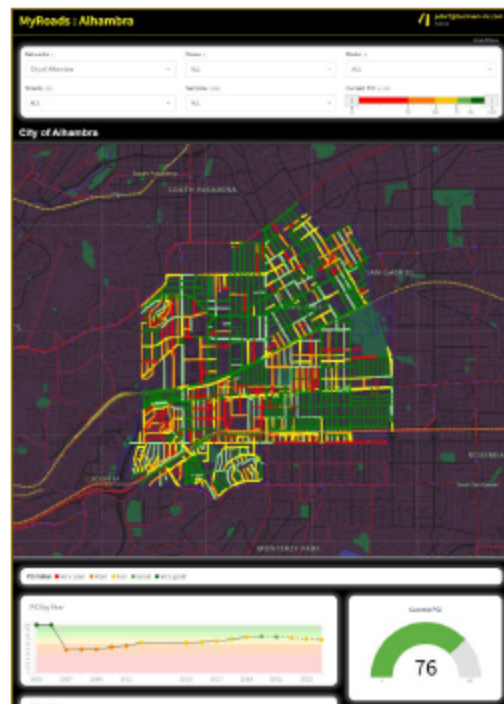
Deliverable: Complete GIS files/themes based on list above (project .mxd/shapefiles).

TASK 3.6: South El Monte MyRoads™ PMP Web-Portal

South El Monte MyRoads™ Web-Portal – Bucknam's proprietary option of MyRoads™ is a great match for the South El Monte PMP today and the future. This option brings your PMP data to life within a dynamic PMP dashboard!

Bucknam now provides all our PMP clients with a unique and agency driven "MyRoads™" web-portal

that provides instantaneous access to your pavement management database. This "dashboard" allows users to toggle through individual sections via GIS mapping selections, zone queries, rank selection, PCI ranges, etc. to review all section metrics, latest/previous inspections, work histories generate filtered PCI reports and identify potential maintenance costs based upon your unique needs. **Bucknam has shown to the right, your neighbor (Alhambra), a current active MyRoads™ client!** This tool will be accessed by City staff simply through a Username/Password methodology. As changes are made to the South El Monte PMP database the MyRoads™ dataset is changed to reflect work history edits, PCI inspections and section changes.



In summary, MyRoads™ allows the user perform the following dynamic functions:

- Query specific pavement segment(s) to view current/historic PCI, work history inspection;
- Filter for pavement sections within a defined zone, PCI range and/or functional class;
- Select a pavement section or grouping of section through the on-board GIS tool;
- Enter slurry, overlay & reconstruction unit costs to determine preliminary cost of maintenance and resulting citywide PCI

- Display critical street / sidewalk / ROW assets along pavement section(s) that are critical to Engineering Bid development and solicitation (ADA ramps, utilities, manholes, trees, etc.
- Displays all final GIS project maps (PCI, work history, 5-yr forecasted maintenance, etc.)
- Bucknam will train South El Monte staff on the simply use of the MyRoads™ dashboard.

TASK 3.7: MicroPAVER / MyRoads™ PMP Training

PMP Training

With MicroPAVER use being one of the key components to a successful PMP implementation, we will provide City staff with quality, certified training and the necessary skills needed to maintain the PMP. Bucknam will provide City staff with all collected pavement/GIS data, as well as updated operation manuals for both field data collection and software training use.

Peter Bucknam and Shaun Russo will conduct comprehensive training sessions covering PMP implementation, PMP methodologies, field survey practices, PCI calculations, MicroPAVER/MyRoads™ use, editing/updating the database, budget needs analysis, and how to publish PMP data to GIS.

Training typically involves one (1) day of training on the MicroPAVER software and GIS linkages. There is no minimum or maximum amount of people that can be trained under this methodology.

Deliverable: PMP software and field training

II. As part of the Services, Consultant will prepare and deliver the following tangible work products to the City:

- A. Task 1.1 - Meeting minutes, revised project schedule (if necessary)
- B. Task 2.1 - Project Status Updates, as stated in Task 1.2
- C. Task 3.1 - Update PMP data, Work History report
- D. Task 3.2 - Citywide PCI Reports (30%, 65% and 100% status PCI reports), PCI Variance report
- E. Task 3.4 - Two (2) copies of the approved Final PMP Report, METRO compliance form and digital delivery of final project files.
- F. Task 3.5 - Complete GIS files/themes.
- G. Task 3.7 - PMP software and field training

III. In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep the City apprised of the status of performance by delivering the following status reports:

A. Not applicable.

IV. All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.

V. Consultant will utilize the following personnel to accomplish the Services:

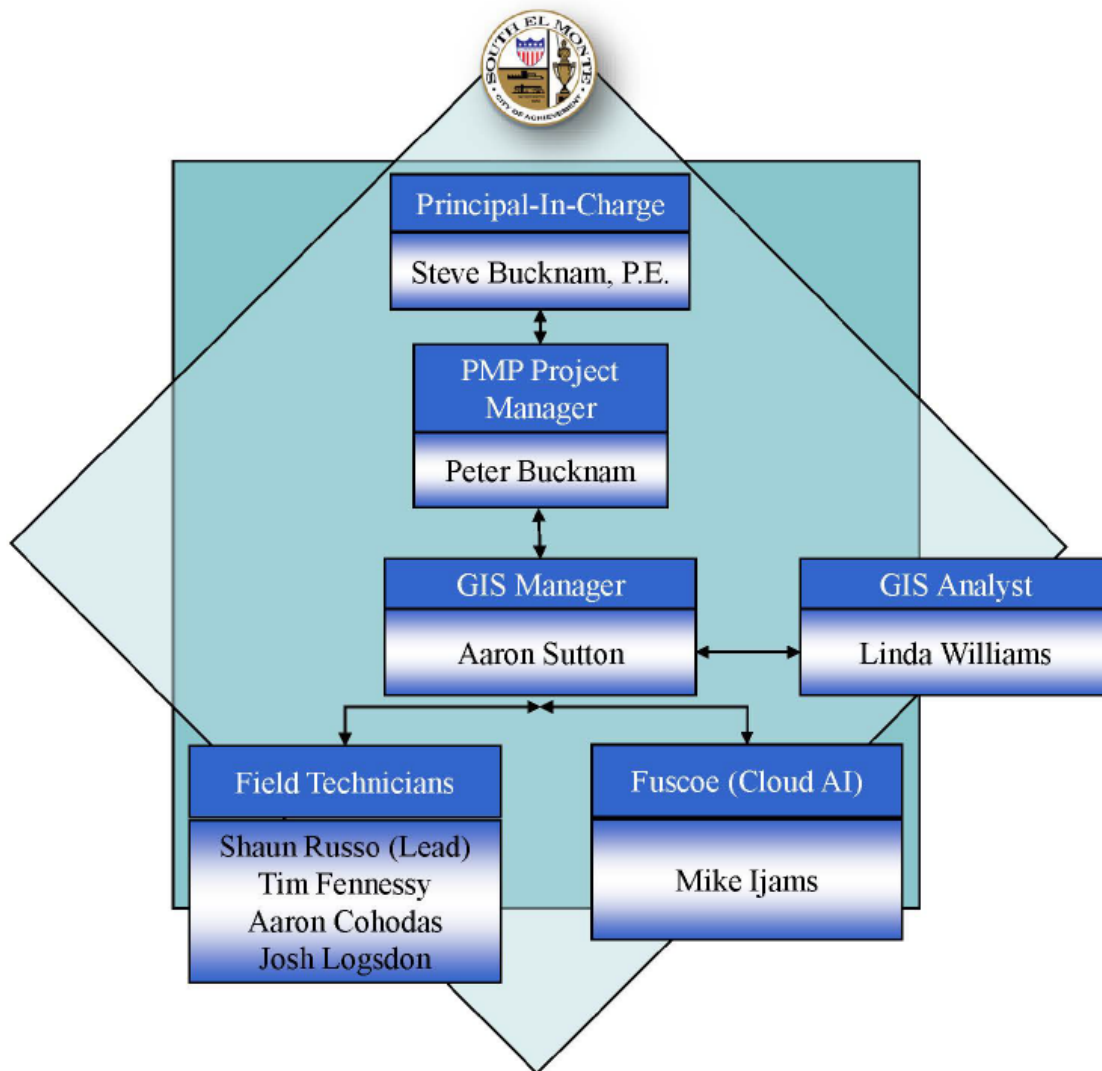


EXHIBIT “B”

SPECIAL REQUIREMENTS

(Superseding Contract Boilerplate)

The Agreement is amended as provided herein. Deleted text is indicated in ~~strikethrough~~ and added text in ***bold italics***.

None.

EXHIBIT “C”

SCHEDULE OF COMPENSATION

I. Consultant shall perform the following tasks at the following rates:

	Description	Principal	Project Manager	GIS Manager	Senior Technician	Field Technician(s)	Admin	Total by Task
	2023 Base Fee	\$295/hr	\$195/hr	\$150/hr	\$145/hr	\$100/hr	\$85/hr	
Task 1	Project Implementation							
Task 1.1	Project Kickoff		1		1			\$340
Task 1.2	Project Status Meetings - Quality Control		2		3	10		\$1,825
Task 2	Client Satisfaction							
Task 2.1	Project Deliverables	1	2	2	4		2	\$1,735
	Project Schedule							
	Work Flow / Project Schedule		2		4	2		\$1,170
Task 3	Scope of Work							
Task 3.1	Update Maintenance and Rehabilitation Activities		1		1	8		\$1,140
Task 3.2	Pavement Condition Survey							
	- Database Build		2		12			\$2,130
	- Arterial, Collector, Local and Alley Surveys (approx. 37.8 miles)		2		8	56		\$7,150
Task 3.3	Maintenance and Rehabilitation Assessment-Budget Analysis		4		2			\$1,070
Task 3.4	Citywide CIP / METRO Compliance Budget Reports	1	22		6		1	\$5,540
Task 3.5	PMP - GIS / PMP Mapping		1	4	4			\$1,375
Task 3.6	South El Monte MyRoads PMP Web-Portal							\$600
	Reimbursables (mileage, printing, materials)							\$815
	All deliverables will become property of the City of South El Monte							
	All Tasks are negotiable							
	Total Hours per Staff	2	39	6	45	76	3	
	2023 Total Base Fee	\$ 590	\$ 7,605	\$ 900	\$ 6,525	\$ 7,600	\$ 255	\$24,890
	Optional Services							
Task 3.2a	AI SF Calculation of AC/PCC segments							\$3,140
Task 3.7	MicroPAVER / MyRoads Training (<i>Pro Bono</i>)							\$0
Task 3.8	On-Call PMP - GIS Services							TBD
Task 3.9	Citywide Sidewalk Management Services (approx. 60.5 miles of sidewalks)							TBD
Additional services outside of this contract will be negotiated with the City where we will use the Standard Hourly Rate Schedule shown here.								

***Notes / Assumptions:**

All Tasks - Bucknam will utilize own MicroPAVER license for project tasks

Task 4.2 - Bucknam will utilize minimum 20% sampling rate during surveys

All Tasks - Bucknam and inspectors are qualified through ASTM D64333 / OCTA until FY 2024

Note: Optional Services are not included in this Agreement. Should the Parties mutually agree to add any additional services, including the Optional Services listed in the above table, the Parties shall require an amendment to this Agreement in writing.

- II. A retention of ten percent (10%) shall be held from each payment as a contract retention to be paid as part of the final payment upon satisfactory completion of services.**

Not applicable.

- III. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.9.**

- IV. The City will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:**

- A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.
- B. Line items for all materials and equipment properly charged to the Services.
- C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.
- D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

- V. The total compensation for the Services shall not exceed the Contract Sum as provided in Section 2.1 of this Agreement.**

- VI. The Consultant's billing rates for all personnel are attached as Exhibit C-1.**

EXHIBIT “C-1”

Standard Hourly Rate Schedule

Category	Rate
Principal	\$ 295
Senior Project Manager	215
Senior Engineer / Planner	195
Construction Manager	195
Pavement Management Project Manager	195
Management Analyst	170
Project Engineer / Planner	160
Sr. Engineer / GIS Manager / Sr. Inspector	150
Assistant Engineer / Sr. Technician / GIS Analyst / Inspector	145
CADD Operator	110
Administrative Assistant	105
Field Technician	100
Clerical / Word Processing	85
Forensic Services	Quote
<u>Reimbursables</u>	
Mileage	\$0.72/mile
Subconsultant Services	Cost + 15%
Reproduction	Cost + 15%
Travel & Subsistence	Cost + 15%
Fees & Permits	Cost + 15%
Computer Services (External)	Cost + 15%

Rates Effective 1/1/22



BUCKNAM
INFRASTRUCTURE GROUP, INC.

3548 Seagate Way, Suite 230
Oceanside, CA 92056
T: (760) 216-6529
www.bucknam-inc.com

EXHIBIT “D”

SCHEDULE OF PERFORMANCE

- I. Consultant shall perform all services timely in accordance with the following schedule:

Task Name	1-Feb	8-Feb	15-Feb	22-Feb	1-Mar	8-Mar	15-Mar	22-Mar	29-Mar	5-Apr	12-Apr	19-Apr	26-Apr	3-May
BASE SCOPE OF WORK														
1) Project Implementation														
Task 1.1 - Project Kickoff	X													
Assess PMP data / Establish Survey														
Task 1.2 - Project Status Meetings - Quality Control														
Project Status Meetings					X						X			X
2) Client Satisfaction														
Task 2.1 - Project Deliverables					X						X			X
Project Schedule	X													
Work Flow/Project Schedule														
3) Scope of Work														
Task 3.1 - Update Maintenance and Rehabilitation Activities														
Assessment of PMP - Work History														
Task 3.2 - Pavement Condition Surveys														
PCI Reporting						30%		60%		100%				
Quality Control Checks														
Develop Recommended Improvement Program														
Task 3.3 - Maintenance & Rehabilitation Assessment														
Update Maintenance & Rehab Activities														
Task 3.4 - Citywide CIP / METRO Compliance Reports														
City Review of Draft Final Report														
Project Status Meeting					X						X			X
Delivery of Final CIP Report														
Task 3.5 - PMP-GIS / PMP Mapping														
Task 3.6 - South El Monte MyRoads PMP Web Portal														
Task 3.7 - MicroPAVER / MyRoads PMP Training														
Task 3.8 - On-Call PMP - GIS Services														
Task 3.9 - Citywide Sidewalk Management Services														

II. Consultant shall deliver the following tangible work products to the City by the following dates.

- A. Task 1.1 - Meeting minutes, revised project schedule (if necessary), from Exhibit A, by February 8, 2023
- B. Task 2.1 - Project Status Updates, as stated in Task 1.2, from Exhibit A:
 - Progress Update 1: by March 1, 2023
 - Progress Update 2: by April 12, 2023
 - Final Update: by May 3, 2023
- C. Task 3.1 - Update PMP data, Work History report, from Exhibit A, by February 15, 2023
- D. Task 3.2 - Citywide PCI Reports (30%, 65% and 100% status PCI reports), PCI Variance report, from Exhibit A:
 - 30% Report: by March 8, 2023
 - 65% Report: by March 22, 2023
 - 100% Report: by April 5, 2023
 - Variance Report: by April 5, 2023
- E. Task 3.4 - Two (2) copies of the approved Final PMP Report, METRO compliance form and digital delivery of final project files, from Exhibit A, by May 3, 2023
- F. Task 3.5 - Complete GIS files/themes, from Exhibit A, by April 19, 2023
- G. Task 3.7 - PMP software and field training, from Exhibit A, by May 3, 2023

III. The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.



City Council Agenda Report

Agenda Item No. 7.d.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Rene Salas, Interim City Manager

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION 23-03, APPROVING THE APPOINTMENT AND TEMPORARY EMPLOYMENT OF MARTHA CASTILLO, A CalPERS RETIRED ANNUITANT, AS THE CITY'S INTERIM HUMAN RESOURCES/ RISK MANAGER

SUMMARY: Since the departure of the permanent Human Resources/Risk Manager back in July of 2022, staff has filled the position on an interim basis. We are now recommending the temporary appointment of Martha Castillo as our Interim Human Resources/Risk Manager.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution 23-06, approving the appointment and temporary employment of Martha Castillo as the City's Interim Human Resources/Risk Manager.

FISCAL/FINANCIAL IMPACT: Martha Castillo will be hired at a rate of \$54.23 per hour to be paid out of the general fund balance.

DISCUSSION: The City's previous Human Resources/ Risk Manager resigned from the City in July 2022. As a result, the permanent position of Human Resources/ Risk Manager has been vacant. The City is currently conducting a recruitment for the vacant permanent Human Resources/ Risk Manager position.

California Government Code section 21221(h) allows public agencies to hire California Public Employees' Retirement System ("CalPERS") retirees for vacant positions subject to certain limitations. The limitations mandate that the employee be paid compensation equivalent to an hourly rate within the salary range for the vacant position, that no benefits be provided or paid, and that the appointment be of limited duration. Additionally, CalPERS retirees may only work a maximum of 960 hours per fiscal year and the retiree may only be appointed once to a given position.

Ms. Castillo has extensive professional municipal human resources experience and possesses specialized skills required to perform the job of Interim Human Resources/

Risk Manager. Prior to her retirement, she served as Director of Human Resources for the City of Huntington Park for over 30 years.

Ms. Castillo's employment with the City would be subject to CalPERS retired annuitant hiring limitations. Accordingly, the basic contract terms for the Interim Human Resources/ Risk Manager would be as follows:

- Compensation: Hourly rate of \$54.28, which is within the City's adopted salary range for the Human Resources/ Risk Manager position (equivalent to \$43.10/ hr. - \$54.28/ hr.).
- No benefits would be paid.
- Limited duration appointment: The agreement would expire automatically at the end of the 2023 calendar year, December 31, 2023 unless terminated earlier. Additionally, Ms. Castillo would be limited to working 960 hours per fiscal year to comply with CalPERS retired annuitant hiring requirements.
- Employment status: Ms. Castillo would be an at-will part-time employee. The agreement could be terminated by the City at any time, and would automatically terminate upon the City's appointment of a permanent Human Resources/ Risk Manager.

ATTACHMENT(S):

- A. Resolution No. 23-03
- B. Agreement, Retired Annuitant Temporary Interim HR Manager

ATTACHMENT A

RESOLUTION NO. 23-03

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL
APPROVING THE APPOINTMENT OF AN INTERIM HUMAN
RESOURCES/ RISK MANAGER FOR A LIMITED DURATION
UNDER GOVERNMENT CODE SECTIONS 7522.56(C) AND
21221(H)

WHEREAS, Government Code subdivision 21221(h) permits CalPERS retired annuitants to be employed without reinstatement from retirement upon appointment by a public agency to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position; and

WHEREAS, the City of South El Monte (“City”) is currently conducting its recruitment for a permanent Human Resources/ Risk Manager; and

WHEREAS, Martha Castillo is a retired annuitant and possesses extensive experience in a municipal human resources capacity and the specialized skill set to perform the required duties of Interim Human Resources/ Risk Manager; and

WHEREAS, the City’s City Council desires to appoint Martha Castillo as Interim Human Resources/ Risk Manager for the City, which is a position that requires specialized skills, under Government Code 21221(h) beginning January 11, 2023 while the City conducts a recruitment for a permanent Human Resources/ Risk Manager; and

WHEREAS, the compensation paid to a retired annuitant cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the hourly rate paid to Martha Castillo will be \$54.28, which is the hourly rate of the top step of the monthly salary for the Human Resources/ Risk Manager position effective as of July 1, 2022 ($\$9,409.00 / 173.333 = \54.28); and

WHEREAS, Martha Castillo has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE
HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The foregoing recitals are true and correct and are incorporated herein by reference as though set forth in full.

SECTION 2. The City Council now desires to approve the appointment of Martha Castillo as Interim Human Resources/ Risk Manager, which is a position that requires specialized skills, under Government Code section 21221(h) beginning January 11, 2023 while the City Council conducts a recruitment for the permanent position. The City Council finds Martha Castillo

to have the requisite knowledge, specialized skills and abilities to lead the City's human resources department on an interim and time-limited basis as Interim Human Resources/ Risk Manager.

SECTION 3. The City Council authorizes the Interim City Manager to execute the Employment Agreement between the City and Martha Castillo, in a form subject to approval by the City Attorney.

SECTION 4. This resolution shall be effective immediately upon its adoption.

SECTION 5. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 10th day of January, 2023.

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna G. Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 23-06 was passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 10th day of January 2023 and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk

ATTACHMENT B

CITY OF SOUTH ELMONTE

AT-WILL INTERIM HUMAN RESOURCES/ RISK MANAGER

EMPLOYMENT AGREEMENT

This AT-WILL INTERIM HUMAN RESOURCES/ RISK MANAGER EMPLOYMENT AGREEMENT ("Agreement") is made by and between the CITY OF SOUTH EL MONTE (the "City") and MARTHA CASTILLO ("Employee"). The City and Employee may be referred to individually as a "Party" or collectively as "the Parties."

WHEREAS, Government Code subdivision 21221(h) permits retired annuitants under the California Public Employees' Retirement System ("CalPERS") to be employed without reinstatement from retirement upon appointment by a public agency to fill a vacant position on an interim basis during the recruitment to permanently fill the vacant position; and

WHEREAS, the permanent position of Human Resources/ Risk Manager is currently vacant, and the City is in the process of conducting an open recruitment to fill the vacant position; and

WHEREAS, Employee has reached normal retirement age and has been retired for more than 180 days; and

WHEREAS, the City anticipates the Human Resources/ Risk Manager position will be filled with a permanent replacement within five (5) months after the effective date of this Agreement; and

WHEREAS, the duties of the Human Resources/ Risk Manager are set forth in full in Exhibit "A" to this Agreement; and

WHEREAS, it is the desire of the Interim City Manager to appoint Employee to serve as an at-will, temporary employee for the position of Interim Human Resources/ Risk Manager, which is a position that requires specialized skills and expert professional services for a definite period of time, effective Wednesday, January 11th, 2023; and

WHEREAS, as a CalPERS retired annuitant under Government Code subdivision 21221(h), Employee (i) possesses knowledge, skills and abilities necessary to fulfill the required duties of the Interim Human Resources/ Risk Manager, as demonstrated by her municipal human resources experience over an extensive period of time, (ii) desires to perform the duties of and assume responsibility for the position of Interim Human Resources/ Risk Manager, and (iii) acknowledges such employment is at-will and of a limited duration for a definite period of time, as described below; and

WHEREAS, pursuant to South El Monte Municipal Code §2.64.030, the Interim City Manager has the authority to appoint Employee as a part-time employee of the City; and

WHEREAS, the Parties wish to establish the terms and conditions of Employee's services to the City, as described in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, City and Employee hereby agree as follows:

Section 1: TERM

The term of this Agreement shall commence on Wednesday, January 11th, 2023 and shall automatically terminate on December 31st, 2023 unless terminated prior to that date by either Party (the "Term"). The City shall terminate this Agreement in accordance with Section 4 of this Agreement upon the City appointment of a permanent replacement for the position of Human Resources/ Risk Manager. In no event shall the Term exceed the 960-hour per fiscal year limit under Government Code subdivision 21221(h). In the event Employee works 960 hours in a single fiscal year during the Term of this Agreement, then this Agreement shall terminate automatically. **Employee acknowledges she is an at-will, limited duration employee who may be terminated, with or without cause, and with or without notice, at any time by the City Manager.** January 11th, 2023 shall be Employee's "Hire Date" for purposes of this Agreement.

Section 2: DUTIES, RESPONSIBILITIES, AND WORK HOURS

A. Employee shall be appointed to the position of Interim Human Resources/ Risk Manager, the functions and duties of that position, as described in Exhibit "A" to this Agreement, and such other legally permissible and proper duties and functions as the City Manager shall, from time to time, direct or assign to Employee. Employee acknowledges the position of Interim Human Resources/ Risk Manager requires specialized skills and expert professional services for a definite period of time, as described above in Section 1 of this Agreement. Employee agrees to perform all such functions and duties to the best of Employee's ability and in an efficient, competent, and ethical matter.

B. During the term of her appointment to the position of Interim Human Resources/ Risk Manager, the Parties anticipate that Employee will work a part-time schedule of approximately 30-40 hours per week. Employee shall not work more than forty (40) hours per week without first obtaining written authorization to do so from the City Manager. Employee acknowledges proper performance of the duties of Interim Human Resources/ Risk Manager may occasionally require Employee to devote time outside of normal office hours, including attendance at City Council and other City meetings. Notwithstanding the foregoing, the Parties understand and agree, due to the CalPERS' limitation on the number of hours Employee can work for the City, Employee may not be available during some hours or days, if extra time is required for attendance at meetings and other reasons relating to City-business.

C. All data, studies, reports, and other documents prepared and/or reviewed by Employee while performing her duties during the Term of this Agreement shall be furnished to and become the property of the City, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee to the extent permitted by applicable law. Such materials, without the prior written consent of the City, shall not be used by Employee for any purpose other than the performance of her duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

Section 3: COMPENSATION/ BENEFITS PROHIBITED

A. The City agrees to compensate Employee at the rate of Fifty Four Dollars and Twenty Eight Cents (\$54.28) per hour, which is within the hourly compensation range for the Human Resources/ Risk Manager position. The current compensation range for the Human Resources/ Risk Manager position is \$7,741.00 to \$8,961 monthly. (\$8,961 divided by 173.333= \$54.28.)

B. Employee shall not be eligible for any other benefits, incentives, compensation in lieu of benefits, or any other forms of compensation in addition to the hourly rate except for the above hourly rate and workers' compensation benefits.

Section 4: RESIGNATION/TERMINATION

A. Employee may resign at any time; provided, however, Employee shall reasonably provide the City Manager with at least **thirty-days' advance written notice unless otherwise shortened by the City Manager.**

B. Employee is an at-will employee and serves at the will and pleasure of the City Manager and may be terminated at any time, with or without cause, and with or without notice, at any time by the City Manager.

C. In accordance with state law and the requirements of the California Public Employees Retirement Law, Employee may not be reappointed to this position following the expiration of this Agreement, nor may this Agreement be modified to extend the term of the Agreement.

D. After notice of resignation or termination, Employee shall cooperate with the City, as requested by the City, to effect a transition of Employee's responsibilities and duties and to ensure the City is aware of all matters being handled by Employee.

E. Employee shall not be entitled to severance pay and Employee expressly waives any and all rights with respect to severance pay.

Section 5. NOTICES

Notices required to be served pursuant to this Agreement shall be served in person or by first-class U.S. mail addressed as follows:

City

City Manager
City of South El Monte_____
1415 Santa Anita Ave.
South El Monte, California 91733

Employee

Martha Castillo
Address on file with the City

Section 6: GENERAL TERMS AND CONDITIONS

The General Terms and Conditions of this Agreement are described as follows:

A. Indemnification. To the extent mandated by the California Government Code, the City shall defend, hold harmless, and indemnify Employee against any tort, professional liability, claim or demand, or other legal action arising out of an alleged act or omission occurring in the performance of Employee's services under this Agreement. This section shall not apply to any intentional tort or crime committed by Employee, to any action outside the course and scope of Employee's employment, or any other intentional or malicious conduct or gross negligence of Employee.

B. Entire Agreement. The text of this Agreement shall constitute the entire and exclusive agreement between the Parties regarding the subject matter hereof. All prior oral or written communications, understandings, or agreements between the Parties not set forth herein shall be superseded in total by this Agreement. No amendment or modification to this Agreement may be made except by a written agreement signed by the Employee and the City's City Manager and approved as to form by the City Attorney.

C. Assignment. This Agreement is not assignable by either the City or Employee.

D. Severability. In the event any provision of this Agreement is finally held or determined to be illegal or void by a court having jurisdiction over the Parties, the remainder of this Agreement shall remain in full force and effect unless the parts found to be illegal or void are wholly inseparable from the remaining portions of this Agreement.

E. Effect of Waiver. The failure of either Party to insist on strict compliance with any of the terms, covenants, or conditions in this Agreement by the other Party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other time or times.

F. Governing Law and Jurisdiction. This Agreement shall be governed by and construed in accordance with the laws of the State of California, which are in full force and effect as of the date of execution. Any action to interpret or enforce the terms of this Agreement shall be held exclusively in a state court in Los Angeles County, California. Employee expressly waives any right to remove any such action from Los Angeles County.

G. Effective Date. This Agreement shall not become effective until it has been signed by Employee and on behalf of the City.

H. Effect of Agreement on Employee's CalPERS Retirement Benefits. The City makes no representation on the impact, if any, this Agreement shall or may have upon her CalPERS retirement benefits, status, duties, and/or obligations. Employee acknowledges that in entering into this Agreement, she has not relied upon any such representations (none of which being in existence) in assessing the CalPERS-related impact of her employment. Therefore, Employee releases the City from any and all CalPERS-related claims or liabilities that may arise in connection with her employment pursuant to this Agreement.

I. No Unemployment Insurance Benefits Received By Employee. Employee expressly certifies and warrants to the City that she has not received any unemployment insurance payments for retired annuitant work for any public employer within the 12 months prior to her appointment date.

J. Compliance With 960 Hours Per Fiscal Year Limit. Employee further certifies and warrants to the City her anticipated work schedule of 30-40 hours per week will not cause him to exceed the 960 hours per fiscal year limit pursuant to Government Code subdivision 21221(h).

K. Conflicts Prohibited. During the term of this Agreement, Employee shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Employee's duties under this Agreement. Employee shall comply with all requirements of law, including but not limited to, Sections 1090, 1125, and 87100 *et seq.* of the Government Code, and all other similar statutory and administrative rules.

L. Independent Legal Advice. The City and Employee represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement or at least had the opportunity to do so, that each has carefully reviewed this entire Agreement, that each and every term thereof is understood, and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the Party or its representatives who drafted it or who drafted any portion thereof.

M. Government Code §§ 53243 - 53243.4. Government Code §§ 53243 - 53243.4 sought to provide greater transparency in local government and institute certain limitations on compensation paid to local government executives. Those statutes also require contracts between local agencies and its employees include provisions requiring an employee who is convicted of a crime involving an abuse of her office or position to provide reimbursement to the local agency. Those statutes are incorporated herein by reference. Accordingly, the Parties agree it is their mutual intent to fully comply with the cited Government Code sections and all other applicable law as it exists as of the date of execution of this Agreement and as such laws may be amended from time to time thereafter. Specifically, the following Government Code sections are called out and hereby incorporated by this Agreement:

§53243. Reimbursement of paid leave salary required upon conviction of crime involving office or position.

§53243.1. Reimbursement of legal criminal defense upon conviction of crime involving office or position.

§53243.2. Reimbursement of cash settlement upon conviction of crime involving office or position.

§53243.3. Reimbursement of noncontractual payments upon conviction or crime involving office or position.

§53243.4. "Abuse of office or position" defined.

Employee represents Employee has reviewed, is familiar with, and agrees to comply fully with each of these provisions if any of these provisions are applicable to Employee.

IN WITNESS WHEREOF, the City of South El Monte has caused this Agreement to be signed and executed on its behalf by its City Manager, and approved as to form by the City Attorney, and executed by the Employee.

CITY OF SOUTH EL MONTE

Dated: _____

Rene Salas
Interim City Manager

Attest:

Approved as to form:

Donna Schwartz,
City Clerk

Anthony Taylor,
City Attorney

EMPLOYEE

In signing this Agreement, Employee understands and agrees she is an **at-will, part-time temporary employee** and her rights to employment with the City are governed by the terms and conditions of this Agreement rather than the ordinances, resolutions, and policies of the City, which might otherwise apply to classified or other employees of the City. Employee further acknowledges she was given the opportunity to consult with an attorney prior to signing this Agreement.

Dated: _____

Signed: _____
Martha Castillo

Exhibit A

CITY OF SOUTH EL MONTE

HUMAN RESOURCES AND RISK MANAGER

Exempt

DEFINITION

Under direction from the Director of Finance, plans, organizes, and directs the daily operations of the Human Resources and Risk Management department; oversees, organizes and manages City's administration of property, liability, and workers' compensation; serves as liaison and represents the Office at meetings with representatives from a variety of public agencies, insurance companies and broker services; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Supervision is received by the Director of Finance. Supervision is exercised over Human Resources and Risk department staff and assigned administrative support classifications.

ESSENTIAL DUTIES:

Duties may include, but are not limited to the following:

- Oversees, manages and coordinates the City's recruitment and selection process; develops and drafts recruitment plans and related recruitment job bulletins and advertising; develops, and administers employment selection instruments; prepares eligibility lists and supervises the hiring process.
- Serves as Custodian of Records for the Department of Justice; monitors and maintains required records and documents.
- Ensures allocation and organization of City's classification and compensation plans; coordinates and conducts job analyses and surveys; prepares and revises job descriptions.
- Receives and records negotiated employment agreements; implements and administers provisions and conditions of memorandums of understanding.
- Undertakes and arranges the Department of Transportation's quarterly drug and alcohol testing requirements for employees utilizing City vehicles; investigates and informs employees of requirements and random testing events; receives test outcomes, records data and submits results as required.
- Administers the employee benefits program (medical, vision, dental, life, long-term disability insurances and deferred compensation, retirement).
- Assists managers in the discharge of their personnel responsibilities including performance evaluations.
- Receives and responds to employee grievances; prepares and sends disciplinary notices.
- Applies and administers a variety of personnel policies, relations, procedures, and practices.
- Ensures and serves as a coordinator of the ADA Title II by coordinate city efforts to comply with Title II of the Americans with Disabilities Act.
- Ensures compliance with contractual and funding requirements pertaining to employee health, safety, and welfare.
- Coordinates and implements employee training programs and maintains related records.

- Develops and implements related rules, policies, and procedures reflecting current laws and best practices.
- Develops and prepares special studies and reports.
- Manages the City's Risk Management program including coordinating and monitoring workers' compensation claims working with the City's outside claims administrator and the appropriate department administrators.
- Prepares and processes general liability claims and maintaining liaison with claims administrator.
- Sources and procures other insurances to meet the City's needs and assisting with loss prevention.
- Oversee the City's safety program and Cal/OSHA compliance.
- Prepares division budget and monitors expenditures.
- Supervises, trains, and evaluates assigned staff.
- Performs related duties as assigned.

JOB REQUIREMENTS

Knowledge:

- Principles of public personnel administration and risk management.
- Related Federal and State legislation.
- Research techniques, sources, and availability of information.
- Principles, practices, methods and techniques of risk management, insurance, self-insurance, claims administration, safety and loss-prevention/control and workers' compensation.
- Fundamental employment laws, codes and regulations including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements.
- Principles of municipal budget preparation.
- Records management and retention.
- Basic computer fundamentals, work processing, and spreadsheet programs.
- Report preparation.
- Methods and techniques of supervision.

Competencies:

- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative and/or qualitative data.
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims.
- Fact Finding – Obtaining facts and data pertaining to an issue or question.
- Industry Monitoring – Grasping the external political, economic, competitive, and social factors affecting the industry.
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Action & Results Focus – Initiating tasks and focusing on accomplishment.
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards.

- Adaptability – Responding positively to change and modifying behavior as the situation requires.
- Professional Integrity and Ethics – Maintaining trust through honesty, adherence to principles, and personal accountability.
- Informing – Proactively obtaining and sharing information.
- Listening – Fully comprehending spoken communication.
- Writing – Communicating effectively in writing.
- Customer Focus – Attending to the needs and expectation of customers.
- Project Management – Planning and tracking projects to ensure they are on-time, on budget, and achieve their objectives.

MINIMUM QUALIFICATIONS

Experience:

Four (4) years of professional human resources experience in public sector and/or risk management experience including (2) years working with human resources systems for recruitment and other personnel data.

Education:

Bachelor's degree in human resource management, public or business administration, industrial relation, risk management, safety administration or a closely related field.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

- Regularly required to sit, talk and hear.
- Occasionally required to stand, walk, stoop, crouch and reach with hands and arms.
- Occasionally lift and/or move up to 25 pounds.
- Vision abilities to perform office machine operations.

Working Conditions:

- Sedentary work, in an office setting.
- Noise level is consistent with office work.



City Council Agenda Report

Agenda Item No. 7.e.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Rene Salas, Interim City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 23-04, CALLING A PUBLIC HEARING FOR METRO FISCAL YEAR 2023 FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM FOR ELIGIBLE PROJECTS

SUMMARY: The Los Angeles County Metropolitan Transportation Authority ("Metro") has opened the solicitation for proposals period for the Federal Transit Administration ("FTA") Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program ("Section 5310 Program"). The Public Hearing is a required aspect of the grant application process to certify that there are no nonprofit organizations readily available in the area to provide transportation services for seniors and individuals with disabilities

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 23-04, calling for a public hearing on February 14, 2023 to identify nonprofit organizations readily available to provide services for public transportation projects under the Federal Transit Administration section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program.

FISCAL/FINANCIAL IMPACT: There is no immediate fiscal impact associated with this action.

DISCUSSION:

The Federal Transit Administration Section 5310 Program provides operating and capital assistance for public transportation projects that i) are planned, designed and carried out to meet the special needs of seniors (65+) and individuals with disabilities (any age) when public transportation is insufficient, inappropriate, or unavailable; ii) exceed the requirements of the Americans with Disabilities Act (ADA) of 1990; iii) improve access to fixed route service and decrease reliance on complementary paratransit, and/or iv) provide alternatives to public transportation projects for seniors (65+) and individuals with disabilities (any age).

The goals of the Section 5310 Program are to improve mobility for seniors (65+) and individuals with disabilities (any age) by removing barriers to transportation services and expanding the transportation mobility options available.

The goals of the Section 5310 Program are to improve mobility for seniors (65+) and individuals with disabilities (any age) by removing barriers to transportation services and expanding the transportation mobility options available.

The Los Angeles County Metropolitan Transportation Authority (“Metro”) is the Designated Recipient of Section 5310 Program funds apportioned for Los Angeles County. As the Designated Recipient, Metro is responsible for allocating funds to eligible projects and programs, preparing and submitting grant applications to the FTA on behalf of all subrecipients approved by the Metro Board of Directors to receive a Section 5310 funding award, managing all aspects of grant distribution, and monitoring project activity and compliance. Approximately \$7 million of Section 5310 Project funds are available per year for LA County, and every few years Metro allocates these funds utilizing a formula and competitive solicitation process. Eligible subrecipients include private nonprofits, operators of public transportation, and state or local governmental authorities. (49 U.S.C.A. § 5310(b)(1), § 5310(b)(2).) To qualify for a “traditional” Section 5310 project, state or local government authorities must certify that there are no nonprofit organizations readily available in the area to provide the service, or must be approved by the state to coordinate services for seniors and/or individuals with disabilities in a particular area. (§ 5310(b)(2).

Traditional Section 5310 projects include:

- Vehicle and fleet expansion and replacement
- Vehicle and fleet expansion and replacement
- Wheelchair lifts, ramps, securement devices, and safety barriers
- Transit-related information technology systems, including scheduling and dispatching systems
- Mobility management programs
- Acquisition of transportation services under a contract, lease, or other arrangement

To qualify for a grant allocation by Metro under the Section 5130 Program, the local government authority must hold a public hearing to certify that there are no nonprofit organizations readily available in the area to provide transportation services for seniors and individuals with disabilities. Staff is recommending that the City hold the required public hearing on February 13, 2023. City staff are reviewing all potential project funding opportunities to enhance the City’s transportation program for seniors and individuals with disabilities. Staff will present the projects during the February 13 Public Hearing.

If any agency or operator comes forward stating that they wish to provide the services for which the City of South El Monte is seeking funds, the City will afford them the opportunity to do so.

If no agency or operator comes forward, the City of South El Monte can proceed with the application process.

Staff report prepared by Andres Gonzalez, Senior Services Supervisor.

ATTACHMENT(S):

A. Resolution No. 23-04

ATTACHMENT A

RESOLUTION NO. 23-04

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL
CALLING FOR A PUBLIC HEARING ON FEBRUARY 14, 2023 TO
IDENTIFY NONPROFIT ORGANIZATIONS READILY
AVAILABLE TO PROVIDE SERVICES FOR PUBLIC
TRANSPORTATION PROJECTS UNDER THE FEDERAL TRANSIT
ADMINISTRATION SECTION 5310 ENHANCED MOBILITY OF
SENIORS AND INDIVIDUALS WITH DISABILITIES PROGRAM

WHEREAS, the City of South El Monte (“City”) provides transportation services to the community, including seniors and individuals with disabilities; and

WHEREAS, the Federal Transit Administration Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program (“Section 5310 Program”) provides operating and capital assistance for public transportation projects that i) are planned, designed and carried out to meet the special needs of seniors (65+) and individuals with disabilities (any age) when public transportation is insufficient, inappropriate, or unavailable; ii) exceed the requirements of the Americans with Disabilities Act (ADA) of 1990; iii) improve access to fixed route service and decrease reliance on complementary paratransit, and/or iv) provide alternatives to public transportation projects for seniors (65+) and individuals with disabilities (any age); and

WHEREAS, the Federal Transit Administration grants Section 5310 Program funds to certified recipients under 49. U.S.C.A section 5310(b)(1), who may allocate funds received under the Program to subrecipients under 49. U.S.C.A section 5310(b)(2), including state and local governmental authorities, on a fair and equitable basis; and

WHEREAS, under 49. U.S.C.A section 5310(b)(2), state and local governmental authorities may receive funds if they certify that there are no private nonprofit organizations readily available in the area to provide the public transportation services under the program; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (“Metro”) is the designated recipient of Section 5310 Program funds apportioned for the areas in Los Angeles County that are within the urbanized areas of Los Angeles-Long Beach-Anaheim (UZA 60020), Lancaster-Palmdale (UZA 63570) and Santa Clarita (UZA 61770); and

WHEREAS, Metro is currently accepting applications from potential subrecipients for Section 5310 Program funding for the 2023 Fiscal Year, with an application deadline of February 27, 2023; and

WHEREAS, the City wishes to enhance transportation services for seniors and individuals with disabilities by applying for Federal Transit Administration Section 5310 Program (“Section 5310 Program”) grant funds administered by Metro, and seeks to certify that there are no nonprofit organizations readily available in the area to provide the public transportation services under the program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of South El Monte as follows:

SECTION 1. The City Council sets February 14, 2023 at 6:00 p.m. as the date and time of a public hearing as required as part of the Section 5310 Program grant application process to certify that there are no nonprofit organizations readily available in the area to provide public transportations services for Seniors and Individuals with Disabilities, as defined under 29. U.S.C.A section 5310(a)(1). The City Clerk is hereby ordered to provide notice of such public hearing as required by law.

SECTION 2. If no nonprofit organizations who are readily available in the area to provide public transportation services, as defined under 29. U.S.C.A section 5310(a)(1), come forward at the public hearing, the City Council hereby authorizes and directs staff to proceed with Metro's Section 5310 Program application process to receive funds as a subrecipient.

SECTION 3. The City Council hereby authorizes and directs the Interim City Manager to execute the Agreement for LA Metro's Federal Section 5310 Grant Program in a form approved by the City Attorney.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution No. 23-04.

PASSED, APPROVED AND ADOPTED this 10th day of January, 2023.

Gloria Olmos, Mayor

ATTEST:

Donna Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 23-04 was passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 10th day of January, 2023 and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna Schwartz, City Clerk



City Council Agenda Report

Agenda Item No. 7.f.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Rene Salas, Interim City Manager

SUBJECT: CONSIDERATION FOR AUTHORIZATION TO SEEK REQUEST FOR PROPOSALS (RFP) FOR DESIGN SERVICES FOR SOUTH EL MONTE SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT, ATP CYCLE 5 PROJECT

SUMMARY: Staff seeks City Council approval to issue Request for Proposals (RFP) for design services for South El Monte Safe Routes To School Pedestrian Safety Project, ATP Cycle 5 Project. The scope of improvements are part of the Active Transportation Program (ATP) Cycle 5 project.

RECOMMENDED ACTION: Staff recommends City Council approve an RFP for design services for South El Monte Safe Routes To School Pedestrian Safety Project, ATP Cycle 5 Project and authorize staff to solicit proposals.

FISCAL/FINANCIAL IMPACT: The City was awarded \$1,637,000 from the State through the ATP program, Cycle 5, for design and construction of the proposed project. The City will be reimbursed 100% of the costs associated with the requested professional design services from Caltrans. Upon final contract award, staff will advise the City Council of the proposed not-to-exceed contract amount and confirm funding availability from the General Fund to be subsequently reimbursed by Caltrans.

DISCUSSION: In September 2020, the City submitted a funding grant application for the proposed project to be considered as part of Active Transportation Program (ATP), Cycle 5 program. In March 2021, the proposed project was recommended to be included in the awarded projects list by California Transportation Commission (CTC). In December 2022, the City received authorization to proceed with the project design phase (PS&E).

South El Monte Safe Routes To School Pedestrian Safety Project, ATP Cycle 5 Project focuses on school and pedestrian safety improvements Citywide at signalized intersections and uncontrolled crossings near schools and major destinations. The project scope includes but is not limited to installation of pedestrian safety upgrades at signalized intersections and uncontrolled crosswalks including rectangular rapid flash beacons, pedestrian push buttons, countdown systems, overhead pedestrian signal

systems, speed radar feedback signs, pedestrian ramps, signage, crosswalks and striping at 23 locations around schools and major destinations.

The City received \$1,637,000 from the State through the ATP program, Cycle 5, for design and construction of the proposed project. The project is 100% funded by State Funds, and there is no local match requirement.

Attachment B shows the project locations and proposed improvements. The primary objective of the requested professional services (design engineering services) is to have the selected engineering consultant provide a complete PS&E / Bid Package (plans, specifications and estimates) approved by all involved jurisdictional and regulatory agencies that will be ready for construction bidding for the improvements outlined in the RFP.

ATTACHMENT(S):

- A. Request for Proposals
- B. Project Location Map and Proposed Improvements

ATTACHMENT A

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE DESIGN SERVICES
FOR SOUTH EL MONTE SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT
ATP CYCLE 5 PROJECT, ATPL-5352(023)
IN THE CITY OF SOUTH EL MONTE, CALIFORNIA**

January 11, 2023



DELIVERY ADDRESS

City of South El Monte
1415 Santa Anita Ave.
South El Monte, CA 91733
Attn: Rene Salas
Interim City Manager

CONTACT INFORMATION FOR INQUIRIES

contact via e-mail only, no telephone calls
Rene Salas
Interim City Manager
rsalas@soelmonte.org

REQUIRED NUMBER OF PROPOSALS

Three (3) hard copies and one (1) electronic
copy (pdf)

PRE-PROPOSAL MEETING

None

PROPOSAL DUE DATE

February 8, 2023; 2:00 PM

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Attachments:

Attachment A - Affidavit of Non-Collusion

Attachment B - Claims History

Attachment C - Sample Professional Services Agreement

Attachment D - Project Funding Application

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE DESIGN SERVICES
FOR SOUTH EL MONTE SAFE ROUTES
TO SCHOOL PEDESTRIAN SAFETY PROJECT
ATP CYCLE 5 PROJECT, ATPL-5352(023)
IN THE CITY OF SOUTH EL MONTE, CALIFORNIA**



To interested and qualified Consultants:

The City of South El Monte is soliciting Proposals from qualified firms **to provide Design Services for South El Monte Safe Routes To School Pedestrian Safety Project, ATP Cycle 5 Project, ATPL-5352(023).**

Requirements for this RFP are enclosed.

In order to be considered in the selection process, interested parties shall submit three (3) hard copies and one (1) electronic copy (pdf) of their Proposals no later than 2:00 PM, February 8, 2023, to:

Rene Salas
Interim City Manager
1415 Santa Anita Ave.
South El Monte, CA 91733

If you have any questions, please contact via email (no telephone calls):

Rene Salas
Interim City Manager
rsalas@soelmonte.org

Late proposals will not be accepted.

Sincerely,

Rene Salas
Interim City Manager
City of South El Monte

**REQUEST FOR PROPOSALS (RFP)
TO PROVIDE DESIGN SERVICES
FOR SOUTH EL MONTE SAFE ROUTES TO SCHOOL PEDESTRIAN SAFETY PROJECT
ATP CYCLE 5 PROJECT, ATPL-5352(023)
IN THE CITY OF SOUTH EL MONTE, CALIFORNIA**

January 11, 2023

1. GENERAL INFORMATION

A. Community Profile

Incorporated in 1958, the City of South El Monte is an industrial community of approximately 21,000 residents and encompasses 2.3 square miles. This “Industrial Community” is located approximately 13 miles east of downtown Los Angeles and is adjacent to two major freeways and a major State Route in the San Gabriel Valley.

South El Monte offers a good blend of older and younger residents working in the same dedication and community spirit that the city was founded upon. Both the residents and business community are working together to make the community a better place to live and work.

In just six decades the City of South El Monte has matured into a viable commercial and industrial base, with over 2,400 businesses within 2.3 square miles. The City is currently focusing on improving the infrastructure of the community making it a better place to live and work.

B. Overview

The City is requesting the services of a company to provide **Design Services for South El Monte Safe Routes To School Pedestrian Safety Project, ATP Cycle 5 Project, ATPL-5352(023)**.

2. PROJECT DESCRIPTION

This project focuses on school and pedestrian safety improvements Citywide at signalized intersections and uncontrolled crossings near schools and major destinations. The project is fully in the City of South El Monte at various intersections adjacent to schools, parks, employment areas, shopping, transit stops, and pedestrian activity centers. The project scope includes but not limited to installation of pedestrian safety upgrades at signalized intersections and uncontrolled crosswalks including RRFBs, pedestrian push buttons,

countdown systems, overhead pedestrian signal systems, speed radar feedback signs, pedestrian ramps, signage, crosswalks and striping.

This project (including the requested design services) will be funded by ATP state funds, there are no federal funds involved.

Proposed improvements, locations, available funding information are described in detail in the Project Funding Application (see Attachment D. Project Funding Application).

3. RFP SCHEDULE

Below is the RFP schedule. Below tentative schedule is subject to change by the City:

Request for Proposals Posted and Issued	Wednesday, January 11, 2023
Deadline for Receipt of Questions	Friday, January 27, 2023, 5:00 PM
Addendum (if necessary) to Respond to Questions	Tuesday, January 31, 2023
Deadline for Receipt of Proposals (RFP Due Date)	Wednesday, February 8, 2023, 2:00 PM
Evaluation of proposals	February 2023
Final Consultant Selection	February 2023
Contract Awarded by City Council	February/March 2023
Contract Execution	March 2023
Notice to Proceed	April 2023

4. SCOPE OF SERVICES

The primary objective of the project is to have the selected engineering consultant to provide a complete PS&E (plans, specifications and estimates) approved by all involved jurisdictional and regulatory agencies and is ready for construction bidding for the improvements outlined in this RFP and attached documents.

The scope of work generally includes:

Task 1. Project Management

- a. Attend a pre-design (kick-off) meeting with City staff after the award of contract to conduct introductions, discuss scope of work, information needed from various City departments, overall schedule and the implementation process.
- b. Coordinate bi-weekly progress conference calls with City staff to update the City of the project progress, and schedule status. This is also a time for the Consultant

- to ask any questions to the City or bring up any design issues encountered.
- c. Coordinate meetings to review the preliminary design, 60%, 90% and 100% submittals with City staff.
 - d. Provide a detailed project schedule with continuous updates., and executive summary of project status to be submitted with each monthly invoice.
 - e. Maintain continuous awareness of the status of each task as it proceeds and make provisions to expedite and resolve any difficulties that may impede progress.

Task 2. Utility Coordination

- a. The Consultant shall ensure the final design is compatible with all utilities within the project area whether they are protected in place, removed, installed, relocated, adjusted, or otherwise modified. This includes contacting each affected agency should be incorporated into the construction schedule, if necessary.
- b. Coordinate with the affected utility companies within the project limits, and any applicable agencies, as necessary, and notify the utility company/agency of the project. Maintain a utility contact matrix documenting contacts, coordination, etc. with utility companies.
- c. Perform all necessary research to establish the precise location of all utilities. All utilities (including overhead) must be identified and shown on the plans.
- d. The preliminary and finals plans are to be sent to all affected utility companies.

Task 3. Preliminary Engineering

- a. Environmental. The project is assumed to be a categorical exemption.
- b. Right-of-Way. All work is assumed to be within existing public ROW. The design consultant shall perform research on available right-of-way maps, assessor parcel maps, and easement information within the project limits. Based on this information, existing ROW information shall be shown on the plans. If any TCEs (Temporary Construction Easements) are necessary, the consultant shall show them on the plans. The City will obtain TCE's from adjacent property owners.
- c. Review base data documents including as-built improvement plans, utility information, survey information, and other available record data.
- d. Conduct necessary field surveys to assess existing conditions of the project area.
- e. Develop preliminary design.
- f. Prepare Preliminary cost estimate (Identify special conditions that might create conflicts or change orders during construction and identify how to resolve these issues.
- g. Prepare Technical specifications.

Task 4. Plans, Specifications & Estimate

- a. Plans, Specifications and Estimate (PS&E) shall be provided at levels of completion of approximately 60%, 90% and 100%.
- b. The City will provide review comments at the 60%, and 90% design phases.
- c. It is expected 100% plans will be complete and include comments and input from all stakeholders and appropriate City staff.
- d. Specifications shall be furnished using the latest edition of Microsoft Word for

Windows. The Consultant shall prepare the Specifications per City requirements and utilizing the Standard Specifications for Public Works Construction ("Greenbook").

- e. Estimate shall be prepared in spreadsheet format using Microsoft Excel.
- f. The Consultant shall create a comment matrix to verify all City comments are addressed with each submittal.

Construction Allocation Authorization per Local Assistance Procedures Guidelines:

The selected design consultant's scope of work includes preparation of necessary technical documents, including necessary LAPG Forms for construction allocation after completion of PS&E Package, and all documents as necessary to provide the City an approved bid package ready for bid advertisement.

Task 5. Bidding and Construction Support

- a. Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
- b. Prepare project addenda.
- c. Attend the pre-construction meeting, job walk, and job-site meetings when requested by the City over the course of the construction schedule (assume 5 meetings).
- d. Provide responses to the Contractor's RFIs about the plans and specifications when requested by the City.
- e. Provide responses and approvals to the Contractor's submittals for materials and shop drawings when requested by the City.

Task 6. Prepare Record Drawings (As-Builts)

- a. Prepare as-built drawings based on field red-lined as-built information provided by the City's Construction Contractor.

Submittal Format of documents prepared by the selected Design Consultant:

- a. All submittals to City shall be made via electronic submittals.
- b. All submittal shall be in pdf format.
- c. Final submittals shall be dwg (AutoCAD) for plans with wet signed mylars, specifications in MS Word, Estimates in Excel, and all other documents in pdf.

The above tasks are provided as general guidance to the proposing firms. The proposers shall review the RFP and attached documents and conduct any other documents review, research and field reviews as they deem necessary, and provide a detailed scope of services as part of their proposals.

It is the consultant's responsibility to identify all necessary tasks and components, and provide all necessary services as required and in compliance with the Project Funding Application, Project Funding Agreement, this RFP and all applicable standards and requirements, and provide the City with a complete set of PS&E Bid Package approved by all regulatory and involved agencies.

5. KEY PERSONNEL

It is imperative that the key personnel providing the consulting services have the background, experience, and qualifications to complete the project. The City reserves the right to approve all key personnel individually for work on this contract. All key staff shall be named in the contract. After the contract is signed, the proposer may not replace key staff unless their employment is terminated or agreed upon by the City. The City must approve replacement staff before a substitute person is assigned to the Project. The City reserves the right to request that the proposer replace a staff person assigned to the contract should the City consider such a replacement to be for the good of the project.

6. CITY'S STANDARD PROFESSIONAL SERVICES AGREEMENT

The RFP includes a sample of City's Professional Services Agreement as Attachment C. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement, or provide any comments that they would like the City to consider. The City Attorney will review any comment received and make a final decision if all or part or any of such comments may be considered.

7. INSURANCE COVERAGE LIMITS AND REQUIREMENTS

Consultant shall provide Insurance Coverage Limits and Requirements as indicated in this RFP as provided in Attachment C.

8. CONSULTANT SELECTION METHODOLOGY

The proposals will be evaluated based upon several factors. These factors may include:

Evaluation Criteria	Max Points
Completeness of the Proposals and compliance with the required RFP format.	10
Project understanding, scope and approach to develop the project efficiently.	25
Experience and Qualifications of Key Staff.	25

Similar Project Experience, including familiarity with State and Federal procedures.	25
Effectiveness of Project Schedule showing how the proposer will be able to complete the design with required time duration	15
Total Points	100

As part of the evaluation, the City will also contact references listed in the proposal.

One-Step RFP: This Project will use One-Step RFP method per LAPM, as the scope of work is Project-specific and defined.

City Selection Panel will review the proposals received, and rank them based on the above criteria, and establish highest ranked consultant. The City may choose not to conduct oral interviews and negotiate a contract with the highest ranked consultant after the evaluation of written proposals.

At City's discretion, the City may also conduct oral interviews with the top 3 ranked consultants. If oral interviews are conducted, the City will inform the selected proposers and provide the evaluation criteria for oral interviews at that time. After evaluations, the City will select the consultant who has is ranked highest.

After ranking, cost negotiations will begin with the most qualified consultant and only their cost proposal will be opened. Should negotiations fail or result in a price that the local agency does not consider fair and reasonable, negotiations must be formally terminated and the local agency must then undertake negotiations with the second most qualified consultant. If the negotiations with the second most qualified firm are not successful, negotiations must be formally terminated and the local agency must then undertake negotiations with the third most qualified consultant, and so on, until the price is determined to be fair and reasonable by the local agency.

Consultants Financial Management and Accounting System Requirements: It shall be noted that as indicated in LAPM for Federally Funded Projects, a contract shall not be awarded to a consultant without an adequate financial management and accounting system as required by *48 CFR Part 16.301-3*, *2 CFR Part 200*, and *48 CFR Part 31*. The selected consultant shall have adequate financial management systems as required by the applicable federal regulations.

9. PREVAILING WAGE RATES

Depending upon the scope of work, the required contract provisions may include the California State Prevailing Wages (Federal Payment of Predetermined Minimum Wage applies only to federal-aid construction contracts). Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators,

pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State Prevailing Wage information is available through the California Department of Industrial Relations websites below. The selected Consultant will need to provide its Prevailing Wage Policy if their participation on the project includes prevailing wage work. The policy will include information on the accounting treatment of delta base and delta fringe, and verify the accounting treatment is consistent every year.

1. DIR FAQ website: http://www.dir.ca.gov/OPRL/FAQ_PrevailingWage.html
2. DIR Wage Determination website:
<http://www.dir.ca.gov/oprl/DPreWageDetermination.htm>
3. Caltrans Prevailing Wage Interpretive Guidance:
<https://ig.dot.ca.gov/resources/interpretive-guidance>

10. CONTRACT AWARD

Any contract resulting from this RFP will be awarded to a firm whose Proposal meet the technical requirements of the RFP and is evaluated as the highest ranked proposal. Proposals will be ranked in accordance with the evaluation criteria stated in this RFP.

Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection. Should the City be unable to obtain a fair and reasonable price through negotiations with the highest qualified proposer, the City shall enter into negotiations with the next highest qualified proposer and may award that contract if the parties are able to arrive at a fair and reasonable price. If that is unattainable, the City shall enter into negotiations with the next highest qualified proposer in sequence until an agreement is reached.

11. REQUIRED FORMAT FOR TECHNICAL PROPOSAL SUBMITTAL

Please submit your Technical Proposal in the format specified below:

Cover Letter: Emphasize strong points of the project team and the firm's experience. Include the name, address, telephone number, title, and signature of the firm's contact person for this proposal. The cover letter shall state that the submittal is valid for 120 days.

Table of Contents: Provide contents of proposal.

Section 1. Approach and Scope of Work: Provide your understanding of the project and describe your approach. Provide a detailed scope of work that your firm will utilize in providing requested services in efficient and cost-effective manner. In your approach, describe methods that you will use for quality control, budget/cost control, schedule control, and document control.

Section 2: Schedule: Provide a project a detailed schedule. Use April 3, 2023 as the start date of City's Notice to Proceed with the project. Show project tasks, durations, start and completion dates, time allocations for City review and other regulatory agency review and any outside agencies that may be involved in the review and approval process. The final PS&E shall be submitted within 4 months of City's Notice to Proceed, excluding City and Caltrans review times.

Section 3. Project Team, Key Personnel and Resumes: Provide an organization chart showing the names and responsibilities of key personnel and subconsultants. Provide resumes of all key personnel identified in the organization chart.

Section 4. Company Qualifications: Provide qualifications of prime consulting firm and sub-consultants.

Section 5. References: Provide 5 Public Agency references for similar projects.

Section 6. City's Standard Professional Services Agreement (see Attachment C. Sample Professional Services Agreement): The referenced attachment is City's Standard Professional Services Agreement, which will be executed by the selected consultant. Proposers shall review the Agreement and provide a statement that they will comply with all aspects of the Agreement or provide any comments that they would like the City to consider. Please note that the City does not guarantee that any revisions to the contract will be accepted. The selected consultant shall be prepared to execute the contract as is, if the City does not accept any changes provided by the consultant.

Section 7. Addenda Acknowledgement: If any Addenda is issued by the City, the proposers shall include an acknowledgement of receiving such Addenda and their agreement with the terms and conditions stated in such Addenda. If no Addenda is issued, proposers shall state so in this section.

Section 8. Required Attachments:

Below attachments shall be signed and submitted with the proposal:

- Attachment A - Affidavit of Non-Collusion
- Attachment B - Claims History

The Fee Proposal shall be submitted in a separate envelope as indicated in the following section.

Note: Use of the City seal is prohibited on any documents without City authorization. Consultants shall not include City seal in their proposals without authorization.

12. FEE ESTIMATE PROPOSAL SUBMITTAL

Fee Proposal shall be submitted in a separate sealed envelope.

Fee shall be provided in detail per each task identified on this RFP, including staff hours, hourly rates, and any subconsultant cost (if applicable). If subconsultant is proposed, provide the same detail with hours and hourly rates.

13. QUESTIONS REGARDING THIS RFP

All questions regarding this RFP must be submitted via email:

Rene Salas
Interim City Manager
rsalas@soelmonte.org

Questions regarding this proposal shall be submitted via email to the above contact within the deadline identified on the RFP Schedule. In response to all questions received by this date, City will issue an Addendum on the date identified on the RFP Schedule prior to the proposal submittal due date. The addendum will be emailed to all RFP recipients on record.

14. PROPOSAL SUBMITTAL PROTOCOL

Interested and qualified firms shall submit their proposals as follows:

- **Envelope 1:** Technical Proposal, 3 bound copies and 1 pdf file on thumb drive.
Please indicate on the Proposal Cover:
TECHNICAL PROPOSAL
Design Services for ATPL-5352(023)
South El Monte Safe Routes To School Pedestrian Safety Project
- **Envelope 2:** Fee Proposal, 3 bound copies and 1 pdf file on thumb drive.
Please indicate on the Proposal Cover:
FEE PROPOSAL
Design Services for ATPL-5352(023)
South El Monte Safe Routes To School Pedestrian Safety Project

Proposal submittal due date is:
February 8, 2023, 2:00 pm

Proposals shall be addressed to:
Rene Salas
Interim City Manager

1415 Santa Anita Ave.
South El Monte, CA 91733

Late proposals will not be accepted.

15. PRE-CONTRACTUAL EXPENSES IN RESPONDING TO THE RFP PREPARATION

The City shall not be liable for any pre-contractual expenses incurred by any proposer or by any selected consultant. Each proposer shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whosoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFP. Pre-contractual expenses are defined as expenses incurred by proposers and the selected consultant, if any, in:

- Preparing and submitting information in response to this RFP
- Negotiations with the City on any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a proposer/consultant prior to the date of award and a formal notice to proceed.

The City reserves the right to amend, withdraw and cancel this RFP. The City reserves the right to reject all responses to this request at any time prior to contract execution, or only award a partial contract for a limited scope of work. The City reserves the right to request or obtain additional information about any and all proposals.

END OF RFP

ATTACHMENTS TO FOLLOW

Attachment A	Affidavit of Non-Collusion
Attachment B	Claims History
Attachment C	Sample Professional Services Agreement
Attachment D	Project Funding Application

ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

I state that I am _____ (title) of _____ (name of firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this Offer.

I state that:

- (1) The price(s) and amount of this Offer have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- (2) That neither the price(s) nor the amount of this Offer, and neither the approximate price(s) nor approximate amount of this Offer, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed before Solicitation opening.
- (3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit an Offer higher than this Offer, or to submit any intentionally high or noncompetitive Offer or other form of complementary Offer.
- (4) The Offer of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive Offer.
- (5) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted of or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as described in the attached appendix.

I state that _____ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the City of South El Monte in awarding the contract(s) for which this Offer is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the City of South El Monte of the true facts relating to the submission of Offers for this contract.

(Authorized Signature)

(Name of Company/Position)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public for California

My Commission Expires: _____

ATTACHMENT B

CLAIMS HISTORY

Each Consultant shall submit a summary of whether or not any of the following events have occurred within the past (10) years and, if so, a brief description of the circumstances involved (including, without limitation, the names of parties involved, current status and final disposition of the matter of dispute):

Failure to disclose any circumstances requested in the following paragraphs is grounds for disqualification.

- Failure by Consultant or any sub-consultant to enter into a contract to which it has received an award by a public entity.
- Forfeiture of a bid or proposal bond by proposer or any sub-consultant.
- Termination for default under a contract awarded by a public entity to Consultant or any sub-consultant.
- Debarment of Consultant or any sub-consultant by any municipal, county, state, federal, or local agency (note: debarment is grounds for automatic disqualification).
- The filing of a lawsuit or arbitration in which the Consultant or a sub-consultant was a defendant or cross-defendant at any time within the past ten (10) years that involved the performance of project, program, or engineering services and that involved an amount in controversy sought to be recovered from Consultant or the sub-consultant of more than \$100,000.00.
- Conviction of Consultant, a sub-consultant, or any of their principals or officers for violation of a state or federal antitrust law involving bid rigging, collusion, or restriction on competition between bidders, or conviction of violating any other federal or state law relating to bidding or contract performance (note: such conviction is grounds for automatic disqualification).
- Any publications involving firm or principals alleging or claiming corruption (such claims are grounds for automatic disqualification).
- Any suspension, revocation, or other disciplinary proceeding relating to a contracting or professional license issued to proposer or a sub-consultant.

ATTACHMENT C

SAMPLE PROFESSIONAL SERVICES AGREEMENT

CONTRACT SERVICES AGREEMENT

By and Between

CITY OF SOUTH EL MONTE

and

**AGREEMENT FOR CONTRACT SERVICES
BETWEEN THE CITY OF SOUTH EL MONTE AND**

THIS AGREEMENT FOR CONTRACT SERVICES (herein “Agreement”) is made and entered into this ____ day of _____, 20__ by and between the City of South El Monte, a California, a municipal corporation (“City”) and _____, _____ (“Consultant”). City and Consultant may be referred to, individually or collectively, as “Party” or “Parties.”

RECITALS

A. City has sought, by issuance of a Request for Proposals or Invitation for Bids, the performance of the services defined and described particularly in Article 1 of this Agreement.

B. Consultant, following submission of a proposal or bid for the performance of the services defined and described particularly in Article 1 of this Agreement, was selected by the City to perform those services.

C. Pursuant to the City of South El Monte Municipal Code, City has authority to enter into and execute this Agreement.

D. The Parties desire to formalize the selection of Consultant for performance of those services defined and described particularly in Article 1 of this Agreement and desire that the terms of that performance be as particularly defined and described herein.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the parties agree as follows:

ARTICLE 1. SERVICES OF CONSULTANT

1.1 Scope of Services.

In compliance with all terms and conditions of this Agreement, the Consultant shall provide those services specified in the “Scope of Services” attached hereto as Exhibit “A” and incorporated herein by this reference, which may be referred to herein as the “services” or “work” hereunder. As a material inducement to the City entering into this Agreement, Consultant represents and warrants that it has the qualifications, experience, and facilities necessary to properly perform the services required under this Agreement in a thorough, competent, and professional manner, and is experienced in performing the work and services contemplated herein. Consultant shall at all times faithfully, competently and to the best of its ability, experience and talent, perform all services described herein. Consultant covenants that it shall follow the highest professional standards in performing the work and services required hereunder and that all materials will be both of good quality as well as fit for the purpose intended. For purposes of this Agreement, the phrase “highest

professional standards” shall mean those standards of practice recognized by one or more first-class firms performing similar work under similar circumstances.

1.2 Consultant’s Proposal.

The Scope of Services shall include the Consultant’s scope of work or bid which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal and this Agreement, the terms of this Agreement shall govern.

1.3 Compliance with Law.

Consultant shall keep itself informed concerning, and shall render all services hereunder in accordance with, all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental entity having jurisdiction in effect at the time service is rendered.

1.4 Licenses, Permits, Fees and Assessments.

Consultant shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Consultant shall have the sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for the Consultant’s performance of the services required by this Agreement, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against City hereunder.

1.5 Familiarity with Work.

By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the scope of services to be performed, (ii) has carefully considered how the services should be performed, and (iii) fully understands the facilities, difficulties and restrictions attending performance of the services under this Agreement. If the services involve work upon any site, Consultant warrants that Consultant has or will investigate the site and is or will be fully acquainted with the conditions there existing, prior to commencement of services hereunder. Should the Consultant discover any latent or unknown conditions, which will materially affect the performance of the services hereunder, Consultant shall immediately inform the City of such fact and shall not proceed except at Consultant’s risk until written instructions are received from the Contract Officer.

1.6 Care of Work.

The Consultant shall adopt reasonable methods during the life of the Agreement to furnish continuous protection to the work, and the equipment, materials, papers, documents, plans, studies and/or other components thereof to prevent losses or damages, and shall be responsible for all such damages, to persons or property, until acceptance of the work by City, except such losses or damages as may be caused by City’s own negligence.

1.7 Further Responsibilities of Parties.

Both parties agree to use reasonable care and diligence to perform their respective obligations under this Agreement. Both parties agree to act in good faith to execute all instruments, prepare all documents and take all actions as may be reasonably necessary to carry out the purposes of this Agreement. Unless hereafter specified, neither party shall be responsible for the service of the other.

1.8 Additional Services.

City shall have 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. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual costs of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to ten percent (10%) of the Contract Sum or \$25,000, whichever is less; or, in the time to perform of up to one hundred eighty (180) days, may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. It is expressly understood by Consultant that the provisions of this Section shall not apply to services specifically set forth in the Scope of Services. Consultant hereby acknowledges that it accepts the risk that the services to be provided pursuant to the Scope of Services may be more costly or time consuming than Consultant anticipates and that Consultant shall not be entitled to additional compensation therefor. City may in its sole and absolute discretion have similar work done by other Consultants. No claims for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

1.9 Special Requirements.

Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT.

2.1 Contract Sum.

Subject to any limitations set forth in this Agreement, City agrees to pay Consultant the amounts specified in the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference. The total compensation, including reimbursement for actual expenses, shall not exceed _____ Dollars (\$_____) (the "Contract Sum"), unless additional compensation is approved pursuant to Section 1.9.

2.2 Method of Compensation.

The method of compensation may include: (i) a lump sum payment upon completion; (ii) payment in accordance with specified tasks or the percentage of completion of the services, less contract retention; (iii) payment for time and materials based upon the Consultant's rates as specified in the Schedule of Compensation, provided that (a) time estimates are provided for the performance of sub tasks, (b) contract retention is maintained, and (c) the Contract Sum is not exceeded; or (iv) such other methods as may be specified in the Schedule of Compensation.

2.3 Reimbursable Expenses.

Compensation may include reimbursement for actual and necessary expenditures for reproduction costs, telephone expenses, and travel expenses approved by the Contract Officer in advance, or actual subcontractor expenses of an approved subcontractor pursuant to Section 4.5, and only if specified in the Schedule of Compensation. The Contract Sum shall include the attendance of Consultant at all project meetings reasonably deemed necessary by the City. Coordination of the performance of the work with City is a critical component of the services. If Consultant is required to attend additional meetings to facilitate such coordination, Consultant shall not be entitled to any additional compensation for attending said meetings.

2.4 Invoices.

Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall contain all information specified in Exhibit "C", and shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, or as provided in Section 7.3, City will use its best efforts to cause Consultant to be paid within forty-five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by City for any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.5 Waiver.

Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Consultant.

ARTICLE 3. PERFORMANCE SCHEDULE

3.1 Time of Essence.

Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance.

Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding one hundred eighty (180) days cumulatively.

3.3 Force Majeure.

The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding _____ years from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D"). [The City may, in its sole discretion, extend the Term for ____ additional one-year terms.]

ARTICLE 4. COORDINATION OF WORK

4.1 Representatives and Personnel of Consultant.

The following principals of Consultant ("Principals") are hereby designated as being the principals and representatives of Consultant authorized to act in its behalf with respect to the work specified herein and make all decisions in connection therewith:

(Name)

(Title)

(Name)

(Title)

It is expressly understood that the experience, knowledge, capability and reputation of the foregoing principals were a substantial inducement for City to enter into this Agreement. Therefore, the foregoing principals shall be responsible during the term of this Agreement for directing all activities of Consultant and devoting sufficient time to personally supervise the services hereunder. All personnel of Consultant, and any authorized agents, shall at all times be under the exclusive direction and control of the Principals. For purposes of this Agreement, the foregoing Principals may not be replaced nor may their responsibilities be substantially reduced by Consultant without the express written approval of City. Additionally, Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement. Consultant shall notify City of any changes in Consultant's staff and subcontractors, if any, assigned to perform the services required under this Agreement, prior to and during any such performance.

4.2 Status of Consultant.

Consultant shall have no authority to bind City in any manner, or to incur any obligation, debt or liability of any kind on behalf of or against City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by City. Consultant shall not at any time or in any manner represent that Consultant or any of Consultant's officers, employees, or agents are in any manner officials, officers, employees or agents of City. Neither Consultant, nor any of Consultant's officers, employees or agents, shall obtain any rights to retirement, health care or any other benefits which may otherwise accrue to City's employees. Consultant expressly waives any claim Consultant may have to any such rights.

4.3 Contract Officer.

The Contract Officer shall be [_____ or] such person as may be designated by the City Manager. It shall be the Consultant's responsibility to assure that the Contract Officer is kept informed of the progress of the performance of the services and the Consultant shall refer any decisions which must be made by City to the Contract Officer. Unless otherwise specified herein, any approval of City required hereunder shall mean the approval of the Contract Officer. The Contract Officer shall have authority, if specified in writing by the City Manager, to sign all documents on behalf of the City required hereunder to carry out the terms of this Agreement.

4.4 Independent Consultant.

Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth herein. City shall have no voice in the selection, discharge, supervision or

control of Consultant's employees, servants, representatives or agents, or in fixing their number, compensation or hours of service. Consultant shall perform all services required herein as an independent contractor of City and shall remain at all times as to City a wholly independent contractor with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City. City shall not in any way or for any purpose become or be deemed to be a partner of Consultant in its business or otherwise or a joint venturer or a member of any joint enterprise with Consultant.

4.5 Prohibition Against Subcontracting or Assignment.

The experience, knowledge, capability and reputation of Consultant, its principals and employees were a substantial inducement for the City to enter into this Agreement. Therefore, Consultant shall not contract with any other entity to perform in whole or in part the services required hereunder without the express written approval of the City. In addition, neither this Agreement nor any interest herein may be transferred, assigned, conveyed, hypothecated or encumbered voluntarily or by operation of law, whether for the benefit of creditors or otherwise, without the prior written approval of City. Transfers restricted hereunder shall include the transfer to any person or group of persons acting in concert of more than twenty five percent (25%) of the present ownership and/or control of Consultant, taking all transfers into account on a cumulative basis. In the event of any such unapproved transfer, including any bankruptcy proceeding, this Agreement shall be void. No approved transfer shall release the Consultant or any surety of Consultant of any liability hereunder without the express consent of City.

ARTICLE 5. INSURANCE AND INDEMNIFICATION

5.1 Insurance Coverages.

Without limiting Consultant's indemnification of City, and prior to commencement of any services under this Agreement, Consultant shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

(a) General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$2,000,000 per occurrence, \$4,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$1,000,000 combined single limit for each accident.

(c) Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection

with this Agreement, in the minimum amount of \$1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(d) Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least \$1,000,000).

(e) Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall include all of the requirements stated herein.

(f) Additional Insurance. Policies of such other insurance, as may be required in the Special Requirements in Exhibit "B".

5.2 General Insurance Requirements.

(a) Proof of insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

(b) Duration of coverage. Consultant shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Services hereunder by Consultant, its agents, representatives, employees or subconsultants.

(c) Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(e) Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or that is on the List of Approved Surplus Line Insurers in the State of California, with an assigned

policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

(f) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(g) Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(h) Requirements not limiting. Requirements of specific coverage features or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(i) Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

(j) Additional insured status. General liability policies shall provide or be endorsed to provide that City and its officers, officials, employees, and agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

(k) Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

(l) Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(m) Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in

the project by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to City for review.

(n) Agency's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(o) Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by City.

(p) Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of

Consultant hereunder; and Consultant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

ARTICLE 6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records.

Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services. Any and all such documents shall be maintained in accordance with generally accepted accounting principles and shall be complete and detailed. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records. Such records shall be maintained for a period of three (3) years following completion of the services hereunder, and the City shall have access to such records in the event any audit is required. In the event of dissolution of Consultant's business, custody of the books and records may be given to City, and access shall be provided by Consultant's successor in interest. Notwithstanding the above, the Consultant shall fully cooperate with the City in providing access to the books and records if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.

6.2 Reports.

Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement as the Contract Officer

shall require. Consultant hereby acknowledges that the City is greatly concerned about the cost of work and services to be performed pursuant to this Agreement. For this reason, Consultant agrees that if Consultant becomes aware of any facts, circumstances, techniques, or events that may or will materially increase or decrease the cost of the work or services contemplated herein or, if Consultant is providing design services, the cost of the project being designed, Consultant shall promptly notify the Contract Officer of said fact, circumstance, technique or event and the estimated increased or decreased cost related thereto and, if Consultant is providing design services, the estimated increased or decreased cost estimate for the project being designed.

6.3 Ownership of Documents.

All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials (the “documents and materials”) prepared by Consultant, its employees, subcontractors and agents in the performance of this Agreement shall be the property of City and shall be delivered to City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Any use, reuse or assignment of such completed documents for other projects and/or use of uncompleted documents without specific written authorization by the Consultant will be at the City’s sole risk and without liability to Consultant, and Consultant’s guarantee and warranties shall not extend to such use, reuse or assignment. Consultant may retain copies of such documents for its own use. Consultant shall have the right to use the concepts embodied therein. All subcontractors shall provide for assignment to City of any documents or materials prepared by them, and in the event Consultant fails to secure such assignment, Consultant shall indemnify City for all damages resulting therefrom. Moreover, Consultant with respect to any documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for the City.

6.4 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than City without prior written authorization from the Contract Officer.

(b) Consultant, its officers, employees, agents or subcontractors, shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided Consultant gives City notice of such court order or subpoena.

(c) If Consultant, or any officer, employee, agent or subcontractor of Consultant, provides any information or work product in violation of this Agreement, then City

shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct.

(d) Consultant shall promptly notify City should Consultant, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed there under. City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide City with the opportunity to review any response to discovery requests provided by Consultant. However, this right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law.

This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California, or any other appropriate court in such county, and Consultant covenants and agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

7.2 Disputes; Default.

In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, though not reduced, if circumstances warrant. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. In the alternative, the City may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article. Any failure on the part of the City to give notice of the Consultant's default shall not be deemed to result in a waiver of the City's legal rights or any rights arising out of any provision of this Agreement.

7.3 Retention of Funds.

Consultant hereby authorizes City to deduct from any amount payable to Consultant (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and (ii) all amounts for which City may be liable to third parties, by reason of Consultant's acts or omissions in performing or failing to perform Consultant's

obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Consultant, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, City may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of the Consultant to insure, indemnify, and protect City as elsewhere provided herein.

7.4 Waiver.

Waiver by any party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

7.5 Rights and Remedies are Cumulative.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.6 Legal Action.

In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 et seq. and 910 et seq., in order to pursue a legal action under this Agreement.

7.7 Termination Prior to Expiration of Term.

This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be determined by the Contract Officer. In addition, the Consultant reserves the right to terminate this Contract at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Consultant has initiated

termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer, except as provided in Section 7.3. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder. In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.8 Termination for Default of Consultant.

If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

7.9 Attorneys' Fees.

If either party to this Agreement is required to initiate or defend or make a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees. Attorney's fees shall include attorney's fees on any appeal, and in addition a party entitled to attorney's fees shall be entitled to all other reasonable costs for investigating such action, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. All such fees shall be deemed to have accrued on commencement of such action and shall be enforceable whether or not such action is prosecuted to judgment.

ARTICLE 8. CITY OFFICERS AND EMPLOYEES: NON-DISCRIMINATION

8.1 Non-liability of City Officers and Employees.

No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.2 Conflict of Interest.

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of City or which would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of the Contract Officer. Consultant agrees to at all times avoid

conflicts of interest or the appearance of any conflicts of interest with the interests of City in the performance of this Agreement.

No officer or employee of the City shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to the Agreement which affects her/his financial interest or the financial interest of any corporation, partnership or association in which (s)he is, directly or indirectly, interested, in violation of any State statute or regulation. The Consultant warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

8.3 Covenant Against Discrimination.

Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Consultant shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

8.4 Unauthorized Aliens.

Consultant hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act, 8 U.S.C. § 1101 *et seq.*, as amended, and in connection therewith, shall not employ unauthorized aliens as defined therein. Should Consultant so employ such unauthorized aliens for the performance of work and/or services covered by this Agreement, and should any liability or sanctions be imposed against City for such use of unauthorized aliens, Consultant hereby agrees to and shall reimburse City for the cost of all such liabilities or sanctions imposed, together with any and all costs, including attorneys' fees, incurred by City.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Notices.

Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of South El Monte, 1415 Santa Anita Avenue, South El Monte, California 91733 and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

9.2 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

9.3 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

9.4 Integration; Amendment.

This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the parties. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by the Consultant and by the City Council. The parties agree that this requirement for written modifications cannot be waived and that any attempted waiver shall be void.

9.5 Severability.

In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

9.6 Warranty & Representation of Non-Collusion.

No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests" pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such

payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials _____

9.7 Corporate Authority.

The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:

CITY OF SOUTH EL MONTE, a municipal corporation

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

APPROVED AS TO FORM:
ALESHIRE & WYNDER, LLP

Anthony R. Taylor, City Attorney

CONSULTANT:

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

Address: _____

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

On _____, 20__ before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER		DESCRIPTION OF ATTACHED DOCUMENT
☐	INDIVIDUAL	
☐	CORPORATE OFFICER	
TITLE(S)		
☐	PARTNER(S) ☐ LIMITED	TITLE OR TYPE OF DOCUMENT
☐	GENERAL	
☐	ATTORNEY-IN-FACT	
☐	TRUSTEE(S)	
☐	GUARDIAN/CONSERVATOR	NUMBER OF PAGES
☐	OTHER _____	
SIGNER IS REPRESENTING: (NAME OF PERSON(S) OR ENTITY(IES))		DATE OF DOCUMENT

_____		SIGNER(S) OTHER THAN NAMED ABOVE

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☐	TRUSTEE(S)	
☐	GUARDIAN/CONSERVATOR	NUMBER OF PAGES _____
☐	OTHER _____	
SIGNER IS REPRESENTING: (NAME OF PERSON(S) OR ENTITY(IES)) _____ _____ _____		DATE OF DOCUMENT _____
		SIGNER(S) OTHER THAN NAMED ABOVE _____

EXHIBIT “A”

SCOPE OF SERVICES

- I.** Consultant will perform the following Services:
 - A.**
- II.** As part of the Services, Consultant will prepare and deliver the following tangible work products to the City:
- III.** In addition to the requirements of Section 6.2, during performance of the Services, Consultant will keep the City apprised of the status of performance by delivering the following status reports:
- IV.** All work product is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.
- V.** Consultant will utilize the following personnel to accomplish the Services:

EXHIBIT “B”

SPECIAL REQUIREMENTS

(Superseding Contract Boilerplate)

EXHIBIT “C”

SCHEDULE OF COMPENSATION

I. Consultant shall perform the following tasks at the following rates:

		RATE	TIME	SUB-BUDGET
A.	_____	_____	_____	_____
B.	_____	_____	_____	_____
C.	_____	_____	_____	_____
D.	_____	_____	_____	_____

II. A retention of ten percent (10%) shall be held from each payment as a contract retention to be paid as part of the final payment upon satisfactory completion of services.

III. Within the budgeted amounts for each Task, and with the approval of the Contract Officer, funds may be shifted from one Task subbudget to another so long as the Contract Sum is not exceeded per Section 2.1, unless Additional Services are approved per Section 1.9.

IV. The City will compensate Consultant for the Services performed upon submission of a valid invoice. Each invoice is to include:

- A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.
- B. Line items for all materials and equipment properly charged to the Services.
- C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.
- D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

V. The total compensation for the Services shall not exceed the Contract Sum as provided in Section 2.1 of this Agreement.

VI. The Consultant’s billing rates for all personnel are attached as Exhibit C-1.

EXHIBIT “D”

SCHEDULE OF PERFORMANCE

I. Consultant shall perform all services timely in accordance with the following schedule:

		<u>Days to Perform</u>	<u>Deadline Date</u>
A.	Task A	_____	_____
B.	Task B	_____	_____
C.	Task C	_____	_____

II. Consultant shall deliver the following tangible work products to the City by the following dates.

A.

B.

C.

III. The Contract Officer may approve extensions for performance of the services in accordance with Section 3.2.

ATTACHMENT D

PROJECT FUNDING APPLICATION



For training, resources, and technical assistance that can help with an ATP application, please visit the Active Transportation Resource Center (ATRC) at: <http://caatpresources.org/>

ACTIVE TRANSPORTATION PROGRAM**IMPLEMENTING AGENCY:**

South El Monte, City of

PROJECT TYPE:

Infrastructure - Small



City of South El Monte

Active Transportation Program (ATP) Grant Cycle 5

South El Monte Safe Routes to School Pedestrian Safety Project**PROJECT APPLICATION NO.:**

7-South El Monte, City of-1

PROJECT NAME:

South El Monte Safe Routes to School Pedestrian Safety Project

PROJECT DESCRIPTION:

This project focuses on school and pedestrian safety improvements Citywide at signalized intersections and uncontrolled crossings near schools and major destinations.

PROJECT LOCATION:

The project is fully in the City of South El Monte at various intersections adjacent to schools, parks, employment areas, shopping, transit stops, and pedestrian activity centers.

ATP FUNDED COMPONENTS

Infrastructure				Non-Infrastructure	Plan
PA&ED	PS&E	R/W	CON		
\$ 10	\$ 130	\$ -	\$ 1,497	\$ -	\$ -
FY 21/22	FY 21/22	FY -	FY 22/23	FY -	FY -

PROJECT FUNDING INFORMATION (1,000s)

Total Project \$	Total ATP \$	Total Non-ATP \$	Past ATP \$	Leveraging \$	Non-Participating \$	Future Local \$
1,637	1,637	-	-	-	-	-



For training, resources, and technical assistance that can help with an ATP application, please visit the
Active Transportation Resource Center (ATRC) at: <http://caatpresources.org/>

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Part A1: Applicant Information

Implementing Agency: This agency must enter into a Master Agreement with Caltrans and will be financially and contractually responsible for the delivery of the project within all pertinent Federal and State funding requirements, including being responsible and accountable for the use and expenditure of program funds. This agency is responsible for the accuracy of the technical information provided in the application and is required to sign the application.

LOCODE:	IMPLEMENTING AGENCY'S NAME:		
5352	South El Monte, City of		
IMPLEMENTING AGENCY'S ADDRESS	CITY	ZIP CODE	
1415 Santa Anita Avenue	South El Monte	CA	91733
IMPLEMENTING AGENCY'S CONTACT PERSON:	CONTACT PERSON'S TITLE:		
Melissa Demirci	Project Manager		
CONTACT PERSON'S PHONE NUMBER:	CONTACT PERSON'S EMAIL ADDRESS :		
714-598-8896	melissa.demirci@transtech.org		

Applicants have the opportunity to insert a project picture, agency seal, or other image on the cover page. If you would like to do this, attach the image (*.jpg, *.bmp, *.png, etc.) by clicking in the box.

 City of South El Monte Active Transportation Program (ATP) Cycle 5 South El Monte Safe Routes to School Pedestrian Safety Project	X
---	---

MASTER AGREEMENTS (MAs):

Does the Implementing Agency currently have a MA with Caltrans?	☒ Yes	☐ No
Implementing Agency's Federal Caltrans MA number	07-5352	
Implementing Agency's State Caltrans MA number	00054S	

* Implementing Agencies that do not currently have a MA with Caltrans, must be able to meet the requirements and enter into an MA with Caltrans prior to funds allocation. The MA approval process can take 6 to 12 months to complete and there is no guarantee the agency will meet the requirements necessary for the State to enter into a MA with the agency. Delays could also result in a failure to meeting the CTC Allocation timeline requirements and the loss of ATP funding.

Project Partnering Agency:

The "Project Partnering Agency" is defined as an agency, other than Implementing Agency, that will assume the responsibilities for the ongoing operations and maintenance of the improved facility. The Implementing Agency must: 1) ensure the Partnering Agency agrees to assume responsibility for the ongoing operations and maintenance of the improved facility, 2) provide documentation of the agreement (e.g., letter of intent) as part of the project application, and 3) ensure a copy of the Memorandum of Understanding or Interagency Agreement between the parties is submitted with the first request for allocation. For these projects, the Project Partnering Agency's information shall be provided below.

Based on the definition above, does this project have a partnering agency? ☐ Yes ☒ No



Part A2: General Project Information

PROJECT NAME: (Max of 10 Words) (To be used in the CTC project list)

Words Remaining: 0

South El Monte Safe Routes to School Pedestrian Safety Project

PROJECT / APPLICATION NUMBER: 1

SUMMARY OF PROJECT SCOPE: (Max of 300 Words)

(Summary of the Existing Condition, Project Scope, the Expected Benefits)

Words Remaining: 44

This project focuses on school and pedestrian safety improvements Citywide in the City of South El Monte at both signalized intersections as well as uncontrolled crosswalk locations adjacent to schools, city parks, and areas where there is a high number of pedestrian activity. The goal of this project is to increase pedestrian safety and promote walking, and other forms of active transportation through increased safety enhancements. The project supports SCAG's Active Transportation component of the adopted 2020-2045 Regional Transportation Plan/ Sustainable Communities Strategy (RTP/SCS), which encourages a comprehensive, interconnected network of pedestrian facilities to improve safety and increase the number of trips being taken by walking. This project will increase the proportion of trips accomplished by walking to enhance public health, and ensure that this community fully shares in the benefits. The improvements include pedestrian upgrades at signalized intersections with audible pedestrian countdown signals, and crosswalk enhancements and radar speed feedback signage at corridors approaching school crosswalks. In addition, the project includes pedestrian safety improvements at uncontrolled crossings citywide near schools. These improvements include the installation of new high visibility crosswalk striping, larger pedestrian signs or RRFBs following CAMUTCD guidelines, advance pedestrian signing, pavement legends, raised pavement markers (RPM), and yield lines. These enhancements will benefit existing crossings to improve safety and visibility especially for crossing school aged children and will promote greater mobility and access for all non-motorized users. The project will provide a safe walking environment for pedestrians with direct links to high pedestrian activity areas and promote transit ridership with reduced dependency on autos.

OUTCOME/OUTPUT: (Max of 35 Words)

This outcome/output will appear on your vote boxes when you allocate for funds with the CTC. (Example: Construction of 4 curb extensions and pedestrian-scale lighting will provide added safety for pedestrians and/or bicyclists at this busy intersection.)

Words Remaining: 13

Installation of pedestrian safety upgrades at signalized intersections and uncontrolled crosswalks including RRFBs or upgraded pedestrian signage and speed radar feedback signs.

FTIP PROJECT DESCRIPTION: (Max of 180 Characters)

Characters Remaining: 13

This project focuses on school and pedestrian safety improvements Citywide at signalized intersections and uncontrolled crossings near schools and major destinations.

PROJECT LOCATION: (Max of 180 characters)

Characters Remaining: 1

The project is fully in the City of South El Monte at various intersections adjacent to schools, parks, employment areas, shopping, transit stops, and pedestrian activity centers.

In addition to the Location Description provided, attach a location map to the application. The location map needs to show the project boundaries in relation to the Implementing Agency's boundaries.

Attach C - Proj Location Map (SEM).pdf

Project Coordinates: (latitude/longitude in decimal format) Lat. 34.052000 N /long. 118.046700 W

Congressional District(s): 38

State Senate District(s): 22

State Assembly District(s): 57

Caltrans District: 7

County: Los Angeles

MPO: SCAG

RTPA: None

Urbanized Zone Area (UZA) Population: Project is located within one of the ten large MPOs



Past Projects: Within the last 10 years, has there been any previous State or Federal ATP, SRTS, SR2S, BTA or other ped/bike funding awards for a project(s) that are adjacent to or overlap the limits of project scope of this application?

☐ Yes ☒ No



Part A3: Project Type

PROJECT TYPE: (Use the drop down menu to select.)

Infrastructure - Small

Indicate any of the following plans that your agency currently has: (Check all that apply)

- ☐ Bicycle Plan ☐ Pedestrian Plan ☒ Safe Routes to School Plan ☐ Active Transportation Plan ☐ None
☐ Other plans that include Bicycle and/or Pedestrian Improvements _____

Is your project in a current Plan? ☒ Yes ☐ No

PROJECT SUB-TYPE (check all Project Sub-Types that apply):

- ☐ Bicycle Transportation % of Project 0 %
☒ Pedestrian Transportation % of Project 100 %
☒ Safe Routes to School *(Also fill out Bicycle and Pedestrian Sub-Type information above)*

For a project to qualify for Safe Routes to School designation, the project must directly increase safety and convenience for public school students to walk and/or bike to school. Safe Routes to Schools infrastructure projects must be located within two miles of a public school or within the vicinity of a public school bus stop and the students must be the intended beneficiaries of the project. Other than traffic education and enforcement activities, non-infrastructure projects do not have a location restriction.

☐ Trails (Multi-use and Recreational): *(Also fill out Bicycle and Pedestrian Sub-Type information above)*

How many schools does the project impact/serve: 7

For each school benefited by the project: 1) Fill in the school and student information; and 2) Include the required attachment information.

School Name: Dean L Shively Middle School
School Address: 1431 Central Ave South El Monte, CA 91733
District Name: Valle Lindo Elementary School District
District Address: 1431 N Central Avenue, South El Monte, CA 91733
Co.-Dist.-School Code: 19 65078 6023345
School Type: 4 to 8
Project improvements maximum distance from school 0.10 mile

Total student enrollment: 535
Approximate # of students living along route proposed for improvement: 535
Percentage of students eligible for free or reduced meal programs** 79 %

**Refer to the California Department of Education website: <https://www.cde.ca.gov/ds/sd/sd/documents/frpm1920.xlsx>

NOTE: Use the value from Column V only! The School Name is in Column G, the Enrollment is in Column R.

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

School Info Attachment for Dean Shively MS.pdf



ATP CYCLE 5 APPLICATION FORM

LAPG 22-U (REV 08/2020)

v3.8

7-South El Monte, City of-1

South El Monte Safe Routes to School Pedestrian Safety Project

School Name: New Temple Elementary School
School Address: 11033 Central Ave South El Monte, CA 91733
District Name: Valle Lindo Elementary School District
District Address: 1431 N Central Avenue, South El Monte, CA 91733
Co.-Dist.-School Code: 19 65078 6023337
School Type: K to 3
Project improvements maximum distance from school 0.10 mile

Total student enrollment: 528
Approximate # of students living along route proposed for improvement: 528
Percentage of students eligible for free or reduced meal programs** 83 %

**Refer to the California Department of Education website: <https://www.cde.ca.gov/ds/sd/sd/documents/frpm1920.xlsx>

NOTE: Use the value from Column V only! The School Name is in Column G, the Enrollment is in Column R.

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

School Info Attachment for New Temple ES.pdf

School Name: Monte Vista Elementary School
School Address: Mountain View School District
District Name: 3320 Gilman Rd, El Monte, CA 91732
District Address: 3320 Gilman Rd, El Monte, CA 91732
Co.-Dist.-School Code: 19 64816 6020762
School Type: K to 6
Project improvements maximum distance from school 0.10 mile

Total student enrollment: 614
Approximate # of students living along route proposed for improvement: 614
Percentage of students eligible for free or reduced meal programs** 83 %

**Refer to the California Department of Education website: <https://www.cde.ca.gov/ds/sd/sd/documents/frpm1920.xlsx>

NOTE: Use the value from Column V only! The School Name is in Column G, the Enrollment is in Column R.

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

School Info Attachment for Monte Vista.pdf



School Name: Potrero School
School Address: 2611 North Potrero Ave, El Monte, CA 91733-1803
District Name: El Monte City School District
District Address: 3540 North Lexington Ave., El Monte, CA 91731
Co.-Dist.-School Code: 19 65094 6023501
School Type: K to 8
Project improvements maximum distance from school 0.10 mile

Total student enrollment: 835
Approximate # of students living along route proposed for improvement: 835
Percentage of students eligible for free or reduced meal programs**: 96 %

**Refer to the California Department of Education website: <https://www.cde.ca.gov/ds/sd/sd/documents/frpm1920.xlsx>

NOTE: Use the value from Column V only! The School Name is in Column G, the Enrollment is in Column R.

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

School Info Attachment for Potrero School.pdf

School Name: Miramonte Elementary School
School Address: 10620 Schmidt Rd, El Monte, CA 91732-2702
District Name: Mountain View School District
District Address: 3320 Gilman Rd, El Monte, CA 91732
Co.-Dist.-School Code: 19 64816 6020754
School Type: K to 6
Project improvements maximum distance from school 0.10 mile

Total student enrollment: 429
Approximate # of students living along route proposed for improvement: 429
Percentage of students eligible for free or reduced meal programs**: 90 %

**Refer to the California Department of Education website: <https://www.cde.ca.gov/ds/sd/sd/documents/frpm1920.xlsx>

NOTE: Use the value from Column V only! The School Name is in Column G, the Enrollment is in Column R.

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

School Info Attachment for Miramonte ES.pdf



ATP CYCLE 5 APPLICATION FORM

LAPG 22-U (REV 08/2020)

v3.8

7-South El Monte, City of-1

South El Monte Safe Routes to School Pedestrian Safety Project

School Name: Cogswell Elementary School
School Address: 11050 Fineview St, El Monte, CA 91733-2817
District Name: Mountain View School District
District Address: 3320 Gilman Rd, El Monte, CA 91732
Co.-Dist.-School Code: 19 64816 6020713
School Type: to
Project improvements maximum distance from school 0.10 mile

Total student enrollment: 459
Approximate # of students living along route proposed for improvement: 459
Percentage of students eligible for free or reduced meal programs** 94 %

**Refer to the California Department of Education website: <https://www.cde.ca.gov/ds/sd/sd/documents/frpm1920.xlsx>

NOTE: Use the value from Column V only! The School Name is in Column G, the Enrollment is in Column R.

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

School Info Attachment for Cogswell ES.pdf

School Name: South El Monte High School
School Address: 1001 Durfee Ave, South El Monte, CA 91733-4409
District Name: El Monte Union High School District
District Address: 537 Johnson Avenue, El Monte, CA 91731
Co.-Dist.-School Code: 19 64519 1995661
School Type: to
Project improvements maximum distance from school 0.10 mile

Total student enrollment: 1,198
Approximate # of students living along route proposed for improvement: 1,198
Percentage of students eligible for free or reduced meal programs** 89 %

**Refer to the California Department of Education website: <https://www.cde.ca.gov/ds/sd/sd/documents/frpm1920.xlsx>

NOTE: Use the value from Column V only! The School Name is in Column G, the Enrollment is in Column R.

Attach the following: A) a map which clearly shows: 1) the student enrollment area, 2) the locations and limits of the proposed project improvements; and B) the contact information/person for the school, and a short statement of support combined with the signature of the school official.

School Info Attachment for South El Monte HS.pdf



Part A4: Project Details

Indicate the project details included in the project/program/plan.

Note: When quantifying the amount of Active Transportation improvements proposed by the project, **do not double-count the improvements** that benefit both Bicyclists and Pedestrians (i.e. new RRFB/Signal should only show as a Pedestrian or Bicycle Improvement).

☐ **Bicycle Improvements**

☒ **Pedestrian Improvements**

What % of the PEDESTRIAN related project cost are going towards closing a "Gap" in infrastructure? 100 %

(As opposed to cost going towards "improving" existing pedestrian infrastructure.)

Sidewalks:	New (4' to 8' wide): <u>0</u> Linear Feet	New (over 8' wide): <u>0</u> Linear Feet
	Widen Existing: <u>0</u> Linear Feet	Reconstruct/Enhance Existing: <u>0</u> Linear Feet
	New Barrier Protected (Barrier, parking, functional-planter, etc.): <u>0</u> Linear Feet	
ADA Ramp Improvements:	New Ramp (none exist): <u>0</u> Number	Reconstruct Ramp to Standard: <u>0</u> Number
Signalized Intersections:	New Crosswalk: <u>0</u> Number	Enhance Existing Crosswalk: <u>9</u> Number
	Ped-Heads: <u>8</u> Number	Shorten Crossing: <u>0</u> Number
	Timing Improvements: <u>0</u> Number	
Un-Signalized Intersections:	New Traffic Signal: <u>0</u> Number	New Roundabout: <u>0</u> Number
	New RRFB/Signal: <u>8</u> Number	Crossing-Surface Improvements: <u>32</u> Number
	Shorten Crossing: <u>0</u> Number	
Mid-Block Crossing:	New RRFB/Signal: <u>1</u> Number	Crossing-Surface Improvements: <u>2</u> Number
Lighting:	Intersection: <u>0</u> Number	Roadway Segments: <u>0</u> Linear Feet
Pedestrian Amenities:	Benches: <u>0</u> Number	Trash Cans: <u>0</u> Number
	Shade Trees: <u>0</u> Number	Shade Tree Type: _____
Other Ped Improvements:	#1: LED Blinding Stop Signs #:	13 #2: Speed Radar Feedback Signs #: 5

☐ **Multi-use Trail Improvements**

☐ **Vehicular-Roadway Traffic-Calming Improvements**

☐ **Non-Infrastructure Components**

☐ **Plan Type (only intended for Plans)**



Right of Way (R/W) Impacts (Check all that apply)

- ☒ Project is 100% within the Implementing Agency's R/W and/or is within their control at the time of this application submittal.
(This includes temporary construction easements)
- ☐ Project will likely require R/W in fee ownership, permanent easements and/or temporary construction easements from private owners and/or will require utility relocations from utility companies outside that implementing agency's governmental control.
- ☐ Project will likely encroach into Caltrans R/W requiring easements, encroachment permits and/or other approvals.
- ☐ Project will likely require R/W, Easements, encroachment and/or approval involving Governmental (excluding Caltrans - as Caltrans impacts are documented above), Environmental, or Railroad owner's property.
- ☐ Program/Plan will likely have an open street/demonstration on state highway.

**Part A5: Project Schedule**

- NOTES: 1) Per CTC Guidelines, all project applications must be submitted with the expectation of receiving federal funding and therefore the schedule below must account for the extra time needed for federal project delivery requirements and approvals, including a NEPA environmental clearance and for each CTC allocation there must also be a Notice to Proceed with Federally Reimbursable work.
- 2) Prior to estimating the durations of the project delivery tasks (below), applicants are highly encouraged to review the appropriate chapters of the Local Assistance Procedures Manual and work closely with District Local Assistance Staff.
- 3) The proposed CTC Allocation dates must be between July 1, 2021 and June 30, 2025 to be consistent with the available ATP funds for Cycle 5.

INFRASTRUCTURE PROJECTS:**PA&ED Project Delivery Phase:**Will ATP funds be used in this phase of the project? ☒ Yes ☐ No**Proposed CTC "PA&ED Allocation" Date:**

7/1/2021

Notice to Proceed with Federally Reimbursable ATP Work:

8/30/2021

Expected or Past Start Date for PA&ED activities:

9/30/2021

Time to complete the separate CEQA & NEPA studies/approvals:

4

months

(See note #2, above)

Expected or Past Completion Date for the PA&ED Phase:

1/27/2022

* Applications showing the PA&ED phase as complete, must include/attach the signature pages for the CEQA and NEPA documents, which include project descriptions covering the full scope.

NOT APPLICABLE TO PROJECT.pdf

PS&E Project Delivery Phase:Will ATP funds be used in this phase of the project? ☒ Yes ☐ No**Proposed CTC "PS&E Allocation" Date:**

5/1/2022

Notice to Proceed with Federally Reimbursable ATP Work:

6/30/2022

Expected or Past Start Date for PS&E activities:

7/1/2022

Time to complete the final Plans, Specification & Estimate:

10

months

Expected or Past Completion Date for the PS&E Phase:

4/27/2023

* Applications showing the PS&E phase as complete, must include/attach the signed & Stamped Title Sheet for the plans and approval page of the specifications.

NOT APPLICABLE TO PROJECT.pdf

Right of Way Project Delivery Phase:Will ATP funds be used in this phase of the project? ☐ Yes ☒ No

Expected or Past Start Date for R/W activities:

1/1/2023

Time to complete the R/W Engineering, Acquisition, and Utilities:

3

months

Expected or Past Completion Date for the R/W Phase:

4/1/2023

* PS&E and Right of Way phases can be allocated at the same CTC meeting.

* Applications showing the R/W phase as complete, must include/attach the Caltrans approved R/W Certification.

NOT APPLICABLE TO PROJECT.pdf

Construction Project Delivery Phase:Will ATP funds be used in this phase of the project? ☒ Yes ☐ No**Proposed CTC "CON Allocation" Date:**

6/1/2023

Notice to Proceed with Federally Reimbursable ATP Work:

7/31/2023

Expected Start Date for Construction activities:

11/1/2023

Time to complete the Construction activities:

12

months

Expected or Past Completion Date for the CON Phase:

10/26/2024



Part A6: Project Funding
(1,000s)

Project Phase	Total Project Costs	Total ATP Funding	ATP Allocation Year *	Total Non-ATP Funding **	Non-Participating Funding	"Prior" ATP Funding	Leveraging Funding	Future Local Identified Funding
PA&ED	10	10	21/22	-	-	-	-	-
PS&E	130	130	21/22	-	-	-	-	-
R/W	-	-		-	-	-	-	-
CON	1,497	1,497	22/23	-	-	-	-	-
NI-CON/ PLAN	-	-		-	-	-	-	-
TOTAL	1,637	1,637		-	-	-	-	-

* The CTC Allocation-Year is calculated based on the information entered into the "Project Schedule" section.

** Applicants must ensure that the "Total Non-ATP Funding" values show in this table match the overall Non-ATP Funding values they enter into Page 2 of the PPR (later in this form)

ATP FUNDING TYPE REQUESTED:

Per the CTC Guidelines, all ATP projects must be eligible to receive federal funding. Most ATP projects will receive federal funding; however, it is the intent of the Commission to consolidate the allocation of federal funds to as few projects as practicable. Therefore, the smallest projects may be granted State Funding from the State Highway Account (SHA) for all or part of the project. Agencies with projects under \$1M, especially ones being implemented by agencies who are not familiar with the federal funding process, are encouraged to request State funding.

Do you believe your project warrants receiving state-only funding? ☐ Yes ☒ No

ATP PROJECT PROGRAMMING REQUEST (PPR):

Using the Project Schedule, Project Funding, and General Project information provided, this electronic form has automatically prepared the following PPR pages. Applicants must review the information in the PPR to confirm it matches their expectations.



ATP CYCLE 5 APPLICATION FORM

LAPG 22-U (REV 08/2020)

v3.8

7-South El Monte, City of-1

South El Monte Safe Routes to School Pedestrian Safety Project

Amendment (Existing Project) Y ☐ N ☐						Date: 8/21/2020	
District	EA	Project ID		PPNO	MPO ID	Alt Project. ID/prg.	
7						ATP	
County	Route/Corridor	PM Bk	PM Ahd	Project Sponsor/Lead Agency			
LA	Slauson, Citywide			South El Monte, City of			
				MPO		Element	
				SCAG		Capitol	
Project Manager/Contact		Phone		E-mail Address			
Melissa Demirci		(714) 598-8896		melissa.demirci@transtech.org			
Project Title							
South El Monte Safe Routes to School Pedestrian Safety Project							
Location (Project Limits), Description (Scope of Work)							
The project is fully in the City of South El Monte at various intersections adjacent to schools, parks, employment areas, shopping, transit stops, and pedestrian activity centers.							
Component		Implementing Agency					
PA&ED		South El Monte, City of					
PS&E		South El Monte, City of					
Right of Way		South El Monte, City of					
Construction		South El Monte, City of					
Legislative Districts							
Assembly:	57	Senate:	22	Congressional:	38		
Project Benefits (If more space is needed, use the Additional Information field on the next page.)							
The goal of this project is to increase pedestrian safety, promote walking, and other forms of active transportation through increased safety enhancement. This project will increase the proportion of trips accomplished by walking and enhance public health, and ensure that this disadvantaged community fully shares in the benefits.							
Purpose and Need							
These enhancements will greatly benefit the existing crossings to improve safety and visibility especially for school aged children promoting greater mobility, access, and safety for all non-motorized users providing a safe walking environment with direct links to high activity areas. +							
Category		Outputs/Outcomes			Unit	Total	
Local Streets and Roads		Local Road operational improvements			Each	1	
Local Steets and Roads		Intersections modified			Each	1	
ADA Improvements: Y ☒ N ☐ Bike/Ped Improvements: Y ☒ N ☐ Reversible Lane Analysis: Y ☐ N ☒							
Inc. Sustainable Communities Strategy Goals: Y ☒ N ☐ Reduces Greenhouse Gas Emissions: Y ☒ N ☐							
Project Milestone				Existing		Proposed	
Project Study Report Approved							
Begin Environmental (PA&ED) Phase						9/30/2021	
Circulate Draft Environmental Document (Document Type)				CE			
Draft Project Report							
End Environmental Phase (PA&ED Milestone)						1/27/2022	
Begin Design (PS&E) Phase						7/1/2022	
End Design Phase (Ready to List for Advertisement Milestone)						4/27/2023	
Begin Right of Way Phase						1/1/2023	
End Right of Way Phase (Right of Way Certification Milestone)						4/1/2023	
Begin Construction Phase						11/1/2023	
End Construction Phase						10/26/2024	
Begin Closeout Phase							
End Closeout Phase (Closeout Report)							



Additional Information

Date: 8/21/2020



Exhibit 22-G Project Programming Request (PPR)

Date: 8/21/2020

Project Information:

Project Title:	South El Monte Safe Routes to School Pedestrian Safety Project				
District	County	Route	EA	Project ID	PPNO
7	Los Angeles	Citywide			

Funding Information:

DO NOT FILL IN ANY SHADED AREAS

Proposed Total Project Cost (\$1,000s)									Notes:
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	
E&P (PA&ED)	0	0	10	0	0	0	0	10	
PS&E	0	0	130	0	0	0	0	130	
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	1,497	0	0	0	1,497	
TOTAL	0	0	140	1,497	0	0	0	1,637	

ATP Funds Infrastructure Cycle 5									Program Code
Proposed Funding Allocation (\$1,000s)									20.30.720
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	10	0	0	0	0	10	Caltrans
PS&E	0	0	130	0	0	0	0	130	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	1,497	0	0	0	1,497	
TOTAL	0	0	140	1,497	0	0	0	1,637	

ATP Funds Non-Infrastructure Cycle 5									Program Code
Proposed Funding Allocation (\$1,000s)									20.30.720
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	Caltrans
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

ATP Funds Plan Cycle 5									Program Code
Proposed Funding Allocation (\$1,000s)									20.30.720
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	Caltrans
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

ATP Funds Previous Cycle									Program Code
Proposed Funding Allocation (\$1,000s)									
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	Caltrans
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	



Exhibit 22-G Project Programming Request (PPR)

Date: 8/21/2020

Project Information:

Project Title:	South El Monte Safe Routes to School Pedestrian Safety Project				
District	County	Route	EA	Project ID	PPNO
7	Los Angeles	Citywide			

Summary of Non-ATP Funding

The Non-ATP funding shown on this page must match the values in the Project Funding table.

Fund No. 2:	Proposed Funding Allocation (\$1,000s)								Program Code
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	South El Monte, City of
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

Fund No. 3:	Proposed Funding Allocation (\$1,000s)								Program Code
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

Fund No. 4:	Proposed Funding Allocation (\$1,000s)								Program Code
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

Fund No. 5:	Proposed Funding Allocation (\$1,000s)								Program Code
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

Fund No. 6:	Proposed Funding Allocation (\$1,000s)								Program Code
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

Fund No. 7:	Proposed Funding Allocation (\$1,000s)								Program Code
Component	Prior	20/21	21/22	22/23	23/24	24/25	25/26+	Total	Funding Agency
E&P (PA&ED)	0	0	0	0	0	0	0	0	
PS&E	0	0	0	0	0	0	0	0	Notes:
R/W	0	0	0	0	0	0	0	0	
CON	0	0	0	0	0	0	0	0	
TOTAL	0	0	0	0	0	0	0	0	

**Part A7: Funding Criteria**

The following Funding Criteria are requirements for applications to be considered for ATP funding. Failure to demonstrate a project meets these criteria will result in the disqualification of the application.

1. Demonstrated fiscal needs of the applicant:

- Is all or part of the project currently (or has it ever been) formally programmed in an RTPA, MPO and/or Caltrans funding program? ☐ Yes ☒ No
- Are any elements of the proposed project directly or indirectly related to the intended improvements of a past or future development or capital improvement project? ☐ Yes ☒ No
- Are adjacent properties undeveloped or under-developed where standard “conditions of development” could be placed on future adjacent redevelopment to construct the proposed project improvements? ☐ Yes ☒ No

2. Consistency with an adopted regional transportation plan:

- Is the project consistent with the relevant adopted regional transportation plan that has been developed and updated pursuant to Government Code Section 65080? ☒ Yes ☐ No

If “Yes”, the applicant must provide that portion of Regional Transportation Plan showing that the proposed project is consistent. Attach a copy of ONLY the following elements of the plan: cover page and pages linking the proposed project to the plan. Highlighted and/or mark the attachment to clearly identify the connection.

PART A7, PROJECT CONSISTENT WITH ADOPTED RTP.pdf

Note: Projects not providing proof will be disqualified and not be evaluated.

3. Is the Implementing Agency Caltrans?☐ Yes ☒ No



Part B: Narrative Questions

Question #1

QUESTION #1

DISADVANTAGED COMMUNITIES (0-10 POINTS)

☐ This project does not qualify as a Disadvantaged Community.

A. Map of Project Boundaries, Access and Destination (0 points): Required

Provide a scaled map showing the boundaries of the proposed project/program/plan, the geographic boundaries of the disadvantaged community, and disadvantaged community access point(s) and destinations that the project/program/plan is benefiting.

B, Q1, A - MAP OF BOUNDARIES.pdf

B. Identification of Disadvantaged Community: (0 points)

Select one of the following 5 options. Must provide information for all Census Tract/Block Group/Place Number that the project affects.

- **Median Household Income**
- **CalEnviroScreen**
- **Free or Reduced Priced School Meals** - Applications using this measure must demonstrate how the project benefits the school students in the project area.
- **Healthy Places Index**
- **Other**

Select Option: CalEnviroScreen

An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (score must be greater than 39.34). This list can be found at the following link under SB 535 List of Disadvantaged Communities:

<https://oehha.ca.gov/media/downloads/calenviroscreen/document/ces3results.xlsx>

NOTE: Use the CES 3.0 Score value from Column H only! The Census Tract number is in Column A, the Population is in Column B.

Census Tract/Block Group/Place #	Population	CalEnviroScreen Score
6037433501	1,954	56.31
6037433504	4,679	55.55
6037433700	3,294	54.69
6037433802	2,780	48.67
6037433801	6,197	63.04

Highest California Communities Environmental Health Screening Tool (CalEnviroScreen) score from above (autofill):

63.04 (to be used for qualifying as benefiting a DAC only)

California Communities Environmental Health Screening Tool (CalEnviroScreen) score for the community benefited by the project:

56.92 (to be used for severity calculation only)

Must attach a copy of CalEnviroScreen page for each census tract listed above. Attach all pages as one pdf.

Cal Enviro Screen Map Attach.pdf

C. Direct Benefit: (0 - 4 points)

1. Explain how the project closes a gap, provides connections to, and/or addresses a deficiency in an active transportation network and how the improvements meet an important need of the disadvantaged community. Address any issues of displacement that may occur as a result of this project, if applicable. (Max of 500 Words)

Words Remaining: **55**

This project is located in a fully disadvantaged community with all proposed project improvements located within 2 miles of the schools considered as disadvantaged with a high portion of students eligible for free or reduced-price school meals with 100% of the funds requested expended within this disadvantaged community. The goal of this project is to address the current deficiencies in the City's active transportation and safe routes to school network through the development of a comprehensive, interconnected network of school safety improvements at pedestrian crossings throughout the City. These measures will improve safety and increase the number of trips being taken by walking to meet the mobility needs of this community. This project directly closes a gap and provides connections between intersections and crossings to and from activity centers, schools, parks, and residences. The project increases pedestrian visibility at 23 existing uncontrolled crosswalks in this disadvantaged community. The improvements will close gaps by providing safe direct connections to schools, green spaces, parks, transit facilities, academic institutions, civic and community centers,



and employment and commercial areas. The proposed safety enhancements will improve crossings and will result in increased pedestrian traffic. Residents at community meetings, for road projects specifically supported a project that would improve pedestrian safety and indicated that the City lacked adequately marked crossing locations to encourage walking and bicycling within the City. The lack of high visibility signage and markings at crossing locations adjacent to schools and City parks act as a deterrent to parents in allowing their children to walk to and from school. Disadvantaged communities like South El Monte depend on walking as an alternative to driving for traveling to work, shopping, school and exercise. The aging infrastructure of the City must accommodate a wide mix of vehicles in the commuting traffic, with trucks, buses as well as passenger cars. It is important that the most vulnerable pedestrian is seen while they are crossing South El Monte streets. This project will enhance existing uncontrolled crosswalks citywide that are in need of pedestrian safety improvements. This project will install either solar powered Rectangular Rapid Flash Beacon (RRFB) systems or larger double-sided pedestrian signs that will make uncontrolled crossings more visible to approaching vehicles. The proposed safety enhancements will result in increased pedestrian safety for this disadvantaged community. This project is a great opportunity to increase attractiveness of alternative modes of travel and is an opportunity to reduce dependency on automobile travel while improving overall safety for all pedestrians that depend on walking. Surveys have found that the greatest obstacle to getting people out of their cars is to improve safety for those choosing to use alternative modes of travel whether perceived or real.

D. Project Location: (0 - 2 points)

Is your project located within a disadvantaged community? Fully _____

E. Severity: (0 - 4 points)

Auto calculated



Part B: Narrative Questions

Question #2

QUESTION #2

POTENTIAL FOR INCREASED WALKING AND BICYCLING, ESPECIALLY AMONG STUDENTS, INCLUDING THE IDENTIFICATION OF WALKING AND BICYCLING ROUTES TO AND FROM SCHOOLS, TRANSIT FACILITIES, COMMUNITY CENTERS, EMPLOYMENT CENTERS, AND OTHER DESTINATIONS; AND INCLUDING INCREASING AND IMPROVING CONNECTIVITY AND MOBILITY OF NON-MOTORIZED USERS. (0-52 POINTS)

Safe Routes to School projects: The following information related to the Safe Routes to School Projects data was already entered in part 3 of the application.

School	Total Student Enrollment	Approx. # of Students Living Along School Route Proposed
Dean L Shively Middle School	535	535
New Temple Elementary School	528	528
Monte Vista Elementary School	614	614
Potrero School	835	835
Miramonte Elementary School	429	429
Cogswell Elementary School	459	459
South El Monte High School	1,198	1,198
Total	4,598	4,598

A. Statement of project need. Describe the issue(s) that this project will address. How will the proposed project benefit the non-motorized users? What is the project's desired outcome and how will the project best deliver that outcome? **(0-26 points)**

Discuss:

- Destinations and key connectivity the project will achieve
- How the project will increase walking and/or biking
- The lack of mobility if applicable - Does the population have limited access to cars? bikes? and transit?
 - Does the project have an unserved or underserved demand?
- The **local** health concern responses should focus on:
 - Specific local public health concerns, health disparity, and/or conditions in the built and social environment that affect the project community and can be addressed through the proposed project. Please provide detailed and locally relevant answers instead of general descriptions on the health benefits of walking and biking (i.e. "walking and biking increase physical activity").
 - Local public health data demonstrating the above public health concern or health disparity. Data should be at the smallest geography available (state or national data is not sufficient). One potential source is the Healthy Places Index (HPI) (<http://healthyplacesindex.org>)
- For combined I/NI projects: Discuss need for an encouragement, education, and/or enforcement program.

Words Remaining: 3

(Max of 750 Words)

The City has placed a high priority on this project to provide active transportation options directly benefitting the non-motorized user population of students and the elderly where 100% of the funds requested will be expended within this disadvantaged area. The project will increase the proportion of active transportation and non-motorized trips by pedestrians and complete safety improvements at critical school crossing locations that are not properly signed or striped. Pedestrians are considered "vulnerable road users". They are much more likely to be injured or killed in a collision. The most at risk are school age pedestrian and elderly adults. The NHTSA has indicated that barriers to mobility are anything that restricts an individual's ability to physically move along a roadway. By providing a safer pedestrian infrastructure, it lowers their exposure of being injured or killed. Although walkable communities are a much needed asset, it is not always possible due to physical barriers that do not promote a walking environment such as insufficient signage and striping at crosswalks that does not mix with wide roads designed to carry lots of motor vehicles with a mix of traffic that includes large trucks. The desired outcome of this project will be to address these barriers and deliver a project that will benefit the non-motorized user community.

This project scope focuses on pedestrian crossings near schools and multilane roadways at various locations. The project focuses on pedestrian infrastructure safety improvements at 23 intersections throughout the City of South El Monte which provides direct links to 5 public schools and 3 private schools; with 5,598 enrolled students. 6% of the City's low-income residents do not own a vehicle and rely on transit and walking as their only mode of travel. The project will complete safety improvements at critical school crossing locations that are not properly signed or striped. The proposed improvements are within the public right-of-way and accessible to residents, 24 hours a day,



7 days a week.

South El Monte is an underrepresented, disadvantaged, and under resourced community in need of improvements to promote multi-modes of transportation. The City does not have the funds available to provide crosswalk enhancements needed to sustain or promote a walking community. The vast majority of the residents live within walking distance from key destinations. According to the U.S. Census, the City has a population of 21,562 people with; 20% of the population is under 18 years of age and 14% over 62 years old. 34% of the population is younger than 18 or over 65, the demographic often relies on active transportation modes other than driving for mobility. 40 % of family households make less than \$35,000 a year, highlighting the importance of travel options and potential barriers to vehicle use or ownership. There are presently 5,598 school age pedestrians, 1,685 adult pedestrians and 432 bicycle riders using the crossing locations.

The project addresses specific concerns from the community including those who currently walk their children to school. The proposed project will create more visible and safer pedestrian crossings. The strategies employed will encourage more residents to walk and increase their physical activity, leading to better health and obesity ratios. An increase in physical activity reduces obesity and diabetes as well as provides a reduction in vehicle trips, which improves quality of life and air quality. The American Medical Journal studied this relationship and established that increased physical activity reduces obesity (Ladabaum et al, 2014). According to the HPI index published in 2018, for the census tracts in the City, it has a low comparative healthy neighborhood index ranking higher than only 1.5% of 7,793 other comparable tracts. SEM also has high Obesity rates for adults at 29.2% and for children at 34.5% which are both higher than comparative neighborhoods in LA County. LA County Office of Health Assessment in 2011 found that communities located in densely commercial, lower income neighborhoods were more likely to have limited access to parks or recreational facilities for physical activity.

The locations chosen are at intersections and midblock locations adjacent to schools and larger destination areas. The goal of this project is to increase pedestrian and school safety, promote walking, and other forms of active transportation through increased safety enhancements. Improvements at crosswalks include updated high visibility crosswalk striping, RRFBs or larger more visible double-sided pedestrian signs, advance pedestrian signing and pavement legends, yield lines and radar speed feedback signage. These enhancements improve safety and visibility especially for school aged children promoting greater mobility and access for non-motorized users.

B. Describe how the proposed project will address the active transportation need: (0-27 points)

What type of active transportation need will the proposed project directly address (select one or more) of the following elements, and discuss how the project will be meeting the identified need.

1. Proposed project address:

• Closure of a gap?

Gap closure = Construction of a missing segment of an existing facility in order to make that facility continuous.

• Creation of new routes?

New Route = Construction of a new facility that did not previously exist that provides a transportation route.

• Removal of barrier to mobility?

Describe the type of barrier.

• Other improvements to existing routes?

(Max of 400 words)

Words Remaining: 21

Pedestrians are considered to be "vulnerable road users" much more likely to be injured-killed in a collision. Most at risk are school age and elderly pedestrians. The NHTSA indicated that barriers to mobility are anything that restricts an individual's ability to physically move along a roadway. The inability for people to cross due to a lack of safety countermeasures is considered a mobility barrier. Some barriers include slower walking speeds for older pedestrians with a fear of falling, instead of focusing on approaching traffic may misjudge distances of approaching vehicles or may be distracted. They need highly visible crossings. School aged pedestrians are at a higher risk due to their smaller stature size, difficulty in judging speeds, distance of vehicles, and being easily preoccupied. Children under the age of 16 account for 6% of fatalities; 18% of injuries (NHTSA 2014); 53% of child pedestrian injuries occurred at midblock crossings; 28% at intersections (Child Pedestrian Injury Events). There are also many reasons that vehicles do not stop or yield to pedestrians: driver's attention divided between oncoming traffic and roadside distractions. Driver awareness of waiting or crossing pedestrians can be increased with signs at both sides of crossing for easy view with minimal eye movement. Lack of understanding pedestrian's right-of-way plays a part in many accidents, especially for pedestrians' understanding of when to cross. A 2006 study (Knodler) found that senior pedestrians were the least likely to know the rules. A variety of countermeasures can reduce potential for crashes increasing pedestrian's sense of safety. From community surveys, the top barrier to increased walking is safety. The proposed measures will increase visibility, reduce accidents, and provide increased awareness for the most vulnerable members of a community, the pedestrian.

This project directly addresses the active transportation needs of this community. The proposed project will directly address gap closures and new routes and remove mobility barriers through the installation of pedestrian crossing improvements, audible push button systems, RRFB systems, double sided ped signage at a total of 23 crosswalks Citywide to enhance safety by increasing visibility and reducing crashes between vehicles and pedestrians. These measures will increase driver awareness of potential pedestrian vehicle conflicts. These improvements will also close gaps by providing safe direct connections to schools, green spaces, parks, and other activity areas.



2. Must provide a map identifying the location of each: gap closures and connections; the new routes; and the barriers and improvements.

B, Q2, B, 2 - MAP OF GAP CLOSURES AND CONNECTIONS.pdf

3. Referencing this map, describe the existing route(s) that currently connect the affected transportation related and community identified destinations and why the route(s) are not adequate. (Max of 200 words)

Words Remaining: 34

As can be seen in the map, this project is located in a fully disadvantaged community. The project will connect and improve school safety at crossings which are deficient in the City's active transportation network through the development of a comprehensive, interconnected network of safe pedestrian facilities improving safety and increasing the number of trips being taken by walking. The City of South El Monte currently has a lack of active transportation infrastructure to encourage safe walking, biking and transit use options. This disadvantaged community has a large need for more walkable areas. The current routes and existing conditions are not adequate. Residents at community meetings indicated that the City lacked adequately marked crossing locations for walking and bicycling within the City and supported a project that would improve and promote pedestrian safety. The project will provide connectivity and direct route access from intersections and crossings between key destination of schools and parks. The project specifically will meet the active transportation needs of this disadvantaged community.

4. Referencing this map, describe how the project links or connects, or encourages use existing routes to transportation-related and community identified destinations where an increase in active transportation modes can be realized, including but not limited to: schools, school facilities, transit facilities, community, social service or medical centers, employment centers, high density or affordable housing, regional, State or national trail system, recreational and visitor destinations or other community identified destinations. Specific destinations must be identified.

- For combined I/NI projects: discuss how the encouragement, education, and/or enforcement program will help address the needs.

(Max of 400 words)

Words Remaining: 0

Access to health-related destinations is especially critical for vulnerable populations, such as the elderly and children as well as low-income and minority populations. These populations often do not have access to a car and rely heavily on transit or other modes of transportation. New upgraded designs help people safely access all their nutrition, exercise and medical needs throughout each stage of life and serves to offer a wide range of affordable transportation and housing options. The City provides a wide range of business services to the community linked by primary corridors such as Santa Anita Avenue, Rush Street, Durfee Avenue, Peck Road and Thienes Avenue. All along major corridors are large pockets of manufacturing which is the largest source of employment (33%). There are scattered retail centers which are home to major retailers such as Marshalls, Superior Market and fast food such as Del Taco, Panda, McDonalds among others. South El Monte is adjacent to the San Gabriel River Recreation Trails. The City hall site provides a public swimming pool, basketball courts and other recreational activities. All 23 of the chosen locations enhance existing school routes or provide links to walking or transit destinations (for shopping, medical or work).

There has been extensive public participation through public meetings and communication. The City has taken on this project as a community project. High transportation costs make low-income families limit their spending on other basic needs. Providing safer pedestrian improvements will make walking to schools, transit, retail, medical centers, employment, high density, and other activity destinations a safer and more attractive alternative. There are 5 public schools of 4 elementary schools, 1 junior high and 1 high school.

The project will connect and link the City's currently deficient active transportation network and provide connectivity and access between crossings to and from schools, parks, neighborhoods by providing direct links to key destinations as mentioned above. The project specifically improves the active transportation needs for students and pedestrians and will also serve as part of the City's Safe Route to School through safer crossings citywide.

The perceived lack of signage and markings at crossings adjacent to schools and City parks act as a deterrent to parents in allowing their children to walk to and from school as well as to walking or bicycling. The project will promote a safer walkable community for all residents in the area, increasing their physical activity, and increasing health.



Part B: Narrative Questions

Question #3

QUESTION #3

POTENTIAL FOR REDUCING THE NUMBER AND/OR RATE OF PEDESTRIAN AND BICYCLIST FATALITIES AND INJURIES, INCLUDING THE IDENTIFICATION OF SAFETY HAZARDS FOR PEDESTRIANS AND BICYCLISTS. (0-25 POINTS)

- A. Describe the project location's history of pedestrian and bicycle collisions resulting in fatalities and injuries to non-motorized users, which this project will mitigate. (12 points max)**

Applicants are encouraged to use the new UC Berkeley SafeTREC TIMS tool which was specifically designed for the ATP to produce these documents in an efficient manner. Applicants with access to alternative collision data tools and training can utilize their choice of methods/tools. Applicants must respond to question 1 or 2, and have the option to respond to both.

1. For applications using the TIMS ATP tool, attach the following:
 - a. **Collision Heat-map of the area surrounding the project limits - demonstrating the relative collision history of the project limits in relation to the overall jurisdiction/community's collision history**
 - b. **Project Area Collision Map - identifying the past crash locations within the project limits**
 - c. **Collision Summaries and collision lists/reports - demonstrating collision trends, collision types, and collision details**
 - d. **For a Combined I/NI project - If the NI project area is different than the infrastructure portion, the applicant may attach NI related heat-maps, etc in Attachment J**

Combine the various maps/summaries into one PDF file and attach it in the field below.

B, Q3, A.1 a, b, c Collision Info Maps (SEM).pdf

2. Applications that do not have the collision data above OR that prefer to provide additional collision data and/or safety in a different format can provide this data below. (Examples include: Collision Rates, Community Observations, Surveys, Street Story (<https://streetstory.berkeley.edu/>), Crowd Source, etc.)

The data and corresponding methodologies can be included in written/text form and/or via a separate attachment in the field below.

(Max of 200 Words) (optional)

Words Remaining: 154

This question is not applicable - All accident data between 2018 and 2008 were researched and summarized using the UC Berkeley Safe TREC TIMS tool which was specifically designed for the ATP. Accident data is included in the maps, tables and figures attached and referenced above.

Data and methodologies Attachment (optional)

NOT APPLICABLE TO PROJECT.pdf

3. From the project-area collision summaries/data provided in questions 1 and/or 2, enter the total reported pedestrian and/or bicycle collisions using the most recent 5 to 11 years of available data:

How many years of collision data were used in the Heat Maps and collision summaries:

11

# of Crashes	Pedestrian	Bicycle	Total	Average Per Year
Fatalities	0	0	0	0
Injuries	8	10	18	1.64
Total	8	10	18	1.64



4. Referencing the project-area collision summaries/data provided in questions 1 and/or 2, discuss the extent to which the proposed project limits represents one of the agency's top priorities for addressing ongoing safety and discuss how the proposed safety improvements correspond to the types and locations of the past collisions. (e.g. sidewalks, bike lanes, lighting, bulb-outs, signals/barriers, etc.)

For Projects with Non-Infrastructure elements (Combined I/NI projects):

As appropriate, describe how the NI program elements:

- educates bicyclists, pedestrians, and/or drivers about safety hazards for pedestrians and bicyclists; and
- encourages safe behavior, including through enforcement.

(Max of 700 Words)

Words Remaining: 20

This project is a top priority for the City to improve overall the pedestrian and school safety network. Referencing and analyzing the project-area collision summaries and data, it can be seen that there is an urgent need for these improvements, especially since the improvements directly benefit vulnerable school aged pedestrians with most locations near schools or along school routes. According to the CA Office of Traffic and Safety's most recent available data (2017), the City of South El Monte ranked 3rd out of 101 jurisdictions for most collisions involving pedestrians under the age of 15, and ranked 12th for most collisions involving pedestrians. These rankings are compared to similar jurisdiction in the County of Los Angeles. Overall, the City ranked 5th out of 101 jurisdictions for the most total fatal and injury collisions. There was a total of 8 pedestrian related and 10 bicycle related accidents within the influence areas of the project locations. Out of the 8 pedestrian accidents reported, 4 were reported as visible injuries and 4 were complaint of pain injuries. Out of the 10 bicycle accidents reported, 1 resulted in visible injuries and 9 complaint of pain injuries.

The project goal is to increase walking and improve school pedestrian safety, connectivity and mobility through improving perceived comfort and safety while eliminating risk and fear of collisions with over-taking vehicles. Currently there is a lack of adequate and safe crossing options across the City's active transportation network. Existing conditions include marked crosswalks that lack updated pedestrian enhancements. The proposed safety measures will increase safety, mobility, access and usability of each crossing especially for school aged children and the elderly. The project will also increase line of sight to identify crossing pedestrians in advance of each crosswalk and will provide a safe walking environment with direct links to high pedestrian activity areas. Within the project area limits, there was a total of 76 vehicle accidents over a 5-year period (2013-2018 available data) with 20% of these being rear-end and speed related at uncontrolled locations. These accidents, while not striking a pedestrian, may have been a direct result of suddenly stopping for a waiting or crossing pedestrian. FHWA Federal Highway Administration: Pedestrians account for over 17.5 percent of all fatalities in motor vehicle traffic crashes, and the majority of these deaths occur at uncontrolled crossing locations such as mid-block or un-signalized intersections. These are among the most common locations for pedestrian fatalities, generally because of inadequate pedestrian crossing facilities and insufficient or inconvenient crossing opportunities, all of which create barriers to safe, convenient, and complete pedestrian networks. The AAA Foundation for Traffic Safety results found that the average risk of severe injury for a pedestrian struck by a vehicle increases with the speed of impact. Severe injury occurs 10% at a speed of 16 mph and increases to 75% at 50 mph.

The proposed safety improvements recommended for both signalized intersections as well as the uncontrolled crossing locations have been shown to effectively reduce crashes and injuries. 16% of all pedestrian-related crashes occur because of a driver violation (e.g. failure to yield right-of-way). Pedestrians were also more likely to be struck by the front of the vehicle than the rear, right, or left side. According to the NHTSA's National Center for Statistics and Analysis: pedestrian accidents occurred more at non-intersections (69%) than at intersections (20%) and more occurred in the dark (72%) than in daylight (25%), dawn (2%), and dusk (2%). Expecting pedestrians to travel significantly out of their way to cross a roadway to reach their destination is unrealistic and counterproductive to encouraging healthier transportation options. By focusing on uncontrolled locations and corridors, agencies can address a significant national safety problem and improve quality of life for pedestrians of all ages and abilities. Crosswalk enhancements help drivers detect pedestrians particularly at night. The benefits of using proven solutions to reduce pedestrian fatalities at locations is targeted investment by agencies that will improve safety and address significant national pedestrian safety problems and provide an enhanced quality of life by improving crossing opportunities for all ages and abilities of pedestrians.

B. Safety Countermeasures (13 points max)

Referencing the information provided in Part A, demonstrate how the proposed countermeasures directly address (one or more) of the following underlying factors that are contributing to the occurrence (or potential occurrence) of pedestrian and/or bicyclist collisions.

- a. Reduces speed and/or volume of motor vehicles in the proximity of non-motorized users
- b. Improves sight distance and/or visibility between motorized and non-motorized users
- c. Eliminates potential conflict points between motorized and non-motorized users, including creating physical separation between motorized and non-motorized users
- d. Improves compliance with local traffic laws for both motorized and non-motorized users
- e. Addresses inadequate vehicular traffic control devices



- f. Addresses inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks
- g. Eliminates or reduces behaviors that lead to collisions involving non-motorized users

Words Remaining: 93

The City has placed a high priority on this project to provide safe active transportation options to the community to directly benefit the non-motorized user population especially amongst students and elderly. The project supports SCAG's Active Transportation component of the adopted 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), which encourages the development of a safe and comprehensive, interconnected network of pedestrian facilities throughout the region to improve safety and increase the number of trips being taken by walking.

Referencing Part A and collision summary data maps attached, the proposed countermeasures directly addresses all of the following underlying factors that generally contribute to the occurrence of pedestrian and bicyclists collisions as described below. All countermeasures have a proven Crash Reduction Factor (CRF) associated with the improvement. The CRF numbers are provided in AASHTO's Highway Safety Manual and Local Roadway Safety Manual.

a. Reduces speed and/or volume of motor vehicles in the proximity of non-motorized users: The project will install solar powered speed radar feedback signs at certain locations. There are a total 23 uncontrolled crossings either at intersection or midblock where pedestrians regularly are waiting or crossing. Radar speed signs are a proven traffic calming solution to raise the speed awareness of oncoming drivers. Studies repeatedly show that when alerted by a radar sign, speeders will slow down. Another improvement is the striping of existing crosswalks with high visibility paint in ladder striping at both signalized and unsignalized locations which will add to more visibility of the crossing and will result in slower speeds (CRF of 35%). The project will also install Rectangular Rapid Flash Beacons (RRFB) systems with advance pedestrian crossing signage (CRF of 35%) advanced stop signs and advanced stop lines in high visibility paint. With these countermeasures in place, the anticipated speed is expected to reduce substantially. According to the US Department of Transportation on a study on the installation of a RRFB motorists yielding compliance increased from 18 to 81 percent and many of the drivers yielded at distances much greater than 100 ft after the RRFB system was installed

b. Improves sight distance and/or visibility between motorized and non-motorized users: Most of the reported vehicle to pedestrian collisions were from vehicles failing to yield to pedestrians. Pedestrians are easier to miss in wide roadways and at uncontrolled crosswalks where a motorist is usually not expecting to stop. Another visibility issue in multi lane roadways is when a vehicle who is yielding to a crossing pedestrian is now blocking the view of a pedestrian to other traveling motorists. Parking near the crosswalks also blocks the motorists' line of sight to the pedestrians waiting along the curb to cross. Re-striping the crosswalks in ladder high visibility paint will increase the visibility of the approaching crosswalk. Removing parking near the uncontrolled crosswalks will improve the sight distance of pedestrians or bicyclists waiting along the curb to cross. Pedestrian Ahead Signs and Pavement Markings allow drivers to know of future pedestrian crossing ahead of time a CRF of 15% can be realized.

d. Improves compliance with local traffic laws for both motorized and non-motorized users: The addition of radar speed feedback signs has been shown to improve speed compliance with local posted speed limits. The Transportation Equity Act for the 21st Century (TEA-21) continues the integration of walking into the transportation mainstream. More importantly, it enhances the ability of communities to invest in projects that can improve the safety and practicality of bicycling and walking for everyday travel. The Intermodal Surface Transportation Efficiency Act (ISTEA) recognized the increasingly important role of bicycling and walking in creating a balanced, intermodal transportation system.

e. Addresses inadequate vehicular traffic control devices: As part of this project the city will install a traffic control device referred as RRFB where none currently exist at some of the 23 existing uncontrolled crosswalks that are in need of pedestrian safety improvements. It will include larger more visible double-sided pedestrian signage aimed at increasing visibility and safety. These measures have been shown to enhance safety by reducing crashes between vehicles and pedestrians at unsignalized intersections and mid-block pedestrian crossings by increasing driver awareness of potential pedestrian conflicts. Per the US DOT, FHWA RRFBs are pedestrian-actuated conspicuity enhancements and used in combination with pedestrian, school, or trail crossing warning signs improve safety at uncontrolled, marked crosswalks. Research indicates RRFBs can result in motorist yielding rates as high as 98 percent at marked crosswalks.

f. Addresses inadequate or unsafe bicycle facilities, trails, crosswalks and/or sidewalks: The City lacks adequately marked crosswalks which if properly improved can encourage safe walking and bicycling within the City. The countermeasures proposed as part of this project would improve and promote pedestrian safety. The perceived lack of high visibility signage and markings at crossing locations adjacent to schools and City parks act as a deterrent to parents in allowing their children to walk to and from school. This disadvantaged community has a large need for more walkable areas. The current routes and existing conditions are not adequate. Pedestrians account for over 17.5 percent of all fatalities in motor vehicle traffic crashes, and the majority of these deaths occur at uncontrolled crossing locations such as mid-block or un-signalized intersections. These are among the most common locations for pedestrian fatalities, generally because of inadequate pedestrian crossing facilities and insufficient or inconvenient crossing opportunities, all of which create barriers to safe, convenient, and complete pedestrian networks.

g. Eliminates or reduces behaviors that lead to collisions involving non-motorized users: Below is a list of all of the improvements and countermeasures proposed as part of this project and their corresponding CRF values which may eliminate or reduce behaviors that lead to collisions involving non-motorized users. Pedestrian Ahead Signs and Pavement Markings allow drivers to know of future pedestrian crossing ahead of time a CRF of 15% can be realized. Yield lines and Yield Here to Pedestrian signs improve sight



distance for drivers approaching crossings and provides an extra safety buffer and is effective in reducing multiple threat danger to pedestrians. A CRF of 9-17% is shown. Multiple safety enhancements at non-signalized intersections with marked crosswalks such as signage, pavement legends, high visibility striping increase the prominence of crosswalks and pedestrians to oncoming drivers provides a CRF of 37%. Installation of larger or additional STOP or warning signs a CRF of 15%. Clear sight triangles by providing red curb or no parking zones approaching a crossing a CRF of 20%.

e. Addresses inadequate vehicular traffic control devices: After Installation of the larger, double sided, enhanced crosswalk signage, the yielding distances are expected to increase, reducing the chance that a pedestrian will be struck by motorists who are unable to see the pedestrian when a yielding vehicle is blocking the view of passing motorists. Flashing Beacons or RRFB on Pedestrian signs and LED flashing Stop signs helps to reduce right angle or through vehicle to pedestrian crashes with a proven CRF of 20-35%.

The project will increase the proportion of active transportation and non-motorized trips accomplished by pedestrians. Pedestrians are considered to be "vulnerable road users". They are much more likely than others to be injured or killed in a collision. The most at risk are school age pedestrian and elderly adults. The NHTSA has indicated that barriers to mobility are anything that restricts an individual's ability to physically move along a roadway. By providing a safer pedestrian infrastructure for them to use they lower their exposure of being injured or killed in a collision. Although walkable communities are a much-needed asset in low income disadvantaged communities, they are not always possible due to physical barriers that old industrial uses impose on these communities. The desired outcome of this project will be to address these barriers and deliver a project that will benefit the non-motorized user community.

Per the FHWA Federal Highway Administration: Pedestrians account for over 17.5% of all fatalities in vehicle accidents. The AAA Foundation for Traffic Safety found the average risk of severe injury for a pedestrian struck by a vehicle increases with the speed of impact. Severe injury occurs 10% of the time with speeds of 16 mph and increases to 75% of the time at 50 mph. 16% of all pedestrian-related crashes occur because of a driver violation (e.g. failure to yield right of way). Pedestrians were also more likely to be struck by the front of the vehicle than the rear, right, or left side. Which is indicative that speed is a factor.

**Part B: Narrative Questions****Question #4****QUESTION #4****PUBLIC PARTICIPATION and PLANNING (0-10 POINTS)****A. Describe the community based public participation process that culminated in the project**

Include discussions of: What was the process to prepare for existing and future needs of users of this project? Who was engaged in the public participation and planning process? How will stakeholders continue to be engaged in the implementation of the project?

(Max of 1000 words)

Words Remaining: 58

Public participation was an important component throughout the ATP development, encompassing a variety of outreach strategies targeting a diverse range of community members and stakeholders. This project was based on a large community effort and input which included public meetings, surveys, community events and workshops with the residents, school districts, school staff including the principal, students, elected officials, SCAG (Southern California Association of Governments) who prepared the regional transportation plan (RTP) which is also a Joint Powers Authority under California state law and established as an association of local governments and agencies that voluntarily convene as a forum to address regional issues. Under federal law, SCAG is designated as a Metropolitan Planning Organization (MPO) and under state law as a Regional Transportation Planning Agency and a Council of Governments. The City also interfaced with Metro (the Los Angeles County Metropolitan Transportation Authority) which is a transportation agency serving as transportation planner and coordinator, designer, builder and operator for one of the country's largest, most populous counties. More than 9.6 million people – nearly one-third of California's residents – live, work, and play within the 1,433-square-mile service area that Metro covers.

Additionally, a large majority of the project locations are near schools in the City. Each school principal was personally contacted by the City to discuss the project and the type of crosswalk and pedestrian improvements the schools needed, including any concerns the schools had that could be addressed as part of this project. This was very critical in ensuring the project focused on pedestrian safety for school aged children which is a top priority for the City and parents.

Included in the letters of support attachment at the end of this application are support letters from governmental stakeholders listed below which the City engaged with as part of developing and planning this project:

Public Stakeholders.

- Youth
- Physically disabled
- Disadvantaged community
- School communities
- Residents
- Business Owners
- Seniors

Governmental Stakeholders/ state legislature, please refer to letter of support from these governmental offices, please refer to Attachment I Letters of Support attached to the application:

- Supervisor Hilda Solis
- Majority Leader Ian Calderon
- Congresswoman Linda Sánchez
- Senator Susan Rubio
- LA County METRO
- SCAG
- SGVCOG (San Gabriel Valley Council of Governments)
- Mountain View School District
- Monte Vista Elementary
- Cogswell School
- Miramonte Elementary School
- South El Monte High
- Dean L Shively Middle School
- Potrero School
- New Temple Elementary School
- EM/SEM Chamber of Commerce

The public participation and planning component in developing the project was crucial as this City is entirely located in what is considered a "disadvantaged community" based on the CalEnviroScore criteria. Many of the city's residents use the routes and intersections daily that are included in the project scope, so it was critical to bring them to the table to discuss what type of improvements they would like to see.



The key issues emerging out of the public input process primarily revolved around improving safety, enhancing public space, and the need for traffic calming. Specific comments from the community that were incorporated into the proposed project include: 1) upgrade crosswalks and signals for pedestrians; 2) address crossing/pedestrian safety issues along major corridors; and 3) Improve crossings, particularly near schools. These issues are addressed in the project with specific treatment options to address the safety concerns expressed by the public.

Ongoing engagement between stakeholders and the City will be an integral component to facilitate successful implementation of the project. Stakeholders have shown their commitment to the project with their letters of support (Attachment I). The stakeholders will continue to be engaged and ongoing outreach will resume throughout the process. If the application is not funded, the stakeholders will continue to work together to find other funding opportunities for much needed countermeasures. Together with the City, the stakeholders will help to ensure greater access and promotion of active modes of transportation.

Keeping the public informed of the City's plans to provide needed improvements was important in the development of this project. The City actively engaged with the community through public meetings, surveys, and notices. There is a great demand from the community to improve the quality of life for residents throughout the City. The City aspires to have pedestrian crossings that enhance the quality of life for all residents and provide safe and comfortable means of travel by foot, bicycle, and transit.

The proposed project was developed through a comprehensive public participation process which included appropriate levels of public and governmental stakeholders. Project meetings and informational booths were set up at the following outreach public events to let the community know of the City's plans and collect feedback. This allowed a broad reach to speak with many different people who are part of the community.

Meeting Stats:

-5 Meetings were Held

-Meetings took place during already scheduled public events which were open to the community to capture as much people as possible. A booth was set up with information about the project as well as surveys for the community to fill out. In addition, City staff designated field reps to walk around the city sponsored public event to interview residents as well as provide questionnaires for them to fill out. The locations of the events ranged from City Hall to City Parks and was accessible by public transportation. The City has a large Spanish speaking population and all meeting items were also translated to Spanish.

-A total of 157 field surveys were passed out and collected during these events which identified and prioritized safety improvements the community would like to see implemented in the City.

Attach any applicable Public Participation & Planning documents:

B, Q4, A, Public Participation Docs.pdf



Part B: Narrative Questions

Question #5

QUESTION #5

SCOPE AND PLAN CONSISTENCY (0 - 3 points)

A. The evaluators will consider the following: (3 points max)

- Consistency between the Layouts/maps, Engineer's estimate and Proposed scope
- Compliance with the Engineer's Checklist
- Complete project schedule

**Part B: Narrative Questions****Question #6****USE OF CALIFORNIA CONSERVATION CORPS (CCC) OR CERTIFIED LOCAL COMMUNITY CONSERVATION CORPS (CALCC)
(0 to -5 POINTS)**

- ☐ Applicant has not coordinated with both corps, or Tribal Corps (if applicable) (-5 points)
- ☐ Applicant contacted the corps; but does not intend to partner with any corps (-5 points)
- ☐ Applicant is not requesting Construction funds (0 points)

Step 1: The applicant must submit the ATP Corps Consultation Form to both the CCC and CALCC at least ten (10) business days prior to the application submittal to Caltrans. The CCC and CALCC will respond within ten (10) business days from receipt of the information. Links to the ATP Corps Consultation Form, instructions and contact information for submission or questions can be found at:

[California Conservation Corps ATP webpage](#)

Or

[Certified Local Conservation Corps ATP webpage](#)

The applicant must also attach any email correspondence from the CCC and CALCC or Tribal Corps (if applicable) to the application verifying communication/participation. Failure to attach their email responses will result in a loss of 5 points.

Attach submittal email, response email and any attachment(s) from the CCC:

Email Correspondence, No, CCC (SEM).pdf

Attach submittal email, response email and any attachment(s) from the CALCC:

Email Correspondence Response, CALCC (SEM).pdf

Attach submittal email, response email and any attachment(s) from the Tribal Corps (If applicable):

NOT APPLICABLE TO PROJECT.pdf

Step 2: The applicant has coordinated with the CCC AND with the CALCC, or the Tribal Corps and determined the following: (check appropriate box)

- ☐ Applicant intends to utilize the CCC, CALCC, or the Tribal Corps on the following items listed below. (0 points) (Max of 100 Words)
- ☐ No corps can participate in the project. (0 points)
- ☒ At the time that the application was submitted, the applicant had not received a response from the following corps: (0 points)
- ☐ the CCC ☒ the CALCC ☐ the Tribal Corps (if applicable)



Part B: Narrative Questions

Question #7

QUESTION #7

APPLICANT'S PERFORMANCE ON PAST ATP FUNDED PROJECTS (0 to -10 points)

For CTC use only.



Part C: Application Attachments

Applicants must ensure all data in this part of the application is fully consistent with the other parts of the application. See the Application Instructions and Guidance document for more information and requirements related to Part C.

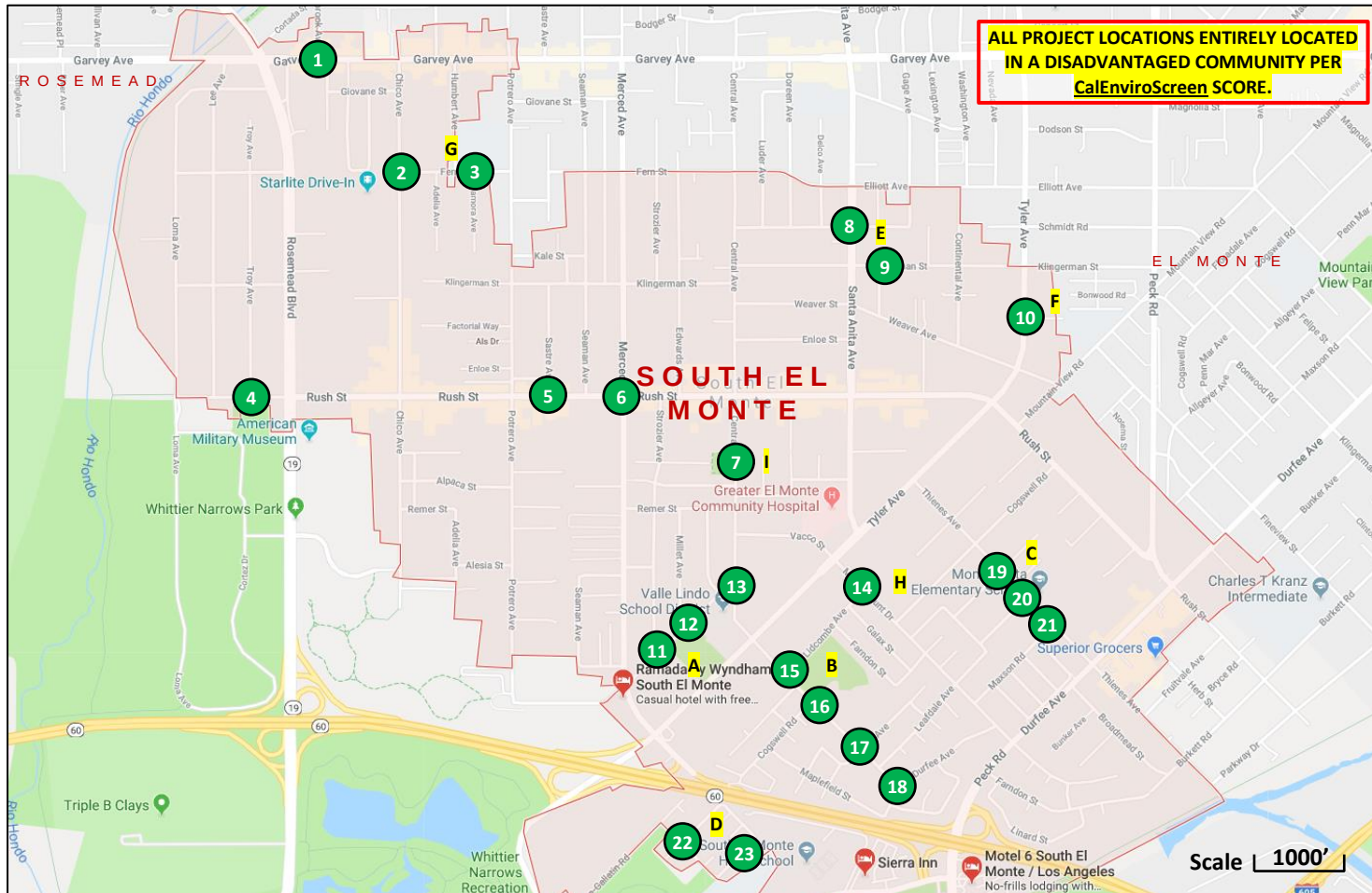
List of Application Attachments

The following attachment names and order must be maintained for all applications. Depending on the Project Type (I, NI or Plans) some attachments will be intentionally left blank. All non-blank attachments must be identified in hard-copy applications using “tabs” with appropriate letter designations.

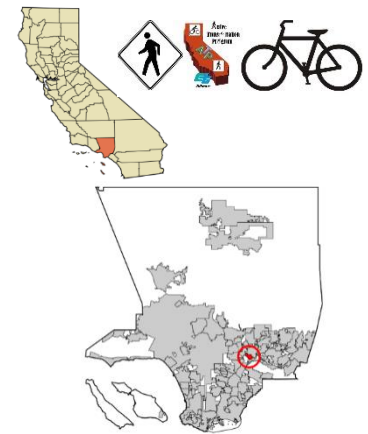
Application Signature Page (Required for all applications)	Attachment A
Attach A - Signature Page (SEM).pdf	
Engineer's Checklist (Required for Infrastructure & Combo Projects)	Attachment B
Attach B - Engineer's Checklist - SEM.pdf	
Project Location Map (Required for all applications)	Attachment C
Attach C - Proj Location Map (SEM).pdf	
Project Map/Plans showing existing and proposed conditions (Required for all Infrastructure Projects; Optional for 'Non-Infrastructure' and 'Plan' Projects)	Attachment D
Attach D - Project Map, Plans, Exist & Prop (SEM).pdf	
Photos of Existing Conditions (Required for all applications)	Attachment E
Attach E - Photos of Existing Conditions.pdf	
Project Estimate (Required for all Infrastructure Projects)	Attachment F
Attach F - Project Estimate (SEM).pdf	
Non-Infrastructure Work Plan (Form 22-R) (Required for all projects with Non-Infrastructure Elements)	Attachment G
NOT APPLICABLE TO PROJECT.pdf	
Plan Scope of Work (Form 22-PLAN) (Required for all Plan Projects)	Attachment H
Letters of Support (10 maximum) and Support Documentation (Required or recommended for all projects as designated in the instructions) (All letters must be scanned into one document.)	Attachment I
Attach I - Letters of Support (SEM).pdf	
Exhibit 22-F State Funding	Attachment J
NOT APPLICABLE TO PROJECT.pdf	
Additional Attachments (Additional attachments may be included. They should be organized in a way that allows application reviews easy identification and review of the information.) (All additional attachments must be scanned into one document.)	Attachment K
NOT APPLICABLE TO PROJECT.pdf	

ATTACHMENT C: PROJECT LOCATION MAP

City of South El Monte (Sponsoring Agency)



**Project Location within
Los Angeles County
In the City of South El Monte**



LEGEND

City Boundary

PROJECT LOCATIONS

- A Dean L Shively Middle School
- B New Temple Elementary School
- C Monte Vista Elementary School
- D South El Monte High School
- E Miramonte Elementary School
- F Cogswell Elementary School
- G Potrero School (K-8)
- H Epiphany Catholic School
- I Akitoi Learning Center

- 1 Garvey Ave & Lashbrook Ave
- 2 Chico Ave & Fern St
- 3 Fern St & Tamora Ave
- 4 Rush St & Troy Ave
- 5 Rush St & Sastre Ave
- 6 Rush St & Merced Ave

- 7 Central Ave at Community Park
- 8 Santa Anita Ave & Schmidt Rd
- 9 Klingerman St & Granada Ave
- 10 Tyler Ave & Fineview St
- 11 Strozier Ave & Lerma Rd
- 12 Millet Ave & Lerma Rd

- 13 Central Ave & Lerma Rd
- 14 Lidcombe Ave & Michael Hunt Dr
- 15 Lidcombe Ave & Central Ave
- 16 Cogswell Rd & Central Ave
- 17 Allgeyer Ave & Central Ave
- 18 Durfee Ave & Central Ave

- 19 Penn Mar Ave & Thienes Ave
- 20 Leafdale Ave & Thienes Ave
- 21 Maxson Rd & Thienes Ave
- 22 Lexham Ave & Andrews St
- 23 Farmer Ave and High School

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 1: GARVEY AVE & LASHBROOK AVE



	EXISTING CONDITIONS	PROPOSED CONDITIONS	
	1 Garvey Ave & Lashbrook Ave ✓ Overhead pedestrian signal ✓ Crosswalk in West Leg ✓ Faded crosswalk markings ✓ Non-standard MUTCD “Pedestrian Ahead” signage ✓ Non-standard MUTCD “Pedestrian Crossing” signage ✓ No “STOP Here for Pedestrian” signage	 Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  W11-2 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  W11-2 Signage and Doubled Sided W11-2 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal	 R1-5C Stop Here for Pedestrians Sign  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint  Remove existing STOP Bar on east leg  Paint curb in red  R10-15 Turning Vehicles Yield to Pedestrian sign

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 2: CHICO AVE & FERN ST



EXISTING CONDITIONS

2 Chico Ave & Fern St

- ✓ STOP Controlled in east leg
- ✓ Uncontrolled in north and south leg
- ✓ White crosswalk in north leg
- ✓ Faded crosswalk markings
- ✓ No "Pedestrian Ahead" signage
- ✓ No "Pedestrian Crossing" signage
- ✓ Faded white "School Xing" pavement legends
- ✓ No "STOP Here for Pedestrian" signage

PROPOSED CONDITIONS



Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)



Raised Pavement Markers (RPM)



Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)



S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)



Double Sided S1-1 (36"x36") Signage (School Crosswalk Warning) with Downward Facing Arrow toward the Crosswalk



R1-5 Yield Here to Pedestrians Sign



Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)



Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint



Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 3: FERN ST & TAMORA AVE



EXISTING CONDITIONS	PROPOSED CONDITIONS	
 Fern St & Tamora Ave	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)	 R1-5 Yield Here to Pedestrians Sign
✓ STOP Controlled in south leg	 Raised Pavement Markers (RPM)	 Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint
✓ Uncontrolled in east and west leg	 Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)	 Remove existing parking spaces (6 total, including 1 handicap space) and install Bulb-Outs with Pedestrian Curb Ramps
✓ Yellow crosswalk markings	 S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)	 Remove existing crosswalk in WL
✓ Faded crosswalk markings	 Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)	 Paint curb in red
✓ Non-standard MUTCD "Pedestrian Ahead" signage in eastbound direction		 Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)
✓ Non-standard MUTCD "Pedestrian Crossing" signage		
✓ Faded yellow "Slow School Xing" pavement legends		
✓ No "STOP Here for Pedestrian" signage		

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 4: RUSH ST & TROY AVE



EXISTING CONDITIONS

4 Rush St & Troy Ave

- ✓ STOP Controlled in north leg
- ✓ Uncontrolled in east and west leg
- ✓ White crosswalk in west leg
- ✓ Faded crosswalk markings
- ✓ No "Pedestrian Ahead" signage
- ✓ No "Pedestrian Crossing" signage
- ✓ Faded white "School Xing" pavement legends
- ✓ No "STOP Here for Pedestrian" signage

PROPOSED CONDITIONS

Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)

Raised Pavement Markers (RPM)

Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)

W11-2 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)

Solar Powered LED (36x36) Blinking W11-2 Sign (Pedestrian Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)

R1-5 Yield Here to Pedestrians Sign

White "PED XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)

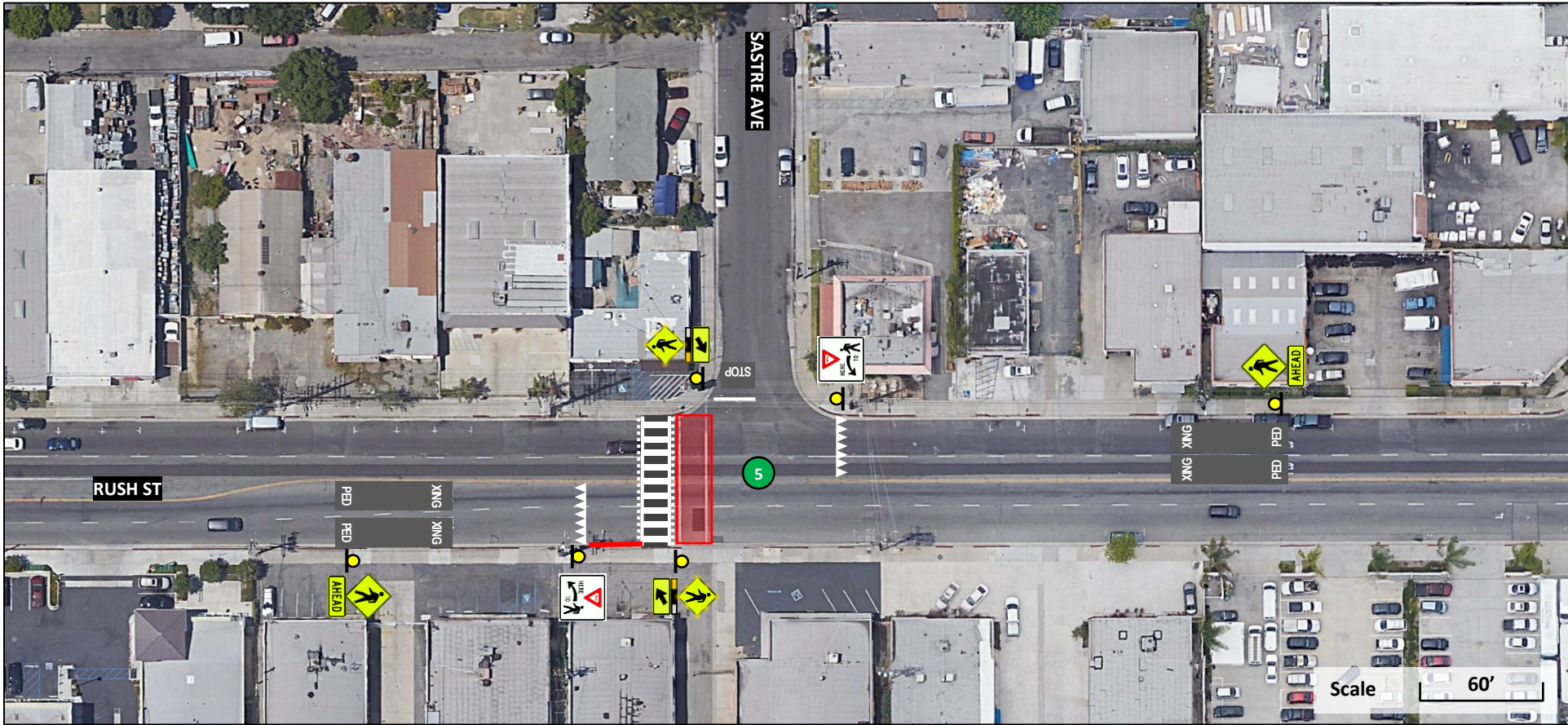
Re-paint faded white "STOP" Pavement Legend and STOP line in White High Reflective Paint

Re-paint faded "30" mph Pavement Legend in White High Reflective Paint

Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 5: RUSH ST & SASTRE AVE



EXISTING CONDITIONS	PROPOSED CONDITIONS
  5 Rush St & Sastre Ave ✓ STOP Controlled in north leg ✓ Uncontrolled in east and west leg ✓ White crosswalk in west leg ✓ Faded crosswalk markings ✓ Non-standard MUTCD "Pedestrian Ahead" signage ✓ No "Pedestrian Crossing" signage ✓ Faded white "PED Xing" pavement legends ✓ No "STOP Here for Pedestrian" signage ✓ Crosswalk leads to a driveway	 Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  W11-2 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Solar Powered LED (36x36) Blinking W11-2 Sign (Pedestrian Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)  R1-5 Yield Here to Pedestrians Sign  White "PED XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)  Re-paint faded white "STOP" Pavement Legend and STOP line in White High Reflective Paint  Shift existing marked crosswalk in west leg so it does not lead to driveway/alley  Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 6: RUSH ST & MERCED AVE



EXISTING CONDITIONS

6 Rush St & Merced Ave

- ✓ Signalized intersection
- ✓ Permissive left turn
- ✓ Ladder striped crosswalk in north leg
- ✓ Standard stiped crosswalks in east, west, and south legs
- ✓ 2 lanes in each direction
- ✓ Industrial area

PROPOSED CONDITIONS



Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)



Raised Pavement Markers (RPM)



Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)



Install an Upgraded audible Countdown Pedestrian push button System (CAMUTCD Section 4E.07) at Every Corner for each Crosswalk Approach with a Pedestrian Push Button

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 7: CENTRAL AVE AT MARY VAN DYKE PARK



EXISTING CONDITIONS

7 Central Ave at Mary Van Dyke Park

- ✓ Overhead pedestrian signal
- ✓ Midblock crosswalk
- ✓ Faded crosswalk markings
- ✓ "School Crossing" signage ahead of crosswalk
- ✓ Non-standard MUTCD "School Crossing" signage at crosswalk
- ✓ No "STOP Here for Pedestrian" signage
- ✓ Rumble stripes approaching crosswalk in both directions

PROPOSED CONDITIONS

- Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
- Raised Pavement Markers (RPM)
- Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)
- S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)
- Doubled Sided S1-1 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal



R1-5C Stop Here for Pedestrians Sign



Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)



Re-paint faded "30" mph Pavement Legend in White High Reflective Paint

Paint curb in red

Remove existing Stop lines and move closer to crosswalk

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

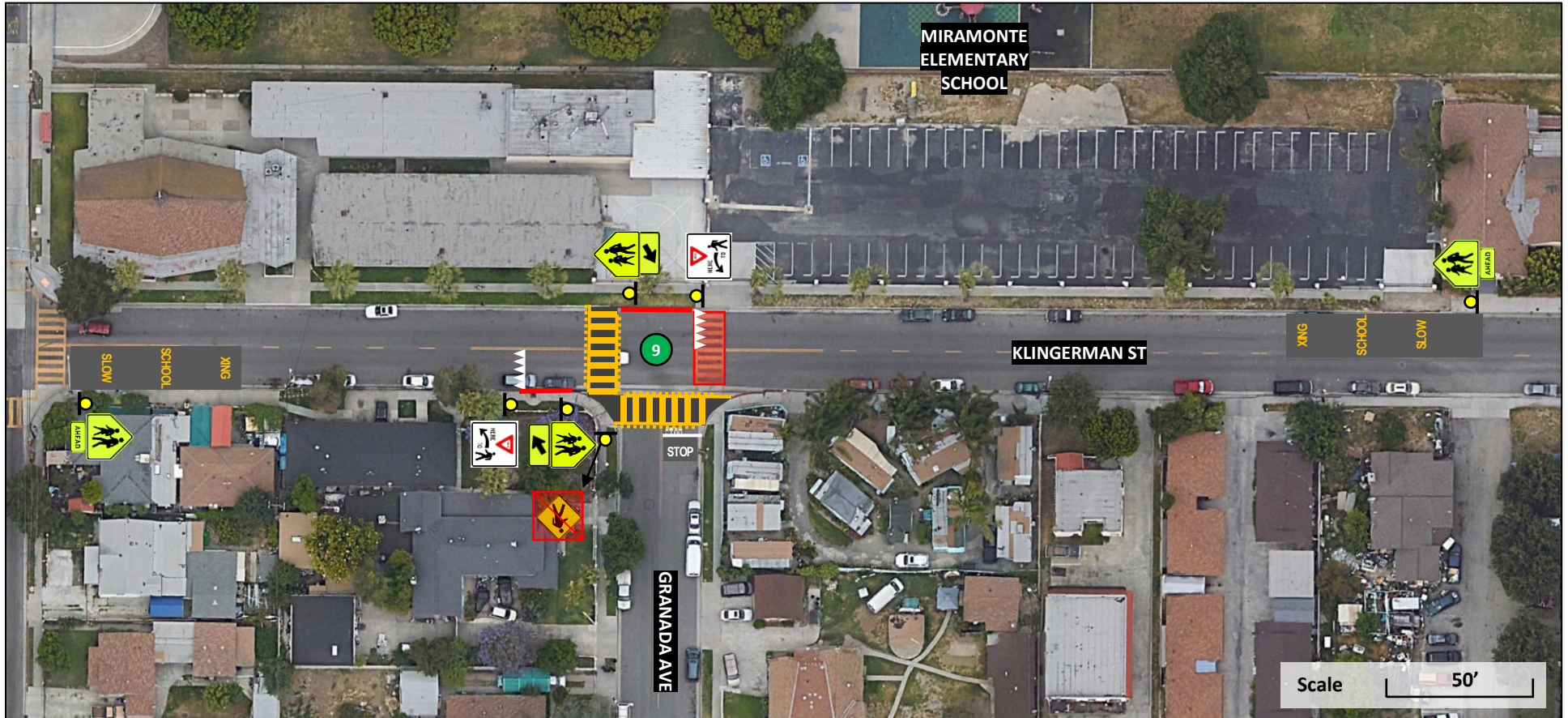
LOCATION 8: SANTA ANITA AVE & SCHMIDT RD



 8 Santa Anita Ave & Schmidt Rd	EXISTING CONDITIONS ✓ STOP Controlled in east and west leg ✓ Uncontrolled in north and south leg ✓ Yellow crosswalk in south leg ✓ Faded crosswalk markings ✓ No "School Crossing Ahead" signage ✓ Non-standard MUTCD "School Crossing" signage ✓ Faded yellow "Slow School Xing" pavement legends ✓ No "STOP Here for Pedestrian" sign ✓ Rumble stripes approaching crosswalk in both directions ✓ 25 mph School Speed Limit Sign	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)	 R1-5 Yield Here to Pedestrians Sign  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 9: KLINGERMAN ST & GRANADA AVE



	EXISTING CONDITIONS 9 Klingerman St & Granada Ave ✓ STOP Controlled in south leg ✓ Uncontrolled in east and west leg ✓ Yellow crosswalk in east leg ✓ Faded crosswalk markings ✓ No "School Crossing Ahead" signage ✓ Non-standard MUTCD "School Crossing" signage ✓ Faded Yellow "Slow School Xing" pavement legends ✓ No "STOP Here for Pedestrian" signage	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Double Sided S1-1 (36"x36") Signage (School Crosswalk Warning) with Downward Facing Arrow toward the Crosswalk  Remove existing W11-2 sign  R1-5 Yield Here to Pedestrians Sign  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Remove existing marked crosswalk in west leg so it does not lead to driveway  Paint curb in red  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 10: TYLER AVE & FINEVIEW ST



	EXISTING CONDITIONS	PROPOSED CONDITIONS	
	10 Tyler Ave & Fineview St ✓ STOP Controlled in east leg ✓ Uncontrolled in north and south leg ✓ Yellow crosswalk in south leg ✓ Faded crosswalk markings ✓ No "Pedestrian Ahead" signage ✓ No "Pedestrian Crossing" signage ✓ Faded white "School Xing" pavement legends ✓ No "STOP Here for Pedestrian" signage ✓ 2 lanes in each direction ✓ 35 mph posted Speed Limit sign	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Overhead Pedestrian Signal with doubled Sided S1-1 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal	 R1-5C Stop Here for Pedestrians Sign  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 11: STROZIER AVE & LERMA RD





EXISTING CONDITIONS

11 Strozier Ave & Lerma Rd

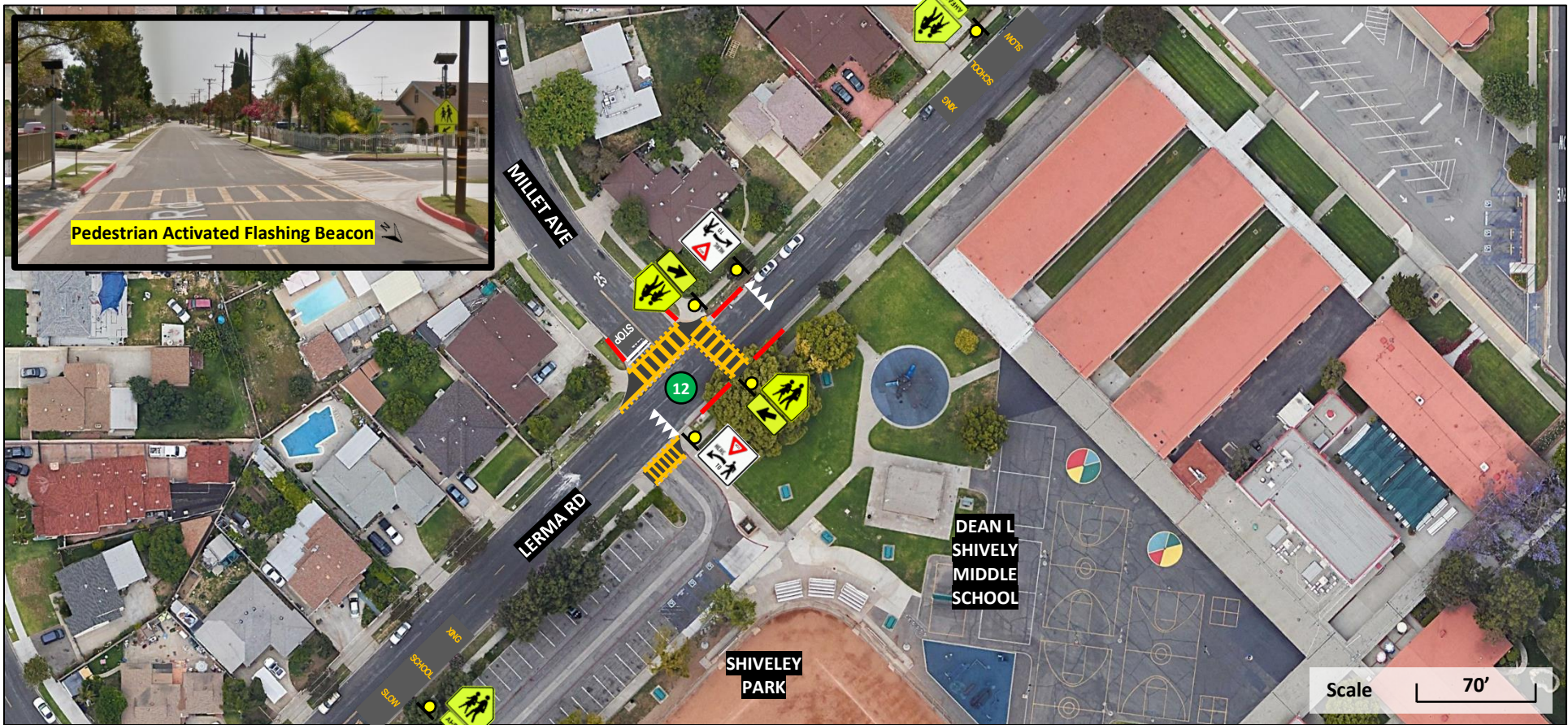
- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in north and west legs
- ✓ Faded crosswalk markings
- ✓ Non-standard MUTCD “School Crossing” signage at north leg crosswalk

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint
-  Remove non-standard MUTCD “School Xing” signs
-  Paint approximately 30-feet of curb in red
-  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 12: MILLET AVE & LERMA RD





EXISTING CONDITIONS

12 Millet Ave & Lerma Rd

- ✓ STOP Controlled in west leg
- ✓ Uncontrolled in north and south leg
- ✓ Yellow crosswalk in north and west leg
- ✓ Yellow crosswalk across parking lot exit
- ✓ Faded crosswalk markings
- ✓ Non-standard MUTCD "Pedestrian Ahead" signage
- ✓ Pedestrian activated flashing beacon in north leg crosswalk
- ✓ Faded yellow "Slow School Xing" pavement legends
- ✓ No "STOP Here for Pedestrian" signage

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)
-  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)
-  R1-5 Yield Here to Pedestrians Sign



Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)



Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint



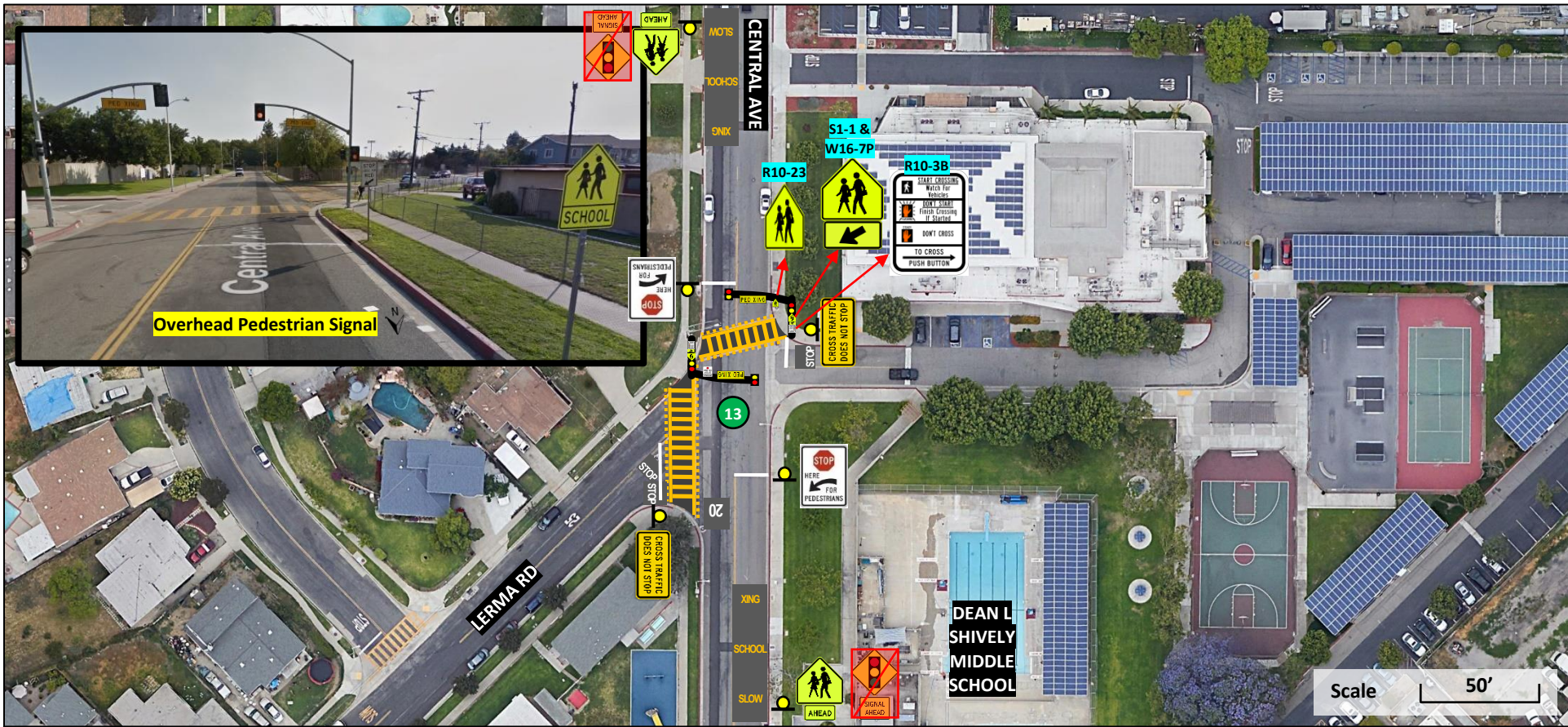
Install Larger (36"x36") Double Sided S1-1 Signage (School Crosswalk Warning) with Downward Facing Arrow toward the Crosswalk on existing Pedestrian Activated Flashing Beacon



Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 13: CENTRAL AVE & LERMA RD



	EXISTING CONDITIONS	PROPOSED CONDITIONS	
13	Central Ave & Lerma Rd	- Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path) - Raised Pavement Markers (RPM) - Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk) - S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk) - Doubled Sided S1-1 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal	- R1-5C Stop Here for Pedestrians Sign - Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk) - Re-paint faded "20" mph Pavement Legend in White High Reflective Paint - Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint - Remove existing "Signal Ahead" signage and pavement markings - Install "Cross Traffic Does Not Stop" (W4-4p) Plaque below existing STOP signs in east and west legs

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 14: LIDCOMBE AVE & MICHAEL HUNT DR



 14 Lidcombe Ave & Michael Hunt Dr ✓ All-way STOP Controlled ✓ Overhead pedestrian signal ✓ Yellow crosswalk in west leg ✓ Faded crosswalk markings ✓ Faded white "STOP AHEAD" pavement legends ✓ "STOP AHEAD" signage ✓ 25 mph School Speed Limit Sign at eastbound and westbound approach ✓ 30 mph Speed Limit sign at eastbound approach	EXISTING CONDITIONS PROPOSED CONDITIONS - Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path) - Raised Pavement Markers (RPM) - Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint - Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint	Remove existing "PED XING" sign and modify signal to flashing red for a STOP beacon
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

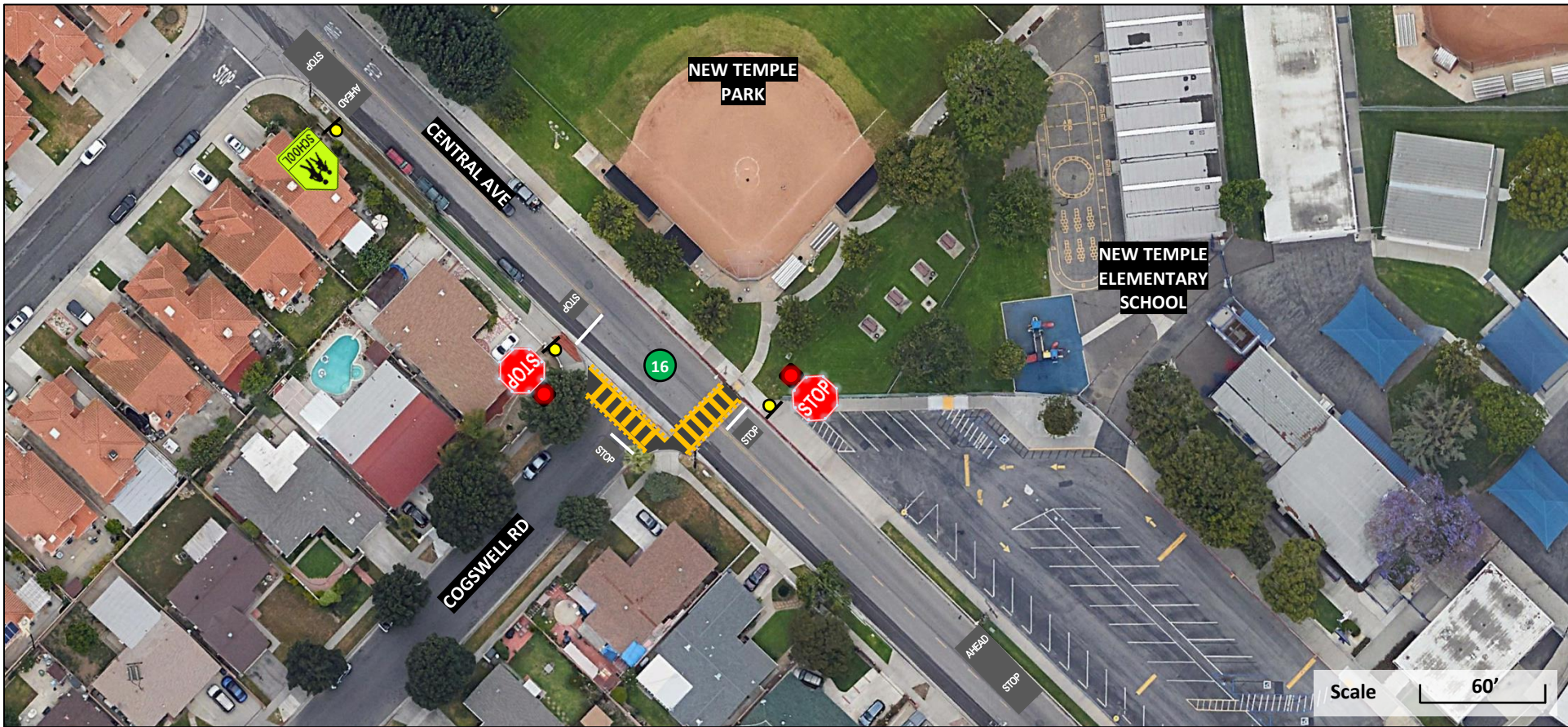
LOCATION 15: LIDCOMBE AVE & CENTRAL AVE



	EXISTING CONDITIONS	PROPOSED CONDITIONS	 White "STOP AHEAD" Pavement Legend in High Reflective Paint
	15 Lidcombe Ave & Central Ave ✓ All-way STOP Controlled ✓ White crosswalk in north and east legs ✓ Faded crosswalk markings ✓ Faded white "PED XING" pavement legends ✓ 25 mph School Speed Limit Sign	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Remove existing "PED XING" Pavement Legends  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign	

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 16: COGSWELL RD & CENTRAL AVE





EXISTING CONDITIONS

16 Cogswell Rd & Central Ave

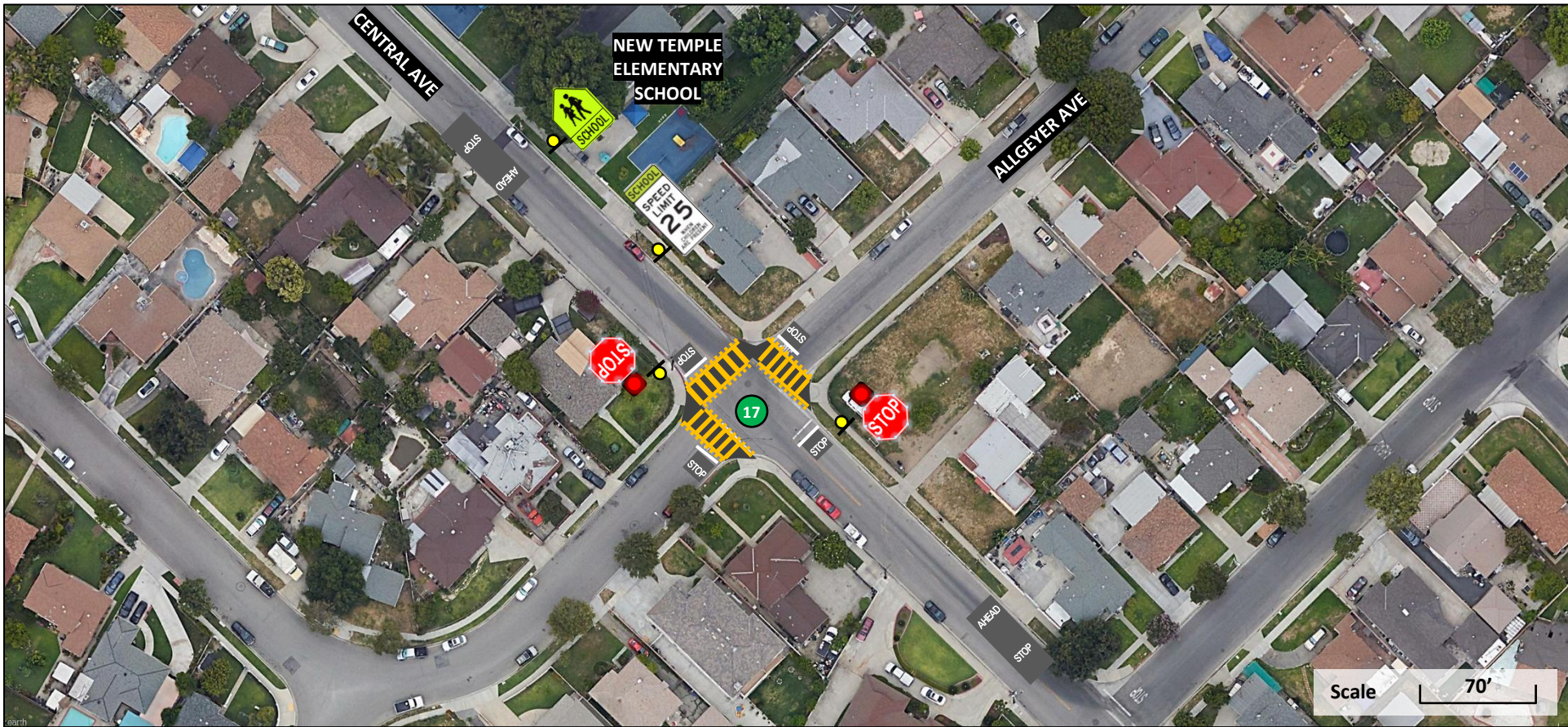
- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in east and south legs
- ✓ Faded crosswalk markings
- ✓ Faded white "STOP AHEAD" pavement legends
- ✓ "STOP AHEAD" signage
- ✓ 25 mph School Speed Limit Sign in EB direction

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint
-  Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint
-  School Warning Assembly A (CA) (SW24-1) Signage Approaching School
-  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 17: ALLGEYER AVE & CENTRAL AVE





EXISTING CONDITIONS

17 Allgeyer Ave & Central Ave

- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in east leg
- ✓ Faded crosswalk markings
- ✓ Faded white “STOP AHEAD” pavement legends
- ✓ “STOP AHEAD” signage

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint
-  Re-paint faded white “STOP AHEAD” Pavement Legend in High Reflective Paint

 School Warning Assembly A (CA) (SW24-1) Signage approaching School

 Install a Flashing Beacon above an LED Flashing R1-1 STOP sign

 School Speed Limit Assembly C (CA) (SR4-1) Signage approaching School

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 18: DURFEE AVE & CENTRAL AVE





EXISTING CONDITIONS

18 Durfee Ave & Central Ave

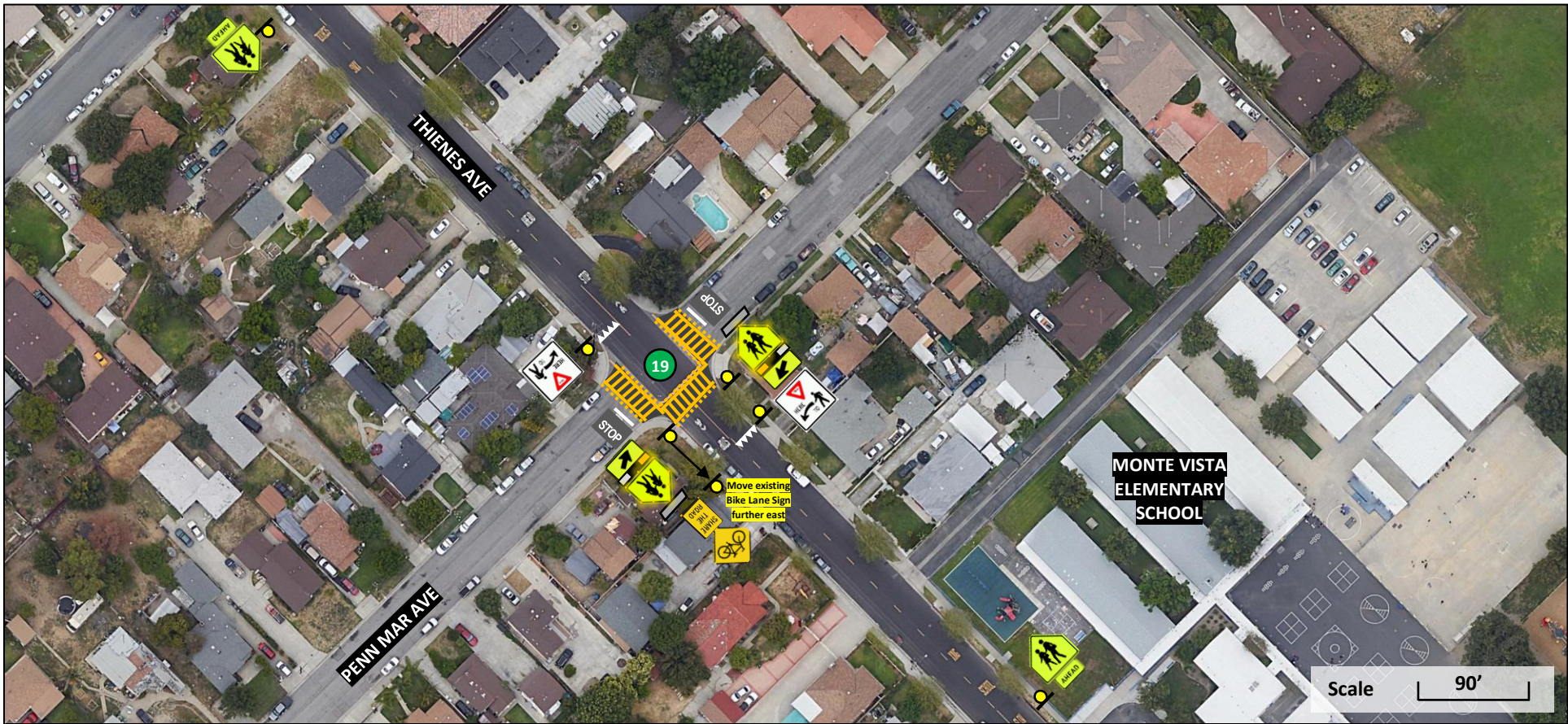
- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in north leg
- ✓ Faded crosswalk markings
- ✓ Faded white “STOP AHEAD” pavement legend in west leg
- ✓ “STOP AHEAD” signage in south leg

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint
-  Re-paint faded white “STOP AHEAD” Pavement Legend in High Reflective Paint
-  Remove existing crosswalk in north leg that leads to driveway

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

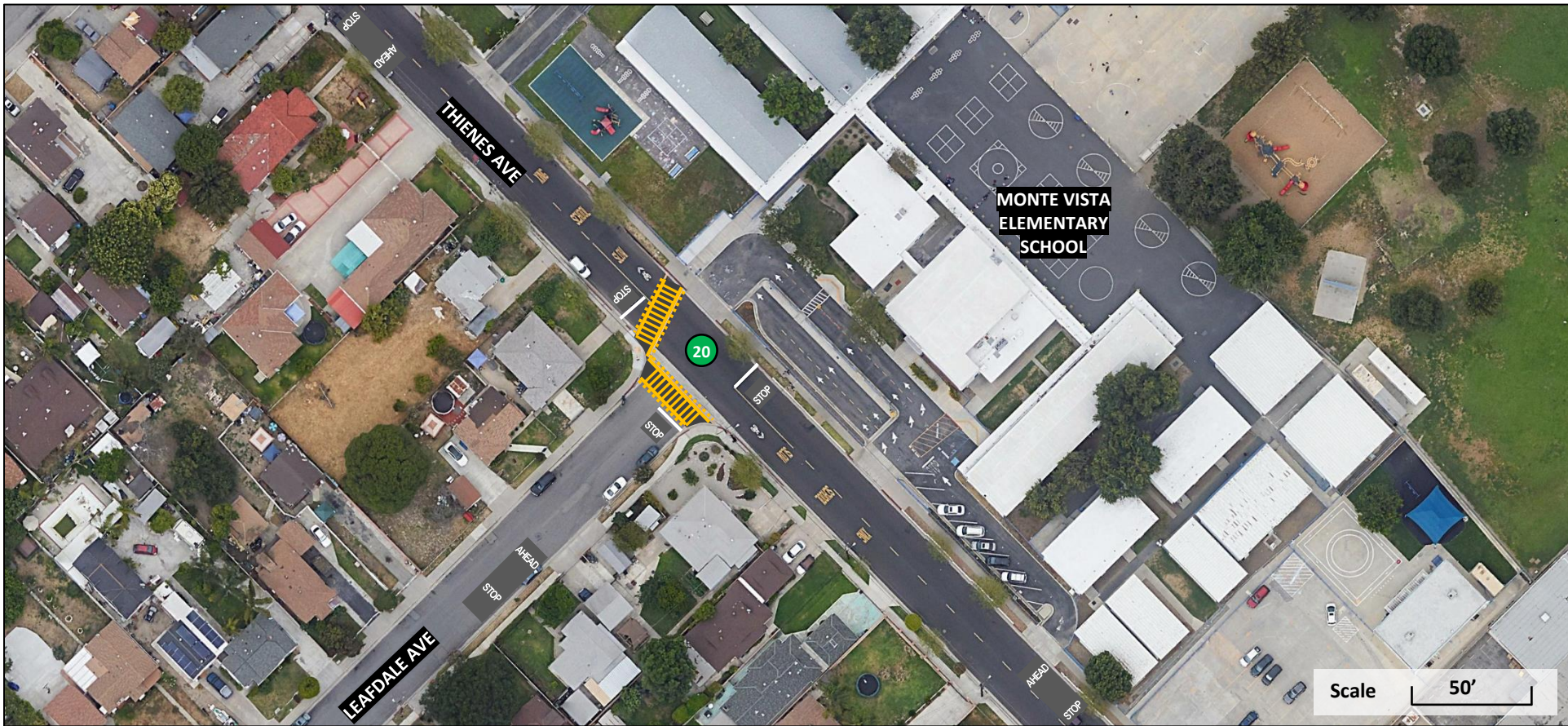
LOCATION 19: PENN MAR AVE & THIENES AVE



 	EXISTING CONDITIONS 19 Penn Mar Ave & Thienes Ave ✓ STOP Controlled in the north and south leg ✓ Yellow crosswalk in north, east, and south legs ✓ No "School Crossing Ahead" signage ✓ Non-standard MUTCD "School Crossing" signage ✓ No "STOP Here for Pedestrian" signage ✓ "School Warning" signage ✓ 25 mph School Speed Limit Sign ✓ Shared bike lane signage and pavement markers along Thienes Ave	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)	 R1-5 Yield Here to Pedestrians Sign  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Move existing "Bicycle Lane Share the Road" sign further east
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

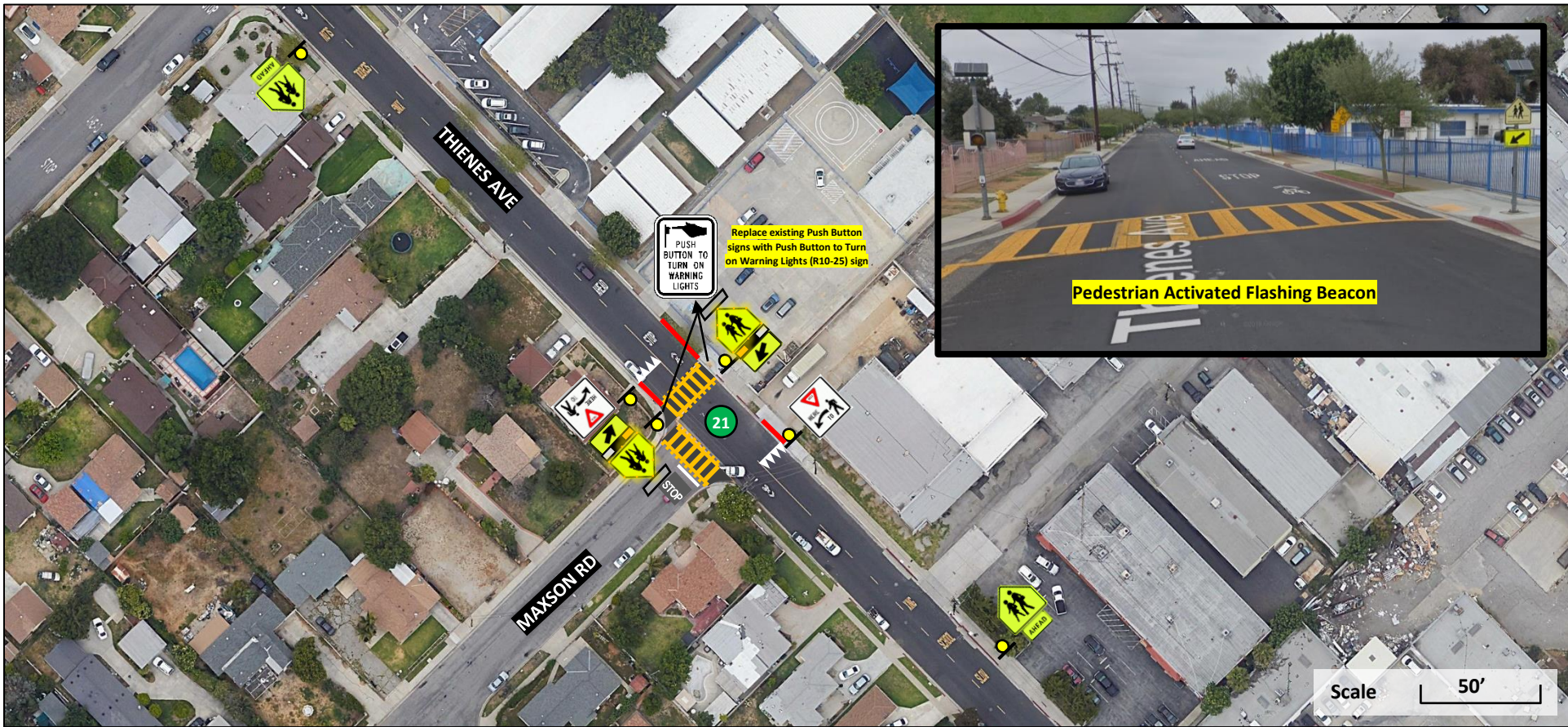
LOCATION 20: LEAFDALE AVE & THIENES AVE



 	EXISTING CONDITIONS 20 Leafdale Ave & Thienes Ave ✓ All-way STOP Controlled ✓ Yellow crosswalk in west and south legs ✓ Faded crosswalk markings ✓ Faded white “STOP AHEAD” pavement legends ✓ “STOP AHEAD” signage in south leg ✓ All-way STOP Controlled ✓ Shared bike lane signage and pavement markers along Thienes Ave	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint  Re-paint faded white “STOP AHEAD” Pavement Legend in High Reflective Paint
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

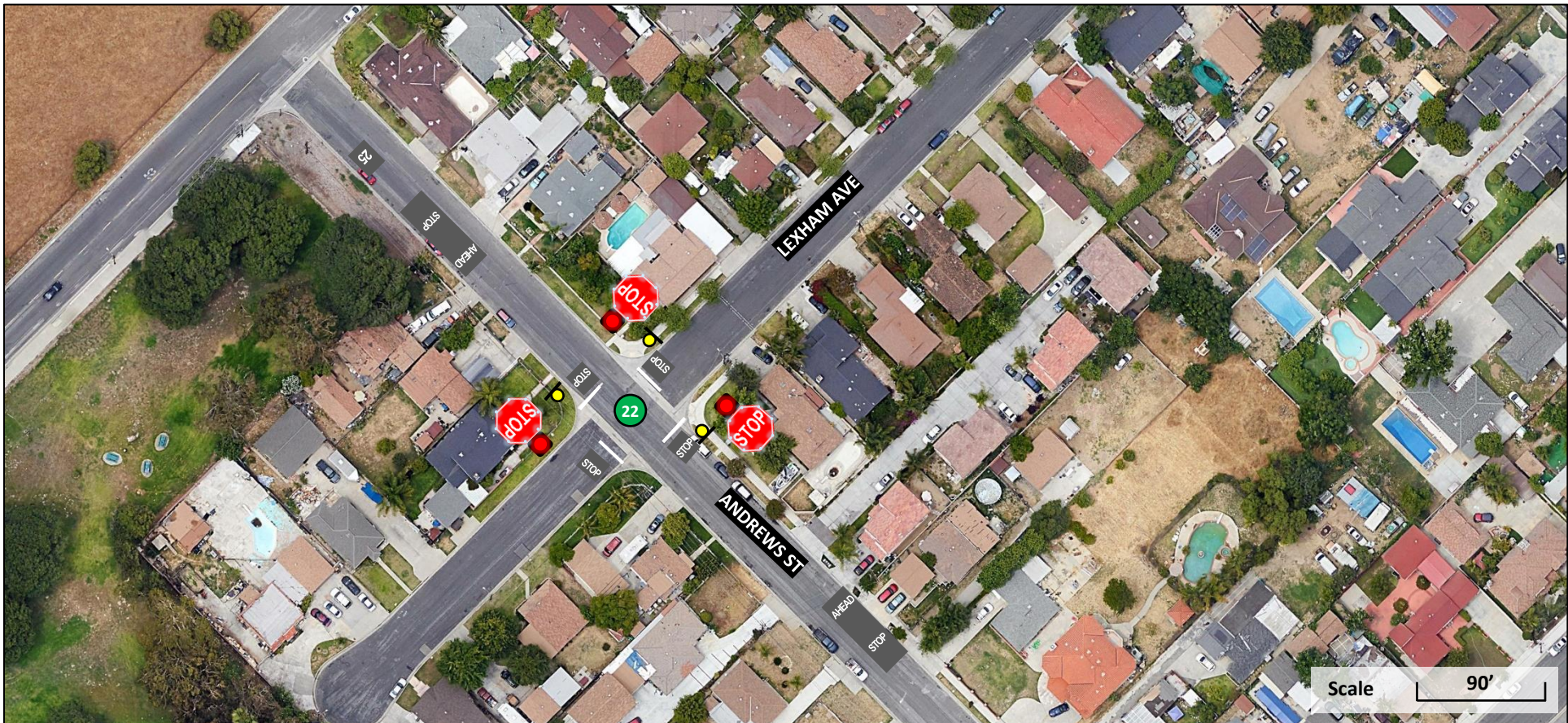
LOCATION 21: MAXSON RD & THIENES AVE



 21 Maxson Rd & Thienes Ave ✓ STOP Controlled in south leg ✓ Uncontrolled in east and west leg ✓ Yellow crosswalk in south and west leg ✓ Non-standard MUTCD "School Crossing" signage ✓ No "Pedestrian Ahead" signage ✓ Pedestrian activated flashing beacon in west leg crosswalk ✓ No "STOP Here for Pedestrian" signage	EXISTING CONDITIONS ✓ STOP Controlled in south leg ✓ Uncontrolled in east and west leg ✓ Yellow crosswalk in south and west leg ✓ Non-standard MUTCD "School Crossing" signage ✓ No "Pedestrian Ahead" signage ✓ Pedestrian activated flashing beacon in west leg crosswalk ✓ No "STOP Here for Pedestrian" signage	PROPOSED CONDITIONS - Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path) - Raised Pavement Markers (RPM) - Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk) - S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk) - Replace existing nonconforming Pedestrian Activated Flashing Beacon with Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) (All Signs are Double Sided)	- R1-5 Yield Here to Pedestrians Sign - Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint - Replace existing Push Button signs with Push Button to Turn on Warning Lights (R10-25) sign - Paint curb in red
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 22: LEXHAM AVE & ANDREWS ST



EXISTING CONDITIONS

- 22 Lexham Ave & Andrews St**
- ✓ STOP Controlled in the east and west legs
 - ✓ Faded white "STOP AHEAD" pavement legend in east and west legs
 - ✓ "STOP AHEAD" signage in east and west legs
 - ✓ 25 mph Speed Limit sign and "25" pavement legend in west leg

PROPOSED CONDITIONS

-  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign on Andrew St and SB on Lexham Ave
-  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint and paint new "STOP" pavement legends and STOP line in all legs
-  Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint
-  Re-paint faded white "25" mph pavement legend in High Reflective Paint

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 23: FARMER AVE & SOUTH EL MONTE HIGH SCHOOL





EXISTING CONDITIONS

23 Farmer Ave & South El Monte High

- ✓ Midblock uncontrolled yellow ladder crosswalk
- ✓ Faded crosswalk markings
- ✓ No "Pedestrian Ahead" signage
- ✓ No "School Crossing" signage at crosswalk
- ✓ No "STOP Here for Pedestrian" signage

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)
-  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)
-  Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)



R1-5 Yield Here to Pedestrians Sign



Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)

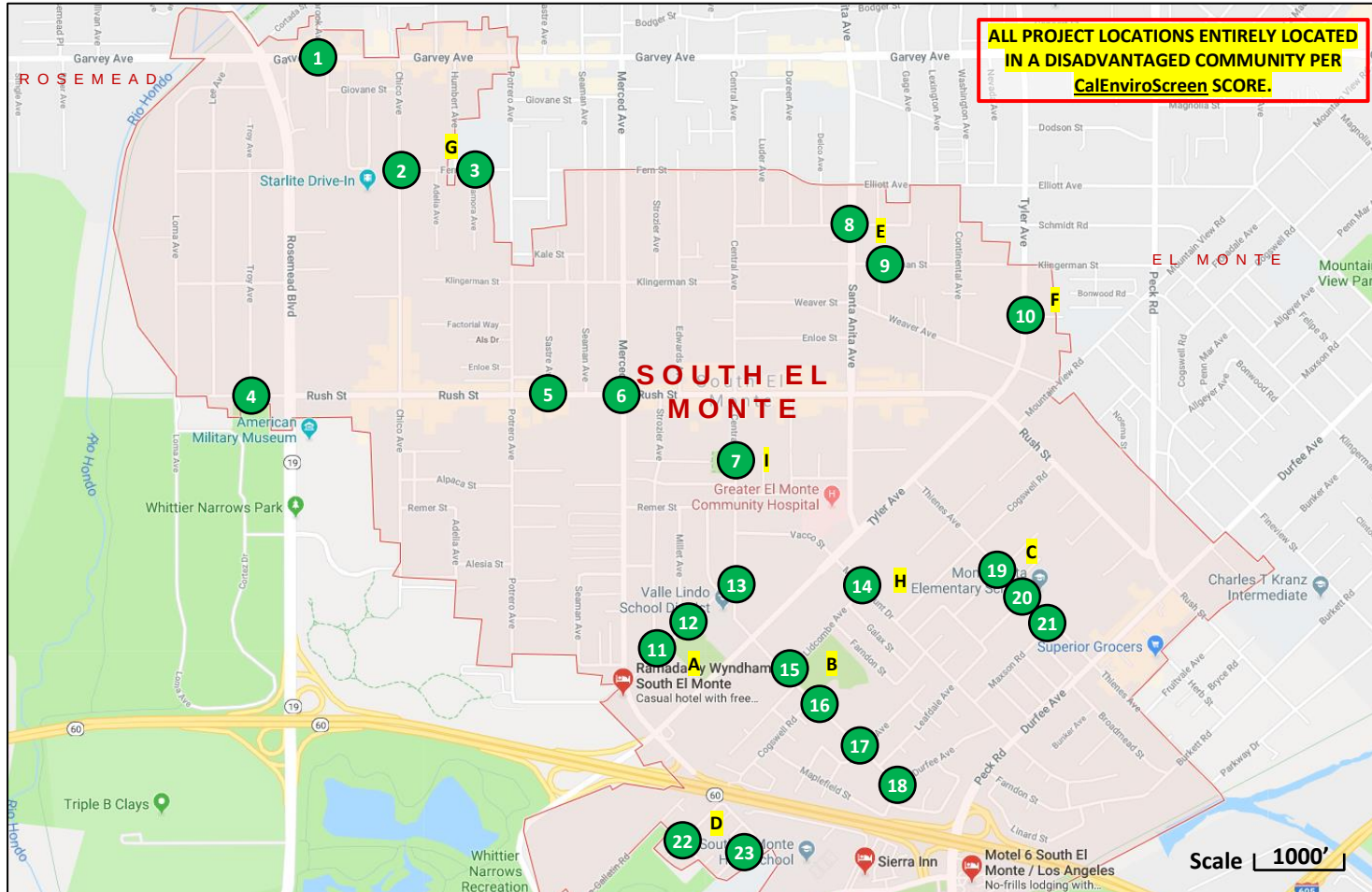


Paint curb in red

ATTACHMENT B

ATTACHMENT C: PROJECT LOCATION MAP

City of South El Monte (Sponsoring Agency)



**Project Location within
Los Angeles County
In the City of South El Monte**



LEGEND

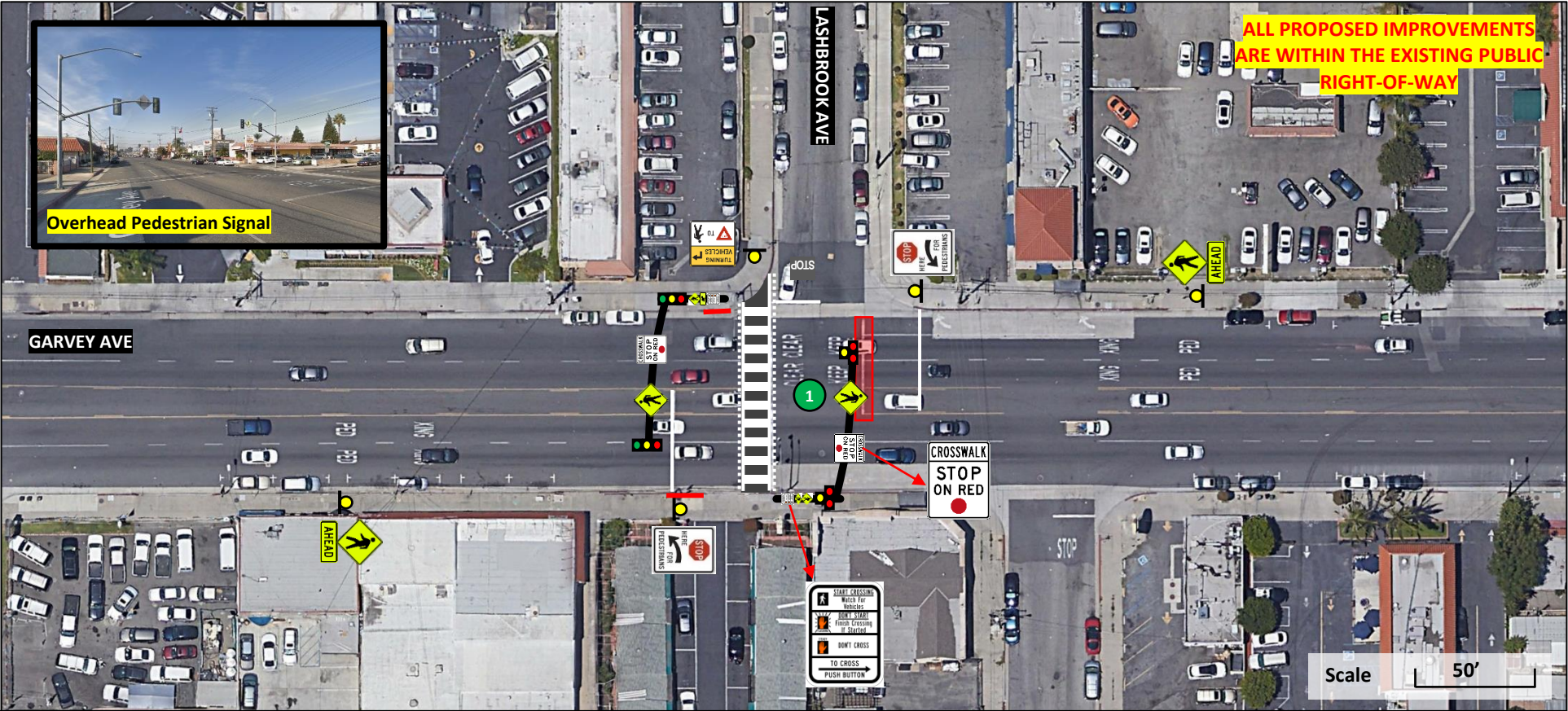
City Boundary

PROJECT LOCATIONS

A Dean L Shively Middle School	1 Garvey Ave & Lashbrook Ave	7 Central Ave at Community Park	13 Central Ave & Lerma Rd	19 Penn Mar Ave & Thienes Ave
B New Temple Elementary School	2 Chico Ave & Fern St	8 Santa Anita Ave & Schmidt Rd	14 Lidcombe Ave & Michael Hunt Dr	20 Leafdale Ave & Thienes Ave
C Monte Vista Elementary School	3 Fern St & Tamora Ave	9 Klingerman St & Granada Ave	15 Lidcombe Ave & Central Ave	21 Maxson Rd & Thienes Ave
D South El Monte High School	4 Rush St & Troy Ave	10 Tyler Ave & Fineview St	16 Cogswell Rd & Central Ave	22 Lexham Ave & Andrews St
E Miramonte Elementary School	5 Rush St & Sastre Ave	11 Strozier Ave & Lerma Rd	17 Allgeyer Ave & Central Ave	23 Farmer Ave and High School
F Cogswell Elementary School	6 Rush St & Merced Ave	12 Millet Ave & Lerma Rd	18 Durfee Ave & Central Ave	
G Potrero School (K-8)				
H Epiphany Catholic School				
I Akitoi Learning Center				

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 1: GARVEY AVE & LASHBROOK AVE





EXISTING CONDITIONS

1 Garvey Ave & Lashbrook Ave

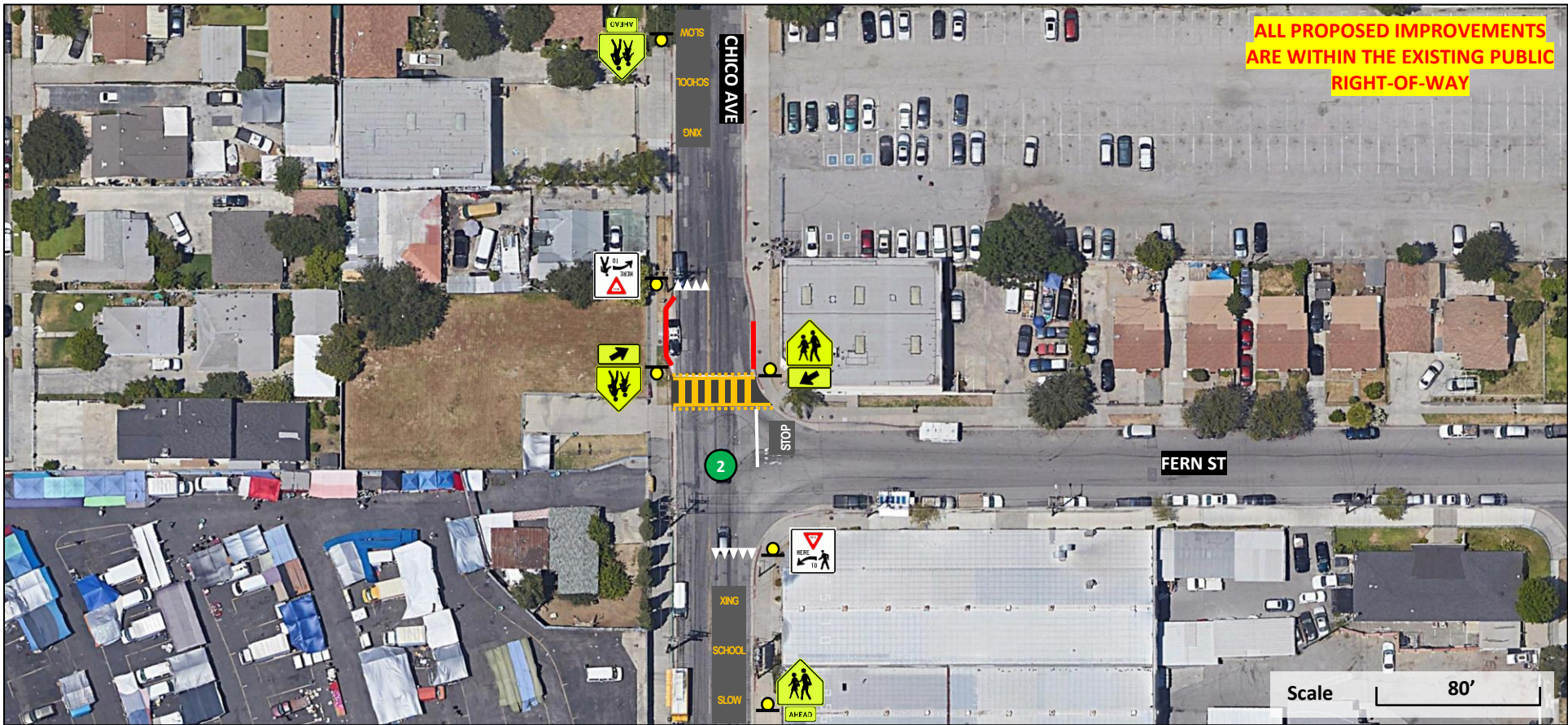
- ✓ Overhead pedestrian signal
- ✓ Crosswalk in West Leg
- ✓ Faded crosswalk markings
- ✓ Non-standard MUTCD “Pedestrian Ahead” signage
- ✓ Non-standard MUTCD “Pedestrian Crossing” signage
- ✓ No “STOP Here for Pedestrian” signage

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)
-  W11-2 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)
-  W11-2 Signage and Doubled Sided W11-2 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal
-  R1-5C Stop Here for Pedestrians Sign
-  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint
-  Remove existing STOP Bar on east leg
-  Paint curb in red
-  R10-15 Turning Vehicles Yield to Pedestrian sign

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 2: CHICO AVE & FERN ST



EXISTING CONDITIONS	PROPOSED CONDITIONS
2 Chico Ave & Fern St ✓ STOP Controlled in east leg ✓ Uncontrolled in north and south leg ✓ White crosswalk in north leg ✓ Faded crosswalk markings ✓ No "Pedestrian Ahead" signage ✓ No "Pedestrian Crossing" signage ✓ Faded white "School Xing" pavement legends ✓ No "STOP Here for Pedestrian" signage	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Double Sided S1-1 (36"x36") Signage (School Crosswalk Warning) with Downward Facing Arrow toward the Crosswalk
	 R1-5 Yield Here to Pedestrians Sign  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 3: FERN ST & TAMORA AVE



EXISTING CONDITIONS	PROPOSED CONDITIONS	
 		
3 Fern St & Tamora Ave ✓ STOP Controlled in south leg ✓ Uncontrolled in east and west leg ✓ Yellow crosswalk in east and west leg ✓ Faded crosswalk markings ✓ Non-standard MUTCD "Pedestrian Ahead" signage in eastbound direction ✓ Non-standard MUTCD "Pedestrian Crossing" signage ✓ Faded yellow "Slow School Xing" pavement legends ✓ No "STOP Here for Pedestrian" signage	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)	 R1-5 Yield Here to Pedestrians Sign  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Remove existing parking spaces (6 total, including 1 handicap space) and install Bulb-Outs with Pedestrian Curb Ramps  Remove existing crosswalk in WL  Paint curb in red  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 4: RUSH ST & TROY AVE



EXISTING CONDITIONS

4 Rush St & Troy Ave

- ✓ STOP Controlled in north leg
- ✓ Uncontrolled in east and west leg
- ✓ White crosswalk in west leg
- ✓ Faded crosswalk markings
- ✓ No "Pedestrian Ahead" signage
- ✓ No "Pedestrian Crossing" signage
- ✓ Faded white "School Xing" pavement legends
- ✓ No "STOP Here for Pedestrian" signage

PROPOSED CONDITIONS

Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)

Raised Pavement Markers (RPM)

Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)

W11-2 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)

Solar Powered LED (36x36) Blinking W11-2 Sign (Pedestrian Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)

R1-5 Yield Here to Pedestrians Sign

White "PED XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)

Re-paint faded white "STOP" Pavement Legend and STOP line in White High Reflective Paint

Re-paint faded "30" mph Pavement Legend in White High Reflective Paint

Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 5: RUSH ST & SASTRE AVE






EXISTING CONDITIONS

5 Rush St & Sastre Ave

- ✓ STOP Controlled in north leg
- ✓ Uncontrolled in east and west leg
- ✓ White crosswalk in west leg
- ✓ Faded crosswalk markings
- ✓ Non-standard MUTCD “Pedestrian Ahead” signage
- ✓ No “Pedestrian Crossing” signage
- ✓ Faded white “PED Xing” pavement legends
- ✓ No “STOP Here for Pedestrian” signage
- ✓ Crosswalk leads to a driveway

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)
-  W11-2 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)
-  Solar Powered LED (36x36) Blinking W11-2 Sign (Pedestrian Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)
-  R1-5 Yield Here to Pedestrians Sign
-  White “PED XING” Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)
-  Re-paint faded white “STOP” Pavement Legend and STOP line in White High Reflective Paint
-  Shift existing marked crosswalk in west leg so it does not lead to driveway/alley
-  Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 6: RUSH ST & MERCED AVE



 North Arrow N	EXISTING CONDITIONS 6 Rush St & Merced Ave ✓ Signalized intersection ✓ Permissive left turn ✓ Ladder striped crosswalk in north leg ✓ Standard stiped crosswalks in east, west, and south legs ✓ 2 lanes in each direction ✓ Industrial area
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 7: CENTRAL AVE AT MARY VAN DYKE PARK



 EXISTING CONDITIONS 7 Central Ave at Mary Van Dyke Park ✓ Overhead pedestrian signal ✓ Midblock crosswalk ✓ Faded crosswalk markings ✓ “School Crossing” signage ahead of crosswalk ✓ Non-standard MUTCD “School Crossing” signage at crosswalk ✓ No “STOP Here for Pedestrian” signage ✓ Rumble stripes approaching crosswalk in both directions	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Doubled Sided S1-1 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal	 R1-5C Stop Here for Pedestrians Sign  Yellow “SLOW SCHOOL XING” Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)  Re-paint faded “30” mph Pavement Legend in White High Reflective Paint  Paint curb in red  Remove existing Stop lines and move closer to crosswalk
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

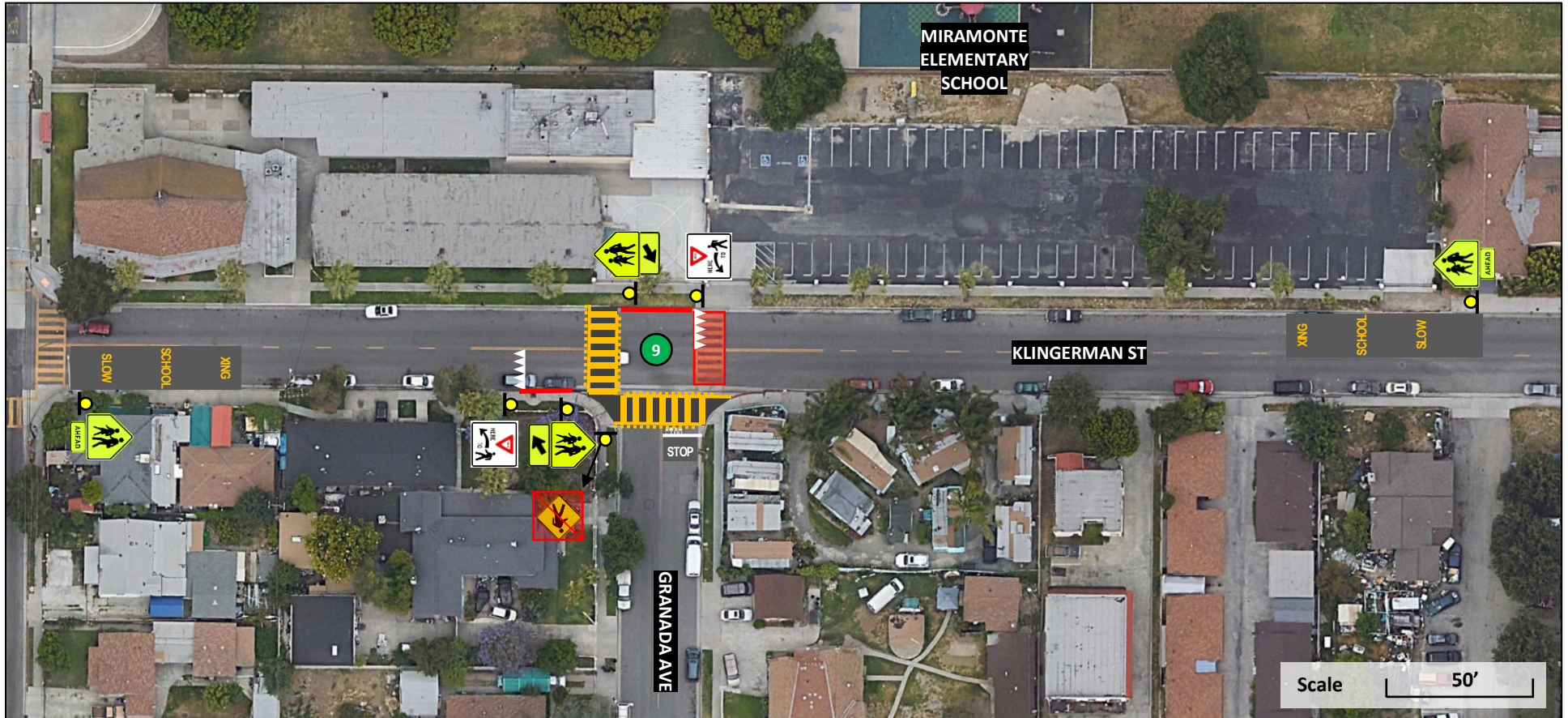
LOCATION 8: SANTA ANITA AVE & SCHMIDT RD



 8 Santa Anita Ave & Schmidt Rd ✓ STOP Controlled in east and west leg ✓ Uncontrolled in north and south leg ✓ Yellow crosswalk in south leg ✓ Faded crosswalk markings ✓ No "School Crossing Ahead" signage ✓ Non-standard MUTCD "School Crossing" signage ✓ Faded yellow "Slow School Xing" pavement legends ✓ No "STOP Here for Pedestrian" sign ✓ Rumble stripes approaching crosswalk in both directions ✓ 25 mph School Speed Limit Sign	EXISTING CONDITIONS ✓ 8 Santa Anita Ave & Schmidt Rd ✓ STOP Controlled in east and west leg ✓ Uncontrolled in north and south leg ✓ Yellow crosswalk in south leg ✓ Faded crosswalk markings ✓ No "School Crossing Ahead" signage ✓ Non-standard MUTCD "School Crossing" signage ✓ Faded yellow "Slow School Xing" pavement legends ✓ No "STOP Here for Pedestrian" sign ✓ Rumble stripes approaching crosswalk in both directions ✓ 25 mph School Speed Limit Sign	PROPOSED CONDITIONS ✓ Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path) ✓ Raised Pavement Markers (RPM) ✓ Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk) ✓ S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk) ✓ Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)	✓ R1-5 Yield Here to Pedestrians Sign ✓ Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk) ✓ Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 9: KLINGERMAN ST & GRANADA AVE



	EXISTING CONDITIONS 9 Klingerman St & Granada Ave ✓ STOP Controlled in south leg ✓ Uncontrolled in east and west leg ✓ Yellow crosswalk in east leg ✓ Faded crosswalk markings ✓ No "School Crossing Ahead" signage ✓ Non-standard MUTCD "School Crossing" signage ✓ Faded Yellow "Slow School Xing" pavement legends ✓ No "STOP Here for Pedestrian" signage	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Double Sided S1-1 (36"x36") Signage (School Crosswalk Warning) with Downward Facing Arrow toward the Crosswalk  Remove existing W11-2 sign  R1-5 Yield Here to Pedestrians Sign  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Remove existing marked crosswalk in west leg so it does not lead to driveway  Paint curb in red  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 10: TYLER AVE & FINEVIEW ST



	EXISTING CONDITIONS	PROPOSED CONDITIONS	
	10 Tyler Ave & Fineview St ✓ STOP Controlled in east leg ✓ Uncontrolled in north and south leg ✓ Yellow crosswalk in south leg ✓ Faded crosswalk markings ✓ No "Pedestrian Ahead" signage ✓ No "Pedestrian Crossing" signage ✓ Faded white "School Xing" pavement legends ✓ No "STOP Here for Pedestrian" signage ✓ 2 lanes in each direction ✓ 35 mph posted Speed Limit sign	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Overhead Pedestrian Signal with doubled Sided S1-1 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal	 R1-5C Stop Here for Pedestrians Sign  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Paint curb in red

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 11: STROZIER AVE & LERMA RD





EXISTING CONDITIONS

11 Strozier Ave & Lerma Rd

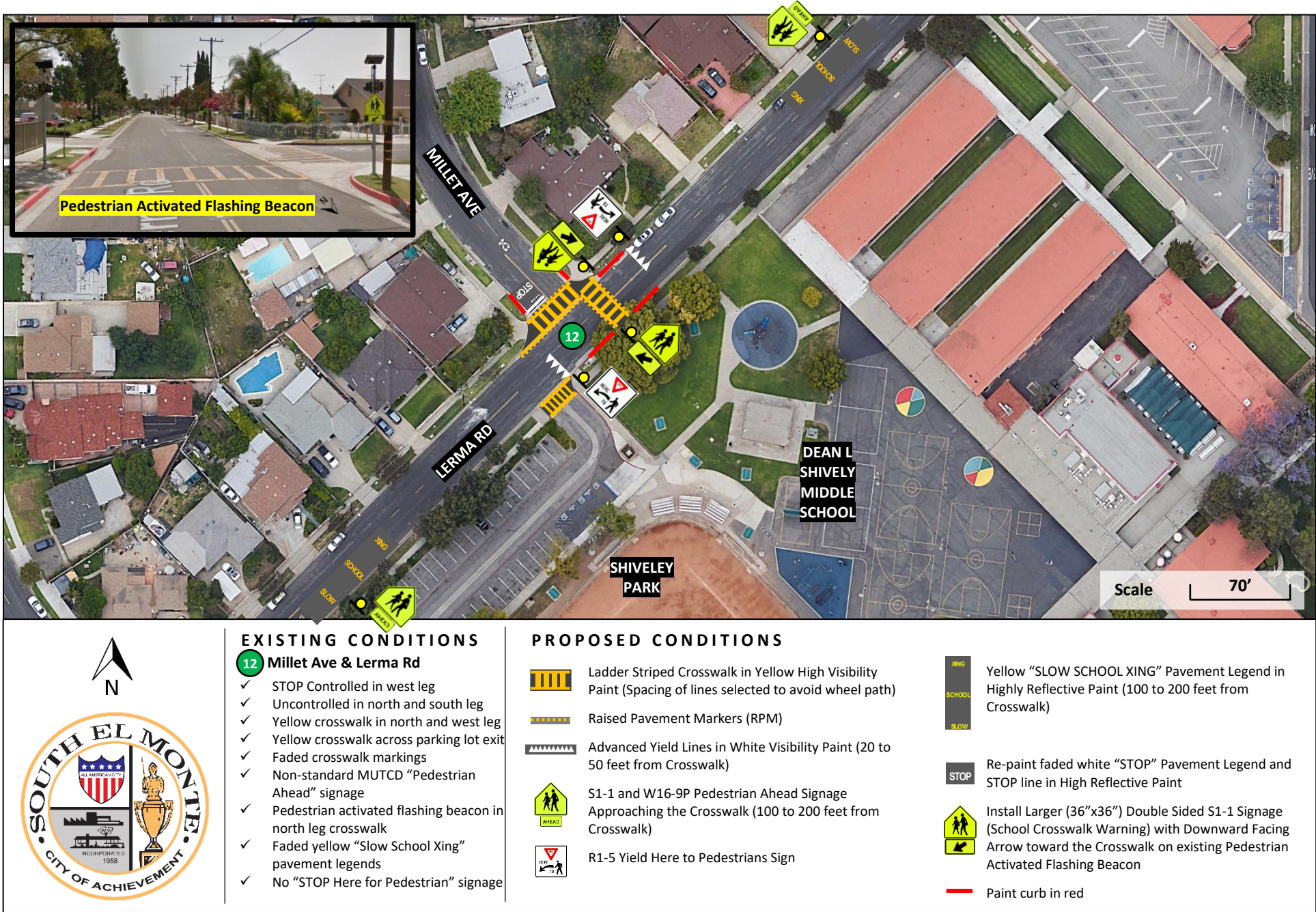
- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in north and west legs
- ✓ Faded crosswalk markings
- ✓ Non-standard MUTCD “School Crossing” signage at north leg crosswalk

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint
-  Remove non-standard MUTCD “School Xing” signs
-  Paint approximately 30-feet of curb in red
-  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign

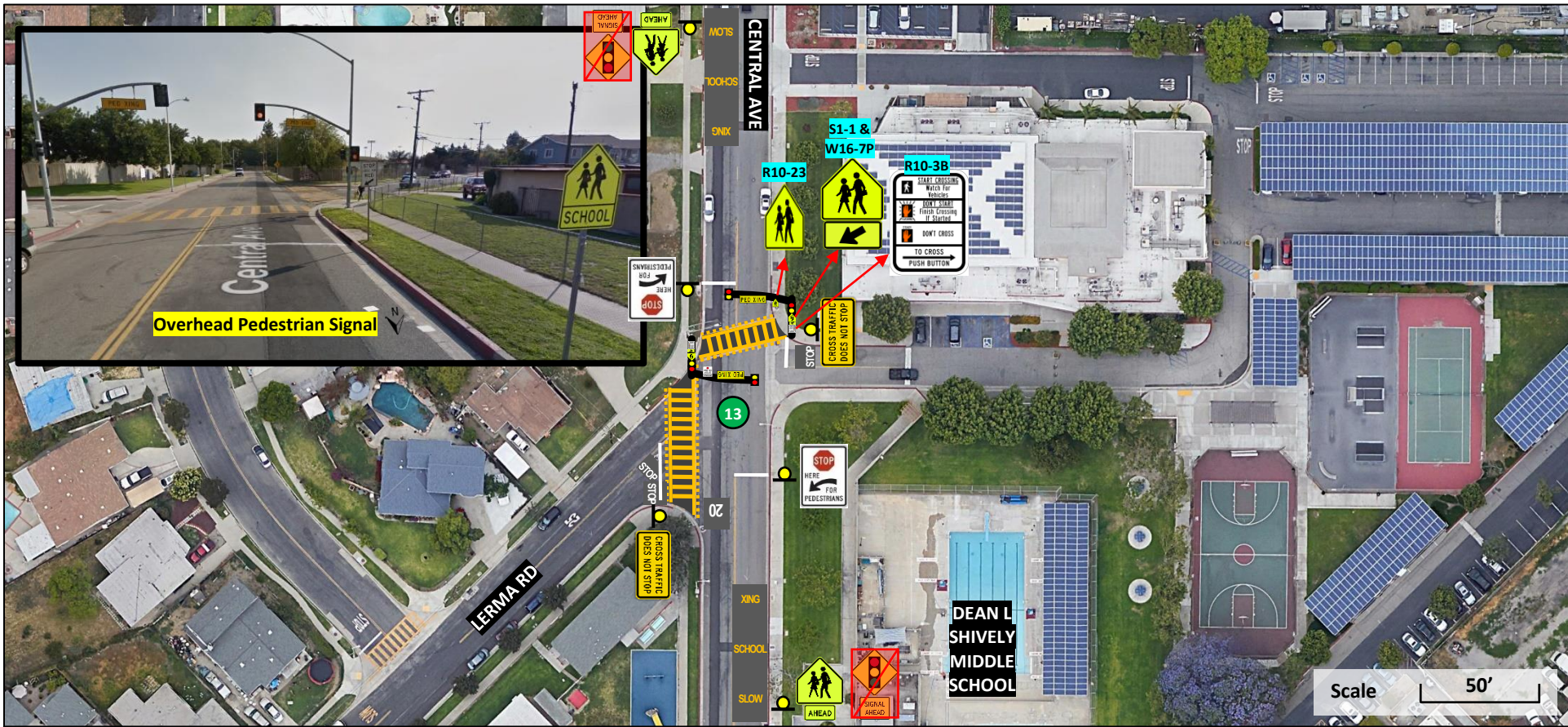
ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 12: MILLET AVE & LERMA RD



ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 13: CENTRAL AVE & LERMA RD



	EXISTING CONDITIONS	PROPOSED CONDITIONS	
	13 Central Ave & Lerma Rd ✓ Overhead pedestrian signal in north leg ✓ Uncontrolled in north and south leg ✓ Crosswalk in north and west legs ✓ Faded crosswalk markings ✓ "Signal Ahead" signage and pavement marking ✓ "School Warning" signage ✓ 25 mph School Speed Limit Sign ✓ "Stop Here on Red" signage	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Stop Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Doubled Sided S1-1 Signage with Downward Facing Arrow on each side, R10-3B and R10-23 Signage on existing pedestrian signal	 R1-5C Stop Here for Pedestrians Sign  Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)  Re-paint faded "20" mph Pavement Legend in White High Reflective Paint  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Remove existing "Signal Ahead" signage and pavement markings  Install "Cross Traffic Does Not Stop" (W4-4p) Plaque below existing STOP signs in east and west legs

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 14: LIDCOMBE AVE & MICHAEL HUNT DR





EXISTING CONDITIONS

14 Lidcombe Ave & Michael Hunt Dr

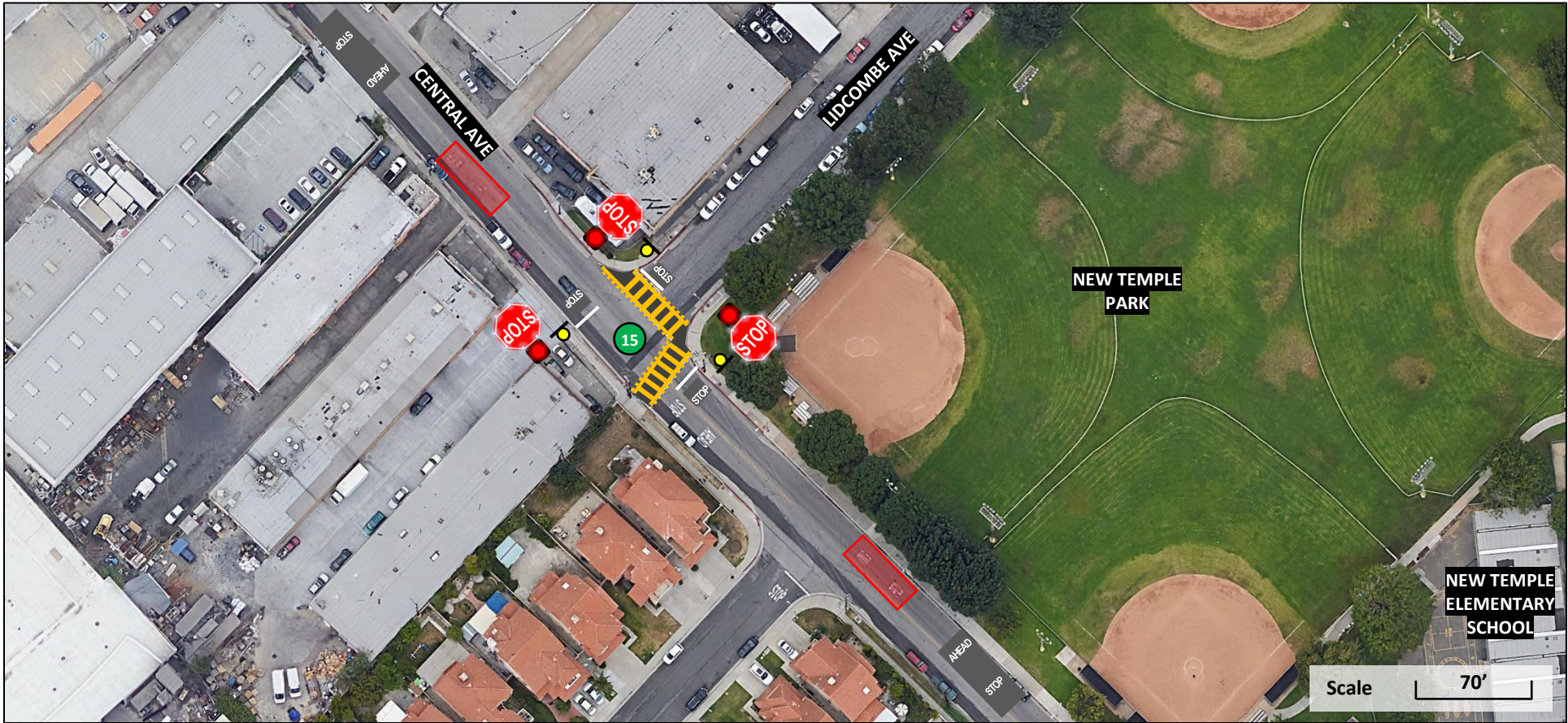
- ✓ All-way STOP Controlled
- ✓ Overhead pedestrian signal
- ✓ Yellow crosswalk in west leg
- ✓ Faded crosswalk markings
- ✓ Faded white "STOP AHEAD" pavement legends
- ✓ "STOP AHEAD" signage
- ✓ 25 mph School Speed Limit Sign at eastbound and westbound approach
- ✓ 30 mph Speed Limit sign at eastbound approach

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint
- Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint
-  Remove existing "PED XING" sign and modify signal to flashing red for a STOP beacon

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

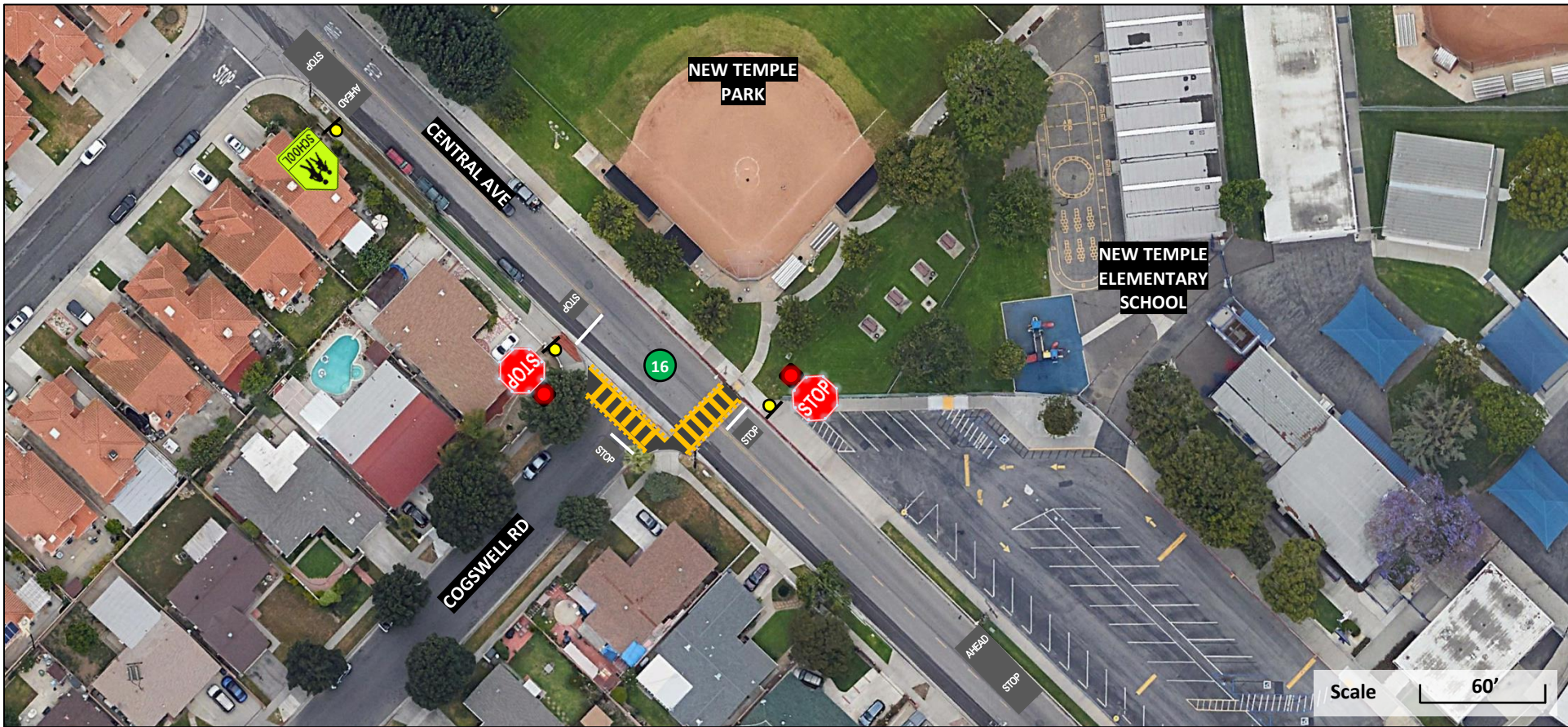
LOCATION 15: LIDCOMBE AVE & CENTRAL AVE



 15 Lidcombe Ave & Central Ave ✓ All-way STOP Controlled ✓ White crosswalk in north and east legs ✓ Faded crosswalk markings ✓ Faded white "PED XING" pavement legends ✓ 25 mph School Speed Limit Sign	EXISTING CONDITIONS	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Remove existing "PED XING" Pavement Legends  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign	 White "STOP AHEAD" Pavement Legend in High Reflective Paint
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 16: COGSWELL RD & CENTRAL AVE





EXISTING CONDITIONS

16 Cogswell Rd & Central Ave

- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in east and south legs
- ✓ Faded crosswalk markings
- ✓ Faded white "STOP AHEAD" pavement legends
- ✓ "STOP AHEAD" signage
- ✓ 25 mph School Speed Limit Sign in EB direction

PROPOSED CONDITIONS

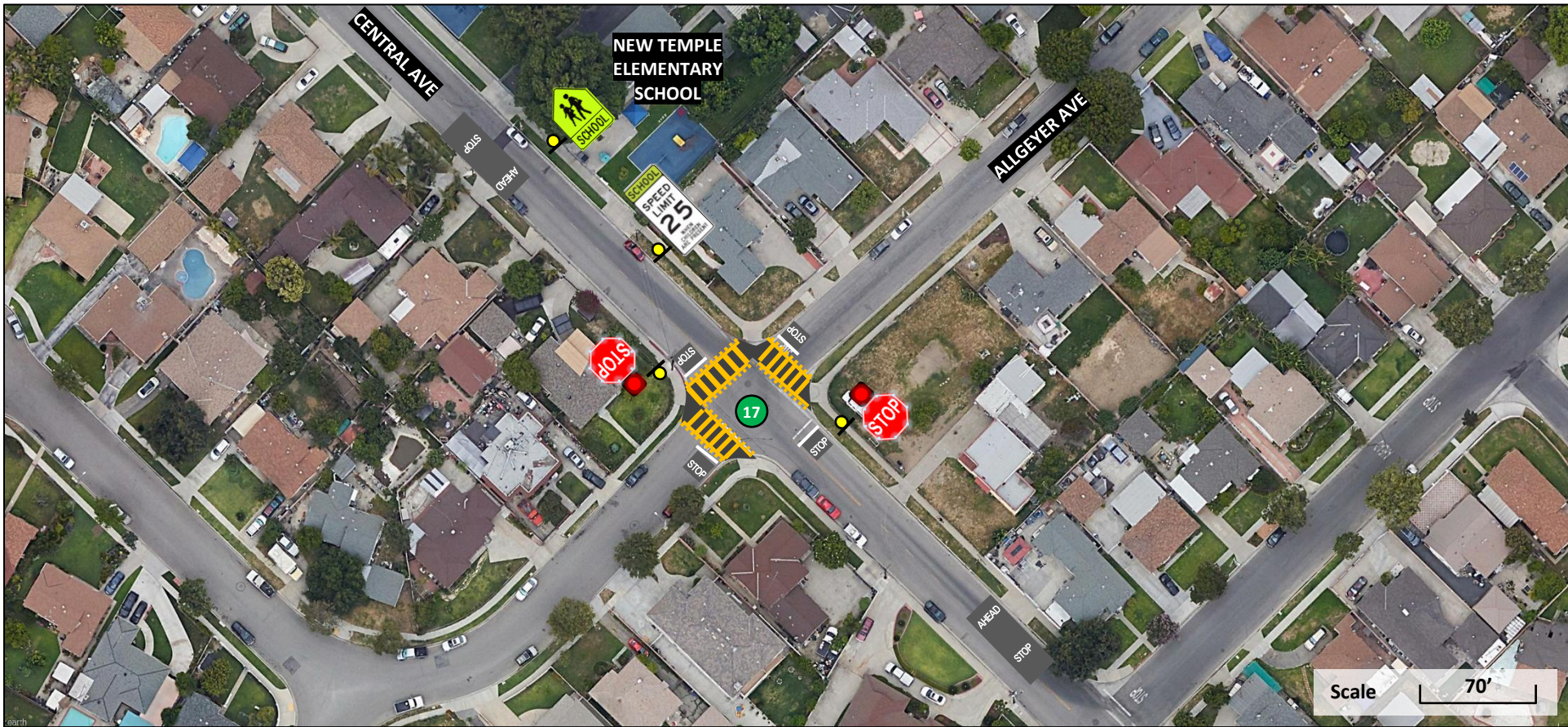
-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint
-  Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint
-  Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint

 School Warning Assembly A (CA) (SW24-1) Signage Approaching School

 Install a Flashing Beacon above an LED Flashing R1-1 STOP sign

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 17: ALLGEYER AVE & CENTRAL AVE





EXISTING CONDITIONS

17 Allgeyer Ave & Central Ave

- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in east leg
- ✓ Faded crosswalk markings
- ✓ Faded white “STOP AHEAD” pavement legends
- ✓ “STOP AHEAD” signage

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint
-  Re-paint faded white “STOP AHEAD” Pavement Legend in High Reflective Paint
-  School Warning Assembly A (CA) (SW24-1) Signage approaching School
-  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign
-  School Speed Limit Assembly C (CA) (SR4-1) Signage approaching School

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

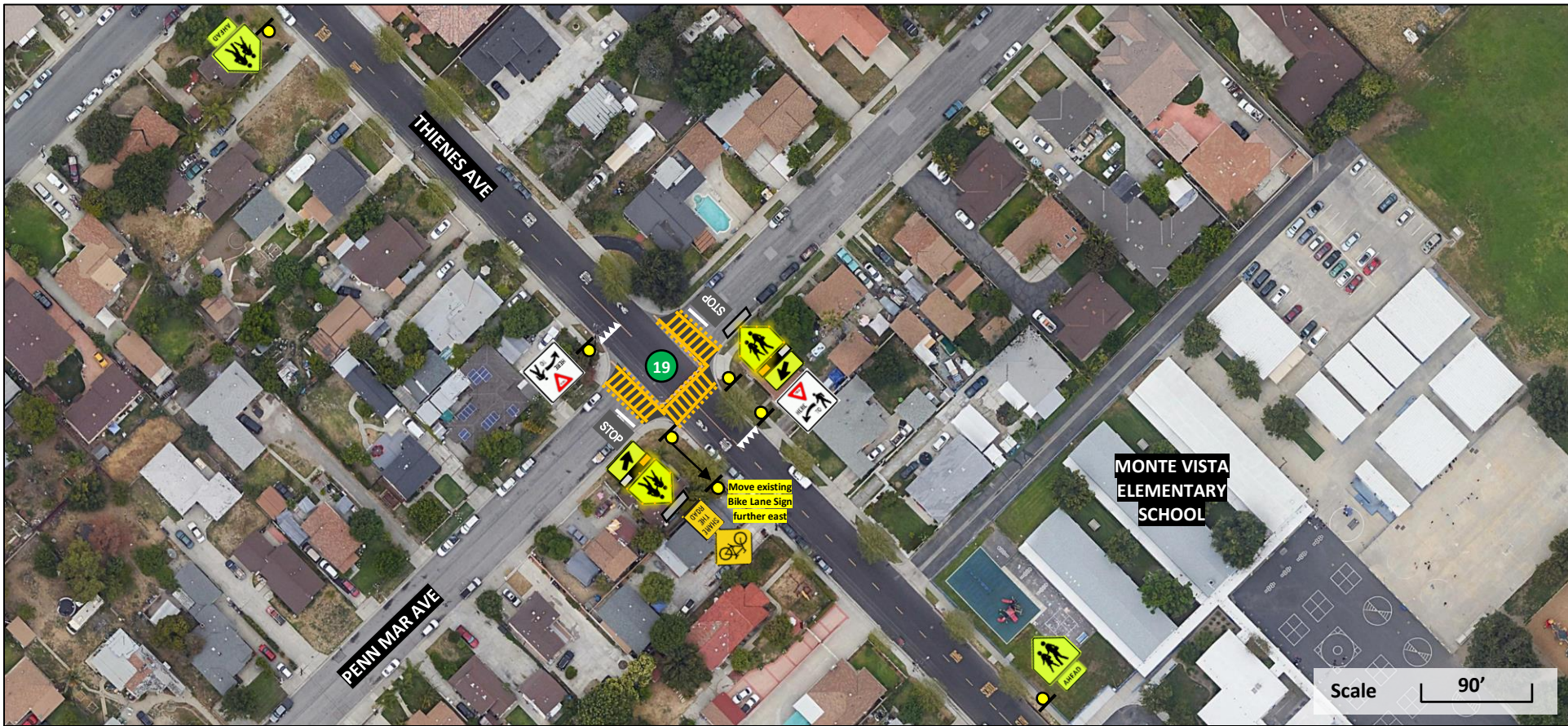
LOCATION 18: DURFEE AVE & CENTRAL AVE



	EXISTING CONDITIONS 18 Durfee Ave & Central Ave ✓ All-way STOP Controlled ✓ Yellow crosswalk in north leg ✓ Faded crosswalk markings ✓ Faded white “STOP AHEAD” pavement legend in west leg ✓ “STOP AHEAD” signage in south leg	PROPOSED CONDITIONS  Ladder Striped Crosswalk in White High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Re-paint faded white “STOP” Pavement Legend and STOP line in High Reflective Paint  Re-paint faded white “STOP AHEAD” Pavement Legend in High Reflective Paint  Remove existing crosswalk in north leg that leads to driveway
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ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

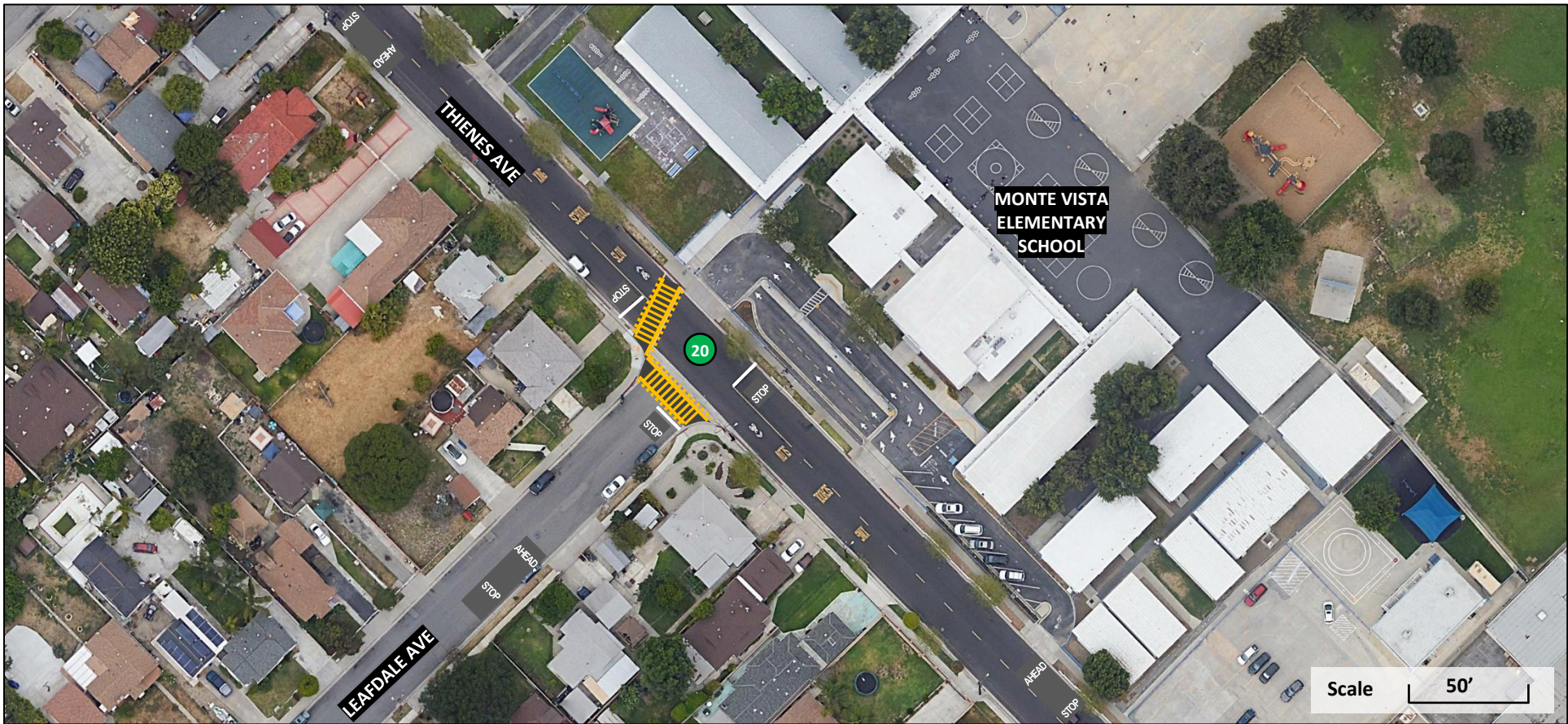
LOCATION 19: PENN MAR AVE & THIENES AVE



	EXISTING CONDITIONS	PROPOSED CONDITIONS	
 	19 Penn Mar Ave & Thienes Ave ✓ STOP Controlled in the north and south leg ✓ Yellow crosswalk in north, east, and south legs ✓ No "School Crossing Ahead" signage ✓ Non-standard MUTCD "School Crossing" signage ✓ No "STOP Here for Pedestrian" signage ✓ "School Warning" signage ✓ 25 mph School Speed Limit Sign ✓ Shared bike lane signage and pavement markers along Thienes Ave	PROPOSED CONDITIONS  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)	 R1-5 Yield Here to Pedestrians Sign  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Move existing "Bicycle Lane Share the Road" sign further east

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 20: LEAFDALE AVE & THIENES AVE





EXISTING CONDITIONS

20 Leafdale Ave & Thienes Ave

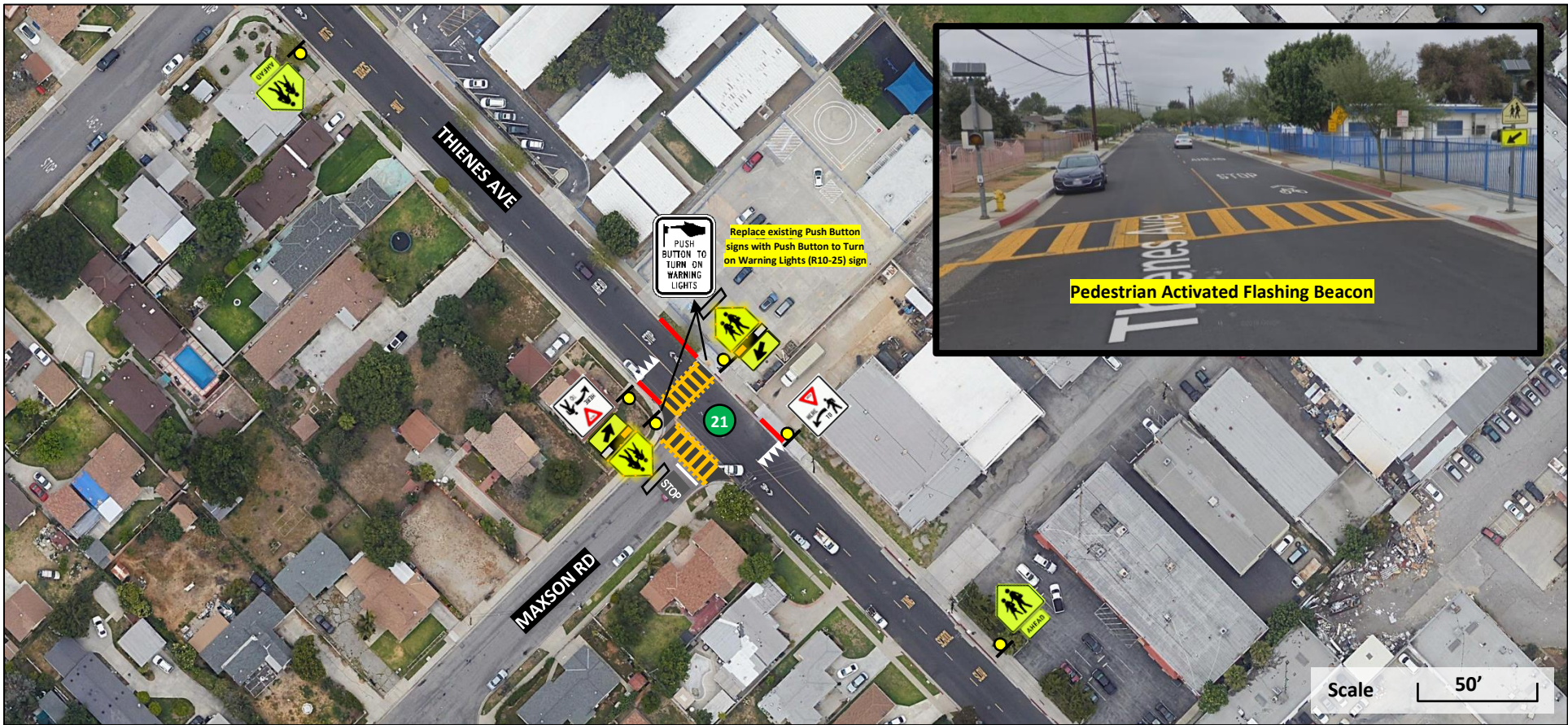
- ✓ All-way STOP Controlled
- ✓ Yellow crosswalk in west and south legs
- ✓ Faded crosswalk markings
- ✓ Faded white "STOP AHEAD" pavement legends
- ✓ "STOP AHEAD" signage in south leg
- ✓ All-way STOP Controlled
- ✓ Shared bike lane signage and pavement markers along Thienes Ave

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint
-  Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

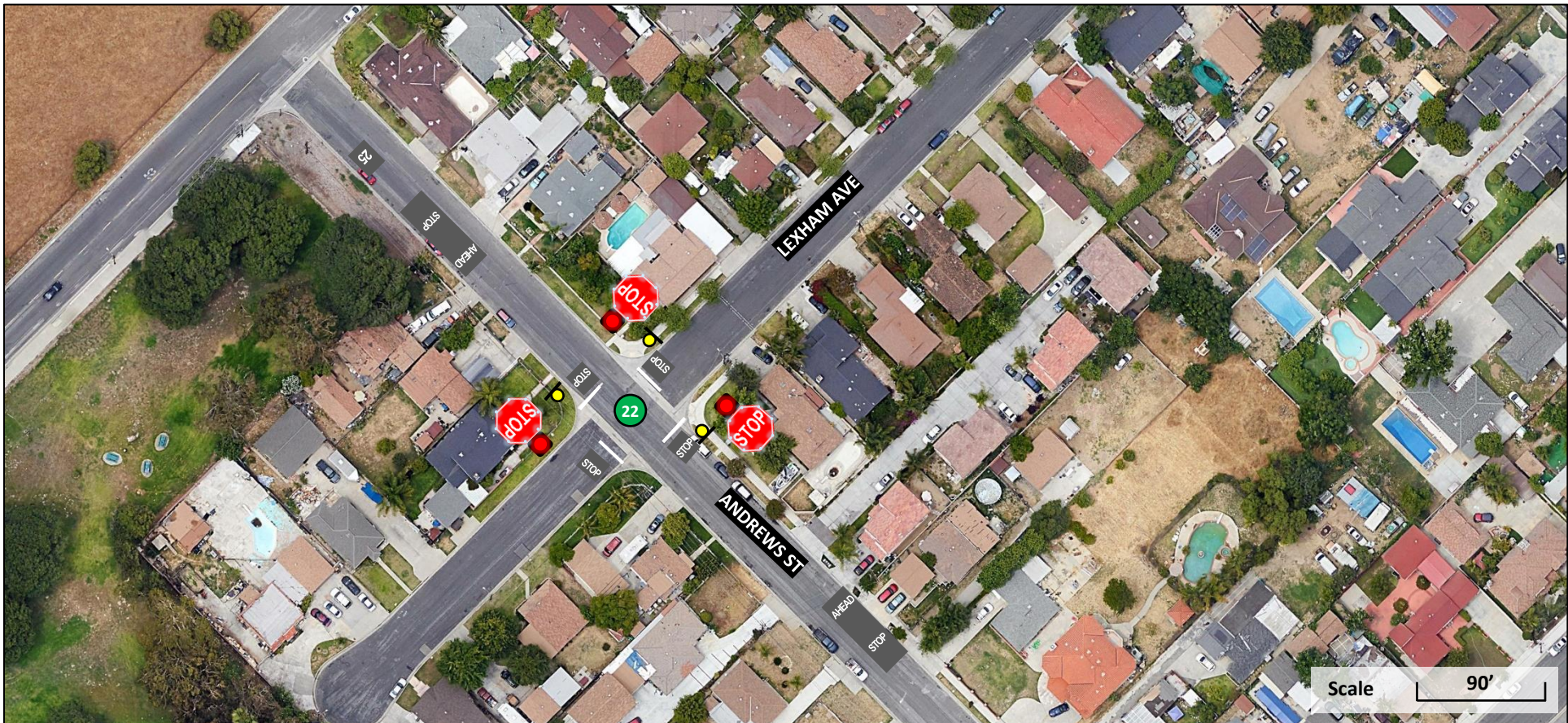
LOCATION 21: MAXSON RD & THIENES AVE



	EXISTING CONDITIONS	PROPOSED CONDITIONS	 R1-5 Yield Here to Pedestrians Sign  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint  Replace existing Push Button signs with Push Button to Turn on Warning Lights (R10-25) sign  Paint curb in red
	 Maxson Rd & Thienes Ave ✓ STOP Controlled in south leg ✓ Uncontrolled in east and west leg ✓ Yellow crosswalk in south and west leg ✓ Non-standard MUTCD "School Crossing" signage ✓ No "Pedestrian Ahead" signage ✓ Pedestrian activated flashing beacon in west leg crosswalk ✓ No "STOP Here for Pedestrian" signage	 Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)  Raised Pavement Markers (RPM)  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)  Replace existing nonconforming Pedestrian Activated Flashing Beacon with Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) (All Signs are Double Sided)	

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 22: LEXHAM AVE & ANDREWS ST



EXISTING CONDITIONS

- 22 Lexham Ave & Andrews St**
- ✓ STOP Controlled in the east and west legs
 - ✓ Faded white "STOP AHEAD" pavement legend in east and west legs
 - ✓ "STOP AHEAD" signage in east and west legs
 - ✓ 25 mph Speed Limit sign and "25" pavement legend in west leg

PROPOSED CONDITIONS

-  Install a Flashing Beacon above an LED Flashing R1-1 STOP sign on Andrew St and SB on Lexham Ave
-  Re-paint faded white "STOP" Pavement Legend and STOP line in High Reflective Paint and paint new "STOP" pavement legends and STOP line in all legs
-  Re-paint faded white "STOP AHEAD" Pavement Legend in High Reflective Paint
-  Re-paint faded white "25" mph pavement legend in High Reflective Paint

ATTACHMENT D: Project Map/Plans Showing Existing & Proposed Conditions

LOCATION 23: FARMER AVE & SOUTH EL MONTE HIGH SCHOOL





EXISTING CONDITIONS

23 Farmer Ave & South El Monte High

- ✓ Midblock uncontrolled yellow ladder crosswalk
- ✓ Faded crosswalk markings
- ✓ No "Pedestrian Ahead" signage
- ✓ No "School Crossing" signage at crosswalk
- ✓ No "STOP Here for Pedestrian" signage

PROPOSED CONDITIONS

-  Ladder Striped Crosswalk in Yellow High Visibility Paint (Spacing of lines selected to avoid wheel path)
-  Raised Pavement Markers (RPM)
-  Advanced Yield Lines in White Visibility Paint (20 to 50 feet from Crosswalk)
-  S1-1 and W16-9P Pedestrian Ahead Signage Approaching the Crosswalk (100 to 200 feet from Crosswalk)
-  Solar Powered LED (36x36) Blinking S1-1 Sign (School Crossing) with Rectangular Rapid Flashing Beacon and (24x12) W16-7P Sign (Downward Facing Arrow) with Pedestrian Push Button (All Signs are Double Sided)



R1-5 Yield Here to Pedestrians Sign



Yellow "SLOW SCHOOL XING" Pavement Legend in Highly Reflective Paint (100 to 200 feet from Crosswalk)



Paint curb in red



City Council Agenda Report

Agenda Item No. 7.g.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Masami Higa, Interim Finance Director

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-05, APPROVING THE PART-TIME EMPLOYEE SALARY SCHEDULE

SUMMARY: Effective January 1, 2023, per California Labor Code Section 1182.12(c)(3)(A) the State's minimum wage of \$15.00 per hour was increased to \$15.50 per hour.

RECOMMENDED ACTION: Staff Recommends City Council adopt Resolution No. 23-05, approving the part-time employee salary schedule. The state hourly minimum wage must be increased, effective January 1, 2023, to \$15.50 an hour (regardless of the number of workers employed by an employer).

FISCAL/FINANCIAL IMPACT: Currently there are 48 active part-time employees. Assuming they will work 480 hours each until the end of the fiscal year, the fiscal impact is \$11,520 calculated as follows:
 $48 \times 480 \times \$0.50 = \$11,520$.

DISCUSSION: The proposed resolution addresses the minimum wage increase to \$15.50 per hour. Staff who are not currently at the minimum wage requirements will receive an increase to comply with California employment law. This would increase all part-time wages by \$0.50 to maintain a fair and equitable labor system and in order to avoid pay compression connected with the new state minimum wage. On July 27, 2022, the Director of the Department of Finance certified the increase based on the annual inflation rate from 7/1/21 - 6/30/22, under Labor Code section 1182.12(c)(3)(a).

The 2022 SEM part-time salary schedule step increases B through E were not consistent and did not reflect a five percent increase between each step. This has now been updated and included on the attached 2023 part-time salary schedule.

Report prepared by Pauline Bourne, Interim HR/Risk Manager.

ATTACHMENT(S):

- A. Reso No. 23-05, Establishing Hourly Pay Ranges for PT Positions
- B. Part-Time Employee Salary Schedules 22-23

ATTACHMENT A

RESOLUTION NO. 23-05

A RESOLUTION OF THE SOUTH EL MONTE CITY
COUNCIL ESTABLISHING HOURLY PAY RANGES FOR
PART-TIME POSITIONS

RECITALS

- A. Under Labor Code section 1182.12 (c)(3)(a), the Director of Finance certified that based on the annual inflation rate from 7/1/21-6/30/22, California minimum wage will increase from \$15.00 per hour to \$15.50 per hour on January 1, 2023.
- B. The minimum wage is scheduled to increase \$15.50 per hour by January 1, 2023.
- C. The salaries for certain part-time classifications need to be adjusted to comply with minimum wage requirements and to avoid internal compaction between classifications.

**NOW THEREFORE, THE SOUTH EL MONTE CITY COUNCIL HEREBY RESOLVES
AS FOLLOWS:**

SECTION 1. Effective January 1, 2023, part-time positions shall be compensated as indicated on the "City Salary Schedule, Part-Time Employees, Effective January 1, 2023," attached hereto as Attachment B.

SECTION 2. A part-time employee is eligible for a merit increase within the salary range established for the position based on acceptable job performance as approved by the Department Director. Once a year, the applicable Department Director may consider a merit increase within the salary range established for the position for a part-time employee who has completed probation; attached hereto as Attachments B- F.

SECTION 3. A part-time employee must meet the qualifications of a position as specified in the job specification in order to qualify for a promotion to a position with a higher rate of pay. In addition, all promotions shall be based on acceptable job performance as approved by the Department Director.

SECTION 4. Incumbents of part-time positions receive no benefits except as required by State and Federal Law.

SECTION 5. The pay ranges in the Attachments to this Resolution shall become effective on January 1, 2023. All resolutions and portions thereof in conflict with the salaries established herein are hereby repealed.

SECTION 6. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED this 10th day of January 2023.

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Resolution, being Resolution No. 23-05 was passed and approved by the City Council of the City of South El Monte at a Regular meeting of said Council held on the 10th day of January 2023, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk

ATTACHMENT B

**CITY OF SOUTH EL MONTE
SALARY SCHEDULE
Effective January 1, 2022
PART-TIME EMPLOYEES**

(Expressed in per hour rates/Minimum Wage \$15.00/hr.)

JOB TITLES	A	B	C	D	E
Assistant Pool Manager	18.31	18.99	19.72	20.48	20.77
Aquatics Cashier/Locker Attendant	15.00	15.50	16.03	16.58	17.16
Boxing Instructor	22.68	23.59	24.55	25.55	26.60
Boxing Trainer	15.00	15.50	16.03	16.58	17.16
Business License Clerk	19.74	20.50	21.31	22.14	23.02
Clerk	17.63	18.29	18.97	19.70	20.46
Code Enforcement Officer	19.97	20.74	21.56	22.41	23.49
College Worker(Intern)	19.65	20.41	21.21	22.04	22.92
Community Development Secretary	25.33	26.45	27.62	28.85	30.14
Crossing Guard	15.36	15.88	16.42	16.90	17.59
Crossing Guard Supervisor	18.06	18.74	19.46	20.21	20.99
Deputy City Clerk	29.13	29.99	31.42	32.91	34.48
Equipment Mechanic	22.71	23.62	24.58	25.58	26.63
Homelessness Coordinator	36.05	43.83			
Housing Program Coordinator	32.43	34.12	35.79	37.46	39.12
Lifeguard	15.85	16.42	17.01	17.64	18.30
Maintenance Aide	15.61	16.17	16.75	17.37	18.01
Newspaper Intern	21.50	21.70	21.90	22.10	22.31
Park Attendant	15.61	16.17	16.75	17.37	18.01
Pool Manager	20.05	20.83	21.65	22.51	23.41
Public Safety Officer	20.66	21.67	22.68	23.69	24.70
Recreation Leader	15.00	15.50	16.03	16.58	17.16
Recreation Specialist	18.56	19.27	20.00	20.78	21.60
Senior Recreation Leader	16.32	16.91	17.53	18.19	18.87
Van Driver -Class B	15.61	16.17	16.75	17.37	18.01
Van Driver -Class C	15.00	15.50	16.03	16.58	17.16
WSI Lifeguard	17.04	17.67	18.33	19.01	19.74

**CITY OF SOUTH EL MONTE
SALARY SCHEDULE
Effective January 1, 2023
PART-TIME EMPLOYEES**

(Expressed in per hour rates/Minimum Wage \$15.50/hr.)

JOB TITLES	A	B	C	D	E
Assistant Pool Manager	18.81	19.75	20.74	21.77	22.86
Aquatics Cashier/Locker Attendant	15.50	16.28	17.09	17.94	18.84
Boxing Instructor	23.18	24.34	25.56	26.83	28.18
Boxing Trainer	15.50	16.28	17.09	17.94	18.84
Business License Clerk	20.24	21.25	22.31	23.43	24.60
Clerk	18.13	19.04	19.99	20.99	22.04
Code Enforcement Officer	20.47	21.49	22.57	23.70	24.88
College Worker(Intern)	20.15	21.16	22.22	23.33	24.49
Community Development Secretary	25.83	27.12	28.48	29.90	31.40
Crossing Guard	15.86	16.65	17.49	18.36	19.28
Crossing Guard Supervisor	18.56	19.49	20.46	21.49	22.56
Deputy City Clerk	29.63	31.11	32.67	34.30	36.02
Equipment Mechanic	23.21	24.37	25.59	26.87	28.21
Homelessness Coordinator	36.55	38.38	40.30	42.31	44.43
Housing Program Coordinator	32.93	34.58	36.31	38.12	40.03
Lifeguard	16.35	17.17	18.03	18.93	19.87
Maintenance Aide	16.11	16.92	17.76	18.65	19.58
Newspaper Intern	22.00	23.10	24.26	25.47	26.74
Park Attendant	16.11	16.92	17.76	18.65	19.58
Pool Manager	20.55	21.58	22.66	23.79	24.98
Public Safety Officer	21.16	22.22	23.33	24.50	25.72
Recreation Leader	15.50	16.28	17.09	17.94	18.84
Recreation Specialist	19.06	20.01	21.01	22.06	23.17
Senior Recreation Leader	16.82	17.66	18.54	19.47	20.44
Van Driver -Class B	16.11	16.92	17.76	18.65	19.58
Van Driver -Class C	15.50	16.28	17.09	17.94	18.84
WSI Lifeguard	17.54	18.42	19.34	20.30	21.32



City Council Agenda Report

Agenda Item No. 9.a.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: SELECTION OF MAYOR PRO TEM

SUMMARY: The City Council will consider appointing a Mayor Pro Tem from among its members. The term of office shall be one year, or until the City Council selects a successor.

RECOMMENDED ACTION: Staff recommends City Council select a Mayor Pro Tem from among its members for a term of one year.

FISCAL/FINANCIAL IMPACT: None.

DISCUSSION: Per Section 2.16.050 of the South El Monte Municipal Code, the council shall, by a majority vote of its membership, select a Mayor Pro Tem within the one-month period following each general election. The term of office of the Mayor Pro Tem shall be one year, or until the council selects a successor. The Mayor Pro Tem has all of the powers and duties of the Mayor if the Mayor is absent or unable to act.

ATTACHMENT(S):

- A. Listing of Vice Mayor Mayor Pro Tem Terms 2004 - Present

CITY OF SOUTH EL MONTE

LISTING OF MAYOR/VICE MAYOR
MAYOR/MAYOR PRO TEM
2004 TO PRESENT

March 23, 2004

Mayor Blanca M. Figueroa
Vice Mayor Luis “Louie” Aguinaga

November 30, 2005

Mayor Blanca M. Figueroa
Vice Mayor Joseph J. Gonzales

July 12, 2006

Mayor Blanca M. Figueroa
Mayor Pro Tem Angelica R. Garcia

November 27, 2007

Mayor Blanca M. Figueroa
Mayor Pro Tem Hector Delgado

November 12, 2008

Mayor Blanca M. Figueroa
Mayor Pro Tem Luis “Louie” Aguinaga

December 8, 2009

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Joseph J. Gonzales

December 14, 2010

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Hector Delgado

December 13, 2011

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Willhans A. Ili

December 11, 2012

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Angelica R. Garcia

December 10, 2013

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Joseph J. Gonzales

January 13, 2015

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Hector Delgado

January 12, 2016

Mayor Luis “Louie” Aguinaga
Mayor Pro Tem Gloria Olmos

August 9, 2016

Mayor Luis “Louie Aguinaga - Resigned

August 9, 2016

Mayor Pro Tem Gloria Olmos

January 10, 2017

Mayor Pro Tem Gloria Olmos

March 7, 2017

Mayor Gloria Olmos

April 11, 2017

Mayor Gloria Olmos
Mayor Pro Tem Angelica R. Garcia

December 12, 2017

Mayor Gloria Olmos
Mayor Pro Tem Richard Angel

January 8, 2019

Mayor Gloria Olmos
Mayor Pro Tem Manuel Acosta

January 14, 2020

Mayor Gloria Olmos
Mayor Pro Tem Gracie Retamoza

January 12, 2021

Mayor Gloria Olmos
Mayor Pro Tem Richard Angel

January 11, 2022

Mayor Gloria Olmos
Mayor Pro Tem Manuel Acosta



City Council Agenda Report

Agenda Item No. 9.b.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF COMMUNITY SERVICES COMMISSIONERS

SUMMARY: Appointments to be made to the Community Services Commission, which is a five-member commission. Current terms expire on December 31, 2022.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Community Services Commission for a one-year term commencing January 1, 2023, through December 31, 2023.

FISCAL/FINANCIAL IMPACT: Funds have been budgeted for five commissioners. Each Commissioner receives a monthly stipend of \$100 for attending the monthly meeting.

DISCUSSION: A "Notice of Vacancy" was posted on the City's webpage on October 31, 2022, with a deadline to submit applications, Thursday, December 1, 2022, by 5:30 p.m. An additional "Notice of Vacancy" was posted on December 1, 2022, extending the deadline to Thursday, December 22, 2022, by noon, either by mail or by dropping the application off at City Hall at the Reception Desk.

The Community Services Commission is a five-member commission and shall consist of five city residents to include two persons at least sixty (60) years of age and one person between the ages of sixteen (16) and twenty-one (21), appointed by a majority of the City Council for a one-year term.

The Community Services Commission acts in an advisory capacity to the City Council on all matters pertaining to the City's parks and recreation services, senior programs, and special events.

Five applicants are seeking reappointment/appointment to the Community Services Commission.

Seeking Reappointment: Ingrid Aguilar, Gerardo Diaz, Hortencia Vasquez, and David Mai
Seeking Appointment: Heliodoro Duarte Jr.

ATTACHMENT(S):

A. Community Services Apps_Redacted



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of commission.

Mark which Commission you wish to serve on:

() Patriotic

() Planning

(☒) Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION *Please print:*

Name: GERARDO DIAZ

Address: [REDACTED]

Years in South El Monte: 15

Home Phone: _____

E-mail Address: [REDACTED]

Phone: [REDACTED]

Employer: [REDACTED]

Work Phone: [REDACTED]

Occupation: MECHANIC

Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

KRANZ INT.

Name/Location

Highest Grade Completed

High School

MOUNTAIN VIEW High School

Name/Location

Highest Grade Completed 12

University, College, Trade School, or Other

RIO HONDO CC

Name/Location

Major/Degree

Re-applied

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Service Commissions

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? no

Would your personal or business activities conflict with you serving as a commissioner? no If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: 

Date: 12/1/2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

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Mark which Commission you wish to serve on:

- () Patriotic
() Planning
☒ Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

2022 DEC - 1 P 3:56
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: Ingrid Aguilar

Address: [REDACTED]

Years in South El Monte: 24 yrs.

Home Phone: _____

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: City of Hope Med. Ctr.

Work Phone: _____

Occupation: Medical Collector

Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Commonwealth Elem and Glendell Elem. / 6th grade
Name/Location Highest Grade Completed

High School

John Marshall H.S. / 3939 Tracy St., Los Angeles 12/graduated
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Services Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

⊕

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? NO

Would your personal or business activities conflict with you serving as a commissioner? NO If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have served for 2yrs. I am always at community activities through the commissions or the schools.

IMPORTANT

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Signature of Applicant:  Date 12/01/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

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Mark which Commission you wish to serve on:

() Patriotic

() Planning

☒ Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

2022 DEC 15 A 10:07
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: Heliodoro Duarte Jr Address: [REDACTED]

Years in South El Monte: 55 Home Phone: [REDACTED]

E-mail Address: [REDACTED] Phone: [REDACTED]

Employer: Retired Work Phone: [REDACTED]

Occupation: [REDACTED] Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Dean L Shively 8
Name/Location Highest Grade Completed

High School

El Monte 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Everest University AS
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Patriotic and community Services

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

American legion

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? no

Would your personal or business activities conflict with you serving as a commissioner? no If yes, please explain:

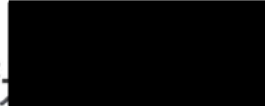
Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

IMPORTANT

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By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date

12/13/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

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Mark which Commission you wish to serve on:

- () Patriotic
() Planning
(X) Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION Please print:

Name: HORTENCIA VASQUEZ Address: [REDACTED]
Years in South El Monte: 14 Home Phone: [REDACTED]
E-mail Address: [REDACTED] Phone: [REDACTED]
Employer: C.U.S.D. Work Phone: [REDACTED]
Occupation: SPECIAL ED. INSTRUCTIONAL Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

BROOKLYN AVE 6
Name/Location Highest Grade Completed

High School

GARFIELD HIGH SCHOOL 11th
Name/Location Highest Grade Completed

University, College, Trade School, or Other

CAL STATE LONG BEACH RECREATION MANAGEMENT BACHELORS
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

COMMUNITY SERVICES DEPT. FOR
SOUTH EL MONTE

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

CALIFORNIA BASKETBALL OFFICIALS ASSO.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? NO

Would your personal or business activities conflict with you serving as a commissioner? NO If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I HAVE 23 YEARS EXPERIENCE IN
RECREATION AND COMMUNITY WITH
LOS ANGELES COUNTY DEPT OF PARKS & REC.
I ALSO HAVE A DEGREE IN RECREATION
MANAGENTS. I ALSO HAVE 1 YEAR EXPERIENCE
AS A COMMISSIONER FOR SOUTH EL MONTE.
ALL THIS EXPERIENCE AND PROFFESIONALISM
HAS PREPARED ME FOR A 2ND YEAR
AS COMMISSIONER.

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____

Date _____

12/22/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are **not** eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

() Patriotic

() Planning

Re-applied (X) Community Services: () Representing Senior Member At Least 60 years of age

(X) Representing Youth Member Between 16 and 21 years of age

Received via email on 12/23/22
received org: →

2023 JAN - 3 05:07

CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: David Mai

Address:

Years in South El Monte: 15+

Home Phone:

E-mail Address:

Cell Phone:

Employer: City of LA - Council District 13

Work Phone:

Occupation: Case Manager

Employers Address:

EDUCATION/TRAINING

Grammar School

Dean L. Shively in South El Monte, CA

8th Grade+

Name/Location

Highest Grade Completed

High School

South El Monte High in South El Monte and San Gabriel High in San Gabriel

12th Grade+

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

California State University, Northridge in Northridge

Masters of Public Admin

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Services - Representing Youth Member Between 16 and 21 years of age

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

East Los Angeles College Alumni Association as a Board Member for 3 years +

Monterey Highlands Elementary PTA as a Hospitality Chair for 1 years +

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No_____

Would your personal or business activities conflict with you serving as a commissioner? No_____ If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I currently served as the Case Manager at the City of Los Angeles in the Thirteenth District. Prior to that

I served as the Director of Operations at the City of Los Angeles in the Eleventh District. Prior, I served

as the Interim Chief of Budget at the City of Los Angeles in the Tenth District. I have served constituents

from Atwater Villiage, East Hollywood, Echo Park, Glassell Park, Filipinotown, Hollywood, Little Armenia,

Melrose Hill, Silverlake to Brentwood, Del Rey, Mar Vista, Pacific Palisades, Venice West LA, Westchester

LA International Airport to Koreatown, West Adams, West Pico, Wilshire, and South LA. I have worked

for the City of El Monte as a Program Specialist and City of West Covina as a Recreation Leader. I worke

at US Census Bureau as a Census Field Supervisor for 2020 Census. I have worked in higher education

for over 11 years at East Los Angeles College, LA Mission College, LA Community College District,

Pasadena City College, and Rio Hondo College. I have dedicated my life to public serving.

IMPORTANT

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Signature of Applicant:  Date 12/20/2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.

DAVID MAI

South El Monte, CA 91733 | [REDACTED]

OBJECTIVE

To acquire a management position in an organization where I can best utilize my leadership and communication skills and background education in public administration and organizational psychology.

SKILLS

- Employ analytical and logical reasoning
- Excellent written and oral communication
- Self-starter with a drive to succeed
- Perform well in a high-stress situation
- High attention to detail
- Ability to communicate findings
- Strong time-management
- Willingness to always take initiative
- Ability to problem solve

EDUCATION

California State University, Northridge

Winter 2020 – Fall 2021

- Graduate in Fall 2021, Master of Public Administration (MPA)

California State University, Los Angeles

Fall 2012 – Fall 2015

- Graduate in Fall 2015, Bachelors in Organizational Psychology (BA)

EXPERIENCE

City of Los Angeles – Council District 11

Director of Operations/Scheduler

July 2022 – Present

Office of Councilmember Mike Bonin:

- Manage the schedule for the Councilmember;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Prepare budget reports and track all office expenditures on a Excel sheet and Google Sheet;
- Draft internal office correspondences, memos (advance payment, justification, exit memo, salary increase, congratulatory letter, and letter of support), agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD11;
- Prepare quarterly reports of all contracts executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all pending discretionary funds, Department of Cultural Affairs' (DCA) AFE, and DCA's Council Civic request by ensuring public purpose and beneficial for constituents of CD11;
- Submit all allocation requests on the GCP portal;
- Collaborate with local non-profit organizations by waiving and covering their expenses (AAA, street permits, and USS);
- Collaborate with over 35 non-profit organizations on the grant/project proposal;
- Demonstrates excellent leadership and project management skills to manage the budget process and complete complex analytical projects; and
- Championing catalytic development and initiatives that benefit all 270,000 constituents of the Eleventh District.

City of Los Angeles – Council District 10

Interim Director of Operations

July 2021 – July 2022

Office of Caretaker Heather Hutt:

- Manage the schedule for the Deputy Chief of Staff and Caretaker;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet and Google Sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos (advance payment, justification, exit memo, salary increase, congratulatory letter, and letter of support), agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contracts executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all pending discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;

- Submit all allocation requests on the GCP portal, and AB-1290 grants;
- Collaborate with local non-profit organizations by waiving and covering their expenses (AAA, street permits, and USS);
- Demonstrates excellent leadership and project management skills to manage the budget process and complete complex analytical projects; and
- Championing catalytic development and initiatives that benefit all 275,000 constituents of the Tenth District.

City of Los Angeles – Council District 10

Interim Executive Assistant

March 2021 – July 2022

Office of Councilmember Herb Wesson:

- Manage the schedule for the Chief of Staff and Councilmember;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos, agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contract executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all request for discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;
- Submit all allocation requests on the GCP portal, AB-1290 forms, and Reimaged grants;
- Collaborate with over 50 non-profit organizations on the grant/project proposal;
- Process and execute grants and contracts for the Tenth District;
- Manage all request for proclamation and scrolls for honoree, community members, and local partners; and
- Prepare adjourning motions, resolutions, and talking points for the Councilmember within Council Meeting.

City of Los Angeles – Council District 10

Interim Chief of Budget and Operations

October 2021 – March 2022

Office of Caretaker Karly Katona:

- Develop a budgetary proposal affecting the operations and needs of the Tenth District;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contract executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all request for discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;
- Submit all allocation requests on the GCP portal, AB-1290 forms, and Reimaged grants;
- Collaborate with over 50 non-profit organizations on the grant/project proposal; and
- Process and execute grants and contracts for the Tenth District.

City of Los Angeles – Council District 10

Senior Administrative Assistant

April 2021 – October 2021

Office of Councilmember Mark Ridley Thomas:

- Manage the schedule for the Chief of Staff and Chief of Budget, Technology and Operations;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos, agendas, and meeting requests;
- Staffed the Councilmember in community events In Leimert Park Plaza and local community within the Tenth District;

Pasadena City College – Admission & Records

Registration Specialist

December 2021 – Present

- Performs registration support services to support departmental operations, including enrolling and registering students and creating and updating student databases; monitors waiting lists; notifies students of canceled classes and various other registration updates; answers questions from and provides support services to students and visitors regarding registration, admissions, and student records policies and procedures of the College;
- Compiles information and data for various reports; checks and ensures accuracy of the data;
- Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required;
- Maintains accurate and detailed spreadsheets, files, and records, verifies the accuracy of the information, research discrepancies, and records information;
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining the completeness of applications, records, and files;
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files;
- Screens calls, visitors, and incoming mail; assists students and visitors and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints; and

- Composes, types, formats, and proofreads a variety of routine letters, reports, marketing materials, and documents.

Rio Hondo College – Admission & Records

Registration Clerk

April 2022 – July 2022

- Accepts, reviews, and processes admissions applications;
- Identifies codes for MIS reporting (high school, college);
- Enters application data into college computer program;
- Prepares application information for data entry;
- Reviews applications for accuracy and makes corrections when they are returned from computer center;
- Takes photo identification pictures for students and staff;
- Admits, registers, and processes change of program (add/drop) at registration windows;
- Posts class opening day and drop rosters;
- Accepts class drop refund requests and process paperwork;
- Works payment windows, accepts class fees in cash, check and credit card payments and posts payment information on the computer;
- Organizes, arranges, and files all paperwork;
- Organizes and initiates the mailing of Probation and Dismissal letters;
- Mails out admissions confirmation receipts and parking permits (online and touchtone telephone registration); and
- Reconciles daily fee payment receipts and cash on hand.

East Los Angeles College – Transfer Center

Transfer Specialist

September 2018 – October 2021

- Oversee and implement transfer programs in conjunction with Student Services department and outside agencies; serve as a liaison for program university requests; provide comprehensive transfer information to transfer and potential transfer students;
- Assist in the coordination of Transfer Center operations; plan, facilitate and implement transfer workshops regarding applications, personal statements, financial aid, concurrent enrollment, and other transfer documents and functions; oversee and implement other educational activities including field trips for participants; design and oversee production and promotion of major Transfer Center events;
- Serve as liaison between the Transfer Center, College, local educational institutions, community organizations, student support programs, and other organizations regarding Transfer Center functions; provide information to agencies regarding student transfer progress and processes;
- Serve as a technical resource to students, staff, faculty, and outside agencies regarding transfer processes, procedures, and requirements; identify and assist transfer and potential transfer students; respond to inquiries regarding assigned activities; provide assistance with the completion and submission of applications and related documents; provide counseling references to students as appropriate;
- Participate in retention and outreach activities to increase participation and effectiveness of the Transfer Center; conduct classroom visits, orientations, presentations, workshops, and other activities to generate awareness of program operations, processes, and services; attend and assist with community events and serve as representative of the Transfer Center; communicate with outside agencies to plan and implement events; update and upload content to the Transfer Center website;
- Train and provide work direction to student workers;
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to personnel and assigned activities;
Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; and
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

United States Census Bureau

Census Field Supervisor

June 2020 – July 2021

- Assisted with onboarding and training approximately 1,500 employees;
- Led a team of approximately 30 to 40 Census Field Representatives;
- Ability to provide detailed guidance to subordinates on how to resolve issues in the field;
- Monitored staff performance that includes on the job observations, performance metrics; and
- Reviewed and approved payroll and leave submissions for the staff.

City of El Monte – Parks & Recreation

Program Specialist

August 2018 – April 2021

- Help plan, direct, and lead staff and volunteers in the daily operations;
- Track related fees and keep accurate records of all paperwork;
- Serve as primary staff overseeing rented facilities;
- Complete client registration forms, intakes, and assessments;
- Effectively disseminate information about department programs, services, and events to the public;
- Report and respond to maintenance concerns in department facilities;
- Maintain cleanliness and upkeep of buildings;
- Assist in the coordination, execution, and supervision of city-wide special events;
- Communicate effectively with the public, in writing, and over the phone;
- Maintain high visibility of the department;
- Must be energetic with good customer service skills; and

- Other duties and responsibilities as assigned.

City of West Covina – Community Services

Recreation Leader

June 2016 – April 2021

- Leads recreation activities and encourages participants' interest in areas such as arts and crafts, sports, special events, etc.;
- Sets up facility and materials for recreation activities and special events;
- Collects fees, and issues receipts;
- Interacts with parents, public, and staff participants;
- May perform other duties in support of the Community Services Department as assigned including but not limited to: city-wide events, daycare, youth and adult sports, teen programs, recreation classes, aquatics, facility management, senior citizen programs, and other related services;
- Maintains the inventory of equipment and supplies. Maintains compliance with health and safety regulations; and
- Assists with minor maintenance of the program facility.

East Los Angeles College - Academic Affairs

Executive Assistant

March 2017 – September 2018

- Prepares letters, memoranda, statistical tables, documents, reports, and other material from notes, rough drafts, or verbal instructions using standard and specialized office software applications, as well as correct grammar, spelling, and punctuation;
- Processes documents by recording data in appropriate records checking forms and editing documents prepared by others to assure completeness and accuracy;
- Compiles, updates, and posts information and data from various sources and prepares reports and data/information summaries;
- Maintains office files by sorting, coding, indexing, filing, cross-referencing, locating, and extracting documents in accordance with established operating procedures;
- Receives visitors, determines the purpose of their visit, informs the appropriate party of arrival, and directs visitors to the appropriate office;
- Receives and relays incoming calls, takes messages, and places call;
- Answers inquiries and gives out information concerning procedures, programs, and services of assigned work areas to visitors, students, and the public;
- Receives office mail and time-stamps and distributes mail to appropriate staff;
- Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies;
- Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of an office;
- Maintain and update the office's activity calendar utilizing a specialized software application including the arranging and scheduling of appointments for staff;
- Maintain time-keeping records for an office;
- Maintain and reconcile office expenditure accounts. May orient and train new employee's in-office procedures;
- Operate a multi-line telephone set or a communications console to relay colleges or the District Office's incoming and outgoing calls to proper persons or offices; and
- Use a test phone to determine if a reported telephone equipment malfunction is related to an instrument or a line malfunction, and show telephone company technician(s) the location of reported equipment/systems malfunctions and/or the planned location of new telephone equipment/systems.

Los Angeles Community College District - HR Personnel Assistant (Provisional)

Oct 2017 – Feb 2018

- Processes various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, new positions, position changes, bilingual position requests, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters;
- Effectively utilizes computer information systems and office software applications to process personnel transactions;
- Contacts the public, applicants, eligible, employees, supervisors, administrators, and other district personnel in the processing of applications and the evaluation, placement, and assignment;
- Provides standardized information and answers inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and collective bargaining agreements as related to examination, assignments, compensation, and other personnel transactions;
- Codes and inputs assignment data into a personnel/payroll information system;
- Interprets codes and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information;
- Reviews various personnel transactions for compliance with rules and regulations;
- Troubleshoots problems related to recruitment, selection, certification, assignment, employment processing, compensation, and other personnel transactions and assists in resolving problems within established rules and policies;
- Reviews applications, licenses, and credentials to determine if applicants meet entrance qualifications.
- Processes candidates for employment, by providing and explaining the purpose of various employment forms, verifying health and other clearances, and obtaining and scanning necessary employment documents
- Compiles and prepares correspondence, bulletins, and reports pertinent to assigned area;

- Maintains and scans specialized and other personnel files;
- Processes financial credit verifications and service verifications; and
- May provide work direction to student employees.

Los Angeles Mission College – Academic Affairs Senior Office Assistant

Feb 2017 – Mar 2017

- Applies the rules and policies of a specialized program function or activity to specific cases;
- Reviews existing clerical procedures to determine more efficient methods and implements revised procedures and forms;
- Reviews and processes a variety of forms, applications, and records for completeness and accuracy and codes information;
- Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of an office;
- Answers inquiries and explains rules, requirements, and procedures related to assigned office or department to students, District employees, and the public;
- Prepares complex correspondence, memoranda, statistical tables, documents, reports, bulletins, brochures, and other material utilizing a variety of office software applications, corrects spelling, syllabication, and punctuation, and may review and edit material prepared by others for accuracy and compliance with guidelines;
- Maintains and is responsible for records, files, and other information of an office or unit;
- Posts enter and reconcile documents related to the fiscal accountability of the office operations;
- Searches files for required information and compiles data as necessary;
- Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies;
- Provides work direction and training to clerical office staff;
- May post information updates to the department website; and
- May prepare and maintain time-keeping records.

East Los Angeles College – Admissions Registration Assistant (Provisional)

Feb. 2017 – Feb. 2017

- Provides routine information and assistance to customers during peak workload registration periods;
- Records a variety of data on appropriate records, checks forms, and records for completeness and accuracy;
- Answers telephones, replies to routine inquiries and takes messages;
- Operates computer equipment and standard office machines used for processing the work of the office;
- Collects registration fees and issues receipts;
- Prepares simple and routine forms, reports, and correspondence;
- Maintains office files by sorting, coding, indexing, filing, cross-referencing, locating, and extracting registration documents; and
- Receives, time-stamps, and distributes office mail to appropriate staff.

United States Postal Service

Postal Service Clerk (Seasonal)

Dec. 2016 – Jan. 2017

- Weigh letters and parcels, compute mailing costs based on type, weight, and destination, and affix correct postage;
- Check mail to ensure correct postage and that packages and letters are in proper condition for mailing;
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail; and
- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.

Adaptive Learning, LLC

After School Tutor

Jan 2016 – May 2016

- Schedule tutoring appointments with students and their parents;
- Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests;
- Develop teaching or training materials, such as handouts, study materials, or quizzes;
- Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students;
- Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email;
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments;
- Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals;
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students; and
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.

East Los Angeles College – Bookstore

Bookstore Assistant (Provisional)

Oct. 2015 – Feb. 2017

- Handled high-volume telephone calls promptly, courteously, and efficiently;
- Greet clients, replied to routine inquiries, and take messages;

- Assisted customers in locating and selecting merchandise;
- Assisted customers in the checkout process;
- Ensured books and school merchandise met inventory needs;
- Stocked inventory daily by keeping bookshelves, counter space, displays, and sales areas neat and orderly;
- Operated the cash register while providing outstanding customer service;
- Met weekly sales goals; and
- Adhered to company policy regarding the exchange and return of items from customers.

GO East LA at Cal State LA

GO East LA Coordinator

Feb. 2015 – Dec. 2015

- Develop and present workshops to students;
- Administer quantitative questionnaires to college students;
- Motivational speaker for elementary, middle, and high school students;
- Develop questionnaires and surveys for college students to complete;
- Track incoming freshmen's academic goals;
- Provide informational referrals to incoming freshmen;
- Assist in focus groups and workshops for parents to be aware of recent trends;
- Clerical duties such as cleaning, emailing, and calling;
- Provide campus tours to prospective students;
- Assist in service-learning by helping students interact with children;
- Created teaching curriculum for children of all ages; and
- Adjust the curriculum to accommodate for children with disabilities.

East Los Angeles College – College Store

Program Assistant

Aug. 2011 – Oct. 2015

- Greets all customers with fast, friendly, personalized service and develops a rapport with customers by learning their names, favorite drinks, and food items;
- Verbally receives and calls back customer orders in a friendly manner;
- Reports all customer complaints to the manager on duty;
- Responds proactively to prevent customer service situations;
- Accurately rings sales orders into a cash register and counts back change to customers in a courteous and friendly manner; and
- Answers telephone in a courteous and friendly manner including, but not limited to, giving store greetings, directions to store location, and receiving and filling customer orders.



City Council Agenda Report

Agenda Item No. 9.c.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF PATRIOTIC COMMISSIONERS

SUMMARY: Appointments to be made to the Patriotic Commission, which is a five-member commission. Current terms expired on December 31, 2022.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking re-appointment/appointment to the Patriotic Commission for a one-year term commencing January 1, 2023, through December 31, 2023.

FISCAL/FINANCIAL IMPACT: Funds have been budgeted for five commissioners. Each Commissioner receives a monthly stipend of \$100 for attending the monthly meeting.

DISCUSSION: A "Notice of Vacancy" was posted on the City's webpage on October 31, 2022, with a deadline to submit applications, Thursday, December 1, 2022, by 5:30 p.m. An additional "Notice of Vacancy" was posted on December 1, 2022, extending the deadline to Thursday, December 22, 2022, by noon, either by mail or by dropping the application off at City Hall at the Reception Desk.

The Patriotic Commission is a five-member commission consisting of five city residents appointed by a majority of the City Council for a one-year term.

The Patriotic Commission acts in an advisory capacity to the City Council in all matters pertaining to patriotism and the civic recognition of both active and veteran military personnel.

Eight applicants are seeking reappointment/appointment to the Patriotic Commission.

Seeking Reappointment: Blanca Figueroa, Naomi Lopez, Rudy Lopez, Alejandro Miramotes De Anda

Seeking Appointment: Mirna Ivette Sanchez, Valerie Bechtold, David Mai and Abraham Flores Rojo

ATTACHMENT(S): A. Patriotic Applications Redacted



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

Re-Applied ☒ Patriotic

☐ Planning

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION *Please print:*

Name: Blanca M. Figueroa Address: [REDACTED]

Years in South El Monte: 62 Home Phone: [REDACTED]

E-mail Address: blanca.figueroa Cell Phone: [REDACTED]

Employer: Retired Work Phone: _____

Occupation: _____ Employers Address: _____

EDUCATION/TRAINING

Grammar School

Monte Vista Elementary 6th grade
Name/Location Highest Grade Completed
Kramer Jr. High School 8th grade
High School

Mountain View High School 12th grade
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Whittier College Modern Languages
Name/Location Social Psychology B.A.
Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

South El Monte Patriotic Commission

As chair, Vice chair & Commissioner and South El Monte Community Services.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

None

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner? No If yes, please explain:

the initiation and observance of Veteran's & Memorial Days. They were never observed until I was elected.

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner: As a proactive commissioner I have experience as a mayor, vice mayor and Councilwoman. As a commissioner I have

initiated many positive agenda items for our veterans, soldiers and family members of our community. The street banner program, the eagle memorial monument, the SEM Lapel pin, the veteran's bumper sticker, the Veteran's parking signage, the Gold Star Mother & Family Day in Sept, blue star flag and POW/MIA flag that hang in front of city hall and just this last meeting the recognition of veteran's holidays and days of observance to be placed monthly in our SEM newspaper reader boards and to be announced at our council meetings by our mayor Oemos and at our senior center.

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date Nov. 23, 2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are **not** eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

☒ Patriotic

☐ Planning

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION Please print:

Name: Naomi Lopez Address: [REDACTED]

Years in South El Monte: 57 yrs. Home Phone: [REDACTED]

E-mail Address: [REDACTED] Cell Phone: [REDACTED]

Employer: Retired Work Phone: [REDACTED]

Occupation: [REDACTED] Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Second St. School, Los Angeles, CA 6th grade
Name/Location Highest Grade Completed

High School

James A. Garfield High 12th grade
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo Jr. Colledge, Whittier, CA. AA in Bilingual Ed.
Name/Location Major/Degree

Early Childhood Ed.

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Patriotic Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Active member of So. El Monte Senior Center

Member/Secretary of 3-L Club 17 years.

Member in charge of Senior Art Class 17 years

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner?
No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have resided in South El Monte since 1945,
and raised my children here. Throughout this
time I have been actively involved in church
and community activities & programs. I volunteered
my services to the Patriotic Commission for three
years under the supervision of Doris Henley.
Later I was accepted to serve as Patriotic
commissioner and served under the supervision of
Yolanda Del Rio and have been active for 5 years.
I am still physically able and eager to continue serving
our veterans and community.

IMPORTANT

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Signature of Applicant: _____

Date: _____

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

☒ Patriotic

☐ Planning

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION Please print:

Name: Rudy Lopez Address: [REDACTED]

Years in South El Monte: 57 years Home Phone: [REDACTED]

E-mail Address: [REDACTED] Phone: [REDACTED]

Employer: RETIRED Work Phone: [REDACTED]

Occupation: [REDACTED] Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Name/Location: MA LABAR, UTAH, RUSSEL GRAMMAR SCHOOL & Edison Jr High & STEVENSON Jr High
IN LOS ANGELES & EAST LOS ANGELES Highest Grade Completed: 9 GRADE

High School

Name/Location: JAMES A. GARFIELD High School
EAST LOS ANGELES Highest Grade Completed: 12th GRADE

University, College, Trade School, or Other

Name/Location: LA Trade Tech AND Rio Hondo College, AA Degree AND CERTIFICATED
Los Angeles - Whittier Major/Degree: [REDACTED]

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

COMMUNITY SERVICES COMMISSIONER FOR ABOUT 13 YEARS
PATRIOTIC COMMISSIONER FOR ABOUT 7 YEARS

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

3L CLUB PRESIDENT FOR ABOUT 13 YEARS AND NOW TREASURER FOR PAST 4 YEARS
S.E.M. CERT MEMBER PAST 13 YEARS AND S.E.M. CO-ED SENIOR
SOFTBALL PLAYER/MANAGER

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner?
No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

WORKED AS A COACH IN S.E.M. LITTLE LEAGUE BASEBALL, FOOT
FOOTBALL AND BASKETBALL IN OUR CITY AND CYO AT EIPPHANG
CATHOLIC SCHOOL. PRESIDENT OF A SENIOR CITIZEN CLUB AND
PRESENTLY TREASURER. PLAYER/MANAGER OF S.E.M. SENIOR
CO-ED SOFTBALL TEAM. SERVED IN THE COMMUNITY SERVICES
COMMISSION AND CURRENTLY A PATRIOTIC COMMISSIONER AND
CERT MEMBER.

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____

Date

11/29/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

☒ Patriotic

☐ Planning

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION Please print:

Name: Alejandro Miramontes De Anda

Address: [REDACTED]

Years in South El Monte: 28

Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: UMC

Work Phone: [REDACTED]

Occupation: Sheet Metal

Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Name/Location

Highest Grade Completed

High School

Mountain View

12th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

_____patriotic commission_____

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

_____N/A_____

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner? No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

_____I Love my community, + I want
to make our city a place where Veterans
Feel appreciated._____

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant:



Date

11-29-22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91753
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

- ☒ Patriotic ☒ *womens commission (my 1st choice)*
☐ Planning
☐ Community Services: ☐ Representing Senior Member At Least 60 years of age
☐ Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION Please print:

Name: Miriam Ivette Sanchez Address: [REDACTED]

Years in South El Monte: 33 Home Phone: N/A

E-mail Address: [REDACTED] Phone: [REDACTED]

Employer: Satellite Healthcare Work Phone: [REDACTED]

Occupation: Nurse Operations Manager Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Guadalupe
In Mexico

Name/Location

Highest Grade Completed

High School

Mountain view HS

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

Santa Ana Community collage (ADN)
Santa Ana city Nursing

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

- Patriotic Commissions

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

- Finance council for Epiphany Catholic Church
- Movimiento de Misioneros Catolicos. Catholic Missionaries

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? _____

Would your personal or business activities conflict with you serving as a commissioner?

yes If yes, please explain:

I am currently working Monday - Thursday in Norcal San Jose Area. Fridays I work from home in Social S-El Monte. If the events are Monday - Thursday
Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner: will be a conflict.

- I am a registered nurse. I work with the community/public, profit, - non profit companies providing dialysis giving life.
I participated in community outreach giving classes for kidney disease prevention, Diet and treatment options. As well as giving free food to the community, through church & private companies. I had the privilege of working with Senator Sugan & Assemblywoman Blanca Rubio for community outreach. My own nursing experience gave me the opportunity to work with Veterans and learned from them to be able to offer help.

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Signature of Applicant:

A black rectangular box redacting the signature of the applicant.

Date

11/30/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

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CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540
CITY CLERK'S OFFICE



2022 DEC 20 A 10:02

APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are **not** eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

- ☒ Patriotic
☐ Planning
☐ Community Services: ☐ Representing Senior Member At Least 60 years of age
☐ Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION *Please print:*

Name: Valerie Bechtold Address: [REDACTED]
Years in South El Monte: 60 yrs Home Phone: [REDACTED]
E-mail Address: [REDACTED] Cell Phone: [REDACTED]
Employer: retired Work Phone: [REDACTED]
Occupation: [REDACTED] Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

New Temple
Name/Location Highest Grade Completed

High School

Dean L Shively
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo, Cal State AM
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Service Commissioner

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

OWF, American Legion

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? NO

Would your personal or business activities conflict with you serving as a commissioner? NO If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have been involved with the OWF + American Legion for over 20 yrs. My father was a veteran. I have help organized food drives + food offerings for the homeless. Participated in fund raisers.

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Signature of Applicant



Date 12-20-22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

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☒ Patriotic

☐ Planning

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age
☐ Representing Youth Member Between 16 and 21 years of age

Received via email
12/23/22
received org: →

2023 JAN - 3 PM 5:08
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: David Mai

Address:

Years in South El Monte: 15+

Home Phone:

E-mail Address:

Cell Phone:

Employer: City of LA - Council District 13

Work Phone:

Occupation: Case Manager

Employers Address:

EDUCATION/TRAINING

Grammar School

Dean L. Shively in South El Monte, CA

8th Grade+

Name/Location

Highest Grade Completed

High School

South El Monte High in South El Monte and San Gabriel High in San Gabriel

12th Grade+

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

California State University, Northridge in Northridge

Masters of Public Admin

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Services - Representing Youth Member Between 16 and 21 years of age

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

East Los Angeles College Alumni Association as a Board Member for 3 years +

Monterey Highlands Elementary PTA as a Hospitality Chair for 1 years +

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No_____

Would your personal or business activities conflict with you serving as a commissioner? No_____ If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I currently served as the Case Manager at the City of Los Angeles in the Thirteenth District. Prior to that

I served as the Director of Operations at the City of Los Angeles in the Eleventh District. Prior, I served

as the Interim Chief of Budget at the City of Los Angeles in the Tenth District. I have served constituents

from Atwater Villiage, East Hollywood, Echo Park, Glassell Park, Filipinotown, Hollywood, Little Armenia,

Melrose Hill, Silverlake to Brentwood, Del Rey, Mar Vista, Pacific Palisades, Venice West LA, Westchester

LA International Airport to Koreatown, West Adams, West Pico, Wilshire, and South LA. I have worked

for the City of El Monte as a Program Specialist and City of West Covina as a Recreation Leader. I worked

at US Census Bureau as a Census Field Supervisor for 2020 Census. I have worked in higher education

for over 11 years at East Los Angeles College, LA Mission College, LA Community College District,

Pasadena City College, and Rio Hondo College. I have dedicated my life to public serving.

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Signature of Applicant:  Date 12/20/2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.

DAVID MAI

South El Monte, CA 91733 | [REDACTED]

OBJECTIVE

To acquire a management position in an organization where I can best utilize my leadership and communication skills and background education in public administration and organizational psychology.

SKILLS

- Employ analytical and logical reasoning
- Excellent written and oral communication
- Self-starter with a drive to succeed
- Perform well in a high-stress situation
- High attention to detail
- Ability to communicate findings
- Strong time-management
- Willingness to always take initiative
- Ability to problem solve

EDUCATION

California State University, Northridge

Winter 2020 – Fall 2021

- Graduate in Fall 2021, Master of Public Administration (MPA)

California State University, Los Angeles

Fall 2012 – Fall 2015

- Graduate in Fall 2015, Bachelors in Organizational Psychology (BA)

EXPERIENCE

City of Los Angeles – Council District 11

Director of Operations/Scheduler

July 2022 – Present

Office of Councilmember Mike Bonin:

- Manage the schedule for the Councilmember;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Prepare budget reports and track all office expenditures on a Excel sheet and Google Sheet;
- Draft internal office correspondences, memos (advance payment, justification, exit memo, salary increase, congratulatory letter, and letter of support), agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD11;
- Prepare quarterly reports of all contracts executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all pending discretionary funds, Department of Cultural Affairs' (DCA) AFE, and DCA's Council Civic request by ensuring public purpose and beneficial for constituents of CD11;
- Submit all allocation requests on the GCP portal;
- Collaborate with local non-profit organizations by waiving and covering their expenses (AAA, street permits, and USS);
- Collaborate with over 35 non-profit organizations on the grant/project proposal;
- Demonstrates excellent leadership and project management skills to manage the budget process and complete complex analytical projects; and
- Championing catalytic development and initiatives that benefit all 270,000 constituents of the Eleventh District.

City of Los Angeles – Council District 10

Interim Director of Operations

July 2021 – July 2022

Office of Caretaker Heather Hutt:

- Manage the schedule for the Deputy Chief of Staff and Caretaker;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet and Google Sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos (advance payment, justification, exit memo, salary increase, congratulatory letter, and letter of support), agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contracts executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all pending discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;

- Submit all allocation requests on the GCP portal, and AB-1290 grants;
- Collaborate with local non-profit organizations by waiving and covering their expenses (AAA, street permits, and USS);
- Demonstrates excellent leadership and project management skills to manage the budget process and complete complex analytical projects; and
- Championing catalytic development and initiatives that benefit all 275,000 constituents of the Tenth District.

City of Los Angeles – Council District 10

Interim Executive Assistant

March 2021 – July 2022

Office of Councilmember Herb Wesson:

- Manage the schedule for the Chief of Staff and Councilmember;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos, agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contract executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all request for discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;
- Submit all allocation requests on the GCP portal, AB-1290 forms, and Reimaged grants;
- Collaborate with over 50 non-profit organizations on the grant/project proposal;
- Process and execute grants and contracts for the Tenth District;
- Manage all request for proclamation and scrolls for honoree, community members, and local partners; and
- Prepare adjourning motions, resolutions, and talking points for the Councilmember within Council Meeting.

City of Los Angeles – Council District 10

Interim Chief of Budget and Operations

October 2021 – March 2022

Office of Caretaker Karly Katona:

- Develop a budgetary proposal affecting the operations and needs of the Tenth District;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contract executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all request for discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;
- Submit all allocation requests on the GCP portal, AB-1290 forms, and Reimaged grants;
- Collaborate with over 50 non-profit organizations on the grant/project proposal; and
- Process and execute grants and contracts for the Tenth District.

City of Los Angeles – Council District 10

Senior Administrative Assistant

April 2021 – October 2021

Office of Councilmember Mark Ridley Thomas:

- Manage the schedule for the Chief of Staff and Chief of Budget, Technology and Operations;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos, agendas, and meeting requests;
- Staffed the Councilmember in community events in Leimert Park Plaza and local community within the Tenth District;

Pasadena City College – Admission & Records

Registration Specialist

December 2021 – Present

- Performs registration support services to support departmental operations, including enrolling and registering students and creating and updating student databases; monitors waiting lists; notifies students of canceled classes and various other registration updates; answers questions from and provides support services to students and visitors regarding registration, admissions, and student records policies and procedures of the College;
- Compiles information and data for various reports; checks and ensures accuracy of the data;
- Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required;
- Maintains accurate and detailed spreadsheets, files, and records, verifies the accuracy of the information, research discrepancies, and records information;
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining the completeness of applications, records, and files;
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files;
- Screens calls, visitors, and incoming mail; assists students and visitors and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints; and

- Composes, types, formats, and proofreads a variety of routine letters, reports, marketing materials, and documents.

Rio Hondo College – Admission & Records

Registration Clerk

April 2022 – July 2022

- Accepts, reviews, and processes admissions applications;
- Identifies codes for MIS reporting (high school, college);
- Enters application data into college computer program;
- Prepares application information for data entry;
- Reviews applications for accuracy and makes corrections when they are returned from computer center;
- Takes photo identification pictures for students and staff;
- Admits, registers, and processes change of program (add/drop) at registration windows;
- Posts class opening day and drop rosters;
- Accepts class drop refund requests and process paperwork;
- Works payment windows, accepts class fees in cash, check and credit card payments and posts payment information on the computer;
- Organizes, arranges, and files all paperwork;
- Organizes and initiates the mailing of Probation and Dismissal letters;
- Mails out admissions confirmation receipts and parking permits (online and touchtone telephone registration); and
- Reconciles daily fee payment receipts and cash on hand.

East Los Angeles College – Transfer Center

Transfer Specialist

September 2018 – October 2021

- Oversee and implement transfer programs in conjunction with Student Services department and outside agencies; serve as a liaison for program university requests; provide comprehensive transfer information to transfer and potential transfer students;
- Assist in the coordination of Transfer Center operations; plan, facilitate and implement transfer workshops regarding applications, personal statements, financial aid, concurrent enrollment, and other transfer documents and functions; oversee and implement other educational activities including field trips for participants; design and oversee production and promotion of major Transfer Center events;
- Serve as liaison between the Transfer Center, College, local educational institutions, community organizations, student support programs, and other organizations regarding Transfer Center functions; provide information to agencies regarding student transfer progress and processes;
- Serve as a technical resource to students, staff, faculty, and outside agencies regarding transfer processes, procedures, and requirements; identify and assist transfer and potential transfer students; respond to inquiries regarding assigned activities; provide assistance with the completion and submission of applications and related documents; provide counseling references to students as appropriate;
- Participate in retention and outreach activities to increase participation and effectiveness of the Transfer Center; conduct classroom visits, orientations, presentations, workshops, and other activities to generate awareness of program operations, processes, and services; attend and assist with community events and serve as representative of the Transfer Center; communicate with outside agencies to plan and implement events; update and upload content to the Transfer Center website;
- Train and provide work direction to student workers;
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to personnel and assigned activities;
Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; and
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

United States Census Bureau

Census Field Supervisor

June 2020 – July 2021

- Assisted with onboarding and training approximately 1,500 employees;
- Led a team of approximately 30 to 40 Census Field Representatives;
- Ability to provide detailed guidance to subordinates on how to resolve issues in the field;
- Monitored staff performance that includes on the job observations, performance metrics; and
- Reviewed and approved payroll and leave submissions for the staff.

City of El Monte – Parks & Recreation

Program Specialist

August 2018 – April 2021

- Help plan, direct, and lead staff and volunteers in the daily operations;
- Track related fees and keep accurate records of all paperwork;
- Serve as primary staff overseeing rented facilities;
- Complete client registration forms, intakes, and assessments;
- Effectively disseminate information about department programs, services, and events to the public;
- Report and respond to maintenance concerns in department facilities;
- Maintain cleanliness and upkeep of buildings;
- Assist in the coordination, execution, and supervision of city-wide special events;
- Communicate effectively with the public, in writing, and over the phone;
- Maintain high visibility of the department;
- Must be energetic with good customer service skills; and

- Other duties and responsibilities as assigned.

City of West Covina – Community Services

Recreation Leader

June 2016 – April 2021

- Leads recreation activities and encourages participants' interest in areas such as arts and crafts, sports, special events, etc.;
- Sets up facility and materials for recreation activities and special events;
- Collects fees, and issues receipts;
- Interacts with parents, public, and staff participants;
- May perform other duties in support of the Community Services Department as assigned including but not limited to: city-wide events, daycare, youth and adult sports, teen programs, recreation classes, aquatics, facility management, senior citizen programs, and other related services;
- Maintains the inventory of equipment and supplies. Maintains compliance with health and safety regulations; and
- Assists with minor maintenance of the program facility.

East Los Angeles College - Academic Affairs

Executive Assistant

March 2017 – September 2018

- Prepares letters, memoranda, statistical tables, documents, reports, and other material from notes, rough drafts, or verbal instructions using standard and specialized office software applications, as well as correct grammar, spelling, and punctuation;
- Processes documents by recording data in appropriate records checking forms and editing documents prepared by others to assure completeness and accuracy;
- Compiles, updates, and posts information and data from various sources and prepares reports and data/information summaries;
- Maintains office files by sorting, coding, indexing, filing, cross-referencing, locating, and extracting documents in accordance with established operating procedures;
- Receives visitors, determines the purpose of their visit, informs the appropriate party of arrival, and directs visitors to the appropriate office;
- Receives and relays incoming calls, takes messages, and places call;
- Answers inquiries and gives out information concerning procedures, programs, and services of assigned work areas to visitors, students, and the public;
- Receives office mail and time-stamps and distributes mail to appropriate staff;
- Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies;
- Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of an office;
- Maintain and update the office's activity calendar utilizing a specialized software application including the arranging and scheduling of appointments for staff;
- Maintain time-keeping records for an office;
- Maintain and reconcile office expenditure accounts. May orient and train new employee's in-office procedures;
- Operate a multi-line telephone set or a communications console to relay colleges or the District Office's incoming and outgoing calls to proper persons or offices; and
- Use a test phone to determine if a reported telephone equipment malfunction is related to an instrument or a line malfunction, and show telephone company technician(s) the location of reported equipment/systems malfunctions and/or the planned location of new telephone equipment/systems.

Los Angeles Community College District - HR Personnel Assistant (Provisional)

Oct 2017 – Feb 2018

- Processes various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, new positions, position changes, bilingual position requests, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters;
- Effectively utilizes computer information systems and office software applications to process personnel transactions;
- Contacts the public, applicants, eligible, employees, supervisors, administrators, and other district personnel in the processing of applications and the evaluation, placement, and assignment;
- Provides standardized information and answers inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and collective bargaining agreements as related to examination, assignments, compensation, and other personnel transactions;
- Codes and inputs assignment data into a personnel/payroll information system;
- Interprets codes and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information;
- Reviews various personnel transactions for compliance with rules and regulations;
- Troubleshoots problems related to recruitment, selection, certification, assignment, employment processing, compensation, and other personnel transactions and assists in resolving problems within established rules and policies;
- Reviews applications, licenses, and credentials to determine if applicants meet entrance qualifications.
- Processes candidates for employment, by providing and explaining the purpose of various employment forms, verifying health and other clearances, and obtaining and scanning necessary employment documents
- Compiles and prepares correspondence, bulletins, and reports pertinent to assigned area;

- Maintains and scans specialized and other personnel files;
- Processes financial credit verifications and service verifications; and
- May provide work direction to student employees.

Los Angeles Mission College – Academic Affairs Senior Office Assistant

Feb 2017 – Mar 2017

- Applies the rules and policies of a specialized program function or activity to specific cases;
- Reviews existing clerical procedures to determine more efficient methods and implements revised procedures and forms;
- Reviews and processes a variety of forms, applications, and records for completeness and accuracy and codes information;
- Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of an office;
- Answers inquiries and explains rules, requirements, and procedures related to assigned office or department to students, District employees, and the public;
- Prepares complex correspondence, memoranda, statistical tables, documents, reports, bulletins, brochures, and other material utilizing a variety of office software applications, corrects spelling, syllabication, and punctuation, and may review and edit material prepared by others for accuracy and compliance with guidelines;
- Maintains and is responsible for records, files, and other information of an office or unit;
- Posts enter and reconcile documents related to the fiscal accountability of the office operations;
- Searches files for required information and compiles data as necessary;
- Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies;
- Provides work direction and training to clerical office staff;
- May post information updates to the department website; and
- May prepare and maintain time-keeping records.

East Los Angeles College – Admissions Registration Assistant (Provisional)

Feb. 2017 – Feb. 2017

- Provides routine information and assistance to customers during peak workload registration periods;
- Records a variety of data on appropriate records, checks forms, and records for completeness and accuracy;
- Answers telephones, replies to routine inquiries and takes messages;
- Operates computer equipment and standard office machines used for processing the work of the office;
- Collects registration fees and issues receipts;
- Prepares simple and routine forms, reports, and correspondence;
- Maintains office files by sorting, coding, indexing, filing, cross-referencing, locating, and extracting registration documents; and
- Receives, time-stamps, and distributes office mail to appropriate staff.

United States Postal Service

Postal Service Clerk (Seasonal)

Dec. 2016 – Jan. 2017

- Weigh letters and parcels, compute mailing costs based on type, weight, and destination, and affix correct postage;
- Check mail to ensure correct postage and that packages and letters are in proper condition for mailing;
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail; and
- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.

Adaptive Learning, LLC

After School Tutor

Jan 2016 – May 2016

- Schedule tutoring appointments with students and their parents;
- Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests;
- Develop teaching or training materials, such as handouts, study materials, or quizzes;
- Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students;
- Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email;
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments;
- Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals;
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students; and
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.

East Los Angeles College – Bookstore

Bookstore Assistant (Provisional)

Oct. 2015 – Feb. 2017

- Handled high-volume telephone calls promptly, courteously, and efficiently;
- Greet clients, replied to routine inquiries, and take messages;

- Assisted customers in locating and selecting merchandise;
- Assisted customers in the checkout process;
- Ensured books and school merchandise met inventory needs;
- Stocked inventory daily by keeping bookshelves, counter space, displays, and sales areas neat and orderly;
- Operated the cash register while providing outstanding customer service;
- Met weekly sales goals; and
- Adhered to company policy regarding the exchange and return of items from customers.

GO East LA at Cal State LA

GO East LA Coordinator

Feb. 2015 – Dec. 2015

- Develop and present workshops to students;
- Administer quantitative questionnaires to college students;
- Motivational speaker for elementary, middle, and high school students;
- Develop questionnaires and surveys for college students to complete;
- Track incoming freshmen's academic goals;
- Provide informational referrals to incoming freshmen;
- Assist in focus groups and workshops for parents to be aware of recent trends;
- Clerical duties such as cleaning, emailing, and calling;
- Provide campus tours to prospective students;
- Assist in service-learning by helping students interact with children;
- Created teaching curriculum for children of all ages; and
- Adjust the curriculum to accommodate for children with disabilities.

East Los Angeles College – College Store

Program Assistant

Aug. 2011 – Oct. 2015

- Greets all customers with fast, friendly, personalized service and develops a rapport with customers by learning their names, favorite drinks, and food items;
- Verbally receives and calls back customer orders in a friendly manner;
- Reports all customer complaints to the manager on duty;
- Responds proactively to prevent customer service situations;
- Accurately rings sales orders into a cash register and counts back change to customers in a courteous and friendly manner; and
- Answers telephone in a courteous and friendly manner including, but not limited to, giving store greetings, directions to store location, and receiving and filling customer orders.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



Prop-off: Received on
12/22/22 3:00 PM.

APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are **not** eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

- ☒ Patriotic
☐ Planning
☐ Community Services: ☐ Representing Senior Member At Least 60 years of age
☐ Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION Please print:

Name: Abraham Flores Rojas Address: [REDACTED]

Years in South El Monte: 34. Home Phone: [REDACTED]

E-mail Address: [REDACTED] Cell Phone: [REDACTED]

Employer: Phoenix Facilitation of California Work Phone: [REDACTED]

Occupation: Disability Bilingual Advocate. Employers Address: [REDACTED]
Redondo Beach CA 90277.

EDUCATION/TRAINING

Grammar School

Monte Vista.
Name/Location Highest Grade Completed

High School

South El Monte High School.
Name/Location Highest Grade Completed

University, College, Trade School, or Other

University of Southern California Masters.
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Council of Parents Advocates + Attorneys (COPAA)
Court Appointed Special Advocate (CASA).

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No.

Would your personal or business activities conflict with you serving as a commissioner? No. If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have a deep desire to help and uplift the communities that I live in and work in. I am an advocate by choice and by trade and I believe that my skill set in conjunction with my desire to help our veterans make me an excellent candidate for commissioner.

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant

A black rectangular box redacting the signature of the applicant.

Date 12/22/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



City Council Agenda Report

Agenda Item No. 9.d.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF PLANNING COMMISSIONERS

SUMMARY: Appointments to be made to the Planning Commission, which is a five-member commission. Current terms expired on December 31, 2022.

RECOMMENDED ACTION: Staff recommends City Council consider appointing five individuals seeking reappointment/appointment to the Planning Commission for a one-year term commencing January 1, 2023, through December 31, 2023.

FISCAL/FINANCIAL IMPACT: Funds have been budgeted for five commissioners. Each Commissioner receives a monthly stipend of \$150 for attending the monthly meeting.

DISCUSSION: A "Notice of Vacancy" was posted on the City's webpage on October 31, 2022, with a deadline to submit applications, Thursday, December 1, 2022, by 5:30 p.m. An additional "Notice of Vacancy" was posted on December 1, 2022, extending the deadline to Thursday, December 22, 2022, by noon, either by mail or by dropping the application off at City Hall at the Reception Desk.

The Planning Commission is a five-member commission consisting of five city residents appointed by a majority of the City Council for a one-year term.

The Planning Commission acts in an advisory capacity to the City Council on all matters pertaining to community development, to be approved by the City Council.

Ten applicants are seeking reappointment/appointment to the Planning Commission.

Seeking Reappointment: Larry Rodriguez, Jeff Ortiz, Leonel Barrera, Kenneth Tang
Seeking Appointment: Emily Lares, Enrique Robles, Robert Bacerra, Roberto Sanchez, Ruby Rose Yopez, and David Mai

ATTACHMENT(S): A. Planning Applications Redacted



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are **not** eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

() Patriotic

☒ Planning

() Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 25 years of age

2022 NOV 16 A 8:00
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

Re-Applied

PERSONAL INFORMATION Please print:

Name: Larry Rodriguez Address: [REDACTED]
Years in South El Monte: 12 Home Phone: [REDACTED]
E-mail Address: [REDACTED] Cell Phone: [REDACTED]
Employer: Angels Flight Work Phone: [REDACTED]
Occupation: Res Coor Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Wilkerson
Name/Location Highest Grade Completed

High School

El Monte
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo / USMC
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Veterans an Homeless Comm El Monte
Planning Comm

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

American Legion , Marine Corp League , Knights of Colmatars

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner?
No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

Served on various commissions for over 12 years.

IMPORTANT

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By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____



Date _____

11/15/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE CITY OF SOUTH EL MONTE
SOUTH EL MONTE, CALIFORNIA 91733 CITY CLERK'S OFFICE
(626) 579-6540



2022 NOV 17 P 5:19

CITY OF SOUTH EL MONTE APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Commission to Which Appointment is Being Sought:

() Patriotic

(X) Planning

() Community Services: () Representing Senior Member At Least 60 years of age

() Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION Please print the following information:

Name: Jeff M. Ortiz

Address: [REDACTED]

Years in South El Monte: 38

Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: The IAPMO Group

Work Phone: [REDACTED]

Occupation: Magazine Editor

Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Epiphany Catholic School, South El Monte, CA

8th

Name/Location

Highest Grade Completed

High School

Bishop Amat Memorial High School, La Puente, CA

12th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo Community College, Whittier, CA

Fine Arts / Not Completed

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

South El Monte Planning Commission - Currently Serving

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Employment: I've worked for The IAPMO Group for over 20 years. Our organization protects people world wide through the development and enforcement of safe and efficient building product codes and standards, and the proper installation and testing of certified products, systems, and materials.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities be in conflict with you serving as a commissioner? No
If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I am currently serving on the Planning Commission and have respectfully served for approximately 3.5 years.

I've been fair and unbiased, always putting the community first while still being fair to the businesses and/or developers.

I previously served seven years on my Home Owners Association, with five of those seven as President. The HOA was located in Menifee, CA and we managed close to 200 homes. (2006-2013)

I served on a Neighborhood Community Action Group in the Canyon Crest area of Riverside, CA for six years, with five of the six served as Chairman. We worked with the City of Riverside (City Council / Planning Commission) and with the businesses neighboring our community to evaluate any impacts towards the local residents. (1998-2004)

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

Signature of Applicant:  Date: 11-16-22

Return Completed Commissioner Application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

() Patriotic

Re-Applied (X) Planning

() Community Services: () Representing Senior Member At Least 60 years of age

() Representing Youth Member Between 16 and 21 years of age

2022 NOV 21 PM 5:19
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION Please print:

Name: Leon A. Barrera, Jr

Address: [REDACTED]

Years in South El Monte: _____

Home Phone: _____

E-mail Address: _____

Cell Phone: [REDACTED]

Employer: SGV Water Co

Work Phone: [REDACTED]

Occupation: Utility

Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Monte Vista So El Monte

Name/Location

Highest Grade Completed 6

High School

Mountain View High

EL Monte

Name/Location

Highest Grade Completed 12

University, College, Trade School, or Other

Citrus College

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Service Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

San Gabriel Valley Water Assoc

Southern California Water Utility Assoc

EM/SEM Chamber of Comm

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? NO

Would your personal or business activities conflict with you serving as a commissioner? NO If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

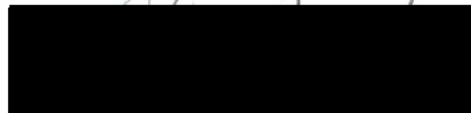
December 21, 2022

Office of the City Clerk
Honorable Mayor
Honorable Council members
City of South El Monte

Subject: Planning Commission 2023

I am very interested in serving as a Planning Commissioner for year 2023.
I have a learned a great deal these past years and want to continue to learn and be a part of the
City. I will continue to work hard and put the city's best interest for all residential and
commercial needs, we still have a lot of work to do. Thank you for your consideration

Respectfully

A black rectangular redaction box covering the signature of Leonel A. Barrera, Jr.

Leonel A. Barrera, Jr (Leo)

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____



Date _____

11/21/2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



New

APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

() Patriotic

☒ Planning

() Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

2022 NOV 14 PM 5:19
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION Please print:

Name: Emily Laves

Address: [REDACTED]

Years in South El Monte: [REDACTED]

Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: Musick, Peeler

Work Phone: [REDACTED]

Occupation: Sr. Accountant

Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Miramonte Elementary School
Kranz Junior High School

Name/Location

Kindergarten - 8th grade

Highest Grade Completed

High School

El Monte High School

Name/Location

12th Grade

Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo College

Name/Location

Accounting Certificate

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

not applicable.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

I belong to two clubs.

1. Republican National Hispanic Assembly where
as I serve as the treasurer.

2. Los Angeles Republican Party Volunteer.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No.

Would your personal or business activities conflict with you serving as a commissioner?
_____ If yes, please explain:

I don't foresee any conflicts.

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

Being able to work with others is one of my most important qualities. My experience would be incredibly beneficial to any of the commissions because of my experience working with two organizations where I am willing to listen, understand and share goals in a group setting.

IMPORTANT

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Signature of Applicant: _____

Date _____

11/14/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91783
(626) 579-6540
CITY CLERK'S OFFICE



2022 NOV 23 P 12:53

New

APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

() Patriotic

(✓) Planning

() Community Services: () Representing Senior Member At Least 60 years of age

() Representing Youth Member Between 16 and 21 years of age

PERSONAL INFORMATION *Please print:*

Name: Enrique Robles

Address:

Years in South El Monte: 3 (17 years previously) Home Phone: N/A

E-mail Address:

Cell Phone:

Employer: L.A. County Department of Social Services

Work Phone:

Occupation: Eligibility Supervisor

Employers Address:

EDUCATION/TRAINING

Grammar School

Epiphany Catholic School / South El Monte, CA

8th

Name/Location

Highest Grade Completed

High School

Cantwell High School / Montebello, CA

12th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

Imperial Valley College / Imperial, CA

Certificate in Administration of Justice

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

I have been a part of Labor Management on and off for the past 5 years with the

Department of Social Services. In 2022, I served as a bargaining member for the

Eligibility Supervisor bargaining table during the contract negotiations with L.A. County.

Employee Appreciation Committee, and Special Events Committee.

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? None

Would your personal or business activities conflict with you serving as a commissioner? No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have been a County employee for 24 years, 15 years which have been as an Eligibility Supervisor.

As an L.A. D.P.S.S. employee, I have been a part of several committees, including the Labor Management

Employee Appreciation Committee, Special Events Committee, and a member of the 2022 Bargaining team for the Eligibility

Supervisors Bargaining Table. Being a part of these committees have given me the experience and insight in planning and gathering new ideas

for each committee. I have been a South El Monte resident on and off for a total of 26 years and take pride in the city. That being

said, I know I can bring passion to improve the City of South El Monte. Being a father of an 8 year old, currently attending Epiphany School, I would

like nothing more for my daughter to grow up in an up and coming city that is child friendly and ready for the future. I see enormous potential increasing

the beauty of our city as well as bringing in new investors that can generate revenue for our city parks, streets, and infrastructure. I believe that all

citizens, should take the opportunity to serve their communities in whatever way possible. Serving as a Planning Commissioner will be my way to serve

the community that has provided for me and my family for many years. If given the opportunity to be appointed to a seat on the Planning Commission,

I would be excited to work with others including the City Council in achieving the goal of improving our community for the common good.

IMPORTANT

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Signature of Applicant:

A black rectangular box redacting the signature of the applicant.

Date

11.22.2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

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Mark which Commission you wish to serve on:

- () Patriotic
(X) Planning
() Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years age

2022 NOV 29 PM 4:14
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: Robert V. Becerra Address: [REDACTED]
Years in South El Monte: 12 Home Phone: [REDACTED]
E-mail Address: [REDACTED] Cell Phone: [REDACTED]
Employer: El Monte Union High School Dist. Work Phone: [REDACTED]
Occupation: Campus Supervisor Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Name/Location	Highest Grade Completed
New Lexington Elementary El Monte, Ca. 6th Grade	Columbia Middle School El Monte, Ca. 8th

High School

El Monte High School	12th
----------------------	------

University, College, Trade School, or Other

Rio Hondo Police Academy	POST Certificate
--------------------------	------------------

Name/Location	Major/Degree
---------------	--------------

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

None

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Elmonteans

Friendly Cities Kiwanis

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner? No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have knowledge of city ordinances, state laws. I have over 30 years' experience and background

~~in enforcing municipal codes, state laws. I will bring positivity, experience, a creative approach to~~
solving problems, and the ability to embrace change. I can bring drive, a passion for this commission,
and the ability to always treat our community members, city staff in a way that will ensure they have

a positive experience with this commission. I listen to what others have to say, I am a fair and
open-minded person. I understand the importance of being well-prepared for commission meetings.

~~I communicate well and comfortably speak in public. I understand the zoning ordinance in the decision-~~
making process. I can comprehend complex matters and balance competing interests.

IMPORTANT

The application process will be used to assist the City Council in their selection of appointments. The City Council is not bound by the submittal of an application to make an appointment.

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Signature of Applicant: _____

Date 11/29/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

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Mark which Commission you wish to serve on:

- () Patriotic
(☒) Planning
() Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

2022 NOV 31
DEC 1
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: Roberto Sanchez Address: [REDACTED]
Years in South El Monte: 15 yrs Home Phone: N/A
E-mail Address: [REDACTED] Cell Phone: [REDACTED]
Employer: City of L.A. Work Phone: [REDACTED]
Occupation: Engineer Employers Address: _____

EDUCATION/TRAINING

Grammar School

Our Lady of Lourdes / East L.A. 8th
Name/Location Highest Grade Completed

High School

Don Bosco Technical Institute 12th
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Loyola Marymount University B.S. in Engineering
Name/Location Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A.

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Institute of Transportation Engineers, NACTD (National Association of City Transportation officials), Licensed as a Traffic Engineer in Ca., Coach and volunteer AYSO

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? NO

Would your personal or business activities conflict with you serving as a commissioner? NO If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have approximately 20 years of experience as an engineer for the City of L.A. working on many projects similar to the Merced Ave Gateway Project, Renner Street Water Service Improvement Project and the recent Santa Anita/Tyler Ave Bike project. I also have experience in Development Review and Planning issues, such as trip generation, Vehicle Miles Traveled Analysis, Traffic Impact analysis, etc... Knowledge of Traffic signal systems and timing, Project management and more.

IMPORTANT

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By signing the application, you acknowledge your understanding and commitment as a commissioner and if appointed, consent to a Live Scan background check. Appointment by the City of South El Monte is contingent upon the clearance of the Live Scan. Should that clearance prove to be unsatisfactory, it may affect your eligibility for appointment or cause for immediate dismissal.

Signature of Applicant: _____

A black rectangular box redacting the signature of the applicant.

Date 12/1/2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

() Patriotic

(X) Planning

() Community Services: () Representing Senior Member At Least 60 years of age

() Representing Youth Member Between 16 and 21 years of age

2022 DEC - 1 P 3:58
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: Kenneth Tang

Address: [REDACTED]

Years in South El Monte: 5

Home Phone: _____

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: City of Los Angeles

Work Phone: [REDACTED]

Occupation: Civil Engineer

Employers Address: [REDACTED]

EDUCATION/TRAINING

Grammar School

Name/Location

Highest Grade Completed

High School

Wilson High School / Long Beach

12th

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

University of California, Irvine

Civil Engineering / BS

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

2022 - Planning Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

American Public Works Association, Asian American Architecture & Engineering Association

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner? No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I have over 10 years of professional engineering experience focusing on roadway

infrastructure improvements and maintenance. In addition, I have a good knowledge in federal state, local funding policies that can contribute to the growing residents' needs.

As a South El Monte resident, I would like to serve the community and help build a better place for my son grow up in.

IMPORTANT

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Signature of Applicant: _____

Date _____

12/1/22

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



CITY OF SOUTH EL MONTE

1415 N. SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540 • FAX (626) 579-2107



CITY OF SOUTH EL MONTE APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and be fingerprinted via Live Scan Service. City of South El Monte employees are not eligible to serve as a member of a commission.

Commission to Which Appointment is Being Sought:

- () Patriotic
(X) Planning
() Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

2022 JAN - 3 4:10:06
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE
applied 1/9/22 2:03pm
Received by:

PERSONAL INFORMATION Please print the following information:

Name: Ruby Rose Yopez

Address: [REDACTED]

Years in South El Monte: 39 Home Phone: [REDACTED]

E-mail Address: [REDACTED] Cell Phone: [REDACTED]

Employer: Southern California Edison Work Phone: [REDACTED]

Employer's Address: [REDACTED]

Occupation: Senior Advisor - Key & National Accounts

EDUCATION/TRAINING

Grammar School
Epiphany Catholic School, South El Monte 8
Name/Location Highest Grade Completed

High School
Bishop Amat Memorial Hgh School, La Puente 12
Name/Location Highest Grade Completed

University, College, Trade School, or Other
California State Polytechnic University, Pomona Bachelor of Architecture
Name/Location Major/Degree

Currently pursuing Masters in Public Administration at Claremont Lincoln University, as a Lincoln 75 Fellow.

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

South El Monte Planning Commission

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Current VLSD PTO VP. 2021 Board Member for CA Association of Building Energy Consultants, Professional Women in Building, National Organization for Minority Architects and National Hispanic Construction Association - CA, Previous Board Member for US Green Building Council - LA Chapter and Board Member for Building Industry Association - Baldy View. Supporting roles in Cal Poly Pomona Latino Alumni Chapter Latinos for Engagement Advancement & Development Business Resource Group @ SCE, Latina Golfers Association

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities be in conflict with you serving as a commissioner? Possibly
If yes, please explain: *If there is an issue that may be a conflict of interest as a utility employee, I would recuse myself from the vote or discussion*

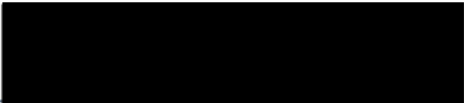
Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

Serving the last 2 years on the planning commission, gave me the insight on the issues that the city faces with businesses, housing and planning. There is extensive work to be done on the cities General Plan that can allow SEM to expand its revenue resources and establish itself as a desired community to live or work in given its prime location between major traffic corridors. The housing element update highlighted some key issues that need to be addressed as part of planning updates. Through my current work in a Master Public Administration Program I am pursuing, and sitting on boards that support sustainability and energy efficiency, I feel I have a wealth of knowledge to support the planning commission. I am active with Local Building departments supporting them and other construction industry players with Energy & Green Code education and implementation. I have supported the California Energy Commission with development of the Energy Code. Through various board and committee positions, I have been exposed to the issues that cities face with building development and city planning. As an Energy Consultant most of my work focused on Affordable Multifamily projects, which also exposed me to issues that developers and cities face in dense urban areas and addressing housing needs with access to public transportation. I have also done some work with SCAG and SCAQMD in helping cities to develop their Climate Action Plans and municipal codes.

As a resident, I understand the importance and value of developing a healthy and sustainable environment for our community to support flourishing businesses and raising families. I have lived in South El Monte since birth and I plan to reside here for my lifetime. I have been active with local organizations such as the San Gabriel Valley Conservation Corps and Active SGV in hosting events that focus on a sustainable and healthy community. I have taught yoga for the community through the city community center, library and at the Hilda Solis SGV Office. I care about the community I live in and want the best for my neighbors and family. I have also been active with the VLSD PTO, helping to create a safe and invigorating community for our children that enhances their development. I have participated in and attended many of the community events such as Summer Events, Holiday Events and I appreciate and enjoy the communal atmosphere and spirit that is created amongst neighbors and community members.

IMPORTANT

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Signature of Applicant:  Date: 12/22/2022

Return Completed Commissioner Application and Request For Live Scan Service Form To:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540



APPLICATION FOR APPOINTMENT TO COMMISSION

The City of South El Monte welcomes your interest to serve on a City Commission. All applicants must be a resident of the City of South El Monte and if appointed, complete a Live Scan. City of South El Monte employees are not eligible to serve as a member of a commission.

Mark which Commission you wish to serve on:

() Patriotic

(X) Planning

() Community Services: () Representing Senior Member At Least 60 years of age

() Representing Youth Member Between 16 and 21 years of age

*Received via email 12/23/2023
received org: →*

2023 JAN -3 8:08
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

PERSONAL INFORMATION *Please print:*

Name: David Mai

Address:

Years in South El Monte: 15+

Home Phone:

E-mail Address:

Cell Phone:

Employer: City of LA - Council District 13

Work Phone:

Occupation: Case Manager

Employers Address:

EDUCATION/TRAINING

Grammar School

Dean L. Shively in South El Monte, CA

8th Grade+

Name/Location

Highest Grade Completed

High School

South El Monte High in South El Monte and San Gabriel High in San Gabriel

12th Grade+

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

California State University, Northridge in Northridge

Masters of Public Admin

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Community Services - Representing Youth Member Between 16 and 21 years of age

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

East Los Angeles College Alumni Association as a Board Member for 3 years +

Monterey Highlands Elementary PTA as a Hospitality Chair for 1 years +

Would you have any difficulty in attending the necessary night meetings? As well as any difficulty attending any city functions that our City will be hosting? No

Would your personal or business activities conflict with you serving as a commissioner? No If yes, please explain:

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I currently served as the Case Manager at the City of Los Angeles in the Thirteenth District. Prior to that

I served as the Director of Operations at the City of Los Angeles in the Eleventh District. Prior, I served

as the Interim Chief of Budget at the City of Los Angeles in the Tenth District. I have served constituents

from Atwater Villiage, East Hollywood, Echo Park, Glassell Park, Filipinotown, Hollywood, Little Armenia,

Melrose Hill, Silverlake to Brentwood, Del Rey, Mar Vista, Pacific Palisades, Venice West LA, Westchester

LA International Airport to Koreatown, West Adams, West Pico, Wilshire, and South LA. I have worked

for the City of El Monte as a Program Specialist and City of West Covina as a Recreation Leader. I worked

at US Census Bureau as a Census Field Supervisor for 2020 Census. I have worked in higher education

for over 11 years at East Los Angeles College, LA Mission College, LA Community College District,

Pasadena City College, and Rio Hondo College. I have dedicated my life to public serving.

IMPORTANT

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Signature of Applicant:  Date 12/20/2022

Return completed application to:

Office of the City Clerk
1415 Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.

DAVID MAI

South El Monte, CA 91733 | [REDACTED]

OBJECTIVE

To acquire a management position in an organization where I can best utilize my leadership and communication skills and background education in public administration and organizational psychology.

SKILLS

- Employ analytical and logical reasoning
- Excellent written and oral communication
- Self-starter with a drive to succeed
- Perform well in a high-stress situation
- High attention to detail
- Ability to communicate findings
- Strong time-management
- Willingness to always take initiative
- Ability to problem solve

EDUCATION

California State University, Northridge

Winter 2020 – Fall 2021

- Graduate in Fall 2021, Master of Public Administration (MPA)

California State University, Los Angeles

Fall 2012 – Fall 2015

- Graduate in Fall 2015, Bachelors in Organizational Psychology (BA)

EXPERIENCE

City of Los Angeles – Council District 11

Director of Operations/Scheduler

July 2022 – Present

Office of Councilmember Mike Bonin:

- Manage the schedule for the Councilmember;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Prepare budget reports and track all office expenditures on a Excel sheet and Google Sheet;
- Draft internal office correspondences, memos (advance payment, justification, exit memo, salary increase, congratulatory letter, and letter of support), agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD11;
- Prepare quarterly reports of all contracts executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all pending discretionary funds, Department of Cultural Affairs' (DCA) AFE, and DCA's Council Civic request by ensuring public purpose and beneficial for constituents of CD11;
- Submit all allocation requests on the GCP portal;
- Collaborate with local non-profit organizations by waiving and covering their expenses (AAA, street permits, and USS);
- Collaborate with over 35 non-profit organizations on the grant/project proposal;
- Demonstrates excellent leadership and project management skills to manage the budget process and complete complex analytical projects; and
- Championing catalytic development and initiatives that benefit all 270,000 constituents of the Eleventh District.

City of Los Angeles – Council District 10

Interim Director of Operations

July 2021 – July 2022

Office of Caretaker Heather Hutt:

- Manage the schedule for the Deputy Chief of Staff and Caretaker;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet and Google Sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos (advance payment, justification, exit memo, salary increase, congratulatory letter, and letter of support), agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contracts executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all pending discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;

- Submit all allocation requests on the GCP portal, and AB-1290 grants;
- Collaborate with local non-profit organizations by waiving and covering their expenses (AAA, street permits, and USS);
- Demonstrates excellent leadership and project management skills to manage the budget process and complete complex analytical projects; and
- Championing catalytic development and initiatives that benefit all 275,000 constituents of the Tenth District.

City of Los Angeles – Council District 10

Interim Executive Assistant

March 2021 – July 2022

Office of Councilmember Herb Wesson:

- Manage the schedule for the Chief of Staff and Councilmember;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos, agendas, and meeting requests;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contract executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all request for discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;
- Submit all allocation requests on the GCP portal, AB-1290 forms, and Reimaged grants;
- Collaborate with over 50 non-profit organizations on the grant/project proposal;
- Process and execute grants and contracts for the Tenth District;
- Manage all request for proclamation and scrolls for honoree, community members, and local partners; and
- Prepare adjourning motions, resolutions, and talking points for the Councilmember within Council Meeting.

City of Los Angeles – Council District 10

Interim Chief of Budget and Operations

October 2021 – March 2022

Office of Caretaker Karly Katona:

- Develop a budgetary proposal affecting the operations and needs of the Tenth District;
- Monitor all expenditures of funds and budgetary management for CD10;
- Prepare quarterly reports of all contract executed to be compliance with the Ethics office (DFCS);
- Manage all grant expenditures to be compliance with City Clerk and state/federal regulations;
- Process all request for discretionary funds request by ensuring public purpose and beneficial for constituents of CD10;
- Submit all allocation requests on the GCP portal, AB-1290 forms, and Reimaged grants;
- Collaborate with over 50 non-profit organizations on the grant/project proposal; and
- Process and execute grants and contracts for the Tenth District.

City of Los Angeles – Council District 10

Senior Administrative Assistant

April 2021 – October 2021

Office of Councilmember Mark Ridley Thomas:

- Manage the schedule for the Chief of Staff and Chief of Budget, Technology and Operations;
- Manage all incoming invitations for: meetings, events, and scheduling requests;
- Process payroll bi-weekly and maintain payroll and attendance-related records;
- Prepare budget reports and track all office expenditures on a Excel sheet;
- Submit tickets and coordinate with Info Technology Assistant (ITA), General Service Department (GSD), and Administrative Personnel (HR);
- Draft internal office correspondences, memos, agendas, and meeting requests;
- Staffed the Councilmember in community events in Leimert Park Plaza and local community within the Tenth District;

Pasadena City College – Admission & Records

Registration Specialist

December 2021 – Present

- Performs registration support services to support departmental operations, including enrolling and registering students and creating and updating student databases; monitors waiting lists; notifies students of canceled classes and various other registration updates; answers questions from and provides support services to students and visitors regarding registration, admissions, and student records policies and procedures of the College;
- Compiles information and data for various reports; checks and ensures accuracy of the data;
- Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required;
- Maintains accurate and detailed spreadsheets, files, and records, verifies the accuracy of the information, research discrepancies, and records information;
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining the completeness of applications, records, and files;
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files;
- Screens calls, visitors, and incoming mail; assists students and visitors and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints; and

- Composes, types, formats, and proofreads a variety of routine letters, reports, marketing materials, and documents.

Rio Hondo College – Admission & Records

Registration Clerk

April 2022 – July 2022

- Accepts, reviews, and processes admissions applications;
- Identifies codes for MIS reporting (high school, college);
- Enters application data into college computer program;
- Prepares application information for data entry;
- Reviews applications for accuracy and makes corrections when they are returned from computer center;
- Takes photo identification pictures for students and staff;
- Admits, registers, and processes change of program (add/drop) at registration windows;
- Posts class opening day and drop rosters;
- Accepts class drop refund requests and process paperwork;
- Works payment windows, accepts class fees in cash, check and credit card payments and posts payment information on the computer;
- Organizes, arranges, and files all paperwork;
- Organizes and initiates the mailing of Probation and Dismissal letters;
- Mails out admissions confirmation receipts and parking permits (online and touchtone telephone registration); and
- Reconciles daily fee payment receipts and cash on hand.

East Los Angeles College – Transfer Center

Transfer Specialist

September 2018 – October 2021

- Oversee and implement transfer programs in conjunction with Student Services department and outside agencies; serve as a liaison for program university requests; provide comprehensive transfer information to transfer and potential transfer students;
- Assist in the coordination of Transfer Center operations; plan, facilitate and implement transfer workshops regarding applications, personal statements, financial aid, concurrent enrollment, and other transfer documents and functions; oversee and implement other educational activities including field trips for participants; design and oversee production and promotion of major Transfer Center events;
- Serve as liaison between the Transfer Center, College, local educational institutions, community organizations, student support programs, and other organizations regarding Transfer Center functions; provide information to agencies regarding student transfer progress and processes;
- Serve as a technical resource to students, staff, faculty, and outside agencies regarding transfer processes, procedures, and requirements; identify and assist transfer and potential transfer students; respond to inquiries regarding assigned activities; provide assistance with the completion and submission of applications and related documents; provide counseling references to students as appropriate;
- Participate in retention and outreach activities to increase participation and effectiveness of the Transfer Center; conduct classroom visits, orientations, presentations, workshops, and other activities to generate awareness of program operations, processes, and services; attend and assist with community events and serve as representative of the Transfer Center; communicate with outside agencies to plan and implement events; update and upload content to the Transfer Center website;
- Train and provide work direction to student workers;
- Prepare and maintain a variety of narrative and statistical reports, records, and files related to personnel and assigned activities;
Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information; and
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

United States Census Bureau

Census Field Supervisor

June 2020 – July 2021

- Assisted with onboarding and training approximately 1,500 employees;
- Led a team of approximately 30 to 40 Census Field Representatives;
- Ability to provide detailed guidance to subordinates on how to resolve issues in the field;
- Monitored staff performance that includes on the job observations, performance metrics; and
- Reviewed and approved payroll and leave submissions for the staff.

City of El Monte – Parks & Recreation

Program Specialist

August 2018 – April 2021

- Help plan, direct, and lead staff and volunteers in the daily operations;
- Track related fees and keep accurate records of all paperwork;
- Serve as primary staff overseeing rented facilities;
- Complete client registration forms, intakes, and assessments;
- Effectively disseminate information about department programs, services, and events to the public;
- Report and respond to maintenance concerns in department facilities;
- Maintain cleanliness and upkeep of buildings;
- Assist in the coordination, execution, and supervision of city-wide special events;
- Communicate effectively with the public, in writing, and over the phone;
- Maintain high visibility of the department;
- Must be energetic with good customer service skills; and

- Other duties and responsibilities as assigned.

City of West Covina – Community Services

Recreation Leader

June 2016 – April 2021

- Leads recreation activities and encourages participants' interest in areas such as arts and crafts, sports, special events, etc.;
- Sets up facility and materials for recreation activities and special events;
- Collects fees, and issues receipts;
- Interacts with parents, public, and staff participants;
- May perform other duties in support of the Community Services Department as assigned including but not limited to: city-wide events, daycare, youth and adult sports, teen programs, recreation classes, aquatics, facility management, senior citizen programs, and other related services;
- Maintains the inventory of equipment and supplies. Maintains compliance with health and safety regulations; and
- Assists with minor maintenance of the program facility.

East Los Angeles College - Academic Affairs

Executive Assistant

March 2017 – September 2018

- Prepares letters, memoranda, statistical tables, documents, reports, and other material from notes, rough drafts, or verbal instructions using standard and specialized office software applications, as well as correct grammar, spelling, and punctuation;
- Processes documents by recording data in appropriate records checking forms and editing documents prepared by others to assure completeness and accuracy;
- Compiles, updates, and posts information and data from various sources and prepares reports and data/information summaries;
- Maintains office files by sorting, coding, indexing, filing, cross-referencing, locating, and extracting documents in accordance with established operating procedures;
- Receives visitors, determines the purpose of their visit, informs the appropriate party of arrival, and directs visitors to the appropriate office;
- Receives and relays incoming calls, takes messages, and places call;
- Answers inquiries and gives out information concerning procedures, programs, and services of assigned work areas to visitors, students, and the public;
- Receives office mail and time-stamps and distributes mail to appropriate staff;
- Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies;
- Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of an office;
- Maintain and update the office's activity calendar utilizing a specialized software application including the arranging and scheduling of appointments for staff;
- Maintain time-keeping records for an office;
- Maintain and reconcile office expenditure accounts. May orient and train new employee's in-office procedures;
- Operate a multi-line telephone set or a communications console to relay colleges or the District Office's incoming and outgoing calls to proper persons or offices; and
- Use a test phone to determine if a reported telephone equipment malfunction is related to an instrument or a line malfunction, and show telephone company technician(s) the location of reported equipment/systems malfunctions and/or the planned location of new telephone equipment/systems.

Los Angeles Community College District - HR Personnel Assistant (Provisional)

Oct 2017 – Feb 2018

- Processes various personnel transactions pertaining to employee appointments, assignments, reinstatements, transfers, salary allocations, salary differentials, new positions, position changes, bilingual position requests, leaves of absences, promotions, demotions, dismissals, layoffs, resignations, performance evaluations, and/or recruitment, examination, and certification matters;
- Effectively utilizes computer information systems and office software applications to process personnel transactions;
- Contacts the public, applicants, eligible, employees, supervisors, administrators, and other district personnel in the processing of applications and the evaluation, placement, and assignment;
- Provides standardized information and answers inquiries regarding policies and procedures of the Board of Trustees, the Personnel Commission, and collective bargaining agreements as related to examination, assignments, compensation, and other personnel transactions;
- Codes and inputs assignment data into a personnel/payroll information system;
- Interprets codes and other information on information systems screens and related records in order to obtain and verify requested employee and applicant information;
- Reviews various personnel transactions for compliance with rules and regulations;
- Troubleshoots problems related to recruitment, selection, certification, assignment, employment processing, compensation, and other personnel transactions and assists in resolving problems within established rules and policies;
- Reviews applications, licenses, and credentials to determine if applicants meet entrance qualifications.
- Processes candidates for employment, by providing and explaining the purpose of various employment forms, verifying health and other clearances, and obtaining and scanning necessary employment documents
- Compiles and prepares correspondence, bulletins, and reports pertinent to assigned area;

- Maintains and scans specialized and other personnel files;
- Processes financial credit verifications and service verifications; and
- May provide work direction to student employees.

Los Angeles Mission College – Academic Affairs Senior Office Assistant

Feb 2017 – Mar 2017

- Applies the rules and policies of a specialized program function or activity to specific cases;
- Reviews existing clerical procedures to determine more efficient methods and implements revised procedures and forms;
- Reviews and processes a variety of forms, applications, and records for completeness and accuracy and codes information;
- Effectively utilizes computer equipment, specialized software applications, and a variety of standard office machines used for processing the work of an office;
- Answers inquiries and explains rules, requirements, and procedures related to assigned office or department to students, District employees, and the public;
- Prepares complex correspondence, memoranda, statistical tables, documents, reports, bulletins, brochures, and other material utilizing a variety of office software applications, corrects spelling, syllabication, and punctuation, and may review and edit material prepared by others for accuracy and compliance with guidelines;
- Maintains and is responsible for records, files, and other information of an office or unit;
- Posts enter and reconcile documents related to the fiscal accountability of the office operations;
- Searches files for required information and compiles data as necessary;
- Maintains an inventory of office supplies and orders, receives, stocks, and distributes supplies;
- Provides work direction and training to clerical office staff;
- May post information updates to the department website; and
- May prepare and maintain time-keeping records.

East Los Angeles College – Admissions Registration Assistant (Provisional)

Feb. 2017 – Feb. 2017

- Provides routine information and assistance to customers during peak workload registration periods;
- Records a variety of data on appropriate records, checks forms, and records for completeness and accuracy;
- Answers telephones, replies to routine inquiries and takes messages;
- Operates computer equipment and standard office machines used for processing the work of the office;
- Collects registration fees and issues receipts;
- Prepares simple and routine forms, reports, and correspondence;
- Maintains office files by sorting, coding, indexing, filing, cross-referencing, locating, and extracting registration documents; and
- Receives, time-stamps, and distributes office mail to appropriate staff.

United States Postal Service

Postal Service Clerk (Seasonal)

Dec. 2016 – Jan. 2017

- Weigh letters and parcels, compute mailing costs based on type, weight, and destination, and affix correct postage;
- Check mail to ensure correct postage and that packages and letters are in proper condition for mailing;
- Complete forms regarding changes of address, or theft or loss of mail, or for special services such as registered or priority mail; and
- Sort incoming and outgoing mail, according to type and destination, by hand or by operating electronic mail-sorting and scanning devices.

Adaptive Learning, LLC

After School Tutor

Jan 2016 – May 2016

- Schedule tutoring appointments with students and their parents;
- Provide private instruction to individual or small groups of students to improve academic performance, improve occupational skills, or prepare for academic or occupational tests;
- Develop teaching or training materials, such as handouts, study materials, or quizzes;
- Identify, develop, or implement intervention strategies, tutoring plans, or individualized education plans (IEPs) for students;
- Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email;
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments;
- Prepare lesson plans or learning modules for tutoring sessions according to students' needs and goals;
- Prepare and facilitate tutoring workshops, collaborative projects, or academic support sessions for small groups of students; and
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students.

East Los Angeles College – Bookstore

Bookstore Assistant (Provisional)

Oct. 2015 – Feb. 2017

- Handled high-volume telephone calls promptly, courteously, and efficiently;
- Greet clients, replied to routine inquiries, and take messages;

- Assisted customers in locating and selecting merchandise;
- Assisted customers in the checkout process;
- Ensured books and school merchandise met inventory needs;
- Stocked inventory daily by keeping bookshelves, counter space, displays, and sales areas neat and orderly;
- Operated the cash register while providing outstanding customer service;
- Met weekly sales goals; and
- Adhered to company policy regarding the exchange and return of items from customers.

GO East LA at Cal State LA

GO East LA Coordinator

Feb. 2015 – Dec. 2015

- Develop and present workshops to students;
- Administer quantitative questionnaires to college students;
- Motivational speaker for elementary, middle, and high school students;
- Develop questionnaires and surveys for college students to complete;
- Track incoming freshmen's academic goals;
- Provide informational referrals to incoming freshmen;
- Assist in focus groups and workshops for parents to be aware of recent trends;
- Clerical duties such as cleaning, emailing, and calling;
- Provide campus tours to prospective students;
- Assist in service-learning by helping students interact with children;
- Created teaching curriculum for children of all ages; and
- Adjust the curriculum to accommodate for children with disabilities.

East Los Angeles College – College Store

Program Assistant

Aug. 2011 – Oct. 2015

- Greets all customers with fast, friendly, personalized service and develops a rapport with customers by learning their names, favorite drinks, and food items;
- Verbally receives and calls back customer orders in a friendly manner;
- Reports all customer complaints to the manager on duty;
- Responds proactively to prevent customer service situations;
- Accurately rings sales orders into a cash register and counts back change to customers in a courteous and friendly manner; and
- Answers telephone in a courteous and friendly manner including, but not limited to, giving store greetings, directions to store location, and receiving and filling customer orders.



City Council Agenda Report

Agenda Item No. 9.e.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF ORDINANCE NO. 1262, ESTABLISHING A COMMISSION FOR THE ADVANCEMENT OF WOMEN AND GIRLS AND ADDING CHAPTER 2.50, "COMMISSION FOR THE ADVANCEMENT OF WOMEN AND GIRLS," UNDER TITLE 2, "ADMINISTRATION AND PERSONNEL" TO THE SOUTH EL MONTE MUNICIPAL CODE

SUMMARY: In January 2022 the City applied for a grant through the California Commission on the Status of Women and Girls (CCSWG) Women's Recovery Response Grant and was awarded a grant in the amount of \$25,000 to establish a new commission for women and girls. The City held several outreach events and received an enormous positive response from the community and now wishes to establish a five-member commission.

RECOMMENDED ACTION: Staff recommends City Council waive first reading and introduce Ordinance No. 1262, Establishing a Commission for the Advancement of Women and Girls and Adding Chapter 2.50, "Commission for the Advancement of Women and Girls," under Title 2 "Administration and Personnel" and set the second reading at the next regular city council meeting.

FISCAL/FINANCIAL IMPACT: The California Commission on the Status of Women and Girls (CCSWG) Women's Recovery Response has authorized the use of \$1,500 from the grant towards compensation of \$100 for each commissioner for attending one meeting per quarter during Fiscal Year 22-23 and part of Fiscal Year 23-24. Budget for the compensation funds will then be budgeted by the City in Fiscal Year (FY) 23-24 for this five-member commission.

DISCUSSION: On January 25, 2022, at a Regular City Council Meeting, Mayor Olmos directed staff to submit an application to the California Commission on the Status of Women and Girls (CCSWG) Women's Recovery Response for a grant funding opportunity to support the existing and emerging needs of women in California who have been disproportionately impacted by the COVID-19 pandemic.

On March 22, 2022, at a Regular City Council Meeting, it was announced during presentations that the City was awarded a \$25,000 grant from the California Commission on the Status of Women and Girls (CCSWG) Women's Recovery Response for the establishment of a women and girls commission.

The City conducted several outreach events on the creation of the commission:

April 30th, 2022, Kick-off event at the Senior Center

July 16, 2022, Outreach Brunch at the Community Center

July 28, 2022, Outreach at Summer Concert held at the City Hall front lawn

October 20, 2022, Outreach at the "Walk to End Domestic Violence" event held in South El Monte

Upcoming event in February 2023 – Outreach "Self-Love" event to be held at the Community Center

At each event, the response by the women and girls in the community has been overwhelming with positive feedback and interest. The major concerns from the community were safety, need for jobs, continuing education, mental health, and building confidence in the youth and several others but these were the most common concerns. Establishment of this commission would allow the new commissioners to seek opportunities that can be recommended to Council on ways the city can provide or find resources to address these issues.

If approved, a Notice of Vacancy will be posted announcing the acceptance of applications starting February 1 and a deadline of March 6, 2023, by 5:30 p.m. Applications will be available either on-line or at City Hall with completed applications to be mailed in or dropped off with the receptionist at city hall.

ATTACHMENT(S):

A. Ordinance No. 1262

ATTACHMENT A

ORDINANCE NO. 1262

AN ORDINANCE OF THE CITY OF SOUTH EL MONTE ESTABLISHING A COMMISSION FOR THE ADVANCEMENT OF WOMEN AND GIRLS AND ADDING CHAPTER 2.50 "COMMISSION FOR THE ADVANCEMENT OF WOMEN AND GIRLS TO TITLE 2, "ADMINISTRATION AND PERSONNEL"

THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1: Chapter 2.50 (Commission for the Advancement of Women and Girls) is hereby added to Title 2 (ADMINISTRATION AND PERSONNEL) of the City of South El Monte's Municipal Code to read as follows:

Chapter 2.50

COMMISSION FOR THE ADVANCEMENT OF WOMEN AND GIRLS

2.50.010 Commission created. The City of South El Monte hereby creates a Commission for the Advancement of Women and Girls to act in an advisory capacity to the City Council in all matters pertaining to advancement of women and girls.

2.50.020 Membership. The commission for the advancement of women and girls shall consist of five (5) city residents who are appointed by a majority of the city council, including one (1) Senior (55 and over) and one (1) youth (between the ages of 16-17). No city employee is eligible to serve as a member of the commission. No person shall remain a member if that person ceases being a resident of the city. The term of office for members shall be two years. Notwithstanding the foregoing, a member shall continue to serve until a qualified successor assumes that member's seat. If a vacancy occurs during the term, the council shall appoint a qualified successor to serve the remainder of the term. A majority of the council may remove a member at any council meeting.

2.50.030 Compensation of members. Each member of the commission shall be compensated at such rate as the city council may from time to time fix by resolution.

2.50.040 Absence from meetings. If, without cause, a member of the commission for the advancement of women is absent from three successive meetings of the commission, other than by permission of the commission expressed in its official minutes, the office of such a member shall be deemed to be vacant and the term of such member terminated. The commission for the advancement of women shall immediately inform the city council of such termination.

2.50.050 Absence for cause. An absence due to illness or an unavoidable absence from the city shall be deemed absence for cause if written notice thereof is sent to the commission for the advancement of women on or before the day of any regular meeting of the commission.

2.50.060 Regular meeting. A regular meeting as provided by law or by rule of the commission for the advancement of women or any regularly advertised public hearing before the commission for the advancement of women shall be deemed a regular meeting for the purpose of this chapter. The commission, by resolution, may fix the time and place of meetings.

2.50.070 Organization. The commission for the advancement of women shall elect its chair and vice chair from among its appointed members for a term of one year, and subject to other provisions of law, may create and fill such other offices as it may determine. The commission for the advancement of women shall adopt rules for transaction of business and shall keep a record of the resolutions, transactions, findings and determinations, which record shall be a public record.

2.50.080 Purpose. The commission for the advancement of women shall act in an advisory capacity to the city council in all matters pertaining to advancement of women and girls.

2.50.090. Powers and duties. The commission on the status of women shall be to assess and evaluate the needs and issues of women in the city in order to inform and advise the city council, city departments and divisions, and other community agencies and organizations of those needs and issues; recommend programs or legislation to the city council to promote and ensure equal rights and opportunities to and for women in the city; to promote education on issues regarding matters involving the needs of women and to prepare and disseminate such information; provide outreach information and education that empowers women to achieve self-sufficiency and self-esteem; maintain an active liaison with groups, organizations, agencies and individuals in regard to issues related to women; perform other duties as may be imposed upon the commission by the city council by ordinance or resolution

Section 2: The City Clerk shall certify to the adoption of this ordinance.

PASSED, APPROVED AND ADOPTED this __ day of ____ 2023.

Gloria Olmos, Mayor

ATTEST

Donna G. Schwartz, City Clerk

APPROVED AS TO FORM

Anthony R. Taylor, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna G. Schwartz, City Clerk for the City of South El Monte, do hereby certify that the foregoing Ordinance, being Ordinance No. 1262, was duly passed and adopted by the City Council of the City of South El Monte at a regular meeting of said Council held on the XX day of XXXX 2023, and that said Ordinance was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk



City Council Agenda Report

Agenda Item No. 9.f.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Rene Salas, Interim City Manager

SUBJECT: CONSIDERATION AND APPROVAL OF URGENCY ORDINANCE NO. 1263, ESTABLISHING A 45-DAY TEMPORARY MORATORIUM ON THE ESTABLISHMENT OR EXPANSION OF CAR WASHES WITHIN CITY LIMITS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF PERMANENT ZONING REGULATIONS FOR SUCH USES

SUMMARY: The proposed moratorium would halt the establishment or expansion of car washes or automobile washes ("Car Wash" or "Car Washes") within the City for 45 days (unless extended) while City Staff reviews and adopts appropriate zoning regulations for Car Washes.

RECOMMENDED ACTION: Staff recommends City Council:

1. waive further reading, and adopt Urgency Ordinance No. 1263, Establishing a 45-day temporary moratorium on the establishment or expansion of car washes within City limits during the pendency of the City's review and adoption of zoning regulations for such uses; and
2. Authorize Interim City Manager to direct the Planning Division and Planning Commission review the development standards for Car Washes, and survey development standards for Car Washes in other cities.

FISCAL/FINANCIAL IMPACT: There will be no fiscal and/or resource impact to the City for this moratorium.

DISCUSSION:

To protect the public safety, health, and welfare, a jurisdiction may adopt as an urgency measure an interim ordinance prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the legislative body, Planning Commission or the Planning Department is considering or studying or intends to study within a reasonable time. That urgency measure shall require a four-fifths vote of the legislative body for adoption. The interim ordinance shall be of no further force and effect 45 days from its date of adoption.

The question has been asked whether the City's existing zoning and other ordinances regulating the establishment, expansion, and operation of Car Washes adequately address the economic, environmental, and safety impacts of those businesses within the City. Car Washes may not be economically beneficial to the community in that there are minimal sales tax revenues associated with the use, few employees hired, and typical wages paid would not increase the City's overall median income. The continued establishment of Car Washes could result in the immediate loss of potential revenues to the City and the immediate loss of desirable commercial sites throughout the City. Further, after review of the impacts Car Wash uses could have to the community, staff is concerned about the secondary impacts including noise, chemicals, and vehicular traffic which could negatively impact the community, and nearby residents and businesses.

Under the South El Monte Municipal Code ("SEMMC"), both drive-in/drive-through Car Washes and nonmechanical Car Washes are permitted in the City. Drive-in and drive-through Car Washes are subject to the general performance standards established for all drive-in and drive-through establishments in the City under the SEMMC section 17.28.040. Further, commercial Car Washes operating in the City must use recycled water under the SEMMC section 8.46.010(N). However, the City has no other development standards or regulations applicable to the operation of Car Washes. Staff is concerned that the City's zoning code does not sufficiently address concerns particular to Car Washes that could negatively affect the community, including immediate threats to public health, safety, or welfare. Car Washes generate undesirable conditions for adjacent properties as a result of noisy, large-scale industrial equipment, increased vehicle traffic in the immediate vicinity, runoff of chemicals, airborne mist, and odors from chemicals and vehicle exhaust. Further, the City's permissive policy towards Car Washes could result in a proliferation or oversaturation of said uses within the City.

ENVIRONMENTAL REVIEW: The City, as the Lead Agency, determined that the proposed moratorium is exempt from further review under the California Environmental Quality Act (California Public Resources Code §§21000, *et seq.*, "CEQA"). Section 15378 of the CEQA Guidelines provides that an activity is a project subject to CEQA when action that has the potential for resulting in physical change to the environment, either directly or indirectly. Section 15061(b)(3) of the CEQA Guidelines provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have significant effect on the environment, the activity is not subject to CEQA. The City has determined that there is no possibility that the proposed ordinance may have a potential for resulting in physical change to the environment, or that if it does have that potential, there is no possibility that the activity in question may have a significant effect on the environment.

Staff report prepared by Guillermo Arreola, Planning Manager.

ATTACHMENT(S):

- A. Urgency Ordinance No. 1263-U

URGENCY ORDINANCE NO. 1263-U

AN INTERIM URGENCY ORDINANCE OF THE CITY OF SOUTH EL MONTE, CALIFORNIA, ENACTED PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 ESTABLISHING A 45-DAY TEMPORARY MORATORIUM ON THE ESTABLISHMENT OR EXPANSION OF CARWASHES WITHIN CITY LIMITS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF PERMANENT ZONING REGULATIONS FOR SUCH USES

WHEREAS, the City of South El Monte ("City") has the authority, under its police power, to enact regulations for the public peace, morals, and welfare of the City pursuant to California Constitution Article XI, section 7; and

WHEREAS, the City has a compelling interest in protecting the public health, safety, and welfare of its citizens, residents, visitors and businesses, and in preserving the peace and quiet of the neighborhoods within the City by regulating the establishment and expansion of Car Washes(as defined in this Ordinance below) within City limits; and

WHEREAS, the City is responsible for adopting and implementing land use regulations within its boundaries; and

WHEREAS, South El Monte Municipal Code ("SEMMC") section 17.28.030 defines permissible locations for all drive-in or drive-through establishments in the City, including Car Washes; and

WHEREAS, SEMMC section 17.28.040 defines performance standards generally applicable to all drive-in or drive-through establishments in the City, including Car Washes; and

WHEREAS, SEMMC section 17.30.005 permits nonmechanical automobile washing incidental to the retail sales of gasoline and lubricants at automobile service stations; and

WHEREAS, SEMMC section 8.46.040(N) prohibits the operation of commercial car washes that do not use recycled water, and

WHEREAS, the City has no other development standards or regulations applicable to the operation of Car Washes; and

WHEREAS, the City's permissive policy towards Car Washes could result in a proliferation or oversaturation of said uses within the City; and

WHEREAS, the proliferation of Car Washes throughout the City without due consideration presents an immediate threat to public health, safety, or welfare because Car Washes generate undesirable conditions for adjacent properties as a result of noisy, large-scale industrial equipment including vacuums, pumps, pressurized sprayers, dryers, engines and car stereos. In addition the use increases vehicle traffic in the immediate vicinity, and can cause runoff of

chemicals. Finally, airborne mist, odors from chemicals and vehicle exhaust are also a result of such uses; and

WHEREAS, the oversaturation of Car Washes in the City provides little economic benefit to the City or City residents; and

WHEREAS, absent clear regulation, the proliferation and oversaturation of Car Washes in the City poses a threat to the public peace, health, and safety, and, unless the City takes action to regulate, the impacts described above are likely to continue to occur; and

WHEREAS, the City desires to regulate Car Washes to ensure that public right-of-ways and public property remain free of public nuisances, safe and accessible for all users, and clear of conditions that pose threats to public health, safety, and welfare, to ensure that future development is undertaken in a manner consistent with the City's General Plan, and to ensure that Car Wash Operators comply with State and City regulations that inure to the public's health, safety, and welfare; and

WHEREAS, the City anticipates that Car Wash operators may seek to establish additional Car Washes, or desire to expand existing Car Washes before a non-urgency ordinance would become effective; and

WHEREAS, Government Code Sections 36934, 36937 and 65858 expressly authorize the City Council to adopt an urgency ordinance for the immediate preservation of the public peace, health or safety and to prohibit a use that is in conflict with a contemplated general plan, specific plan, or zoning proposal that the legislative body, planning commission or the planning department is considering or studying or intends to study within a reasonable time; and

WHEREAS, City staff require time to study and develop appropriate regulations for Car Wash Operators consistent with State and federal law; and

WHEREAS, on January 10, 2023 the City Council conducted a public hearing, which was concerning this Ordinance; and

WHEREAS, pursuant to the above-described express statutory authority and its police power, the City Council desires, on an urgency basis, to temporarily prohibit establishment of new, or expansion of existing, Car Washes within the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH EL MONTE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. FINDINGS

The City Council finds the facts set forth in the recitals in this Urgency Ordinance are true and correct, and are hereby incorporated by reference. Additionally, based on the foregoing, both verbal and written testimony at the public hearing, including the staff report, exhibits, and any materials provided by members of the public, the City Council finds as follows:

A. This Ordinance is being adopted in order to allow the City time to thoroughly study and develop the City's laws, rules, procedures and fees related to the operation and establishment of Car Washes, to enable the City to adequately and appropriately preserve the health, safety and welfare of the community in the City of South El Monte.

B. For the purposes of this Ordinance, "Car Washes" shall encompass all businesses defined as either a "conveyor car wash," "in-bay car wash," or a "self-service car wash," as defined in Water Code Section 10950(a)-(c). Further, the definition shall also include permanent, drive-through, automated self-service, and/or attended car washing establishments, including fully mechanized facilities and/or detailing services. This ordinance is intended to apply to Car Washes that are either the primary use or the accessory use of the relevant parcel. Temporary car washes (e.g., fundraising activities generally conducted at a service station or other automotive-related business, where volunteers wash vehicles by hand and the duration of the event is limited to one day) are not part of this definition.

C. For purposes of this Ordinance, "Car Wash Operator" shall mean a person, as defined by South El Monte Municipal Code Section 1.04.030, that manages and/or operates a Car Wash, whether for profit or not.

D. The City finds that in the absence of a regulatory framework to govern Car Washes, the adverse impacts frequently associated with Car Washes likely will occur, resulting in unregulated and significant negative impacts upon the public health, safety, and welfare of the community.

E. The City finds that the adverse impacts from Car Washes include the following:

(1) The proliferation of Car Washes throughout the City without due consideration presents an immediate threat to public health, safety, or welfare because Car Washes generate undesirable conditions for adjacent properties as a result of use noisy, large-scale industrial equipment including vacuums, pumps, pressurized sprayers, dryers, engines and car stereos; and

(2) In addition, the use tends to increase vehicle traffic in their immediate vicinity, and can cause runoff of chemicals; and

(3) Also, airborne mist, odors from chemicals and vehicle exhaust are also a result of such uses; and

F. The City also finds that Car Washes could have a negative economic impact for the City as follows:

(1) The use provides little economic benefit to the City or City residents, as there are minimal sales tax revenues associated with the use, few employees hired, and typical wages paid would not increase the City's overall median income; and

(2) The continued establishment of Car Washes will result in the immediate loss of potential revenues to the City and the immediate loss of desirable commercial and/or manufacturing sites throughout the City.

G. The City needs time to draft a proposed text amendment to the Zoning Code to preserve the health, safety and welfare of the community in the City of South El Monte with respect to the operation of Car Washes.

SECTION 2. AUTHORITY AND EFFECT

The State Planning and Zoning Law (Cal. Gov't Code Sections 65000, *et seq.*) broadly empowers the City to plan for and regulate the use of land in order to provide for orderly development, the public health safety and welfare, and a balancing of property rights and the desires of the community and how its citizens envisions their city.

SECTION 3. MORATORIUM

A. During the Effective Period of this Ordinance as specified below, no permit shall be issued, for any development of any new Car Wash, nor may a permit be issued for the expansion of an existing Car Wash, within the City. The foregoing shall explicitly prohibit the issuance of any zoning, land use, discretionary permit, building permit, environmental approval, business license or any other entitlement involving businesses defined as a Car Wash herein, during the Effective Period.

B. Notwithstanding the foregoing, any existing Car Wash facility shall be allowed to obtain their annual City of South El Monte business license. Additionally, permits may be issued for minor construction, rehabilitation and landscaping or other purposes not involving an expansion of building area. Any Car Wash facilities under construction with a valid building permit on the effective date of this Urgency Ordinance shall be exempt from this Urgency Ordinance.

SECTION 4. STUDY AND DEVELOPMENT

During the period of this Ordinance, the City shall study and develop as necessary City laws, rules, procedures and fees related to Car Washes, to enable the City to adequately and appropriately preserve the health, safety and welfare of the community in the City of South El Monte. Pursuant to Government Code Section 65858 the City Manager will issue a report for the legislative body on what has been accomplished during the moratorium before it expires or is extended.

SECTION 5. URGENCY MEASURE

It is hereby declared that this Ordinance is necessary as an urgency measure for the preservation of the public health, safety and welfare. The City Council finds that current zoning regulations and land use plans do not adequately regulate the establishment and operation of Car Washes and therefore do not adequately protect the peace, health, safety and general welfare of the residents of the City or in communities around the City. The City Council finds the urgency measure is necessary in order to ensure adequate regulation of the operation of Car Washes. The facts constituting the urgency are:

The City of South El Monte does not currently have clear standards in the South El Monte Municipal Code related specifically to the establishment and expansion of Car Washes within the

City, beyond establishing basic location criteria in areas which permit drive in and drive-through uses, defining general performance standards for all drive-in and drive-through establishments, and requiring that recycled water be used at commercial automobile wash locations.

The negative impacts frequently associated with operation of Car Washes will likely increase as Car Washes continue to proliferate throughout the City, resulting in an unregulated and significant negative impact upon public health, safety, and welfare of the community.

To permit the proliferation of Car Washes to continue within the City without being subject to specific regulations that are consistent with the General Plan, and that take into account the impacts that such establishments have, constitutes a threat to the health, safety, and welfare. Car Washes generate undesirable conditions for adjacent properties. Airborne mist, odors from chemicals and vehicle exhaust, and noise from vacuums, pumps, pressurized sprayers, dryers, engines and car stereos are examples of common impacts generated by these uses. The impacts can be detrimental to the quality of life for adjacent residents and disruptive to adjacent businesses. Allowing the continued establishment of Car Washes will result in the immediate potential for disruptions to the quality of life for adjacent residents and businesses.

Car Wash facilities in the community provide the City with little economic benefit as there are minimal sales tax revenues associated with Car Wash operations.

Car Wash facilities hire few employees and typical wages paid at Car Wash facilities would not increase the City's overall median incomes. Car Washes therefore would not bolster employee densities in commercial and manufacturing zones or increase the per capita median income of the community. Allowing the continued establishment of Car Washes will result in the immediate loss of potential income to City residents and reduce potential employment opportunities throughout the City.

Car Wash Operators are likely to seek to be located in the City based on the lack of explicit regulations, which will further exacerbate the impacts of such businesses.

Absent the adoption of this Interim Urgency Ordinance, the operation of Car Washes in the City would likely result in the negative and harmful secondary effects, as identified above, including, but not limited to, increased noise, traffic, pollution, and public health and safety concerns, and other impacts identified herein.

As a result of the negative and harmful secondary effects associated with improperly regulated or unregulated operation of Car Washes, the current and immediate threat such effects pose to the public health, safety and welfare, it is necessary to adopt a temporary, forty-five (45) day moratorium on the establishment of new Car Washes and the expansion of existing Car Washes in the City.

A moratorium is immediately required to preserve the public health, safety and welfare and should be adopted immediately as an urgency ordinance, to make certain that the establishment and expansion of Car Washes is prohibited for the period of this Ordinance. Imposition of a moratorium will allow the City sufficient time to conclude the preparation of a comprehensive ordinance for the regulation of such activities.

SECTION 6. SEVERABILITY

The City Council hereby declares, if any provision, section, subsection, paragraph, sentence, phrase or word of this Ordinance is rendered or declared invalid or unconstitutional by any final action in a court of competent jurisdiction or by reason of any preemptive legislation, then the City Council would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, phrases or words of this Ordinance and as such they shall remain in full force and effect.

SECTION 7. CEQA COMPLIANCE

Pursuant to the California Environmental Quality Act Guidelines ("CEQA," California Code of Regulations Title 14, §§ 15000 *et seq.*), this Interim Urgency Ordinance is exempt from CEQA based on the following: (i) this Ordinance is not a project within the meaning of CEQA Section 15378 because it has no potential for resulting in physical change to the environment, either directly or indirectly and (ii) this Ordinance is also exempt pursuant to CEQA Section 15061(b)(3) since the proposed ordinance involves an Interim Urgency Ordinance establishing a 45-day temporary moratorium on the operation of Car Washes and thus there is no possibility that the proposed ordinance may have a significant effect on the environment.

SECTION 8. EFFECTIVENESS OF ORDINANCE.

This Ordinance shall take effect immediately upon its adoption by a 4/5 vote, pursuant to the authority conferred upon the City Council by Government Code Sections 36934, 36937, and 65858. This Ordinance shall be effective during the Effective Period which shall be from its adoption and shall be of no further force and effect forty-five (45) days following the date of its adoption unless extended in accordance with the provisions set forth in Government Code Section 65858(b).

SECTION 9. PUBLICATION

The City Clerk shall certify as to the passage and adoption of this Interim Urgency Ordinance and shall cause the same to be published in a manner prescribed by law.

[SIGNATURES LOCATED ON THE FOLLOWING PAGE]

PASSED, APPROVED AND ADOPTED 10th day of January 2023.

Gloria Olmos, Mayor

ATTEST:

Donna G. Schwartz, City Clerk

APPROVED AS TO FORM:

Anthony R. Taylor, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF SOUTH EL MONTE)

I, Donna G. Schwartz, City Clerk of the City of South El Monte, do hereby certify that the foregoing Ordinance, being Urgency Ordinance No. 1263-U, was duly passed and approved by the City Council of the City of South El Monte at a regular meeting of said Council held on the 10th day of January 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk



City Council Agenda Report

Agenda Item No. 11.a.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Rene Salas, Interim City Manager

SUBJECT: LETTER FROM THE MONTEBELLO BREWERS BASEBALL CORPORATION REQUESTING A LONG TERM RESERVATION, APPROVAL TO HOST TWO BASEBALL TOURNAMENTS, AND FEE WAIVER FOR THE USE OF FIELDS AT NEW TEMPLE AND SHIVELY PARK

SUMMARY: The Montebello Brewers Baseball Corporation (Brewers) are requesting a long-term reservation from February 1, 2023 to December 31, 2023, approval of two (2) baseball tournaments, and a reservation fee waiver for the use of the Dean L. Shivley Park and New Temple Park fields Monday through Friday from 6:00 p.m. to 8:30 p.m. and Saturdays and Sundays from 8:00 a.m. to 6:00 p.m. to host scheduled practices, games, and tournaments.

RECOMMENDED ACTION: Staff recommends City Council discuss and take action on the request by the Brewers for a long-term reservation, approval to host two (2) baseball tournaments and a fee waiver in the total amount of \$61,150.00.

FISCAL/FINANCIAL IMPACT: If approved in accordance with the Facility Reservation Regulations and Fee Schedule, the City will waive the facility rental fees in the amount of \$61,150.00 and the Brewers will be responsible for all remaining costs including, but not limited to, light fees, insurance coverage, and refundable damage deposits.

This amount may vary based upon updates or further changes to the reservation. Any increase in the requested waiver amounts will require City Council approval and should be submitted in a timely manner by the Brewers in a requested letter.

Please refer to the chart below, summarizing the details associated with the reservation fee waiver request.

Waived Fees

Fee Description	Units	Totals
Shively Park Reservation Fee	\$50/hour x 702.5 hrs	\$35,125.00
New Temple Park Reservation Fee	\$50/hour x 520.5 hrs	\$26,025.00
Total Waived Fees:		\$61,150.00

Non- Waived Fees

Fee Description	Units	Total
Shively Park Light Fee	\$30/hour x 300.5 hrs	\$9,015.00
New Temple Park Light Fee	\$30/hour x 100.5 hrs	\$3,015.00
Liability Insurance Premium	Agency Provided	\$0.00
Shively Park Damage Deposit	\$500.00	\$500.00
New Temple Park Damage Deposit	\$500.00	\$500.00
Total Non-Waived Fees:		\$13,030.00

DISCUSSION: The Brewers are a certified non-profit organization that invites boys between the ages of 8 - 16 to try out for the competitive travel baseball program. The City has sponsored the program by waiving the facility use fees for the fields at Dean L. Shively Park and New Temple Park for the last few years. The Brewers have three (3) requests for the City Council's consideration:

The Brewers are requesting a long-term reservation from February 1, 2023 to December 31, 2023. Beginning February 1, 2023 to July 31, 2023, the Brewers will host practices at Dean L. Shively Park from Monday through Friday from 6:00 p.m. to 8:30 p.m. and games on Saturdays and Sundays from 8:00 a.m. to 6:00 p.m. Effective August 4, 2023 to December 31, 2023, the Brewers will host practices at New Temple Park on Mondays and Fridays from 6:00 p.m. to 8:30 p.m. and games on Saturdays and Sundays from 8:00 a.m. to 6:00 p.m. If the request is granted, the Brewers must allow priority use of the fields to any South El Monte-based organization or program during their approved reservation time frame.

In addition, the Brewers are requesting to host two (2) baseball tournaments. The Breast Cancer Awareness Tournament is scheduled for Saturday, October 7, 2023 to Sunday, October 8, 2023, which will raise funds that will be donated to the City of Hope hospital. The Toys for Tots Tournament is scheduled for Saturday, December 2, 2023 to Sunday, December 3, 2023 which collects toys that will be donated to the South El Monte Christmas Wish Toy Giveaway.

Lastly, the Brewers are requesting a facility use fee waiver for the use of the fields at both

parks for practices, games, and tournaments. The fee waiver includes the rental of the five (5) New Temple Park fields and the one field at Dean L. Shively Park for the duration of the long-term reservation in the amount of \$61,150.00. The Brewers are responsible for all other fees related to reservations including, but not limited to lighting, damage, and deposits.

Report prepared by Jayson Perez, Recreation Coordinator.

ATTACHMENT(S):

- A. Brewers Baseball Reservation Application
- B. Brewers Baseball Request Letter

Attachment A



City of South El Monte Recreation Services Department
1530 Central Avenue, South El Monte, CA 91733
Phone: (626) 579-2043



APPLICANT INFORMATION

Name: Leo Briones	Organization/Business: Brewers Baseball
Address:	City: S. El Monte Zip Code: 91733
Home Phone:	Work Phone:
Cell Phone:	Email:

RECREATION SERVICES FACILITY & PARK RENTAL APPLICATION AND AGREEMENT

****APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE EVENT****
****ALL EVENING PERMITS CONCLUDE AT 12:00 MIDNIGHT****

RESERVATION INFORMATION

FACILITY REQUESTED: Shively Park

1. COMMUNITY CENTER	2. SENIOR CENTER	3. AQUATICS CENTER	4. PARKS
☐ Kitchen	☐ Dining Room	☐ Main Pool	Mary Van Dyke
☐ Gymnasium	☐ Arts and Craft Room	☐ Wading Pool	☐ Community Room
☐ Amphitheater	☐ Game Room I	☐ Locker Rooms	☐ Gazebo
☐ Dance Room	☐ Game Room II		New Temple
☐ Parking Lot			☐ Field
			☐ Picnic Area
			Shively Park
			☒ Field
			☐ Picnic Area
Date of Event:	2-1-23 to 7-30-23	Day(s):	Monday to Sunday
Purpose of Event/Function:		Estimated Attendance:	50-100
Reservation Time: M-F	6:00 pm to 8:30 pm	Set up Time:	
Sat.- Sunday	8:00 am to 6:00 pm	Clean up Time:	
Will the event be open to the public?	Yes		
Will there be entertainment?	No	If yes, what type?	
Will food be served?	No	If yes, name of caterer?	
Will alcohol be served?	No		
Portable Stage needed?	NO		

Applicant shall indemnify, defend, and hold harmless the City of South El Monte, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Applicant's authorized activities under the terms of this application and/or use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of South El Monte, its officers, employees, or agents. Applicant agrees to abide and enforce the Rules, Regulations and Policies governing the facility set forth by the City of South El Monte. Said organization/business will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility.

I am an authorized agent of the organization/business submitting this application. The information provided in this application is true and correct. I have read and understand this application and agree to all of the facility rules, regulations, and conditions of use.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____

City of South El Monte Recreation Services Department

APPLICANT NAME: Brewers Baseball DATE OF USE: 2-1-23 to 7-30-23

FACILITY: Dean L. Shively Park

FACILITY FEE WORK SHEET

The following fee schedule applies to general use of the facility. The City of South El Monte, other governmental entities, and South El Monte-recognized Community Service/Non-Profit Organizations may be granted priority use and may be exempt from fees.

****IMPORTANT INFORMATION****

NO CONFETTI OF ANY SORT IS PERMITTED – SET-UP IS ON YOUR OWN

NOTE: FLOORS ARE COVERED WITH CARPET

Building Fee	\$ 50 x 702.5 Hours	\$ 35,125.00
Lighting Fee	\$ 30 x 300.5 Hours	\$ 9,015.00
Security Guard Fee	\$ x # Guard (s) x Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ NA
Damage Deposit		\$ 500.00
Insurance Premium Certificate	Agency Provided	\$ 0.00
Liquor Premiums		\$ NA
Inflatable Bouncer		\$ NA
ABC Permit		\$ NA
TOTAL:		\$ 46,650.00

of Round Tables: _____

of Rectangle Tables: _____

of Chairs _____

Table and Chair Ratio

8 inch Round Table = 8 chairs

8x8 Rectangle Table = 8 chairs

BALANCE DUE DATE: _____

Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____

Security Deposit Refund:

Invoice #: _____

Full refund: Yes _____ No _____

Account#: _____

Reservation Info:

If No, reason:

Amount refunded: \$ _____ Warrant Request Made on: _____

CITY BUILDINGS POLICY AND PROCEDURES



APPLICANT INFORMATION

Name: Leo Briones	Organization/Business: Brewers Baseball
Address:	City: S. El Monte Zip Code: 91733
Home Phone:	Work Phone:
Cell Phone:	Email:

RECREATION SERVICES FACILITY & PARK RENTAL APPLICATION AND AGREEMENT

****APPLICANT MUST BE PRESENT AT ALL TIMES DURING THE EVENT****
****ALL EVENING PERMITS CONCLUDE AT 12:00 MIDNIGHT****

RESERVATION INFORMATION

FACILITY REQUESTED: New Temple Park

1. COMMUNITY CENTER	2. SENIOR CENTER	3. AQUATICS CENTER	4. PARKS
☐ Kitchen	☐ Dining Room	☐ Main Pool	Mary Van Dyke
☐ Gymnasium	☐ Arts and Craft Room	☐ Wading Pool	☐ Community Room
☐ Amphitheater	☐ Game Room I	☐ Locker Rooms	☐ Gazebo
☐ Dance Room	☐ Game Room II		New Temple
☐ Parking Lot			☒ X Field
			☐ Picnic Area
			Shively Park
			☐ Field
			☐ Picnic Area
Date of Event:	8-4-23 to 12-31-23	Day(s):	Monday to Sunday
Purpose of Event/Function:	Estimated Attendance: 50-100		
Reservation Time: M and F	6:00 pm	to	8:30 pm
Sat. - Sunday	8:00 am	to	6:00 pm
Set up Time:		to	
Clean up Time:		to	
Will the event be open to the public?	Yes		
Will there be entertainment?	No		
Will food be served?	No		
Will alcohol be served?	No		
Portable Stage needed?	No		

Applicant shall indemnify, defend, and hold harmless the City of South El Monte, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Applicant's authorized activities under the terms of this application and/or use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the City of South El Monte, its officers, employees, or agents. Applicant agrees to abide and enforce the Rules, Regulations and Policies governing the facility set forth by the City of South El Monte. Said organization/business will accept all responsibility for any damage to premises, furniture, equipment or grounds resulting from use of facility.

I am an authorized agent of the organization/business submitting this application. The information provided in this application is true and correct. I have read and understand this application and agree to all of the facility rules, regulations, and conditions of use.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY

☐ APPROVED ☐ DENIED Recreation Services Designee _____ Date: _____

City of South El Monte Recreation Services Department

APPLICANT NAME: Brewers Baseball DATE OF USE: 8-4-23 to 12-31-23

FACILITY: New Temple Park

FACILITY FEE WORK SHEET

The following fee schedule applies to general use of the facility. The City of South El Monte, other governmental entities, and South El Monte-recognized Community Service/Non-Profit Organizations may be granted priority use and may be exempt from fees.

****IMPORTANT INFORMATION****

NO CONFETTI OF ANY SORT IS PERMITTED - SET-UP IS ON YOUR OWN

NOTE: FLOORS ARE COVERED WITH CARPET

Building Fee	\$ 50 x 520.5 Hours	\$ 26,025.00
Lighting Fee	\$ 30 x 100.5 Hours	\$ 3,015.00
Security Guard Fee	\$ x # Guard (s) x Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ NA
Damage Deposit		\$ 500.00
Insurance Premium Certificate	Agency Provided	\$ 0.00
Liquor Premiums		\$ NA
Inflatable Bouncer		\$ NA
ABC Permit		\$ NA
TOTAL:		\$ 29,540.00

of Round Tables: _____
 # of Rectangle Tables: _____
 # of Chairs _____

Table and Chair Ratio
 8 inch Round Table = 8 chairs
 8x8 Rectangle Table = 8 chairs

BALANCE DUE DATE: _____

Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____
Deposit(s): Date: _____	Receipt # _____	Payment \$ _____	Balance \$ _____

Security Deposit Refund:

Invoice #: _____

Full refund: Yes _____ No _____

Account#: _____

Reservation Info:

If No, reason:

Amount refunded: \$ _____ Warrant Request Made on: _____

CITY BUILDINGS POLICY AND PROCEDURES

City of South El Monte ("City") Facilities may be used for recreation, social, educational, or governmental functions. The City reserves the right to cancel any reservation at a moment's notice if the facility is needed by the City. However, reasonable effort will be made to relocate/reschedule the event. The City reserves the right of full access to all activities at any time during their occurrence to see that all rules, regulations, and City, State, and Federal Laws are not violated.

Facility use does not suggest City endorsement or sponsorship of any event. Applicant's publicity of event shall clearly and accurately identify the name of the sponsoring organization or individual.

If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

APPLICATION PROCESS:

1. Applicant must be at least 21 years of age. Proof of residency for City residents is required at time of application.
2. **A facility is not considered rented until (1) applicant delivers to the City the facility Rental Application and Agreement, rental fee, deposit(s), and any other items deemed necessary by the City; and (2) the City's Recreation Department Supervisor or his/her designee in his/her sole discretion, approves such rental in writing.**
3. The approval process takes a maximum of 14 working days. DO NOT advertise your event or print invitations prior to receiving written approval.
4. Reservations will not be accepted more than one year or less than 30 days in advance of date requested.
5. Time requested must include decorating, event and clean-up time.
6. Clean-up, Damage and Security deposits are due at time of application. Full fees must be paid 30 days prior to the event to avoid termination of application. Payments can be made by cash, check, money order, or credit card. Checks must be made payable to the "City of South El Monte".

INSURANCE REQUIREMENTS

Without limiting Applicant's indemnification of the City, and prior to commencement of the facility use, the applicant shall obtain, provide and maintain at its own expense during the term of facility use, a policy of insurance of the type and amount described below and in a form that is satisfactory to the City. If insurance coverage is cancelled or materially changed, the applicant must notify the city immediately.

General liability insurance. Applicant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. If alcohol is sold during the permitted activity, coverage must include full liquor liability. **The City of South El Monte, its officers, officials, agents, and employees shall be included as additional insureds on the policy.**

Primary/non-contributing. Coverage provided by the Applicant shall be primary and any insurance or self-insurance procured or maintained by City of South El Monte shall not be required to contribute with it.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this application shall be endorsed to waive subrogation against the City of South El Monte, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow the applicant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Applicant hereby waives its own right of recovery against the City of South El Monte.

Requirements not limiting. Requirements of specific coverage features, or limits contained in this section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Applicant maintains higher limits than the minimums shown above, the City of South El Monte requires and shall be entitled to coverage for the higher limits maintained by the Applicant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of South El Monte.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

*For organizations/businesses that do not carry general liability insurance, special event liability insurance can be purchased through the City/Alliant Insurance.

APPLICANT RESPONSIBILITIES:

1. Applicant must be present during the entire event.
2. All activities must cease, and the facility completely vacated by 1:00 a.m. Amplified music must be terminated no later than 12:00 a.m. (midnight).
3. The group must appear within 30 minutes of time specified or permit will be cancelled and all fees forfeited.
4. Applicant cannot exceed the number attending on the application.
5. Activities for minors must be supervised by responsible adults on the ration of at least one adult for every 20 minors.
6. Applicant must secure services of at least two private security guards for supervision of teenage (ages 13-20) events. Security services will be added into total fees.
7. Groups using kitchen facilities shall furnish own dishes, silverware, cooking utensils, towels, soap, ice, serving trays, etc.
8. Applicant is responsible for facility clean-up. Facility must be left in a reasonably clean condition (as determined by the City) to receive a full deposit refund.
9. **Applicant must conduct a walkthrough of the facility with staff prior to and at the conclusion of the event to review the condition of the facility. The Facility Condition Report must be signed to receive a deposit refund.**
10. Applicant is responsible for the supervision of small children. They must remain in the reserved area.
11. Applicant shall adhere with all local, state, and federal laws, codes, and regulations related to the use of the Facility, including but not limited to fire codes , assembly occupancy, public health orders, and the Americans with Disabilities Act.
12. Applicant further agrees that it is solely responsible for reviewing and ensuring compliance with all applicable public health orders and/or guidance in effect at the time of the use of the facility.
Failure to comply with any of the City's policies, procedures, or information published on this application will result in cancellation of renters reservation and lost of damage deposit.

DECORATIONS/SET-UP:

1. Staples, nails or any drilling are prohibited on all surfaces including walls, glass, tables, windows and doors.
2. The use of candles, open flame, smoke, bubble machines or fog machines is strictly prohibited.
3. All decorations must be removed by the applicant at the conclusion of the event.
4. Applicant is responsible for own set-up and tear down. City staff will assist with tear down of City owned tables and chairs only.
5. Hay and confetti of any sort are prohibited.

PROHIBITED:

1. No alcoholic beverages (unless proper permits are obtained) or illegal substances are permitted on City property. Violation will result in the closure of the event and forfeiture of all fees.
2. Use of glass containers is prohibited at all facilities unless otherwise approved by the Recreation Services Supervisor or his/her designee.
3. Smoking is not permitted on City property.
4. No profane language or disorderly or unseemly conduct is permitted in any City facility.

PROHIBITED CONTINUED:

5. No advertisements, circulations or petitions, solicitations, nor entry fees are permitted without written approval from the City.
6. Guests may not take food into the hallways/restrooms or any other areas that are not rented.
7. No storage of private property is permitted on City premises.
8. City Facilities cannot be used for commercial purposes without written approval.
9. Bounce houses and petting zoos are not permitted on City facilities.
10. City equipment shall not be removed from any City facility.
11. No animals are permitted at the facility, with the exception of seeing-eye dogs, service animals, or animals pre-approved for use in special exhibits.
12. Applicant shall not admit a larger number of individuals than can lawfully, safely, and freely move about the facility.
13. Only D/J and small bands are allowed to play in the facility. **Staff will determined appropriate volume levels.**
14. The use of candles, open flame, smoke, bubble machines or fog machines is strictly prohibited.

REFUND OF SECURITY DEPOSIT:

1. Refund of security deposit will take approximately 2-6 weeks after the conclusion of your event, provided the City determines no deductions of the security deposit are necessary.
2. There will be a deduction from your security deposit for the following items: damage to floors, walls, or any other part of the facility, additional cleaning, repair or replacement, deviation from the rental agreement, extra staff time cost, or disturbances requiring law enforcement.
3. If Applicant violates any part of this agreement or reports false information to the City, the City may refuse applicant further use of the facility; and applicant shall forfeit a portion of or all of the rental fees and/or deposit.

CANCELLATION POLICY:

1. Reservations must be cancelled at least five days prior to event in order to receive full deposit refund
2. All other cancellations subject to a \$25 administration fee.
3. Failure to comply with the reservation regulations, policies, procedures, or any information listed on the reservation application can result in a cancellation of reservation and loss of Damage Deposit.

CANCELLATION, RULES AND REGULATION POLICY

I, the undersigned applicant, have read, understood, received a copy of, and agree to abide by and enforce the cancellation, rules, regulations, and policies governing this facility as set forth by the City of South El Monte. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment or grounds resulting from use of the facility. I further agree that any violation of the Facility Rules and Regulations can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Applicant's Signature: _____ Date: _____

Attachment B



11/22/22

To the City of South El Monte,
Brewers Baseball would like to continue our usage of New Temple Park and Shively with same agreement we have had since 2020.

We look forward to 2023 and will uphold to continue to respect the parks for all.

We would still like to continue to host our Breast Cancer Awareness and Toys for Tots tournament in the months of October and December.

We will continue to maintain the field after every game, tournament, and practice as we have been.

Will continue to pay the fees for field lights and we will continue to work under the schedule city provides us with.

Thank you for your time,
Leo Briones

Brewers
10912 Galax St
S. El Monte, Ca 91733
Non-Profit Tax ID: 462396963



City Council Agenda Report

Agenda Item No. 13.a.

DATE: January 10, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, Interim City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code Section 54957(b)

Title: Interim City Manager

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None