

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



Rene Salas, 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

March 14, 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) 652-3180 or (626) 652-3121 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) 652-3180 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) 652-3180
Cell (626) 274-4842

Paola Lara, Deputy City Clerk
Ph (626) 652-3121
Cell (626) 374-1998

AGENDA BEGINS ON THE FOLLOWING PAGE

1. ROLL CALL

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

2. PLEDGE OF ALLEGIANCE

Councilmember Manuel Acosta

3. INVOCATION

Pastor Charlie Corum, South El Monte Community Outreach

4. PRESENTATIONS

4.a. Certificates of Recognition Presented to the South El Monte High School Lady Eagles Girls Wrestling Team on Being Chosen the Team of the Month by the California Interscholastic Federation (CIF) and the Army National Guard for Their Academic Excellence and Community Service

4.b. Certificate of Recognition Presented to South El Monte High School Student and Lady Eagles Wrestler Daisy Ayala for Her Performance at This Year's 2023 California Interscholastic Federation (CIF) State Wrestling Meet

4.c. Proclamation Presented to American Red Cross Proclaiming the Month of March 2023 as American Red Cross Month

4.d. Introduction of Fire Station 90 Crew by Assistant Fire Chief Gerald Gonzales

4.e. Presentation by Alison Linder, PhD, Senior Regional Planner and Clean Cities Coalition Director, Southern California Association of Governments (SCAG) on SCAG EV Study - South El Monte EV Charging Infrastructure Plan

4.f. Update by Tony Chiappetta, CEO, Advance Microcomputing Concepts Inc. (AMC), on the City's Technology Infrastructure

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 SPECIAL CITY COUNCIL MEETING MINUTES OF FEBRUARY 22, 2023 AND REGULAR CITY COUNCIL MEETING MINUTES OF FEBRUARY 28, 2023

Staff is requesting approval of Minutes for the February 22, 2023 Special City Council Meeting and February 28, 2023 Regular City Council Meeting.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the February 22, 2023 Special City Council meeting and February 28, 2023 Regular City Council Meeting.

7.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-22, APPROVING WARRANTS FOR THE PERIOD OF MARCH 1, 2023 THROUGH MARCH 14, 2023

Authorizing payment of City expenditures for the period of March 1, 2023 through March 14, 2023, totaling \$1,102,123.12.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 23-22, authorizing payment of City expenditures.

7.c. CONSIDERATION AND APPROVAL OF RE-ADVERTISING REQUEST FOR PROPOSAL (RFP) FOR NEWSLETTER PUBLISHING SERVICES

The City received one proposal during the RFP process. Staff recommends the City re-advertise the RFP in order to receive at least two (2) proposals for service and price comparisons.

RECOMMENDED ACTION: Staff recommends City Council reject the one proposal received and authorize re-advertising the RFP for newsletter publishing services.

8. PUBLIC HEARINGS - None

General Business next page.

9. GENERAL BUSINESS

9.a. APPOINTMENT OF COMMISSIONERS TO THE NEWLY ESTABLISHED ADVANCEMENT OF WOMEN AND GIRLS COMMISSION AND CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-23, FIXING THE AMOUNTS AND CONDITIONS OF COMPENSATION FOR THE COMMISSION

Appointments to be made to the newly established Advancement of Women and Girls Commission, which is a five-member commission. The current term will run through December 31, 2023 and adoption of resolution setting conditions and compensation for the commission.

RECOMMENDED ACTION: Staff recommends City Council:

1. Consider appointing five individuals seeking appointment to the newly established Advancement of Women and Girls Commission for a ten-month term commencing March 14, 2023, through December 31, 2023; and
2. Adopt Resolution No. 23-23, fixing the amounts and conditions of compensation for the advancement of women and girls commission.

9.b. APPOINTMENT OF COMMISSIONERS TO THE PATRIOTIC COMMISSION

Continued from the January 10, 2023, Regular City Council meeting. Appointments to be made to the Patriotic Commission, which is a five-member commission. The 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 ten-month term commencing March 14, 2023, through December 31, 2023.

9.c. APPOINTMENT OF COMMISSIONERS TO THE COMMUNITY SERVICES COMMISSION

Continued from the January 10, 2023, Regular City Council meeting. Appointments to be made to the Community Services Commission, which is a five-member commission. The 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 ten-month term commencing March 14, 2023, through December 31, 2023.

9.d. – 9.f. next page.

GENERAL BUSINESS (CONTINUED)

9.d. APPOINTMENT OF COMMISSIONERS TO THE PLANNING COMMISSION

Continued from the January 10, 2023, Regular City Council meeting. Appointments to be made to the Planning Commission, which is a five-member commission. The 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 ten-month term commencing March 14, 2023, through December 31, 2023.

9.e. APPOINTING MEMBERS TO ATTEND THE NATIONAL ASSOCIATION OF LATINO ELECTED & APPOINTED OFFICIALS (NALEO) 40TH ANNUAL CONFERENCE, JULY 10-14, 2023, TO BE HELD AT THE NEW YORK MARRIOTT MARQUIS, NEW YORK CITY

The NALEO Educational Fund provides national leadership on key issues that affect Latino participation in our political process, including immigration and naturalization, voting rights, election reform, the Census and the appointment of qualified Latinos to top executive and judicial positions. Attendance to conferences, seminars, workshops and meetings are fundamentally important to the advancement and education of local elected officials. Attendance to conferences, seminars, workshops and meetings informs cities on changing policies and National City issues.

RECOMMENDED ACTION: City Council to appoint all or any members of the City Council and/or staff to attend the upcoming NALEO Conference, July 11-14, 2023, to be held in New York City.

9.f. CONSIDERATION AND APPROVAL TO SOLICIT REQUEST FOR PROPOSALS (RFP) FOR AUDITING SERVICES

Staff is seeking City Council approval to solicit RFPs for auditing services.

RECOMMENDED ACTION: Staff recommends City Council approve the RFP to solicit proposals from qualified Certified Public Accounting (CPA) firms for auditing services.

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 - None

11.a. LETTER FROM EPIPHANY CATHOLIC SCHOOL REQUESTING A FEE WAIVER FOR THE USE OF THE SENIOR CENTER DINING ROOM TO HOST A SPRING TEA PARTY EVENT

Epiphany Catholic School is requesting a facility reservation fee waiver for the use of the Senior Center dining room on Sunday, March 26, 2023, from 8:00 a.m. to 7:00 p.m. to host a Spring Tea Party event and all the associated fees incurred from the reservation.

RECOMMENDED ACTION: Staff recommends City Council discuss and consider the fee waiver request by Epiphany Catholic School.

12. COUNCILMEMBERS' AGENDA

12.a. MAYOR PRO TEM RICHARD ANGEL

1. Consideration of Adding the Knights of Columbus Emblem to the Santa Anita Entry Sign.

RECOMMENDATION: Discussion and/or action.

13. CLOSED SESSION - None

14. ADJOURNMENT

Tuesday, March 28, 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 9th day of March 2023.



City Clerk, CMC



City Council Agenda Report

Agenda Item No. 4.a.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Hector Delgado, Councilmember

SUBJECT: Certificates of Recognition Presented to the South El Monte High School Lady Eagles Girls Wrestling Team on Being Chosen the Team of the Month by the California Interscholastic Federation (CIF) and the Army National Guard for Their Academic Excellence and Community Service

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 4.b.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Hector Delgado, Councilmember

SUBJECT: Certificate of Recognition Presented to South El Monte High School Student and Lady Eagles Wrestler Daisy Ayala for Her Performance at This Year's 2023 California Interscholastic Federation (CIF) State Wrestling Meet

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 4.c.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Dianna Gomez, Executive Assistant

SUBJECT: Proclamation Presented to American Red Cross Proclaiming the Month of March 2023 as American Red Cross Month

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. Proclamation



PROCLAMATION
AMERICAN RED CROSS
MONTH OF MARCH 2023

WHEREAS, President Joseph Biden has proclaimed March as Red Cross Month — a tradition which began 80 years ago when President Franklin Delano Roosevelt issued the first national Red Cross Month proclamation — a tradition each American president has followed ever since; and

WHEREAS, March has been proclaimed American Red Cross Month, a special time to honor the kindness of our neighbors who aid families in need every day across the United States and around the world. Their dedication touches millions of lives each year as they carry out the organization's 142-year mission of preventing and alleviating suffering; and

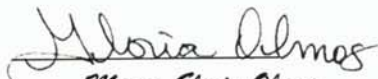
WHEREAS, The Red Cross responds to more than 60,000 disasters across the country every year, Trains more than 4.6 million people in first aid, water safety and other skills that help save lives. Delivers more than 6.3 million blood products to meet the needs of patients at 2,500 hospitals and other facilities across the country. Provides more than 540,000 services to service members, veterans and their families and helps nearly 143 million people outside the U.S. through disaster management and disease prevention efforts; and

WHEREAS, Families have relied on Disaster Response volunteers for comfort and hope while coping with Home Fires and other Disasters. The Western Los Angeles Chapter volunteers have supported local families in other ways too. Including supplying local hospitals with blood and convalescent plasma as a treatment for Covid-19. This lifesaving work is vital to strengthening our community's resilience. Nearly 200 years since the birth of American Red Cross founder Clara Barton, we dedicate this month of March to all those who continue to advance her noble legacy, and we ask others to join in their commitment to care for people in need; and

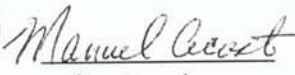
WHEREAS, We dedicate the month of March to all those who support the American Red Cross in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money, and blood to fulfill its humanitarian mission.

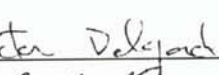
NOW, THEREFORE, I, Gloria Olmos, Mayor of South El Monte and on behalf of the City Council, by virtue of the authority vested in me by the Constitution and laws of South El Monte and State of California do hereby proclaim March 2023 as American Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereby set my hand and caused the Seal of the City of South El Monte to be affixed this 14th day of March 2023.


Mayor Gloria Olmos


Mayor Pro Tem Richard Angel


Councilmember
Manuel Acosta


Councilmember
Hector Delgado


Councilmember
Rudy Bojorquez



City Council Agenda Report

Agenda Item No. 4.d.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: Introduction of Fire Station 90 Crew by Assistant Fire Chief Gerald Gonzales

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None



City Council Agenda Report

Agenda Item No. 4.e.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Rene Salas, City Manager

SUBJECT: Presentation by Alison Linder, PhD, Senior Regional Planner and Clean Cities Coalition Director, Southern California Association of Governments (SCAG) on SCAG EV Study - South El Monte EV Charging Infrastructure Plan

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. Presentation

Electric Vehicle Charging Station Plan South El Monte

March 14, 2023

WWW.SCAG.CA.GOV

Key Objectives and Project Outcomes



Outcomes for SCAG

- Suitability analysis GIS results and layers for PEV Atlas
- Real time feedback from cities on their challenges and successes on EV adoption throughout project
- Multiple reports, guides and memos that can guide future efforts



Outcomes for Cities

- EV policy guidance and implementation best practices guides
- Site evaluations and sample layouts for top sites
- Understanding of local challenges and how to overcome them



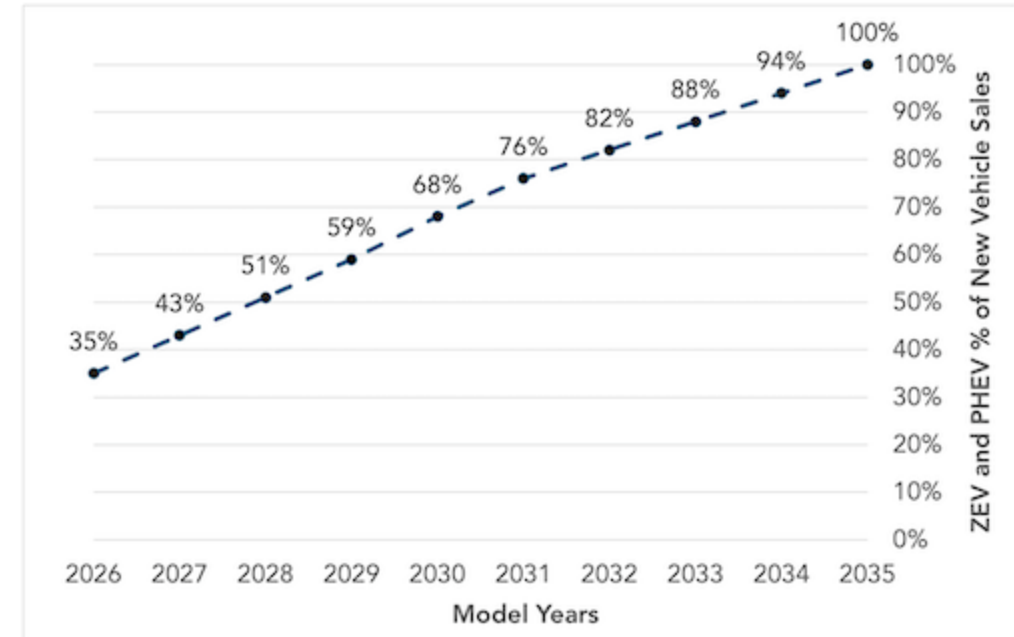
Outcomes for Public

- Community events that engage residents about EVs
- Understanding local barriers
- EV brochures highlighting benefits of EV ownership
- Guide for property managers on benefits of adding EVCS on-site

Existing Conditions Passenger Electric Vehicles (PEV)

Targets and Status

- CARB Advanced Clean Cars (August 2022) requires 100% of new passenger car sales to be zero emission by 2035
 - Formalizes Newsom's EO-N-79-20
 - Targets 8 Million ZEVs on road by 2030
 - 1.2 Million EVCS needed statewide by 2030
- 2022 EV Statistics
 - 1.4M ZEV sold in CA
 - 18.84% of new vehicle sales
 - 71,449 Level 2 charging stations
 - 8,528 Level 3 Fast Charging stations



Advanced Clean Cars II ZEV Sales Requirements

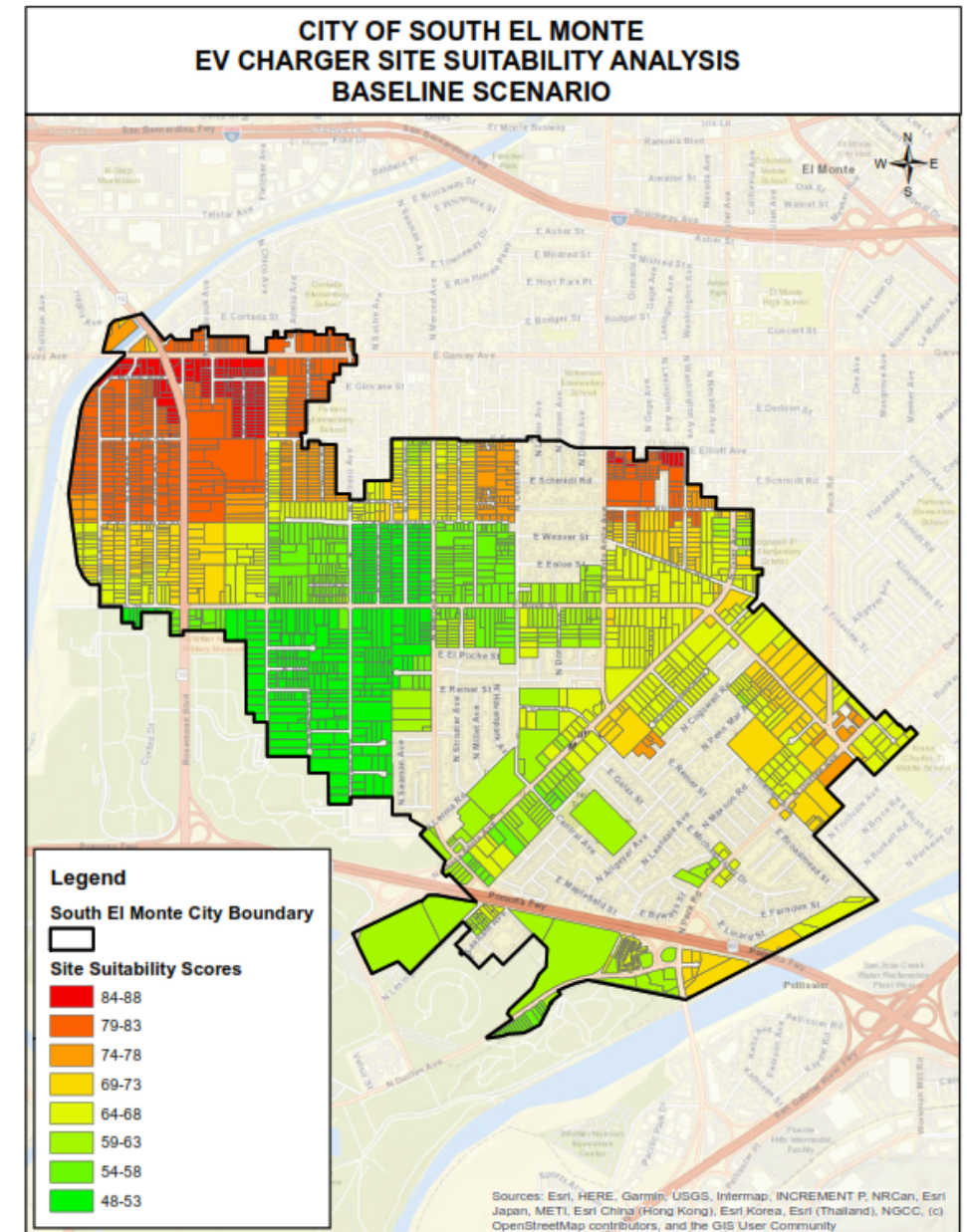
South El Monte Planning Targets – Three Projections

- CEC EVCS analysis focuses primarily on Level 2 charging
 - 97% L2, 3% DCFC
- With recent DCFC funding announcements (NEVI, CAleVIP 2.0) South El Monte can consider increasing the total proportion of DCFC. Swap 5 L2s for each extra DCFC
 - Scenario 2: 25% DCFC
 - Scenario 3: 50% DCFC

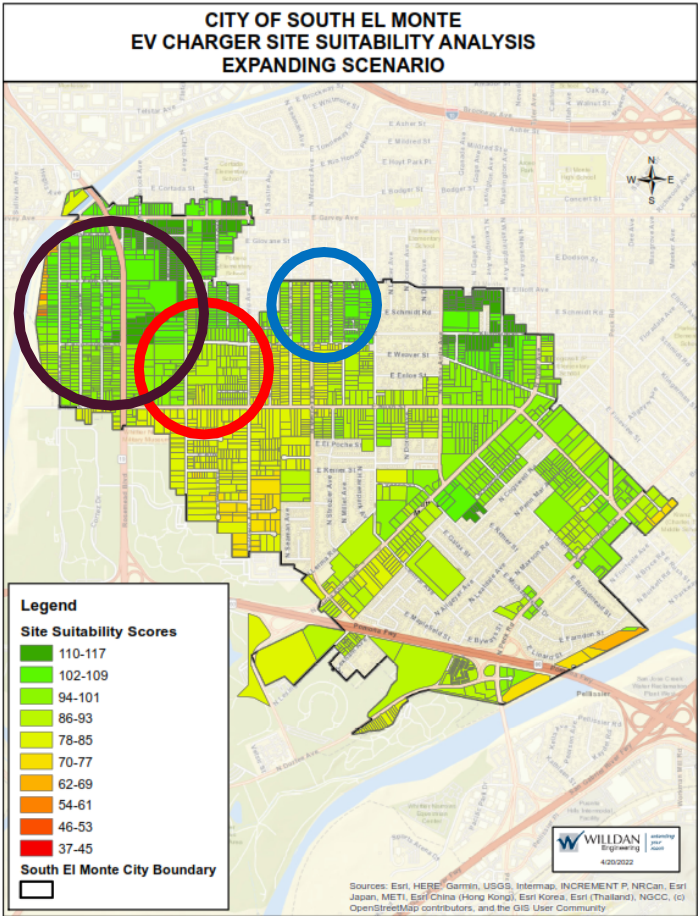
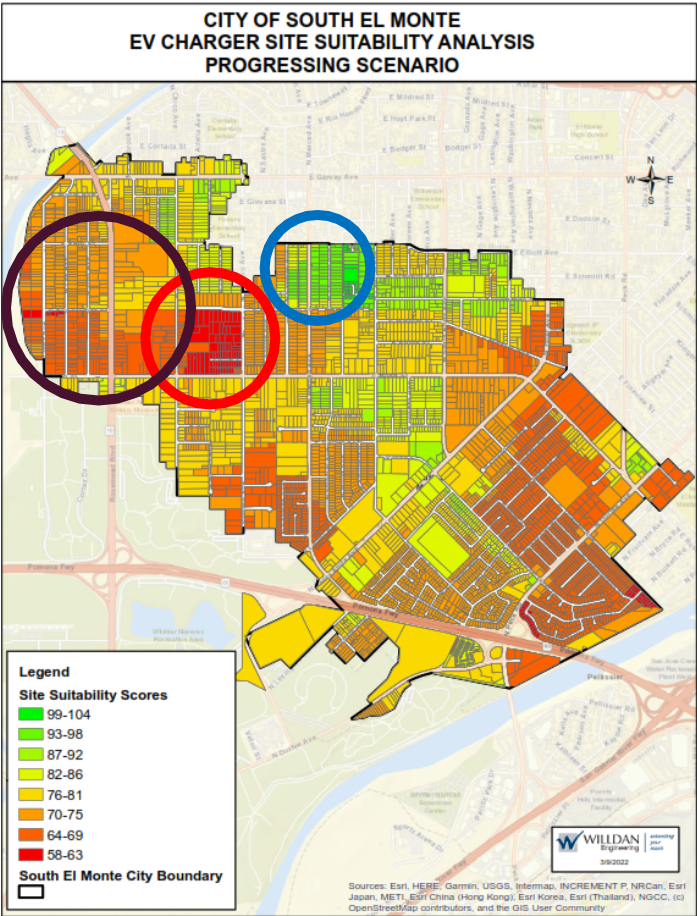
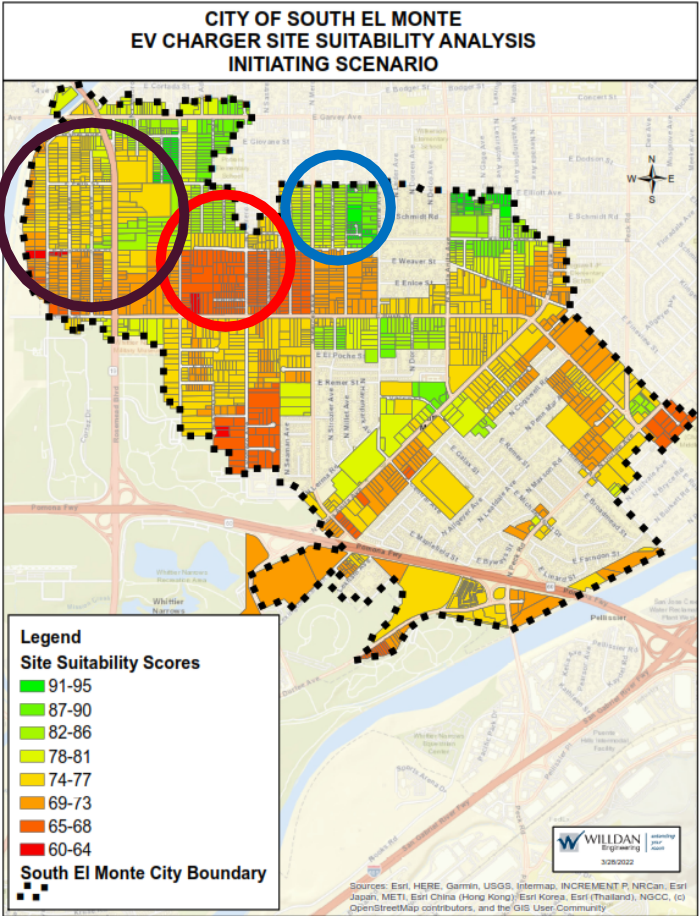
	2030 Targets By Scenario – South El Monte							Gap Analysis	
Scenario	EV Vehicle Registration Target	Total Charger Target	Workplace L2	Public L2	MUD L2	Total L2	DCFC	L2 Gap	DCFC Gap
2030 Statewide Baseline Goals	4,195	610	171	246	173	591	19	581	17
2030 Targets Mixed	4,195	314	68	98	69	235	79	225	77
2030 Targets High DCFC	4,195	201	29	42	29	100	101	90	99

Suitability Analysis Tool for South El Monte – Baseline Scenario

- 4 total scenarios to reflect different stages of EV adoption
- Integrated with SCAG PEV Atlas
 - City can use scenarios based on where they are today and tomorrow
- Allows Cities, Developers, and Planners to identify priority areas for EVCS
 - Can target outreach to private sector
 - Identify locations for private, public, or curbside charging



South El Monte Scenarios Can Help Target Near, Mid, and Long Term Planning



- **Legend**
 - High scoring areas in all scenarios – high priority
 - Low scoring areas in all scenarios – low priority
 - Areas that move between high and low scoring between scenarios – informs phasing

Site Evaluation Design Guide

- Top 5 sites identified from suitability analysis and City feedback
- Developed conceptual layouts and construction cost estimates for EVCS
- Blank layout template available on SCAG website
- Standard design principles to guide future projects

SCAG EV CHARGER SITE ASSESSMENT - CITY OF _____

SHEET: 1 OF 2

SITE NAME - ADDRESS

PROJECT SUMMARY

SITE TYPE / OWNERSHIP	_____ / _____
RECOMMENDED SCOPE	() LEVEL _ CHARGE PORTS
ESTIMATED PROJECT COST	\$ _____
AMMENITIES	_____

LEGEND

- STANDARD EV CHARGING STALL, 9' TYP
- VAN ACCESSIBLE EV CHARGING STALL, 12'X18' TYP
- STANDARD ACCESSIBLE EV CHARGING STALL, 12'X18' TYP
- ACCESS AISLE, 5' WIDE TYP
- EXISTING ACCESS AISLE
- CONCRETE EQUIPMENT PAD, METERED ELECTRICAL SERVICE SWITCHBOARDS, TRANSFORMATION, AND DISTRIBUTION
- SINGLE PORT LEVEL 2 EV CHARGING STATION
- DUAL PORT LEVEL 2 EV CHARGING STATION
- PROTECTIVE ROLLARD, 4" DIAMETER STEEL TYP
- UTILITY SERVICE CONDUITS
- POWER SOURCE
- PROPOSED PATH OF TRAVEL

DETAILED LAYOUT WITH LEGEND CALL-OUTS

AREA MAP WITH PROJECT SITE IDENTIFIED

- Reference 2019 CALGreen code as starting point to size L2 EVCS projects
- Exceed minimum in small MUDs to provide charging to all tenants
- Recommend DCFC for sites with short dwell time <1hr

DETERMINATION OF QTY. OF EV CHARGE PORTS

THE RECOMMENDED QUANTITY OF CHARGER PORTS IS BASED ON THE 2019 CALIFORNIA GREEN BUILDING STANDARDS CODE:

"The number of required EV spaces shall be based on the total number of parking spaces provided for all types of parking facilities in accordance with Tables 5.106.5.3.3 (Non-Residential) or 4.106.4.3.1 (Residential). Calculations for required number of EV spaces shall be rounded up to the nearest whole number."

NON-RESIDENTIAL MANDATORY TABLE 5.106.5.3.3		RESIDENTIAL MANDATORY MEASURES TABLE 4.106.4.3.1	
TOTAL # OF PARKING SPACES	# OF REQUIRED EV CHARGING SPACES	TOTAL # OF PARKING SPACES	# OF REQUIRED EV CHARGING SPACES
0-9	0	0-9	0
10-25	2	10-25	1
26-50	4	26-50	2
51-75	7	51-75	4
76-100	9	76-100	5
101-150	13	101-150	7
151-200	18	151-200	10
201+	10% OF TOTAL	201+	6% OF TOTAL

DETERMINATION OF QTY. OF DC FAST PORTS

WHEN DC FAST CHARGE PORTS ARE PROPOSED, ONE (1) DC FAST CHARGE PORT WILL SUPPLEMENT FIVE (5) LEVEL 2 CHARGE PORTS AS IDENTIFIED IN TABLES 5.106.5.3.3 AND 4.106.4.3.1, PER THE 2022 CALIFORNIA GREEN BUILDING CODE

DETERMINATION OF QTY. AND TYPE OF ACCESSIBLE CHARGERS

THE REQUIRED QUANTITY AND TYPE OF ACCESSIBLE CHARGING SPACES IS BASED ON THE CALIFORNIA BUILDING CODE SECTION 11B-812

TOTAL # OF EVCS AT A FACILITY	MINIMUM # (BY TYPE) OF EVCS REQUIRED TO COMPLY WITH SECTION 11B-812		
	VAN ACCESSIBLE	STANDARD	AMBULATORY
1 TO 4	1	0	0
5 TO 25	1	1	0
26 TO 50	1	1	1
51 TO 75	1	2	2
76 TO 100	1	3	3
101+	1, PLUS 1 FOR EACH 300, OR FRACTION THEREOF, >100	3, PLUS 1 FOR EACH 60, OR FRACTION THEREOF, >100	3, PLUS 1 FOR EACH 50, OR FRACTION THEREOF, >100

Sample Site Evaluation

- Suitability Analysis can't capture all the relevant characteristics that make a site viable
- Factor like parking lot size, proximity to power, ADA all impact the viability and/or final cost to install EVCS

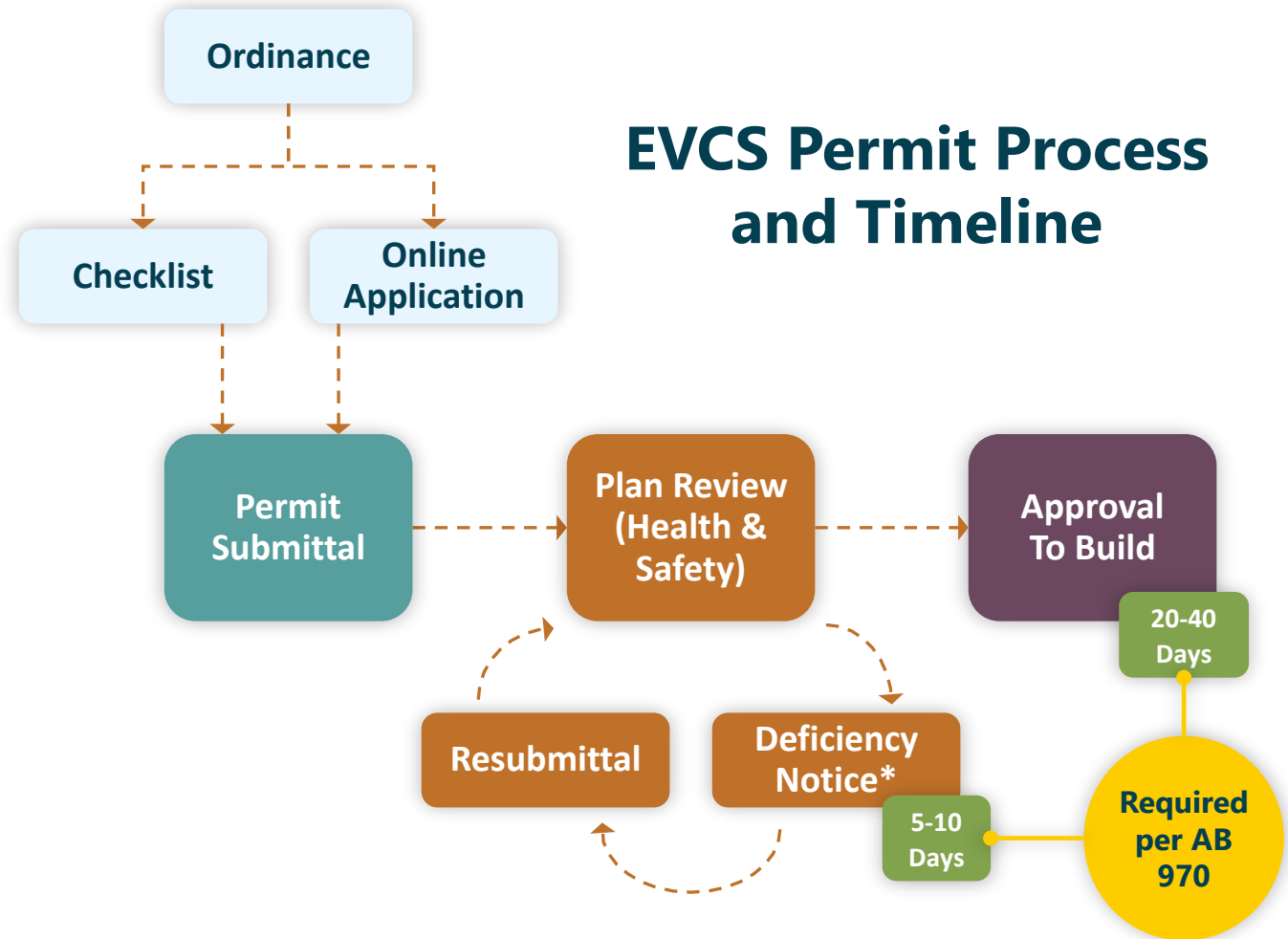


Small Public L2 Install – Civic Center, Library, Community Center

- Adequate lighting for EVCS parking, highly visible site within the community
- Requires creating new ADA path of travel to building
- Excavation and grading may be necessary for ADA EVCS stall
- Average cost per port = \$22,635

Policy Analysis – AB1236 and AB970

- AB1236 (2015) required cities to pass ordinances and develop checklists to streamline EVCS permits
- AB 970 (2021) established timelines for Cities to review and approve EVCS permits
 - 1-25 stations = shorter approval time
 - 25+ stations = longer approval time
- Permit considered complete and approved after applicable timelines



City of South El Monte Listening Session and Lessons Learned

EVCS Permitting

- Compliant with AB 1236
 - South El Monte falls into compliance by the adoption of LA County Electrical Code
- EV permitting is currently outsourced to a third-party firm.
 - Residential permits – within 3 business days
 - Commercial permits – within 10 business days, depending on complexity & information requests
- South El Monte will need to work with 3rd party firm to ensure AB 970 deadlines are met

City Installation

- South El Monte is looking to electrify their public works vehicles
- South El Monte actively progresses towards making their city more sustainable
- Barriers
 - Guidance on how to develop projects and select proper equipment
 - Staff Capacities
 - Available funding sources

Community Engagement and Lessons Learned

Collected nearly 500 Survey Results

General Engagement Takeaways

Common Barriers

- Lack of or not aware of public charging network
- Vehicle range anxiety, coupled with inadequate charging network
- Unaware of benefits of EVs, both financial and environmental

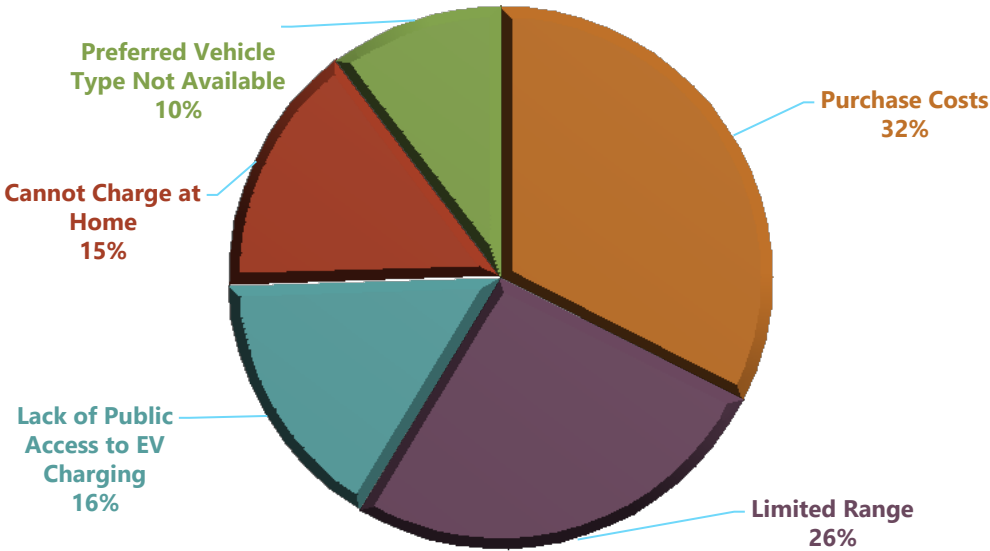
Encouraging Signs

- Communities eager to learn more
- Understanding that EV ownership will increase, and we need to plan for the future

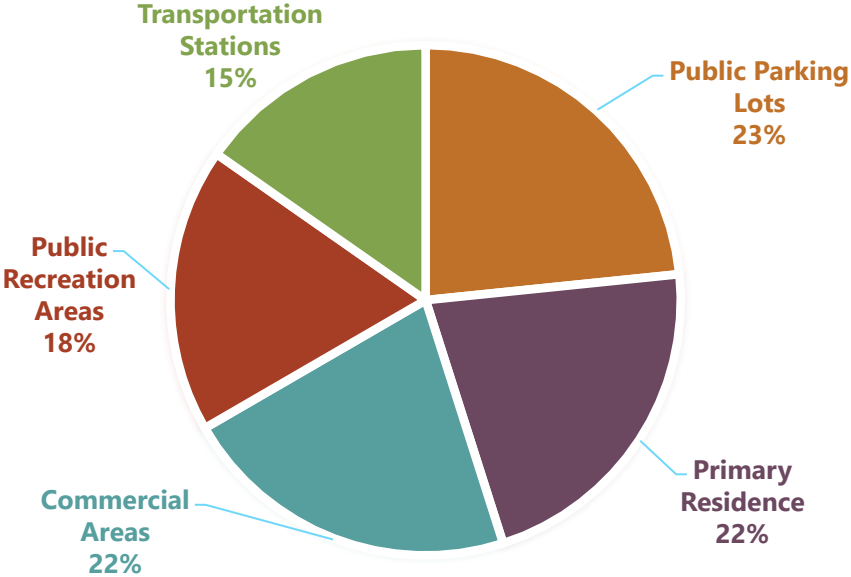


Survey Results

TOP BARRIERS TO EV OWNERSHIP



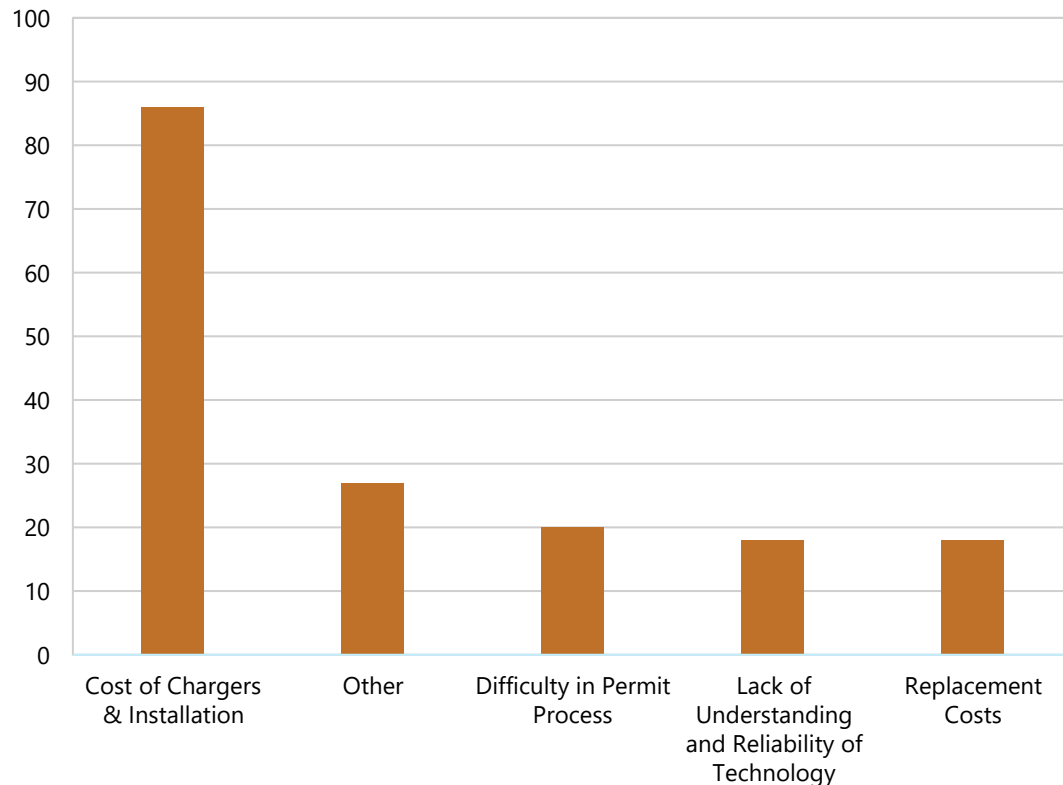
PREFERRED LOCATION TO ACCESS EV CHARGING



- EV Cost, Range, and limited charging infrastructure still significant barriers to EV adoption
- Increased charging infrastructure in MUDs and highly trafficked public areas may increase consumer confidence in converting to EVs

Survey Results

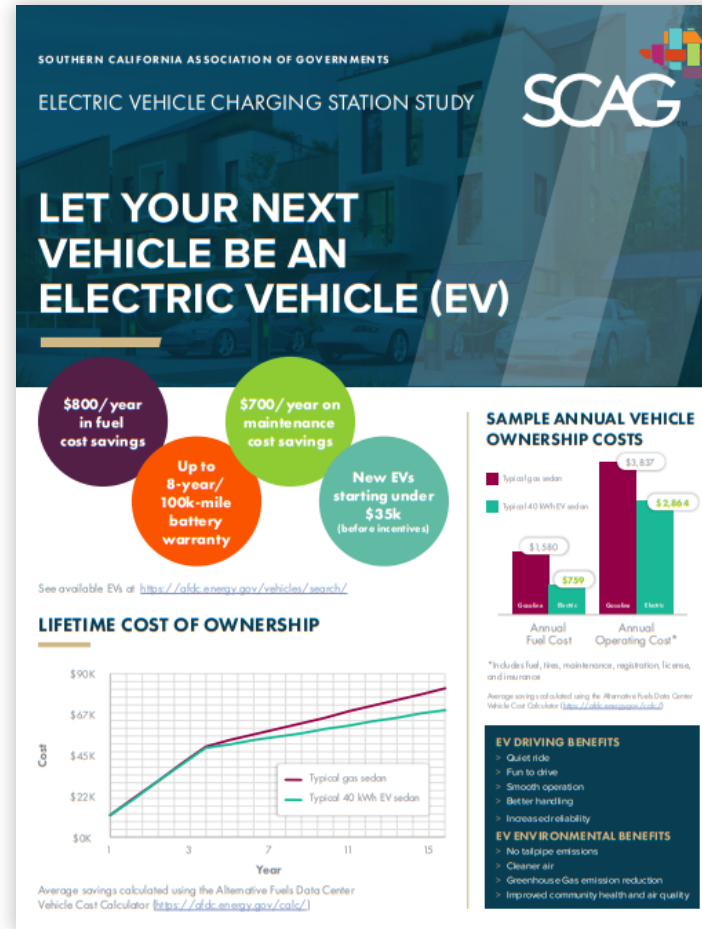
Commercial/MUD Barriers to Installing EVCS



- Cost is still a major barrier to installing EVCS infrastructure
- EVCS incentives of 25-50% of total cost may be enough to spur adoption for commercial and MUD property owners
- Permitting not the largest barrier to adoption, but may have room for improvement

Tools generated from the study

- Updated PEV Atlas with Suitability Results
- Site Plan Template
- Fact Sheets, Brochures, and EV Guides
- Policy Analysis and Streamlined Permitting Best Practices
- List of EV-specific funding resources
- Regional EV Infrastructure Plan



SCAG EV Charging Station Study

EV Charging Station Guide For Culver City

Revised and Approved
September 26, 2022

City Best Practices/Next Step Recommendations

- Review current EV infrastructure within City and establish/revise targets for EVCS
- Continue pursuing EVCS projects on City-owned properties and look at electrifying city fleet
- Most infrastructure will be owned and operated by the private sector, so City role is to encourage development through policy, funding and coordination
 - Evaluate and pass reach codes to increase EV infrastructure as part of new construction
 - Create a dedicated webpage to EVs with resources and connections to funding
 - Examine internal permit process to minimize processing for larger/complex projects
- Outreach to private sites completed in evaluations to spark project development
 - Suitability Analysis Results can target future outreach efforts
 - Use conceptual Plan template for preliminary cost estimates



QUESTIONS AND COMMENTS



THANK YOU!

For more information, please visit:

<https://scag.ca.gov/alternative-fuels-vehicles>

Or email: linder@scag.ca.gov

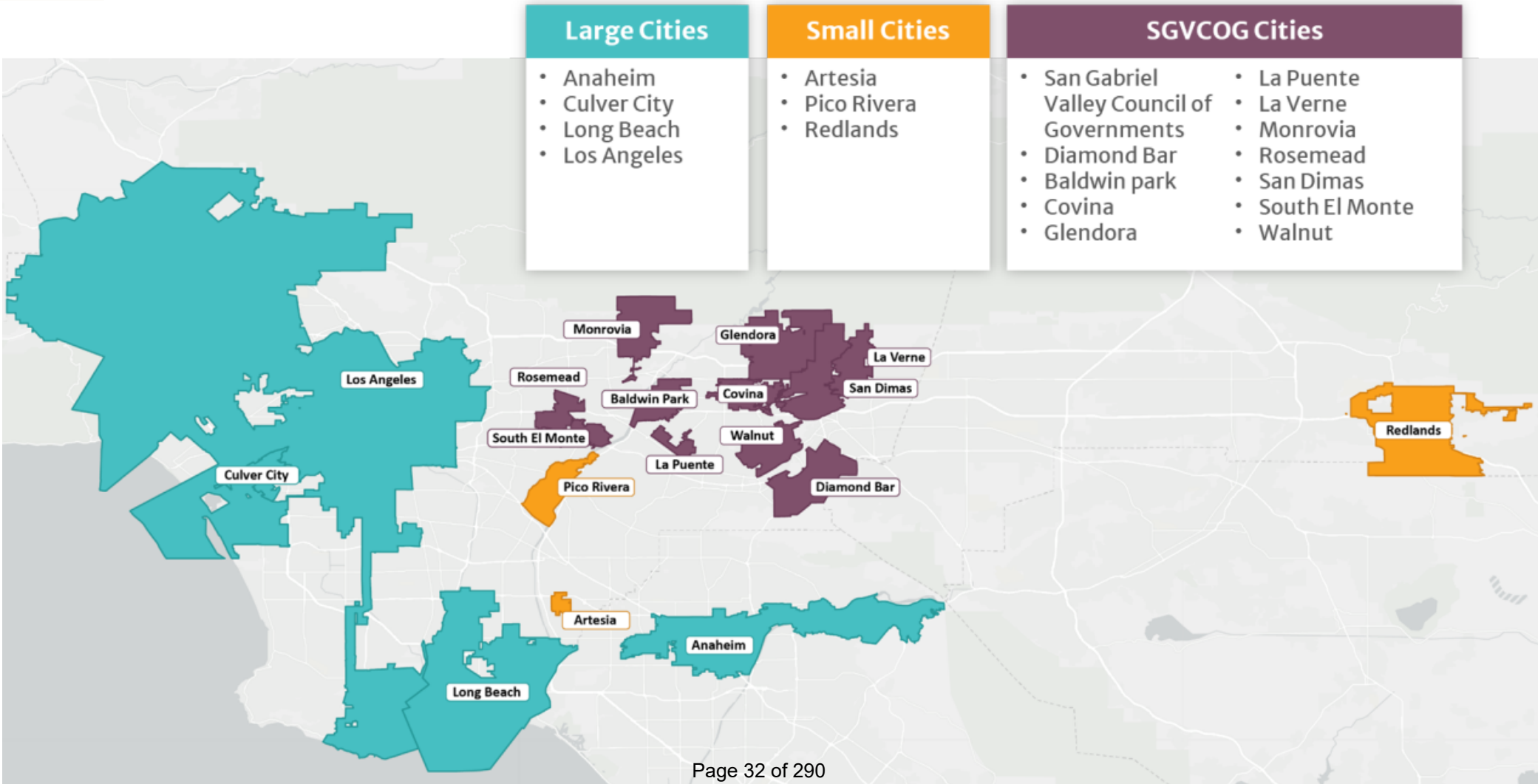
Existing Conditions Passenger Electric Vehicles (PEV)

Remaining Challenges

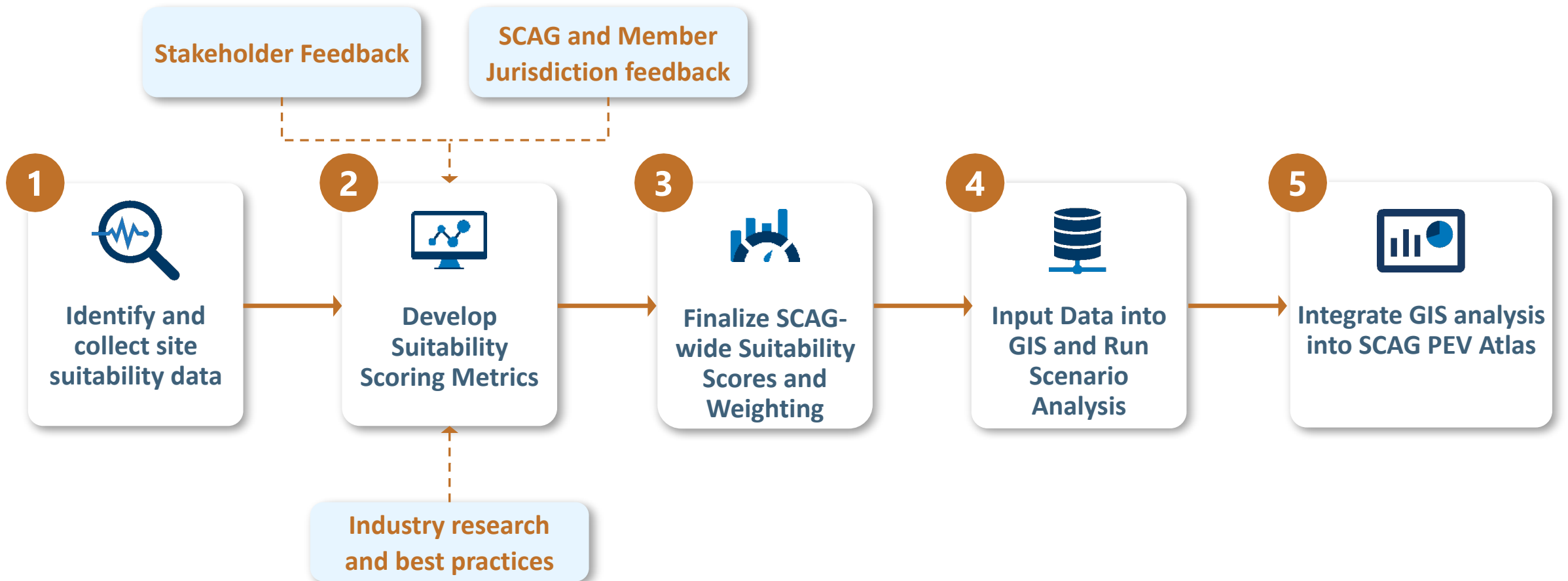
- Existing EVCS infrastructure not equitably distributed – how should each City prioritize new infrastructure
- Standardization and interoperability across a variety of products and vendors
- Consumer education needed
- Consumer interest in more makes/models
- Range anxiety
- Availability of critical materials
- Grid capacity concerns and resilience opportunities

Participating Cities	Existing EVCS Infrastructure Status	Participating Cities	Existing EVCS Infrastructure Status
SGVCOG	N/A	Glendora	Initiating
Artesia	Initiating	Rosemead	Initiating
South El Monte	Initiating	Diamond Bar	Progressing
Walnut	Progressing	Pico Rivera	Initiating
La Verne	Initiating	Redlands	Progressing
San Dimas	Progressing	Baldwin Park	Initiating
Monrovia	Initiating	Anaheim	Expanding
Culver City	Expanding	Long Beach	Expanding
La Puente	Initiating	Los Angeles	Expanding
Covina	Progressing		

Participating Jurisdictions



Suitability Analysis Approach



Rough Order of Magnitude Cost Breakdowns



Trenching and civil improvements

- Length of conduit and trench runs (\$100-\$150 per foot)
- ADA improvements for curb ramps, striping, etc.



Electrical upgrades

- New electrical service
- Panels
- Breakers
- Wire and conduit

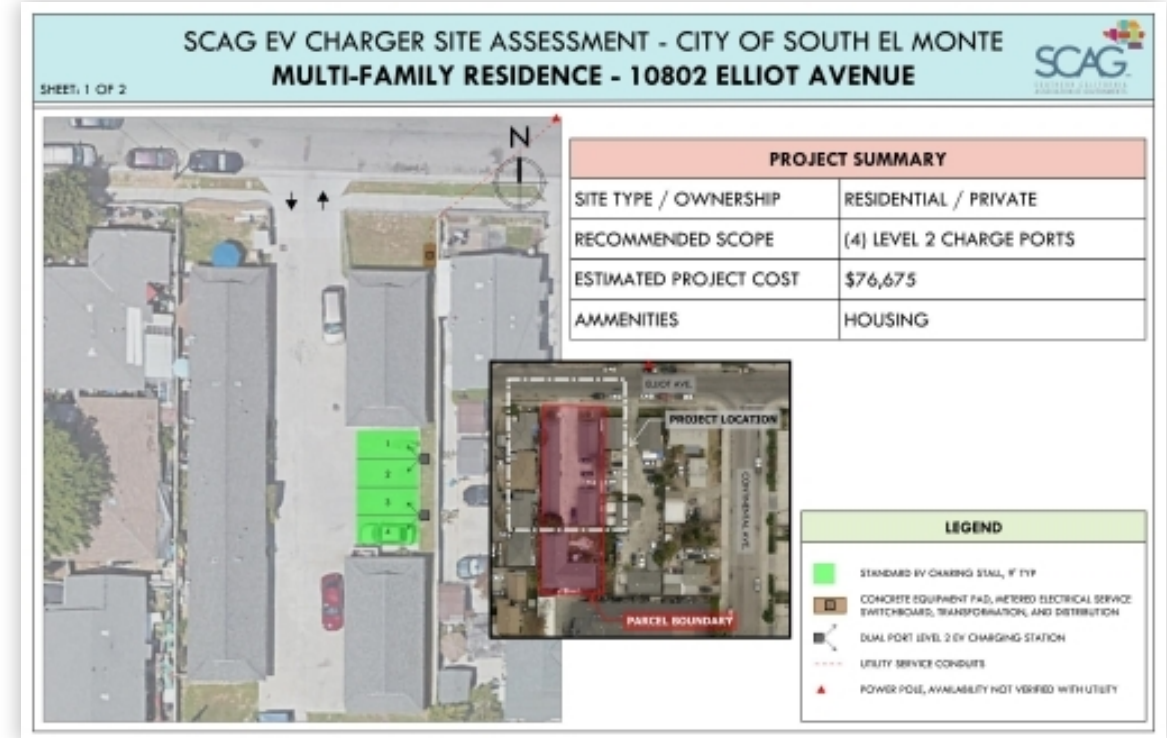


EVCS hardware

- Level 2 - \$5,000 per 7.2kW port
- Level 3 - \$62,500 per 180kW port
- Does not include ongoing networking or maintenance

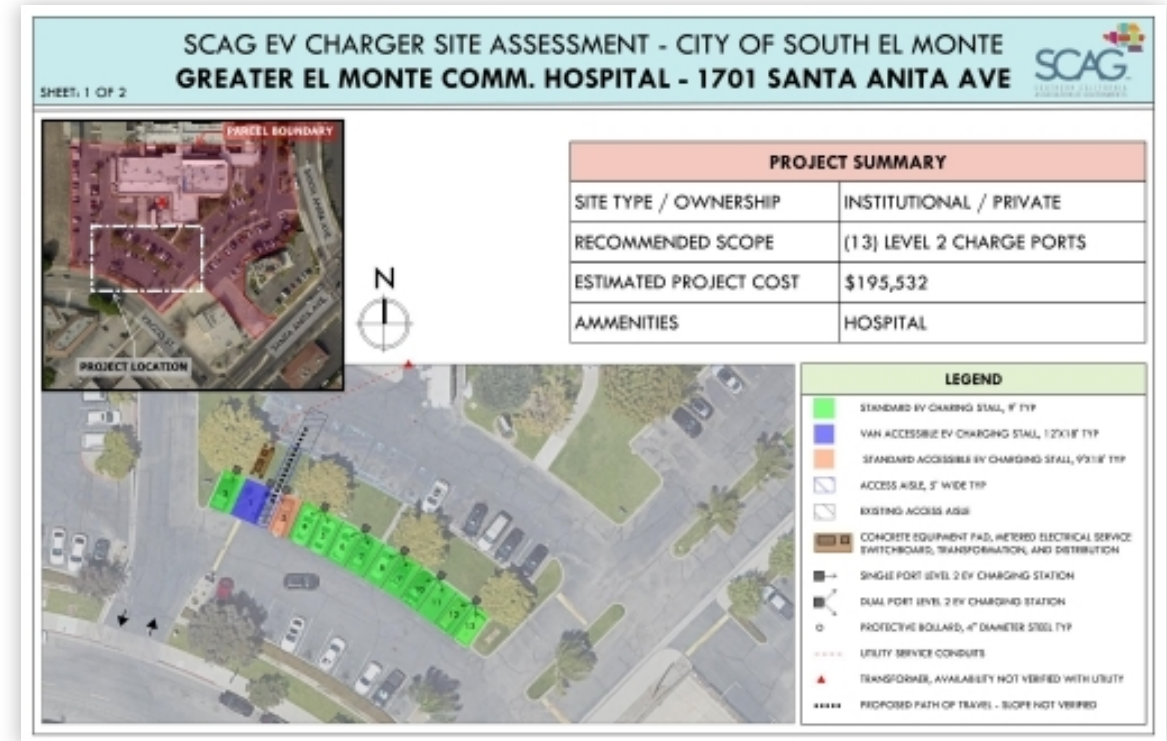
Sample Site Evaluations

- MUD Install in South El Monte
- Recommended to install L2 charger to support tenants and visitors; EVCS for each tenant parking stall
- Exempt from ADA when EVCS assigned to tenants
- New service panel for EVCS; feed point close to proposed service panel
- Average cost per port = \$19,168



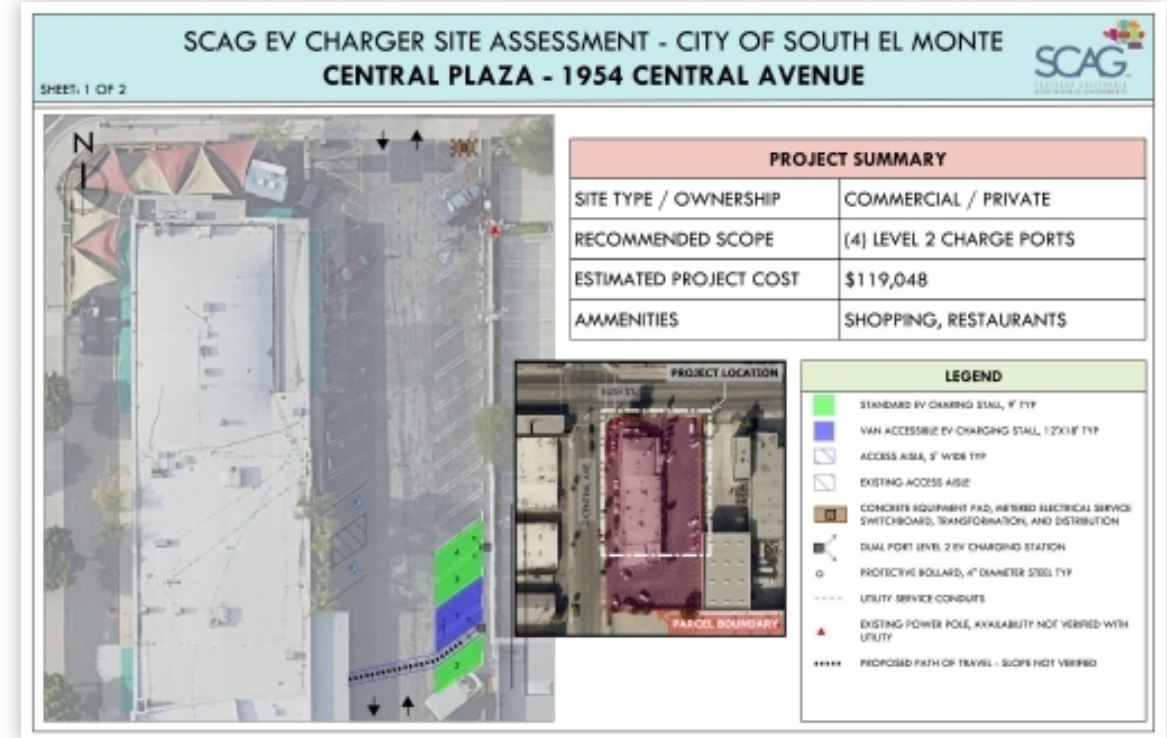
Sample Site Evaluations

- Hospital Install in South El Monte
- Recommended to install L2 charger to support staff and patrons
- Large parking lot can support a bigger EVCS project
- Access aisle and pathway needs to be constructed for ADA EVCS stall
- New service panel for EVCS; Possibly feed from transformer at hospital
- Average cost per port = \$15,041



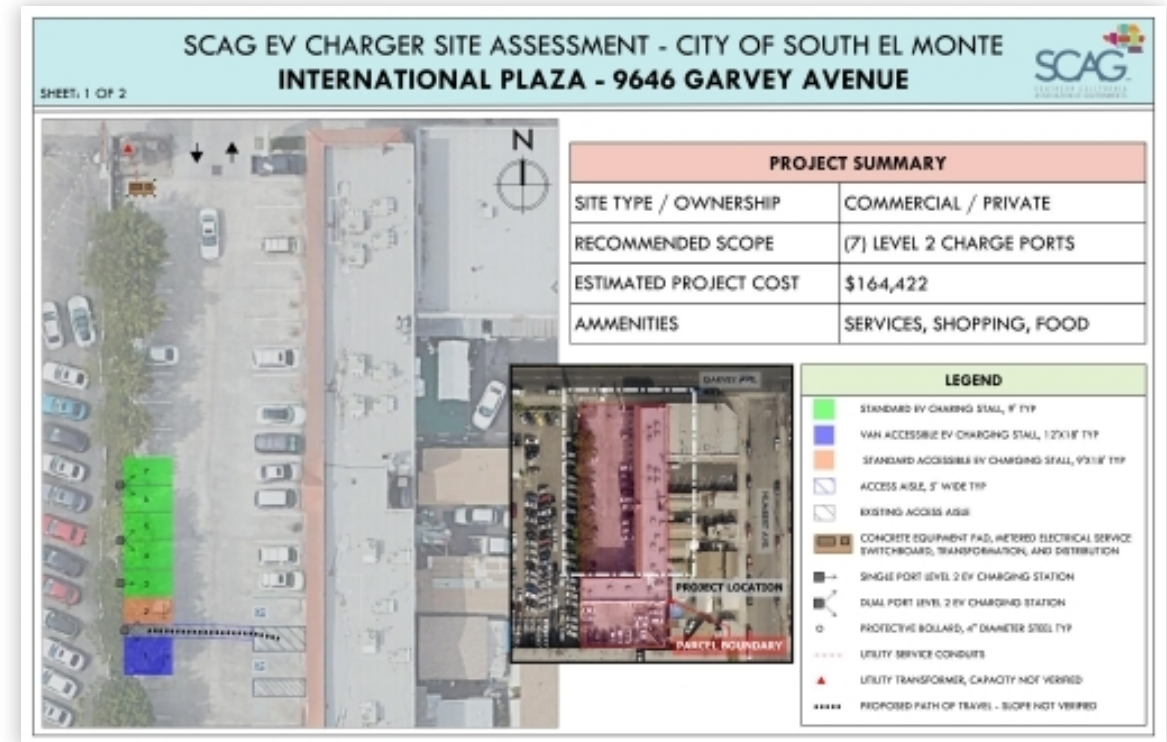
Sample Site Evaluations

- Commercial Install in South El Monte
- Recommended to install L2 charger to support staff and patrons
- May consider DCFC if dwell time is less than 1 hour
- Requires creating new access aisle, may require grading
- Average cost per port = \$29,762



Sample Site Evaluations

- Commercial Install in South El Monte
- Recommended to install L2 charger to support staff and patrons
- Possible excavation and grading necessary for ADA EVCS stalls and new access aisle
- New service panel for EVCS; feed point close to proposed service panel
- Average cost per port = \$23,488



Stakeholder and Community Outreach

Listening Sessions

- Met with 18 cities to review current EVCS permit process and understand how it can be streamlined
- Met with project developers, and property managers to understand their barriers to expanding EV infrastructure

Community Engagement

- Attended 15 community events to engage the public on EV adoption
- Developed outreach collateral to educate the public on EVs
- Surveys helped to indicate barriers to adoption and charging infrastructure

15 Community Events

Community Event	Date	City	Community Event	Date	City
Dia De Los Muertos Downtown Festival	Saturday, November 6, 2021	La Puente	Anaheim Friday Night Street Market	Friday, March 25, 2022	Anaheim
Move Culver City*	Saturday, November 20, 2021	Culver City	Saturday Morning Certified Farmers Market	Saturday, March 26, 2022	Redlands
Holiday Tree Lighting & Snowflake Firework Show	Saturday, December 4, 2021	Pico Rivera	Public Safety Expo and Youth Spring "Eggstravaganza"	Saturday, April 16, 2022	Artesia
CicLAvia*	Sunday, December 5, 2021/ Sunday, July 10th, 2022	Los Angeles	Earth Day Festival	Saturday, April 16, 2022	Glendora
SCAG GA Event	Thursday, May 5, 2022	Multiple Cities	Culver City Arts-district Night Market-at Ivy Station	Friday, July 8th, 2022	Culver City
Monrovia Street Fair	Friday, August 5, 2022	Monrovia	Clean: Air, Ride, Money	Saturday, September 24, 2022	Diamond Bar
So. Cal Auto Club Clean Vehicle Car Show	Friday, September 9, 2022	Los Angeles	Riverside EV Deep Dive	Saturday, October 1, 2022	Riverside

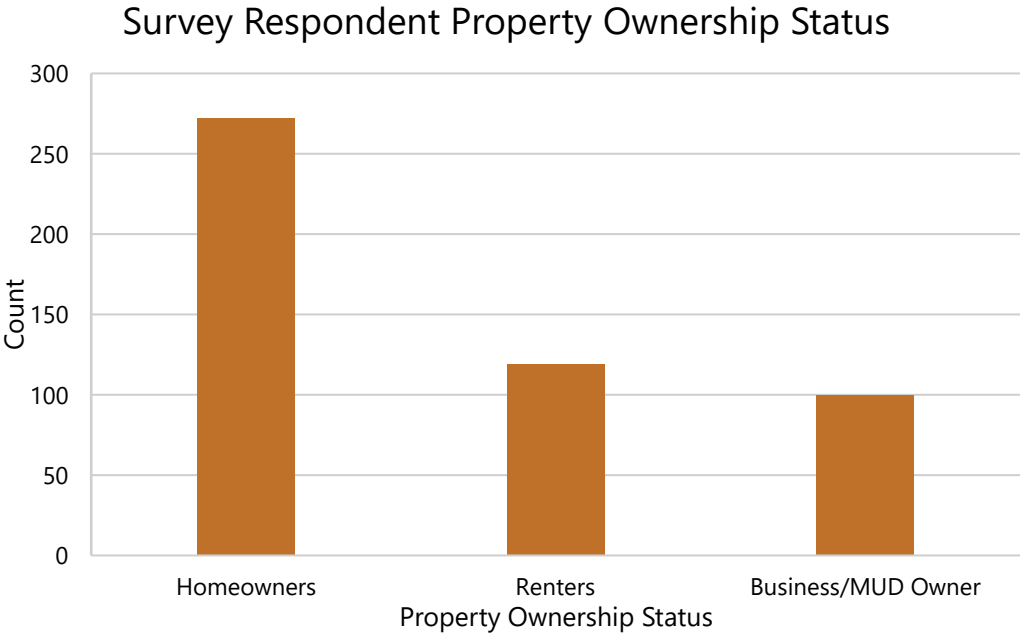


Artesia "Eggstravaganza"

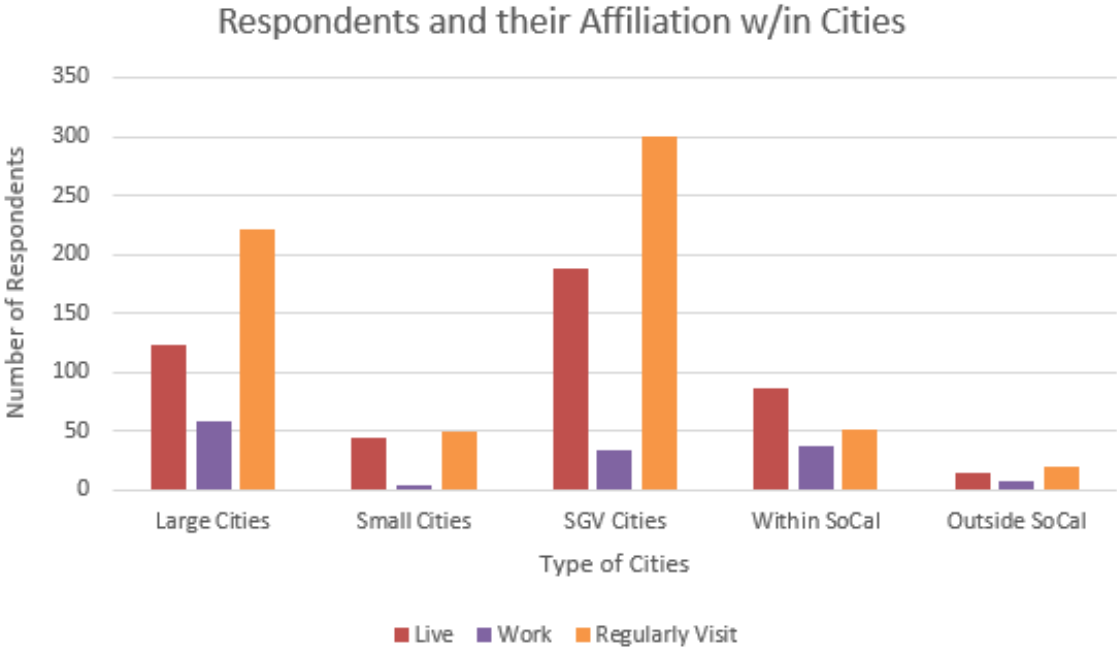


Pico Rivera Holiday Tree Lighting

Who Took the Survey



- Mix of homeowners, property owners (with tenants) and renters responded to the poll



- Wide geographic range of survey respondents on where they live, work, and visit
- Helps to understand where they may need EVCS

Funding Resources

Federal	State	Local	Utility
Infrastructure Bill funding – multiple provisions for EV projects 	CARB – CVRP, HVIP, rebates and vouchers for EVs 	SCAQMD – Carl Moyer Funds may be available for vehicle replacement and charging infrastructure  	SCE Charge Ready – reduce cost of electrical infrastructure and provide EVCS rebates EVCS 
Inflation Reduction Act – tax credits for EVCS, may get issued as a direct payment to Cities  	CARB – LCFS credits for electricity dispensed to EVs 	MSRC – Grants may be available for EVs and charging infrastructure  	Muni programs – LADWP and APU each have local rebate programs for EVCS and infrastructure 
DOE – Energy Efficiency and Conservation Block Grant program includes EV infrastructure  	CALeVIP – rebates for charging stations (will focus on DCFC in 2023) 	CMAQ - formula funds to improve air quality may be used for EVCS projects  	TOU rates to reduce cost of charging during off-peak times 

NEVI – Preliminary CEC Guidance

- CA to receive \$384M from IIJA Act passed in 2021 for DCFCs along Alternative Fuel Corridors (AFCs) – CEC to issue as competitive grants
- Minimum four 150kW ports, within 1 mile of AFC, no more than 50 miles apart. Infrastructure to be future proofed for five 350kW ports
- Private sector **MUST** be the applicant, public agencies **CANNOT** apply, but may be a project partner
- May require up to 50% match share (as opposed to 20% for typical federal funds) depending on area
- 50% of funding used for DACs, 40% used for Justice 40 communities



City Council Agenda Report

Agenda Item No. 4.f.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Masami Higa, Interim Finance Director

SUBJECT: Update by Tony Chiappetta, CEO, Advance Microcomputing Concepts Inc. (AMC), on the City's Technology Infrastructure

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

A. Presentation



AGENDA

- WHERE WE HAVE BEEN AND WHY
- WHERE WE ARE
- WHERE WE ARE GOING

IT IN THE GLORY YEARS

- WE MADE LIFE EASIER THAN USING PENCIL AND PAPER
- WE BECAME INVALUABLE TO THE ORGANIZATION
- PEOPLE LOVED IT



Drive Encryption



What about Identity Management??

Devices



Windows PCs



Internet



Firewall



Windows Active Directory and File Server



Email Server



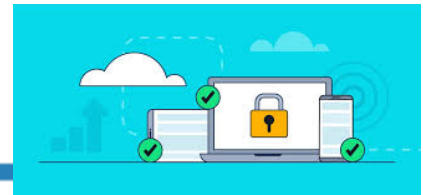
Backup Server



Mobile Devices



Mobile Device Management



Email Security Spam Filter



THE CHALLENGE OF TOOL SPRAWL

- **COMPLEXITY**
 - **TIME CONSUMING TO MANAGE**
 - **LITTLE SYNERGY BETWEEN SYSTEMS**
 - **ALTHOUGH MANY CAN WORK TOGETHER, THEY ARE NOT FULLY INTEGRATED AND SOMETIMES OVERLAP**
 - **POTENTIAL FOR CONFLICT**
 - **FINGER POINTING PUTS YOU IN THE MIDDLE OF ENDLESS LOOP**
 - **DIFFICULT TO TRAIN AND ONBOARD STAFF MEMBERS TO FULLY UTILIZE ON SO MANY SYSTEMS**
- **COST**
 - **INDIVIDUAL VENDORS EACH COST MORE**
 - **HUMAN CAPITAL COSTS FOR ONBOARDING AND LEVERAGING DISPARATE SYSTEMS**
- **CULTURE**
 - **MANAGING THE IT ENVIRONMENT OF TOO MANY TOOLS LEADS TO BURN OUT FOR IT**
 - **LEAVING STAFF WITHOUT THE ABILITY TO BE TRAINED ON TOOLS LEADS TO LESS USE, MORE WORK, MORE CONFUSION AND A POOR ENVIRONMENT**

GETTING BACK TO INNOVATING

THE THREE OUTCOMES OF INNOVATION

- BUSINESS FUNCTIONAL IMPROVEMENT
 - PRACTICE/PROCESS AUTOMATION
- EMPLOYEE EXPERIENCE IMPROVEMENT
- DECISION MAKING IMPROVEMENT



HOW DO WE GET BACK?

THREE RULES

- HAVE LESS STUFF AND DO MORE WITH IT
 - CONSOLIDATE TO AS FEW VENDORS AS POSSIBLE
- USE SERVICES INSTEAD OF SERVERS
- TRAIN OUR STAFF TO ACTUALLY USE IT

Drive Encryption



What about Identity Management??

Mobile Devices



Windows PCs



Internet



Firewall



Windows Active Directory and File Server



Email Server



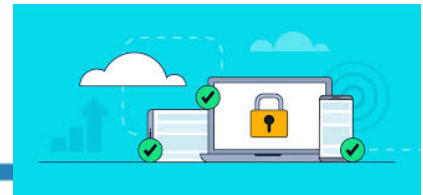
Backup Server



Mobile Devices



Mobile Device Management



Email Security Spam Filter



Now we have way less stuff!!



Mobile
Devices



Windows PCs



Mobile
Devices



FEWER TOOLS, BETTER EXPERIENCES!

- I DIDN'T KNOW I COULD DO THAT!
- OH WOW, THAT'S GOING TO SAVE ME SO MUCH TIME!!
- THANK YOU IT!!



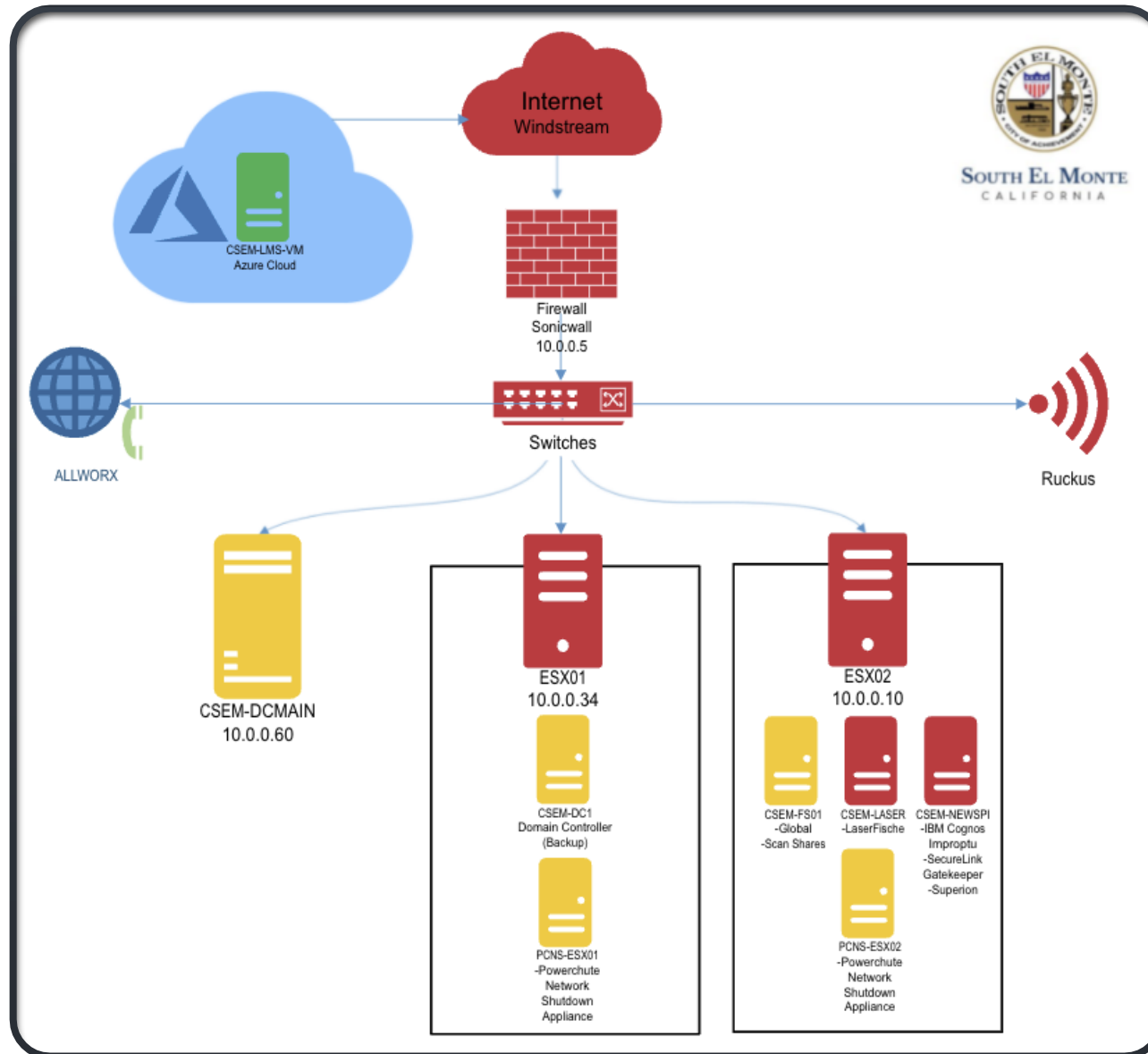
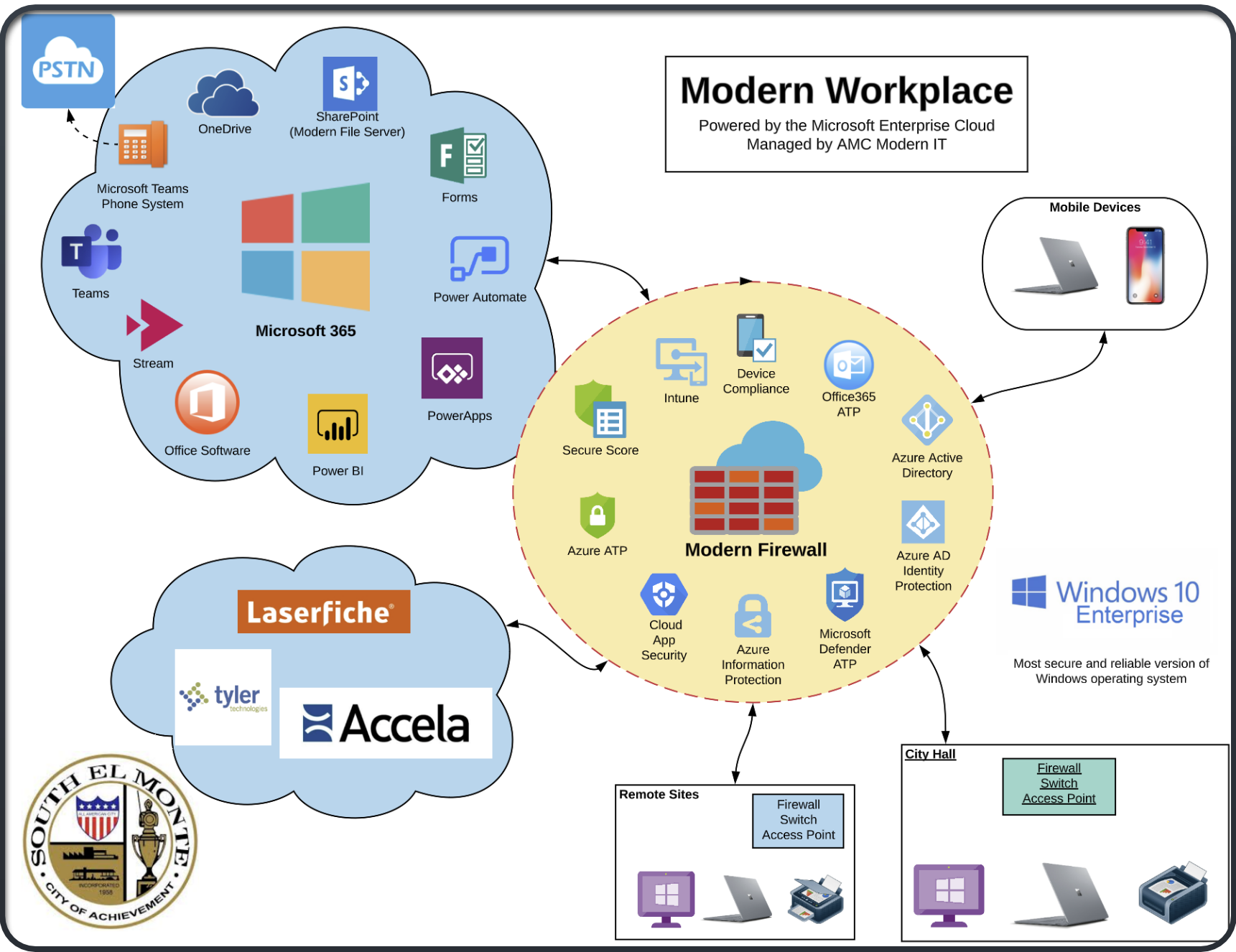


DIAGRAM OF OLD CITY IT IN THE BASEMENT



WHERE WE
ARE GOING

WHAT'S BEEN DONE

- MOVED ALL FILES TO THE CLOUD
- MOVED ALL APPLICATIONS TO THE CLOUD
- MOVED ALL SECURITY SERVICES TO THE CLOUD
- REMOVED WINDSTREAM
 - REPLACED ALL NETWORK AND WIRELESS INFRASTRUCTURE THEY INCLUDED
 - MOVED FROM THE OLD PHONE SYSTEM TO TEAMS
 - SAVED OVER \$4000 PER MONTH WHILE IMPROVING THE CITY

WHAT'S BEEN DONE

- STARTED STAFF TRAINING (LIVE TRAINING EVERY TUESDAY)
- ROLLED OUT VIDEO TRAINING PROGRAM
- STARTED PHISH TESTING STAFF TO SEE WHO CLICKS 😊
- FEEDBACK FROM STAFF:
 - WOULD LIKE MORE ONSITE IT TIME: ONE FULL DAY PER WEEK

WHAT'S LEFT TO DO



Configure Additional
Sophisticated Cloud
Securities



Move Print Server to the
Cloud



Remove all servers from
the server room
(hopefully forever!)

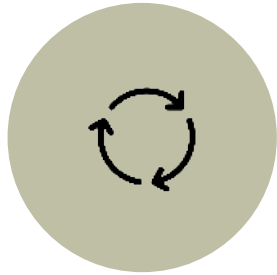


Multi-Factor
Authentication (MFA) –
We need your help

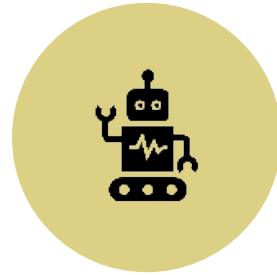


Create City IT Policies
(auditor requirement)

WHERE WE GO FROM HERE



Continue staff training and development – Forever



Automate Processes
(with robots that are part of Microsoft 365)



Create Intelligent Dashboards



Microsoft and OpenAI
Artificial Intelligence and ChatGPT



INNOVATE

ALLOW CITY STAFF TO HAVE MORE
IMPACT ON CITY RESIDENTS AND
BUSINESSES, WITH LESS FOCUS ON
MUNDANE PAPERWORK AND TASKS



City Council Agenda Report

Agenda Item No. 7.a.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: CONSIDERATION AND APPROVAL OF THE SPECIAL CITY COUNCIL MEETING MINUTES OF FEBRUARY 22, 2023 AND REGULAR CITY COUNCIL MEETING MINUTES OF FEBRUARY 28, 2023

SUMMARY: Staff is requesting approval of Minutes for the February 22, 2023 Special City Council Meeting and February 28, 2023 Regular City Council Meeting.

RECOMMENDED ACTION: Staff is requesting approval of Minutes for the February 22, 2023 Special City Council meeting and February 28, 2023 Regular City Council Meeting.

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

- A. February 22, 2023 Special City Council Meeting Minutes
- B. February 28, 2023 Regular City Council Meeting Minutes

ATTACHMENT A
CITY OF SOUTH EL MONTE
SPECIAL CITY COUNCIL MEETING MINUTES
WEDNESDAY, FEBRUARY 22, 2023 - 6:00 PM

1. ROLL CALL

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

PRESENT: Councilmember(s): Acosta (entered Via Zoom at 6:05 p.m.)
Bojorquez, Delgado (via zoom), Mayor Pro Tem Angel, and Mayor Olmos

ABSENT: Councilmember(s): None

STAFF PRESENT: Rene Salas, City Manager; Anthony R. Taylor, City Attorney (via zoom); Donna G. Schwartz, City Clerk; Andres Gonzalez, Senior Services Supervisor; and Paola Lara, Deputy City Clerk.

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

2. PRESENTATIONS

2.a. James Powell, Alta Planning + Design, Inc. presented a PowerPoint on the Rosemead Boulevard Corridor Study.

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

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

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

NAYS: Councilmember(s): None

4. PUBLIC COMMENT

Mayor Olmos opened public comment, there being none, closed public comment.

5. PUBLIC HEARINGS

5.a. PUBLIC HEARING FOR METRO FISCAL YEAR 2023 FEDERAL TRANSIT ADMINISTRATION SECTION 5310 PROGRAM FOR ELIGIBLE PROJECTS AND AUTHORIZATION FOR THE FILING OF A FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5310 GRANT APPLICATION FOR THE PURCHASE OF TWO ELECTRIC TRANSIT VANS

Mayor Olmos announced the item and City Manager Rene Salas presented the staff report.

Senior Services Supervisor Andres Gonzalez provided additional information about the item.

Mayor Olmos opened the public hearing.

Mayor Olmos opened public comment, there being none, closed public comment.

A motion was made by Mayor Pro Tem Angel, seconded by Councilmember Bojorquez to file a Federal Transit Administration Section 5310 grant application with Metro in the amount of up to \$600,000 for two replacement electric transit vans and administrative costs for the City's Dial-A-Ride program; and authorize City Manager or designee to execute the application. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

6. ADJOURNMENT

At 6:30 p.m. Mayor Olmos adjourned the meeting.

Donna G. Schwartz, CMC, City Clerk

Gloria Olmos, Mayor

ATTACHMENT B
CITY OF SOUTH EL MONTE
REGULAR CITY COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 28, 2023 - 6:00 PM

1. ROLL CALL

Mayor Olmos called the meeting to order at 6:00 PM

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

ABSENT: Councilmember(s): None

STAFF PRESENT: Rene Salas, City Manager; Anthony R. Taylor, City Attorney;
Donna G. Schwartz, City Clerk; Masami Higa, Interim Finance Director, Jayson
Perez, Recreation Coordinator; and Robert Molina, Recreational Leader.

STAFF ABSENT: Paola Lara, Deputy City Clerk.

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

2. PLEDGE OF ALLEGIANCE – Mayor Pro Tem Richard Angel led the Pledge of
Allegiance.

3. INVOCATION – Pastor Benjamin Garrett, Faith Dominion Church, offered the
Invocation.

4. PRESENTATIONS

4.a. David Diaz, Active San Gabriel Valley, and Carlos Velasquez, KOA
Corporation, provided a PowerPoint on the South El Monte Rush Street
Sustainable Transportation Equity Project.

4.b. Jayson Perez, Recreation Coordinator, Community Services Department,
City of South El Monte presented a PowerPoint on the possibility of having
a laser show for the 4th of July celebration.

Staff was directed to conduct a community survey to gather input on the
interest of having a laser show or traditional fireworks for the 4th of July
celebration.

4.c. City Council received a report from the Sheriff's Department and
discussed matters concerning law enforcement in the City for the month of
January.

Councilmember Delgado directed staff to bring back a report at the next City Council meeting on funding options for a dedicated special assignment Sergeant.

Councilmember Bojorquez directed staff to prepare a report on the allocation of funds received from Measure ES.

- 4.d.** City Council received a report from the Code Enforcement and Public Safety Supervisor Joe Martinez on code enforcement and public safety activities for the month of January.

Councilmember Delgado directed staff to prepare a report detailing where commercial vehicles parked for over 30 minutes are being cited.

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

A motion was made by Councilmember Acosta, seconded by Councilmember Delgado to approve the agenda with noted correction. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

6. PUBLIC COMMENT

Mayor Olmos opened public comment.

1. Larry Rodriguez and Jaqueline Rubio, Valle Lindo School District Board Members, invited City Council to sign up for Read Across America and thanked the City for working closely with the school district to help the community.
2. Edward Salcedo, South El Monte resident, requested the City's assistance with his brother's inability to evict the renters in his home due to COVID-19 renter protections.
3. Karla Del Rey, South El Monte resident, voiced concern with the Code Enforcement budget, with citations given to people living in poverty, the lack of trash cans in the city, and with funding another deputy.

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

7. CONSENT CALENDAR

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

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

NAYS: Councilmember(s): None

7.a. Approved the Minutes of the Special City Council Meeting of February 15, 2023.

7.b. Adopted Resolution No. 23-17, authorizing payment of City expenditures for the period of February 16, 2023, through February 28, 2023, totaling \$462,314.51.

8. PUBLIC HEARINGS – None.

9. GENERAL BUSINESS

9.a. DISCUSSION AND APPROVAL OF THE 2023 SUMMER CONCERT SERIES BAND PERFORMANCES

Mayor Olmos introduced the item and Recreation Coordinator Jayson Perez presented the staff report.

Discussion ensued with City Council on the band selection for the 2023 summer concerts and the 4th of July celebration.

Staff was directed to proceed with the following band selections: Cold Duck, Soto, Ace Band, Chico, Suave, Flashbacks, Shades of LA, and have Soto also perform and the 4th of July celebration.

A motion was made by Mayor Pro Tem Angel, seconded by Councilmember Bojorquez to receive and file the report. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

9.b. next page

9.b. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-18, APPROVING THE APPOINTMENT OF MASAMI HIGA AS DIRECTOR OF FINANCE AND APPROVAL OF DIRECTOR OF FINANCE EMPLOYMENT AGREEMENT

Mayor Olmos announced the item.

City Attorney Anthony R. Taylor announced the term and compensation of the Director of Finance employment agreement.

City Manager Rene Salas provided the staff report.

A motion was made by Councilmember Delgado, seconded by Councilmember Acosta to adopt Resolution No. 23-18, approving the employment agreement between the City and Masami Higa for the position of Director of Finance and authorizing the Mayor to execute the employment agreement. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

9.c. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-19, APPROVING AGREEMENT WITH EL MONTE/SOUTH EL MONTE CHAMBER OF COMMERCE FOR ECONOMIC AND BUSINESS DEVELOPMENT

Mayor Olmos announced the item and City Manager Rene Salas presented the staff report.

Ken Rausch and Chris Knight, El Monte/South El Monte Chamber of Commerce, presented additional information to Council on their business membership fees and involvement with the business community.

Mayor Pro Tem Angel voiced concern with not knowing how the Chamber utilizes the City funds to benefit the City and requested a quarterly report be provided detailing the Chamber's accomplishments.

A motion was made by Mayor Olmos, seconded by Councilmember Delgado to Adopt Resolution No. 23-19, approving an agreement with the El Monte/South El Monte Chamber of Commerce; and authorize City Manager or designee to negotiate and execute agreement. Motion passed 4-0-1, by the following vote:

AYES: Councilmember(s): Acosta, Bojorquez, Delgado, and Mayor Olmos

NAYS: Councilmember(s): None

ABSTAIN: Councilmember(s): Mayor Pro Tem Angel

9.d. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-20, APPROVING SECOND AMENDMENT TO AGREEMENT WITH ADVANCE MICROCOMPUTING CONCEPTS INC. (AMC) FOR CLOUD BACKUP SERVICES

Mayor Olmos announced the item.

Finance Director Masami Higa provided additional information on the costs for the agreements in items 9.d. and 9.e. and announced that Tony Chiappetta with AMC was in attendance for any questions.

A motion was made by Councilmember Delgado, seconded by Mayor Pro Tem Angel to adopt Resolution No. 23-20, approving second amendment to agreement for contract services with AMC for Cloud Backup Services for three additional years through March 28, 2026; and authorize Mayor to execute agreement. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

9.e. CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-21, APPROVING SECOND AMENDMENT TO AGREEMENT WITH ADVANCE MICROCOMPUTING CONCEPTS INC. (AMC) FOR IT SERVICES

Mayor Olmos announced the item.

A motion was made by Councilmember Delgado, seconded by Councilmember Acosta to adopt Resolution No. 23-21, approving second amendment to agreement for contract services with AMC for IT Services for three additional years through February 28, 2026; and authorize Mayor to execute agreement. Motion passed 5-0, by the following vote:

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

NAYS: Councilmember(s): None

10. COMMITTEE REPORTS, INCLUDING AB 1234 REPORTS

Councilmember Acosta announced his attendance at Senator Susan Rubio's Swearing in Ceremony and invited the public to the City's first bike ride on Saturday, March 4, 2023.

Councilmember Bojorquez, nothing to report.

Councilmember Delgado, nothing to report.

Mayor Pro Tem Angel announced his attendance at the Youth Basketball Games at the Community Center and the Basketball Banquet.

Mayor Olmos announced her attendance at the Youth Basketball Games at the Community Center, Senator Susan Rubio's Swearing in Ceremony, the City's Advancement of Women and Girls "Self-Love" event, City of Montebello's Top Golf Groundbreaking, and announced SEAACA still has pet adoption opportunities.

11. CORRESPONDENCE – None.

12. COUNCILMEMBERS' AGENDA

12.a. MAYOR GLORIA OLMOS

1. Discussion on installing an Emergency Blue Light Call Box in City Hall and City parks parking lots.

12.a.1. was discussed after 12.b.1 and 12.b.2.

Mayor Olmos stated she would like to install blue light call boxes at City Hall's parking lot, parks, and dimly lit streets for assistance during emergency situations. However, upon her research she determined they are too costly to install and maintain. She provided alternatives to the public such as free applications that can be downloaded "Panic" and "Hoot" which assist in sending emergency calls.

12.b. COUNCILMEMBER RUDY BOJORQUEZ

1. Discussion on creating a South El Monte night market at the Kruse property next to City Hall.

12.b.1. was discussed before 12.a.1.

Councilmember Bojorquez suggested opening a night market outside the Kruse property to bring in revenue, giving the residents somewhere to gather, and giving street vendors an opportunity to sell.

Councilmember Delgado and Mayor Pro Tem Angel spoke in support of the idea and Mayor Pro Tem Angel suggested opening a night market on a trial basis.

Mayor Olmos stated she and staff are currently working on having the farmers market open during the summer concerts.

City Manager Rene Salas stated staff can look into the possibility of holding a monthly night market, after the summer concerts with the farmers market, and bring back a report.

2. Discussion on creating a Social Media Sponsored Advertisement Budget for Facebook and Instagram posts.

12.b.2. was discussed before 12.a.1.

Councilmember Bojorquez recommended creating a small budget to run advertisements for City events on the City's social media and have them reach a larger audience.

City Council discussed the use of advertisements for promoting city events. Councilmember Delgado spoke in agreement of creating an advertisement budget for next fiscal year. No direction was given.

13. CLOSED SESSION

At 8:48 p.m. City Attorney Anthony R. Taylor recessed Council into closed session.

13.a. CONFERENCE WITH LAW ENFORCEMENT

Pursuant to Government Code Section 54957 – Public Security

At 10:13 p.m. Mayor Olmos reconvened the meeting with all Councilmembers present.

City Attorney Anthony R. Taylor announced City Council discussed items 13.a. No action taken, nothing to report.

14. RECESS COUNCIL MEETING

Mayor Olmos recessed the meeting at 10:13 p.m.

Mayor Olmos adjourned the Successor Agency meeting at 10:16 p.m.

Mayor Olmos Reconvened the City Council meeting at 10:16 p.m.

15. ADJOURNMENT

At 10:16 p.m. Mayor Olmos adjourned the meeting in memory of Alexis Valencia Soto, long time South El Monte resident, to a Regular Meeting on Tuesday, March 14, 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: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Masami Higa, Interim Finance Director

SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-22, APPROVING WARRANTS FOR THE PERIOD OF MARCH 1, 2023 THROUGH MARCH 14, 2023

SUMMARY: Authorizing payment of City expenditures for the period of March 1, 2023 through March 14, 2023, totaling \$1,102,123.12.

RECOMMENDED ACTION: Staff recommends City Council adopt Resolution No. 23-22, authorizing payment of City expenditures.

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

- A. Resolution No. 23-22
- B. Warrant Register

ATTACHMENT A

RESOLUTION NO. 23-22

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL
ALLOWING CERTAIN CLAIMS AND DEMANDS FOR THE
PERIOD OF MARCH 1, 2023, THROUGH MARCH 14, 2023,
TOTALING \$1,102,123.12.

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	3/1/23-3/14/23	DFT0000495-508	\$148,340.96
FY 22/23	Regular Warrants	3/1/23-3/14/23	11835-11946	\$823,670.52
Payroll	Check	PPE 03/04/23	1333-1340	\$6,734.28
Payroll	Direct Deposit	PPE 03/04/23	3434-3522	\$123,377.36

TOTAL EXPENDITURES RESOLUTION NO. 23-22 \$1,102,123.12

PASSED, APPROVED, AND ADOPTED this 14th day of March 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. 23-22, 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 14th day of March 2023, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk



South El Monte, CA

ATTACHMENT B

Warrant Register Council Meeting 03/14/23

Account Number	Vendor Name	Payment Number	Payment Date	Description (Item)	Amount
01.0160.1610.5520	DDC ELECTRIC SUPPLY, INC.	11835	02/22/2023	RETROFIT LIGHTS & MOUNT/ BOXING GYM	667.35
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11835	02/22/2023	ELECTRICAL SUPPLIES/ CHALL	509.75
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11835	02/22/2023	ELECTRICAL SUPP/ CHRISTMAS TREE	56.61
01.0160.1610.5520	DDC ELECTRIC SUPPLY, INC.	11835	02/22/2023	6 LIGHT REPAIR/ CCTR	94.53
01.0160.1670.5520	DDC ELECTRIC SUPPLY, INC.	11835	02/22/2023	LED WALL PACK/ MVD	231.50
01.0170.1710.5520	DDC ELECTRIC SUPPLY, INC.	11835	02/22/2023	LED WALL PACK/ CHALL	231.50
01.0160.1650.5520	DDC ELECTRIC SUPPLY, INC.	11835	02/22/2023	TD FUSE EDISON/ NTP	110.19
01.0160.1650.5520	DDC PLUMBING SUPPLY, INC.	11836	02/22/2023	1 1/2" GALVANIZED TEE/ NTP	9.28
01.0160.1620.5520	DDC PLUMBING SUPPLY, INC.	11836	02/22/2023	VACCUM BREAKER/ SCTR	140.46
01.0140.1410.5204	JEFFREY MICHAEL ORTIZ	11837	02/22/2023	DEC'22 PC MEETING	150.00
01.0140.1410.5204	KENNETH EUEKHEANG TANG	11838	02/22/2023	DEC'22 PC MEETING	150.00
01.0140.1410.5204	LARRY RODRIGUEZ	11839	02/22/2023	DEC'22 PC MEETING	150.00
01.0140.1410.5204	LEONEL A. BARRERA JR	11840	02/22/2023	DEC'22 PC MEETING	150.00
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1556 N CENTRAL	338.39
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1530 N CENTRAL	272.00
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1415 N SANTA ANITA	285.26
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1500 N CENTRAL	2,179.40
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 2000 IRRIG SANTA ANITA	68.40
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 N/E MERCED SANTA ANITA	141.20
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 2022 N CENTRAL	68.40
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 MERCED N/W SANTA ANITA	41.04
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1819 N MERCED	68.40
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1652 IRRIG TYLER	136.78
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1900 N CENTRAL	156.91
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1824 N CENTRAL	387.07
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1819 N CENTRAL	249.88
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 N LERMA/ MILLET	254.30
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/10-2/9 2004 IRRIG ROSEMEAD	27.36
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 10452 E RUSH	68.40
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/11-2/13 2620 ROSEMEAD	220.86
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/10-2/9 2218 ROSEMEAD	136.78
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/11-2/13 2464 ROSEMEAD	176.61
01.0170.1730.5720	SAN GABRIEL VALLEY WATER	11841	02/22/2023	1/9-2/7 1707 N MERCED	27.36
01.0170.1730.5705	SO CAL GAS	11842	02/22/2023	1/18-2/15 1450 LIDCOMBE AVE	165.23
01.0170.1730.5705	SO CAL GAS	11842	02/22/2023	1/18-2/15 1900 CENTRAL AVE	757.16
01.0170.1730.5705	SO CAL GAS	11842	02/22/2023	1/18-2/15 1824 CENTRAL AVE	423.34
01.0170.1730.5705	SO CAL GAS	11842	02/22/2023	1/18-2/15 1530 CENTRAL AVE	2,135.42
01.0170.1730.5705	SO CAL GAS	11842	02/22/2023	1/18-2/15 1556 CENTRAL AVE	2,471.55
01.0170.1730.5705	SO CAL GAS	11842	02/22/2023	1/18-2/15 1500 CENTRAL AVE	640.15
02.0170.1760.5962	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	MASONRY DRILL BIT	59.70
01.0170.1750.5962	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	MAKITA MAX ROTARY HAMMER KIT	1,070.91
45.0900.9000.5977	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	HOT PATCH SUPPLIES/ STREETS	75.58
01.0170.1760.5540	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	SANDBAGS/ FIRE STATION	158.01
01.0170.1760.5540	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	SANDBAGS/ FIRE STATION	158.01
45.0900.9000.5977	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	ASPHALT- POT HOLES/ CITY WIDE	753.65

01.0160.1610.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	CONCRETE HOLE REPAIR SUPP/ SKATE PARK	142.83
01.0160.1620.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11843	02/22/2023	SCREWS & ANCHORS/ SCTR BENCHES	84.89
01.0140.1410.5204	VINCENT DIAZ	11844	02/22/2023	DEC'22 PC MEETING	150.00
01.0000.0000.2230	NATIONWIDE RETIREMENT SOLUTIONS	11850	02/23/2023	PPE 02/18/23	4,715.00
01.0000.0000.2270	STATE OF CA FRANCHISE TAX BOARD	11851	02/23/2023	A. REYES GRANISHMENT 02/18/23	8.15
01.0000.0000.2270	STATE OF CA FRANCHISE TAX BOARD	11852	02/23/2023	R. RODRIGUEZ FTB GARNISHMENT 02/18/23	202.26
01.0000.0000.2240	VONS CREDIT UNION	11853	02/23/2023	PPE 02/04/23	42.00
01.0000.0000.2240	VONS CREDIT UNION	11853	02/23/2023	PPE 02/18/23	42.00
37.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	NOV'22 TASK 3.1-3.2 10% RETENTION	(33.98)
37.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	NOV'22 TASK 3.1-3.2	339.77
68.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	NOV'22 TASK 3.1-3.2 10% RETENTION	(262.25)
68.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	NOV'22 TASK 3.1-3.2	2,622.53
37.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	DEC'22 TASK 2.4/3.1 #237	3,056.96
37.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	DEC'22 TASK 2.4/3.1 #237 10% RETENTION	(305.70)
68.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	DEC'22 TASK 2.4/3.1 #237 10% RETENTION	(2,359.48)
68.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	DEC'22 TASK 2.4/3.1 #237	23,594.79
37.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	JAN'23 TASK 2.5/3.1-.35 #237 10% RETENTION	(300.62)
37.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	JAN'23 TASK 2.5/3.1-.35 #237	3,006.17
68.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	JAN'23 TASK 2.5/3.1-.35 #237 10% RETENTION	(2,320.28)
68.0900.9010.5215	ALTA PLANNING + DESIGN, INC.	11854	03/08/2023	JAN'23 TASK 2.5/3.1-.35 #237	23,202.83
01.0150.1505.5406	AMELIA RAMIREZ	11855	03/08/2023	COOKIES/ WOMENS COMMISSION SELF LOVE EVENT #623	489.00
01.0150.1505.5406	WILKIES FLORIST	11856	03/08/2023	FLOWERS/ WOMENS DAY EVENT #623	700.00
01.0170.1770.5525	A.C LOCK & KEY	11857	03/08/2023	NEW KEYS & PROGRAM #007	220.00
06.0300.3010.6015	ACTION SALES	11858	03/08/2023	TRUE T-49 REFRIGERATOR/ NUTR PRGM	4,148.00
06.0300.3010.6015	ACTION SALES	11858	03/08/2023	DUKE-E-305 STEAMTABLE/ NUTR PRGM	1,600.00
06.0300.3010.6015	ACTION SALES	11858	03/08/2023	DELIVERY & TAX	677.37
06.0300.3010.6015	ACTION SALES	11858	03/08/2023	HOLDING CABINET/ NUTR PRGM	3,258.00
06.0300.3010.6015	ACTION SALES	11858	03/08/2023	SALES TAX	309.52
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11859	03/08/2023	DOWN PYMT/ SECURITY AUDIT ACTION PLAN	31,375.00
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11859	03/08/2023	22-23 AZURE ANNUAL SUBSCRIPTION	1,592.04
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11859	03/08/2023	NOV'22 CLOUD SVCS	750.00
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11859	03/08/2023	NOV'22 OFFICE SVCS	3,750.00
01.0130.1330.5215	ADVANCED MICROCOMPUTING CONCEPTS,INC	11859	03/08/2023	NOV'22 MANAGED SVCS	11,958.30
01.0000.0000.4554	ALEJANDRO MONTES	11860	03/08/2023	2/18 DAMAGE DEPOSIT REFUND/ MVD	50.00
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 GENERAL	16,973.50
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 SPECIAL PROJECTS	1,362.00
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 LITIGATION	3,442.34
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 PLANNING	3,654.70
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 PUBLIC WORKS-ENGINEERING	2,065.70
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 FINANCE	817.20
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 CODE ENFORCEMENT	4,176.80
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 HOUSING	95.20
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	JAN'23 CASE MANAGEMENT	95.20
01.0100.1030.5215	ALESHIRE & WYNDER, LLP	11861	03/08/2023	11/18-12/30/22 PERSONNEL	11,219.60
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	RECORD RETENTION BOXES	71.65
01.0151.1541.5430	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	BBALL BANQUET SUPPLIES	186.40
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	LOGITECH KEYBOARD RETURN CREDIT	(25.35)
06.0300.3010.5430	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	MONEY BOX/ SENIOR CONGREGATE MEAL PRGM	26.43
01.0100.1020.5405	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	ERGONOMIC CHAIR	281.69
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	PRO-SCREEN/ MONITOR SCREEN CREDIT	(76.61)
01.0170.1750.5962	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	FLEXIVLE RULER/ LANDSCAPE	14.32
01.0170.1020.5406	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	LOCK SET CREDIT RETUN	(12.12)
01.0150.1540.5431	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	AFTER SCHOOL PROGRAM SUPPLIES	22.47
01.0100.1050.5406	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	OFFICE SUPPLIES	40.76

01.0151.1541.5430	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	BBALL BANQUET SUPPLIES	100.88
01.0170.1720.5406	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	OFFICE SUPPLIES/ YARD	179.63
01.0130.1310.5406	AMAZON CAPITAL SERVICES, INC	11862	03/08/2023	FINANCE DESK CHAIR	248.06
01.0151.1541.5215	ANDREW WING	11863	03/08/2023	2/18 BBALL OFFICIAL SVCS	90.00
01.0151.1541.5215	ANDREW WING	11863	03/08/2023	2/22 BBALL OFFICIAL SVCS	90.00
01.0151.1541.5215	ANDREW WING	11863	03/08/2023	2/25 BBALL OFFICIAL SVCS	120.00
01.0150.1540.5431	AQUA PURE DRINKING WATER	11864	03/08/2023	FEB'23 DRINKING WATER MC/NT	28.93
01.0130.1330.5215	AT&T	11865	03/08/2023	1/12-2/11 BAN 1067917	27.50
02.0170.1760.5550	ATHENS SERVICES	11866	03/08/2023	FEB'23 SWEEPER SVCS	6,140.00
01.0170.1770.5525	AUTOZONE	11867	03/08/2023	#007 J2 TOW HITCH INSTALL	121.69
01.0170.1020.5515	BASE HILL, INC.	11868	03/08/2023	FEB'23 JANITORIAL SVCS	7,339.00
01.0151.1541.5215	BENJAMIN G. VAROS	11869	03/08/2023	2/18 BBALL OFFICIAL SVCS	90.00
01.0150.1515.5204	BLANCA M. FIGUEROA	11870	03/08/2023	FEB'23 PATRIOTIC MEETING	100.00
01.0100.1050.5938	BRIANNA BADAR	11871	03/08/2023	WINTER 2023 BOOK FEES	58.73
01.0100.1050.5938	BRIANNA BADAR	11871	03/08/2023	WINTER 2023 EDUCATION REIMBURSEMENT	816.00
01.0151.1541.5430	BROTHERS AWARDS & TROPHIES	11872	03/08/2023	BASKETBALL TROPHIES & PLAQUES	3,125.10
01.0160.1650.5520	BSN SPORTS LLC	11873	03/08/2023	BASEBALL FIELD RAKES & DIGGERS/ NTP	368.74
01.0160.1660.5520	BSN SPORTS LLC	11873	03/08/2023	BASEBALL FIELD RAKES & DIGGERS/ SHIVELY	368.74
01.0160.1670.5520	BSN SPORTS LLC	11873	03/08/2023	BASEBALL FIELD RAKES & DIGGERS/ MVD	368.74
01.0130.1330.5215	CALIFORNIA COMMUNICATION	11874	03/08/2023	2/1-3/1 WIRELESS BRIDGE	680.00
01.0151.1542.5956	CALIFORNIA DESIGNS	11875	03/08/2023	BOXING STAFF UNIFORMS	772.40
01.0170.1770.5525	CITY OF EL MONTE-FINANCE DEPT.	11876	03/08/2023	JAN'23 CNG FUEL #28	101.15
01.0151.1542.5499	COAST FITNESS	11877	03/08/2023	BOXING GYM EQUIPMENT SERVICE	175.00
01.0100.1050.5936	CONCENTRA	11878	03/08/2023	2/1/23 DOT TESTING	107.00
01.0170.1720.5520	DDC ELECTRIC SUPPLY, INC.	11879	03/08/2023	DRIVE WAY LIGHT/ YARD	275.63
06.0300.3010.5430	DRIFTWOOD DAIRY, INC	11880	03/08/2023	FOOD SUPPLIES FOR CI PRGM	151.09
06.0300.3020.5430	DRIFTWOOD DAIRY, INC	11880	03/08/2023	FOOD SUPPLIES FOR CII PRGM	16.78
01.0170.1720.5520	ECOLAB PEST ELIM. DIVISION	11881	03/08/2023	FEB'23 PEST CONTROL/ YARD	144.14
01.0160.1610.5520	ECOLAB PEST ELIM. DIVISION	11881	03/08/2023	FEB'23 PEST CONTROL/ CCTR	69.18
01.0170.1710.5520	ECOLAB PEST ELIM. DIVISION	11881	03/08/2023	FEB'23 PEST CONTROL/ CHALL	194.39
01.0160.1620.5520	ECOLAB PEST ELIM. DIVISION	11881	03/08/2023	FEB'23 PEST CONTROL/ SCTR	312.30
01.0130.1330.5931	ECS IMAGING INC	11882	03/08/2023	UPGRADE LASERFICHE/ CLOUD	25,460.00
01.0140.1430.5406	EL MONTE PRINTING	11883	03/08/2023	INSPECTION NOTICE & BOOKS & CITY LABELS	561.73
01.0140.1440.5406	EL MONTE PRINTING	11883	03/08/2023	INSPECTION NOTICE & BOOKS & CITY LABELS	640.00
01.0160.1650.5520	EWING IRRIGATION	11884	03/08/2023	TRUFACE PRO RED/ NTP	1,600.06
01.0160.1650.5520	EWING IRRIGATION	11884	03/08/2023	TURFACE PRO RED/ NTP	1,381.01
01.0160.1650.5520	EWING IRRIGATION	11884	03/08/2023	TURFACE PRO RED/ NTP	798.72
01.0160.1670.5520	EWING IRRIGATION	11884	03/08/2023	SPRINKLER REPAIR/ MVD	304.73
01.0160.1670.5520	EWING IRRIGATION	11884	03/08/2023	SPRINKLER REPAIR/ MVD	55.94
45.0660.6610.5968	EWING IRRIGATION	11884	03/08/2023	DURFEE/PECK MEDIAN IRRIGATION REPAIRS	1,091.87
45.0660.6610.5968	EWING IRRIGATION	11884	03/08/2023	RETURNED ITEM CREDIT	(176.86)
01.0160.1650.5520	EWING IRRIGATION	11884	03/08/2023	TOOLS/ NTP BASEBALL FIELDS	444.06
01.0170.1710.5520	EWING IRRIGATION	11884	03/08/2023	GRAVEL/ EXTERIOR POTS- CHALL	6.85
01.0170.1770.5525	FORD OF MONTEBELLO	11885	03/08/2023	VALVE COVER GASKET #007 & 11	119.07
01.0170.1750.5520	GARVEY EQUIPMENT COMPANY	11886	03/08/2023	REPLACED RIGHT REAR RATCHET HOLDER #3849	57.98
01.0170.1750.5505	GARVEY EQUIPMENT COMPANY	11886	03/08/2023	REPLACED ENGINE OIL #9126	42.14
01.0170.1750.5505	GARVEY EQUIPMENT COMPANY	11886	03/08/2023	CAR PARTS REPLACEMENT #3683	100.89
01.0170.1770.5525	GM BROTHERS	11887	03/08/2023	REPAIR RIGHT REAR TIRE #8	700.00
01.0170.1770.5525	GOT PROPANE INC	11888	03/08/2023	PROPANE/ FORK LIFT	25.49
01.0160.1620.5520	GRANT'S TRUE VALUE HARDWARE	11889	03/08/2023	KEYS/ SCTR CRAFT ROOM	22.00
01.0170.1710.5520	GRANT'S TRUE VALUE HARDWARE	11889	03/08/2023	KEY/ CHALL	14.58
01.0160.1650.5520	GRANT'S TRUE VALUE HARDWARE	11889	03/08/2023	NUTS & BOLTS/ NTP RESTROOM	25.37
01.0160.1650.5520	GRANT'S TRUE VALUE HARDWARE	11889	03/08/2023	RESTROOM DIVIDERS/ NTP	18.98
02.0170.1760.5540	GRANT'S TRUE VALUE HARDWARE	11889	03/08/2023	BOLTS- PATCH CHAINLINK/ COGSWELL OVERPASS	42.23

01.0150.1530.5952	HORTENCIA VASQUEZ	11890	03/08/2023	12/28/22 DJ SVCS/ NEW UEAR LUNCHEON- SCTR	300.00
06.0300.3010.5215	HUNTINGTON CULINARY	11891	03/08/2023	02/13-2/17 CI & CII NUTRITION PGRM	3,881.25
06.0300.3020.5215	HUNTINGTON CULINARY	11891	03/08/2023	02/13-2/17 CI & CII NUTRITION PGRM	393.25
06.0300.3010.5215	HUNTINGTON CULINARY	11891	03/08/2023	2/20-2/24 CI & CII NUTRITION PRGM	2,760.00
06.0300.3020.5215	HUNTINGTON CULINARY	11891	03/08/2023	2/20-2/24 CI & CII NUTRITION PRGM	387.20
01.0160.1650.5520	INDUSTRIAL PIPE & STEEL	11892	03/08/2023	STEEL SHEET CUT FEE/ NTP RESTROOMS	33.76
01.0170.1720.5520	INDUSTRIAL PIPE & STEEL	11892	03/08/2023	SANDPAPER BELT/ YARD	21.52
01.0140.1430.5215	JAMES GAILE FUNK	11893	03/08/2023	FEB'23 PLANNING CONSULTING SVCS	10,344.18
01.0140.1410.5204	JEFFREY MICHAEL ORTIZ	11894	03/08/2023	FEB'23 PC MEETING	150.00
01.0100.1050.5918	JOBS AVAILABLE INC	11895	03/08/2023	RECRUITMENT ADVERTISEMENT/ PW ANALYST	360.00
01.0170.1720.5520	JOHNSTONE SUPPLY	11896	03/08/2023	FAN MOTOR PARTS/ YARD A/C	199.15
01.0170.1770.5525	JOSE'S AUTO UPHOLSTERY	11897	03/08/2023	DRIVER & PASSENGER SEATS REPAIR #13	456.00
01.0140.1410.5204	KENNETH EUEKHEANG TANG	11898	03/08/2023	FEB'23 PC MEETING	150.00
40.0900.9000.5969	KIMLEY-HORN AND ASSOCIATES, INC.	11899	03/08/2023	JAN'23 HSIP 5352 (020) #295	6,911.78
01.0110.1110.5220	L.A. COUNTY SHERIFF'S DEPT.	11900	03/08/2023	JAN'23 GRANT SPL ASSIGN DEPUTY	17,604.75
01.0110.1110.5220	L.A. COUNTY SHERIFF'S DEPT.	11900	03/08/2023	JAN'23 SPL ASSIGN DEPUTY	100,428.32
01.0110.1110.5220	L.A. COUNTY SHERIFF'S DEPT.	11900	03/08/2023	JAN'23 LAW ENFORCEMENT SVCS	309,319.36
01.0110.1110.5610	L.A. COUNTY SHERIFF'S DEPT.	11900	03/08/2023	JAN'23 LIABILITY INSURANCE	47,008.77
01.0110.1110.5635	L.A. COUNTY SHERIFF'S DEPT.	11900	03/08/2023	1/17 SATURATION PATROL SVCS	6,252.49
01.0150.1505.5406	LAB1419	11901	03/08/2023	POLO'S/ WOMEN'S COMMISSION COMMITTE #623	198.45
01.0140.1410.5204	LARRY RODRIGUEZ	11902	03/08/2023	FEB'23 PC MEETING	150.00
01.0140.1410.5204	LEONEL A. BARRERA JR	11903	03/08/2023	FEB'23 PC MEETING	150.00
01.0160.1650.5520	MCMaster-CARR SUPPLY CO.	11904	03/08/2023	PANEL BRACKETS/ NTP RESTROOM DOORS	166.66
01.0151.1541.5215	MICHAEL WALKER	11905	03/08/2023	2/18 BBALL OFFICIAL SVCS	180.00
01.0151.1541.5215	MICHAEL WALKER	11905	03/08/2023	2/21 BBALL OFFICIAL SVCS	60.00
01.0151.1541.5215	MICHAEL WALKER	11905	03/08/2023	2/23 BBALL OFFICIAL SVCS	60.00
01.0151.1541.5215	MICHAEL WALKER	11905	03/08/2023	2/25 BBALL OFFICIAL SVCS	120.00
01.0150.1515.5204	MIRNA IVETTE SANCHEZ	11906	03/08/2023	FEB'23 PATRIOTIC MEETING	100.00
01.0160.1650.5520	MISSION FENCE & PATIO BUILDERS	11907	03/08/2023	CHAIN LINK FENCE/ BASEBALL FIELDS	303.64
01.0160.1650.5520	MISSION FENCE & PATIO BUILDERS	11907	03/08/2023	FENCING/ NTP	118.92
01.0170.1770.5525	MODERN TRAILER SUPPLY CO.	11908	03/08/2023	TOW MOUNT & HITCH #28	538.90
01.0150.1515.5204	NAOMI LOPEZ	11909	03/08/2023	FEB'23 PATRIOTIC MEETING	100.00
44.0800.8010.5525	NAPA AUTO PARTS	11910	03/08/2023	ENGINE OIL SERVICE & AIR FILTER #26	85.81
01.0140.1440.5406	NEW SIGN SOLUTION, INC.	11911	03/08/2023	CAR MAGNET/ BUILDING INSPECTOR	88.20
01.0120.1210.5406	OFFICE DEPOT	11912	03/08/2023	OFFICE SUPPLIES	33.06
01.0120.1210.5406	OFFICE DEPOT	11912	03/08/2023	OFFICE SUPPLIES	32.70
01.0120.1210.5406	OFFICE DEPOT	11912	03/08/2023	OFFICE SUPPLIES	34.94
01.0120.1210.5406	OFFICE DEPOT	11912	03/08/2023	DEPARTMENT SUPPLIES	279.08
02.0170.1760.5520	PACIFIC PRODUCTS AND SERVICES LLC	11913	03/08/2023	STREET SIGNS	2,286.31
02.0170.1760.5540	PACIFIC PRODUCTS AND SERVICES LLC	11913	03/08/2023	STOP SIGN & BARRICADE LEGS	2,236.97
01.0140.7020.5215	PHOENIX GROUP INFORMATION SYSTEMS	11914	03/08/2023	JAN'23 ADMIN CITATION SVCS	186.54
01.0140.1100.5215	PHOENIX GROUP INFORMATION SYSTEMS	11914	03/08/2023	JAN'23 CITE PROCESSING SVCS	2,921.74
01.0160.1610.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ CCTR	45.33
01.0160.1620.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ SCTR	45.33
01.0160.1630.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ MCTR	45.33
01.0160.1640.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ AQUATIC CTR	45.33
01.0160.1650.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ NTP	94.33
01.0160.1670.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ MVD	94.33
01.0170.1710.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ CITY HALL	121.00
01.0170.1720.5520	POST ALARM SYSTEMS	11915	03/08/2023	FEB'23 MONTHLY SVCS/ YARD	126.00
01.0160.1610.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ CCTR	45.33
01.0160.1620.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ SCTR	45.33
01.0160.1630.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ MCTR	45.33
01.0160.1640.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ AQUATIC CTR	45.33

01.0160.1650.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ NTP	94.33
01.0160.1670.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ MVD	94.33
01.0170.1710.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ CHALL	121.00
01.0170.1720.5520	POST ALARM SYSTEMS	11915	03/08/2023	MAR'23 MONTHLY SVCS/ YARD	126.00
01.0170.1020.5956	PREMIER JANITORIAL SERVICES	11916	03/08/2023	YELLOW RAIN COATS	19.85
01.0170.1710.5960	QUADIENT LEASING USA, INC.	11917	03/08/2023	MAR-JUNE'23 POSTAGE LEASE	438.62
01.0160.1610.5520	QUENCH USA, INC.	11918	03/08/2023	NOV'22 WATER FILTER/ CCTR	38.59
01.0160.1610.5520	QUENCH USA, INC.	11918	03/08/2023	SEPT'22 WATER FILTER/ CCTR	38.59
01.0160.1610.5520	QUENCH USA, INC.	11918	03/08/2023	OCT'22 WATER FILTER/ CCTR	38.59
01.0160.1610.5520	QUENCH USA, INC.	11918	03/08/2023	AUG'22 WATER FILTER/ CCTR	38.59
01.0160.1610.5520	QUENCH USA, INC.	11918	03/08/2023	FEB'23 WATER FILTER/ CCTR	38.59
01.0160.1620.5520	QUENCH USA, INC.	11918	03/08/2023	MAR'23 WATER FILTER/ SCTR	59.96
44.0800.8010.5982	REGIONAL TAP SERVICE CENTER	11919	03/08/2023	JAN'23 BUS PASSES	262.00
01.0170.1770.5525	RENT A SPRAY	11920	03/08/2023	PAINT SPRAYER & OUTLET FILTERS REPLACEMENT	105.84
01.0151.1541.5215	ROBERT MORENO	11921	03/08/2023	2/21 BBALL OFFICIAL SVCS	60.00
01.0151.1541.5215	ROMAN GALLARDO JR.	11922	03/08/2023	2/22 BBALL OFFICIAL SVCS	90.00
01.0151.1541.5215	ROMAN GALLARDO JR.	11922	03/08/2023	2/23 BBALL OFFICIAL SVCS	60.00
01.0150.1515.5204	RUDY LOPEZ	11923	03/08/2023	FEB'23 PATRIOTIC MEETING	100.00
01.0170.1720.5520	SAFETY-KLEEN SYSTEMS, INC.	11924	03/08/2023	OIL SERVICE & RECYCLE OIL	230.00
45.0900.9000.5977	SAKAIDA NURSERY	11925	03/08/2023	MEDIAN UPGRADES/ TREES & BUSHES	630.41
01.0120.1210.5919	SAN GABRIEL VALLEY TRIBUNE	11926	03/08/2023	1/19 PUBLISH NOTICES IN SGTV	192.03
01.0120.1210.5919	SAN GABRIEL VALLEY TRIBUNE	11926	03/08/2023	1/19 PUBLISH NOTICES IN SGVT	199.16
01.0120.1210.5919	SAN GABRIEL VALLEY TRIBUNE	11926	03/08/2023	1/23 PUBLISH NOTICES SGTV	334.71
01.0140.1430.5919	SAN GABRIEL VALLEY TRIBUNE	11926	03/08/2023	2/23 ORD #1264-U/ CARWASH MORATORIUM	192.03
01.0160.1620.5520	SMARDAN SUPPLY	11927	03/08/2023	BLUE AMF W/SCALE/ SCTR	267.27
01.0120.1210.5933	SOCAL SHRED LLC	11928	03/08/2023	RECORDS DESCTRUCTION	300.00
01.0120.1210.5933	SOCAL SHRED LLC	11928	03/08/2023	RECORDS DESCTRUCTION	75.00
01.0151.1541.6020	SONRISE ELECTRIC INC	11929	03/08/2023	GYM SCOREBOARD INSTALLATION	1,595.00
01.0170.1020.5956	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11930	03/08/2023	BACK SUPPORT BRACE	23.43
01.0160.1650.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11930	03/08/2023	CONCRETE MIX/ NTP CHAIN LINK FENCE	39.03
01.0170.1760.5540	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11930	03/08/2023	SAND/ FIRE DEPARTMENT	158.01
01.0170.1760.5540	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11930	03/08/2023	SAND/ FIRE STATION	158.01
01.0170.1020.5406	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11930	03/08/2023	HARD HAT & NAILS	27.45
01.0170.1760.5540	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11930	03/08/2023	SAND/ FIRE STATION	197.51
01.0170.1750.5520	SOUTHEAST CONSTRUCTION PRODUCTS,INC	11930	03/08/2023	PAINT/ SEAL BARCODES ON EQUIP	63.50
01.0140.1100.5406	SPARKLETTS	11931	03/08/2023	1/25 WATER SVCS	9.49
01.0140.7020.5406	SPARKLETTS	11931	03/08/2023	1/25 WATER SVCS	9.50
01.0140.1100.5215	SUPERIOR COURT OF CA, COUNTY OF LA	11932	03/08/2023	JAN'23 CITATION REVENUE	4,680.00
01.0150.1540.5431	SUPERIOR WAREHOUSE GROCERS	11933	03/08/2023	AFTER SCHOOL PRGM SUPP/ V-DAY CRAFT	56.88
06.0300.3020.5430	SUPERIOR WAREHOUSE GROCERS	11933	03/08/2023	FROZEN MEALS CII NUTRITION PRGM	66.00
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	11933	03/08/2023	TAPATIO BOTTLES/ NUTRITION LUNCH TABLES	77.70
06.0300.3010.5430	SUPERIOR WAREHOUSE GROCERS	11933	03/08/2023	TOSTADAS/ CI NUTRITION PGRM	25.00
01.0170.1770.5525	SUPERKLEEN CARWASH, INC.	11934	03/08/2023	FEB'23 CAR WASHES	210.00
06.0300.3010.5430	SYSCO FOOD SERVICES OF LOS ANGELES	11935	03/08/2023	COFFEE FILTERS/ NUTRITION PRGM	50.94
01.0100.1040.5921	THE SAUCE CREATIVE SERVICES CORP.	11936	03/08/2023	MAR'23 NEWSLETTER	4,846.77
01.0170.1710.5520	THOMPSON INDUSTRIAL SUPPLY	11937	03/08/2023	AIRHANDLERS BELTS & PARTS/ CHALL	46.90
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 ENG SVCS	12,600.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC22 ENG PLAN CHECK SVCS	7,215.25
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 PJT MGMT #295	2,040.00
01.0140.1440.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 ADMIN SVCS	6,420.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 PJT MGMT #294	621.50
02.0170.1760.5260	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 TRAFFIC ENG SVCS #140	1,160.00
02.0170.1760.5260	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 TRAFFIC ENG SVCS	125.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 TRAFFIC ENG SVCS (SPEED SURVEY)	4,000.00

02.0170.1760.5260	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 TRAFFIC ENG SVCS (SPEED SURVEY)	4,000.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 PJT MGMT #296	5,000.00
01.0170.1105.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 RFP/ PMP	3,750.00
01.0140.1430.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 PLANNING REVIEW SVCS	432.00
02.0170.1760.5260	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 TRAFFIC ENG REVIEW	187.50
01.0140.1440.5215	TRANSTECH ENGINEERING, INC.	11938	03/08/2023	DEC'22 BLDG OFFICIAL SVCS	792.00
01.0130.1310.5215	TRUSAIC	11939	03/08/2023	MAR'23 ACA MONTHLY	1,040.40
01.0160.1630.5420	UNISHIELD	11940	03/08/2023	FIRST AID SUPPLIES/ MCTR	196.61
01.0000.0000.4554	VALERIE HURTADO	11941	03/08/2023	MVDP DAMAGE DEPOSIT 2/11/23	50.00
01.0130.1310.5906	VASQUEZ & COMPANY LLP	11942	03/08/2023	SERVICE BILLING FY ENDED 6/30/22	4,100.00
01.0110.1170.5966	VICTORIA MORA	11943	03/08/2023	1/30-2/21 MILEAGE REIMBURSEMENT	39.30
01.0170.1710.5520	WATER CHEMISTS,DIV. OF CCI CHEMICAL	11944	03/08/2023	FEB'23 #20 TREATMENT	200.00
01.0150.1505.5406	WINNER INTERNATIONAL INC.	11945	03/08/2023	TABLE CLOTH/ WOMEN'S COMMISSION EVENT #623	30.87
01.0151.1541.5430	WINNER INTERNATIONAL INC.	11945	03/08/2023	BBALL BANQUET SUPPLIES	49.61
01.0151.1543.5952	WINNER INTERNATIONAL INC.	11945	03/08/2023	HELIUM TANK REFILL	418.95
01.0130.1330.5950	XEROX CORPORATION	11946	03/08/2023	1/30-2/27 COPIER LEASE	543.62
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000495	02/23/2023	FEB'23 RATE PLAN	322.24
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000496	02/23/2023	PPE 02/18/23 RATE PLAN 23047	1,571.70
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000496	02/23/2023	PPE 02/18/23 RATE PLAN 685	8,921.87
01.0000.0000.2020	CALPERS RETIREMENT	DFT0000496	02/23/2023	PPE 02/18/23 RATE PLAN 27216	10,207.52
01.0000.0000.2205	DEPARTMENT OF THE TREASURY	DFT0000497	02/24/2023	PPE 2/18/23 FEDERAL	13,932.54
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000497	02/24/2023	PPE 2/18/23 FICA	20,429.82
01.0000.0000.2215	DEPARTMENT OF THE TREASURY	DFT0000497	02/24/2023	PPE 2/18/23 MEDICARE	4,777.96
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000498	02/24/2023	PPE 02/18/23 TNG WTHD'G	48.61
01.0000.0000.2030	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000498	02/24/2023	PPE 02/18/23 UI TAX WTHD'G	972.11
01.0000.0000.2210	EMPLOYMENT DEVELOPMENT DEPT.	DFT0000498	02/24/2023	PPE 02/18/23 STATE WTHD'G	4,453.84
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000499	02/24/2023	CASE 200000002163990	359.00
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000499	02/24/2023	CASE 0980438	150.00
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000499	02/24/2023	CASE 1457313	603.50
01.0000.0000.2270	EXPERT PAY - STATE DISBURSEMENT UNIT	DFT0000499	02/24/2023	CASE 200000002135289	780.50
01.0170.1770.5950	JCB FINANCE, PROG. BANK OF THE WEST	DFT0000500	01/25/2023	JAN'23 TRACTOR LEASE	1,694.67
01.0170.1770.5950	JCB FINANCE, PROG. BANK OF THE WEST	DFT0000501	12/15/2022	DEC'22 TRACTOR LEASE	1,694.67
01.0170.1770.5950	JCB FINANCE, PROG. BANK OF THE WEST	DFT0000502	09/15/2022	SEPT'22 TRACTOR LEASE	1,694.67
01.0170.1770.5950	JCB FINANCE, PROG. BANK OF THE WEST	DFT0000503	11/15/2022	NOV'22 TRACTOR LEASE	1,694.67
01.0000.0000.2260	STANDARD INSURANCE D2	DFT0000504	02/22/2023	FEB'23 DENTAL	5,139.12
01.0000.0000.2255	BLUE SHIELD OF CA LIFE & HEALTH	DFT0000505	02/28/2023	MAR'23 VISION INSURANCE	707.70
01.0000.0000.2250	CALPERS	DFT0000506	02/27/2023	MAR'23 ACTIVE EMPLOYEE PREMIUM	65,335.21
01.0100.1050.5941	CALPERS	DFT0000506	02/27/2023	MAR'23 ADMIN FEE/ RETIRED	13.42
01.0100.1050.5941	CALPERS	DFT0000506	02/27/2023	MAR'23 ADMIN FEE/ ACTIVE	215.61
01.0100.1050.5945	CALPERS	DFT0000506	02/27/2023	MAR'23 EMPLOYER SHARE OF RETIRED PREMIUM	906.00
01.0170.1770.5950	JCB FINANCE, PROG. BANK OF THE WEST	DFT0000507	02/15/2023	FEB'23 TRACTOR LEASE	1,694.67
01.0170.1730.5710	SOUTHERN CALIFORNIA EDISON	DFT0000508	03/01/2023	1/23-2/20 9465 GARVEY AVE	19.34

Grand Total 972,011.48

Authorization Signatures



Rene Salas, City Manager



City Council Agenda Report

Agenda Item No. 7.c.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Rene Salas, City Manager

SUBJECT: CONSIDERATION AND APPROVAL OF RE-ADVERTISING REQUEST FOR PROPOSAL (RFP) FOR NEWSLETTER PUBLISHING SERVICES

SUMMARY: The City received one proposal during the RFP process. Staff recommends the City re-advertise the RFP in order to receive at least two (2) proposals for service and price comparisons.

RECOMMENDED ACTION: Staff recommends City Council reject the one proposal received and authorize re-advertising the RFP for newsletter publishing services.

FISCAL/FINANCIAL IMPACT: There is no fiscal impact.

DISCUSSION: The City provides residents a high-quality colored monthly newsletter for residents. The newsletter keeps residents informed of City news, programs, services and special events.

On February 14, 2023, the City Council authorized the advertisement for newsletter publishing services. The RFP documents were uploaded on the City website, the RFP was announced on the City's social media platforms, and seven (7) printing companies with "Carrier Route Walk Sequence Saturation" services, were notified as well.

Only one proposal was received by the City on the RFP due date March 1, 2023, at 2:00 pm. Staff is recommending that the City re-advertise for newsletter publishing services, in order to be able to receive more than one bid to perform a service and price comparison.

Staff will coordinate bid re-advertisement and advertise the notice inviting proposals on the City's social media platforms and website as well notify printing companies.

Staff report prepared by Bertha Hernandez, Communications Coordinator.

ATTACHMENT(S): RFP for Newsletter Publishing Services

Request For Proposals
To Provide Newsletter Publishing Services
for the City of South El Monte



RFP Release Date: March 15, 2023
RFP Response Due: 12:00 p.m., March 30, 2023

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I. GENERAL INFORMATION

Newsletter Publication

The City of South El Monte is soliciting proposals for newsletter publishing services for its official newsletter. The newsletter is published monthly, in color both in print and digitally. Additionally, the City is requiring that contractors submitting proposals have a **minimum** of five years of experience in newsletter publishing.

Currently the City's newsletter is a full colored, 11" x 17" publication with twelve (12) pages, published on 17" x 21.75" sheet, 4/4, 35# 80 alt offset, and press quarter folded.

The City is seeking a sophisticated and experienced print and digital publishing partner. Expectations of the publishing partner will be on the highest level as evidenced by the City's previous years of outstanding City publications.

II. PURPOSE & SERVICES DESCRIPTION

The purpose of this Request for Proposals (RFP) is to select the most-qualified contractor to provide newsletter publishing services to the City. The City wishes to obtain newsletter publishing services under an agreement for a term of two (2) years, with an option to extend the agreement an additional three (3) years. The City will award no more than one contract, which shall not exceed these terms.

The required newsletter publishing services include, but are not limited to publication, printing, distribution, providing artwork, and preparation of the publication to ensure timely delivery to residents.

Parties wishing to bid for the newsletter publishing services contractor must prepare and submit final City newsletter publishing services bid documents (e.g., descriptions of services, fee and rate schedule, bid proposal). The selected contractor will provide newsletter publishing services for the City based on the scope of services and outlined tasks listed below.

III. SCOPE OF SERVICES

The following is a summary of the scope of services to be performed by the Contractor. The Contractor shall be permitted to legally and ethically provide newsletter publishing services for the City.

Publication of the City Newsletter

Contractor shall publish a high resolution, full color 11” x 17”, twelve (12) page, folded newsletter. A high-resolution color digital version of the newsletter must also be provided to the City. The City requires 9,600 copies to be printed monthly.

Distribution of the City Newsletter

Contractor shall be responsible for distributing the publication to residents in the City through the United States Postal Services using the “Carrier Route Walk Sequence Saturation” services and provide additional copies to the City for counter distribution. Prior to distribution and printing, the City Manager or his/her designee must approve the newsletter in writing. The newsletter must be received by residents by the first Saturday of each month unless the Consultant and City otherwise agree in writing.

Provide Format Assistance and Design Layout

Contractor will provide format assistance with newsletter which includes artwork, design, layout, half tones, and output.

IV. INFORMATION TO BE INCLUDED IN THE QUALIFICATIONS SUBMITTAL (PROPOSAL)

Each proposal submitted in response to this RFP must include the following:

1. An executive summary;
2. General information about Contractor (i.e., location of offices(s), years in business, organizational chart, number and titles of staff, and any certifications or degrees);
3. Names, titles, experiences and qualifications of the personnel that will be assigned to the City to perform the Scope of Services (including subcontractors);
4. A statement describing the degree of work that is to be subcontracted, if any;
5. A conceptual plan for meeting the Scope of Services, in a manner that you believe is appropriate for the City. Indicate how the resources of your firm (e.g., number and type personnel allocated by hours) will be allocated, and include a detailed schedule identifying all pertinent tasks and the estimated time required to complete each task for typical newsletter;

6. A statement of how your firm differentiates itself from other firms;
7. A statement of your understating of the project, scope of work, the methodology/concept to be applied and the approaches to be taken in accomplishing each task;
8. A list of three (3) references for which your firm has provided printing services with the past five (5) years. Include the following for each reference:
 - a. Name, address, and phone number
 - b. Size and description of the reference
 - c. Dates of service and brief description of the services provided;
9. A fee proposal: Each proposal must include a breakdown of proposed fee to be paid by the City for performance of the scope of services. The fee proposal shall include all tasks required to perform the scope of services, with a maximum fee for each task, and a grand total not-to-exceed fee of all maximum fees, which the Contractor shall be all-inclusive, including all overhead, materials, equipment, labor costs, and all other miscellaneous direct and indirect costs. The scope of work provided in this RFP will be used as a guideline. It will be selected Contractor's responsibility to identify all necessary tasks and costs associated with the scope of services, and to ensure that the project is completed in full compliance with Federal and State labor standards and regulations. The proposed fee should account for all costs associated with providing newsletter publishing services, and any other tasks required by the scope of services. The Contractor shall provide its services for the duration of the agreement for the approved fee;
10. Litigation History: The proposer shall provide information regarding any litigation arising out of work related to their projects or their subcontractor's projects for the last five (5) years. Please refer to Attachment B ("Claims History");
11. Three (3) copies of a Cost Proposal for completing the proposed work shall be provided and may be placed in the same envelop as the Proposal. The proposer's fee for City Newsletter Publishing Services shall be a fixed not-to-exceed lump sum amount;
12. **Attachment A** ("Affidavit of Non-Collusion") to be signed and submitted with proposal;
13. Any additional information you believe will be helpful to assist in the review of your proposal. Include any attachments, exhibits, or reports which may help the

City gain an understanding of your firm's ability to provide newsletter publishing services to the City.

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.

The proposal must not exceed 25 pages (double-sided pages count as two pages). Three (3) copies of the proposal shall be submitted to the City Clerk (Attn: Donna Schwartz, City of South El Monte, 1415 Santa Anita Avenue, South El Monte, CA 91733), no later than 12 p.m. on March 30, 2023.

V. CORRECTIONS

Corrections or revisions to the RFP and other documents prepared by the Contractor are anticipated and shall be considered part of the normal preparation process. No extension of time or fees shall be allowed for corrections as described herein.

VI. GENERAL INFORMATION

1. The Contractor is expected to establish and maintain a close working relationship with City Staff throughout the duration of the agreement.
2. For the duration of the agreement, the selected Contractor shall maintain the same Project Manager, as specified in the Proposal and approved the City. In the event that the authorized Project Manager terminates employment, the Contractor shall make a demonstrated and concerted effort to maintain the Project Manager in the key managerial position, unless extreme conditions prohibit continuance. Any substitution of the Project Manager will require written City approval.
3. This Request for Proposal does not commit the City to pay any cost incurred in the preparation of a response.

VII. INSURANCE REQUIREMENTS

Refer to Section 8 ("Insurance") of the City's Service Agreement included this RFP as **Attachment C** for insurance requirements.

VIII. PROPOSAL REVIEW

The contract will be awarded, if at all, to the responsive and responsible bidder that submit the lowest bid that is most advantageous to the City. The City reserves the right to waive minor irregularities and omissions in the information contained in any submission. The City reserves the

right to reject any or all submitted qualifications, and no representation is made that any contract will be awarded pursuant to this Request for Proposals. All costs incurred in the preparation of the qualifications submittal (proposals) in the submission of additional information, and/or in any other aspect of a qualifications submittal prior to the award of a written contract will be borne by the respondent. The City will provide only the staff assistance and documentation specifically referred to herein, and will not be responsible for any other cost or obligation that may be incurred by the respondent. All items submitted to the City shall become the property of the City. The Contractor selected will be required to sign the City's Services Agreement prior to City Council approval, a copy of which will be provided upon request. The City Council has final authority in the selection of the Contractor.

For further information, contact Rene Salas, City Manager at 626-579-6540.

IX. CONTRACTOR AGREEMENT

A sample of the City's Services Agreement is provided in this RFP as **Attachment C**. Your proposal shall contain a statement of the firm's willingness to execute the contract with an indication of any contractual requirements for which the Consultant takes exception.

END OF RFP

ATTACHMENTS TO FOLLOW

Attachment A Affidavit of Non-Collusion

Attachment B Claims History

Attachment C Agreement for City Newsletter Publishing Service

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 induction from, any firm or person to submit a complementary or other noncompetitive Officer.
- 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 of 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 above representation 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 five (5) 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 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 construction management 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
AGREEMENT FOR CITY NEWSLETTER PUBLISHING SERVICES

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.

2.3 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. Subcontractor 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 venture 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 noncontributory 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.

5.1 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.

(d) 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 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 ensure 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, 6330 Pine Avenue, South El Monte, California 90201 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]

DRAFT

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

INDIVIDUAL
CORPORATE OFFICER

☐

TITLE(S)

☐

☐

☐

☐

☐

PARTNER(S) LIMITED
GENERAL
ATTORNEY-IN-FACT
TRUSTEE(S)
GUARDIAN/CONSERVATOR

OTHER _____

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

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 _____, 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.

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SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

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)

DRAFT

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 “C”
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.



City Council Agenda Report

Agenda Item No. 9.a.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF COMMISSIONERS TO THE NEWLY ESTABLISHED ADVANCEMENT OF WOMEN AND GIRLS COMMISSION AND CONSIDERATION AND APPROVAL OF RESOLUTION NO. 23-23, FIXING THE AMOUNTS AND CONDITIONS OF COMPENSATION FOR THE COMMISSION

SUMMARY: Appointments to be made to the newly established Advancement of Women and Girls Commission, which is a five-member commission. The current term will run through December 31, 2023 and adoption of resolution setting conditions and compensation for the commission.

RECOMMENDED ACTION: Staff recommends City Council:

1. Consider appointing five individuals seeking appointment to the newly established Advancement of Women and Girls Commission for a ten-month term commencing March 14, 2023, through December 31, 2023; and
2. Adopt Resolution No. 23-23, fixing the amounts and conditions of compensation for the advancement of women and girls commission.

FISCAL/FINANCIAL IMPACT: Funds have been budgeted for five commissioners. Each Commissioner will receive a stipend of \$100 for attending each quarterly meeting.

DISCUSSION: At a regular city council meeting on Tuesday, January 24, 2023, city council adopted Ordinance No. 1262, establishing a commission for the advancement of women and girls. A "Notice of Vacancy" was posted on the City's webpage on January 25, 2023, and at three locations: Community Center, Senior Center and City Hall as well as Facebook and announced at various events, with a deadline to submit applications, Thursday, March 2, 2023, by 5:30 p.m. either by mail or dropping the application off at the Reception Desk in City Hall.

The Advancement of Women and Girls Commission will be a five-member commission and shall consist of five city residents to include one senior (55 and over) and one youth

(between the ages of 16-17), appointed by a majority of the City Council.

The Advancement of Women and Girls Commission acts in an advisory capacity to the City Council on all matters pertaining to the advancement of women and girls.

Seven applicants are seeking appointment to the Advancement of Women and Girls Commission.

Seeking Appointment: Emily Lares, Divina Montejano, Elizabeth Ramirez, Gracie Retamoza, Nydia Romero, Jacqueline Rubio, and Mirna Ivette Sanchez.

ATTACHMENT(S):

- A. Advancement of Women and Girls Applications
- B. DRAFT Resolution Fixing Conditions and Compensation



CITY OF SOUTH EL MONTE

1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733

(626) 596-4400
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE



2023 FEB -6 P 5:17

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:

☒ Advancement for Women and Girls:

☐ Representing Senior Member At Least 55 years of age

☐ Representing Youth Member Between 16 and 17 years of age

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION Please print:

Name: Emily Laves Address: [REDACTED]

Years in South El Monte: 52 yrs Home Phone: [REDACTED]

E-mail Address: [REDACTED] Cell Phone: [REDACTED]

Employer: Musick Peeler Work Phone: [REDACTED]

Occupation: Accounting Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

El Monte High School 12th grade
Name/Location Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo College accounting Certificate
Name/Location Major/Degree in progress

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

I'm currently a member of the Los Angeles Republican Party and treasurer for the 56th assembly district. And also stand as a Salt & Light Council leader at my church.

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:

One of my most important qualities is being able to work with others to find common ground. My experience would be incredibly beneficial to the advancement of women & girls. My experience working with two organizations is significant in being willing to listen, understand and share goals in a group setting.

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 _____

2/6/23

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



Rev'd 2/25/23

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:

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☐ Representing Senior Member At Least 55 years of age

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☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION *Please print:*

Name: Elizabeth Ramirez

Address: _____

Years in South El Monte: 39

Home Phone: _____

E-mail Address: _____

Cell Phone: _____

Employer: Los Angeles County - ISD

Work Phone: _____

Occupation: ITC

Employers Address: _____

EDUCATION/TRAINING

High School

Mountain View HS

Name/Location

12

Highest Grade Completed

University, College, Trade School, or Other

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

Building Emergency Response Team (BERT)
Employee Transportation Coordinator (ETC)
Form 700 / Conflict of Interest Administrator

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:

Serving on the Women's Commission would be a high honor and a unique opportunity in providing genuine public service. My goal would be to provide as much assistance to women and girls in the areas of mental health, domestic violence, and education. Informing the community of all the resources offered is key.

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 2/25/2023

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

Received 2/25/23



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:

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☒ Representing Senior Member At Least 55 years of age

☐ Representing Youth Member Between 16 and 17 years of age

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION Please print:

Name: GRACE RETAMOSA

Address: [REDACTED]

Years in South El Monte: [REDACTED]

Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: Chaffey College

Work Phone: [REDACTED]

Occupation: Counselor

Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

MOUNTAIN VIEW HIGH SCHOOL

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

CAV STATE FULLERTON, UNIVERSITY OF LA VERNE

Name/Location

SOCIOLOGY

Major/Degree

MASTERS OF COUNSELING
EDUCATION PPS.
UPDATION

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

CITY COUNCIL, COMMUNITY SERVICE COMMISSION

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

CTA, CALIFORNIA TEACHER ASSOCIATION

ACA - AMERICAN COUNSELING 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:

AS A CURRENT COUNSELOR & PREVIOUS COUNCIL WOMAN I CAN BRING A DIFFERENT AWARENESS TO WOMEN OF ALL RACES. UNDERSTANDING THE IMPORTANCE OF LISTENING & PROVIDING RESOURCES TO WOMEN IS IMPORTANT. AS A CURRENT COUNSELOR I PRACTICE THIS ON A DAILY BASIS. AS A WOMAN I UNDERSTAND THE NEEDS OUR YOUNG WOMEN NEED NEEDS, SELF LOVE, ENCOURAGEMENT WORDS & RESOURCES TO ASSIST THEM SUCCEED.

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

25 Feb 2023

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

Received 2/25/23



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:

☒ Advancement for Women and Girls:

☐ Representing Senior Member At Least 55 years of age

☒ Representing Youth Member Between 16 and 17 years of age

☒ Community Services: ☐ Representing Senior Member At Least 60 years of age

☒ Representing Youth Member Between 16 and 21 years of age

☐ Patriotic

☒ Planning

PERSONAL INFORMATION Please print:

Name: Nydia Romero

Address: [REDACTED]

Years in South El Monte: 26

Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: Superior Systems

Work Phone: [REDACTED]

Occupation: PA

Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

SEM HS

Name/Location

12th
Highest Grade Completed

University, College, Trade School, or Other

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Y/A

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

VLSD PTO VP, VLSD School Site Council Co-Chair,
ELAC President (SEMHS)

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 always wanted to be more involved as a community member. It is a dream and passion to be of service in any way I can. I am always volunteering my time, ideas, thoughts to VLSD PTO, the School and SEMHS. I am a long time resident of SEM and I do feel it is my civic duty to give back. To engage and participate. To help and to serve as a role model for my children that I can be a productive member of society. That it is an honor/duty.

IMPORTANT

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Signature of Applicant

A black rectangular box redacting the signature of the applicant.

Date

2/23/2023

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



Received 2/25/23
1:20 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:

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☒ Representing Senior Member At Least 55 years of age

☐ Representing Youth Member Between 16 and 17 years of age

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION Please print:

Name: Jacqueline RUBIO Address: [REDACTED]

Years in South El Monte: 49 Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Employer: [REDACTED] Work Phone: [REDACTED]

Occupation: Director Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

Mountain View High School

Name/Location

Highest Grade Completed

12th

University, College, Trade School, or Other

Rio Hondo Comm. College

Name/Location

AA - Early childhood development

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

City of So-el Monte Community Service Commissioner

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

El Monte / So el Monte Chamber of Commerce

So el Monte National Little League

El Monte / So el Monte Jets

Valle Lindo School District PTA / PTO President

So. el Monte Mini Center PTA President

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 myself as a woman has her own story to tell. I can be that woman that can establish high-level leadership for gender equality. In my own words knowing my worth as a woman, I too can help our community build cross sector partnerships between organizations that focus on women's empowerment, health and climate change policies and plans.

In conclusion, I believe my qualifications are worthy & of value to our community and I can and will uphold as a great candidate for your ~~women's~~ advancement for women & girls Commissioner Thank you Jack F

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

2/25/23

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
CITY CLERK'S OFFICE
1415 SANTA ANITA AVENUE
SOUTH EL MONTE, CALIFORNIA 91733
(626) 579-6540
2023 MAR -2 P 4:05



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:

☒ Advancement for Women and Girls:

☐ Representing Senior Member At Least 55 years of age

☐ Representing Youth Member Between 16 and 17 years of age

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

☐ Patriotic

☐ Planning

PERSONAL INFORMATION *Please print:*

Name: Divina Montejano

Address: [REDACTED]

Years in South El Monte: 20

Home Phone:

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: Chapman University

Work Phone: [REDACTED]

Occupation: Career Services Asst

Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

South El Monte High School, South El Monte, CA

12th Grade (Graduated)

Name/Location

Highest Grade Completed

University, College, Trade School, or Other

University of Southern California, Los Angeles, CA

Master of Education, Educational Counseling

Name/Location

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

N/A

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:

During my time as a resident and student in the City of South El Monte, I have met an incredible amount of talented and intelligent woman. They have inspired and encouraged me to go after my own goals and soon I'll be completing my Master's degree in Educational Counseling with a hope to inspire and encourage other woman in the community to work to achieve their own aspirations. I think the city plays a crititcal role in creating spaces for the women who reside here to feel supported and proud of the place that they grew up and I would like to be involved in this commision and contribute in creating and ensuring that there are programs, activities, and space for women in the community to be successful in their endeavors. I have worked with a wide age group and currently young adults, I think my education and work experience offer a unique perspective to this commision.

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 3/2/23

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



CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

2023 MAR -6 A 11:18

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:

☒ Advancement for Women and Girls:

☒ Representing Senior Member At Least 55 years of age

☒ Representing Youth Member Between 16 and 17 years of age

☐ Community Services: ☐ Representing Senior Member At Least 60 years of age

☐ Representing Youth Member Between 16 and 21 years of age

☒ Patriotic

☐ Planning

PERSONAL INFORMATION Please print:

Name: Mirna Ivette Sanchez Address: [REDACTED]

Years in South El Monte: 34 Home Phone: N/A

E-mail Address: [REDACTED] Cell Phone: [REDACTED]

Employer: Satellite Healthcare Work Phone: [REDACTED]

Occupation: float / Traveler
RN Center Manager Employers Address: [REDACTED]

EDUCATION/TRAINING

High School

Mountain View High School

Name/Location

12
Highest Grade Completed

University, College, Trade School, or Other

Santa Ana College

Name/Location

Associate Degree Nursing

Major/Degree

LIST CURRENT AND PREVIOUS CITY COMMISSIONS YOU HAVE SERVED ON

Patriotic

PROFESSIONAL, BUSINESS ASSOCIATIONS, CLUBS, GROUPS YOU BELONG TO

- Financial Committee for Epiphany Catholic church
- Missionary of Los Angeles (supporting woman)

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:

No. I do travel for work, but I will be doing
more travel in social.

Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

I am resident of S. El Monte. I am a mother, a nurse
who cares for our community's wellness. As a nurse
I have the opportunity to share my knowledge, management
skills with others in the communities I served. I had
the privilege of teaching a class in our own Senior
Center before Pandemic. The class covered Diabetes, nutrition,
preparation for doctors appointments, ^{Blood Pressure} ~~health~~ to stay away
from kidney diseases. I also give glasses through the
company I used to work for. Finally the fact that I
love helping my community in every way possible.

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 3/5/2023

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.

ATTACHMENT B

RESOLUTION NO. 23-23

A RESOLUTION OF THE SOUTH EL MONTE CITY COUNCIL FIXING THE AMOUNTS AND CONDITIONS OF COMPENSATION FOR THE ADVANCEMENT OF WOMEN & GIRLS COMMISSION

RECITALS

A. The City of South El Monte takes its stewardship over the use of its limited public resources seriously. Periodically, the City Council has adopted ordinances and resolutions relating to expenses actually and necessarily incurred by public officials in connection with their official duties on City business.

B. A number of residents volunteer their time to participate in City government as advisory commissioners advising the Council on all matters pertaining to the advancement of women and girls. The City Council would like to reimburse such residents for the time spent attending meetings and other City activities.

C. This policy satisfies the requirements of Gov't Code §§ 53232.2 and 53233.3, supplements the definition of actual and necessary expenses for purposes of state law relating to permissible uses of public resources by Commissioners.

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

Section 1. The City Council hereby authorizes to pay each Commissioner a \$100 stipend for each meeting the Commissioner attends quarterly.

Section 2. South El Monte Municipal Code Section 2.50.030 provides that the City Council may from time to time fix the compensation of members of the Commission for the Advancement of Women and Girls.

Section 3. The City Clerk shall certify to the passage and adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 14th day of March 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. 23-23 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 14th day of March 2023, and that said Resolution was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donna G. Schwartz, City Clerk



City Council Agenda Report

Agenda Item No. 9.b.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF COMMISSIONERS TO THE PATRIOTIC COMMISSION

SUMMARY: Continued from the January 10, 2023, Regular City Council meeting. Appointments to be made to the Patriotic Commission, which is a five-member commission. The 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 ten-month term commencing March 14, 2023, through December 31, 2023.

FISCAL/FINANCIAL IMPACT: Funds have been budgeted for five commissioners. Each Commissioner will receive 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



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 1965,
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.

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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, AN Degree AND CERTIFICATED
Los Angeles - Whittier Major/Degree

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

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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

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: 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

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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 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

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
CITY CLERK'S OFFICE



2022 DEC 20 A 10:02

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

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

OW, 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 OW + American Legion for over 20 years. My father was a veteran. I have help organized food drives + food offerings for the homeless. Participated in fund raisers.

IMPORTANT

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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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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

*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: [REDACTED]

Years in South El Monte: 15+

Home Phone: [REDACTED]

E-mail Address: [REDACTED]

Cell Phone: [REDACTED]

Employer: City of LA - Council District 13

Work Phone: [REDACTED]

Occupation: Case Manager

Employers Address: [REDACTED]

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 3:00pm.

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 skillset 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.c.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF COMMISSIONERS TO THE COMMUNITY SERVICES COMMISSION

SUMMARY: Continued from the January 10, 2023, Regular City Council meeting. Appointments to be made to the Community Services Commission, which is a five-member commission. The 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 ten-month term commencing March 14, 2023, through December 31, 2023.

FISCAL/FINANCIAL IMPACT: Funds have been budgeted for five commissioners. Each Commissioner will receive 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 Applications



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

Re-applied
(☒) Community Services: () Representing Senior Member At Least 60 years of age
() Representing Youth Member Between 16 and 21 years of age

CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE
2022 DEC - 1 P 3:12

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

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.



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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

CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE
2022 DEC - 1 P 3:56

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 Glendale Elem. / 6th grade
Name/Location Highest Grade Completed

High School

John Marshall H.S. / 3939 Tracy St., Los Angeles
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.



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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:

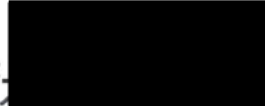
Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

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
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South El Monte, CA 91733
(626) 579-6540 Ext. 3280

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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

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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 _____

12/22/22

Return completed application to:

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South El Monte, CA 91733
(626) 579-6540 Ext. 3280

If appointed, Human Resources will contact you regarding the Live Scan.



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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

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

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 12/20/2022

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.d.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Donna Schwartz, City Clerk

SUBJECT: APPOINTMENT OF COMMISSIONERS TO THE PLANNING COMMISSION

SUMMARY: Continued from the January 10, 2023, Regular City Council meeting. Appointments to be made to the Planning Commission, which is a five-member commission. The 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 ten-month term commencing March 14, 2023, through December 31, 2023.

FISCAL/FINANCIAL IMPACT: Funds have been budgeted for five commissioners. Each Commissioner will receive 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.

Nine applicants are seeking reappointment/appointment to the Planning Commission.

Seeking Reappointment: Larry Rodriguez, Jeff Ortiz, Leonel Barrera, Kenneth Tang

Seeking Appointment: Enrique Robles, Robert Bacerra, Roberto Sanchez, Ruby Rose Yepez, and David Mai.

ATTACHMENT(S):

A. Planning Applications



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

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?
If yes, please explain:

No

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

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 _____

11/15/22

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

Name/Location

8th

Highest Grade Completed

High School

Bishop Amat Memorial High School, La Puente, CA

Name/Location

12th

Highest Grade Completed

University, College, Trade School, or Other

Rio Hondo Community College, Whittier, CA

Name/Location

Fine Arts / Not Completed

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 Member 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:

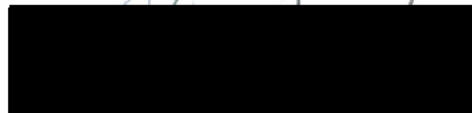
December 21, 2022

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 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

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

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

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 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
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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.

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

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

PERSONAL INFORMATION *Please print:*

Name: Kenneth Tang Address: [REDACTED]
Years in South El Monte: 5 Home Phone: [REDACTED]
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

2022 DEC - 1 P 3:58
CITY OF SOUTH EL MONTE
CITY CLERK'S OFFICE

Re-Applied

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

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 _____

12/1/22

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 High 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*

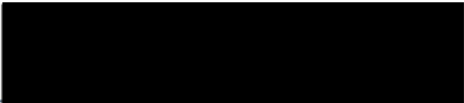
Explain in your own words the qualifications or experience you possess that would be an asset as a commissioner:

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

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: 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

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 12/20/2022

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: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Rene Salas, City Manager

SUBJECT: APPOINTING MEMBERS TO ATTEND THE NATIONAL ASSOCIATION OF LATINO ELECTED & APPOINTED OFFICIALS (NALEO) 40TH ANNUAL CONFERENCE, JULY 10-14, 2023, TO BE HELD AT THE NEW YORK MARRIOTT MARQUIS, NEW YORK CITY

SUMMARY: The NALEO Educational Fund provides national leadership on key issues that affect Latino participation in our political process, including immigration and naturalization, voting rights, election reform, the Census and the appointment of qualified Latinos to top executive and judicial positions. Attendance to conferences, seminars, workshops and meetings are fundamentally important to the advancement and education of local elected officials. Attendance to conferences, seminars, workshops and meetings informs cities on changing policies and National City issues.

RECOMMENDED ACTION: City Council to appoint all or any members of the City Council and/or staff to attend the upcoming NALEO Conference, July 11-14, 2023, to be held in New York City.

FISCAL/FINANCIAL IMPACT: Each member of the City Council is allocated \$10,000 per fiscal year for conferences and travel. Currently there are enough funds in each member's budget to cover the cost.

DISCUSSION: Seminars, conferences, workshops and meetings are dedicated to the advancement and education of Mayors, Councilmembers and City Managers to learn about major issues and study, debate and formulate positions on issues important to local government, and to renew professional contacts that are so vital to conducting the public's business.

Report prepared by Dianna Gomez, Executive Assistant to the City Council.

ATTACHMENT(S):

A. NALEO Conference Fees and Agenda



JULY 11–13, 2023

NEW YORK CITY

FEES

Online Rates

Last day to register online is June 23, 2023.

Lifetime Members | \$600

For NALEO Lifetime Members.

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

Members | \$700

For current paid NALEO Members.

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

New/Renewing Members | \$800

Includes a one-year NALEO membership.

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

Non-Members | \$900

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

Onsite Rates

Lifetime Members | \$700

For NALEO Lifetime Members.

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

Members | \$800

For current paid NALEO Members.

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

New/Renewing Members | \$900

Includes a one-year NALEO membership.

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

Non-Members | \$1000

Access to all Conference sessions, meals, and NALEO-sponsored evening events.

Single-Day Pass (Pricing coming soon)

Evening Event (Pricing coming soon)

Cancellation, Refund and Transfer Policies

"All Events" access fee includes access to all Conference workshops, general sessions, all meal functions, and all special events for the duration of the three-day Conference. Mail-in registration must be postmarked before June 23, 2023, and must include full payment. Any registration postmarked after June 23, 2023, will be processed at the on-site rate.

Registrations canceled on or before June 23, 2023, will be refunded less a \$200 processing fee. After June 23, 2023, there will be no cancellation refunds. No Exceptions. Cancellation requests must be in writing. All refunds will be issued after the Conference. There will be a \$25 processing fee for all returned checks.

NALEO Educational Fund ("the Fund"), its staff, Board of Directors, volunteers, and sponsors disclaim any liability for the actions or omissions of suppliers to this Conference and disclaim any responsibility for the safety of any attendee while in transit to or from this Conference or any event(s) associated with the Conference. The planners and sponsors reserve the right, if circumstance compels, to cancel this function without penalty. At its option, the Fund may allow a refund of the registration fee.

By checking the terms and conditions, you agree that any photographs, video, sound recordings, or any other depiction of you by any medium, will be the exclusive property of the Fund. You hereby give the Fund consent to use any such photographs, video, sound recordings, or any other depiction of you by any medium, obtained in connection with this event, for any purpose related to the Fund's work, including, but not limited to, use in the Fund's promotional materials and promotional materials of its donors and sponsors.

By checking the terms and conditions for registration, you hereby give the Fund consent to include your name in its list of Conference participants

Registration Replacements/Transfers

If a NALEO member transfers his or her registration to a nonmember, the nonmember must pay the difference between the member and nonmember price at the time of transfer. Transfer requests must be submitted in writing to the NALEO Educational Fund by the paid registrant at least five business days in advance of the start of the NALEO Annual Conference. The signed written request should include the name and affiliation of the person to whom the registration is being transferred. No registration transfers will be processed onsite at the NALEO Annual Conference.

REGISTER

[Already registered?](#)

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Event Management Software Mobile Event Apps Survey Software Event Venues
Strategic Meetings Management
Privacy Policy



JULY 11-13, 2023

NEW YORK CITY

AGENDA

🕒 Viewing in Eastern Time [Adjust](#)

July 10, 2023

➤ **Conference Registration: Early Check-In**

2:00 PM-5:00 PM ET

July 11, 2023

Opening Gavel Breakfast Ceremony

9:00 AM-10:00 AM ET

NALEO Service Project	10:00 AM-12:00 PM ET
Understanding the Pandemic's Role and Impact on Families and Children	10:30 AM-11:30 AM ET
Concurrent Breakout Session	
The Nuts and Bolts of County and Municipal Budgets	10:30 AM-11:30 AM ET
Concurrent Breakout Session	
Emergency Preparedness: Droughts	10:30 AM-11:30 AM ET
Concurrent Breakout Session	
The Digital Economy & Blockchain Technology	10:30 AM-11:30 AM ET
Concurrent Breakout Session	
National Leadership Luncheon & Plenary: New York Latino Diaspora	12:00 PM-1:30 PM ET
NALEO Marketplace and Networking Break	1:30 PM-2:00 PM ET
NALEO Service Project	1:30 PM-3:00 PM ET
Securing our Critical Infrastructures	2:00 PM-3:00 PM ET
Concurrent Breakout Session	
Small Businesses and Latino Entrepreneurship	2:00 PM-3:00 PM ET
Concurrent Breakout Session	
Understanding our Communities: The History of Puerto Rico and the Diaspora	2:00 PM-3:00 PM ET
Concurrent Breakout Session	
"Newly" Alumni Networking	3:30 PM-4:30 PM ET

July 12, 2023

Breakfast Plenary: Latina Leadership

8:45 AM-10:15 AM ET

NALEO Service Project

10:00 AM-12:00 PM ET

The Fentanyl Crisis in Schools

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Emergency Preparedness: Floods

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Workforce Development for Local Government: Hiring for Open Positions

10:30 AM-11:30 AM ET

Concurrent Breakout Session

Electrification

10:30 AM-11:30 AM ET

Concurrent Breakout Session

National Leadership Luncheon & Plenary: Economic and Financial Outlook

12:00 PM-1:30 PM ET

NALEO Marketplace and Networking Break

1:30 PM-2:00 PM ET

NALEO Service Project

1:30 PM-3:00 PM ET

Best Practices Policy Expo: Community Resiliency in the Face of Tragedy

2:00 PM-3:00 PM ET

Lifetime Membership Networking

3:30 PM-4:30 PM ET

Breakfast Plenary: Discussion with National Leaders	9:00 AM-10:00 AM ET
NALEO Service Project	10:00 AM-12:00 PM ET
Having Courageous Conversations on Race in America Concurrent Breakout Session	10:30 AM-11:30 AM ET
The Nuts and Bolts of School District Budgets Concurrent Breakout Session	10:30 AM-11:30 AM ET
National Leadership Luncheon	12:00 PM-1:00 PM ET
Presidential Forum	1:00 PM-2:00 PM ET
Latino Leadership – Developing Coalitions and Agendas across Ethnic and Community Interests The NALEO Network at Work: Charla on Leadership and Best Practices	2:30 PM-3:30 PM ET
Leadership, Compassion Fatigue, and Self-Care The NALEO Network at Work: Charla on Leadership and Best Practices	2:30 PM-3:30 PM ET
Newly Elected & Alumni Roundtables The NALEO Network at Work: Charla on Leadership and Best Practices	2:30 PM-3:30 PM ET

REGISTER

[Already registered?](#)



City Council Agenda Report

Agenda Item No. 9.f.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Masami Higa, Interim Finance Director

SUBJECT: CONSIDERATION AND APPROVAL TO SOLICIT REQUEST FOR PROPOSALS (RFP) FOR AUDITING SERVICES

SUMMARY: Staff is seeking City Council approval to solicit RFPs for auditing services.

RECOMMENDED ACTION: Staff recommends City Council approve the RFP to solicit proposals from qualified Certified Public Accounting (CPA) firms for auditing services.

FISCAL/FINANCIAL IMPACT: There is no fiscal impact of conducting an RFP. The City has budgeted \$42,000 for the fiscal 2022-23 Financial Statements Audit and Single Audit. Audit fees in excess of this amount will be programmed once proposals are reviewed, selected, and awarded, based on qualifications, and not based on lowest price.

DISCUSSION: On January 11, 2022, the City Council adopted Resolution No. 22-03 awarding a three-year professional auditing services contract to Vasquez & Company LLP (Vasquez) with two one-year extension options. On September 6, 2022, Vasquez informed the City that due to a significant increase in cost, Vasquez would like to adjust its fees. Staff informed Vasquez that such a request must be brought before City Council. Staff also informed Vasquez that should the City Council not approve, the City may have to terminate the contract early with a 30 days' notice to Vasquez, or a 60 days' notice from Vasquez to the City, as stipulated under the contract.

On February 15, 2023, staff presented the requested fee increase from Vasquez to City Council. The item was continued to the February 28, 2023, City Council meeting. Staff was not able to bring back this item as Vasquez informed staff that they would like to terminate the contract early. However, as Vasquez is currently working on the June 30, 2022 Single Audit which is due March 31, 2023, Vasquez would like to terminate the contract effective April 1, 2023.

Upon approval of the RFP, it will be posted on the City's website, and staff will contract qualified CPA firms to solicit proposals.

ATTACHMENT(S): RFP - Professional Auditing Services

Request For Proposals

To Provide Auditing Services for the City of South El Monte



RFP Release Date: Wednesday, March 15, 2023

RFP Response Due: Thursday, April 13, 2023, 4:00 p.m.

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I. General Information

Community Profile

Incorporated in 1958, the City of South El Monte is an industrial community of approximately 20,000 residents, encompassing 2.3 square miles. The City 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 residents and the City's business community are working together to make the City a better place to live and work.

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

II. Purpose & Description Management Support Services

The City of South El Monte consists of a five-member elected City Council (with elected Mayor) and an appointed City Manager. There are seven departments: Administration, City Clerk (appointed by Council), City Attorney (appointed by Council), Community Development, Community Services, Public Works, and Finance. The Management Team consists of the following:

City Manager – Rene Salas

City Clerk – Donna Schwartz

City Attorney – Anthony R. Taylor (employed by law firm of Aleshire & Wynder, LLP)

Community Development Director – Vacant

Public Works Director – Vacant

Finance Director – Masami Higa

The assets and liabilities of the South El Monte Business Improvement City were transferred to the Successor Agency to the South El Monte Business Improvement City on February 1, 2012 as a result of the dissolution of the former redevelopment agency's under AB x1 26 as amended. The City is acting in a fiduciary capacity for the assets and liabilities.

In terms of the City's fund structure, the City maintains approximately 30 individual governmental funds. There are no proprietary funds. The City maintains one private-purpose trust fund to account for the Successor Agency.

The City's Financial Statements are available on the City's website.

It is management's goal to prepare the Annual Comprehensive Financial Report (ACFR) to the extent possible. As part of the firm's response to this RFP, it is strongly suggested that consideration be given to how this goal can be accomplished by management in the near term.

Budget

The annual budget is adopted by City Council by June 30 of each fiscal year and include proposed expenditures and the means of financing them for all active funds. The annual budget provides for the general operations of the City and, as appropriate, its near-term and long-term goals and objectives. To the best of the City's abilities, recurring revenues are applied towards recurring expenditures and non-recurring revenues are applied towards non-recurring expenditures. Budget amendments must be approved by City Council and actual expenditures must not exceed appropriation at the fund level. The City Manager is authorized to make budget allocation within funds but City Council must approve all budget amendment at the fund level.

The City's Budget Books are available on the City's website.

The FY2022-23 City-wide adopted budget is \$35,173,178 with a deficit of \$279,972 as summarized below:

Fund Group	Revenues	Expenditures	City-Wide Net
General Fund	\$ 24,050,621	\$ 19,247,053	\$ 4,803,568
Special Revenue Funds	10,842,585	15,926,125	(5,083,540)
Total	\$ 34,893,206	\$ 35,173,178	\$ (279,972)

III. Scope of Services

The selected firm shall conduct independent audits of Financial Statements and Schedule of Expenditures of Federal Awards both prepared by management as required under GAAS and GAGAS.

The selected firm shall also format and print the Audited Financial Statements for the City. The City typically requires 20 copies of each report and an electronic copy. The quantity may be increased or decreased depending on actual need.

The selected firm shall meet with the City Manager and Director of Finance annually and provide Management Letters of recommendations to those charged with governance. Management Letters shall describe suggested improvements in internal control, accounting procedures, and other significant observations or reportable conditions.

The selected firm shall make itself available to the City throughout the engagement as an information resource for:

- Financial statements preparation and disclosures;
- Interpreting and understanding GASB pronouncements;
- New developments, trends, and changing requirements pertaining to auditing and accounting standards;
- Interpretations of federal and state rules and regulations; and
- Impact of new or existing tax laws.

As appropriate, the selected firm shall assist the City to meet all the eligibility requirements of the Governmental Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.

As requested by the City, the selected firm shall be available to present the audit plan prior to beginning field work and to present all final reports to the Director of Finance, City Manager, and City Council.

Additional on-going annual auditing services needed due to regulation changes or future voter approved measures shall be quoted separately and added to the contract as amendments.

Responsibilities of Selected Firm

During audits, the selected firm shall promptly report to the Director of Finance and City Manager regarding any conditions, transactions, situations, or circumstances encountered which would impede or impair the proper conduct of the audit, or which would seem to warrant a special investigation or report in more detail than that which is necessary to perform the standard audit. The selected firm shall take all steps necessary to safeguard any data, files, reports or information from loss, destruction, or erasure. Any costs or expenses of replacing, or damages resulting from the loss of such data, shall be borne by the auditor.

The selected firm shall maintain adequate staff to perform as required by the agreement resulting from this solicitation.

Responsibilities of City

The preparation of the Financial Statements is the responsibility of the City. However, the City will rely on the selected firm to produce the reports using their own technical resources. At such time that the City and selected firm can jointly produce a ACFR, it shall be the responsibility of the City to provide the introductory, management's discussion and analysis, required supplementary information, and statistical data.

Auditing Standards

Financial auditing shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants;
2. The standards applicable to financial audits contained in Government Auditing Standards (current edition), issued by the Comptroller General of the United States;

3. The provisions of the Single Audit Act;
4. When applicable, provisions of other laws or regulations required to be followed by the federal government, State of California, or County of Los Angeles.

The foregoing standards ensure that the audit will be planned and performed to obtain reasonable assurance about whether the general-purpose financial statements are free of material misstatement. The audit shall include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit shall also include assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation.

Auditing Schedule

The City shall typically close the prior fiscal year's books by September 30th of each year. An interim on-site visit shall occur for one week during June of each year; and the financial audit engagement shall be scheduled no later than October 1st of each year, unless a mutual agreement is reached between the City and the selected firm on a later audit start date. It is understood that the actual audit schedule will be negotiated annually to adjust for mutual staff availability. An exit interview shall be conducted at the end of the final on-site audit. Auditing reports and Management Letter(s) shall be provided to the City no later than three weeks following the exit interview. The selected firm shall complete and deliver the City's Financial Statements to the City by no later than December 15th of each year.

Record Retention

All working papers and reports shall be retained, at the selected firm's expense, for a minimum of three years (or the retention timeframe established by the professional standards, whichever is longer), unless the firm is notified in writing by the City of South El Monte of the need to extend the retention period.

Record Access

Working papers and reports shall be made available upon request of the City, any federal or state agency, and other individuals designated by the City. The selected firm shall also respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers.

IV. INFORMATION TO BE INCLUDED IN THE QUALIFICATIONS SUBMITTAL

PROPOSAL OUTLINE TO BE SUBMITTED

The proposal shall be organized and submitted with the following elements:

- **Cover page**
- **Table of Contents**
- **Executive Summary**

Provide a brief summary describing the proposer's ability to perform the work requested, a history of the proposer's background and experience providing services, the qualifications of the proposer's personnel to be assigned to City, any subcontractor, sub consultants, and/or suppliers and a brief history of their background and experience, and any other information called for by this request for proposal which the proposer deems relevant, including restating any exceptions to this request for proposal. This summary should be brief and concise to apprise the reader of the basic services offered, experience and qualifications of the proposer, staff, subcontractors, and/or suppliers. Note, the City does not allow proposers to use the City Seal on proposals.

- **Questionnaire/Response to Scope of Services**

Proposer shall provide responses and information to fully satisfy each item in the Questionnaire (see section V below). Each question item should be presented before the proposer's response.

- **Attachments**

Questionnaire

A. Company and General Information

- Company name and address.
- Letter of transmittal signed by an individual authorized to bind the respondent, stating that the respondent has read and will comply with all terms and conditions of the RFP.
- General information about the primary contact that would be able to answer questions about the proposal. Include name, title, telephone number and email address of the individual.
- Appendix A, Certification of Proposal to City
- Appendix B, Sample Professional Services Agreement

- Appendix C, Scope of Services

B. Qualifications and Experience of the Firm

- Firm’s history and organizational structure, including the size of the firm, location of offices, years in business, organizational chart, name(s) of owner(s) and principal parties, and number and position titles of staff.
- The primary business of the parent company and/or affiliates.
- Office(s) of your organization with primary responsibility for managing the audit.
- Firm’s experience providing auditing and accounting services, including the cities for which you have provided these services in the last five years.
- Other areas that may make the firm different from competitors.

C. Qualifications and Experience of Proposed Staff

- The qualifications of staff proposed for the assignment, position(s) in the firm, and types and amount of equivalent experience, including any municipal agencies with which they have worked in the past three years and their level of involvement. The resume(s) of the personnel who will be assigned to this project.

Fees

Please provide three copies in a separate envelope marked “Fees.”

Fees for the proposed service, which should be detailed by service and include financial audit and single audit for each of the three fiscal years—2022-23, 2023-24 and 2024-25.

- Outline billing and payment expectations, including timing and method of payment.
- Any additional fees not already detailed above.
- A specific “not to exceed” fixed fee including associated fees (i.e., printing costs, attendance at meetings, travel).

References

Provide a list of the municipal agencies for which the respondent has conducted any type of auditing services within the past three years.

The Consultant should provide a list of at least three municipal agencies.

V. QUESTIONS

Questions with regard to this RFP should be submitted by e-mail to Masami Higa, Director of Finance, at mhiga@soelmonte.org by 4:00 P.M. PDT on April 6, 2023. All firms sending questions will receive responses to all questions and any other addenda that may be released via e-mail by April 13, 2023.

VI. GENERAL INFORMATION

The Consultant is expected to establish and maintain a working relationship with City Staff throughout the duration of the agreement. The City shall not pay any cost incurred in the preparation of a response to this Request for Proposal.

VII. INSURANCE REQUIREMENTS

The City will require the successful Consultant to acquire and maintain workers' compensation, employer's liability, commercial general liability, owned and non-owned and hired automobile liability, and professional liability insurance (errors & omissions) coverage relating to Consultant's services to be performed covering the City's risks in a form subject to the approval of the City Attorney and/or City's insurance advisor. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event shall be as follows:

<u>Insurance Category</u>	<u>Minimum Limits</u>
Workers' Compensation	statutory minimum
Employer's Liability	\$2,000,000 per accident for bodily injury or disease
Commercial General Liability	\$2,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury and property damage
Automobile Liability	\$2,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to Consultant's vehicle usage in performing services hereunder)
Professional Liability	\$2,000,000 per claim and (Errors & Omissions Liability)

Any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to the City as an Additional Insured. Furthermore, the requirements for coverage and limits shall be the greater of either (1) the minimum coverage and limits or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named Insured.

The Consultant shall agree to include with all subcontractors in their subcontracts the same requirements and provisions including the indemnity and insurance requirements to the extent they apply to the scope of the subcontractor's work. Subcontractors hired by Consultant shall agree to be bound to Consultant and City in the same manner and to the same extent as Consultant is bound to City and its accompanying documents. Subcontractors shall further agree to include these same provisions with any sub-subcontractors.

The Consultant shall furnish the City with certificates and copies of information or declaration pages of the insurance required and with respect to evidence of commercial general liability and automobile liability insurance coverage, original endorsements:

- (a) Precluding cancellation or **reduction in per occurrence limits** before the expiration of 30 days (ten days for nonpayment) after City shall have received written notification of cancellation in coverage or **reduction in per occurrence limits** by first class mail;
- (b) Naming the City of South El Monte its Council, officers, boards, commissions, employees, and agents, as additional insureds; and
- (c) Providing that Consultant's insurance coverage shall be primary insurance with respect to City and, its Council, officers, boards, commissions, employees, and agents, and any insurance or self-insurance maintained by City for itself, its Council, officers, boards, commissions, employees, or agents shall be in excess of Consultant's insurance and not contributory with it. Consultant and its insurer may not seek contribution from City's insurance or self-insurance.

The limits of insurance required 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 insurance or self-insurance may be called upon to protect City as a named Insured.

All self-insured retentions (SIR) must be disclosed to City for approval and shall not reduce the limits of liability coverage. Policies containing an SIR provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named Consultant/Named Insured or City.

The City reserves the right to obtain a full certified copy of any insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.

Any and all Subcontractors shall agree to be bound to Consultant and City in the same manner and to the same extent as Consultant is bound to City. Subcontractors shall further agree to include the same requirements and provisions, including the indemnity and insurance requirements, in any agreement with sub-subcontractors to the extent that they apply to the scope of the sub-subcontractor's work. A copy of the indemnity and insurance provisions shall be furnished to any subcontractor upon request.

The Consultant shall maintain insurance to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following completion of this project or service. In the event the Consultant fails to obtain or maintain completed operations coverage as required by the City at its sole discretion may purchase the coverage required and the cost will be paid by Consultant.

VIII. PROPOSAL REVIEW

The City's designated staff will evaluate proposals received. During the review process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from those that submit proposals or allow corrections of errors or omissions. Any and all changes in the RFP will be made by written addendum, which shall be issued by the City to all proposers who have responded to the RFP by the deadline.

The City reserves the right to retain all proposals submitted. Submission of a proposal indicates the firm's acceptance of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the consultant selected.

The preparation of the RFP will be at the total expense of the Proposer. There is no expressed or implied obligation for the City to reimburse responding proposers for any expense incurred in the preparation of proposals in response to this RFP. All proposals submitted to the City shall become properties of the City and will not be returned.

The City reserves the right to reject any or all proposals, in whole or part, to waive any informality in any proposal, and to accept the proposal which, in its discretion, is in the best interest of the City.

To be considered, proposers must provide **five bound copies, one unbound copy, and a single Microsoft Excel and PDF file** of the Proposal for Auditing Services that can be made available to City staff. The materials should be contained in a sealed envelope with the name of the company submitting the proposal, and the title of "Auditing Services." The materials should be delivered no later than 4:00 P.M. PDT on April 13, 2023 to:

City of South El Monte
Attention: Donna Schwartz,
City Clerk
1415 N. Santa Anita Ave.
South El Monte, CA 91733

RFP Schedule

The City reserves the right to make changes to the below schedule, but the current schedule for the implementation of this bid process is as follows:

Request for Proposal Release	March 15, 2023
Question Submittal Deadline	April 6, 2023
City Response to Questions	Through April 13, 2023
Submittal Deadline (Date proposals must be received by City)	April 13, 2023
Finalists Selected	April 20, 2023
Presentations / Interview	Week of April 24 th
Consultant Selection/Contract approved by City Council	May 2023

Evaluation of Proposals

A team comprised of City staff, will be responsible for the bid evaluations. This team, in accordance with the criteria listed below, will evaluate all proposals received as specified. The City team members, in applying the major criteria to the proposals, may consider additional criteria beyond those listed. During the evaluation period, the team may elect to interview some or all the proposing firms. The interview will include City staff and the Councilmembers servicing on the Finance Sub-Committee.

The final selection will be the firm which, in the City's opinion, is the most responsive and responsible, meets the City's requirements in providing this service, and is in the City's best interest. The City maintains the sole and exclusive right to evaluate the merits of the proposals received.

Consultants will be objectively evaluated based on their responses to the scope outlined in the RFP. The written proposal should clearly demonstrate how the firm could best satisfy the requirements of City.

Proposals will be evaluated based on the following criteria:

- Thoroughness and understanding of the tasks to be completed.
- Background and experience in organizational analysis evaluation.
- Staff expertise and overall experience of personnel assigned to the work.
- Time required to accomplish the requested services.
- Responsiveness to requirements.
- Recent public sector experience, preferably in a municipal setting, conducting similar studies.
- Costs.

Although price for the services will be an important part of the consideration for award the City will consider the consultant's qualifications, expertise and level of professional service and advice in the award of the auditing contract.

IX. CONSULTANT AGREEMENT

A sample of the City's Professional Services Agreement is provided in this RFP as **Attachment B**. Your proposal shall contain a statement of the firm's willingness to execute the contract with an indication of any changes to the contractual requirements.

END OF RFP

APPENDIX A

CERTIFICATION OF PROPOSAL TO THE CITY

1. The undersigned hereby submits its proposal and, by doing so, agrees to furnish services to the City in accordance with the Request for Proposals (RFP), dated April 13, 2023 and to be bound by the terms and conditions of the RFP.
2. This firm has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the firm and that the firm is responsible for them.
3. It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City.
4. The proposal includes all the commentary, figures and data required by the Requests for Proposal dated March 15, 2023.
5. This firm has carefully read and fully understands all the items contained in Request for Proposal for Auditing Services.
6. The proposal by this firm is an irrevocable offer; it shall be valid for 90 days from April 13, 2023, unless both parties mutually agree to extend date.

Name of firm: _____

By: _____
(Authorized Signature)

Type Name: _____

Title: _____

Date: _____

APPENDIX B

SAMPLE OF 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 _____, 2023 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 1.8.

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 _____ 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. 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, 6330 Pine Avenue, South El Monte, California 90201 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

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

On _____, 2023 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

☐

INDIVIDUAL

☐

CORPORATE OFFICER

TITLE(S)

☐

PARTNER(S)

☐

LIMITED

☐

GENERAL

☐

ATTORNEY-IN-FACT

☐

TRUSTEE(S)

☐

GUARDIAN/CONSERVATOR

☐

OTHER

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

NUMBER OF PAGES

DATE OF DOCUMENT

SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))

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

STATE OF CALIFORNIA
COUNTY OF LOS ANGELES

On _____, 2023 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

- ☐ INDIVIDUAL
☐ CORPORATE OFFICER

TITLE(S)

- ☐ PARTNER(S) ☐ LIMITED
☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER _____

SIGNER IS REPRESENTING:

(NAME OF PERSON(S) OR ENTITY(IES))

DESCRIPTION OF ATTACHED DOCUMENT

TITLE OR TYPE OF DOCUMENT

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SIGNER(S) OTHER THAN NAMED ABOVE

EXHIBIT “A”

SCOPE OF SERVICES

- I.** Consultant will perform the following Services:
- A.
 - B.
 - C.
- II.** As part of the Services, Consultant will prepare and deliver the following tangible work products to the City:
- A.
 - B.
 - C.
- 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.
 - B.
 - C.
- 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:
- A.
 - B.
 - C.

EXHIBIT “B”

SPECIAL REQUIREMENTS

(Superseding Contract Boilerplate)

DRAFT

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.



City Council Agenda Report

Agenda Item No. 11.a.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Rene Salas, City Manager

SUBJECT: LETTER FROM EPIPHANY CATHOLIC SCHOOL REQUESTING A FEE WAIVER FOR THE USE OF THE SENIOR CENTER DINING ROOM TO HOST A SPRING TEA PARTY EVENT

SUMMARY: Epiphany Catholic School is requesting a facility reservation fee waiver for the use of the Senior Center dining room on Sunday, March 26, 2023, from 8:00 a.m. to 7:00 p.m. to host a Spring Tea Party event and all the associated fees incurred from the reservation.

RECOMMENDED ACTION: Staff recommends City Council discuss and consider the fee waiver request by Epiphany Catholic School.

FISCAL/FINANCIAL IMPACT: If approved in accordance with the Facility Reservation Regulations and Fee Schedule, the City will waive the facility rental fee in the amount of \$1,100.00.

In addition, if approved, the City will waive the associated fees incurred from the reservation including staff time, cleaning staff time, cleaning fees, and damage deposit in the amount of \$1,076.00.

If the City approves waiving all the fees requested by Epiphany Catholic School, the City will waive a total of \$2,176.00 of estimated revenues for the General Fund.

DISCUSSION: The Epiphany Catholic School has been a member of the community since 1959. They proudly serve the City by providing faith-based academic enrichment to children 5 to 12 years of age. The schools wishes to host a fundraiser, the Spring Tea Party event, in an effort to raise funds for student scholarships and update academic materials for their STEM programming. Epiphany Catholic School are requesting assistance from the City by waiving all the reservation fees to host the fundraising event on Sunday, March 26, 2023 from 8:00 a.m. to 7:00 p.m.

Report prepared by Jayson Perez, Recreation Coordinator.

ATTACHMENT(S):

- A. Request Letter from Epiphany Catholic School
- B. Reservation Application from Epiphany Catholic School



EPIPHANY CATHOLIC SCHOOL

Faith, Community, & Academic Excellence

ADMINISTRATION

Gabriela Negrete, Principal

Patricia Pol, Vice Principal

STAFF

Yolanda Medina

Gabriella Negrete

Patricia Pol

Jennifer Portillo

Angie Yamashiro

Vanessa Fernandez

Ashley Santillan

Desiree Aguinaga

Ana Omana

March 7, 202

To the attention of the Mayor and City Council,
City of South El Monte,

On Sunday, March 26, 2023, Epiphany Catholic School is hosting a Spring Tea at the South El Monte Senior Center. The event is in hopes of raising funds to help our students with scholarships, update academic materials as well as our STEAM program in order to help our students succeed.

Epiphany Catholic School is a 501(c) non-profit organization. We are hoping that you will consider waiving the city fees to host our event.

Thank you in advance for your consideration. Should you need any further information, please call the office at (626) 758-1094.

God Bless,

Mrs. Angie Yamashiro
Teacher/Event Coordinator

Cc: Gaby Negrete, Principal

Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously.
2 Cor 9:6

10915 Michael Hunt Drive South El Monte, CA 91733 • (626) 758-1094 • eschool213@aol.com



APPLICANT INFORMATION

Name: Angie Yamashiro	Organization/Business: Epiphany Catholic School
Address: 10915 Michael Hunt Drive	City: South 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:

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		Shively and New Temple
☐ Parking Lot			☐ Field
			☐ Picnic Area
			☐ Field
			☐ Picnic Area
Date of Event: <u>March 26, 2023</u>		Day(s): <u>Sunday</u>	Estimated Attendance: <u>150 - 200</u>
Purpose of Event/Function: <u>Spring Tea Party</u>			
Reservation Time: <u>8:00 am</u> to <u>7:00 pm</u>		Set up Time: <u>8:00 am</u> to <u>3:30 pm</u>	
Kitchen Hours: <u> </u> to <u> </u>		Clean up Time: <u>6:00 pm</u> to <u>7:00 pm</u>	
Will the event be open to the public? <u> </u>			
Will there be entertainment? <u> </u>		If yes, what type? <u> </u>	
Will food be served? <u> </u>		If yes, name of caterer? <u> </u>	
Will alcohol be served? <u> </u>			
Portable Stage needed? <u> </u>			

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: _____ DATE OF USE: _____

FACILITY: _____

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	Dinning Room \$ _100.00__ x _11__ Hours	\$ 1,100.00
Staff Fee	\$ _16__ x _1__ # Staff x _11__ Hours	\$ 176.00
Security Guard Fee	\$ _____ x _____ # Guard (s) x _____ Hours	\$ NA
Kitchen Fee		\$ NA
Clean Up Fee		\$ 300.00
Damage Deposit		\$ 600.00
Insurance Premium Certificate	Agency Will Provide	\$ NA
Liquor Premiums		\$ NA
Inflatable Bouncer		\$ NA
ABC Permit		\$ NA
	TOTAL:	\$2,176.00

of Round Tables: _____

of Rectangle Tables: _20_____

of Chairs _150_____

Table and Chair Ratio

6 inch Round Table = 8 chairs

6x6 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 ratio 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: _____



City Council Agenda Report

Agenda Item No. 12.a.

DATE: March 14, 2023

TO: Honorable Mayor and Members of the City Council

APPROVED BY: Rene Salas, City Manager

SUBMITTED BY: Dianna Gomez, Executive Assistant

SUBJECT: MAYOR PRO TEM RICHARD ANGEL

1. Consideration of Adding the Knights of Columbus Emblem to the Santa Anita Entry Sign.

RECOMMENDATION: Discussion and/or action.

SUMMARY:

RECOMMENDED ACTION:

FISCAL/FINANCIAL IMPACT:

DISCUSSION:

ATTACHMENT(S):

None